



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

**AMENDED AGENDA**

**Held at 344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C.  
Friday, May 22, 2015 immediately following the Skeena-Queen  
Charlotte Regional Hospital District Regular Meeting**

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- 1. CALL TO ORDER**
- 2. CONSIDERATION OF AGENDA (additions/deletions)**
- 3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES**

3.1	Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held April 24, 2015	Pg 1-10
3.2	<p>Rise and Report – April 24, 2015 <i>(to be read by Chair – no motion required)</i></p> <p>MOVED by Director Beldessi, SECONDED by Director Martin, that the staff report entitled “Moresby Island Advisory Planning Commission Appointment” be received;</p> <p>AND THAT the Board of the Skeena-Queen Charlotte Regional District appoint Mr. Robert Prudhomme and Mr. Duane Gould to serve as members of the Moresby Island Advisory Planning Commission.</p> <p>IC043-2015 <span style="float: right;">DEFEATED</span></p> <p>MOVED by Director Beldessi, SECONDED by Director Martin, that the Board of the Skeena-Queen Charlotte Regional District appoint Mr. Doug Gould as a member of the Moresby Island Advisory Planning Commission.</p> <p>IC044-2015 <span style="float: right;">CARRIED</span></p> <p>MOVED By Director Beldessi, SECONDED by Director Gould, that there be no further advertising for vacant member positions on the Graham Island and Moresby Island Advisory Planning Commissions.</p> <p>IC045-2015 <span style="float: right;">CARRIED</span></p> <p>MOVED by Director Beldessi, SECONDED by Director Nobels, that the staff report entitled “Skeena-Queen Charlotte Regional District Northern Savings Credit Union Signing Authority and Treasurer Appointment” be received;</p> <p>AND THAT the Board of the Skeena-Queen Charlotte Regional District authorize Daniel Fish as signing authority on the Skeena-Queen Charlotte Regional District Northern Savings Credit Union Account;</p>	Verbal

AND FURTHER THAT, in accordance with section 199 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District assign powers, duties and functions of Financial Administration to Karen Mellor and Deputy Financial Administration to Daniel Fish, effectively immediately.

IC046-2015

CARRIED

MOVED by Director Martin, SECONDED by Director Nobels, that the report from staff entitled "Moresby Island Management Standing Committee Northern Savings Credit Union Signing Authority" be received;

AND THAT the Board authorize the following individuals as signing authority on the Moresby Island Management Committee Northern Savings Credit Union Account:

- Gail Henry;
- Karen Mellor; and
- Daniel Fish.

IC048-2015

CARRIED

MOVED by Director Nobels, SECONDED by Director Franzen, that the staff report entitled "Regional District Vehicle Replacement" be received;

AND THAT a liability under section 175 of the *Community Charter* be authorized to purchase the 2013 GMC Sierra Truck in the amount of 43,509.76 with no provisions for renewal.

IC049-2015

CARRIED

MOVED by Director Beldessi, SECONDED by Director Gould, that the Board receive the commercial lease agreement, dated April 1<sup>st</sup>, 2015, between Sandspit Enterprises and the Skeena-Queen Charlotte Regional District;

AND THAT the Board approves entering into a lease agreement for a term dated May 1, 2015 to April 1, 2016 for the premises at 383 Alliford Bay Road at a cost of \$500.00 per month.

IC055-2015

CARRIED

MOVED by Director Beldessi, SECONDED by Director Gould, that the Board of the Skeena-Queen Charlotte Regional District support entering into a contract with Stantec for services outlined in the "Sandspit Water System Nanofiltration Treatment Feasibility Study", subject to a broader analysis of various different water treatment options.

IC057-2015

CARRIED

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

None.	---
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**5. DELEGATIONS**

5.1	Steve Kietzmann, Senior Accountant, Carlyle Shepherd & Co. – Presentation of the Draft Audited Financial Statements for the Period Ending December 31, 2014	Pg 11-24
5.2	Scott Pinhey, Opportunity Manager, Imerial Oil & Joelle Westlund, Communica Public Affairs Inc. – WCC LNG Project	Verbal

**6. FINANCE**

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for April, 2015	Pg 25
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**7. CORRESPONDENCE**

7.1	Ministry of Environment – RE: Regional District Representation in Environmental Stewardship Initiatives	Pg 26-27
7.2	Honourable Lisa Raitt, Minister of Transport – Canada Post	Pg 28-29
7.3	Village of Queen Charlotte – Youth Partying Can Lead to Serious Consequences	Pg 30-32
7.4	Prince Rupert Public Library – 2015 Grant	Pg 33-36
7.5	Ministry of Community, Sport and Cultural Development – Feasibility Study for the Incorporation of Sandspit	Pg 37-42
<u>Add:</u> <u>7.6</u>	D. Baker, Pacific Northwest LNG – Canada 150 Community Infrastructure Program	Pg 42a-42b

**8. REPORTS / RESOLUTIONS**

8.1	D. Fish, Deputy Corporate Officer – Sandspit Water Service Advisory Committee Bylaw	Pg 43-44
8.2	D. Fish, Deputy Corporate Officer – Draft Strategic Priorities 2015 – 2018	Pg 45-52
8.3	D. Fish, Deputy Corporate Officer – 2015 UBCM Resolution Submissions	Pg 53
8.4	D. Fish, Deputy Corporate Officer – 2015 UBCM Convention Meeting Requests	Pg 54-55
8.5	L. Neville, Recreation Coordinator – Haida Gwaii Regional Recreation Coordinator's Report – April 2015	Pg 56-60

**9. BYLAWS**

9.1	Bylaw No. 600, 2015 – Being a bylaw to establish a Sandspit Water Service Advisory Committee <b><i>Prior to being given 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> readings and adoption.</i></b>	Pg 61-65
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**10. LAND REFERRALS / PLANNING** *(Voting restricted to Electoral Area Directors)*

10.1	M. Williams, Planning Consultant – Pacific Shellfish Aquaculture Application	Pg 66-85
10.2	M. Williams, Planning Consultant – Crown Land Tenure Application – Metlakatla First Nations	Pg 86-119

**11. NEW BUSINESS**

11.1	Directors' Reports	Verbal
11.2	Northwest British Columbia Resource Benefits Alliance Correspondence	Pg 120-121
11.3	Old Massett Village Council application to Northern Development Initiative Trust's Economic Diversification Infrastructure Program	Pg 122-139

**12. OLD BUSINESS**

12.1	Jungle Beach Recreation Site	Verbal
<u>Add:</u> <u>12.2</u>	Standing Committee of North Coast Port Municipalities	Pg 140-142



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

That the public be excluded from the meeting according to section 90(1)(c)(e) and (k) of the <i>Community Charter</i> “labour relations or other employee relations,” “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, June 19, 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 1686 Main Street, Masset, B.C. on Friday, April 24, 2015 at 7:00 PM.

### PRESENT

### PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Vice Chair	D. Nobels, Electoral Area A
Directors	B. Mirau, Alternate, City of Prince Rupert D. Franzen, District of Port Edward I. Gould, Village of Port Clements G. Martin, Village of Queen Charlotte K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E
Regrets	N. Kinney, City of Prince Rupert
Staff	K. Mellor, Chief Administrative Officer D. Fish, Deputy Corporate Officer
Public	2
Media	1

### 1. CALL TO ORDER 7:00 p.m.

### 2. AGENDA

MOVED by Director Martin, SECONDED by Director Racz, that the regular agenda be adopted as amended to include the following:

- 12.2 Sandspit Water Committee Bylaw
- 12.3 Fire Dispatch 911

**211-2015**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

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

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

**212-2015**

**CARRIED**

- 3.2 Minutes of the Parcel Tax Roll Review Panel Meeting of the Skeena-Queen Charlotte Regional District held March 20, 2015

MOVED by Director Martin, SECONDED by Director Beldessi, that the minutes of the March 20, 2015 Skeena-Queen Charlotte Regional District Parcel Tax Roll Review Panel meeting be adopted as presented.

**213-2015**

**CARRIED**

- 3.3 Rise and Report – March 20, 2015

MOVED by Director Franzen, SECONDED by Director Bergman, that the staff report entitled “Joint Sick Bank Leave Committee” be received;

AND THAT the following two Directors be appointed to serve as committee members on the Joint Sick Leave Bank Committee:

- Des Nobels
- Barry Pages

IC026-2015

CARRIED

MOVED by Director Beldessi, SECONDED by Director Martin, that the report from staff entitled “Advisory Planning Commission Appointments” be received;

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:

- Gordon Usher;
- Duane Gould;
- Behn Cochrane; and
- Stan Hovde.

IC027-2015

CARRIED

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

**214-2015**

**CARRIED**

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

- 4.1 Minutes of the Moresby Island Management Standing Committee meeting held March 16, 2015

MOVED by Director Franzen, SECONDED by Director Gould, that the minutes of the March 16, 2015 Moresby Island Management Standing Committee meeting be received as presented.

**215-2015**

**CARRIED**

- 4.2 Minutes of the Regional Recycling Advisory Committee meeting held February 18, 2015

MOVED by Director Franzen, SECONDED by Director Nobels, that the minutes of the February 18, 2015 Regional Recycling Advisory Committee meeting be received as presented.

**216-2015**

**CARRIED**

**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 Program

M. Kujat, Environmental Coordinator, Regional District of Kitimat-Stikine & L. Zurkirchen, Principal, Project Manager, Regulatory Specialist, Stantec Inc., addressed the Board, via teleconference, in regard to the Terrace Area Integrated Solid Waste Management Plan Update. Ms. Kujat and Ms. Zurkirchen addressed the objectives of the Solid Waste Management Plan; the projects, specifically facilities and services pertaining to the Waste Management Plan; and the Skeena-Queen Charlotte Regional District's involvement in the Waste Management Plan, which outlines the potential to increase collaborative material management through the partnership with facilitating participation of industry and major projects in appropriate waste diversion in partner districts and municipalities.

The Chair thanked M. Kujat & L. Zurkirchen for their presentation.

- 5.2 L. Neville, Recreation Coordinator, Haida Gwaii Regional Recreation Commission – Haida Gwaii Recreation Update

L. Neville, Recreation Coordinator, Haida Gwaii Regional Recreation Commission, addressed the Board in regard to the current projects and activities taking place under the Haida Gwaii Regional Recreation Service. Ms. Neville addressed the Board's questions pertaining to the Haida Gwaii Regional Recreation Commission versus the Haida Gwaii Recreation Society.

The Chair thanked Ms. Neville for her presentation.

**6. FINANCE**

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

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

**217-2015**

**CARRIED**

**7. CORRESPONDENCE**

- 7.1 Ministry of Community, Sport and Cultural Development – Unconditional Grant Funding Letter

MOVED by Director Gould, SECONDED by Director Racz, that the correspondence from the Ministry of Community, Sport and Cultural Development regarding the Skeena-Queen Charlotte Regional District's unconditional grant funding be received.

**218-2015**

**CARRIED**

7.2 B.C. Ferry Authority – Appointments to the B.C Ferry Authority Board of Directors

MOVED by Director Franzen, SECONDED by Director Gould, that the correspondence from B.C. Ferry Authority in regard to appointments to the B.C. Ferry Authority Board of Directors be received.

**219-2015**

**CARRIED**

7.3 Federation of Canadian Municipalities – Canada Post's Five Point Action Plan

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Federation of Canadian Municipalities in regard to Canada Post's Five Point Action Plan be received.

**220-2015**

**CARRIED**

7.4 Nexen Energy ULC – Aurora LNG Project

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

**221-2015**

**CARRIED**

7.5 Ministry of Community, Sport and Cultural Development – Northwest B.C. Resource Benefits Alliance Proposal

MOVED by Director Franzen, SECONDED by Director Nobels, that the correspondence from the Ministry of Community, Sport and Cultural Development in regard to the Northwest B.C. Resource Benefits Alliance Proposal be received.

**222-2015**

**CARRIED**

**8. REPORTS – RESOLUTIONS**

8.1 L. Neville, Recreation Coordinator – March 2015 Haida Gwaii Recreation Coordinator's Report

MOVED by Director Nobels, SECONDED by Director Franzen, that the report from staff entitled "March 2015 Haida Gwaii Recreation Coordinator's Report" be received for information.

**223-2015**

**CARRIED**

8.2 D. Fish, Deputy Corporate Officer – Haida Gwaii Recreation Bylaws

MOVED by Director Nobels, SECONDED by Director Beldessi, that the report from staff entitled "Haida Gwaii Recreation Bylaws" be received for information.

**224-2015**

**CARRIED**

8.3 D. Fish, Deputy Corporate Officer – Asset Management Planning Grant Funding

MOVED by Director Beldessi, SECONDED by Director Racz, that the staff report entitled “Asset Management Planning Grant Funding” be received;

AND THAT the Board support the Skeena-Queen Charlotte Regional District’s funding application to the UBCM – Strategic Priorities Fund program;

AND FURTHER THAT the Board support the use of Gas Tax funding in the amount of \$20,000 to be used for the Skeena-Queen Charlotte Regional District Regional Recycling Facility Asset Management project.

**225-2015**

**CARRIED**

8.4 K. Mellor, Chief Administrative Officer – Jungle Beach Update

MOVED by Director Nobels, SECONDED by Director Racz, that the verbal report from staff entitled “Jungle Beach Update” be received for information.

**226-2015**

**CARRIED**

**9. BYLAWS**

9.1 Bylaw No. 595, 2015 – Being a bylaw to convert and establish the service of Regional Recreation on Haida Gwaii

MOVED by Director Gould, SECONDED by Director Beldessi, that Bylaw No. 595, 2015 be given first reading.

**227-2015**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 595, 2015 be given second reading.

**228-2015**

**CARRIED**

MOVED by Director Beldessi, SECONDED by Director Franzen, that Bylaw No. 595, 2015 be given third reading.

**229-2015**

**CARRIED**

9.2 Bylaw No. 597, 2015 – Being a bylaw to establish a recreation commission for Haida Gwaii

MOVED by Director Nobels, SECONDED by Director Gould, that Bylaw No. 597, 2015 be given first reading.

**230-2015**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Gould, that Bylaw No. 597, 2015 be referred to the Haida Gwaii Regional Recreation Commission for comment and feedback.

**231-2015**

**CARRIED**

**10. LAND REFERRALS / PLANNING**

- 10.1 K. Mellor, Chief Administrative Officer – License of Occupation, Industrial – C and C Beachy Contracting Ltd.

MOVED by Director Gould, SECONDED by Director Martin, that the Board of the Skeena-Queen Charlotte Regional District support C and C Beachy Contracting Ltd.'s License of Occupation.

**232-2015**

**CARRIED**

**11. NEW BUSINESS**

- 11.1 Director's Reports

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

Director Martin – Village of Queen Charlotte

- The Mayor and Chief Administrative Officer of the Village, on April 7<sup>th</sup>, 2015, met with Honourable Minister Anton, via teleconference, to discuss the current issue with legislation pertaining to undertakers and funeral services; the Village has requested a change in legislation to allow for more flexibility in undertaker certification;
- The Queen Charlotte Hospital Liaison Committee held a committee meeting and public relations exercise in April;
- Haida Gwaii stakeholders met in April to discuss the Haida Gwaii forestry strategy;
- The Village is currently seeking an engineering firm to carry out work on the Queen Charlotte Boat Launch Improvement project.

Director Racz – Electoral Area D

- Attended the Northern Development Initiative Trust Board of Directors meeting, at which time the Board discussed:
  - The Business Façade program;
  - The possibility of reestablishing the Community Halls and Recreation Facilities funding program; and
  - A new Festival and Special Events funding program.

Director Beldessi – Electoral Area E

- The Moresby Island Management Standing Committee began leasing a new administration office April 1<sup>st</sup>;
- At the Haida Gwaii Forestry Strategy meeting, tenure consolidation was discussed;
- Attended the Misty Isles Economic Development Society's Annual General Meeting was held April 19<sup>th</sup>; and
- Attended a meeting with the Council of the Haida Nation to discuss establishing a community forest.

Director Nobels – Electoral Area A

- Attended the community to community forum, held March 31 and April 1, 2015, which included representation from the majority of mainland First Nations and local governments.



Director Bergman – Electoral Area C

- O'Brien Road & Bridge continues to clear brush and forest debris in the community of Oona River.

Director Franzen – District of Port Edward

- District is establishing a committee to plan Port Edward's 50<sup>th</sup> anniversary celebrations.

Director Gould – Village of Port Clements

- Taan Forest Products has been exporting large volumes of wood;
- Taan Forest Products is currently in negotiations pertaining to the number of contractors needed to sustain an efficient forestry operation on Haida Gwaii;
- The Haida Gwaii Management Council met to discuss a long-term forestry strategy for Haida Gwaii; and
- The Village has applied to the Supreme Court of Canada to review for potential conflicts of interest around a rezoning application for Infinity West's planned container barge terminal.

Alternate Director Mirau – City of Prince Rupert

- The City met with Lax Kw'alaams officials to discuss a collaborative approach to deal with common housing and land use issues;
- The City has retained services to research statistics on present real estate and housing demographics in the City, which will then be presented to provincial and federal governments for consideration.

Chair Pages – Village of Masset

- Attended the Municipal Finance Authority semi-annual general meeting and noted that there has been a considerable turnover in Board composition; and
- Attended the Queen Charlotte Hospital's public presentation to discuss facility design and construction.

**233-2015****CARRIED**

- 11.2 Haida Gwaii Museum funding application to Northern Development Initiative Trust's Economic Diversification Infrastructure Program

MOVED by Director Martin, SECONDED by Director Gould, that the Haida Gwaii Museum's funding application to Northern Development Initiative Trust's Economic Diversification Infrastructure Program be received;

AND THAT the Board of the Skeena-Queen Charlotte Regional District support the Haida Gwaii Museum's funding application to Northern Development Initiative Trust's Economic Diversification Infrastructure Program, provided funds are not expended from the Skeena-Queen Charlotte Regional District Nominal Account.

**234-2015****CARRIED**

- 11.3 Skeena-Queen Charlotte Regional District funding application to Northern Development Initiative Trust's Asset Management Capacity Building Program

MOVED by Director Nobels, SECONDED by Director Beldessi, that the Skeena-Queen Charlotte Regional District's funding application to Northern Development Initiative Trust's Asset Management Capacity Building Program be received;

AND THAT the Board of the Skeena-Queen Charlotte Regional District support the funding application to Northern Development Initiative Trust's Asset Management Capacity Building Program.

**235-2015**

**CARRIED**

- 11.4 Skeena-Queen Charlotte Regional District funding application to UBCM – Strategic Priorities Fund

MOVED by Director Beldessi, SECONDED by Director Franzen, that the Skeena-Queen Charlotte Regional District's funding application to the UBCM – Strategic Priorities Funding Program be received for information.

**236-2015**

**CARRIED**

- 11.5 Skeena-Queen Charlotte Regional District funding application to Northern Development Initiative Trust's Marketing Initiatives Program

MOVED by Director Nobels, SECONDED by Director Gould, that the Skeena-Queen Charlotte Regional District's funding application to Northern Development Initiative Trust's Marketing Initiatives Program be received;

AND THAT the Board of the Skeena-Queen Charlotte Regional District support the funding application to Northern Development Initiative Trust's Marketing Initiatives Program in the amount of \$12,000.

**237-2015**

**CARRIED**

## **12. OLD BUSINESS**

- 12.1 Sandspit Community Water System Study – Final Extension

MOVED by Director Gould, SECONDED by Director Beldessi, that the business regarding the Sandspit Community Water System be received for information.

**238-2015**

**CARRIED**

- 12.2 Sandspit Water Committee Bylaw

MOVED by Director Beldessi, SECONDED by Director Gould, that the verbal report from Director Beldessi in regard to a Sandspit Water Committee Bylaw be received for information.

**239-2015**

**CARRIED**

**12.3 Fire Dispatch 911**

MOVED by Director Beldessi, SECONDED by Director Gould, that the verbal report from Director Beldessi in regard to a Fire Dispatch 911 be received for information.

**240-2015****CARRIED****13. PUBLIC INPUT**

There were 0 questions from the public.

**14. IN CAMERA**

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

**241-2015****CARRIED****15. ADJOURNMENT**

MOVED by Director Franzen, SECONDED by Director Nobels, that the Skeena-Queen Charlotte Regional District Regular Board meeting be adjourned at 9:37 pm.

**242-2015****CARRIED**

Approved and adopted:

Certified correct:

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Chair

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

**SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

DRAFT

**SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT  
INDEX TO FINANCIAL STATEMENTS  
DECEMBER 31, 2014**

**INDEPENDENT AUDITOR'S REPORT**

- A STATEMENT OF FINANCIAL POSITION**
- B STATEMENT OF FINANCIAL ACTIVITIES**
- C STATEMENT OF CASH FLOWS**
- D STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**

**NOTES**

**SCHEDULES**

- 1 STATEMENT OF SURPLUS**
- 2 STATEMENT OF RESERVE FUNDS**
- 3 STATEMENT OF CHANGES IN EQUITY IN PHYSICAL ASSETS**
- 4 STATEMENT OF PHYSICAL ASSETS**

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

**STATEMENT OF FINANCIAL POSITION**

**DECEMBER 31**

**STATEMENT A**

	<b>2014</b>	<b>2013</b>
	\$	\$
<b>FINANCIAL ASSETS</b>		
Cash and investments (note 1)	2,417,010	2,075,903
Trade and other receivables	489,806	232,110
MFA deposit (note 2)	373,143	293,663
Due from Municipalities	<u>19,220,618</u>	<u>13,136,407</u>
	<u>22,500,577</u>	<u>15,738,083</u>
<b>LIABILITIES</b>		
Accounts payable and accruals	402,887	237,722
Landfill closure costs accrual	218,663	131,802
Deferred revenue (note 3)	1,199,355	1,121,259
MFA debt reserve (note 2)	373,143	293,663
MFA debentures/leases for Regional District (note 4)	296,679	398,767
Debentures issued for Municipalities (note 5)	<u>19,220,618</u>	<u>13,136,407</u>
	<u>21,711,345</u>	<u>15,319,620</u>
<b>NET FINANCIAL ASSETS</b>	789,232	418,463
Physical assets (schedule 4 and note 1)	3,381,419	3,329,206
Prepaid expenses	<u>27,960</u>	<u>11,201</u>
<b>NET POSITION</b>	<u>4,198,611</u>	<u>3,758,870</u>
<b>REGIONAL DISTRICT POSITION</b>		
Operating surplus (schedule 1)	513,763	499,757
Reserve funds (schedule 2)	600,108	324,623
Equity in Physical Assets (schedule 3)	<u>3,084,740</u>	<u>2,934,490</u>
	<u>4,198,611</u>	<u>3,758,870</u>

APPROVED BY THE BOARD

\_\_\_\_\_ Chair

\_\_\_\_\_ Treasurer

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED DECEMBER 31**

**STATEMENT B**

	<b>Unaudited Budget 2014 \$</b>	<b>Actual 2014 \$</b>	<b>Actual 2013 \$</b>
<b>REVENUE</b>			
Taxation	1,320,667	1,373,247	1,320,670
Grants in lieu	78,830	232,063	95,778
Sales, fees and other	1,214,236	1,383,813	1,243,469
Provincial, federal and other grants	242,500	393,801	200,000
Municipal debt payments	<u>1,387,243</u>	<u>1,635,405</u>	<u>1,387,243</u>
	<u>4,243,476</u>	<u>5,018,329</u>	<u>4,247,160</u>
<b>EXPENDITURE</b>			
Administration	496,829	468,859	454,531
Electoral areas	190,199	210,805	182,313
Grant-in-aid	7,560	6,424	4,458
Municipal debt service	1,387,244	1,635,405	1,387,243
Sandspit fire protection	28,900	26,569	28,630
Emergency programming	57,721	1,889	166
Islands solid waste	791,229	882,815	836,047
Regional recycling	556,297	572,119	555,350
Regional waste management	-	11,782	-
Planning	74,932	75,046	37,688
Economic development	36,644	32,332	19,144
Prince Rupert Regional Archives	72,999	77,224	72,999
North Pacific Cannery	102,099	102,124	102,099
Haida Gwaii Museum	66,688	71,203	66,688
Vancouver Island Regional Library	40,789	42,848	40,791
QCI recreation	112,615	116,889	114,467
Mainland recreation	11,735	11,720	9,500
Sandspit water utility	94,624	87,044	89,150
Oona River telephone	4,000	5,172	4,999
Sandspit hall	-	2,402	-
Amortization	<u>-</u>	<u>137,917</u>	<u>133,134</u>
	<u>4,133,104</u>	<u>4,578,588</u>	<u>4,139,397</u>
<b>REVENUE OVER EXPENDITURE</b>	110,372	439,741	107,763
<b>OPENING REGIONAL DISTRICT POSITION</b>	<u>3,758,870</u>	<u>3,758,870</u>	<u>3,651,107</u>
<b>CLOSING REGIONAL DISTRICT POSITION</b>	<u>3,869,242</u>	<u>4,198,611</u>	<u>3,758,870</u>

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

**STATEMENT OF CASH FLOWS**

**YEAR ENDED DECEMBER 31**

**STATEMENT C**

	<b>2014</b>	<b>2013</b>
	<b>\$</b>	<b>\$</b>
<b>OPERATING ACTIVITIES</b>		
Revenue over expenditure	439,741	107,763
Amortization	137,917	133,134
Landfill closure costs accrual	86,861	44,081
Accounts payables and accruals	165,165	- 4,724
Trade and other receivables	- 257,696	- 5,890
Deferred revenue	78,096	93,566
Prepaid expenses	- 16,759	24,586
	<u>633,325</u>	<u>392,516</u>
<b>FINANCING ACTIVITIES</b>		
Debt repayment	- 102,088	- 115,334
Debt financing	<u>-</u>	<u>176,460</u>
	<u>- 102,088</u>	<u>61,126</u>
<b>INVESTING ACTIVITIES</b>		
Physical asset purchases	- 194,130	- 147,704
Sale of physical assets	<u>4,000</u>	<u>41,759</u>
	<u>- 190,130</u>	<u>- 105,945</u>
<b>CHANGE IN CASH</b>	341,107	347,697
<b>OPENING CASH AND INVESTMENTS</b>	<u>2,075,903</u>	<u>1,728,206</u>
<b>CLOSING CASH AND INVESTMENTS</b>	<u>2,417,010</u>	<u>2,075,903</u>



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**

**YEAR ENDED DECEMBER 31**

**STATEMENT D**

	2014	2013
	\$	\$
Revenue over expenditure	439,741	107,763
Amortization of physical assets	137,917	133,134
Purchase of physical assets	- 194,130	- 147,704
Sale of physical assets	4,000	41,759
Prepaid expenses	<u>- 16,759</u>	<u>24,586</u>
Increase in net financial assets	370,769	159,538
Opening net financial assets	<u>418,463</u>	<u>258,925</u>
Closing net financial assets	<u>789,232</u>	<u>418,463</u>

# **SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

## **NOTES**

**DECEMBER 31, 2014**

### **1. SIGNIFICANT ACCOUNTING POLICIES**

#### **Basis of presentation**

The Regional District has adopted the reporting format from the recommendations by the Public Sector Accounting Board.

The Regional District maintains the following funds that are combined in the financial statements:

- Operating fund reports the general activities of the Regional District.
- Capital fund reports the physical assets of the Regional District together with the related financing.
- Reserve fund reports the activities of the funds established by bylaw for specific purposes.

#### **Basis of accounting**

Revenue and expenditures are reported on an accrual basis.

#### **Revenue recognition**

Taxation revenues are recognized when requisitioned from the Province of British Columbia and member Municipalities. Sale of services and user fee revenues are recognized when the service or product is provided by the Regional District. Grant revenues are recognized when the commitments are met.

#### **Financial instruments**

The Regional District measures financial assets and liabilities at market value at the date of acquisition except for those investments quoted in an active market, which are reported as market value.

It is management's opinion that the Regional District's financial instruments are not exposed to significant interest rate, liquidity, market or other price risks.

#### **Cash and investments**

Cash and investments are reported at market value which approximates cost.

# **SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

## **NOTES**

**DECEMBER 31, 2014**

### **1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

#### **Physical assets**

Physical assets are recorded at cost and are amortized using the straight-line method as follows:

Buildings	40 years
Automotive	10 and 20 years
Equipment	10 and 20 years
Infrastructure	40 years

#### **Equity in Physical Assets**

Equity in Physical Assets reports the accumulated funded historical cost of physical assets less accumulated amortization.

#### **Use of estimates**

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

### **2. MFA DEPOSIT AND DEBT RESERVE**

A condition of MFA borrowings stipulates that a portion of the debenture proceeds be withheld as a security deposit and a debt reserve fund.

### **3. DEFERRED REVENUE**

Revenues received in advance of expenses that will be incurred in a later period are deferred until they are matched against those expenses.

	<b>2014</b>	<b>2013</b>
Provincial operating grant	\$ 24,718	\$ 92,360
Gas tax	1,120,654	977,871
Other	53,983	51,028
	<u>\$ 1,199,355</u>	<u>\$ 1,121,259</u>

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

### **NOTES**

**DECEMBER 31, 2014**

#### **4. MFA DEBENTURES/LEASES FOR THE REGIONAL DISTRICT**

Debenture debt and leases are with the Municipal Finance Authority and are being repaid in accordance with approved bylaws and agreements.

