

While there is certainly logic to the principle that MIMC provides a service to the community on behalf of the Regional District, therefore they should be appropriately funded for that service. The quandary is how to determining the appropriate level of funding. The question to be answered is “What portion of the benefit to the community through the service provided by MIMC is undertaken on behalf of the RD versus as a means to support other community interests”? At the February 2013 Electoral Area Advisory Committee meeting staff was directed to provide an analysis of the activities that MIMC participates in. To that end staff have look at two distinct sources of data.

Firstly the financial records which show the following:

Regional District Activities

Sandspit Water
MIMC Administration (i.e. meetings,
Bookkeeping, office)

Non- Regional District Activities (no Service)

Sandspit Harbour
Community Hall
Gwaii Trust – Xmas fund
Logger Sports Day
Recreation

The above is not a quantitative measure of time spent on a particular activity; rather it is a snap shot of the “services” that flow through the MIMC books.

The second measure, which Staff has attempted to quantify, is the types of items dealt with in MIMC meetings. Staff ran a tally of the various items that were included in the MIMC minutes. These were classified and grouped into broad classifications as shown in Chart 2. While this analysis alone is not a perfect measure it does provide some insight; in particular more than 1/3rd of the items were for topics that the RD does not have a service for (i.e.: Community Hall, Recreation Committee) or were related to “outside” organizations (i.e.: SS Harbour, Gwaii trust).

Together these two measures provide some insight into the function that MIMC serves within the community. They show that MIMC in addition to serving as a committee to handle Regional District services assumes responsibility for addressing issues and supporting community events and organizations that are not part of the Regional District mandate.

Although not specifically part of the analysis Staff has identified a few areas of concern while undertaking the review:

- These include the amount of the grant allocated to wages \$22,000. Based on the rate paid to the administrative assistant this equates to an average of over 21 hours per week. This is equivalent to a .6 FTE for an office that is only open 2 half days per week.
- With the opening of the visitor center, MIMC elected to give up its office space and move in to a shared space. Although this was originally pointed out to Staff that this was a way to save money the amount of rent included in the budget has not decreased. In addition, by giving up the former office MIMC and the RD are forced to rent the community hall at an additional cost whenever meetings are held.

- In June, MIMC include a report on its agenda that dealt with entering into a cost sharing agreement with the Sandspit Community Centre. This report clearly states *"In almost every line item MIMC has realized cost savings and these cost savings have been shifted to the staff wages and benefits line item as directed by the committee. In addition to the benefits in increased capacity for MIMC the agreement has also lowered the potential operational costs of the Visitor Center allowing for increased retained earnings at the center that may be directed (by the SCS Board) to community priorities."*

This report (attachment D") provides a detailed budget for MIMC and the Visitor Centre. However, it does not show any of the cost savings realized from the move being directed back to MIMC to decrease the grant.

- Part of the administration undertaken by MIMC is to support the water system. The local government act is clear in that the cost of a service should include the cost of administering that service. To that end the Committee should consider funding part of the MIMC grant from the revenue raised for the water system.

Based on the above information Staff is recommending that the electoral Area Directors determine if they wish to continue to fund the full MIMC grant from Electoral Area Administration. To aid in that decision Staff have provided the following options.

Options for funding MIMC:

1. Continue to provide the full grant as requested by MIMC annually fully funded by Electoral Area Administration. MIMC must submit any request for increased funding or changes to the items funded to the Electoral Area Advisory Committee for consideration prior to the start of budget discussions each year.
2. Provide a set amount of \$35,000 annually in funding from the Electoral Area Administration. Any increase to the grant requested by MIMC would have to be funded by Electoral Area E.
3. Provide a set amount as determined by the committee (example: 2/3rds or \$23,000) annually in funding from the Electoral Area Administration. Any additional funding over the set amount would have to be funded by Electoral Area E.
4. Determine a set amount to be funded through Electoral Area Administration but phase the implementation in over two to three years. (example: \$30,000 in 2014; \$25,000 in 2015; \$20,000 in 2016)

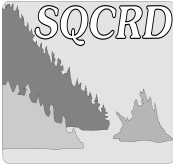
Note: any of the above options could also include recovering a reasonable portion of the MIMC grant from the Sandspit Water system.

Additional information:

In the past, Director Putterill has raised a suggestion about reallocating a portion of the Regional District Basic Grant received from the Province each year. This grant is

currently divided 60% to General Administration and 40% to Electoral Area Administration. While there is no written policy as to how that grant was allocated the rationale was that it would be used to fund Director remuneration and travel costs. This is in line with the way the expenses are divided between the two functions.

While there is no reason that the RD Basic Grant could not be allocated in part or in total to cover other costs there is convincing logic to allocate it to cover costs that are shared by the whole board or equitably by a portion of Board (i.e.: Electoral Area Admin) versus shifting the grant to cover costs that only one area benefits from.



STAFF REPORT

DATE: November 22, 2013
FROM: Jennifer Robb, Treasurer
SUBJECT: Follow-up on Accountability – Grants in Aid

Recommendation:

THAT the Board receives the staff report “Follow-up on Accountability – Grants in Aid” for information;

Discussion:

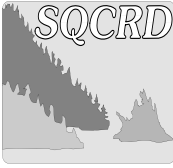
As the Board has recently adopted the accountability policy, staff wanted to provide the Board with information on the process of releasing grant in aid funding to various organizations.

In order to ensure accountability for the grant in aid funds, staff currently request and review documentation from all organizations including;

- A full budget (as opposed to only the line items that the SQCRD grant funds)
- An outline of the grants intended use
- A report highlighting how funds were spent during the prior year
- Financial statements including a balance sheet & income statement
- Bank statements

Staff request this documentation to ensure funds are being appropriately spent. One area of focus is the surplus that organizations may accumulate over time. Where the surplus has been accumulating, staff would investigate the reason and bring this to the attention of the board during budget discussions.

Currently most organizations are happy to provide this documentation and staff will continue to work with the organizations to ensure grant funding is spent appropriately.



STAFF REPORT

DATE: November 22, 2013
FROM: Jennifer Robb, Treasurer
SUBJECT: Services & Taxation Limits

Recommendation:

THAT the Board receives the staff report “Services & Taxation Limits”;
AND THAT the Board provides staff with direction.

Discussion:

Staff have recently been investigating taxation limits in preparation for the upcoming 2014 Budget. A summary of findings have been attached to this report. Staff have noted that a number of services are either very close to the maximum taxation level or have not been updated for a number of years. Island Solid Waste and Regional Recycling are service areas to note.

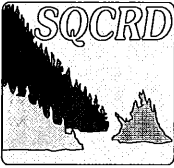
Regardless of the Board’s decision to change or maintain taxation levels, it is good practice to increase the taxation levels within the bylaw at regular intervals to ensure that inflation does not outstrip the capability to tax sufficiently to cover the cost of the service.

The *Regional Districts Establishing Bylaw Approval exemption Regulation*(113 Section 3) in the *Local Government Act*, approval is not required for increases of up to 25% within 5 years.

Staff is seeking direction from the Board on whether bylaw amendments increasing the tax limits for Island Solid Waste and Regional Recycling by 25% be brought forward for future consideration.

Tax Limit Summary - November 2013

		Authority	2013 Net Taxes Levied	Taxation Limit (\$)	Maximum per \$1000 of Assessment	Last Year Updated
110	Administration	800(2) LGA	325,920	-	-	-
120	Electoral Area Administration	800(2) LGA	104,624	-	-	-
130	Elections	800(2) LGA	5,000	-	-	-
170	Grant-In-Aid	815(9) LGA	2,242	136,467	0	-
171	Grant-In-Aid Area A	815(9) LGA	660	2,447	0	-
172	Grant-In-Aid Area C	815(9) LGA	-	1,433	0	-
173	Grant-In-Aid Area D	815(9) LGA	500	7,688	0	-
174	Grant-In-Aid Area E	815(9) LGA	4,000	4,226	0	-
210	Sandspit Fire	Bylaw 473.1	27,500	27,500	-	2011
220	Emergency Programming - A & C	Bylaw 495	5,000	19,399	1	2006
227	Emergency Programming - Area D	Bylaw 552	-	38,442	1	2013
229	Emergency Programming - Area E	Bylaw 553	10,000	21,130	1	2013
310	Island Solid Waste	Bylaw 271	140,001	140,506	1	1994
340	Regional Recycling (Mainland)	Bylaw 271	214,213	216,731	1	1994
510	Rural Land Use Planning	LGA	40,951	-	-	-
570	Economic Development	Bylaw 339	1,564	-	-	1998
710	PR & Regional Archives	Supplementary Letters patent	69,042	281,751	0	1982
715	North Pacific Cannery	Bylaw 280.1	81,609	100,000	-	2011
720	HG Museum	Bylaw 528	61,393	84,304	0	2010
725	Vancouver Island Regional Library	Library Act (3)s24; Bylaw 268	39,056	-	-	-
730	HG Recreation	Bylaw 340	104,326	120,835	0	1997
751	Mainland Recreation - Area A	special conditions	5,384	special conditions	-	-
752	Mainland Recreation - Area C	special conditions	6,128	special conditions	-	-
901	Feasibility studies	800(2) LGA	4,757	-	-	-
950	Oona River	Bylaw 371	4,000	4,000	-	1999
810	Sandspit Water (Parcel Tax)	Bylaw 469.1	46,800	50,000	-	2013



STAFF REPORT

DATE: November 22, 2013

FROM: Joan Merrick, Chief Administrative Officer

SUBJECT: Sandspit Water Regulation and Fees

Recommendation:

THAT the Board receives the staff report “Sandspit Water Regulation and Fees”;

Background:

In September of 2012 the Moresby Island Management Committee (MIMC) provided a report to the Board entitled “Implementation of a Metered Fee Structure”. That report recommended a new fee structure for the Sandspit Water System that included: no change to the parcel tax; a user fee of \$150 per year; and a consumption charge of \$1.15 per cubic meter over a threshold of 182.5 cubic meters per year.

Staff requested and received the data used to calculate MIMC’s proposed fee structure as well as information on the estimated revenues that MIMC wished to generate using the new fee structure. Staff then performed a number of calculations using the data provided but determined that the expected combined revenue generated by the proposed fee structure would not meet the revenue requirements needed to effectively fund the water system in the long term.

Staff, in consultation with Director Putterill, calculated and proposed various options for the metered water structure. Staff also provided a list of concerns to Director Putterill that outlined various issues that were identified while staff was researching water metering, including the need for public consultation.

In December 2012, Director Putterill requested the Board to direct staff to draft a Regulation Bylaw for Sandspit Water. The Board responded by directing staff to start drafting the bylaw once the budget was completed. (April 2013).

