



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT  
REGULAR BOARD MEETING AGENDA**  
1686 Main Street, Masset, B.C.  
Friday, April 24, 2015 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 March 20, 2015	Pg 1-9
3.2	Minutes of the Parcel Tax Roll Review Panel Meeting of the Skeena-Queen Charlotte Regional District held March 20, 2015	Pg 10
3.3	<p>Rise and Report – March 20, 2015 <i>(to be read by Chair – no motion required)</i></p> <p>MOVED by Director Franzen, SECONDED by Director Bergman, that the staff report entitled “Joint Sick Bank Leave Committee” be received;</p> <p>AND THAT the following two Directors be appointed to serve as committee members on the Joint Sick Leave Bank Committee:</p> <ul style="list-style-type: none"><li>• Des Nobels</li><li>• Barry Pages</li></ul> <p>IC026-2015 <span style="float: right;">CARRIED</span></p> <p>MOVED by Director Beldessi, SECONDED by Director Martin, that the report from staff entitled “Advisory Planning Commission Appointments” be received;</p> <p>AND THAT the Board of the Skeena-Queen Charlotte Regional District appoint the following individuals to serve as members of the Moresby Island Advisory Planning Commission for a two-year term:</p> <ul style="list-style-type: none"><li>• Gordon Usher;</li><li>• Duane Gould;</li><li>• Behn Cochrane; and</li><li>• Stan Hovde.</li></ul> <p>IC027-2015 <span style="float: right;">CARRIED</span></p>	Verbal

MOVED by Director Beldessi, SECONDED by Director Martin, that the Board of the Skeena-Queen Charlotte Regional District appoint the following individuals to serve as members of the Graham Island Advisory Planning Commission for a two-year term:

- Leandre Vigneault;
- Chris Ashurst; and
- Ralph Leach.

IC028-2015

CARRIED

MOVED by Director Beldessi, SECONDED by Director Martin, that staff be directed to continue advertising for vacant member positions on the advisory planning commissions.

IC029-2015

CARRIED

MOVED by Director Beldessi, SECONDED by Director Nobels, that the staff report entitled "Board of Variance Appointments" be received;

AND THAT the Board of the Skeena-Queen Charlotte Regional District appoint the following individual to serve as a member of the Board of Variance for a three-year term:

- Robert Chisholm.

AND THAT correspondence be sent to Mr. Gordon Usher and Mr. Duane Gould to provide those individuals with the rationale supporting the Board of the Skeena-Queen Charlotte Regional District's decision not to appoint to the Board of Variance;

AND FURTHER THAT staff be directed to continue advertising for vacant member positions on the board of variance.

IC030-2015

CARRIED

MOVED by Director Beldessi, SECONDED by Director Nobels, that the Board of the Skeena-Queen Charlotte Regional District appoint Ms. Carol Wagner to serve as an alternate director on the Vancouver Island Regional Library Board of Directors.

IC037-2015

CARRIED

MOVED by Director Franzen, SECONDED by Director Nobels, that the verbal report from Director Beldessi in regard to the Sandspit Water Committee be received;

AND THAT staff be directed to draft a Sandspit Water Committee bylaw for Board consideration.

IC038-2015

CARRIED

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

4.1	Minutes from the March 16, 2015 Regular meeting of the Moresby Island Management Standing Committee	Pg 11-14
4.2	Minutes from the February 18, 2015 Regular meeting of the Regional Recycling Advisory Committee	Pg 15-17

**5. DELEGATIONS**

5.1	M. Kujat, Environmental Coordinator, Regional District of Kitimat-Stikine & L. Zurkirchen, Principal, Project Manager, Regulatory Specialist, Stantec Inc. – Terrace Area Integrated Solid Waste Management Plan Update	Pg 18-21
5.2	L. Neville, Coordinator, Haida Gwaii Regional Recreation Commission – Haida Gwaii Regional Recreation Commission Update	Verbal

**6. FINANCE**

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for March, 2015	Pg 22
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**7. CORRESPONDENCE**

7.1	Ministry of Community, Sport and Cultural Development – Unconditional Grant Funding Letter	Pg 23
7.2	B.C. Ferry Authority – Appointments to the B.C Ferry Authority Board of Directors	Pg 24-25
7.3	Federation of Canadian Municipalities – Canada Post's Five Point Action Plan	Pg 26-27
7.4	Nexen Energy ULC – Aurora LNG Project	Pg 28
7.5	Ministry of Community, Sport and Cultural Development – Northwest B.C. Resource Benefits Alliance Proposal	Pg 29-30

**8. REPORTS / RESOLUTIONS**

8.1	L. Neville, Recreation Coordinator – March 2015 Haida Gwaii Recreation Coordinator's Report	Pg 31-36
8.2	D. Fish, Deputy Corporate Officer – Haida Gwaii Recreation Bylaws	Pg 37-38
8.3	D. Fish, Deputy Corporate Officer – Asset Management Planning Grant Funding	Pg 39

8.4	K. Mellor, Chief Administrative Officer – Jungle Beach Update	Verbal
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## 9. BYLAWS

9.1	Bylaw No. 595, 2015 – Being a bylaw to convert and establish the service of Regional Recreation on Haida Gwaii <b><i>Prior to being given 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings.</i></b>	Pg 40-41
9.2	Bylaw No. 597, 2015 – Being a bylaw to establish a recreation commission for Haida Gwaii <b><i>Prior to being given 1<sup>st</sup> reading.</i></b>	Pg 42-46

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

10.1	K. Mellor, Chief Administrative Officer – License of Occupation, Industrial – C and C Beachy Contracting Ltd.	Pg 47-69
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## 11. NEW BUSINESS

11.1	Directors' Reports	Verbal
11.2	Haida Gwaii Museum funding application to Northern Development Initiative Trust's Economic Diversification Infrastructure Program	Pg 70-80
11.3	Skeena-Queen Charlotte Regional District funding application to Northern Development Initiative Trust's Asset Management Capacity Building Program	Pg 81-84
11.4	Skeena-Queen Charlotte Regional District funding application to UBCM – Strategic Priorities Fund	Pg 85-90
11.5	Skeena-Queen Charlotte Regional District funding application to Northern Development Initiative Trust's Marketing Initiatives Program	Pg 91-99

## 12. OLD BUSINESS

12.1	Sandspit Community Water System Study – Final Extension	Pg 100
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## 13. PUBLIC INPUT

**14. IN-CAMERA**

That the public be excluded from the meeting according to section 90(1)(a)(e) and (k) of the <i>Community Charter</i> “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality,” “the acquisition, disposition or expropriation of land and improvements, if the council considers that disclosure could reasonably harm the interests of the municipality” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”	
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**15. ADJOURNMENT****NEXT REGULAR MEETING:**

**SQCRD Board Meeting  
Friday, May 22, 2015  
At 7:00 p.m.  
In Prince Rupert, B.C.**



## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

**MINUTES** of the Regular Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at 344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C. on Friday, March 20, 2015 at 7:00PM.

### PRESENT

### PRIOR TO ADOPTION

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

### 1. CALL TO ORDER 7:02 p.m.

### 2. AGENDA

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

**176-2015**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held February 20, 2015

MOVED by Director Brain, SECONDED by Director Nobels, that the minutes of the February 20, 2015 Skeena-Queen Charlotte Regional District Regular Board meeting be adopted as presented.

**177-2015**

**CARRIED**

- 3.2 Minutes of the Special (Budget) Meeting of the Skeena-Queen Charlotte Regional District Board held March 7, 2015

MOVED by Director Kinney, SECONDED by Director Nobels, that the minutes of the March 7, 2015 Skeena-Queen Charlotte Regional District Special (Budget) Board meeting be adopted as presented.

**178-2015**

**CARRIED**

- 3.3 Rise and Report – February 20, 2015

MOVED by Director Nobels, SECONDED by Director Kinney, that the staff report entitled “2015 Grant Writer Contract” be received;

AND THAT staff be authorized to sign the 2015 Grant Writer Contract on behalf of the Skeena-Queen Charlotte Regional District.

IC015-2015

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Kinney, that the verbal report from staff entitled “2015 Planning Interim Program Extension” be received.

IC016-2015

**CARRIED**

MOVED by Director Racz, SECONDED by Director Brain, that the Board of the Skeena-Queen Charlotte Regional District authorize the use of \$8,500 to fund an interim planning position for the period of May 1 to June 30, 2015.

IC017-2015

**CARRIED**

**179-2015**

**CARRIED**

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

- 4.1 Minutes of the Sandspit Community Hall Committee meeting held February 2, 2015

MOVED by Director Beldessi, SECONDED by Director Martin, that the minutes of the February 2, 2015 Sandspit Community Hall Committee meeting be received as presented.

**180-2015**

**CARRIED**

MOVED by Director Beldessi, SECONDED by Director Brain, that the Board of the Skeena-Queen Charlotte Regional District appoint Gordon Usher to serve as a member of the Sandspit Community Hall Committee for a three-year term, effective immediately.

**181-2015**

**CARRIED**

#### **5. DELEGATIONS**

None.

**6. FINANCE**

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

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

**182-2015**

**CARRIED**

**7. CORRESPONDENCE**

- 7.1 Ministry of Transportation and Infrastructure – RE: Submission to B.C. on the Move

MOVED by Director Franzen, SECONDED by Director Kinney, that the correspondence from the Ministry of Transportation and Infrastructure regarding the Skeena-Queen Charlotte Regional District's submission to B.C. on the Move be received and filed.

**183-2015**

**CARRIED**

- 7.2 Emergency Management BC – Senior and Elected Officials Workshops

MOVED by Director Nobels, SECONDED by Director Beldessi, that the correspondence from Emergency Management BC in regard to Spring 2015 Senior and Elected Officials Workshops be received.

**184-2015**

**CARRIED**

- 7.3 Nathan Cullen, Member of Parliament – Support for Bill C-628

MOVED by Director Nobels, SECONDED by Director Martin, that the correspondence from Nathan Cullen, Member of Parliament, in regard to Support for Bill C-628 be received;

AND THAT staff post the "Petition to Protect BC's North Coast" at the administration office of the Skeena-Queen Charlotte Regional District.

**185-2015**

**CARRIED**

- 7.4 North Pacific Cannery – 2015 Installment for North Pacific Historical Society

MOVED by Director Nobels, SECONDED by Director Kinney, that the correspondence from the North Pacific Cannery in regard to the 2015 installment for North Pacific Historical Society be received.

**186-2015**

**CARRIED**

**8. REPORTS – RESOLUTIONS**

- 8.1 K. Mellor, Chief Administrative Officer – Jungle Beach Agreement

MOVED by Director Nobels, SECONDED by Director Franzen, that the memorandum from staff entitled "Jungle Beach Agreement" be received for information.

**187-2015**

**CARRIED**



8.2 K. Mellor, Chief Administrative Officer – Sandspit Water System

MOVED by Director Nobels, SECONDED by Director Brain, that the memorandum from staff entitled “Sandspit Water System” be received for information.

**188-2015**

**CARRIED**

8.3 K. Mellor, Chief Administrative Officer – Accountability Standards for Regional District Committees and Commissions Policy Amendment

MOVED by Director Beldessi, SECONDED by Director Martin, that the staff report entitled “Accountability Standards for Regional District Committees and Commissions Policy Amendment” be received;

AND THAT the Accountability Standards for Regional District Committees and Commission Policy be amended by including the following:

- Striking out the definition of “Committee” and inserting the following:
  - “Committee” means a type of small deliberative assembly that is usually intended to remain subordinate to another larger deliberative assembly. This term refers to all committees, commissions, other committee-like structures established by the Regional District, whether by bylaw, terms of reference or resolution, and organizations receiving funding assistance from the Regional District.
- Inserting the following definition:
  - “Funding Assistance” includes a transfer of money, payment on behalf of, or in-kind services from the Regional District.

**189-2015**

**CARRIED**

8.4 D. Fish, Deputy Corporate Officer – Haida Gwaii Regional Recreation Service & Commission

MOVED by Director Beldessi, SECONDED by Director Racz, that the staff report entitled “Haida Gwaii Regional Recreation Service & Commission” be received;

AND THAT staff draft a Haida Gwaii Regional Recreation Service Conversion bylaw and a Haida Gwaii Regional Recreation Commission Establishing Bylaw.

**190-2015**

**CARRIED**

8.5 D. Fish, Deputy Corporate Officer – 2015 UBCM Convention

MOVED by Director Nobels, SECONDED by Director Franzen, that the staff report entitled “2015 UBCM Convention” be received.

**191-2015**

**CARRIED**

- 8.6 D. Fish, Deputy Corporate Officer – April 2015 SQCRD Regular Board Meeting – Mainland Directors’ Travel

MOVED by Director Brain, SECONDED by Director Nobels, that the staff report entitled “April 2015 SQCRD Regular Board Meeting – Mainland Directors’ Travel” be received.

**192-2015**

**CARRIED**

*The Board noted that Strategic Planning surveys should be completed and returned to staff no later than Friday, March 27, 2015.*

- 8.7 L. Neville, Recreation Coordinator – Haida Gwaii Recreation Coordinator’s Report – February 2015

MOVED by Director Kinney, SECONDED by Director Franzen, that the staff report entitled “Haida Gwaii Recreation Coordinator’s Report – February 2015” be received for information.

**193-2015**

**CARRIED**

- 8.8 M. Williams, Planner – Sandspit Evacuation Site Update

MOVED by Director Beldessi, SECONDED by Director Martin, that the verbal report from staff entitled “Sandspit Evacuation Site Update” be received for information.

**194-2015**

**CARRIED**

- 8.9 M. Williams, Planner – Emergency Preparedness – Electoral Area D

MOVED by Director Nobels, SECONDED by Director Martin, that the report from staff entitled “Emergency Preparedness – Electoral Area D” be received.

**195-2015**

**CARRIED**

**9. BYLAWS**

- 9.1 Bylaw No. 596, 2015 – Being a bylaw to adopt the five-year financial plan for the years 2015 to 2019

MOVED by Director Nobels, SECONDED by Director Kinney, that Bylaw No. 596, 2015 be given first reading.

**196-2015**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 596, 2015 be given second reading.

**197-2015**

**CARRIED**

MOVED by Director Kinney, SECONDED by Director Franzen, that Bylaw No. 596, 2015 be given third reading.

**198-2015**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 596, 2015 be adopted.

**199-2015**

**CARRIED**

**10. LAND REFERRALS / PLANNING**

- 10.1 M. Williams, Planner – License of Occupation, Industrial – Against the Grain Forest Products Ltd.

MOVED by Director Beldessi, SECONDED by Director Martin, that the Board of the Skeena-Queen Charlotte Regional District supports Against the Grain Forest Products Ltd.'s Industrial License of Occupation subject to a site remediation plan.

**200-2015**

**CARRIED**

MOVED by Director Brain, SECONDED by Director Martin, that motion 200-2015 be amended by the following:

- Striking out “remediation plan” and inserting “decommission plan”.

**201-2015**

**CARRIED**

- 10.2 M. Williams, Planner – License of Occupation, Urban Residential - MacDonald

MOVED by Director Nobels, SECONDED by Director Brain, that the Board of the Skeena-Queen Charlotte Regional District provide no comment on Mr. MacDonald's Urban Residential License of Occupation.

**202-2015**

**CARRIED**

## 10.3 M. Williams, Planner – License of Occupation, Urban Residential - Gibson

MOVED by Director Racz, SECONDED by Director Brain, that the Board of the Skeena-Queen Charlotte Regional District provide no comment on Mr. Gibson's Urban Residential License of Occupation.

**203-2015**

**CARRIED**

**11. NEW BUSINESS**

## 11.1 Director's Reports

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

Director Franzen – District of Port Edward

- The District recently hosted a delegation from the Prince Rupert Port Authority to discuss the Fairview Terminal Phase II Expansion project.

Director Gould – Village of Port Clements

- The forestry industry in the Village of Port Clements remains unchanged since the last report at the February 20, 2015 Skeena-Queen Charlotte Regional District Regular Board meeting.

Director Nobels – Electoral Area A

- The community of Dodge Cove is still in discussion with Nexen Energy ULC in regard to the Aurora LNG Project;
- The community is waiting for minutes from its previous meeting with Nexen Energy ULC;
- The community sent a letter to Honourable Premier Clark in regard to the proposed Aurora LNG project;
- Director Nobels will be meeting with opposition critics in March 2015; and
- The community of Dodge Cove has scheduled its annual Easter Brunch for April 5, 2015.

Director Bergman – Electoral Area C

- O'Brien Road & Bridge is clearing brush in the community of Oona River.

Director Martin – Village of Queen Charlotte

- The Village of Queen Charlotte continues to work with the BC Ambulance Service on ambulance attendant scheduling and paramedics training;
- Director Martin noted that employee retention as it relates to ambulatory care in the Village is a key priority;
- The Village will continue to contact the Ministry of Justice in regard to the community Undertaker issue that was last reported at the February 20, 2015 Skeena-Queen Charlotte Regional District Regular Board meeting.

Director Beldessi – Electoral Area E

- The community of Sandspit is receiving another heart defibrillator that will be stored at the community post office;
- Training of five individuals for use of the defibrillator will take place in April;
- Meeting with Misty Isles Economic Development Society went well and residents are excited to begin economic development work on Haida Gwaii; and
- Director Beldessi noted that he has heard response from the Vice President of BC Ambulance Service in regard to his letter to the editor pertaining to BC Ambulance Service on Haida Gwaii.

Director Brain – City of Prince Rupert

- Delegates attended Alaska's Southeast Conference in March 2015 to discuss the importance of the Alaska Marine Highway System for stakeholders and upcoming development projects as they relate to the marine highway system;
- Alaska Ferry budget cuts threaten to reduce state ferry sailings to and from Prince Rupert;
- Prince Rupert to host 2015 Southeast Corridor Conference;
- The City of Prince Rupert is making progress with its "Go Plan"; and
- Delegates from the City will meet with Exxon Mobil and BG Group senior staff in Houston, Texas.

**204-2015****CARRIED**

- 11.2 Old Masset Village Council – Application to Northern Development Initiative Trust's Economic Diversification Infrastructure Program – Old Masset Cabinetry Investment

MOVED by Director Nobels, SECONDED by Director Racz, that the funding application from Old Masset Village Council to Northern Development Initiative Trust's Economic Diversification Infrastructure program be received;

AND THAT a letter be sent to Northern Development Initiative Trust to coordinate a Regional District project funding application intake schedule in accordance with Northern Development Initiative Trust's intake schedule;

AND THAT the letter also stipulate that proponents requesting more funding than is provided for in the Skeena-Queen Charlotte Regional District nominal account be notified, by Northern Development Initiative Trust, of these constraints.

**205-2015****CARRIED**

- 11.3 Community Passenger Ferry Service Study

MOVED by Director Brain, SECONDED by Director Beldessi, that the report entitled "Community Passenger Ferry Service Study" be received;

AND THAT the Board of the Skeena-Queen Charlotte Regional District support sending out the Community Passenger Ferry Service Survey to the residents of Electoral Areas A and C with the intent of determining the feasibility of a community passenger ferry service project.

**206-2015****CARRIED**

**12. OLD BUSINESS****12.1 Haida Gwaii Regional Recreation Commission – Moresby Island Travel Fund**

MOVED by Director Nobels, SECONDED by Director Kinney, that the business regarding the Moresby Island Travel Fund be received.

**207-2015****CARRIED****12.2 M. Williams, Planner – Haida Gwaii Fire Dispatch**

MOVED by Director Nobels, SECONDED by Director Franzen, that the verbal report from staff entitled “Haida Gwaii Fire Dispatch” be received.

**208-2015****CARRIED****13. PUBLIC INPUT**

There was 1 question from the public.

