



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

AMENDED AGENDA

Dodge Cove Community Hall, Digby Island, BC

Saturday, June 21, 2014

Immediately following the 2:00 p.m. meeting
of the Regional Hospital District Board

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 May 23, 2014	Pg 1-8
3.2	Minutes of the Special Meeting of the Skeena-Queen Charlotte Regional District Board held May 24, 2014	Pg 9-11

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Minutes of the Electoral Area Advisory Committee Meeting held February 21, 2014	Pg 12-14
4.2	Minutes of the Mainland Solid Waste Advisory Committee Meeting held January 28, 2014	Pg 15-17
4.3	Minutes of the Moresby Island Management Committee Meeting held May 5, 2014	Pg 18-20
<u>Add:</u> 4.4	Recommendations coming forward from the June 16, 2014 Electoral Area Advisory Committee Meeting	Pg 20a

5. DELEGATIONS

5.1	Woodside Energy Limited – Grassy Point LNG Facility	Verbal
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6. FINANCE

6.1	J. Musgrave, Administrative Assistant - Cheques payable over \$5,000 for May, 2014	Pg 21
6.2	J. Fraser, Deputy Treasurer – Statement of Financial Information & Audited Financial Statements for Year End 2013	Pg 22-40

7. CORRESPONDENCE

7.1	Infrastructure Canada – New Building Canada Plan	Pg 41-42
7.2	Auditor General for Local Government – Planned Performance Audits	Pg 43
7.3	Northern Development Initiative Trust – Community Land Use Planning Program	Pg 44-45
7.4	C3 Alliance Corp – 2014 – 1 st Annual Energy, Mines & Natural Gas UBCM Breakfasts, Whistler, B.C.	Pg 46-47
7.5	Honourable Premier Christy Clark – 2014 UBCM Convention Meeting Requests	Pg 48
7.6	City of Prince George – 2015 Canada Winter Games	Pg 49
7.7	Union of B.C. Municipalities – Call for Nominations for UBCM Executive	Pg 50-51
7.8	Northern Development Initiative Trust – Policy Clarification	Pg 52-54
<u>Add:</u> 7.9	J. Hadcock & Petition Signees – Sandspit Petition	Pg 54a-54c
<u>Add:</u> 7.10	City of Prince Rupert – Dialysis Facility – Request for Support	Pg 54d-54e
<u>Add:</u> 7.11	Canadian Energy Pipeline Association – Canadian Energy Transmission Pipeline Industry	Pg 54f-54g

8. REPORTS / RESOLUTIONS

8.1	M. Barthel, Planning Intern – Liquefied Natural Gas Update	Verbal
8.2	L. Neville, Recreation Coordinator – Haida Gwaii Recreation Coordinator's Report, May 2014	Pg 55-60
8.3	M. Barthel, Planning Intern – Update of Waste Management Plans for Proposed LNG Projects within the Prince Rupert Port Authority	Pg 61-63
<u>Add:</u> 8.4	D. Fish, Deputy Corporate Officer – MIEDS Economic Development Capacity Building Funding	Pg 63a-63b

9. BYLAWS

9.1	Bylaw No. 579, 2014 – Being a bylaw to establish the Moresby Island Management Committee <i>Prior to being given 1st, 2nd, 3rd readings and adoption.</i>	Pg 64-69
9.2	Bylaw No. 578, 2014 – Being a bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting <i>Prior to being given 1st, 2nd, 3rd readings and adoption.</i>	Pg 70-72
9.3	Bylaw No. 583, 2014 – Being a bylaw to authorize the Skeena-Queen Charlotte Regional District to obtain, by referendum, the opinion of the electors in Electoral Area E regarding establishing a service to operate the Sandspit Community Hall <i>Prior to being given 1st, 2nd, 3rd readings and adoption.</i>	Pg 73
9.4	Bylaw No. 582, 2014 – Being a bylaw to establish a service within Electoral Area E for the purpose of operating a community hall <i>Prior to being given 1st, 2nd and 3rd readings.</i>	Pg 74-76

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

10.1	M. Barthel, Planning Intern – Crown Land Industrial Application Request # 68950333-006 – International Forest Productions Ltd.	Pg 77-92
10.2	M. Barthel, Planning Intern – Crown Land Industrial Application Request # 68953983-007 - International Forest Productions Ltd.	Pg 93-111
10.3	M. Barthel, Planning Intern – Land Based Spill Preparedness and Response in B.C. – Intentions paper for Consultation	Pg 112-137
<u>Add:</u> 10.4	M. Barthel, Planning Intern – Crown Land Application Request # 70275044-005 – Eddy Knott	Pg 137a-g

11. NEW BUSINESS

11.1	Directors' Reports	Verbal
11.2	B.C. Ocean Boating Tourism Association – Northern Development Initiative Trust Marketing Initiatives Funding Application	Pg 138-161

12. OLD BUSINESS

None.	
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13. PUBLIC INPUT

14. IN-CAMERA

That the public be excluded from the meeting according to sections 90(1)(a) of the <i>Community Charter</i> – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.”	
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15. ADJOURNMENT**NEXT REGULAR MEETING:**

**SQCRD Board Meeting
Friday, August 8, 2014
At 7:00 p.m.**



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 the Regional District office in Prince Rupert on Friday, May 23, 2014.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Vice Chair	D. Nobels, Electoral Area A
Directors	A. Ashley, City of Prince Rupert N. Kinney, City of Prince Rupert I. Gould, Village of Port Clements C. Kulesha, Village of Queen Charlotte D. Franzen, District of Port Edward E. Putterill, Electoral Area E (via teleconference)
Regrets:	K. Bergman, Electoral Area C M. Racz, Electoral Area D
Staff:	J. Merrick, Chief Administrative Officer J. Fraser, Deputy Treasurer D. Fish, Deputy Corporate Officer M. Barthel, Planning Intern
Public:	0
Media:	0

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

2. AGENDA

- 2.1 MOVED by Director Franzen, SECONDED by Director Ashley, that the agenda be adopted as amended, to reflect the following:

Remove:

- 8.2 H. Adel, Economic Development Officer – Forestry License to Cut, Community Forest Agreement and Corporation Updates

Add:

- 8.8 D. Fish, Deputy Corporate Officer – June 19 & 20, 2014, Mainland C2C Forum
 10.3 M. Barthel, Planning Intern – Sequoia Energy Investigative License (Crown Land Application Request #68604144)

194-2014

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Skeena-Queen Charlotte Regional District Regular Board Meeting – April 26, 2014 Minutes

MOVED by Director Putterill, SECONDED by Director Ashley, that the minutes of the April 26, 2014 Skeena-Queen Charlotte Regional District Regular Board meeting be adopted as presented.

195-2014

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Moresby Island Management Committee – April 7, 2014 Minutes

MOVED by Director Putterill, SECONDED by Director Franzen, that the minutes of the April 7, 2014 Moresby Island Management Committee Meeting be received as presented.

196-2014

CARRIED

- 4.2 Moresby Island Management Committee – Proposed Moresby Island Management Committee Bylaw

MOVED by Director Putterill, SECONDED by Director Ashley, that the correspondence from the Moresby Island Management Committee in regard to the proposed Moresby Island Management Committee Bylaw be received.

197-2014

CARRIED

- 4.3 Moresby Island Management Committee – Sandspit Water Billing

MOVED by Director Ashley, SECONDED by Director Franzen, that the correspondence from the Moresby Island Management Committee in regard to Sandspit Water Billing be received.

198-2014

CARRIED

MOVED by Director Putterill, SECONDED by Director Nobels, that the metered water consumption charges for the 2013-2014 Sandspit Water System billing period be rescinded;

AND THAT any water consumption charges already paid for this period be refunded to the users;

AND FURTHER THAT the issue of metered billing be brought to public consultation in July, 2014.

199-2014

CARRIED

4.4 Moresby Island Management Committee – Rennell Sound

MOVED by Director Putterill, SECONDED by Director Ashley, that the correspondence from the Moresby Island Management Committee in regard to Rennell Sound be received.

200-2014

CARRIED

MOVED by Director Ashley, SECONDED by Director Nobels, that a letter be sent to Moresby Island Management Committee requesting more specific information in regard to their concerns regarding access and maintenance at the Rennell Sound recreation site on Haida Gwaii.

201-2014

CARRIED

5. DELEGATIONS

5.1 S. Kietzmann, Senior Accountant – Carlyle Shepherd & Co.

Steve Kietzmann, Senior Accountant for Carlyle Shepherd & Co. (auditors), presented the Board, via teleconference, the Regional District's audited financial statements for the period ended December 31, 2013.

Mr. Kietzmann stated he will be reporting an "unqualified audit" for the Regional District and explained that this is the highest level of assurance an audit can provide an organization.

The Chair thanked Mr. Kietzmann for his presentation.

MOVED by Director Ashley, SECONDED by Director Kinney, that the draft Audited Financial Statements for the Period Ended December 31, 2013 for the Skeena-Queen Charlotte Regional District be received;

AND THAT the financial statements be approved as presented.

The Board acknowledged staff's work on the financials and thanked the deputy treasurer for her work.

202-2014

CARRIED

5.2 C. Outhet & R. Grodecki – North Coast-Skeena First Nations Stewardship Society

Craig Outhet and Robert Grodecki, Marine Planning Coordinator and Executive Director for the North Coast-Skeena First Nations Stewardship Society, respectively, addressed the Board with an update on the Marine Planning Partnership for the Pacific North Coast.

Mr. Outhet described the Marine Planning Process and elaborated on such things as marine plan areas; the marine planning advisory committee; key steps in the planning process; the contents of the marine plan; the plan area management direction; the spatial planning process; the zoning summary; and implementation of the marine plan.

The Chair thanked Mr. Outhet and Mr. Grodecki for their presentation.

6. FINANCE

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

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

203-2014

CARRIED

7. CORRESPONDENCE

- 7.1 Mr. & Mrs. Henry

MOVED by Director Putterill, SECONDED by Director Franzen, that the correspondence from Mr. & Mrs. Henry in regard to Sandspit Water System/Billing be received;

AND THAT a response letter be sent to Mr. & Mrs. Henry outlining the Board's decision that the water consumption charges for the 2013-2014 Sandspit Water System will be rescinded, and the metered billing process reviewed.

204-2014

CARRIED

- 7.2 Ministry of Justice

MOVED by Director Kulesha, SECONDED by Director Ashley, that the correspondence from the Honourable Minister Suzanne Anton in regard to a province-wide earthquake preparedness consultation be received.

205-2014

CARRIED

- 7.3 Ministry of Justice

MOVED by Director Kulesha, SECONDED by Director Kinney, that the correspondence from the Assistant Deputy Minister Patrick Quealey in regard to background information pertaining to a province-wide earthquake preparedness consultation be received.

206-2014

CARRIED

- 7.4 B.C. Federation of Labour

MOVED by Director Kulesha, SECONDED by Director Franzen, that the correspondence from the B.C. Federation of Labour regarding the BC Shipbuilding Industry be received;

AND THAT a letter be sent to the Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour to request it ensure that shipbuilding is done in British Columbia;

AND FURTHER THAT the letter be copied to the Union of B.C. Municipalities.

207-2014

CARRIED

7.5 Prince Rupert Gas Transmission Ltd.

MOVED by Director Ashley, SECONDED by Director Franzen, that the correspondence from Prince Rupert Gas Transmission Ltd. in regard to the proposed Prince Rupert Gas Transmission Project be received and filed.

208-2014

CARRIED

8. REPORTS – RESOLUTIONS

8.1 J. Merrick, Chief Administrative Officer – Skeena-Queen Charlotte Regional District Representatives Named to Organizations Outside the Regional District

MOVED by Director Gould, SECONDED by Director Ashley, that the staff report entitled “Skeena-Queen Charlotte Regional District Representatives Named to Organizations Outside the Regional District” be received;

AND THAT the policy be referred to a future meeting for further discussion.

209-2014

CARRIED

8.3 D. Fish, Deputy Corporate Officer – School District 50 Supplement for Unique Geographic Features

MOVED by Director Putterill, SECONDED by Director Gould, that the staff report entitled “School District 50 Supplement for Unique Geographic Features” be received for information.

210-2014

CARRIED

8.4 J. Merrick, Chief Administrative Officer – Follow-Up on MIMC Draft Bylaw

MOVED by Director Nobels, SECONDED by Director Gould, that the staff report entitled “Follow-Up on MIMC Draft Bylaw” be received.

211-2014

CARRIED

8.5 M. Barthel, Planning Intern – Update of Status of Proposed LNG Projects within the Prince Rupert Port Authority

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

212-2014

CARRIED

8.6 L. Neville, Recreation Coordinator – Haida Gwaii Recreation Coordinator's Report – April 2014

MOVED by Director Ashley, SECONDED by Director Kinney, that the staff report entitled “Haida Gwaii Recreation Coordinator's Report – April 2014” be received and filed.

213-2014

CARRIED

- 8.7 J. Merrick, CAO, J. Fraser, Deputy Treasurer & D. Fish, Deputy Corporate Officer – Electoral Area E (Sandspit) Community Hall Service Establishment

MOVED by Director Ashley, SECONDED by Director Franzen, that the staff report entitled “Electoral Area E (Sandspit) Community Hall Service Establishment” be received;

AND THAT it be referred to the June 21, 2014, Skeena-Queen Charlotte Regional District Regular Board meeting.

214-2014

CARRIED

- 8.8 D. Fish, Deputy Corporate Officer – June 19 & 20, 2014, Mainland C2C Forum

MOVED by Director Ashley, SECONDED by Director Nobels, that the staff report entitled “June 19 & 20, 2014, Mainland C2C Forum” be received.

215-2014

CARRIED

9. BYLAWS

- 9.1 Bylaw No. 579, 2014 Moresby Island Management Standing Committee

MOVED by Director Kinney, SECONDED by Director Gould, that the “Moresby Island Management Standing Committee Bylaw No. 579, 2014” be referred to the June 21, 2014, Skeena-Queen Charlotte Regional District Regular Board meeting.

216-2014

CARRIED

10. LAND REFERRALS/PLANNING

- 10.1 M. Barthel, Planning Intern – Controlled Access Highway Proposal

MOVED by Director Ashley, SECONDED by Director Nobels, that the staff report entitled “Controlled Access Highway Proposal” be received;

AND THAT staff request more information from the Ministry of Transportation and Infrastructure in regard to impacts on current and future zoning.

217-2014

CARRIED

- 10.2 M. Barthel, Planning Intern – Geographical Information System Update

MOVED by Director Nobels, SECONDED by Director Ashley, that the verbal staff report entitled “Geographical Information System Update” be received for information.

218-2014

CARRIED

- 10.3 M. Barthel, Planning Intern – Sequoia Energy Inc. Crown Land Application Request # 68604144

MOVED by Director Nobels, SECONDED by Director Putterill, that the staff report entitled “Sequoia Energy Inc. Crown Land Application Request # 68604144” be received;

AND THAT a response be sent to the Ministry of Forests, Lands and Natural Resource Operations outlining the Board's concerns in regard to Lachmach River and inhabitant salmon species, due to the river system being used by the Department of Fisheries and Oceans as an "indicator" for the health of Coastal Coho and Chum stocks.

219-2014

CARRIED

11. NEW BUSINESS

11.1 Directors' Reports

MOVED by Director Ashley, SECONDED by Director Gould, that the Skeena-Queen Charlotte Regional District Directors' verbal reports, as follows, be received:

Director Nobels – Electoral Area A

- Director Nobels has been invited to attend three (3) working group meetings in Vancouver on June 8, 9 and 10, 2014, in regard to dredging, marine animals and socioeconomic impacts as they relate to Liquefied Natural Gas development;
- Director Nobels noted particular concern regarding the proposed dredging.

Director Ashley – City of Prince Rupert

- The City of Prince Rupert established a Recreation Commission;
- City Council will be meeting in June to further discuss the Union of B.C. Municipalities.

Director Gould – Village of Port Clements

- Director Gould outlined the issues that Haida Gwaii is facing in light of two major development projects taking place on the island. Haida Gwaii communities are challenged in bringing resources to the island as transportation is becoming increasingly limited.

Director Putterill – Electoral Area E

- Director Putterill outlined current frustrations with the limited ferry space and bookings for BC Ferries' Route 26, Skidegate to Alliford Bay.

220-2014

CARRIED

11.2 Grassy Point

MOVED by Director Ashley, SECONDED by Director Gould, that the verbal report "Grassy Point" be received.

221-2014

CARRIED

12. OLD BUSINESS

- 12.1 J. Merrick, Chief Administrative Officer – Skeena-Queen Charlotte Regional District Strategic Priorities 2013-2014 Update

MOVED by Director Nobels, SECONDED by Director Gould, that the staff report “Skeena-Queen Charlotte Regional District Strategic Priorities 2013-2014 Update” be received for information.

222-2014

CARRIED

13. PUBLIC INPUT

There were 0 questions from the public.

14. IN CAMERA

MOVED by Director Franzen, SECONDED by Director Kinney, that the Board move to the In Camera meeting following the Regular Meeting under sections 90(1)(c) and (e) of the *Community Charter* – “labour relations or other employee relations” and “the acquisition, disposition or expropriation of land or improvements...”

223-2014

CARRIED

15. ADJOURNMENT

MOVED by Director Ashley, SECONDED by Director Franzen, that the Regular Board meeting be adjourned at 10:50 p.m.

224-2014

CARRIED

Approved and adopted:

Certified correct:

B. Pages
Chair

J. Merrick
Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES

of the Special Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at the Regional District office in Prince Rupert on Saturday, May 24, 2014 at 9:00 a.m.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Vice Chair	D. Nobels, Electoral Area A
Directors	A. Ashley, City of Prince Rupert N. Kinney, City of Prince Rupert I. Gould, Village of Port Clements C. Kulesha, Village of Queen Charlotte
Regrets:	D. Franzen, District of Port Edward K. Bergman, Electoral Area C M. Racz, Electoral Area D E. Putterill, Electoral Area E
Staff:	J. Merrick, Chief Administrative Officer D. Fish, Deputy Corporate Officer
Public:	0
Media:	0

1. CALL TO ORDER 9:01 a.m.

2. AGENDA

2.1 MOVED by Director Ashley, SECONDED by Director Nobels, that the agenda be adopted as amended, to include the following:

7.1 Ministry of Community, Sport and Cultural Development – Planning Grants Available for Northwest Communities

225-2014

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.

5. DELEGATIONS**5.1 N. Wade, Project Manager – Northwest Readiness Project**

Nichola Wade, Project Manager for the Northwest Readiness Project, addressed the Board in regard to the Northwest Readiness Project.

The project is designed to ensure provincial service providers and communities expected to experience significant population growth in the Northwest region of B.C. are prepared to meet the infrastructure, health, safety, and social services demands as proposed new industrial projects move from concept to construction stages and beyond.

Ms. Wade highlighted the province's commitment to provide \$500,000 in funding for two programs; an asset management project and a community land use planning project; for northwest B.C. communities. As well, Ms. Wade stated that, through the Northwest Readiness Project, she will assist northwest communities in identifying funding and lobbying with the federal government to ensure critical projects in the northwest come to fruition.

The Chair thanked Ms. Wade for her presentation.

6. FINANCE

None.

7. CORRESPONDENCE**7.1 Ministry of Community, Sport and Cultural Development**

MOVED by Director Kinney, SECONDED by Director Ashley, that the correspondence from the Ministry of Community, Sport and Cultural Development in regard to planning grants available to Northwest communities be received.

226-2014

CARRIED

8. REPORTS – RESOLUTIONS**8.1 D. Fish, Deputy Corporate Officer – 2014 UBCM Convention Meeting Requests**

MOVED by Director Ashley, SECONDED by Director Kinney, that the staff report entitled "2014 UBCM Convention Meeting Requests" be received.

227-2014

CARRIED

8.2 D. Fish, Deputy Corporate Officer – 2014 UBCM Resolutions

MOVED by Director Ashley, SECONDED by Director Nobels, that the staff report entitled "2014 UBCM Resolutions" be received.

228-2014

CARRIED

9. NEW BUSINESS

None.

10. OLD BUSINESS

None.

11. PUBLIC INPUT

There were 0 questions from the public.

12. IN CAMERA

None.

13. ADJOURNMENT

MOVED by Director Kulesha, SECONDED by Director Nobels, that the Special Board meeting be adjourned at 11:22 a.m.

229-2014

CARRIED

Approved and adopted:

Certified correct:

B. Pages
Chair

J. Merrick
Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES

of the Electoral Area Advisory Committee meeting held at the Regional District office in Prince Rupert on February 21, 2014 at 3:00 p.m.

PRESENT

Chair: Des Nobels, Electoral Area A

Directors: Karl Bergman, Electoral Area C
Michael Racz, Electoral Area D

Regrets: Evan Putterill, Electoral Area E

Staff: Joan Merrick, Chief Administrative Officer
Daniel Fish, Deputy Corporate Officer

1. CALL TO ORDER 3:03 p.m.

2. CONSIDERATION OF AGENDA (additions/deletions)

2.1 MOVED by Director Bergman, SECONDED by Director Racz, that the agenda be adopted as presented.

001-2014

CARRIED

3. MINUTES

3.1 Electoral Area Advisory Committee Meeting – November 14, 2013 Minutes

MOVED by Director Racz, SECONDED by Director Bergman, that the minutes of the November 14, 2013 Electoral Area Advisory Committee meeting be adopted as presented.

002-2014

CARRIED

4. FINANCE

None.

5. CORRESPONDENCE

5.1 ICIS Funding

MOVED by Director Bergman, SECONDED by Director Racz, that the correspondence from the Integrated Cadastral Information Society in regards to the ICIS CivicSpatial Grant Program be received.

003-2014

CARRIED

6. REPORTS

- 6.1 J. Merrick, CAO – 2014 North Central Local Government Association Conference

MOVED by Director Racz, SECONDED by Director Bergman, that the verbal staff report entitled “2014 North Central Local Government Association Conference” be received.

004-2014

CARRIED

- 6.2 J. Merrick, CAO – NDIT Update

MOVED by Director Bergman, SECONDED by Director Racz, that the verbal staff report entitled “NDIT Update” be received;

AND THAT that the Electoral Area Advisory Committee recommends the Skeena-Queen Charlotte Regional District Board supports the hiring of a planning intern through Northern Development Initiative Trust.

005-2014

CARRIED

MOVED by Director Bergman, SECONDED by Director Racz, that a Skeena-Queen Charlotte Regional District Electoral Area Directors’ priority setting meeting be scheduled for May 24, 2014 at 10:00 a.m. at the Regional District office.

006-2014

CARRIED

- 6.3 J. Merrick, CAO – Northern Development Initiative Trust and Gas Tax Priority Setting

MOVED by Director Racz, SECONDED by Director Bergman, that the verbal staff report entitled “Northern Development Initiative Trust and Gas Tax Priority Setting” be received.

007-2014

CARRIED

- 6.4 J. Merrick, CAO – Regional Impact Study Update

MOVED by Director Racz, SECONDED by Director Bergman, that the verbal staff report entitled “Regional Impact Study Update” be received.

008-2014

CARRIED

7. NEW BUSINESS

- 7.1 Tlell Fall Fair Committee – Northern Development Initiative Trust Community Halls & Recreation Facilities Funding Application

MOVED by Director Racz, SECONDED by Director Bergman, that the Tlell Fall Fair Committee funding application and accompanying documents be received;

AND THAT the Electoral Area Advisory Committee recommends that the Skeena-Queen Charlotte Regional District Board supports the Tlell Fall Fair Committee's application to Northern Development Initiative Trust for a \$10,000 grant from the Skeena-Queen Charlotte Regional District's nominal allocation of the Northwest Regional Development Account for the "Tlell Fall Fair Grounds Renovation" Project.

009-2014

CARRIED

8. OLD BUSINESS

None.

9. PUBLIC INPUT

None.

10. IN CAMERA

None.

11. ADJOURNMENT

MOVED by Director Racz, SECONDED by Director Bergman, that the meeting be adjourned at 3:55 p.m.

010-2014

CARRIED

Approved & Adopted:

Certified correct:

Des Nobels, Chair

Joan Merrick, CAO



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Regular Meeting of the Mainland Solid Waste Management Committee (MSWMC) held at the Regional District office in Prince Rupert on Tuesday, January 28, 2014.

PRESENT

Chair	R. Bedard, District of Port Edward
Members	B. Horne, City of Prince Rupert T. Ostrom, City of Prince Rupert J. Martin, Environmental Representative D. Nobels, SQCRD Electoral Area A
Regrets	B. Gruber, Community Representative
Staff:	J. Merrick, Chief Administrative Officer J. Fraser, Deputy Treasurer D. Fish, Deputy Corporate Officer

PRIOR TO ADOPTION

1. CALL TO ORDER 1:08 p.m.

2. AGENDA

2.1 MOVED by Member Bedard, SECONDED by Member Nobels, that the agenda be adopted as amended, to include the following:

7.1 Mainland Solid Waste Management Committee 2014 Meeting Schedule

001-2014

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS – RESOLUTIONS

8.1 J. Merrick, Chief Administrative Officer – Skeena-Queen Charlotte Regional Recycling Depot Transfer Station

MOVED by Member Nobels, SECONDED by Member Horne, that the verbal report entitled "Skeena-Queen Charlotte Regional Recycling Depot Transfer Station" be received.

002-2014

CARRIED

Staff was directed to seek out additional construction quotes for the Skeena-Queen Charlotte Regional Recycling Depot Transfer Station project. Member Horne, along with staff from the City of Prince Rupert, will continue to work with Regional District staff to attain additional quotes for the project.

8.2 J. Merrick, CAO – Multi-Material BC

MOVED by Member Nobels, SECONDED by Member Horne, that the report entitled "Multi-Material BC" be received and filed.

003-2014

CARRIED

Member Horne spoke to the trend that has been identified by the City of Prince Rupert public works staff, which is an increase in landfill material volumes and a decrease in recyclable material volumes.

8.3 J. Merrick, CAO – Waste Volumes

MOVED by Member Nobels, SECONDED by Member Horne, that the verbal report entitled "Waste Volumes" be received for information.

004-2014

CARRIED

7. NEW BUSINESS

7.1 Mainland Solid Waste Management Committee 2014 Meeting Schedule

MOVED by Member Nobels, SECONDED by Member Horne, that the following Mainland Solid Waste Management Committee meeting schedule be adopted for 2014, with all scheduled meetings to take place at the Regional District office:

- March 19th, 2014 at 12:00 p.m.
- June 18th, 2014 at 12:00 p.m.
- October 15th, 2014 at 12:00 p.m.

8. OLD BUSINESS

None.

9. ADJOURNMENT

MOVED by Member Bedard, SECONDED by Member Nobels, that the Mainland Solid Waste Management Committee meeting be adjourned at 12:55 p.m.

005-2014

CARRIED

Approved and adopted:

Certified correct:

R. Bedard
Chair

J. Merrick
Chief Administrative Officer



Minutes of the Moresby Island Management Committee Regular Meeting held on Monday May 5, 2014 at 7:00 p.m.

Members Present: Evan Putterill (Chair)
Heron Wier
Carole Bowler
Gord Usher
Stan Hovde

Members Absent: Warren Foster (with regrets)
Kristi Schmitz (with regrets)
Emmy O’Gorman (with regrets)

Staff: Deena Wilson, Administrative Clerk
Bob Prudhomme, Water System Operator

Public: Gail Henry
Jim Henry
Kathryn Greengrass
Doug Gould
Carole Wagner
Bill Beldessi
Angela (Northern Health)
Kerry Laidlaw (Northern Health)

1. CALL TO ORDER at 7:05 pm

2. APPROVAL OF AGENDA

MOVED by Heron Wier, SECONDED by Stan Hovde THAT the agenda be approved as presented.

CARRIED 2014-036

3. DELEGATES

3.1 Northern Health – Kerry Laidlaw & Angela

Kerry & Angela discussed home care and other services for Haida Gwaii and answered questions from the Committee and the public.

4. RISE & REPORT – none

5. PUBLIC INPUT

There were many questions and comments from the public especially with respect to water billing.

MOVED by Gord Usher, SECONDED by Stanley Hovde that MIMC ask that the SQCRD rescind all overage bills for the 2013/14 billing period and that the SQCRD provide a credit for those residents who have already paid; and further that metered billing be implemented for the April 1 2014 to March 31 2015 period.

CARRIED 2014-037

Action Item: All future communications to the SQCRD will be addressed to the SQCRD Chair and SQCRD Board Members.

6. BUSINESS

6.1 Defibrillator

6.2 MIMC Bylaw

MOVED by Carole Bowler, SECONDED by Stanley Hovde to receive and file the MIMC bylaw.

CARRIED 2014-038

Action Item: Send out the old MIMC bylaw for review and table this item until the next meeting for further discussion.

6.3 Water Report (late item)

MOVED by Carole Bowler, SECONDED by Heron Wier to table the Water Billing Report and to discuss it further and make recommendations at the next MIMC Meeting.

CARRIED 2014-39

7. FUAL April 2014

MOVED by Heron Wier, SECONDED by Carole Bowler to receive and file the April 2014 FUAL.

CARRIED 2014-40

8. REPORTS

8.1 Water System Operator's Report April 2014

MOVED by Carole Bowler, SECONDED by Stan Hovde to receive and file the April Water System report.

CARRIED 2014-041

8.2 SQCRD Board Meeting Minutes April 26, 2014

MOVED by Carole Bowler, SECONDED by Gord Usher to receive and file the SQCRD April 26, 2014 Board Meeting Minutes.

CARRIED 2014-042

9. CORRESPONDENCE

10. APPROVAL OF PREVIOUS MINUTES

10.1 MIMC April 7th, 2014 Meeting Minutes.

MOVED by Carole Bowler, SECONDED by Stan Hovde to adopt the April 7, 2014 meeting minutes.

11. UPCOMING DATES

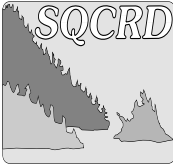
11.1 Regular MIMC Meeting Monday June 2, 2014

12. ROUND TABLE

13. PUBLIC INPUT

14. ADJOURNMENT

MOVED by Carol Bowler to adjourn meeting at 10:00 p.m.



STAFF REPORT

DATE: June 21, 2014

FROM: Joan Merrick, Chief Administrative Officer

SUBJECT: Recommendations coming forward from the June 16, 2014 Electoral Area Advisory Committee Meeting

Recommendation 1:

MOVED by Director Putterill, **SECONDED** by Director Racz, that the Electoral Area Advisory Committee recommends the Skeena-Queen Charlotte Regional District Board direct staff to apply to Northern Development Initiative Trust's Community Land Use Planning Program for \$80,000 in funding to support the development of an official community plan and zoning bylaw for Electoral Areas A and C;

AND THAT the balance of the cost to develop an official community plan and zoning bylaw, estimated to be \$80,000, be funded by Gas Tax funds.

Recommendation 2:

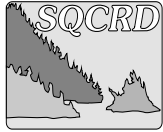
MOVED by Director Putterill, **SECONDED** by Director Bergman, that the B.C. Ocean Boating Tourism Association's funding application and accompanying documents be received;

AND THAT the Electoral Area Advisory Committee Meeting recommends that the Skeena-Queen Charlotte Regional District Board not support the B.C. Ocean Boating Tourism Association's application to Northern Development Initiative Trust's Marketing Initiatives Program.

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

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	8-May	\$ 15,549.48	April Garbage Collection Contract
Vancouver Island Regional Library	8-May	\$ 10,181.00	2nd Quarter Tax Levy
Williams Machinery	22-May	\$ 26,499.20	New 2014 Doosan G25E Forklift (Regional Recycling)
Receiver General	5-May	\$ 10,674.73	Payroll Remittance (PP9-2014)
Municipal Pension Plan	6-May	\$ 5,361.74	Payroll Remittance (PP9-2014)
Receiver General	15-May	\$ 10,628.85	Payroll Remittance (PP10-2014)

CHEQUES OVER \$5,000:	\$ 78,895.00
CHEQUES UNDER \$5,000:	\$ 50,417.52
TOTAL CHEQUES:	<u>\$ 129,312.52</u>



BOARD REPORT – REGULAR MEETING

DATE: June 21st, 2014

FROM: Joanne Fraser, Deputy Treasurer

SUBJECT: **2013 Statement of Financial Information / Audited Financial Statements**

Recommendation:

THAT the Board receives the staff report “2013 Statement of Financial Information”;

AND THAT the Board approves the Statement of Financial Information as presented;

AND FURTHER THAT the 2013 Audited Financial Statements be adopted as presented.

DISCUSSION:

As required under the *Local Government Act Sec. 814.1*, the Skeena-Queen Charlotte Regional District is required to prepare the Statement of Financial information (SOFI) as well as present the audited financial statements of the previous year. Public notice was given that the SOFI report and the audited financial statements are available for public viewing. To this date, no public comments have been received. These two reports must be approved by the Board before June 30th each year.

Most of the information that must be presented in the SOFI report is contained in the Audited Financial Statements (Attachment 3). However, additional information required includes:

- A Schedule showing the remuneration and expenses incurred on behalf of all elected officials (Attachment 1);
- A Schedule showing the salaries and expenses incurred on behalf of all employees earning \$75,000 or more (Attachment 1); and,
- A Schedule showing the payments made to all vendors who were paid \$25,000 or more (Attachment 2).