Staff began the process to draft the bylaw in February of 2013 by requesting information from MIMC to outline the specific concerns they wished to have addressed through a regulation bylaw. In late June staff received a list of recommendations from the committee and by mid-August had completed the first draft of the bylaw.

Over the past two months staff has continued to refine the regulation bylaw to address the concerns of the Director and MIMC where possible.

Staff also travelled to Sandspit in June and spent two days with the water operator and the Director in order to clarify information on the water users. This information is critical in order to ensure the conversion to a new metered billing system is as efficient as possible.

Discussion:

Bylaw 558 "Sandspit Water Service Regulation and Fees Bylaw", included as part of the agenda package, is a comprehensive set of regulations, procedures and fees designed to give MIMC and the Regional District the tools to manage the water system effectively.

MIMC, through Director Putterill, has had opportunities to provide feedback on multiple occasions. Where feasible staff have incorporated the principles developed by MIMC into the bylaw, however Staff felt some of the requests, particularly related to the fee structure, were discriminatory or ultra vires so they were not included. i.e.: a different rate structure for a mobile home park if the trailers were owned by the owner of the park versus if the pads were rented out.

As with any bylaw there may be amendments from time to time. Should the Board choose to adopt this bylaw as presented Staff recommend that it be reviewed in one year's time and periodically thereafter to identify if the regulations as set out in the bylaw are accomplishing what MIMC hoped to achieve.

Metered Billing and Estimated Revenues

The fee structure contained in the bylaw provides for a combination of an annual user fees and metered consumption. In addition, Bylaw 517 allows the collection of a parcel tax on each parcel within the service area.

In developing the fee structure staff analyzed usage data provided by MIMC. The data provided included six years of water consumption for 193 users. Staff also examined the budget to determine a suitable revenue target.

Attachment A shows the 2013 budget as well as a projection including 2.5% inflation to the year 2016. It also shows the basis for the fee structure which includes the following principles:

- A. The parcel tax should be used to fund debt or capital as it is collected from all parcels in the service area regardless of whether they are connected to the water system or not. In order to determine the appropriate amount of parcel tax staff analyzed the budget and determined that the current parcel tax collected annually (2013) would allow sufficient revenues to fund ½ of the current depreciation; the cost of hydrant maintenance; and capital maintenance. The portion earmarked for depreciation should be set aside in a reserve account as this is a non-cash expense.
- B. The user fees and metered consumption should be used to fund the annual operating costs as these are a cost to the "users of the system". Staff ran

numerous scenarios using a combination of various user fee amounts, metered rates and thresholds in order to determine the optimal rates to generate the desired revenue. The rates originally proposed by MIMC were evaluated using the usage data but Staff's analysis indicated that those rates would not have produce sufficient revenue to cover the operating costs.

MIMC provided feedback on the various scenarios and stated they wanted a metered rate that did not exceed \$1.20 per cubic meter of consumption; a threshold (the consumption volume below which there is no additional charge for water used) of not less than 146 cubic meters per year; and the balance of revenue to come from user fees. To this end staff have proposed a metered rate of \$1.15 per cubic meter; a threshold of 146 cubic meters; and a user fee of \$250 (the same rate as previous year).

As shown in Attachment A, Staff project that the additional revenue generated by metered billing will be approximately \$19,000. This projection is based on a number of assumptions and may vary significantly depending on the accuracy of the usage data provided for the calculation as well as how much the additional usage charges will impact water usage by the customers. It is important to note that of 194 users, Staff projects that only 54 or 28% will be charged for metered usage; and for the majority of those 54 users the usage charge will be relative small (from \$10 to \$200; averaging \$103). However, there are some customers (again based on the usage data provided) that would receive significant charges for water usage. Some are reasonable, such as the school, hotels and businesses which tend to have higher usage than a residential customer, while other seem to be out of line. This may just be the result of a leak or possibly an error in the data.

Note: for the calculations staff used 2011 usage data with a 30% reduction in usage. Should usage not be reduced as a result of the implementation of metered billing the amount of revenue collected and the number of users paying metered consumption increases dramatically (\$30,000 and 50%).

Because metered water usage is a new charge and also because of the uncertainty regarding the magnitude of the cost to individual water users Staff is recommending that the Board adopt a policy outlining a process for appeal of the metered water billing. Staff if so directed can prepare a draft policy for consideration.

Regulations

The bylaw attempts to address a number of concerns put forth by MIMC in terms of the effective management of the water system. The regulation includes "rules and procedures" under the following sections:

- Definitions (interpretation)
- Management of the Water System
- Connection, Shut-Offs, Disconnections
- Private Wells and Cross Connections
- Water Use Restrictions
- Owners Responsibilities

- Miscellaneous
- Service Connections
- Fees and Charges

Staff has not included specific comments on the various regulations included in the bylaw other than to note that it is consistent with various provisions included in similar bylaws for other Municipalities. Worth noting however, is Part 2 which attempts to lay out a clear division between the role of MIMC and the role of the Regional District in the Management of the Sandspit Water System.

As stated in the bylaw there are two distinct management functions:

- a) Administrative Management, which shall include all matters pertaining to the levying and collection of fees, charges and penalties; requisition of taxes; developing and maintaining relevant bylaws; and all other financial and administrative duties required for the continued operation of the service.

The administrative management shall the responsibility of the Treasurer subject to the direction of the Board.

- b) Works Management, which shall include all matters pertaining to the engineering, construction and maintenance of the water system.

The works management shall be the responsibility of the Water Operator subject to the direction of the Board and any Designated Committee.

This part of the bylaw is of specific concern to staff as there has been a considerable history of conflict and between Staff and MIMC in regard to the water system. Staff have worked diligently over the past two years to improve the billing system and to ensure that the accounting staff is adequately tracking and recording user information. However, Staff feels there is still a need for improvement, particularly in the areas of communication and accountability. In order to be effective in their role of Administrative Management for the water system Staff need to receive complete and accurate information in a timely manner. The bylaw included the following wording to help to address this issue:

- The Water Operator shall follow all procedures and administrative practices established by the Regional District and the designated Committee in order to support the efficient Administrative Management and effective operation of the water system, and reduce the potential liability to the Regional District.

While having this wording in the bylaw is certainly a step to addressing the issue, it will not be effective unless actions are taken to implement specific procedures. To that end staff is recommending that MIMC be directed to work with Staff to implement a set of procedures to ensure that the Regional District receives all relevant information in a timely and consistent basis.

Risk Management

Another area of concern to Staff is the need to minimize any liability to the Regional District. A standard procedure for local governments operating any type of utility is to maintain a log of all routine maintenance, incidents or complaints and the response to those complaints. For example: if a suspected leak in a water main is reported by a customer and the water operator responds to the complaint and properly logs his response the Regional District would be protected should the leak cause future damage to the owners property. However, if nothing is logged, there is no record, and it is more likely that the RD would be held liable.

Proper documentation of new connections, disconnections, turn-ons and shut-offs are also critical both for the accounting department to be able to accurately track and bill the users but to reduce any liability for claims that may arise.

Water Operator

The Water Operator is a private contractor under contract with and reporting to MIMC. Much of the information required to ensure accurate administrative management, including billing, is the result of work that the Water Operator undertakes. Historically information has been provided either verbally or by email to the Utility Billing Clerk. This information is often not properly documented and is rarely provided unless the UB Clerk specifically requests the information.

Both from the risk management and the administrative management perspectives it is imperative that the Water Operator be required to follow proper procedures and provide that information to the Regional District in a timely manner. To address this concern staff is recommending that the MIMC work with Staff to draft the appropriate procedures and that the Water Operator be required to follow those procedures.

Additional Concerns:

1. Staff based the analysis on data provided by MIMC. The most recent data available was from 2011. The proposed metered rate and threshold was based on the assumption that consumption would decrease by 30% when metered billing is implemented. For 2014 the billing would occur after the usage has already occurred (April 2013 to March 2014) this could dramatically increase the number of properties that get billed for metered usage as well as the amount they are charged. Staff is concerned that the users may be charged substantially more than they are anticipating. If this occurs Staff is worried that there will be backlash from the users.
2. The other area of concern with the metered billing is that it is to be done annually. For hotels and other high water users that are typically open only during peak summer months this means that they are not paying the full amount for their

higher consumption. If semi-annual billing was implemented ie: April and Sept they would contribute more equitably based on higher summer consumption. Semi-annual billing would also spread out the cost to users over the year (two payments rather than one).

Options

Bylaw 558 is included as part of the agenda for consideration.

1. Adopt the bylaw as presented (Requires 3 readings and adoption).
2. Do not adopt the bylaw as presented; and direct Staff to amend it to include any of the following:
 - I. Defer implementation of metered billing – to address Staff concerns regarding the uncertainty of the impact to users, the bylaw could be amended to commence metered billing later in 2014. This would provide staff with an opportunity to undertake additional analysis based on current usage data (2013) and to adjust the threshold and metered rate to a level that would generate the target revenue. In addition, MIMC could continue to undertake additional public consultation.
 - II. Phase in the metered billing by adopting a lower rate and /or threshold in the first year or two of implementation.
 - III. Include a clause in the bylaw that would allow the metered rate to be lowered if the amount of revenue generated exceeds the target as specified in the budget.
 - IV. Amend the bylaw to include semi-annual billing rather than annual billing (April and September).

Regardless of the option chosen and how metering is implemented. MIMC should develop a process to receive and deal with complaints related to the metered billing. Staff feels that regardless of the amount of public consultation that has been done there may be a substantial repercussion once the bills go out. Given that the Regional District issues the invoices Staff is concern that the UB Clerk will face a large number of complaints related to the metered billing that staff does not have a mechanism to deal with.