**14. IN CAMERA**

MOVED by Director Racz, SECONDED by Director Martin, that the Board move to the In-Camera meeting following the Regular Meeting according to section 90(1)(a)(c) and (g) 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,” “labour relations or other employee relations” and “litigation or potential litigation affecting the municipality.”

**209-2015****CARRIED****15. ADJOURNMENT**

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

**210-2015****CARRIED**

Approved and adopted:

Certified correct:

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Chair

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Chief Administrative Officer



**MINUTES** of the Meeting of the Parcel Tax Roll Review Panel of the Skeena-Queen Charlotte Regional District (SQCRD) held at 344 2<sup>nd</sup> Avenue West, Prince Rupert, BC on Friday, March 20, 2015.

**PRESENT**

**PRIOR TO ADOPTION**

Chair M. Racz, Electoral Area D

Directors D. Nobels, Electoral Area A  
G. Martin, Village of Queen Charlotte

Staff D. Fish, Deputy Corporate Officer

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**1. CALL TO ORDER 6:54 p.m.**

**2. AGENDA**

2.1 MOVED by Director Martin, SECONDED by Director Nobels, that the agenda for the March 20, 2015 Parcel Tax Roll Review Panel meeting be adopted as presented.

**01-2015**

**CARRIED**

**3. REPORTS - RESOLUTIONS**

3.1 J. Robb, Treasurer – Parcel Tax Roll Review – Sandspit Water

MOVED by Director Nobels, SECONDED by Director Martin, that the staff report entitled "Parcel Tax Roll Review – Sandspit Water" be received;

AND THAT that 2015 Sandspit Water Parcel Tax Roll be authenticated.

**02-2015**

**CARRIED**

**4. ADJOURNMENT**

The Chair moved that the Parcel Tax Roll Review Panel meeting be adjourned at 6:56 p.m.

**03-2015**

**CARRIED**

Approved and adopted:

Certified correct:

\_\_\_\_\_  
Chair

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

**Moresby Island Management Standing Committee - Minutes**

Meeting : March 16, 2015

Location : Sandspit Community Hall

Meeting Commencement : 7:00 pm

Minutes taken by Brett Leslie

MIMSC members in Attendance : Bill Belldessi, Behn Cochrane, Stan Hovde, Bill Quaas

**1. Called to Order at 7:16**

**2 Consideration of Agenda (Additions/Deletions)**

- (a1 - Inventory) and (6a - Delegations - Cameron Bell) were added

**Motion: Accept the agenda**

**Moved : Bill B**

**Seconded : Stan H**

**Carried**

**3. Minutes of the February 2015 MIMSC meeting. Errors or Omissions and Adoption**

No minutes from the previous meeting were provided

**4. Old Business**

**a) 1) Inventory**

-Meeting with Sandspit Community Society - Wednesday March 18 at 7:00 pm at the Sandspit Inn

**a) 2) Sandspit Water System Nano-filtration Treatment Feasibility Study - Call for Proposals**

**Motion : To accept the Water Treatment Feasibility Study provided by Stantec**

**Moved : Heron**

**Seconded : Bill B**

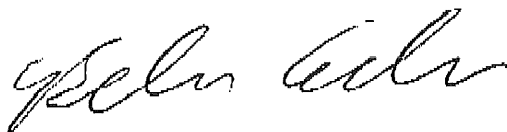
**Defeated**

**Motion : To discuss Feasibility proposals at the next MIMSC meeting**

**Moved : Stan**

**Seconded : Bill B**

**Carried**





**Motion : To have an informal public water meeting on March 30**

**Moved : Stan**

**Seconded : Bill B**

**Carried**

b) Public Access Defibrillator

Bill will put up posters to recruit people for training

c) MIMSC Office Location

**Motion : To enter into a lease agreement for 12 months at \$500 per month starting April 1st.**

**Moved : Bill B**

**Seconded: Bill Q**

**Carried**

d) MIMSC staff support position - Call for Proposal

**Motion : To advertise in Sandspit, for the position of Administrative staff, including amended information (Social Media experience, Closing date March 30, and Behn C's email address as contact information)**

**Moved : Bill B**

**Seconded : Bill Q**

**Carried**

e) Moresby Loop Rd

Bill B will take the lead on contacting interested and pertinent parties

f) Approval of Invoices

No invoices

## **5. New Business**

a) Meeting with Sandspit Community Society

Postponed to March 18th at 7 pm

Discussion regarding phone number and Post office box remaining with MIMSC

**b) Community discussion on Forestry Strategy**

Behn C discussed meeting notes and Kaay Centre meeting in April. Behn C, Heron W, and Travis Glasman have been discussing community position on Forestry.

**c) Banking Signing Authority**

**Motion : That existing signatories on MIMSC bank account be removed.**

**Moved : Stan H**

**Seconded : Bill Q**

**Carried**

**d) Fire Dispatch for Electoral Area "D" and "E" -**

Bill will discuss 911 emergency communications logistics and associated costs at the next SQCRD meeting.

**6. Delegations****a)Cameron Bell**

Presented MIEDS structure and goals and fielded questions from the public.

**7. Finance**

No report

**8. Correspondence Received**

No report

**9. Correspondence sent out**

No Report

**10. Reports****a) Water system report**

**Motion : To receive and file the water report**

**Moved : Stan H**

**Seconded : Bill Q**

**Carried**

Audience Note : Gord Usher asked Bob Prudhomme if there is anyone hooked up to the water system that Bob Prudhomme is not aware of. Bob said no.

b) Regional District Director Report

Bill B reported out on Gwaii Tel, and Vancouver Island Regional Library.

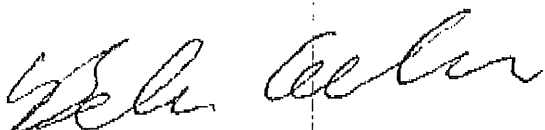
c) Community Hall Report

Gord Usher was added to Community Hall Committee

**11. Comments from the Audience (Robert Chisholm, Bob Ellis, Bob Prudhomme, Gord Usher, Gail Haas, Cameron Bell)**

Question regarding the participation of Karen Mellor via telephone.  
Discussion of possible Internet Hook up at Community hall and usage policies.

**12. In Camera Meeting**  
No Meeting





## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

**MINUTES** of the Regular Meeting of the Regional Recycling Advisory Committee (RRAC) held at the Skeena-Queen Charlotte Regional District office in Prince Rupert on Wednesday, February 18, 2015 at 12:00 pm.

### PRESENT

### PRIOR TO ADOPTION

Members	T. Ostrom, City of Prince Rupert ( <i>Regrets</i> ) J. Martin, Environmental Representative D. Nobels, SQCRD Electoral Area A R. Pucci, City of Prince Rupert B. Payette, District of Port Edward ( <i>Regrets</i> )
Staff	K. Mellor, Chief Administrative Officer D. Fish, Deputy Corporate Officer T. Des Champ, Recycling Operations Manager

### 1. CALL TO ORDER 12:02 p.m.

### 2. AGENDA

MOVED by Member Pucci, SECONDED by Member Martin, that the agenda be adopted as presented.

**010-2015**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regional Recycling Advisory Committee meeting held January 21, 2015

MOVED by Member Pucci, SECONDED by Member Martin, that the minutes of the January 21, 2015 Regional Recycling Advisory Committee meeting be adopted as presented.

**011-2015**

**CARRIED**

### 4. DELEGATIONS

None.

### 5. CORRESPONDENCE

None.

**6. REPORTS – RESOLUTIONS**

- 6.1 T. Des Champ, Recycling Operations Manager – Mainland Recycling – Staffing Levels

MOVED by Member Martin, SECONDED by Member Pucci, that the report from staff entitled “Mainland Recycling – Staffing Levels” be received;

AND THAT the Regional Recycling Advisory Committee recommends the Board of the Skeena-Queen Charlotte Regional District implement the recommendations outlined in the Recycling Operations Manager’s “Mainland Recycling – Staffing Levels” report.

**012-2015**

**CARRIED**

*The Regional Recycling Advisory Committee noted the need for updated signage and advertising to reflect the recommendations outlined in the Mainland Recycling – Staffing Levels report.*

- 6.2 T. Des Champ, Recycling Operations Manager – Asset Management Capacity Building Program

MOVED by Member Pucci, SECONDED by Member Martin, that the verbal report from staff entitled “Asset Management Capacity Building Program” be received for information.

**013-2015**

**CARRIED**

**7. NEW BUSINESS**

None.

**8. OLD BUSINESS**

- 8.1 Regional Recycling Advisory Committee Correspondence to Mainland First Nations

MOVED by Member Pucci, SECONDED by Member Martin, that the business entitled “Regional Recycling Advisory Committee Correspondence to Mainland First Nations” be received for information.

**014-2015**

**CARRIED**

- 8.2 Recycling Transfer Station

MOVED by Member Pucci, SECONDED by Member Martin, that the business entitled “Recycling Transfer Station” be received for information.

**015-2015**

**CARRIED**

**9. ADJOURNMENT**

MOVED by Member Pucci, SECONDED by Member Martin, that the Regional Recycling Advisory Committee meeting be adjourned at 12:32 p.m.

**016-2015****CARRIED**

*The Regional Recycling Advisory Committee identified April 15, 2015 at 12:00 PM as its next committee meeting date and time.*

Approved and adopted:

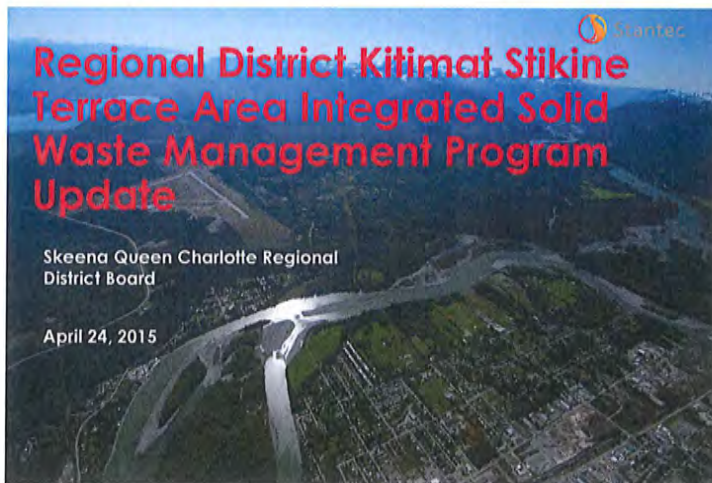
Certified correct:

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Chair

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Chief Administrative Officer



## Agenda

- 1** Terrace Area Integrated Solid Waste Management Program (TAISMP) Update
- 2** Collaboration with Neighbour Jurisdictions
- 3** Compost Strategy

## 1 TAISWMP Update

- Curbside Collection
- Thornhill Transfer Station and Forceman Ridge Waste Facilities
- Industrial, Commercial and Institutional Waste Diversion
- Major Proponents Liquid and Solid Waste Services
- Cost Recovery Model

## Program Update

### Curbside Collection

- Garbage and recycling implemented – next phase organics collection in 2016 with opening of new facilities

### Thornhill Transfer Station & Forceman Ridge Waste Facility

- New transfer station, landfill, septic tank pumpage receiving facility, and compost facility
- Construction 2015; operations 2015 or early 2016
- Potential EPR and other waste separation streams including organics (kitchen wastes, yard and garden wastes)

### Industrial, Commercial, Institutional (ICI) Waste Diversion

- Working with local ICI sectors with focus on organics and cardboard diversion
- Possibly work with private sector to ensure cardboard diversion facility available

### Cost Recovery Model and Tipping Fees

- Cost Recovery based on taxation and new tipping fees
- Tipping fees structure under development

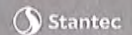
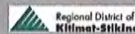
### Major Project Proponents

- Waste types and service needs – specifically camp organics



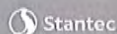
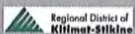
## 2 Collaboration with Neighbour Jurisdictions

- Current arrangement with SQCRD for printed paper and packaging type materials
- Working with the Hazeltons and District of Stewart as members of RDKS' Refuse Site Function on feasibility of organics transfer to Forceman site
- Preliminary contact with District of Kitimat, Nass Valley communities, SQCRD, Port Edward, and City of Prince Rupert re: organics arrangements with RDKS



## 3 Compost Strategy

- Collect yard waste and food waste in green bins
  - RDKS contractor (residential),
  - City of Terrace staff (residential),
  - Private service providers (ICI, camps, etc.)
- Transfer to large bin at Thornhill Transfer Station
- RDKS haul to Forceman
  - Blend in large feed hopper
  - Place blend into Gore Compost Bays

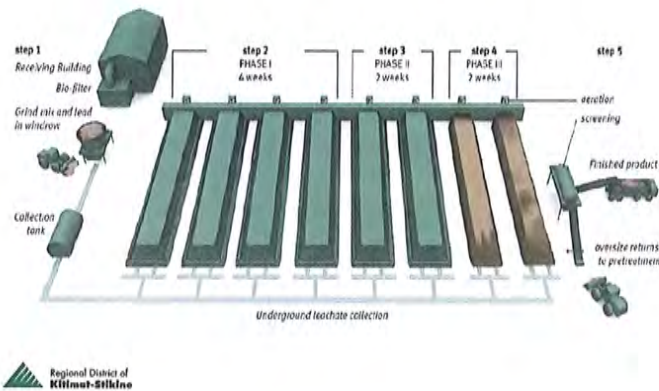


### Typical yard and Garden Waste Bin





## Gore Cover Composting Facility



## Gore Cover Composting Facility



## Organics Considerations

- Collection – who, how, how much?
  - City of Terrace residential
  - RDKS Greater Terrace residential
  - ICI sector
- Material management – how, where, how long?
- Transfer – how does it move to Forceman?
- Landfill life – landfill life extension and benefits
- Costs – collection, management, transfer, tipping fees, landfill life
- Public waste management expectations

## Organics - RDKS Interests

- Compost facility currently in detailed design
- Understand potential interest from neighbours to finalize design sizing
- Interest from camps outside of RDKS, in consideration of potential arrangements with their jurisdictions

Questions?



**Skeena-Queen Charlotte Regional District**  
**Cheques payable over \$5,000 - MARCH, 2015**

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Big Red Enterprises Ltd.	13-Mar	\$ 15,607.71	February Garbage Collection Contract
Misty Isles EcDev Society	13-Mar	\$ 25,000.00	2014 EcoDev Capacity Building Funds
Ticker's Hauling & Storage	13-Mar	\$ 7,389.20	Equipment & porto toilet rental (Landfill) and Transport Recyclables
Trak Tech Equipment Ltd	13-Mar	\$ 19,343.52	New under carriage for Excavator (Landfill)
Port Ed Historical Society (NP Cannery)	26-Mar	\$ 50,000.00	2015 Grant - 1st Installment
Municipal Pension Plan	20-Mar	\$ 5,225.44	PP5-2015 MPP Remittance
Receiver General	3-Mar	\$ 11,569.51	Payroll Remittance (PP5-2015)
Receiver General	17-Mar	\$ 12,633.40	Payroll Remittance (PP6-2015)

<b>CHEQUES OVER \$5,000:</b>	<b>\$ 146,768.78</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$ 63,689.73</b>
<b>TOTAL CHEQUES:</b>	<b><u>\$ 210,458.51</u></b>

[info@sqcrd.bc.ca](mailto:info@sqcrd.bc.ca)

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**From:** LGIF CSCD:EX <LGIF@gov.bc.ca>  
**Sent:** Tuesday, April 14, 2015 1:17 PM  
**To:** 'info@sqcrd.bc.ca'  
**Subject:** Unconditional Grant Funding Letter

Ref: 157818

Mr. Barry Pages, Chair  
 and Members of the Board  
 Skeena-Queen Charlotte Regional District  
 14 - 342 3rd Ave W  
 Prince Rupert, BC V8J 1L5

Email: [info@sqcrd.bc.ca](mailto:info@sqcrd.bc.ca)  
 cc: [treasurer@sqcrd.bc.ca](mailto:treasurer@sqcrd.bc.ca)

Dear Chair Pages and Board Members:

2014 marked the end of the Strategic Community Investment Fund (SCIF) program. This was a multi-year program that accelerated Small Community, Regional District, and Traffic Fine Revenue Sharing grants in the early years of the program and reduced them in the later years.

Beginning in 2015, the Province of British Columbia will return to regular annual grant funding (similar to funding calculations prior to SCIF). However, there will be a one-time advance from the 2016 budget to the 2015 budget. Thus, this year's Regional District grants will be marginally higher (7% to 10%) than next year's grants.

The total value of 2015 grants for all regional districts will be \$4.7 million and will be paid in two installments (March and June), as follows:

Grant Program	Calendar Year 2015		
	March Payment	June Payment	Total Payment
	A	B	C=A+B
Regional District	1.6	3.1	4.7

The 2015 unconditional grant funding to your regional district will be as follows:

Unconditional Grant Funding	Purpose	Payment Date	Amount
Regional District	Local Government Services	March 26, 2015	\$70,720
		June 30, 2015	\$136,724

If you have any questions or comments regarding the grant payments, please feel free to contact Ms. Jennifer Richardson, Policy Analyst, by telephone at: 250 387-356-9609, or by email at: [Jennifer.Richardson@gov.bc.ca](mailto:Jennifer.Richardson@gov.bc.ca).

Sincerely,

*"Original signed by"*

## B.C. Ferry Authority

OFFICE OF THE CHAIR

500 – 1321 Blanshard Street  
Victoria, BC V8W 0B7

Tel (250) 978-1502

Fax (250) 380-3958

[www.bcferryauthority.com](http://www.bcferryauthority.com)

March 31, 2015

Mr. Reginald Moody-Humchitt, Chair  
Central Coast Regional District  
626 Cliff Street, P.O. Box 186  
Bella Coola, BC V0T 1C0

Ms. Stacey Tyers, Chair  
Regional District of Kitimat-Stikine  
300 – 4545 Lazelle Avenue  
Terrace, BC V8G 4E1

Mr. Dave Rushton, Chair  
Regional District of Mount Waddington  
2044 McNeill Road, P.O. Box 729  
Port McNeill, BC V0N 2R0

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

### **APPOINTMENTS TO THE B.C. FERRY AUTHORITY BOARD OF DIRECTORS**

I am writing on behalf of the B.C. Ferry Authority to advise you that the review of the nominations to the Board of Directors received from the Appointment Areas is now complete.

It is my pleasure to announce that the following nominees have been appointed to the Board of B.C. Ferry Authority, effective April 1, 2015:

- Randolph (Randy) K. Morriss  
Central Vancouver Island & Northern Georgia Strait Appointment Area  
Term ending March 31, 2018
- Michael Pucci  
Northern Coastal & North Island Appointment Area  
Term ending March 31, 2018

In addition, the Board has appointed Yuri Fulmer for a three year term, effective April 1, 2015, to fill a vacancy on the Board from the community-at-large.

The B.C. Ferry Authority was privileged to receive nominations of a high standard, and we thank you for the obvious effort that you put into ensuring this was the case for your appointment area. In selecting those nominees to be appointed, the Authority was mindful of the need to ensure that members of the Board, collectively, satisfy the skills and experience profile contained in the Authority's by-laws. The appointments have been made to ensure that this requirement continues to be met.

. . . . . /2

We appreciate your assistance with this nomination process and extend to you, your Board, administrators and staff, our sincere thanks for working with us to make our appointment process effective.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Peverett', with a stylized, cursive script.

