



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE :250-557-4295  
Public Works :250-557-4326  
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Email : office@portclements.ca  
Web : www.portclements.ca

Regular Meeting of Council Monday December 5, 2011

**AGENDA**

**1. ADOPT AGENDA.**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.**

**3. MINUTES.**

M-1-Regular meeting of Council November 28, 2011

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.**

BA-1- Haida Gwaii Management Council- Annual Allowable Cut Timber Supply Review.

BA-2-Natural Resource Road Act Project

**5. ORIGINAL CORRESPONDENCE.**

C-1- Vancouver Island Regional Library Newsletter

**6. GOVERNMENT.**

G-1- 2012 Regular Council Meeting Schedule

**7. FINANCE.**

F-1-Cheque listing December 5, 2011

**8. NEW BUSINESS.**

NB-1-Signing Authority Resolution for MFA, NSCU, + CIBC.

NB-2-Report to Council – Council Training Options

NB-3-Village of Port Clements Committee Information

**9. REPORTS & DISCUSSIONS.**

**10. QUESTIONS FROM THE PUBLIC & PRESS.**

**ADJOURNMENT.**



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**Minutes of the regular meeting of the Port Clements Council held Monday November 28, 2011 in the Council Chambers.**

Present:

Acting Mayor Gould

Councillor Cheer

Councillor Stewart

Clerk/Treasurer Kim Mushynsky

Public

Acting Mayor Gould called the meeting to order at 7:30pm

**1. ADOPT AGENDA.**

ADD – BA-2 Late Item regarding Haida Gwaii Roads

C-3 Late item regarding letter to BC Ferry Commission

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT the agenda be adopted as amended.

**CARRIED**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.**

**3. MINUTES.**

M-1-Port Clements Emergency Committee June 16, 2011

Moved by Councillor Stewart, seconded by Councillor Cheer

THAT the minutes of June 16, 2011 be accepted as presented.

**CARRIED**

M-1 – Regular Council Meeting November 7, 2011

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT the minutes of November 7, 2011 be accepted as presented.

**CARRIED**

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

BA-1-Haida Gwaii Management Council – Annual Allowable Cut Timber Supply Review.

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT BA-1 be tabled to the Dec. 5, 2011 Council Meeting.

**CARRIED**

BA-2 – Haida Gwaii Roads

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT BA-2 be tabled to the Dec. 5, 2011 Council Meeting.

**CARRIED**

M-1

## **5. ORIGINAL CORRESPONDENCE.**

C-1- Tennis Court Proposal – Port Clements Teen Center.

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT the Clerk/Treasurer request more information from this group regarding their proposal prior to any decision being made.

**CARRIED**

C-2- Response Form – Gwaii Haanas Backcountry Management Plan Review.

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT this information package be forwarded to all incoming Council members and that any responses would be submitted from Council as individuals rather than from Council as a Whole.

**CARRIED**

C-3- BC Ferry Commission

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT the Village of Port Clements write a letter to the BC Ferry Commission urging that they reconsider their guiding principles.

**CARRIED**

## **6. GOVERNMENT.**

G-1-Bylaw No. 388, 2011 – Financial Plan for 2011-2015 - Reconsider and Adopt.

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT Bylaw No. 388, 2011 Financial Plan for 2011-2015 be Reconsidered and Adopted.

**CARRIED**

G-2- Local Government Act Section 134 – Determination of Elected Officials Results General Election 2011

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT Council receives the Election Results.

**CARRIED**

## **7. FINANCE.**

F-1-Cheque listing November 25, 2011

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT the cheque listing of November 25<sup>th</sup>, 2011 be accepted.

**CARRIED**

## **8. NEW BUSINESS.**

NB-1 Change of Signing Authority for MFA, NSCU and CIBC

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT the Village of Port Clements remove Heather Nelson-Smith and add Leslie Kim Mushynsky for signing authority on accounts with the Municipal Finance Authority, Northern Savings Credit Union and Canadian Imperial Bank of Commerce.

**CARRIED**

## **9. REPORTS & DISCUSSIONS.**

**Councillor Cheer-** Reported that he attended a VIRL meeting.

**Councillor Stewart-** No Report

**Clerk/Treasurer-** Reported on the office closure the week of December 25-31, 2011 with the office returning to normal hours on Monday January 2, 2012. She also reported that she will be away Dec. 23-Jan. 1 inclusive.

**Acting Mayor Gould-** Reported that he attended MOF, Regional District and Hospital Board meetings.

**10. QUESTIONS FROM THE PUBLIC & PRESS.**

**ADJOURNMENT.**

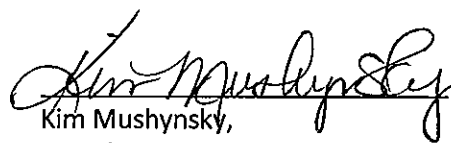
Moved by Councillor Stewart, seconded by Councillor Cheer

THAT the meeting be adjourned at 8:40pm and resume in camera under community Charter Section 90-1-c.

**CARRIED**

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Ian Gould,  
Acting Mayor



Kim Mushynsky,  
Clerk/Treasurer



# Haida Gwaii Management Council

03 November, 2011

Mayor and Council  
Village of Port Clements  
PO Box 198  
Port Clements, Haida Gwaii, V0T 1R0

Dear Mayor and Council

## **Re: Upcoming Haida Gwaii Management Area Timber Supply Review**

In December of 2009 the Haida Nation and the Province signed the Kunst'aa guu-Kunst'aayah Reconciliation Protocol which included a commitment to establish a Haida Gwaii Management Council as a strategic-level joint decision-making body for land and natural resource decisions on Haida Gwaii. The Haida Gwaii Management Council has been authorized by the Council of Haida Nation and the Province of British Columbia to establish a new Annual Allowable Cut for commercial timber harvesting on Haida Gwaii.

The Haida Gwaii Management Council would like to make you aware of the Public Review process for the Timber Supply Review of the Haida Gwaii Management Area which will lead to the setting of a new Allowable Annual Cut for Haida Gwaii. The public review and comment process is set for 45 days, beginning on November 3, 2011 and ending on December 17, 2011.

The Haida Gwaii Management Council has enlisted the work of a joint team of Haida and provincial government timber supply specialists. Their technical analysis of the current timber supply on Haida Gwaii is documented in a public discussion paper.

The public discussion paper describes the geography, natural resources, forest management, socio-economic profile and allowable annual cut history of the Haida Gwaii timber supply area, which includes the communities of Old Masset, Masset, Sandspit, Skidegate, Queen Charlotte City and Port Clements.

A summary of public and stakeholder input on the public discussion paper will be reviewed and considered by the Haida Gwaii Management Council before it sets a new Allowable Annual Cut for the Haida Gwaii Management Area.

Copies of the public discussion paper are available on the Haida Gwaii Management Council website at: [www.haidagwaiimanagementcouncil.ca](http://www.haidagwaiimanagementcouncil.ca), from the Ministry of Forests, Lands and Natural Resource Operations Office in Queen Charlotte City and from the Council of the Haida Nation offices in Old Masset and Skidegate.

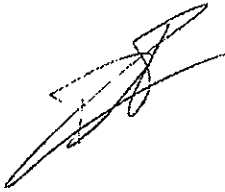
Table to next mtg

C-6  
BA-1

Written comments from the public are encouraged and I hope you will be able to distribute information about this opportunity to comment to your constituents. Comments must be sent to:

Marlene Liddle, Haida Gwaii Management Council  
Box 157  
Masset, Haida Gwaii V0T 1M0  
Electronic mail: [admin@haidagwaiimanagementcouncil.ca](mailto:admin@haidagwaiimanagementcouncil.ca)

Sincerely,

A handwritten signature in black ink, appearing to be 'Derek Thompson', written over a faint, larger signature.

Derek Thompson, Chair  
on behalf of the Haida Gwaii Management Council

cc.

Mayor and Council (Village of Queen Charlotte)  
Mayor and Council (Village of Massett)  
Regional Director (Electoral Area E - Skeena Queen Charlotte Regional District)  
Regional Director (Electoral Area D - Skeena Queen Charlotte Regional District)



*Haida Gwaii*



BRITISH  
COLUMBIA  
The Best Place on Earth

**Public Review Period *for*  
an Annual Allowable Cut**

**Determination**

By the

Haida Gwaii Management Council

**Public Discussion Paper**

**October 2011**

**Timber Supply**

**Review**

# Haida Gwaii Timber Supply Review Public Discussion Paper

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## 1. Executive Summary

Haida Gwaii consists of more than 150 islands located roughly 80 kilometres off the northern mainland coast of British Columbia. On December 11, 2009, the Council of the Haida Nation (CHN) and the Province of British Columbia (BC), while acknowledging dispute of title over Haida Gwaii, signed the historic *Kunst'aa Guu – Kunst'aayah Reconciliation Protocol (2009 Protocol)*.

Through the Protocol, both Governments choose a more respectful approach to co-existence by way of land and natural resource management through shared and joint decision-making. One aspect of the Protocol was a commitment to establish the Haida Gwaii Management Council (HGMC). This commitment was supported by CHN's 2010 *KaayGuu Ga ga Kyah ts'as – Gin 'inaas 'laas 'waadluwaan gud tl'a gud giidaa (Haida Stewardship Law)*, and BC's *Haida Gwaii Reconciliation Act*, and the HGMC was formed in April, 2011.

The HGMC consists of two members appointed by the Haida Nation after consultation with BC, two members appointed by BC after consultation with the Haida Nation, and a chairperson jointly appointed by both Parties. Both the Haida Nation and BC have entrusted certain of their respective authorities and jurisdictions to the HGMC.

Prominent among the official responsibilities of the HGMC, and its first major decision, is the determination of an allowable annual cut (AAC), to define how much timber may be commercially harvested each year from the Haida Gwaii Management Area.

The Haida Nation and BC have jointly established objectives that will guide the HGMC. These objectives include managing the forests of Haida Gwaii sustainably and consistently, across all forest tenures, for a wide range of values including ecological integrity and socioeconomic benefit for the people of the islands.

A key purpose of this timber supply review is to ensure that the AAC reflects the new protected areas and ecosystem based management regime stemming from the Strategic Land Use Agreement (2007).

One kind of information the HGMC must consider is technical, in the form of a forest management and land use data package used as a basis for a computer-generated forecast of the timber supply available under assumed conditions. Analytical findings are described briefly in this discussion paper and include a 'base case' forecast showing that for all of the Haida Gwaii Management Area, under existing conditions, an initial harvest level of 895,266 cubic metres per year is possible and can be maintained for 80 years before rising to a long-term sustainable level of 923,558 cubic metres per year.

This base-case forecast is not a recommended AAC for Haida Gwaii nor is it the only possible harvest level. It is just one of several sources of information the HGMC will consider in its determination. Other sources include the ideas, opinions, and personal experiences of people who live on Haida Gwaii and/or who consider their interests to be affected by the determination.

To engage the people of Haida Gwaii and elsewhere in BC, the HGMC is circulating this Discussion Paper as an integral part of its decision making process, to offer information on the timber supply analysis, the forest management issues, and the socioeconomic factors it will consider in making its determination, as well as on the AAC determination process itself. The HGMC hopes this will enable individuals, licensees, and interested parties to provide informed responses on any matter that they believe should be considered in the AAC determination, whether consistent with, or critical of, any information or assumption incorporated in the technical analysis. The HGMC now therefore invites and welcomes your feedback on any aspect of this discussion paper, or on any other issue or concern that you feel needs to be considered in assessing the timber supply on Haida Gwaii.

To that end, please see the '**Your feedback is needed**' section at the end of this document. To help the determination process to remain on schedule, we would appreciate receiving your comments during the **45-day period for Public Review and Comment from November 3, to December 17, 2011.**



# Haida Gwaii Timber Supply Review Public Discussion Paper

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Following the HGMC's AAC determination for all of the forest management area on Haida Gwaii, BC's chief forester, using the same technical information will then make separate AAC determinations for the major management units on Haida Gwaii (i.e. the Timber Supply Area and the Tree Farm Licence areas, on Haida Gwaii.) that must not in total exceed the HGMC determination. After the Chief Forester determinations, forest companies that hold licences in the Timber Supply Area will be allocated AACs specific to their licences by the BC Minister of Forests, Lands, and Natural Resource Operations.

## **2. Introduction:**

### **The special AAC circumstance of Haida Gwaii**

The authority for determining the allowable annual cut (AAC) to define how much timber may be harvested on Haida Gwaii now rests with the Haida Gwaii Management Council, a specially mandated body established under the *'Kunst'aa Guu – Kunst'aayah' Reconciliation Protocol*; as well as in the *Haida Gwaii Reconciliation Act*, and in the *Haida Stewardship Law*. This situation has developed from these and other significant agreements reached in recent years between the Council of the Haida Nation and the Province of BC as discussed below.

### **2007 Strategic Land Use Agreement (SLUA)**

The islands of Haida Gwaii cover a total area of just over a million hectares and are located off the north coast of mainland BC to northwest of Vancouver Island. The islands are the traditional home of the Haida Nation, and in recent years landmark agreements have been reached between the Council of the Haida Nation and the government of BC to enable sustainable management of the lands and resources of the islands, that will benefit the islands' people.