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Based on anticipated 30% reduction in water usage with metering

	2013	2016	
Testing & MISC	\$ 877	\$ 945	**
Training	\$ 205	\$ 221	**
Parts & Equipment	\$ 5,443	\$ 5,861	*
Treatment	\$ 4,995	\$ 5,379	**
Minor Upgrades	\$ 2,614	\$ 2,815	*
Ops Contracts	\$ 36,685	\$ 39,506	
Additional Requested	\$ 1,842	\$ 1,984	
Total Grant	\$ 52,661	\$ 56,711	

Insurance	\$ 900	\$ 969	**
Hydro	\$ 6,500	\$ 7,000	**
Admin	\$ 24,146	\$ 26,003	
Prof fees	\$ 5,000	\$ 5,384	***
Legal	\$ 1,000	\$ 1,077	***
Permits & Lic	\$ 150	\$ 162	**
Postage	\$ 520	\$ 560	
Misc	\$ 375	\$ 404	
Reserves /Surplus	\$ -	\$ -	
Total Budget	\$ 91,252	\$ 98,270	

Current Funding

User Fees	\$ 50,000	\$ 54,000	
Parcel Tax	\$ 44,100	\$ 44,100	
	\$ 94,100	\$ 98,100	
Surplus (Shortfall)	\$ 2,848	-\$ 170	

Note: 2013 budget was based on 2012 grant plus inflation, other costs as per 2013 R1 budget / 2016 includes 2.5% inflation as appropriate

Required Funding Under New Fee Structure

Reserves	\$ 20,000	\$ 20,000	* approx. 1/2 of current depreciation
Hydrants	\$ 8,426	\$ 9,073	* 20% of contractor and parts
Capital Maintenance	\$ 14,305	\$ 15,405	* 80% of parts + 20% of contractor + 100% of minor upgrades
Parcel Tax	\$ 42,730	\$ 44,478	

Operations	\$ 38,376	\$ 41,328	** 60% of contractor + other operating cost "***
Admin	\$ 24,146	\$ 26,003	
Prof Fees & Legal	\$ 6,000	\$ 6,461	*** If unused in a year should be transferred to operating reserve
User Fees & Metering	\$ 68,522	\$ 73,792	
Total	\$ 111,252	\$ 118,270	

Proposed - Option 1

Parcel Tax	\$225	\$ 46,800	\$ 46,800	# of parcels	208
User Fee	\$250	\$ 48,500	\$ 48,500	# of users	194
Metering	\$ 1.15	\$ 19,796	\$ 19,796	** based on 2011 usage data assuming 30% reduction	

Theshold = 146 Cu meters per annual consumption
21,209 cu meters total billable consumption

	\$ 115,096	\$ 115,096	
Surplus (Shortfall)	\$ 3,844	-\$ 3,174	

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BYLAW NO. 558, 2013**

Being a bylaw to regulate the terms and conditions under which water may be distributed and used in the Sandspit Water System Service Area.

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

Part 1: Citation

This bylaw may be cited as the "Sandspit Water Service Regulation and Fees Bylaw No. 558, 2013".

Part 2: Purpose & Scope

This bylaw outlines the regulations, procedures and fees under which water will be provided to any parcel within the Sandspit Water System Service Area.

The provisions of this bylaw shall be applicable to and be binding upon all persons served by the Sandspit Water Service whether such persons shall have made written application or not.

Part 3: Interpretation

In this bylaw:

"Authorized Representative" means a person or agency and its employees authorized by the Regional District or the designated committee to undertake specific tasks related to the works Management of the Sandspit Water System.

"Board" means the Board of Directors of the Skeena-Queen Charlotte Regional District.

"Connection" is the activation of the supply of water to a private service.

"Cross Connection" is any physical connection of a private well or other water source to any portion of a private service connected to the water system.

"Curb Stop" means a shut off valve installed as part of the "Water Service". When practical, the curb stop shall be located on the water main side of the property line. Such curb stop is the property of the Regional District.

"Designated Committee" is a body designated, by bylaw, with the responsibility for the works management of the Sandspit Water System.

“Disconnect” is to sever or stop the supply of water to a private service on a permanent basis.

“Occupied Pad” means a site in a manufactured home park, which has a manufactured home installed on the site that is serviced with water from the Water System.

“Owner” has the same meaning as Schedule 1 of the *Community Charter*.

“Parcel” has the same meaning as Schedule 1 of the *Community Charter*.

“Private Service” means a pipe and all valves, connections, and all other appurtenances, on private property not installed or owned by the Regional District, used to convey water from the “Water Service” to a dwelling, building, premise, or stand pipe.

“Reconnection” is the reactivation of the supply of water to a private service where a Water Service servicing the subject parcel already exists. A reconnection only applies when the private service was previously supplied with water but was disconnected at the request of the owner.

“Regional District” means the Skeena-Queen Charlotte Regional District or persons duly authorized to represent the Skeena-Queen Charlotte Regional District in respect to this Bylaw.

“Service Area” means the Sandspit Water System Service Area established by the Skeena-Queen Charlotte Water Service Establishment Bylaw No. 469 and all subsequent amendments thereto.

“Service Connection” means the physical connection, for the supply of water, from the water service to a private service, and includes all related pipes, shut-off valves and other appurtenances required.

“Shut-Off” is the stoppage, interruption or cessation of the supply of water to a private service for an indefinite period of time and made at the request of the “User”.

“Temporary Shut-off” is the stoppage, interruption or cessation of the supply of water to a private service for a limited time and for the purposes of maintenance or repairs to the water system or private service.

“Turn-On” is the reactivation of the supply of water following a temporary shut-off or a shut-off.

“User” means any person who is the owner or the occupant of any premises to which water is supplied or made available from the Water System.

“Water Operator” means a person hired or contracted by the Regional District or designated committee who is responsible for undertaking the works management of the Sandspit Water System, under the direction of the Regional District and the designated committee.

“Water Service” means a pipe and the necessary valves and protective boxes, and any other material necessary to and actually used for the purpose of conveying water from the water main to the curb stop, and shall include a water meter. The “Water Service” is the property of the Regional District.

“Water System” means the entire network of pipes, pumps, water treatment facilities, reservoirs, valves, hydrants, service lines, meters, and all other appurtenances or facilities that make up the Sandspit water supply and distribution system.

Part 4: Management of the Water System

1. The management of the water system shall be divided into two sections which shall consist of:
 - a) Administrative Management, which shall include all matters pertaining to the levying and collection of fees, charges and penalties, requisition of taxes, developing and maintaining relevant bylaws, and all other financial and administrative duties required for the continued operation of the service.
 - b) Works Management, which shall include all matters pertaining to the engineering, construction and maintenance of the water system.
2. The administrative management shall be the responsibility of the Treasurer subject to the direction of the Board.
3. The works management shall be the responsibility of the water operator subject to the direction of the Board and any designated committee.
4. The water operator shall follow all procedures and administrative practices established by the Regional District and the designated committee in order to support the efficient Administrative Management and effective operation of the water system and reduce the potential liability to the Regional District.

Part 5: Connections, Shut-offs & Disconnections

1. An owner shall apply for a connection, reconnection or disconnection, by doing the following:
 - a) Complete the appropriate application form in the format as prescribed by the Corporate Officer;
 - b) Pay the applicable fee as specified in Schedule "A" attached; and
 - c) Agree to the terms and conditions as set out in this bylaw.
2. An owner or user shall apply for a temporary shut-off, shut-off or turn-on, by doing the following:
 - a) Complete the appropriate application form in the format as prescribed by the Corporate Officer;
 - b) Pay the proper fee as specified in Schedule "A"; and
 - c) Agree to the terms and conditions as set out in this bylaw.
3. All applications for turn-on, shut-off or disconnection of the water supply to any premises require no less than forty-eight (48) hours' notice before the service is required.
4. No person shall make an application to shut-off, other than a temporary shut-off, or disconnect the water from any premises in use or occupied by any other person until such use or occupation has ceased and the premises have been vacated.
5. Where more than one premise is provided water from a single service connection, the Regional District shall not be required to shut-off the water supply to an individual premise until that premise has been connected by a separate service connection at the expense of the owner of the premise in question and according to the provisions of this bylaw.
6. Disconnection by Abandonment
 - a) When a premise is abandoned and the owner of the premise wishes to discontinue the water connection permanently, the owner shall:
 - i) Notify the Regional District in writing in the format prescribed in Schedule "A";
 - ii) Pay the disconnection fee as prescribed in Schedule "A";
 - iii) Upon completion of a) and b) above the Regional District will, at its earliest convenience, disconnect the service connection.
 - b) In cases where the existing building or buildings are demolished, destroyed or otherwise removed from a property connected to the water system, the water operator shall shut-off the water supply. All fees will continue to apply until such time as the owner applies for a disconnection.

7. Illegal Connection

- a) No person shall connect or attempt to connect, or allow to be connected, or allow to remain connected to the water system any property or premises otherwise than in accordance with the provisions of the Bylaw.
- b) The Regional District may disconnect any illegal connection to the water system made without the necessary permits or written authorization.

Part 6: Private Wells and Cross Connections

1. An owner who has a source of water supply independent from the Sandspit Water Service shall not connect or be allowed to be connected any portion of the independent water supply to the Water System or to any part of a private service that is connected to the Water System.
2. Where a cross connection is identified, the water operator may require the owner of the premises to take action to mitigate potential cross contamination. Actions may include the installation of a back flow prevention device or disconnection of the water service.

Part 7: Water Use Restrictions

1. The Regional District may, at its discretion, suspend or limit the consumption of water from the water system. The use of water by any or all of Users may be reduced or discontinued until the Board considers it advisable to permit full use of water.
2. Notice of water use restrictions may be delivered by hand or mail to the owner or be published in a newspaper circulating in the service area at least seven (7) days prior to the commencement of the restriction.

Part 8: Owners' Responsibilities

BC Plumbing Code

1. Private services shall be installed in accordance with the B.C. Plumbing Code and shall be constructed by and at the expense of the owner.

Maintenance of Private Service

2. Every owner shall:
 - a) Keep any private service including all pipes, fixtures or fitting in good order.
 - b) Protect all water pipes on and within their premises from freezing; and
 - c) Close the main water supply valve in the premises when the premises are vacant.
3. A private service shall be maintained by the owner at his sole expense. In the event any defect is suspected in the service connection or private service, the owner shall immediately notify the Regional District, and the water operator will, as soon as practical, operate the curb stop and determine thereby if the defect exists in the private service or in the service connection. If the defect is determined to be located in the private service, the owner shall undertake all repairs to correct the defect within ten (10) days.
4. In order to facilitate repairs to the private service, the Regional District will, upon request and at its earliest convenience, open or close the curb stop upon application and payment of any turn-on or temporary shut-off fee as set out in Schedule "A" of this Bylaw will apply.
5. In the case of leaky pipes on a property, the owner, after notification from the water operator, must undertake all necessary repairs to correct the leak within forty-eight (48) hours of receiving notice. Where the leak has not been corrected within the forty-eight hours or is to the extent to cause a significant waste of water or damage to property, then without further notice, the water operator shall have authority to shut-off off the supply of water by operating the curb stop. Before the water is turned back on, the repairs required to correct the leak must be completed to the satisfaction of the water operator. No person supplied from such service pipe shall have any claim against the Regional District, or any of its agents, by reason of such shutting off of the water.
6. When a premise is vacated temporarily, an owner or user may apply for water shut-off to protect the premises from leaks by completing the applicable form and paying the applicable shut-off fee as per Schedule "A" of this bylaw.

Maintenance of the Water Service

7. In the event a defect is suspected in the Water Service, the owner shall immediately notify the Regional District and the water operator will, as soon as practicable, operate the curb stop and determine thereby if the defect is determined to be located in the service connection or the private service.
8. If the defect is determined to be in the service connection, the Regional District shall repair the defect to the service connection at no cost to the owner.