Jane L. Peverett  
Chair, Board of Directors  
B.C. Ferry Authority

cc: R. Dewar, B.C. Ferry Authority  
C. Lukaitis, Vice President & Corporate Secretary  
D. Blake, Chief Administrative Officer, Central Coast Regional District  
R. Marcellin, Administrator, Kitimat-Stikine Regional District  
G. Fletcher, Administrator, Regional District of Mount Waddington  
K. Mellor, Chief Administrative Officer, Skeena-Queen Charlotte Regional District



President  
Président

Brad Woodside  
Mayor,  
City of Fredericton, NB

First Vice-President  
Premier vice-président  
Raymond Louie  
Councillor,  
City of Vancouver, BC

Second Vice-President  
Deuxième vice-président  
Clark Somerville  
Councillor,  
Regional Municipality of  
Halton, ON

Third Vice-President  
Troisième vice-présidente  
Jenny Gerbasi  
Councillor,  
City of Winnipeg, MB

Past President  
Président sortant  
Claude Dauphin  
Maire,  
Arrondissement de Lachine,  
Ville de Montréal, QC

Chief Executive Officer  
Chef de la direction  
Brock Carlton  
Ottawa, ON

24, rue Clarence Street,  
Ottawa, Ontario K1N 5P3

T. 613-241-5221  
F. 613-241-7440

[www.fcm.ca](http://www.fcm.ca)

December 19, 2014

Thank you for your resolution regarding Canada Post's Five Point Action Plan.

Since the announcement of Canada Post's decision to introduce new community mailboxes and make other operational changes, FCM has taken concrete measures to ensure that the changes in door-to-door delivery respect municipal decision-making authority and do not lead to unnecessary conflict with local land-use planning practices or policies.

In considering the implications of the Five Point Action Plan for municipal operations, FCM's Board of Directors met in March 2014 to develop a comprehensive position focused on ensuring that Canada Post carry out meaningful consultations with cities and communities across the country.

FCM identified three challenges related to the introduction of the Five Point Action Plan: the placement of community mailboxes in municipal rights of way (particularly in dense, urban areas), the costs of servicing community mailboxes, and the need to ensure congruence with local planning policies or processes.

At the March 2014 meeting, FCM's Board of Directors adopted the following principles to guide Canada Post's consultation process with local governments. The principles are intended to ensure a consistent consultation process is developed for each community across the country and that Canada Post can be held accountable for its processes. These principles remain FCM's position on this important issue.

#### Principles for Federal-Municipal Consultations on the Five Point Action Plan

➤ *Meaningful Consultations:* Land-use planning, service delivery and right-of-way management is unique in each city and community across the country. A one-size-fits-all approach will not work for every municipality. Canada Post must work with every municipality individually to ensure meaningful consultation on the location of community mailboxes meets the needs of the community.

➤ *Partnerships:* Servicing municipal infrastructure is the responsibility of local governments. Yet municipalities must not inherit the mandate of maintaining federally owned community mailboxes without compensation. Either Canada Post must work with the local government to develop agreeable processes to maintain this infrastructure or Canada Post must compensate local governments for this work.



- *Congruence with Municipal Planning:* As much as possible, the changes to door-to-door mail delivery must align with local strategies and processes aimed at fostering and supporting age/disability-friendly communities. Unique strategies must be developed in partnership with local governments to ensure local policies are respected.

On April 1, 2014, Deepak Chopra, Canada Post's President and Chief Executive Officer, responded to these principles in a letter to FCM.

Over the past year FCM has received resolutions from members requesting that the federal government maintain door-to-door delivery. In accordance with FCM policy, FCM's membership was provided with an opportunity to re-consider FCM's position on the Five Point Action Plan at the Annual General Meeting in Niagara Falls in June 2014, but this motion was defeated. Additional resolutions that have been received since the Annual General Meeting will be brought to the attention of FCM's Board of Directors at its next meeting in March 2015.

FCM will continue to keep our membership informed of any new policy related to service changes at Canada Post. We are also continuing regular discussions with senior management at Canada Post to ensure that the Five Point Action Plan is implemented in a manner that is fully consistent with FCM's principles (including respecting municipal decision-making authority), and that Canada Post's approach to consultation is tailored to the unique needs of each community.

If you have any further questions in regards to the changes proposed by Canada Post and FCM's principles for community consultation, please contact Marc LeBlanc at 613-907-6368.

Sincerely,



Brock Carlton  
Chief Executive Officer



April 14, 2015

Electronic Delivery

Skeena Queen Charlotte Regional District (SQCRD)  
Barry Pages  
Besner Building  
14 – 342 3<sup>rd</sup> Avenue West  
Prince Rupert, BC V8J 1L5

**Attention: Barry Pages**

Dear Mr. Pages,

I am writing to advise you of important organizational changes at Nexen Energy ULC (Nexen) and to inform you that Shannon Young is no longer with Nexen. She has made an invaluable contribution to Nexen and will be missed. As a result of the current downturn in the energy sector, Nexen has centralized certain aspects of its business in order to provide stronger coordination across our organization.

Nexen remains fully committed to the Aurora LNG Project and these changes will not detract from Aurora LNG's commitment to engage with your organization as we move forward with the Project. Please be assured that many familiar faces from the Aurora LNG team will continue to work with you as we proceed with the Aurora LNG Project, with continued support from our partner, INPEX Gas British Columbia Ltd.

Due to the organizational restructuring, we can expect a reassignment of tasks with many of our current team members taking on enhanced responsibilities and accountabilities for the Aurora LNG Project. As we move through the process from initial and early consultation phase to the next development phases, we will increase our engagement activities which will involve a broader Aurora LNG team reaching out in the near future.

If you have any questions please feel free to contact me at 403.699.4771.

Sincerely,



Kris Geekie  
Vice President, Community Consultation & Regulatory Affairs  
Canadian Operations  
Nexen Energy ULC



April 2, 2015

Ms. Stacey Tyers  
Chair  
Regional District of Kitimat-Stikine  
300 – 4545 Lazelle Avenue  
Terrace, BC V8G 4E1

Dear Chair, Directors and Members of the Resource Benefits Alliance:

We are writing today to respond to the proposal provided to the Province by the Northwest British Columbia Resource Benefits Alliance on January 26, 2015 by Dr. Bruce Bidgood as Chair, as well as subsequent information provided to the Ministry by Mr. Rob Botterell on February 24, 2015.

To start, on behalf of the Province we wish to express our gratitude to the communities in the region for their ongoing support for LNG and economic development, and the collaborative approach taken by many members of the Alliance as the Province moves closer towards securing new investment and jobs in the region.

We have taken the opportunity to review the proposal initially provided by the Alliance as well as additional clarifications provided through your representative, Mr. Botterell. In summary, the submission proposes the Province sign on to a detailed framework agreement with the primary intention of establishing resource benefit sharing agreements with the Province. To facilitate those discussions, the Alliance is requesting a provincial grant of \$1.131 million to fund Alliance undertakings over the next two fiscal years.

As can be appreciated, at this stage, major investments in the region are still developing and making critical decisions on final investment. Significant new provincial revenues will not be realized for a number of years following those final investments. While we recognize that the local governments represented by the Alliance are seeking a commitment to have access to new potential provincial revenue sources as a result of those new investments, it is in our view, premature for the Province to consider entering into any agreements that would see those revenues dedicated before they are realized.

This discipline is being equally practiced by the Province itself, demonstrated in the Province's latest Budget and Fiscal Plan where future benefits from LNG development have not been incorporated into provincial revenue forecasts. Only once those new revenues are fully realized will the Province consider how it can turn those new resources to a number of priorities, including enhancements to core public

.../2

Ministry of Community, Sport  
and Cultural Development

Assistant Deputy Minister  
Local Government

Mailing Address:  
PO Box 9490 Stn Prov Govt  
Victoria BC V8W 9N7

Location:  
6th Floor, 800 Johnson Street  
Victoria, BC

Phone: 250 356-6575  
Fax: 250 387-7973

[www.gov.bc.ca/cscd](http://www.gov.bc.ca/cscd)

Ms. Stacey Tyers, Chair

Page 2


services for all British Columbians, provincial debt reduction, or new programs benefitting local governments (either broadly or in a particular region). Naturally, any new programming developed would be based upon the Province's ability to fund those programs amongst other priorities.

We must also report that we will be unable to meet the Alliance's request for funding at this time. Recognizing that all future benefits rely upon securing and enabling investments in LNG facilities, the Province must continue to dedicate its primary focus on working with local governments either hosting these prospective facilities or most directly impacted by facility development.

The Northwest Community Readiness Program, through the Ministry of Community, Sport and Cultural Development, has been working to bring additional capacity to a number of local governments in the Northwest. This has included over \$1 million in grant funding and various additional supports. Recent successes such as securing an Agreement-in-Principle for municipal taxation in the District of Port Edward have proven that this focussed collaboration can constructively advance final investment decisions and deliver direct benefits to communities.


We thank you again for the work undertaken by your members and your ongoing support for LNG development in your region. We hope that we can continue to have a positive and successful working relationship with all individual local governments you represent as we move into a bright, new future for the region.

Regards,



Brian Hansen  
Assistant Deputy Minister  
Liquefied Natural Gas Division  
Ministry of Natural Gas Development

Regards,



Jay Schlosar  
Assistant Deputy Minister  
Local Government Division  
Ministry of Community, Sport and  
Cultural Development

pc: Mr. Steve Carr, Deputy Minister, Ministry of Natural Gas Development  
Ms. Rebecca Denlinger, Deputy Minister, Ministry of Community, Sport and Cultural  
Development  
Andrew Webber, Manager – Planning and Economic Development. Regional District of Kitimat-  
Stikine  
Robert Marcellin, Administrator, Regional District of Kitimat-Stikine  
Rob Botterell, Representative, Northwest British Columbia Resource Benefits Alliance



**Haida Gwaii Recreation Coordinator's Report**  
**Month End: March 2015**  
**Submitted By: Lucy Neville**

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

**Registered Programs**

**Bike Re-Psych** – With two mobile-trailer sessions booked for this April, the Bike Re-Psych crew were busy this March prepping repair kits, on top of their weekly drop-in program at the **Queen Charlotte** Teen Centre. A stoked **23** participants working on DIY repairs with the Bike Re-Psych leaders this March.

**Weight Room Orientations** – BCRPA instructor Lisa Shoop held an orientation on March 12<sup>th</sup> at the weight room in **Queen Charlotte** with a total of **4** participants.

**Alternate Fitness** – led by BCRPA-certified instructor Harold White, this program ran twice-weekly classes at the HG Rec Building in **Masset**, every Tuesday and Thursday with a total of **22** participants in March. Multitalented instructor Ruth Bellamy led the Alternate Fitness class in **Port Clements** with a total of **14** attendees this month.

**Yoga Foundations Level I&II** – combining the beginner and intermediate practices into one mixed-level flow course, instructor Sarah Aasen focuses on grounding and balancing in this iyengar-based yoga, held Tuesday and Thursday evenings in **Masset** at the HG Rec Building. A total of **79** participants learned to gently stretch and strengthen this March.

**Spring Into Fitness** – moving fluidly from yoga to alternate fitness to Pilates, instructor Ruth Bellamy kicked off this combination Interval Circuit and Pilates class, held twice weekly at the Multiplex Gym in **Port Clements**, with a total of **22** participants this February.

**Mixed Levels Circuit Fitness** – led by BCRPA-certified instructor Heather Brule, this high-intensity course combines interval training, weights, cardio and core-strength conditioning. Held each Wednesday at the **Queen Charlotte** Secondary Gym, this program averaged **32** participants in March.

**Senior's Hatha Yoga** – led by longtime HG Rec instructor Jennifer Pigeon, this program focuses on spinal stabilization, relaxation, controlled stretching and rebalancing; it runs twice weekly in **Port Clements**, with a total of 22 participants this March.

**Shito Ryu Children & Adult Karate** – Sensei Deavlan Bradley has once again harnessed the considerable energy of island youth twice a week at the **Queen Charlotte** Secondary Gym, with 24 children and 12 adults attending every Tuesday and Thursday.

**Beginner Bellydance** – shake it out and shimmy it up! Beginner bellydance is back at the HG Rec building in **Masset**, hosted once a week by Denise Legare from 7-8 pm. A total of 39 dancers boogied and jived this March.

**Listen and Learn: Intergenerational Mentorship** – a successful grant meant the continuation of a new program this March focused on intergenerational mentorship. This month saw a diverse array of programs in **Port Clements** and **Queen Charlotte** featuring lithography, print-making, canvas felting, and woodblock-carving. A total of 152 seniors and youth attended the programs this month across both communities.

### **Movie Nights**

The blockbuster 'Night at the Museum' trilogy concluded with the hit 'Secret of the Tomb', which was shown on the big screen in Masset, Port Clements, Queen Charlotte and Sandspit this March, featuring concessions by the GMD Grad class, Port Clements Rec Committee, 24/7 Youth Group and Sandspit Canadian Junior Rangers.

**Masset** - 10

**Port Clements** - 27

**Queen Charlotte** - 20

**Sandspit** – 18

**Total: 75**

### **Drop In Programs**

Haida Gwaii Rec. provides insurance and First Aid to all volunteers willing to run drop in programs throughout the school year at all island schools. Volunteers collect twoonies to cover the School District 50 rental fee, and are charged per course for any incurred equipment damages. To register a sport for drop-in, a valid and current First Aid certificate is required. The Fall season of Drop-in Sports concluded on December 17<sup>th</sup>, just prior to school closures.

### **Queen Charlotte Secondary School Gym**

Mondays:

Hula-Hooping 6:00 – 7:00

Pickleball 7:00 – 8:00

Indoor Soccer 8:00 – 10:00

Tuesdays:  
Floor Hockey 9:00 – 10:00

Wednesdays:  
Dodgeball 8:00 – 10:00

Thursdays:  
Volleyball 9:00 – 10:00

Fridays:  
Floor Hockey 8:00 – 10:00

### **George M. Dawson Secondary School Gym**

Mondays:  
Volleyball 7:00 – 9:00

Tuesdays:  
Badminton 7:00 – 9:00

Wednesdays:  
Women's Basketball 5:00 – 7:00  
Sr Men's Basketball 7:00 – 9:00

Sundays:  
Indoor Soccer 3:00 – 5:00

### **Sk'aadgaa Naay Elementary School Gym**

Wednesdays:  
Youth Floor Hockey 6:00 – 8:00

### **A.L. Mathers Elementary School Gym**

Sundays:  
Badminton 6:00 – 8:00

Fridays:  
Floor Hockey 6:00 – 9:00

## **Events and Affiliated Programs**

### **Masset Lecture Series**

In collaboration with Northwest Community College (NWCC) and Mount Moresby Adventure Camp, HG Rec has created the **Masset** Lecture Series, 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. Jamie Biggar, Raven Ann Potschka, Tom Kertes and Dominic Legault all held forth this month on topics ranging from intergenerational trauma, community resiliency, cultural rejuvenation, the future of Canadian politics, to holistic (and whole-istic) education system revisioning, and the history of musical instruments and the evolution of musical recording over the past 160 years. A total of **108** locals attended all four lectures this March.

### **Sexual Exploitation Community Meeting**

Co-hosted by the Old Massett Youth Program, this meeting was held on March 23<sup>rd</sup> following a series of public forums to address the sexual exploitation of youth within the Old Massett Village Council (OMVC) Hall. The forums helped provide an open space in which to discuss and air incidences, bring forth associated issues, and led to the more formal structure of the Community Meeting. With support from the Haida Gwaii Society for Community Peace, Transition House, Victim Services, Counseling House, and Northern Haida Gwaii Hospital, the meeting centered on four main questions addressing the safety of youth within the OMVC Hall, and directives to the Old Massett Village Council Health Committee on creating operational requirements for the space. Facilitated via Open Space Technology, the meeting was attended by over **75** community members, from youth to elders.

### **Open Gym Nights**

The Sandspit Open Gym Nights, hosted by the Sandspit Recreation Committee and supported by HG Rec, have now ended for the season. Running for over 19 weeks throughout the fall and winter, the program averaged over 25 youth per session, and totalled **472** youth from start to finish.

### **HG ASSAI Programs**

Wrapping up the first round of 2015 programs before Spring Break school closure, the HG After School Sport and Arts Initiative (ASSAI) program is well into its fourth year on **Haida Gwaii**, and offers a wide variety of sport, art and cultural programs across the islands free to youth ages 5-18.

Acrobatic Dance (TAH) – 36

Acrobatic Dance (PCES) – 33

Acrobatic Dance (SKA) – 89

Choreographed Dance (SKA) – 38

Surf Club (all-island) – 28

School of Rock (QCSS) – 25

After School Sports and Games (SKA) – 97

After School Arts and Crafts (OMYC) – 41

After School Sports and Games (OMYC) – 75

Fibre Arts: Create, Make, Wear! (GMD) – 10  
Kayak Club (PCES) – 15  
SUP (Stand-Up Paddleboard) Club (all-island) – 16  
Visual Arts (PCES) – 23  
'Art'chery (SKA) – 49  
Elementary Improv (SKA) – 27  
Intro to Photography (QCSS) – 29  
Theatre Thursdays (ALM) – 36

Total HG ASSAI March participants: **667**

**Total March 2015 participants in HG Rec programs/events: 1842**

*\* Total March 2014 participants in HG Rec programs/events: 798*

### **Upcoming Spring Classes**

**Movie Nights** – another Pixar animated blockbuster is on its way to Haida Gwaii this May, with screenings of 'SpongeBob SquarePants: Sponge Out of Water' in **Port Clements, Queen Charlotte,** and **Masset** from May 15-17.

**Weight Room Orientations** – Instructor Lisa Shoop will host an orientation at the weight room April 9<sup>th</sup> in **Queen Charlotte.**

**Masset Lecture Series** – Margot Hearne, Peter Hamel, Ross Hayes, Shelly Crack and Dan Schulbeck will host lectures this April in **Masset**, on ornithology, species identification, wave theory, sustainable and local foods in institutions, and projecting human evolution.

**Red Cross Babysitter's Course** – including the basics of First Aid, CPR and child-safe care practices, this course is designed to give youth the tools to be effective, engaged and safe babysitters. This certification program will utilize four of Haida Gwaii's newly-trained Red Cross instructors, and take place in **Masset, Port Clements, Queen Charlotte** and **Sandspit** this May.

**CORE Courses** – required to qualify for a Firearms Possession and Acquisition license, the CORE (Conservation and Outdoor Recreation Education) courses will be held in **Masset** and **Queen Charlotte** this April and May, and taught by longtime instructor Ron Haralson.

**Soccer BC Coaching Clinic** – with the goal of building the island's capacity for sport development and providing continued sports support to existing coaches, Soccer BC modules 'FUNdamentals' and 'Active Start', designed for U4-6 and U7-9, will be brought to Haida Gwaii this May. An additional refereeing clinic has been requested to expand the existing volunteer pool, and dates will be confirmed pending Soccer BC instructor availability.



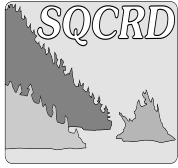
### **Additional Reporting**

#### **BCAAFC Regional Engagement and Planning Conference**

The HG Rec Coordinator has been invited to join the BCAAFC's Northwest Coordinating Board, in collaboration with the Aboriginal Sport, Recreation and Physical Activity Partners Council and the First Nations Health Authority. The conference will include a visioning of regionally-based program development and direction, as well as produce operational mandates for all BCAAFC Coordinators, and take place June 3-5.

***Lucy Neville***

**Haida Gwaii Recreation Coordinator**



## STAFF REPORT

**DATE:** April 24, 2015

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

**SUBJECT:** Haida Gwaii Recreation Bylaws

### Recommendation:

**THAT the staff report entitled “Haida Gwaii Recreation Bylaws” be received for information.**

### BACKGROUND:

At the March 20, 2015 Skeena-Queen Charlotte Regional District Board meeting, the Board made a motion directing staff to draft a Haida Gwaii Regional Recreation Service Conversion Bylaw to convert the authority to provide recreational programming on Haida Gwaii from the supplementary letters patent dated March 29, 1979 into a service establishing bylaw.