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

2013

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES

PAID TO OR ON BEHALF OF EACH EMPLOYEE

As Required by *Section 2(3)(a)* of the Financial Information Act

1. Elected Officials and Members of the Board of Directors

NAME	POSITION	REMUNERATION	EXPENSES
Pages Barry	Chair	19,721.03	10,765.97
Putterill, Evan	Member, Board	14,518.11	10,511.28
Nobels, Des	Vice Chair	14,345.87	4,687.49
Racz, Michael	Member, Board	14,329.44	8,214.42
Bergman, Karl	Member, Board	13,656.91	10,041.61
Ashley, Anna	Member, Board	12,787.83	1,805.30
Kulesha, Carol	Member, Board	12,636.66	3,657.52
Gould, Ian	Member, Board	12,631.95	4,306.50
Franzen, Dan	Member, Board	12,272.13	1,860.67
Kinney, Nelson	Member, Board	11,891.71	1,805.30
Garon, Gina	Alternate Member, Board	667.07	-
Christensen, Peter	Alternate Member, Board	500.04	475.75
Johnson, Leslie	Alternate Member, Board	333.54	636.33
MacKenzie, Christine	Alternate Member, Board	333.54	-
TOTAL: Elected Officials		140,625.83	58,768.14

2. Employees

NAME	REMUNERATION	EXPENSES
Merrick, Joan	147,484.08	8,945.02
Robb, Jennifer	107,051.40	11,657.78
Kidd, Rob	92,568.65	0.00
DesChamp, Timothy	84,349.83	3,301.97
Fraser, Joanne	82,897.63	3,916.24
Consolidated Total of other employees with remuneration and expenses of \$75,000 or less	595,491.78	4,525.03
TOTAL: Other Employees	1,109,843.37	32,346.04

3. Reconciliation:

	REMUNERATION	EXPENSES
Total remuneration - elected officials and members of the Board of Directors	140,625.83	58,768.14
Total remuneration - other employees	1,109,843.37	32,346.04
SUB-TOTAL:	\$ 1,250,469.20	\$ 91,114.18
Reconciling Items	1,688.80	(2,525.18)
TOTAL per Statement of Revenue and Expenditure	\$ 1,252,158.00	\$ 88,589.00
Variance - See Financial Statement Note 6	-	-

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

2013 SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier name	Aggregate amount paid to supplier
Aggressive Transport Ltd.	55,023.99
BC Hydro	29,558.14
Big Red Enterprises	173,398.89
CUETS Financial	33,827.42
Dodge Cove Improvement District	56,059.08
Fast Fuel Services Ltd.	30,452.98
Lax KwAlaams Holdings Ltd.	36,071.63
Municipal Pension Plan	135,994.61
Pacific Blue Cross	44,388.16
Receiver General	269,837.33
SCS Steel Container Systems Inc.	28,321.90
Ticker's Hauling and Storage	66,845.59
Total aggregate amount paid to suppliers	\$ 959,779.72

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

Consolidate total <\$25,000	\$435,709.01
---------------------------------------	---------------------

3. Total of payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	\$ 565,376.50
Consolidated total of contributions exceeding \$25,000	\$ 0
Consolidated total of all grants and contributions exceeding \$25,000	\$ 565,376.50

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers	\$ 959,779
Consolidated total of payments of \$25,000 or less paid to suppliers	\$ 435,709
Consolidated total of all grants and contributions exceeding \$25,000	\$ <u>565,376</u>
	\$1,960,864

Reconciling items*	
Plus: Total of all grants under \$ 25,000	\$ 41,560
Less: Municipal Pension Plan	\$ (135,994)
Pacific Blue Cross	\$ (44,388)
Receiver General for Canada	\$ (269,837)
Other	\$ <u>(310,989)</u>
Revised Total:	\$ 1,241,217
Total per Statement of Revenue and Expenditure	\$ <u>1,241,217</u>
(Note 6. Consolidated Expenditures by Type –	
Purchased services, grants and supplies)	
Variance*	\$ <u>0</u>

* Note: if you cannot provide reconciling items, please provide an explanation of the variance

☐ Prepared under the Financial Information Regulation, Schedule 1, section 7 and the *Financial Information Act*, section 2.

**SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT**

FINANCIAL STATEMENTS

DECEMBER 31, 2013

**SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT**

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DECEMBER 31, 2013

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- B STATEMENT OF FINANCIAL ACTIVITIES**
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- 2 STATEMENT OF RESERVE FUNDS**
- 3 STATEMENT OF CHANGES IN EQUITY IN PHYSICAL ASSETS**
- 4 STATEMENT OF PHYSICAL ASSETS**

INDEPENDENT AUDITOR'S REPORT

**To the Directors
Skeena-Queen Charlotte Regional District**

Report on the Financial Statements

We have audited the accompanying statement of financial position of Skeena-Queen Charlotte Regional District as at December 31, 2013 and the statements of financial activities, cash flows and changes in net financial assets for the year then ended and a summary of significant accounting policies.

Management Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal controls as management determines are necessary to enable the preparation of financial statements that are free of material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted the audit in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures depend on the auditor's judgment, including the assessment of the risks of material misstatement, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate for the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2013 and the results of its operations, cash flows and changes in net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of the Regional District taken as a whole. The current year's supplementary information included in Schedules one to four is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects, in relation to the financial statements taken as a whole.

Prince Rupert, BC
May 23, 2014

Carlyle Shepherd & Co.

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

STATEMENT OF FINANCIAL POSITION

DECEMBER 31

STATEMENT A

	2013	2012
	\$	\$
FINANCIAL ASSETS		
Cash and investments (note 1)	2,075,903	1,728,206
Trade and other receivables	232,110	226,220
MFA deposit (note 2)	293,663	265,365
Due from Municipalities	<u>13,136,407</u>	<u>12,443,281</u>
	<u>15,738,083</u>	<u>14,663,072</u>
LIABILITIES		
Accounts payable and accruals	237,722	242,446
Landfill closure costs accrual	131,802	87,721
Deferred revenue (note 3)	1,121,259	1,027,693
MFA debt reserve (note 2)	293,663	265,365
MFA debentures/leases for Regional District (note 4)	398,767	337,641
Debentures issued for Municipalities (note 5)	<u>13,136,407</u>	<u>12,443,281</u>
	<u>15,319,620</u>	<u>14,404,147</u>
NET FINANCIAL ASSETS	418,463	258,925
Physical assets (schedule 4 and note 1)	3,329,206	3,356,395
Prepaid expenses	<u>11,201</u>	<u>35,787</u>
NET POSITION	<u>3,758,870</u>	<u>3,651,107</u>
REGIONAL DISTRICT POSITION		
Operating surplus (schedule 1)	499,757	526,970
Reserve funds (schedule 2)	324,623	203,134
Equity in Physical Assets (schedule 3)	<u>2,934,490</u>	<u>2,921,003</u>
	<u>3,758,870</u>	<u>3,651,107</u>

APPROVED BY THE BOARD

_____ Chair

_____ Treasurer

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED DECEMBER 31

STATEMENT B

	Unaudited Budget 2013 \$	Actual 2013 \$	Actual 2012 \$
REVENUE			
Taxation	1,320,667	1,320,670	1,267,234
Grants in lieu	78,830	95,778	50,024
Sales, fees and other	1,256,736	1,243,469	1,289,235
Provincial and federal grants	200,000	200,000	200,000
Municipal debt payments	<u>1,387,243</u>	<u>1,387,243</u>	<u>1,387,243</u>
	<u>4,243,476</u>	<u>4,247,160</u>	<u>4,193,736</u>
EXPENDITURE			
Administration	496,829	463,555	559,790
Electoral areas	190,199	182,313	204,984
Grant in Aid	7,560	7,060	4,000
Municipal debt service	1,387,244	1,387,243	1,387,243
Sandspit fire protection	28,900	28,630	88,433
Emergency Programming	57,721	166	-
Islands solid waste	791,229	838,069	735,046
Regional recycling	556,297	563,932	549,853
Planning	74,932	37,688	45,893
Economic development	36,644	19,144	36,750
Prince Rupert Regional Archives	72,999	72,999	68,004
North Pacific Cannery	102,099	102,099	88,200
Haida Gwaii Museums	66,688	66,688	67,556
Vancouver Island Regional Library	40,789	40,791	37,578
QCI recreation	112,615	114,493	105,093
Mainland recreation	11,735	11,550	4,900
Sandspit water utility	94,624	89,430	81,335
Oona River telephone	4,000	4,999	4,000
Feasibility study	-	-	2,283
Change in Prepays	-	- 24,586	-
Amortization	<u>-</u>	<u>133,134</u>	<u>130,017</u>
	<u>4,133,104</u>	<u>4,139,397</u>	<u>4,200,958</u>
REVENUE OVER EXPENDITURE	110,372	107,763	- 7,222
OPENING REGIONAL DISTRICT POSITION	<u>3,651,107</u>	<u>3,651,107</u>	<u>3,658,329</u>
CLOSING REGIONAL DISTRICT POSITION	<u>3,761,479</u>	<u>3,758,870</u>	<u>3,651,107</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

STATEMENT OF CASH FLOWS

YEAR ENDED DECEMBER 31

STATEMENT C

	2013	2012
	\$	\$
OPERATING ACTIVITIES		
Revenue over expenditure	107,763	- 7,222
Amortization	133,134	130,017
Landfill closure costs accrual	44,081	32,837
Accounts payables and accruals	- 4,724	37,784
Trade and other receivables	- 5,890	157,154
Deferred revenue	93,566	415,553
Prepaid expenses	<u>24,586</u>	<u>- 7,338</u>
	<u>392,516</u>	<u>758,785</u>
FINANCING ACTIVITIES		
Debt repayment	- 115,334	- 80,795
Debt financing	<u>176,460</u>	<u>-</u>
	<u>61,126</u>	<u>- 80,795</u>
INVESTING ACTIVITIES		
Physical asset purchases	- 147,704	- 136,271
Physical asset disposals	<u>41,759</u>	<u>-</u>
	<u>- 105,945</u>	<u>- 136,271</u>
CHANGE IN CASH	347,697	541,719
OPENING CASH AND INVESTMENTS	1,728,206	1,186,487
CLOSING CASH AND INVESTMENTS	<u>2,075,903</u>	<u>1,728,206</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
YEAR ENDED DECEMBER 31
STATEMENT D

	2013	2012
	\$	\$
Revenue over expenditure	107,763	- 7,222
Amortization of physical assets	133,134	130,017
Purchase of physical assets	- 147,704	- 136,271
Physical asset disposals	41,759	
Prepaid expenses	24,586	- 7,338
	<hr/>	<hr/>
Increase (decrease) in net financial assets	159,538	- 20,814
Opening net financial assets	<hr/> 258,925	<hr/> 279,739
Closing net financial assets	<hr/> 418,463	<hr/> 258,925

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

NOTES

DECEMBER 31, 2013

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 received 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 at 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, 2013

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.

	2013	2012
Provincial operating grant	\$ 92,360	\$ 158,428
Towhill Blowhole grant	0	100,000
Gas tax	977,871	759,319
Other	51,028	9,946
	<u>\$ 1,121,259</u>	<u>\$ 1,027,693</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

NOTES

DECEMBER 31, 2013

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

	2013	2012
Director remuneration	\$ 138,198	\$ 133,876
Director travel	51,614	48,253
Staff remuneration and benefits	1,113,960	1,084,613
Staff travel and education	36,975	41,786
Interest	37,056	30,957
Purchased services, grants and supplies	1,241,217	1,344,213
Municipal debt payments	1,387,243	1,387,243
Amortization	133,134	130,017
	<u>\$ 4,139,397</u>	<u>\$ 4,200,958</u>

7. LINE OF CREDIT

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

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

NOTES

DECEMBER 31, 2013

8. LEASE COMMITMENT

Premises lease, \$2,703/month to Lax Kw'alaams Holdings Ltd., expiry November 2014.

9. 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 pension 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 179,000 active members and approximately 71,000 retired members. Active members include approximately fifteen (15) from the Skeena-Queen Charlotte Regional District.

The most recent actuarial valuation as at December 31, 2012 indicated a \$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 expense as the amount of employer contributions made during the fiscal (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 Skeena-Queen Charlotte Regional District paid \$74,488 (2012 - \$61,128) for employer contributions while employees contributed \$64,679 (2012 - \$61,409) to the plan in fiscal 2013.

10. CHANGE IN COMPARATIVE FIGURES

Certain figures have been restated for comparative purposes.

11. 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

	2013	2012
	\$	\$
Administration	84,556	61,458
Electoral areas	55,148	40,314
Grant-in-aid	1,579	-
Planning	32,758	25,374
Economic development	17,592	66
Regional waste management	11,782	11,782
Mainland recreation	1,070	145
Prince Rupert Regional Archives	4,338	3,886
North Pacific Cannery	5,632	4,426
Regional recycling	5,798	33,934
Islands solid waste	173,828	261,523
QCI recreation	8,955	9,030
Haida Gwaii Museum	7,066	6,424
Vancouver Island Regional Library	2,125	1,490
Sandspit fire protection	974	- 1,638
Sandspit water utility	12,588	11,130
Feasibility study	14,208	14,124
Emergency programming	59,758	43,500
Oona River Telephone	<u>2</u>	<u>2</u>
	499,757	526,970

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

STATEMENT OF RESERVE FUNDS

YEAR ENDED DECEMBER 31

SCHEDULE 2

	2013	2012
	\$	\$
Opening balance	203,134	172,576
Interest	2,414	3,741
Transfer to Operating Fund	-	-
Transfer from Operating Fund	<u>119,075</u>	<u>26,817</u>
Closing balance	<u>324,623</u>	<u>203,134</u>

Represented by the following reserve funds

Bylaw 567 Feasibility Study	5,000	-
Bylaw 569 Island Solid Waste	61,844	169,203
Bylaw 569 Landfill Closure	78,991	-
Bylaw 568 Regional Recycling - Building	109,667	-
Bylaw 568 Regional Recycling - Other	31,199	-
Bylaw 486 Sandspit Water	<u>37,922</u>	<u>33,931</u>
	<u>324,623</u>	<u>203,134</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
STATEMENT OF CHANGES IN EQUITY IN PHYSICAL ASSETS
YEAR ENDED DECEMBER 31
SCHEDULE 3

	2013	2012
	\$	\$
Opening balance	2,921,003	2,943,346
Increase (decrease) in equity		
Asset additions	147,703	52,987
Asset disposals	- 41,759	- 22,400
New Debt Issued	- 176,460	-
Debt repayment	87,671	55,357
Actuarial additions	23,784	21,730
Amortization	<u>- 133,134</u>	<u>- 130,017</u>
	- 92,195	- 22,343
Adjustment for Baler lease & 2012 Equity	105,682	-
		-
Closing Balance	<u>2,934,490</u>	<u>2,921,003</u>

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

SCHEDULE 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	Disposals	Closing Balance	Total 2013	Total 2012
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land	279,748	-	-	279,748	-	-	-	-	279,748	279,748
Buildings	1,383,275	-	-	1,383,275	227,641	34,583	-	262,224	1,121,051	1,155,634
Automotive	209,332	147,704	- 112,530	244,506	134,476	22,088	- 78,771	77,793	166,713	74,856
Equipment	457,751	-	- 8,000	449,751	120,990	30,724	-	151,714	298,037	336,761
Infrastructure	1,829,571	-	-	1,829,571	320,175	45,739	-	365,914	1,463,657	1,509,396
	<u>4,159,677</u>	<u>147,704</u>	<u>- 120,530</u>	<u>4,186,851</u>	<u>803,282</u>	<u>133,134</u>	<u>- 78,771</u>	<u>857,645</u>	<u>3,329,206</u>	<u>3,356,395</u>

Barry Pages
Chair, Prince Rupert

Received via Email 5/28/2014

Dear Chair Pages,

I am writing to provide an update on the implementation of the New Building Canada Plan (NBCP) – the largest and longest federal infrastructure plan in Canadian history.

As you know, our Government has announced a federal investment of \$70 billion for infrastructure over the next decade, including the \$53 billion NBCP for provincial, territorial and municipal infrastructure. The NBCP consists of three key funds: the Community Improvement Fund, which consists of the renewed Gas Tax Fund (GTF) and the incremental Goods and Services Tax (GST) Rebate; the New Building Canada Fund; and a renewed P3 Canada Fund.

Our Government's commitment to municipalities has never been stronger. Under the New Building Canada Fund, \$1 billion is dedicated for municipalities under 100,000 residents through the Small Communities Fund. This funding is in addition to the \$32.2 billion that all municipalities will receive through the indexed federal Gas Tax Fund and the incremental GST rebate over the next decade. This represents 70 percent of new funding under the NBCP.

I am very pleased to inform you that our Government has now implemented all aspects of the NBCP.

The renewed GTF agreements were sent to all provinces and territories on November 5, 2013, and most are finalized or nearly completed. The seamless transition to the renewed GTF will ensure that this significant federal funding flows to municipalities, enabling you to address local priorities.

And, I was very proud to launch the New Building Canada Fund on March 28, 2014. This new program is now “open for business” and Infrastructure Canada is able to receive and assess priority project applications. Just like the previous Building Canada Fund, provinces and territories must prioritize projects. We are working with all provinces and territories to identify their priority projects and approve federal funding support. If you have not done so already, I invite you to contact your provincial government to discuss your priority projects, and submit them for funding consideration under the New Building Canada Fund. Please visit Infrastructure Canada's website to obtain all the necessary information to apply: www.infrastructure.gc.ca.

The launch of the NBCP is a culmination of years of engagement and consultation undertaken by our Government in the development of this new long-term infrastructure plan. The Federation of Canadian Municipalities (FCM) has been a key partner in this process and has provided valuable input from the municipal sector. The FCM, in fact, was the only national organization that was invited to every consultation round table held across the country in 2012, and they have been engaged extensively since.

Throughout the consultations, for example, one of the FCM's top priorities was the indexation of the GTF. We delivered by indexing the program at 2% per year, which will add \$1.8 billion for municipalities over the next decade. The FCM also requested more flexibility for municipalities to prioritize their local infrastructure projects under the GTF. We delivered by adding 11 project categories. These changes build upon the other improvements our Government has made to the GTF in recent years, including the doubling of the program from \$1 billion to \$2 billion annually, and legislating it as a permanent program.

Throughout the consultation phase on outstanding program parameters for the NBCF, the FCM prioritized six principles as the priorities for municipalities. Through regular and frequent meetings with me, my Parliamentary Secretary, Peter Braid, and my staff, I am pleased that we were able to deliver on all six principles. This includes: the share of funding reserved for municipal infrastructure, which now sits at 70% of the NBCP; the establishment of a merit-based fund reserved for smaller communities; steps that have been taken to streamline the application and P3 processes, including removing the requirement for Framework Agreements with provinces and territories; support for municipal capacity building through the GTF; and a five-year review of the NBCP.

I am very proud of the work that we have done together in the development and implementation of the NBCP, and I am particularly pleased that we have delivered significantly on the priorities of municipalities.

I look forward to a strong partnership with your municipality and continued close collaboration as we work towards supporting world-class infrastructure projects through the NBCP in communities all across Canada.

Yours sincerely,

Denis Lebel



**AUDITOR GENERAL FOR
LOCAL GOVERNMENT**

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE



May 29, 2014

Ref: 14-114

To: Mayors and Councillors
Chairs and Directors of Regional District Boards
Chairs and Directors of Greater Boards

Greetings to all:

Last May we announced our initial set of five performance audit topics. Work on three of those audit topics is well underway with published reports expected later this fiscal year. In keeping with our commitment to be transparent about our upcoming audits, I am pleased to advise that we have now identified the local governments selected for audit under the previously announced planned performance audit topics four and five. These audit topics will focus on *Local Government's Role in Ensuring Clean Drinking Water* and *Managing the Inherent Risks of Limited Human Resources within Small Local Governments*. Audit locations will be disclosed on the Auditor General for Local Government (AGLG) website (www.aglg.ca) at 10 am on May 30.

The local governments selected for audit under audit topics four and five will receive further correspondence from our office once the audit is initiated. At a later date, these local governments will also receive information describing the lines of enquiry during the survey phase (planning phase) to determine final scope of the audit and criteria for the examination phase, and requesting an opportunity to meet with representatives. These local governments will also receive information in the form of a protocol document explaining important aspects of the performance audit such as the confidentiality requirements under the *Auditor General for Local Government Act*.

Also on May 30, consistent with our annual service plan commitments to communicate future planned audit topics over an 18 month rolling period, we will be disclosing our two new performance audit topics six and seven on the AGLG website (www.aglg.ca).

As you may be aware, the planned audit topics are informed from the audit themes contained in our service plans following best efforts for a comprehensive audit planning process which involved extensive consultation and input from local governments and other stakeholders. Since my appointment I have spoken with many local government elected officials and staff at area association conventions and many other events and meetings. Your questions, comments and advice have been most welcome.

I look forward to continuing to hear from you. Please send your comments to info@aglg.ca or call the office at 604-930-7100.

Best regards,

Basia Ruta, CPA, CA
Auditor General for Local Government

cc: Chief Administrative Officers

Joan Merrick (SQCRD)

From: Janine North <janine@northerndevelopment.bc.ca>
Sent: June-04-14 10:29 AM
To: Heather Avison; David Block; Ron Bedard ; Ron Poole; Bob Marcellin; Andrew Webber; Joan Merrick ; Rory Mandryk; Robert Long ; Daniel Fish
Cc: Wade, Nichola CSCD:EX; Schmidt, Heike CSCD:EX (Heike.Schmidt@gov.bc.ca); Messenger, Meggin A CSCD:EX (Meggin.Messenger@gov.bc.ca); Tess Elo; Dean McKinley; Katy Fabris; Holly Adams; Brenda Gendron; Virginia.Holden@gov.bc.ca; Emily-Anne Therrien; Joel McKay; Jay Schlosar; Shanna Mason; Janine North
Subject: Community Land Use Planning Program Application Form
Attachments: CLUPP Application Guide and Form_ext.pdf

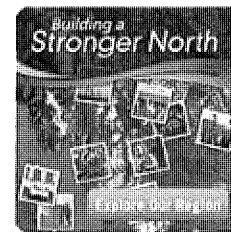
Dear northwest local government chief administrative officers and staff:

I am really pleased to follow up on Minister Oakes announcement of a \$500,000 Community Land Use Planning Program which supports your land use planning and community needs to prepare for Liquid Natural Gas (LNG) processing developments and industrial expansion. I have attached a brief application form that describes how you can successfully apply for funding. It will be very simple to complete and we look forward to responding to your applications quickly and supportively. We will issue a streamlined funding contract that is consistent with the other contracts that you receive from Northern Development.

Please send applications to my personal attention and call me with any questions. I look forward to assisting the province in its financial support of your communities and regional districts.

Regards,

Janine North
 Chief Executive Officer
 Phone 250-561-2525
janine@northerndevelopment.bc.ca



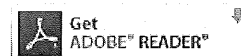
Northern Development Initiative Trust
 301-1268 Fifth Avenue, Prince George BC V2L 3L2
<http://www.northerndevelopment.bc.ca/>

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Note: This electronic message may be privileged and confidential. Any use of this electronic message or the information contained therein, including reading, copying, disseminating or distributing it, is strictly prohibited unless you are the addressee. If you have received this electronic message in error, please immediately notify the sender by replying to this electronic message and delete the electronic message from your computer. Thank you.

COMMUNITY LAND USE PLANNING PROGRAM**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>

On May 14, 2014, Minister Coralee Oakes, Ministry of Community, Sport and Cultural Development announced a new Community Land Use Planning Program totaling \$500,000 in grants that will support local governments land use planning and community needs to prepare for Liquid Natural Gas (LNG) processing developments and industrial expansion. The grants are available via this application process between May 2014 and March 31, 2016.

Grants are available to the City of Terrace, City of Prince Rupert, District of Kitimat, District of Port Edward, Regional District of Kitimat-Stikine and the Skeena-Queen Charlotte Regional District through the Community Land Use Planning Program administered by the Northern Development Initiative Trust. These local governments can apply for up to a total of \$80,000 for one or multiple projects that assist local governments to do the work required so that their land use bylaws, policies and plans align with the needs for industrial expansion and maintain community health and quality of life for existing residents. This could include updating local official community plans or zoning bylaws, or conducting new studies for targeted areas like housing affordability or infrastructure capacity. Expenses incurred prior to formal notification of approval will not be reimbursed.

Once applications are received on this form by Northern Development Initiative Trust, there will be a time sensitive response to the Chief Administrative Officer to advise whether the funds are approved and a contract will be entered into with the local government. Please forward applications to Janine North, Chief Executive Officer, Northern Development Initiative Trust by email at janine@northernddevelopment.bc.ca.



RECEIVED

May 30, 2014

JUN 4 2014

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

Barry Pages
Municipal Chair
Skeena-Queen Charlotte
100 - 1st Avenue East
Prince Rupert, BC V8J 1A6

Dear Municipal Chair Pages,

Re: 2014 - 1st Annual Energy, Mines & Natural Gas UBCM Breakfasts, Whistler, B.C.

It is my sincere pleasure to invite you to the 1st annual breakfast and networking events during the Union of BC Municipalities Conference in Whistler, BC. The hosted breakfasts provide an opportunity to network, receive brief updates on resource projects throughout the province, and meet representatives of our sponsoring companies. There are two hosted breakfasts as follows:

- **Energy and Mines Breakfast, Tuesday, September 23rd, 2014 7:00 am - 8:30 am**
 - **Guest of Honour: Minister Bill Bennett, Energy Mines and Core Review**
- **Natural Gas Sector Breakfast, Wednesday, September 24th, 2014 7:00 am - 8:30 am**
 - **Guest of Honour: Minister Rich Coleman, Natural Gas Development**

This invitation is being extended to all BC Mayors and Councilors, as well as Provincial Cabinet Ministers. The breakfasts are casual buffet style in the famous Garibaldi Lift Company Pub and Restaurant at the base of Whistler, a short five-minute walk from the UBCM events at the Whistler Convention Center.

A number of municipal leaders, MLAs and industry leaders suggested to us that UBCM is an excellent occasion to bring together Government and resource sector leaders to informally talk about the issues and many opportunities that a healthy, environmentally and economically sound resource sector presents to all British Columbians.

Seating is limited and will be assigned on a first-come, first-served basis. To support and encourage a broad spectrum of leaders from across the Province, we are limiting local Government seats to two per Municipal Council. Please RSVP to Sarah Weber sweber@c3alliancecorp.ca and specify which event(s) you would like to attend.

We look forward to seeing you at the inaugural Energy, Mines & Natural Gas Breakfast Series.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan M. Jepsen', with a stylized flourish at the end.

Dan M. Jepsen, RPF
Chair, Breakfast Series

cc. Minister, Rich Coleman, Minister, Natural Gas Development
Minister, Energy Mines and Core Review
Sponsors, 2014 Breakfast Series



June 6, 2014

Dear Mayors and Regional District Chairs:

As we prepare for the upcoming 2014 UBCM Convention in Whistler this September, I wanted to let you know that my caucus colleagues and I are once again looking forward to listening to the discussions around the issues and initiatives that affect your communities. Our work depends on your input and insight, and my colleagues and I will be there to learn about your priorities.

The theme of the 2014 Convention, *Leading Edge Local Governance*, is definitely fitting for our province as we take advantage of the once-in-a-lifetime liquefied natural gas opportunity. The Convention will certainly bring forward inspiring discussions, debate and decisions on how best to move to a brighter future for all British Columbians. I look forward to participating.

If you would like to request a meeting with me or a Cabinet Minister on a specific topic during this year's convention, please fill out the online form at www.fin.gov.bc.ca/UBCM/. The invitation code is MeetingRequest2014 and it is case sensitive.

It'll be great to see you at the UBCM Convention – a wonderful opportunity to connect and share ideas to make BC meet its goal for a secure tomorrow for all British Columbians in all regions of the province. If you have any questions, please contact my UBCM Meeting Request Coordinator, Tara Zwaan, at 604-775-1600.

Sincerely,

A handwritten signature in blue ink that reads 'Christy Clark'.

Christy Clark
Premier



545 Quebec Street - Prince George, BC, Canada V2L 1W6 • 1.855.292.2015

RECEIVED

JUN 06 2014

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

Dear Barry Pages, Chair & Director Skeena Queen Charlotte Regional District,

The largest multi-sport and cultural event in Canada is coming to northern BC in February 2015. The 2015 Canada Winter Games will draw thousands of athletes and visitors to Prince George and northern BC to watch the nation's best young athletes, our future Olympic champions, compete. Hosting the 2015 Games brings nation-wide exposure – providing the perfect opportunity to showcase our region.

In the months leading up to the 2015 Games Opening Ceremonies on February 13, 2015, we will embark on the 2015 Canada Winter Games Torch Relay throughout northern BC.

We are excited to invite your community's participation in two unique programs to get involved with the Torch Relay:

- 1) Your residents can apply to be torchbearers for the Torch Relay, and
- 2) Your community will have the opportunity to host a Community Torch Celebration.

These two programs give your community an opportunity to share in the spirit of the 2015 Games and contribute to our northern story. The attached package contains the following documents:

- Information on applying to be a torchbearer
- Information on applying to host a Community Torch Celebration
- Expression of Interest application to host a Community Torch Celebration

The 2015 Games will also engage residents of the region with a Summer Torch Tour in the summer of 2014 across northern BC. Look for us at summer festivals and community events near you.

We look forward to sharing the spirit of the 2015 Games with you.

Sincerely,

Alyson Gourley-Cramer
Manager, Communications & Community Relations
250.596.2015 ext. 211
agourley-cramer@canadagames2015.ca



June 10, 2014

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Mayor Mary Sjostrom
 Chair, Nominating Committee

RE: **Call for Nominations for UBCM Executive**

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to the UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Thursday July 31, 2014**.

1. Positions Open to Nominations

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).

The Nominating Committee reviews the qualifications of each candidate. The members of the 2014 Nominating Committee are:

- Mayor Mary Sjostrom, Immediate Past President, UBCM, Chair
- Councillor Bruce Christensen, North Central Local Government Association
- Councillor Marg Spina, Southern Interior Local Government Association
- Mayor Christina Benty, Association of Kootenay & Boundary Local Governments
- Councillor Chuck Puchmayr, Lower Mainland Local Government Association
- Mayor Larry Cross, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Thursday July 31, 2014**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

All other inquiries should be directed to:

Mayor Mary Sjostrom	Chair email: msjostrom@quesnel.ca
Chair, Nominating Committee	Chair tel: 250.991.7477 (city hall)
UBCM	250.991.9192 (cell)
60-10551 Shellbridge Way	
Richmond BC V6X 2W9	

UBCM Contact:

Marie Crawford	Email: mcrawford@ubcm.ca
Associate Executive Director	Tel: 604-270-8226 ext. 104

1415/60/Call for Nominations-Items/Call for Nominations

Subject:**POLICY CLARIFICATION – ECONOMIC DEVELOPMENT
CAPACITY BUILDING AND GRANT WRITING SUPPORT
PROGRAMS**Background:

Northern Development staff have received requests from a few communities to provide additional clarification on the eligibility requirements for the 'Economic Development Capacity Building' and 'Grant Writing Support' programs. The following information summarizes the existing program policies with the additional policy clarification highlighted in yellow.

Economic Development Capacity Building Program

Economic Development Capacity Building funding is provided annually to boost economic development capacity in municipalities and regional districts throughout central and northern British Columbia.

This program provides up to a \$50,000 rebate annually to each municipality and regional district in Northern Development's service region. At least \$5,000 of the annual funding must be used to fund a collaborative economic development project with another municipality, regional district, First Nations band, tourism or industry association.

Eligible organizations

- § Municipalities
- § Regional districts

Eligible costs

The following costs are eligible for funding support if they are focused on economic development activities in Northern Development's service area.

- § Staff salary funding to support economic development officer position(s)
 - Up to \$45,000 to support dedicated economic development officer position(s)
 - Up to \$22,500 to support a combined position where the economic development portion is at least 50% of the workload e.g., Economic Development/Deputy Corporate Officer, Economic Development/Planning Officer, Economic Development/Grant Writing. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate
- § Operational costs (directly supporting a separate economic development office)
- § Economic development projects including collaborating with another municipality, regional district, First Nations band or tourism or industry association (may not be combined with other Northern Development funding programs)
- § Costs associated with hosting Northern Development interns during community work placements

- § Consulting and/or contracting fees

Ineligible costs

- § Municipal or regional district operational costs
- § Remuneration of elected officials
- § Salary costs for combined Chief Administrative Officer/Economic Development and Chief Financial Officer/Economic Development positions
- § Salary costs for local government staff that are not dedicated to economic development or where economic development is less than 50% of the total workload for a combined position
- § Hospitality costs including meals or alcohol, lodging, clothing and uniforms and all giveaways
- § Regular website maintenance and website hosting (other than Small Town Love website hosting)
- § Memberships (other than the Economic Development Association of B.C.)
- § Postage (including direct mail campaigns), phone, office space rental and photocopying
- § Purchases of equipment or tools
- § Project cost overruns
- § In-kind labour or materials (volunteer labour is encouraged but cannot be considered as a cash-equivalent expense)
- § Costs incurred in time periods outside the year approved for funding support

Grant Writing Support Program

The **Grant Writing Support** program provides up to \$8,000 in rebate funding each year to support the employment of a locally based grant writer. The funding is provided to municipalities, regional districts, First Nations bands and incorporated improvement districts in the Trust's service region.

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

The Trust provides a total of \$432,000 in annual rebate funding to support grant writing positions across central and northern B.C. each year.