9. If the defect is found to be in the private service, all necessary repairs to correct the defect must be undertaken by the owner within ten (10) days. The cost of repairs to the private service is at the sole expense of the owner.

Frozen Service

10. Where it is determined that a Water Service is frozen, it is the responsibility of the owner to thaw the pipe. The water operator will not thaw any private service. The owner shall be fully responsible for damage or repairs caused by his thawing method. If the owner's lack of action in thawing the private service results in the service connection freezing, the owner shall pay for the cost of thawing the service connection as per Schedule "A" attached.

Backflow Prevention

11. The water operator may require an approved backflow prevention device to be installed by the owner where it is deemed that any possible health hazard or nuisance may exist in the event of any backflow or back pressure. Unless otherwise approved by the water operator, the backflow prevention device shall be a reduced pressure backflow preventer. The owner shall arrange for these backflow prevention devices to be inspected and certified annually by a qualified inspector.

Access to Meter

12. The owner shall, at all times, maintain accessibility to the curb stop and meter box. Where the curb stop and meter box have been buried or otherwise covered over and are not accessible, the costs to create access shall be borne by the owner.
13. The owner shall supply unrestricted access to the water meter for the purpose of reading the meter and for maintenance of the service connection during the water operator's normal working hours. Failure to provide access for meter reading shall result in an extra charge per call after the first call as specified in Schedule "A" of this Bylaw.
14. In the case that a meter is located in a premise and not in the meter box at the service connection, the water operator may require that the meter be located so that access is restricted to authorized Regional District agents.

Increasing Supply of Water

15. No person being an owner, occupant or tenant of any premise supplied with water from the Water System shall increase the supply of water beyond that fixed by the rating of the premises, or shall wrongfully, negligently, or improperly waste any water.

Wasting Water

16. A user must not waste water by:

- a. Allowing water to run onto an adjacent property, driveway, highway or other surface;
- b. Continually running water in an attempt to prevent the freezing of a water pipe or line;
- c. By failing to repair a leak.

Part 9: MiscellaneousConditions for the Installation of Water Main Extensions and Water Services

1. Owners of parcels located within the service area that are not fronted by a water main may apply in writing to the Regional District for an extension of the water system. The cost of an extension to the water system will be borne by the person or persons requiring it.
2. For new parcels created by subdivision, the cost of the installation of water mains and water services to the newly created parcels shall be borne by the developer of the subdivision.

Inspection of Premises

3. Every person to whom water is supplied under this bylaw shall, at all reasonable times, allow, suffer, and permit an authorized representative to enter into and upon the premises in respect of which such water is supplied, for the purpose of inspecting the same, and the water pipes, connections, fixtures, taps, meters and other apparatus used in connection with such water supply.

Tampering with the Water System

4. No person other than the water operator or authorized representative acting in the regular scope of duties shall:
 - a) Enter into or work on the water system;
 - b) Operate, remove, or make any alteration to any hydrant, meter, valve, pumping station, reservoir or other fixture connected to the water system; or
 - c) Turn-on, shut-off, connect or disconnect a service connection.

Work to be done by Authorized Person

5. No work of any kind connected with the water system, either for laying of new or the repair of old services, shall be done by any person other than the water operator or by employees or persons holding a contract with the Regional District for the performance of such work.

Liability

6. It is a condition of the supply of water that:

- a) In the event that the supply of water to any user shall fail, whether from natural causes or accident or from any other causes whatsoever, the Regional District shall not be liable for damage by reason of such failure.
- b) The Regional District shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the water system.
- c) The Regional District does not guarantee that water supplied by it is free of any impurity that would affect a manufacturing process.
- d) The Regional District shall not be liable for any damages that may result from the Shut-off or disconnection of the water service or the restriction of water use.

Using Water for Special Purposes

7. The use of water shall not be granted for any special purpose unless approved in writing by the Regional District.

Selling Water

8. No person, being an owner, occupant, or tenant of a premise supplied with water by the water system, shall sell or dispose of any water or permit the same to be carried out.

Metric / Imperial Equivalent

9. Where metric units are used, the imperial equivalent may also be used.

Part 8: Service Connections

Size of Service Connection

1. The minimum inside diameter of a service connection shall be three quarter (3/4) inches. The size of the service connection for any premises shall be approved by the water operator. If the requested service connection then exceeds the available capacity of the water system, the water operator may limit the size of the connection.

Depth of Bury

2. The minimum depth of bury of the service connection shall be one (1) metre below finished ground elevation unless specifically authorized to the contrary by the Regional District.

Individual Service Connections

3. Each parcel shall have its own service connection. Each building shall have only one service connection except when a separate connection is required for fire protection purposes or when a building expansion, use or zoning change makes the addition of a further connection necessary.

Location

4. Where possible, the service connection will be located at the location requested by the applicant. In the event the applicant's preferred location is not practicable due to the existence of installed surface improvements or is in conflict with installed underground utilities, the water operator shall designate the location of each service connection to each parcel.

Part 11: Fees and Charges

All fees and charges are specified in Schedule "A" attached to this bylaw.

Part 12: Severability

If any section, subsection, clause, sub clause, phrase or any other part of this bylaw is for any reason held to be invalid, void or ineffective by the decision of any court of competent jurisdiction, the part in question is to be severed from the rest of this bylaw and does not affect the validity of the remainder of this bylaw, which is to be interpreted and applied as if this bylaw had been enacted without the severed part.

Part 13: Notice

Any notice in writing required in this bylaw to be provided by the Treasurer or water operator shall be sufficiently given if sent to the owner by mail, left with the owner, or delivered to the owner's place of business.

Part 14: Offence

Any person who violates any of the provisions of this bylaw or who causes, suffers, or permits any act or thing to be done in contravention or in violation of this bylaw, or who neglects or refrains from doing anything required to be done by any provision of this bylaw, or who fails to comply with any order, direction or notice given under this bylaw shall be considered to have committed an offence and shall be subject to the applicable remedies, penalties and fines under this bylaw.

Part 15: Schedules

Schedule "A" attached hereto is included in and forms part of this bylaw.

Part 16: Repeal

The following bylaws and amendments thereto are repealed:

- a) Sandspit Water Regulation Bylaw No. 485, 286
- b) Sandspit Water Rates Bylaw No. 488, 2006.

SCHEDULE "A" - FEES, CHARGES, AND PENALTIES**1. User Fees**

- | | |
|--|----------|
| a. For each dwelling unit (per service connection)
(dwelling unit being a single dwelling, a single strata lot, or any building or structure customarily used as a self-contained living unit) | \$250.00 |
| b. For each office or place of business (per service connection) | \$250.00 |
| c. Hotels / Motels (per service connection) | \$250.00 |
| d. All other users not herein provided for (per service connection) | \$250.00 |
| e. For multi-family dwellings (per service connection)
(including apartments, duplexes, co-op housing, etc.) | \$250.00 |
| f. Mobile Home Parks (per occupied pad) | \$250.00 |
| g. User fees are billed annually in January to the owners of the parcel, or in the case of a mobile home the owner of the mobile home on record at the time of the billing. For changes in service (new connections / disconnections), bills will be prorated to the date the service change was made, providing the owner has completed the required forms listed in Schedule "A" and paid any applicable fees. | |
| h. User type (a) through (e) above are subject to an additional metered consumption charge. | |
| i. User type (f) above is subject to an additional metered consumption charge with a pooled threshold based on the number of user fees billed for a particular parcel. | |

SCHEDULE “A” (Continued)**2. Metered Consumption (Metered Water Billing)**

- a. For each service connection, a consumption charge for the first 146 m³ of water (the threshold) no charge
- b. For each service connection, a consumption charge for each cubic meter of water consumed over 146 cubic meters \$1.15 per cubic meter
- c. For each Mobile Home Park, a consumption charge for each cubic meter of water consumed less a pooled threshold calculated as follows: \$1.15 per cubic meter
(The pooled threshold is equal to the number of User Fees assessed per Parcel times 146 cubic meters.)
- d. For any year that the metered billing as calculated using the rates and threshold as specified in this schedule exceed the amount of metered consumption revenue budgeted for the year, the Treasurer may adjust the threshold or metered rate for all properties to reduce the metered billing revenue to that actually budgeted.
- e. Semi-annual metered water billing is based on the meter readings taken by the Water Operator as of March 31st and September 30th, or as soon as reasonably possible thereafter, each year.
- f. The meter readings represent the consumption for the previous six months, April 1st to September 30th and October 1st to March 31st. Metered Consumption Charges are billed annually in April to the owners of the parcel on record at the time of the billing.

 In the case of mobile home parks where separate meters are not installed for each mobile home, the metered consumption charges will be calculated using a pooled threshold and billed to the owner of the mobile home park.
- g. For changes in service (new connections / disconnections) the threshold for metered usage will be prorated.

SCHEDULE "A" (Continued)**3. Other Fees:****a. Service Connection Fee:**

- | | |
|--|--------------------|
| i. ¾" Connection | \$1,200.00 |
| ii. 1" Connection | \$1,800.00 |
| iii. Over 1" Connections
(plus additional costs incurred for fittings and installation) | minimum \$2,000.00 |

b. Disconnection Fee: \$500.00

- i. At the time of disconnection a meter reading will be taken. The threshold for metered usage will be prorated to the date of disconnection and the user will be billed for the prorated consumption.
- ii. Should the Regional District become aware of a case where the water service was disconnected and the water service reconnected or turned back on without the Regional District's authorization, the Regional District shall back charge the Owner of the parcel all User and Metered Rates to the date of the disconnection and apply a ten (10%) percent late payment penalty.

c. Reconnection Fee \$0.00**d. Temporary Shut-Off Fee** \$0.00**e. Shut-Off Fee** \$0.00**f. Turn-On Fee** \$0.00

- i. All user fees and metered consumption charges continue to apply during periods that the water service was subject to either a temporary shut-off or shut-off.

g. Frozen Service Fee at cost of repair**h. Fee for Subsequent Call when unable to access meter, per call** \$50

SCHEDULE “A” (Continued)**4. Outstanding Fees and Charges Transferred to Taxes**

- a. Non-payment of an invoice issued under this bylaw will not relieve a person from the obligation to pay the fees, charges or penalties in full.
- b. All fees, charges and penalties remaining unpaid on the thirty-first day of December in any year shall be transferred to the Surveyor of Taxes as taxes in arrears for the folio supplied with water and form part of the rural property taxes payable for that folio.

5. Early Payment Discount

Annual User Fees are subject to a ten percent (10%) discount provided the full amount of the users fees for the current year are paid by March 31st each year. The early payment discount does not apply to Metered Consumption Charges or other fees and charges specified in this bylaw. The early payment discount does not apply to metered consumption or other fees and charges contained within this bylaw.