At that same time, the Board also made a motion to direct staff to draft a revised Haida Gwaii Regional Recreation Commission Establishing Bylaw to address concerns with the current wording and structure of the existing bylaw, the Skeena-Queen Charlotte Regional District Queen Charlotte Islands Recreation Commission Bylaw No. 340, 1997.

### DISCUSSION:

#### Bylaw No. 595, 2015

Staff has initiated consultation with the Ministry of Community, Sport and Cultural Development (Ministry) to develop a bylaw to convert the authority to provide recreation services on Haida Gwaii into a service establishing bylaw. At this time, the Ministry has given its approval of the bylaw as currently drafted, however, it will still require approval of the inspector of municipalities in accordance with section 801 of the *Local Government Act (LGA)*.

At the time that Bylaw No. 595, 2015 is provided to the inspector of municipalities for approval, the bylaw must receive consent to the adoption of the proposed bylaw made up of participating electoral area directors consent on behalf of the electors (*LGA* section 801.5) and consent of participating municipal councils on behalf of the electors (*LGA* section 801.4).

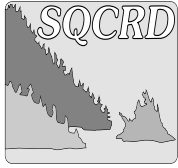
**Bylaw No. 597, 2015**

Staff has drafted a revised Haida Gwaii Regional Recreation Commission Bylaw to capture the essence of the existing bylaws that established the commission, while ensuring standard bylaw drafting conventions are in place to reduce overall risks concerns with those existing bylaws. Provisions for commission membership, appointment, procedure, delegation of authority and reporting obligations remain unchanged.

**RECOMMENDATION:**

Staff is recommending that, as the business arises, the Board give first reading to Bylaw No. 597, 2015 and that the bylaw be referred to the Haida Gwaii Regional Recreation Commission for feedback.

Staff is recommending that, as the business arises, the Board give first, second and third reading to Bylaw No. 595, 2015 and that the bylaw be provided to participating electoral area directors and municipal councils to receive consent on behalf of the electors. Should Bylaw No. 595, 2015 receive consent, it will then be submitted to the inspector of municipalities for approval before adoption.



## STAFF REPORT

**DATE:** April 24, 2015

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

**SUBJECT:** Asset Management Planning Grant Funding

### Recommendation:

**THAT the staff report entitled “Asset Management Planning Grant Funding” be received for information.**

### BACKGROUND:

At the February 20, 2015 Skeena-Queen Charlotte Regional District (SQCRD) Regular Board meeting, the Board received a report from staff entitled “Asset Management Capacity Building Program” which outlined project eligibility under the program. At that time, the Board motioned to have staff submit a funding application to the program to support an asset management plan for the Regional Recycling Depot.

### DISCUSSION:

On March 25, 2015 staff reviewed proponents’ responses to a Request for Proposal issued by the regional district to complete the aforementioned asset management plan. The successful proposal for this project was submitted by Sperling Hansen Associates with a projected budget of \$73,354. Additional project management and RFP development costs are estimated to increase the overall project costs to approximately \$83,700.

Given that the Asset Management Capacity Building Program provides up to a maximum \$60,000 for a project of this nature, there are additional project costs to be recovered. To recover these additional project costs, staff have submitted a funding application to the UBCM – Strategic Priorities Fund. Please note that the deadline to submit applications under this program was April 15, 2015.

The strategic priorities fund is an application based program available to local governments to support infrastructure and capacity building projects that are either large in scale, regional in impact or innovative. This particular application was submitted to the capacity building funding stream under the program in the amount of \$18,488.

### RECOMMENDATION:

At this time, should the Board concur, staff is requesting that resolutions of support for these funding applications be provided for inclusion with submissions.

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT ESTABLISHMENT OF HAIDA GWAI  
REGIONAL RECREATION SERVICE**

**BYLAW NO. 595, 2015**

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A bylaw to convert and establish the service of Regional Recreation on Haida Gwaii

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**WHEREAS:**

- A. Supplementary Letters Patent dated March 29, 1979, granted the Skeena-Queen Charlotte Regional District the authority to provide the function of recreational programs on Haida Gwaii;
- B. Pursuant to section 774.2(3) of the *Local Government Act*, a regional district may adopt a bylaw to convert a continued service to one exercised under the authority of an establishing bylaw and may in the same bylaw amend the power to the extent that it could if the power were in fact exercised under the authority of an establishing bylaw;
- C. The Board of the Skeena-Queen Charlotte Regional District wishes to convert the regional recreation function for Haida Gwaii to a service exercised under the authority of an establishing bylaw;
- D. The consent of all of the participants has been obtained in accordance with section 802 of the *Local Government Act*.

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

**1. CONVERSION**

The function of providing regional recreation for Haida Gwaii as granted to the Skeena-Queen Charlotte Regional District by Supplementary Letters Patent dated March 29, 1979, is hereby converted and established to a service.

**2. SERVICE AREA BOUNDARIES**

The boundaries of the service area under this bylaw are:

- 2.1 The Village of Masset;
- 2.2 The Village of Queen Charlotte;
- 2.3 The Village of Port Clements;
- 2.4 Electoral Area D; and
- 2.5 Electoral Area E.

**3. PARTICIPATING AREAS**

The participants of the service established under this bylaw are the Village of Masset, the Village of Queen Charlotte, The Village of Port Clements, Electoral Area D and Electoral Area E.

**4. COST RECOVERY**

The annual costs for the Service may be recovered by the following:

- 4.1 Property value taxes imposed in accordance with Division 4.3 of the *Local Government Act*.

**5. MAXIMUM REQUISITION**

In accordance with the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the service is \$150,735 or \$0.530 per \$1000 of taxable value of land and improvements, whichever is greater.

**6. CITATION**

This bylaw may be cited for all purposes as the "Haida Gwaii Regional Recreation Service Bylaw No. 595, 2015".

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

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

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

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

\_\_\_\_\_  
B. Pages  
Chair

\_\_\_\_\_  
D. Fish  
Deputy Corporate Officer

## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

## HAIDA GWAI REGIONAL RECREATION COMMISSION BYLAW NO. 597, 2015

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A bylaw to establish a recreation commission for Haida Gwaii

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**WHEREAS** the Board of the Skeena-Queen Charlotte Regional District may, pursuant to section 176(1) of the *Local Government Act*, establish commission to operate regional district services;

**AND WHEREAS** the Board of the Skeena-Queen Charlotte Regional District, pursuant to Bylaw No. 595, 2015, and amendments thereto, has established a regional recreation service on Haida Gwaii;

**AND WHEREAS** the Board of the Skeena-Queen Charlotte Regional District deems it appropriate to establish a recreation commission;

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

## 1. ESTABLISHMENT

- 1.1. The Haida Gwaii Regional Recreation Commission is hereby established.

## 2. DEFINITIONS

- 2.1. **“Administrative Powers”** means the ability to undertake activities required for the day to day functioning of the Commission, which shall include all matters pertaining to developing and maintaining relevant policies and all financial and administrative duties required for the continued operation of the Commission within guidelines set by the Board.
- 2.2. **“Board”** means the Board of the Skeena-Queen Charlotte Regional District;
- 2.3. **“Chief Administrative Officer”** means the person appointed by the Board as the Chief Administrative Officer;
- 2.4. **“Commission”** means the Haida Gwaii Regional Recreation Commission;
- 2.5. **“Executive Committee”** means a committee, consisting of the Commission Chair and two other members, to act on behalf of, and within the powers granted to them by, the Commission;
- 2.6. **“Local Service Area”** means the boundaries of the Haida Gwaii Regional Recreation Service Area established by Bylaw No. 595, 2015, and amendments thereto;
- 2.7. **“Management Powers”** means the ability to operate a service, as delegated within this bylaw, and subsequent amendments thereto, including all matters pertaining to the physical operation of the service such as operating, maintaining, repairing, engineering, or constructing. Management powers may also include the financial management of such service if expressly delegated within this bylaw; and
- 2.8. **“Regional District”** means the Skeena-Queen Charlotte Regional District.

### **3. MEMBERSHIP**

- 3.1. The Commission shall consist of no more than eight (8) members from the following areas:
  - 3.1.1. Village of Queen Charlotte;
  - 3.1.2. Village of Masset;
  - 3.1.3. Village of Port Clements;
  - 3.1.4. Electoral Area D; and
  - 3.1.5. Electoral Area E.
- 3.2. Commission staff are not eligible to serve as members of the Commission.

### **4. APPOINTMENT**

- 4.1. Members of the Commission shall be appointed by the Board in accordance with section 176(g) of the *Local Government Act*.
- 4.2. Members of the Commission shall be appointed to a two (2) year term.
- 4.3. Members of the Commission shall be eligible for reappointment to successive terms without limitation.
- 4.4. Each member of the Commission may appoint an alternate representative to serve in his or her absence provided that the Regional District has been notified, in writing, of the appointment.
- 4.5. In the event of a vacancy between appointments due to death, resignation or termination, the vacancy shall be filled forthwith by the Commission subject to the approval of the Board.
- 4.6. The Board may terminate the appointment of a Commission member at any time.

### **5. PROCEDURE**

- 5.1. The Commission Chair and Vice Chair shall be elected annually by a majority vote of all Commission members.
- 5.2. A quorum of the Commission shall be the majority of its members.
- 5.3. All decisions of the Commission shall be made by a majority vote of the members present at the meeting, with each member having one vote.
- 5.4. An Executive Committee shall be elected annually from within the membership of the Commission.
- 5.5. Regular Commission meetings shall be:
  - 5.5.1. Held at least three (3) times per annum; and
  - 5.5.2. Open to the public.



- 5.6. Special Commission meetings shall be:
  - 5.6.1. Called by resolution of the Commission at a regular meeting; or
  - 5.6.2. Called at the request of two or more Commission members; and
  - 5.6.3. Open to the public, subject to section 5.8 below.
- 5.7. Notice of meetings, by such means as the Commission deems reasonable, shall be provided to members of the Commission and residents of the Local Service Area at least 48 hours in advance of a meeting.
- 5.8. All or part of a meeting may be closed to the public in accordance with the “*Skeena-Queen Charlotte Regional District Procedure Bylaw No. 470, 2005*”, and amendments thereto.
- 5.9. Where this bylaw and the “*Skeena-Queen Charlotte Regional District Procedure Bylaw No. 470, 2005*, and amendments thereto, are silent, Robert’s Rules of Order, newly revised, shall apply to the conduct of Commission meetings.
- 5.10. Minutes shall be kept for all meetings of the Commission and a copy of such minutes shall be forwarded to the office of the Skeena-Queen Charlotte Regional District.

## 6. DELEGATION OF AUTHORITY

- 6.1. The powers delegated to the Commission, except as otherwise provided by bylaw, shall include:
  - 6.1.1. Subject to the provisions otherwise contained in this bylaw and part 24 of the *Local Government Act*, the Commission is empowered to exercise Administrative Powers with respect to the Commission;
  - 6.1.2. Subject to the provisions otherwise contained in this bylaw and part 24 of the *Local Government Act*, the Commission is empowered to exercise Management Powers with respect to the following:
    - 6.1.2.1. Haida Gwaii Regional Recreation Service.
- 6.2. The Commission is authorized to hire a Recreation Coordinator who shall report to the Commission.
- 6.3. The Commission shall not exercise any powers, functions or responsibilities not expressly set out in this bylaw, as amended from time to time.
- 6.4. The Commission shall not undertake any initiatives or commitments that may be binding on the Commission of the Regional District without receiving the prior approval of the Board.

- 6.5. The Commission shall not, with the Board's prior approval, expend any funds except as set forth in the approved budget and shall not enter into any undertaking, obligation, commitment, or liability that would cause the Commission's annual budget, as approved by the Board, to be exceeded.
- 6.6. All authorized funds receivable and expendable by the Commission shall be paid into and out of the Commission's operating account.

## **7. REPORTING OBLIGATIONS**

- 7.1. On or before November 30<sup>th</sup> each year, the Commission shall prepare and submit to the Board an annual budget, in a form satisfactory to the Chief Administrative Officer, which shall include detailed estimates of its receipts from every source and expenditures for every purpose for the following year, and such annual budget shall be considered by the Board and may be rejected or accepted, in whole or in part, at the Board's discretion.
- 7.2. The Commission shall forward to the Chief Administrative Officer the agenda and minutes of all meetings of the Commission.
- 7.3. The Commission will communicate regularly and liaise with the Chief Administrative Officer respecting the exercise of the Commission's powers, duties and functions, as specified in this bylaw.
- 7.4. The Commission will abide by the *Accountability Standards for Regional District Committees and Commissions Policy* as adopted or amended by the Board.

## **8. GENERAL**

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

## **9. SCOPE OF BYLAW**

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

**10. SEVERABILITY**

- 10.1. If any portion of this bylaw, as amended from time to time, is held to be invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this bylaw shall be deemed to have been adopted without the severed portion.

**11. REPEAL**

- 11.1. For certainty, the following Regional District bylaws are hereby repealed:
- 11.1.1. Skeena-Queen Charlotte Regional District Queen Charlotte Regional Recreation Committee Bylaw No. 80, 1979;
  - 11.1.2. Skeena-Queen Charlotte Regional District Queen Charlotte Recreation Commission Amending Bylaw No. 117, 1982;
  - 11.1.3. Skeena-Queen Charlotte Regional District, Queen Charlotte Island Regional Recreation Commission Amending Bylaw No. 162, 1986;
  - 11.1.4. Skeena-Queen Charlotte Regional District Queen Charlotte Islands Regional Recreation Commission Bylaw No. 340, 1997; and
  - 11.1.5. Skeena-Queen Charlotte Regional District Queen Charlotte Islands Recreation Commission Bylaw No. 522, 2010.

**12. CITATION**

- 12.1. This bylaw shall be cited for all purposes as the “Haida Gwaii Regional Recreation Commission Bylaw No. 597, 2015”.

READ A FIRST TIME this	_____ day of _____, 2015.
READ A SECOND TIME this	_____ day of _____, 2015.
READ A THIRD TIME this	_____ day of _____, 2015.
ADOPTED this	_____ day of _____, 2015.

\_\_\_\_\_  
B. Pages  
Chair

\_\_\_\_\_  
D. Fish  
Deputy Corporate Officer



## Referral Memo

**Date:** April 24, 2015  
**To:** SQCRD Board  
**From:** Karen Mellor, Chief Administrative Officer  
 Morganne Williams, Planner

**Regarding:** Amendment to existing permit – Sand & Gravel  
**Location:** Fractional Southwest 1/4 section 21 Township 14 Queen Charlotte District  
**Deadline for Response:** May 2, 2015  
**APC Resolution:** No comments received to date.

### Summary of the Referral:

**Applicant:** C AND C BEACHY CONTRACTING LTD.

#### Lands Authorization:

**Tenure Type:** License of Occupation

**Purpose:** Natural resource storage and processing

**Size:** +/- 2 hectares

### Attachments:

1. Crown Land Tenure Application 12 pages
2. Notice of Work 10 pages



# Notice of Work

1650230 - Beachy Pit

Tracking Number: 100121944

## APPLICANT INFORMATION

**Name:** C. AND C. BEACHY CONTRACTING LTD.  
**Doing Business As:**  
**Phone:** 250-557-4421  
**Fax:**  
**Email:** ccbeachy@gmail.com  
**BC Incorporation Number:** 310824  
**Extra Provincial Inc. No:**  
**Society Number:**  
**GST Registration Number:**  
**Contact Name:** Craig Neal Beachy  
**Mailing Address:** 274 Bayview Drive  
Port Clements BC V0T 1R0

## SETUP QUESTIONS

The APPLICANT is the Individual(s) or Organization to whom the authorization will be issued, if approved. Before choosing your answer, please click on the HELP ICON (?) beside each question.

**Are you an individual or an organization?** Organization  
**Are you applying on behalf of the applicant?** No

## TECHNICAL INFORMATION

### APPLICATION INFORMATION

**Type of Notice of Work:** Sand & Gravel  
**Is this a New Permit or an Amendment to an existing permit for this property?** Amendment

### MINE INFORMATION

**Do you have an existing mine number?** NO **Mine Number:**  
**Name of the property:** Beachy Pit #2  
**Tenure Numbers:**  
**Crown Grant / District Lot Numbers:** Fractional Southwest 1/4 section 21 Township 14 Queen Charlotte District  
**Directions to site from nearest municipality:** 298 Bayview Drive Port Clements  
**Geographic Coordinates of Mine:** **Latitude:** 53.66951 **Longitude:** -132.0000000

### INFORMATION ABOUT PROPOSED ACTIVITIES

**Activities to be undertaken:** Sand & Gravel / Quarry Operations

### FIRST AID

**Proposed First Aid equipment on site:** First aid kits in all on site machines  
**Level of First Aid Certificate held by attendant:** Occupational First Aid Level 1

### DESCRIPTION OF WORK PROGRAM

If you prefer to upload a document, please enter "see attached document" and attach the document in the "Document Upload" step later in the application under "Other".

**Sufficient details of your work program to enable a good understanding of the types and scope of the activities that will be conducted:**

extraction of pit run by means of excavator and gravel trucks as required.

### TIME OF PROPOSED ACTIVITIES

**Proposed start and end date:** Apr 1, 2015 to Dec 31, 2045

Please remember that you need to give 10 days notice to the Inspector of Mines of your intention to start work, and 7 days notice of your intention to stop work.

### ACCESS

**Access presently gated:** No

### PRESENT STATE OF LAND

Please identify what the present state of the land is where you would like to undertake your activities. If some of the questions do not apply to you please enter n/a in the space provided.

**Present condition of the land:** a partly developed pit face that has not been worked since 2002  
**Type of vegetation:** small alder trees  
**Physiography:** sloping land from road level up to 6 meters  
**Current means of access:** a short access road off of Bayview Drive Port Clements. 100 meters long  
**Old equipment:** none  
**Recreational trails / use:** none

### ACCESS TO TENURE

**Do you need to build a road, create stream crossings or other surface disturbance that will not be on your tenure?** No

### LAND OWNERSHIP

**Application area in a community watershed:** No  
**Proposed activities on private land:** No

**Proposed activities on Crown land:** Yes  
**Licence of Occupation:** No

**Have you applied for a Licence of Occupation?** Yes  
**File number of application:** 100120498

**Activities in a park:** No

## **CULTURAL HERITAGE RESOURCES**

Cultural Heritage applies to a large spectrum of heritage resources that is defined as "an object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people."

The Archaeology Branch of the Ministry of Forests, Land and Natural Resource Operations is responsible for the administration of the Heritage Conservation Act as it applies to archaeological sites. The Archaeology Branch has developed guidelines for companies engaged in natural resource extraction to aid in planning for and avoiding or managing impacts to protected archaeological sites.

**Are you aware of any protected archaeological sites that may be affected by the proposed project?**      No

## **FIRST NATIONS ENGAGEMENT**

In making decisions on authorizations, the government will be fulfilling its responsibility to consult, and where appropriate, accommodate First Nations. The government takes this responsibility seriously and encourages the applicant to engage First Nations early and often as part of any planned development.

Establishing good relations with First Nations who might be affected by a proposed development is a key part of any successful mining operation. The Ministry of Energy and Mines encourages applicants to engage and information share with First Nations that might be affected by a proposed development prior to submitting an application. The earlier in the life of a proposed activity that the avenues of communication are established the greater the likelihood that the relationships formed will be constructive and beneficial to all parties. A lack of information sharing and engagement by the applicant may result in extended timeframes for decision.

Applicants should keep a detailed record of information sharing and engagement with First Nations on their project in the event the government needs to review it. Information on First Nations information sharing and engagement should include the following: a list of First Nations contacted, whether the activity was modified based on feedback from First Nations, and whether the applicant has entered into any informal or formal agreements with First Nations in connection with the project.