#### **5. DEBENTURES ISSUED FOR MUNICIPALITIES**

When a member municipality within the Regional District wishes to issue debenture debt through the Municipal Finance Authority of BC (MFA), the borrowing is done through the Regional District. The Regional District is therefore responsible for repayment of the debt to MFA. When payments (principal and interest) are made on this debt, the Regional District pays MFA and is reimbursed by the municipality.

The Regional District reports the outstanding debt borrowed on behalf of the member municipalities as both a financial asset and financial liability. Municipal debt payments are shown as revenue and offsetting expenditure.

#### **6. CONSOLIDATED EXPENDITURES BY TYPE**

	<b>2014</b>	<b>2013</b>
Director remuneration	\$ 147,663	\$ 138,198
Director travel	41,380	51,614
Staff remuneration and benefits	1,210,845	1,113,960
Staff travel and education	41,780	36,975
Interest	34,736	37,056
Purchased services, grants and supplies	1,328,862	1,241,217
Municipal debt payments	1,635,405	1,387,243
Amortization	137,917	133,134
	<u>\$ 4,578,588</u>	<u>\$ 4,139,397</u>

#### **7. LINE OF CREDIT**

Northern Savings Credit Union, authorized to \$250,000, interest at 2.85%; unsecured.

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

### **NOTES**

**DECEMBER 31, 2014**

#### **8. PENSION INFORMATION**

The Regional District and its employees contribute to the Municipal Pension Plan (the Plan), a jointly-trusted pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 182,000 active members and approximately 75,000 retired members. Active members include approximately 16 contributors from the Regional District.

The most recent actuarial valuation as at December 31, 2012 indicated an unfunded liability of \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expenses as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

The Regional District paid \$ 77,190 (2013 - \$ 74,488) for employer contributions to the plan in fiscal 2014.

#### **9. PURPOSE OF ORGANIZATION**

The Skeena-Queen Charlotte Regional District is a partnership of four electoral areas and five municipalities that provide local government services to approximately 20,000 residents living on the North Coast of British Columbia and Haida Gwaii.

The Regional District administers service ranging from solid waste management and recycling to land use planning, water supply and public safety.

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

**STATEMENT OF SURPLUS**

**YEAR ENDED DECEMBER 31**

**SCHEDULE 1**

	<b>2014</b>	<b>2013</b>
	<b>\$</b>	<b>\$</b>
Administration	100,632	84,556
Electoral areas	20,829	55,148
Grant-in-aid	5,951	1,579
Sandspit fire protection	1,905	974
Emergency programming	79,463	59,758
Islands solid waste	136,436	173,828
Regional recycling	48,910	5,798
Regional waste management	-	11,782
Planning	30,227	32,758
Economic development	16,599	17,592
Prince Rupert Regional Archives	16,373	4,338
North Pacific Cannery	21,095	5,632
Haida Gwaii Museum	4,871	7,066
Vancouver Island Regional Library	2,068	2,125
QCI recreation	11,150	8,955
Mainland recreation	750	1,070
Sandspit water utility	17,782	12,588
Oona River telephone	787	2
Sandspit hall	- 2,402	-
Feasibility study	337	14,208
	<u>513,763</u>	<u>499,757</u>

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

**STATEMENT OF RESERVE FUNDS**

**YEAR ENDED DECEMBER 31**

**SCHEDULE 2**

	<b>2014</b>	<b>2013</b>
	<b>\$</b>	<b>\$</b>
Opening balance	324,623	203,134
Interest	10,400	2,414
Transfer to Operating Fund	- 50,178	-
Transfer from Operating Fund	<u>315,263</u>	<u>119,075</u>
Closing balance	<u>600,108</u>	<u>324,623</u>

**Represented by the following reserve funds**

Bylaw 486 Sandspit Water	39,127	37,922
Bylaw 561 Electoral Area Administration	37,120	-
Bylaw 566 General Administration	80,431	-
Bylaw 567 Feasibility Study	25,208	5,000
Bylaw 568 Regional Recycling - Other	34,714	31,199
Bylaw 568 Regional Recycling - Building	112,815	109,667
Bylaw 569 Island Solid Waste	214,268	61,844
Bylaw 569 Landfill Closure	<u>56,425</u>	<u>78,991</u>
	<u>600,108</u>	<u>324,623</u>

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**  
**STATEMENT OF CHANGES IN EQUITY IN PHYSICAL ASSETS**  
**YEAR ENDED DECEMBER 31**

**SCHEDULE 3**

	2014	2013
	\$	\$
Opening balance	<u>2,934,490</u>	<u>2,921,003</u>
<b>Increase (decrease) in equity</b>		
Contribution from operations	194,130	76,926
Physical asset disposals	- 4,000	- 41,759
Debt repayment	72,092	87,670
Actuarial additions	25,945	23,784
Amortization	<u>- 137,917</u>	<u>- 133,134</u>
	<u>150,250</u>	<u>13,487</u>
Closing balance	<u>3,084,740</u>	<u>2,934,490</u>



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT  
STATEMENT OF PHYSICAL ASSETS  
YEAR ENDED DECEMBER 31  
SCHEDULE 4

	PHYSICAL ASSETS				ACCUMULATED AMORTIZATION			NET BOOK VALUE	
	Opening Balance	Additions	Disposals	Closing Balance	Opening Balance	Annual Amortization	Closing Balance	Total 2014	Total 2013
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land	279,748	-	-	279,748	-	-	-	279,748	279,748
Buildings	1,383,275	157,209	-	1,540,484	262,224	38,512	300,736	1,239,748	1,121,051
Automotive	244,506	-	-	244,506	77,793	22,089	99,882	144,624	166,713
Equipment	449,751	36,921	- 4,000	482,672	151,714	31,577	183,291	299,381	298,037
Infrastructure	1,829,571	-	-	1,829,571	365,914	45,739	411,653	1,417,918	1,463,657
	<u>4,186,851</u>	<u>194,130</u>	<u>- 4,000</u>	<u>4,376,981</u>	<u>857,645</u>	<u>137,917</u>	<u>995,562</u>	<u>3,381,419</u>	<u>3,329,206</u>

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

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Big Red Enterprises Ltd.	7-Apr	\$ 15,559.50	March Garbage Collection Contract
Prince Rupert Regional Archives	7-Apr	\$ 35,000.00	2015 Grant - 1st Installment
C & C Beachy Contracting Ltd.	21-Apr	\$ 6,006.00	Port Clements Landfill - Sand coverage & road repair
Sandspit Volunteer Fire Dept.	21-Apr	\$ 23,733.00	2014 Grant
National Car & Truck Rental	28-Apr	\$ 43,509.76	Regional Recycling Cube Van, 2013 GMC Sierra
CUETS Financial (SQCRD credit card)	16-Apr	\$ 5,563.47	March transactions-NCLGA registrations, Staff & Board travel
Receiver General	2-Apr	\$ 11,287.37	Payroll Remittance (PP7-2015)
Receiver General	21-Apr	\$ 13,468.62	Payroll Remittance (PP8-2015)
Municipal Pension Plan	22-Apr	\$ 9,556.00	Payroll Remittance (PP7 & 8-2015)

<b>CHEQUES OVER \$5,000:</b>	<b>\$ 163,683.72</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$ 62,580.50</b>
<b>TOTAL CHEQUES:</b>	<b><u>\$ 226,264.22</u></b>



Reference: 275045

April 27, 2015

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

RECEIVED

APR 30 2015

SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT

Dear Chair Pages:

Thank you for your letter of February 1, 2015, addressed to the Honourable Christy Clark, Premier, regarding regional district representation in environmental stewardship initiatives. As your enquiry falls under the responsibility of the Ministry of Environment, I am pleased to respond on behalf of Premier Clark and apologize for the delay in doing so.

You are correct in noting that the 2013/14 – 2015/16 Ministry of Environment Service Plan makes several references to the importance of partnerships and engaging with others to promote environmental stewardship across our many business areas. Similar commitments have been made in the 2015/16 – 2017/18 Service Plan, which was released in February 2015. The Ministry of Environment cannot do this important work alone; we have a central role, but know that the experience, knowledge and expertise of regional districts, First Nations and local communities, among others, will always be needed.

The Ministry of Environment engages generally with local communities on all its major policy initiatives and specifically with those individual communities that may be impacted by potential changes to regional land use. Recent examples include efforts to engage on land-based world-leading spill preparedness and response, the *Water Sustainability Act* and our plan for managing species at risk (*A Five-Year Plan for Species at Risk in British Columbia*). As the Province works to advance economic development that may have an impact on the land base, we will continue to seek expertise from local governments and regional districts to help us ensure opportunities are realised in a sustainable manner.

In your letter you specifically reference the provincial government's Environmental Stewardship Initiatives and ask that the regional district be included. I believe that you are referring to the provincial government's Liquefied Natural Gas (LNG) Environmental Stewardship Initiative. This is a focused initiative for First Nations, provincial government and LNG proponents to work together to build trust regarding environmental information and address First Nations' concerns about the potential for energy projects and gas development to impact environmental values that affect Aboriginal peoples' ability to exercise their rights.

...2

The scope of LNG Environmental Stewardship Initiative projects will focus on four areas of strategic priority:

- Ecosystem monitoring and assessment (for example, cumulative effects monitoring);
- Ecosystem research;
- Environmental restoration; and
- Stewardship education and training.

At this point this initiative is not considering local community or regional district representation as part of its work on these four areas.

If you would like more information regarding opportunities to engage with the Ministry of Environment on environmental stewardship generally, please contact

Mr. Benjamin Vander Steen, Senior Policy Advisor for the Strategic Policy Branch, at 250 387-3929 or [Benjamin.VanderSteen@gov.bc.ca](mailto:Benjamin.VanderSteen@gov.bc.ca).

Thank you again for your interest in working with the Ministry of Environment.

Sincerely,



Mary Polak  
Minister

cc: Honourable Christy Clark, Premier  
Benjamin Vander Steen, Senior Policy Advisor, Strategic Policy Branch, Ministry of Environment

Minister of Transport



Ministre des Transports

Ottawa, Canada K1A 0N5

APR 28 2015

Mr. Barry Pages  
 Chair  
 Skeena-Queen Charlotte Regional District  
 14 – 342 3rd Avenue West  
 Prince Rupert BC V8J 1L5

Dear Mr. Pages:

Thank you for your correspondence regarding Canada Post.

On December 11, 2013, Canada Post announced a Five-point Action Plan ([www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5\\_en.pdf](http://www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5_en.pdf)), which is intended to return the corporation to financial self-sustainability by 2019 and is within the parameters of the Canadian Postal Service Charter ([www.tc.gc.ca/eng/mediaroom/infosheets-canadapost-1770.htm](http://www.tc.gc.ca/eng/mediaroom/infosheets-canadapost-1770.htm)). Canada Post is required by law to operate on a self-sustaining financial basis. I look forward to seeing progress as Canada Post rolls out its plan for an efficient, modern postal service that protects taxpayers and is aligned with the choices consumers are making.

The reality is that Canadians are increasingly choosing to communicate in ways other than by sending letters. Due to the lack of demand, mail volumes have dropped more than 25% since 2008 and continue to fall. The traditional postal business model that worked so well in the pre-digital era is increasingly out of step with today's reality.

With respect to mail delivery to persons with disabilities, most Canadians, including those with disabilities and seniors, already receive their mail through venues other than door-to-door delivery. Over the past few decades, Canada Post has had considerable experience in implementing solutions that meet the needs of mail recipients, including those with disabilities and seniors. Mobility and seniors' issues will continue to be an important consideration for the corporation as it converts the remaining households still receiving door-to-door delivery to community mailboxes over the next few years.



As a commercial Crown corporation that operates at arm's length from the Government, Canada Post is responsible for the management of its own operations. Therefore, I am sharing our exchange of correspondence with Mr. Deepak Chopra, President and Chief Executive Officer of Canada Post, so that he is aware of your concerns.

Thank you again for writing.

Sincerely,



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

c.c. Mr. Deepak Chopra



May 5, 2015

An Open Letter to the Parents of QCSS current and former students

**Re: Youth Partying Can Lead To Serious Consequences**

I am writing this letter because a party at Haydn Turner Park on May 1, 2015, resulted in two teenagers being taken to emergency by BC Ambulance, and the Fire Department being called out by the RCMP to put out a pallet fire and assist with crowd control.

On Friday May 1, 2015 at 11:30 pm the RCMP went to Haydn Turner Campsite on a regular patrol and came across a party. There were over 50 youth involved with ages ranging from 13 (grade 8) to 20+ using the campsite closest to the Cemetery. The Officer immediately came across a youth passed out in the ditch lying on his back. He was aspirating vomit into his lungs and was convulsing. The Officer turned the youth over and he voided the vomit. The Officer then called the ambulance and another Officer to the scene. The youth was taken to the hospital.

There was a pallet fire in the campsite and the youth involved were not cooperative. Some were actively disrespectful and disobedient of the directions of the RCMP and several fines were issued. Approximately two flats of beer, two flats of twisted tea, 12 bottles of 26 oz hard liquor, and two bottles of wine were emptied, much of it found stashed in the bushes. This does not include what had already been consumed by the youth at the party. The youth continued drinking and would not leave so the Officers decided to call the Fire Department at 12:30 am to put out the pallet fire in order to shut down the party.

The Fire Department volunteers stayed to help the RCMP search the woods where another youth was found passed out. An ambulance was called and she was also taken to the hospital. Both youth were treated and have been released.

There were two Officers on duty that night and there are currently six in the Department. There was an adult dance at the Skidegate Small Hall that evening but there were fortunately no other calls or disturbances that the RCMP responded to.

The next day, at least one youth was present at the park cleaning up, which was unusual as over the past month, there have been approximately four parties held at Haydn Turner Park by youth out on the beach by the swing. The participants have been leaving broken bottles, pallets and nails and other garbage that has been cleaned up by the Village. The total cost of the clean ups has been approximately \$500 so far this year in staff time and Fire Department call out. This latest party was an escalation in terms of both the size and the potentially serious results.

.../2

Open Letter to the Parents of QCSS Current and Former Students  
**Re: Youth Partying Can Lead to Serious Consequences**

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Despite a near-death of one of their peers the night before, on May 2, 2015, several youth again attempted to use the campground for a party. Only the presence of a police cruiser blocking entrance and RCMP searching and disposing of alcohol and issuing fines stopped them.

The issues of drugs/alcohol abuse, impaired driving, and police involvement with youth was discussed with the RCMP earlier in April, and they have agreed to make these issues their priority in the coming year.

As a result of this incident, the Village of Queen Charlotte is setting up a **"Community Discussion on Youth Partying"** and is also developing a bylaw and policy that will regulate conduct in the community's public spaces and will allow the RCMP to enforce the conduct rules, including imposing fines and penalties.

For your information, as per the *Parental Liability Act* of 2001, Part 2 – Parent's Liability and Bringing an Action:

*Parent's liability*

- 3 Subject to section 6 and Part 3, if a child intentionally takes, damages or destroys property of another person, a parent of the child is liable for the loss of or damage to the property experienced as a result by an owner and by a person legally entitled to possession of the property.

This means that if your child takes, damages or destroys property, you can be liable for up to \$10,000.

Many people use the park including children, pets and the elderly and many of them are the family, friends and neighbors of the youth involved. Many loved members of the community are buried in the adjacent cemetery.

At the time that the park transferred from the Community Centre to the Village, it was in a state of disrepair and was not an asset to the community. There has been considerable effort put into successfully applying for grant funding to invest in the park and make it an attractive resource for tourists and locals alike. The Village was pleased that the school shop class won the contract for the new picnic tables at the park as these improvements are all part of the Village's strategy to make investments in our infrastructure that will allow us to attract and retain more residents. In all, \$28k has been invested by the Northern Development Initiative Trust, \$30k by the Coast Sustainability Trust and \$67k through the UBCM Gas Tax fund for the upgrades, for a total of \$125k.

Since the Village took over the park there has been significant clean up required after youth parties. The cleanup has ranged from picking up waste, beer cans and general garbage, to damage to trees and the beaches from illegally driving on the trails and foreshore, to the serious life-threatening incident on Friday night with an intoxicated youth aspirating vomit 10 feet away from his partying peers who took no notice of his condition.

Continuing to invest in the park when it is being treated as a disposable asset by the youth of the community does not make sense. What would make more sense would be to hold our youth accountable for their actions.

.../3



Open Letter to the Parents of QCSS Current and Former Students  
**Re: Youth Partyng Can Lead to Serious Consequences**

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All over Haida Gwaii we talk about our commitment to the environment and we see every day the result of world garbage being thrown in the oceans to wash up on our shores. In Haydn Turner Park however, our youth burn pallets and the nails are left on the ground. Bottles are broken and the glass is left on the ground. Food is eaten and beer is drunk and the wrappers and empties are left on the ground.

The Council is calling on the youth of the community to step up, stop being selfish, and take responsibility for their actions. As parents, we hope that you will have conversations with your young adults about keeping each other safe, cleaning up the messes they make, and treating their community with the respect that they want to be treated with.

The RCMP will be monitoring the situation at Haydn Turner over the coming weeks and working closely with the Village on strategies to stop this dangerous situation from escalating further. It is clear that were it not for the presence of the RCMP that evening, at least one youth would have died and any number of them would have left the party in vehicles driven by impaired drivers. I hope you join me in expressing my appreciation for the work of the officers, the BC Ambulance staff and our volunteer Fire Department members who were involved.

The "Community Discussion on Youth Partyng" will begin this month through conversations with key community groups, businesses and individuals. We will keep you informed of our progress and will be looking for opportunities to involve both parents and students.

The Village of Queen Charlotte remains committed to our Youth Centre programming as it will be important to provide safe, fun alternatives for the youth in the community.

We are all on these islands together and the youth of today are the ones who will inherit the assets that we leave behind tomorrow. Let's work together to find a way to let our youth have fun without making others pay for it, potentially with their lives.

Yours truly,



Greg Martin  
Mayor

# Prince Rupert Public Library



101 6th Avenue West, Prince Rupert, B.C. V8J 1Y9 Phone: 250-627-1345 Fax: 250-627-7743 www.princerupertlibrary.ca

Board of Directors  
Skeena-Queen Charlotte Regional District  
100-1<sup>st</sup> Ave E  
Prince Rupert, B.C. V8J 1A6

RECEIVED

MAY 13 2015

SKENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT

May 13, 2015

To the Board,

The Prince Rupert Library is asking for a grant of \$5,000.00 for 2015 to support library service to outlying areas of the SQCRD. This figure is calculated on a formula of \$2.62 per capita in Electoral areas A and C, based on Electoral A population of 1334 and Electoral C population of 572. Population figures used are the 2011 Census.

Attached you will find:

SOFI for 2014

Budget for 2015

Current financial statement to May 1, 2015

Over the past several years our main source of support has decreased and economies have been realized wherever we can find them. The grant we receive from the SQCRD matches the grant we receive from the province to provide library service to outlying areas. It goes to support the online services accessed through our website: the library catalogue, Library To Go – a service that provides free downloads of talking books and ebooks to library members, online databases, and reference service available through email or telephone. Upon request, residents in outlying areas also receive books and other library materials through the mail.

We thank you for supporting our goal to provide service to the communities in the Regional District. Your annual grant is an important part of the budgeting process each year and we rely on it.

Please contact me if you require any information.

Sincerely,

Joe Zelwietro  
Chief Librarian  
Prince Rupert Library

## Prince Rupert Library

### Budget 2015

#### Revenues

Fines	9000
Fees	2500
Lost Books	900
Copier Service	1000
Rentals	300
Donations	7000
Internet	5000
Sales Revenue	5000
Digitization Grant	14000
Prov Grant	83000
Fed Grant	8000
Municipal Grant	566000
Other Grants	6000

**Total Revenues** **707,700**

#### Expenditures

Wages	443700
Benefits	96000
Collections	65000
Prof. Development	5000
Office Supplies	6000
Equipment	2000
Furniture	2000
Computer Technology	10000
Digitization Projects	14000
Postage/Freight	5000
Public Relations	1000
Miscellaneous	1000
Bldg Maint.	22000
Utilities	27000
Communications	8000

**Total Expenditures** **707,700**

CITY OF PRINCE RUPERT  
GL Department Report



GL5330

Page : 1

Date : May 08, 2015

Time : 10:43 am

Year : 2015

Period : 4

Budget : BUDGET BYLAW

Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
<b>LIBRARY</b>						
<b>LIBRARY OPERATING FUND</b>						
<b>REVENUES</b>						
70100 LIBRARY FINES	-1,675	-831	-2,506	0	2,506	0
70200 FEES	-628	-259	-887	0	887	0
70300 LOST BOOKS	-43	-32	-75	0	75	0
70400 COPIER SERVICE	-261	-151	-412	0	412	0
70500 RENTALS	-150	-200	-350	0	350	0
70600 DONATIONS	-5,680	-90	-5,770	0	5,770	0
70700 INTERNET REVENUE	-1,185	-484	-1,669	0	1,669	0
70800 BOOK SALES REVENUE	-596	-229	-825	0	825	0
70900 MISCELLANEOUS	-252	0	-252	0	252	0
71000 PROVINCIAL GRANTS	-84,464	0	-84,464	0	84,464	0
71100 FEDERAL GRANTS	-443	0	-443	0	443	0
71200 MUNICIPAL GRANT	-376,900	-198,100	-575,000	0	575,000	0
<b>LIBRARY</b>	<b>-472,277</b>	<b>-200,375</b>	<b>-672,652</b>	<b>0</b>	<b>672,652</b>	
<b>REVENUES</b>	<b>-472,277</b>	<b>-200,375</b>	<b>-672,652</b>	<b>0</b>	<b>672,652</b>	
<b>EXPENDITURES</b>						
71000 SALARIES, WAGES & BENEFITS	131,690	43,049	174,740	0	-174,740	0
71300 MOVING/RECRUITMENT	425	0	425	0	-425	0
73100 COLLECTION MATERIALS	17,894	2,745	20,639	0	-20,639	0
74100 PROFESSIONAL DEVELOPMENT	2,736	0	2,736	0	-2,736	0
75100 OFFICE SUPPLIES	818	112	930	0	-930	0

**CITY OF PRINCE RUPERT**  
**GL Department Report**



GL5330

Page : 2

Date : May 08, 2015

Time : 10:43 am

Year : 2015  
 Period : 4

Budget : BUDGET BYLAW

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
<b>LIBRARY</b>						
75110 EQUIPMENT	32	0	32	0	-32	0
75130 COMPUTER TECHNOLOGY	626	0	626	0	-626	0
75140 POSTAGE AND FREIGHT	610	269	879	0	-879	0
75150 PUBLIC RELATIONS	54	0	54	0	-54	0
76100 BUILDING MAINTENANCE	6,281	1,400	7,681	0	-7,681	0
76110 UTILITIES	4,452	3,093	7,545	0	-7,545	0
76120 COMMUNICATIONS	1,986	662	2,648	0	-2,648	0
<b>LIBRARY</b>	<b>167,602</b>	<b>51,330</b>	<b>218,933</b>	<b>0</b>	<b>-218,933</b>	
<b>EXPENDITURES</b>	<b>167,602</b>	<b>51,330</b>	<b>218,933</b>	<b>0</b>	<b>-218,933</b>	
<b>LIBRARY OPERATING FUND</b>	<b>-304,674</b>	<b>-149,045</b>	<b>-453,719</b>	<b>0</b>	<b>453,719</b>	
<b>LIBRARY Total</b>	<b>-304,674</b>	<b>-149,045</b>	<b>-453,719</b>	<b>0</b>	<b>453,719</b>	



RECEIVED

MAY 14 2015

SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT

APR 29 2015

Ref: 154458

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

Dear Chair Pages:

I am writing in response to a request from the Skeena-Queen Charlotte Regional District Board to Honourable Coralee Oakes, Minister, for a feasibility study for the incorporation of Sandspit located in Electoral Area E of the Regional District.

In her response of July 15, 2014, Minister Oakes indicated that the Ministry of Community, Sport and Cultural Development must focus its limited resources for study funding on communities that would clearly be viable if incorporated. Minister Oakes also indicated that a report would be prepared to provide a clearer picture of the factors considered by Ministry staff when assessing the feasibility of incorporation for Sandspit.

That report was recently completed by the Ministry, and I have enclosed a copy of that report for your information. Overall, the current assessment concludes that due to the low population of the community, the small number of functioning services supported by residents and taxpayers, the limitations of the available tax base and potential challenges in securing community members to hold public office, it is not in the best interests of the community or the Ministry to fund a more extensive study at this time.

The Board is to be commended for implementing a number of the suggestions contained in the d'Easum report in order to manage the governance challenges of remote communities. Of particular note is the establishment of the *Moresby Island Management Standing Committee Bylaw No. 579* which has allowed the Board to delegate some of its powers to the local level and gives the community of Sandspit a certain amount of autonomy in terms of local issues being discussed and decisions being made at the local level.

.../2



Mr. Barry Pages  
Chair  
Page 2

I very much appreciate what the Board is seeking to achieve with its aspirations toward incorporation. However, at this time the Ministry believes that efforts would be best put toward building upon the governance improvements that have already been undertaken.

To assist you in this regard, or if you have questions about the enclosed report, please contact Ms. Elizabeth Lane, Program Analyst, by telephone at: 250 356-6333, or by email at: [Liz.Lane@gov.bc.ca](mailto:Liz.Lane@gov.bc.ca).

Sincerely,



Jay Schlosar  
Assistant Deputy Minister

Enclosure

pc: Ms. Elizabeth Lane  
Program Analyst  
Local Government Structure

# Report on Viability Factors Affecting Feasibility of Sandspit Incorporation

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## Introduction

In 2012, the Ministry retained a contractor, Mr. Wayne d'Easum to study the governance challenges faced by the Skeena – Queen Charlotte Regional District Board including the community of Sandspit, located on Haida Gwaii.

Mr. d'Easum's report on his findings was provided to the Skeena – Queen Charlotte Regional District Board in November 2012, and the Regional District has subsequently implemented a number of the report's suggestions in order to address its governance challenges.

The issue of Sandspit incorporation has also been subsequently broached with a request by the Regional District Board that a feasibility study be undertaken. The Board was advised by letter on July 15, 2014, that the Ministry funding for studies must be focused on communities which would be viable municipalities if incorporated. The purpose of this document is to provide a clearer picture of the factors considered by the Ministry when assessing the feasibility of incorporation for Sandspit.

## Discussion

The majority of British Columbia's small municipalities were incorporated when local populations were much larger, or predicted to grow, and those communities were not thought to be as vulnerable to the vagaries of global economics. In the present day, many of these communities have static or declining populations, and are heavily reliant on senior government payments and grants to maintain affordable tax rates and sufficient municipal staffing levels. This is not an enviable position for any community.

The Province is cautious about establishing a municipality that cannot exist without such financial supports, particularly when the regional district system provides a mechanism for comparatively more affordable local services in small communities.

## Evaluation Criteria

The specific factors that inform the Ministry's position on the incorporation of Sandspit are:

- low (and declining) population,
- limited number of functioning services that are supported by the residents and taxpayers,
- comparatively low property values across a narrow range of tax classes, and
- to a lesser degree, absence of evidence that there is willingness on the part of individuals within the community to hold public office.



## Population

Population is a factor in determining whether there are enough people to reasonably undertake governance in the community and whether a higher residential tax burden will be sufficiently distributed to make it affordable for individual households. While there is no legislated minimum, the Ministry has historically considered 500 year-round residents as the minimum threshold at which to consider creating a new municipality.

According to the 2011 Canada Census, between 2006 and 2011 Haida Gwaii lost over 9 percent of its population. The current Haida Gwaii population of 4370 is remarkably close to the Island's population in 1971. This trend is not isolated within one or two communities. Each community experienced a population decline. Given this trend and the current Sandspit population of 297, it is unlikely that a new municipality and its associated costs would be sustained by the year round population.

## Service Profile

In general, the Ministry looks for at least three, but preferably five or more, local services with overlapping service boundaries. These may be currently provided by the regional district; an improvement district; a society; or some combination of regional district, improvement district or local service society.

Sandspit currently receives a number of services from the Regional District including water, waste management, and economic development functions. While this is significant for a small community, consideration must be given to the cost and sustainability of providing these services post-incorporation and the willingness of the taxpayer to incur increasing costs. In combination with a declining population (fewer taxpayers), it appears unlikely that service provision would be sustainable in the long term.

Existing related services may suggest that improvements in service governance could be achieved by further integrating local decisions; few or only unrelated services may mean that there would be no meaningful improvement in service governance.

Services established through the regional district are also an indication of the willingness of local electors to pay for services, as elector approval is required for each new service. A critical mass of services may be necessary to establish a new cost effective administrative structure that would be supported by expert staff.

## Fiscal Requirements and Tax Base

The Ministry focuses on two sets of criteria to gauge the affordability of a new structure for local taxpayers – the drivers of municipal costs and the sources of municipal revenue. When a community incorporates, it typically takes over the provision of all local services from other service providers, and continues to be a participant in most of the same regional and sub-regional services as before.

