

## Edith Watson

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**From:** Edith Watson  
**Sent:** November 18, 2025 12:43 PM  
**To:** Edith Watson  
**Subject:** FW: follow up

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**From:** Aniko Nelson <ANelson@srd.ca>  
**Sent:** November 18, 2025 12:29 PM  
**To:** Edith Watson <EWatson@srd.ca>  
**Cc:** Tom Yates <TYates@srd.ca>  
**Subject:** FW: follow up

Hi Edie,

There is no application and no receipt for fees to provide.

An initial application review for this property took place in 2024 – however, as the owners did not have all of the application requirements and the required septic report was not followed up on by the owners, we were unable to process to an application and it was considered incomplete and not prepared for payment and filing. Incomplete documentation is not retained internally outside of meeting application requirements and receipt of payment.

The owners were advised that the documentation available was not sufficient and that any application would be considered incomplete. When the septic report was received recently there was no file on hand so the owners were requested that they update and resubmit the documents under one cover.

To summarize, the initial proposed submission was reviewed, found incomplete and rejected based on that basis. Given this there was no application that was accepted and no fees were paid.

Thank you!

A.

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**From:** Edith Watson <EWatson@srd.ca>  
**Sent:** November 18, 2025 9:35 AM  
**To:** Aniko Nelson <ANelson@srd.ca>  
**Cc:** Tom Yates <TYates@srd.ca>  
**Subject:** RE: Request for Records

Hi Aniko,

As I have been reviewing and preparing documents for release I don't seem to have a copy of the initial completed siting application provided to the SRD or receipts for any fees paid.

Please provide to me at your earliest convenience so I can finalize the release.

Thank you.

**Edith Watson, CMC**  
*Manager, Corporate Operations*

**Aniko Nelson**

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**From:** [REDACTED]  
**Sent:** October 16, 2025 2:10 PM  
**To:** Keltie Chamberlain  
**Subject:** Re: Quadra Siting application 654 Maple Road

**NOTICE:** This email is from an external source.

Hello Keltie,

Could you please explain the need to re-submit our siting application? Nothing has changed on our end. We have met the requirements of a siting application.

If something has changed on the SRD's end please send us the changes as well as the changes to the bylaw with the SRD's written and published policy and procedures in regards to the requirement to resubmit a second siting application.

Thanking you in advance,

[REDACTED]

On 2025-10-14 17:04, Keltie Chamberlain wrote:

Good afternoon.

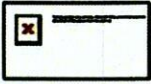
The SRD has received information from a ROWP in relation to an application that we discussed in 2024 (attached). Please apply with updated (dates, etc.) application information to the [planning@srd.ca](mailto:planning@srd.ca) email or to the online portal located [here](#). You do not need to resend the Septic Compliance report.

Thank you,

Best regards,

**Keltie Chamberlain, MCP, RPP, MCIP**

Land Use Planner II, Community Services



**Strathcona Regional District**

990 Cedar St. Campbell River, BC V9W 7Z8

T: 250-830-6705

E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

*The Strathcona Regional District respectfully acknowledges that our corporate office and Strathcona Gardens Recreation Complex are located on the traditional unceded territory of the Ligw'ildaxw' people. We also recognize that we operate within the traditional, treaty and unceded territories of the Ehattesaht / Chinehkint, Homalco, Ka:'yu:'k't'h' / Che: k'tles7et'h', Klahoose, K'ómoks, Kwiakah, Mowachaht / Muchalaht, Nuchatlaht, Tla'amin, Tlowitsis, We Wai Kai and Wei Wai Kum First Nations.*

[SRD.ca](http://SRD.ca) | [Facebook](#) | [Instagram](#) | [YouTube](#)

**Aniko Nelson**

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**From:** Sheldon May <tfp inspections@gmail.com>  
**Sent:** September 17, 2025 3:43 PM  
**To:** Aniko Nelson  
**Cc:** Keltie Chamberlain  
**Subject:** Re: 654 Maple Road Quadra Island - Pre Sewage Disposal Regulation System Compliance Inspection

**NOTICE:** This email is from an external source.

Hello,

I am following up on the email chain below.  
Please call if you have any Questions

**Sheldon May**  
Terra Firma Property Inspections Ltd.  
Registered Onsite Wastewater Practitioner #OW0907  
Licensed Home Inspector, CPBC #80244  
WETT SITE Basic Inspector #12793

On Sep 4, 2025, at 12:15 PM, tfp inspections@gmail.com wrote:

Good afternoon,

██████████ asked me to forward this correspondence below to you regarding septic compliance at 654 Maple Raod.

Would a Compliance Inspection report suffice? No system alteration or permits would be required to this septic system.

**Sheldon May**  
Terra Firma Property Inspections Ltd.  
Registered Onsite Wastewater Practitioner #OW0907  
Licensed Home Inspector, CPBC #80244  
WETT SITE Basic Inspector #12793

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**From:** ██████████  
**Sent:** Thursday, September 4, 2025 10:06 AM

To: [tfpinspections@gmail.com](mailto:tfpinspections@gmail.com)

Subject: 654 Maple Road Quadra Island - Pre Sewage Disposal Regulation System Compliance Inspection

Hi Sheldon,

This looks very favourable. Thank you very much!

Please forward it to Aniko Nelson at the SRD and C.C. to Keltie Chamberlain.

This is all they were looking for in the e-mail from Aniko Nelson of the SRD that I sent to you.

Looking forward to your further work,

[REDACTED]

On 2025-09-04 08:23, [tfpinspections@gmail.com](mailto:tfpinspections@gmail.com) wrote:

Chuck,

Below is Island Health's Response.

I think we should forward this to the SRD and get their response.

If a response is positive, I can move forward with a Compliance Letter.

Sheldon May

Terra Firma Property Inspections Ltd.

Registered Onsite Wastewater Practitioner #OW0907

Licensed Home Inspector, CPBC #80244

WETT SITE Basic Inspector #12793

[REDACTED]

**From:** Baratta, Joseph [ISLH] <Joseph.Baratta@islandhealth.ca>

**Sent:** Wednesday, September 3, 2025 2:22 PM

**To:** Sheldon May <tfp inspections@gmail.com>

**Subject:** 654 Maple Road Quadra Island - Pre Sewage Disposal Regulation System Compliance Inspection

Hello Sheldon,

I have reviewed your request below and the details we discussed on the phone yesterday with our land use consultants and have the following comments to provide, hopefully they resolve the issue for you.

1. Please feel free to share this with the regional district and the property owner.

Regarding the existing onsite sewage system at 654 Maple Road constructed prior to the Sewerage System Regulation and without a filing or LOC with our office.

1. There is no regulatory requirement to a submit filing/LOC document if no works are being done to the sewerage system (works that normally would trigger a need for a filing).
2. Provided the Authorized Person under the regulation determines:
  1. The Daily Design Flow of the existing system meets the demand of the proposed dwelling, (e.g. 4-bedroom house (estimated DDF should be specified))
  2. The existing system is functioning properly and is in good working condition.
3. If a compliance report is submitted to the SRD it should address these points.

It is ultimately up to the SRD if the Compliance Report is adequate for the purposes of their siting process.

Additionally,

1. Our office would want to receive a copy of the Compliance Inspection Report for our file records related to this property.
  1. It should include and layout plan of the of the sewerage system and relevant features on the property similar to what is submitted with a filing.
2. Please ensure the property owner understands that any future repairs, upgrades, alterations to the sewerage system now requires an 'authorized person' under the Sewerage System Regulation.
  1. And would likely trigger the need for an updated filing/LOC and likely upgrade to design standards of the day.

If you have any additional questions I can be reached at (250)850-2106.

Please note our email can accept attachments up to 12 megabytes, with no zipped files.

**Statement of Confidentiality**

This message (including attachments) may contain confidential or privileged information intended for a specific individual or organization. If you have received this communication in error, please notify the sender immediately. If you are not the intended recipient, you are not authorized to use, disclose, distribute, copy, print or reply on this email, and should promptly delete this email from your entire computer system.

**From:**

**Joseph Baratta** B.Sc., BA.Sc., CIPH(c)

Environmental Public Health Officer

**Vancouver Island Health Authority**

200-1100 Island Hwy. Campbell River BC, V9W 8C6

Office(250)850-2110 Desk(250)850-2106

Fax (250)850-2455 [Joseph.Baratta@islandhealth.ca](mailto:Joseph.Baratta@islandhealth.ca)

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**From:** Sheldon May <[tfpinspections@gmail.com](mailto:tfpinspections@gmail.com)>

**Sent:** Thursday, August 21, 2025 8:54 AM

**To:** Baratta, Joseph [ISLH] <[Joseph.Baratta@islandhealth.ca](mailto:Joseph.Baratta@islandhealth.ca)>

**Subject:** Pre Sewage Disposal Regulation System Compliance Inspection

Good Morning

I was engaged by the owner of 654 Maple Rd., Quadra last fall (2024) to conduct an evaluation of the existing Sewage Disposal System which was found to be in good working order. An exhaustive search for a permit was undertaken for this system with no luck.

Given the large 1350 Imp Gal cast in place septic tank and concrete tile disposal field this system quite possibly could have been installed prior to August 24th 1967 the inception of Sewage Disposal Regulations BC law 202/67. Currently the system does meet the setbacks required by then BC Sanitary Regulations BC law 142/59 Which were relevant at the time citing setbacks of disposal fields (sources of contamination) to wells were required to be 100 ft.

This owner who is undertaken a replacement of his house was willing to replace this disposal system with a new system the requirements of the current Sewage System Regulations, however, a high potential archeological zone inhibits the installation of a new system potentially for years and at considerable expense. The owner does not need to comply with an Archeological assessment for the building of his house since it is in the same footprint and has received a letter from the Strathcona Regional District citing this.

The last requirement from the Strathcona Regional District is sewage system compliance. They have asked for an opinion from Island Health if a compliance letter is acceptable on this system, since it meets the standards of the Sewage Disposal Regulations for the dwellings it will serve.

I look forward to your response.

**Sheldon May**

Terra Firma Property Inspections Ltd.

Registered Onsite Wastewater Practitioner #OW0907

Licensed Home Inspector, CPBC #80244

WETT SITE Basic Inspector #12793



**Aniko Nelson**

---

**From:** tfpinspections@gmail.com  
**Sent:** September 4, 2025 12:16 PM  
**To:** Aniko Nelson  
**Cc:** Keltie Chamberlain  
**Subject:** FW: 654 Maple Road Quadra Island - Pre Sewage Disposal Regulation System Compliance Inspection

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Good afternoon,

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Sheldon May  
Terra Firma Property Inspections Ltd.  
Registered Onsite Wastewater Practitioner #OW0907  
Licensed Home Inspector, CPBC #80244  
WETT SITE Basic Inspector #12793  
██████████

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**From:** ██████████  
**Sent:** Thursday, September 4, 2025 10:06 AM  
**To:** tfpinspections@gmail.com  
**Subject:** 654 Maple Road Quadra Island - Pre Sewage Disposal Regulation System Compliance Inspection

Hi Sheldon,

This looks very favourable. Thank you very much!

Please forward it to Aniko Nelson at the SRD and C.C. to Keltie Chamberlain.

This is all they were looking for in the e-mail from Aniko Nelson of the SRD that I sent to you.

Looking forward to your further work,

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On 2025-09-04 08:23, [tfpinspections@gmail.com](mailto:tfpinspections@gmail.com) wrote:

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Below is Island Health's Response.

I think we should forward this to the SRD and get their response.

If a response is positive, I can move forward with a Compliance Letter.