The Consultative Areas Database Public Map Service is an online, interactive mapping tool that allows you to identify First Nations who have treaty rights or asserted or proven rights or title on the land base. More information can be found at <http://www.empr.gov.bc.ca/TITLES/MINERALTITLES/FIRSTNATION/Pages/CAD.aspx>.

**Have you shared information and engaged with First Nations in the area of the proposed activity?**      No

## **SAND & GRAVEL / QUARRY OPERATIONS**

### **MAPS**

All plans and sections must indicate the scale and orientation of the drawing and must include:

1) Plan View of Proposed Development illustrating:

- Property boundaries and set back of excavation from property boundary
- Watercourses and drainage (wet, dry or intermittent) on the property and within 150 metres of its boundaries
- All previous surface workings, the final boundaries of proposed excavation, and boundaries of excavation at the end of development described in the Notice of Work
- Access roads, including development roads within the pit and access to the public roads
- All proposed and existing stockpiles (topsoil, overburden, product etc.)
- All settling ponds (for both surface run off and process water) and source of process water
- Buildings and other facilities (fuel/lubricant storage, sanitary facilities, weigh scale, etc.)
- Sediment control structures and the location of any point discharges from the property
- Fencing, berms and/or vegetative buffers.

2) Cross and longitudinal sections of Proposed Development illustrating:

- The original land surface and, if applicable, the groundwater table elevation
- Typical configuration during mining, indicating angle of slope and, where applicable, bench locations

- Proposed configuration on completion of reclamation

3) A copy of the land title/crown land tenure map must be provided.

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#### SOIL CONSERVATION

Average depth of overburden:	0.60 m
Average depth of topsoil:	0.60 m
Measures to stabilize soil overburden stockpiles and control noxious weeds:	pile with 2 to 1 slope

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#### LAND USE

Is the site within the Agricultural Land Reserve?	No
Does the local government have a Soil Removal Bylaw?	No
Official Community Plan for the site:	Port Clemets
Current land use zoning for the site:	R 1
Proposed end land use is:	Forest
Estimate total minable reserves over the life of the mine:	60,000 m <sup>3</sup>
Estimate annual extraction from site:	2,000 m <sup>3</sup> /year

Application must be made to the Environmental Assessment Office if estimated extraction for sand/gravel production is 500,000 tonnes/year or 1,000,000 tonnes over 4 years; or if estimated extraction is 250,000 tonnes/year for quarried product.

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#### ACTIVITIES

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the tonnes, the total disturbed area and the total merchantable timber volume.

Please note that you must notify the Inspector at least two weeks before if you are planning to bring a crusher on site.

Activity	Total Disturbed Area (ha)	Merchantable timber volume (m <sup>3</sup> )
Excavation of Pit Run	2.00	0.00
<b>Total:</b>	<b>2.00</b>	<b>0.00</b>

Is the work year round or only seasonal?	Year round
Brief description of operation, including proposed work schedule:	removal of pit run as required with excavator and gravel truck. No more than 8 hours a day, 8:00 am- 4:00 pm Mon.- Fri.

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#### RECLAMATION PROGRAM

Describe the proposed reclamation and timing for this specific activity:	fill pit with stored topsoil and woody debris (from stripping pit area) and back slope to no more than 2-1 slope. Will be done progressively as pit is emptied down to water level.
If backfilling of pits or pit slopes is proposed in the final configuration for reclamation, details of materials to be used and placement procedures:	Woody debris and topsoil that was stripped off of the pit will be used. Top soil and the woody debris will be mixed to help hold the slope and simulate natural second growth forest.
Estimated cost of reclamation activities described above:	\$2,000.00
Will progressive reclamation be carried out?	Yes
Maximum unreclaimed disturbance at any given time:	0.50 ha

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#### GROUNDWATER PROTECTION

Average depth to the high groundwater table at the	3.0 m
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**proposed excavation:**

Elevation of the groundwater table was determined from:

- ☐ Existing area wells  
☒ Test pits  
☐ Test wells drilled for this purpose  
☐ Other:

**Measures proposed to protect groundwater from potential impacts of the proposed mining activity:**

No excavating below water table. No fueling machinery while in excavation.

**IMPACT MINIMIZATION**

Shortest distance between proposed excavation to nearest residence:	100 m
Shortest distance between proposed excavation to nearest residential water source:	2,000 m
Measures proposed to prevent inadvertent access of unauthorized persons to the mine site:	Gated road. Thick young second growth alders and conifers.
Measures proposed to minimize noise impacts of the operation:	Bush and trees between pit and residents. Working hours of 8:00am to 4:00pm Mon -Fri.
Measures proposed to minimize the dust impacts of the operation:	Bush and trees between pit and houses.
Measures proposed to minimize visual impacts of the operation:	Bush hill and trees between pit and houses and road.

**TIMBER CUTTING****Total merchantable timber volume:** 0.00 m3

No TimberYou have indicated that there is no merchantable timber that will be cut. Therefore a Free Use Permit or a Licence to Cut is not required. If this is not accurate, please correct your entries.

**EQUIPMENT**

Click on the "Add Equipment" button to add one type of equipment at a time. All equipment must comply with the requirements of the Health, Safety and Reclamation Code.

Quantity	Type	Size / Capacity
1	Excavator	120C John Deere, 15 ton
1	Truck	Kenworth gravel truck 12 yard

**SUMMARY OF RECLAMATION**

Based on the information you have provided on the previous screens the Summary of Reclamation is:

Activity	Total Affected area (ha)	Estimated cost of reclamation (\$)
Sand & Gravel / Quarry	2.00	2,000.00
<b>Subtotal:</b>	2.00	2,000.00
<b>Unreclaimed disturbance from previous year:</b>	0.00	
<b>Disturbance planned for reclamation this year:</b>	0.00	
<b>Total:</b>	<b>2.00</b>	<b>2,000.00</b>

**OTHER CONTACTS**

Please enter the contacts that are applicable to your application.

**Contact Info****Type of Contact**

<b>Name:</b>	Craig Beachy	Permittee
<b>Phone:</b>	250-557-4421	
<b>Daytime Phone:</b>	250-557-4421	
<b>Fax:</b>		
<b>Email:</b>	ccbeachy@gmail.com	
<b>Mailing Address:</b>	C.and C. Beachy Contracting Ltd. PO BOX Port Clements BC V0T 1R0	

---

<b>Name:</b>	Craig Beachy	Tenure Holder
<b>Phone:</b>	250-557-4421	
<b>Daytime Phone:</b>	250-557-4421	
<b>Fax:</b>		
<b>Email:</b>	ccbeachy@gmail.com	
<b>Mailing Address:</b>	C.and C. Beachy Contracting Ltd. PO BOX Port Clements BC V0T 1R0	

---

<b>Name:</b>	Craig Beachy	Site operator
<b>Phone:</b>	250-557-4421	
<b>Daytime Phone:</b>	250-557-4421	
<b>Fax:</b>		
<b>Email:</b>	ccbeachy@gmail.com	
<b>Mailing Address:</b>	C.and C. Beachy Contracting Ltd. PO BOX Port Clements BC V0T 1R0	

---

<b>Name:</b>	Craig Beachy	Mine manager
<b>Phone:</b>	250-557-4421	
<b>Daytime Phone:</b>	250-557-4421	
<b>Fax:</b>		
<b>Email:</b>	ccbeachy@gmail.com	
<b>Mailing Address:</b>	C.and C. Beachy Contracting Ltd. PO BOX Port Clements BC V0T 1R0	

## LOCATION INFORMATION

All applications must include the appropriate maps and applications received without maps will be returned. All maps must be in colour, computer generated, with a scale, north arrow and a detailed legend.

For Mineral, Coal and Placer applications you must provide a minimum of 3 maps:

- A Location Map which must show the location of the property in relation to the nearest community with the access route from the community to the work site clearly marked;
- A Tenure Map which must show the boundaries of the tenure(s) and tenure numbers, at a scale of 1:20,000 or less;
- A Map of Proposed Work which must show topography, water courses, existing access, existing disturbance, contour lines, known cultural heritage resources and/or protected heritage property, at a scale of 1:10,000 or 1:5,000. For site specific applications the location of all proposed exploration activities must be shown; for area-based applications the work area must be shown as a polygon, with the location of all proposed exploration activities for year 1 shown, and shape files provided of the area.

For Sand & Gravel/Quarry applications you must provide a Plan View, Cross and Longitudinal Sections and a Land Title/Crown Land Tenure Map. Details of these requirements are listed in the Sand & Gravel/Quarry Operations Activity sheet.

☒ I have one or more files (PDF, JPG, PNG etc.) with my maps

#### MAP FILES

Do you have a PDF or image file of a drawn map? You can upload it here.

Description	Filename
Salter Pit	Polygon.shp
Salter Pit	Polygon.shx
Salter Pit	Dwg3.pdf
Salter Pit	Polygon.prj
Salter Pit	Polygon.dbf

#### ATTACHED DOCUMENTS

Document Type	Description	Filename
Mine Emergency Response Plan	MERP for Salter Pit	MERP_Template_26Feb214.docx

#### PRIVACY DECLARATION

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

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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.

#### REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

We have prepopulated some of the fields for your convenience but you can change in the information at any time. Please note that the information might become available to the public if required.

<b>Company / Organization:</b>	C. AND C. BEACHY CONTRACTING LTD.
<b>Contact Name:</b>	Craig Neal Beachy
<b>Contact Address:</b>	274 Bayview Drive Port Clements BC V0T 1R0
<b>Contact Phone:</b>	250-557-4421
<b>Contact Email:</b>	ccbeachy@gmail.com

☒ I hereby grant permission for the public release of the information provided above. This information will be used to fulfill, if required, the referral and advertising requirements of my application.

## 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.

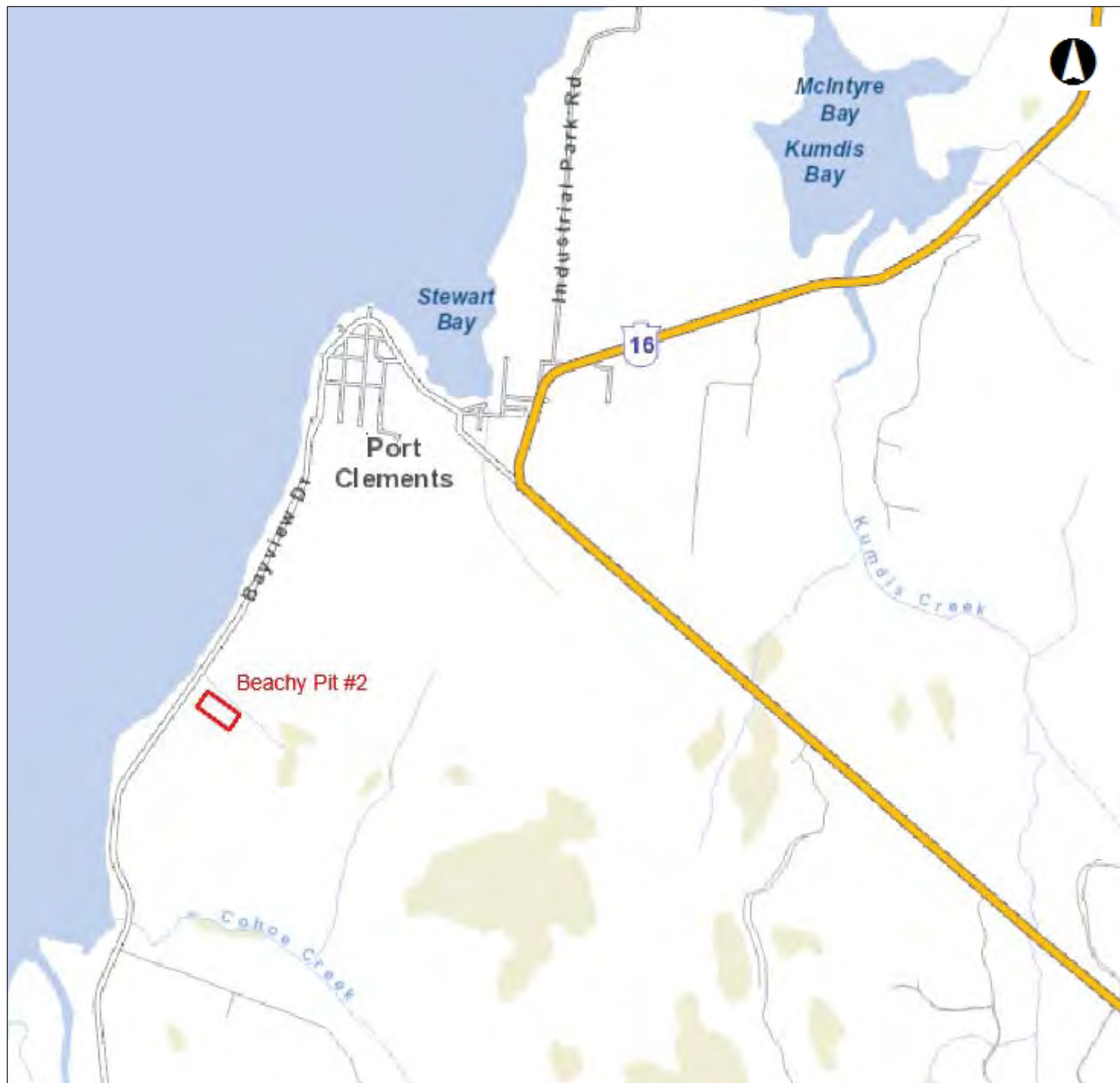
## OFFICE

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? No

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



Beachy Pit # 2

### Location



1: 30,539Gen

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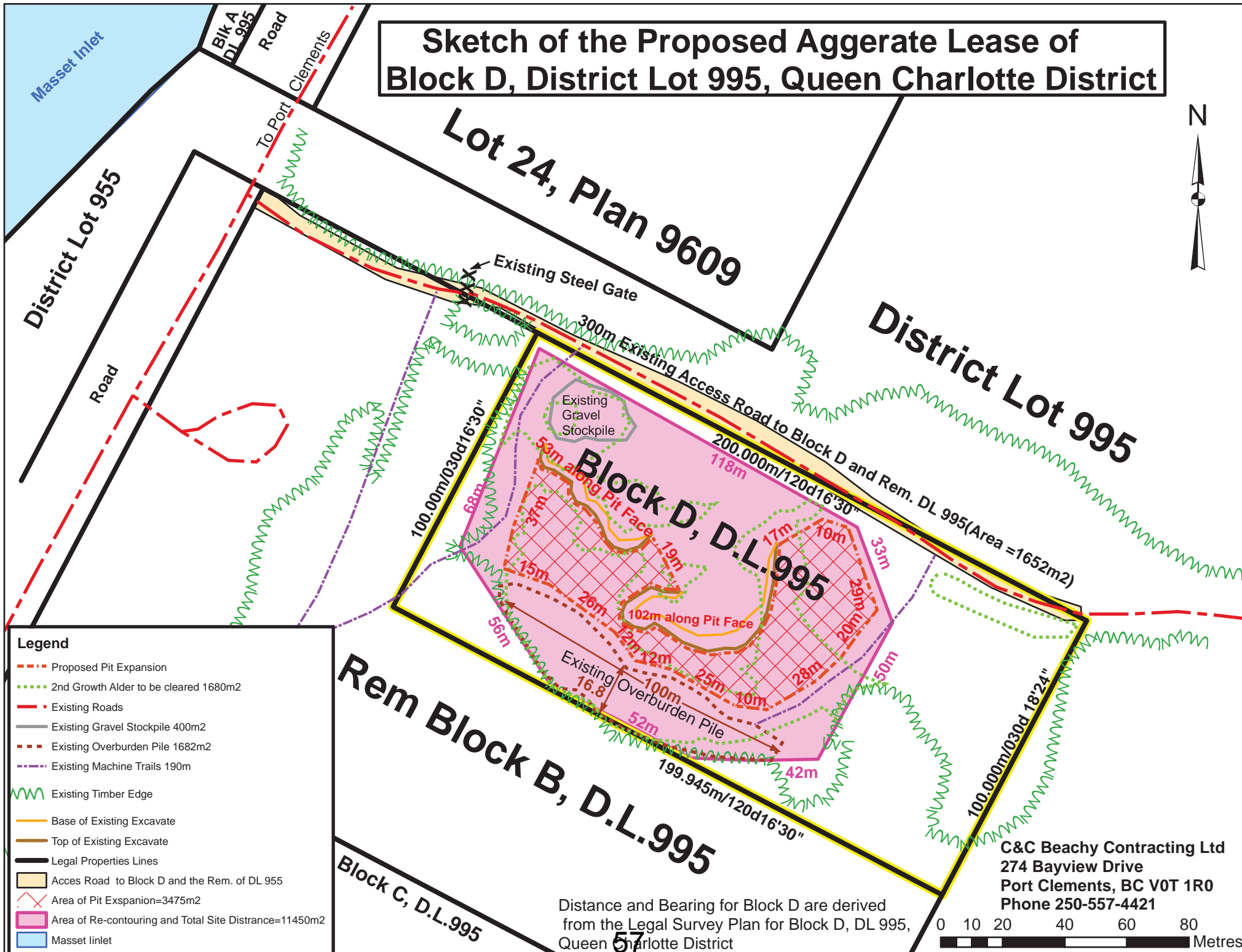
Datum: NAD83

Projection: NAD\_1983\_BC\_Environment\_Albers

### Key Map of British Columbia



# Sketch of the Proposed Aggregate Lease of Block D, District Lot 995, Queen Charlotte District



**C&C Beachy Contracting Ltd**  
 274 Bayview Drive  
 Port Clements, BC V0T 1R0  
 Phone 250-557-4421

Distance and Bearing for Block D are derived from the Legal Survey Plan for Block D, DL 995, Queen Charlotte District

0 10 20 40 60 80 Metres



# Location Map of

C. and C. Beachy Contracting Ltd.  
Lands file 6406023

## Legend

- Golden Spruce Farms Tenure
- Private Land (Surface)