6. Late Payment

A ten percent (10%) penalty will be applied to the unpaid balance of any invoice not paid in full by the due date recorded on the invoice.

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BYLAW NO. 560, 2013**

Being a bylaw to amend the Graham Island Interim Zoning Bylaw No. 192, 1993

The Skeena-Queen Charlotte Regional District in open meeting assembled enacts as follows:

1. Map Schedule A1 of the Electoral Area "D" Graham Island Interim Zoning Bylaw 192,1993 is amended by:
 - (a) changing the zoning on the Fractional NE ¼ of DL 830A Queen Charlotte District Except Plan 11017, Parcel Identifier 015-633-012, from "Park and Public Use District , P-1 to the Agriculture-Forestry District, A-1, shown on Schedule 1, attached hereto;
2. This Bylaw may be cited as the Graham Island Interim Zoning Amendment Bylaw No. 560, 2013.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

Ministry of Transportation and Infrastructure approval required.

PUBLIC HEARING HELD this _____ day of _____ 2013.

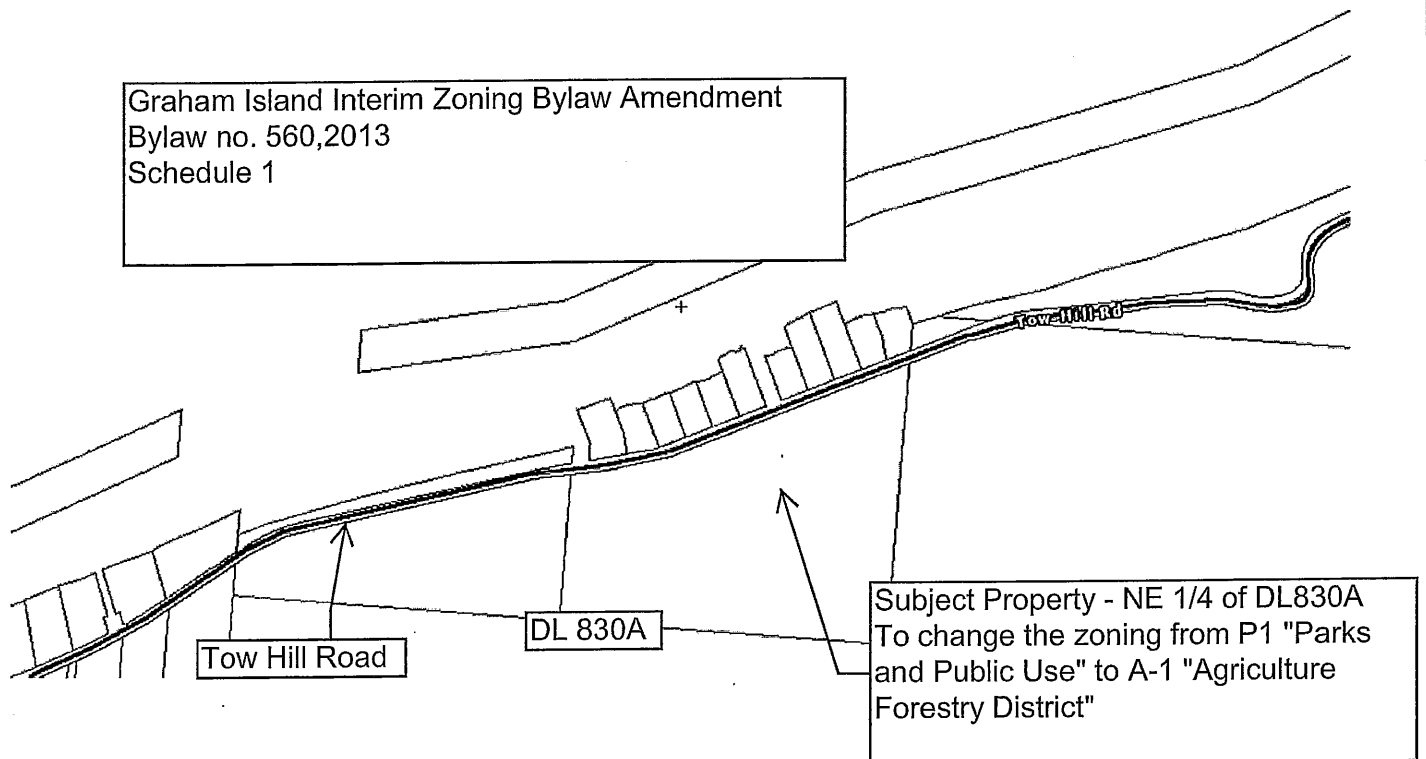
READ A THIRD TIME this _____ day of _____ 2013.

RECONSIDERED AND FINALLY ADOPTED this _____ day of _____ 2013.

B. Pages
Chair

J. Merrick
Chief Administrative Officer

Bylaw No. 560, 2013 – Graham Island Interim Zoning Bylaw Amendment
Schedule 1



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BYLAW NO. 559, 2013**

Being a bylaw to repeal bylaws establishing Advisory Standing Committees on rural Graham Island, No. 498, 2006 Tow Hill Road; 499, 2006 Tlell; 501, 2006 Lawn Hill; and 502, 2006 Miller Creek

WHEREAS the Board created various advisory standing committees by bylaw in rural areas on Graham Island – Tow Hill Road, Tlell, Lawn Hill and Miller Creek;

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

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

1. Citation

This bylaw may be cited as the "Rural Graham Island Advisory Standing Committees' Repealing Bylaw, No. 559, 2013."

2. Repeal:

That the following bylaws be repealed:

- a. Tow Hill Road Advisory Standing Committee Bylaw No. 498, 2006;
- b. Tlell Advisory Standing Committee Bylaw No. 499, 2006;
- c. Lawn Hill Advisory Standing Committee Local Service Area Bylaw No. 501, 2006; and
- d. Miller Creek Advisory Standing Committee Bylaw No. 502, 2006.

READ A FIRST TIME this 13th day of September, 2013.

READ A SECOND TIME this ____ day of ____, 2013.

READ A THIRD TIME this ____ day of ____, 2013.

RECONSIDERED AND ADOPTED THIS ____ day of ____, 2013.

Barry Pages
Chair

Joan Merrick
Chief Administrative Officer

REPORT

TO: Skeena-Queen Charlotte Regional District Board

FROM: Judy Skogstad, Planning Consultant
Joan Merrick, Chief Administrative Office

TOPIC: 16320 Tow Hill Road - G. Schweers - Rezoning Application

DATE: November 22, 2013

1. Background

The Skeena-Queen Charlotte Regional District has received an application from Gordon Schweers to rezone the Fractional NE ¼ of DL 830A except plan 11017 (beachfront lots 1-11), Parcel Identifier 015-633-012, from the Park and Assembly District P-1 zone to the Agriculture-Forestry District A-1 zone. The property is located at 16320 Tow Hill Road (Attachment A, indicating site location, and Attachment B indicating survey plan).

At the time of purchase, the applicant was advised by the Regional District that the property was zoned A-1. More recently, the Regional District has confirmed that the zoning to A-1 did not in fact occur, and the composite zoning map for the subject property is not accurate.

2. Existing and Proposed Development

The applicant has stated that the property is 102 acres (41.3 hectares) in area and contains a cabin. While Google aerial photos have been provided, no site plan has been submitted indicating the location of the cabin. Mr. Schweers is proposing to continue using the property in the same capacity.

3. Zoning and OCP Designations

P-1 Zone

The existing P-1 zone applies to land uses that tend to be publically owned and/or operated for the benefit of the public. They include parks and playgrounds, civic uses, assembly uses, public utilities and associated buildings, sani-dump, wharves, piers, floats and docking facilities, public boat launching and ferry terminal facilities, ecological reserves and scientific research stations. A residence is only permitted as an accessory use.

The minimum parcel size requirement is 4,000 m² except for the following specified uses for which there is no minimum parcel size requirement: park, civic uses, wharves, piers, floats and docking facilities, as well as public boat launching and ferry terminal facilities. Setback requirements for buildings and structures are 7 meters from a front and rear lot line, and 5 meters from a side parcel line.

A-1 Zone

The A-1 zone permits residential use as a principal use, and rural resource land uses that include agriculture, forestry, residential camp, veterinary clinic, kennel, gravel extraction, mineral exploration and mine development. While gravel extraction and mining development are listed as permitted uses, they cannot be addressed through zoning in any event, as they are considered a consumption of land and not a use of land for which zoning is applicable.

The minimum lot size requirement is 6 hectares, and 2 dwellings per parcel are permitted. Setback requirements for buildings and structures are the same as for the P-1 zone (7 meters from a front and rear lot line, and 5 meters from a side parcel line).

Official Community Plan (OCP) Designation

Schedule C1: Land Use in the Graham Island OCP designates the subject parcel as Sustainable Resource. Appropriate land uses are those related to sustainable forestry and agriculture on large lots. The appropriate zone under the Graham Island zoning Bylaw 192 is the A-1 zone. The proposed rezoning to an A-1 zone is consistent with the OCP policies and designations.

4. Adjacent Zoning

The relatively small parcels to the north in DL 830A have two different zones – some are zoned C-2 and some are zoned R-2. The balance of DL 830A to the south and east is zoned P-1 and, at more distant locations within the park, some parcels are zoned A-1. These also appear to be privately owned lands.

5. Potential Provincial Agencies Issues

The key provincial agencies with potential interest and requirements are as follows:

(a) Ministry of Transportation and Infrastructure

This Ministry is the approving agency for access and development within 800 meters of a controlled access highway.

(b) BC Parks

The subject parcel is within Naikoon Provincial Park and is located adjacent to other areas within the park.

(c) Ministry of Community, Sport and Cultural Development

Because the proposed rezoning is for a parcel size of 41.3 hectares, ministerial approval of the bylaw is required. A land area less than 20 hectares to be rezoned is exempt from ministerial approval under Bylaw Approval Exemption Regulation No. 279, 2003.

The bylaws and applicable information have been referred to these agencies for comment.

6. Bylaw Amendment

The bylaw amendment to change the zoning from P-1 to A-1 is Attachment C.

7. Public Hearing and Public Input

Section 890 (4) of the *Local Government Act* permits a local government to waive the holding of a public hearing if an official community plan is in effect for the area and the proposed bylaw is consistent with the plan. In this situation, the public hearing could be waived as the proposed zoning to A-1 is consistent with the Sustainable Resource designations in the Graham Island OCP, which was adopted on October 21, 2011.