Sheldon May

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Licensed Home Inspector, CPBC #80244

WETT SITE Basic Inspector #12793

---

**From:** Baratta, Joseph [ISLH] <[Joseph.Baratta@islandhealth.ca](mailto:Joseph.Baratta@islandhealth.ca)>

**Sent:** Wednesday, September 3, 2025 2:22 PM

**To:** Sheldon May <[tfpinspections@gmail.com](mailto:tfpinspections@gmail.com)>

**Subject:** 654 Maple Road Quadra Island - Pre Sewage Disposal Regulation System Compliance Inspection

Hello Sheldon,

I have reviewed your request below and the details we discussed on the phone yesterday with our land use consultants and have the following comments to provide, hopefully they resolve the issue for you.

- Please feel free to share this with the regional district and the property owner.

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**From:**

**Joseph Baratta** B.Sc., BA.Sc., CIPHI(c)

Environmental Public Health Officer

**Vancouver Island Health Authority**

200-1100 Island Hwy. Campbell River BC, V9W 8C6

Office(250)850-2110 Desk(250)850-2106

Fax (250)850-2455 [Joseph.Baratta@islandhealth.ca](mailto:Joseph.Baratta@islandhealth.ca)

---

**From:** Sheldon May <[tfpinspections@gmail.com](mailto:tfpinspections@gmail.com)>

**Sent:** Thursday, August 21, 2025 8:54 AM

**To:** Baratta, Joseph [ISLH] <[Joseph.Baratta@islandhealth.ca](mailto:Joseph.Baratta@islandhealth.ca)>  
**Subject:** Pre Sewage Disposal Regulation System Compliance Inspection

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This owner who is undertaken a replacement of his house was willing to replace this disposal system with a new system the requirements of the current Sewage System Regulations, however, a high potential archeological zone inhibits the installation of a new system potentially for years and at considerable expense. The owner does not need to comply with an Archeological assessment for the building of his house since it is in the same footprint and has received a letter from the Strathcona Regional District citing this.

The last requirement from the Strathcona Regional District is sewage system compliance. They have asked for an opinion from Island Health if a compliance letter is acceptable on this system, since it meets the standards of the Sewage Disposal Regulations for the dwellings it will serve.

I look forward to your response.

**Sheldon May**

Terra Firma Property Inspections Ltd.

Registered Onsite Wastewater Practitioner #OW0907

Licensed Home Inspector, CPBC #80244

**WETT SITE Basic Inspector #12793**



## Aniko Nelson

---

**From:** Aniko Nelson  
**Sent:** August 1, 2025 12:23 PM  
**To:** Keltie Chamberlain  
**Subject:** RE: Voice Message Attached from [REDACTED] - Brit. Columbia

Thank you!

A.

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

**From:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Sent:** August 1, 2025 12:23 PM  
**To:** Aniko Nelson <ANelson@srd.ca>  
**Subject:** RE: Voice Message Attached from [REDACTED] - Brit. Columbia

Will do!

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

**From:** Aniko Nelson <ANelson@srd.ca>  
**Sent:** August 1, 2025 11:46 AM  
**To:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Subject:** FW: Voice Message Attached from [REDACTED] - Brit. Columbia

Hi Keltie,

Can you please give [REDACTED] a call back regarding his inquiry for 654 Maple Road? He is inquiring about the siting application (which we do not have) and his understanding that arch has put a hold on him installing the septic field. If you could just summarize our position for him it may be helpful.

Thank you!

A.

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

**From:** noreply@shawbusiness.ca <noreply@shawbusiness.ca>  
**Sent:** August 1, 2025 10:47 AM  
**To:** Aniko Nelson <2508306708@shawbusiness.ca>  
**Cc:** Aniko Nelson <ANelson@srd.ca>  
**Subject:** Voice Message Attached from [REDACTED] Brit. Columbia

**\*\* NOTICE: This email is from an external source.\*\***

Time: Aug 1, 2025 10:46:57 AM  
Click attachment to listen to Voice Message

## Aniko Nelson

---

**From:** Aniko Nelson  
**Sent:** July 28, 2025 2:00 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Archaeological Assessment at 654 Maple Road [MP-CLIENTS.FID74032]

Hello Justin,

Thank you for your follow up telephone call regarding 654 Maple Road. The SRD is in receipt of your correspondence regarding its discussions around potential construction at 654 Maple Road.

Should the property owners wish to proceed with construction, a Quadra Siting application would be required, to be accompanied by an approved septic filing by a qualified Registered Onsite Wastewater professional, as confirmed in separate correspondence with Island Health.

Regarding any archaeological considerations, the SRD has no response to your position on the archaeological assessment for the property as it does not have any authority over the *Heritage Conservation Act*. The SRD is aware that this property may be impacted by an archaeological site and recommended that the property owners contact the Archeology Branch for further information and any additional requirements.

Thank you!

**Aniko Nelson**  
Senior Manager, Community Services



**Strathcona Regional District**  
990 Cedar St. Campbell River, BC V9W 7Z8  
T: [250-830-6708](tel:250-830-6708)  
E: [anelson@srd.ca](mailto:anelson@srd.ca)

*The Strathcona Regional District respectfully acknowledges that our corporate office and Strathcona Gardens Recreation Complex are located on the traditional unceded territory of the Ligwít̓daḵw̓ people. We also recognize that we operate within the traditional, treaty and unceded territories of the Ehattesaht / Chinehkint, Homalco, Ka:yu:'k't'h' / Che: k'tles7et'h', Kl̓hoose, K'ómoks, Kwiakah, Mowachaht / Muchalaht, Nuchatlaht, Tla'amin, Tlowitsis, We Wai Kai and Wei Wai Kum First Nations.*

---

**From:** [REDACTED]  
**Sent:** June 13, 2025 10:55 AM  
**To:** Aniko Nelson <ANelson@srd.ca>; Arch Data Request FOR:EX <archdatarequest@gov.bc.ca>  
**Cc:** [REDACTED]  
**Subject:** Archaeological Assessment at 654 Maple Road [MP-CLIENTS.FID74032]

**NOTICE:** This email is from an external source.

Good morning,

Please see attached correspondence of today's date.

Kind regards,

**Adeline Domingo**  
(she/her)

Legal Assistant to  
Arden Beddoes, Sydney Gomez  
and Justin Wiebe

**McEwan**  
PARTNERS



---

McEwan Cooper Kirkpatrick LLP

900 - 980 Howe Street, Vancouver BC V6Z 0C8 | T [604.283.7740](tel:604.283.7740) | F [778.300.9393](tel:778.300.9393) | [www.mcewanpartners.com](http://www.mcewanpartners.com)

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## Aniko Nelson

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**From:** Keltie Chamberlain  
**Sent:** July 28, 2025 12:51 PM  
**To:** Aniko Nelson  
**Subject:** 654 Maple Road Quadra Siting application  
**Attachments:** RE: 2025-06-23 654 Maple Road, Quadra Island

The BC Archaeological Branch is the authority, and the Heritage Conservation Act (HCA) protects archaeological sites on public and private land and the province maintains that property owners have a legal responsibility to ensure archaeological sites are not disturbed without appropriate permits in place. The SRD has no response to your position on the archaeological assessment for the property.

The SRD currently has an incomplete Quadra Siting application from your clients. Vancouver Island Health Authority confirms that it is required prior to construction of a sewerage system.

---

**From:** [REDACTED]  
**Sent:** May 7, 2025 4:07 PM  
**To:** [REDACTED] Keltie Chamberlain  
<kchamberlain@srd.ca>  
**Cc:** Arden Beddoes <ABeddoes@mcewanpartners.com>  
**Subject:** RE: Archaeological Assessment - 654 Maple Road

**NOTICE:** This email is from an external source.

Greetings,

I am following up on our letter of April 16.

Please provide your response to our position that an archaeological assessment is not required in respect of the Property and, if necessary, your response to the case authority demonstrating that [REDACTED] is not responsible to pay for any such assessment.

As noted in the letter, [REDACTED] requires your response given that, among other things, [REDACTED] has engaged an archaeological firm that will not be kept waiting (in the event its services are required).

Please indicate, by the end of week, when we can expect to receive a substantive response.

Best regards,

## Aniko Nelson

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**From:** Keltie Chamberlain  
**Sent:** July 28, 2025 12:39 PM  
**To:** Aniko Nelson  
**Subject:** 2nd eml to [REDACTED] re incomplete application FW: 20241023 - 654 Maple Road Quadra Siting application  
**Attachments:** 2024 09 17 application requirements for 654 Maple Road; Quadra-Siting-Approval-Application-Package-Fillable-1.pdf

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**From:** Keltie Chamberlain  
**Sent:** October 23, 2024 4:14 PM  
**To:** [REDACTED]  
**Subject:** 20241023 - 654 Maple Road Quadra Siting application

Good afternoon, [REDACTED]

When you came into the office, we discussed the application requirements and what was missing from your initial submission (which you have referenced below – septic and archeological review), and I provided a list of items needed to complete the application. This is in answer to your original email.

I've attached the email and Quadra Siting process sheet for you again. When you make application with the two items, I anticipate that we'll be able to proceed with the permit review to determine if it is compliant with zoning requirements. If you are unsure that your proposal is in alignment with setbacks, you can review [here](#) and let me know if you have any questions.

The SRD doesn't have Development Permit Areas on Quadra Island for the foreshore, however any work within 15m of the natural boundary shown on the survey is regulated by the [SRD Floodplain Management Bylaw](#) and Provincial regulations. Your marked up survey shows the proposed house located approximately 16.84 m.

We have already discussed the required documents for application, which remain the same. I've pasted the relevant section of the previous email below in italics and highlighted.

*You can find the Guide to Quadra Siting [here](#) in No. 6 the application requirements are listed.*

*Application form – received*

*Proof of servicing – required*

*At the time of application, the applicant shall provide...Proof of Servicing by either an Island Health approved septic system filing; or if in the Quathiaski Cove sewer system service area, an existing approved sewer connection or SRD approval for a new hookup to the sewer system, including the payment of any required connection fees, shall be required.*

*Site sketch – received*

*Please note 6.iii) includes the **archeological assessment/permit and confirmation** requested.*

Do you have an anticipated date for application submission?

I look forward to receiving the two outstanding items. When you have completed this, your application is considered complete and we will send you an invoice and then can process the application.

Best regards,  
Keltie Chamberlain, MCP, RPP, MCIP  
Development Planner II



Strathcona Regional District  
990 Cedar St. Campbell River, BC V9W 7Z8  
T: 250-830-6705  
E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

*The Strathcona Regional District respectfully acknowledges that our corporate office and Strathcona Gardens Recreation Complex are located on the traditional unceded territory of the Ligwidaḥw people. We also recognize that we operate within the traditional, treaty and unceded territories of the Ehattesaht / Chinehkint, Homalco, Ka:'yu:'k't'h' / Che: k'tles7et'h', Klahoose, K'ómoks, Kwiakah, Mowachah / Muchalaht, Nuchatlaht, Tla'amin, Tlowitsis, We Wai Kai and Wei Wai Kum First Nations.*

[SRD.ca](http://SRD.ca) | [Facebook](https://www.facebook.com/srd.ca) | [Instagram](https://www.instagram.com/srd.ca) | [YouTube](https://www.youtube.com/srd.ca)

---

From: [REDACTED]  
Sent: October 23, 2024 10:37 AM  
To: Keltie Chamberlain <[kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)>  
Subject: 654 Maple Road Site Plan Approval

**NOTICE:** This email is from an external source.

## SECOND REQUEST

Hi Keltie,

I have not heard back from the S.R.D. in regards to our site plan request on September 16 2024.