Features and benefits of the program:

- § The rebate covers up to 76% of a grant writer's wages for four months or 400 hours of employment for a grant writer position based in the local community each year
- § The program creates additional capacity for a community to pursue its funding priorities and respond to local non-profit requests for grant application research and writing
- § The program increases a community' or non-profit group's success accessing financial grants to pursue its strategic priorities
- § Grant funding support generates increased economic development capacity for municipalities, regional districts, incorporated improvement districts and First Nations
- § Northern Development provides timely response to funding applications and rebate claims for communities and non-profits that wish to access funding through the program
- § [Interactive web-based grant writing training](#) is available on-demand from Northern Development's website to assist new grant writers throughout the region. The Trust also provides community grant writing workshops on an on-demand basis

Eligible organizations

- § Municipalities
- § Regional districts
- § Incorporated improvement districts
- § First Nations

Eligible grant writing positions

The following types of grant writing positions are eligible for Northern Development rebate funding

- § Dedicated full-time, part-time or on-demand grant writer (staff or contract position)
- § Additional hours for an existing part-time staff member where the grant writing portion of the job is at least 30% of the total workload. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate
- § A new combined staff position where the grant writing portion is at least 30% of the total workload e.g., Grant Writing/Deputy Corporate Officer, Grant Writing/Economic Development, Grant Writing/Planning Officer. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate

Funding terms

Municipalities, regional districts, incorporated improvement districts, and First Nations bands may apply for one \$8,000 grant rebate each calendar year to fund a grant writer position

Job creation

Grant writing support funding must contribute towards the equivalent of at least four months or 400 hours of verified full-time equivalent grant writer employment through contract or direct hire

Northern Development staff will update and replace the application guides for both the 'Economic Development Capacity Building' and 'Grant Writing Support' programs on the Northern Development website.



Janine North
Chief Executive Officer
Northern Development Initiative Trust

Northern Shores Lodging & Catering

455 Alliford Bay Rd. Sandspit, BC V0T1T0

Ph:250-637-2233 Fax 250-637-2488

Skeena Queen Charlotte Regional District

Prince Rupert, BC.

June 11,2014

Attention: Joan Merrick

Hi Joan;

There is something happening in Sandspit that I feel the Regional District should be aware of. You will find attached a copy of a petition that has been circulated amongst various small business in town which are concerned as to the Re-opening of the Sandspit Hotel , by a Non profit Society which is associated with the Area E , Electoral Director, Evan Putterill. We , the petition signees feel that this is a conflict of interest.

Judy Hadcock

And petition Signees

To: Skeena Queen Charlotte Regional District
Attention: Joan Merrick

PETITION

The following Established Business' in Sandspit are STRONGLY OPPOSED to the opening of The Sandspit Inn Hotel, by a Non-Profit Society. "The Sandspit Community Society."

Although, the Sandspit Community Society may have good intentions, and claims they are not undertaking this project for the purpose of competing with local business, that are providing food and accommodation services, the fact of the matter is, HOW CAN THIS NOT BE COMPETITION? There is only a small amount of Tourism Revenue that comes to Sandspit each year, which is not enough to fully support the business' which are now operating. There are many vacant rooms, and empty chairs in restaurants. How are these small business' that are already struggling, supposed to compete for their much needed revenue, with a Non Profit Society, that can operate with the help of funding and grants.

Perhaps, The Sandspit Community Society could help the Community better, by focusing on ways to enhance Tourism itself, to fill the vacancies for these already established business' in Sandspit, rather than creating unnecessary competition for them.

NORTHERN SHORES LODGING & CATERING 455 Allford Bay Rd
Sandspit BC

Business Name and Address

Proprietor Judy Hadcock Judy Hadcock
Position Name Signature

Brady's Bistro 01 Airport Rd Sandspit, B.C.

Business Name and Address

Proprietor Donna Brady Donna Brady
Position Name Signature

PAYVIEW SALES & SERVICE 519 Peach Rd SANDSPIT, BC

Business Name and Address

Owner Jim Hensley Jim Hensley
Position Name Signature

Moresby Island Guest House 385 Beach Road Sandspit

Business Name and Address

Manager	Ray Bolan	Rae Bolan
Position	Name	Signature

Orange Road 373 Beach Rd

Business Name and Address

Owner	J Bertucci	J Bertucci
Position	Name	Signature

Dick's Work INN

Business Name and Address

OWNER	DICK LEUNG	Don L
Position	Name	Signature

Business Name and Address

Position	Name	Signature
----------	------	-----------



CITY OF PRINCE RUPERT

424 - 3rd Avenue West, Prince Rupert, B.C. V8J 1L7

www.princerupert.ca

RECEIVED

JUN 18 2014

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

June 13, 2014

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

Attention: Board of Directors

Dear Sir/Madam:

Re: Dialysis Facility – Request for Support

We received a copy of a letter of request addressed to North Coast Health Improvement Society from Ms. Bains, dated January 9, 2014, and attached hereto for your reference. We have had opportunity to bring this request before Mayor and Council at the Regular Meeting held on June 9, 2014, wherein they have resolved as follows:

MOVED by Councillor Cunningham and seconded by Councillor Kinney that Council have staff send a letter containing a resolution supporting Ms. Bains' request for a Dialysis Facility in Prince Rupert, BC; and,

THAT this letter be sent to the Northwest Regional Hospital District Board and the Skeena Queen Charlotte Regional District requesting that these groups also send a letter of support.

Please consider this letter of support as our commitment to support this initiative.

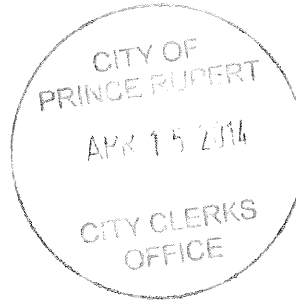
Yours truly,

Rory Mandryk
Corporate Administrator

RM/rb

Enclosure: Letter from Ms. Bains dated Jan 9, 2014

Copy: Ms. Jaswinder Bains



January 9, 2014

639 Pillsbury Ave.
Prince Rupert, BC
V8J 4A2

North Coast Health Improvement Society

Re: Request for Dialysis Facility in Prince Rupert, BC

Dear Sir or Madam,

I am writing to request for a dialysis facility in Prince Rupert. My family and many others have suffered due to absence of it. The closest facility is located in Terrace which is about two hours drive each way. There is no transportation provided for patients either.

My mother was sick and needed to be on dialysis. For her initial treatment, we had to go to Vancouver hospital where she was hospitalized for more than a month. I had to stay in Vancouver with my 5 year old son in this period. Then we were told that she needed dialysis every 2nd day. The closest facility being in Terrace, it was virtually impossible for me to take her there with full time job and family responsibilities. At that time, we had to make a very difficult decision of relocating her to Toronto area with my brother. She had been living with my family for more than 20 years. I had to let her relocate in the time she needed me the most. She left on one condition only that I will visit her every 2 months. She stayed with my brother for about 10 months and there she passed away. I could not be there in her last moments. I will always regret this.

There are many other families who have to make such difficult choices. Some families have had to relocate. We need a facility in town so that people can be with their loved ones while they are on dialysis. And the families don't have to go through the stress of relocation while they are struggling with their family member's illness.

I hope to see such facility in Prince Rupert in near future so that other families in similar situation do not have to make such difficult choices.

Yours sincerely,

Jaswinder Bains

(250) 627-7704



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energy
pipeline
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de pipelines
d'énergie

RECEIVED

JUN 20 2014

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

Suite 200, 505 - 1st St SW
Calgary, Alberta T2P 3J6
phone: 403.221.8770
fax: 403.221.8760

Chair and Board
Regional District of Skeena-Queen Charlotte
100 1st Ave E
Prince Rupert, BC V8J 1A6

June 12, 2014.

Re: The Canadian Energy Pipeline Association (CEPA)

Dear Chair and Board,

I am writing on behalf of the Canadian Energy Pipeline Association (CEPA). CEPA represents Canada's transmission pipeline companies who operate more than 130,000 kilometres of pipeline in Canada and the United States. These energy highways move approximately 1.2 billion barrels of liquid petroleum products and 5.1 trillion cubic feet of natural gas each year. Our members transport 97 per cent of Canada's daily onshore crude oil and natural gas from producing regions to markets throughout North America. CEPA's mission is to continually enhance the operating excellence, business environment and recognized responsibility of the Canadian energy transmission pipeline industry through leadership and credible engagement between member companies, governments, the public and stakeholders. **CEPA does not speak on behalf of any projects or advocate for proponents, we represent a technical and engaged industry voice committed to providing factual, straight forward and transparent information about the pipeline industry in Canada.**

Over the past two years, CEPA has focused on expanding its engagement to a more local level; including situating an outreach person in British Columbia, Ontario and Quebec. Part of our outreach and engagement commitments is working with local governments to ensure that access to reliable and factual data to help you understand the types of issues and questions your constituents are posing around pipeline safety, performance, environmental impact and socio-economic impacts.

CEPA has focused on developing outreach initiatives that combine the need for technical information about the pipeline energy system, coupled with addressing the pressing concerns and issues that communities are raising across the province. This letter and package today are meant to highlight some of the work CEPA is doing and also identify potential support mechanisms for your local government and community to increase pipeline literacy. CEPA's team is open to working with you and your communities needs in designing outreach presentations and discussions that meet the needs of your local community – we look forward to an opportunity to discuss this collaborative approach further.

A couple of key initiatives I would like to highlight about the current work at CEPA includes:

- **CEPA Integrity First Program®**: a management system approach that enables CEPA members to strengthen the pipeline industry's performance, communication and engagement by jointly developing and individually applying common practices and messages. The key pillars for the

program are: safety, environment and socio-economic. A fact sheet on this program is included in this outreach package.

- We offer local governments and communities **Pipeline 101** sessions that review these pillars within the industry and identify emerging best practices and technologies
- **Collaborative initiative between members:** CEPA facilitates a variety of work groups across the member companies working together to identify and establish best practices and sometimes formal agreements between the members. A couple of examples of recent work across members:
 - *Mutual Aid Agreement:* All the members at CEPA have committed, legally, to supporting each other with equipment, staff and resources necessary if a major incident is to occur. While this type of collaboration was a best practice but now a formal, legal agreement has been made between members
 - *Code of Conduct for Land Agents:* CEPA members have approved a land agents code of conduct including an ethics course requirement for certification. This code of conduct will streamline and create consistency for what communities can expect from CEPA's members when they are on their land.
- **Outreach to the Full Value Chain:** Understanding the full value chain of impacts from pipeline construction to operation is very import. At CEPA we are working with members to finalize a comprehensive list of local suppliers and businesses which serve directly and indirectly the pipeline industry, including specific information on the local businesses in your region. This information will be an important tool in understanding the full benefits of the pipeline industry.
- **Emergency Management:** CEPA and its members strive for zero incidents. Therefore emergency preparedness, response and restoration are everyday pillars of CEPA's members and the work of the association. CEPA is able to provide specific information to local governments regarding a variety of emergency management issues including air emissions, climate change, water impacts, response and reclamation, wildlife and importantly new technologies and best practices that prevent and respond to incidents.

We have put together a package of information about CEPA, the work we do with members and some of the key initiatives we are currently working on. As follow up to this information package Katie Shaw will be contacting you to discuss any questions you might have and also explore any further opportunities to work with you and your community.

Thank you for your time, we look forward to speaking with you soon.

Sincerely,



Philippe Reicher, MEdes
Vice President, External Relations
preicher@cepa.com
403-221-8778



Haida Gwaii Recreation Coordinator's Report
Month End: May 2014
Submitted By: Lucy Neville

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

Registered Programs

Shito Ryu Karate – wrapping up before its closure until September, this program finished strong with a combined youth / adult group. Their May total was an age-diverse 36 participants, who train every Tuesday and Thursday in **Queen Charlotte**.

Cardio Step & Pilates – BCRPA-certified instructor Debbie Beemer absolutely rocked this program, bringing her twenty-three years of instruction experience to a high-energy step and Pilates class. This introductory course focused on spinal alignment, graduated strength development, and started each workout with an upbeat step-class routine. The program ran each Tuesday and Thursday at the HG Rec Building in **Masset**, and had a total of 26 participants in May.

Elders Engagement: Food and Fitness – Coming to a close as the weather improves, this program continued its focus on mobility and strength training in anticipation of the summer months. There were a total of 105 participants throughout the month of May in the Multiplex building and grounds in **Port Clements**. Designed to increase socialization, community infrastructure, fitness and intergenerational engagement, this program was created with the Rec Coordinator for seniors, by seniors, and was open to plus-ones from spouses to grandkids.

Beginner Bellydance – if the HG Rec Building is a-rockin, you're welcome to come a-knockin! Denise Legare continued this program every Wednesday in **Masset**, with a total of 37 dancers throughout the month of May.

Pilates Fusion – a combination of hi-lo cardio circuit training and core-strength Pilates conditioning, this course was instructed by the incredible Ruth Bellamy, and ran every Tuesday and Thursday at the **Port Clements** Multiplex. It had a total of 18 participants working up a sweat and working on their abs throughout May.

Bike Re-Psych – This program has expanded to include semi-permanent stations at each secondary school. This repair program runs every Wednesday at the high school in **Queen Charlotte** and **Masset**, with a total of 27 participants in May.

Alternate Fitness – led by instructors Harold White, Heather Brule, and Ruth Bellamy, this clinician-based program is designed for those living with, or at risk for, chronic conditions such as diabetes, rheumatoid and osteo-arthritis, obesity, and/or returning from injury. The majority of participants in **Masset (31)**, **Skidegate (26)** and **Port Clements (13)** attend on the recommendation of physicians or health care clinicians. This 20-year program has continued in large part due to the rave reviews from medical professionals, resident and locum doctors, who have documented benefits in attendees ranging from reduced blood pressure, increased mobility, decreased joint pain, and increased musculature. The programs in all three locations have wrapped up for the summer, and will resume in September.

Weight Room Orientations – BCRPA instructor Lisa Shoop held an orientation on May 15th at the weight room in **Queen Charlotte** with a total of 7 participants.

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 toonies 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.

Queen Charlotte Secondary School Gym – *CLOSED AS OF MAY 30*

Mondays:

Pickleball / Badminton 7:00 – 9:00

Tuesdays:

Indoor Soccer 8:00 – 10:00

Wednesdays:

Youth Dodgeball 6:30 – 8:00

Adult Dodgeball 8:00 – 10:00

Thursdays:

Volleyball 8:00 – 10:00

Port Clements Elementary School Gym

Thursdays:

Soccer 8:00 – 10:00

George M. Dawson Secondary School Gym

Mondays:
Volleyball 7:00 – 9:00

Wednesdays:
Men's Basketball 7:00 – 9:00

Thursdays:

Badminton 7:00 – 9:00

Fridays:
Senior Men's Basketball 7:00 – 9:00

A.L. Mathers Elementary School Gym

Wednesdays:

Adult Floor Hockey 7:00 – 9:00

Movie Nights

A spectacular stop-motion animation blockbuster, this month's showing of 'THE LEGO MOVIE' had the highest attendance in over 6 months! The family-friendly film was shown from May 16-18 across Haida Gwaii, in **Masset**, **Port Clements**, **Queen Charlotte** and **Sandspit**. Tasty concessions were provided by the ASSAI Girls' Club, Port Clements Rec Committee, Sandspit Canadian Jr. Rangers, and 24/7 Youth.

Masset - 42
Port Clements - 50
Queen Charlotte - 82
Sandspit - 21

Total: **195**

Events and Affiliated Programs

Blessed2Bless Basketball Clinic

In collaboration with Old Massett Village Council, Skidegate Band Council, School District #50 and the Council of the Haida Nation, HG Rec brought Damen Bell-Holter, the first Haida basketball player to be drafted to the NBA, to the islands for a series of basketball workshops in Masset, Port Clements and Queen Charlotte. From May 15 – 21, **154** youth sprinted, passed, did layups, practiced drills and skill development, and learned about sportsmanship with one of the islands' most recognized sports leaders.

Haida Gwaii Youth Assembly

Building on the achievements and connections created at the 2013 HGYA, this year's Assembly was a hotbed of competition between teams of youth from across the islands, trying to best one another from their focus groups, which included Communications, Fisheries, Media, Forestry, and Finance. The HG Rec Coordinator assisted in facilitating team challenges from May 8-10, and collaborated with the organizers to develop community-based problem-solving issues for the groups, which totalled **107** youth.

Mount Moresby Adventure Camp

With an eye to raising the standard of recreation, and increasing capacity-building efforts for all recreation organizations across the island, the HG Rec Coordinator facilitated a 4-day training workshop from May 26-30 at Mount Moresby Adventure Camp (MMAC) for **7** guiding and camp staff. This workshop focused on BCRPA modules (Principles of Healthy Child Development)(QUEST 1&2), Ethics & Duty of Disclosure (Ministry of Child and Family Development / RCMP) and the integration of recreation and education into an experiential-ed program. The workshop coincided with the Queen Charlotte Secondary grade 9 trip to MMAC, which offered an ideal chance to put theory into practice and provided real-time scenarios and challenges.

ASSAI 2013-2014 Programs

Our newly-hired ASSAI South Coordinator began training in April, and programs will begin the first week of May. Below are April participation totals for **Masset, Old Massett** and **Port Clements**.

Surf Club (all-island) – 8
Art and Action (PCES) – 23
Dance Party (PCES) – 30
Dance Party (TAH) – 26
Teen Gym (GMD) – 69
Weekday Wickedness (OMYP) – 24
SUP Youth! Intro Course (HG) – 11
Youth Kayaking (QCSS) – 4
Kids Kayaking (SNES) – 26
Intro to Archery (SNES) – 50
Running Club (QCTC) – 12
Improv Insanity (SNES) – 62
Performance Poetry (QCTC) – 12

Total: **357**

Total May 2014 participants in HG Rec programs/events: 1146

**** Total May 2013 participants in HG Rec programs/events: 828***

Upcoming Spring Classes

Introduction to Paddleboarding – by popular demand, this program has been created to match the emphasis on youth watersports, and give the adults a chance to learn up and try something new! This program will cover the fundamentals of equipment use and safety, stroke technique, turns and rescues, baseline expedition tips, weather and wave assessment, and culminate in an endurance paddle through Masset Inlet.

Basketball Fundamentals Coaching Clinics – a joint collaboration with the BC Aboriginal Sport Recreation & Physical Activity Partners Council, the clinics will be held from June 7-8 in Old Massett and Skidegate, and are designed to provide sports leaders and community coaches with a baseline of information for instructing youth ages 10-16. In addition to education on ethics, safety, and modified games approach, coaches will be trained on LTAD (long-term athlete development), age appropriate practice planning and skill development.

BC Rugby Skill Development and Coaching Clinic – year three of a collaborative venture between Rugby Canada, Langara Fishing, BC Rugby and Haida Gwaii Recreation, this program brings elite performance coach Kris de Scossa to Haida Gwaii for four days of intensive skill-development and coaching training from June 4-7. With the support of School District #50, this program focuses on secondary school curriculum and the sports leadership potential for island youth.

HIGaa k'aats'ii lihllnga: Agate Man Triathlon – August is only a few months away, and it's training time! This event will once again feature a duathlon, triathlon and relay option. The course route includes a 500-meter swim, 20-km bicycle and 6-km run, beginning at Pure Lake. With island-wide participation in 2013, this year's event looks to be even bigger, and we have already received requests for event tee-shirts (again featuring a Sea Grizzly design by renowned local artist Ben Davidson) from as far away as Saskatchewan.

BOAT Exam – the updated Transport Canada-approved BOAT exams will continue to be offered in [Masset](#), [Queen Charlotte](#) and [Port Clements](#) upon request.

Additional Projects and Reporting

Proposal Applications - Northern Savings Credit Union

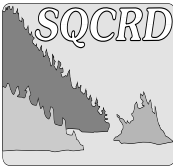
The HG Rec Coordinator assisted in writing a proposal for the Masset Roller Derby group, to garner funds for helmets and safety equipment, which will allow the development of a new sport and recreation endeavour to be pursued in Masset. Additionally, the Coordinator submitted a proposal to the NSCU on behalf of the HGRRC, requesting support to continue the 20-year Alternate Fitness program this coming September.

Summer Program Employment

We are very pleased to announce the return of our 2013 Summer Program Leader, Ileah Mattice, for this year's Summer Program! Ms. Mattice will be assisting in the vetting and interviewing of applicants for the position of Summer Program Assistant; the application period closes on June 2, and the position begins June 23.

Lucy Neville

Haida Gwaii Recreation Coordinator



STAFF REPORT

DATE: June 21, 2014

FROM: Morganne Barthel, Planning Intern

SUBJECT: Update of Waste Management Plans for Proposed LNG Projects within the Prince Rupert Port Authority

Recommendation:

THAT the staff report entitled “Update of Waste Management Plans for Proposed LNG Projects within the Prince Rupert Port Authority” be received for information.

1.0 Background

At the Skeena-Queen Charlotte Regional District (SQCRD) Board meeting in May 2014, staff presented a report to provide a general update on the current proposed LNG projects within the Prince Rupert Port Authority. Staff prepared a supplementary report outlining the potential impacts of the proposed LNG projects on the Skeena-Queen Charlotte Regional District’s recycling facilities.

2.0 Discussion

Working with Sara Hipson, NDIT Manager of Community and Industry Liaison, staff sieved through the proponents applications and reviewed material pertaining to solid waste management. Each application addressed solid waste in a similar manner; using the Prince Rupert Landfill as a main drop-off location as well as the potential opportunity for recycling programs.

2.1 *WestCoast Connector Gas Transmission Project*

Spectra and BC Group, the proponents of the WestCoast Connector Gas Transmission Project, included material regarding solid waste disposal in the application for Environmental Assessment Certificate. Construction activities including work camps will generate a variety of non-hazardous solid and liquid wastes, including food wastes, sewage, Styrofoam, plastics, wood and other solid waste. The plan mentions that the camps will develop recycling programs to displace a portion of the waste from going to the landfill. The plan also stated that information on the capacity of government services was obtained through discussions with municipal, regional district and provincial staff, and the identification of proposed Project-specific needs.

The Proponent has an existing Waste Management Plan that includes the handling and disposal procedures for solid, liquid and hazardous wastes, which will be updated to include the proposed Project.

2.2 Prince Rupert Gas Transmission Project

TransCanada has provided information regarding the disposal of solid waste that is estimated to be generated from the Prince Rupert Gas Transmission Line. In the Application for Environmental Assessment Certificate, Part B-4 – Assessment of Potential Social Effects, the proponent discusses the disposal of non-hazardous solid waste from construction camps, construction vessels and pipeline construction activities to be incinerated and disposed of at local landfills or recycling facilities.

The average weight of solid waste is estimated at 46 t per month for a construction camp with 1,100 workers. Estimated waste was broke down as follows:

- Solid waste produced in construction camps and on construction vessels will be about 115 m³ of non-compacted, bagged general waste per week;
- 1,100 m³ of cardboard and other paper packaging materials per week;
- 20,000 recyclable cans and bottles per week; and
- 308 kg of hazardous waste per week

2.3 Pacific NorthWest LNG

The proponents of PNW LNG have included their intentions to use solid waste facilities in the community where possible, and if necessary, the use of barges to remove solid waste. The City of Prince Rupert has expressed support for the use of infrastructure and community services. As the demand increases from construction activities and camp operations, it could escalate the need for maintenance or replacement of physical infrastructure and infrastructure at the landfill, such as scales and machinery. To mitigate the increase, the proponent plans on implementing programming that includes recycling to reduce the amount of waste going to the landfill. Other information regarding recycling possibilities was not explored in the reports submitted for the assessment.

2.4 Prince Rupert LNG

BG Group, the proponent for Prince Rupert LNG, has identified that solid waste will be disposed of at the Prince Rupert Landfill or other suitable facilities. However, there is no direct mention of the intentions to use recycling programs to defer materials from the landfill. It is stated that a Waste Management Plan will be developed in accordance with relevant legislation prior to the commencement of site construction and operation.

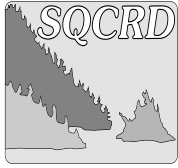
It should be noted that this project is in the draft Application Information Requirements stage for the Environmental Assessment process and have declared they will be postponing the process until further notice. Thus, the information is preliminary and lacking detail.

Though staff have had correspondence with various proponents regarding services provided by the Regional District, there has yet to be a formal discussion regarding the capacity of the Regional District's recycling depot or the potential impacts to the facility.

3.0 Summary

Staff noted that recycling programs are cited within many of the plans; however, minimal discussion on the logistics and impacts to the SQCRD's recycling depot has taken place. This has been raised as a concern by staff as the volume of expected materials and the frequency at which it will be delivered in is currently unknown.

There are currently two opportunities to provide comments to the proponents outlining any concerns or comments the SQCRD may have. Comments for WestCoast Gas Transmission Project and Prince Rupert Gas Transmission Project are due June 17 and June 24, respectively. However, the EAO has granted the SQCRD an extension for providing comment to the end of June for the WestCoast Gas Transmission Project to accommodate this report being brought forth to the Board. The comment periods are an appropriate time to raise concerns about potential impacts to the services provided by the Regional District.



STAFF REPORT

DATE: June 21, 2014

FROM: Daniel Fish, Deputy Corporate Officer

SUBJECT: Misty Isles Economic Development Society Economic Development Capacity Building Funding

Recommendation:

THAT the staff report entitled “Misty Isles Economic Development Society Economic Development Capacity Building Funding” be received;

AND THAT the additional \$7,500 of Northern Development Initiative Trust 2014 Economic Development Capacity Building funding (50% of \$15,000 increase) be provided to the Misty Isles Economic Development Society for a project or process identified by the Haida Gwaii Electoral Area Directors in 2014.

BACKGROUND:

At the April 26, 2014 meeting of the Skeena-Queen Charlotte Regional District Board, the Board passed the following resolution:

MOVED by Director Putterill, SECONDED by Director Gould, that the 2014 economic development capacity building funding from Northern Development Initiative Trust continue to be allocated equally (50/50) between Haida Gwaii and mainland economic development functions.

171-2014

CARRIED

At that time, the Board also received correspondence from Northern Development Initiative Trust, which notified the Board that funding under the 2014 Economic Development Capacity Building program would be increased from \$35,000 to \$50,000.

DISCUSSION:

At the time the resolution was made to split the economic development capacity building funds equally between Haida Gwaii and mainland economic development functions, the question had not been raised as to how, specifically, the additional \$7,500 allocated to Haida Gwaii would be spent.

The Misty Isles Economic Development Society (MIEDS) is willing to accept the additional \$7,500 to carry out economic development activities for Haida Gwaii on behalf of the Regional District.

RECOMMENDATION:

Staff is recommending that the additional \$7,500 of funding be provided to MIEDS for a future project or process to be identified by the Directors of Electoral Areas D and E, in 2014.

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Bylaw No. 579, 2014

A Bylaw to establish the Moresby Island Management Standing Committee

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

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

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

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

1. Citation

This Bylaw shall be cited for all purposes as the “Moresby Island Management Standing Committee Bylaw No. 579, 2014”.

2. Definitions

In this Bylaw:

- (a) **“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 guidelines set by the Board;
- (b) **“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;
- (c) **“Management Powers”** means the ability to operate a service, as delegated within this Bylaw; including all matters pertaining to the physical operation of the service such as operating, maintaining, repairing, engineering, or constructing. Management Powers may also include the financial management of such service if expressly delegated within this Bylaw;
- (d) **“Board”** means the Skeena-Queen Charlotte Regional District Board of Directors;
- (e) **“Chair”** means the Chair of the Skeena-Queen Charlotte Regional District;

- (f) **“Chief Administrative Officer”** means the person appointed by the Board as the Chief Administrative Officer;
- (g) **“Committee”** means the Moresby Island Management Standing Committee, as established by this Bylaw;
- (h) **“Committee Chair”** means the Chair of the Committee elected in accordance with this Bylaw;
- (i) **“Director”** means any Director of the Board, or his or her alternate appointed to the Committee;
- (j) **“Electorate”** means any persons who are the age of majority and reside or own property within the Service Area; and
- (k) **“Service Area”** means the whole of Electoral Area E also known as Moresby Island.

3. Committee Membership

- (a) The Committee shall consist of the following members:
 - (1) at least one Director, appointed by the Chair in accordance with this Bylaw; and
 - (2) such other persons who are eligible to serve on the Committee, appointed by the Chair in accordance with this Bylaw.
- (b) All those persons who are the age of majority and reside or own property within the Service Area are eligible to serve on the Committee.

4. Method of Appointment

- (a) The Chair shall appoint at least one Director to the Committee and shall make the initial appointments to the Committee.
- (b) Thereafter, a public nomination process will be held, not later than October every three years, for the purpose of providing the Electorate of the Service Area with an opportunity to nominate persons who are eligible to serve on the Committee.
- (c) Within thirty (30) days of the end of the nomination process, the Committee will submit the names of the persons nominated to the Chair for consideration.
- (d) Upon receipt of the names of the nominated persons, the Chair may appoint any of the persons nominated to the Committee or may post a public notice for further nominees in accordance with section 4(e) below.
- (e) In the event of a vacancy between appointments, due to death, resignation or termination, the Chair shall appoint a replacement by posting public notice of the vacancy and inviting eligible candidates to submit their names directly to the Chair for consideration within 30 days of the posting of the notice, in which case the Chair will appoint a person to fill the vacancy as soon as reasonably practical after the close of the notice period.

- (f) The Chair may consult with the Board and other persons in making an appointment to the Committee, but is not bound by the recommendations of the Board or other persons.
- (g) The Chair may terminate the appointment of a Committee member at any time.

5. Procedure

- (a) The Committee Chair shall be elected annually by a majority vote of all Committee members.
- (b) A quorum of the Committee shall be the majority of its members.
- (c) All decisions of the Committee shall be made by a majority of the members present at the meeting, with each member having one vote.
- (d) Regular Committee meetings shall be:
 - (1) held once a year, with additional meetings held as necessary, as determined by the Committee; and
 - (2) open to the public.
- (e) Special Committee meetings shall be:
 - (1) called by resolution of the Committee at a regular meeting; or
 - (2) called at the request of two or more members of the Committee; and
 - (3) open to the public, subject to section 5(g) below.
- (f) Notice of special meetings, by such means as the Committee deems reasonable, shall be provided to members of the Committee and residents of the Service Area at least 48 hours in advance of the meeting.
- (g) 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, as may be amended from time-to-time.
- (h) Where this Bylaw and the Skeena-Queen Charlotte Regional District Procedure Bylaw No. 470, 2005, as may be amended from time to time, are silent, Roberts Rules of Order, Newly Revised, shall apply to the conduct of Committee meetings.
- (i) Minutes shall be kept for all meetings of the Committee and a copy of such minutes shall be forwarded to the Chief Administrative Officer.

6. Delegated Powers and Responsibilities

- (a) The powers delegated to the Committee, except as otherwise provided by bylaw, shall include:
 - (1) Subject to the provisions otherwise contained in this Bylaw and Part 24 of the *Local Government Act*, the Committee is empowered to exercise the Administrative Powers with respect to the Committee;

(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:

- (a) Grant in Aid
- (b) Economic Development
- (c) Emergency Planning
- (d) Sandspit Fire Protection Budget
- (e) Islands Solid Waste
- (f) Haida Gwaii Recreation
- (g) Other matters as referred to the Committee by the Board from time to time;

(3) Subject to the provisions otherwise contained in this Bylaw and Part 24 of the *Local Government Act*, the Committee is empowered to exercise Management Powers with respect to the following:

- (a) Sandspit Water System.

- (c) The Committee shall not exercise any powers, functions or responsibilities not expressly set out in this Bylaw.
- (d) The Committee shall not undertake any initiatives or commitments that may be binding on the Committee or the Skeena-Queen Charlotte Regional District without receiving the prior approval of the Board.
- (e) The Committee shall not enter into any contracts on behalf of the Skeena-Queen Charlotte Regional District. All contracts shall be signed by the Board, or by a delegate who has been authorized by the Board to sign contracts on behalf of the Board.
- (f) On or before November 30th each year, the Committee shall prepare and submit to the Board an annual budget, in a form satisfactory to the Chief Administrative Officer, which shall include detailed estimates of its receipts from every source and expenditures for every purpose for the following year, and such annual budget shall be considered by the Board and may be rejected or accepted, in whole or in part, at the Board's discretion.
- (g) The Committee shall not, without the Board's prior approval, expend any funds except as set forth in the approved budget and shall not enter into any undertaking, obligation, commitment, or liability that would cause the Committee's annual budget, as approved by the Board, to be exceeded.
- (h) The Committee shall institute such controls and authorization procedures over revenues and expenditures as the Skeena-Queen Charlotte Regional District may, from time to time, require.

7. Reporting Obligations

- (a) The Committee shall forward to the Chief Administrative Officer the agenda and minutes of all meetings of the Committee.

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

8. No Delegation by a Delegate

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

9. Sub-committees

The Committee may 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

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

11. Scope of Bylaw

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

12. Severability

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

13. Repeal

Bylaw No. 352, 373, and 388 and all subsequent amendments, are hereby repealed.

Read a FIRST TIME this _____ day of _____, 20____.

Read a SECOND TIME this _____ day of _____, 20____.

Read a THIRD TIME this _____ day of _____, 20____.

ADOPTED by an affirmative vote of
at least 2/3 of the votes cast this _____ day of _____, 20____.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BYLAW NO. 578, 2014**

Being a bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting.

WHEREAS under the *Local Government Act*, Regional District Board may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS the Regional District Board wishes to establish voting procedures and requirements under that authority;

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

1. CITATION:

This bylaw may be cited for all purposes as “Local Government Election Bylaw No. 578, 2014.”

2. REPEAL:

The Skeena-Queen Charlotte Regional District Local Government Election Bylaw No. 533, 2011 is hereby repealed.

3. USE OF PROVINCIAL LIST OF VOTERS AS THE REGISTER OF RESIDENTIAL ELECTORS:

- a. As authorized under section 59 of the *Local Government Act*, the most current available provincial list of voters prepared under the elections act, is deemed to be the register of resident electors on the 52nd day prior to the general voting day for elections held for electoral areas A, C, D and E of the regional district.

4. ADDITIONAL ADVANCE VOTING OPPORTUNITIES:

- a. As authorized under section 98 of the *Local Government Act*, the Regional District Board authorizes the chief election officer to establish additional advance voting opportunities for each election to be held in advance of general voting day and to designate the voting places, and to establish the date and voting hours for these voting opportunities.
- b. In accordance with section 97(3) of the *Local Government Act* [population of jurisdiction less than 5,000], a second voting opportunity will not be established.