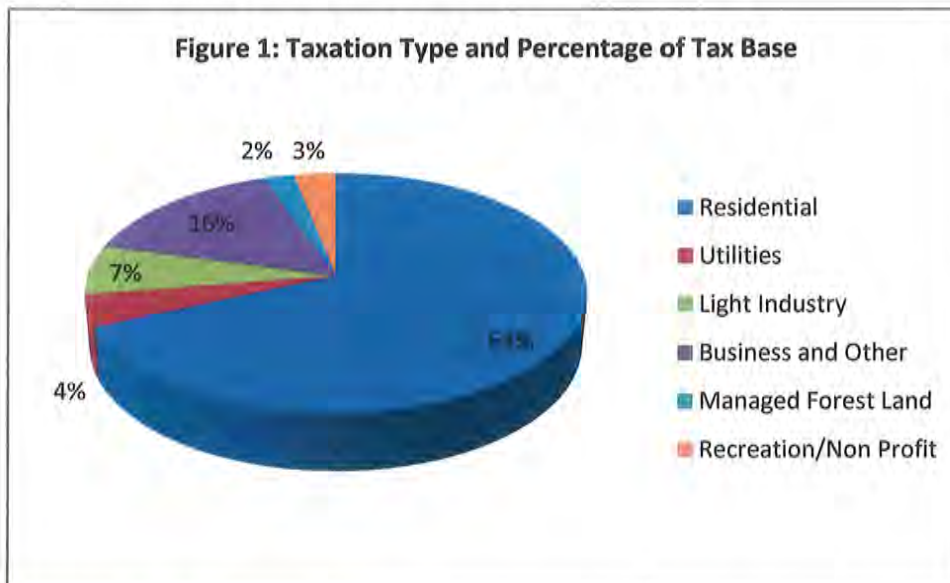
One of the local services that all municipalities inherit from the Province upon incorporation is responsibility for and ownership of the local road network. A critical factor that can make or break the affordability of a municipal incorporation initiative becomes the combined effect of the scale of the road network and the density of development within the community. A sprawling road network, at an annual

maintenance cost in the range of \$2,650 per lane kilometer of paved road, needs to be supported either by many properties to defray the costs or by a smaller number of properties with owners who are not sensitive to the additional expense.

The road network in Sandspit has been conservatively estimated at 8.25 paved lane kilometres. At an average of \$2,650 per paved lane kilometre maintenance cost translates to an annual cost of \$21,000. While seemingly a small amount, in combination with the other expenses that a newly-incorporated municipality is responsible for, the likelihood of increasing reliance on financial assistance from other levels of government becomes a true risk.

In addition to the overall assessed value of properties to be taxed, the composition of the local tax base also affects affordability. If that assessment is dominated by a single tax class, taxpayer or industry, it may not be sustainable during periods of decline or economic hardship. Secondary considerations include the recent trends in assessed values and future-oriented economic indicators, which suggest whether a conclusion drawn today that a municipal structure is affordable would stand the test of time.

Currently, as shown by Figure 1, the primary source of revenue for Sandspit is through residential taxes. The tax base of Sandspit is not sufficiently diversified to support the increased service costs that would result through incorporation.



### Community Governance

The time commitment for holding elected office is significant, and consistently finding enough candidates to hold elections for mayor and four or more councillors becomes a challenge for many communities where the population is in decline. In that context, secondary considerations include:

- the current population trend for the community;
- whether its economic prospects will draw new residents to the community or cause existing households to move elsewhere; and
- whether there is a strong local culture of participation in civic life.



The population trend for Sandspit has been noted above. Just less than 75% of BC residents are eligible to vote based on age and citizenship, according to Elections BC statistics. Applied against Sandspit's population of slightly under 300, it is reasonable to expect to have approximately 200 people eligible to participate in local elections. Whether this is sufficient to provide a pool of candidates for elected office, and ensure that the successful candidates are chosen by a broad cross-section of the community, is a significant consideration.

To a lesser degree, there does not appear to be a significant amount of community interest or demand for incorporation. Since the release of Mr. d'Easum's report in 2012, the Ministry has received no indication of community interest through the usual channels of correspondence, petitions or telephone/email enquiries. While this is not a formal assessment tool, it does provide an overall indication of the level of interest or support for incorporation.

## Summary

Given the preceding municipal viability factors, the Ministry does not consider there to be a compelling case for further consideration of the incorporation of Sandspit.

There remain considerable advantages of operating as a rural area within the regional district including the ability to receive professional management and services; economies of scale combined with fairer cost sharing; and an avoidance of provincial services transfer such as road costs.

While incorporation does not appear to be the solution, another option might be for the Skeena-Queen Charlotte Regional District Board to look at the creation of a local community commission, as originally suggested in Mr. Wayne d'Easum's 2012 report.

The Board has been proactive with addressing some of the changes proposed in the report, particularly around the establishment of the Moresby Island Management Standing Committee Bylaw No. 579 which updated the original bylaw that created the Moresby Island Management Committee. This allows the Board to delegate some of its powers to the local level while giving the community of Sandspit a certain degree of autonomy in decision-making. The creation of a local community commission may further this intent if the Board and community decide this is an avenue they wish to pursue.

Prepared by: Governance and Structure Branch  
Local Government Division  
Ministry of Community, Sport and Cultural Development

March 2015

**Karen Mellor**

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**From:** Derek Baker <dbaker@pnwlng.com>  
**Sent:** Friday, May 22, 2015 8:48 AM  
**To:** Bob Payette (bpayette@portedward.ca); Robert Long; Karen Mellor (cao@sqcrd.bc.ca)  
**Cc:** Corinne Bomben; Polly Pereira; Paul Vendittelli; Rory Mandryk  
**Subject:** Minister Rempel Announces New Support for Community Infrastructure - Canada News Centre

FYI – Sorry if you have already come across this, thought it might be of interest. Cheers, Derek.

## **The Canada 150 Community Infrastructure Program is launched in Western Canada**

May 19, 2015 – Richmond, British Columbia – Western Economic Diversification Canada

Today, the Honourable Michelle Rempel, Minister of State for Western Economic Diversification, announced the launch of the new Canada 150 Community Infrastructure Program in Western Canada. The national program supports improvements to community infrastructure, with the aim of giving back to Canadians and creating a lasting legacy as Canada prepares to celebrate the 150<sup>th</sup> anniversary of Confederation in 2017.

As of today, Western Economic Diversification Canada (WD) is accepting applications for funding to rehabilitate, renovate and expand existing public infrastructure for community use. In Western Canada, strong preference will be given to projects that are undertaking meaningful upgrades to existing cultural and community facilities, including, but not limited to, community centres, libraries and recreational facilities.

For detailed program and application information, please refer to [www.wd-deo.gc.ca](http://www.wd-deo.gc.ca).

## **Backgrounder**

### **Canada 150 Community Infrastructure Program**

Economic Action Plan 2015 created a new dedicated infrastructure fund to improve existing community infrastructure in all regions of the country, as part of the Government of Canada's coordinated approach as Canada prepared to celebrate the 150<sup>th</sup> anniversary of Confederation in 2017. The Canada 150 programming will aim to make the most of government investments and generate economic spin-offs for communities of all sizes across the country.

Under the theme "Giving back to Canada," the Canada 150 Community Infrastructure Program supports projects that rehabilitate, renovate and expand existing community infrastructure. These investments will help celebrate our shared heritage, reflect our national pride, and strengthen communities from coast to coast to coast. Across the West investments will echo the overarching theme of Canada 150 of "Strong. Proud. Free."

The program is being delivered by the regional development agencies across Canada. Federal support for projects in Western Canada cannot exceed \$500,000 per project. Western Economic Diversification Canada is delivering the program in Western Canada with an allocation of \$46.2 million over two years, beginning April 1, 2016.

### **How do I apply?**

Applications for projects in Western Canada must be submitted by 4:00 p.m. EDT on June 17, 2015. Eligible applicants should apply online at <http://www.wd-deo.gc.ca/eng/18872.asp>.

### **Who can apply?**

- A local or regional government established under provincial or territorial statute;
- A public sector body that is wholly owned by an eligible applicant listed above;
- A not-for-profit entity;
- A provincial or territorial entity that provides municipal-type services to communities, as defined by provincial or territorial statute (including school boards); and,
- A First Nation government, including a Band or Tribal Council or its agent (including wholly-owned corporation) on the condition that the First Nation has indicated support for the project and for the legally-designated representative to seek funding through a formal Band or Tribal Council resolution, or other documentation from Self-governing First Nations.

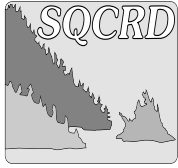
### **What projects are eligible?**

As the objective of this program is to ensure a lasting legacy resulting from Canada 150 in Western Canada (Manitoba, Saskatchewan, Alberta, British Columbia), strong preference will be given to projects that are undertaking meaningful upgrades to existing cultural and community facilities; upgrades that will provide long-term benefits to a community, will be viewed with pride by a community, and are recognized as a lasting legacy from Canada 150.

Examples of the type of community infrastructure that can be supported include:

- Community centres (including legions);
- Cultural centres and museums;
- Parks, recreational trails such as fitness trails, bike paths, and other types of trails;
- Libraries;
- Recreational facilities including local arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other types of recreational facilities;
- Tourism facilities;
- Docks;
- Cenotaphs; and,
- Other existing community infrastructure for public benefit.

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## STAFF REPORT

**DATE:** May 22, 2015

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

**SUBJECT:** Sandspit Water Service Advisory Committee Bylaw

### Recommendation:

**THAT the staff report entitled “Sandspit Water Advisory Committee Bylaw” be received for information.**

### BACKGROUND:

At the March 20, 2015 Skeena-Queen Charlotte Regional District Board meeting, the Board directed staff to research and develop a bylaw to establish a committee to oversee the ongoing operations of the Sandspit Water System and advise on issues and business pertaining to the Sandspit Water Service.

### DISCUSSION:

#### **Bylaw No. 600, 2015**

Staff has drafted the Sandspit Water Service Advisory Committee Bylaw No. 600, 2015 to establish a committee which is delegated the authority to exercise advisory powers with respect to the Sandspit Water Service. Below are some highlights of the proposed bylaw.

#### ***Membership & Appointment***

Membership of the proposed committee is limited to 5, with a provision that at least one Director of the Regional District Board must serve as a member of the committee.

Appointments to the committee shall be made by the Chair of the Regional District Board in accordance with section 795(2) of the Local Government Act. Members are appointed to a two-year term.

#### ***Procedure***

Committee Chair and Vice Chair are elected annually. The majority of committee members constitutes quorum and all decisions of the committee shall be made by a majority vote of the members present at a meeting (each member having one vote). Regular committee meetings are to be held quarterly.

***Delegated Authority***

- Administrative powers with respect to the committee; and
- Advisory powers with respect to the water service in a portion of electoral area E.

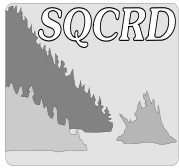
***Reporting Obligations***

The committee is to communicate regularly with the Chief Administrative Officer with respect to the exercise of the committee's powers, duties and functions.

The committee is to abide by the "Accountability Standards for Regional District Committees and Commission Policy".

**RECOMMENDATION:**

Staff is recommending that, as the business arises, the Board give first, second, third readings and adoption to Bylaw No. 600, 2015.



## STAFF REPORT

**DATE:** May 22, 2015  
**FROM:** Daniel Fish, Deputy Corporate Officer  
**SUBJECT:** Draft Strategic Priorities 2015 - 2018

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### **Recommendation:**

**THAT the Board receives the staff report “Draft Strategic Priorities 2015 - 2018”;**

**AND THAT the Board adopts the Strategic Priorities including the goals and actions, as presented.**

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### **Background:**

During the April 25/26, 2015 Strategic Priorities Setting Workshop held in Haida Gwaii, the Board identified four key priorities and set goals and actions related to those priorities. Following that workshop, staff and the consultant worked together to incorporate those four key areas into a serviceable document.

### **Discussion:**

Plans are meant to be fluid and, as changes in the Board’s priorities occur, this document can be amended as required.

Staff is recommending that the Strategic Priorities 2015-2018, including the goals and actions be adopted as presented.

Subsequent to the adoption of the Strategic Priorities Report by the Board, staff will implement a process to monitor and report back on progress made on each of the actions identified in the report.



## **Skeena – Queen Charlotte Regional District**

### **Report - Strategic Priorities** **2015 - 2018**

This report outlines the work of the Board at its planning session in Haida Gwaii on Saturday & Sunday, April 25/26, 2015.

#### **Strategic Priorities**

The Board agreed to focus on four strategic priorities.

**Organizational Development**

**Integrated Regional Planning**

**Regional Collaboration**

**Regional Leadership and Advocacy**

## **Organizational Development**

### **Board Champions: Chair Pages & Vice Chair Nobels**

#### **Objectives**

#### **Outcomes**

To have a full complement of qualified staff to achieve the Organizational Priorities	<ul style="list-style-type: none"><li>• Have a full time Planner</li><li>• Have a full time Treasurer</li><li>• Staff will be continuously increasing their knowledge and skills</li></ul>
To recruit and retain local competent employees	<ul style="list-style-type: none"><li>• Attract and retain staff for a period of five years and beyond</li></ul>
To increase and diversify the District's revenue so it has the resources to complete its objectives	<ul style="list-style-type: none"><li>• Diversify the revenue of the District</li><li>• Have a grant writer securing grant funding for the Regional District</li></ul>
To improve Board and staff relationships	<ul style="list-style-type: none"><li>• Annual staff survey reveals that all staff feel valued and recognized by their colleagues, management and Board</li></ul>
To find a permanent location for the Regional District's administrative office	<ul style="list-style-type: none"><li>• Purchase a location that is cost effective for the Regional District</li></ul>
To change the name of the Regional District	<ul style="list-style-type: none"><li>• A new name for the Regional District has been done</li></ul>
To examine how the Regional District can effectively enforce its by laws	<ul style="list-style-type: none"><li>• Regional District has resolved how it enforces its by laws</li></ul>

## **Integrated Regional Planning**

### **Board Champions: Director Brain, Director Bergman and Director Franzen**

<b>Objectives</b>	<b>Outcomes</b>
To develop an integrated Sustainable Regional Plan for the Mainland, involving all key stakeholders	<ul style="list-style-type: none"><li>• Have consensus from Regional District communities on developing the Plan</li><li>• Researched various approaches and agreed upon an approach</li><li>• Acquired the resources to develop the plan</li><li>• Involved all the key stakeholders in developing the plan</li><li>• Involved the various communities in meaningful consultation (Mainland C2C)</li><li>• Produced a plan that addresses future land use, economic opportunities and environmental sustainability</li><li>• Commitment by all key stakeholders to implement the Plan</li></ul>
To complete Official Community Plans (OCPs) for Areas A and C	<ul style="list-style-type: none"><li>• Complete Area A OCP so that it achieves the goals of the local community and integrates economic development and environmental sustainability</li><li>• Complete Area C OCP so that it achieves the goals of the local community and integrates economic development and environmental sustainability</li></ul>
To support the development of an effective emergency marine response strategy	<ul style="list-style-type: none"><li>• Define the Region's marine response standards (e.g. what we mean by world class)</li><li>• Have the knowledge, capabilities, resources and equipment to meet the marine response standards</li></ul>

## **Regional Collaboration**

### **Board Champions: Director Gould and Director Brain**

#### **Objectives**

#### **Outcomes**

To facilitate effective C2C regional forums	<ul style="list-style-type: none"><li>• Agreement by the C2C members to an Integrated Sustainable Regional Plan</li><li>• Complete the joint projects, established by the Forums (identify project champions) and communicate the progress to all appropriate groups and organizations</li></ul>
To engage First Nations in a meaningful manner with the Regional District	<ul style="list-style-type: none"><li>• Decide how the Regional District and First Nations will work together in a meaningful manner</li></ul>
To work collaboratively with all levels of government on major developments within the Region	<ul style="list-style-type: none"><li>• To be involved in the planning and development of LNG projects</li><li>• To be involved in the implementation of the new marine plans</li><li>• To be involved in major resource developments in the Region</li><li>• Sharing of information and resources with member municipalities</li></ul>
To work collaboratively with the Prince Rupert Port Authority in its land and port development	<ul style="list-style-type: none"><li>• To be involved in the planning and development of the Port's expansion</li></ul>

## **Regional Leadership and Advocacy**

### **Champions: Director Beldessi, Director Racz and Director Martin**

#### **Objectives**

#### **Outcomes**

To re establish affordable ferry rates and schedule, understanding that BC Ferries is an extension of the provincial highway system	<ul style="list-style-type: none"><li>• Return the schedule for the Sandspit to Skidegate route to 2012 service levels</li><li>• Increase the fall, winter and spring schedules from 2 to 3 trips from Skidegate to Prince Rupert per week</li><li>• Decrease the ferry rates to 2010 levels</li></ul>
To maintain and enhance our health service levels	<ul style="list-style-type: none"><li>• Reduce the current emergency response times to a maximum of one hour in the Regional District</li><li>• Retain our health specialists and surgeons currently operating in Prince Rupert</li><li>• Fully staffed paramedics in all communities on Haida Gwaii</li><li>• Return the “medical sailing” back to Haida Gwaii</li></ul>
To improve airport access in Prince Rupert	<ul style="list-style-type: none"><li>• Reduce the amount of time by half for travellers arriving or departing from the airport to Prince Rupert</li></ul>
To achieve a fair and equitable distribution of wealth for the resources that are taken from the Region	<ul style="list-style-type: none"><li>• Implement a revenue sharing agreement</li></ul>
To develop multiple leadership and advocacy methods in advancing key regional issues for residents and businesses	<ul style="list-style-type: none"><li>• To become more competent in addressing/resolving the issues mentioned above</li></ul>

## **Board Functioning and Agendas**

The Board agreed to focus on its Strategic Priorities at each of its Board meetings.

This could occur on the Friday night meetings or on Saturday morning.

The Board will have a project management and work plan for each of the four areas with specific deliverables described and timelines identified.

It also agreed to examine the waste management operations and the landfill operation on the Islands as a specific agenda at one of its Board meeting in 2015.

### **Proposed Timelines for Board Priorities for 2015**

**2015**

**Agenda Item 1**

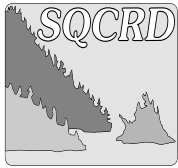
**Agenda Item 2**

<b>May</b>		
<b>June</b>		
<b>August</b>		
<b>September</b>		
<b>October</b>		
<b>November</b>		
<b>December</b>		

## **Barriers to Implementation**

Board members identified three key areas that may impede the implementation of these objectives. They made suggestions on how to address these barriers.

Barriers	Suggestions
Be Focused and Efficient	<ul style="list-style-type: none"><li>• Design all Board agendas with Strategic Planning topics included</li><li>• Have Board members assigned to specific topics</li><li>• Have work plans for each strategic area and have regular progress reports</li><li>• Share learnings as you progress</li></ul>
Be Effective Advocates	<ul style="list-style-type: none"><li>• Create the Board's guidelines for effective Advocacy (e.g. operate like a government; operate with a United Voice; use the media and social media more effectively; be knowledgeable of your allies and opponents...)</li><li>• Study and learn from other successful Regional Districts - what are they doing to create credibility and influence senior levels of government</li></ul>
Increase our Financial Resources	<ul style="list-style-type: none"><li>• Use multiple methods and learn from others – use grants; examine fees and service; fair tax system...</li></ul>



## STAFF REPORT

**DATE:** March 20, 2015

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

**SUBJECT:** 2015 UBCM Resolution Submissions

### Recommendation:

**THAT the staff report entitled “2015 UBCM Resolution Submissions” be received;**

**AND THAT the Board provide staff with further direction.**

### BACKGROUND:

The 2015 Union of BC Municipalities (UBCM) Convention will be held at the Vancouver Convention Centre from September 21-25, 2015.

UBCM’s annual convention provides an opportunity for local government leaders to discuss local issues and initiatives with provincial government elected officials and staff, as well as to develop policy that guides UBCM’s advocacy efforts and work throughout the year.

### DISCUSSION:

The main forum for UBCM policy-making is the annual resolutions cycle. It provides an opportunity for local governments of all sizes and from all areas of B.C. to express concerns, share their experiences and take a united position.

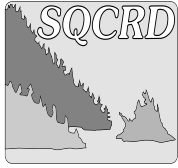
UBCM member local governments submit resolutions on province-wide issues for consideration by the full membership at the Convention. Resolutions endorsed by the membership are conveyed to other orders of government or organizations involved in local affairs, as appropriate.

Issues too complex to be dealt with in a single resolution may be addressed through presentation of a policy paper for consideration by the membership at the Convention.

UBCM policy staff then build on the policy directions endorsed by membership through the resolutions process. Policy implementation activities have expanded from annual presentations to Cabinet to UBCM involvement in intergovernmental committees, regular meetings with Ministers and contact on a daily basis with other orders of government.

Resolutions to go forward will need to be submitted directly to UBCM by June 15, 2015.





## STAFF REPORT

**DATE:** May 22, 2014  
**FROM:** Daniel Fish, Deputy Corporate Officer  
**SUBJECT:** 2015 UBCM Convention Meeting Requests

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### Recommendation:

**THAT** the staff report entitled “2015 UBCM Convention Meeting Requests” be received;  
**AND THAT** the Board provide staff with further direction.

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### BACKGROUND:

The 2015 Union of BC Municipalities (UBCM) Convention will be held at the Vancouver Convention Centre from September 21-25, 2015.

UBCM’s annual convention provides an opportunity for local government leaders to discuss local issues and initiatives with provincial government elected officials and staff, as well as to develop policy that guides UBCM’s advocacy efforts and work throughout the year.

### DISCUSSION:

Staff is recommending that the Board discuss the topics and issues that it would like to see brought forward as a meeting request to the 2015 UBCM Convention. Once topics and issues have been identified, staff will have the opportunity to contact the appropriate Provincial Ministry to go about scheduling a meeting request and prepare briefing notes beforehand.

Staff has contacted the UBCM Meeting Coordinator with the Ministry of Community, Sport and Cultural Development and found that the online meeting request page will be open and available to schedule meetings on June 15, 2015 at 8:30 AM.

For the Board's information, the following meeting requests were submitted in 2014:

<b>Meeting:</b>	<b>Topic(s):</b>
Ministry of Community, Sport and Cultural Development, Minister's Meeting	1) Sandspit incorporation 2) Provincial funding allocation system for B.C. school districts
Ministry of Transportation and Infrastructure, Minister's Meeting	1) BC Ferries service cuts and fare increases; impact of increased development on ferry system
Ministry of Jobs, Tourism and Skills Training, Minister's Meeting	1) Workforce training and impacts of large scale industrial development in the region
Ministry of Natural Gas Development (Responsible for Housing), Minister's Meeting	1) BC Housing and impacts of increased development in region on housing; maintenance of BC Housing facilities
Ministry of Finance, Minister's Meeting	1) Tax regimes and revenue sharing as they relate to large scale industrial projects in the region
Ministry of Education, Minister's Meeting	1) BC Ferries service cuts and their effect on access to basic education
Ministry of Health, Minister's Meeting	1) BC Ambulance Service and gaps in service throughout rural areas of B.C.
Ministry of Forests, Lands and Natural Resource Operations, Minister's Meeting	1) Maintenance of secondary access roads on Haida Gwaii 2) Policy surrounding maintenance of recreation sites
Ministry of Advanced Education, Minister's Meeting	1) Haida Gwaii Higher Education Society update; benefits of the program to Haida Gwaii
Ministry of Aboriginal Relations and Reconciliation, Minister's Meeting	1) Industrial development impacts on Haida Gwaii and residents 2) Workforce training available to First Nations on Haida Gwaii
BC Hydro, Provincial Staff Meeting	1) Streetlight fixtures and LED fixtures; tariff for reduced power consumption of LED lighting

## **RECOMMENDATION:**

Staff is recommending that the Board designate a lead Board member for each issue/topic identified for a meeting request. This will allow staff to efficiently coordinate with the Board to ensure that briefing notes and subject matter are completed accurately and in a timely fashion.



## **Haida Gwaii Recreation Coordinator's Report**

**Month End: April 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** – On top of their weekly drop-in program at the **Queen Charlotte** Teen Centre, the Bike Re-Psych crew held two mobile trailer sessions in **Masset** this April. A total of **87** participants learned more bike maintenance and repair this April.

**Weight Room Orientations** – BCRPA instructor Lisa Shoop held an orientation on April 9<sup>th</sup> at the weight room in **Queen Charlotte** with a total of **2** 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 **21** participants in April. Multitalented instructor Ruth Bellamy led the Alternate Fitness class in **Port Clements** with a total of **11** 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 **62** participants learned to gently stretch and strengthen this April.

**Spring Into Fitness** – moving fluidly from yoga to alternate fitness to Pilates, instructor Ruth Bellamy concluded this combination Interval Circuit and Pilates class, held twice weekly at the Multiplex Gym in **Port Clements**, with a total of **30** participants this April.

**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 **28** participants in April.

**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.

**Conservation and Outdoor Recreation Education (CORE)** – taught by longtime instructor Ron Haralson, this course was held in **Queen Charlotte** for two consecutive weeks and focused on safe hunting practices; it was attended by a total of **9** participants in the process of obtaining their hunting licenses.

**Beginner Bellydance** – Bringing her signature style and laughter as well as considerable dance skill, 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 **43** dancers boogied and jived this April.

**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 flint-knapping, seaweed identification and food preparation, iyengar yoga, goat cheese making workshops, and two Haida village site trips via zodiac boat. A total of **144** seniors and youth attended the programs this month across both communities.

### **Movie Nights**

With a packed May due to Junior Canadian Ranger training, Sandspit held a stand-alone movie night in April to screen the animated hit ‘Paddington’. After several months of dialogue with the directors of the documentary ‘Line In the Sand’, the film was shown in Massett and Skidegate from April 11-12.

**Sandspit** – 15

**Masset** – 36

**Skidegate** – 45

**Total: 96**

### **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. Ross Hayes, Margo Hearne, Shelly Crack and Dan Schulbeck all held forth this month on topics ranging from oceanographic cartography and wave theory, to ornithology and Haida Gwaii bird identification, to local foods within institutionalized settings, to the development and progression of interstellar space travel. A total of **98** locals attended all four lectures this April.

### **All-Island Youth Art Show**

In collaboration with the Haida Gwaii Canada Arts Council and artist Nancy Hett, HG Rec Coordinator provided transport and advertising for this years' all-island youth art show in **Port Clements**. The show included a series of workshops for youth hosted by island artists in a variety of mediums, from printmaking to graphic novel design. A total of **41** youth attended workshops and submitted artwork.

### **HG ASSAI Programs**

Kicking off the final round of programs that continue to the end of the school year, 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.

Surf Club (all-island) – 38  
After School Sports and Games (SKA) – 20  
After School Arts and Crafts (OMYC) – 16  
After School Sports and Games (OMYC) – 11  
Fibre Arts: Create, Make, Wear! (GMD) – 16  
SUP (Stand-Up Paddleboard) Club (all-island) – 27  
Visual Arts (PCES) – 23  
After School Arts (L&L) – 20  
Girls Fit4Defense (QCTC) – 6  
Haida Song & Dance (QCSS) – 18  
DIY Art Mondays (ALM) – 10  
Sewing Club (ALM) – 16

Total HG ASSAI April participants: **221**

**Total April 2015 participants in HG Rec programs/events: 917**

*\* Total April 2014 participants in HG Rec programs/events: 841*

## **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 May 14<sup>th</sup> in **Queen Charlotte.**

**Masset Lecture Series** – Lynn Lee and Leandre Vigneault will host lectures this May in **Masset,** on riparian ecosystem recovery, extirpated marine species, and site-specific resource management.

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

**Rugby Canada Clinic** – returning HG Rec instructor Kris de Scossa will be back on Haida Gwaii from June 5-13 to deliver the new ‘Rookie Rugby’ fundamentals of rugby workshop in **Masset, Port Clements** and **Queen Charlotte.**

## **Additional Reporting**

### **Haida Gwaii Fitness Centre**

In partnership with the Haida Gwaii Fitness Association (HGFA), the HG Rec Coordinator has assisted in pursuit of grants and funding applications for the existing Curling Rink in Masset; the project’s scope includes complete renovation of the building and its redefinition as a fitness centre and gym.

### **HGRRC 2015 AGM**

The Commission and Society Annual General Meetings for Haida Gwaii Recreation will be held Thursday, May 14<sup>th</sup> at 5:30 pm, in the conference room at Charter’s Restaurant in Masset.

*Lucy Neville*

**Haida Gwaii Recreation Coordinator**

## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

## SANDSPIT WATER SERVICE ADVISORY COMMITTEE BYLAW NO. 600, 2015

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A bylaw to establish a Sandspit Water Service Advisory Committee

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

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

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

**AND WHEREAS** pursuant to Bylaw No. 469, 2005, and all subsequent amendments thereto, the Board has established a water service in a portion of Electoral Area E;

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

## 1. ESTABLISHMENT

- 1.1. The Sandspit Water Service Advisory Committee is hereby established.

## 2. DEFINITIONS

- 2.1. **“Administrative Powers”** means the ability to undertake activities required for the day to day functioning of the Committee, 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 Committee within the guidelines set by the Board;
- 2.2. **“Advisory Powers”** means the ability of the Committee to consider issues pertaining to matters delegated or referred to the Committee by the Board and to make recommendations to the Board on those issues;
- 2.3. **“Board”** means the Board of the Skeena-Queen Charlotte Regional District;
- 2.4. **“Chair”** means the Chair of the Skeena-Queen Charlotte Regional District Board;
- 2.5. **“Chief Administrative Officer”** means the person appointed by the Board as the Chief Administrative Officer;
- 2.6. **“Committee”** means the Sandspit Water Service Advisory Committee;
- 2.7. **“Local Service Area”** means the boundaries of the Water Service Area established by Bylaw No. 469, 2005, and amendments thereto;
- 2.8. **“Regional District”** means the Skeena-Queen Charlotte Regional District.