Again I ask: Is the septic approval and archaeological approval all that the S.R.D. needs to go with with approving our site plan?

Please reply.

[REDACTED]

## Aniko Nelson

---

**From:** Keltie Chamberlain  
**Sent:** September 17, 2024 1:11 PM  
**To:** [REDACTED]  
**Subject:** 2024 09 17 application requirements for 654 Maple Road  
**Attachments:** Re: 2024 09 16 Application for Siting Approval for 654 Maple Road

Good morning, [REDACTED]

Thank you for your email. The registered archeological site is titled EaSh-4. You will need to make an inquiry to the Province regarding the type of assessment/permit and if required.

<https://www.archdatarequest.nrs.gov.bc.ca/>

You can find the Guide to Quadra Siting [here](#) in No. 6 the application requirements are listed.

Application form – received

Proof of servicing – **required**

*At the time of application, the applicant shall provide...Proof of Servicing by either an Island Health approved septic system filing; or if in the Quathiaski Cove sewer system service area, an existing approved sewer connection or SRD approval for a new hookup to the sewer system, including the payment of any required connection fees, shall be required.*

Site sketch – received

Please note 6.iii) includes the archeological assessment/permit and confirmation requested.

Let us know if you have any further questions, [REDACTED]

Best regards,  
**Keltie Chamberlain, MCP, RPP, MCIP**  
Development Planner II



**Strathcona Regional District**  
990 Cedar St. Campbell River, BC V9W 7Z8  
T: 250-830-6705  
E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

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---

**From:** [REDACTED]  
**Sent:** September 17, 2024 10:26 AM  
**To:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Subject:** Registered Archaeological Site Plan for 654 Maple Road

**NOTICE:** This email is from an external source.

Hi Keltie,

Could you please send me the registered archaeological site plan the SRD is using in this case so we can have it in our records for future use?

I have been on the Government archaeological site but it references me back to "local government" who made this request of us to obtain this information.

Thanks,

[REDACTED]

**Aniko Nelson**

---

**From:** [REDACTED]  
**Sent:** September 16, 2024 2:37 PM  
**To:** Keltie Chamberlain  
**Subject:** Re: 2024 09 16 Application for Siting Approval for 654 Maple Road

**NOTICE:** This email is from an external source.

Hi Keltie,

Is this the only item the SRD is requiring to get site approval?

Thank you for your reply,

[REDACTED]  
On 2024-09-16 11:10, Keltie Chamberlain wrote:

Good morning.

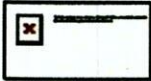
Thank you for bringing your application for the Siting Approval Permit to the SRD. After review of the property and the submitted details, it's noted the property is within a registered archaeological site. Please contact the Provincial Archaeology branch to get information regarding the site and steps you will need to complete for construction of the proposed home. There is a free archaeological information request that you can find [here](#). When you have received a permit or confirmation that you do not require a permit, you can submit that to us by email at [planning@srd.ca](mailto:planning@srd.ca) and a fee slip will then be sent to you for the Siting Application.

Thank you, again, and please let me know if you have any questions at all.

Best regards,

**Keltie Chamberlain, MCP, RPP, MCIP**

Development Planner II



**Strathcona Regional District**

990 Cedar St. Campbell River, BC V9W 7Z8

T: 250-830-6705

E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

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## **A Guide to the Siting Approval Process (Quadra Island)**

### **What is a Siting Approval?**

A *siting approval* is a formal process that the Strathcona Regional District (SRD) administers when an application is made to **construct, renovate, repair, or install any building or structure** on Quadra Island.

### **Why do I need one?**

The siting approval process ensures that community standards are achieved and ensures the long-term value of the homeowner's investment in property, by making sure that structures satisfy all relevant regulatory planning requirements. Siting approval is required prior to construction and for the issuance of new street numbers (civic addresses) on Quadra Island.

### **What is reviewed?**

A typical review of an application by the SRD includes examining the requirements for zoning, building siting, site servicing, development permit areas (commercial, industrial or multi-family development), floodplain setbacks, registered documents on title, and Agricultural Land Reserve requirements and constraints.

Any person wishing to site a principal structure of any size, or accessory structure in excess of 20.0 square metres (215.3 square feet), must obtain a Siting Approval as a prelude to doing so.

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

An Application for Siting Approval (Quadra Island) can be obtained from the SRD office or from the SRD website at [www.srd.ca](http://www.srd.ca). You are encouraged to obtain further details and advice from planning staff when making an application.

### **For more information contact:**

Community Services Department  
Strathcona Regional District  
990 Cedar Street  
Campbell River, B.C. V9W 7Z8  
Tel: 250-830-6700 Toll free: 1-877-830-2990 Fax: 250-830-6710  
Email: [planning@srd.ca](mailto:planning@srd.ca)  
Website: [www.srd.ca](http://www.srd.ca)

**APPLICATION FOR SITING APPROVAL - QUADRA ISLAND****1. Application**

Any person wishing to site a principal structure of any size, or accessory structure in excess of 20.0 square metres (215.3 square feet) in the area supported by Bylaw No. 1840 being the "Quadra Island Official Community Plan Bylaw, 1996" of the regional district requires a 'Siting Approval (Quadra Island)'. The owner of the property shall apply using a form provided by the regional district.

**2. Fees**

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. No processing shall be done until fees are paid in full.

**3. Refund**

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

**4. Cancellation**

Applications that are inactive for a period of 12 months are deemed to be abandoned and will be closed. Where appropriate refunds will be provided pursuant to Schedule A-1. An applicant has the right to apply for a one-year extension that must be approved by the regional board and is subject to a payment of 50% of the original application fee.

**5. Reapplication**

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

**6. Application Requirements**

**At the time of application, the applicant shall provide:**

- i) The completed **Application Form**, plus **Proof of Servicing** by either an Island Health approved septic system filing; or if in the Quathiaski Cove sewer system service area, an existing approved sewer connection or SRD approval for a new hookup to the sewer system, including the payment of any required connection fees, shall be required.

Applicant(s) who are not the registered property owner(s) will require the signature of the registered owner(s) in order to authorize the applicant to act as an agent.

- ii) A **Site Sketch (Plot Plan)** of the proposed construction which notes the building dimensions and distances from property lines, the dimensions of existing buildings on the property, the location of any creeks or other waterbodies, and the location of the driveway to a public road right-of-way.
- iii) As every application is unique, there may be further requirements, at the direction of the regional district, to be completed prior to approval of the siting plan. Any additional requirements will be outlined to the applicant by the planning department.
- iv) Following receipt of the information required and payment of all fees, the application will be reviewed by the planning department in view of siting and use. Applicants will then be informed in writing of the outcome of the consideration of the siting proposal.

- (v) Where development, as defined by RAR, is proposed within 30.0 metres (98.4 feet) of a stream, an assessment report, prepared by a qualified environmental professional (QEP) in accordance with the Riparian Areas Regulation is required. The QEP report must be prepared by the QEP who has carried out the assessment and that;
- i) certifies that the qualified environmental professional is qualified to carry out the assessment,
  - ii) certifies that the assessment methods have been followed, and
  - iii) provides the professional opinion of the qualified environmental professional that:
    - (a) if the development is implemented as proposed there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area, or
    - (b) if the streamside protection and enhancement areas identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area.



## Application for a Siting Approval (Quadra Island)

**FOR PROPERTY DESCRIBED AS:** *(From your Tax Assessment Notice or Certificate of Title)*

Legal Description:			
Name of Road:		House Number (if known):	

**REGISTERED PROPERTY OWNER**

Name:			
Mailing Address:			
Tel:		FAX:	
		Email:	

**AGENT OR APPLICANT (IF DIFFERENT FROM REGISTERED PROPERTY OWNERS)**

Name:			
Mailing Address:			
Tel:		FAX:	
		Email:	

**DESCRIPTION OF PROPOSED CONSTRUCTION**

Describe use of structure:	
	<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Guest Cabin <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Other
Is this construction:	<input type="checkbox"/> An entirely new building? <input type="checkbox"/> A structural addition, renovation, or repair of an existing building?

**ENVIRONMENTALLY SENSITIVE AREAS**

Is the proposed construction within 60m (200ft) of the sea, a lake, river, stream, creek, or wetland, swampy area or bog, cliff area, sand dunes, gravel area, etc.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
---	-----------------------------	------------------------------

**SETBACKS OF NEW CONSTRUCTION TO LOT LINES**

*Please indicate Imperial or Metric Measurement*

Construction	To Front Lot Line	To Rear Lot Line	To Left Side Lot Line	To Right Side Lot Line	Maximum Height
Single Family Dwelling					
Secondary Dwelling					
Accessory Structure					
Other (Agricultural, Commercial, etc)					

**PLEASE NOTE THAT WHERE AN AUTHORIZED AGENT ACTS ON THE PROPERTY OWNER'S(S) BEHALF, A LETTER OF AUTHORIZATION IS REQUIRED.**

_____ Signature of Owner or Authorized Agent	_____ Date
---	---------------

**For Office Use Only**

Planning Services Review Signature:	Date:	Comments/Conditions:
-------------------------------------	-------	----------------------

## Aniko Nelson

---

**From:** Keltie Chamberlain  
**Sent:** July 28, 2025 12:38 PM  
**To:** Aniko Nelson  
**Subject:** Eml to [REDACTED] re incomplete application. FW: 2024 09 17 application requirements for 654 Maple Road  
**Attachments:** Re: 2024 09 16 Application for Siting Approval for 654 Maple Road

---

**From:** Keltie Chamberlain  
**Sent:** September 17, 2024 1:11 PM  
**To:** [REDACTED]  
**Subject:** 2024 09 17 application requirements for 654 Maple Road

Good morning, [REDACTED]

Thank you for your email. The registered archeological site is titled EaSh-4. You will need to make an inquiry to the Province regarding the type of assessment/permit and if required.

<https://www.archdatarequest.nrs.gov.bc.ca/>

You can find the Guide to Quadra Siting [here](#) in No. 6 the application requirements are listed.

Application form – received

Proof of servicing – **required**

*At the time of application, the applicant shall provide...Proof of Servicing by either an Island Health approved septic system filing; or if in the Quathiaski Cove sewer system service area, an existing approved sewer connection or SRD approval for a new hookup to the sewer system, including the payment of any required connection fees, shall be required.*

Site sketch – received

Please note 6.iii) includes the archeological assessment/permit and confirmation requested.

Let us know if you have any further questions, [REDACTED].

Best regards,  
**Keltie Chamberlain, MCP, RPP, MCIP**  
Development Planner II



**Strathcona Regional District**  
990 Cedar St. Campbell River, BC V9W 7Z8  
T: 250-830-6705  
E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

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---

**From:** [REDACTED]  
**Sent:** September 17, 2024 10:26 AM  
**To:** Keltie Chamberlain <[kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)>  
**Subject:** Registered Archaeological Site Plan for 654 Maple Road

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Hi Keltie,

Could you please send me the registered archaeological site plan the SRD is using in this case so we can have it in our records for future use?

I have been on the Government archaeological site but it references me back to "local government" who made this request of us to obtain this information.

Thanks,

[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** September 16, 2024 2:37 PM  
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**Subject:** Re: 2024 09 16 Application for Siting Approval for 654 Maple Road

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Hi Keltie,

Is this the only item the SRD is requiring to get site approval?

Thank you for your reply,

[REDACTED]  
On 2024-09-16 11:10, Keltie Chamberlain wrote:

Good morning.