5. ADDITIONAL GENERAL VOTING OPPORTUNITIES:

- a. The Regional District Board authorizes the chief election officer to establish additional general voting opportunities for general voting day for each election or other voting to designate the voting places and voting hours, within the limits set out in section 96 of the *Local Government Act*, for such voting opportunities.

6. SPECIAL VOTING OPPORTUNITIES:

- a. To give electors who may otherwise be unable to vote an opportunity to do so, the Board may provide a special voting opportunity as authorized under section 99 of the *Local Government Act* and authorizes the chief election officer to establish a special voting opportunity for each election and to designate the location, the date and the voting hours for the special voting opportunity.

- b. The following restrictions apply to persons who may vote at this special voting opportunity:
 - i. The only electors who may vote are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for the special voting opportunity, have been admitted as patients to a hospital within the region.
- c. The following procedures for voting and for conducting the voting proceedings only apply to the special voting opportunity:
 - i. A portable lap type voting booth is to be utilized.
 - ii. All other voting procedures are as per normal.
 - iii. Upon completion of the marking of the ballot it is to be deposited by the elector in the ballot box supplied by the presiding election official.
 - iv. Upon completion of the special voting the ballot boxes are to be sealed until the time of counting.
 - v. The Regional District Board authorizes the chief election officer to limit the number of candidate's representatives who may be present at the special voting opportunity.

7. MAIL BALLOT VOTING:

- a. As authorized under section 100 of the *Local Government Act*, the chief election officer may allow for voting and registration to be done by mail for those electors who reside in electoral areas A and C, as these areas are remote.
- b. Mail ballot voting and registration will only be allowed for electors residing in areas within electoral areas A and C where voting places are not established for the general voting day.
- c. The following procedures for voting and registration must apply:
 - i. Sufficient record will be kept by the chief election officer so that challenges of the elector's right to vote may be made in accordance with the intent of section 116 of the *Local Government Act*;
 - ii. A person exercising the right to vote by mail under the provisions of section 100 may be challenged in accordance with, and on the grounds specified in section 116 of the *Local Government Act*, until 4:30 p.m. two days before the general voting day.
- d. To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.
- e. The time limits in relation to voting by mail ballot will be determined by the chief election officer.
- f. As provided in the *Local Government Act*, a mail ballot must be received by the chief election officer before the close of voting on general voting day in order to be counted for an election.

8. ORDERS OF NAMES ON BALLOT:

- a. The order of names of candidates on the ballot will be determined by lot in accordance with section 107 of the *Local Government Act*.

9. NUMBER OF SCRUTINEERS AT VOTING PLACES:

- a. As authorized under section 110(3) of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an election is one (1) scrutineer for each ballot box in use.

10. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT:

- a. In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 141 of the *Local Government Act*.

READ A FIRST TIME this _____ day of _____, 2014.

READ A SECOND TIME this _____ day of _____, 2014.

READ A THIRD TIME this _____ day of _____, 2014.

ADOPTED this _____ day of _____, 2014.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BYLAW NO. 583, 2014**

Being a bylaw to authorize the Skeena-Queen Charlotte Regional District to obtain, by referendum, the opinion of the electors in Electoral Area E regarding establishing a service to operate the Sandspit Community Hall.

WHEREAS Section 797.3 of the *local Government Act* provides that the Board may, by bylaw, provide for a referendum to obtain the electors' opinion on a question regarding a service that is or may be operated by the Regional District;

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

1. Citation

This bylaw may be cited as the "Sandspit Community Hall Referendum Bylaw No. 583, 2014."

2. There shall be submitted to the electors of the Skeena-Queen Charlotte Regional District at the referendum to be held on Saturday, November 15, 2014, the following question:

"Are you in favour of establishing a service within Electoral Area E to operate a community hall?"

☐ YES ☐ NO

READ A FIRST TIME this _____ day of _____, 2014.

READ A SECOND TIME this _____ day of _____, 2014.

READ A THIRD TIME this _____ day of _____, 2014.

ADOPTED THIS _____ day of _____, 2014.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Bylaw No. 582, 2014

A bylaw to establish a service within Electoral Area “E” (Moresby Island) for the purpose of operating a community hall

WHEREAS under section 796 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Skeena-Queen Charlotte Regional District wishes to establish a service for the purpose of operating a community hall within Area “E” (Moresby Island);

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 801 of the *Local Government Act*;

AND WHEREAS the Board has received the approval of the electors in the proposed service area by referendum in accordance with Section 801.2 of the *Local Government Act* and Section 86 of the *Community Charter*;

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

1. Citation

This bylaw may be cited for all purposes as the *Area “E” (Moresby Island) Community Hall Service Establishing Bylaw No. 582, 2014*.

2. Service

The service established by this bylaw is for the purpose of operating a community hall within Electoral Area “E” (Moresby Island), including:

- Funding for the operations, maintenance and capital improvements for the Sandspit Community Hall and the two (2) associated properties.

3. Boundaries

The boundary of the service area is the whole of Electoral Area “E” (Moresby Island).

4. Participating Areas

The Participating Area is Electoral Area “E” (Moresby Island).

5. Cost Recovery

As provided for in Section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- (a) property value tax imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) fees and charges imposed under section 363 of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprises, gift, grant or otherwise.

6. Maximum Requisition

In accordance with Section 801.3(1)(a) of the *Local Government Act*:

- a) For Year one, the maximum annual amount that may be requisitioned for the cost of the service is the amount equal to the greater of \$15,000 or \$0.372 per \$1,000 of net taxable value of land and improvements for the area;
- b) For Year two, the maximum annual amount that may be requisitioned for the cost of the service is the amount equal to the greater of \$17,500 or \$0.434 per \$1,000 of net taxable value of land and improvements for the area; and
- c) For all subsequent years, the maximum annual amount that may be requisitioned for the cost of the service is the amount equal to the greater of \$20,000 or \$0.50 per \$1,000 of net taxable value of land and improvements for the area.

READ A FIRST TIME this _____ day of _____, 2014

READ A SECOND TIME this _____ day of _____, 2014

READ A THIRD TIME this _____ day of _____, 2014

APPROVED BY THE INSPECTOR OF MUNICIPALITIES

this ____ day of ____, 2014

APPROVAL OF THE ELECTORS RECEIVED BY REFERENDUM

this ____ day of ____, 2014

ADOPTED this ____ day of ____, 2014

Certified a true copy of Bylaw
No. 582, 2014 at third reading.

CORPORATE OFFICER
Date: ____, 2014

CORPORATE OFFICER

CHAIR



Referral Memo

Date: June 21, 2014
To: SQCRD Board
From: Morganne Barthel, Planning Intern

Regarding: Crown land Industrial Application Request # 68950333 - 006

Location: All that unsurveyed crown foreshore being part of the bed of Grenville Channel, Wright Sound, and Cridge Passage, all range 4 coast district, containing 13.6 Ha, more or less

AND

All that unsurveyed crown foreshore being part of the bed of union passage, range 4 coast district, containing 5.28 Ha, more or less.

Deadline for response: Original response due: June 6, 2014
 Extension granted to June 26, 2014

Summary of the Referral:

Applicant: International Forest Productions Ltd.

Lands Authorization:

Tenure Type: License of Occupation
Purpose: Log Handling/Storage
Size: 13.6 Ha +/-
Term: 5 years

Lands Authorization:

Tenure Type: License of Occupation
Purpose: Commercial B
Size: 5.28 Ha +/-
Term: 5 years

Comments from APC or Other Agencies: No APC established for Electoral Area C.

Staff Comments: None.

Attachments:

- | | |
|---------------------|----------|
| 1. Referral Summary | 2 pages |
| 2. Management Plan | 11 pages |
| 3. Additional Maps | 2 pages |

Morganne Barthel

From: FrontCounterBC@gov.bc.ca
Sent: Wednesday, May 07, 2014 9:25 AM
To: cao@sqcrd.bc.ca; planning@sqcrd.bc.ca
Subject: Province of BC Referral Request on an Industrial Use Application(file 6408692) & a Commercial B Application(File 6408693)

Skeena Queen Charlotte Regional District
Joan Merrick, Referral Information

Industrial
Referral Number: 68950333 - 006
Reference Number: 130505
Request Sent: May 7, 2014
Response Due: June 6, 2014

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

These are 2 Crown land applications one for Industrial - Log Handling/Storage purposes and one for Commercial B Floating workcamp.

Proponent: International Forest Products Ltd

Intended Land Use/background context: Application is for 6 log handling sites and 1 associated floating camp site in the vicinity of Farrant Island. Please see attached Management Plan for more details.

BCGS Mapsheets: 103H024 & 103H034

Tenure Type: Licence of Occupation - Log Handling/Storage (File 6408692)

Legal Description: ALL THAT UNSURVEYED CROWN FORESHORE BEING PART OF THE BED OF GRENVILLE CHANNEL, WRIGHT SOUND, AND CRIDGE PASSAGE, ALL RANGE 4 COAST DISTRICT, CONTAINING 13.6 HECTARES, MORE OR LESS.

Size (Area) ha (approx): 13.60 ha +-

Tenure Type: Licence of Occupation - Commercial B (6408693)

Legal Description: ALL THAT UNSURVEYED CROWN FORESHORE BEING PART OF THE BED OF UNION PASSAGE, RANGE 4 COAST DISTRICT, CONTAINING 5.28 HECTARES, MORE OR LESS.

Size (Area) ha (approx): 5.280 ha +-

Schedule/Term Of Proposal: 5 years

Additional notes: (XX)

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.

Mary Moran

FrontCounterBC

() -
mary.moran@gov.bc.ca

March 3, 2014

Management Plan –Farrant Island Helicopter Logging Operation

Section A - Project Overview

This project is a helicopter (water drop) logging operation on Farrant Island in the North Coast Forest District. Approximately 50,000m³ of wood will be logged using a helicopter and flown to the proposed helicopter water drop zone sites outlined in this application. This application includes 6 drop zone sites totaling an estimated 13.6 ha (2.25 ha each) of tenure area along with one camp tie up / log storage location totaling an estimated 5.3 ha of tenure. The camp tie up will be used to situate the barge camp and heli/fuel barge to support the project. The barge is self-sufficient with a water source (desalinators) as well as sewage containment. These sites have been chosen based on their proximity to the proposed harvest blocks, ocean depth and their lack of sensitive marine habitat.

The harvesting program on Farrant Island is a mix of Cedar, Hemlock, Balsam and Spruce saw logs for use in both domestic and foreign markets. The overall project is managed by International Forest Products with support and possible future partnership with the Gitga'at First Nation. The intent of this project is to source good sawlog material for Interfor mills while providing employment to local contractors and members of the Gitga'at First Nation.

Section B – Other Issues

I. Project Environmental Issues

Aquatic Impacts

Approved Work Practices (AWP) for Helicopter Log Drop Sites in Marine Waters of British Columbia will be followed to avoid negative impacts to fish, fish habitat and marine mammals.

Fish and Wildlife Habitat

Approved Work Practices (AWP) for Helicopter Log Drop Sites in Marine Waters of British Columbia will be followed to avoid negative impacts to fish, fish habitat and marine mammals.

II. Socio- Community

a. Land Use

The proposed helicopter drop zones in this application do not conflict with the zoning of any other approved tenure on Farrant Island and their proposed location and purpose are not in conflict with BC legislation or any approved local or regional land and marine use plans. These sites are meant to be very temporary in nature and will be managed to minimize the potential impacts on the environment, local marine traffic and on the recreational users of this area.

Steps to reduce the impacts on the environment include the following:

Debris Management Plan

1. Logs will be limbed as much as possible on land before being yarded to water.
2. Free-fall dumping of logs from the helicopter into water is to be avoided.
3. Log storage within the heli-drop zone will be limited to the shortest period of time possible.
4. Wood debris and bark loss will be minimized and a support vessel will be available for the collection and disposal of floating debris resulting from operations on a daily basis.
5. Debris will be disposed of at appropriate upland sites such as there is no negative impact to aquatic habitats.
6. Within 60 days of the closure of a helicopter log dump operation, DFO will be notified on the dates and specifics of operations conducted, status of site decommissioning, a summary of any issues that had the potential to impact fish habitat and how they were addressed, and a brief summary of the Debris Management Plan effectiveness.

Whale Mitigation

Operations are expected to occur outside the least risk work window for Humpback Whales, the following mitigations will occur:

1. A dedicated whale monitor is required at all times during the dropping of logs and the whale monitor will be able to communicate with the helicopter crew to suspend log drop activities.
2. Operations will be temporarily suspended if whales approach to within 500m of a drop zone.
3. Operations will be temporarily suspended if the monitor believes whales may be harmed or harassed.
4. Vessels will not knowingly approach within 400m of a whale.

Herring

The proposed operations will occur outside of the Herring Spawning period - February 15th – April 1st.

Salmon

Drop Zone sites have been located away from the mouths of known fish bearing streams and will be positioned in at least 30 meters of water offshore thus allowing Salmon and other fish to travel adequately both underneath and between the proposed drop zones and the shoreline.

b. Socio-Community Conditions

The proposed drop zone sites will not negatively impact on existing community services or infrastructure ie. water supply, transportation, fire protection or emergency services, etc... Hartley Bay is the closest community and is approximately a half an hour boat ride between the community and Farrant Island. This project will generate both income and employment for members of the local First Nation community and affiliated businesses. Interfor is working to maximize the number employment opportunities available to both First Nations and local businesses and contractors. There are a number of management strategies that will be utilized to help minimize potential impacts of these proposed sites on the local community and those boating around the Hartley Bay and Farrant Island areas.

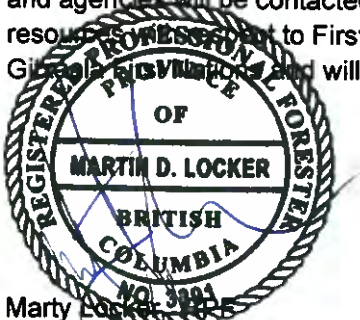
1. Flight paths will not be situated over active marine mammal haul outs, rookeries, tidal flats, salt marshes, eelgrass and shellfish beds.

2. Drop Zones will have a ring of double boom sticks to minimize the chance of log loss.
3. Anchors and chains will be used / constructed with minimal impact to marine environment and animals.
4. Float Camp and fuel barges will have appropriate fuel storage and sewage containment to prevent discharge of deleterious substances to water.
5. Emergency spill kits and response plans are onsite at all times.
6. Sufficient lighting around the sites to warn marine navigators of their location at night.

d. First Nations

The sites located in this application are within the traditional territories of both the Gitga'at and the Gitxaala First Nations. These proposed sites are currently being referred to both First Nations and the process has been ongoing and close to completion. Interfor is currently working on a Protocol and Information Sharing Agreement with the Gitga'at First Nation and a possible Timber Tenure Management Agreement. The proposed drop zone sites in this application may be utilized by First Nations as well to access potential harvest volumes from their own forest tenure. Interfor will be working to maximize the benefits to local communities and First Nations during the course of this harvesting project. It is anticipated that an estimated 4 - 6 First Nation workers will be employed on this project with other benefits going to the community through the use of accommodation, boat rentals and the purchasing of certain supplies.

At this time AIA's will be completed prior to Cutting Permit submission, should additional archaeological sites be encountered during the course of harvesting, operations will cease and the appropriate persons and agencies will be contacted immediately. This application will not affect the shoreline or upland resources with respect to First Nation cultural heritage features. Support letters from the Gitga'at and Gitxaala First Nations will be sent to Front Counter BC upon their receipt.









Marty Locker
Operations Engineer
International Forest Products Ltd.

Heli Drop Zone/Log Storage Profile

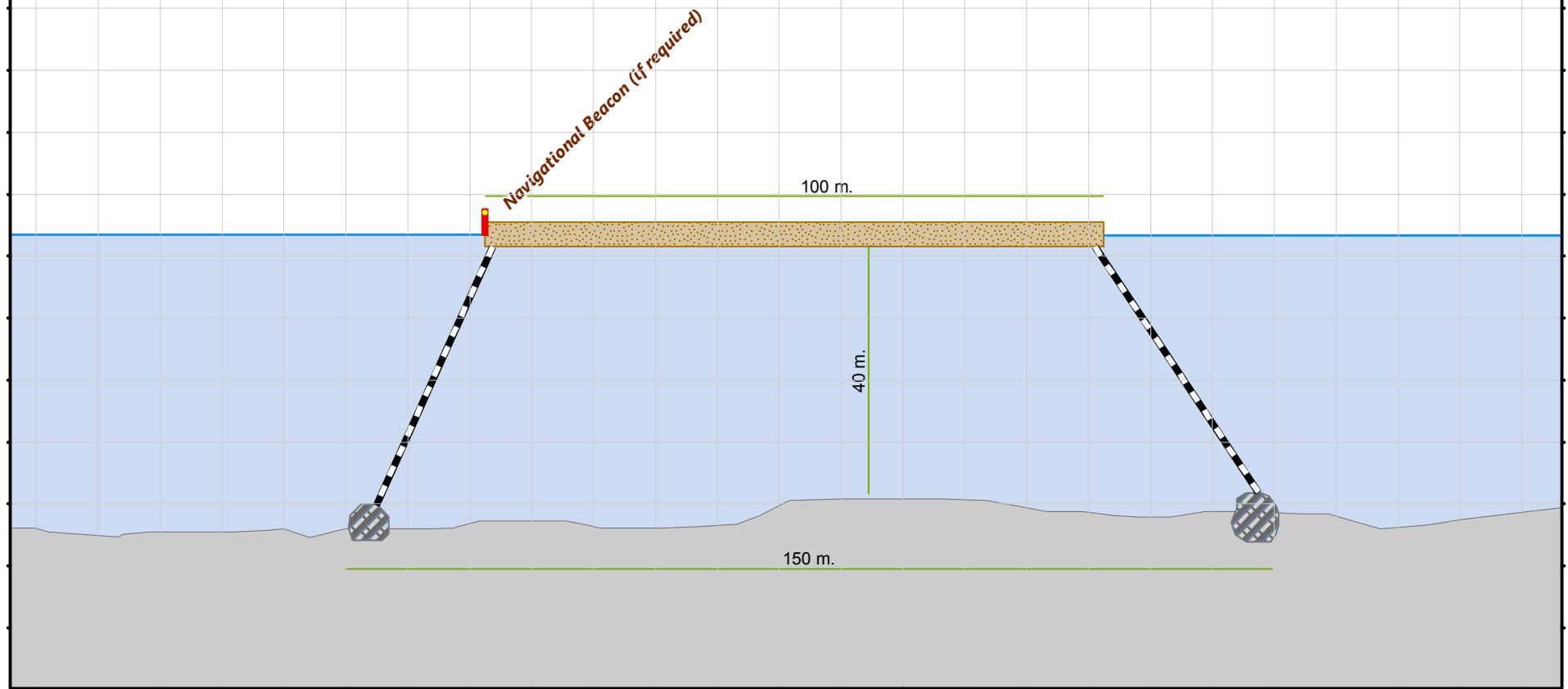
Heli Drop Zone/Log Storage Profile



Legend

-  Water Surface
-  Wire Rope - Anchor Line
-  Double Boomsticks
-  Rock Anchor (not to scale)
-  Sea Floor
-  Ocean

1:1,000



Kingcome Mainland Operations

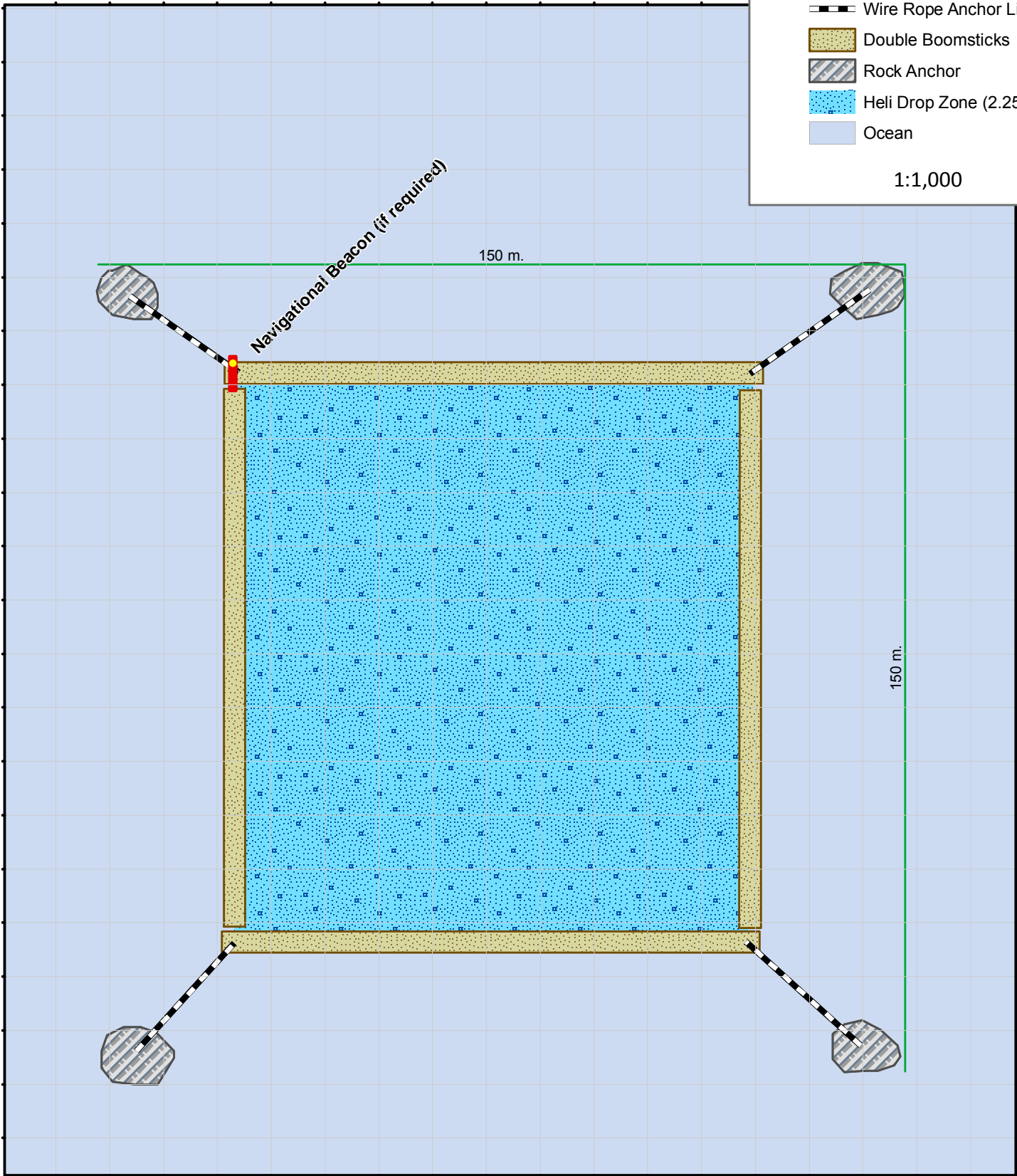
Heli Drop Zone Tie Up Overview




Legend

- Beacon
- Wire Rope Anchor Line
- Double Boomsticks
- Rock Anchor
- Heli Drop Zone (2.25 ha)
- Ocean

