



**NORTH COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING AGENDA**  
**Held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C.**  
**Friday, November 15<sup>th</sup>, 2019**  
**Immediately following the NCRD Statutory Board Meeting**

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**1. CALL TO ORDER**

*The North Coast Regional District acknowledges the traditional territory of the Tsimshian on which this meeting takes place.*

**2. CONSIDERATION OF AGENDA (additions/deletions)**

**3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES**

3.1	Minutes of the Regular meeting of the North Coast Regional District Board held October 18, 2019	Pg 1-10
3.2	Rise and Report – October 18, 2019 ( <i>no motion required</i> )  MOVED by Director Putterill, SECONDED by Director Young, that the correspondence from Jen Rutt regarding Haida Gwaii Community Animal Welfare – Request for Area D & E Representation be received;  AND THAT the NCRD Board appoints Daniel Fish, Chief Administrative Officer with Director Young as an alternate to the Haida Gwaii Community Animal Welfare Working Group.  <b>ICo74-2019</b> <span style="float: right;"><b>CARRIED</b></span>	Verbal

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

4.1	Minutes of the Regular meeting of the Electoral Area Advisory Committee held September 20, 2019	Pg 11-13
4.2	Minutes of the Regular meeting of the Moresby Island Management Standing Committee held October 7, 2019	Pg 14-16

**5. DELEGATION**

None.	---
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**6. FINANCE**

6.1	S. Landrath, Treasurer – Supplier Payments over \$5,000 for October, 2019	Pg 17
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**7. CORRESPONDENCE**

7.1	List of Correspondence Supplied – For Information	Pg 18-27
7.2	Oona River Resources Association – Request for Letter of Support for an Application to Northern Development Initiative Trust's Community Hall's and Recreation Facilities Program - Education Centre	Pg 30-42
7.3	Village of Queen Charlotte – Delayed Staffing of Kwuna for Route 26	Pg 43-45
7.4	BC Emergency Health Services – Request for Funding for Tow Hill Road 911 Addresses	Pg 46

## 8. REPORTS / RESOLUTIONS

8.1	D. Fish, Chief Administrative Officer – Northern Capital and Planning Grant Allocation	Pg 47-52
8.2	D. Fish, CEPF Flood Risk Assessment Mapping and Mitigation Planning	Pg 53-57
8.3	D. Fish, Chief Administrative Officer – Update on TELUS Cellular Coverage in the NCRD	Verbal

## 9. BYLAWS

9.1	<p>D. Fish, Chief Administrative Officer – Oona River Community Hall Bylaw No. 632, 2019 – Assent Voting Results</p> <p>Bylaw No. 632 A bylaw to establish a service within Electoral Area “C” (Oona River) for the purpose of operating a community hall</p> <p><b>Prior to adoption. Abandon Bylaw.</b></p>	Pg 58-62
9.2	<p>J. Bagnall, Corporate Officer – Area D Parks and Trails Service Establishment Alternative Approval Process Results (Bylaw 633)</p> <p>Bylaw No. 633, 2019 – Being a bylaw to establish a parks and trails service in Electoral Area D</p> <p><b>Prior to adoption.</b></p>	Pg 63-66
9.3	<p>J. Bagnall, Corporate Officer – Mainland Recreation Area A Service Establishment Bylaw Alternative Approval Process Results (Bylaw 635)</p> <p>Bylaw No. 635, 2019 – Being a bylaw to establish a recreation service in Electoral Area A</p> <p><b>Prior to adoption.</b></p>	Pg 67-69
9.4	<p>J. Bagnall, Corporate Officer – Mainland Recreation Area C Service Establishment Bylaw Alternative Approval Process Results (Bylaw 636)</p> <p>Bylaw No. 636, 2019 – Being a bylaw to establish a recreation service in Electoral Area C</p> <p><b>Prior to adoption.</b></p>	Pg 71-73

9.5	Bylaw No. 657, 2019 – Being a bylaw to establish a capital and planning reserve fund for Area D Parks and Trails Service <b><i>Prior first reading.</i></b>	Pg 75-76
9.6	Bylaw No. 658, 2019 – Being a bylaw to establish a capital and planning reserve fund for Mainland Recreation Area A Service <b><i>Prior first reading.</i></b>	Pg 77-78
9.7	Bylaw No. 659, 2019 – Being a bylaw to establish a capital and planning reserve fund for Mainland Recreation Area C Service <b><i>Prior first reading.</i></b>	Pg 79-80
9.8	Bylaw No. 660, 2019 – Being a bylaw to establish a capital and planning reserve fund for Regional Solid Waste Management <b><i>Prior first reading.</i></b>	Pg 81-82