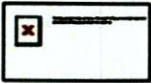
Thank you for bringing your application for the Siting Approval Permit to the SRD. After review of the property and the submitted details, it's noted the property is within a registered archaeological site. Please contact the Provincial Archaeology branch to get information regarding the site and steps you will need to complete for construction of the proposed home. There is a free archaeological information request that you can find [here](#). When you have received a permit or confirmation that you do not require a permit, you can submit that to us by email at [planning@srd.ca](mailto:planning@srd.ca) and a fee slip will then be sent to you for the Siting Application.

Thank you, again, and please let me know if you have any questions at all.

Best regards,

**Keltie Chamberlain, MCP, RPP, MCIP**

Development Planner II



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T: 250-830-6705

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## Aniko Nelson

---

**From:** Keltie Chamberlain  
**Sent:** July 28, 2025 12:28 PM  
**To:** Aniko Nelson  
**Subject:** Email from Island Health re 654 Maple Road, Quadra Island

Hi Aniko.  
Here is the Island Health requirement for the sewerage system.  
Keltie

---

**From:** Baratta, Joseph [ISLH] <Joseph.Baratta@islandhealth.ca>  
**Sent:** June 27, 2025 4:47 PM  
**To:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Subject:** RE: 2025-06-23 654 Maple Road, Quadra Island

**NOTICE:** This email is from an external source.

Hello Keltie,

I have located the land use file for 654 Maple Rd.

- It does not currently contain a sewerage system filing or letter of certification for an onsite sewerage system.

Under the Sewerage System Regulation the property owner is required to hire an authorized person as defined under the Regulation to design, build and file their sewerage system with our office (filing and LOC).

- All domestic sewage discharged from a structure must comply with the regulation.
- A person must not construct or maintain a sewerage system unless they are an authorized person, or directly supervised by an authorized person.

Island Health Sewerage & Subdivision webpage - <https://www.islandhealth.ca/learn-about-health/environment/sewerage-subdivision>

- (ROWP)
- professional for Sewerage System

I hope this helps with your inquiry below.

Please note our email can accept attachments up to 12 megabytes, with no zipped files.

**Statement of Confidentiality**

This message (including attachments) may contain confidential or privileged information intended for a specific individual or organization. If you have received this communication in error, please notify the sender immediately. If you are not the intended recipient, you are not authorized to use, disclose, distribute, copy, print or reply on this email, and should promptly delete this email from your entire computer system.

**From:**

**Joseph Baratta** B.Sc., BA.Sc., CIPHI(c)  
Environmental Public Health Officer  
**Vancouver Island Health Authority**  
200-1100 Island Hwy. Campbell River BC, V9W 8C6  
Office(250)850-2110 Desk(250)850-2106  
Fax (250)850-2455 [Joseph.Baratta@islandhealth.ca](mailto:Joseph.Baratta@islandhealth.ca)

---

**From:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Sent:** Monday, June 23, 2025 3:09 PM

To: Sonnenburg, Mia [ISLH] <[Mia.Sonnenburg@islandhealth.ca](mailto:Mia.Sonnenburg@islandhealth.ca)>

Subject: 2025-06-23 654 Maple Road, Quadra Island

Hi Mia.

We've received part of a Quadra Siting application for 654 Maple Road and the application is missing a sewerage filing. Have you received any information on the system at this location? The property owner has had their legal representative send a letter in relation to the archeological site on the property, but have not addressed the septic system requirement. Could you provide us with what is required for them to install a new system? Thank you.

Best regards,  
**Keltie Chamberlain, MCP, RPP, MCIP**  
Land Use Planner II  
IAP2, UrbD, CPTED, Hort



**Strathcona Regional District**  
990 Cedar St. Campbell River, BC V9W 7Z8  
T: 250-830-6705  
E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

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## Aniko Nelson

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**Sent:** June 27, 2025 4:47 PM  
**To:** Keltie Chamberlain  
**Subject:** RE: 2025-06-23 654 Maple Road, Quadra Island

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

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- (ROWP)
- professional for Sewerage System

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**From:**

**Joseph Baratta** B.Sc., BA.Sc., CIPHI(c)  
Environmental Public Health Officer  
**Vancouver Island Health Authority**  
200-1100 Island Hwy. Campbell River BC, V9W 8C6  
Office(250)850-2110 Desk(250)850-2106  
Fax (250)850-2455 [Joseph.Baratta@islandhealth.ca](mailto:Joseph.Baratta@islandhealth.ca)

---

**From:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Sent:** Monday, June 23, 2025 3:09 PM  
**To:** Sonnenburg, Mia [ISLH] <Mia.Sonnenburg@islandhealth.ca>  
**Subject:** 2025-06-23 654 Maple Road, Quadra Island

Hi Mia.

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Best regards,  
**Keltie Chamberlain, MCP, RPP, MCIP**  
Land Use Planner II  
IAP2, UrbD, CPTED, Hort



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**Aniko Nelson**

---

**From:** [REDACTED]  
**Sent:** June 13, 2025 10:55 AM  
**To:** Aniko Nelson; Arch Data Request FOR:EX  
**Cc:** [REDACTED]  
**Subject:** Archaeological Assessment at 654 Maple Road [MP-CLIENTS.FID74032]  
**Attachments:** 2025 06 13 LT A. Nelson re archaeological assessment at 654 Maple Rd(989845.2).pdf

**NOTICE:** This email is from an external source.

Good morning,

Please see attached correspondence of today's date.

Kind regards,

---

**Adeline Domingo**  
(she/her)  
Legal Assistant to  
Arden Beddoes, Sydney Gomez  
and Justin Wiebe

D [REDACTED]

[REDACTED]

---

McEwan Cooper Kirkpatrick LLP  
900 - 980 Howe Street, Vancouver BC V6Z 0C8 | T 604.283.7740 | F 778.300.9393 | [www.mcewanpartners.com](http://www.mcewanpartners.com)  
This email and any accompanying attachments contain confidential information that may be subject to solicitor-client privilege and are intended only for the named recipients. If you have received this email in error, please notify the sender and destroy the email.

June 13, 2025

Via Email – [ANelson@srd.ca](mailto:ANelson@srd.ca)

Attention: Aniko Nelson

Greetings Ms. Nelson,

Re: **Archaeological Assessment at 654 Maple Road**

We are counsel to [REDACTED]

On September 16, 2024, the [REDACTED] applied to the Strathcona Regional District for siting approval to construct a new house on the property located at 654 Maple Road, Heriot Bay, BC (the “Property”). The siting plan was submitted to Keltie Chamberlain at the SRD front planning desk.

On April 16, 2025, after the [REDACTED] received information that an archaeological assessment is required before construction of the new house could begin, we sent a letter on behalf of the [REDACTED] to the Strathcona Regional District and the BC Archaeology Branch, requesting a timely response (given the urgent circumstances outlined in the letter). That letter is attached here as **Schedule A**.

As outlined in the April 16 letter, the [REDACTED] position is that an archaeological assessment is not required in respect of the Property. Alternatively, if the BC Archaeology Branch can demonstrate why such an assessment is required in the circumstances, case authority clearly shows that the [REDACTED] are not responsible to pay for that assessment.

We have not heard from the SRD or the BC Archaeology Branch since April 16, despite the urgency noted in that letter:

Among other things, a wastewater professional has advised [REDACTED] that a new wastewater system should be constructed as soon as possible on the Property, given that the earthen wall of the previous foundation on the site has collapsed [which occurred in later December, 2024], exposing a sewer effluent pipe, which is now running into the previously excavated pit. The wastewater professional has advised that it could cost close to \$40,000 to

put in a new wastewater system. Further, ██████████ has spent a great deal of time searching for an archaeological firm to take this project on, in the event their services are required. If the firm is not provided with an answer soon, there is a risk it will walk away from the potential project.

Sheldon May, the registered wastewater professional referred to in the April 16 letter, indicated to ██████████ that he could not perform the installation of the new wastewater system because an archaeological assessment had to be performed first. Mr. May indicated that he could be fined if he performed the installation in the absence of such an assessment.

As an interim measure, ██████████ has plugged the exposed sewer effluent pipe with soil. However, it is clear that effluent is seeping out, given that the grass around the area is growing faster than usual, and with a vibrant green colour.

██████████ also notes that Mr. May performed a significant septic system installation at 646 Maple Road (which is located near the Property, and also within the “EaSh-4” archaeological site). ██████████ understands that an archaeological assessment was not performed in respect of this installation.

The circumstances giving rise to the April 16 letter are as follows:

- The SRD advised the ██████████ that they were required to obtain a letter from the Archaeology Branch, indicating that the SRD could proceed with siting approval.
- After ██████████ contacted the Archaeology Branch about obtaining this letter, it informed ██████████ that the Property sat atop a certain archaeological site (referred to as “EaSh-4”) protected under the *Heritage Conservation Act*, and that the Property must not be altered without a Provincial heritage permit issued by the Archaeology Branch. The Archaeology Branch further informed ██████████ that “[m]ost applicants will therefore engage an eligible consulting archaeologist to review proposed activities, verify archaeological records, and work with the Archaeology Branch on the applicant's behalf to identify permit requirements, prepare permit application(s), and conduct any required archaeological study”.

The ██████████ have incurred significant expense due to the SRD's and Archaeology Branch's inaction since September 16, 2024. Among other things, these costs include:

- Over \$65,000 for an archaeological firm to move forward with an archaeological assessment (which is a minimum cost based on the quote Mr. [REDACTED] received);
- Over \$36,000 in respect of the installation of a required new wastewater system; and
- \$8,898.40 in respect of legal fees to May 14, 2025.

The [REDACTED] holds the SRD and BC Archaeology Branch responsible for these avoidable and ongoing damages.

[REDACTED] also notes the effects of inflation on the cost of the archaeological assessment, the installation of the wastewater system, as well as construction costs for the new home, which have been caused by the SRD's and Archaeology Branch's delays. [REDACTED] also continues to lose out on the enjoyment of his new home due to these delays.

Should [REDACTED] not receive a satisfactory response to the concerns raised in this letter (as well as those raised in our letter of April 16), he reserves the right to file a claim in the courts of British Columbia without further notice to you.

Please contact the undersigned should you have questions.

Yours truly,

**McEwan Partners**



**Justin Wiebe**

Direct: 236-858-8538

[jwiebe@mcewanpartners.com](mailto:jwiebe@mcewanpartners.com)

JW/ad

cc: BC Archaeology Branch

April 16, 2025

Via Email (ArchDataRequest@gov.bc.ca; kchamberlain@srd.ca)

To whom it may concern:

**Re: Archaeological Assessment at 654 Maple Road**

We are counsel to [REDACTED]

As you know, [REDACTED] has applied for siting approval from the Strathcona Regional District to construct a new house on the property located at 654 Maple Road, Heriot Bay, BC (the "Property"). [REDACTED] proposes to construct the new home in the footprint of a demolished home.

As outlined in detail below, our view is that an archaeological assessment is not required in respect of the Property. Alternatively, if the BC Archaeology Branch can demonstrate why such an assessment is required in the circumstances, case authority clearly shows that [REDACTED] is not responsible to pay for this assessment.

We understand the following from correspondence forwarded to us by [REDACTED]:

1. The SRD initially represented to [REDACTED] that he was required to obtain a letter from the Archaeology Branch, indicating that the SRD could proceed with siting approval.
2. After [REDACTED] contacted the Archaeology Branch about obtaining this letter, it informed [REDACTED] that the Property sat atop a certain archaeological site (referred to as "EaSh-4") protected under the *Heritage Conservation Act*, and that the Property must not be altered without a Provincial heritage permit issued by the Archaeology Branch. The Archaeology Branch further informed [REDACTED] that "[m]ost applicants will therefore engage an eligible consulting archaeologist to review proposed activities, verify archaeological records, and work with the Archaeology Branch on the applicant's behalf to identify permit requirements, prepare permit application(s), and conduct any required archaeological study".
3. The SRD later informed [REDACTED] that no letter was in fact required from the Archaeology Branch.