1:1,000



Kingcome Mainland Operations
Camp Profile









Legend

—●— Shore Tie

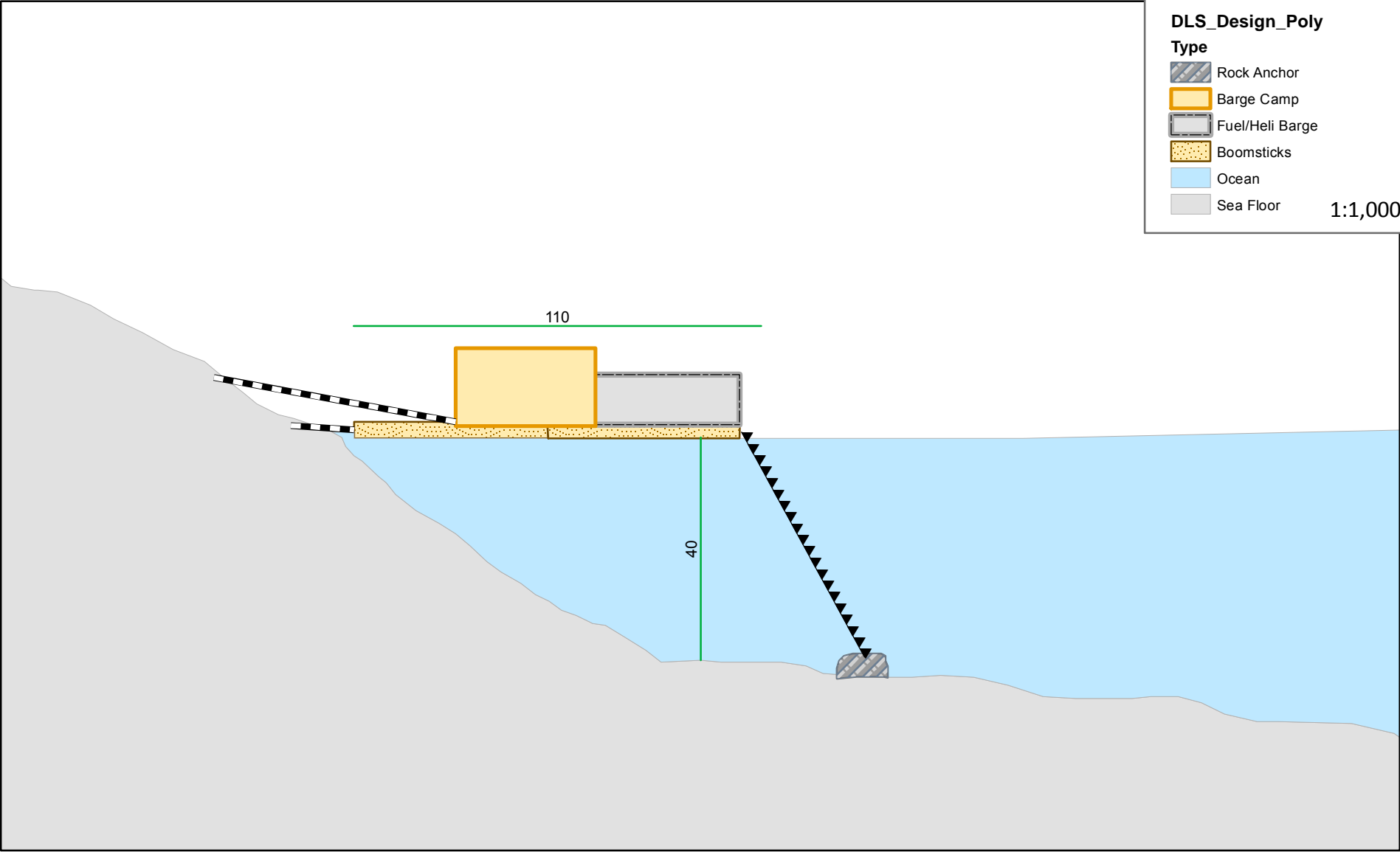
▲▲▲ Wire Rope

DLS_Design_Poly

Type


	Rock Anchor
	Barge Camp
	Fuel/Heli Barge
	Boomsticks
	Ocean
	Sea Floor

1:1,000



Kingcome Mainland Operations

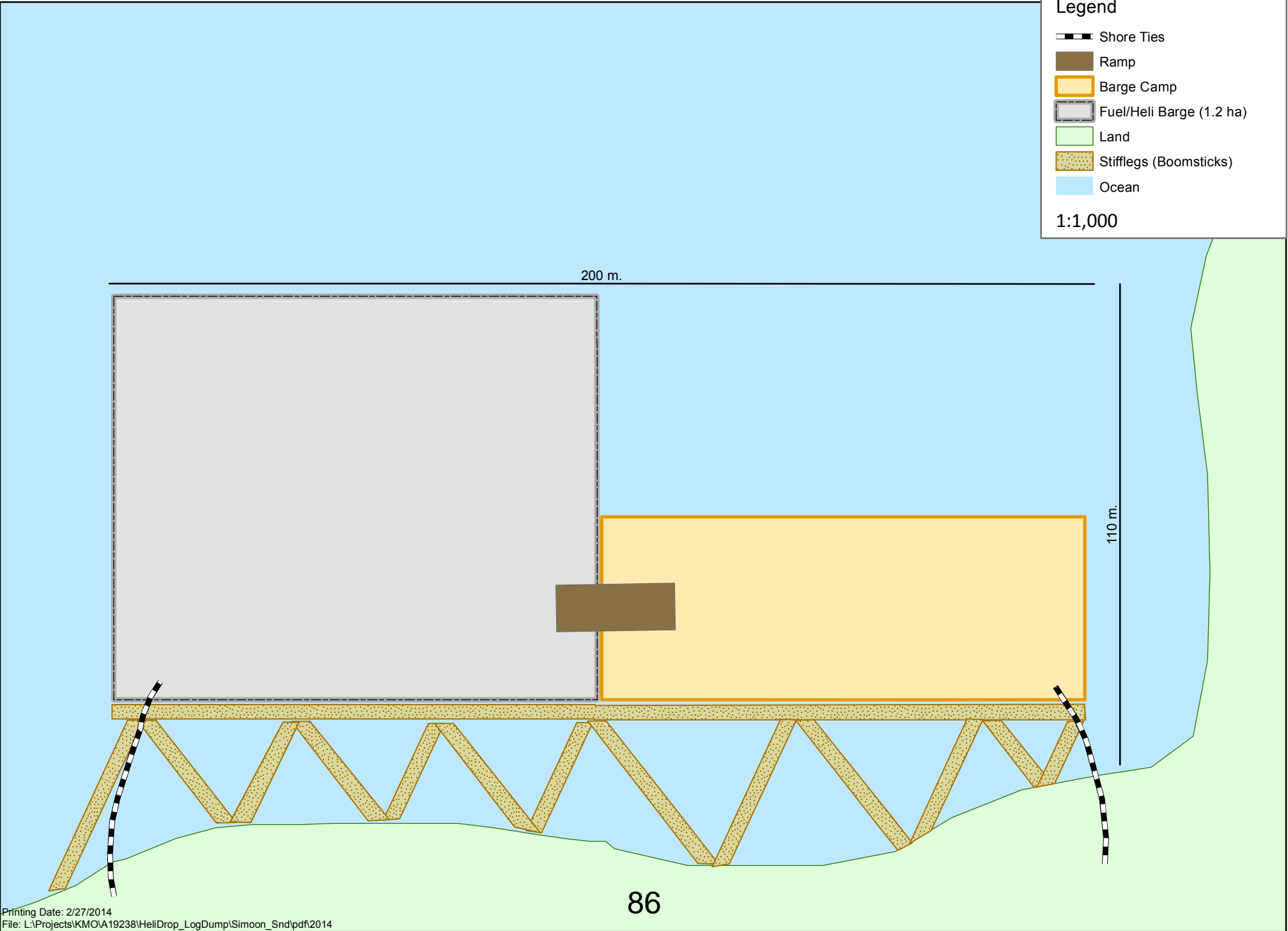
Camp Tie-Up Overview

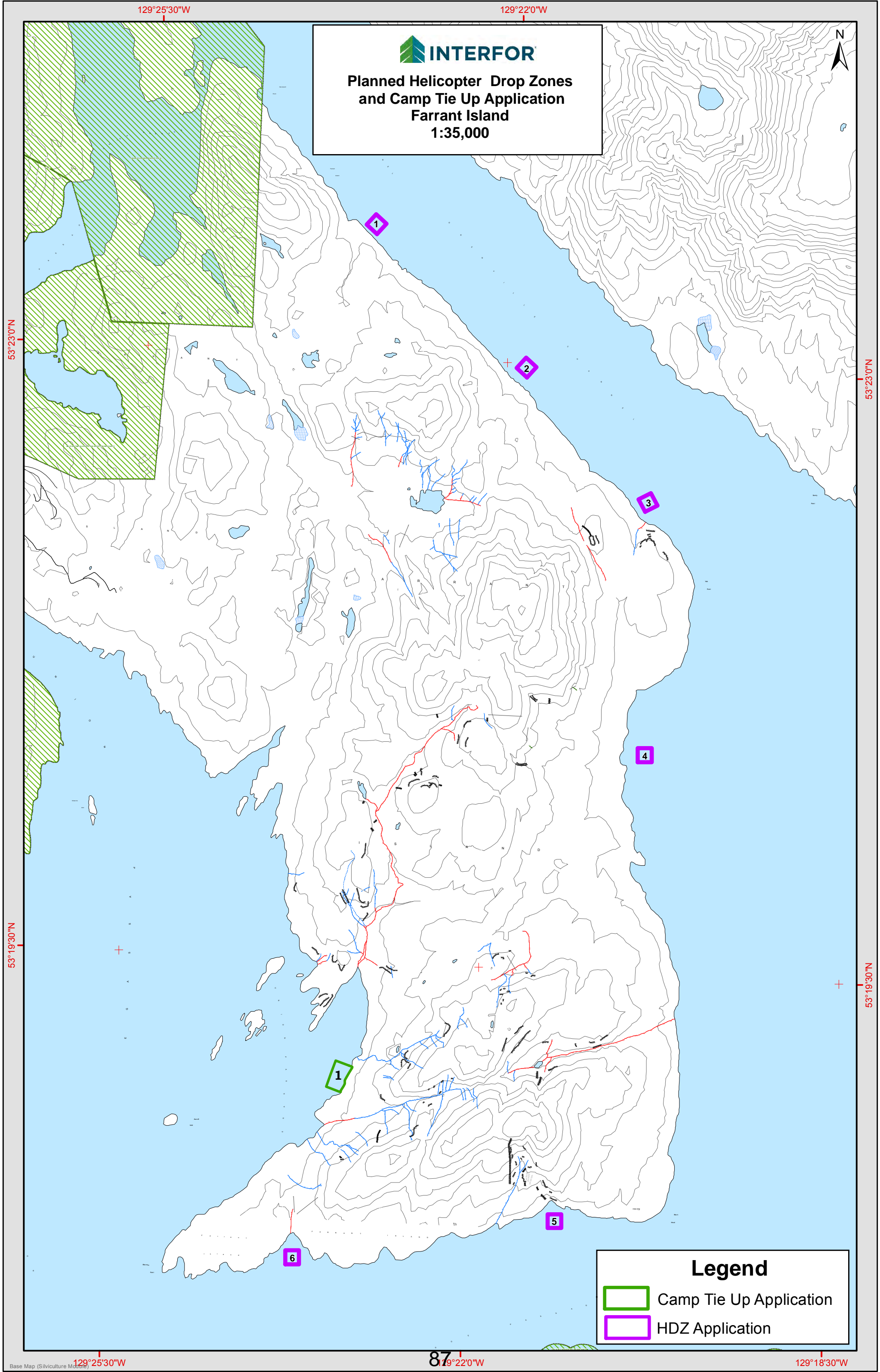


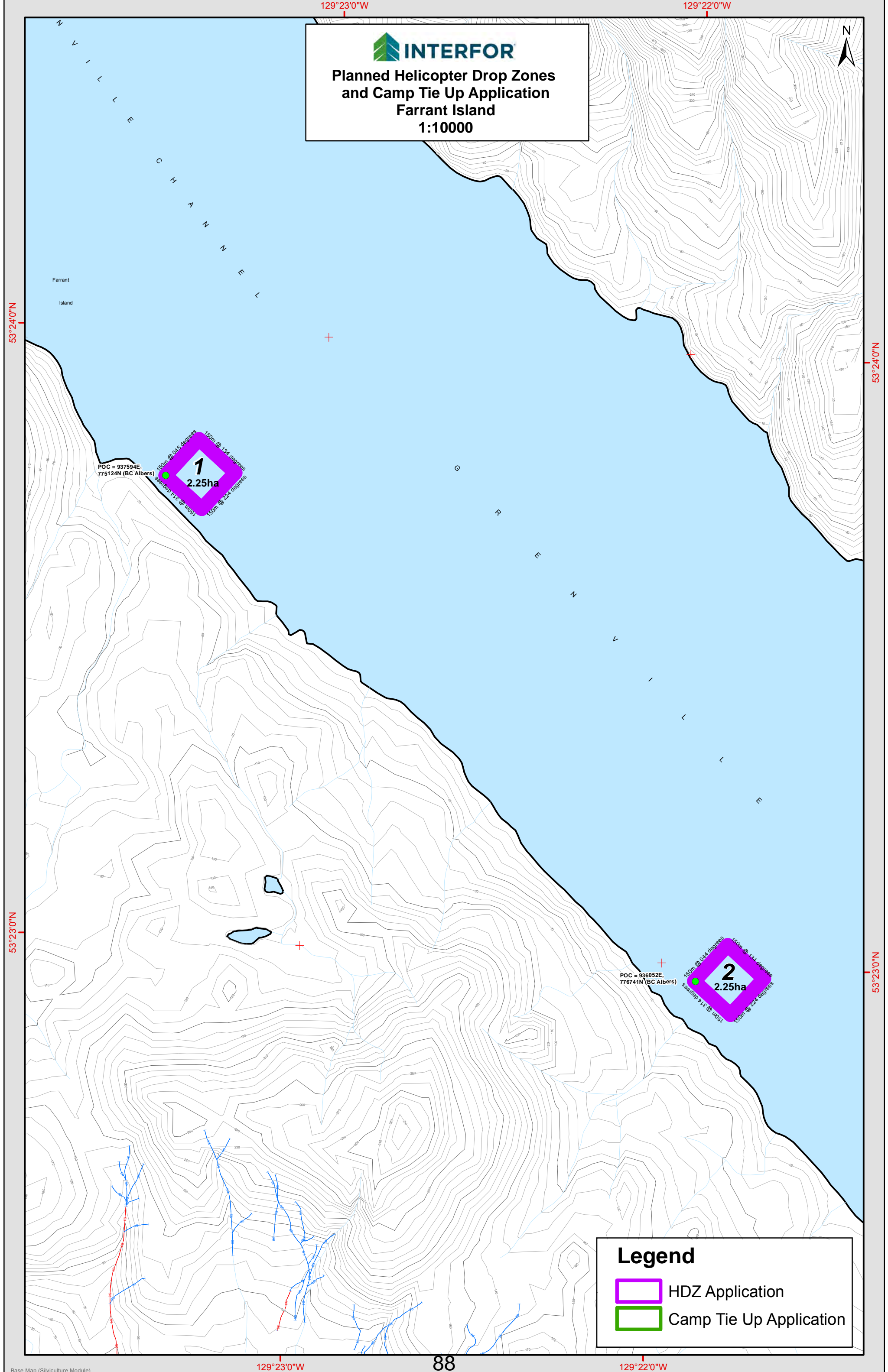
Legend

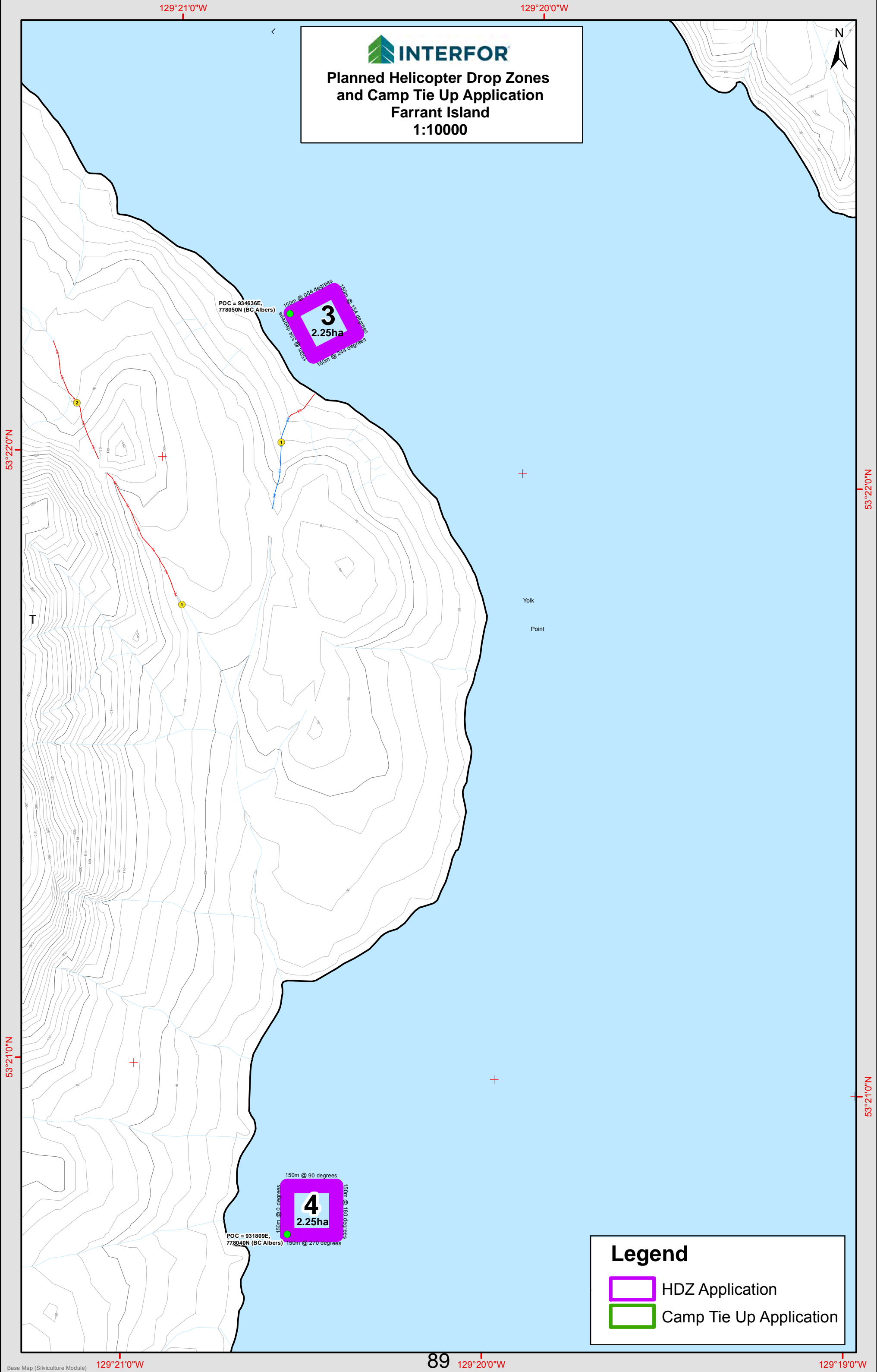
- Shore Ties
- Ramp
- Barge Camp
- Fuel/Heli Barge (1.2 ha)
- Land
- Stifflegs (Boomsticks)
- Ocean

1:1,000



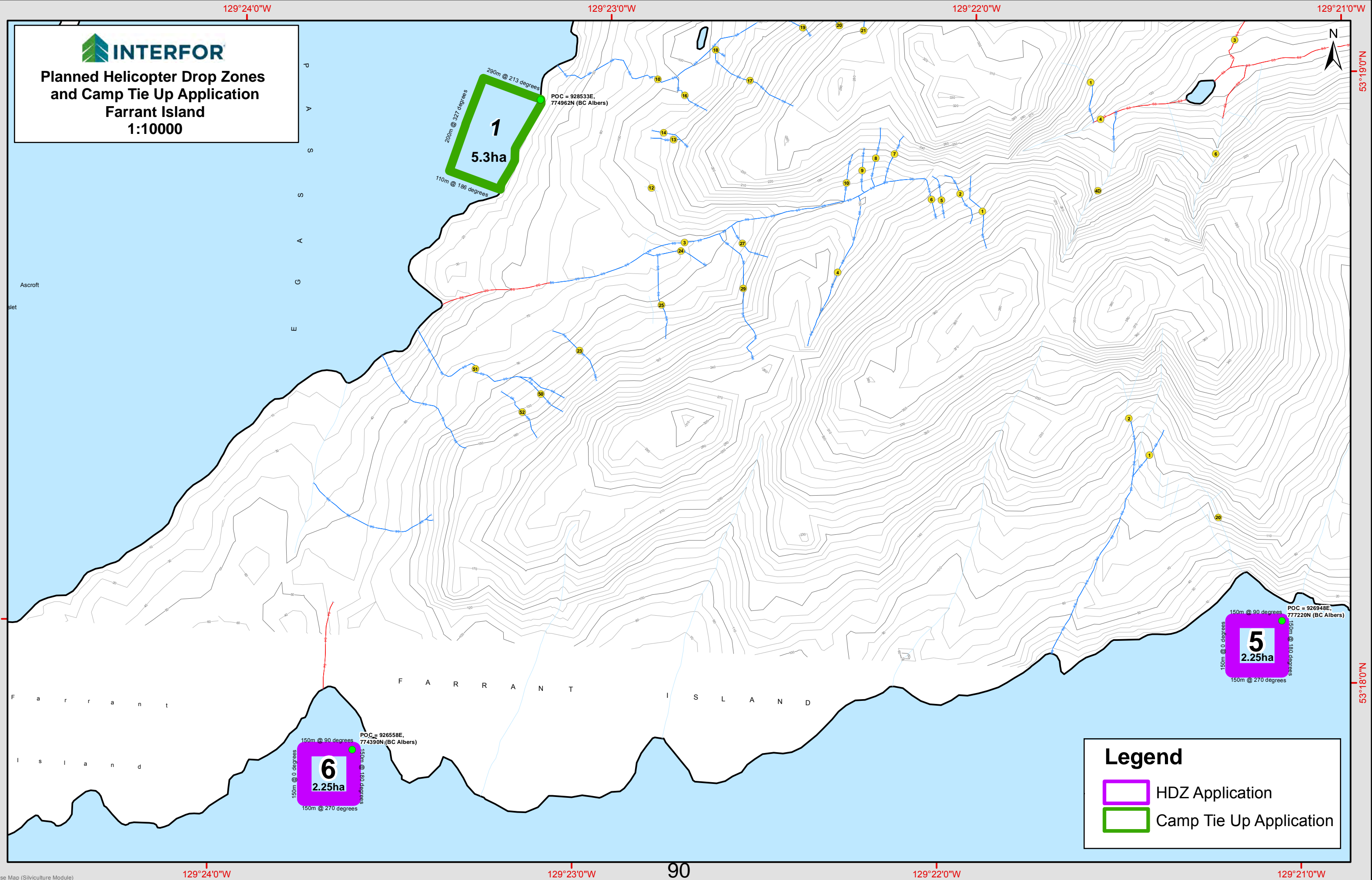








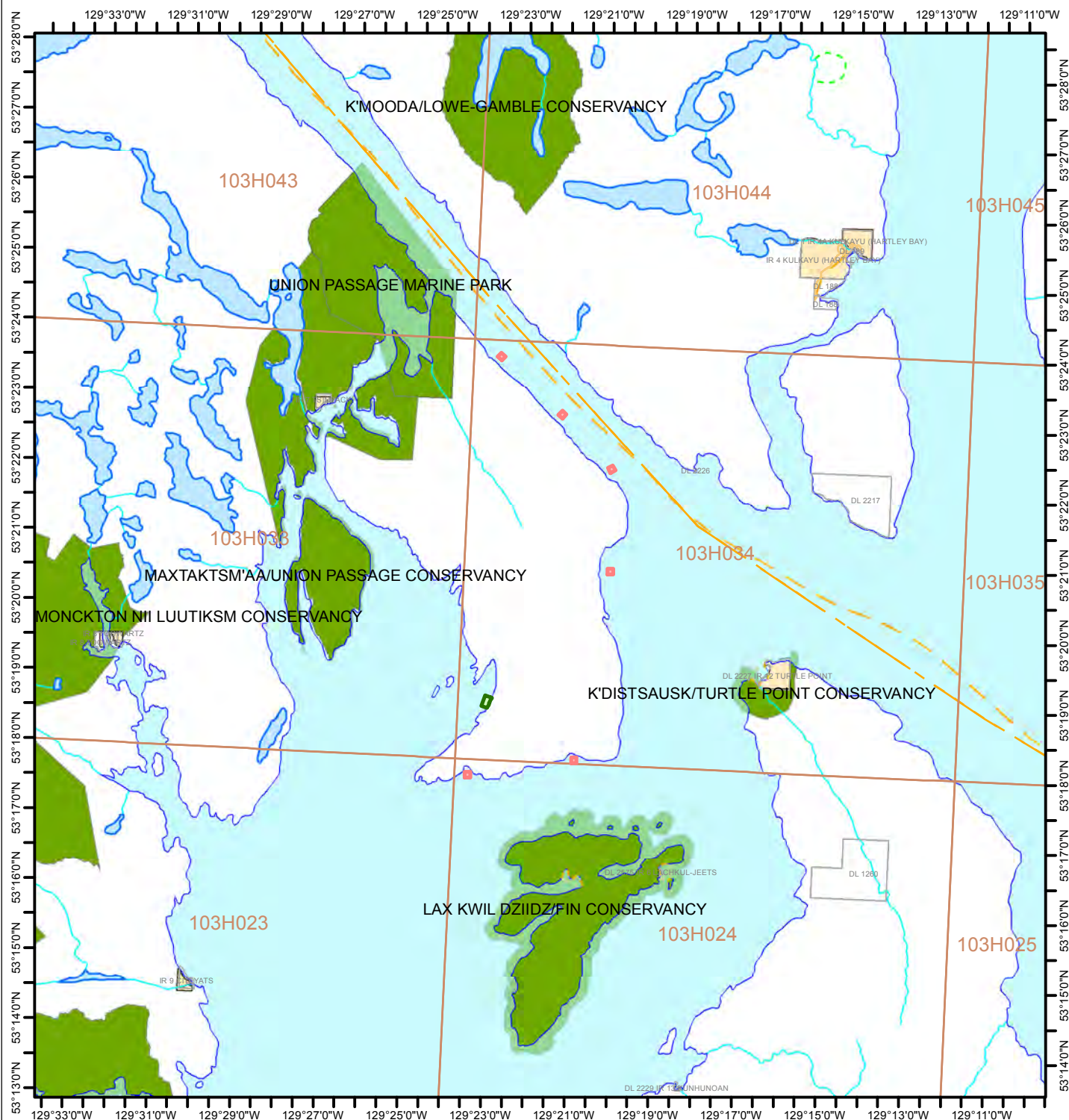


**Planned Helicopter Drop Zones
and Camp Tie Up Application
Farrant Island
1:10000**



Legend

-  HDZ Application
-  Camp Tie Up Application



Scale: 1:150,000
 Purpose: INDUSTRIAL & COMMERCIAL
 Subpurpose: LOG HANDLING & COMM B
 Type: LICENCE
 Subtype: LICENCE OF OCCUPATION

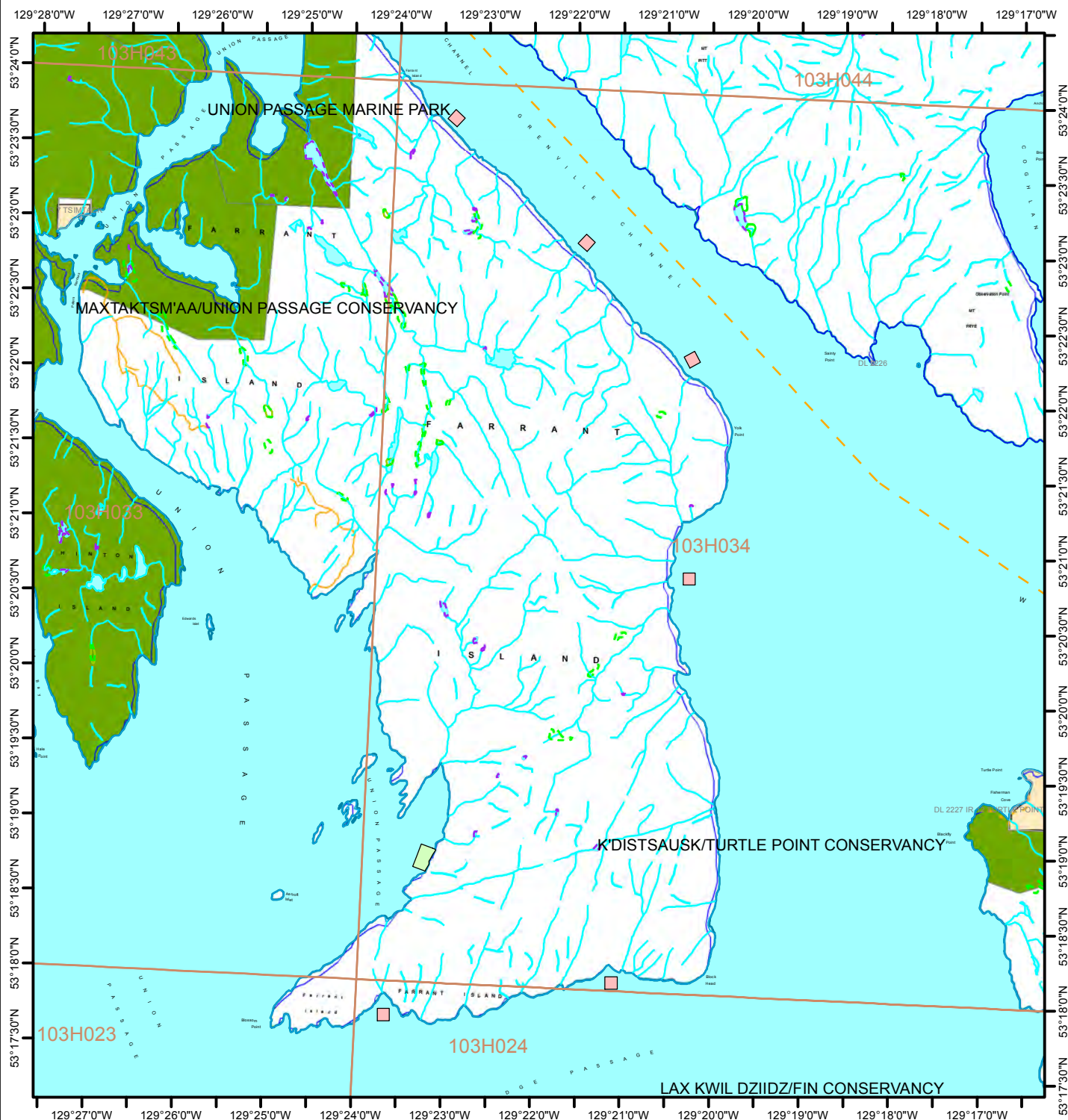
6408692
 6408693
 Indian Reserves
 Parks and Protected Areas



Referral Map



Date: 27 Mar 2014
 Tantalus Area: 18.88 ha



Scale: 1:70,000
 Purpose: INDUSTRIAL & COMMERCIAL
 Subpurpose: LOG HANDLING & COMM B
 Type: LICENCE
 Subtype: LICENCE OF OCCUPATION

6408692
 6408693
 Indian Reserves
 Parks and Protected Areas



Referral Map



Date: 27 Mar 2014
 Tantalus Area: 18.88 ha



Referral Memo

Date: June 21, 2014
To: SQCRD Board
From: Morganne Barthel, Planning Intern

Regarding: Crown land Industrial Application Request # 68953983 - 007

Location: All that unsurveyed crown foreshore being part of the bed of Douglas Channel and Verney Passage, range 4 coast district, containing 18.05 Ha, more or less; and

AND

All that unsurveyed crown foreshore being part of the bed of Kiskosh Inlet and Verney Passage, range 4 coast district, containing 14.32 Ha, more or less.

Deadline for response: Original response due: June 6, 2014
 Extension granted to June 26, 2014

Summary of the Referral:

Applicant: International Forest Productions Ltd.

Lands Authorization:

Tenure Type: License of Occupation
Purpose: Log Handling/Storage
Size: 18.05 Ha +/-
Term: 5 years

Lands Authorization:

Tenure Type: License of Occupation
Purpose: Commercial B
Size: 14.320 Ha +/-
Term: 5 years

Comments from APC or Other Agencies: No APC established for Electoral Area C.

Staff Comments: None.

Attachments:

- | | |
|---------------------|----------|
| 1. Referral Summary | 2 pages |
| 2. Management Plan | 14 pages |
| 3. Maps | 2 pages |

Note: Only one floating camp location (#3), which is to the west of Hawkesbury Island, falls within SQCRD jurisdiction.

Morganne Barthel

From: FrontCounterBC@gov.bc.ca
Sent: Friday, May 09, 2014 10:42 AM
To: cao@sqcrd.bc.ca; planning@sqcrd.bc.ca
Subject: Province of BC Referral Request on an Industrial Use Application (file 6408694) & a Commercial B Application (File 6408695)

Skeena Queen Charlotte Regional District
Joan Merrick, Referral Information

Industrial
Referral Number: 68953983 - 007
Reference Number: 130506
Request Sent: May 9, 2014
Response Due: June 8, 2014

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

These are 2 Crown land applications one for Industrial - Log Handling/Storage purposes and one for Commercial B Floating workcamp.

Proponent: International Forest Products Ltd

Intended Land Use/background context: Application is for 8 log handling sites and 3 associated floating camp site in the vicinity of Hawkesbury Island. Please see attached Management Plan for more details.

BCGS Mapsheets: 103H045 & 103H055

Tenure Type: Licence of Occupation - Log Handling/Storage (File 6408694)

Legal Description: ALL THAT UNSURVEYED CROWN FORESHORE BEING PART OF THE BEDS OF DOUGLAS CHANNEL AND VERNEY PASSAGE, RANGE 4 COAST DISTRICT, CONTAINING 18.05 HECTARES, MORE OR LESS.

Size (Area) ha (approx): 18.05 ha +-

Tenure Type: Licence of Occupation - Commercial B (6408695)

BCGS Mapsheets: 103H045 & 103H054

Legal Description: ALL THAT UNSURVEYED CROWN FORESHORE BEING PART OF THE BEDS OF KISKOSH INLET AND VERNEY PASSAGE, RANGE 4 COAST DISTRICT, CONTAINING 14.32 HECTARES, MORE OR LESS.

Size (Area) ha (approx): 14.320 ha +-

Schedule/Term Of Proposal: 5 years

Additional notes: (XX)

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.

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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.

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Please do not reply to this email.

Mary Moran

FrontCounterBC

() -
mary.moran@gov.bc.ca

March 3, 2014

Management Plan – Hawkesbury Island Helicopter Logging Operation

Section A - Project Overview

This project is a helicopter (water drop) logging operation on Hawkesbury Island in the North Coast Forest District. Approximately 40,000m³ of wood will be logged using a helicopter and flown to the proposed helicopter water drop zone sites outlined in this application. This application includes 8 drop zone sites totaling an estimated 18.0 ha (2.25 ha each) of tenure area along with three camp tie up / log storage locations totaling an estimated 14.3 ha of tenure (#1 = 4.8, #2 = 4.8ha and #3 = 4.7ha). The camp tie ups will be used to situate the barge camp and heli/fuel barge to support the project. The barge is self-sufficient with a water source (desalinator) as well as sewage containment. These sites have been chosen based on their proximity to the proposed harvest blocks, ocean depth and their lack of sensitive marine habitat.

The harvesting program on Hawkesbury Island is a mix of Cedar, Hemlock, Balsam and Spruce saw logs for use in both domestic and foreign markets. The overall project is managed by International Forest Products with support and possible future partnership with the Gitga'at First Nation. The intent of this project is to source good sawlog material for Interfor mills while providing employment to local contractors and members of the Gitga'at First Nation.

Section B – Other Issues

I. Project Environmental Issues

Aquatic Impacts

Approved Work Practices (AWP) for Helicopter Log Drop Sites in Marine Waters of British Columbia will be followed to avoid negative impacts to fish, fish habitat and marine mammals.

Fish and Wildlife Habitat

Approved Work Practices (AWP) for Helicopter Log Drop Sites in Marine Waters of British Columbia will be followed to avoid negative impacts to fish, fish habitat and marine mammals.

II. Socio- Community

a. Land Use

The proposed helicopter drop zones in this application do not conflict with the zoning of any other approved tenure on Hawkesbury Island and their proposed location and purpose are not in conflict with BC legislation or any approved local or regional land and marine use plans. These sites are meant to be very temporary in nature and will be managed to minimize the potential impacts on the environment, local marine traffic and on the recreational users of this area.

Steps to reduce the impacts on the environment include the following:

Debris Management Plan

1. Logs will be limbed as much as possible on land before being yarded to water.
2. Free-fall dumping of logs from the helicopter into water is to be avoided.
3. Log storage within the heli-drop zone will be limited to the shortest period of time possible.
4. Wood debris and bark loss will be minimized and a support vessel will be available for the collection and disposal of floating debris resulting from operations on a daily basis.
5. Debris will be disposed of at appropriate upland sites such as there is no negative impact to aquatic habitats.
6. Within 60 days of the closure of a helicopter log dump operation, DFO will be notified on the dates and specifics of operations conducted, status of site decommissioning, a summary of any issues that had the potential to impact fish habitat and how they were addressed, and a brief summary of the Debris Management Plan effectiveness.

Whale Mitigation

Operations are expected to occur outside the least risk work window for Humpback Whales, the following mitigations will occur:

1. A dedicated whale monitor is required at all times during the dropping of logs and the whale monitor will be able to communicate with the helicopter crew to suspend log drop activities.
2. Operations will be temporarily suspended if whales approach to within 500m of a drop zone.
3. Operations will be temporarily suspended if the monitor believes whales may be harmed or harassed.
4. Vessels will not knowingly approach within 400m of a whale.

Herring

The proposed operations will occur outside of the Herring Spawning period - February 15th – April 1st.

Salmon

Drop Zone sites have been located away from the mouths of known fish bearing streams and will be positioned in at least 30 meters of water offshore thus allowing Salmon and other fish to travel adequately both underneath and between the proposed drop zones and the shoreline.

b. Socio-Community Conditions

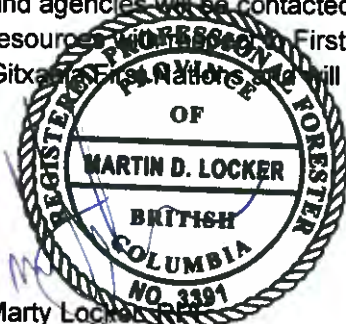
The proposed drop zone sites will not negatively impact on existing community services or infrastructure ie. water supply, transportation, fire protection or emergency services, etc...Hartley Bay is the closest community and is approximately a half an hour boat ride between the community and Farrant Island. This project will generate both income and employment for members of the local First Nation community and affiliated businesses. Interfor is working to maximize the number employment opportunities available to both First Nations and local businesses and contractors. There are a number of management strategies that will be utilized to help minimize potential impacts of these proposed sites on the local community and those boating around the Hartley Bay and Farrant Island areas.

1. Flight paths will not be situated over active marine mammal haul outs, rookeries, tidal flats, salt marshes, eelgrass and shellfish beds.
2. Drop Zones will have a ring of double boom sticks to minimize the chance of log loss.
3. Anchors and chains will be used / constructed with minimal impact to marine environment and animals.
4. Float Camp and fuel barges will have appropriate fuel storage and sewage containment to prevent discharge of deleterious substances to water.
5. Emergency spill kits and response plans are onsite at all times.
6. Sufficient lighting around the sites to warn marine navigators of their location at night.

d. First Nations

The sites located in this application are within the traditional territories of both the Gitga'at and the Gitxaala First Nations. These proposed sites are currently being referred to both First Nations and the process has been ongoing and close to completion. Interfor is currently working on a Protocol and Information Sharing Agreement with the Gitga'at First Nation and a possible Timber Tenure Management Agreement. The proposed drop zone sites in this application may be utilized by First Nations to access potential harvest volumes from their own forest tenure. Interfor will be working to maximize the benefits to local communities and First Nations during the course of this harvesting project. It is anticipated that an estimated 4 - 6 First Nation workers will be employed on this project with other benefits going to the community through the use of accommodation, boat rentals and the purchasing of certain supplies.

At this time AIA's will be completed prior to Cutting Permit submission, should additional archaeological sites be encountered during the course of harvesting, operations will cease and the appropriate persons and agencies will be contacted immediately. This application will not affect the shoreline or upland resources within the First Nation cultural heritage features. Support letters from the Gitga'at and Gitxaala First Nations will be sent to Front Counter BC upon their receipt.









Marty Locker
Operations Engineer
International Forest Products Ltd.