### **3. MEMBERSHIP**

- 3.1. The Committee shall consist of no more than five (5) members from the Local Service Area and will consist of the following:
- (a) At least one Director, appointed by the Chair in accordance with this Bylaw; and
  - (b) Such other persons who are eligible to serve on the Committee, appointed by the Chair in accordance with this Bylaw.

### **4. APPOINTMENT**

- 4.1. Members of the Committee shall be appointed by the Board in accordance with section 795(2) of the *Local Government Act*.
- 4.2. Members of the Committee shall be appointed to a two (2) year term.
- 4.3. Members of the Committee shall be eligible for reappointment to successive terms without limitation.
- 4.4. Each member of the Committee 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 Committee subject to the approval of the Chair.
- 4.6. The Chair may terminate the appointment of a Committee member at any time.

### **5. PROCEDURE**

- 5.1. The Committee Chair and Vice Chair shall be elected annually by a majority vote of all Committee members.
- 5.2. A quorum of the Committee shall be the majority of its members.
- 5.3. All decisions of the Committee shall be made by a majority vote of the members present at the meeting, with each member having one vote.
- 5.4. Regular Committee meetings shall be:
- 5.4.1. Held at least three (4) times per annum; and
  - 5.4.2. Open to the public.

- 5.5. Special Committee meetings shall be:
  - 5.5.1. Called by resolution of the Committee at a regular meeting; or
  - 5.5.2. Called at the request of two or more Committee members; and
  - 5.5.3. Open to the public, subject to section 5.8 below.
- 5.6. Notice of meetings, by such means as the Committee deems reasonable, shall be provided to members of the Committee and residents of the Local Service Area at least 48 hours in advance of a meeting.
- 5.7. 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.
- 5.8. 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 Committee meetings.
- 5.9. Minutes shall be kept for all meetings of the Committee and a copy of such minutes shall be forwarded to the office of the Regional District.

## 6. DELEGATION OF AUTHORITY

- 6.1. The powers delegated to the Committee, 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 Committee is empowered to exercise Administrative Powers with respect to the Committee;
  - 6.1.2. Subject to the provisions otherwise contained in this bylaw and part 24 of the *Local Government Act*, the Committee is empowered to exercise Advisory Powers with respect to the following:
    - 6.1.2.1. Water Service in a portion of Electoral Area E.
- 6.2. The Committee shall not exercise any powers, functions or responsibilities not expressly set out in this bylaw, as amended from time to time.
- 6.3. The Committee shall not undertake any initiatives or commitments that may be binding on the Committee or the Regional District without receiving the prior approval of the Board.

## **7. REPORTING OBLIGATIONS**

- 7.1. The Committee will communicate regularly and liaise with the Chief Administrative Officer respecting the exercise of the Committee's powers, duties and functions, as specified in this Bylaw, and subsequent amendments thereto.
- 7.2. The Committee will abide by the *Accountability Standards for Regional District Committees and Commissions Policy* as adopted or amended by the Board.

## **8. NO DELEGATION BY A DELEGATE**

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

## **9. SUB-COMMITTEES**

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

## **10. GENERAL**

- 10.1. 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.
- 10.2. All members of the Committee shall serve without remuneration, save and except to the extent that Committee members may be reimbursed for travel and out-of-pocket expenses in accordance with the policies of the Regional District.
- 10.3. To enable the Committee to perform its functions and to carry out its duties in accordance with the intent and purpose for which the Committee was established, the Chief Administrative Officer may, whenever required and without the direct instruction of the Board, give to the Committee such assistance as it may reasonably require.

## **11. SCOPE OF BYLAW**

- 11.1. 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.

**12. SEVERABILITY**

- 12.1. 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.

**13. CITATION**

- 13.1. This bylaw shall be cited for all purposes as the “Sandspit Water Service Advisory Committee Bylaw No. 600, 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:** May 22, 2015  
**To:** SQCRD Board  
**From:** Morganne Williams, Planner

**Regarding:** Forests, Lands and Natural Resource Operations Request # 2410076

**Location:** Crown land or foreshore covered by water being part of the bed of Maude Channel, Queen Charlotte District.

### Summary of the Referral:

Proponent: Angela Ransom  
Agent: Daniel Rabu  
Tenure Type: License - Aquaculture Shellfish  
Area: 35 Ha +/-  
Term: 30 years

**Comments from APC or Other Agencies:** None received to date.

**Staff Comments:** The area is zoned RS-1, which permits mariculture.

Mariculture is defined as: the culture or controlled growing of marine (saltwater) organisms, excluding finfish.

### Attachments:

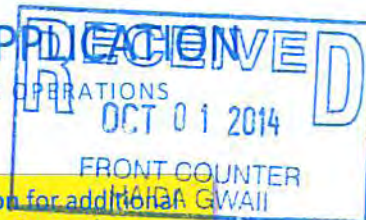
1. Referral Package 19 pages

FOR INTERNAL USE

File Number: 2410076	Project Number: 148617
Disposition Number: 920497	Client Number: 276406

## PACIFIC SHELLFISH AQUACULTURE APPLICATION

MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS  
FISHERIES AND OCEANS CANADA  
TRANSPORT CANADA



Please refer to **Guide to Pacific Shellfish Aquaculture Application** for additional important information on how to complete this application correctly.  
Incomplete applications will be returned to the applicant.

### PART I – GENERAL APPLICANT INFORMATION

#### SECTION A: APPLICANT AND GENERAL INFORMATION

1. Applicant Name(s) (Full Legal Name(s) or Registered Company Name)  Angela Ransom		Applicant Business Information: Telephone: ( 250 ) 203-2882 Cell: (     ) Fax: (     ) Email: panache23@hotmail.com	
2. Applicant Business Mailing Address:  P.O. Box 427 Queen Charlotte, Haida Gwaii BC  Postal Code: V0T 1S0			
3. Doing Business as:  Haida Gwaii Sea Scallops		4. BC Inc. #, BC Registration # or BC Society #	
5. Physical Business Address (if different from above):  3419-B Oceanview Drive, Queen Charlotte, Haida Gwaii BC  Postal Code: V0T 1S0			
6. Contact Name (if different from above):		Contact Business Information: Telephone: (     ) Cell: (     ) Fax: (     ) Email:	
7. Agent/Representative (if applicable):  Daniel Rabu  Letter of Authorization Enclosed: <input checked="" type="radio"/> Yes <input type="radio"/> No		Agent/Representative Business Information: Telephone: ( 250 ) 287-6406 Cell: (     ) Fax: (     ) Email: drabu@shaw.ca	
8. Business Mailing Address of Agent/Representative:  P.O. Box 427 Queen Charlotte, Haida Gwaii BC  Postal Code: V0T 1S0			



### 9. Type of Application:

- ☒ New site → TENURE TYPE: ☐ Licence of Occupation ☒ Lease ☐ Investigative Permit  
☐ Amendment → AMENDMENT TYPE: (please check all the boxes that apply)  
☐ Tenure Area ☐ Infrastructure ☐ Production  
☐ Species ☐ Other (describe):  
☐ Licence Holder Change → CURRENT LICENCE HOLDER NAME:

### 10. Government Reference Numbers

BC Land File # (Crown land): OR Park Use Permit # (Park/Protected land): OR Parcel Identification # (Private land):

NWPA #

DFO Aquaculture Facility #

## SECTION B: SITE AND INFRASTRUCTURE INFORMATION

### 1. Site Category

- ☒ Provincial Crown Land ☐ Provincial Park ☐ Private Land  
☐ Federal Land ☐ First Nation Reserve ☐ Other (describe):

2. Geographic location of site: Skidegate Inlet

3. Site Common Name: Maude Channel (Northern shore of Maude Island)

4. Pacific Fishery Management Area: 2 Sub Area: 1

5. Canadian Hydrographic Service Chart (CHS) Marine Chart Number: 3890 OR Topographical Map Number:

6. If the application area is surveyed, provide legal description of site (e.g. Land District and Lot Number):  
N/A

7. If the application area is not surveyed, provide the metes and bounds description from a known surveyed point or geographic reference (UTM or latitude and longitude):  
Starting at POC 53° 12.397' N, 132° 06.915' W, a rectangle formed by going to a second point 350 meters @ 335°T from the POC, then from there going to a third point 1,000 meters @ 65°T from it, then from there going to a fourth point 350 meters @ 155°T from it then going back to the POC 1,000 meters @ 245°T from it.

Alternatively, provide a shape file geo-referenced to BC Albers projection (NAD 83) Shape file submitted? ☐ Yes ☒ No

8. GPS coordinates for the center of the application area/tenure: Latitude: 53° 12.597' N  
Longitude: 132° 0.59' W

9. Total area of the site (Hectares): Current Size: 0 ha Proposed Size: 35 ha

### 10. Culture Type (check all that apply):

- ☐ Intertidal Beach culture – culture activities take place between the high water mark and the low water mark (chart datum)
- ☐ Subtidal on/in bottom culture – culture activity takes place on the sea floor below chart datum
- ☒ Deepwater Suspended culture – culture activity takes place on the surface or within the water column
- ☐ Nursery Operation – culture activity includes juvenile rearing

**NOTE:** For a shellfish Hatchery Operation where the culture activity is proposed to be located on land, use the application for **PACIFIC FRESHWATER AND LAND-BASED AQUACULTURE**.

### 11. Physical Structures (Improvements):

Complete table below by checking all applicable structures, existing & proposed and estimated area of the application site that will cover all existing and planned structures. Where applicable, note the number and dimensions of the structures.

There are specific conditions of licence for shellfish aquaculture that licence holders must adhere to pertaining to the installation, inspection and maintenance of structures and gear. Please review these carefully in the Pacific Shellfish Aquaculture Application Guide or on the DFO internet site at: <http://www.pac.dfo-mpo.gc.ca/aquaculture/licence-permis/shell-coq-eng.html>

**TABLE 11.1**

DESCRIPTION OF STRUCTURES	EXISTING AT THE SITE	NEW PROPOSED	TOTAL NUMBER	DIMENSIONS (m OR M <sup>2</sup> ) OF EACH STRUCTURE	ESTIMATED TOTAL AREA (M <sup>2</sup> ) OF COVERAGE
Work Floats					
Product handling	<input type="checkbox"/>	<input type="checkbox"/>			
Living accommodation	<input type="checkbox"/>	<input type="checkbox"/>			
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>			



TABLE 11.2

DESCRIPTION OF STRUCTURES	EXISTING AT THE SITE	NEW PROPOSED	NEW ESTIMATED TOTAL AREA (M <sup>2</sup> ) OF SITE COVERAGE BY STRUCTURE
<b>Predator Protection</b>			
Predator netting (intertidal beach)	<input type="checkbox"/>	<input type="checkbox"/>	
Predator netting (suspended culture vertical netting)	<input type="checkbox"/>	<input type="checkbox"/>	
Tubes (eg. Sections PVC or other material used in intertidal areas)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Intertidal Beach Modification</b>			
Rock Walls	<input type="checkbox"/>	<input type="checkbox"/>	
Trenches	<input type="checkbox"/>	<input type="checkbox"/>	
Berms	<input type="checkbox"/>	<input type="checkbox"/>	
Rack and Bag systems	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Nursery Infrastructure</b>			
FLUPSY	<input type="checkbox"/>	<input type="checkbox"/>	
Intertidal remote setting	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Suspended Culture Gear</b>			
Rafts	<input type="checkbox"/>	<input type="checkbox"/>	
Long lines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30 x 120m lines = 3,600 m <sup>2</sup>
Other (describe): 2 Pearl net lines & 28 Lantern net lines,	<input type="checkbox"/>	<input type="checkbox"/>	
<b>On/In bottom Subtidal Culture Gear</b>			
Containment structure(s) for adults or juveniles	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>	

TABLE 11.3

DESCRIPTION OF STRUCTURES	EXISTING AT THE SITE	NEW PROPOSED	DESCRIPTION OF STRUCTURES	EXISTING AT THE SITE	NEW PROPOSED
Site Marking Blocks	<input type="checkbox"/>	<input type="checkbox"/>	Navigational Markers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sinking ground line	<input type="checkbox"/>	<input type="checkbox"/>	Anchor blocks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>	➡ Anchor blocks DEPTH (m)		30 to 40 m



TABLE 11.2

DESCRIPTION OF STRUCTURES	EXISTING AT THE SITE	NEW PROPOSED	NEW ESTIMATED TOTAL AREA (M <sup>2</sup> ) OF SITE COVERAGE BY STRUCTURE
<b>Predator Protection</b>			
Predator netting (intertidal beach)	<input type="checkbox"/>	<input type="checkbox"/>	
Predator netting (suspended culture vertical netting)	<input type="checkbox"/>	<input type="checkbox"/>	
Tubes (eg. Sections PVC or other material used in intertidal areas)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Intertidal Beach Modification</b>			
Rock Walls	<input type="checkbox"/>	<input type="checkbox"/>	
Trenches	<input type="checkbox"/>	<input type="checkbox"/>	
Berms	<input type="checkbox"/>	<input type="checkbox"/>	
Rack and Bag systems	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Nursery Infrastructure</b>			
FLUPSY	<input type="checkbox"/>	<input type="checkbox"/>	
Intertidal remote setting	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Suspended Culture Gear</b>			
Rafts	<input type="checkbox"/>	<input type="checkbox"/>	
Long lines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30 x 200m lines = 6,000 m <sup>2</sup>
Other (describe): 2 Pearl net lines & 28 Lantern net lines,	<input type="checkbox"/>	<input type="checkbox"/>	
<b>On/In bottom Subtidal Culture Gear</b>			
Containment structure(s) for adults or juveniles	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>	

TABLE 11.3

DESCRIPTION OF STRUCTURES	EXISTING AT THE SITE	NEW PROPOSED	DESCRIPTION OF STRUCTURES	EXISTING AT THE SITE	NEW PROPOSED
Site Marking Blocks	<input type="checkbox"/>	<input type="checkbox"/>	Navigational Markers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sinking ground line	<input type="checkbox"/>	<input type="checkbox"/>	Anchor blocks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>	→ Anchor blocks DEPTH (m)		30 to 40 m

## SECTION C: MAPS AND DIAGRAMS

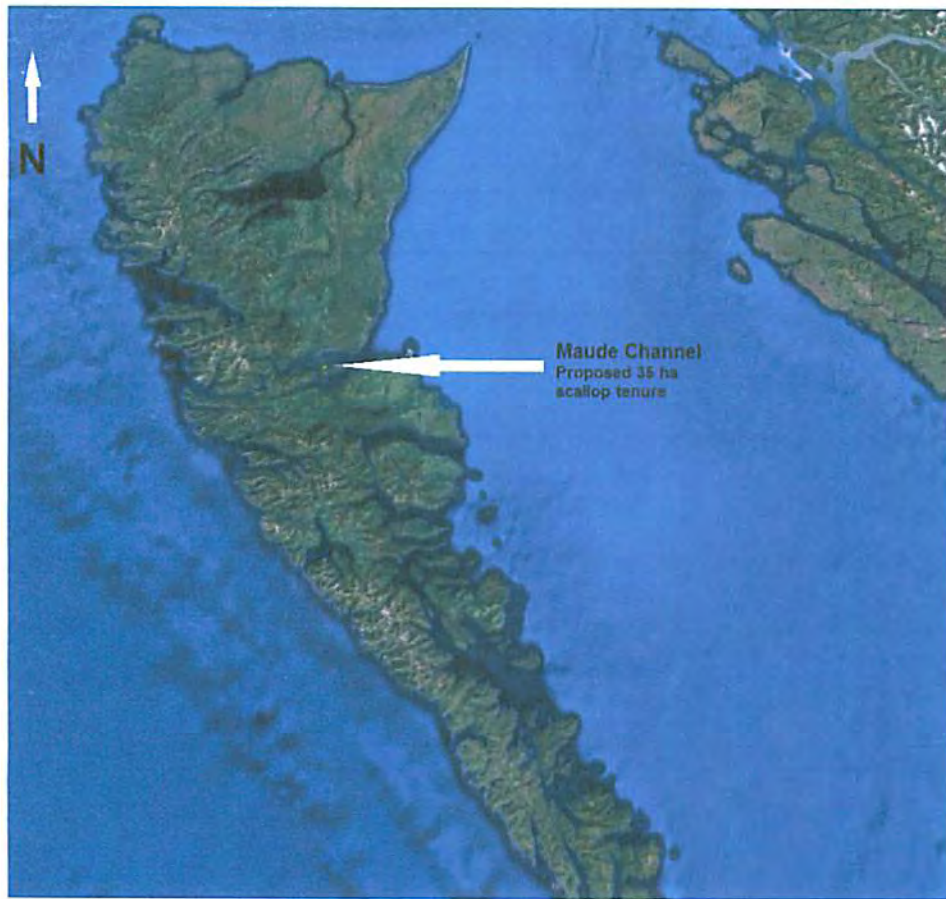
<p>Attach the following maps and diagrams. They must be submitted to scale and be consistent with the other information in this application. Please refer to the Mapping Descriptions and Sample Mapping in the Pacific Shellfish Aquaculture Guidance Document.</p>	<p><b>Check each box to confirm that documents are attached.</b></p>	
<p><b>Note:</b> If drawings are larger than 11" x 17", Transport Canada requires that you enclose five (5) copies. For drawings 11" x 17" or smaller, one (1) copy will be sufficient.</p>	<p>1. <b>General Location Map:</b> A topographic map (if the site is located on land) or a Canadian Hydrographic Service (CHS) Marine Chart (if the site is located in marine waters) at a scale of 1:50,000 to 1:250,000 indicating the general location of area under application, noting the location of significant geographic features, such as a lake, mountain, road, community, etc.</p>	<input checked="" type="checkbox"/>
	<p>2. <b>Detailed Location Map:</b> A section of a Canadian Hydrographic Service (CHS) Marine Chart of a scale between 1:20,000 and 1:40,000, showing the detailed location of the area under application.</p>	<input checked="" type="checkbox"/>
	<p>3. <b>Top View Operational Diagram:</b> A 1:5000 scale CHS chart showing the application boundaries, site improvements, and metes and bounds description.</p>	<input checked="" type="checkbox"/>
	<p>4. <b>Side View Operational Diagram, based on the culture type:</b> A scaled schematic diagram(s) showing a side view of the proposed operation, which includes all structures.</p>	<input checked="" type="checkbox"/>

## SECTION D: WATER USE

<p>1. Will fresh water be used at this facility? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>If <u>Yes</u>, and if water source is surface water (not ground), provide the name of the water source:</p>
<p>2. If you already have a water licence at this site, please provide licence number, or provide date of submission of an application: N/A</p>



**General Location Map - 1:** 35 hectare scallop aquaculture tenure Maude Channel, Haida Gwaii

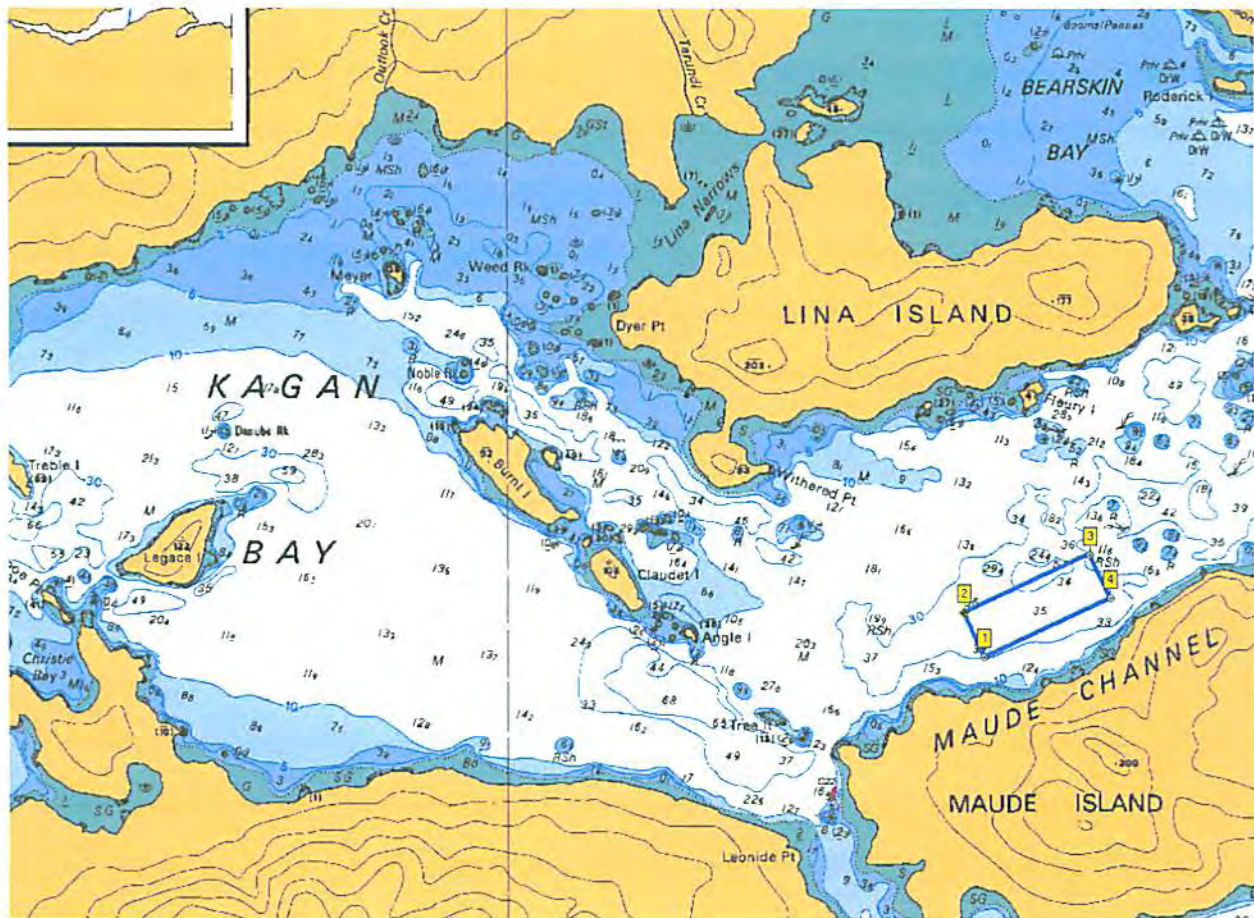


**General Location Map - 2:** 35 hectare scallop aquaculture tenure Maude Channel, Haida Gwaii

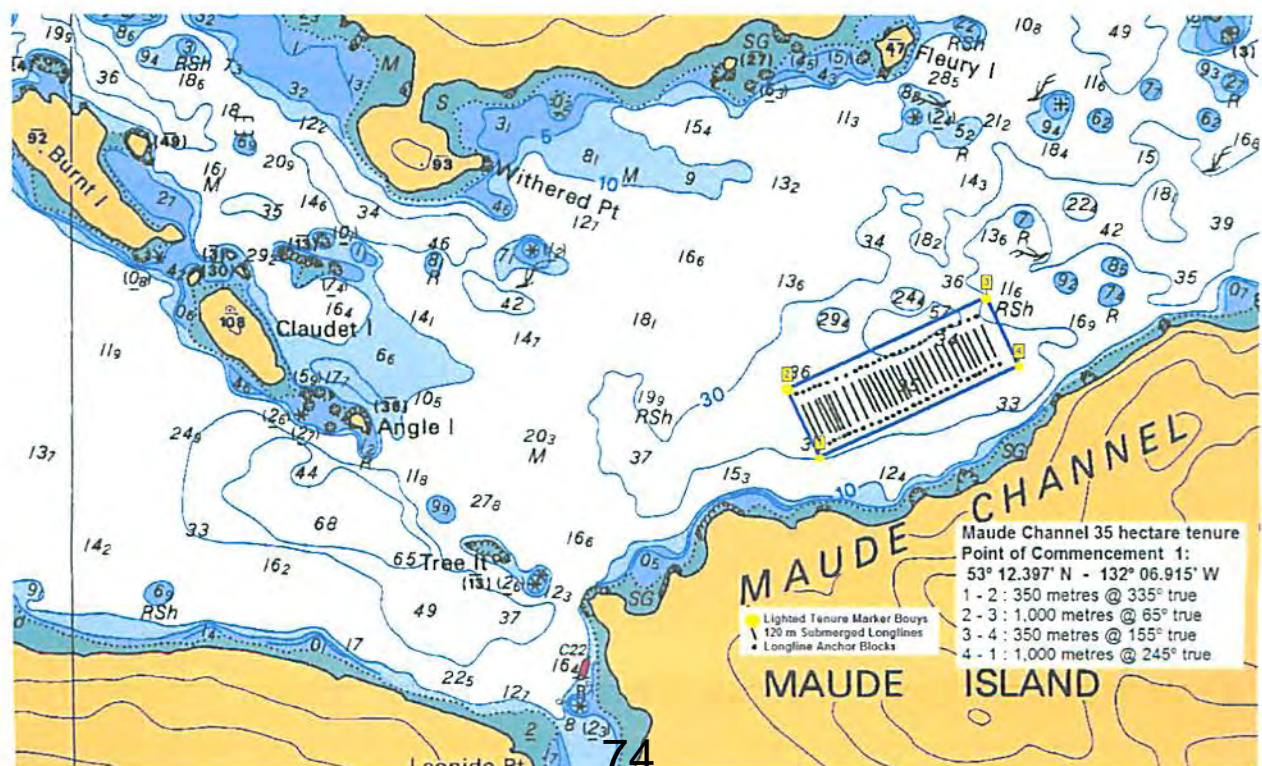


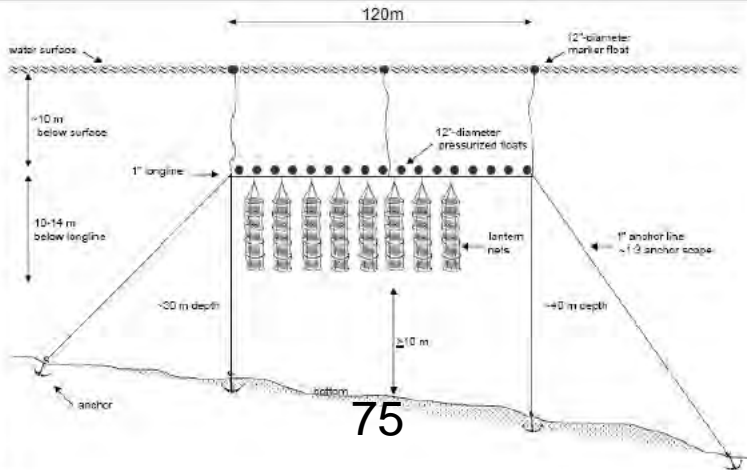


Detailed Location Map: 35 hectare scallop aquaculture tenure Maude Channel, Haida Gwaii



Top View Operational Diagram: 35 hectare scallop aquaculture tenure Maude Channel, Haida Gwaii







## PART II – INFORMATION FOR THE BC MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS (FLNRO)

The following information, along with Part I and Part V is required for the review of the Provincial Crown Land Tenure application or amendment to an existing tenure pursuant to the BC *Land Act*.

### SECTION A: SITING CONSIDERATIONS

Applicants must respond to each consideration and may be required to provide additional information in some situations.

1. Does your proposal infringe on the riparian rights of an upland owner? ☐ Yes ☒ No

If Yes, the applicant is required to provide written consent from the private land upland owner to occupy the site for the proposed term of the tenure.

2. Is the intended use consistent with approved local government bylaws for land use planning and zoning? ☒ Yes ☐ No

If No, have you contacted the local government?

☐ Yes ☐ No

Provide details of communications and relevant correspondence with your application.

Provide the name of the local government(s) for the area under application:

Skeena Queen Charlotte Regional District

### SECTION B: ADDITIONAL CROWN LANDS INFORMATION

- |   |  |
|---|--|
| 1. Is applicant or applicant's spouse a provincial government employee?   | <input type="radio"/> Yes <input checked="" type="radio"/> No                        |
| 2. Are all applicants Canadian Citizens or Permanent Residents; or if a corporation, registered partnership, cooperative or non-profit society, is it registered in BC? | <input checked="" type="radio"/> Yes <input type="radio"/> No                        |
| 3. Is/Are applicant(s) 19 years of age or older?  | <input checked="" type="radio"/> Yes <input type="radio"/> No                        |
| 4. For applications made by more than one individual:   | <input type="radio"/> Joint Tenant <u>OR</u> <input type="radio"/> Tenants in Common |

## PART III – INFORMATION FOR FISHERIES AND OCEANS CANADA (DFO)

The following information along with Part I and Part V is required for the review of the federal Aquaculture Licence application or amendment to an existing licence pursuant to the federal *Fisheries Act*, *Pacific Aquaculture Regulations*.

**NOTE:** If you are requesting an increase or change in species or production that requires an infrastructure modification, please ensure that Part I, Section A, Question 9; and Part I, Section B, Question 12 are completed.

DFO requires the applicant(s), if an individual or a proprietorship or a person 'doing business as', submit date(s) of birth:

Applicant 1: <b>Angela Ransom</b>	Date of Birth (yyyy/mm/dd): <b>1965/12/07</b>
Applicant 2:	Date of Birth (yyyy/mm/dd):

### SECTION A: ELIGIBILITY FOR A SHELLFISH AQUACULTURE LICENCE

Eligibility for a federal Shellfish Aquaculture Licence requires adherence to general Conditions of Licence. The general Conditions of Licence for shellfish aquaculture can be found at:

<http://www.pac.dfo-mpo.gc.ca/aquaculture/licence-permis/shell-coq-eng.html>

This completed document, when approved, will form the Site Management Plan on which your aquaculture licence conditions will be based. Please review the Conditions of Licence prior to submitting your application.