Understandably, this correspondence has left [REDACTED] uncertain as to what is required of him in the circumstances.

**The SRD and the Archaeological Branch both lack authority to require an archaeological assessment in the circumstances**

In our view, neither the Archaeological Branch nor the SRD has the authority to require an archaeological assessment in the circumstances.

With respect to the SRD, we appreciate the SRD's confirmation that no letter from the Archaeology Branch is required in the circumstances. This confirmation aligns with the fact that the SRD has not established a bylaw relating to heritage conservation and is therefore barred from denying siting approvals on the basis that an archeological assessment has not been obtained.

Indeed, s. 587 of the *Local Government Act* states as follows in relation to heritage conservation:

**Regional district authority requires service**

587 A regional district does not have authority under this Part, and its board is not a local government for the purposes of this Part, unless the regional district has adopted a bylaw to establish and operate a service related to heritage conservation.

The SRD has not adopted a bylaw as contemplated by section 587. The SRD cannot, therefore, withhold the issuance of an approval for the reason that a property is identified as "heritage property" (which denial is contemplated by s. 604 of the *Local Government Act*).

Further, the SRD cannot rely on s. 6(iii) of Schedule A-10 of the Strathcona Regional District Planning Procedures & Fees Bylaw, 2008 (Consolidated), which merely states, in relation to siting approvals, that "[a]s every application is unique, there may be further requirements, at the direction of the regional district, to be completed prior to approval of the siting plan. Any additional requirements will be outlined to the applicant by the planning department". The SRD is not entitled to impose an archaeological assessment on citizens in the absence of clear statutory authority to do so.

Turning to the Archaeological Branch's asserted authority to impose an archaeological assessment in the circumstances, we invite the Branch to demonstrate that it possesses this authority.

In this regard, it is important to note that [REDACTED] proposes to build a new house on the same footprint as a previous house on the Property. We note that under s. 12.1(2) of the *Heritage Conservation Act*, a person must not, among other things, “damage, excavate, dig in or alter, or remove any heritage object from, a site that contains artifacts, features, materials or other physical evidence of human habitation or use before 1846”, “[e]xcept as authorized by a permit issued under section 12.2 or 12.4 or an order issued under section 12.3 ...”. Given that the proposed new home is to be built on the same footprint as a previous home, any disturbance to the Property would be very minor.

[REDACTED] also notes that, to his knowledge, nothing of archaeological significance has ever been found on the Property. Further, two archaeological assessments completed on properties near his (at the Heriot Bay Inn and the BC Ferries Terminal site) did not reveal anything of archaeological significance.

**The BC Archaeology Branch has no authority to compel [REDACTED] to pay for an archaeological assessment.**

We assume that the Archaeology Branch relied on s. 12.1(2) of the *Heritage Conservation Act* in representing to [REDACTED] that the Property must not be altered without a Provincial heritage permit (although the part of the Act relied on is unclear from correspondence with [REDACTED]). Section 12.1(2) states, among other things, that a person must not “damage, excavate, dig in or alter, or remove any heritage object from, a site that contains artifacts, features, materials or other physical evidence of human habitation or use before 1846”, “[e]xcept as authorized by a permit issued under section 12.2 or 12.4 or an order issued under section 12.3 ...”.

Justice Gerow’s holding in *Mackay v British Columbia*, 2013 BCSC 945, is that the Archaeology Branch lacks the statutory authority to compel a property owner to pay for an archaeological assessment in the absence of a ministerial order for a heritage inspection or heritage investigation.

In *Mackay*, as here, the property owner was unaware of any heritage value associated with the property given, among other things, no notation was on title to the property.

In *Mackay*, Justice Gerow stated as follows:<sup>1</sup>

Section 14(4) [of the *Heritage Conservation Act*] sets out a scheme under which the Minister or his delegate may order a heritage inspection or a heritage investigation, where certain developments or uses are proposed

<sup>1</sup> para. 33.

for land. Section 14(7) provides that the Minister, but not his delegate, may require the person developing or using the property to pay for the heritage inspection or heritage investigation. No such order was made in this case.

The former section 14(4) of the *Heritage Conservation Act* is substantially the same as the current section 12.3(1). The former section 14(7) is substantially the same as the current section 12.3(3).

Justice Gerow also stated:

[88] I agree with the petitioner that given the specific provision in s. 14(7) permitting the Minister to order an owner to pay for a heritage investigation and/or heritage inspection in specified circumstances, it is inappropriate to infer that the ability of the Branch to impose conditions or refuse a permit under s. 12 meant that the Branch officials could require the petitioner to undertake a thorough investigation or heritage inspection at her own expense as a precondition to the permit. Section 12(1) does not allow the Minister to delegate the authority under s. 14(7) to make an order requiring a person to pay for a heritage investigation or a heritage inspection.

[emphasis added]

As was the case in *Mackay*, there is no express requirement in the *Heritage Conservation Act* to the effect that an owner must pay for a heritage investigation or inspection relating to a permit sought under section 12.4.

In *Mackay*, the court also commented:<sup>2</sup>

It is clear from a review of the whole *Act*, that where the legislature wished to impose the costs of a heritage inspection or a heritage investigation on citizens, it did so expressly. As stated earlier, the Minister is empowered to make an order that a person pay for a heritage inspection or a heritage investigation in certain circumstances under s. 14(7). The only subsection that has possible relevance is s. 14(7)(e): change in use or development of the land. Leaving aside the issue of whether replacing one single family home with another on virtually the same footprint was either a change in use or a development of the land [which is also the case here], no Ministerial order was made in this case ordering the petitioner to pay for heritage inspection and/or investigation. There is no other provision in the *Act*, and none in s. 12, providing

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<sup>2</sup> para. 90.

authority to Branch officials to require a heritage inspection or heritage investigation be done at the expense of the owner.

In our view, Justice Gerow's above analysis still governs. We note that the current s. 12.3(3) is substantially the same as the s. 14(7) referenced above.

The *Heritage Conservation Act* was amended following the *Mackay* decision such that a person excavating or otherwise altering land "for the purposes of archaeological research or searching for objects of aboriginal origin" is liable to pay for a heritage inspection or investigation as part of the permitting process. This section is inapplicable, however, given that [REDACTED] is not seeking to conduct archaeological research.

Apart from the law [REDACTED] as a private landowner, should not be required to pay high fees for an archaeological assessment in circumstances where he has no knowledge of anything of archaeological significance on the Property. [REDACTED] has been in contact with an archaeological firm in respect of a potential archaeological assessment. The firm has proposed an initial amount of \$65,000 for the firm to move forward. [REDACTED] understands that if anything of archaeological significance is found, the cost could run much higher.

### Conclusion

[REDACTED] is eager to move the approval process forward. Among other things, a wastewater professional has advised [REDACTED] that a new wastewater system should be constructed as soon as possible on the Property, given that the earthen wall of the previous foundation on the site has collapsed, exposing a sewer effluent pipe, which is now running into the previously excavated pit. The wastewater professional has advised that it could cost close to \$40,000 to put in a new wastewater system.

Further, [REDACTED] has spent a great deal of time searching for an archaeological firm to take this project on, in the event their services are required. If the firm is not provided with an answer soon, there is a risk it will walk away from the potential project.

For these reasons, please respond to this letter at your earliest convenience, indicating your position on the issues discussed.

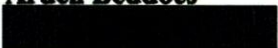
Please contact the undersigned with any questions.

Yours truly,

**McEwan Partners**



**Arden Beddoes**

  
abeddoes@mcewanpartners.com

AB/ad

**Aniko Nelson**

---

**From:** Keltie Chamberlain  
**Sent:** May 7, 2025 4:13 PM  
**To:** Aniko Nelson; Meredith Starkey  
**Subject:** FW: Archaeological Assessment - 654 Maple Road

FYI...

I'll let Justin know that we will have a conversation with the ARCH branch prior to responding and the date has yet to be determined.

---

**From:** Justin Wiebe <JWiebe@mcewanpartners.com>  
**Sent:** May 7, 2025 4:07 PM  
**To:** [REDACTED] Keltie Chamberlain <kchamberlain@srd.ca>  
**Cc:** [REDACTED]  
**Subject:** RE: Archaeological Assessment - 654 Maple Road

**NOTICE:** This email is from an external source.

Greetings,

I am following up on our letter of April 16.

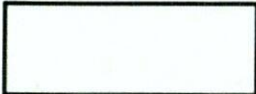
Please provide your response to our position that an archaeological assessment is not required in respect of the Property and, if necessary, your response to the case authority demonstrating that [REDACTED] is not responsible to pay for any such assessment.

As noted in the letter, [REDACTED] requires your response given that, among other things, [REDACTED] has engaged an archaeological firm that will not be kept waiting (in the event its services are required).

Please indicate, by the end of week, when we can expect to receive a substantive response.

Best regards,

---

<b>Justin Wiebe</b> (he/him)  	D 236.858.8538 <a href="mailto:jwiebe@mcewanpartners.com">jwiebe@mcewanpartners.com</a>
--	--

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McEwan Cooper Kirkpatrick LLP

900 - 980 Howe Street, Vancouver BC V6Z 0C8 | T 604.283.7740 | F 778.300.9393 | [www.mcewanpartners.com](http://www.mcewanpartners.com)

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From: Adeline Domingo <[REDACTED]>  
Sent: April 16, 2025 11:48 AM  
To: ArchDataRequest@gov.bc.ca; kchamberlain@srd.ca  
Cc: [REDACTED]  
Subject: Archaeological Assessment - 654 Maple Road [MP-CLIENTS.FID74032]

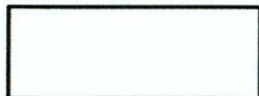
Good morning,

Please see attached correspondence of today's date.

Kind regards,

---

**Adeline Domingo**  
(she/her)  
Legal Assistant to  
Arden Beddoes, Sydney Gomez  
and Justin Wiebe



D [REDACTED]

---

McEwan Cooper Kirkpatrick LLP

900 - 980 Howe Street, Vancouver BC V6Z 0C8 | T 604.283.7740 | F 778.300.9393 | [www.mcewanpartners.com](http://www.mcewanpartners.com)

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## Aniko Nelson

---

**From:** Keltie Chamberlain  
**Sent:** April 4, 2025 11:56 AM  
**To:** [REDACTED]  
**Cc:** Aniko Nelson  
**Subject:** 2025 04 04 654 Maple Road Planning Procedures Bylaw

Good morning, [REDACTED]

The Planning Procedures Bylaw is located within this hyperlink [here](#). Alternatively, attached is a pdf for your convenience.

Specific to your request for 6 iii), which states:

- iii) As every application is unique, there may be further requirements, at the direction of the regional district, to be completed prior to approval of the siting plan. Any additional requirements will be outlined to the applicant by the planning department.

Please let me know if you have any further questions.