These agreements include the December 12, 2007, Strategic Land Use Agreement (SLUA) reached by the Council of the Haida Nation and the Province of BC as the culmination of extensive government-to-government negotiations and years of hard work and collaboration by many people including a jointly led, community-based planning process designed to cooperatively develop a strategic land use plan for Haida Gwaii guided by ecosystem-based management (EBM). The SLUA provides for the protection of areas of critical significance and to establish forest management objectives for cultural, aquatic, biodiversity and wildlife values. Major features of the 2007 SLUA included:

- an agreement to develop a process for long-term AAC determination;
- ensured continuation of sustainable forestry operations;
- new protected areas for ecological and cultural values and for spiritual and recreational purposes, to protect a total of about half the area of the islands;
- an operating area covering the other half of the land planning area, on which forestry operations will be subject to EBM;
- a commitment to an economic timber opportunity of not less than 800,000 cubic metres per year;
- identification of special value areas for forest cover retention for Goshawk, Saw-whet owl and Great Blue Heron;
- a set of initial EBM objectives for forestry to be further tested and refined through detailed strategic planning before being legally established as requirements for timber harvesting, intended to ensure the vital balance between healthy ecosystems and vibrant communities; and
- key implementation steps for more detailed forest planning to address cultural cedar values, coastal zone planning and protected area management planning.

### **New Protected Areas**

Also in 2009, to implement components of the 2007 SLUA, legal protection was introduced for eleven new Heritage Sites/Conservancies, referred to as protected areas, on Haida Gwaii, to support Haida culture, protect natural values and create opportunities for sustainable recreational uses. The new protected areas are

# Haida Gwaii Timber Supply Review Public Discussion Paper

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in areas traditionally used by the Haida Nation for their natural, cultural and spiritual values and, together with additional areas of park and ecological reserve, provide formal protection status to roughly half the total area of Haida Gwaii. More information on the conservancies is provided below in 'Land base'.

## 2009 Kunst'aa Guu – Kunst'aayah Reconciliation Protocol

The 2007 SLUA was followed on December 12, 2009, by the co-signing of the historic *Kunst'aa Guu – Kunst'aayah Reconciliation Protocol (Reconciliation Protocol)*, by the Haida Nation and the Province of BC (the Parties).

The Reconciliation Protocol, whose title means 'in the beginning', is a commitment by both Parties to continue working together toward comprehensive reconciliation, focussing on joint and shared strategic-level decision making respecting lands and natural resources on Haida Gwaii, and other collaborative arrangements that include socioeconomic matters pertaining to children and families.

The 2009 Protocol embodies the interests of ensuring the best decisions for the management of lands and natural resources on Haida Gwaii. Building on the 2007 SLUA, the Protocol includes agreements to address objectives for:

- shared and joint decision making;
- carbon offset and resource revenue sharing;
- forest tenures and other economic opportunities; and
- enhancement of Haida socio-economic well being.

## The Haida Gwaii Management Council

The Reconciliation Protocol committed both Parties to a process for shared decision-making regarding resource use on Haida Gwaii, notably by requiring the creation of the Haida Gwaii Management Council (HGMC), which was established in April 2011. The Protocol required each of the Parties, in consultation with the other, to appoint two members, and to then jointly appoint a chairperson. The HGMC's documented responsibilities include making key, high-level, strategic decisions through a joint decision-making process that aims to achieve consensus. If consensus is not reached, a vote will be taken, excluding the chairperson, and in the event of a tied vote, the chairperson will cast a deciding vote.

Joint decisions made by the HGMC are to focus on:

- implementation and amendment of the 2007 Haida Gwaii SLUA;
- establishment, implementation and amendment of land use objectives for forest practices;
- **determination and approval of the allowable annual cut (AAC) for Haida Gwaii;**
- approval of management plans for protected areas; and
- development of policies and standards for the identification and conservation of heritage sites.

**Significant in the above list is the third point, the requirement for the HGMC to determine an AAC for all of the forest management area on Haida Gwaii; it is in support of meeting this requirement that this Public Discussion Paper is now being published.**

## 2010 Land Use Objectives Order (LUOO)

To further the implementation of the 2007 SLUA and consistent with the intent of the 2009 Reconciliation Protocol, the Haida Nation and the Province of BC proceeded to collaboratively develop land use objectives.

These objectives for forest-based values were formally agreed upon by both Parties and were established both under *Haida Stewardship Law* and in the December 17, 2010 *Land Use Objectives Order (LUOO)* made by the BC Minister of Forests, Lands and Natural Resource Operations, as legal requirements to guide the implementation of EBM. All forest practices on Haida Gwaii must now conform to these objectives.

# Haida Gwaii Timber Supply Review Public Discussion Paper

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The new, legally established standards for EBM on Haida Gwaii include, but not limited to, objectives for the management of:

- Haida traditional heritage and forest features, culturally modified trees, cedar and yew;
- aquatic habitats including fish habitat, active fluvial units, upland stream areas and sensitive watersheds;
- forested swamps and old forest ecosystems; and
- Black Bear dens, as well as habitat for Marbled Murrelet, Goshawk, Great Blue Heron and Saw-Whet Owl.

These new legal standards, which guide the implementation of EBM on Haida Gwaii, now represent the current operational forestry practice that must be accounted for in AAC determinations.

## **3. Haida Gwaii Timber Supply Review Process**

The HGMC's AAC determination process began with the appointment of a Joint Technical Working Group (JTWG) to provide a data package that describes current forest management as a basis from which to analyse the timber supply on Haida Gwaii, to provide forecasts of feasible future harvest levels under various assumptions and to provide a socioeconomic analysis. This stage is now complete, and the information on the data used in the analysis may be viewed in the October 2011 Data Package, available at [www.haidagwaiimanagementcouncil.ca](http://www.haidagwaiimanagementcouncil.ca).

The next stage was to create, and is now to circulate, this Public Discussion Paper, to provide a base of information for reference in a 45-day period of Public Review and Comment, from November 3, 2011, to December 17, 2011. To this end, the HGMC is now publicizing the availability of this paper and its role in the AAC process by notifying interested persons, groups and licensees through public advertisements and by letters distributing the paper and identifying where the data package may be viewed.

The JTWG, which has provided the forest management data package and timber supply analysis, was appointed to serve the HGMC and consists of two staff of the Haida Nation and three staff of the BC Ministry of Forests, Lands and Natural Resources Operations (MFLNRO).

The JTWG produced the forest management data package and used it to perform analysis to create computer-generated forecasts of the timber supply on Haida Gwaii under particular, specified assumptions. These forecasts include a 'base-case' projection, described below, which fits a number of desirable requirements. However, this base-case forecast **is not a recommended AAC** for Haida Gwaii, nor is it the only possible harvest level; rather, it provides just one of the several sources of information the HGMC will consider in making its determination. Other information sources include the 2007 SLUA's commitment to an economic timber harvest opportunity of no less than 800 000 cubic metres per year, which guides but cannot fetter the HGMC's decision, the socioeconomic background analysis, identified uncertainties in the technical information and—very importantly and the reason for this paper—the ideas, opinions, and personal experiences of people who live on Haida Gwaii, and/or who consider their interests to be affected by the determination.

The HGMC hopes that the information in this discussion paper will engage the two Haida communities (Old Massett, Skidegate); the three incorporated villages of Haida Gwaii (Masset, Queen Charlotte, Port Clements) and the two Regional District representatives; other individuals, licensees, and interested parties to provide informed responses on any matter that they believe should be considered in the AAC determination. The HGMC wishes to ensure that any and all information received during the comment period be taken into account in the determination. To provide your ideas and suggestions, please see the **'Your feedback is needed'** section at the end of this document. To help the determination process to remain on schedule, we would appreciate receiving your written comments before the end of the 45-day Public Review and Comment period, that is, **on or before December 17, 2011**.

# Haida Gwaii Timber Supply Review Public Discussion Paper

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When the review period is complete, all received information will be compiled and organized for presentation to the HGMC, in preparation for the HGMC's considerations and reasoning leading to the determination of the AAC, which is intended to be complete by the spring of 2012.

The 2009 Reconciliation Protocol requires all decisions by the HGMC, which include AAC determinations, to be made by consensus or vote as described earlier under '**The Haida Gwaii Management Council**'. These requirements are mirrored in the *Haida Gwaii Reconciliation Act*, which also requires the decision of the HGMC to be published in the *BC Gazette*. The decision will also be published in the Haida Laas newsletter and the Haida Gwaii Observer.

Following the determination, a decision rationale will be completed, and notice will be posted on the HGMC website, [www.haidagwaiimanagementcouncil.ca](http://www.haidagwaiimanagementcouncil.ca) and in the *BC Gazette*.

As described below in '**The chief forester's role**', when the HGMC has completed its determination, the result will be communicated to BC's chief forester, who will then make separate AAC determinations for the major management units on Haida Gwaii that when summed must not exceed the HGMC determination. It is anticipated that the chief forester's determinations will be announced concurrently with the HGMC's announcement of the new AAC.

## Stages in the AAC determination process:

- Joint Technical Working Group began assembling data for data package [September 2010]
- Provincial chief forester provided timber supply information to HGMC [March 2011]
- Data package completed [October 2011]
- **Public discussion paper released [November 3, 2011]**
- **45-day Period for Review and Comment by public, licensees, interested persons, [November 3 to December 17, 2011]**
- AAC determination by HGMC completed
- AAC released and conveyed to chief forester
- Chief forester determines AACs for Tree Farm Licenses (TFLs) and Timber Supply Area (TSA), within limits of HGMC determination
- Chief forester's determinations released

The plan is to release both the HGMC and the Chief Forester decision in close succession in spring 2012.

## Principles of the Haida Gwaii Timber Supply Review

The context of the Haida Gwaii TSR has two important characteristics. One relates to who determines the AACs, and the other to how the land and forest management objectives and practices are defined.

This AAC determination for Haida Gwaii will be the first to be undertaken by the HGMC, and the first to involve a consolidated review of the timber supply for all of the forest management units on Haida Gwaii into one determination. In all previous timber supply reviews on Haida Gwaii, separate AAC determinations were made for the TSA and TFLs.

Many of the land and forest management objectives and practices for Haida Gwaii are provided by the SLUA and LUOO and were used as the basis for the timber supply analysis that has been done to support the Haida Gwaii TSR. Those documents outline an EBM regime for the islands that in many cases supersedes the provincial *Forest and Range Practices Act*. However, where SLUA and LUOO requirements do not apply, forest practice must still be consistent with FRPA.

Objectives from the LUOO were used as the basis for the timber supply analysis that was conducted by the JTWG to support the Haida Gwaii TSR.

The new AAC to be determined by the HGMC will also account for all recently protected and formerly existing conservancies, ecological reserves, parks and protected areas, with no further necessity for temporary AAC reductions under Part 13 of the *Forest Act*, as was the case in previous years.

# Haida Gwaii Timber Supply Review Public Discussion Paper

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Other values brought forward by the Haida Nation and incorporated into the analysis are: Haida Gwaii should be treated as one unit- without tenure boundaries; TSRs should be transparent to the public- not a “black box”; Haida cultural values need to be accounted for; harvest levels need to be sustainable; TSRs should be spatially based; and the management of land and waters need a pre-cautionary approach.

While many of the underlying principles therefore differ fundamentally in these ways from those used elsewhere in BC, there are similarities in other crucial respects. An identical rigour still applies in the technical methodology of the timber supply analysis itself; only the management inputs differ. And, in the Haida Gwaii Timber Supply Review conducted by the HGMC, the following steps will be accomplished by the HGMC as they are in reviews in other areas by BC’s chief forester; specifically, the HGMC will:

- examine relevant forest management data and practices, information from the public, and economic, environmental and social factors;
- determine a new AAC; and
- identify information to improve future timber supply reviews.

## **The chief forester’s role**

As noted above, the Chief Forester will make separate AAC determinations for the TSA and TFL areas that when added to AAC determinations for other management units such as woodlot licences, First Nations Woodland Licences, and Community Forest Agreement areas, shall not exceed the overall AAC determined by the HGMC for all of the forest management area in Haida Gwaii.

These determinations are required by Section 8 of the *BC Forest Act*, under which the chief forester must regularly determine a new AAC for all TFLs and TSAs in BC. For Haida Gwaii these determinations by the chief forester will effectively allocate the appropriate proportion of the overall AAC for the islands determined by the HGMC, to these management areas—but, importantly, *not* to the specific licences held within the TSA, which is an apportionment that is the responsibility of the Minister of FLNRO, as noted in the next section.