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

10.1	M. Williams, Planning Consultant - Civic Addressing for Sandspit	Pg 83-85
10.2	M. Williams, Planning Consultant - Civic Addressing for Graham Island	Pg 86-88
10.3	M. Williams, Planning Consultant - BC Hydro Referral	Pg 89-107
10.4	M. Williams, Planning Consultant - General Commercial (Port Clements) Referral	Pg 108-122
10.5	M. Williams, Planning Consultant - Weyl Power	Pg 123-130

## 11. NEW BUSINESS

11.1	Director's Reports	Verbal
11.2	Director Putterill, Area E - Recreation Sites in the Kunx̱alas Heritage Site/Conservancy	Verbal
11.3	Director Putterill, Area E - Ministry of Transportation and Infrastructure 2019 UBCM Follow-Up RE: Shoreline Erosion	Verbal
11.4	Director Putterill, Area E - Emergency Preparedness Advisory Committee for Area E	Verbal
11.5	Director Putterill, Area E - BC Ferries enhanced service levels for Route 26 and Route 11	Verbal

## 12. OLD BUSINESS

None.	---
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**13. PUBLIC INPUT****14. IN-CAMERA**

<p>That the public be excluded from the meeting according to section 90(1); (a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality, (e)the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and section 90 (2) (b)the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; of the <i>Community Charter</i>.</p>	---
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**15. ADJOURNMENT**





## NORTH COAST REGIONAL DISTRICT

**MINUTES** of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held by teleconference 1-877-385-4099; 3761822# on Friday, October 18, 2019 at 7:00 p.m.

### PRESENT

### PRIOR TO ADOPTION

Chair            B. Pages, Village of Masset

Directors       B. Cunningham, City of Prince Rupert  
                      K. Bjorndal, District of Port Edward  
                      K. Olsen, Village of Queen Charlotte  
                      D. Daugert, Village of Port Clements  
                      D. Nobels, Electoral Area A  
                      K. Bergman, Electoral Area C  
                      J. Young, Electoral Area D  
                      E. Putterill, Electoral Area E

Regrets        L. Brain, City of Prince Rupert

Staff            D. Fish, Chief Administrative Officer  
                      S. Landrath, Treasurer  
                      J. Bagnall, Corporate Officer

Public           o  
 Media          o

### 1. CALL TO ORDER 7:02 p.m.

*The North Coast Regional District acknowledges the traditional territory of the Tsimshian and Haida on which this teleconference meeting took place.*

### 2. AGENDA

MOVED by Director Cunningham, SECONDED by Director Daugert, that the October 18, 2019 North Coast Regional District Regular amended agenda be amended and adopted to include the following:

11.3      Scheduling of November 16, 2019 Committee of the Whole Meeting

**480-2019**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1      Minutes of the Regular meeting of the North Coast Regional District Board held September 20, 2019

MOVED by Director Putterill, SECONDED by Director Cunningham, that the minutes of Regular meeting of the North Coast Regional District Board held September 20, 2019 be adopted as presented.

**481-2019**

**CARRIED**

3.2 Rise and Report – September 20, 2019 (*no motion required*)

MOVED by Director Putterill, SECONDED by Director Randhawa, that the report from staff entitled “North Coast Regional District Signing Authorities” be received;

AND THAT the Board of the North Coast Regional District authorize Ms. Jessica Bagnall as a signing authority on the North Coast Regional District’s Northern Savings Credit Union (NSCU) account;

AND THAT the Board of the North Coast Regional District authorize Ms. Jessica Bagnall as an authorized user on the North Coast Regional District’s NSCU Automated Funds Transfer (CAFT) System;

AND THAT the Board of the North Coast Regional District authorize Mr. Daniel Fish as an authorized user on the Raymond James Ltd. investment account;

AND FURTHER THAT the Board of the North Coast Regional District remove Mr. Doug Chapman as a signing authority on the North Coast Regional District Northern Savings Credit Union account and the Raymond James Ltd. investment account

**ICo65-2019**

**CARRIED**

3.3 Rise and Report – September 20, 2019 (*no motion required*)

MOVED by Director Putterill, SECONDED by Director Franzen, that the staff report entitled “Haida Gwaii Regional Recreation Commission Appointments” be received;

AND THAT, in accordance with Bylaw 597, 2015, the North Coast Regional District Board appoint Christine Martynuik, Amber Bellis, and Harold White to the Haida Gwaii Regional Recreation Commission.

**ICo66-2019**

**CARRIED**

3.4 Rise and Report – September 20, 2019 (*no motion required*)

MOVED by Director Franzen, SECONDED by Director Putterill, that the staff report entitled “Regional Recycling Advisory Committee Appointments” be received;

AND THAT, in accordance with Bylaw 588, 2015, the Chair appoint Des Nobels, Danielle Wilson, Tanya Ostrom and Hans Seidemann to the Regional Recycling Advisory Committee.