Best regards,

**Keltie Chamberlain, MCP, RPP, MCIP**  
Development Planner II



**Strathcona Regional District**  
990 Cedar St. Campbell River, BC V9W 7Z8  
T: 250-830-6705  
E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

*The Strathcona Regional District respectfully acknowledges that our corporate office and Strathcona Gardens Recreation Complex are located on the traditional unceded territory of the Ligwít̓daḵw people. We also recognize that we operate within the traditional, treaty and unceded territories of the Ehattesaht / Chinehkint, Homalco, Ka:yu:'k't'h' / Che: k'tles7et'h', Klahoose, K'ómoks, Kwiakah, Mowachaht / Muchalaht, Nuchatlaht, Tla'amin, Tlowitsis, We Wai Kai and Wei Wai Kum First Nations.*

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---

**From:** [REDACTED]  
**Sent:** April 4, 2025 11:37 AM  
**To:** Keltie Chamberlain <[kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)>  
**Subject:** Re: 2025 03 28 Enquiry regarding heritage conservation - 654 Maple Road

**NOTICE:** This email is from an external source.

Hi Keltie,

Please supply me the whole Procedures Bylaw with Page 37, Section 6iii.

Thanks,

██████████  
On 2025-03-31 09:29, Keltie Chamberlain wrote:

Good morning, ██████████

Although I've delivered this to you previously, attached to this email is the Quadra-Siting Approval Application Package for your convenience, highlighting information you are requesting. The Planning Procedures Bylaw is [here](#). The Permitting process for Archaeological sites can be found [here](#). As I mentioned, this is a Provincial permit, not an SRD permit requirement. The registered site is part of [Remote Access to Archaeological Data \(RAAD\)](#) which is used for land use planning. I provided you with the map image showing your property within the boundaries of the registered site last year and requested that when you have that permit you share it with the SRD – however, it was not expressed as a requirement of Quadra Siting approval. As you can see in the Procedures Bylaw, Page 37, Section 6iii), the SRD can request additional information, such as confirmation of permitting from the Province for archaeology or other information regarding sewerage, environmental features or permits, etc., when relevant to a land use application.

In BC, archaeological sites, whether on public or private land, are protected under the Heritage Conservation Act and require permits for any alteration or disturbance. Provincial legislation, the laws and regulations enacted by the provincial government, apply to your property regardless of bylaws or services the SRD has in an Electoral Area.

Please let me know if you have any further questions.

Best regards,

**Keltie Chamberlain, MCP, RPP, MCIP**

Development Planner II



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T: 250-830-6705

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---

**From:** [REDACTED]  
**Sent:** March 29, 2025 10:17 AM  
**To:** Keltie Chamberlain <[kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)>  
**Subject:** Re: 2025 03 28 Enquiry regarding heritage conservation - 654 Maple Road

**NOTICE:** This email is from an external source.

Hi Keltie,

Please supply me the the SRD bylaw to enable the SRD to enforce for the proof of servicing and the registered archaeological site.

Thank you,

[REDACTED]

On 2025-03-28 15:08, Keltie Chamberlain wrote:

Good afternoon, [REDACTED]

Sorry for the delayed response to your email. I looked back in my email correspondence with you and found that you had begun the process of a Quadra Siting application which was incomplete and required the proof of servicing and the

registered archeological site was brought to your attention. The archeological assessment is Provincial regulation, and the SRD doesn't have a bylaw with respect to heritage conservation. You must deal with the Province directly for the archeological assessment and any permitting that is required. I believe I provided you with this information previously, but for your convenience you can find information here:

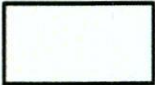
<https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits>.

Please let me know if you have any further questions.

Best regards,

**Keltie Chamberlain, MCP, RPP, MCIP**

Development Planner II



**Strathcona Regional District**

990 Cedar St. Campbell River, BC V9W 7Z8

T: 250-830-6705

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---

**From:** [REDACTED]  
**Sent:** March 23, 2025 2:49 PM  
**To:** Keltie Chamberlain <[kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)>  
**Subject:** 2024 09 16 Application for Siting Approval for 654 Maple Road

**NOTICE: This email is from an external source.**

Dear Keltie Champerlain,

Could you please sent me the bylaw mentioned in the Local Government Act:

Section 800.1(2)(h) of the BC Local Government Act, specifically addresses services related to heritage conservation, and a regional district needs to adopt a bylaw to establish and operate such a service to have authority under this part.

Thanks,

A solid black rectangular box used to redact the sender's name and contact information.

## Aniko Nelson

---

**From:** Keltie Chamberlain  
**Sent:** March 31, 2025 9:29 AM  
**To:** [REDACTED]  
**Cc:** Aniko Nelson  
**Subject:** RE: 2025 03 28 Enquiry regarding heritage conservation - 654 Maple Road  
**Attachments:** Quadra-Siting-Approval-Application-Package-Fillable-1 (2).pdf

Good morning, [REDACTED]

Although I've delivered this to you previously, attached to this email is the Quadra-Siting Approval Application Package for your convenience, highlighting information you are requesting. The Planning Procedures Bylaw is [here](#). The Permitting process for Archaeological sites can be found [here](#). As I mentioned, this is a Provincial permit, not an SRD permit requirement. The registered site is part of [Remote Access to Archaeological Data \(RAAD\)](#) which is used for land use planning. I provided you with the map image showing your property within the boundaries of the registered site last year and requested that when you have that permit you share it with the SRD – however, it was not expressed as a requirement of Quadra Siting approval. As you can see in the Procedures Bylaw, Page 37, Section 6iii), the SRD can request additional information, such as confirmation of permitting from the Province for archaeology or other information regarding sewerage, environmental features or permits, etc., when relevant to a land use application.

In BC, archaeological sites, whether on public or private land, are protected under the Heritage Conservation Act and require permits for any alteration or disturbance. Provincial legislation, the laws and regulations enacted by the provincial government, apply to your property regardless of bylaws or services the SRD has in an Electoral Area.

Please let me know if you have any further questions.

Best regards,  
**Keltie Chamberlain, MCP, RPP, MCIP**  
Development Planner II



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Thank you,

[REDACTED]

On 2025-03-28 15:08, Keltie Chamberlain wrote:

Good afternoon, [REDACTED]

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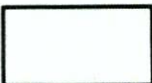
<https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits>.

Please let me know if you have any further questions.

Best regards,

**Keltie Chamberlain, MCP, RPP, MCIP**

Development Planner II



**Strathcona Regional District**

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T: 250-830-6705

E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

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---

**From:** [REDACTED]

**Sent:** March 23, 2025 2:49 PM

**To:** Keltie Chamberlain <[kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)>

**Subject:** 2024 09 16 Application for Siting Approval for 654 Maple Road

**NOTICE:** This email is from an external source.

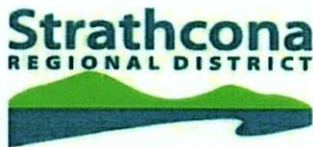
Dear Keltie Champerlain,

Could you please sent me the bylaw mentioned in the Local Government Act:

Section 800.1(2)(h) of the BC Local Government Act, specifically addresses services related to heritage conservation, and a regional district needs to adopt a bylaw to establish and operate such a service to have authority under this part.

Thanks,

[REDACTED]



## **A Guide to the Siting Approval Process (Quadra Island)**

### **What is a Siting Approval?**

A *siting approval* is a formal process that the Strathcona Regional District (SRD) administers when an application is made to **construct, renovate, repair, or install any building or structure** on Quadra Island.

### **Why do I need one?**

The siting approval process ensures that community standards are achieved and ensures the long-term value of the homeowner's investment in property, by making sure that structures satisfy all relevant regulatory planning requirements. Siting approval is required prior to construction and for the issuance of new street numbers (civic addresses) on Quadra Island.

### **What is reviewed?**

A typical review of an application by the SRD includes examining the requirements for zoning, building siting, site servicing, development permit areas (commercial, industrial or multi-family development), floodplain setbacks, registered documents on title, and Agricultural Land Reserve requirements and constraints.

Any person wishing to site a principal structure of any size, or accessory structure in excess of 20.0 square metres (215.3 square feet), must obtain a Siting Approval as a prelude to doing so.

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

An Application for Siting Approval (Quadra Island) can be obtained from the SRD office or from the SRD website at [www.srd.ca](http://www.srd.ca). You are encouraged to obtain further details and advice from planning staff when making an application.

### **For more information contact:**

Community Services Department  
Strathcona Regional District  
990 Cedar Street  
Campbell River, B.C. V9W 7Z8  
Tel: 250-830-6700 Toll free: 1-877-830-2990 Fax: 250-830-6710  
Email: [planning@srd.ca](mailto:planning@srd.ca)  
Website: [www.srd.ca](http://www.srd.ca)

**APPLICATION FOR SITING APPROVAL - QUADRA ISLAND****1. Application**

Any person wishing to site a principal structure of any size, or accessory structure in excess of 20.0 square metres (215.3 square feet) in the area supported by Bylaw No. 1840 being the "Quadra Island Official Community Plan Bylaw, 1996" of the regional district requires a 'Siting Approval (Quadra Island)'. The owner of the property shall apply using a form provided by the regional district.

**2. Fees**

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. No processing shall be done until fees are paid in full.

**3. Refund**

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

**4. Cancellation**

Applications that are inactive for a period of 12 months are deemed to be abandoned and will be closed. Where appropriate refunds will be provided pursuant to Schedule A-1. An applicant has the right to apply for a one-year extension that must be approved by the regional board and is subject to a payment of 50% of the original application fee.

**5. Reapplication**

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

**6. Application Requirements**

**At the time of application, the applicant shall provide:**

- i) **The completed Application Form, plus Proof of Servicing by either an Island Health approved septic system filing; or if in the Quathiaski Cove sewer system service area, an existing approved sewer connection or SRD approval for a new hookup to the sewer system, including the payment of any required connection fees, shall be required.**  
Applicant(s) who are not the registered property owner(s) will require the signature of the registered owner(s) in order to authorize the applicant to act as an agent.
- ii) **A Site Sketch (Plot Plan)** of the proposed construction which notes the building dimensions and distances from property lines, the dimensions of existing buildings on the property, the location of any creeks or other waterbodies, and the location of the driveway to a public road right-of-way.
- iii) **As every application is unique, there may be further requirements,** at the direction of the regional district, to be completed prior to approval of the siting plan. Any additional requirements will be outlined to the applicant by the planning department.
- iv) Following receipt of the information required and payment of all fees, the application will be reviewed by the planning department in view of siting and use. Applicants will then be informed in writing of the outcome of the consideration of the siting proposal.

- (v) Where development, as defined by RAR, is proposed within 30.0 metres (98.4 feet) of a stream, an assessment report, prepared by a qualified environmental professional (QEP) in accordance with the Riparian Areas Regulation is required. The QEP report must be prepared by the QEP who has carried out the assessment and that;
- i) certifies that the qualified environmental professional is qualified to carry out the assessment,
  - ii) certifies that the assessment methods have been followed, and
  - iii) provides the professional opinion of the qualified environmental professional that:
    - (a) if the development is implemented as proposed there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area, or
    - (b) if the streamside protection and enhancement areas identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area.



## Application for a Siting Approval (Quadra Island)

**FOR PROPERTY DESCRIBED AS:** *(From your Tax Assessment Notice or Certificate of Title)*

Legal Description:			
Name of Road:		House Number (if known):	

**REGISTERED PROPERTY OWNER**

Name:			
Mailing Address:			
Tel:		FAX	Email:

**AGENT OR APPLICANT (IF DIFFERENT FROM REGISTERED PROPERTY OWNERS)**

Name:			
Mailing Address:			
Tel:		FAX	Email

**DESCRIPTION OF PROPOSED CONSTRUCTION**

Describe use of structure:	
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Guest Cabin
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Other
Is this construction:	<input type="checkbox"/> An entirely new building?
	<input type="checkbox"/> A structural addition, renovation, or repair of an existing building?