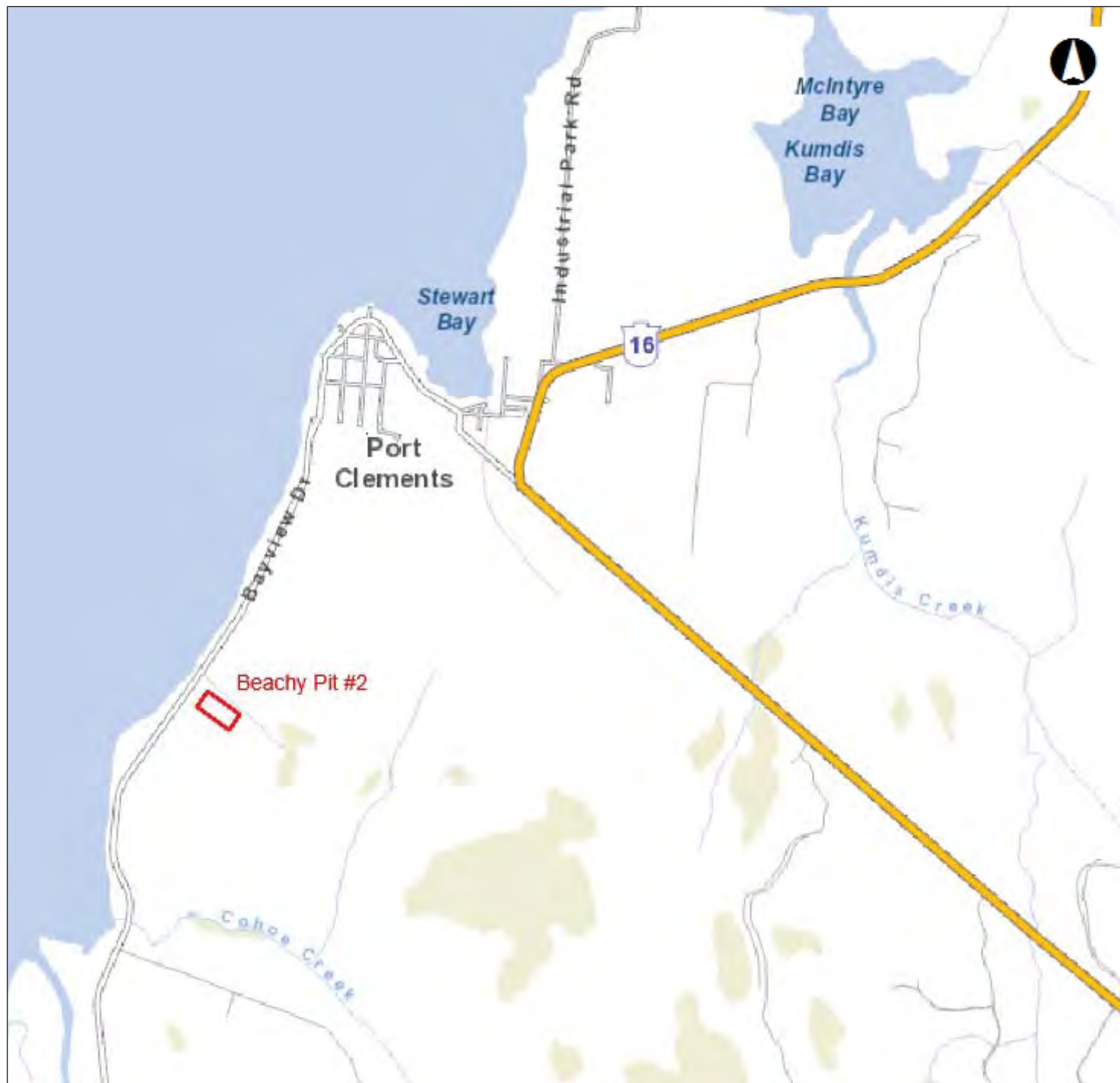
Scale 1:2,000

Date: November 28, 2012

revised March 30, 2015







Beachy Pit # 2

### Location



1: 30,539Gen

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Datum: NAD83

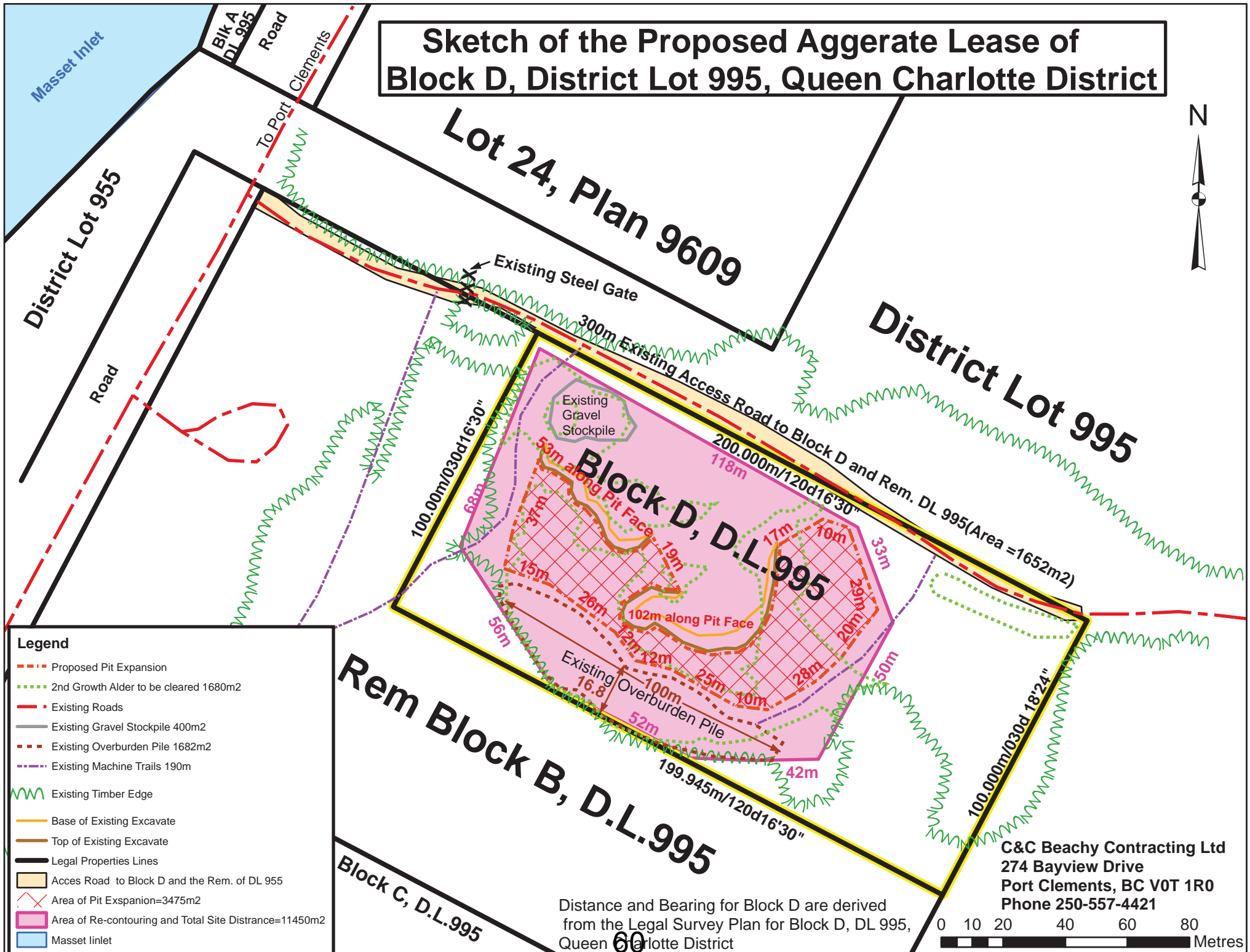
Projection: NAD\_1983\_BC\_Environment\_Albers

### Key Map of British Columbia





# Sketch of the Proposed Aggregate Lease of Block D, District Lot 995, Queen Charlotte District



- Legend**
- Proposed Pit Expansion
  - 2nd Growth Alder to be cleared 1680m2
  - Existing Roads
  - Existing Gravel Stockpile 400m2
  - Existing Overburden Pile 1682m2
  - Existing Machine Trails 190m
  - Existing Timber Edge
  - Base of Existing Excavate
  - Top of Existing Excavate
  - Legal Properties Lines
  - Acces Road to Block D and the Rem. of DL 955
  - Area of Pit Expansion=3475m2
  - Area of Re-contouring and Total Site Distance=11450m2
  - Masset Inlet

Distance and Bearing for Block D are derived from the Legal Survey Plan for Block D, DL 995, Queen Charlotte District

0 10 20 40 60 80  
Metres

**C&C Beachy Contracting Ltd**  
274 Bayview Drive  
Port Clements, BC V0T 1R0  
Phone 250-557-4421



# Crown Land Tenure Application

Tracking Number: 100120498

## APPLICANT INFORMATION

**Name:** C. AND C. BEACHY CONTRACTING LTD.  
**Doing Business As:**  
**Phone:** 250-557-4421  
**Fax:**  
**Email:** ccbeachy@gmail.com  
**BC Incorporation Number:** 310824  
**Extra Provincial Inc. No:**  
**Society Number:**  
**GST Registration Number:**  
**Contact Name:** Craig Neal Beachy  
**Mailing Address:** 274 Bayview Drive  
Port Clements BC V0T 1R0

## SETUP QUESTIONS

The APPLICANT is the Individual(s) or Organization to whom the authorization will be issued, if approved. Before choosing your answer, please click on the HELP ICON(?) beside each question.

**Are you an individual or an organization?** Organization  
**Are you applying on behalf of the applicant?** No  
**Are there co-applicants for this application?** No

## 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.

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?** No

### 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 your purpose can not be found in the list, please contact FrontCounter BC .

<b>Purpose</b>	<b>Tenure</b>	<b>Period</b>
<b>Aggregates &amp; Quarry Materials</b> Sand And Gravel	Lease	Ten to thirty years

#### **ACCESS TO CROWN LAND**

**Please describe how you plan to access your proposed crown land from the closest public road:** From an existing road off of Bayview Drive.

#### **AGGREGATES & QUARRY MATERIALS**

All uses of Crown land for mining, quarrying, digging or removal of building, construction and other materials listed in the Land Act, Section 19, Includes ancillary activities of material sorting, crushing, stockpiling and washing, and the operation of a temporary portable asphalt plant on site. Applies to quarrying of abandoned tailings areas on Crown land.

**Specific Purpose:** Sand And Gravel  
**Period:** Ten to thirty years  
**Tenure:** Lease

#### **TOTAL APPLICATION AREA**

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

**Please specify the area:** 2 hectares  
OR  
**Specify Length:** 200 meters  
**Specify Width:** 100 meters

#### **MINES ACT: NOTICE OF WORK**

To explore and develop the Province's aggregate resources you may/will be required to obtain a Notice of Work under the Mines Act.

**Have you submitted a Notice of Work application for a Mines Act permit?** No

You will be required to apply for Notice of Work Application.

#### **IMPORTANT CONSIDERATIONS**

**Do you intend to use the aggregates for hydraulic fracturing (Fracking)?** No

#### **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?** No

**Are you planning to use an open fire to burn timber or other materials?** No

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

Are you planning to work in or around water? No

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 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
Salter Pit	Polygon.prj	Aggregates & Quarry Materials
Salter Pit	Polygon.dbf	Aggregates & Quarry Materials

**ATTACHED DOCUMENTS**

Document Type	Description	Filename
General Location Map	Salter Pit General location map	Block D DL 995 (VoPC).pdf
Management Plan	Management plan for salter pit	Management plan for Salter ...
Site Plan	Salter Pit Site plan	Block D Lease site plan.pdf

**PRIVACY DECLARATION**

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

**REFERRAL INFORMATION**

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

**Company / Organization:** C. AND C. BEACHY CONTRACTING LTD.  
**Contact Name:** Craig Neal Beachy  
**Contact Address:** 274 Bayview Drive  
 Port Clements BC V0T 1R0  
**Contact Phone:** 250-557-4421  
**Contact Email:** ccbeachy@gmail.com

☒ I hereby grant permission for the public release of the information provided above. This information will be used to fulfill, if required, the referral and advertising requirements of my application.

#### 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.

#### OTHER INFORMATION

Is there any other information you would like us to know?

This is an application to reopen a pit that was under Golden Spruce Farms in Port Clements. The previous owner has since died and the pit was shut down. C. and C. Beachy contracting used to operate the pit for Golden Spruce Farms until it was shut down. C. and C. Beachy is now applying to lease the pit.

#### APPLICATION FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$1,000.00	GST @ 5%: \$50.00	\$1,050.00	\$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? No

#### OFFICE USE ONLY

Office Haida Gwaii	File Number	Project Number
	Disposition ID	Client Number



Yakoun  
Bay

Application Area

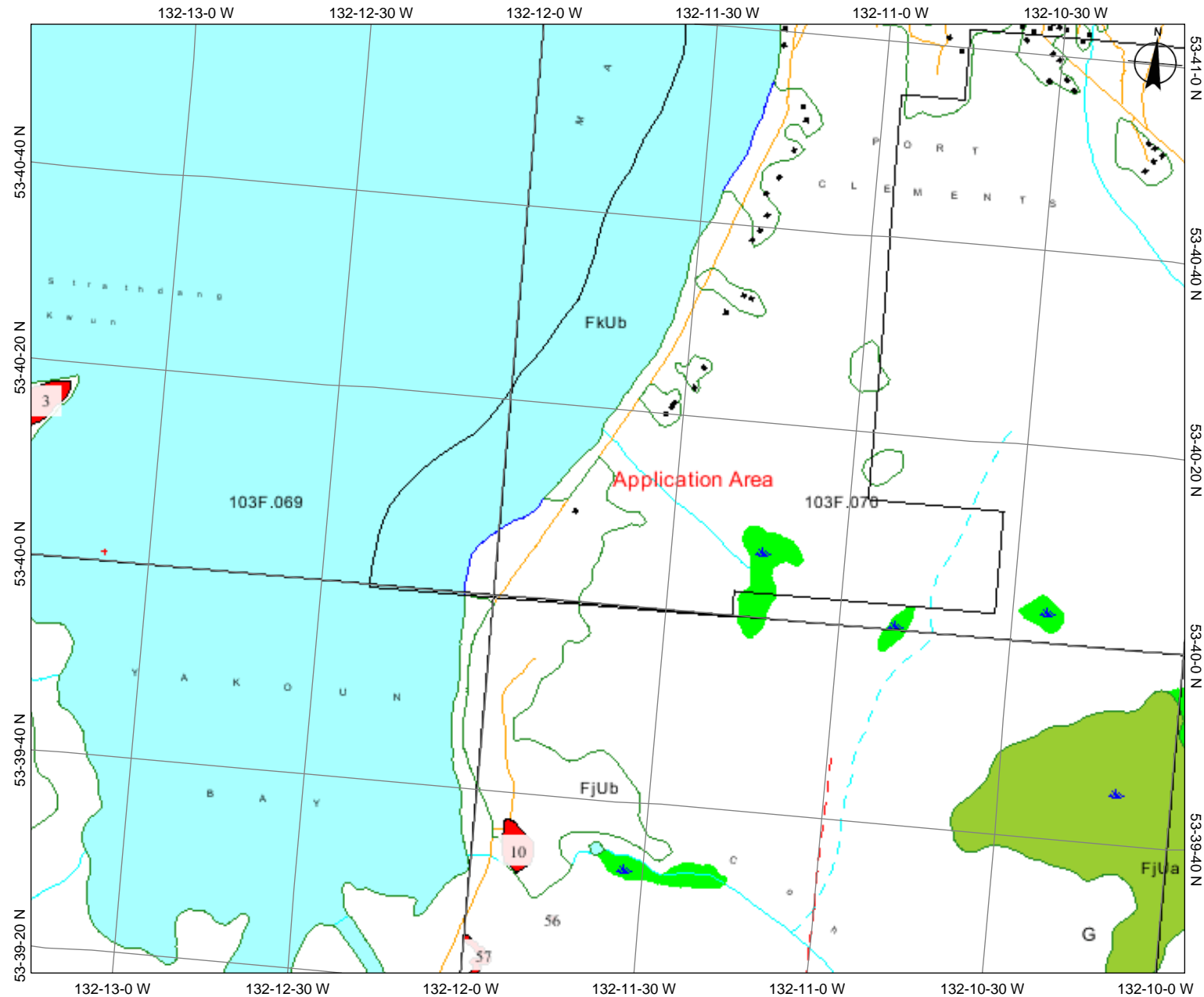
ALR

65

ALR

# 6406023 Beachy

## Archaeology in vicinity of Application Area



### Legend

- Archaeology Site Labels**
- Historic Places
  - Archaeology Sites
  - Arch Overview Assessment - Provincial
- Cultural Features - Points (1:20K)**
- HIGH
  - MOD
  - MOD-
  - Other
  - Provincial Cadastral (ICI)
  - Borden Grid
  - Municipalities - Outlined
  - BCGS 20K GridClass
  - Annotation (1:20K)
- Cultural Features - Points (1:20K)**
- Barn
  - Silo
  - Station (Communication)
  - School
  - Fire Lookout - Tower
  - Fire Station
  - Police Station
  - Post Office
  - Hospital
  - Church
  - Building
  - Tower/Mast
  - Tower/Mast - Microwave
  - Tower - Transmission
  - Burner
  - Crane - Permanent
  - Gas Well
  - Oil Well
  - Beacon
  - Lighthouse
  - Dock - Pier/Wharf
  - Tank
- Miscellaneous Features - Points (1:20K)**
- △ Monument (Horizontal Control)
  - △ Monument (Vertical Control)
  - Photo Centre
  - Cadastral Point - Permanently Marked
- Transportation - Points (1:20K)**
- Helipad
- Water - Points (1:20K)**
- Rapids
  - Dam

0 275 550 m.

Scale: 1:18,770

Printed On: 24-Feb-2015 3:50:34 PM

Datum/Projection: NAD83, Albers Equal Area Conic

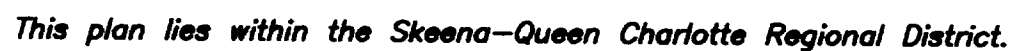
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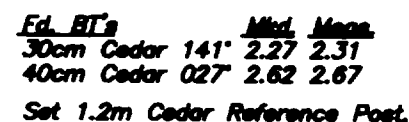
**Scale = 1:1000**

***Bearings to bearing trees are magnetic.***



6406023

This plan supersedes part of Plan II T1411.




<u>Fd. BT's</u>	<u>Mtd.</u>	<u>Mean</u>
30cm Pine 161'	1.24	1.24
30cm Cedar 257'	6.87	6.87
15cm Cedar 312'	3.50	3.50
Fd. metal marker post.		

*I, Allan R. Hardie, a British Columbia Land Surveyor of the City of Victoria, in British Columbia certify that I was present at and personally superintended the survey represented by this plan and that the survey and plan are correct. The survey was completed on the 19th day of August, 1996.*

Allan R. Hardie B.C.L.S., C.L.S.

**OFFICIAL PLAN**  
CONFIRMED UNDER SECTION 67  
— LAND ACT —

  
Surveyor General (Acting)  
Victoria, B.C., December 3, 1996.

**F.B. 148/96**



**Sketch of the Proposed Aggregate Lease of  
Block D, District Lot 995, Queen Charlotte District**



**District Lot 955**

**Lot 24, Plan 9609**












**District Lot 955**

Rem Block B, D.L. 995

Block C, D.L.995

**C&C Beachy Contracting Ltd**  
**224 Bayview Drive**  
**Port Clements, BC V0T 1R0**  
**Phone 250-557-4421**

### Legend

-  Proposed Pit Expansion 420m<sup>2</sup>
-  2nd Growth Alder to be cleared 840m<sup>2</sup>
-  Existing Roads
-  Existing Gravel Stockpile 77m<sup>2</sup>
-  Existing Overburden Pile 230m<sup>2</sup>
-  Existing Machine Trails 190m
-  Existing Timber Edge
-  Base of Existing Excavate
-  Top of Existing Excavate
-  Legal Properties Lines
-  Masset linlet

C. And C. Beachy Contracting Ltd  
274 Bayview Drive  
Port Clements B.C.

Dec. 18, 2014

Management plan for Salter pit.

The proposed pit, block D DL 995 was a pit that was held by Golden Spruce Farms. C. and C. Beachy developed and operated the pit for Golden Spruce Farms. Now that the pit has reverted to the crown C. and C. Beachy is applying for the pit permit.

The pit area is 2 ha. which was investigated in the mid to late 90s, and was found to contain what I would call fine gravel or coarse sand in varying layers.

I would estimate the annual production to be between 1,000 to 5,000 cubic meters.

Use of the material would be pit run for driveways, backfill for construction sites and other jobs that need nonorganic compactable fill.

Height of the working face will be developed in benches no more than 3 meters high.

The eastern half of the land is currently covered in natural second growth that has been growing since the land was logged in about 1994. The western half of the land is covered by the existing pit and stock piled top soil that was stripped from the pit area. The access road comes in from Bayview Drive and runs the length of the north edge of the land. The land slopes up as you leave the road heading south and reaches a height of about 10 meters at the southern lot line.

The water table is aprox. 4-5 meters below the road level. My plan is to develop the western half of the lot first (it is already started ) and once it is exhausted back slope the high side (south side) and cover with the stock piled top soil so the land can naturally revegetate its self. Then strip and develop the eastern half in the same way.