## **What the AAC determination does not do**

- The new AAC set by the HGMC will regulate how much timber may be harvested in each year on Haida Gwaii, and the decisions by the Chief Forester will determine how much of the AAC may be cut from each TFL and the TSA. However: The AAC determination does not establish the forest management regime. On Haida Gwaii, the Strategic Land Use Agreement and the Land Use Objectives Order establish objectives for ecosystem-based management, and a key purpose of the AAC determinations is to establish allowable harvest levels that are sustainable and consistent with the SLUA and LUOO.
- The AAC determination does not allocate harvesting rights, nor the manner in which socioeconomic benefits associated with timber harvesting are generated and distributed among licensees, communities, and other stakeholders. These decisions are made through other processes - for example, the Minister of FLNRO will apportion the AAC that is determined for the TSA among various types of forest tenure

# Haida Gwaii Timber Supply Review Public Discussion Paper

## 4. Description of Haida Gwaii

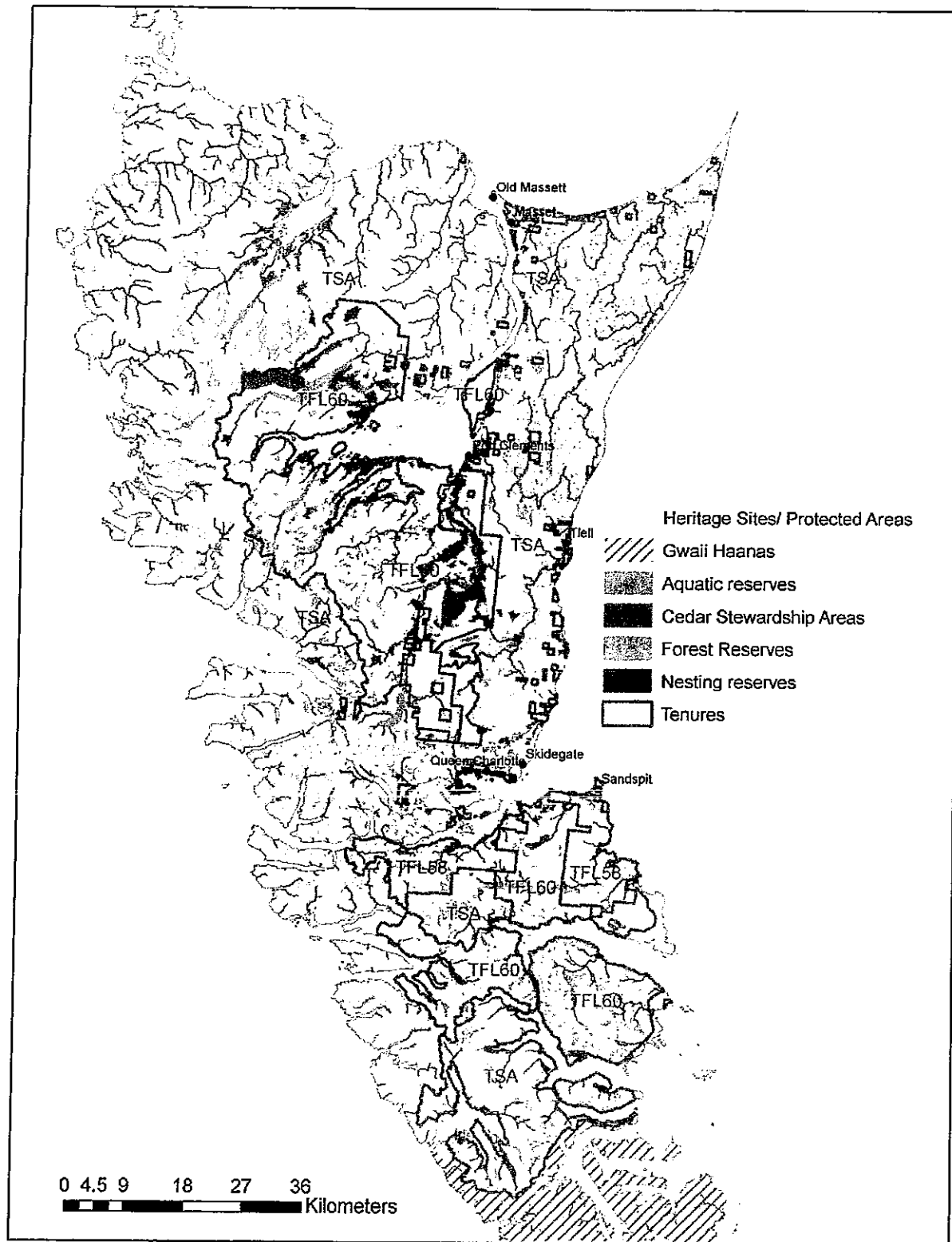


Figure 1: Land use zones and tenure boundaries on Haida Gwaii.(2010)

# Haida Gwaii Timber Supply Review Public Discussion Paper

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Haida Gwaii is an archipelago of more than 150 islands off the north coast of British Columbia, to the north of Vancouver Island, from which it is separated by Queen Charlotte Sound. The mainland north coast of BC lies 80 kilometres to the east across Hecate Strait, and the U.S. state of Alaska lies to the north across Dixon Entrance. Haida Gwaii's total landmass of just over a million hectares is situated mostly in two main islands, the larger, Graham Island, being to the north, and Moresby Island to the south.

The 2006 *Haida Gwaii/Queen Charlotte Islands Land Use Plan Recommendations Report* records that

The Islands were formed about 20 million years ago when the Farallon plate began to slide under the North American continent. This shifting of continental plates led to the formation of a range of rugged mountains rising from the ocean floor and stretching from the Olympic Mountains on Vancouver Island to Haida Gwaii/Queen Charlotte Islands. The archipelago has been further shaped by a variety of other physical forces including volcanic activity, erosion, sedimentation and glaciation.

The climate of the Islands is generally mild, with cool summers and moderate winters, influenced by the effects of the warm Japanese current sweeping along the coast.

The geography of the Islands is similar to the mainland coast of British Columbia and the southern regions of Alaska, including mountainous terrain, deep fjords, bog lowlands, temperate rainforests and sub-alpine tundra.

The rugged mountains of the Windward Queen Charlotte Ranges dominate the west side of the Islands, descending abruptly into the ocean to form a steep, rocky coastline. The weather is cool and wet, with deep snow at higher elevations. Steep headwater streams and gullies drain the mountainsides, carrying water, sediment and organic materials to the fans and floodplains that line the valley bottoms.

The Skidegate Plateau, immediately to the east of the Windward Queen Charlotte Range is lower in relief and rainfall and includes the most productive forest lands on the Islands. Many of the largest trees found on Haida Gwaii/Queen Charlotte Islands are located within the Skidegate Plateau. In this region, high levels of biodiversity and much of the best habitat for wildlife anywhere on the Islands can be found.

The relatively flat, low elevation Queen Charlotte Lowlands are found to the northeast of the Skidegate Plateau. This area is dominated by extensive blanket bogs, shallow lakes and scrub forest, with patches of productive forest in better drained areas and on richer bedrock.

The diverse geography and landscape of the Islands is reflected in its biological diversity. There are a large number of plant and animal species and sub-species that are only found on the archipelago. This is one reason why the Islands are often referred to as "the Galapagos of the North."

The landscapes of Haida Gwaii are largely forested and include over 540 000 hectares of intact temperate rainforest, a significant portion of what remains of the globally rare coastal temperate rainforest biome, represented in North America by the dense evergreen Pacific Coast Conifer Forest stretching from northern California through southeast Alaska (Alaback and Pojar 1997). It is estimated that only 44 percent of this biome remains, most of which lies north of latitude 48° N.

At low elevations, Haida Gwaii's closed coniferous forests are dominated by western hemlock, western red cedar and Sitka spruce. Higher elevations support forests of mountain hemlock and yellow-cedar, with parkland, alpine meadows and heaths at higher altitudes. In the boggy, windward forests, yellow-cedar and lodgepole pine are present with western hemlock, mountain hemlock, western red cedar, and Sitka spruce. The productive forests are characterized by big, old trees, and large accumulations of biomass.

Haida Gwaii supports a wide range of wildlife including a number of species for the habitats of which specific EBM objectives have been legally established. These are Black Bear, Northern Goshawk, Northern Saw-Whet Owl, Marbled Murrelet, and Great Blue Heron. A number of wildlife and plant subspecies found on Haida Gwaii occur nowhere else on Earth.

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Of Haida Gwaii's total area of 1,006,310 hectares, lakes rivers and wetlands cover about 64,000 hectares, about 5000 hectares are unforested (in wetlands and maritime and high elevation areas), and over 130,000 hectares are forests considered unproductive for commercial harvesting.

Roughly half the total area of Haida Gwaii is protected land, and about 191,000 hectares are considered suitable and available for harvesting timber. Over 255,000 hectares are in protected areas collaboratively managed by the Haida Nation and BC. Protected land also includes the 149 500-hectare Gwaii Haanas National Park Reserve and Haida Heritage Site, established in 1988. This area, on the southern end of Moresby Island and numerous smaller adjacent islands and islets, is cooperatively managed by the Haida Nation and the Government of Canada.

## 5. Socioeconomic Conditions

### Population

Over the past two decades the population of Haida Gwaii has declined by about 16%. It is expected to remain fairly stable over the next decade. This projection does not consider changes that may be related to the forest sector as described in this document.

*Table 1. Haida Gwaii population estimates and projections, 1990-2020.*

	1990	1995	2000	2005	2006	2007	2008	2009	2010	2015	2020
Haida Gwaii	5,677	5,882	5,314	4,910	4,959	4,926	4,878	4,777	4,788	4,859	4,887

Source: BCStats. Population Projections for School Districts.

<http://www.bcstats.gov.bc.ca/data/pop/pop/popproj.asp>

### Labour Force

Tables 3 and 4 show the employment and income dependencies for Haida Gwaii. The data used to create these tables are from the Census, thus reflect those people who resided on Haida Gwaii when the Census was undertaken. The data does not include those who work on the Islands, but who reside elsewhere.

*Table 2. Haida Gwaii employment dependencies by sector, 2001, 2006 Census*

Haida Gwaii	Forestry	Mining & Min Proc	Fish & Trapping	Agric. & Food	Tourism	High Tech	Public Sector	Const	Other	Non Basic	Total
2006 Census	354	20	297	17	488	25	891	141	83	455	2,772
	15%	1%	13%	1%	21%	1%	38%	6%	4%		
2001 Census	672	14	191	20	292	0	966	134	95	508	2,892
	28%	1%	8%	1%	12%	0%	41%	6%	4%		

Source: 2006, 2001 Economic dependency tables for forest districts, Garry Horne. BC Stats.



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*Table 3. Haida Gwaii income dependencies by sector, 2001, 2006 Census*

Haida Gwaii	Forestry	Mining & Min Proc	Fish & Trapping	Agric. & Food	Tourism	High Tech	Public Sector	Const	Other	Trans Payments	Other Non-employ. Income
2006 Census	14%	0%	6%	0%	10%	0%	33%	4%	2%	17%	13%
2001 Census	36%	0%	4%	0%	5%	0%	30%	4%	2%	13%	6%

Source: 2006, 2001 Economic dependency tables for forest districts, Garry Horne. BC Stats.

*Table 4. Haida Gwaii forest district cubic metres of timber harvested, by management unit, 2000-2010.*

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	Average	Current AAC
TSA	324 576	404 729	362 642	371 110	313 165	376 248	299 403	296 680	331 119	207 331	369 713	332 429	869 748
TFLs*	1 145 059	850 667	917 615	557 421	723 181	505 187	579 115	527 057	697 023	136 014	255 300	626 695	902 868
Other Prov. Crown	59 341	17 489	58 429	10 600	56 960	59 419	1 732	1 218	7 884	10 199	8 430	26 518	Part of TSA
Private/Federal	64 742	11 363	19 259	20 506	8 553	1 584	572	62 681	120 429	73 750	119 643	45 735	
Total Haida Gwaii	1 593 719	1 284 249	1 357 944	959 638	1 101 860	942 439	880 821	887 636	1 156 455	427 294	753 087	1 031 377	1 772 616

Source: Timber Pricing Branch, BC Ministry of Forests, Lands and Natural Resource Operations.

Note (\*): TFL 58 AAC is 100 000 cubic meters per year and TFL 60 AAC is 802 868 cubic meters per year

*Table 5. Estimated direct employment impacts associated with the base case timber supply forecast (895,266 cubic metres/year).*

	Number of full-time equivalent jobs
Timber supply	
Harvesting Haida Gwaii residents	304
Processing Haida Gwaii residents	50
Non Haida Gwaii residents	743
Total province person years	1,098

## 6. Land base

Since the last timber supply analyses for AAC determinations for the TSA and TFLs on Haida Gwaii, a number of land use and management decisions have been made that affect the size of the area on which timber may be harvested—the ‘timber harvesting land base’—and the forest management objectives and requirements to which harvesting must adhere. These changes have in turn affected the availability of timber for harvest on Haida Gwaii.

In particular, respecting the land base, significant areas have been excluded from the harvestable area to protect heritage sites and conservancies; and, respecting the management of the forest, ecosystem-based management (EBM) is now required by the objectives legally established in Haida Stewardship Law and in the 2010 LUOO as the basis for all forest practices throughout harvestable areas on Haida Gwaii.

### Heritage sites and conservancies

Many areas on Haida Gwaii which have long been protected by the Haida Nation for their natural, cultural and spiritual values have now been recognized by provincial legislation. Heritage Sites and conservancies on Haida Gwaii cover over 250 000 hectares, and together with parks and other protected areas, contribute to the permanent protection of approximately one half the land of Haida Gwaii.

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These areas ensure continuance of the natural values that support activities integral to the traditional way of life of the Haida, and also ensure protection of the environmental values that attract visitors from all over the world to enjoy many forms of wilderness experience with ever more valuable opportunities for relaxation and spiritual refreshment. This visitor activity is also an important contributor to the economy of Haida Gwaii.