If the public hearing is waived the public will still have an opportunity to provide input. The Regional District must give notice in accordance with Section 893 of the *Local Government Act*, which requires that notice be placed in a newspaper as required for the holding of a public hearing. The notice must state the purpose of the bylaw, the subject lands affected by the bylaw, and the location and time that the bylaw may be inspected. Notice of adjacent and/or nearby landowners must be given at least 10 days prior to third reading in accordance with the Regional District's procedure bylaw

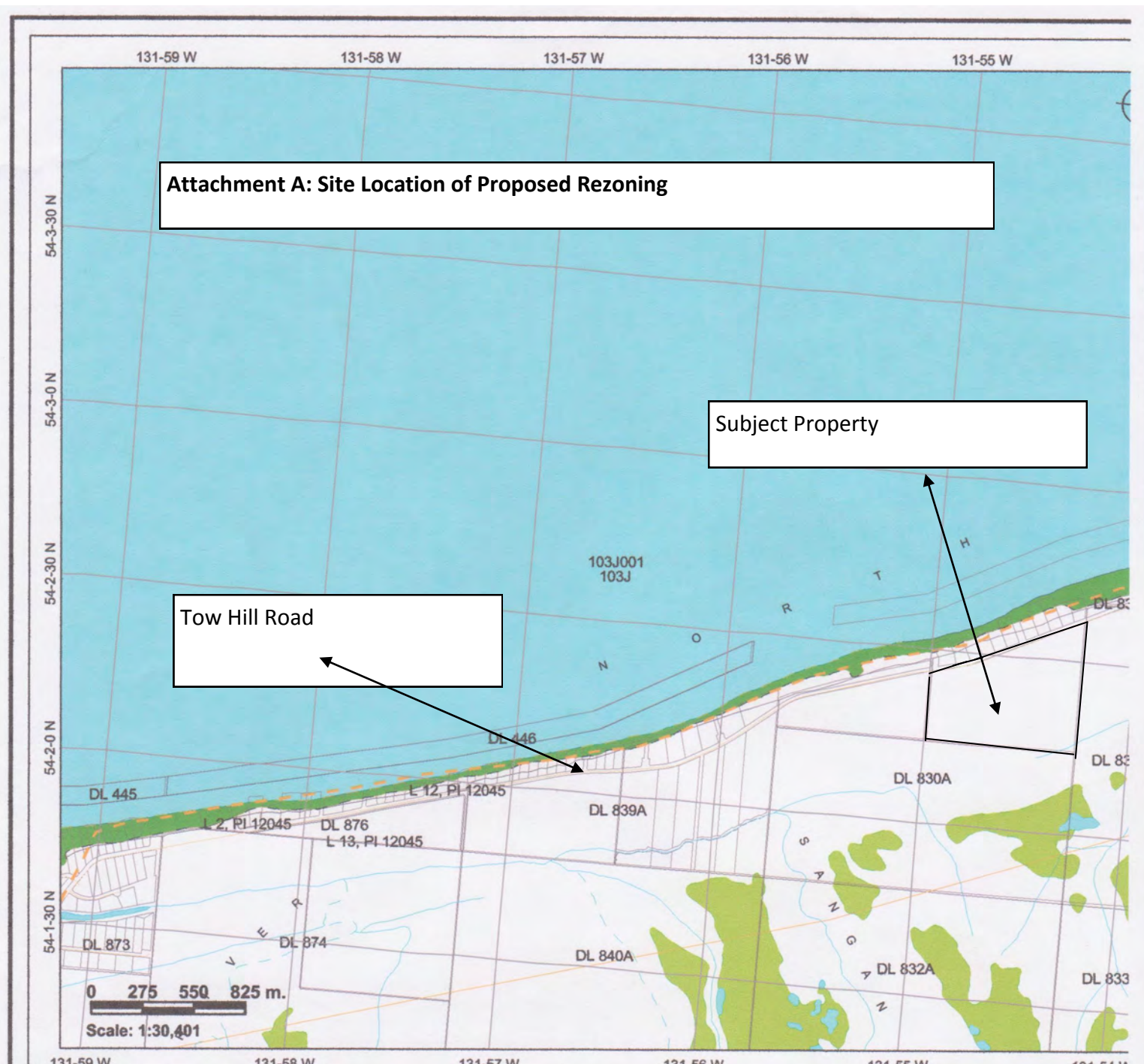
8. APC Input

Staff have referred a report on this application to the Graham Island Advisory Planning Commission.

9. Recommendation

Staff recommends that, with respect to the application by G. Schweers to rezone the Fractional NE ¼ of DL 830A, Parcel Identifier 015-633-012, 16320 Tow Hill Road, the Regional District Board:

- (a) Receive comments from provincial agencies and from the Graham Island Advisory Planning Commission,
- (b) Consider whether referral to agencies other than the Ministry of Transportation and Infrastructure, Parks, and the Ministry of Community, Sport and Cultural Development should be undertaken; and
- (c) If no additional referrals are to be undertaken and there is a desire to proceed with the rezoning, give first and second reading to the Graham Island Interim Zoning Amendment Bylaw No. 560, 2013; and further
- (d) Consider waiving the public hearing pursuant to Section 890 (4) of the *Local Government Act*.



Rezoning Application—G. Schweers



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BYLAW NO. 560, 2013**

Being a bylaw to amend the Graham Island Interim Zoning Bylaw No. 192, 1993

The Skeena-Queen Charlotte Regional District in open meeting assembled enacts as follows:

1. Map Schedule A1 of the Electoral Area "D" Graham Island Interim Zoning Bylaw 192,1993 is amended by:
 - (a) changing the zoning on the Fractional NE ¼ of DL 830A Queen Charlotte District Except Plan 11017, Parcel Identifier 015-633-012, from "Park and Public Use District , P-1 to the Agriculture-Forestry District, A-1, shown on Schedule 1, attached hereto;
2. This Bylaw may be cited as the Graham Island Interim Zoning Amendment Bylaw No. 560, 2013.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

Ministry of Transportation and Infrastructure approval required.

PUBLIC HEARING HELD this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

RECONSIDERED AND FINALLY ADOPTED this _____ day of _____ 2013.

B. Pages
Chair

J. Merrick
Chief Administrative Officer

Referral Memo

Date: November 7, 2013
To: Skeena-Queen Charlotte Regional District Board
From: Joanne Fraser, Deputy Corporate Officer

Regarding: Crown Land Application Request # 66340172

Location: Mount Poole, Sandspit

Deadline for response:

RD – Nov 3, 2013 to respond to Province (extension to Nov 25 requested)

Summary of the Referral:

Applicant: BC Hydro

Purpose: Erect a new communications shelter with associated equipment on top of Mount Poole near Sandspit. The site will be part of BC Hydro's VHF mobile radio communication system.

Comments from Moresby Island Advisory Planning Commission:

Staff heard from one member of the APC and they did not see a problem with the application.

Staff Comments:

None.

Attachments:

- | | |
|--|---------|
| 1. Referral Summary | 2 pages |
| 2. Application | 2 pages |
| 3. Communications Site Management Plan | 2 pages |
| 4. Maps | 2 pages |
| 5. Other information | 4 pages |

SQCRD Info

From: FrontCounterBC@gov.bc.ca
Sent: Friday, October 04, 2013 11:56 AM
To: jmerrick@sqcrd.bc.ca; info@sqcrd.bc.ca
Subject: Province of BC Referral Request on a Communication Sites application

Skeena Queen Charlotte Regional District
Joan Merick, Joanne Fraser

Communication Sites
Referral Number: 66340172 - 002
Reference Number: 118599
Request Sent: October 4, 2013
Response Due: November 3, 2013

You are invited to comment on the following Crown land application. A response is optional. If no response is received by the deadline, the application and adjudication process will move ahead.

New Communications Site for Comshel shelter to provide VHF radio access to BC Hydro crews. Powered by solar panel. Accessed by 4x4 on Forest Road and Helicopter.
This is a Crown Land (enter tenure type) application for Communication Sites purposes.

Proponent:

Tenure Type:

Intended Land Use/background context:

BCGS Mapsheet:

Legal Description:

Size (Area) in ha. (approx.):

Schedule/Term Of Proposal

Please [Click Here](#) to respond to this referral. You must be logged in using your BCeID account to view associated information. Note that forwarding or otherwise distributing this email will provide access to the associated information only if the receiver has a corresponding account.

For "how-to" instructions on how to respond to this request, please visit <http://www.frontcounterbc.gov.bc.ca/ereferrals.html> for instructional videos. To obtain a BCeID, please visit <https://www.bceid.ca/>

For technical assistance with e-Referrals, please contact FrontCounter BC at 1-877-855-3222.

For more information regarding this referral, please contact the "Email Coordinator" given within the referral.

Note that it can take an extended period of time to connect from the BCeID login to the e-Referrals website, this is normal. Avoid re-clicking the "Next" button or you could extend this connection time.

Please do not reply to this email.

Colleen Gellein

FrontCounterBC
Natural Resource Officer

(250) 559-6210
colleen.gellein@gov.bc.ca



Applying for a Crown Land Tenure

Communication Site - 100021208

PART 1. NAME(S) AND MAILING ADDRESS

Applicant Legal Name:

BC HYDRO PROPERTIES

Contact Name for Company or Ministry Applicants:

Annie Truong

Applicant Mailing Address:

12th Floor-333 Dunsmuir Street
Vancouver BC V6B 5R3

Applicant Contact Numbers:

Phone: (604) 623-4102

Daytime Phone:

Fax: (604) 623-3988

Applicant Email Address:

annie.truong@bchydro.com

Agent Submitting on Behalf of Client: No

Other Applicants

-none-

BC Inc. Number: n/a

GST Registration Number: R121454151

BC Registration Number:

Society Number:

Canadian Citizen or
Permanent Resident: No

Age 19 or over: No

Do you hold another
Crown land tenure? Yes, 2410100

Period of Projected Use: More than thirty years

Application Type: New Application

Tenure Type:

Proposed Use:

Communications shelter which will be a part of BC Hydro's mobile radio communication system and will be used extensively for BC Hydro crew communication.

FOR OFFICE USE ONLY

(date/time received) Sep 26, 2013 2:03:21 PM Nanaimo office	File Number: 1414008	Project Number: 118599
	Disposition ID: 910348	Client Number: IP 1915 ATS 80210

PART 2. PURPOSE, LOCATION, AREA

Proposed Land Use Program Area:	Communication Site	Application Fee: \$1,000.00 plus applicable taxes
General Location:	Mt. Poole, Sandspit, Haida Gwaii	
Closest Municipality:	Sandspit	Length:
Area:	000.2500 ha	Width:

PART 3. LEGAL DESCRIPTION OR BOUNDARY DESCRIPTION**Legal Description:**

District Lot 929, Queen Charlotte District, Special Timber Licence 1942P, Queen Charlotte District.