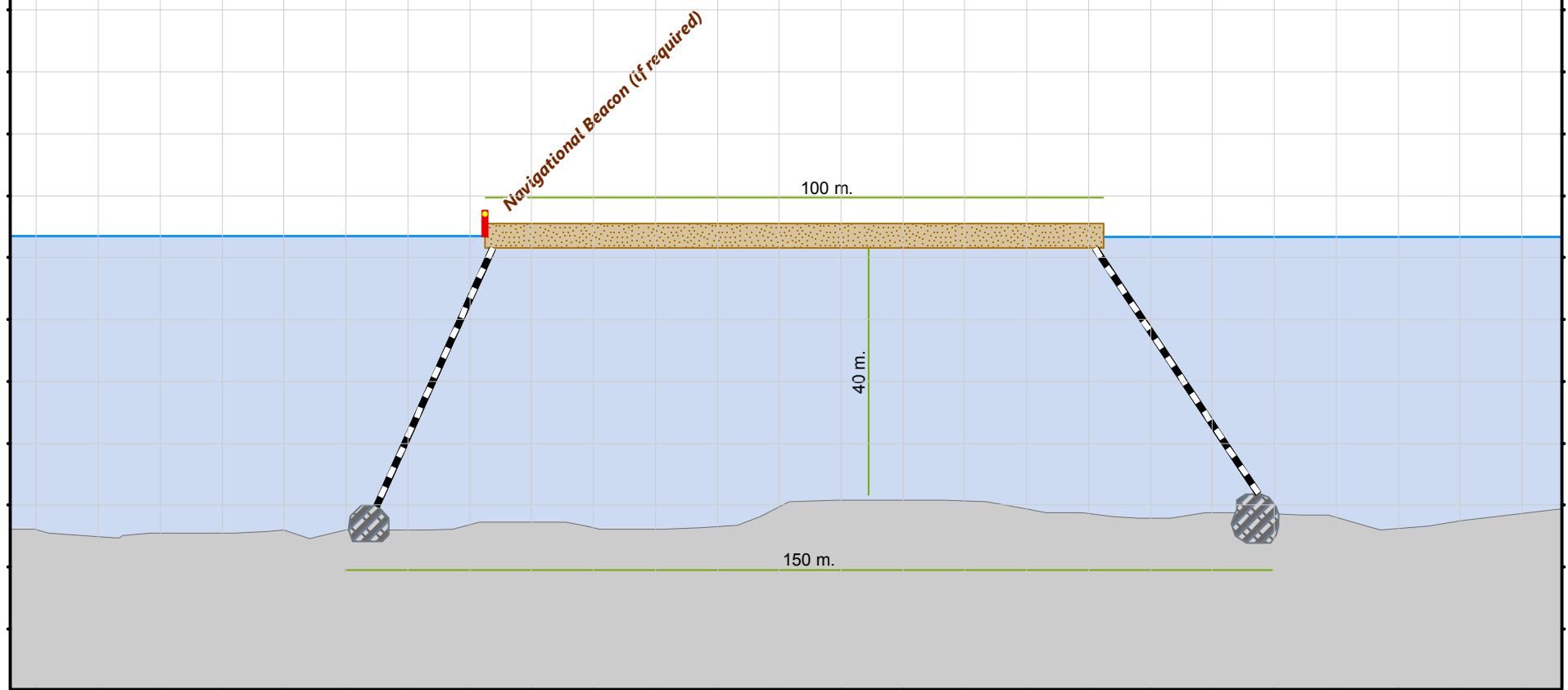
Heli Drop Zone/Log Storage Profile



Legend

-  Water Surface
-  Wire Rope - Anchor Line
-  Double Boomsticks
-  Rock Anchor (not to scale)
-  Sea Floor
-  Ocean

1:1,000



Printing Date: June 3, 2011
File: L:\Projects\KMO\A19238\Simoon_Snd_LOG_DUMP\DropZone_Profile.mxd

Kingcome Mainland Operations

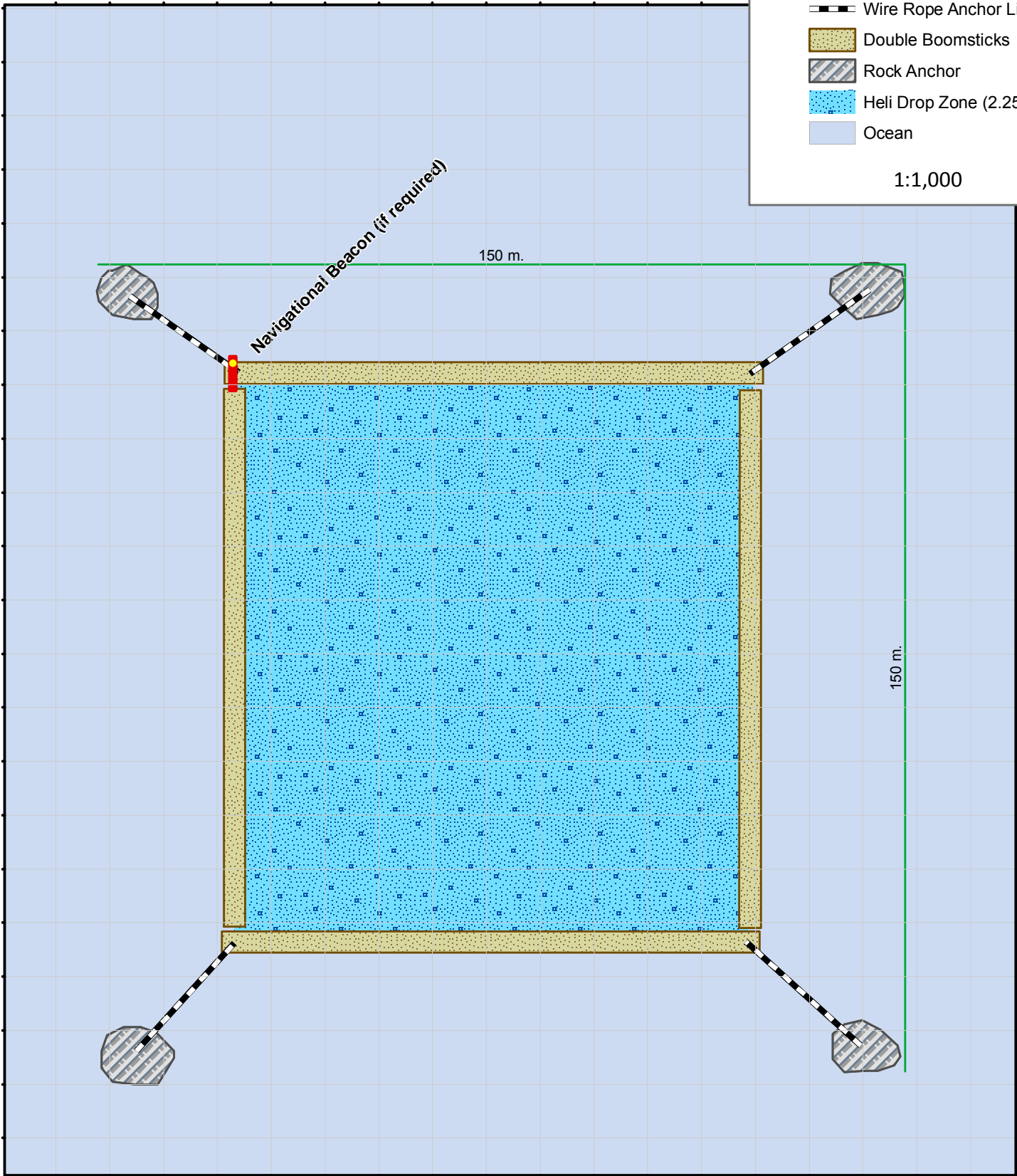
Heli Drop Zone Tie Up Overview




Legend

- Beacon
- Wire Rope Anchor Line
- Double Boomsticks
- Rock Anchor
- Heli Drop Zone (2.25 ha)
- Ocean

1:1,000



Kingcome Mainland Operations
Camp Profile









Legend

—●— Shore Tie

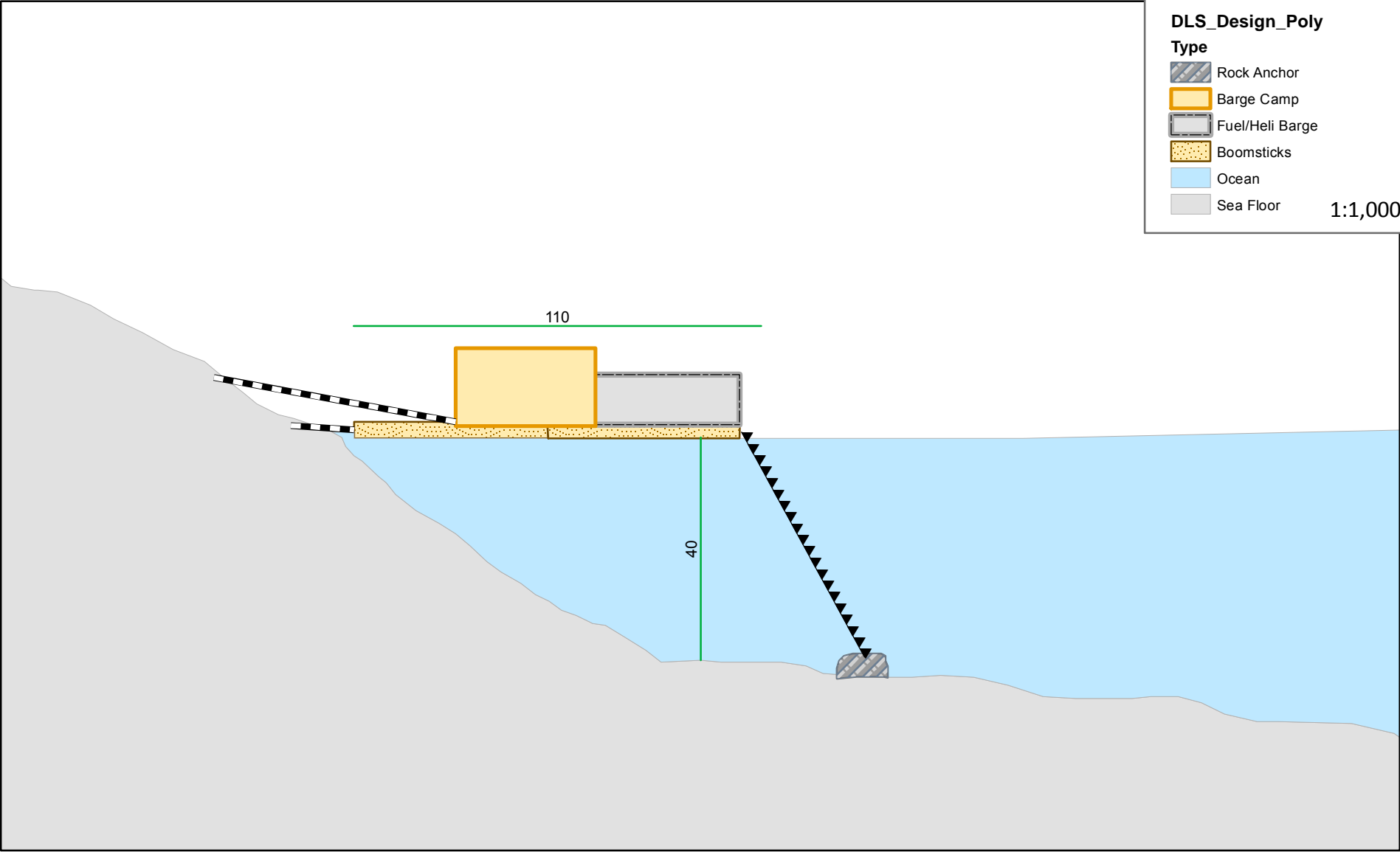
▲▲▲ Wire Rope

DLS_Design_Poly

Type


	Rock Anchor
	Barge Camp
	Fuel/Heli Barge
	Boomsticks
	Ocean
	Sea Floor

1:1,000



Kingcome Mainland Operations

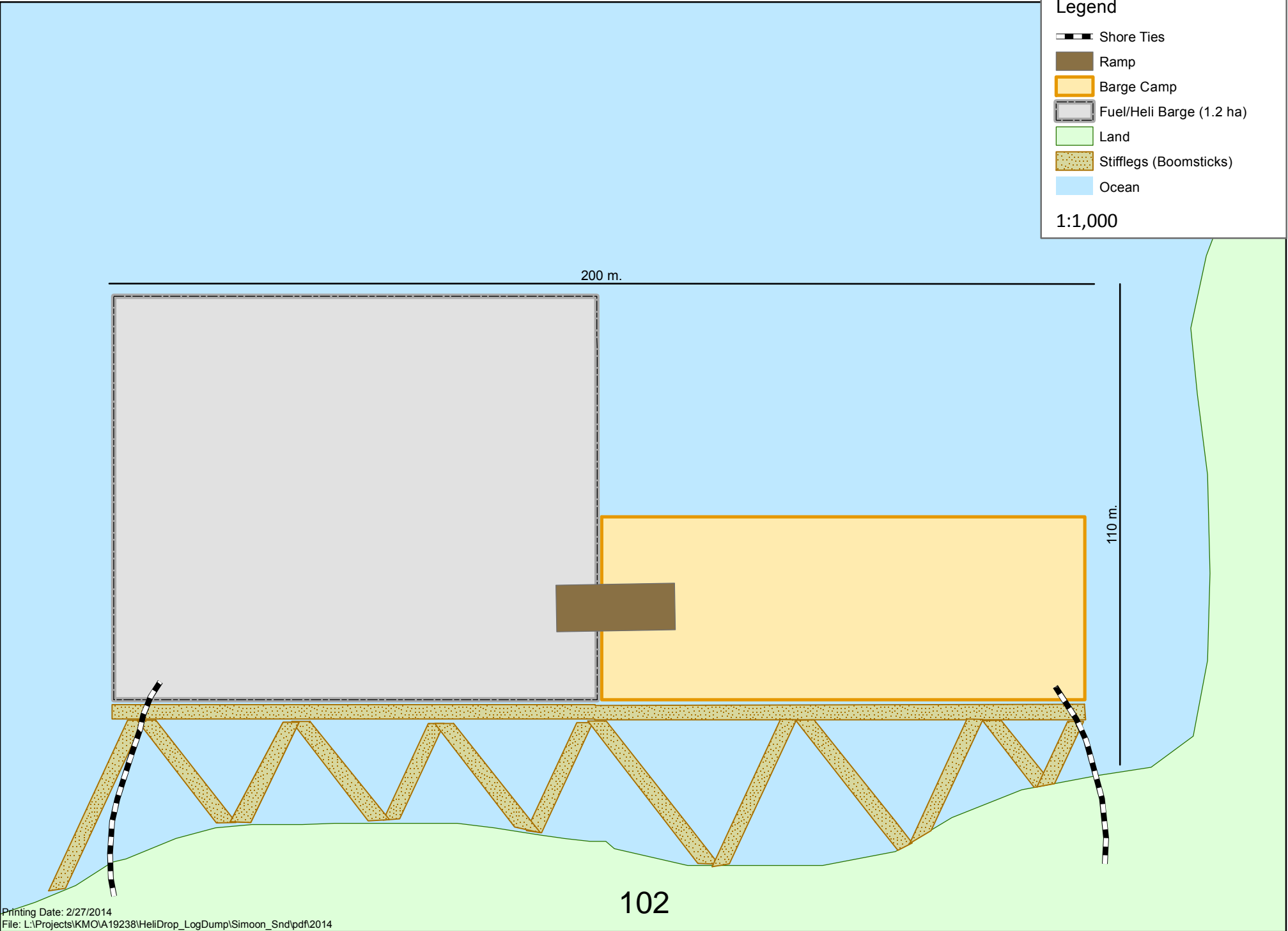
Camp Tie-Up Overview

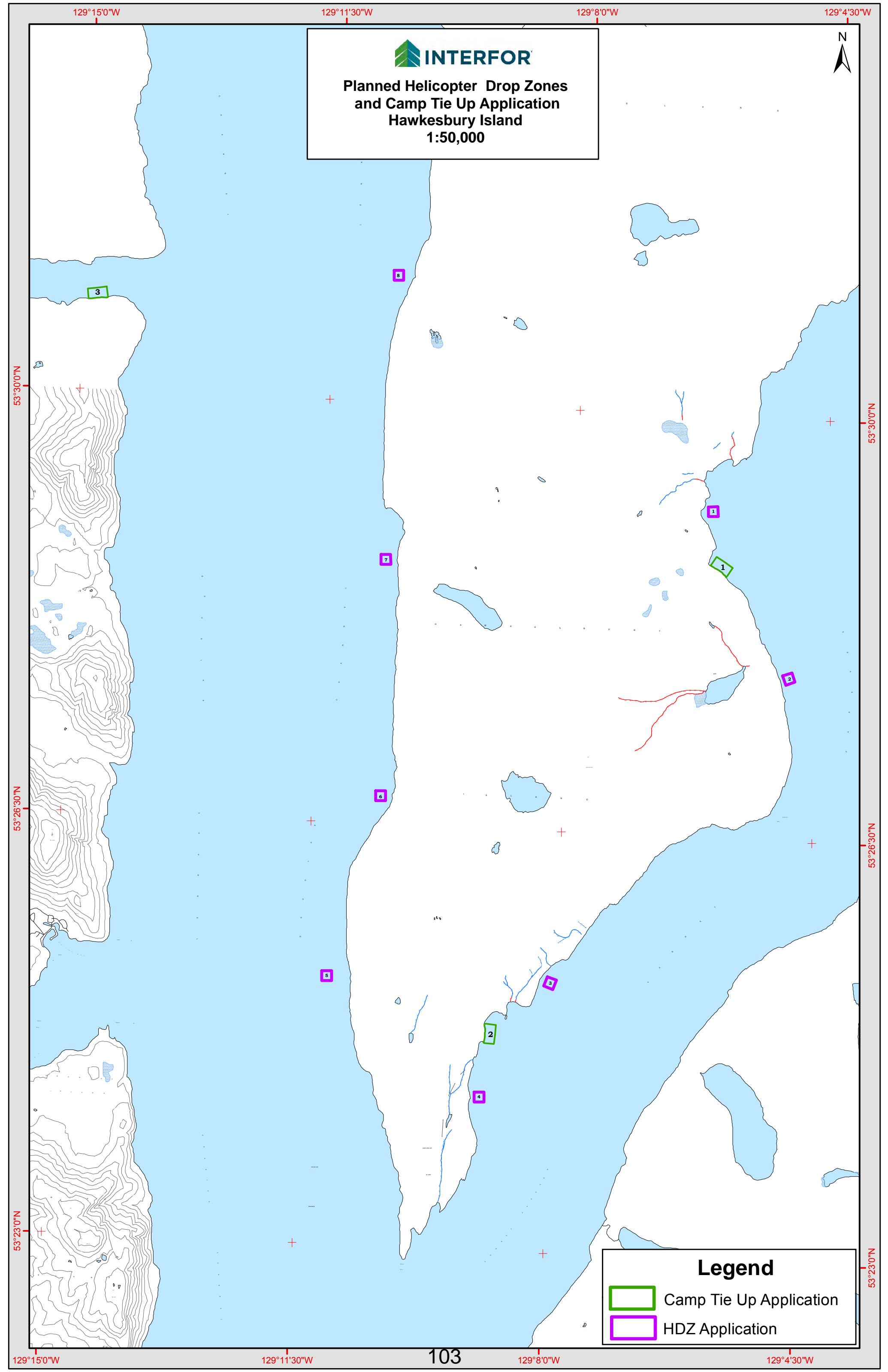


Legend

- Shore Ties
- Ramp
- Barge Camp
- Fuel/Heli Barge (1.2 ha)
- Land
- Stifflegs (Boomsticks)
- Ocean

1:1,000



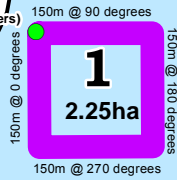




**Planned Helicopter Drop Zones
and Camp Tie Up Application
Hawkesbury Island
1:10,000**



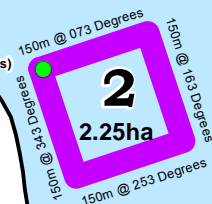
POC = 946919E,
794657N (BC Albers)





POC = 946018E,
794700N (BC Albers)



POC = 944310E,
795813N (BC Albers)



Legend

-  HDZ Application
-  Camp Tie Up Application

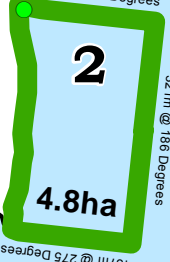


Planned Helicopter Drop Zones
and Camp Tie Up Application
Hawkesbury Island
1:10,000

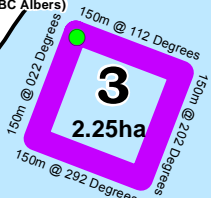


129°8'0"W

POC = 938943E,
791212N (BC Albers)



POC = 939664E,
792180N (BC Albers)





POC = 937890E,
791050N (BC Albers)



HAWKESBURY

Legend

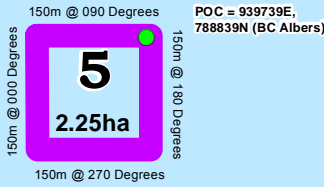
-  HDZ Application
-  Camp Tie Up Application

129°11'30"W



INTERFOR

Planned Helicopter Drop Zones
and Camp Tie Up Application
Hawkesbury Island
1:10,000



Legend



HDZ Application



Camp Tie Up Application

129°11'30"W

106



**Planned Helicopter Drop Zones
and Camp Tie Up Application
Hawkesbury Island
1:10,000**



150m @ 090 Degrees
7
2.25ha
150m @ 180 Degrees
150m @ 270 Degrees

POC = 946842E,
789761N (BC Albers)

H

A

W

K

150m @ 090 Degrees
6
2.25ha
150m @ 180 Degrees
150m @ 270 Degrees

POC = 942396E,
789682N (BC Albers)

Legend



HDZ Application



Camp Tie Up Application

129°11'30"W

53°30'0"N



**Planned Helicopter Drop Zones
and Camp Tie Up Application
Hawkesbury Island
1:10,000**



N

E

L

150m @ 090 Degrees

150m @ 180 Degrees

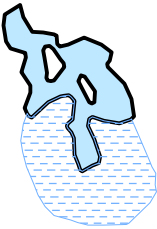
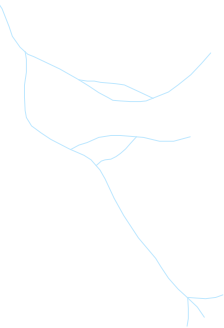
150m @ 270 Degrees

150m @ 000 Degrees

8

2.25ha

POC = 950425E,
789962N (BC Albers)



Legend



HDZ Application



Camp Tie Up Application

53°30'0"N

129°15'0"W



**Planned Helicopter Drop Zones
and Camp Tie Up Application
Hawkesbury Island
1:10,000**



3
4.7ha

POC = 950139E,
785108N (BC Albers)

178m @ 351 Degrees
324m @ 084 Degrees
190m @ 171 Degrees

Legend



HDZ Application



Camp Tie Up Application

53°30'0"N

129°15'0"W

109

53°30'0"N



Scale: 1:200,000
 Purpose: INDUSTRIAL & COMMERCIAL
 Subpurpose: LOG HANDLING & COMM B
 Type: LICENCE
 Subtype: LICENCE OF OCCUPATION

6408694
 6408695
 Indian Reserves
 Parks and Protected Areas



Referral Map



Date: 27 Mar 2014
 Tantalus Area: 32.37 ha



Scale: 1:80,000
 Purpose: INDUSTRIAL & COMMERCIAL
 Subpurpose: LOG HANDLING & COMM B
 Type: LICENCE
 Subtype: LICENCE OF OCCUPATION

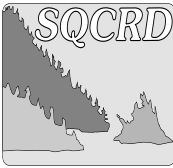
6408694
 6408695
 Indian Reserves
 Parks and Protected Areas



Referral Map



Date: 27 Mar 2014
 Tantalus Area: 32.37 ha



STAFF REPORT

DATE: June 21, 2014

FROM: Morganne Barthel, Planning Intern

SUBJECT: Land Based Spill Preparedness and Response in BC – Intentions paper for Consultation

Recommendation:

THAT the staff report entitled “Land Based Spill Preparedness and Response in BC – Intentions paper for Consultation” be received for information.

1.0 Background

The Ministry of Environment has released its second intentions paper on Land Based Spill Preparedness and Response for the transportation of hazardous materials (including oil and liquefied natural gas) in BC. There is currently an opportunity for comment from stakeholders on this paper. Key issues in the paper include an industry funded, provincially regulated response organization, geographic response plans and expanded roles for local governments and First Nations in planning and response.

2.0 Discussion

The Intentions Paper is attached for reference. The paper has identified cost recovery to be a barrier to spill responses for local government and First Nations. Currently, the response policy relies on cost recovery by the responsible party after an incident. This puts the onus on local government and First Nations to have the initial resources available for spill responses.

To ease this barrier, the Ministry has outlined a Provincial Preparedness and Response organization (PRO), which requires companies deemed to be of high risk to fund and hold membership in a provincially regulated, non-profit preparedness and response organization. The PRO would be able to act on behalf of the responsible party, have sufficient financial capacity and, where necessary, provide instantaneous resources.

Local governments would also have a role in post-incident reviews—the role would be dependent upon the seriousness of the spill. The responsible party would incur the costs and potentially lead the review. The process would include the Ministry of Environment, federal agencies, First Nations, local governments and others involved in the incident response or management.

The Ministry of Environment has invited the SQCRD to comment on the intentions paper regarding Land Based Spill Preparedness and Response. If the Board wishes to respond, the comment period is open until June 26, 2014.

3.0 Attachments

1. Intentions Paper for Consultation: Land Based Spill Preparedness and Responses in BC

Land Based Spill Preparedness and Response in British Columbia

Ministry of Environment Policy
Intentions Paper for Consultation
April 2014



*Moving forward with world leading practices
for land based spill preparedness, response and recovery*





Message from the Minister of Environment

Honourable Mary Polak

As British Columbia's economy and population grow, and with the rapid expansion of the Asia-Pacific market, there are increased demands for our natural resources. This means there will be more movement of oil and other hazardous materials throughout the province and we want to ensure the necessary safeguards for the environment are in place. Strong spill response and environmental protection measures are part of the path to economic development and job creation. A robust spill preparedness and response regime supports a strong economy by providing the necessary oversight to allow for the responsible transportation and use of oil and other hazardous materials – whether it is fuel en route to a gas station, chlorine being used at a water treatment facility or

commodities generating revenue through export.

We have been consistent that our five conditions for heavy oil pipelines and rail transport must be adhered to before the Province would consider its support. This intentions paper looks at condition three – *the need for world leading practices for land oil spill prevention, response and recovery systems to manage and mitigate the risks and costs of heavy oil pipelines.*

Over the past year, B.C. has led or participated in a number of projects aimed at improving spill response, preparedness and prevention for oil and other hazardous materials spills both on land and in the marine environment. We have consulted extensively with industry, First Nations, government and other stakeholders on focused policy options for land based spills.

Our goal is to develop policy with the right mix of prevention, planning,

response and recovery, within the context of a polluter-pay model. B.C. is working closely with federal agencies such as Natural Resources Canada, which has authority over inter-provincial pipelines, and Transport Canada, which regulates inter-provincial railways and marine shipping. Our goal is to avoid unnecessary duplication while ensuring the proper rules and regulations are in place. In areas where world leading is being achieved by federal requirements, we will work carefully to ensure alignment between our two jurisdictions.

This has been a collaborative process and I thank everyone who contributed their time and expertise over the past year. This intentions paper represents the next step towards achieving a world leading land based spill preparedness and response system for B.C.



Introduction

The Ministry of Environment (the Ministry) is seeking comments from the public on intentions to strengthen British Columbia’s land based spill preparedness and response regime. The policy intentions in this paper will help achieve the Ministry’s objective of effective and timely response to spills.

It also outlines the progress being made on Condition 3 in the Premier’s five conditions for heavy oil pipelines: World leading practices for land oil-spill prevention, response and recovery systems to manage and mitigate the risks and costs of heavy-oil pipelines. This condition also applies to oil transported through B.C. by rail.

This paper is the result of more than a year of study and consultation. It builds on an initial intentions paper released in November 2012

and takes into consideration the large volume of technical information and stakeholder feedback gathered by the Ministry. This includes: consultation comments on the initial intentions paper; a symposium in March 2013 which involved approximately 200 people; research reports; three technical working groups; an advisory committee; and comments heard during presentations to conferences, local governments, First Nations and environmental groups. This paper does not contain detailed descriptions of how the new regime may be structured, how industries would be captured under new requirements, or the potential costs associated with these measures. While these details are critical to successful implementation, it is important to first seek public feedback on the components being

proposed before undertaking the detailed work of drafting new regulations. More information is available in the Next Steps section on page 10.

The intentions paper and response form, as well as further information about how these intentions were developed, are posted on the [Ministry’s Land Based Spill Preparedness and Response in British Columbia website](#).

After a review of consultation comments and further detailed program and policy development, the Ministry will draft any required regulatory changes for consideration by the Minister and/ or Lieutenant Governor-in-Council and will consult further with stakeholders during the design and implementation of changes that are advanced into policy or law.

The intentions paper includes the following information:

• Introduction	page 1
• Spill response in B.C.....	page 2
• Context.....	page 3
• Guiding Principles.....	page 4
• Ministry Intentions:	
1. Preparedness, response and restoration requirements	page 5
2. Provincial preparedness and response organization	page 7
3. Enhanced provincial Environmental Emergency Program.....	page 9
• Next Steps	page 10
• Providing Comment - Contact information and avenues for commenting	page 11
• Additional Technical Information:	
I. Key parties in the British Columbia Ministry of Environment’s proposed spill preparedness and response system	page 12
II. Ministry intention 1: preparedness, response and restoration requirements.....	page 13
III. Ministry intention 2: provincial preparedness and response organization	page 15
IV. Ministry intention 3: enhanced provincial Environmental Emergency Program.....	page 18

Spill Response in British Columbia

The Province of British Columbia (the Province) is committed to a world leading preparedness and response regime for land based spills of oil and other hazardous materials. Land based spill refers to any spill impacting the terrestrial environment, including inland water bodies and coastal shorelines, regardless of the source. The Ministry of Environment has a mandate and legislated responsibilities for environmental emergency prevention, preparedness, response and recovery resulting from spills in B.C.

While the Ministry is responsible for any spill that creates pollution, most often the emphasis is on the risk posed by oil and other hazardous materials. The safe transportation and use of these products is critical to B.C.'s economy and way of life. The Ministry is focused on reducing both the risk and impact of spills. This includes ensuring that heavy oil proposals for B.C. meet world leading standards for spill preparedness, response and recovery that reduce the risks to B.C.'s environment.

The Ministry is proposing a world leading land based spill preparedness and response regime that builds on the considerable response capacity currently held by the major industrial players. The intention is to create a certified regime that includes the following components:

- 1. *Spill preparedness, response and restoration standards***
- 2. *A provincially regulated and industry funded provincial preparedness and response organization***
- 3. *An enhanced Provincial Environmental Emergency Program***

The Ministry recognizes the essential interests and role of communities and First Nations in spill prevention, preparedness, response and recovery following a spill. B.C.'s communities and First Nations face direct risks and incur many social, economic and environmental consequences – and should play an important role in planning, preparedness and response to reduce the probability of occurrence and impact of a spill.

B.C.'s Environmental Emergency Program covers the inland areas and coastal shoreline of B.C. – an area of 947,800 km² with a coastline of 27,000 km. The program's sixteen fulltime staff include ten response officers stationed in seven communities across the province.

SPILL PREPAREDNESS AND RESPONSE

PREVENTION

Design, Equipment, Operating Practices

PREPAREDNESS

Risk Assessment, Plans Equipment & Training

RESPONSE

Coordinated, Timely, Staged, Effective

RECOVERY

Remediation, Restoration, Restitution

Natural gas and spill response

Natural Gas and other non-persistent materials will not be captured under the requirements proposed in this intentions paper. Gaseous substance releases are highly regulated from a safety perspective but require little, if any, spill cleanup. Materials that pose the highest risk are those that are, by nature, toxic and persistent.

Risks and Spills

Transport and handling of materials can present risks to British Columbia's environment. Spills can also have significant economic, social and cultural impacts for British Columbians.

Risk can be assessed on the basis of **probability** and **consequence**. Air, water and soil, as well as plants and animals, can be threatened by a spill. Consequences can include impacts that last decades in the vicinity of a spill, as well as over wide areas.

Investments in planning, preparedness and an effective and rapid response greatly reduce the consequences of a spill.

Context

The Ministry of Environment has taken the following key factors into account in developing intentions for strengthening B.C.'s preparedness and response regime for land based spills.

Gaps in the existing regulatory framework

Currently, oversight of spill preparedness, response and recovery involves provincial, as well as federal agencies in a complex matrix of regulations and policies. Operational regulators such as the BC Oil and Gas Commission, B.C. Ministry of Transportation and Infrastructure, the National Energy Board, Transport Canada and others effectively regulate their sectors regarding safety, spill prevention and environment in their respective operational corridors. The B.C. *Emergency Program Act* and the *Emergency Program Management Regulation* name the B.C. Ministry of Environment as responsible for “direction at hazardous material and pollution spills”. This paper is intended to address gaps in the overall framework in order to ensure that any significant spill in British Columbia will have world leading response and recovery irrespective of the source, location or extent.

Increased transportation of oil and other hazardous materials means increased risks

The province's growing population and role as the Pacific Gateway mean an increasing volume of materials en route to domestic and foreign markets is being transported through the province by truck, rail and pipeline. Significant changes in the way oil and other hydrocarbons move across this province bring increased risk. Between February 2012 and February 2013, there was a 60% increase in the amount of crude oil shipped by rail in Canada, with continued growth being forecast. Two major oil pipeline proposals under review could see more product moved across the province to west coast ports.

The current provincial Environmental Emergency Program requires additional capacity to meet its mandate

While the incidence of pipeline or rail related spills are low the program currently receives approximately 3,500 spill reports per year from a variety of sectors, most involving minor spills. With growth in industrial development there will be a related increase in the movement of oil and other hazardous materials. The program will require additional capacity in order to respond to

this growth, in terms of: key oversight and response functions; providing planning, training and on the ground response support; identifying unreported spills; ensuring industry meets its requirements for spill preparedness and response; and, taking action when a spill response is insufficient.

Increased public scrutiny

Several high profile spills within the past two years have highlighted public safety and environmental risks posed by the transportation of oil and other hazardous materials. The sustainable use and transportation of these materials in support of economic activities depends on public confidence that a world leading regime is in place in the event that something goes wrong.

A larger role for communities

Local governments, First Nations and stewardship groups are playing an increasingly significant role in spill preparedness and response – from acting as first responders, to providing valuable information about local ecological sensitivities. These groups face direct risks and costs in the event of a spill – and must have opportunities to be fully engaged in risk assessment, planning and preparation, communication, response and recovery activities.

Guiding Principles

The Ministry's intentions for a strengthened spill response program are grounded in the following key principles – refined through consultations over the past year.

Prevention and preparedness are essential – adverse environmental, public health, and economic consequences are best avoided through effective prevention measures and reduced through robust preparations for response.

Polluter pays for prevention, preparedness, response and recovery – industrial sectors that pose a risk to the environment and public safety have the responsibility to address those risks. The costs of addressing risk should be the responsibility of those industries that bring the risk, and not the communities that bear it. In the event of a spill, the spiller is responsible for the cost of effective response and recovery of the environment.

Government provides strong oversight – the Province sets clear standards for spill preparedness, response and recovery, monitors how well industry meets these standards and has enforcement tools to ensure an effective response to spills.

Requirements are based on risk – risk assessment is a key component of preparedness.

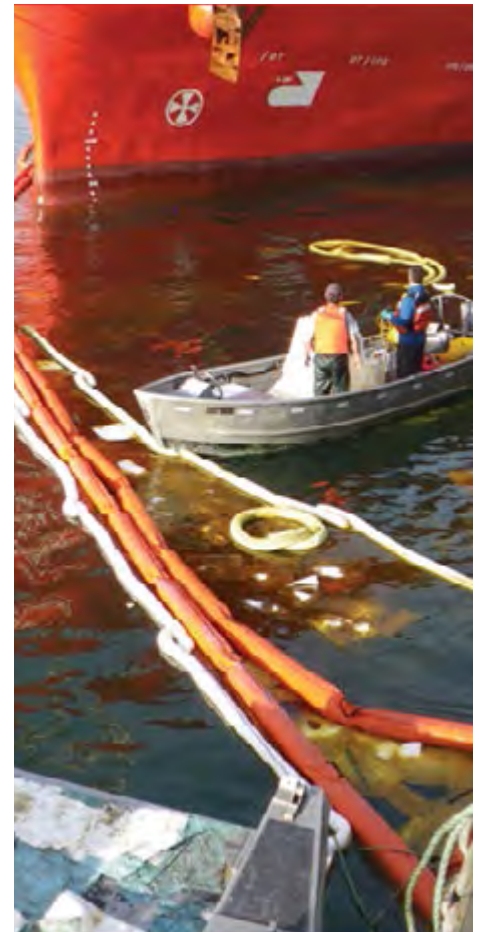
Avoid unnecessary duplication – B.C.'s requirements should provide for a consistent, province-wide level of preparedness and response across industry sectors while avoiding unnecessary duplication among regulators. We recognize federal and other provincial agency authorities and will provide equivalencies where appropriate.