### SECTION B: SANITARY GROWING WATER STATUS – BIVALVES ONLY

1. Is the application site or **any portion of it** located in marine waters that are classified as:

- ☒ Approved or Conditionally Approved for direct harvest of bivalve shellfish
- ☐ Restricted or Conditionally Restricted (no direct harvest of bivalve shellfish is permitted - depuration or relay may be permitted depending of the water quality sample results)
- ☐ Closed / Prohibited to the harvest of bivalve shellfish
- ☐ Unknown

2. Is the application site or **any portion of it** located in marine waters that are classified as:

- ☐ Prohibited – within 125 meters of finfish net pens
- ☐ Prohibited – within 125 metres of a marina
- ☐ Prohibited – within 125 meters of floating living accommodation



**SECTION C: INTERTIDAL BEACH CULTURE**

1. Estimated Intertidal culture area:		0 ha	hectares (culture area located between high tide and chart datum)				
2. Intertidal Area Details by Species:							
CHECK ALL THAT APPLY	SPECIES COMMON NAME	SPECIES SCIENTIFIC NAME	FIRST YEAR THAT PRODUCTION (SALE) IS ANTICIPATED TO OCCUR	ANNUAL PRODUCTION ESTIMATE (t)	SOURCE OF STOCK BY SPECIES FOR CULTURE AT THIS SITE (CHECK ALL THAT APPLY) <sup>1</sup>		
					Hatchery	Natural Sets on Site	Other Stock Source <sup>2</sup>
<input type="checkbox"/>	Butter Clam	<i>Saxidomus giganteus</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Geoduck Clam <sup>3</sup>	<i>Panopea generosa</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Kumamoto Oyster	<i>Crassostrea sikamea</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Littleneck Clam	<i>Protothaca staminea</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Manila Clam	<i>Venerupis philippinarum</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Nuttall's Cockle	<i>Clinocardium nuttallii</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pacific Oyster	<i>Crassostrea gigas</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Other (describe):				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Annual Production estimate:				0	(t)		
<sup>1</sup> <b>Note:</b> The source of stock for the licensed site may require <b>additional authority</b> to harvest wild fish from on or off your site for use as brood stock or for on-growing, as well as specific transfer and/or import licences from Canadian Food Inspection Agency (CFIA) and the Introductions and Transfers Committee (ITC). See Section H. <sup>2</sup> <b>Note:</b> Other stock source – please provide details, e.g. import, relay for on-growing, etc. <sup>3</sup> <b>Note:</b> Geoduck aquaculture policy approach is currently under review. This may influence the areas where applications for geoduck aquaculture will be accepted.							
3. Do you intend to use a Mechanical Clam Harvesting machine or 'stinger' harvest gear at this site?					<input type="radio"/> Yes <input checked="" type="radio"/> No		

**SECTION D: SUBTIDAL ON/IN BOTTOM CULTURE**

1. Estimated subtidal on/in bottom culture area:		0	hectares (for the area of the sea floor below chart datum)				
2. Subtidal On/In Culture Area Details by Species:							
CHECK ALL THAT APPLY	SPECIES COMMON NAME	SPECIES SCIENTIFIC NAME	FIRST YEAR THAT PRODUCTION (SALE) IS ANTICIPATED TO OCCUR	ANNUAL PRODUCTION ESTIMATE (t)	SOURCE OF STOCK BY SPECIES FOR CULTURE AT THIS SITE (CHECK ALL THAT APPLY) <sup>1</sup>		
					Hatchery	Natural Sets on Site	Other Stock Source <sup>2</sup>
<input type="checkbox"/>	Geoduck Clam <sup>3</sup>	<i>Panopea generosa</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Manila Clam	<i>Venerupis philippinarum</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Nuttall's Cockle	<i>Clinocardium nuttallii</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Other (describe):				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Annual Production estimate:				0	(t)		
<p><sup>1</sup>Note: The source of stock for the licensed site may require <b>additional authority</b> to harvest wild fish from on or off your site for use as brood stock or for on-growing, as well as specific transfer and/or import licences from Canadian Food Inspection Agency (CFIA) and the Introductions and Transfers Committee (ITC). See Section H.</p> <p><sup>2</sup>Note: Other stock source – please provide details, e.g. import, relay for on-growing, etc.</p> <p><sup>3</sup>Note: Geoduck aquaculture policy approach is currently under review. This may influence the areas where applications for geoduck aquaculture will be accepted.</p>							
3. Do you plan to provide any supplemental feeding of your aquaculture species at this site?					<input type="radio"/> Yes <input checked="" type="radio"/> No		



## SECTION E: DEEPWATER SUSPENDED CULTURE

### 1. For deepwater suspended culture sites:

Estimated suspended structures culture area:  hectares

Minimum Depth below Structures at chart datum:  meters, as measured from the deepest hanging trays, lines, etc. to the sea floor.

### 2. Deep water suspended culture area details by species:

CHECK ALL THAT APPLY	SPECIES COMMON NAME	SPECIES SCIENTIFIC NAME	FIRST YEAR THAT PRODUCTION (SALE) IS ANTICIPATED TO OCCUR	ANNUAL PRODUCTION ESTIMATE (t)	SOURCE OF STOCK BY SPECIES FOR CULTURE AT THIS SITE (CHECK ALL THAT APPLY) <sup>1</sup>		
					Hatchery	Natural Sets on Site	Other Stock Source <sup>2</sup>
<input type="checkbox"/>	Eastern Blue Mussel	<i>Mytilus edulis</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Gallo Mussel	<i>Mytilus galloprovincialis</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Western Blue Mussel	<i>Mytilus trossulus</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pacific Oyster	<i>Crassostrea gigas</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Kumamoto Oyster	<i>Crassostrea sikamea</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Geoduck Clam <sup>3</sup>	<i>Panopea generosa</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Giant Rock Scallop	<i>Crassadoma gigantea</i>	2018 +	1 metric ton +	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Japanese Scallop	<i>Mizuhopecten yessoensis</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Pacific Scallop (hybrid)	<i>Patinopecten x.</i>	2018 +	98 metric tons +	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pink Scallop	<i>Chlamys rubida</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Spiny Scallop	<i>Chlamys hastata</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Weathervane Scallop	<i>Patinopecten caurinus</i>	2018 +	1 metric ton +	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Other (describe):				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Annual Production estimate:				100 metric tons (t)			

<sup>1</sup>Note: The source of stock for the licensed site may require additional authority to harvest wild fish from on or off your site for use as brood stock or for on-growing, as well as specific transfer and/or import licences from Canadian Food Inspection Agency (CFIA) and the Introductions and Transfers Committee (ITC). See Section H.

<sup>2</sup>Note: Other stock source – please provide details, e.g. import, relay for on-growing, etc.

<sup>3</sup>Note: Geoduck aquaculture policy approach is currently under review. This may influence the areas where applications for geoduck aquaculture will be accepted.



## SECTION F: DOMESTIC WASTE MANAGEMENT

**NOTE:** Bivalve shellfish (clams, oysters, mussels, scallops) shall not be cultivated, stored, or harvested within 125 m of any floating living accommodation unless:

- the cultivated bivalves are seed <http://www.inspection.gc.ca/food/fish-and-seafood/manuals/canadian-shellfish-sanitation-program/eng/1351609988326/1351610579883?chap=3>; and
- a licence under the Management of Contaminated Fisheries Regulations ([http://www.pac.dfo-mpo.gc.ca/fm-gp/licence-permis/forms/shellfish\\_licence.pdf](http://www.pac.dfo-mpo.gc.ca/fm-gp/licence-permis/forms/shellfish_licence.pdf)) has been obtained for the licensed area to harvest seed from a prohibited area; or
- an approved Zero-Discharge Management Plan is in place that reduces the prohibited harvest area to 25m.

1. Is there a floating living accommodation within the marine waters of the application area?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. If Yes, is there an approved zero waste discharge management plan in effect for this site?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
3. Please provide description and location of sanitary (washroom) facilities for your own and staff needs:	Proper and DFO-TC conforming sanitary facilities located on work vessel.
4. Please provide the method(s) for storage and disposal of your other waste materials. (e.g., the location of an approved landfill for disposal of your waste materials):	Pump-out station located at the Sandspit Marina.

## SECTION G: FISHERIES PROTECTION

Fisheries and Oceans Canada – Aquaculture Management Division (DFO - AMD) is responsible for the sustainable management of aquaculture in British Columbia.

Like other types of industrial development taking place in and around water, aquaculture projects have the potential to affect fish and fish habitat.

**NOTE:** Please note aquaculture activities may not occur in salt marsh habitat.

Aquaculture activities must not result in harm to a Species at Risk Act (SARA) listed species, their residence, or their critical habitat, as defined in the associated Recovery Strategy, or Action Plan.

**1. Intertidal Culture Operations**

- a) Are you proposing to undertake: substrate modifications (i.e. constructing rock walls, trenches, berm or other substrate addition, redistribution or removal); or remote setting on your licensed area? ☐ Yes ☒ No
- b) Are you proposing to: install geoduck tubes, use rack and bag structures; use a mechanical clam harvester; and/or use a motorized vehicle (i.e. truck or ATV) or a 'stinger' (high pressure water wand harvesting gear) on your licensed area in any of the following habitats? ☐ Yes ☒ No
- i) intertidal stream channels
  - ii) eelgrass beds (*Zostera* sp.)
  - iii) fish spawning areas
  - iv) SARA listed species, critical habitat, and/or residence
- c) Are you planning to access your licensed area through a marine riparian area? ☐ Yes ☒ No

**2. Suspended Culture Operations**

- a) Are you proposing to install any aquaculture structures or conduct aquaculture activities (including anchor system placement) in waters shallower than -10m (measured from chart datum)? ☐ Yes ☒ No
- b) Are you proposing to install any aquaculture structures or conduct aquaculture activities (including anchor system placement) in waters deeper than 10m (measured from chart datum) and over any of the following habitats? ☐ Yes ☒ No
- i) rocky reefs
  - ii) kelp beds
  - iii) eelgrass beds (*Zostera* sp.)
  - iv) fish spawning areas
  - v) glass sponge complexes (*Hexactinellidae*) and/or coral complexes
  - vi) SARA listed species, critical habitat, and/or residence

**3. Subtidal On / In-Bottom Culture Operations**

- a) Are you proposing to install any temporary or permanent in- or on-bottom aquaculture structures (e.g. bags on bottom, cages, nursery structures, geoduck tubes, predator netting, etc.) other than site boundary markers in any of the following important or sensitive habitats? ☐ Yes ☐ No
- i) rocky reefs
  - ii) kelp beds
  - iii) eelgrass beds (*Zostera* sp.)
  - iv) fish spawning areas
  - v) glass sponge complexes (*Hexactinellidae*) and/or coral complexes
  - vi) SARA listed species, critical habitat, and/or residence
- b) Are you proposing to use harvesting methods other than hand picking or using a stinger (high pressure water wand gear)? ☐ Yes ☐ No



**SECTION H: ADDITIONAL SUPPORTING INFORMATION**

A separate application will be required to access fish, import species, or to introduce or transfer some species within British Columbia, if the planned source of stock, seed or juveniles for the licensed culture species for your site is:

1. Imported from outside of Canada,
2. From a hatchery (within or beyond the Transfer Zone where your site is located),
3. Natural set seed or spat collection from **off** your site,
4. Harvest of wild-caught fish to be relayed to your site, or
5. From another licensed site in a different transfer zone.

Contact the Introductions and Transfers Committee for more information and to obtain an application form at:

[FAMITC@dfo-mpo.gc.ca](mailto:FAMITC@dfo-mpo.gc.ca):

Additional information on Shellfish Transfer Zones in BC and the requirements for the importation, introduction or transfer of shellfish is located in the Conditions of Licence at:

<http://www.pac.dfo-mpo.gc.ca/aquaculture/licence-permis/shell-coq-eng.html>

## PART IV – INFORMATION FOR TRANSPORT CANADA (TC)

The following information, along with Part I and Part V is required for the review of the federal *Navigable Waters Protection Act* (NWPA) approval or amendment to an existing approval pursuant to the NWPA.

**SECTION A: SITING CONSIDERATIONS**

Applicants may be required to provide additional information in some situations.

**SECTION B: ADDITIONAL TRANSPORT CANADA INFORMATION**

<b>1. Waterway Name:</b> Maude Channel  <b>Width (m):</b> 1,800 m	<b>Depth Range (m):</b> 15m - 57m
<b>2. Nearest Community:</b> Queen Charlotte Village	
<b>3. Is this Work:</b> <input checked="" type="checkbox"/> Proposed <input type="checkbox"/> Existing <input type="checkbox"/> Modification of Existing Work	
<b>4. To help with the review process, please include the following if available (check those you have attached):</b> <input checked="" type="checkbox"/> Photographs at the site of the proposed/existing work and surrounding area <input type="checkbox"/> Environmental Assessment documents (if any)	



## PART V – INFORMATION FOR ALL AGENCIES

All applicable components of this application package must be complete. Incomplete applications will be returned to applicant. Applicable fees must be submitted at time of application.

Please refer to **Guide to Pacific Shellfish Aquaculture “Application Checklist”** to confirm that you have completed the sections of this application that are needed for the type of application you are making (i.e. New, Amendment, Change).

### PROVINCIAL FEES:

Note that the current [fee schedule](#) does not include the taxes that apply.

New site applications: [http://www.for.gov.bc.ca/Land\\_Tenures/documents/cabinet/fees-land.pdf](http://www.for.gov.bc.ca/Land_Tenures/documents/cabinet/fees-land.pdf)

Amendment applications: [http://www.for.gov.bc.ca/Land\\_Tenures/documents/cabinet/fees-misc.pdf](http://www.for.gov.bc.ca/Land_Tenures/documents/cabinet/fees-misc.pdf)

### FORMS OF PAYMENT:

- Cheques or Money orders must be in Canadian Funds to Minister of Finance.  
FrontCounter BC will not accept personal cheques drawn on US banks, regardless of what currency.  
Payment will not be accepted even if it has “CDN Funds” handwritten on the cheque.
- Debit Card (in-person only).
- Visa and MasterCard payments are accepted in-person or over the telephone. To locate a FrontCounter BC office, visit the website at <http://www.frontcounterbc.gov.bc.ca/contact/> or call the toll free number 1-877-855-3222.

**PLEASE NOTE:** Additional items may be required (e.g. Advertising, Security Deposit, Proof of Insurance, Letter of Consent). Some items may have additional associated costs or require additional processing time.

### DISCLOSURE:

The information you provide may be subject to the following legislation: British Columbia *Freedom of Information and Protection of Privacy Act* (FOIPP Act); the federal *Access to Information Act*; and the federal *Privacy Act*. The personal information collected by the Government of BC is collected under the authority of section 26 (c) of the FOIPP Act and will be used to process your application(s) and will be shared only with the necessary government agencies needed to provide you with the service that you have requested. If you have any questions regarding the handling of your personal information, please contact the Manager, Privacy, Information Access and Records Management for the Province of BC c/o FrontCounter BC, 2080a Labieux Road, Nanaimo, BC V9T 6J9 and/or the Director, Access to Information and Privacy Secretariat at the Department of Fisheries and Oceans Canada and Transport Canada.

The Province of British Columbia, Fisheries and Oceans Canada, and Transport Canada do not consider the information submitted in this form to be confidential unless it is subject to the privacy protection of the *Freedom of Information and Protection of Privacy Act* or the *Access to Information Act*.

I understand that the information supplied will be used to review my applications under the *BC Land Act*, *BC Fisheries Act*, federal *Fisheries Act* and the federal *Navigable Waters Protection Act* and information will be shared amongst the other agencies, First Nations and/or with the public.

**IMPORTANT:** Federal regulations require that applications submitted on behalf of a company be signed by a company director. Please email [aquaculture.licensing@dfo-mpo.gc.ca](mailto:aquaculture.licensing@dfo-mpo.gc.ca) for direction regarding supporting documentation.

\*If signature is by an authorized representative please supply a letter granting authorization to act on behalf of the applicant.

## Submit completed application, and additional supporting information (if applicable) to:

### BY EMAIL:

Email Subject line: **Proponent Name, Application Type** (date will be on the email)

Attachments: Prefer the application and attachment to come all in one PDF document. If not, name as following:

**Proponent\_Application Type\_1of2**

**Proponent\_Description of Supporting documents\_2of2**

Email to: [frontcounterbc@gov.bc.ca](mailto:frontcounterbc@gov.bc.ca)

Fees: IF FEES ARE APPLICABLE, CLIENT MUST CONTACT FRONTCOUNTER BC BY TELEPHONE WITH CREDIT CARD INFORMATION PRIOR TO SUBMITTING THE APPLICATION ELECTRONICALLY. DO NOT INCLUDE PAYMENT (CREDIT CARD) INFORMATION VIA EMAIL OR FAX.

Application Signature: Inserting names into the Signature area of the PDF application form will be deemed as signed when document is sent by email.

### IN PERSON:

Any FrontCounter BC office.

Visit <http://www.frontcounterbc.gov.bc.ca> for the location nearest you.

### BY MAIL:

FrontCounter BC, 2080a Labieux Road, Nanaimo, BC V9T 6J9

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS

APPLICATIONS ARE NOT TRANSFERABLE

THE SUBMISSION OF THIS FORM DOES NOT IN ANY MANNER CONVEY ANY RIGHTS TO USE OR OCCUPY CROWN LAND AND/OR CONDUCT REQUESTED ACTIVITIES



## Referral Memo

**Date:** May 22, 2015  
**To:** SQCRD Board  
**From:** Morganne Williams, Planner

**Regarding:** Forests, Lands and Natural Resource Operations Request # 6408813

**Location:** The outfall will be located at Mission Point and extend approximately 330 m southeast into Venn Passage and terminate in 15 m water depth.

**Summary of the Referral:**

**Proponent:** Metlakatla First Nations  
**Tenure Type:** Utilities – Sewer/Effluent Line  
**Term:** more than 30 years

**Comments from APC or Other Agencies:** *there is no APC in place for Electoral Area A.*

**Attachments:**

- |                    |          |
|--------------------|----------|
| 1. Application     | 4 pages  |
| 2. Management Plan | 27 pages |
| 3. Maps            | 2 pages  |



# Crown Land Tenure Application

Tracking Number: 100123492

## APPLICANT INFORMATION

**Name:** Metlakatla First Nations  
**Doing Business As:**  
**Phone:** 250-628-3234  
**Fax:**  
**Email:**  
**BC Incorporation Number:**  
**Extra Provincial Inc. No:**  
**Society Number:**  
**GST Registration Number:**  
**Contact Name:** Gordon Tomlinson  
**Mailing Address:** PO BOX 459  
Prince Rupert BC V8J 3R2

## SUBMITTED BY

You have indicated in Step 2 - Setup that you are applying on behalf of the applicant. Please provide us with your name, address, and contact information.

**Type of Submitter:** Agent  
**Name:** Jason Clarke  
**Phone:** 778-433-2672  
**Daytime Phone:** 778-433-2672  
**Fax:**  
**Email:** shawna.camden@greatpacific.ca  
**Mailing Address:** 202-2780 Veterans Memorial Parkway  
Victoria BC V9B3S6  
**Letter(s) Attached:** Yes (Metla Letter of Agency.pdf, Metlakatla BCR R3\_215 Venn Passage Outfall tenure.pdf)

## 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.

<b>Are you an individual or an organization?</b>	Individual
<b>Are you applying on behalf of the applicant?</b>	Yes
<b>Relationship to the applicant:</b>	Agent
<b>Is the applicant an individual or an organization?</b>	Organization
<b>Are there co-applicants for this application?</b>	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.

Purpose	Tenure	Period
Utilities Sewer/Effluent Line	Statutory Right of Way	More than thirty years

### ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: Upland is Indian reserve s 1/2 Tsimshian No.2. Crown Land is seabed. No public road access

### UTILITIES

Applications are accepted for Crown land used for linear public and private utilities, including aquatic land within Provincial Forests and land subject to regulation under the Park Act.

Specific Purpose: Sewer/Effluent Line  
 Period: More than thirty years  
 Tenure: Statutory Right of Way

### TOTAL APPLICATION AREA

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

Specify Length: 345 meters  
 Specify Width: 10 meters

### PROJECT DETAILS

Please provide further information on your application as it may affect your application fee.

Are you providing service to a single residential lot or individual general commercial site? No

Length of utility line: .345 kilometers

### 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? Yes

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

Does your operation fall within a park area? No

## LOCATION INFORMATION

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

☒ I will upload 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
Shape Files	Metlakatla.kml.kmz	Utilities

## ATTACHED DOCUMENTS

Document Type	Description	Filename
General Location Map	General Location	307076-04935-00-MA-DAG-1002...
Management Plan	Management Plan	1014-Metlakatla Replacement...
Site Plan	Site Plan	307076-04935-00-MA-DAG-1003...

## 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: Metlakatla First Nations  
Contact Name: Gordon Tomlinson

**Contact Address:** PO BOX 459  
 Prince Rupert BC V8J3R2  
**Contact Phone:** 250-628-3234  
**Contact Email:**

☒ 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.

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: Smithers

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

APPLICANT SIGNATURE	
Applicant Signature	Date

OFFICE USE ONLY		
Office Smithers	File Number	Project Number
	Disposition ID	Client Number

# **METLAKATLA OUTFALL REPLACEMENT UTILITIES APPLICATION PACKAGE**

**Prepared By:**

GreatPacific Consulting Ltd.  
Unit 202 – 2780 Veterans Memorial Parkway,  
Victoria, BC, V9B 3S6  
Phone: 778-433-2672  
[GPinfo@greatpacific.ca](mailto:GPinfo@greatpacific.ca)

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## Appendices

Appendix 1	Letter Of Agency
Appendix 2	Location And Site Maps
Appendix 3	Site Photographs
Appendix 4	Draft Construction Drawings
Appendix 5	Transport Canada Request For Work Approval
Appendix 6	Letter of Support – Metlakatla Governing Council

## 1. INTRODUCTION

GreatPacific was retained by David Nairne and Associates, on behalf of the Metlakatla First Nation, to prepare this application for a Statutory Right of Way for Crown seabed to replace an existing domestic wastewater outfall at Metlakatla, BC (Appendix 4). Upon acceptance of the Statutory Right of Way, construction of the outfall and subsequent survey of the Crown seabed occupied by the outfall will take place for a Statutory Right of Way.

GreatPacific has reviewed the requirements for the Utilities Program Application. The following has been included:

- a letter of agency (Appendix 1);
- location and site maps (Appendix 2);
- a management plan (Section 2);
- site photographs in (Appendix 3);
- draft construction drawings in (Appendix 4);
- Transport Canada Request for Work Approval (Appendix 5); and,
- Letter of Support – Metlakatla Governing Council (Appendix 6).



## **2. MANAGEMENT PLAN**

### **A. Project Overview**

#### **1. Project and Purpose**

The purpose of the project is the replacement of an existing marine outfall, to discharge treated domestic wastewater to Venn Passage.

The Metlakatla First Nation maintains a marine outfall for the discharge of domestic wastewater from the community of Metlakatla. The existing marine outfall has reached its useful design life and requires replacement. The replacement will also be extended to comply with current regulatory standards regarding proximity of a discharge to shellfish beds.

#### **2. Location, Size and Main Features of Project**

The proposed marine outfall alignment is shown on drawing 1002 and 1003 in Appendix 2 and in the design drawings (Appendix 4). The outfall will be located at Mission Point and extend approximately 330 m southeast into Venn Passage and terminate in 15 m water depth. The portion being replaced will commence at a connection point near the lower low water mark in the intertidal zone and extend offshore to the terminus location. The existing outfall will remain in place through most of the intertidal zone from the higher high water mark down to the connection point near the lower low water mark.

The upland property fronting the foreshore is IR S1/2 Tsimpsean No 2.

#### **3. Access Plans**

Site access will most likely be obtained from the water via vessel and barge.

#### **4. Construction Schedules**

The construction date for the outfall is tentatively scheduled for the winter of 2014/2015 to abide by timing windows set by Fisheries and Oceans Canada (November 30 to February 15).

The scheduling of the construction is also dependent on other regulatory permit approvals. a Transport Canada *Navigable Water Protection Act* Request for Work Approval (Appendix 5) has been submitted. .

### **B. Project Description**

#### **1. Access Plans During and After Construction**

Access to the site will be as discussed in Section A.3.

## 2. Construction Details

Design drawings for the outfall are provided in Appendix 4. The existing 150 mm high-density polyethylene (HDPE) outfall, offshore of the low water mark, will be replaced with a similar 150 mm HDPE pipe. The replacement 150 mm HDPE pipe will be ballasted with pre-cast concrete weights.). The following is a summary of the proposed construction work:

- Pre-assemble pipe and concrete weights on land
- Seal the outfall pipe at both ends and float it at sea. Tow the outfall to Metlakatla via vessel.
- Float the outfall over the intended alignment and flood the pipe with seawater to sink it, starting at the shoreward end, until the entire length is on the seabed.
- Cut the existing outfall at the proposed connection point near the lower low water mark and remove the offshore portion;
- Connect the replacement outfall to the existing outfall;
- Place additional concrete ballast weights over the pipe by divers to achieve the specified overall weighting;
- Attach the diffuser valve to the pipe by divers and attached the pipe terminus to a concrete terminus block;

## 3. Use of other Utilities

There is no need for the use of any utility poles, so no poles belonging to other utilities will be used.

## 4. Survey Evidence

Nearby survey monuments found in the MASCOT survey control database are listed in Table A.

**Table A Survey Monuments**

GCM No	Type	Marking	Latitude	Longitude
124057	CHS Rock Post	209-1967	54° 20' 3"	130° 25'19"
148288	CHS Rock Post	210-1967	54° 20' 7"	130° 27'42"

## 5. Drainage and Other Environmental Control Measures

There will be no drainage required for this project. Other environmental control measures include:

- More concrete weighting will be placed over the HDPE pipe near shore to protect it from damage due to wave action and logs.

- Additional environmental protection measures such as working in fisheries timing windows, spill prevention, sediment control plans, waste control plans, flora and fauna protection, environmental monitor and construction environmental management plan.

## **C. Additional Information**

### **1. Environmental**

#### **a) Land Impacts**

There will be no significant land impacts from the construction and operation of the outfall. On land assembly of the pipe is expected to take place off site within industrial/private property.

#### **b) Atmospheric Impacts**

There will be no significant atmospheric impacts from the construction and operation of the outfall.

#### **c) Fish Wildlife and Aquatic Impacts**

Potential impacts to the marine environment will be minimized by following the “*Measures to Avoid Causing Harm to Fish and Fish Habitat*” as published by Fisheries and Oceans Canada<sup>1</sup> These include:

- Completion of the work during recommended timing windows (November 30 to February 15);
- Limiting the proposed work to below the low water mark;
- Minimize disturbance to habitat by replacing outfall along the existing outfall alignment, identify machine access route and working footprint prior to construction;
- Implementation of a spill control and response plan;
- Construction activities will not interfere with fish passage.

### **2. Socio Community**

#### **a) Land Use**

The construction of the outfall is predicted to have negligible impact on the land or aquatic use in the area from the present day condition since an outfall already exists at the location. The outfall will remain buried in the intertidal zone. This will not limit the use of the area by the public, as the site has an existing outfall that does not impede the public from using the beach.

#### **b) Socio-Community Conditions**

The construction of the outfall replacement is a related project to a larger, federally funded project to upgrade the wastewater collection, treatment and disposal system in Metlakatla. The project will bring more reliable service and a higher level of treatment to the wastewater infrastructure, which currently

---

<sup>1</sup> <http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/index-eng.html>

consists of raw wastewater collected and discharged at sea. There will be no access or road changes anticipated as part of the outfall replacement.

**c) Public Health**

The proposed outfall will be longer than the existing outfall and terminate further away from shellfish resources. This will reduce potential risks to the public by moving the point of discharge away from intertidal shellfish that may be harvested by the members of Metlakatla or the general public.

**d) First Nations**

The project proponent is the Metlakatla First Nation who are in support of the project. A letter of support is included as Appendix 6.

**3. CLOSURE**

We trust that this report satisfies your current requirements and provides suitable documentation for your records. If you have any questions or require further details, please contact the undersigned at any time.

Report Prepared by



Jason Clarke, P.Eng.  
Director/ Marine Pipelines & Aquatic Sciences

## **Appendix 1      Letter of Agency**



# Metlakatla Governing Council

P.O. Box 459  
Prince Rupert, B.C.  
V8J 3R2

Phone: (250) 628-3234  
Fax: (250) 628-9205

September 22, 2014

To Whom it May Concern:

As part of the process to gain approval for the ocean outfall for our sanitary sewer system, the Metlakatla Governing Council appoints David Nairne + Associates Ltd. (DNA) and their subconsultant, GreatPacific Consulting Ltd. (GreatPacific).

David Nairne + Associates Ltd.  
250 - 171 W Esplanade  
North Vancouver, BC V7M 3J9  
Phone: 604-984-3503

Great Pacific Consulting Ltd.  
2565 Legacy Ridge  
Victoria, BC V9B 0A1  
Phone: 778-433-2672

The purpose of this appointment will be to undertake studies, designs and reports to secure the various approvals required as part of the replacement of the marine outfall in Metlakatla, BC.