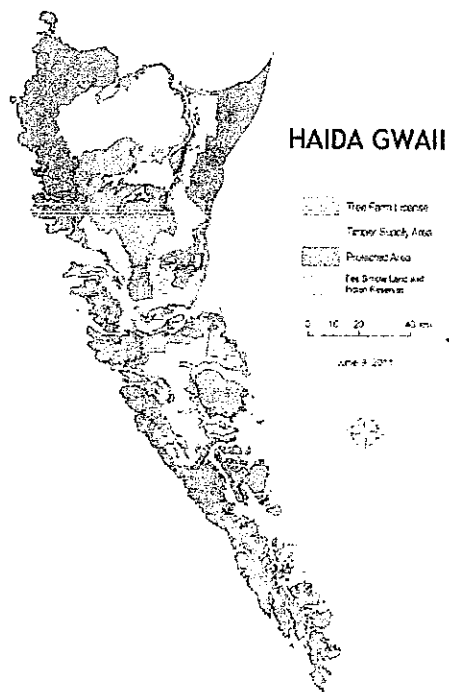
These 11 protected areas are:

- Duu Guusd- 143,496
- Daawuuxusda – 70,293 hectares
- Damaxyaa - 822 hectares
- Kamdis – 1896 hectares
- Kunxalas – 3344 hectares
- Nang Xaldangaas – 6897 hectares
- K'uuna Gwaay - 1756 hectares
- SGaay Taaw Siiwaay K'adjuu - 597 hectares
- Tlall – 16,214 hectares
- Yaaguun Gandlaay – 2493 hectares
- Yaaguun Suu- 7970 hectares

Haida Gwaii conservancies now cover a total of 255,778 hectares.

The Haida Nation and the Province of BC will collaboratively manage the protected areas.

## Forest Tenure Operating Areas



*Figure 2. Map of large tenure areas on Haida Gwaii*

Outside the protected areas, the majority of the area on which timber harvesting is permitted is contained within three areas, two Tree Farm Licenses (TFLs), TFL 58 and TFL 60, and the Timber Supply Area (TSA). The TSA is a defined area of land within which various types of forest tenures provide timber

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harvesting rights and management responsibilities. The TSA is located primarily on Graham Island, with a smaller portion on north central Moresby Island.

The TSA has a gross area of 798,301 hectares, and a long-term timber harvesting land base of 121,329 hectares.

Tree Farm Licence 58 is held by Teal Cedar Products Ltd. and comprises the land in the former Moresby Block of the old TFL 47, from which it was created on December 1, 2006, and which is located immediately adjacent to the community of Sandspit. The TFL's gross area is 27,873 hectares, with a long-term timber harvesting land base of 13,095 hectares.

Tree Farm Licence 60, currently in the process of transfer from Western Forest Products Ltd. to the Haida-owned Taan Forest Ltd., comprises the land in former Block 6 of TFL 39 that was divided off from that TFL effective January 15, 2010. The TFL has a gross area of 180,133 hectares, with a long-term timber harvesting land base of 55,484 hectares. The current, determined or implied AAC for each area is shown earlier in Table 4.

The Haida Gwaii Forest District has four Woodlot Licences. There are 1842 ha of land in woodlot licences within this district. The current total allowable annual cut (AAC) for the district is 9293 m<sup>3</sup> per year. The current licences in the district are as follows:

Woodlot Licence 0161 – D. Younger, Near Port Clements – 477 ha / 2728 m<sup>3</sup> AAC

Woodlot Licence 0162 – G. Lavoie, Lawn Hill Area – 465 ha / 2445 m<sup>3</sup> AAC

Woodlot Licence 1840 – Skidegate Band Council, Near Jungle Creek – 422 ha / 2000 m<sup>3</sup> AAC

Woodlot Licence 1841 – Old Massett Village Council, Near Port Clements – 478 ha / 2120 m<sup>3</sup> AAC

## **7. Forest Management**

### **Ecosystem Based Management:**

EBM on Haida Gwaii is now a requirement of both Haida and BC law. In the 2007 SLUA, EBM is defined for Haida Gwaii jointly by the Haida Nation and BC as

“an adaptive, systematic approach to managing human activities, that seeks to ensure the co-existence of healthy, fully functioning ecosystems and human communities.”

The SLUA also notes that

“[t]he Haida will establish the EBM Objectives in accordance with their laws, policies, customs, traditions and decision making processes.”

The 2010 LUOO states

“This Land Use Objectives Order establishes legal objectives for forest-based values to support implementation of ecosystem-based management. These objectives protect important Haida cultural values, support ecosystem integrity and provide environmental benefits by maintaining the diversity and abundance of organisms on Haida Gwaii. Human well-being will be maintained through policies and initiatives designed to achieve socio-economic benefits, including carbon values, and timber harvest levels that will support a viable forest industry.”

The aim of Haida Stewardship Law is ‘...bringing land and resource use balance to Haida Gwaii to ensure the continuity of Haida culture and a sustainable islands economy’, and the Haida Land Use Vision places

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triple emphases on ‘the well-being of the land’, ‘the condition of the land’, and ‘the natural ability of the land to function and provide’. The Haida Land Use Vision also refers to

“Yah’guudang—our respect for all living things—[which] celebrates the ways our lives and spirits are intertwined and honours the responsibility we hold to future generations.”

This is the underlying spirit of the EBM on Haida Gwaii that is now prescribed in detail in the legally established land use objectives and is accounted for in the timber supply analysis as briefly described in the following section.

## **Incorporating EBM in the timber supply review**

The specific objectives defining the implementation of EBM on Haida Gwaii are set out in the 2010 *Land Use Objectives Order* (LUOO) that followed from the 2007 Strategic Land Use Agreement (SLUA).

The objectives do not define, amend, recognize, affirm, deny or limit the aboriginal rights, aboriginal title, or treaty rights of the Haida Nation; nor do they relieve the Province of any obligation or duty to consult and accommodate the Haida Nation. However, they are based both on Haida Stewardship Law and on BC’s land use objectives regulation for the purpose of ensuring sustainable forest management.

Because the legal establishment of these objectives ensures that all forest stewardship and woodlot licence plans throughout Haida Gwaii must conform to them, they must be reflected and accounted for in timber supply analysis, and in AAC determinations, as definitive current practice.

Haida cultural values, as identified in the LUOO, are accounted for in the analysis, including reductions to the THLB to protect monumental cedar, culturally modified trees, yew and crabapple, medicinal plants, and heritage features like middens and village sites.

The legally established objectives include:

### **Cultural objectives, for**

- cedar stewardship areas;
- cultural feature identification;
- Haida traditional heritage features;
- Haida traditional forest features;
- western red cedar and yellow-cedar retention;
- western yew retention; and
- culturally modified trees and monumental cedar.

### **Aquatic habitat objectives, for**

- Type I fish habitat [as defined in the Order];
- Type II fish habitat [as defined in the Order];
- active fluvial units;
- upland stream areas; and
- sensitive watersheds;

### **Biodiversity objectives, for**

- forested swamps;
- ecological representation; and
- red-listed and blue-listed ecological communities.

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## **Wildlife objectives, for**

- Black Bear dens;
- Marbled Murrelet nesting habitat;
- Northern Goshawk habitat;
- Great Blue Heron nesting habitat; and
- Northern Saw-whet Owl nesting habitat.

## **Forest reserve objectives, for**

- areas reserved to meet landscape level objectives.

Examples of how these objectives are incorporated into the analysis are as follows.

Objective 5, for Haida traditional heritage features, requires that all Class 1 Haida traditional heritage features be protected in a reserve zone with a minimum width of 500 metres, measured from the edge of the feature. (The reserve zone may be reduced for necessary purposes if this is decided to be unavoidable by a completed intergovernmental process.)

To account for these reserves in the timber supply analysis, an appropriate, corresponding area is excluded from the timber harvesting land base, and is assumed not to contribute to the timber supply at any time (except by providing forest cover for biodiversity purposes).

As another example, Objective 10 requires that all forest within Type I fish habitat, and all forest within two tree lengths adjacent to such habitat (plus or minus half a tree length), be protected in a reserve zone. Accordingly, in the analysis, the area of riparian reserves (including adjustments for unmapped streams) within each forest stand delineated for the analysis is determined, and that area is excluded from contributing to the harvestable area (the timber harvesting land base) such that no timber is ever assumed to be available for harvest in these areas.

For other objectives, instead of excluding area from the timber harvesting land base, a 'forest cover requirement' is applied such that no more than a given percentage of the forest cover may be harvested at any time. For instance, Objective 14, for sensitive watersheds, requires for watersheds up to or greater than 500 hectares that up to five percent of the watershed area may be harvested in a five-year period, while for watersheds less than 500 hectares, up to 10 percent of the watershed area may be harvested in a 10-year period.

If too much timber has already been harvested in a sensitive watershed (representing an equivalent clearcut area of 20 percent or more) then no harvesting may occur). In such a case in the analysis an over-harvested area is assumed to be excluded from the timber harvesting land base until the area is adequately 'greened-up'.

In these ways, the real-life, physical, on-the-ground implications for timber supply arising from applying the objectives in the LUOO can be represented in the analysis by applying specific, corresponding assumptions to constrain the timber supply in respect of each separate requirement.

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## 8. The timber harvesting land base

In the analysis, in order to model the timber supply, it is necessary to derive the size of the land base on which timber harvesting may be assumed to occur. For this, the overall size of the forest must be assumed to be reduced, by a series of exclusions or deductions representing actual constraints, to ensure that only that timber which is truly suitable and available for harvest at a particular time is assumed to contribute to the timber supply projected for each period in the forecast. To achieve this, in deriving the timber harvesting land base (THLB) in the analysis, for each of TFL 58, TFL 60 and the TSA, land base deductions were applied in respect of a number of factors. For the whole of Haida Gwaii, which covers a total area of 1,006,310 hectares, the gross total land base area deductions applied in respect of the following factors are shown in Table 7:

Following these deductions, some of which overlap, the total of the combined areas in the TFLs and the TSA which contribute directly to the overall long-term timber harvesting land base is 190,907 hectares, nearly 19 percent of the total area of Haida Gwaii.

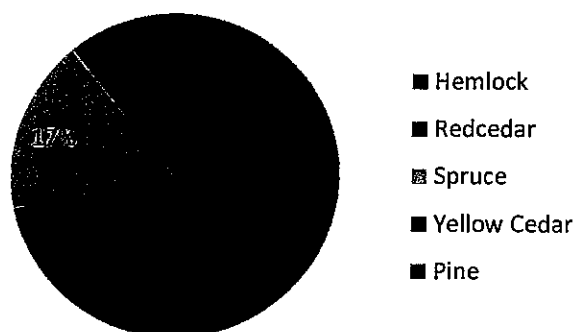


Figure 3. Species profile in the operating landbase of Haida Gwaii.

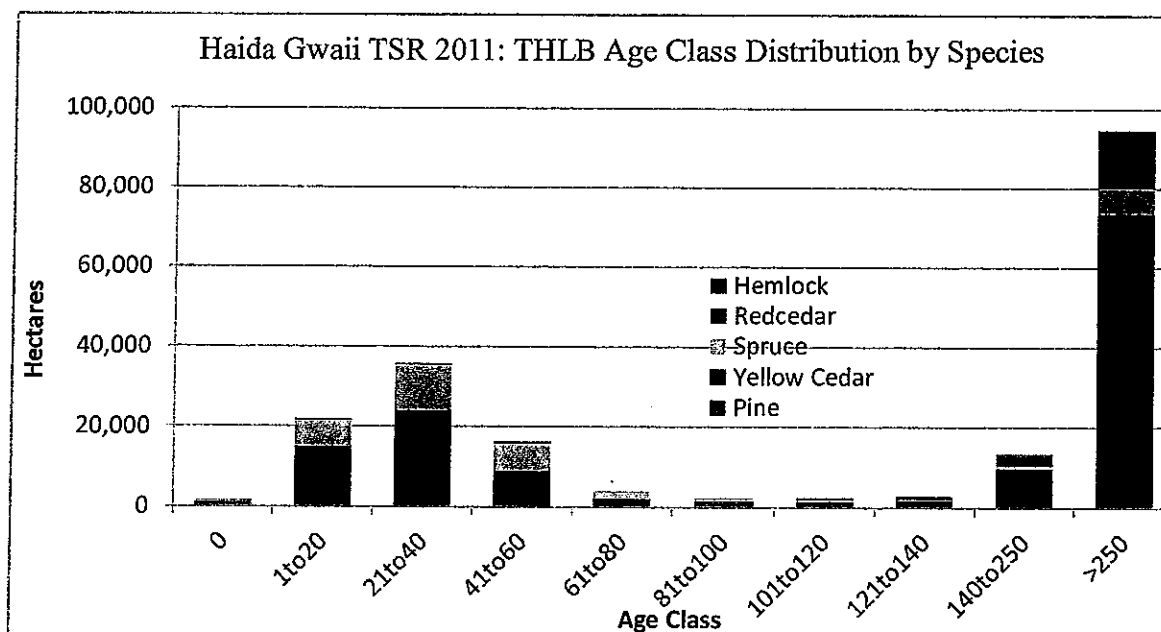


Figure 4. Timber harvesting land base age class distribution by species

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*Table 6. Gross area reductions in deriving timber harvesting land base for all Haida Gwaii (including overlaps)*

Land types excluded from Harvesting land base	Total area (ha)
Lakes, Wetlands, Rivers	63,987
Non Productive	130,467
Non Forested	4,923
No Inventory Available	24,566
No Species Info in Inventory	29,419
Protected areas, private lands and areas not administered for forest management objectives	518,446
Terrain Stability Classes 4 and 5	54,292
Economically Inoperable	85,644
Cedar Stewardship Areas	22,829
Forest Reserve Network	34,088
Wildlife Habitat Areas	1,717
Active Fluvial Units	30,749
Forested Swamps	14,278
Saw-whet Owl and Goshawk	3,225
Potential Goshawk Habitat	4,771
Potential Blue Heron Nesting	208
Red Listed Site Series	12,408
Blue Listed Site Series	97,295
Riparian Buffers	255,213
Not Sufficiently Restocked	11,822
In Block Reductions (Monumental Cedar 13.7%, Culturally Modified Trees 7.7%, Haida Traditional Forest Features 5%)	46,463
Future Roads Trails and Landings	12,733

## 9. Timber supply analysis results

The sources of information the HGMC will review in making its determination include the timber supply analysis, prepared for Haida Gwaii by the Joint Technical Working Group, which models the development of the forest on the islands through time and its response to harvesting while respecting EBM objectives. This section highlights some of the important findings from the timber supply analysis.