Land Description:**PART 4. APPLICATION CERTIFICATION**

Fees Paid:	Yes
General Location Map(s):	Yes
Detailed Site Map(s):	Yes
Program Specific Requirements Met:	Yes
Application Date:	Sep 26, 2013

ATTACHMENTS SUBMITTED

Document Type	Description	File Name
Communication Site Inventory	Communication Site Inventory	Communication Site Inventory - Sept 2013.pdf
Communication Site Questionnaire	Communication Site Questionnaire	Communication Site Questionnaire - Sept 2013.pdf
Federal Government Radio License	Paragraph to explain IC Radio License	Radio License para.docx
Location Map	Location Map	poole_mountain_online_cadastre_
Management Plan	Management Plan	Mt. Poole Management Plan.pdf
ShapeFiles	Shape file	902-S11-00001_R1.dbf
ShapeFiles	Shape file	902-S11-00001_R1.pdf
ShapeFiles	Shape file	902-S11-00001_R1.prj
ShapeFiles	Shape file	902-S11-00001_R1.shp
ShapeFiles	Shape file	902-S11-00001_R1.shx
Side Profile	Side Profile	COMSHEL 28W Specs.pdf
Site Map	Site Map	902-S11-00001_R1.pdf
Site Plan	Site Plan	902-S11-00001_R1.pdf

Management Plan for Mount Poole Communications Site

1. Intended Use

BC Hydro wishes to erect a new communications shelter with associated equipment on top of Mount Poole near Sandspit on Haida Gwaii, B.C. The site will be part of BC Hydro's VHF mobile radio communication system and will be used exclusively for BC Hydro crew communication.

2. Proposed Services and Utilities

The intent is to provide VHF radio access to BC Hydro crews to carry out day to day operations and will increase safety of BC Hydro crews. Cellular services on the Island is not adequate to support BC Hydro communication requirements. The site will provide VHF Mobile radio access 165.930 transmitting and 165.300 receiving. Mount Poole will be linked to BC Hydro's site in Masset via a UHF link for trunking.

3. Access Plans

4x4 Drive in and Helicopter.

4. Road Maintenance Agreements

Sharing existing logging road to Telus tower.

5. Construction Details

There will be minimal site clearing as the site is already logged. An approximately 7m high communication shelter will be installed on top of concrete pier footings. A small solar panel power system will be installed. Panel size is roughly 1m by 3m. There are plans in the future for a tower but for now, we will only be installing a communication shelter.

6. Use of Plan owned by other Utilities Companies

There are no other utilities on site and no arrangements have been made with any other utility companies to co-locate or jointly use this site.

7. Proposed method of disposal for environmentally hazardous material

All environmentally hazardous materials will be labelled, transported, stored and disposed of according to manufacturer's specification and applicable legislation. Spill kits will also be available on site suitable for the quantities and types of substances in use and stored at the site. All spills, regardless of volume, will be reported to the BC Hydro contract representative.

8. Drainage and other Environmental Concerns

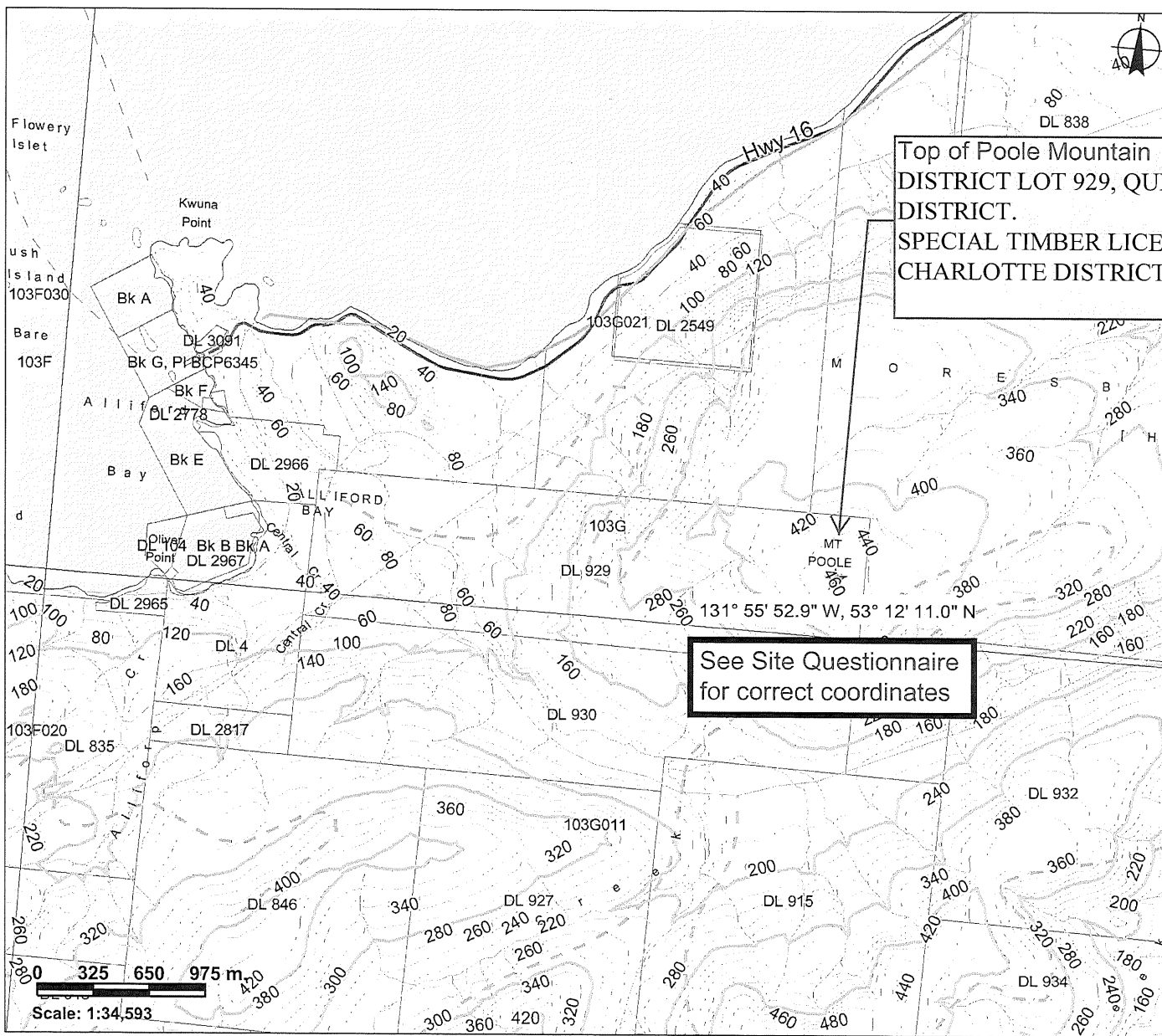
No concerns are applicable.

9. Timing/Schedule of Construction

Construction is tentatively scheduled for spring 2014 (upon approval) or sooner. Site will be built over a period of 5-6 days.

10. Survey Evidence

A survey map dated September 25, 2013, scale 1:5000, is enclosed with this application.



Online Cadastre Mapping

Legend

Water - Rivers, Creeks, Shorelines,

- ~ River or Stream - Indefinite
- ~ River or Stream - Left Bank
- ~ River or Stream - Right Bank
- ~ Dam - section Base
- ~ Flooded Land - Inundated
- ~ Lake - Definite
- ~ Lake - Indefinite
- ~ Lake - Intermittent
- ~ Reservoir - Definite
- ~ Reservoir - Indefinite
- ~ Reservoir - Intermittent
- ~ Marsh
- ~ Swamp
- ~ Breakwall or Breakwater - Large
- ~ Dyke or Levee
- ~ Island - Definite
- ~ Sand Bar
- ~ Sea Wall
- ~ Coastline - Definite
- ~ Coastline - Indefinite
- Contours (1:20,000)

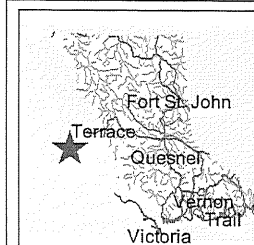
Copyright/Disclaimer

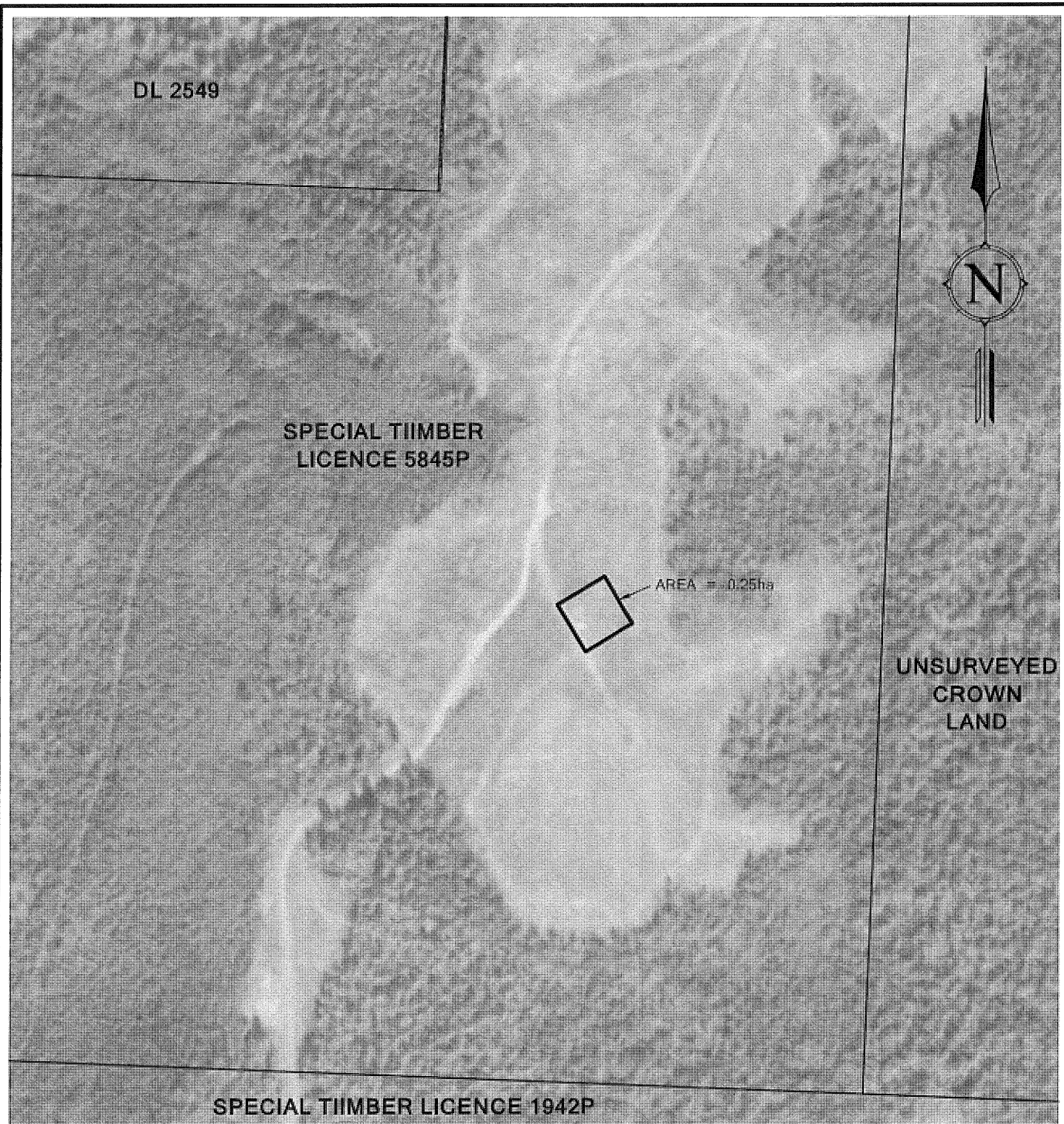
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CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum/Projection: NAD83, Albers Equal Area Conic

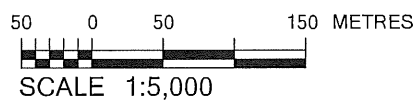
Key Map of British Columbia






THAT PART OF SPECIAL TIMBER LICENCE 5845P, QUEEN CHARLOTTE DISTRICT SHOWN IN BOLD OUTLINE ON THIS SKETCH AND CONTAINING 0.25 HECTARES, MORE OR LESS.