During the course of their work, DNA, GreatPacific and their agents are authorized to act on behalf of Metlakatla Governing Council, when necessary, to accomplish the objectives of their engagement. They are authorized to request information and to make application for permits, licenses and other permissions related to the replacement of the Metlakatla outfall.

If the reader has any questions about the relevance of this authorization letter, please contact the undersigned.

The term of the assignment will extend to one year after the completion of construction of the new Secondary Treatment Plant and outfall works currently underway.

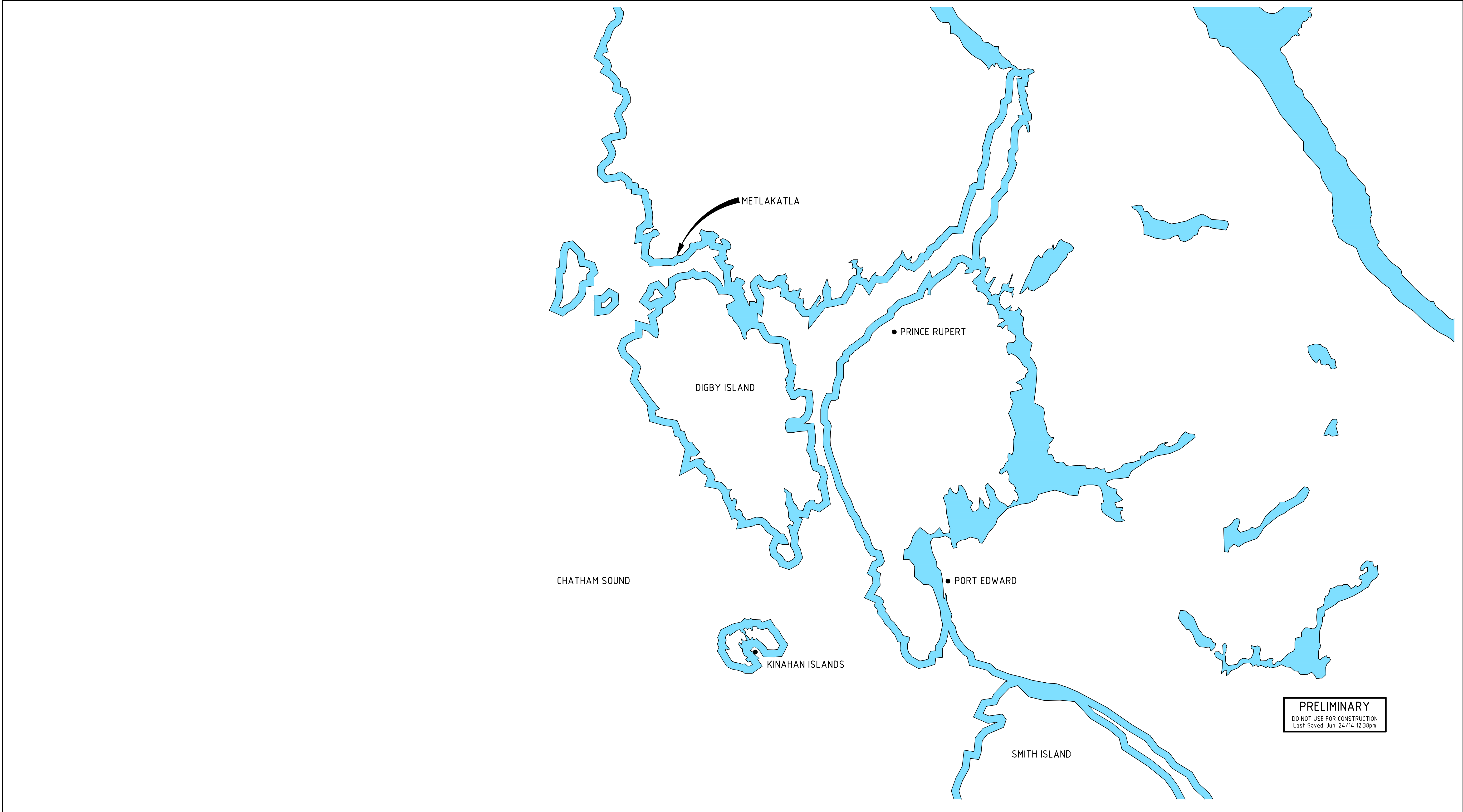
Regards,


Gordon Tomlinson

Executive Director  
Metlakatla Governing Council

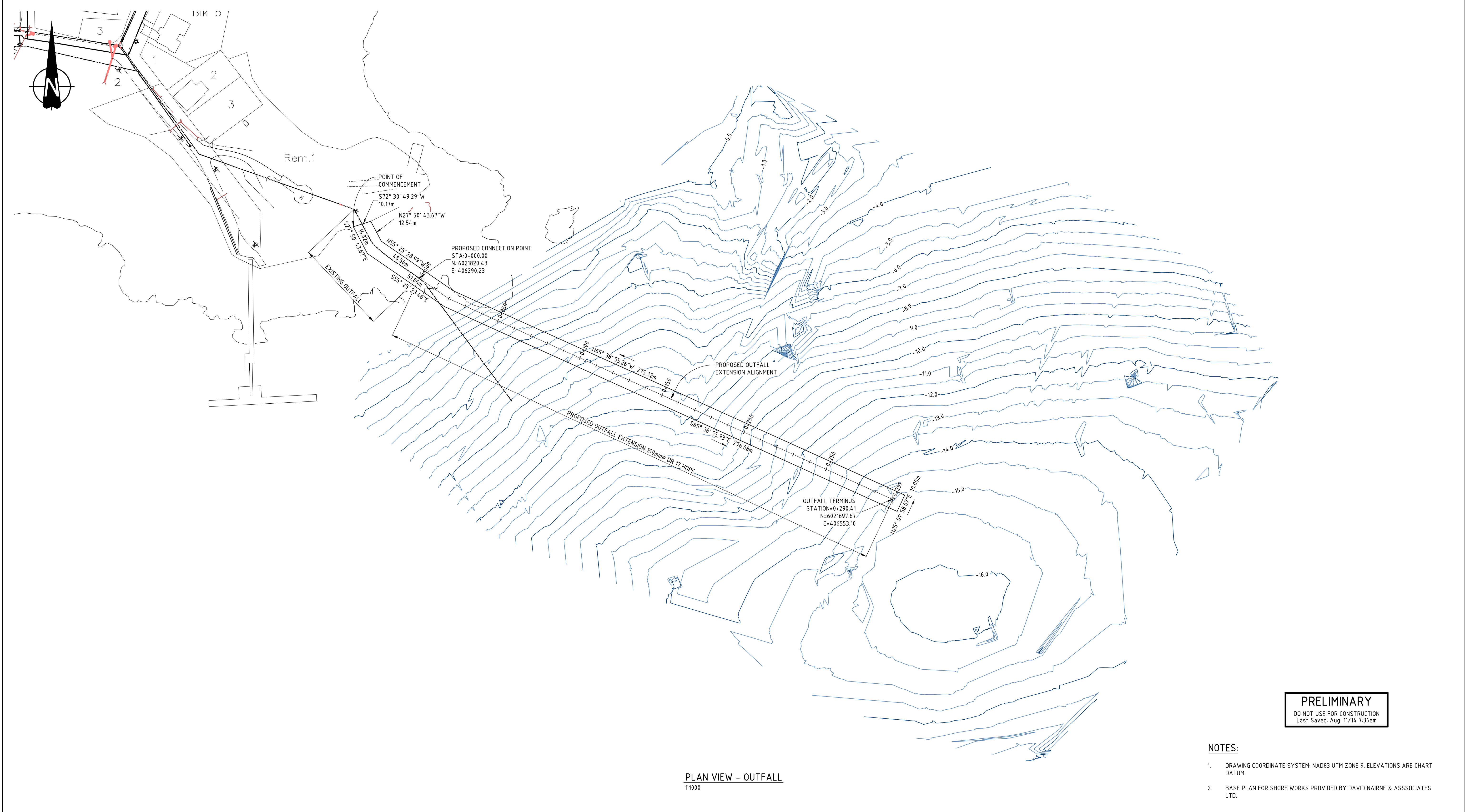
## **Appendix 2    Location and Site Maps**







											D SHEET	SCALE	SHOWN	ENGINEERING AND PERMIT STAMPS (As Required)	CUSTOMER	<div><div><b>WorleyParsons</b> <small>resources &amp; energy</small></div><div>DAVID NAIRNE AND ASSOCIATES METLAKATLA OUTFALL LOCATION PLAN</div></div>				
A	DD-MMM-YY	IN PROGRESS		AAL	BM	AH	JC	JC	-		WORLEYPARSONS PROJECT No					"This drawing is prepared for the use of the contractual customer of WorleyParsons Canada Services Ltd. and WorleyParsons Canada Services Ltd. assumes no liability to any other party for any representations contained in this drawing."				
REV	DATE (DD-MMM-YY)	REVISION DESCRIPTION	DRAWN	DRAFT CHK	DESIGNED	ENG CHK	APPROVED	CUSTOMER	REF DRAWING No	REFERENCE DRAWING TITLE	307076-04935					DRG No		307076-04935-00-MA-DAG-1002	REV	A





PLAN VIEW - OUTFALL  
1:1000

- NOTES:
- 1. DRAWING COORDINATE SYSTEM: NAD83 UTM ZONE 9. ELEVATIONS ARE CHART DATUM.
  - 2. BASE PLAN FOR SHORE WORKS PROVIDED BY DAVID NAIRNE & ASSOCIATES LTD.

												D SHEET	SCALE	SHOWN	ENGINEERING AND PERMIT STAMPS (As Required)	CUSTOMER	<div> resources &amp; energy</div> <div>DAVID NAIRNE AND ASSOCIATES METLAKATLA OUTFALL OUTFALL EXTENSION SITE SPECIFIC MAP</div>				
												<div> to zero harm</div>				DAVID NAIRNE AND ASSOCIATES LIMITED					
A	11-AUG-14	ISSUED FOR REGULATORY APPROVAL			AAL	-	JC	-	JC	-		WORLEYPARSONS PROJECT No									
REV	DATE (DD-MMM-YY)	REVISION DESCRIPTION			DRAWN	DRAFT CHK	DESIGNED	ENG CHK	APPROVED	CUSTOMER	REF DRAWING No	REFERENCE DRAWING TITLE		307076-04935		*This drawing is prepared for the use of the contractual customer of WorleyParsons Canada Services Ltd. and WorleyParsons Canada Services Ltd. assumes no liability to any other party for any representations contained in this drawing.		DRG No	307076-04935-00-MA-DAG-1003	REV	A

## **Appendix 3    Site Photographs**



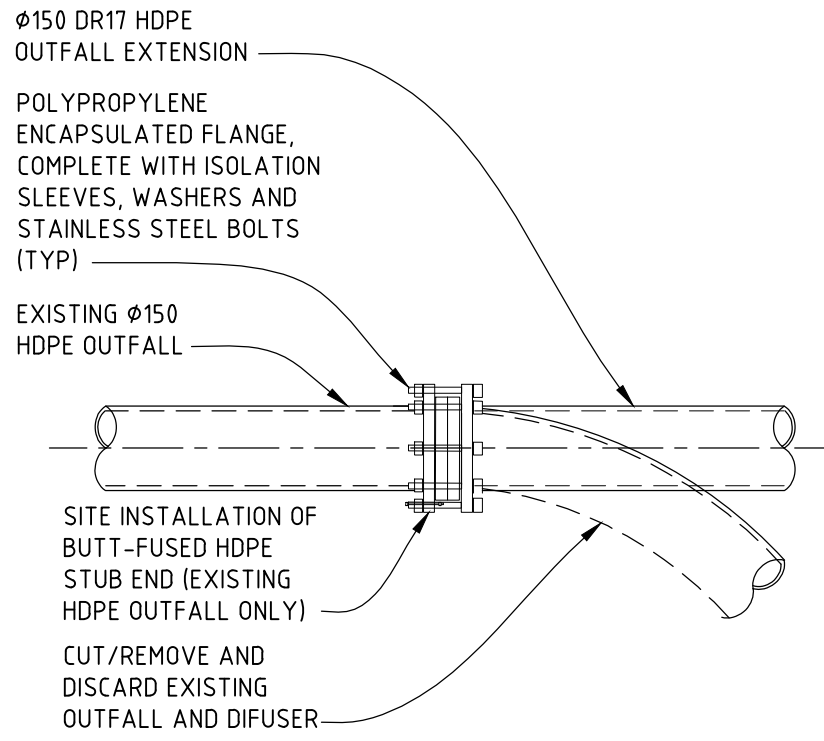


Photo 1 – View of Foreshore and Intertidal Zone, Showing Approximate Outfall Alignment



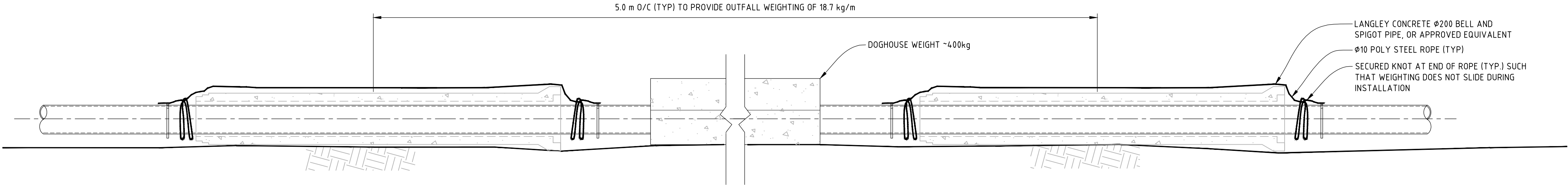
Photo 2 – View of Intertidal Zone, Showing existing outfall and approximate alignment

## **Appendix 4    Draft Construction Drawings**

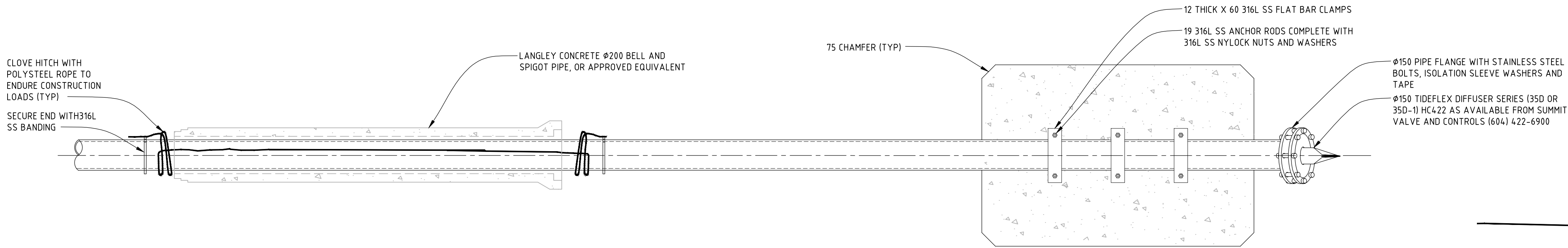


PROPOSED CONNECTION -PLAN VIEW  
1:15

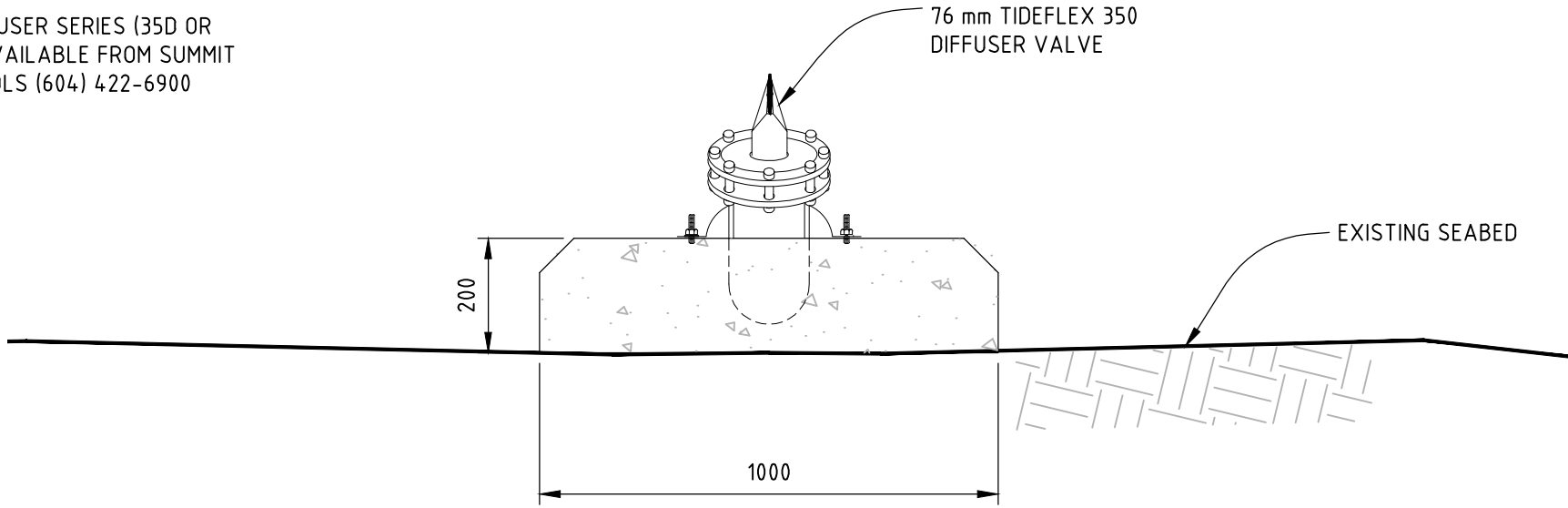
A  
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PIPE WEIGHTING PROFILE  
1:15

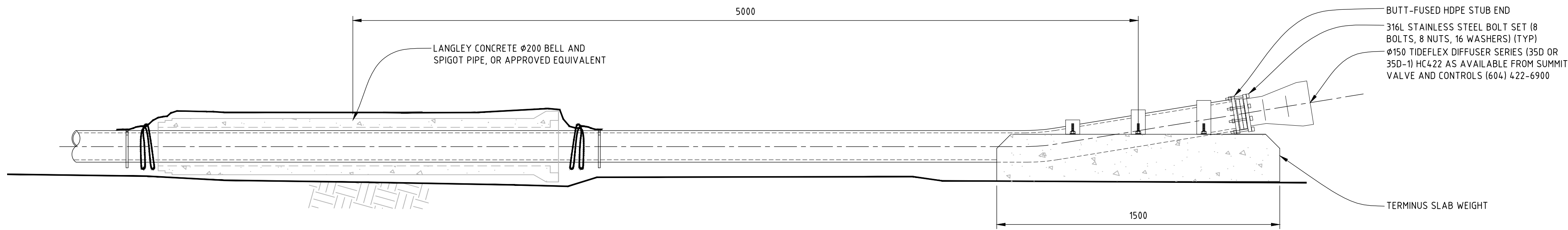


PLAN  
1:15

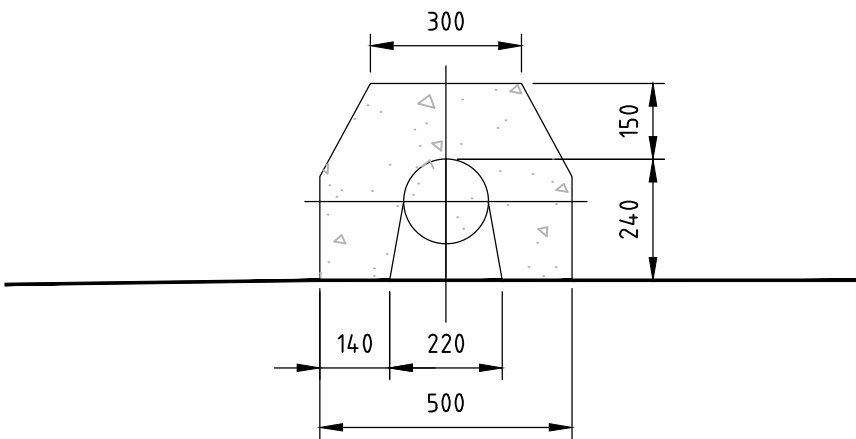


END SECTION  
1:15

B  
1000



TERMINUS SLAB PROFILE  
1:15



DOGHOUSE WEIGHT DETAIL  
1:15

**PRELIMINARY**  
DO NOT USE FOR CONSTRUCTION  
Last Saved: Oct. 30/13 5:25pm

- NOTES:
- SEE DRAWING 307076-04935-00-MA-DAG-1000 FOR GENERAL NOTES
  - ALL DIMENSION IN MILLIMETERS UNLESS STATED OTHERWISE

D SHEET SCALE SHOWN											ENGINEERING AND PERMIT STAMPS (As Required)		CUSTOMER		DRG No		REV	
											<b>OneWay</b> to zero harm		DAVID NAIRNE AND ASSOCIATES LIMITED		307076-04935-00-MA-DDR-1001		A	
											WORLEYPARSONS PROJECT No 307076-04935		"This drawing is prepared for the use of the contractual customer of WorleyParsons Canada Services Ltd. and WorleyParsons Canada Services Ltd. assumes no liability to any other party for any representations contained in this drawing."					
REV	DATE (DD-MMM-YY)	REVISION DESCRIPTION	DRAWN	DRAFT CHK	DESIGNED	ENG CHK	APPROVED	CUSTOMER	REF DRAWING No	REFERENCE DRAWING TITLE								
A	30-OCT-13	ISSUED FOR TENDER	KL	BM	AH	JC	JC	-										



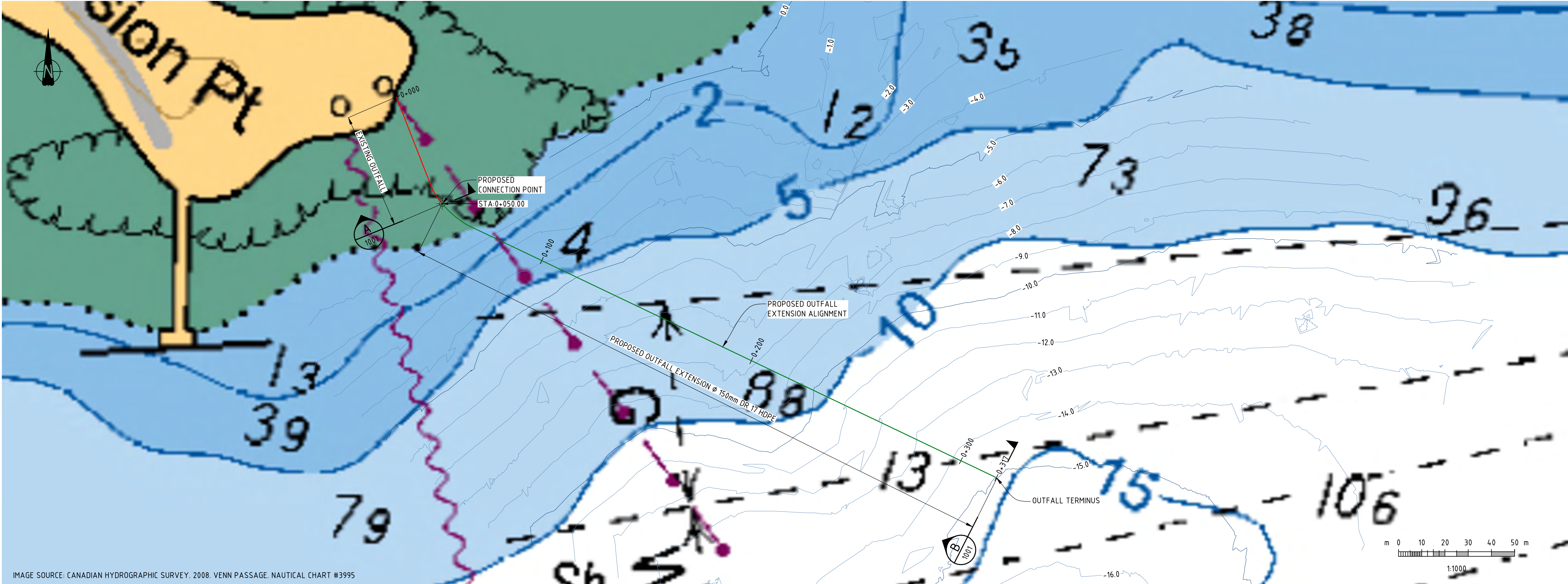
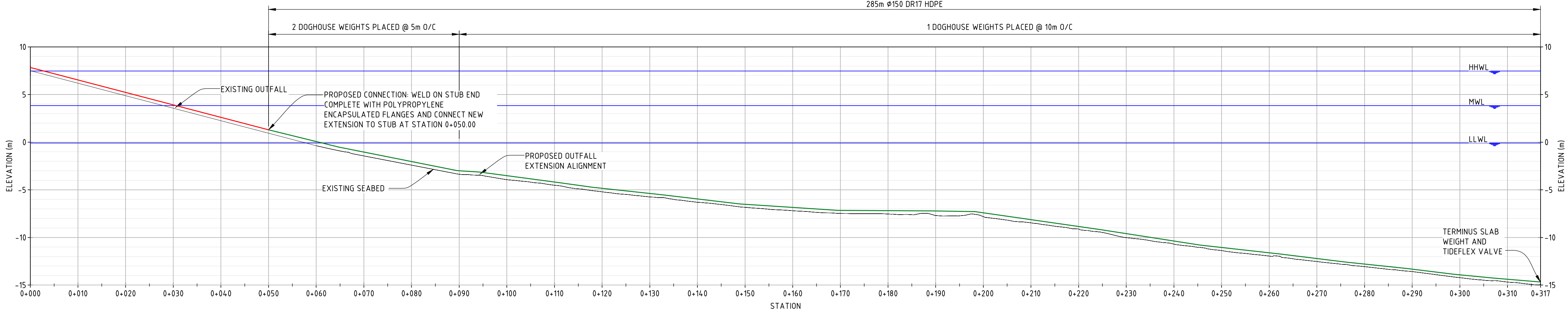


IMAGE SOURCE: CANADIAN HYDROGRAPHIC SURVEY, 2008, VENN PASSAGE, NAUTICAL CHART #3995

OUTFALL ALIGNMENT - PLAN VIEW  
1:1000




OUTFALL ALIGNMENT - PROFILE VIEW  
HORIZONTAL 1:2000  
VERTICAL 1:1000

STATION LOCATIONS		
STATION	NORTHING	EASTING
0+000.00	406295.14	6021861.08
0+060.00	406314.99	6021814.25
0+100.00	406357.63	6021791.71
0+200.00	406448.86	6021744.16
0+300.00	406538.25	6021703.87
0+137.00	406552.09	6021704.15

**PRELIMINARY**  
DO NOT USE FOR CONSTRUCTION  
Last Saved: Oct. 30/13 5:46pm

- NOTES:**
- DRAWING COORDINATE SYSTEM: NAD83 UTM ZONE 9
  - ALL WORK MUST CONFORM TO THE CONTRACT DRAWINGS AND SPECIFICATIONS. ALL WORK MUST BE INSTALLED BY A QUALIFIED CONTRACTOR IN ACCORDANCE WITH THE FOLLOWING:
    - THE CANADIAN CONSTRUCTION DOCUMENTS COMMITTEE
  - OBSERVE AND ENFORCE CONSTRUCTION SAFETY MEASURES REQUIRED BY ALL APPLICABLE CODES AND WORKER COMPENSATION BOARD
  - REVERSE GRADES ARE TO BE AVOIDED
  - ALL CONCRETE TO BE CSA C3 EXPOSURE CLASS FOR RESISTANCE TO SEA WATER
  - OUTFALL TO BE CONSTRUCTED FROM  $\phi$ 150 DR 17 HDPE PIPE
  - EXISTING AND NEW OUTFALL PIPE TO BE JOINED WITH POLYPROPYLENE ENCAPSULATED FLANGE BEARING AGAINST A HDPE STUB END WELDED TO EXISTING PIPE.
  - TERMINUS TO BE WEIGHTED WITH CUSTOM CONCRETE SLAB FORMED TO FIT THE PIPE.
  - ALL STAINLESS STEEL GRADES SHALL BE ELECTRONICALLY-ISOLATED FROM NON-STAINLESS STEEL GRADES FOR RESISTANCE AGAINST CORROSION

											D SHEET	SCALE	SHOWN	ENGINEERING AND PERMIT STAMPS (As Required)	CUSTOMER	<div><div><b>WorleyParsons</b> resources &amp; energy</div><div>DAVID NAIRNE AND ASSOCIATES METLAKATLA OUTFALL OUTFALL EXTENSION PLAN &amp; PROFILE</div></div>				
													<div><b>OneWay</b> to zero harm</div>	<div>REV. A ORIGINAL SEALED BY ADRIAN HANNAM P. ENG OCT 30/13</div>	DAVID NAIRNE AND ASSOCIATES LIMITED					
												WORLEYPARSONS PROJECT No								
A	30-OCT-13	ISSUED FOR TENDER	KL	BM	AH	JC	JC	-					307076-04935							
REV	DATE (DD-MMM-YY)	REVISION DESCRIPTION	DRAWN	DRAFT CHK	DESIGNED	ENG CHK	APPROVED	CUSTOMER	REF DRAWING No	REFERENCE DRAWING TITLE	307076-04935			"This drawing is prepared for the use of the contractual customer of WorleyParsons Canada Services Ltd. and WorleyParsons Canada Services Ltd. assumes no liability to any other party for any representations contained in this drawing."			DRG No	307076-04935-00-MA-DAG-1000	REV	A



## **Appendix 5    Transport Canada Request for Work Approval**



## Navigation Protection Act (NPA) Notice of Works Form

### PRIOR TO COMPLETING THIS FORM:

1. Determine if your project is on a navigable water listed on the schedule to the NPA. Notice to the Minister is required for works on scheduled navigable waters. Works on non-scheduled navigable waters may be eligible to Opt-in; if requesting Opt-in, the Opt-in Request annex must be included with your Notice to the Minister.