Public accountability and transparency – communities should have the information they need to support informed preparedness programs. The public should receive information about spills that may impact them, from the first report generated on discovery of the spill, through to the recovery phase. Government provides the public with accurate and timely information about legislative requirements, compliance and spills data.

Continuous improvement – regulations, policies and best practices guidance should evolve in keeping with changes in the transport of commodities, and improvements in spill preparedness and response equipment and techniques.

Equivalencies

The Ministry intends to establish a consistent level of preparedness and response across B.C. Some industry sectors already have regulations that address parts of the Ministry's proposed regime. The Ministry will work with provincial agencies such as the BC Oil & Gas Commission and with federal regulators to acknowledge these equivalencies and avoid duplication.



Ministry Intentions

The Ministry is proposing the following policy intentions for implementation:

1. Spill preparedness, response and restoration requirements
2. A provincially regulated preparedness and response organization
3. An enhanced Provincial Environmental Emergency Program

1. Preparedness, response and restoration requirements

The Ministry intends to develop and implement clear and effective standards for preparedness, response and restoration that all potential spillers will be required to meet.

While maintaining that *prevention and preparedness are essential*, the Ministry recognizes that prevention requirements (e.g., rail or pipeline safety regulations) largely rest with operational regulators such as Transport Canada, the National Energy Board and the BC Oil and Gas Commission that have jurisdiction over sector-specific “hard” prevention requirements. While specific prevention requirements are not included in this package, increased “soft” prevention actions,

The Ministry’s objective is to ensure that all companies that pose a risk are required to meet high standards for preparedness, response and restoration – regardless of which regulator oversees their day-to-day operations.

particularly around education and stewardship with industry and regulators, are key functions of the enhanced Ministry Environmental

Emergency Program (see pages 9 and 18-19).

In keeping with the *avoid unnecessary duplication* guiding principle, the Ministry will make every effort to avoid duplication of regulatory oversight while supporting effective and consistent requirements for oil and other hazardous materials. For sectors and individual companies that already meet high standards under regulatory authorities other than the B.C. Ministry of Environment, the major implication of these intentions will likely be limited to increased obligations for coordination, collaboration and communication.



Ministry Intentions

Requirements addressing preparedness, response and restoration are listed below and described in the “additional technical information” section of this paper (see pages 13-14).

Preparedness requirements

- Detailed spill response planning
- Staging equipment and trained personnel
- Drills and exercises
- Community readiness
- Area-based planning/ geographic response planning

Response requirements

- Spill reporting
- Response times for responders and equipment

- Trained responders
- Use of the incident command system
- Additional response actions
- Communications plans
- Sampling and monitoring

Restoration requirements

- Environmental damage assessments
- Restoration activities and plans
- Addressing loss of access to public amenities
- Post-incident reviews

Key consultation questions – preparedness, response and restoration requirements

- » Who should lead development of geographic response plans?
- » Unannounced drills, as well as regular training and field exercises, are tools for assessing preparedness and response. Do you have any comments or suggestions for the Ministry with respect to evaluating the ability of companies (or the proposed provincial preparedness and response organization) to meet legislated requirements?
- » Do you have any comments or suggestions on how communities (including First Nations) should be involved or consulted in plans or other preparation for spill response?
- » Timely and effective response is a critical element in limiting the impacts of a spill. The Ministry is considering legislated requirements that would include specified response actions and times.
 - Do you have any comments about including spill response times in legislated requirements?
 - What response actions would you recommend attaching time requirements to (e.g., cascading levels of response action)?
 - What additional factors or criteria would you recommend for consideration in determining appropriate and effective response times?
- » Responsible parties frequently provide enhancements or alternate opportunities for the public when significant damage has occurred to public properties. How should significant impacts on parks, public beaches, etc. be dealt with to ensure satisfactory outcomes?

The Ministry's objective – as primary environmental regulator for the Province of British Columbia – is to ensure that when a spill occurs there is always the capability and capacity to effectively respond, and that funding is not an impediment to the participation of any party necessary to the response.

Cost recovery as a barrier

Current response policy relies on the concept of cost recovery whereby reasonable costs can be recovered from the responsible party after an incident.

Unfortunately, local governments and First Nations, both of whom have a key role to play in spill response, often are challenged in their ability to put up their own resources at the front end of a response.

The intention of the ministry would be to move beyond cost recovery to where the PRO acting on behalf of the responsible party, would have sufficient financial capacity to, where necessary and reasonable, provide “in the moment” resourcing to local governments and First Nations. In so doing, the PRO would ensure that funding is not an impediment to the early and meaningful involvement of these groups in the response to spills in B.C.

2. Provincial preparedness and response organization (PRO)

The Ministry ultimately intends to require all companies above a defined level of risk to fund and hold membership in a provincially regulated, industry led, non-profit preparedness and response organization. Initially this requirement would focus on the movement of oil and petroleum products by pipeline and rail with other sectors above the risk threshold to be added later. Companies below the risk threshold – which would be set during the implementation phase – may choose to become voluntary members of the organization.

The organization would be available to meet spill preparedness and response requirements on behalf of its members. In the event of a spill, the organization could be contracted by its mandatory and voluntary members to respond. It would also be available to non-members for an additional fee and could be hired by government to take over a response where the responsible party is unable, unwilling or unidentified. Financial access would be available through the PRO to assist the Province, First Nations and local governments with costs incurred during spill response.

The Ministry is also considering extending existing provincial cost recovery mechanisms to local governments and First Nations who incur costs while responding to spills in their communities.

A single organization can achieve significant cost savings for its members while avoiding duplication of resources and effort. Government oversight of spill contingency planning and response activities would also be more effective and efficient.

The Ministry notes the federal government is also considering options for ensuring financial coverage is available for spill response. Any changes in the federal system will inform the funding of a B.C. response organization.

See pages 12 and 15-16 for additional technical information about Ministry intentions in establishing a provincial preparedness and response organization, a description of an existing industry funded spill response organization operating in B.C., and a summary of the key responsibilities of parties involved in B.C.'s spill preparedness and response system.

Ministry Intentions

Key consultation questions – provincial preparedness and response organization

- » If the Ministry proceeds with the establishment of a provincial preparedness and response organization, what criteria, risk levels and other factors should be considered in determining the threshold for mandatory membership?
- » Do you have any comments or suggestions about how local government, First Nations and other stakeholders should be engaged or integrated into the activities of the proposed provincial preparedness and response organization?
- » What industry based funding mechanisms should the Province consider in establishing a response organization? How should the Province ensure fairness and equity across all the industry sectors whose spills could impact provincial lands or resources?
- » Do you have any comments about development of provisions that would enable local governments and/or First Nations to recover costs and fund immediate participation in a spill incident response?



Ministry Intentions

The Ministry's objective is to ensure the necessary resources are available to provide leadership and oversight in the face of increasing movements of oil and other hazardous materials. The program will be funded both by government and proportionally by industry based on risk, with a minimal draw on government tax revenue.

3. Enhanced Provincial Environmental Emergency Program

The provincial Environmental Emergency Program requires strengthening to ensure spill planning and preparedness is appropriate to address existing risks and anticipated growth in industrial activity in B.C.

The Ministry intends to establish funding mechanisms to ensure an effective and efficient and enhanced program.

The enhanced program would shift costs currently borne solely by taxpayers to include support from the oil and other industrial sectors that pose a risk to the environment and public safety – in keeping with the *polluter pays for prevention, preparedness, response and recovery* guiding principle.

The funding mechanism should:

- Ensure an adequate level of annual program funding
- Be in keeping with the polluter pays guiding principle
- Be fair
- Address the degree of risk and potential impacts associated with different sources and types of spills

Details regarding program staff levels and potential resources for an enhanced program are provided in the “additional technical information” section of this paper (see pages 18-19).

Key consultation questions – enhanced Provincial Environmental Emergency Program

- » What percentage of the cost of the Province's Environmental Emergency Program should be funded by general revenue (tax dollars) and what percentage should be funded by industries that pose a risk to the environment?
- » Ensuring fairness and equity are important criteria for the Ministry in considering funding mechanisms. Do you have any comments or suggestions regarding fair and equitable industry based funding mechanisms the Ministry should consider in establishing an appropriate level of funding for the provincial Environmental Emergency Program?

Next Steps: Design and Implementation

The Ministry has significant work ahead in designing and implementing legislation and regulation to support a world leading land based spill preparedness and response system. Following consultation, the Ministry will develop an implementation plan dealing with outstanding technical and administrative issues. This work will include: determining thresholds for new requirements; technical research to inform specific standards and requirements; examining equivalencies; detailing costs to industry or government; and time lines for implementation.

Considerations for preparedness requirements and thresholds would include the types of material being used or transported, the method of transportation, the volume that could be spilled and possible receiving environments. For the transport of heavy oil, consideration will be given to the risks posed during transport (i.e., from a pipeline or railcar) as well as risks posed during offloading at terminals. Response and environmental recovery requirements would be associated with the actual extent of damage or potential for future damage from a spill.

Anyone who spills will have to meet any proposed new standards for responding to the spill. Companies that pose a certain level of spill risk will be required to meet additional requirements for planning and preparedness such as belonging

to a provincial response organization, with an initial focus on rail and heavy oil pipelines.

In considering options and in future work to implement intentions, the Ministry will make every effort to minimize financial impacts to industry while maintaining program principles. It should also be noted that industry funding of government-led spill preparedness, response and recovery already exists in neighbouring states and in the federal marine spill regime, as well as within some sectors in B.C.

The system will be primarily funded by industry, while recognizing that some governance responsibilities and costs should be borne by taxpayers through continued government funding. The Ministry will confirm funding provisions in consultation with key parties, including other government agencies, during implementation. Funding mechanisms will be developed in accordance with the ***polluter pays for prevention, preparedness, response and recovery*** guiding principle, using the criteria of clarity, fairness, ease of administration, risk based thresholds and public transparency. As is the case at present, when a spill occurs, the responsible party will be required to pay all costs associated with the response and recovery.

The Ministry will consult with stakeholders throughout the design and implementation phases.



Providing Comment



The Ministry welcomes comments on the proposals outlined in this intentions paper. Comments will be carefully considered in the development of the Province's spill preparedness and response regime. The Ministry will prepare recommendations for consideration by the Minister based on feedback gathered during this consultation.

This intentions paper and a response form for providing comments to the Ministry, as well as further information and links to related legislation, are posted on the [Ministry's Land Based Spill Preparedness and Response in British Columbia website](#). Comments may be submitted using the response form provided or respondents may choose to provide separate written comments.

All submissions will be reviewed for inclusion, without attribution, in a consultation summary report to be made public following the consultation period. Please note that comments you provide and information that identifies you as the source of those comments may

be publicly available if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

The Ministry has contracted Cindy Bertram of C. Rankin & Associates to manage consultation comments on behalf of the Ministry of Environment, as was done with the consultation on the first intentions paper released in late 2012. If you have any questions or comments regarding the consultation process, please review the information posted on the Ministry website linked above, or contact Cindy Bertram at:

Email:

cindybertram@shaw.ca

Mail:

PO Box 28159 Westshore RPO
Victoria B.C. V9B 6K8

Comments to the Ministry should be made on or before June 26, 2014.

Thank you for your time and comments.



Additional Technical Information

I. Key parties

Key parties in the British Columbia Ministry of Environment's proposed spill preparedness and response system

The following chart outlines the key areas of responsibility for industry, government and a proposed response organization under a new spill preparedness and response system.

Party	Responsibilities	Proposed Funding Responsibilities
Company or organization handling oil or other hazardous materials	Prevention of spills – through good design, sound equipment and safe operating practices. Planning and preparation for a potential spill – risk assessment, plans, equipment, training, continuous improvement.	Funding based on risk thresholds (e.g., type, persistence, toxicity and volume of materials involved) for: • industry led preparedness and response organization • provincial Environmental Emergency Program costs
If a spill occurs – the “responsible party”	Response – report, contain and respond to the spill in a timely and effective manner. Recovery – remediation and restoration of the environment and restitution for losses incurred.	Full costs of response and recovery (including remediation, restoration and restitution of damages) and cost recovery for any costs incurred by the Province.
Preparedness and response organization	Coordinate preparedness activities to meet provincial requirements. Undertake response actions only upon request, and under direction, of the responsible party or the Ministry. Preparedness includes: sourcing and maintaining equipment; planning for all logistical needs; and ensuring that trained personnel are available to respond to a worst case spill (in keeping with regulatory standards).	The organization would be funded by industry for ongoing operations. It would only undertake actions on request of a spiller (i.e., the responsible party) or direction from the Ministry. The Ministry may also be a voluntary member of the organization.
Ministry of Environment – the Environmental Emergency Program	Planning, preparedness and response. Participate in or lead training, outreach, education and planning and preparedness activities. In the event of a spill: provide on-the-ground response oversight and support; ensure compliance with requirements; and take action when a spill response is insufficient.	Government resources to fund functions or components not covered by industry funding.

Additional Technical Information

II. Ministry intention 1: preparedness, response and restoration requirements

Detailed descriptions of proposed requirements are provided below.

Preparedness requirements

Detailed spill plans	Outlining how all response requirements will be met, including how equipment and trained responders will arrive at a spill location within a given timeframe. Plans should also specify how specific response techniques will be used to collect and manage spilled material and ensure protection for potentially impacted resources.
Equipment and trained personnel	Capacity and staging requirements based on risk and operational area to ensure availability for spill response within a given timeframe.
Drills and exercises	Drills, equipment deployments, live and table-top exercises and unannounced drills of various sizes to ensure that the company's and/or preparedness and response organization's plans are functional and effective.
Community readiness	Education and outreach activities, support for training and exercises and staging of initial response equipment caches.
Area-based planning/ geographic response planning	Response planning regions based on common risks and geographic features. Plans will identify companies and activities that present a spill risk, the resources and personnel available to respond within a given timeframe and sensitive areas and associated environmental values that need to be considered in the event of a spill. For designated water bodies and coastlines within each area, geographic response plans (GRPs) that guide the first 48 hours of a spill response will be required. GRPs would have standardized format, content and engagement requirements.

Response requirements

Spill Reporting	Process that includes the initial report, regular updates and an end of cleanup report for the emergency response phase (that signifies the transition to longer term remediation and restoration work).
Response times for responders and equipment	Includes staged requirements based on the impact of the spill: (a) initial trained responders and equipment types on scene; (b) a second tier of responders and equipment on scene; and (c) the establishment of Incident Command System with key positions filled.
Trained responders	Minimum training levels and qualifications for all on scene responders (including local personnel). Specific training requirements for technical specialists and incident command staff based on their roles. Provisions for "just in time training" to support a scalable response and make best use of local resources.
Use of the incident command system	As the required management system for use in all spill incidents – to ensure a coordinated and integrated response among all the players.
Additional response actions	The Ministry retains the ability to require the responsible party to take additional response steps, based on the seriousness of the spill.

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Additional Technical Information

Response requirements *cont.*

Communications plans	Are activated based on the seriousness of the spill and include a combination of urgent immediate actions (e.g., public notification of safety issues) and longer term actions (e.g., general website and hotlines, identification of a spokesperson, physical location to provide information about ongoing spill response activities and injured wildlife reporting and spill claims hotlines).
Sampling and monitoring	For all spills over the spill reporting threshold (preliminary stage – standard set of activities to assess impacts to public health and the environment), as well as additional activities for larger incidents where additional information will be required to determine what restoration actions are needed.

Restoration requirements

Environmental damage assessments	Are required based on the significance of the spill. An initial screening level environmental damage assessment would be a component of the end of clean up report, outlining the extent of damage. Upon reviewing the initial assessment, the Ministry may require a second more detailed assessment to guide its decision on the extent of required restoration.
Restoration activities and plans	<p>Are required based upon review of the screening level environmental damage assessment or the significance of the spill. The following paths for quantifying restoration requirements may be available to the responsible party: (a) a research based approach to quantify impacts in the event of large or complex spills OR (b) a formula based model for smaller or less complex spills that uses a variety of data (such as volume, toxicity, persistence and characteristics of the receiving environment) to calculate a monetary value that must be applied to restoration activities.</p> <p>A restoration plan would have to be approved by the Ministry before it can be initiated and evaluated by the Ministry upon completion. Mechanisms for community and First Nation involvement would also be developed.</p>
Addressing loss of access to public amenities	Responsible parties frequently provide enhancements or alternate opportunities for the public when significant damage has occurred to public properties. This may be required, based on the extent and duration of impacts to the community and public resulting from a spill. When provincial assets such as highways, parks or public beaches are closed or impacted as a result of a spill, there is an intrinsic loss to communities.
Post-incident reviews	Are required based on the seriousness of the spill. They must be funded and potentially led by the responsible party and include the Ministry of Environment, federal agencies, First Nations, local governments and others involved in the incident response or management. A standard format or template would be developed for consistency. Consideration of public transparency with respect to post-incident reviews will be further assessed by the Ministry.

Additional Technical Information

III. Ministry intention 2: provincial preparedness and response organization

Description:

A provincially regulated and industry led non-profit organization (preparedness and response organization – or PRO) that would conduct spill planning and preparedness activities on behalf of its members. It would be available to provide spill incident management and/or response functions upon activation by a spiller or the Province. The mandate of the organization would be to ensure the planning and preparedness requirements, as set out by the Ministry, are met so that a timely and effective response can be initiated regardless of what is spilled, where or by whom. The PRO would also ensure that funding is not an impediment to the participation of all parties necessary to a response. This would be achieved by ensuring mechanisms are in place to provide financial coverage for costs incurred by the Province, local governments and First Nations as part of spill response.

Principles:

- The PRO is funded by industry to ensure that required planning and preparedness activities are completed and the full breadth of required response capabilities (e.g., wildlife response, spill monitoring, waste handling) are available at an appropriate capacity to ensure effective and timely response to all spills in the province. The Province will set requirements in these areas.
- Thresholds for funding the PRO and being mandatory members would focus on industries involving persistent and toxic products with an initial focus on oil pipelines and railways: natural gas and similar non-persistent materials would not be included.
- Industry would fund the operational activities of the organization and ensure that sufficient financial resources are held by the PRO such that funding is not an impediment to the participation of any parties necessary to the response (e.g., local government, First Nations) and that all required response and restoration activities happen in a timely manner.
- PRO and its members would have the ability to determine an organizational structure and fee schedule to maximize efficiency in meeting the requirements. The PRO would be funded by companies that are required to belong to the organization based on the level of risk they present as well as by voluntary members. A responsible party that incurs a spill and is not a member of the PRO could either be signed up at the time of the incident or be charged at non-member rates for PRO response services.
- There is *no requirement* for a responsible party to use the PRO when they have a spill. The party responsible would continue to be fully responsible for the response and all associated costs (including government oversight, any services provided by the PRO, and recovery costs). Under this approach, any responsible party would have the ability to contract the spill preparedness and response organization for some or all of a response, as well as continue to rely on trained company staff and/or private contracted services to meet provincial spill response requirements.
- The Province may direct a responsible party to use the PRO if their response is deemed inadequate or may directly hire the PRO to conduct a response in situations where a responsible party is unable, unwilling or unidentified at the time of the spill. In this case, the Province would pay the costs and attempt cost recovery from the responsible party.
- Functions of the PRO could include: development of geographic response plans (GRPs); spill response planning; exercising and response; incident management services; spill response services (either directly or through pre-qualified third parties); logistical planning for all aspects of response; spill education and outreach, training; serving as a hub for a strategic advisory committee; and, confidentially holding specific real-time hazardous materials shipping information.
- It is critical to recognize that a provincial preparedness and response organization could be established in a manner that recognizes the capability, capacity and plans that currently exist among B.C. companies and

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Additional Technical Information

Principles: *cont.*

organizations. Existing equipment and trained responders could remain under the control of individual companies and contractors, and also be included under the coordinating umbrella of the organization (leading to cost savings in exchange for sharing with the broader community).

Rationale:

- A PRO provides British Columbians assurance that necessary spill planning and preparedness activities are ongoing and that the full range of spill management and response capabilities are available with the appropriate capacity to ensure timely and effective response to all spills in the province regardless of the source, location or competency of the spiller involved.
- Enables industry to realize efficiencies and cost savings through a shared approach to required prevention, planning and preparedness activities, and sharing of resources.
- Creates efficiencies and cost savings for the Province: in terms of both planning and preparedness activities that would be handled by the PRO; and by enabling the Province to test and oversee a PRO versus having to oversee individual companies.
- Reduces the need for, and complications associated with, mutual aid agreements to ensure availability and the movement of response equipment and personnel throughout the province.
- Provides a forum for improved coordination, collaboration and communication among industry sector – as well as various levels of government, First Nations and key stakeholders who may also be involved with the PRO on spill related issues.

Potential Funding Costs:

- Costs for operation of the PRO are to be determined based on regulatory requirements (e.g., planning, preparedness and response standards) and the existing capabilities and capacities available amongst potential members and third party providers.

For comparison:

- Western Canada Marine Response Corporation (spill response cooperative responsible for 27,000 km of B.C.'s coastline and Canadian territorial waters) has an annual operating budget this year of approximately \$10 million and a capital budget of \$6.5 million.
- Western Canada Spill Services (spill preparedness and support cooperative operating in Alberta and some portions of B.C. and Saskatchewan) has an annual operating budget of approximately \$1.7 million and a capital budget of \$250,000.



Additional Technical Information

B.C.'s existing industry funded spill response organization:

Western Canada Marine Response Corporation*

Transport Canada, as the lead federal regulatory agency responsible for Canada's marine oil spill preparedness and response regime, regulates and certifies Marine Response Organizations in Canada under the *Canada Shipping Act*. Western Canada Marine Response Corporation (WCMRC) is the only response organization currently certified to respond to marine oil spills in B.C.

Membership:

WCMRC was formed as a cooperative among four local Vancouver oil refineries (Chevron, Imperial Oil, Suncor Energy and Shell) and a pipeline company (Kinder Morgan) and has grown to include more than 2,200 operators.

Preparedness and response functions:

Under federal regulation, industry bears liability and responsibility in the event of a marine incident including the operational elements of response. WCMRC operates on behalf of industry by providing spill related planning and preparedness, training, equipment and responders, and responding to spills at the direction of a spiller (approximately 20 annually). In the event of a spill, WCMRC is contracted by the responsible party to clean up the spill under their direction. In the event that the polluter is unidentified, unable or unwilling to respond the Canadian Coast Guard or B.C. Ministry of Environment may contract WCMRC services and direct the response.

Funding mechanisms:

Planning, preparedness and operational readiness are fully funded by industry through mandatory membership by way of a bulk oil cargo fee (a per tonne fee levied on product received or shipped to international destinations), capital asset fees (a variable fee for smaller capital purchases), and by voluntary members who pay an annual membership fee (entitling them to discounted response rates and other services). In the event of a spill the responsible party would contract and pay for all response services provided by WCMRC.

** Although other preparedness organizations currently operate in B.C. providing planning, equipment and training, WCMRC is the only organization currently providing complete response services (spill management, community outreach, equipment, training, exercising and response).*

Additional Technical Information

IV. Ministry intention 3: enhanced Provincial Environmental Emergency Program

Description:

The Ministry of Environment's Environmental Emergency Program is the designated lead provincial agency for all spills in British Columbia. In the face of growing industrial activity across BC, the program requires additional staff and resources to ensure it can meet its legislated responsibilities, ensure effective and timely response to spills – and to provide appropriate government oversight when spills occur.

Principles:

- The Province has responsibilities and legislated requirements to address matters of spill prevention, preparedness, response and recovery and protect the public, the environment, the economy and the social and cultural fabric of British Columbia from spills.
- Companies and industry sectors that create the risk of spills have a significant role and responsibility for spill prevention, preparedness, response and recovery activities – and government is considering whether they should cover all the costs associated with the response and recovery from their spills.
- The Environmental Emergency Program must be appropriately resourced to ensure that companies and industries operating in B.C. are meeting all applicable requirements and the Ministry is ready and prepared to step in whenever the responsible party is unable, unwilling or unidentified.
- The Ministry's role in response to a spill is to provide regulatory oversight and technical assistance to spillers and their contractors – and to assume management and direction of spill response activities (through the activation of a PRO or response contractors) in those situations where the responsible party is unable, unwilling, or unidentified. The Environmental Emergency Program will also establish Unified Command with the responsible party, other levels of government and First Nations for significant spill incidents.
- Enhanced capacity would allow the Ministry to provide enhanced planning and response support to local governments and First Nations as well as respond to industry requests for the Ministry to participate in joint planning projects, training exercises and debriefs.

Rationale:

- Increases in the movement of hazardous goods through B.C. have placed a strain on the existing program staffing levels and budget. The Environmental Emergency Program requires additional capacity to address the risks posed by a growing commodities sector.
- This approach recognizes that many of the hazardous materials transported through the province do not generate royalties or other significant revenue for the Province to offset the costs incurred by the provincial Environmental Emergency Program in addressing the risks these materials present.
- Program staff and resources would be dedicated to:
 - Demonstrating leadership – e.g., supporting a strategic advisory group for implementation and ongoing improvement of British Columbia's spill preparedness and response regime.
 - Supporting timely and effective response to spills – including participating in incident command, monitoring a company's response and maintaining the ability to step in to ensure response in the event that there is a time lag between a spill being identified and a responsible party stepping forward.
 - Spill related research and incident reviews to support continuous improvement including data acquisition and analysis – to support collection of baseline information, reporting of spill events, tracking and monitoring of response and recovery activities, and public reporting.
 - Development and dissemination of standards, guidance protocols and provincial plans for prevention, preparedness, response and recovery.

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Additional Technical Information

Rationale: *cont.*

- Liaison and training support – for risk assessment, planning and response with provincial spill incident management team members, First Nations, local and regional response agencies and organizations, and other key stakeholders.
- Monitoring, compliance and enforcement efforts – to ensure that standards are being met, required response activities are taking place and recovery actions are carried out.







Referral Memo

Date: June 21, 2014
To: SQCRD Board
From: Morganne Barthel, Planning Intern

Regarding: Crown Land Application Request # 70275044-005

Location: All unsurveyed crown land in the vicinity of Lax Kw'alaams, Range 5 coastal district, containing 2.369 hectares more or less.

Deadline for response: Response to the Province due July 17, 2014

Summary of the Referral:

Applicant: Eddy Knott

Lands Authorization:

Tenure Type: License – Commercial General

Purpose: They are offering a wilderness retreat in the area. The location offers a good view and is close to trails and the ocean for kayaking and marine life watching. The project involved the development of a RV park with access to canoes and kayaks near the First Nation of Lax Kw'alaams. The park will have very few trees removed and form a small creek running through the esthetics and rainfall drainage. There will be a 5-25 foot car pulling RV trailers parked. A generator will provide power to the RVs.

Size: 2.369 Ha +/-

Term: 10 years

Note: The application area will require removal from the Provincial Forest.

Comments from APC or Other Agencies:

Application was not sent to APC as the committee is not established for Electoral Area A.

Staff Comments:

None.

Attachments:

- | | |
|---------------------|---------|
| 1. Referral Summary | 2 pages |
| 2. Management Plan | 2 pages |
| 3. Maps | 2 pages |

Morganne Barthel

From: FrontCounterBC@gov.bc.ca
Sent: Tuesday, June 17, 2014 2:06 PM
To: cao@sqcrd.bc.ca; planning@sqcrd.bc.ca
Subject: Province of BC Referral Request on a Commercial General Use Application (File: 6408705)

Skeena Queen Charlotte Regional District
Morganne Barthel

Commercial General
Referral Number: 70275044 - 005
Reference Number: 134370
Request Sent: June 17, 2014
Response Due: July 17, 2014

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 forward.

This is a Crown land application for Commercial General.

Proponent: EDDY KNOTT

Tenure Type: LICENCE

Intended Land Use/background context: They are offering a wilderness retreat in the area. The location offers a good view and is close to trails and the ocean for kayaking and marine life watching. The project involves the development of an RV park with access to canoes and kayaks near the First Nation of Lax Kw'alaams. The park will have very few trees removed and a base of stone and form a small creek running through for esthetics and rainfall drainage. There will be a 5-25 foot car pulling RV trailers parked. A generator will provide power to the RVs.

BCGS Mapsheet: 103J058

Legal Description: ALL THAT UNSURVEYED CROWN LAND IN THE VICINITY OF LAX KW'ALAAMS, RANGE 5 COAST DISTRICT, CONTAINING 2.369 HECTARES MORE OR LESS.

Size (Area) ha (approx): 2.3690 + -

Schedule/Term Of Proposal: 10 years

Additional notes: (XX)

The application area will require removal from the Provincial Forest.

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.

Jeremy LaFontaine

FrontCounterBC
Authorizations Technician

(250) 638-5182

Jeremy.LaFontaine@gov.bc.ca



Application for a license to operate a business on Crown Land

Project Overview

The project involves the development of an RV park with access to canoes and kayaks near the First Nation of Lax kwa'alaams.. It will allow church groups and other tourists to come and stay and enjoy the area.

A road will come off the main road 250 metres north of the 1st bridge south of the village. This bridge is approximately 1.3 km south of the first road turning right which goes to the RCMP building, RCMP road is marked with an arrow on map A.

The park is going to have very few trees removed and we will put down a base of stone and form a small creek running through it for esthetics and rainfall drainage. Minimal tree removal - only where the pad is for the RV and where the road comes in. There will be 5 - 25 foot car pulling RV trailers parked as per map. There will be no electricity and no water hookup --a water truck will refill the trailers and sewage will be hauled away. A generator will provide power up to a battery bank which will in turn provide electricity for the RV's.

A 24 x 24 cabin will be placed at the entrance area as an office and storage facility for kayaks and other water craft.

Since the designated property straddles the main road going to the first nation of Lax k'walaams.,it will have Rv's on one side of the road and tenting on the other side of the road 100 meters up the road and 200 meters deep. We will only develop 20% of the total area the first year on the south west side and develop more as camp demand increases. Construction will begin the day after approval of this application.

Project Description

We are offering a wilderness retreat in this area because there is closer access to the Khutzmateen Grizzly Bear Sanctuary and humpback whales can be seen from this location and is only a km away from kayaking to them. Compared to the southern area town of Prince Rupert which is 30 km away - this is that much closer to remote wildlife and other tour operators have to travel by water for 60 minutes just to come up here to see the ocean creatures. There is no available accommodation for 20 plus people in the area for over 30 km - no hotels and no housing available. This RV park has no competition for vacancies and will be better then staying in tents.

The location offers a good view and is close to trails and the ocean for kayaking for fun, fishing and whale, dolphin and sea lion site seeing. Launching a kayak is very convenient. Yet it is even far enough away from the nearby village of Lax kwa'alaams to give it that remote feeling of being surrounded by wolves and bears.

Utilities will not be required and MAY be put in the second year. Each trailer is self contained and can run on batteries and water can be supplies on a weekly basis via 500 gallon water trailer pulled by an Atv. Sewage will be pumped out weekly by contract with a Rupert sewage truck and it will be set up like any other RV park when the time arises for a large sewage holding tank underground or as per codes in phase 2(upgrading facility)

Environmental Impacts

This is Eco tourism and we will leave minimal impact on the environment as this is our mission to be as clean and quiet as possible. To ready our site, this will require cutting down minimal trees as we want shelter as best as possible along with keeping the great esthetics of trees for camping.

There will be minimal disturbance to wildlife and aquatic habitat as we are trying to coexist in the rainforest to take in the wildlife scenery among the area.