Craig Beachy

C. and C. Beachy Contracting Ltd.

**Daniel Fish**

---

**From:** Jennifer Robb <treasurer@sqcrd.bc.ca>  
**Sent:** Monday, March 23, 2015 8:19 AM  
**To:** dfish@sqcrd.bc.ca  
**Subject:** FW: Resolution of Support from the Regional District

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

-----Original Message-----

From: Haida Gwaii Museum at Qay'llnagaay [<mailto:museum@haidagwaii.net>]  
Sent: March-13-15 4:57 PM  
To: SQCRD Treasurer  
Subject: Resolution of Support from the Regional District

Hi Jennifer,

Thanks for all your help with our request for our website project. As you know, we received \$ 7,500.00.

I would to ask for another resolution for support a project to replace a section of roof on the old museum.

The museum received a grant from Gwaii Trust for half of the project.

I have submitted a grant request to Northern Development to pay for the other half of the project.

Can you please let me know what information you need in order to make the request for a resolution of support?

Thank you.

Regards,

Scott Marsden

--

Scott Marsden  
Director  
Haida Gwaii Museum

#2 Second Beach Road  
Skidegate BC V0T 1S0  
250.559.4643 x 245

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

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>**1. Project Name**

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

Haida Gwaii Museum Green Building Initiative - Roof Renovation, Insulation and Drainage Project

**2. Applicant Profile**

Applicant Organization (Legal Name): Haida Gwaii Museum	Non-Profit Society Registration No. (if applicable): S-9297
Address (street, city, postal code): #2 Second Beach Road, Skidegate, BC V0T-1S0	
Telephone: 250-559-4643	Fax: 250-559-7886
Email: museum@haidagwaii.net	Website (URL):

**3. Primary Contact Information**

Primary Contact (for this application): Scott Marsden	Position / Title: Executive Director
--	---

Complete the following if different from Applicant Organization contact information:

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

#### 4. Select the Application Process

Northern Development accepts Economic Diversification Infrastructure 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 the municipality or regional district is meeting to review the request for a resolution of support for this funding application is:

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



## 5. Project Overview

<p>Identify the project's <b>primary</b> investment area:</p> <p><input type="radio"/> Agriculture</p> <p><input type="radio"/> Economic Development</p> <p><input type="radio"/> Energy</p> <p><input type="radio"/> Forestry</p> <p><input type="radio"/> Mining</p> <p><input type="radio"/> Olympic Opportunities</p> <p><input type="radio"/> Pine Beetle Recovery</p> <p><input type="radio"/> Small Business</p> <p><input checked="" type="radio"/> Tourism</p> <p><input type="radio"/> Transportation</p>	<p>Identify the project's <b>secondary</b> investment area:</p> <p><input type="radio"/> Agriculture</p> <p><input checked="" type="radio"/> Economic Development</p> <p><input type="radio"/> Energy</p> <p><input type="radio"/> Forestry</p> <p><input type="radio"/> Mining</p> <p><input type="radio"/> Olympic Opportunities</p> <p><input type="radio"/> Pine Beetle Recovery</p> <p><input type="radio"/> Small Business</p> <p><input type="radio"/> Tourism</p> <p><input type="radio"/> Transportation</p>
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Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.

## Provide a description of the project:

The Haida Gwaii Museum is a valuable asset to the community and serves as both a public cultural use facility as well as a key attraction for visitors to the area. However, after seven years of operation and extensive community use, it is facing challenges associated with heat loss and drainage. These issues negatively impact the Museum's ability to maintain the precise quality of protection for the collections it holds as well as the deliver its programs with the expected standard of excellence. Museums consume large amounts of energy to maintain internal environments. Inefficiencies add to the operational cost. However, significant energy savings can be found with investments in renovations and upgrades. The Haida Gwaii Museum is launching a Green Building Initiative in partnership with the Haida Heritage Centre to create an energy efficient and sustainable cultural facility. Phased over time, projects will focus on reducing energy consumption through investments in energy-efficient renovations. The first step is the upgrading of the museum roof, installation of insulation and a new drainage system. This project will help ensure that the Museum is able to efficiently maintain temperature and moisture levels. It will also reinvigorate the Museum as a leading attraction to the area through increased ability to partner on pending exhibitions. The upgrades will also drive up potential revenue in tourism and enhance the base for long-term job creation. This project will be managed by the Director of the Haida Gwaii Museum in conjunction with the Director of the Gwaalagaa Naay Corporation. The Gwaalagaa Naay Corporation built and manages the Haida Heritage Centre. The Director will work

✦ Outline the key project elements as they relate to the funding program's objective(s)

## Explain the rationale for the project:

The Haida Gwaii Museum provides an important community service preserving, collecting and presenting the rich and diverse collection of Haida cultural treasures including archaeological findings, natural science, Haida knowledge and history. It is the only cultural facility on Haida Gwaii that is a designated category "A" museum and is only one of 12 museums in BC with this designation. This provision enables the Museum with opportunities to exhibit professional artists on a regional, national and international scale. The Museum has also developed long-term partnerships with key area organisations including Parks Canada (Gwaii Haanas), Council of Haida Nation, Northwest Community College, Haida Gwaii Higher Education Society and the Haida Heritage Centre, all of which expect a standard of service that can be relied upon. As one of the main custodians of the culture, history and heritage of Haida Gwaii, the Haida Gwaii Museum needs to be maintained and upgraded to support the many current and ongoing initiatives to engage both local communities and visitors in the area. An energy efficiency upgrade of the existing facility will also enable the Museum to become more cost effective and sustainable over the long-term. With improved and increased capacity to deliver quality programs and services, it will create more opportunities for job creation and revenue generation. Future energy savings also enable increased reinvestment into

✦ Focus on long term community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.

## 6. Direct Economic Benefits

Outline the direct economic benefits to the local or regional economy:

The Roof Renovation, Insulation and Drainage project will result in the following:

1. Increased efficiency in heating, cooling and moisture management will enable cost savings and increased net revenues that will be reinvested into mission-supporting programs. These programs will create additional jobs within the Museum.
2. Invigorated ability to provide community and visitor services that generate income and ongoing jobs both at the Museum and as an attraction for the local and regional economy.
3. Increased direct revenue potential as a result of imminent exhibitions with partners that are currently conditional upon completion of the anticipated upgrades.

## 7. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:	3	35+ hours/week	12 months/year	The funding will help to ensure continued capacity to deliver programs and services that support those positions; reduce operational costs that may threaten maintenance of existing positions; and create more opportunities for partnerships and increased programming, which will further
Direct permanent part-time jobs:	3	15 hours/week	12 months/year	
Direct seasonal jobs:	3	35 hours/week	3 months/year	

## 8. New Employment (Job Creation)

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

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/Title(s):
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct seasonal jobs:		hours/week	months/year	
Direct temporary jobs (construction or consulting):	1-3	35 hours/week	1-2 months/year	Construction workers
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				
† Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				<b>.5</b>



### 9. Increased Revenue Generation

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

Current Annual Revenues:	Projected Annual Revenues				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$ 70,000	\$ 75,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 95,000
<b>INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS:</b>					<b>\$ 75,000</b>
† Incremental revenue is the sum of the Projected Annual Revenues for the five (5) years of the project, minus the Current Annual Revenues maintained over the same five (5) year period.					
Describe how the revenue will be generated and the sources of revenue:  The revenue will be generated through increased admissions to the museum and increased gift shop sales. We also project increased interest in our exhibitions, collections and archives which will lead to interest from potential sponsors and donors across BC.					
What percent of the projected annual revenue is from outside central and northern BC?					70 %

### 10. Project Participation

List all participants that will actively contribute to the project:	
Communities (population ≤ 5,000 residents) :	Haida Gwaii
Communities (population > 5,000 residents) :	
First Nations Communities:	Haida Nation
Private Businesses:	
Non-Profit Organizations:	Haida Gwaii Museum, Haida Heritage Centre, Gwaalagaa Naay Corporation, Gwaii Trust Society
Governmental Organizations:	Gwaii Haanas



## 11. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1) Secure Matching Funding	July 2015	In-progress
2) Identify contractors to carry out project	July - August 2015	
3) Renovation of roof	July - August 2015	
4) Installation of insulation	July - August, 2015	
5) Installation of new drainage system	July - August 2015	
6) Complete inspections and sign-off on renovations	September 2015	

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

## 12. Project Budget

Expense Item:	Amount (\$):	Verification:
Materials:	\$ 50,000	<input checked="" type="checkbox"/> Quote(s) attached
Labour:	\$ 40,000	<input checked="" type="checkbox"/> Quote(s) attached
GST:	\$ 4500	<input checked="" type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$ 0 94,500</b>		

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

## 13. Funding Request

The following funding is requested from Northern Development:

Funding Type:	Amount (\$):	
Grant	\$ 47,250	
<p><i>A maximum of \$250,000 is available in the form of a grant for communities with a combined regional development account and up to \$100,000 for The Village of Cache Creek, the District of Port Edward and the Skeena-Queen Charlotte Regional District, with the remainder available in the form of a loan.</i></p>		
Loan	\$ 0	Length of Re-Payment Term Requested (up to 10 years):
<b>TOTAL REQUESTED: \$ 0 47,250</b>		

## 14. Other Funding Sources

Funding Source:	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Gwaii Trust	\$ 47,250	<input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	Approval letter attached Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	Approval letter attached Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	Approval letter attached Date approval is expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	Approval letter attached Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	Approval letter attached Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	Approval letter attached Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	Approval letter attached Date approval expected:
<b>TOTAL OTHER FUNDING: \$ 0</b>		<b>TOTAL PROJECT FUNDING: \$ 0</b> (Northern Development + Other Sources)	
		<b>94,500</b>	

## 15. Leveraging

Calculate Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: **50%** %

+  $\text{Leverage \%} = (\text{Northern Development funding request}) \div (\text{Total project funding})$

*Northern Development provides funding under this program up to a maximum of 70% of a total project budget for communities with a combined regional development account and up to 28.57% of a total project budget for The Village of Cache Creek, the District of Port Edward, and the Skeena-Queen Charlotte Regional District.*

## 16. Sustainability

Explain how funds will be generated to operate the facility for five (5) years:

Revenue will be generated through increased admissions to the museum and increased gift shop sales. We also project increased interest in our exhibitions, collections and archives which will lead to interest from potential sponsors and donors across BC. A five year strategic plan has been developed that has identified the following alternate funding sources to operate the Museum over the next five years:

1. Maintain and enhance relationships with the BC Arts Council and Skeena - Queen Charlotte Regional District.
2. Establish operating funding with the BC Gaming and Canada Council.
3. Develop a private donation program.
4. Develop and implement an annual 'signature' fundraising event.
5. Develop education and interpretive exhibitions that will engage more fully the broader local and regional audience.

In addition, Grant Funds will be sought to fulfill the longer-term sustainability objectives of the Green Building Initiative.

Describe how the project will support population growth or help sustain population in the community or region:

This initial upgrade will a) ensure that the special designation of a category "A" Museum is retained and therefore continue to attract regional and international interest in the area, b) ensure the Museum's ongoing ability to protect the valuable contents and continue to draw interest in the region, c) enable the maintenance and formation of new partnerships and therefore delivery of new exhibitions and programming that will also generate interest in the area as well as provide new job opportunities, d) enable the Museum to continue to employ local residents and provide ongoing and increasing job opportunities as the facilities and programming continue to improve, and e) reduce operational costs that would result in increased reinvestment in additional programming that will also draw people to the community and region.

Describe how the project will contribute to environmental sustainability:

This project is being driven by a Green Building Initiative, which aims to create a sustainable cultural facility that reduces the energy use of the building and its carbon footprint. As part of the educational function of the Museum, this initiative intends to create a building that will also serve as a demonstration of energy efficiency.

Describe and quantify any increase to property value(s) that would directly result from the project:

With an improved and upgraded Museum on site, it is likely that property values in the area will also increase.



### Attachments

List all documents attached to this application:

Document Name:
1) Gwaii Trust Society - Letter of Confirmation
2) Job Quote
3) Letter of Support - Gwaalagaa Naay Corporation
4) Letter of Support - Gwaii Haanas/Parks Canada
5) Letter of Support - Skidegate Band Council
6) Letter of Support - Village of Queen Charlotte
7)
8)
9)
10)

## 17. Authorization

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

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

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

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

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

Name: Scott Marsden  
*Organization Signing Authority*

Title: Executive Director

Date: March 13, 2015

## 18. 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@northerndevlopment.bc.ca](mailto:info@northerndevlopment.bc.ca)

PLEASE READ THE PROGRAM GUIDE before completing this Application Form. A separate Application Form must be completed for each project. Applicants should be aware that information collected is subject to provincial freedom of information legislation.

This Application Form is designed to be filled in electronically using word processing software. If you have any questions, please contact Local Government Infrastructure and Finance by Phone: 250 387-4060, Fax: 250 356-1873 or Email: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca)

<b>A. Applicant Information</b>	For Administrative Use Only
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Legal Name of Applicant: Skeena-Queen Charlotte Regional District

Address: 14-342 3<sup>rd</sup> Avenue West

Town/City: Prince Rupert	Postal Code: V8J 1L5
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Phone No: 250-624-2002, x2	Fax No: 250-627-8493	Email Address: <a href="mailto:info@sqcrd.bc.ca">info@sqcrd.bc.ca</a>
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Primary Contact Name: Daniel Fish

Title of Primary Contact: Deputy Corporate Officer

## B. Project Description

Project Title: Regional Recycling Depot Asset Management Plan

Brief Project Description (less than 200 words):

Prince Rupert and surrounding areas are on the cusp of unprecedented industrial development. A number of Liquefied Natural Gas (LNG) ventures have targeted the region, complemented by a growing international container port, along with other spin-off activity. Additionally, the Kitimat-Stikine Regional District has recently begun to deliver their recyclables to the facility in Prince Rupert. Altogether, this rapid industrial development poses significant and potentially varying degrees of pressure on one of the most valuable assets of the SQCRD. As a result, the SQCRD is seeking to prepare for this with the creation of three alternative service level Asset Management Plans for the Regional Recycling Depot in Prince Rupert. These plans will help the SQCRD systematically and strategically evaluate and explore options for reshaping the Recycling Depot in response to current and emerging demands over the next decade. The study will include: an Inventory of the asset; Condition Evaluations such as identification of deficiencies and recommendation for upgrades with timelines; an Operational Review of changes needed in response to future capacity requirements; a Maintenance Review including a maintenance budget; three alternate service level Asset Management Plans; Identification of external benchmarks and Prioritized Action Schedule to inform financial and operating decisions.

## C. Project Information

1. What are the main objectives of the project?

The main objective of this project is to prepare the facility to address the potential growth in the region due to LNG export industry development, in combination with other significant port-related projects and spin-off development.

2. How will the project improve organizational capacity in sustainable asset management practice?

This project will support the SQCRD's organisational capacity to plan and prepare for emerging demands in Recycling services and sustainably manage its Recycling Depot asset over the long-run.

3. What is the estimated total cost of the project?

\$83,682 The total Asset Management Planning cost is a sum of 3 parts (see #12 below) with the the later two conditional on receipt of supporting funds.

4. What is the estimated completion date of the project?

December 31, 2016

5. If multiple applications are being submitted, this project is ranked as priority 1 out of 2 or more applications.

6. The project will be completed by:

☐ Local government staff ☒ Consultant ☐ Other (please specify):

(please attach RFP and/or proposal if applicable)

7. a) Does the project support any community sustainability goals?

☒ Yes ☐ No

b) If yes, describe: The Skeena-Queen Charlotte Regional District has a Recycling Division that received the "Leader in Sustainability" designation from Call2Recycle Canada. The SQCRD is committed towards building a sustainable and environmentally conscious community.

8. a) Will the project be developed in partnership with any organizations?

☒ Yes ☐ No

b) If yes, list the partners and describe their role in this project: Sperling Hansen Associates and McElhaney

9. a) Will (has) this project receive(d) any funding or in-kind contributions from a third party?

☐ Yes ☒ No

b) If yes, list the parties and describe the contributions:

10. a) Will there be any public consultation and/or participation?

☐ Yes ☒ No

b) If yes, describe:

11. a) What is the population of the community? 18,800

b) What is the estimated population that will be served by this project? 25,000+

12. Please include a basic work plan and cost breakdown here or submit as a separate document if needed. Include the terms of reference and/or consultant's proposal with this application if available.

Project Costs					
Task No.	Task	Total Fees	Total Disbursements	Total Costs	Project Totals
	<b>PRELIMINARY WORK: (RFP Development, Review, Distribution, Evaluation)</b>				
	Consultant Fees			\$3,693.75	

	SQCRD Workforce (Evaluation)			\$250.00		
			<b>Total RFP Costs</b>		<b>\$ 3,943.75</b>	
	<b>ASSET MANAGEMENT PLANNING CONTRACT</b>					
<b>PART A</b>						
1	Background Review	\$2,498	\$250	\$2,748		
2	Inventory Preparation	\$1,708	\$171	\$1,879		
3	Condition Evaluation	\$20,033	\$5,068	\$25,101		
4	Operational Review	\$6,204	\$620	\$6,824		
5	Maintenance Review	\$4,234	\$423	\$4,657		
6	Ten Year Asset Management Plans (3 Alternative Service Levels)	\$6,987	\$699	\$7,686		
7	Reporting	\$7,478	\$748	\$8,226		
	<b>Part A Total</b>	<b>\$49,142</b>	<b>\$7,979</b>	<b>\$57,121</b>		
<b>PART B</b>						
8	Additional work to develop Conceptual plans and flow diagrams to support implementation of project plans	\$10,226	\$1,023	<b>\$11,249</b>		
9	Full Day Workshop with the SQCRD	\$3,440	\$1,544	<b>\$4,984</b>		
			<b>Asset Management Planning Contract Total</b>		<b>\$ 73,354.00</b>	
	<b>PROJECT MANAGEMENT</b>					
	Owner's Representative			\$5,134.78		
	SQCRD Workforce (Assisting with and overseeing the Project)			\$1,250.00		
			<b>Project Management</b>		<b>\$ 6,384.78</b>	
			<b>Project Total</b>		<b>\$ 83,682.53</b>	

13. Does the Ministry have permission to share the information contained in this application with the Federation of Canadian Municipalities' Green Municipal Fund? ☒ **Yes** ☐ **No**



Please email the completed Application Form and any supporting documentation to: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca)

Hardcopies can be mailed to: Ministry of Community, Sport and Cultural Development  
Infrastructure and Finance Division  
PO Box 9838 Stn Prov Govt  
Victoria BC V8W 9T1

**To complete the application process you must sign and email or mail the Certification Form to the address above.** By signing the Certification Form you are certifying that the information contained in this application is to the best of your knowledge correct and complete. Applications are not eligible for assessment until the Certification Form is received by the Ministry.

## UBCM - STRATEGIC PRIORITIES FUND

Rebecca Williams

Gas Tax program services: 250-256-5134

## Applicant Information

Name of Local Government: Skeena - Queen Charlotte Regional District

Primary Contact Name: Daniel Fish

Primary Contact Phone Number: 250-624-2002 Ext. 2

Primary Contact Fax Number: 250-627-8493

Primary Contact Email Address: [dfish@sqcrd.bc.ca](mailto:dfish@sqcrd.bc.ca)

Mailing Address: 14 - 342 3rd Avenue West

City: Prince Rupert

Province: British Columbia

Postal Code: V8J 1L5

Program Stream: Capacity Building

## Capacity Building Application

1. Project Title: SQCRD Regional Recycling Depot Asset Management Plan
2. Project Category: Long Term Infrastructure Planning
3. Project Rationale: Prince Rupert and surrounding areas are on the cusp of unprecedented industrial development. A number of Liquefied Natural Gas (LNG) ventures have targeted the region, complemented by a growing international container port, along with other spin-off activity. Additionally, the Kitimat-Stikine Regional District has recently begun to deliver their recyclables to the facility in Prince Rupert. Altogether, this rapid industrial development poses significant and potentially varying degrees of pressure on one of the most valuable assets of the SQCRD, the Regional Recycling Depot. As a result, the SQCRD is seeking to prepare for the increasing demands on the facility with the creation of three alternative service level Asset Management Plans. These plans will help the SQCRD systematically and strategically evaluate and explore options for reshaping the Recycling Depot in response to current and emerging demands over the next decade.
4. Project Description/abstract: The SQCRD Regional Recycling Depot Asset Management Planning project will be conducted over six months and include the following components: an Inventory of the asset; Condition Evaluations such as identification of deficiencies and recommendation for upgrades with timelines; an Operational Review of changes needed in response to future capacity requirements; a Maintenance Review including a maintenance budget; three alternate service level Asset Management Plans based on a tiered expectation of development intensity; and Identification of external benchmarks and Prioritized Ac-

tion Schedule to inform financial and operating decisions. The project will be completed by a professional consulting firm with experience in Asset Management Planning.