2. Self assess your project against the *Minor Works Order* and *Minor Repairs Order* (as appropriate) to determine if a Notice to the Minister is required.

Links to the NPA schedule and orders can be accessed through the Navigation Protection Program (NPP) website at <http://www.tc.gc.ca/eng/programs-621.html>.

PURPOSE		
This "Notice of Works" form and its attachments (as well as other relevant information which may be required for a review by TC), once completed and submitted, comprise the Notice to the Minister as required under the <i>Navigation Protection Act</i> . For assistance in completing your submission, refer to the guidance provided on the NPP website under "Apply to the NPP" including the <i>Guide to the NPP's Notification, Application and Review Requirements</i> .		
This form, its attachments and all supporting documentation will be reviewed by a person designated under the NPA. Any false or misleading statement(s) on this form or relating to any document in support of this Notice to the Minister, including concealment of material facts, may lead to refusal to issue Approval or cancellation of an Approval.		
SUPPORTING DOCUMENTATION REQUIREMENTS		
Failure to complete all mandatory fields on this form and to provide mandatory supporting documentation, along with a signed copy of this form, will result in your Notice to the Minister being returned with no further action. Mandatory fields are identified with a "**".		
The following mandatory supporting documentation must be provided.		
Completed and signed "Notice of Works" form with all mandatory fields completed:		
<ul style="list-style-type: none"><li>Owner Contact Information</li><li>Project Information</li><li>Body of Water Name</li><li>Work Site Information</li></ul>		
Related Maps and Drawings:		
<ul style="list-style-type: none"><li>Map Showing Location of Project</li><li>Side/Profile View Drawings with Dimensions</li><li>Top/Plan View Drawings with Dimensions</li></ul>		
When submitting a Notice to the Minister, owners should note:		
<ul style="list-style-type: none"><li>All plans and drawings must be legible when printed on 11" x 17" paper</li><li>For e-mail submissions, provide a scan of all relevant Supporting Documentation</li><li>For hard copy submissions, provide a copy of all relevant Supporting Documentation along with six (6) copies of each map, top/plan view and side/profile view drawing printed on 11" x 17" paper</li><li>Notice of Works should be sent to the appropriate regional office as outlined below</li></ul>		
TRANSPORT CANADA NAVIGATION PROTECTION PROGRAM REGIONAL OFFICE LOCATIONS		
<b>Pacific Region</b> Pacific Regional Office 610-800 Burrard Street Vancouver, BC V6Z 2J8 Telephone: 604-775-8867 Email: <a href="mailto:NPPAC-PPNPAC@tc.gc.ca">NPPAC-PPNPAC@tc.gc.ca</a>	<b>Prairie and Northern Region</b> Canada Place 1100-9700 Jasper Ave Edmonton, AB T5J 4E6 Telephone: 780-495-8215 Email: <a href="mailto:NPPNR-PPNRP@tc.gc.ca">NPPNR-PPNRP@tc.gc.ca</a>	<b>Ontario Region</b> 100 South Front Street, 1 <sup>st</sup> Floor Sarnia, ON N7T 2M4 Telephone: 519-383-1863 Email: <a href="mailto:NPPONT-PPNONT@tc.gc.ca">NPPONT-PPNONT@tc.gc.ca</a>
(For info on the NPP and NPA ONLY) Notices not processed at this office		
<b>Headquarters</b> Tower C, 330 Sparks Street, 18 <sup>th</sup> Floor Ottawa, ON K1A 0N5 Telephone: 613-990-1036 Email: <a href="mailto:NPPHQ-PPNAC@tc.gc.ca">NPPHQ-PPNAC@tc.gc.ca</a>	<b>Quebec Region</b> 401-1550 d'Estimauville Ave, 5 <sup>th</sup> Floor Quebec, QC G1J 0C8 Telephone: 418-648-4651 Email: <a href="mailto:PPNQUE-NPPQUE@tc.gc.ca">PPNQUE-NPPQUE@tc.gc.ca</a>	<b>Atlantic Region</b> 95 Foundry Street, 6 <sup>th</sup> Floor P.O. Box 42 Moncton, NB E1C 8K6 Telephone: 506-851-3113 Email: <a href="mailto:NPPATL-PPNATL@tc.gc.ca">NPPATL-PPNATL@tc.gc.ca</a>





## Navigation Protection Act Notice of Works Form

TC File no. (if known):

Are you the riparian property owner?

☒ Yes☐ No

<b>1. General Information</b>		
*Official and/or local name(s) of body of water. <u>Venn Passage</u>		Is body of water on the schedule to the NPA? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Are you also requesting an Approval, if required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is this an Opt-in Request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you representing an Aboriginal group? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is the work near/on First Nations reserve or land claim? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does this project involve throwing or depositing materials in water? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Does this project involve dewatering a body of water? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>2. Owner<sup>a</sup> Contact Information</b>		
*Individual or Company Name <u>Metlakatla First Nation</u>		Contact Name: <u>Gordon Tomlinson</u>
*Mailing Address <u>PO Box 459</u>		
*City/Town <u>Prince Rupert</u>	*Province/Territory <u>BC</u>	*Postal Code <u>V8J 3R2</u>
*Primary Phone <u>250-628-3234</u>	Other Phone :	E-mail: <u>executive.director@Metlakatla.ca</u>
Owner's Agent (Contractor/Consultant/Representative/Co-Proponent, if any)		
Company Name: <u>Great Pacific Consulting Ltd.</u>		Contact Name: <u>Jason Clarke</u>
Mailing Address: <u>202-2780 Veterans Memorial Parkway</u>		
City/Town: <u>Victoria</u>	Province/Territory: <u>BC</u>	Postal Code: <u>V9B 3S6</u>
Primary Phone: <u>778-433-2672</u>	Other Phone :	E-mail: <u>jason.clarke@greatpacific.ca</u>
<b>3. Work Site Information</b>		
*Nearest Municipality/Country/District <u>Prince Rupert</u>		*Province/Territory <u>BC</u>
*Site Location such as lot, concession, section, township, range, meridian, 911 address, etc. <u>The work is located at the southeast corner of Mission Pt. on crown seabed within Venn Passage.</u>		
*Latitude North Degrees <u>54</u> Minutes <u>20</u> Seconds <u>04</u> "		*Longitude West Degrees <u>130</u> Minutes <u>26</u> Seconds <u>14</u> "
<input checked="" type="checkbox"/> Hydro Chart #: <u>3955</u>		<input type="checkbox"/> Topo Map #: _____

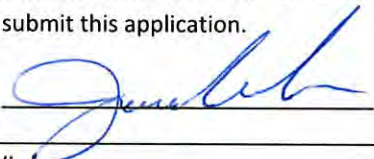




Body of water details, such as characteristics, bank/bottom features, biological components, flows/tides, etc. Venn Passage is a navigation channel (the works may be within 30 m of a navigation channel, pers. com. Ryan Greville) Seabed is gravelly. Intertidal zone has bedrock outcrops and unconsolidated gravel. Tidal currents are 1.5 knt as indicated on marine chart 3955	
Potential Obstructions, such as natural/man-made, other works, navigation aids, etc. Navigation aids exist within Venn Passage	
Land Use/Ownership, such as past/current, private/government, rural/suburban, coastal, environmental, etc. - Upland is Indian Reserve S 1/2 T Simpson No. 2 - Seabed is crown land	
4. Body of Water Use Information	
Navigation Types (check all that apply) <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Recreational	Maximum Vessel Size Length ~15m Width ~5m Draft ~3m
Traffic Direction (check one) <input type="checkbox"/> One-Way <input checked="" type="checkbox"/> Two-Way	Manoeuvrability (check all that apply) <input type="checkbox"/> Poor <input checked="" type="checkbox"/> Good <input type="checkbox"/> Excellent
Day/Night (check one) <input type="checkbox"/> Day <input type="checkbox"/> Night <input checked="" type="checkbox"/> Both	Volume (check one) <input type="checkbox"/> Low <input checked="" type="checkbox"/> Med <input type="checkbox"/> High
Navigation Season(s) (check all that apply) <input checked="" type="checkbox"/> Winter <input checked="" type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall	
Other Uses such as cottagers, special events, fishing, etc. N/A	
5. Project Information	
*Type of Work such as bridge, dam, marina, etc. Replacement of 150 mm dia. HDPE outfall (lagoon treated sewage)	*Related Activities (check all that apply) <input checked="" type="checkbox"/> Construct <input checked="" type="checkbox"/> Place <input type="checkbox"/> Alter <input type="checkbox"/> Rebuild <input type="checkbox"/> Repair <input checked="" type="checkbox"/> Decommission <input checked="" type="checkbox"/> Remove <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary
*Brief Project Description (or attach) such as status, structures, operation, etc. The wastewater outfall at Metlakatla needs replacing. It will also be re-aligned to provide regulatory distance from shellfish beds. The existing outfall will be abandoned and removed from the marine environment.	
*Method of Construction such as temporary works, activities, etc. Pre-assembled outfall pipeline will be floated into place and flooded to lower it to the seafloor. Additional concrete weights will be lowered over the pipeline by diver. Old outfall will be removed and disposed.	
Anticipated Impacts, such as source, severity, mitigation, marking, waste/debris mgmt, use, cumulative, etc. No serious or permanent alteration or destruction to fish or fish habitat is likely to occur. Best management practices such as following timing windows will be followed. Works will be conducted during daylight hrs & Notice to Mariners will be issued to Prince Rupert Coast Guard Radio	
*Expected Start Date in yyyy/mm/dd 2015/01/02	*Expected Completion Date in yyyy/mm/dd 2015/02/15





<b>6. Environmental Review Information</b>	
Is work located on federal lands? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown	Is project a Designated Project under Canadian Environmental Assessment Act 2012 Regulations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown
Is project subject to Northern Environmental Assessment Regime(s)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, which review process(es) are required? <input type="checkbox"/> Inuvialuit Final Agreement <input type="checkbox"/> Mackenzie Valley Environmental Impact Management Act <input type="checkbox"/> Nunavut Land Claims Agreement <input type="checkbox"/> Yukon Environmental and Socio-economic Assessment Act
Other Federal Organizations Involved <input type="checkbox"/> Canadian Environmental Assessment Agency <input type="checkbox"/> Fisheries and Oceans <input type="checkbox"/> Major Projects Management Office <input checked="" type="checkbox"/> Aboriginal Affairs & Northern Development <input type="checkbox"/> Environment Canada <input type="checkbox"/> Natural Resources Canada <input type="checkbox"/> Northern Projects Management Office <input type="checkbox"/> Other: _____	
<b>7. Supporting Documentation Requirements</b>	
<b>Mandatory Information Checklist</b> (incomplete information will be returned with no action)  <input checked="" type="checkbox"/> Completed and Signed "Notice of Works" form with all mandatory fields completed <input checked="" type="checkbox"/> Map showing location of project * <input checked="" type="checkbox"/> Top/Plan Drawing with Dimensions * <input checked="" type="checkbox"/> Side/Profile Drawing with Dimensions * * 6 copies if hard copy submission	<b>Recommended Information</b> (may expedite your review)  <input type="checkbox"/> Body of Water Details <input type="checkbox"/> Land Use/Ownership Information <input type="checkbox"/> Body of Water Use Information <input type="checkbox"/> Impacts, Obstructions and Mitigation Plans <input type="checkbox"/> Any Environmental Review Information <input type="checkbox"/> Operation, Maintenance and Marking Plans <input type="checkbox"/> Photographs of Work Site and Body of Water <input checked="" type="checkbox"/> Aboriginal Consultation Results <input type="checkbox"/> Other Government Agencies Involved <input type="checkbox"/> Water Lot Lease Information <input type="checkbox"/> Opt-in Request Annex (non-scheduled waters only) <i>New application will be filed with FLNRO</i>
<b>8. Owner Authorization and Certification</b>	
I hereby authorize _____, located at _____ to act on my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this application. <i>See Attached Letter of Agency</i>	
I hereby certify the information contained herein is complete, true and accurate to the best of my knowledge and I am authorized to submit this application.  *Signature:  *Date (yyyy/mm/dd): <i>2014/10/08</i>	
For office use only:	Date Stamp:

The personal information provided on this form is protected under the provisions of the Access to Information Act and the Privacy Act.

<sup>a</sup> "Owner", in relation to a work, means the actual or reputed owner of the work or that owner's agent or mandatary. It includes a person who is in possession or claiming ownership of the work and a person who is authorizing or otherwise responsible for the construction, placement, alteration, repair, rebuilding, removal, decommissioning, maintenance, operation, safety or use of the work. It also includes a person who proposes to construct or place a work.

## **Appendix 6 Letter of Support – Metlakatla Governing Council**



# Metlakatla Governing Council

P.O. Box 459  
Prince Rupert, B.C.  
V8J 3R2

Phone: (250) 628-3234  
Fax: (250) 628-9205

August 25<sup>th</sup>, 2014

To Whom It May Concern

RE: Metlakatla Marine Outfall Project Support

This letter confirms, on behalf of the Metlakatla First Nation, that the project to replace and realign the marine outfall in Venn Passage is supported by our community. This project was initiated by the Metlakatla First Nation, and funding is supported by Aboriginal Affairs and Northern Development Canada. By providing this letter, we support the application, processing and issuance of relevant regulatory approvals for this project without delay.

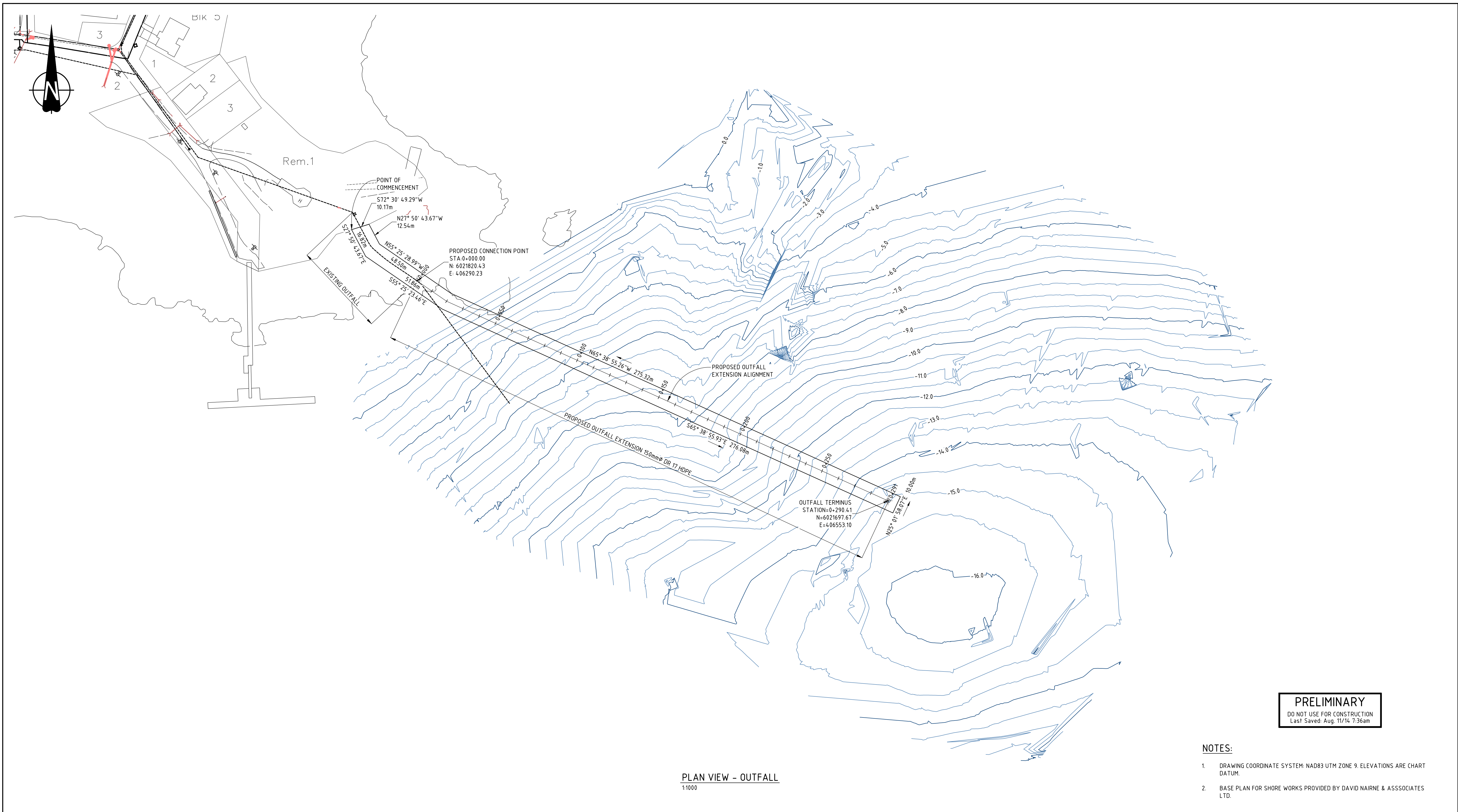
Sincerely,

Gordon Tomlinson

MGC Executive Director


Approved By: Metlakatla Governing Council





PLAN VIEW - OUTFALL  
1:1000

- NOTES:
- 1. DRAWING COORDINATE SYSTEM: NAD83 UTM ZONE 9. ELEVATIONS ARE CHART DATUM.
  - 2. BASE PLAN FOR SHORE WORKS PROVIDED BY DAVID NAIRNE & ASSOCIATES LTD.

											D SHEET	SCALE	SHOWN	ENGINEERING AND PERMIT STAMPS (As Required)		CUSTOMER  DAVID NAIRNE AND ASSOCIATES LIMITED  "This drawing is prepared for the use of the contractual customer of WorleyParsons Canada Services Ltd. and WorleyParsons Canada Services Ltd. assumes no liability to any other party for any representations contained in this drawing."		<div> <b>WorleyParsons</b> resources &amp; energy</div> <div>DAVID NAIRNE AND ASSOCIATES METLAKATLA OUTFALL OUTFALL EXTENSION SITE SPECIFIC MAP</div>		DRG No 307076-04935-00-MA-DAG-1003		REV A																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				



# Metlakatla Governing Council

P.O. Box 459  
Prince Rupert, B.C.  
V8J 3R2

Phone: (250) 628-3234  
Fax: (250) 628-9205

## BAND COUNCIL RESOLUTION

Resolution No. R3-2/15

Date of duly convened meeting: February 5, 2015

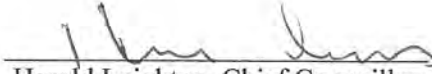
### WHEREAS:

The Governing Council received a request from GreatPacific Consulting Ltd. requesting council endorsement for the application of Crown Land Tenure for, and the resulting creation of statutory right-of-way (SRW) for the outfall located in Venn Passage, which is in need of replacement.

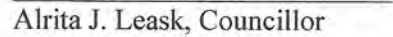
### NOW THEREFORE BE IT RESOLVED THAT:

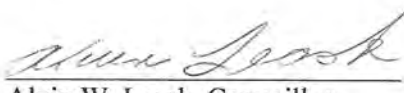
the Governing Council endorse the application for Crown Land Tenure in order to proceed with the creation of a statutory right-of-way for the proposed outfall.

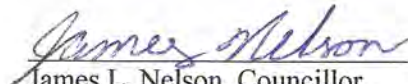
Quorum for the MFN Governing Council: four (4) Councillors:

  
Harold Leighton, Chief Councillor


  
Wayne Haldane, Councillor

  
Alrita J. Leask, Councillor

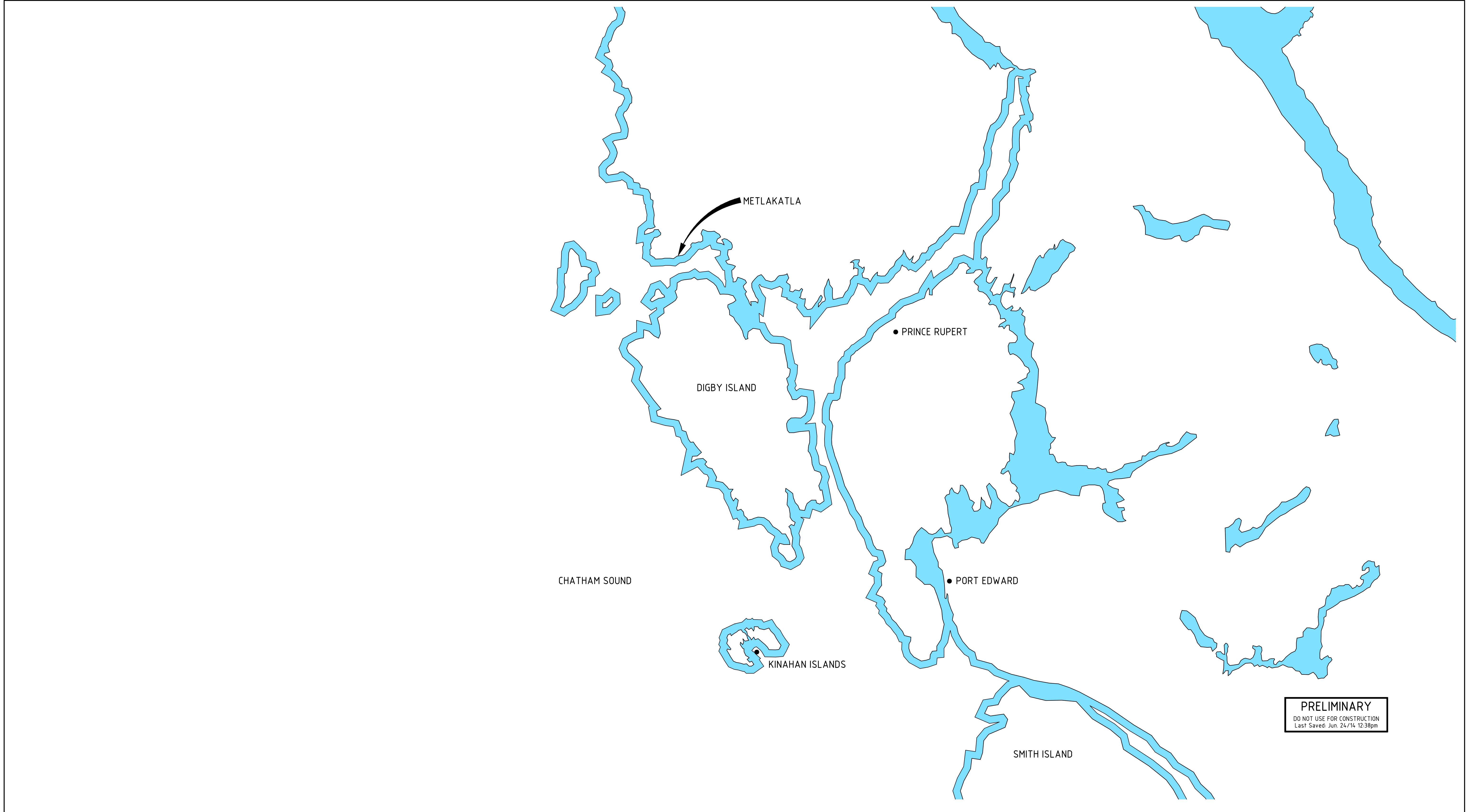
  
Alvin W. Leask, Councillor


  
James L. Nelson, Councillor

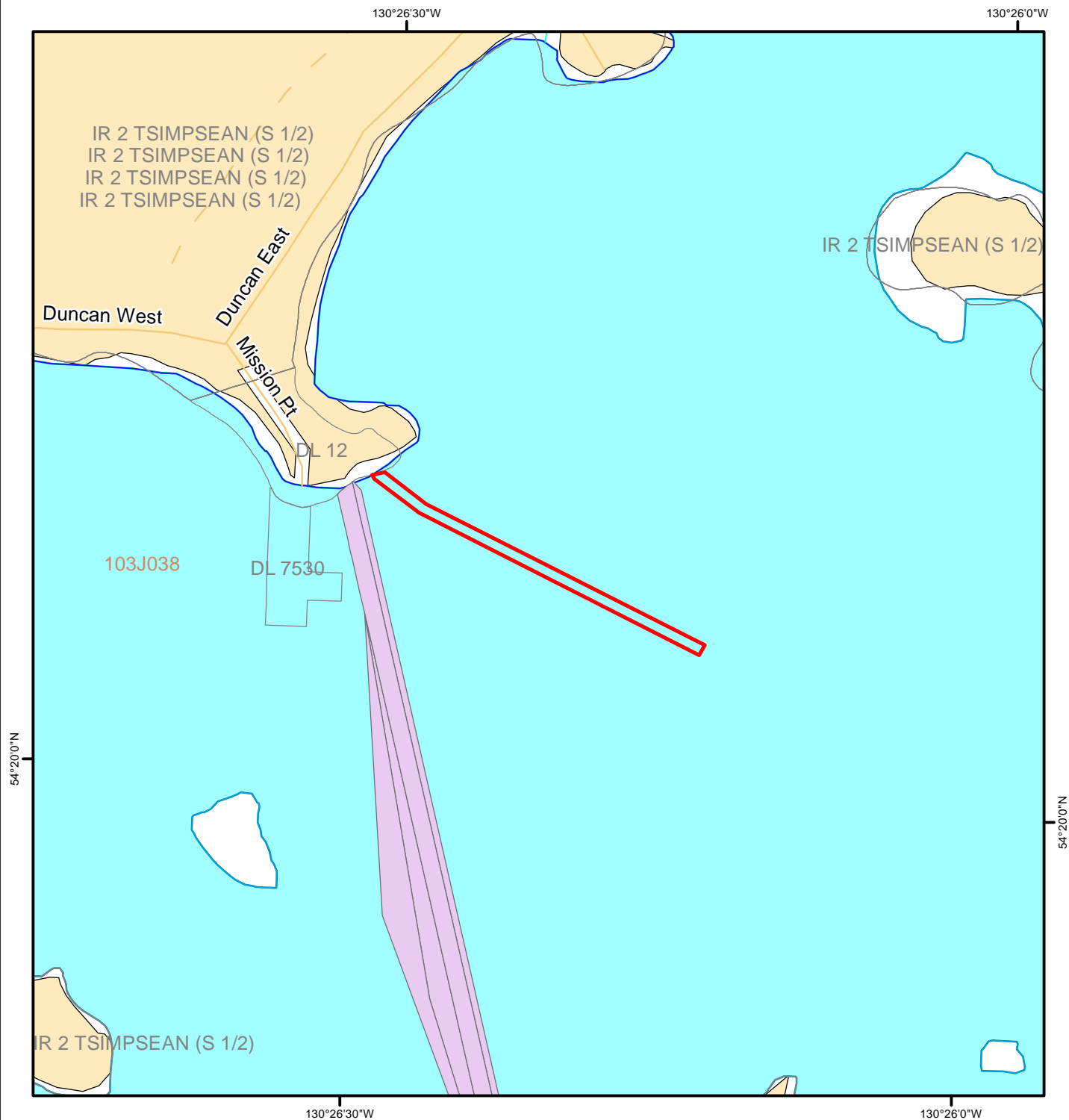
  
Robert Nelson, Councillor

  
Cynthia R. Smith, Councillor








												D SHEET	SCALE	SHOWN	ENGINEERING AND PERMIT STAMPS (As Required)	CUSTOMER	<div><div></div><div>WorleyParsons</div><div>resources &amp; energy</div></div> <div>DAVID NAIRNE AND ASSOCIATES LIMITED</div> <div>DAVID NAIRNE AND ASSOCIATES METLAKATLA OUTFALL LOCATION PLAN</div>				
A	DD-MMM-YY	IN PROGRESS		AAL	BM	AH	JC	JC	-			WORLEYPARSONS PROJECT No									
REV	DATE (DD-MMM-YY)	REVISION DESCRIPTION		DRAWN	DRAFT CHK	DESIGNED	ENG CHK	APPROVED	CUSTOMER	REF DRAWING No	REFERENCE DRAWING TITLE	307076-04935					"This drawing is prepared for the use of the contractual customer of WorleyParsons Canada Services Ltd. and WorleyParsons Canada Services Ltd. assumes no liability to any other party for any representations contained in this drawing."	DRG No	307076-04935-00-MA-DAG-1002	REV	A



Scale: 1:5,000  
Purpose: UTILITY  
Subpurpose: SEWER/EFFLUENT LINE  
Type: RIGHT OF WAY  
Subtype: STATUTORY RIGHT OF WAY

-  Application Area
-  Indian Reserves
-  Parks and Protected Areas

 **Referral Map**  
  
Date: 16 Mar 2015  
Tantalus Area: .325 ha



Scale: 1:250,000  
 Purpose: UTILITY  
 Subpurpose: SEWER/EFFLUENT LINE  
 Type: RIGHT OF WAY  
 Subtype: STATUTORY RIGHT OF WAY

Application Area  
 Indian Reserves  
 Parks and Protected Areas



### Referral Map



Date: 16 Mar 2015  
 Tantalus Area: .325 ha





May 14, 2015

The Honourable Christy Clark  
Premier of British Columbia  
P.O. Box 9041 Stn. Prov. Govt.  
Victoria, BC  
V8W 9E1

Dear Premier Clark:

**Re: Northwest British Columbia Resource Benefits Alliance**

We are writing on behalf of the 21 member local governments of the Northwest British Columbia Resource Benefits Alliance to urgently request a meeting with you and your senior officials to establish a mutually satisfactory framework for the negotiation of revenue sharing in Northwest British Columbia.