Social-Community Impacts

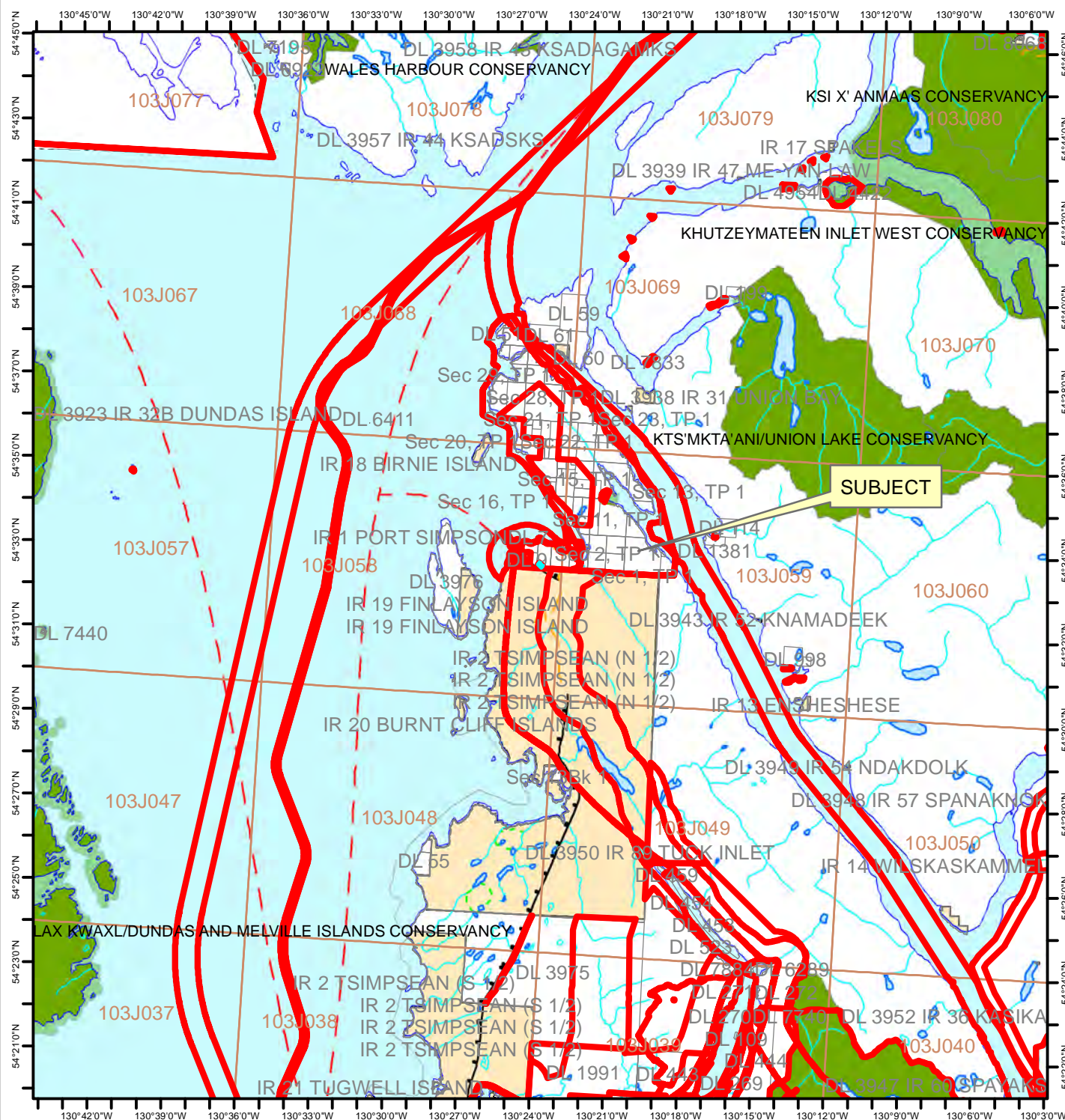
The service we provide is available to anyone wanting to enjoy wildlife on the land and on the water. The resort will enable people to have easier accessibility to be in the wild and within range of Jurassic wildlife.

Public Health

We are offering clean new accommodations with a waste disposal system that is using the latest in technology. A nursing station is nearby at Lax kwa alaams (1.4 km) for any health issues that campers may have due to their camping experience.

First Nations

We are First Nations of the Tsimshian Band Lax kwa'alaams and we want to operate a an RV campsite retreat in the area of our Band because this is near to where we live (lax kwa'alaams)and this is where we believe is the best site for accommodating our clients. We have had church groups in each summer and accommodation is scarce. We have had discussions with our Band but they have chosen not to partake.



Scale: 1:250,000
 Purpose: COMMUNITY
 Subpurpose: COMMUNITY FACILITY
 Type: LICENCE
 Subtype: LICENCE OF OCCUPATION

Legend

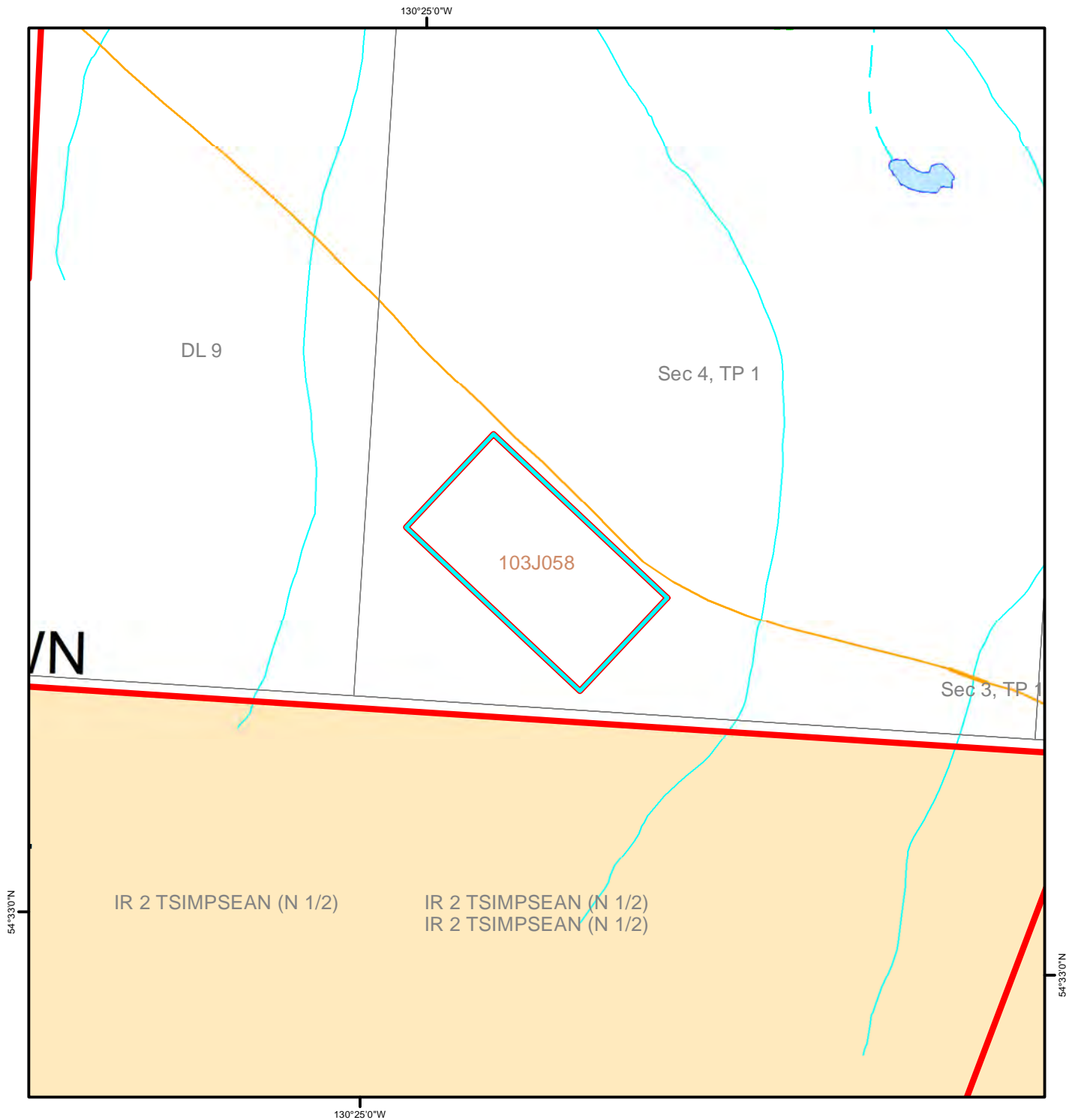
- Application Area
- Indian Reserves
- Parks & Protected Areas



Referral Map



Date: 07 May 2014
 Tantalus Area: 2.37 ha



Scale: 1:5,000
Purpose: COMMUNITY
Subpurpose: COMMUNITY FACILITY
Type: LICENCE
Subtype: LICENCE OF OCCUPATION

Legend

- Application Area
- Indian Reserves
- Parks & Protected Areas



Referral Map



Date: 07 May 2014
Tantalis Area: 2.37 ha

June 2, 2014

Chair, Skeen-Queen Charlotte Regional District
via email to Ms. Joan Merrick
CAO, SQCRD

RE: Request for Funding British Columbia Ocean Boating Tourism Association

I am pleased to inform you that after three years of planning, the goal of creating a marine tourism marketing and product development organization for BC's spectacular coastal waters is in sight. The BC Ocean Boating Tourism Association (BCOBTA) is a new, non-profit Society with a Board of Directors representing Coastal regions and key stakeholders in marine tourism. We are engaged in fundraising for Year One of our three-year *Marine Tourism Sector Development Strategy*. We respectfully request that the Skeena-Queen Charlotte Regional District support our Sector Development Strategy with funding from its Northern Development Initiative Trust discretionary funds. Our request is for \$20,000.

History

Formation of the BC Ocean Boating Tourism Association¹ is supported by the Ministry of Jobs, Tourism and Skills Training, under its Experiences BC tourism sector development program. A Steering Committee - composed of 20 key stakeholders – was formed to create a marine tourism marketing and product development strategy (*Sector Development Strategy*).

SQCRD communities were represented on the Steering Committee by:

Tom Cooney, Bella Coola Harbour Authority
Heather Adel, Misty Isles Economic Development Society
Derek Baker, Prince Rupert and Port Edward Economic Development Commission
John Farrell, Community Futures of the Pacific North West

In 2012, five sub-regional meetings were held – including one in Prince Rupert – to gather input from marine tourism industry members and community organizations. This input guided the vision and development of a *Sector Development Strategy* by the Steering Committee at a series of workshops in 2012 and 2013.

The *Sector Development Strategy*² has a three-year implementation schedule. The BC Ocean Boating Tourism Association (BCOBTA) will require funding, in decreasing amounts, for all three years of the plan.³ Experiences BC will provide \$50,000 annually. In year four, the Association will be funded by Experiences BC, membership fees, advertising and sponsorships.

BCOBTA incorporated in January 2014. It has a Board of Directors from across BC's coastal region, each with immense skills of the kind needed to create a marine sector destination initiative.

Jim Connolly – BC Yacht Association, Vancouver

¹ The initiative may be better known as the BC Marine Highway.

² The *Sector Development Strategy* accompanies this letter.

³ Year one \$153,000; year two \$102,000; year three \$50,000

BCOBTA

John Farrell, Community Futures of PNW, Prince Rupert

Jim Gilliland , BC Parks, Victoria

Maureen Gordon, Maple Leaf Adventures, Victoria

Lillian Hunt, Aboriginal Tourism BC, Alert Bay

Tom Irwin, Ladysmith Maritime Society, Ladysmith

Paul Kamon, Tourism Powell River, Powell River

David Mailloux (Chair), Nanaimo Port Authority: 250-453-4146 Ext 251 dmailloux@npa.ca

Geoff Millar, Cowichan Valley Economic Development Commission, Duncan

Kevan Ridgway, Vancouver Coast & Mountains Tourism, Vancouver

Richard Lewis, Director (AD HOC), Director, Experience BC & Community Development Program - Destination BC

Lesley Anderson, Director (AD HOC), Executive Director, Tourism Nanaimo, formerly Canadian Tourism Commission

Goals

The goals of the Ocean Boating Tourism initiative are to increase the number of domestic and international boaters in BC coastal waters, the length of their visits and the amount of money they spend while here. From every standpoint, coastal BC offers an internationally competitive boating experience. As the *Sector Development Strategy* documents, in order for BC to make the most of its advantages, it needs to establish a compelling brand in the international market place, actively market a BC marine experience and unite coastal harbours and marinas in the provision of an experience that is seamless and unforgettable. BCOBTA has identified increasing the amount of marine tourism traffic to northern BC coastal waters and communities as a priority, in order to lengthen stays and increase benefits to northern regions.

Benefits

There are approximately 200 marinas in BC coastal waters, including Small Craft Harbours. Marine tourists are potentially big contributors to a range of tourism, recreation and services sectors. BC Coastal communities have invested many millions of dollars in marina expansion over the past five years. The BCOBTA initiative adds value to those investments by drawing users.

A top quality marketing effort will attract more boaters. A reservation process, sailing and on-shore itineraries, and elevated service standards will keep visitors here longer. A primary competitive goal is to provide services that make it easier and more enjoyable to explore BC's coastal waters than any other place in the world. Themed itineraries and seasonal highlights will encourage boaters to extend the sail and cruise season.

Our product development strategy is expressly aimed at increasing expenditures by marine tourists and widening the range of businesses that profit. Our website will enable marine tourists to plan activities during the length of their holiday. We will extend their experience to include on-shore activities. Once on-shore, revenues will flow to a many communities, regions and commercial sectors.

There are no provincial data on the value of the BC marine tourism industry. We know that the sector is important to many coastal communities. Communities invested in this economy have realized many benefits; we can definitely do much better working together as a Coastal Industry, sharing resources and efforts with a coordinated business plan supported at many levels. We predict that the BCOBTA initiative will increase the number of vessels in BC waters by 10% and the

BCOBTA

amount of revenue generated by 15% within 5-7 years, with continuing growth thereafter. This estimate is based on the experience of Sail Scotland, which created a similar initiative in 2006.

Our Request

We respectfully request funding in the amount \$20,000.

Year One Sector Development Budget: **\$157,800**

Sources of Funding

Island Coastal Economic Trust	\$29,400	approved
Experiences BC	\$55,500	approval pending
Coast Sustainability Trust	\$52,900	approved
SQCRD	<u>\$20,000</u>	requested
	157,800	

Funding from Skeena-Queen Charlotte Regional District would provide our final budget allocation and ensure that BCOBTA will complete its goal to begin marketing BC's coastal waters as a world-class destination in April, 2015.

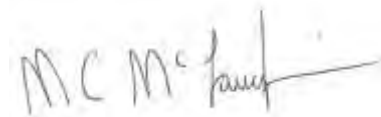
On behalf of the Board of Directors for BCOBTA, I sincerely thank the Board of Directors of the Skeena-Queen Charlotte Regional District for considering our request for funding. We look forward to working with communities and businesses in the SQCRD to boost this sustainable form of economic growth.

Contact

For more information or notifications, please contact:

Michael McLaughlin
Project Manager
604 886-3700
Michael@ruralfutures.ca
Gibsons, BC

Yours truly,



Michael C. McLaughlin
Project Manager

Executive Summary

This executive summary presents highlights from the Power and Sail Cruise Sector Tourism Development and Marketing Plan, which was developed through the Experiences BC program of Tourism British Columbia, as part of the Ministry of Jobs, Tourism and Skills Training. The Power and Sail Cruise Sector Tourism Development and Marketing Plan was created with input from a provincial sector Steering Committee, in addition to over 100 sector stakeholders along BC's coast.

Background

The BC coast offers outstanding opportunities for power and sail cruising and currently attracts visitors from several key markets. However, in terms of formalized, collaborative tourism product development and marketing, the sector is not developed. There is strong interest by stakeholders associated with power and sail cruising in BC to formalize the sector and conduct coordinated, effective tourism product development and marketing to capitalize on the significant opportunities the coast presents. In response to this situation, key stakeholders formed a Provincial Steering Committee in March, 2012, to lead the development of this Sector Tourism Plan through the Experiences BC Program.

Sector Definition

The BC power and sail cruise sector includes cruising by powerboat or sailboat anywhere along the BC coast. Other attributes that define the sector are as follows:

- Cruising or sailing is the main purpose of the activity (as distinct from fishing being the main purpose of the boating activity)¹;
- The sector includes private recreational boaters (transient), bareboat charters and guided charters; and,
- The sector does not include pocket cruises, cruising on large cruise ships and companies that primarily offer fishing charters.

The typical experience involves visiting multiple marinas and/or harbours, usually over the course of one or more nights and often over several weeks.

Key Learning and Findings from Situation Analysis

The Situation Analysis which was developed to support the planning process for the power and sail cruise sector offered the following insights.

¹ This does not mean that visitors participating in power and sail cruising will not fish or participate in other activities while on their cruising vacation; rather, it means that the main reason for their trip is for the actual power/sail cruising experience, which may involve other activities as well.

BC's coastline offers outstanding natural assets that support power and sail cruising, including: exceptional scenery, 450 kilometers of protected water, 20,000 kilometers of coastline, intact wildlife populations and ecosystems, wildlife diversity, an abundance of islands, many marine parks/ protected areas, beaches and clean water. These natural assets are supported by cultural attractions, communities, boating infrastructure and services and a range of land-based tourism activities to complement boating. Future marketing efforts should focus on building awareness about and promoting these outstanding assets.

Currently, stakeholders in the power and sail sector operate independently. There is very little, if any, coordination with regard to **tourism**, including sharing information, setting sector standards, coordinating tourism marketing activities and addressing issues that are of collective concern to the sector.

Future efforts to coordinate the tourism development and marketing of the power and sail cruise sector must recognize that the BC coast offers considerable diversity with regard to:

- The coastal settings within which people participate in power and sail cruising;
- The scale of marinas, docks and other facilities and services available to visitors; and,
- The types of products and experiences available for visitors.

Tourism product development and marketing efforts must recognize this diversity and ensure that we are marketing the “right” product to the “right” markets at the “right” time. At the same time, while this diversity exists, there is a common interest to:

- Enhance awareness about the entire BC coast as an exceptional power and sail cruising destination: and,
- Collectively address issues that affect the sector as a whole.

Given the outstanding assets and the current lack of coordination noted above, there is a significant opportunity to coordinate the sector and enhance the overall competitiveness of BC as a world-class power and sail cruise destination. In turn, this presents opportunities to increasing power and sail visitation and spending in BC, particularly in areas where and seasons when excess capacity exists.

Very few jurisdictions have sector organizations that coordinate product enhancement, communication and marketing for power and sail cruise. The absence of many such organizations also suggests that BC could gain a competitive advantage over other coastal destinations by establishing an effective power and sail cruise tourism sector organization.

Other tourism sectors in BC that have realized success through the Experiences BC program have several factors in common, from which the power and sail sector should observe and learn. Common success factors include:

- A sector or tourism champion to serve as a catalyst for other stakeholders and the organization;
- A mix of both private and public sector stakeholders engaged in the organization;
- A governance and membership model that is tailored to the sector and its stakeholders;
- A clear vision, supported by marketing and development priorities that are based on sound research;
- The ability to raise funding; and,
- The identification of a few, key action items to be implemented in the first year, which, in turn, will motivate other stakeholders to support the organization (in other words, “quick wins” to gain momentum for the organization).

Creation of a Tourism Sector Organization

The Provincial Steering Committee has proposed the formation of a tourism sector organization – the BC Power and Sail Cruise Tourism Association – to address the above-noted opportunities and, ultimately, to lead the coordination, development and marketing of the sector in BC. The types of activities that the Provincial Steering Committee identified for the BC Power and Sail Cruise Tourism Association include:

- Marketing and branding to help increase the volume of visitors and increase the yield per visitor;
- Increasing awareness about the sector both internally (amongst stakeholders in BC) and externally (within key markets);
- Supporting and facilitating tourism product/experience development and enhancement;
- Supporting and facilitating the consistent adherence to high standards of service, operations and environmental and cultural stewardship;
- Supporting and facilitating coordination and communication amongst sector stakeholders;
- Encouraging profitability within the sector and with sector partners;
- Generating economic benefits for coastal communities;
- Conducting research to support the sector’s tourism activities; and,
- Collectively addressing critical issues and barriers for the sector.

Strategic Framework

The following vision, mission and goals – developed with input from the Steering Committee – form the Strategic Framework for the Power and Sail Cruise Sector Tourism Plan.

Strategic Framework for the Power and Sail Cruise Sector Tourism Plan



Goals and Objectives

The goals and objectives were developed with input from the Steering Committee and are designed to help achieve the vision and fulfill the BC Power and Sail Cruise Tourism Association purpose and mission. They are also intended to capitalize on key opportunities and address priority concerns documented in the Situation Analysis.

While reviewing the goals and objectives, it is important to be cognizant of the following points.

- Given that the BC Power and Sail Cruise Tourism Association is in its early, formative stage, the implementation of the objectives and initiatives will need to be carefully staged, focusing first on the more “foundational” initiatives.
- The goals and objectives are inter-related. For example, clearly the goal related to *Sector Leadership, Coordination and Funding* is critical to the realization of all of the subsequent goals and objectives. Also, as an example, the goal and objectives related to *Branding and Awareness* support the *Stakeholder Engagement* and the *Marketing* goals.

A summary of the goals and objectives is provided below. A more detailed description of each goal, objective and supporting initiatives is presented in the full Sector Plan.

Goals	Objectives
A. Establish strong and enduring sector leadership, coordination and funding.	<div>A-1 Establish the governance model and structure for the BC Power and Sail Cruise Tourism Association</div> <div>A-2 Establish the management structure for the Tourism Sector BC Power and Sail Cruise Tourism Association</div> <div>A-3 Establish a membership model for the BC Power and Sail Cruise Tourism Association</div> <div>A-4 Establish a three-year operating plan, budget and funding model for the BC Power and Sail Cruise Tourism Association</div>
B. Generate strong awareness about the unique, competitive features of the sector and the destination.	<div>B-1 Develop a corporate identity for the Power and Sail Cruise Tourism Sector Association</div> <div>B-2 Create a solid and compelling brand and message for BC's power and sail cruise destination and sector</div> <div>B-3 Develop and maintain a BC power and sail cruise website to support marketing initiatives and stakeholder engagement and communication initiatives</div> <div>B-4 Prepare collateral material to help build awareness about the sector, the destination's unique assets and the sector's products, services and experiences</div>

Goals	Objectives
C. Generate sustained enthusiasm and commitment from stakeholders to support the sector's balanced growth.	<p>C-1 Generate awareness about and support for the sector and for the Power and Sail Cruise Sector Tourism Plan</p> <p>C-2 Encourage communication, coordination and collaboration within the sector</p>
D. Attract existing and emerging target markets to BC's coast to participate in power and sail cruising, particularly during shoulder seasons.	<p>D-1 Conduct the required research to support the development and evaluation of power and sail cruise sector tourism marketing initiatives</p> <p>D-2 Develop the capacity to conduct collaborative tourism marketing initiatives within the sector</p> <p>D-3 Establish strategic partnerships with key stakeholders and partners to pursue collaborative marketing initiatives</p> <p>D-4 Prepare a succinct three-year sector tourism marketing plan</p>
E. Ensure BC's power and sail cruise products and experiences exceed the expectations of existing and new visitors, while maintaining the environmental and cultural integrity of the destination.	<p>E-1 Conduct the required research to support tourism product and experience enhancement and development</p> <p>E-2 Encourage high standards of environmental and cultural stewardship within the sector</p> <p>E-3 Enhance the visitor experience by making visitors aware of the diversity of products and services available</p> <p>E-4 Encourage the sector to provide consistently high standards of service</p> <p>E-5 Develop themed routes and/or areas that appeal to existing and emerging markets</p>
F. Provide a business and operating environment that supports the balanced growth of the sector.	<p>F-1 Identify and monitor barriers to sector growth and, where resources permit, work to address priority barriers to help ensure that the sector can deliver outstanding and safe power and sail cruise experiences</p>
G. Provide essential research, monitoring and evaluation to support the balanced growth of the sector.	<p>G-1 Acquire, coordinate and/or conduct essential research to support the implementation, monitoring and evaluation of the Sector Tourism Plan</p> <p>G-2 Prepare and implement a monitoring and evaluation framework</p>

Next Steps

A three-year implementation schedule is presented in the last section of the main body of the Power and Sail Cruise Tourism Sector Plan. The implementation steps for Year 1 are shown below. The next steps for Year 1 are critical to ensure the Power and Sail Cruise Tourism Association is established and the foundational work is completed to enable the sector to mature. These timelines were defined with input from the Steering Committee.

YEAR 1 - IMPLEMENTATION		WHO	WHEN
A. SECTOR LEADERSHIP AND FUNDING			
A-1	Establish the governance model and structure <ul style="list-style-type: none"> Name search Constitution Inaugural board (draw from Steering Committee) Legal entity 	Governance Sub-Committee	By August 2013
	Establish the first board	Governance Sub-Committee	Fall 2013
A-2	Establish the management structure	Governance Sub-Committee	Fall 2013
A-3	Establish the membership model	Governance Sub-Committee	Fall 2013
A-4	Establish 3-Year Operating Plan and budget	Governance Sub-Committee	By December 2013
B. BRANDING AND AWARENESS			
B-1	Develop corporate identity	Governance Sub-Committee	By August 2013
B-3	Develop website (start)	Selected members of Steering Committee	Start in September 2013 Complete in 2014
C. STAKEHOLDER ENGAGEMENT			
C-1	Generate awareness and support		
	Regular Communication with Steering Committee <ul style="list-style-type: none"> Communicate regularly with the Steering Committee regarding progress and milestones and to seek assistance with implementation of the Sector Plan 	Governance Sub-Committee	Monthly Steering Committee teleconference during 2013
	Post-planning Communication with Stakeholders <ul style="list-style-type: none"> Obtain list of stakeholders involved in process to date Prepare announcement about the formation of the Power and Sail Cruise Tourism Association Include highlights from the Power and Sail Cruise Tourism Sector Plan and indicate how the full document can be obtained 	Governance Sub-Committee to lead this Steering Committee members to support this	By June 2013

YEAR 1 - IMPLEMENTATION		WHO	WHEN
	<ul style="list-style-type: none"> Distribute this to all stakeholders who have been involved in the process to date, in addition to other key stakeholders Have Steering Committee members distribute this communication to their respective networks of stakeholders 		
	Post-planning Communication with Stakeholders <ul style="list-style-type: none"> Obtain list of stakeholders involved in process to date Prepare announcement about the formation of the Power and Sail Cruise Tourism Association Include highlights from the Power and Sail Cruise Tourism Sector Plan and indicate how the full document can be obtained Distribute this to all stakeholders who have been involved in the process to date, in addition to other key stakeholders Have Steering Committee members distribute this communication to their respective networks of stakeholders 	Governance Sub-Committee to lead this Steering Committee members to support this	By June 2013
	Ongoing Regular Communication with Stakeholders <ul style="list-style-type: none"> Develop a communication plan and schedule: <ul style="list-style-type: none"> Use a simple template for periodic one-page updates Primarily use email distribution Decide upon frequency (possibly quarterly) 	Governance Sub-Committee Selected members of Steering Committee	After the June 2013 communication noted above, issue communication quarterly
C-2	Encourage communication, coordination and collaboration amongst stakeholders	Governance Sub-Committee Selected members of Steering Committee	Start in September 2013
	Fall Steering Committee Meeting <ul style="list-style-type: none"> Work with Tourism BC to host a Steering Committee meeting to report on progress to date, establishment of the Association and confirmation of the Board 	Governance Sub-Committee Selected members of Steering Committee Tourism BC	Host in fall 2013
	Broader Stakeholder Meeting (Following Steering Committee Meeting) <ul style="list-style-type: none"> Consider working with Tourism BC to host a broader stakeholder session following the fall Steering Committee meeting to update existing stakeholders and engage new stakeholders 	Governance Sub-Committee Selected members of Steering Committee Tourism BC	Host in fall 2013
D. MARKETING			

YEAR 1 - IMPLEMENTATION		WHO	WHEN
D-1	<p>Conduct the required research to support the development of marketing initiatives</p> <ul style="list-style-type: none"> Start assembling existing research and identifying gaps and research priorities (refer to Situation Analysis) Do this in conjunction with Tourism BC's Research , Planning and Evaluation Branch Coordinate this with E-1 and G-1 	Selected members of Steering Committee	Start in fall 2013 and continue to build in subsequent years
E. PRODUCT/EXPERIENCE DEVELOPMENT			
E-1	<p>Conduct the required research to support product development</p> <ul style="list-style-type: none"> Start assembling existing research and identifying gaps and research priorities (refer to Situation Analysis) Do this in conjunction with Tourism BC's Research , Planning and Evaluation Branch Coordinate this with D-1 and G-1 	Selected members of Steering Committee	Start in fall 2013 and continue to build in subsequent years
F. OPERATING ENVIRONMENT			
F-1	<p>Identify/monitor barriers and, where resources permit, address priority issues</p> <ul style="list-style-type: none"> Develop the process for identifying and monitoring barriers Include this in the Three-Year Operating Plan developed under A. Sector Leadership and Funding 	Governance Sub-Committee	By December 2013
G. RESEARCH, MONITORING AND EVALUATION			
G-1	<ul style="list-style-type: none"> Acquire, coordinate and/or conduct essential research to support the sector Develop a three-year research plan and budget Coordinate this with D-1 and E-1 	Selected members of Steering Committee	Start in fall 2013 and continue to build in subsequent years
G-2	<p>Prepare and implement a monitoring and evaluation framework for the Power and Sail Tourism Sector Plan and for sector performance more broadly</p>	Selected members of Steering Committee	Complete framework in 2013

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

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

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

**1. Project Name**

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

2. Applicant Profile

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

3. Primary Contact Information

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

Complete the following if different from Applicant Organization contact information:

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

4. Select the Application Process

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

Select **one** of the following accounts:

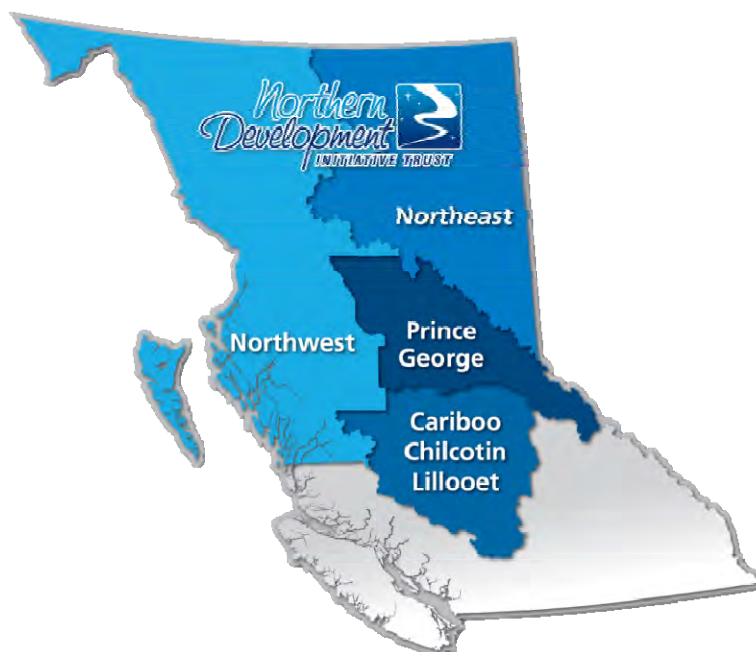
Regional Development:

Cariboo-Chilcotin/Lillooet

Northeast

Northwest

Prince George



Pine Beetle Recovery

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

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

Resolution of Support:

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

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

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

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

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

5. Project Overview

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

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

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

6. Key Deliverables

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

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

7. Project Participation

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

8. Project Milestones

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

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

9. Project Budget

Expense Item:	Amount (\$):	Verification:
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
TOTAL PROJECT BUDGET: \$		

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

10. Funding Request

The following funding is requested from Northern Development:

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

11. Other Funding Sources

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

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

12. Leveraging

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

13. Attachments

List all documents attached to this application:

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

14. Authorization

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

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

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

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

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

Name:
Organization Signing Authority

Title:

Date:

15. Submitting Your Application

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

Email: info@northerndevlopment.bc.ca

SCHEDULE A: PINE BEETLE RECOVERY ACCOUNT

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

Required Features

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



OFFICE OF THE MAYOR CITY OF PRINCE RUPERT

424 - 3rd Avenue West, Prince Rupert, B.C. V8J 1L7

www.princerupert.ca

April 3, 2014

Michael McLaughlin
Rural Futures
michael@ruralfutures.ca

Dear Mr. McLaughlin,

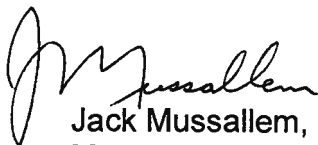
Re: Letter of Support for BC Ocean Boating Tourism Association

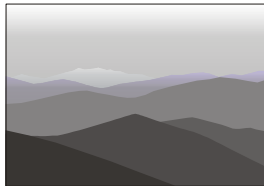
Prince Rupert City Council provides this letter of support to BC Ocean Boating Tourism Association's application for a Marketing Initiatives Program grant from Northern Development Initiatives Trust.

Hopefully this financial support will bring the BC Ocean Boating Tourism Association closer to achieving their goal of expanding the Power and Sail Cruise Sector Tourism and therefore being able to better accommodate itinerant vessel marine traffic transiting our area.

This project is a regional asset, supporting and diversifying the regional economy and creating employment opportunities for residents; because of this the City of Prince Rupert strongly supports the BC Ocean Boating Tourism Association.

Yours truly,


Jack Mussallem,
Mayor



The Coast Sustainability Trust II

Eric van Soeren, Trustee

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

Phone: 250-537-1533

Cell: 250-526-0533

Fax: 250-537-1534

Email: eric@vansoeren.net

www.coastsustainabilitytrust.com

Project Number: CST-NC-083

Via email: futures@ruralfutures.ca

May 2, 2014

Michael McLaughlin
Acting Executive Director
BC Ocean Boating Tourism Association

Dear Michael McLaughlin:

RE: BC Ocean Boating Tourism Association

This letter is to inform you that your proposal to the Coast Sustainability Trust II (CST) – Community Matching Fund was considered by the North Coast Regional Steering Committee and has been approved for assistance under the CST. The Regional Steering Committee has recommended the provision of a \$52,900.00 non-repayable contribution to your organization for completion of your project under the following terms and conditions:

1. Evidence that you have completed any required federal, provincial or municipal environmental studies and other regulatory requirements and can proceed with the project within 90 days;
2. Confirmation satisfactory to the Trustee within 90 days that all matching funding for the project has been committed by the funding partners identified in the proposal, or are provided from another source;
3. Execution by the Trustee and the BC Ocean Boating Tourism Association of a Funding Agreement, a copy of which will be sent to you by email for your review;
4. The contribution to the BC Ocean Boating Tourism Association to support the development of the association and its proposed website will be considered to be an accountable advance, and be disbursed in amounts that are consistent with the stage of the project being undertaken;

5. The BC Ocean Boating Tourism Association will be required to provide an accounting of how the funds were spent that closely matches the projections in the project proposal. Once documentation demonstrating appropriate use of the funds has been received, your obligations will be considered to have been fulfilled; and
6. All other standard administrative conditions and controls to be applied by the CST on the project.

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

Yours truly,

Eric van Soeren
Trustee