#### Project Costs and Source of Funding

1. Total SPF Request: \$18,488.78
  2. Total Estimated Cost: \$83,682.53
  3. Ineligible Costs: \$5,193.75
- Attach proposed budget (file)

#### Other funding Sources

4. Other Grants (Federal/Provincial, etc.): \$60,000

Please specify:

Northern Development Initiative Trust

Funding Secured? No

5. Borrowing: \$0
6. Other Local Government Contributions: \$5,193.75

Funding Secured? Yes

7. Other Contributions: \$0

#### Project Information

1. Has this project started? No  
Estimated project start Date: 05/15/2015
2. Estimated Project Completion Date: 12/31/2015
3. Identify existing risks to the project:
  - Funding not secured
4. Intended Outcomes and Deliverables, what benefits, deliverables or products will result from this project?

There are three primary outcomes of this project:

1. A clearer understanding of the current and potential demands on the regional recycling facility,
2. An understanding of the current asset capacity and gaps, and finally
3. A thorough response management plan.

The deliverable for this project is the development of three alternative service level asset management plans including:

- An inventory of the assets currently used in the recycling operation and planning for their maintenance, renewal, or replacement.
- A protection plan for assets and cost savings over the long term.
- A strategy for an appropriate response to a wide range of potential economic outcomes or developments, including a reasonable forecast of service demand impacts over the next ten years.

- A tool for better financial analysis, a more realistic annual budget process, and more reliable human resource planning.
- Visuals for process analysis and decision-making.

Benefits arising out of this project will include:

- Improved efficiencies and reduced disruption of service for a crucial recycling services asset to the community.
- An enhanced and continuous awareness of the degree of economic sustainability in the Recycling Operation.
- An increased ability to provide reliable cost estimates for recycling services to major industrial clients and to forecast the ongoing role and extent of public subsidization of the Prince Rupert Recycling facility.
- A better understanding of the economic growth in the region and the appropriate moment to make decisions for major recycling infrastructure re-investment and/or timely expansion of services.
- An improved facility that will also help to ensure a cleaner environment by reducing the amount of solid waste that goes to landfills.

5. Process, what are the key process steps in completing your project?

The process steps are laid out in the attached Sperling Hansen Associates Proposal with key steps as follows:

1. Background Review
2. Inventory Preparation
3. Condition Evaluation
4. Operational Review
5. Maintenance Review
6. Ten Year Asset Management Plans Preparation
7. Reporting
8. Additional work to support plan implementation including development of conceptual plans and flow diagrams
9. Workshop to present findings and report

6. In what ways does this project integrate with other plans or activities?

This project is aligned closely with the potential growth anticipated from the proposed LNG development. It will help the SQCRD plan for and respond to fluctuations in the market and establish an understanding of human and infrastructure capacity needs, financial outlook including understanding taxation needs and potential. In addition, as a key factor in the management of solid waste, this project aligns with the City of Prince Rupert's plan to evaluate the current landfill life expectancy and operations. There has also been increased activity by the City to divert solid waste where possible to recycling facilities such as through the introduction of new transfer stations. In addition, the SQCRD signed an agreement in 2014 to provide recycling services to the Regional District of Kitimat - Stikine. This project aligns well with and will help to accommodate the increasing demands on recycling services from these activities.

7. Implementation, is there an anticipated implementation plan of the project? If so, please describe:

The SQCRD Regional Recycling Depot Asset Management Planning project will be conducted over six months and include the following components: an Inventory of the asset; Condition Evaluations such as identification of deficiencies and recommendation for upgrades with timelines; an Operational Review of changes needed in response to future capacity requirements; a

Maintenance Review including a maintenance budget; three alternate service level Asset Management Plans based on a tiered expectation of development intensity; and Identification of external benchmarks and Prioritized Action Schedule to inform financial and operating decisions. The project will be completed by a professional consulting firm with experience in Asset Management Planning. Details are described in the attached Sperling Hansen Associates Proposal.

8. Capacity, describe your capacity to undertake this project. ((e.g. consultant, staff, or other will be completing this project)

The Project will be completed by the very experienced team of professionals outlined in the attached Sperling Hansen Associates proposal. Additionally, the SQCRD has a very strong local team, including the Chief Administrative Officer, Deputy Corporate Officer, and Superintendent of Waste Management, to keep things on track, maximize productivity, and add value to all the deliverables. The SQCRD also retains a long-term independent consultant with extensive experience in the field who will be managing the project.

In particular, the SQCRD's Superintendent of Waste Management, Tim Deschamps, has many years of experience with the Recycling Depot and helped to develop and refine the RFP for the project. Tim will assist through the provision of statistical and logistical data and other information as needed, as well as provide the practical management insight that can only be gained in the field.

Additionally, our consultant, Bob Thompson is a retired General Manager of the City of Prince Rupert with extensive experience in Engineering, Public Works, and Development Services. He will be stepping in as the Owner's Representative on the project, to ensure our maximum benefit. Bob has worked on a diverse range of projects with the SQCRD over a number of years and has repeatedly demonstrated his ability to deal with any eventuality.

We are confident in all the team members described above and in the capacity of our organization to complete this project.

9. Project Benefits, describe the key project benefit(s). Why is this project important to your community?

Key project benefits include:

- Improved efficiencies and reduced disruption of service for a crucial recycling services asset to the community.
- An enhanced and continuous awareness of the degree of economic sustainability in the Recycling Operation, an increased ability to provide reliable cost estimates for recycling services to major industrial clients and to forecast the ongoing role and extent of public subsidization of the Prince Rupert Recycling facility.
- A better understanding of the economic growth in the region and the appropriate moment to make decisions for major recycling infrastructure re-investment and/or timely expansion of services to ensure that the communities in the area continue to have a stable provision of recycling services.
- An improved facility that will also help to ensure a cleaner environment and cleaner communities by reducing the amount of solid waste that goes to landfills.

Project Objectives

In order to be eligible a project must align with one or more of productivity and economic growth, cleaner environment, or strong cities and communities. Please describe how the project will meet these objectives.

1. Productivity and Economic Growth, describe how this project will consider economic growth in the community.

The main objective of this project is to prepare the Recycling Facility to address the potential growth in the region due to LNG export industry development, in combination with other significant port-related projects and spin-off development.

2. Clean Environment, describe how this project will consider environmental benefits and impacts.

The Recycling Depot currently diverts a significant amount of solid waste from the landfill and with increasing development in the region, solid waste production is posed to have a significant impact on the environment. This project will support the SQCRD's organizational capacity to plan and prepare for emerging demands in recycling services and sustainably manage its Recycling Depot over the long-run, thereby reducing the amount of solid waste deposited in landfills.

3. Strong Cities and Communities, describe how this project will consider long term goals and vision of the community.

The beauty and quality of the environment in and around Prince Rupert, as well as the efforts to sustain it forms a large basis of the marketing strategy many community businesses employ to their advantage. The communities take immense pride in the environment and it is considered a key quality of life indicator (Prince Rupert Quality of Life Community Plan, 2010). Recycling in particular has been identified as a key strategy to ensure clean air, water quality and a sustainable environment. The SQCRD has a Recycling Division whose efforts received the "Leader in Sustainability" designation from Call2Recycle Canada. This project aligns with efforts towards long-term sustainability.

#### Program Criteria

In order to be eligible a project must be at least one of; larger in scale, regional in impact, or innovative. Please describe how the project meets these criteria.

1. Larger in Scale, describe how this project is considered larger in scale.
2. Regional in impact, describe how this project is identified as regional in impact, a regional priority or leads to regional collaboration.

The SQCRD Regional Recycling Depot services the North Coast mainland including Prince Rupert, Port Edward, Metlakatla, and Haida Gwaii. The Kitimat - Stikine Regional District also ships material to the Prince Rupert facility. In addition, the SQCRD Recycling Depot also provides services to a number of major clients in the area including School District 52, Prince Rupert Hospital, Prince Rupert Hotel, Ridley Terminals Inc., Prince Rupert Grain, Canadian Fishing Company, Broadwater Industries, Saanich Plumbing and Heating, Maher Terminals, and MacCarthy GM. Demands on the region for recycling services are posed to increase significantly in the next decade with emerging industrial activity from LNG developments, the growing international container Port of Prince Rupert as well as other spin-off activity. This project will impact the region by helping to manage the rapidly increasing levels of solid waste generated.

3. Innovative, Describe any innovative research, planning, testing, technology, methodology or approaches that will be used, and how these innovative elements may be transferable to other jurisdictions.

File Upload

Up to 4 files to upload

1. RFP
2. Sperling Hansen Associates, McElhanney and Carney Proposal

Submitting your application

By selecting yes, I hereby acknowledge the information provided above and accompanying this application is, to the best of my knowledge, correct and complete.

yes/no

Council/Board Resolution supporting this application is required:

Attach file

Expected date: April 24, 2015

Form submitted at 11:43AM April 07,2015.

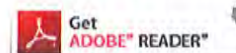
Notes:

No place to enter in Board resolution date as suggested by Rebecca Williams. Left message at Gas Tax program services: 250-256-5134 to confirm at 11:48am.



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

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>**1. Project Name**

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

SQCRD Corporate Branding

**2. Applicant Profile**

Applicant Organization (Legal Name):  Skeena-Queen Charlotte Regional District	Non-Profit Society Registration No. (if applicable):  
Address (street, city, postal code):  14 - 342 3rd Avenue West, Prince Rupert, V8J 1L5	
Telephone:  250-624-2002	Fax:  250-627-8493
Email:  info@sqcrd.bc.ca	Website (URL):  www.sqcrd.bc.ca

**3. Primary Contact Information**

Primary Contact (for this application):  Daniel Fish	Position / Title:  Deputy Corporate Officer
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Complete the following if different from Applicant Organization contact information:

Address (street, city, postal code):  	Telephone:  250-624-2002, ext 2
Email:  dfish@sqcrd.bc.ca	Fax:  

## 4. Select the Application Process

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

Select **one** of the following accounts:

Regional Development:

- ☐ Cariboo-Chilcotin/Lillooet
- ☐ Northeast
- ☒ Northwest
- ☐ Prince George



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

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

Skeena-Queen Charlotte Regional District

Resolution of Support:

- ☒ A resolution of support from the municipality or regional district is attached.
- ☐ A resolution of support has not yet been secured from the municipality or regional district.

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

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

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



## 5. Project Overview

<p>Identify the project's <b>primary</b> investment area:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Agriculture</li> <li><input checked="" type="radio"/> Economic Development</li> <li><input type="radio"/> Energy</li> <li><input type="radio"/> Forestry</li> <li><input type="radio"/> Mining</li> <li><input type="radio"/> Olympic Opportunities</li> <li><input type="radio"/> Pine Beetle Recovery</li> <li><input type="radio"/> Small Business</li> <li><input type="radio"/> Tourism</li> <li><input type="radio"/> Transportation</li> </ul>	<p>Identify the project's <b>secondary</b> investment area:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Agriculture</li> <li><input type="radio"/> Economic Development</li> <li><input type="radio"/> Energy</li> <li><input type="radio"/> Forestry</li> <li><input type="radio"/> Mining</li> <li><input type="radio"/> Olympic Opportunities</li> <li><input type="radio"/> Pine Beetle Recovery</li> <li><input type="radio"/> Small Business</li> <li><input checked="" type="radio"/> Tourism</li> <li><input type="radio"/> Transportation</li> </ul>
--	--

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

<p>Provide a concise description of the project:</p> <p>The SQCRD is seeking an opportunity to work with a professional consultant, ideally local to Northern BC, to conduct a branding exercise that will assist the staff in having professional and consistent communication across the organization. The consultant, in collaboration with the SQCRD, will undertake a public engagement process to explore corporate name change possibilities. The consultant will also review the current logos, seeking a common theme that is in keeping with the Regional District's vision and mission and is reflective of the area's truly unique characteristics. They will also develop an integrated communications standards manual, which can be used in business attraction and retention, along with guidelines for adapting the brand in different contexts.</p>
<p>Explain the rationale for the project:</p> <p>The SQCRD is competing with other areas and municipalities for new businesses, residents, tourists and government funding sources. An effective brand will incorporate respect for the past with a look toward future goals, and be targeted to a range of audiences such as existing residents, future residents, tourists and businesses.</p> <p>At the present time, there are at least three logos being used within the organizations. The various logos can be seen on the website, letter head and correspondence, signage at recycling facilities and promotional materials.</p> <p>To support ongoing and balanced economic development, it is important that the SQCRD present itself as a unique and dynamic area reflective of its vast amount of land base, with small communities unique to each area. This will allow the SQCRD to raise awareness of characteristics of which residents are proud, attract not only tourists but also businesses and differentiate itself from other areas in BC.</p> <p>✦ Focus on community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.</p>

## 6. Key Deliverables

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

Outline the projected economic benefits to the local or regional economy:					
<ul style="list-style-type: none"> <li>- Raise awareness of the diversity in community in the region</li> <li>- Strengthen tourism by creating preferred destination status</li> <li>- Contribute to economic diversification</li> </ul>					
Note: additional benefits can be seen on attachment provided.					
	Projected Annual Revenues				
Current Annual Revenues:	Year 1	Year 2	Year 3	Year 4	Year 5
\$ 1,329,836	\$ 1,343,134	\$ 1,356,565	\$ 1,370,131	\$ 1,383,832	\$ 1,397,670
<b>INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS:</b>					<b>\$ 202,152</b>
<p>+ Incremental revenue is the sum of the Projected Annual Revenues for the five (5) years of the project, minus the Current Annual Revenues maintained over the same five (5) year period.</p>					
Describe how the revenue will be generated and the sources of revenue:					
By creating a desirable location for residents and businesses to locate, the opportunity to create additional revenue generation through taxation exists. A project of this nature aims not only to increase population through regional branding initiatives, but also by increasing the values under BC Assessment by marketing the region as a desirable place to live.					
What percent of the projected annual revenue is from outside central and northern BC?					%

## 7. Project Participation

List all participants that will actively contribute to the project:	
Communities (population ≤ 5,000 residents) :	Dodge Cove, Oona River, Sandspit, Tlell, Tow Hill, Village of Port Clements, Village of Masset, Village of Queen Charlotte, District of Port Edward
Communities (population > 5,000 residents) :	City of Prince Rupert
First Nations Communities:	Lax Kwa'laams, Skidegate, Old Massett, Hartley Bay, Kitkatla,
Private Businesses:	Consultant (once selected)
Non-Profit Organizations:	Tourism HG, MIEDS, (?)
Governmental Organizations:	SQCRD

## 8. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1) Secure RD Commitment of Funding	March 2015	Currently, the RFP for services under this project has been issued. Funds have been earmarked in the Regional District budget for this project.
2) Complete RFP process to hire consultant	April 2015	
3) Consultant work	May - August 2015	
4) Present draft of branding exercise to stakeholders	September 2015	
5) Present the proposed branding strategy to Board	October-November 2015	
6)		

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

## 9. Project Budget

Expense Item:	Amount (\$):	Verification:
Staff	\$ 3,000	<input type="checkbox"/> Quote(s) attached
Consultant	\$ 30,000	<input type="checkbox"/> Quote(s) attached
Travel	\$ 5,000	<input type="checkbox"/> Quote(s) attached
Expenses	\$ 4,000	<input type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$ 42,000</b>		

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



## 10. Funding Request

The following funding is requested from Northern Development:

Funding Type:	Amount (\$):	
Grant	\$ 12,000	✦ Maximum allowable grant is \$20,000 per marketing project.

## 11. Other Funding Sources

Funding Source:	Amount (\$):	Identify funding terms:		Identify funding confirmation:
Skeena-Queen Charlotte Regional District	\$ 30,000	<input type="radio"/> Grant	<input type="radio"/> Loan	<input checked="" type="radio"/> Approval letter attached
		<input checked="" type="radio"/> Other:		<input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input type="radio"/> Date approval is expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING: \$ 30,000</b>		<b>TOTAL PROJECT FUNDING: \$ 42,000</b>		
		(Northern Development + Other Sources)		

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

## 12. Leveraging

Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: **28.5 %**

✦ *Leverage % = (Northern Development funding request) ÷ (Total project funding)*

*Northern Development provides funding up to a maximum of 28.57% of a total project budget (a leveraging ratio of \$1.00 from Northern Development to \$2.50 from other sources).*

## 13. Attachments

List all documents attached to this application:

Document Name:

1) Supporting information document

2) Resolution and letter of support from SQCRD Board

3)

4)

5)

6)

7)

8)

9)

10)



## 14. Authorization

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

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

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

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

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

Name:  
*Organization Signing Authority*

Title:

Date:

## 15. Submitting Your Application

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

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

## SCHEDULE A: PINE BEETLE RECOVERY ACCOUNT

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

### Required Features

Describe the specific economic impact of the Mountain Pine Beetle epidemic in the community and region where the project will be implemented:

Describe how the project will directly support economic diversification that will mitigate the impact of the Mountain Pine Beetle epidemic in the community or and/region:

Outline partnership and collaboration between 1) private business, 2) First Nations, and 3) local government(s) that contributes support for the project:

✦ *Direct economic benefits to the three (3) parties should be described.*

**Daniel Fish**

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**From:** Purdy, Regan CSCD:EX <Regan.Purdy@gov.bc.ca>  
**Sent:** Wednesday, April 15, 2015 4:24 PM  
**To:** 'Daniel Fish'  
**Subject:** RE: P145096 - Sandspit Community Water System Study - Final Extension

Hello Daniel,

Sorry for the delay in responding –but we have been in full review mode for the New Building Canada Fund here, so not a lot of time to get back to business as usual.

This project extension has been approved and the new expiry date is March 31, 2016.

Please keep this email as a 'letter' of confirmation for later and please let me know if you have any issues that pop up that might hinder the completion of the project to the new date.

Regards,

*Regan Purdy, M.A., P.Ag.* | Infrastructure Resource Officer  
Local Government Infrastructure and Finance Division  
Ministry of Community, Sport and Cultural Development | P: 250-356-7255

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**From:** Daniel Fish [mailto:dfish@sqcrd.bc.ca]  
**Sent:** Monday, April 13, 2015 9:04 AM  
**To:** Purdy, Regan CSCD:EX  
**Subject:** RE: P145096 - Sandspit Community Water System Study - Final Extension

Hi Regan,

I hope that this email finds you well.

Just checking in to see if there's been any decision made on the water system study extension?

Best regards,

**Daniel Fish**  
Deputy Corporate Officer  
**Skeena-Queen Charlotte Regional District**  
14-342 3<sup>rd</sup> Avenue West,  
Prince Rupert, BC V8J 1L5  
Telephone: 1-250-624-2002 ext 2  
Toll free: 1-888-301-2002  
Fax: 1-250-627-8493  
[www.sqcrd.bc.ca](http://www.sqcrd.bc.ca)