### The base case

The timber supply analysis provides an assessment of the land base of Haida Gwaii and forest management information. This assessment includes a timber supply forecast, aggregated from the forecasts prepared for the TFLs and the TSA by the Joint Technical Working Group using the most up-to-date and best available data and knowledge on current forest management objectives and practices. This timber supply forecast is called the base case. The base case is not an AAC recommendation, but rather one of many sources of information the HGMC will consider when determining the AAC, which may be greater or less than the initial level forecasted in the base case, depending on many factors including the uncertainties described in section 10, 'Main issues and concerns'.

The base case harvest forecast (Figure 5) shows a harvest level of 895,266 cubic metres per year for the next 80 years. Following this, the harvest level rises to a 923,558 cubic metres a year and remains at this level for the long term. The chart also shows harvest forecasts for the individual major management units. These results are relevant for the chief forester's determinations for the TSA and TFLs. For the TSA, the

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forecasted harvest level for the first 80 years is almost 493,000 cubic metres per year, and the long-term levels in just over 521,000 cubic metres per years. The forecast for TFL 58 is constant at just below 73,000 cubic metres per years, and for TFL 60 is constant at somewhat above 329,000 cubic metres per year.

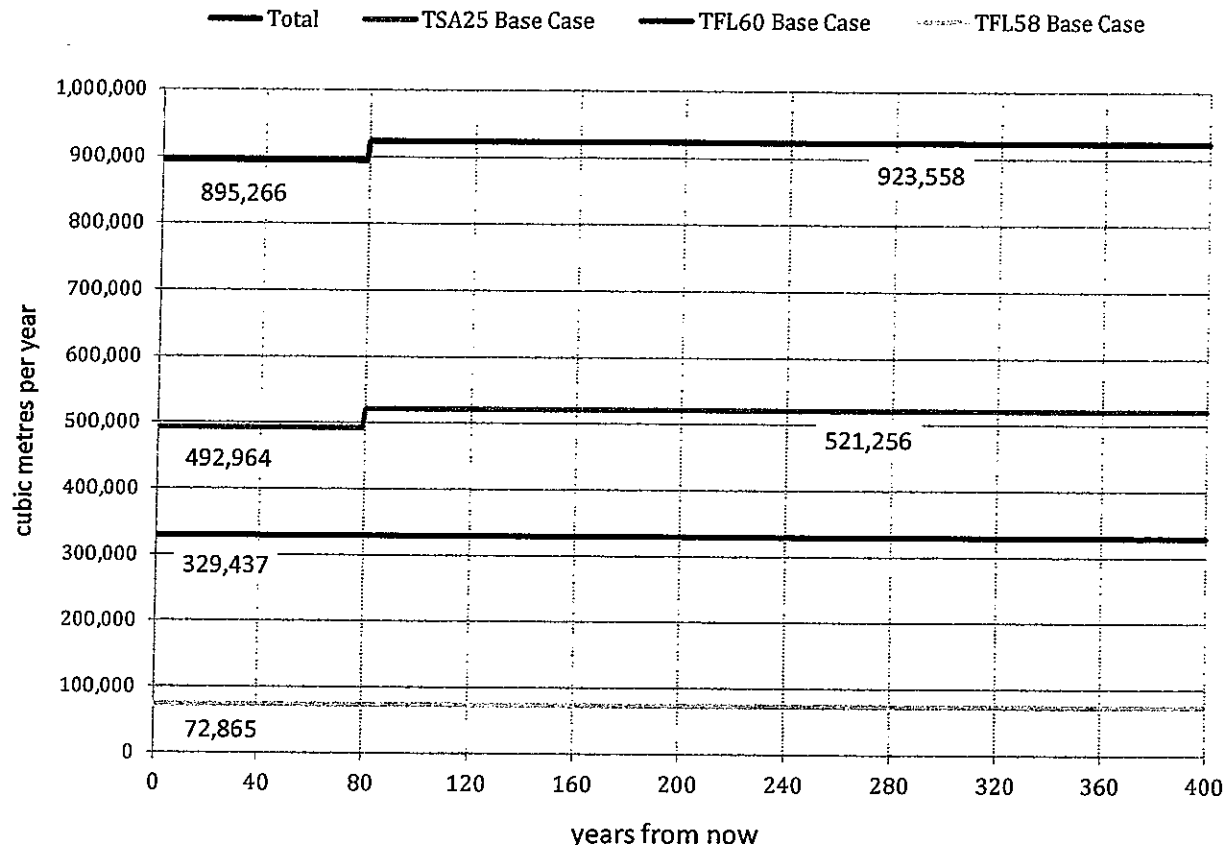


Figure 5. TSR base case harvest forecast

## 10. Main issues and concerns

In producing the data package and conducting the timber supply analysis, the Joint Technical Working Group has identified a number of issues and concerns that will need to be considered and addressed by the HGMC in making its AAC determination. These are:

### Hydrological recovery:

In the LUOO, the objectives for sensitive watersheds and for upland streams place a maximum limit on the area of forest that is not hydrologically recovered after harvesting. The purpose of the limit is to maintain the quality and quantity of water within the natural range of variation. The degree of hydrologic recovery is normally associated with the heights of the trees growing in new stands after harvest. Research on hydrologic recovery is ongoing, and given the uncertainty about when recovery is achieved, analysis was done to investigate the timber supply impacts of different rates of recovery.

. Sensitivity analysis addressed the question “what if watersheds recover much earlier (shorter stands) or much later (taller stands) than what was modeled in the base case?”

One analysis assessed the difference in timber supply that would occur if full hydrologic recovery occurred in stands that are 2m shorter than the base case. The analysis showed a minor increase of 3% in timber supply for the first 20 years only.



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A second analysis examined the difference in timber supply when using a recovery threshold 5m taller than the base case. This resulted in 2% less volume being available in the short term, and 3% less volume being available in the mid-term (80-190 years from now).

The science on hydrological recovery is emerging and the Joint Technical Working Group will continue to work with hydrological experts to have the best available information available for consideration by the HGMC.

## **Risk-managed objectives from the LUOO**

In the LUOO, some of the objectives provide for the exercise of specified degrees of discretion under particular conditions. For instance, the LUOO allows for deviation from the default requirements for the width of no-harvest buffers next to some fish habitat, active fluvial units, and traditional heritage features, or in respect of the required percentages of retained mature and old forest in forested swamps.

A sensitivity analysis addressed the question “what if risk-managed objectives were always applied?” To examine the potential implications for timber supply arising from the application of the risk-managed objectives, a sensitivity analysis was run exploring risk management for fish habitat, active fluvial units, forested swamps, sensitive watersheds, upland streams and monumental cedar. The results showed an increase in timber availability of 8% over the first 80 years, and an increase in the long-term level of 3%.

## **Estimates of site productivity**

An estimate of the site productivity of each forest stand, that is the potential capability for growing trees, is used in timber supply analysis. Studies in BC in recent years have shown that in many cases the productivity estimates for older forests often underestimate the actual rates of growth that occur in the new stands after harvest. In the base case site productivity estimates from the most reliable and up to date sources were used. Where information was available, estimates were based on ground-truthed data collected after harvests, or a study that compared old tree stumps with growth on ‘logged and regenerated’ stands. In other areas, site productivity was assigned using correlations between ecosystem types and site index. Given uncertainties about what rates of growth will be observed over longer time periods, it was important to gain an understanding of how different site productivity estimates could affect timber supply.

A sensitivity analysis addressed the question “what if site productivity estimates derived from forest inventory data are in fact better than estimates based on the recent studies?” This analysis showed that if trees do not grow as quickly as indicated in the recent site productivity studies, timber supply would be 6% lower over the next 80 years, and 9% lower over the long term.

Another assessment addressed the question “what if site productivity is higher in the Timber Supply Area to the extent indicated in the recent site index adjustment (SIA) study?” The findings of the SIA study are applicable to hemlock and spruce stands in the TSA that are currently between 10 and 60 years old have slightly higher productivity than was modelled in the base case. The area to which these results apply is 6% of the TSA timber harvesting land base. The gains in timber supply that would be expected from these changes would be small and would only occur in the mid to long term.

## **Minimum harvestable age**

For timber supply analysis, estimates must be made of the earliest point at which trees will reach a harvestable condition. For the base case, minimum harvestable age (MHA) was assigned at an age that maximizes average volume productivity over the long term. For modeling, an MHA was assigned for each stand of the operating landbase; for the base case, the area-weighted average MHA for all stands for the current area of second growth is 110 years.

In the timber supply analysis, sensitivity analyses were performed to address the question “what if, on average, stands are harvested at younger ages than the base case, or older ages than the base case”.

Uncertainty about the actual timing of harvest stems from differences in objectives. One objective would

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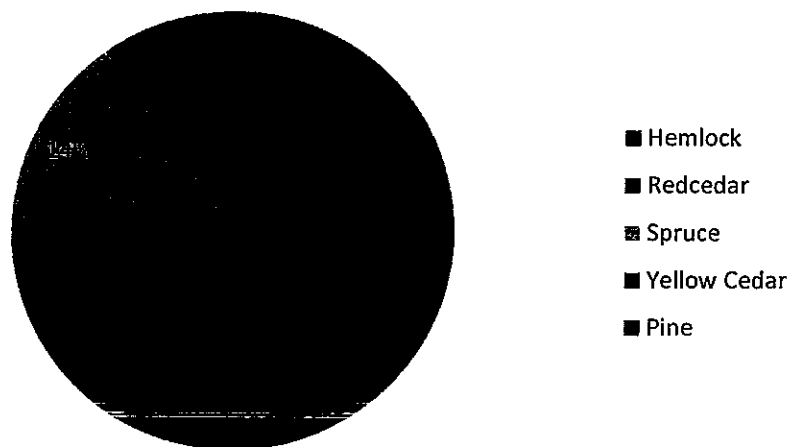
be to obtain revenue from a stand as soon as possible based on economic concerns.. Such an objective would often lead toward shorter harvest ages. Another objective could be to obtain high quality wood grades and products, which usually take longer to grow, and hence require longer harvest ages.

To explore the impacts of these different outlooks, a pair of sensitivity analyses was done. The first looked at the outcome of harvesting stands 20% younger than the base case. The results showed a 7% increase in annual volume in the short term tapering off to a 1% decrease below the base case after 80 years.

The second sensitivity analysis looked at the outcome of harvesting stands 20% older than the base case. This analysis provides a reasonable idea of the general magnitude of change that could stem from a focus on higher quality logs. The results show a decrease in timber availability of 7% per year.

## Species profile of actual harvests compared to species profile of the inventory:

Species profile is the amount and distribution of tree species in the inventory and across the landbase (Figure 3 above). In the base case, modelled harvests were proportional to the contribution of each species to the inventory. However, in reality the various species are not being harvested in proportion to their contribution to the overall inventory. Figure 6 shows the species profile of actual harvest based on volumes billed between 1995-2010 in the Haida Gwaii Forest District.



*Figure 6. Species profile of volumes billed between 1995-2010 on Haida Gwaii*

This shows that redcedar and yellow cedar make up 49% of the actual annual volume, compared to 34% in the inventory.

An analysis of timber supply results was done to address the question “how long will old growth cedar be available for logging if we continued to log cedar at the current proportion of harvest?”

The analysis shows that if redcedar and yellow cedar continued to be harvested at the same proportion of the total harvest as they have been over the last 15 years, the supply of old redcedar and yellow cedar available for harvest would effectively be gone in 41 years.

## Inventory audit implications:

An inventory audit and a volume and decay sampling study for Haida Gwaii in the late 1990s showed the possibility that some inventory volumes may be underestimated given new information on decay and tree shape. However, a number of caveats (such as the applicability of new adjustments to individual trees vs. stands) have led to these assumptions not being included within the base case forecast. An assessment was

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done to see how the new information affects estimates of the available timber inventory. Analysis showed that the overall volume of timber on the timber harvest land base would increase by 19%, which would have a similar change to the potential harvest flow, over the next 100 years.

## **Economic operability:**

The 'operable area' in which licensees are able to harvest economically is subject to uncertainty. In some cases, harvesting has taken place in areas previously assumed to be inoperable, and some areas assumed operable have proved too expensive to harvest. For the base case, it was assumed that types of forests – according to terrain, tree species and volume – that have been harvested over the past 10 years will continue to be economically operable in the future.