**ENVIRONMENTALLY SENSITIVE AREAS**

Is the proposed construction within 60m (200ft) of the sea, a lake, river, stream, creek, or wetland, swampy area or bog, cliff area, sand dunes, gravel area, etc.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
---	-----------------------------	------------------------------

**SETBACKS OF NEW CONSTRUCTION TO LOT LINES**

*Please indicate Imperial or Metric Measurement*

Construction	To Front Lot Line	To Rear Lot Line	To Left Side Lot Line	To Right Side Lot Line	Maximum Height
Single Family Dwelling					
Secondary Dwelling					
Accessory Structure					
Other (Agricultural, Commercial, etc)					

**PLEASE NOTE THAT WHERE AN AUTHORIZED AGENT ACTS ON THE PROPERTY OWNER'S(S) BEHALF, A LETTER OF AUTHORIZATION IS REQUIRED.**

_____ Signature of Owner or Authorized Agent	_____ Date
---	---------------

**For Office Use Only**

Planning Services Review Signature:	Date:	Comments/Conditions:
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## Aniko Nelson

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**From:** Keltie Chamberlain  
**Sent:** March 31, 2025 8:42 AM  
**To:** Aniko Nelson  
**Subject:** FW: 2025 03 28 Enquiry regarding heritage conservation - 654 Maple Road

More from this individual from Quadra....

---

**From:** [REDACTED]  
**Sent:** March 29, 2025 10:17 AM  
**To:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Subject:** Re: 2025 03 28 Enquiry regarding heritage conservation - 654 Maple Road

**NOTICE:** This email is from an external source.

Hi Keltie,

Please supply me the the SRD bylaw to enable the SRD to enforce for the proof of servicing and the registered archaeological site.

Thank you,

[REDACTED]

On 2025-03-28 15:08, Keltie Chamberlain wrote:

Good afternoon, [REDACTED]

Sorry for the delayed response to your email. I looked back in my email correspondence with you and found that you had begun the process of a Quadra Siting application which was incomplete and required the proof of servicing and the registered archeological site was brought to your attention. The archeological assessment is Provincial regulation, and the SRD doesn't have a bylaw with respect to heritage conservation. You must deal with the Province directly for the archeological assessment and any permitting that is required. I believe I provided you with this information previously, but for your convenience you can find information here:

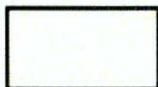
<https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits>.

Please let me know if you have any further questions.

Best regards,

**Keltie Chamberlain, MCP, RPP, MCIP**

Development Planner II



**Strathcona Regional District**

990 Cedar St. Campbell River, BC V9W 7Z8

T: 250-830-6705

E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

*The Strathcona Regional District respectfully acknowledges that our corporate office and Strathcona Gardens Recreation Complex are located on the traditional unceded territory of the Ligw'idaɣw' people. We also recognize that we operate within the traditional, treaty and unceded territories of the Ehattesaht / Chinexkint, Homalco, Ka:'yu:'k't'h' / Che: k'tles7et'h', Klahoose, K'ómoks, Kwiakah, Mowachaht / Muchalaht, Nuchatlaht, Tla'amin, Tlowitsis, We Wai Kai and Wei Wai Kum First Nations.*

[SRD.ca](http://SRD.ca) | [Facebook](#) | [Instagram](#) | [YouTube](#)

---

**From:** [REDACTED]  
**Sent:** March 23, 2025 2:49 PM  
**To:** Keltie Chamberlain <[kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)>  
**Subject:** 2024 09 16 Application for Siting Approval for 654 Maple Road

**NOTICE:** This email is from an external source.

Dear Keltie Chamberlain,

Could you please sent me the bylaw mentioned in the Local Government Act:

Section 800.1(2)(h) of the BC Local Government Act, specifically addresses services related to heritage conservation, and a regional district needs to adopt a bylaw to establish and operate such a service to have authority under this part.

Thanks,



## Aniko Nelson

---

**From:** Keltie Chamberlain  
**Sent:** March 28, 2025 3:09 PM  
**To:** [REDACTED]  
**Subject:** 2025 03 28 Enquiry regarding heritage conservation - 654 Maple Road  
**Attachments:** FW: 20241023 - 654 Maple Road Quadra Siting application; 20241023 - 654 Maple Road Quadra Siting application

Good afternoon, [REDACTED]

Sorry for the delayed response to your email. I looked back in my email correspondence with you and found that you had begun the process of a Quadra Siting application which was incomplete and required the proof of servicing and the registered archeological site was brought to your attention. The archeological assessment is Provincial regulation, and the SRD doesn't have a bylaw with respect to heritage conservation. You must deal with the Province directly for the archeological assessment and any permitting that is required. I believe I provided you with this information previously, but for your convenience you can find information here:

<https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits>.

Please let me know if you have any further questions.

Best regards,  
**Keltie Chamberlain, MCP, RPP, MCIP**  
Development Planner II



**Strathcona Regional District**  
990 Cedar St. Campbell River, BC V9W 7Z8  
T: 250-830-6705  
E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

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[SRD.ca](http://SRD.ca) | [Facebook](#) | [Instagram](#) | [YouTube](#)

---

**From:** [REDACTED]  
**Sent:** March 23, 2025 2:49 PM  
**To:** Keltie Chamberlain <[kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)>  
**Subject:** 2024 09 16 Application for Siting Approval for 654 Maple Road

**NOTICE:** This email is from an external source.

Dear Keltie Champerlain,

Could you please sent me the bylaw mentioned in the Local Government Act:

Section 800.1(2)(h) of the BC Local Government Act, specifically addresses services related to heritage conservation, and a regional district needs to adopt a bylaw to establish and operate such a service to have authority under this part.

Thanks,



---

**Aniko Nelson**

---

**From:** Keltie Chamberlain  
**Sent:** March 28, 2025 2:32 PM  
**To:** Aniko Nelson  
**Subject:** RE: 2024 09 16 Application for Siting Approval for 654 Maple Road  
**Attachments:** Registered Arch site map.pdf; Survey Plan.pdf

There isn't an application for the property, although I kept the documents she provided.

---

**From:** Keltie Chamberlain  
**Sent:** March 28, 2025 2:22 PM  
**To:** Aniko Nelson <ANelson@srd.ca>  
**Subject:** RE: 2024 09 16 Application for Siting Approval for 654 Maple Road

Aha. This woman came in to apply for a QS last year in July and I explained to her that there was a registered Archeology site on the property and that she would have to go the Province for a permit.

This note appears to be challenging that.

Keltie

---

**From:** Aniko Nelson <ANelson@srd.ca>  
**Sent:** March 28, 2025 2:12 PM  
**To:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Subject:** RE: 2024 09 16 Application for Siting Approval for 654 Maple Road

Actually, maybe just see what that siting application she is referring to was for first.

A.

---

**From:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Sent:** March 28, 2025 2:11 PM  
**To:** Aniko Nelson <ANelson@srd.ca>  
**Subject:** RE: 2024 09 16 Application for Siting Approval for 654 Maple Road

You bet.

---

**From:** Aniko Nelson <ANelson@srd.ca>  
**Sent:** March 28, 2025 2:09 PM  
**To:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Subject:** RE: 2024 09 16 Application for Siting Approval for 654 Maple Road

Hi Keltie,

No problem at all.

Can you please respond and cc me in the email to advise that the SRD has not adopted any bylaws for the establishment of a Heritage Conservation Service.

Thank you!

A.

---

**From:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Sent:** March 28, 2025 1:57 PM  
**To:** Aniko Nelson <ANelson@srd.ca>  
**Subject:** RE: 2024 09 16 Application for Siting Approval for 654 Maple Road

Hi Aniko.

I have no context other than this email and haven't responded yet. I should have, sorry, but I have to determine what it's in reference to first.

I can respond to her this afternoon with some prompting questions.

Keltie

---

**From:** Aniko Nelson <ANelson@srd.ca>  
**Sent:** March 28, 2025 1:51 PM  
**To:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Subject:** FW: 2024 09 16 Application for Siting Approval for 654 Maple Road

Hi Keltie,

Can you provide me some context to [REDACTED] request here this please and thanks?

A.

---

**From:** [REDACTED]  
**Sent:** March 28, 2025 11:56 AM  
**To:** Aniko Nelson <ANelson@srd.ca>  
**Subject:** Fwd: 2024 09 16 Application for Siting Approval for 654 Maple Road

**NOTICE:** This email is from an external source.

Hi Mrs Nelson,

I have sent the e-mail below to Keltie Chamberlain on March 23, 2025.

I have not received any sort of a reply back from her or her department.

Could you please advise me on the status of my request.

Thanks,

[REDACTED]

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

**Subject:**2024 09 16 Application for Siting Approval for 654 Maple Road  
**Date:**2025-03-23 14:49  
**From:**[REDACTED]  
**To:**Keltie Chamberlain <kchamberlain@srd.ca>

Dear Keltie Champerlain,

Could you please sent me the bylaw mentioned in the Local Government Act:

Section 800.1(2)(h) of the BC Local Government Act, specifically addresses services related to heritage conservation, and a regional district needs to adopt a bylaw to establish and operate such a service to have authority under this part.

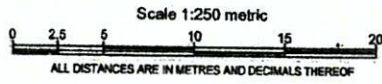
Thanks,

[REDACTED]



**PLAN OF SURVEY OF:  
 PARCEL A (DD 388291) OF LOT 1, DISTRICT LOT 24,  
 SAYWARD DISTRICT, PLAN 11609.**

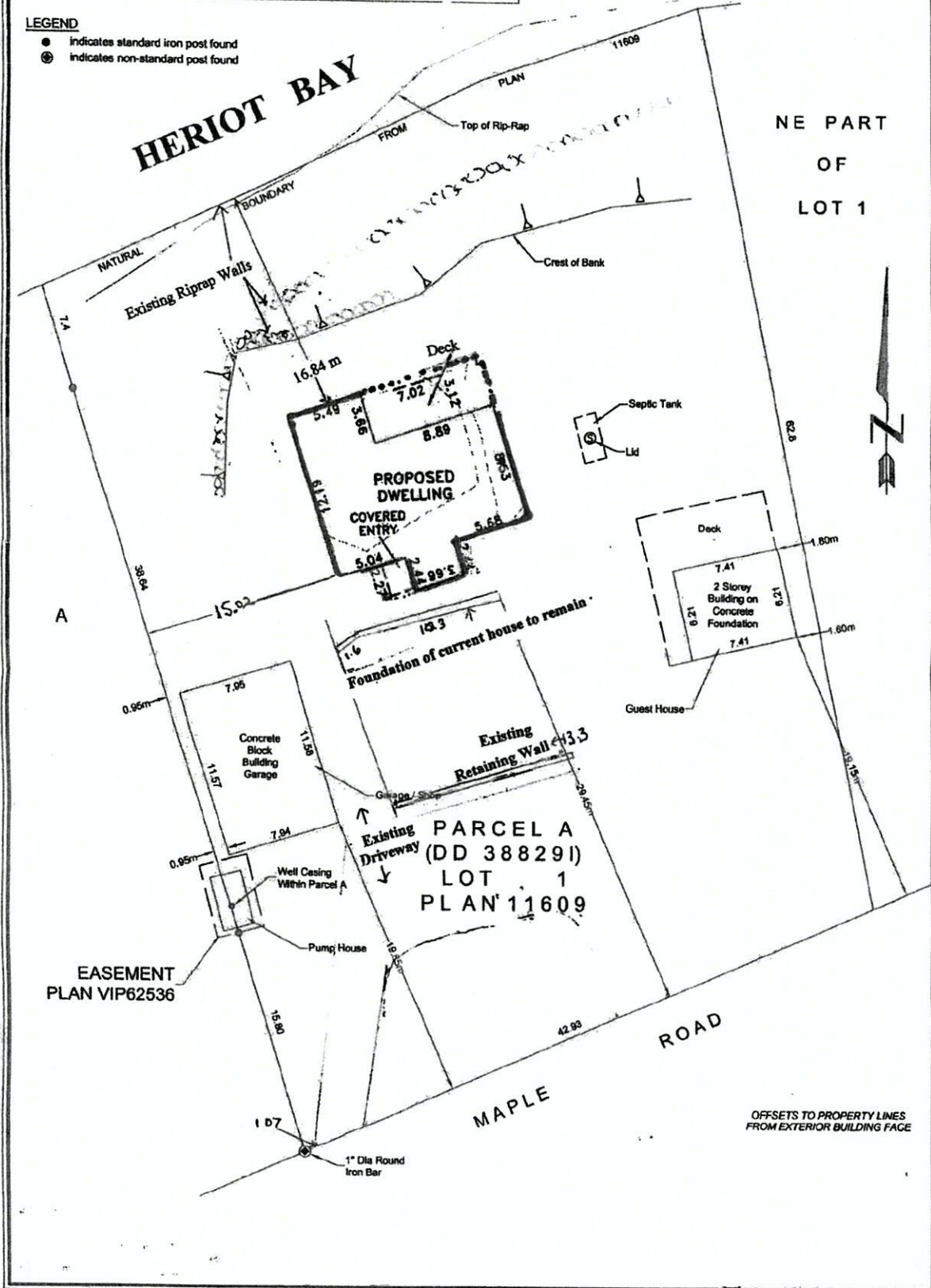
Civic Address: 654 Maple Road,  
 Quadra Island, BC.  
 P.I.D.: 004-956-664