In their April 2<sup>nd</sup>, 2015 letter to the Resource Benefits Alliance, Brian Hansen, Assistant Deputy Minister, Ministry of Natural Gas Development and Jay Schlosar, Assistant Deputy Minister, Ministry of Community, Sport and Cultural Development, rejected the negotiation of revenue sharing.

The Hansen/Schlosar Letter is deeply concerning because it is contrary to the May 2013 BC Liberal commitment to revenue sharing discussions in Northwest BC, our meeting with you at the September 2014 UBCM convention, and the January 2015 commitment made by Dan Doyle, Chief of Staff, on your behalf, to commence interest-based revenue sharing negotiations.

Further, the Hansen/Schlosar Letter, with its narrow focus on natural gas development, does not accord with the multi-sector, economic opportunities that exist in northwest BC and therefore the cross-government nature of revenue generation and sharing. The reasons given in the Hansen/Schlosar Letter for not entering into revenue sharing negotiations are unwarranted. For example, agreements can and have been made which (1) are contingent upon future revenues from new economic development, and/or (2) involve borrowing and investment right now to address foreseeable infrastructure and service needs.

While the *Northwest Readiness* program has provided much needed and much appreciated assistance to some communities to plan for economic expansion, it is only the first step and is a program which does not apply for much of northwest BC. Numerous northwest communities seek the kind of support funded through *Northwest Readiness*.

.../2

Honourable Christy Clark, Premier  
May 14, 2015  
Page 2

Our next task is to establish jointly the revenue sharing arrangements that will support the infrastructure and services investments across Northwest BC necessitated by foreseeable economic expansion. Major resource development in Northwest BC is a once-in-a-generation opportunity to build a bright, prosperous future for rural resource communities across the Northwest. We ask for your personal involvement to facilitate early commencement of negotiations that will enable all local governments across Northwest BC to realize this opportunity and prepare for its impact.

Sincerely,

Stacey Tyers, Chair  
Regional District of Kitimat-Stikine

Bill Miller, Chair  
Regional District of Bulkley-Nechako

Barry Pages, Chair  
Skeena-Queen Charlotte Regional District

CC: NWBC RBA members  
Honourable Rich Coleman, Deputy Premier, Minister of Natural Gas Development  
and Minister Responsible for Housing  
Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development

**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:

Old Massett Cabinetry Investment

### 2. Applicant Profile

Applicant Organization (Legal Name):	Non-Profit Society Registration No. (if applicable):
Old Massett Village Council	
Address (street, city, postal code):	
P.O. Box 175, Massett, Haida Gwaii, V0T 1M0	
Telephone:	Fax:
250-626-7543	250-626-5440
Email:	Website (URL):
pam@mhtv.ca	www.haidalonghouses.ca

### 3. Primary Contact Information


Primary Contact (for this application):	Position / Title:
Patricia Moore	Economic Development Planner

Complete the following if different from Applicant Organization contact information:

Address (street, city, postal code):	Telephone:
Same	
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:	
<input type="radio"/> <u>Cariboo-Chilcotin/Lillooet</u>  <input type="radio"/> <u>Northeast</u>  <input checked="" type="radio"/> <u>Northwest</u>  <input type="radio"/> <u>Prince George</u>	
Identify the municipality or regional district that is providing a resolution of support for this funding application:	
Masset	
Resolution of Support:	
<input type="radio"/> A resolution of support from the municipality or regional district is attached.  <input checked="" type="radio"/> 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: <u>February 9, 2015</u>	

*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

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

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

<p><b>Provide a description of the project:</b></p> <p>OMVC's Economic Development Department would like to create a permanent space for a woodworking shop located on Haida Gwaii. The project will entail the following:</p> <ol style="list-style-type: none"> <li>1. Relocating 3 other programs into a different location.</li> <li>2. Building a heated lock-up for valuable wood storage.</li> <li>3. Work Safe the existing building to include indoor bathrooms.</li> <li>4. Retrofit additional space for 3 other programs, providing a community storage for capital projects, and contracts.</li> <li>5. Insulating building to prevent condensation.</li> <li>6. Cement floor installation</li> </ol> <p>✦ Outline the key project elements as they relate to the funding program's objective(s)</p>
<p><b>Explain the rationale for the project:</b></p> <p>Currently, OMVC rents two different spaces at \$1200 a month but has to share the space with three other programs. This has caused a strain on inventory and project control. In addition, with three other programs sharing the space, the cabinetry program has been unable to complete the projects in a timely manner that would allow the program to make a profit. With the constant shuffling of projects and looking for tools, time has been a problem.</p> <p>There are no suitable shops in the Greater Massett area. There is a highschool shop, but due to the use of the shop in the school, there is limited time to use the shop, and most times are after normal working hours. There is a personal shop that we rent, however, it is not fully equipped, and it is a shared space. There is no storage for projects, and the rent cuts into our cashflow each month. This would be acceptable, if there was not so much time wasted moving projects, and inventory being used when our crew is not around.</p> <p>Masset has MANY woodworkers in the community. From traditional to contemporary, there is a need for space to run training programs.</p> <p>✦ 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.</p>



## 6. Direct Economic Benefits

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

Value-Added wood products help close the economic leak of whole logs being shipped from the island. By using the local mill, and the local kiln, we are creating contracts with local businesses.

Job creation is our focus. By creating this shop, we are creating opportunity for our community members to create products that can be sold both locally and off-island.

## 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:	1	35+ hours/week	12 months/year	There is one direct permanent full-time job, and 2 permanent part-time jobs. This funding will keep the program in operation, and create opportunity to expand and compete in outside markets.
Direct permanent part-time jobs:	2	20 hours/week	12 months/year	
Direct seasonal jobs:		55 hours/week	12 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:	3	35+ hours/week	12 months/year	the full-time positions will move to full-time positions, and 2 new positions will be created
Direct permanent part-time jobs:	2	20 hours/week	12 months/year	two new part time positions will be created to once the larger contracts are secured
Direct seasonal jobs:	1	35 hours/week	2 months/year	one teaching position through NWCC will be created to provide theory to our communities
Direct temporary jobs (construction or consulting):	0	0 hours/week	0 months/year	Construction crew x 5 Concrete Crew x 1 Plumbing & Electrical contract Foam insulation contract
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				<b>6.4</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.				

## 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
\$ 135,240	\$ 145,464	\$ 160,000	\$ 176,000	\$ 220,000	\$ 275,017
<b>INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS:</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.					\$ 300,281.00
<b>Describe how the revenue will be generated and the sources of revenue:</b> Current: \$135,240 Year1: \$145,464 Year2: \$160,000 Year3: \$176,000 Year 4: \$220,000 Year 5: \$275,017 IRGOFY: \$300,281.00 Revenues will be generated through sales of custom doors (haida), custom cabinet doors (haida), coffins (haida), cutting boards, tables, headboards (haida) and cutting boards.					
What percent of the projected annual revenue is from outside central and northern BC?					\$ 40 %

## 10. Project Participation

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

## 11. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1)		Step one: clear out qwansats (3 days) step two: order equipment (shipping might take some time) Step three: concrete floor (7 days) Step four: plumbing and electrical work (2 days) Step five: spray foam insulation (4 days) step six: install new equipment (5 days) step seven: gather all shop supplies (4 days) step eight: move in. (1 day)  Your form would not let me input any information.
2)		
3)		
4)		
5)		
6)		

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

## 12. Project Budget

Expense Item:	Amount (\$):	Verification:
Electrical	\$ 10,500.00	<input type="checkbox"/> Quote(s) attached
Heater	\$ 3,995.00	<input type="checkbox"/> Quote(s) attached
Insulation	\$ 37,536.00	<input type="checkbox"/> Quote(s) attached
Construction	\$ 33,310.00	<input type="checkbox"/> Quote(s) attached
Concrete	\$ 8,550.00	<input type="checkbox"/> Quote(s) attached
Equipment	69,580.00	<input type="checkbox"/> Quote(s) attached
Other	\$ 35,732.00	<input type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET:</b>		<b>\$ 199,923.00</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	\$ 82,906.00	
<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>		
Loan	\$	Length of Re-Payment Term Requested (up to 10 years):
<b>TOTAL REQUESTED: \$ 0</b>		

## 14. Other Funding Sources

Funding Source:	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Gwaii Trust	\$ 87,103	<input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	Approval letter attached Date approval expected: MARCH 2015
OMVC	\$ 29,914	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: In-kind & CASH	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: \$ 117,017</b>		<b>TOTAL PROJECT FUNDING: \$ 199,203.00</b> (Northern Development + Other Sources)	

## 15. Leveraging

Calculate Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is:

~~0.00~~ %  
41.5%

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

*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:

Sales and training funds.

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

The project will address the 68% unemployment rate in the community of Old Massett.

Describe how the project will contribute to environmental sustainability:

The project will value add wood leaving the island.

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

Unfortunately, FN communities do not have property values. However the added space for storage for the programs, the focused space for this project is worth a lot in terms of time savings and inventory control.



Attachments

List all documents attached to this application:

Document Name:
1)
2)
3)
4)
5)
6)
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:  
*Organization Signing Authority*

**JOHN DISNEY**  
Economic Development Officer



Title:

Date: **FEB - 4 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@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)



## **OLD MASSETT VILLAGE COUNCIL**

### **Economic Development**

PO Box 175, Masset

Haida Gwaii, V0T 1M0

Tel: 1.250.626.7543      FAX 1.250.626.5440

Email: pam@mhtv.ca

### **OLD MASSET CABINETRY PROGRAM**

#### **Project Description**

The Old Massett Village Council's Economic Development department would like to create a permanent woodworking shop to accommodate a cabinet social enterprise. The shop will be located on LOOP Road in Old Massett. This application is to create the shop, however, in order to do so infrastructure needs to be set in place. Two locations need to be renovated and upgraded in order to create this unique space .

OMVC would like to create a social enterprise that will work with underemployed, out of work, and youth that have chosen not to attend school. In Maple Ridge BC, there is an alternate school named CREW that runs a shake mill year round that takes grade 10, 11, and 12 students that are struggling in the main school system, and teaches them a trade. The school runs its classroom using curriculum similar to the ebus program on island, however, it has built in supports for a "work at your own pace" situation. Like CREW, in the morning we propose the students will complete their school work, and in the afternoon the students work in the cabinet shop, earning minimum wage. We feel that with your help we can offer a program such as this, with partners such as the School District, North West Community College and the First Nations Education Society.

Two years ago OMVC and North West Community College (NWCC) tried to start a joinery program on island. Unfortunately, NWCC could not continue the program because we did not have the proper infrastructure to offer the program. We had to rent a number of different spaces to meet the demands of the program, and at all of these spaces we had to share the space with other unmanaged woodworking activities creating scheduling, and safety issues. The high school has a fantastic workshop, but scheduling was extremely difficult due to their regularly scheduled classes, and the fact that all students had to have a criminal record check to be on the school grounds eliminated a lot of our participants. As you may know, criminal behaviour is high when its paired with poverty, lack of support, and idle hands. Keeping our community members out of the "system" by providing them with a purpose has been proven. OMVC's carpentry program offered 19 students an opportunity to get into the carpentry trade. Over two thirds of these students were in the court system. After five years only one of them remains in the system today. Although we do not have all 19 students working with us, ALL of the participants have found full-time employment, or have started their own businesses in the carpentry field.

For the past three years the Cabinetry program has been increasingly successful. Unfortunately accessing space in a number of different shops, has made it difficult to maintain control of equipment and inventory. In addition it has created a great strain on our ability to complete projects efficiently. As we are already a training program and tend to take longer with production, the displacement adds to challenge. We feel that a centralized woodworking shop will address these issues, as well as create the community with an opportunity to participate in a value-added business in a much more formal scale. The shop is a 50' x 60' Quonset hut and will be equipped with the essential equipment needed

to create the few products we are proposing to market in the next year. Without it we do not have the ability to create this social enterprise.

In order for the Quonset hut to meet the needs of the proposed woodworking shop, the current occupants will need to be relocated to another Quonset hut in a location 10km away, on our other reserve, New Town. Both Quonset huts will need changes in order to accommodate each program's needs.

**LOOP:**

1. Build a 20'x 15' heated storage unit. Includes cement pad, framed walls, insulation, baseboard heater, electricity, that will store our over \$50,000 worth of seasoned cabinet wood.
2. Insulate the 50' x 60' Loop Quonset with spray insulation to prevent the building from sweating and causing damage to equipment and value added wood products.
3. Install new fixtures into the bathroom including new toilet, and sink.
4. Install new lighting fixtures for better light.
5. Install "brickette" stove for heating work space.

**NEW TOWN:**

1. Electrical work to provide adequate lighting.
2. Foam insulation to prevent the building from sweating and causing damage to equipment
3. A cement pad needs to be poured as the building will be used for things such as painting, etc.
5. Frame in walls around the existing toilet and add a sink.
6. Create storage lockers to secure each programs belongings. This will provide better control of equipment and inventory.

**Project Benefits:**

The benefits of this project include the following:

1. 3 fulltime positions with the possibility of one more within the cabinet program. Old Massett/Tow Hill
2. Opportunity for NWCC to provide a cabinet/joinery program on island. All-Island
3. A teaching position for an identified local individual to teach the NWCC program. Tlell
4. Access to fine quality cabinets and doors and other value added wood products. All-island.
5. Infrastructure that will allow us to provide "alternative" education programs with the school district.

**Project Management:**

**Project Manager:**

Patricia Moore will oversee the project for the Old Massett Village Council. It is my belief that in order to succeed, a person needs to surround themselves with those who are passionate, hard working, and smart. I have been working with two individuals for over two years, that I have full confidence in. Both are talented individuals that have worked with community members to selflessly teach them the skill of cabinet making and joinery.

**Program Manager**

Ian Maclean has been working for OMVC for over two years. He has successfully trained two chosen individuals in joinery and cabinet making. He has a good relationship with the crew, and is very patient with our new learners. Ian ran his own business for approximately five years in the lower mainland, and has worked all over the world learning the skill of cabinetry. Ian will work on a daily basis with the crew to produce orders, etc. Ian also assists Patricia with the quotes, and material sourcing.

**Advisor**

Rolly Thompson of Tlell has helped with the design of the shop, the safety policies and the selection of required tools. Roly is a certified Red Seal Cabinet maker, who has many years experience teaching

and building. Roly's role is an advisory roll, however, he is excited to teach with NWCC when they bring the cabinetry program to Haida Gwaii.

Employees of the project are all protected and need to adhere to the OMVC Employee policy.

### **Project Objectives:**

Economic Development – OMVC's approach on projects has been to take small steps towards our goals to ensure we are ready and capable of managing our projects while minimizing loss, and creating capacity. The cabinet program began as an opportunity stemming from our Hiellen Longhouse project. For the past two years we have been working towards creating meaningful positions, and responsible employees. The two selected employees from sixteen have both completed year one at BCIT in joinery, and have fully committed themselves to learn the trade. Now that we have established what we are capable of doing, we'd like to take on more contracts. In order to do this, we need to have a home base that we can control our inventory, our equipment, and ensure that we are completing orders on a timely manner using our own resources.

Our primary focus is to use what is available to us to provide sustainable employment for our crew. With the Haida Nations' investment in Haico, and more particularly Taan Forestry, we have an opportunity to create products that are made locally, by locals. Value-adding wood products can be done in many different ways, this is our attempt to keeping jobs on island.

OMVC has the opportunity to work with a company willing to purchase our products, unfortunately we cannot do this without this infrastructure. We can not promise our buyers without the security of knowing we have the tools to meet their orders. We are attempting to capture a unique and niche market in the Cabinetry field, however we need the infrastructure in order to compete in the larger market.

Our secondary, but equally essential objective is to work with FNEESC and the School District to create a program that will help our youth that are struggling in the mainstream system. By providing a purpose for our participants, we create hope. We aim to see our graduation rates increase with confidence that our students are not just being passed through. We want to provide our youth with meaningful employment that showcases their talents.

### **Partnerships:**

As stated under project description, OMVC owns two Quonsets. One is located on Loop Rd. within the community of Old Massett and will be ideal for the woodworking shop we propose. The Quonset has three phase power, is fully plumbed, has a concrete floor, and already has work benches constructed. This Quonset is shared by three programs. Salmon enhancement, Parks and the Carpentry program, as well as used as storage for a number of community items. Parks and Salmon Enhancement are willing to move from loop to the New Town Quonset as long as the Cabinetry program can address the much needed changes to the existing building.

We have an application into Gwaii Trust for \$87,103 under their Major Infrastructure program. We are still waiting for an answer, however, speaking to their board, they like the project and would like to support it. Since NDIT will not purchase woodworking equipment, we will use the NDIT funds for the much needed infrastructure changes.

One the infrastructure is in place, partnerships with School District 50, First Nations Education Steering Committee, Tricorp, Haida Gwaii Literacy Society and North West Community College will be solidified.



### **Community Support/Buy-in**

Community Support for this project has been overwhelming. The Carpentry program was such a success, the community can see the potential for this program. Many of our community members from North to South have either requested a quote or made an order for our products. We have completed a number of jobs on both commercial and residential buildings on the island, and have two months of work in our schedule. The Council of the Haida Nation is building a new Governance building, and the potential from that order is enormous, but we need to build the capacity, and we need our own space.

Our 5 year human resource plan also shows that the community would like to have a woodworking shop that can be utilized. We would like to offer this, and will, however, it is imperative that the use of equipment and a shop like this be supervised and maintained. So the shop will be made available at cost to the user. We will also make the shop available to those woodworkers that are making coffins and bentwood boxes for their loved ones. In addition, we will look at selling coffins to other nations.

### **Project Financial Projections:**

The Cabinetry program has been completing jobs for the past two years. We have had contracts ranging from \$1000 - \$50,000. Our orders on the local market are increasing, and we are backed up with projects. Unfortunately we do not have the dedicated space to complete our projects on time, causing our customers to find cheaper alternatives like IKEA or similar type of cabinetry. We do not propose huge revenues, however we do see the program making a nice profit that will allow us to employ more people, train more people in a trade, and provide some quality value added wood products.

In year one we see ourselves earning a profit of \$15,000, however with the right marketing strategy, and the right capacity, in year two and 3 we see an increase of 25%. Some of the larger companies we have been talking to deal with very high end customers whom do not question the cost of beautiful cabinetry. However, at this time, we cannot supply them with our product without proper tools, and equipment. We have been getting by renting space that is not exclusive to our program, causing our efficiencies and productivity to suffer. We feel with the proper space, well managed, and well maintained, that we can meet our targets.

Operational and maintenance funds will be funded by sales of products and education funds. The Quonset costs are covered by Ec. Dev. and each of the programs within the Economic Development Department. We are currently paying \$1250 per month plus hydro to complete work in other locations. Savings from rent, and increased efficiency will certainly cover the operational and maintenance funds. Having one group responsible for the care of the equipment will also keep the cost of repairs down. When using equipment, our students will be taught how to clean and maintain the equipment to ensure longevity of life.

A user fee will be charged to those not in the cabinet program to ensure that there is always someone with first aid, and onsite that knows how to use the equipment properly. We currently have the same system in our commercial kitchen, and it is working very well keeping the equipment clean and maintained.

### **Project Success Factors:**

Success for this project will be measured in three ways:

First, with any kind of social enterprise, Revenues from sales of value-added wood products will be our first measurement. Since we are a social enterprise, all our revenues go back into the shop to keep up the maintenance of equipment, and into training.

Secondly, Haida Gwaii is lucky to have Roly Thompson from Tlell living on island. He is fine craftsman that is certified to teach all levels of a RED SEAL journeyman program. Two years ago when we wanted to start a joinery program, we couldn't because we didn't have a location to run the program. It is our goal to run programs with NWCC that will allow us to capture the minds of those that may not "suit" the conventional education system. We are excited about this, for over the years we have seen our youth fail from high school thinking there is something wrong with them. I have had the opportunity over the years to meet many young people that couldn't make it in school, but when put into a woodworking shop they are creating the most amazing pieces of art. We think it is these youth that will embrace the program, and if they succeed, we succeed.

Finally, two fully completed Quonsets, on time and on schedule.

#### **FINANCIAL REQUIREMENTS & USE OF FUNDS**

**With the \$82,906.00 we are requesting, we plan to do the following:**

- 1. Purchase Brickette stove for heating the classroom.**
- 2. Insulate both Quansot buildings**
- 3. Build a heated storage for seasoned wood.**
- 4. Pour a concrete pad at the quansot in New Town so the building is usable.**
- 5. Build lockers for each program in the New Town Quansot**

**Total Request: \$82,902.00**

ITEM	COST	MODEL	Source	Paid By:
Equipment:				
Table saw	4019	50-450R	General	Gwaii Trust
Panel Saw	3549	50-320M2	General	Gwaii Trust
DUST COLLECTOR	4600	10-875cfm2	General	Gwaii Trust
MITRE SAW	720	GEN-12SD	BOSCH	Gwaii Trust
JOINTER	3600	GEN-80-225HC	General	Gwaii Trust
PLANER	10900	30-460HCM2	General	Gwaii Trust
BANDSAW	3400	90-320M1	General	Gwaii Trust
RADIAL ARM SAW	5300	GEN-50-760M1	General	Gwaii Trust
SHAPER	5600	40-450M2	General	Gwaii Trust
DRILL PRESS	369	GEN75-150M1	General	Gwaii Trust
1/2" ROUTER	340		BOSCH	Gwaii Trust
1/4" ROUTER	190		Porter	Gwaii Trust
THICKNESS SANDER	5685	15-275M1	General	Gwaii Trust
BISCUIT JOINER	1489	75-075M1	General	Gwaii Trust
CLAMPS	1000		General	Gwaii Trust
ROUTER BITS	500		General	Gwaii Trust
GRINDER	1423	w. collector	General	Gwaii Trust
SANDERS	1300	GEN-15-035M1	General	Gwaii Trust
CNC CARVER	5119		General	Gwaii Trust
Bathroom	2000		OMVC Carpentry	OMVC
Electrical	5500		Elec	Gwaii Trust
Heat	3995		Iron Ash Sales	NDIT
Insulation	18768		Quantum Foam	NDIT
Addition	20615		OMVC Carpentry	NDIT
Frieght	15000		20%	Gwaii Trust
Set Up labor	1000		OMVC Carpentry	OMVC
Moving labor/equipment	1000		OMVC Carpentry	Parks
New Town Qwansat				
pad 60 x 40= 30 yards	8550		OMVC Carpentry	NDIT
Labor	2210		OMVC Carpentry	NDIT
Electrical- New Service	15000		Rootham	Gwaii Trust
Bathroom	2000		OMVC Carpentry	OMVC
lockers	2500		co-op	NDIT
insulation	18768		Quantum Foam	NDIT
Project Management	5000			OMVC
Plumbing Equipment	2314			OMVC
Administration 10%	16,600			OMVC
TOTAL Costs	199923			
REVENUES				
OMVC	29,914		14.96%	
Gwaii Trust	87103		43.57%	
NDIT	82906		41.47%	
Total Revenues	0			



## *Literacy Haida Gwaii*

*Promoting Life Long Learning on the Islands*

P.O. Box 235  
Queen Charlotte, BC, V0T 1S0  
559-8398 or 1866-559-9065

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Northern Development Initiative Trust  
301 – 1268 Fifth Avenue  
Prince George, BC V2L 3L2

February 10, 2015

Dear Board of Directors,

On behalf of Literacy Haida Gwaii, I am happy to write a letter in support of the project initiated by the Economic Development unit of Old Massett Village Council. The Economic Development unit has implemented several wonderful initiatives in Old Massett that benefitted the community and its residents. Its work in building community, strengthening families and offering job skills is applauded.

Literacy Haida Gwaii's support for learners in our communities have always been based on the learner-oriented approach. We offered free group and one-to-one tutoring support for the students enrolled in OMVC's foundation carpentry program back in 2009. This partnership with OMVC, together with the support of other organizations, have seen great success. Majority of the 19 students have advanced to higher levels of the carpentry program, cleaned up their acts from the criminal justice system, secured jobs and became confident members contributing back to the community. One of the carpentry students was also the 2014 recipient of Literacy Haida Gwaii's Learner Award.

As an extension to the successful carpentry program, I understand that OMVC Economic Development is working towards setting up a woodworking shop to enable the offering of its Cabinet Building program. Once again, the Cabinet program will engage community partnerships among several organizations including Literacy Haida Gwaii. We are committed to offering literacy support for every enrolled student. However, the building of the woodworking shop is key before the program can commence. Students need a conducive facility for doing technical work and hands-on learning, store the necessary tools as well as wood supplies. With the structure in place, the Cabinet Building program will indeed be a unique program as we will utilize local resources and expertise to teach the program instead of relying on off-island instructors.

I hope the Board would consider OMVC's proposal with favorable considerations.

Sincerely,

Beng Favreau  
Executive Director



# Village of Masset

wings . waves . wilderness [www.massetbc.com](http://www.massetbc.com)  
PO Box 68 (1686 Main Street) Masset, BC VoT 1Mo  
Phone (250) 626-3995 Fax (250) 626-3968

February 10, 2015

Old Massett Village Council  
Economic Development  
c/o Patricia Moore  
P.O. Box 175  
Old Massett, B.C.  
V0T 1M0

Re: Letter of Support – Application for Funding

Dear Patricia,

The Village of Masset would like to offer this Letter of Support for your proposal to apply to the Northern Development Initiative Trust in the amount of \$82,906.00 to create a permanent woodworking shop located on Loop Road in Old Massett.

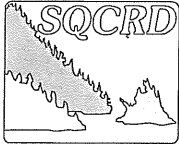
This proposal was addressed at a council meeting held on February 10, 2015 and Council supports the Cabinetry Investment Project. Having a wood working shop in the community will not only help create value added wood products made on Island but also help create jobs and training for the youth and unemployed.

The Village of Masset has no hesitation in recommending your application and we wish you every success with your proposal.

Sincerely,

Trevor Jarvis,  
Chief Administrative Officer





**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

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

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

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**FILE COPY**

August 13, 2014

District of Port Edward  
PO Box 1100  
770 Pacific Avenue  
Port Edward, B.C. V0V 1G0

**Attention: Ron Bedard, Chief Administrative Officer**

Dear Mr. Bedard:

**Re: Standing Committee of North Coast Port Municipalities**

The Board of the Skeena-Queen Charlotte Regional District (SQCRD) is in receipt of your correspondence dated July 23, 2014 in regard to the Standing Committee of North Coast Port Municipalities.

The Board would like to convey its support for this initiative, as it feels that the formalization of such a committee would continue to improve working relationships between all stakeholders.

The Board wishes to extend its gratitude to you for your continued efforts on this initiative, and would like to offer any assistance where possible.

If you have any further questions or would like to speak with me directly, please do not hesitate to contact the undersigned.

Yours truly,

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

Joan Merrick  
Chief Administrative Officer

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# District of Port Edward

Clean, Neat & Green

**RECEIVED**

JUL 31 2014

**SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT**

July 23, 2014

Skeena-Queen Charlotte Regional District  
Attn: Joan Merrick  
100 – 1<sup>st</sup> Avenue East  
Prince Rupert, BC V8J 1A6

**Re: Standing Committee of North Coast Port Municipalities**

Local communities and governments on the North Coast have generally been supportive of the port industry and its related activities, and recognize its important contribution to the economic health of our region.

From a municipal point of view, Port activity has a large impact on our municipal property tax base, and municipalities have a common interest in working with the industry to enhance predictability and stability. However, there are often concerns and issues that impact municipal interests, and many of these are likely best dealt with on a collective local government basis.

The District of Port Edward would like to propose the formation of a standing committee of North Coast port municipalities. We would suggest that the committee require equal representation from the City of Prince Rupert, Skeena Queen Charlotte Regional District, and the District of Port Edward. We would also propose that the Prince Rupert Port Authority be requested to attend as a permanent ex-officio member, with other port and transportation-related organizations invited to attend to discuss specific issues as required.

The formalization of such a mechanism would continue to improve working relationships between PRPA and North Coast municipalities. We believe the joint structure would promote collaboration, understanding and even dispute resolution between PRPA and North Coast municipalities with respect to many regional issues, including fiscal issues, land use and infrastructure planning.

On a practical level, the joint committee structure would provide a fixed schedule to ensure regular port updates and ongoing communication between elected officials and senior staff of the organizations involved. It would also provide a forum that would allow issues to be discussed in



The District of Port Edward does not envision this committee as replacing bilateral meetings, discussions or negotiations between its member municipalities and PRPA, or any other port-related organization. Instead, it would provide a more timely and more engaged context for those discussions to occur in.

I would like to suggest that the committee be made up of the Mayors/Chair, one senior staff representative from each Community and Regional District and one senior staff person from the Prince Rupert Port Authority. The meetings should be held quarterly.

Yours truly,

Ron Bedard,  
Chief Administrative Officer

CC: Robert Long  
Joan Merrick  
Ken Veldman