Some forest areas with quite low timber volume were defined as economically operable for the base case. Therefore, an assessment was done to see how the harvesting land base would change if forests needed to have a higher volume in order to be economic to harvest. For this assessment, the historically harvested types of forests with the lowest volumes (specifically, the lowest 10% percent of volumes) were excluded from the harvesting land base. The impact was that the total area defined as economically inoperable went from 85,644 ha to 153,245 ha, an increase of 85%. But due to overlaps with other types of areas that were excluded, the harvesting land base actually decreased by only 5.6%. Such a change would be expected to have an approximately proportionate impact on timber supply over the entire analysis horizon. The changes on the harvesting land base and timber supply will be dampened because of the EBM-related exclusions from the harvesting land base.

## **11. Your feedback is needed**

Information provided by local and interested people is of major importance in the considerations for the determination of AACs. Your personal experience and knowledge of a particular area may be essential to an accurate judgement, particularly if something significant has been overlooked in the information under consideration. Your feedback is welcomed on any aspect of this discussion paper, on any other issue related to the timber supply, or on any other matter which you consider should be taken into account by the HGMC in making its AAC determination.

**This is your opportunity to provide input on the HGMC's determination as well as the chief forester's determinations for the TSA and TFLs. There will not be a separate public consultation process for the chief forester's determinations.**

The HGMC will be pleased to hear from you and to answer questions to help you prepare your response.

**Please send your written comments to [admin@haidagwaiimanagementcouncil.ca](mailto:admin@haidagwaiimanagementcouncil.ca)**

**or to PO Box 157 Masset, Haida Gwaii, BC V0T 1M0.**

In the interest of keeping the AAC determination on schedule, it would be appreciated if we can receive your comments by the **end of the Public Review and Comment Period, on December 17, 2011.**

You may identify yourself in your response if you wish; please note that all responses may be made public under the Freedom of Information and Protection of Privacy Act, but if the responses are made public, personal identifiers will be removed before the responses are released.

For more information, please contact the Haida Gwaii Management Council at:

**[admin@haidagwaiimanagementcouncil.ca](mailto:admin@haidagwaiimanagementcouncil.ca)**

**Or, write to: PO Box 157 Masset, Haida Gwaii, BC V0T 1M0**

For more information, or to view the forest management data package, visit the HGMC website at [www.haidagwaiimanagementcouncil.ca](http://www.haidagwaiimanagementcouncil.ca)

**Larry Duke, RFT**

Engineering & Recreation Officer  
Haida Gwaii Forest District & Integrated Business Centre  
email: larry.duke@gov.bc.ca  
Tel: (250) 559-6223 Fax: (250) 559-8342

"Material and opinions contained herein are solely those of the author and do not necessarily represent in whole or in part the position of the BC Ministry of Forests and Range".

We, the project team, are pleased to advise that the Natural Resource Road Act Project website is now live. The NRRRA Project is taking a different approach to engaging stakeholders in the development of a single Act to support the management of resource roads of British Columbia than was done for Bill 30.

This website has been developed to provide administrators, builders, maintainers and users with an opportunity to contribute to the new Act. The Act is about consistency, streamlining, and clarifying for all involved what rights and obligations go along with resource roads in BC. So that no matter who you are and where you are, your rights and obligations are the same, province wide.

Further to that, its about continuing the rights of the public to use resource roads as well as the responsibility of government, as stewards of the land on behalf of all British Columbians, to ensure such roads do not cause unacceptable environmental impacts.

On this site you will find a policy discussion paper and presentation as well as links to related initiatives such as the Off Road Vehicle Management Framework. You can view the documents on-line or download them to your computer for printing, future review or distribution.

You are invited to provide feedback to the project team through "submit comment" links until December 15<sup>th</sup>, 2011. That feedback will help inform the team of the concerns that road builders, maintainers and users have with resource road policy today and regarding the team's ideas for resource road policy in the future. Plus it is an opportunity to pass along ideas for how we can make it better.

For further information about this opportunity to help shape how we manage resource roads in BC, please visit the project website. Please forward this email to whomever you think needs to see it. We look forward to hearing from you.

[www.for.gov.bc.ca/mof/nrra](http://www.for.gov.bc.ca/mof/nrra)

~~C-2~~

2011-11-01

BA-2

<http://www.newsroom.gov.bc.ca/2011/10/simplified-resource-road-rules-benefit-industry-users.html>

Thank you  
Natural Resource Road Act Project Team  
Natural Resource Sector Ministries  
Province of British Columbia

## Board members recognized for service

The Board recognized Barry Avis (Qualicum Beach) and Tim McGonigle (Lake Cowichan) for their eight years of service on the Board of Vancouver Island Regional Library. Under legislation, members can only serve a maximum of eight years on the Board.

The Board also recognized 14 members who will not be returning in 2012, as follows:

- Marcia Turner (Comox)
- Ray Cadorette (Duncan)
- Bruce Whittington (Ladysmith)
- Bill Holdom (Nanaimo)
- Dave Haywood (North Cowichan)
- Gail Neely (Port Alice)
- Scott White (Port Hardy)
- Shelley Downey (Port McNeill)
- Gladys Noddin (Queen Charlotte)
- Debbie Coates (Sayward)
- Jeannette Hughes (Sidney)
- Ron Dumont (Sooke)
- Martin Davis (Tahsis)
- Rose Zilliken (Tofino)

## Sooke Library Manager introduced

Adrienne Wass, the new library manager of the Sooke branch was introduced to the Board. She has been working at the branch as a customer service librarian since May 2011 and was previously employed at the Greater Victoria Public Library, Legislative Library of British Columbia, University of Western Ontario, and Winnipeg Public Library. She received her MLIS degree from the University of Western Ontario in 2002.

## I ♥ my library teen video contest winners honoured

Jamie Ruddick and Josh Richardson, from Nanaimo, and David Krisner, from Comox—first prize winners in the 'I Love My Library' teen video contest Age 16-18 and Age 13-15 categories, respectively—were honoured by Board members and awarded a certificate of recognition and \$500 each. The teens were praised for their creative talent and technical abilities. Winning entries for both age groups can be viewed on the VIRL web-site at <http://virl.bc.ca/news/teen-video-contest-winners>.

## **Funding for children's literacy initiatives**

For the 2010/11 budget year, VIRL received a \$46,324 Ministry of Education Literacy/Equity Grant from PLSB, a \$15,000 Times Colonist Raise-a-Reader grant, and a number of one-time grants from various local groups that helped provide financial support to develop Literacy Kit materials, computers loaded with educational software for children, and Kindergarten Readiness Kits.

## **Facilities update**

Facility development is guided by the Consolidated Facilities Master Plan, approved by the Board in June 2010. A long-term funding plan was approved by the Board in November 2010.

**Bella Coola:** The current landlord has issued a notice of eviction, effective November 30, which will result in a temporary closure of the branch. Saturday, November 26, was the last day of service in that location. Meanwhile, the lease with the Bella Coola Valley Co-op has been finalized and work is underway to renovate the space to house the branch. Tender documents have been issued for furniture and fixtures. Service in the new location is expected to resume early in the new year.

**Cumberland:** Development of the new branch has been delayed due to a legal dispute between the landowner and a third party.

**Lake Cowichan:** Donations of building materials are being solicited to help offset costs. Tender documents are being prepared, and the development permit and development variance permit for parking have been submitted to the Town of Lake Cowichan.

**Nanaimo North:** Design work continues to evolve; the development permit application will be the next significant step.

**Quadra Island:** VIRL has taken possession of the premises in Quathiaski Cove. The landlord is completing leasehold improvements, and tender documents for furnishings and shelving have been issued.

**Sooke:** Sooke will be the first branch to fall under the revised facilities policy for new or expanded branches. A joint public consultation will be scheduled for community input and, upon completion, a request for proposals will be developed and issued.

## **2012 Board meeting dates**

- January 28 – Annual General Meeting
- March 31
- June 9
- September 15
- November 24



The Village of  
**PORT CLEMENTS**

*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE :250-557-4295  
Public Works :250-557-4326  
FAX :250-557-4568  
Email : [office@portclements.ca](mailto:office@portclements.ca)  
Web : [www.portclements.ca](http://www.portclements.ca)

Pursuant to *Community Charter* Section 94 notice is hereby given for the 2012 regular Council meetings. Meetings are scheduled on the first and third Monday of every month. Where there is a holiday Monday the meeting is moved to the Tuesday. The schedules of regular meetings are as follows:

January 3 & 16  
February 6 & 20  
March 5 & 19  
April 2 & 16  
May 7 & 22  
June 4 & 18  
July 3 & 16  
August 7 & 20  
September 4 & 17  
October 1 & 15  
November 5 & 19  
December 3 & 17

Meetings are open to the public and are held in the Council Chambers located in the Multi Purpose Building at 36 Cedar Ave West Port Clements, BC at 7:30 pm. Submissions of Correspondence and/or requests to appear as a delegation in front of Council must be made in writing three business days prior to the scheduled meeting.

**Committees of Council Schedule**

Port Clements Tourism Committee- 2<sup>nd</sup> Thursday of every month

Port Clements Emergency Committee- 3<sup>rd</sup> Thursday every quarter starting January 2012

Port Clements Recreation Commission- 4<sup>th</sup> Thursday of every month

Please contact the Village Office Monday through Friday 9:00am to 1:00pm

G-1



a

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council With GL Numbers

Page 1 of 1

2011-Dec-02

9:40:51 AM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20110617	2011-11-28	BLUE CROSS			PAYMENT		565.22
			10-2-12-10-10	December	DECEMBER 2011 PREMIUMS	565.22	
20110618	2011-11-28	CLARK FREIGHTWAYS			PAYMENT		71.19
			10-2-32-31-00	111102110	SHOVEL + TRAILER HITCH FOR NEW G	33.93	
			10-2-71-21-12	111102110	SHOVEL + TRAILER HITCH FOR NEW G	33.92	
20110619	2011-11-28	ClearTech industries Inc.			PAYMENT		145.31
			30-2-41-40-00	478426 SJ	DPD FREE CHLORINE REAGENT POWD	138.50	
20110620	2011-11-28	CORPORATE EXPRESS			PAYMENT		39.86
			10-2-12-11-00	28920720	WALL CALENDAR	37.99	
20110621	2011-11-28	EAGLECREST ENTERPRISES LTD			PAYMENT		163.52
			10-2-71-89-40	1735176a	FALLING 5 BAYVIEW DR-OCT 25TH	155.85	
20110622	2011-11-28	I COMPASS TECHNOLOGIES			PAYMENT		724.22
			10-3-73-90-00	12107	UPDATES-LEGISLATION MANUALS+CO	690.27	
20110623	2011-11-28	Minister of Finance			PAYMENT		294.01
			10-2-12-99-11	Nov 22 201	BARGE APPLICATION	280.22	
20110624	2011-11-28	MUNICIPAL INFORMATION SYSTEMS IN			PAYMENT		168.00
			10-2-12-11-20	20111389	ACCTS PAY INCREASE+PAYROLL INCR	160.12	
20110625	2011-11-28	OPUS DAYTONKNIGHT			PAYMENT		6,440.38
			30-2-41-10-20	6629	WTP UPGRADE	6,138.49	
20110626	2011-11-28	Revenue Services of BC			PAYMENT		803.00
			10-3-73-90-00	November	MED SERVICES PLAN PREMIUMS	726.00	
			10-4-27-00-30	October 20	MED SERVICES PLAN PREMIUM-NOVE	77.00	

**Total      9,414.71**

F-1

December 5, 2011 Regular Council Meeting

New Business #1

Change of signing authority re New Councillor

Motion required to delete outgoing Council and Mayor from our signing authority with MFA (Municipal Finance Authority), NSCU (Northern Savings Credit Union) and CIBC (Canadian Imperial Bank of Commerce) and to add new Mayor and Council to the signing authority as follows:

Mayor – Wally Cheer

Councillor – Kazamir Falconbridge

Councillor – Matt Gaspar

Councillor – Ian Gould

Councillor – Urs Thomas

Signature specimens and two pieces of ID are required from each individual at this point so photocopies can be made and the paperwork submitted to the appropriate organizations on the next working day. Sharon will handle this aspect of the meeting.

NB-1



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**REPORT TO COUNCIL**

**Council Training Options**  
**December 1, 2011**  
**Kim Mushynsky**

- Currently Council is registered for a 2 day workshop in Terrace for New Council members. The approximate cost for 5 members to attend this seminar is \$10,000 (registration, travel, accommodations, meals, contingency). We can receive a full refund of our registration fees if done before December 9, 2011
- Due to ferry schedules this would require members to leave the islands on Tuesday December 12<sup>th</sup> and return Monday December 19<sup>th</sup>
- There are 4 presenters speaking on an assortment of topics and there is also the opportunity to network with other northern BC Councillors.
- We could offer a 1 day workshop in Port Clements in early January with Lisa Zwarn (one of the people presenting at the Terrace workshop) for a total cost of \$5000.00. The Village of Masset is potentially interested in co-sponsoring this workshop (pending their Dec. 12<sup>th</sup> inaugural meeting for confirmation) which would bring our portion of the cost down to \$2500.00
- If the workshop was offered on island then senior staff could attend as well as Councillors at no additional cost and this would be beneficial.
- I have attached Lisa Zwarn's workshop outline and resume so that you can confirm the appropriateness of the workshop and the presenter.