LOT DIMENSIONS HAVE BEEN DERIVED FROM LAND TITLE OFFICE RECORDS AND FIELD SURVEY  
 THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND  
 FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE.  
 THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR CORNERS

**LEGEND**

- Indicates standard iron post found
- ⊙ Indicates non-standard post found



OFFSETS TO PROPERTY LINES  
 FROM EXTERIOR BUILDING FACE

**Aniko Nelson**

---

**From:** Aniko Nelson  
**Sent:** March 28, 2025 2:09 PM  
**To:** Keltie Chamberlain  
**Subject:** RE: 2024 09 16 Application for Siting Approval for 654 Maple Road

Hi Keltie,

No problem at all.

Can you please respond and cc me in the email to advise that the SRD has not adopted any bylaws for the establishment of a Heritage Conservation Service.

Thank you!

A.

---

**From:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Sent:** March 28, 2025 1:57 PM  
**To:** Aniko Nelson <ANelson@srd.ca>  
**Subject:** RE: 2024 09 16 Application for Siting Approval for 654 Maple Road

Hi Aniko.

I have no context other than this email and haven't responded yet. I should have, sorry, but I have to determine what it's in reference to first.

I can respond to her this afternoon with some prompting questions.

Keltie

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**From:** Aniko Nelson <ANelson@srd.ca>  
**Sent:** March 28, 2025 1:51 PM  
**To:** Keltie Chamberlain <kchamberlain@srd.ca>  
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Hi Keltie,

Can you provide me some context to [REDACTED] request here this please and thanks?

A.

---

**From:** [REDACTED]  
**Sent:** March 28, 2025 11:56 AM  
**To:** Aniko Nelson <ANelson@srd.ca>  
**Subject:** Fwd: 2024 09 16 Application for Siting Approval for 654 Maple Road

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I have sent the e-mail below to Keltie Chamberlain on March 23, 2025.

I have not received any sort of a reply back from her or her department.

Could you please advise me on the status of my request.

Thanks,

[REDACTED]

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

**Subject:**2024 09 16 Application for Siting Approval for 654 Maple Road

**Date:**2025-03-23 14:49

**From:**[REDACTED]

**To:**Keltie Chamberlain <kchamberlain@srd.ca>

Dear Keltie Champerlain,

Could you please sent me the bylaw mentioned in the Local Government Act:

Section 800.1(2)(h) of the BC Local Government Act, specifically addresses services related to heritage conservation, and a regional district needs to adopt a bylaw to establish and operate such a service to have authority under this part.

Thanks,

[REDACTED]

**Aniko Nelson**

---

**From:** [REDACTED]  
**Sent:** March 28, 2025 11:56 AM  
**To:** Aniko Nelson  
**Subject:** Fwd: 2024 09 16 Application for Siting Approval for 654 Maple Road  
**Attachments:** image001.png

**NOTICE:** This email is from an external source.

Hi Mrs Nelson,

I have sent the e-mail below to Keltie Chamberlain on March 23, 2025.

I have not received any sort of a reply back from her or her department.

Could you please advise me on the status of my request.

Thanks,

[REDACTED]

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

**Subject:**2024 09 16 Application for Siting Approval for 654 Maple Road  
**Date:**2025-03-23 14:49  
**From** [REDACTED]  
**To:**Keltie Chamberlain <kchamberlain@srd.ca>

Dear Keltie Champerlain,

Could you please sent me the bylaw mentioned in the Local Government Act:

Section 800.1(2)(h) of the BC Local Government Act, specifically addresses services related to heritage conservation, and a regional district needs to adopt a bylaw to establish and operate such a service to have authority under this part.

Thanks,

[REDACTED]

## Aniko Nelson

---

**From:** Keltie Chamberlain  
**Sent:** November 6, 2024 4:08 PM  
**To:** Keltie Chamberlain  
**Subject:** FW: 20241023 - 654 Maple Road Quadra Siting application

---

**From:** [REDACTED]  
**Sent:** October 25, 2024 11:12 AM  
**To:** Keltie Chamberlain <kchamberlain@srd.ca>  
**Subject:** Re: 20241023 - 654 Maple Road Quadra Siting application

**NOTICE:** This email is from an external source.

Hi Keltie,

Thank you for your reply.

Your final line would of sufficed but it is good to know you are keeping accurate notes. The SRD links do not work and are blocked by Chrome in all SRD e-mails.

We anticipate our archaeological impact assessment to be completed in about 2 years if we can secure an archaeologist in the next month. The B.C. archaeological branch approval is currently at 299 days after the assessment therefore it will be about 3+ years before it will be completed for submission. That is if nothing is found on our property. We will deal with the septic compliance after that.

[REDACTED]

On 2024-10-23 16:14, Keltie Chamberlain wrote:

Good afternoon, [REDACTED]

When you came into the office, we discussed the application requirements and what was missing from your initial submission (which you have referenced below – septic and archeological review), and I provided a list of items needed to complete the application. This is in answer to your original email.

I've attached the email and Quadra Siting process sheet for you again. When you make application with the two items, I anticipate that we'll be able to proceed with the permit review to determine if it is compliant with zoning requirements. If you are unsure that your proposal is in alignment with setbacks, you can review [here](#) and let me know if you have any questions.

The SRD doesn't have Development Permit Areas on Quadra Island for the foreshore, however any work within 15m of the natural boundary shown on the survey is regulated by the SRD Floodplain Management Bylaw and Provincial regulations. Your marked up survey shows the proposed house located approximately 16.84 m.

We have already discussed the required documents for application, which remain the same. I've pasted the relevant section of the previous email below in italics and highlighted.

*You can find the Guide to Quadra Siting [here](#) in No. 6 the application requirements are listed.*

*Application form – received*

*Proof of servicing – required*

*At the time of application, the applicant shall provide...Proof of Servicing by either an Island Health approved septic system filing; or if in the Quathiaski Cove sewer system service area, an existing approved sewer connection or SRD approval for a new hookup to the sewer system, including the payment of any required connection fees, shall be required.*

*Site sketch – received*

*Please note 6.iii) includes the **archeological assessment/permit and confirmation** requested.*

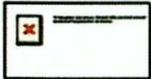
Do you have an anticipated date for application submission?

I look forward to receiving the two outstanding items. When you have completed this, your application is considered complete and we will send you an invoice and then can process the application.

Best regards,

**Keltie Chamberlain, MCP, RPP, MCIP**

Development Planner II



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990 Cedar St. Campbell River, BC V9W 7Z8

T: 250-830-6705

E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

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[SRD.ca](http://SRD.ca) | [Facebook](#) | [Instagram](#) | [YouTube](#)

---

**From:** [REDACTED]

**Sent:** October 23, 2024 10:37 AM

**To:** Keltie Chamberlain <[kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)>

**Subject:** 654 Maple Road Site Plan Approval

**NOTICE:** This email is from an external source.

SECOND REQUEST

Hi Keltie,

I have not heard back from the S.R.D. in regards to our site plan request on September 16 2024.

Again I ask: Is the septic approval and archaeological approval all that the S.R.D. needs to go with with approving our site plan?

Please reply.

[REDACTED]

## Aniko Nelson

---

**From:** Keltie Chamberlain  
**Sent:** October 23, 2024 4:14 PM  
**To:** [REDACTED]  
**Subject:** 20241023 - 654 Maple Road Quadra Siting application  
**Attachments:** 2024 09 17 application requirements for 654 Maple Road; Quadra-Siting-Approval-Application-Package-Fillable-1.pdf

Good afternoon, [REDACTED]

When you came into the office, we discussed the application requirements and what was missing from your initial submission (which you have referenced below – septic and archeological review), and I provided a list of items needed to complete the application. This is in answer to your original email.

I've attached the email and Quadra Siting process sheet for you again. When you make application with the two items, I anticipate that we'll be able to proceed with the permit review to determine if it is compliant with zoning requirements. If you are unsure that your proposal is in alignment with setbacks, you can review [here](#) and let me know if you have any questions.

The SRD doesn't have Development Permit Areas on Quadra Island for the foreshore, however any work within 15m of the natural boundary shown on the survey is regulated by the [SRD Floodplain Management Bylaw](#) and Provincial regulations. Your marked up survey shows the proposed house located approximately 16.84 m.

We have already discussed the required documents for application, which remain the same. I've pasted the relevant section of the previous email below in italics and highlighted.

*You can find the Guide to Quadra Siting [here](#) in No. 6 the application requirements are listed.*

*Application form – received*

*Proof of servicing – required*

*At the time of application, the applicant shall provide...Proof of Servicing by either an Island Health approved septic system filing; or if in the Quathiaski Cove sewer system service area, an existing approved sewer connection or SRD approval for a new hookup to the sewer system, including the payment of any required connection fees, shall be required.*

*Site sketch – received*

*Please note 6.iii) includes the [archeological assessment/permit and confirmation](#) requested.*

Do you have an anticipated date for application submission?

I look forward to receiving the two outstanding items. When you have completed this, your application is considered complete and we will send you an invoice and then can process the application.

Best regards,  
Keltie Chamberlain, MCP, RPP, MCIP  
Development Planner II



**Strathcona Regional District**  
990 Cedar St. Campbell River, BC V9W 7Z8  
T: 250-830-6705  
E: [kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)

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[SRD.ca](http://SRD.ca) | [Facebook](#) | [Instagram](#) | [YouTube](#)

---

**From:** [REDACTED]  
**Sent:** October 23, 2024 10:37 AM  
**To:** Keltie Chamberlain <[kchamberlain@srd.ca](mailto:kchamberlain@srd.ca)>  
**Subject:** 654 Maple Road Site Plan Approval

**NOTICE:** This email is from an external source.

**SECOND REQUEST**

Hi Keltie,

I have not heard back from the S.R.D. in regards to our site plan request on September 16 2024.

Again I ask: Is the septic approval and archaeological approval all that the S.R.D. needs to go with with approving our site plan?

Please reply.

[REDACTED]