B.C.G.S. 103G.021



BChydro  Survey Services

2013-09-25

SURVEY FILE: 13-793

PROP. FILE: 902-1125.3(7)

CROWN FILE:

DWG No. 902-S11-00001 R1

COMMUNICATION SITE INVENTORY

Date: Sept. 26, 2013

File Number:
Name of Tenure Holder: BC Hydro

Location of Site: Sandspit, BC
Latitude and Longitude: 53° 12' 36", 131° 56' 18"

Please check the communication uses presently on your Crown tenure and list the details of each use in the table below. Begin by listing your name or company and the uses operated by you or your company. Then if there are subtenants on your site, complete the inventory by identifying each of the subtenants and their respective communication uses.

☐ Radio or TV Broadcasting ☐ Cable TV ☐ Microwave Repeater ☒ Private Mobile Radio ☐ Other
☐ Public Commercial Radio ☐ Paging Services ☐ Cellular Radio Services ☐ Radio Determination Services

Name of User	Communication Use*		Purpose of Transmitter/Receiver (in plain language describe the purpose of the radio system)	Site Occupation		Subtenant Information	
	Use No.	Use categories above to list communication use		Date Use Placed on Site	Date Removed	Is subtenant a subsidiary?	Consideration/fee paid by subtenant to tenure holder
BC Hydro	1	Radio	Link to Company Vehicle				
BC Hydro	2	Radio	Link to Massey				
	3						
	4						
	5						
	6						
	7						
	8						

Tenure Holder (signature) [Signature] Title _____

Date Sept. 26, 2013

Land Management Division _____ Title _____

Date _____

* The "Use No." is to be cross-referenced to this site diagram. All antenna(s) associated with a specific "communication use" must be labelled on the site diagram using the appropriate "Use No."

Rent is calculated based on the date that the communication use is placed on the site or the date of consent, whichever is sooner.

This document last updated September 2005.



BRITISH
COLUMBIA



COMMUNICATION SITE QUESTIONNAIRE

APPLICANT INFORMATION			
APPLICANT NAME <i>BC Hydro</i>		COMPANY PHONE NUMBER <i>604-623-4102</i>	COMPANY FAX NUMBER <i>604-623-3988</i>
COMPANY E-MAIL ADDRESS <i>annie.truong@bchydro.com</i>		COMPANY CONTACT NAME <i>Annie Truong</i>	
GENERAL SITE AND MAP INFORMATION			
LOCATION OF GROWN LAND <i>Mt. Poole, Haida Gwaii</i>		<input type="checkbox"/> EXISTING SITE <input checked="" type="checkbox"/> NEW SITE	OTHER USERS WITHIN 500 METERS <input type="checkbox"/> YES <input type="checkbox"/> NO
1:50,000 MAP REFERENCE NO.	<input type="checkbox"/> NAD 27 <input checked="" type="checkbox"/> NAD 83	NAMES OF OTHER USERS WITHIN 500m, IF KNOWN: <i>Unknown</i>	
LEGAL DESCRIPTION <i>DL 929, PIN 2959380</i>		PARCEL SIZE REQUESTED <i>0.25ha</i>	REQUESTED TENURE TERM <i>30 yrs</i>
TOWER, ANTENNA AND FREQUENCY INFORMATION			
TOWER Note: The following tower information is used to determine RF blockage specific directions.			
<input type="checkbox"/> EXISTING <input checked="" type="checkbox"/> PROPOSED	<input checked="" type="checkbox"/> STEEL <input type="checkbox"/> POLE <input type="checkbox"/> OTHER	FACE WIDTH (e.g., 1.25m) <i>4</i> METERS	FACE AZIMUTHS (°TN) <i>0</i>
GPS SITE COORDINATE INFORMATION		LATITUDE <i>53 ° 12 ' 36 " "</i>	LONGITUDE <i>131 ° 56 ' 18 " "</i>
		GROUND ELEVATION (AMSL) <i>395</i>	METERS
ANTENNA Note: The following information is used in the RF intermodulation calculations.			
LOCATION OF CENTER OF ANTENNA ON TOWER (AGL)		AZIMUTHS (°TN)	POLARIZATION
<i>30</i>		<i>0</i>	<i>Vertical</i>
<i>27</i>		<i>352</i>	<i>Vertical</i>
FREQUENCY (For each antenna) Note: The following information is used in the RF intermodulation calculations.			
TRANSMIT FREQUENCY(S)	HOURS OF OPERATION	EFFECTIVE RADIATED POWER (ERP)	RECEIVER FREQUENCY
<i>165.9300</i>	<i>24</i>	<i>4 W</i>	<i>165.3000</i>
<i>414.9875</i>	<i>24</i>	<i>6.1 W</i>	<i>419.9875</i>
APPLICANT COMMENTS			
MoF COMMENTS			
MoF SIGNATORY NAME		TELEPHONE NUMBER	SIGNATURE

COMSHEL 28-W

Comshel, 28' height, complete with timber base frame

Sinclair's Comshel has been used for years to shelter communications systems from hostile environments in remote locations. It has proven itself able to withstand strong winds and a build-up of radial ice. Installations, as long as they are powered properly, can be left for years.

The durability and longevity of a Comshel installation means savings in service and replacement of equipment.

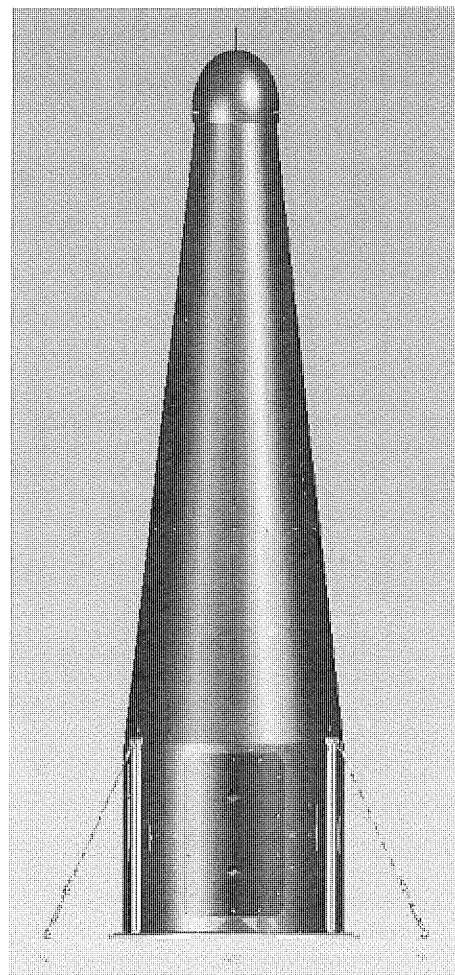
The basic composition of the Comshel is fiberglass roving with cloth and mat as reinforcement for a thermoset resin. Depending on specific needs, the resin can contain fire-retardant additives and ultra-violet inhibitors. The base selection includes a layer of polyurethane foam that provides excellent thermal insulation and adds to the strength of the structure. The Comshel has many superior features:

- sections nest for easy shipping
- smooth gel-coat surface and round design sheds ice
- rock anchors help withstand high winds
- bullet-resistant shell
- access door securely bolted to base
- molded-in colors
- custom construction
- Sinclair service and expertise

Sinclair's sales and engineering offices will be pleased to assist you in selecting the right products for your application, with quality and service second to none. With our forty years of experience in designing and manufacturing products for the mobile radio industry, Sinclair can offer the best solution for your system. With the great variety of antennas and duplexers we have available, and the flexibility to customize these to your exact specifications, Sinclair can do the job for you, often at no extra cost.

If you have an unusual frequency assignment, or need special protection or coverage at your site, our sales engineers can readily determine the antennas and filters you need, and calculate the probable response. With the use of Sinclair's computerized databases and specialized software, we can configure the optimum system based on the information you provide.

Proper antenna installation is essential for satisfactory performance and long antenna life. We encourage customers to request assistance with the selection of appropriate hardware and to follow the installation guidelines provided with each antenna.



Region	United States	Europe, Middle East and Africa	Caribbean and Latin America	Canada and rest of the world
Telephone	USA: 1 800 288 2763	International: +44 (0) 1223 42 03 03	International: +1 305 235 2706	Canada: 1 800 263 3238 International: +1 905 727 0165
E-mail	salesusa@sinctech.com	salesuk@sinctech.com	salesla@sinctech.com	salescan@sinctech.com
Product Specification Sheet EPR 017984		COMSHEL 28-W	Issue: 4	Dated: 12-05-08 Dated: 10-08-05

Mechanical Specifications

Base Diameter	in (mm)	84.5 (2146)
Top Diameter	in (mm)	34.4 (873)
HFC (Horizontal force center)	in (mm)	129 (3277)
Wind Loading Area	ft² (m²)	131 (12.17)
Weight, base frame	lbs (kg)	435 (197.5)
Length	in (mm)	357 (9068)
Weight	lbs (kg)	1560 (708.2)
Mounting hardware	Timber Base Frame	

Environmental Specifications

Rated wind velocity (no ice)	mph (km/h)	110 (177)
Lateral thrust (100mph)	lbs (N)	2850 (12676.8)
Temperature range	°F (°C)	-58 to +158 (-50 to +70)