**I believe that a local workshop is better use of our financial resources and time and therefore recommend Council choose this option.**

Respectfully Submitted,

*Kim Mushynsky*

NB-2

15738 39 A Avenue  
Surrey, B.C. V3S 0L1  
lzwarn@shaw.ca

November 30, 2011

Village of Port Clements  
Box 198  
Port Clements, B.C. V0T 1R)  
Via email – clerk@portclements.ca

Attention: Kim Mushynsky, BBA

Dear Ms. Mushynsky:

RE: Council Training Seminars

I would like provide you with the following proposal in response to your recent inquiry. The proposal is based on the following assumptions.

- You would like 2 half day sessions to form part of your Council Orientation Session. The first half day session will focus on Council and Staff Roles and Responsibilities. The second half day session will focus on Meeting Rules and Procedures. A general outline for each session is included with this letter.
- These two sessions will be held on one day. However, given the flight schedules into the area, an overnight stay will be required.
- You would prefer to have the sessions as soon as possible in the month of January.
- Participants in the sessions will consist primarily of Council Members from the Village of Port Clements ("Port Clements") and the Village of Masset ("Masset"). Senior staff members are welcome (and encouraged) to attend these sessions as well.
- The location of these sessions will take place at a facility in Port Clements or in Masset.
- Port Clements will supply the audio-visual equipment, such as a computer, a LCD projector and a stand for flip charts.
- All materials for the sessions will be provided one week in advance of the selected dates. In order to minimize the costs, Port Clements will be making the photocopies.

Both sessions will include a power point presentation and handouts.

As for set up of the room, I am assuming that there will be several people per table. I am comfortable with whatever configuration works best for the room layout (class room style or "U"-shaped).

Lisa M. Zwarn  
15738 39 A Avenue, Surrey, B.C. V3S 0L1  
Phone: 778-294-4120 Fax: 1-877-811-0045 (toll free)  
lzwarn@shaw.ca

### **Fees and Expenses**

Each half day session is \$1,500 so the fees for two sessions will be \$3,000 plus HST plus expenses. These fees take into account time for travel, preparation, presentation and any follow up. I anticipate that expenses will include the following:

- Accommodations (One night stay);
- Any meals that are not provided at the sessions;
- Transportation, such as flight, parking at the airport, (Any mileage incurred will be charged at \$0.51 per kilometre); and
- Other direct costs.

So far, the only dates that I am not available are January 12, 13 and 14 as I am teaching the Corporate Administration course for Capilano University on those days.

I would be pleased to discuss this proposal at your convenience. I can be reached at 778-294-4120 or lzwarn@shaw.ca. I look forward to hearing from you.

Yours truly,

Lisa M. Zwarn

Lisa M. Zwarn

## **Presentation Outline**

### **Council-Staff Roles and Responsibilities (Half Day)**

#### **Council**

- Introduction to Council
- Role of the Councillor
- Role of the Mayor
- What is unique about Council's role
- Roles of Council in a meeting (introduction)
- Characteristics of a well-functioning Council
- Areas of concern for individual Council Members
- Council's direction by means of through bylaws and policies

#### **Committees**

- What is a Committee?
- Committee's Role
- Relationship Between Council and Committees
- Composition of Committees
- A Council Member's role on a Committee

#### **Staff**

- Chief Administrative Officer's role
- Policy governance dance
- Relationship between Council and the Chief Administrative Officer
- Relationship Between the Chief Administrative Officer and the rest of staff
- Delegation of Council's powers to staff

#### **Expectations**

- Council's
- Committee's
- Staff's
- What your staff won't tell to you
- Yardsticks

## **Meetings Rules and Parliamentary Procedure (Half Day)**

### **Authority**

- Legislation
- Council's roles in a meeting (in depth)

### **Basic Parliamentary Principles**

- What they are?
- How the rules fit with the basic principles?

### **Meetings and their Administration**

- Notice
- Agenda
- Types of meetings, including points on closed meetings
- Minutes

### **Meeting Mechanics**

- Keeping order at meetings
- Delegations
- Notice of motion
- Voting
- Conflict of interest
- Relaxation of the rules

### **Motions**

- How to make a motion
- How to handle a motion
- Types of motions
- Ranking of motions
- Characteristics of motions
- In-depth look at the most commonly used motions
  - Main motion
  - Amendment
  - Postpone consideration of the issue
  - Refer the issue to someone else
  - Call for orders of the day
  - Recess
  - Adjourn and fix a time to which to adjourn
  - Motions that bring a question again before the assembly

Lisa M. Zwarn

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lzwarn@shaw.ca

## **EXPERTISE**

- Corporate Administration – Council and Committee Operations, Elections, Freedom of Information, Records Management, Event Planning
- Parliamentary Procedure and Meeting Administration
- Human Resources – Labour Relations Negotiations, Policy Development, Recruitment and Selection, Training and Development
- Presenter, Trainer and Educator
- Organizational Reviews
- Bylaws, Policy and Regulatory Schemes – Administration, Development and Enforcement
- Procedure Manuals and Public Information
- Research

Director of Legislative Services and Human Resources (City Clerk)  
City of Langley, 2002 to 2009

Administrative Manager, Community Development Department  
City of North Vancouver, 2000 to 2002

Local Government Advisor  
Urban Systems Ltd., 1996 to 1999

Senior Bylaw Enforcement Officer, Licence Inspector  
City of Surrey, 1993 to 1996

Articled Student  
Swinton & Company, 1992 to 1993

## **EDUCATION**

Local Government Professional Administration Certificate  
Capilano University, 1998

Bachelor of Law  
University of Victoria, 1992

Bachelor of Arts (Honours)  
Romance Languages  
University of British Columbia, 1989

## **PROFESSIONAL AFFILIATIONS**

Professional Registered Parliamentarian  
National Association of Parliamentarians

Member of the Bar  
The Law Society of British Columbia

## **EMPLOYMENT BACKGROUND**

Deputy District Electoral Officer  
Province of British Columbia  
2011 to present

Instructor, Local Government Program  
North West Community College  
2009 to present

Instructor, Local Government Administration Certificate Program  
Capilano University, 2000 to present

Program Manager  
Local Government Leadership Academy,  
2010 to 2011



## **RELEVANT EXPERIENCE**

### **Corporate Administration**

- Council and Committee Operations – including meetings and minutes, terms of reference, Council Orientation Manual
- Responsible for protocol and special events including the organization of special events, inaugural meetings, anniversary celebrations, banquets and conferences
- Chief Election Officer for 3 elections – 2002, 2005 and 2008 – budgeting, administering, training, development of procedure manual and checklists, running the polling station
- Developed tracking systems for bylaw history, council meeting and action items, master contract list,
- Functioned as Freedom of Information Head and Coordinator
- Implementation and training of Document Management System

### **Human Resources**

- Recruited more than 100 positions throughout all departments ranging from temporary summer positions to Department Heads including the advertising, testing and question development, interviewing, reference checks, employment letters and orientation
- Revised job specifications and descriptions and did assessments for job reclassifications
- Organized corporate wide training sessions

- Presented training sessions for document management, records retention, report writing
- Member of the negotiating team for two rounds of bargaining with CUPE and IAFF
- Involved in all aspects of disciplinary and grievance proceedings

### **Presentations and Training**

#### **Capilano University**

- Local Government Administration
- Local Government Services – course and textbook
- Local Government Finance
- Fundamentals of Corporate Administration – course and textbook
- MATI – Managing People, Recruitment, Round Table

#### **BCIT – INFR 1120 – Public Works Institute Level 2**

- Legislation and Authority
- Governance – Bylaws and Policies
- Council and Staff Roles
- Written Reports to Council
- Employment – Recruitment and Selection
- Labour Relations

#### **North West Community College**

- Local Government Services
- Local Government Law

#### **City of Duncan**

- Meeting Mechanics (Parliamentary Procedure)
- Meetings and Minute Taking

## Lisa M. Zwarn

15738 39 A Avenue, Surrey, B.C. V3S 0L1

Phone: 778-294-4120 Fax: 1-877-811-0045 (toll free)

lzwarn@shaw.ca

### City of Abbotsford

- Meeting Mechanics and Parliamentary Procedure
- Minute Taking for Committees

### Corporation of Township of Esquimalt

- Advanced Parliamentary Procedure

### Coastal Water Suppliers Association

- Getting the Best People for your Organization (Recruitment and Selection)

### Town of View Royal

- Bylaw Drafting
- Meeting Administration and Minute Taking
- Parliamentary Procedure
- Presentations to Council
- Report Writing

### City of Terrace

- Newly Elected Official Conference for Northern Communities, Basics of Council Meetings

### Thompson Nicola Regional District

- Meeting Mechanics
- A Primer on Minutes

### Vancouver Island Local Government Management Association

- Meetings, Meetings, Meetings
- Council Orientation – Pre and Post Elections

### Local Government Leadership Academy

- Newly Elected Officials Seminar, Advanced Meeting Procedures

- Association of Vancouver Island and Coastal Communities Conference, Meetings Survival Guide

### Local Government Management Association

- MATI – Foundations, Role of the Corporate Officer, Records Management and Freedom of Information
- Corporate Officer's Forum – Parliamentary Refresher, Raising the Profile of the Corporate Officer
- Vancouver Island Local Government Management Association – Annual Conference, Meeting Procedures
- Administrative Professional Conference – Meetings and Minute Taking

### Fire Prevention Officers Association of British Columbia

- Bylaw Drafting
- Communicating with Council
- Costs of Providing Services
- "What I wish I knew at the Start of My Career"

### Ministry of Community, Sports and Culture

- Symposium on New Local Government Legislation, Amendments to the Municipal Act concerning Business Licensing

### Bylaw Enforcement Officers and Licensing Inspectors Association

- Amendments to the Municipal Act concerning Business Licensing

Union of British Columbia Municipalities

- Legislative Intentions to amend Pawnbroker Regulations

**Organizational Reviews**

*Corporate wide*

- City of Dawson Creek
- District of Mackenzie
- District of North Saanich
- District of Tofino

*Department wide*

- District of North Vancouver, Planning and Development Services Department
- Regional District of Okanagan-Similkameen, Public Works Department
- District of West Vancouver, Payroll Department

**Bylaws, Policies and Regulatory Schemes**

*Administrative Bylaws – City of Langley*

- Annual Reports
- Approval process for Use of Public Areas/Special Events
- Awarding of Contracts Policy
- Council Procedure Bylaw
- Development Application Procedure Bylaw
- Grant in Lieu Policy
- Road Closure Bylaws
- Road Exchange Bylaws
- Travel and Expense Policy

*Engineering and Public Works*

- Capital Regional District, Development Cost Charge Bylaw Implementation

- Town of Gibsons, Development Cost Charge Bylaw
- District of Hope, Subdivision Servicing Bylaw
- Town of Ladysmith, Development Cost Charge Bylaw and Streets and Traffic Bylaws
- City of Langley, Sewer Utility Bylaw, Sidewalk Use Agreements, Water Course Protection Bylaw, Water Meter Management Contract
- District of Mission, Development Cost Charge Bylaw

*Financial Bylaws – City of Langley*

- Fees and Charges Bylaw
- Financial Plan Bylaws
- Garbage Rate Bylaws
- Loan Authorization Bylaw
- Recreation User Fee Bylaws
- Recycling Bylaws
- Reserve Fund Expenditure Bylaws
- Sewer Rate Bylaws
- Water Rate Bylaws
- Tax Exemption Bylaws
- Tax Rate Bylaws

*Planning and Development Bylaws*

- City of Dawson Creek, Zoning
- District of Hope, Development Permit Areas, Geotechnical Hazard Areas
- Islands Trust, Bowen Island Land Use Bylaw
- City of Langley, Business Improvement Area Bylaws, Land Use Discharge Bylaws
- District of Logan Lake, Official Community Plan Amendments and Zoning Amendments

## Lisa M. Zwarn

15738 39 A Avenue, Surrey, B.C. V3S 0L1

Phone: 778-294-4120 Fax: 1-877-811-0045 (toll free)

lzwarn@shaw.ca

- Village of Lytton, Zoning
- District of Salmon Arm, Official Community Plan Amendments and Zoning Amendments, Selected Waste Landfill
- Squamish Lillooet Regional District, Zoning
- City of Revelstoke, Zoning
- Village of Valemount, Zoning

### *Regulatory Schemes*

- Flitton Management, Building and Development Scheme
- City of Langley, Building Bylaw, False Alarm Bylaw, Fire Inspection Policy, Fire Prevention and Suppression Bylaw, Fireworks Bylaws, Graffiti Bylaw, Municipal Ticketing Information Bylaw Amendments, Parks and Public Facilities Bylaw, Sign Bylaw, Smoking Bylaw
- City of Quesnel, Animal Control, Noise, Nuisance and Traffic Bylaws
- District of Taylor, Building Schemes

### **Policy and Procedure Manuals and Public Information**

- City of Enderby, Development Procedure Manual
- City of Fort St. John, Local Improvement Brochure
- City of Langley, Policy Manual
- City of Quesnel, Practice and Procedure Manual
- City of Surrey, Business Licence Approval Procedure, Bylaw and Licensing Practice and Procedure Manual, Real Estate Practice and Procedure Manual

### **Research**

- Capilano University, Master of Public Administration Background and Certificate Final Approvals
- City of Abbotsford, City of Kamloops, City of Surrey, Assessing the Applicability of a Stormwater Utility
- Village of Chase Creek, Property Rights Mechanism
- Downtown Kelowna, Downtown Business Development Corporation Model Assessment
- City of Kelowna, Corporate Sponsorship
- City of Kimberley, Boundary Expansion
- City of North Vancouver, Feasibility of Operating a Municipal Pound
- Penticton Indian Band, Committee Structures, Community Centre Governance, Establishment of Self-Financing Services for First Nations
- City Of White Rock, Optimization of Infrastructure Capital Expenditure

### **Committees**

#### Capilano University

- Organizing Committee for Master of Public Administration
- Organizing Committee for MATI – Managing People
- Organizing Committee for Fundamentals of Corporate Administration
- Organizing Committee for Local Government Policy (PADM 305)

Lisa M. Zwarn

15738 39 A Avenue, Surrey, B.C. V3S 0L1

Phone: 778-294-4120 Fax: 1-877-811-0045 (toll free)

lzwarn@shaw.ca

Local Government Management Association

- Advisory Committee for Human Resources Best Practices Toolkit
- Organizing Committee for MATI – Advanced Communication

Ministry of Community, Sports and Culture

- Task Force on Amendments to the Municipal Act (Business Licensing)

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Phone: 778-294-4120 Fax: 1-877-811-0045 (toll free)

lzwarn@shaw.ca

## REFERENCES

*Liz Cornwell, Deputy Clerk, Manager of  
Community Services*

Thompson Nicola Regional District  
#300-465 Victoria Street  
Kamloops, BC V2C 2A9  
250-377-8673  
lcornwell@tnrd.bc.ca

*Chris Paine*

City of Duncan  
Box 820  
Duncan, BC V9L 3Y2  
250-746-6126  
cpaine@duncan.ca

*Sherry Davis, Manager Legislative Services*

City of Abbotsford

32315 South Fraser Way  
Abbotsford, BC V2T 1W7  
604-853-2281  
sdavis@abbotsford.ca

*Carollyne Evans, Manager of Corporate  
Services*

Corporation of the Township of Esquimalt  
1229 Esquimalt Road  
Esquimalt, BC V9A 3P1  
250-414-7135  
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*Alison McNeil, Coordinator – Local  
Government Programs*

Capilano University  
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amcneil@capilanou.ca

*Teri James, Councillor*

City of Langley  
*Executive Director, Downtown Langley  
Merchants Association*  
Suite 201, 20559 Fraser Highway  
Langley, BC V3A 4G3  
604-539-0133

*Marlene Grinnell, Former Mayor*

City of Langley  
20881 45 Avenue  
Langley, BC V3A 3G4  
604-534-8787



VILLAGE OF PORT CLEMENTS COMMITTEE INFORMATION SHEET – DECEMBER 5, 2011

**Tourism Committee** – Meets approximately 12 times per year (2<sup>nd</sup> Thursday of each month). The purpose of this committee is to compile and recommend means of promoting tourism within Port Clements to Council.

**Emergency Preparedness Committee** – Meets approximately 4 times per year (3<sup>rd</sup> Thursday in January, April, July and October). The purpose of this committee is to evaluate the Village of Port Clements emergency plan, ensure that the information within is always current, train members on emergency management criteria and report to Council as required.

**Recreation Committee** – Meets approximately 12 times per year (4<sup>th</sup> Thursday of each month). The purpose of this committee is to provide recreation options to the Village of Port Clement and liaise with the QCI Rec Commission and other communities to provide least cost options.

**NDIT (Northern Development Initiative Trust)** - Meets approximately 4 times per year. Meetings are usually via teleconference. The purpose is to review and recommend projects being submitted from the Northwest region.

**SQCRD (Skeena Queen Charlotte Regional District)** – Meets approximately 10 times per year. Meetings rotate throughout the Northwest and can be accessed via teleconference. The purpose is to represent the Village of Port Clements at the Regional level.

**NHA (Northern Health Authority Regional)** – Meets approximately 10 times per year. Meetings rotate throughout the Northwest and try to co-ordinate with the SQCRD meetings. The purpose is to give Port Clements a voice for healthcare issues.

**MIEDS (Misty Isles Economic Development Society)** – meets approximately 6 times per year. Meetings rotate between the island communities. The purpose is to be a part of island economic development strategies.

**Gwaii Tel** – meets approximately 3 times per year as needed. The purpose is to review the islands broadband services.

**VIRL (Vancouver Island Regional Library)** – meets approximately 5 times per year. Meetings take place in Nanaimo. The purpose is to ensure Port Clements has a voice in library issues within our community and on the island in general.

**RCMP Liason** – usually this is CAO job to meet as needed with RCMP to discuss issues.

**Community Futures** – meets approximately 9 times per year. Meetings are usually held in Port Clements. The purpose is to give Port Clements a voice in the on island direction of Haida Gwaii Community Futures.

NB-3



November 15<sup>th</sup>, 2011

Village of Port Clements  
PO Box 198  
Port Clements, BC V0T 1R0

**Attention: Heather Nelson-Smith  
Clerk/Treasurer**

Dear Ms. Nelson-Smith,

**Subject: Appointments to the Northwest Regional Advisory Committee Following Local Government Elections - Northern Development Initiative Trust**

Northern Development Initiative Trust is an independent regional economic development corporation focused on stimulating economic diversification and job creation in central and northern British Columbia, a region that is strategically located, and offers a resource-rich economy with many competitive advantages and incentives for business.

Northern Development's Board of Directors is advised by four Regional Advisory Committees comprised of elected local government leaders from each of the regions. This ensures that local knowledge is incorporated into Northern Development's Strategic Plan as well as all funding approval processes.

In follow up to the local government elections held on November 19<sup>th</sup>, 2011, please consider this letter as Northern Development Initiative Trust's request to have appointments to the Northwest Regional Advisory Committee listed as an agenda item at your December 2011 meeting. Please appoint an elected official to the Northwest Regional Advisory Committee as well as an alternate who may represent your appointee in his/her absence.

**It is important that you advise our office by December 22<sup>nd</sup>, 2011 so that we can send an agenda package to the appropriate representative prior to the first scheduled Regional Advisory Committee meeting.**

The first meeting of the Northwest Regional Advisory Committee is scheduled for January 20<sup>th</sup>, 2012 where the Regional Advisory Committee will elect a Chair and Vice Chair as well as appoint two Regional Advisors to represent them on the Northern Development Initiative Trust Board of Directors. The Northern Development Initiative Trust Board of Directors meeting is scheduled for Wednesday, February 8<sup>th</sup>, 2012.

If you have any questions or concerns with this request, please contact Karen Borden, Executive Coordinator, Northern Development by telephone at 250-561-2525 or via email at [karen@northerndevelopment.bc.ca](mailto:karen@northerndevelopment.bc.ca).

Thank you. Please confirm receipt of this request to Jeanette Stanley, Client Services Clerk, Northern Development Initiative Trust by telephone at 250-561-2525 or via email at [jeanette@northerndevelopment.bc.ca](mailto:jeanette@northerndevelopment.bc.ca).

Sincerely,

*Janine North*

Janine North  
Chief Executive Officer

*Catalyst for Opportunities*





**VANCOUVER ISLAND  
REGIONAL LIBRARY**

OFFICE OF THE EXECUTIVE DIRECTOR  
6250 Hammond Bay Road, Box 3333  
Nanaimo, BC V9R 5N3  
T: 250.729.2310 • F: 250.758.2482  
Email: [executivedirector@virl.bc.ca](mailto:executivedirector@virl.bc.ca)

November 14, 2011

Ms Heather Nelson-Smith  
Chief Administrative Officer  
Village of Port Clements  
Box 198  
Port Clements, BC V0T 1R0

Dear Ms Nelson-Smith

**Re: Appointment to the 2012 Vancouver Island Regional Library Board**

With the new year not too far off, it is time to consider your representation at the Board of Trustees of Vancouver Island Regional Library – the fourth largest library system in British Columbia that serves more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the central coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

According to the *Library Act*, each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a member and an alternate member at the first meeting of the municipal council or regional district board for a term of one year, January 1 - December 31, 2012. Members are eligible for reappointment but may not serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity.

Provincial legislation requires certified resolutions to be submitted to Vancouver Island Regional Library by December 15, 2011. I enclose 2012 appointment forms for a Board member and alternate member to ensure we have accurate contact information.

VIRL Board of Trustees requires its members to complete a *Statement of Financial Disclosure* and, to that end, I enclose forms to be completed by your member and alternate member representatives. A copy of the form completed for municipal purposes is also acceptable.

Please complete the enclosed forms and return, along with a copy of the certified resolution, by December 15, 2011 to Kathryn Oldham: fax 250.758.2482 or email [koldham@virl.bc.ca](mailto:koldham@virl.bc.ca).

Thank you for your continuing support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA, MLS  
Executive Director

Strong Libraries • Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland  
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo Wellington Parksville  
Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte  
Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

**Library Act**  
**[RSBC 1996] CHAPTER 264**

**Excerpt from Part 3 – Regional Library Districts**

**How the library board is appointed**

- 16 (1) The library board is to consist of a representative of each municipality and regional district that is a party to the agreement to establish the regional library district.
- (2) A municipal council must, by resolution,
- (a) appoint one of its members to be a member of the library board, and
  - (b) appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (3) If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution,
- (a) appoint from among the directors of the electoral participating areas a member of the library board, and
  - (b) appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (4) If there is only one electoral participating area in a regional library district,
- (a) the director of the electoral participating area is a member of the library board, and
  - (b) the alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.

**When members are appointed**

- 17 (1) Each municipal council and each regional district board must appoint its representative and alternate representative at the first meeting of the municipal council or regional district board after the regional library district is established under section 14 (3).
- (2) All subsequent regular appointments must be made each December at the first meeting of the municipal council or regional district board.
- (3) A vacancy arising during the term of an appointment is to be filled, for the remainder of the term, by an appointment made at the first meeting of the municipal council or regional district board after the vacancy arises.
- (4) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

**Term of office**

- 18 (1) A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.
- (2) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.
- (3) The term of office of a member continues until a successor is appointed unless the member is removed for cause.
- (4) A municipal council or regional district board may remove its representative on the library board for cause, including if the representative fails to attend 3 consecutive regular meetings of the library board without the written approval of the library board.

# 2012 Appointment Form

Trustee

The Village of Port Clements has appointed Councillor \_\_\_\_\_ as *Trustee* on the Vancouver Island Regional Library Board for the year 2012. The term of the appointment is January 1 – December 31, 2012. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

## Representative's Information

Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Courier Address: \_\_\_\_\_  
☐ check if same as above \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## Email

Home: \_\_\_\_\_ Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

## Phone (please check preferred contact number)

☐ Home: \_\_\_\_\_ ☐ Municipal: \_\_\_\_\_  
☐ Other: \_\_\_\_\_

## Birthdate (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

## Staff Contact

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date*

**Please attach certified copy of the resolution**

# 2012 Appointment Form

Alternate

The Village of Port Clements has appointed Councillor \_\_\_\_\_ as *Alternate* on the Vancouver Island Regional Library Board for the year 2012. The term of the appointment is January 1 – December 31, 2012. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

## Representative's Information

Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Courier Address: \_\_\_\_\_  
☐ check if same as above \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## Email

Home: \_\_\_\_\_ Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

## Phone (please check preferred contact number)

☐ Home: \_\_\_\_\_ ☐ Municipal: \_\_\_\_\_  
☐ Other: \_\_\_\_\_

## Birthdate (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

## Staff Contact

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date*

***Please attach certified copy of the resolution***



- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

This form, *Statement of Disclosure*, can be found on the B.C. Government Web site: [www.gov.bc.ca](http://www.gov.bc.ca) [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

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## Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

## Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

## Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no                      yes

*If yes, please list the following information below & continue on a separate sheet as necessary:*

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_  
*signature of person making disclosure*

\_\_\_\_\_  
*date*

### Where to send this completed disclosure form:

#### ◆ Local government officials:

*... to your local chief election officer*

- with your nomination papers, and

*... to the officer responsible for corporate administration*

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ School board trustees/ Francophone Education Authority directors:

*... to the secretary treasurer or chief executive officer of the authority*

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.

#### ◆ Designated Employees:

*... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)*

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

# *Haida Gwaii Community Futures*



November 29, 2011

To: Village of Port Clements

Attention: Kim Mushynsky

Re: Nomination of Representative to Haida Gwaii Community Futures Board

Brock Storry was the previous Port representative on the HGCF board; we are requesting that the Port Clements Council consider the nomination of a replacement.

Your Council's representative is important to HGCF with its goal to assist communities and residents in creating a vibrant future for Haida Gwaii. Ideally the Board needs representation from individuals with backgrounds in one or more of business, education/training, community development, human development, art and culture, sustainable resource management to name a few key areas. The representative does not need to be a Village of Port Clements Councillor and the nomination can be a respected member of the community.

The individual nominated needs to have the time to participate, as an unpaid volunteer, in regular Board and Committee meetings and in strategic planning sessions. The individual will be interested in:

- developing ongoing networks with community groups and residents to have a broad understanding of your community's visions and ideas for achieving a high quality of life on Haida Gwaii.
- contributing to the development of a diversified, sustainable and healthy Islands community that will improve opportunities for all islands' residents.
- creating an Island's environment that supports sustainable business and community development.
- providing opportunities for the Islands' people to expand their business capacity and skills.
- supporting the establishment and expansion of small business and social enterprise.
- sufficient time to participate fully - board meetings are once every two months and held in the evenings – loan meetings are called as necessary and done by conference call – members are expected to report back periodically to their nominating councils.

Please contact me if you have any questions.

Sincerely,

Art Lew  
General Manager