**ICo67-2019**

**CARRIED**

3.5 Rise and Report – August 23, 2019 (*no motion required*)

MOVED by Director Franzen, SECONDED by Director Putterill, THAT the report from staff entitled “Regional Recycling Transfer Station Closure Communications” be received;

AND THAT the Board of the North Coast Regional District approve, as presented, communication with respect to the transfer station closure included as Attachment A and Attachment B to the staff report entitled “Regional Recycling Transfer Station Closure Communications”.

**ICo68-2019**

**CARRIED**

3.6 Rise and Report – August 23, 2019 (*no motion required*)

MOVED by Director Nobels, SECONDED by Director Olsen, that the recommendation from the Regular meeting of the Regional Recycling Advisory Committee held July 17, 2019 be received;

AND THAT the Regional Recycling transfer station be closed in accordance with option 1 of the staff report entitled “Regional Recycling Transfer Station – Anticipated Closure Costs”, dated April 15, 2019;

AND FURTHER THAT video surveillance equipment be purchased for monitoring of the transfer station site to report any illegal dumping.

**IC054-2019**

**CARRIED**

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

4.1 Minutes of the Regular meeting of the Electoral Area Advisory Committee held June 21, 2019

MOVED by Director Putterill, SECONDED by Director Nobels, that the minutes of the Regular meeting of the Electoral Area Advisory Committee held June 21, 2019 be received as presented.

**482-2019**

**CARRIED**

4.2 Minutes of the Regular meeting of the Moresby Island Management Committee held September 9, 2019

MOVED by Director Putterill, SECONDED by Director Nobels, that the minutes of the Regular meeting of the Moresby Island Management Committee held September 9, 2019 be received as presented.

**483-2019**

**CARRIED**

**5. DELEGATIONS**

None.

**6. FINANCE**

6.1 S. Landrath, Treasurer – Cheques Payable over \$5,000 for September, 2019

MOVED by Director Olsen, SECONDED by Director Nobels, that the staff report on Cheques Payable over \$5,000 issued by the North Coast Regional District for September 2019 be received and filed.

**484-2019**

**CARRIED**

**7. CORRESPONDENCE**

- 7.1 Kris Boland, Resource Benefits Alliance Project Manager – Northwest British Columbia Resource Benefits Alliance Update

MOVED by Director Daugert, SECONDED by Director Cunningham, that the correspondence from Kris Boland, Resource Benefits Alliance Project Manager, with respect to the Northwest British Columbia Resource Benefits Alliance Update report be received for information.

**485-2019**

**CARRIED**

- 7.2 Andrew Wilkinson, Leader of the Official Opposition – Resource Benefits Alliance

MOVED by Director Bjorndal, SECONDED by Director Olsen, that the correspondence from Andrew Wilkinson, Leader of the Official Opposition with respect to the Northwest British Columbia Resource Benefits be received for information.

**486-2019**

**CARRIED**

- 7.3 Oona River Resources Association – Request for Letter of Support for an Application to the Northern Development Initiative Trust Community Hall and Recreation Facilities Program - Education Centre

MOVED by Director Putterill, SECONDED by Director Daugert, that the correspondence from Oona River Resources Association with respect to its Application to the Northern Development Initiative Trust Community Hall and Recreation Facilities Program - Education Centre be received for information.

**487-2019**

**CARRIED**

- 7.4 Gitga'at First Nation – Request for Letter of Support for BC New Childcare Spaces Program

MOVED by Director Bjorndal, SECONDED by Director Putterill, that the correspondence from Gitga'at First Nation with respect to its request for a letter of support for its application to the BC New Childcare Program for the project Daycare Facility in Hartley Bay be received;

AND THAT the North Coast Regional District Board provide a letter of support to Gitga'at First Nation in support of its application to the BC Childcare New Spaces Fund for its Daycare Facility project in Hartley Bay.

**488-2019**

**CARRIED**

- 7.5 Gitga'at First Nation – Request for Letter of Support for Northern Development Initiative Trust Community Halls and Recreation Program Application for Community Kitchen Project

MOVED by Director Cunningham, SECONDED by Director Olsen, that the correspondence from Gitga'at First Nation with respect to its request for a letter of support for its application to the Northern Development Initiative Trust Community Halls and Recreation Program for Community Kitchen project be received for information.

**489-2019**

**CARRIED**

- 7.6 NCLGA – Request for Contribution for Spinal Cord BC's application for Multi Sectoral Partnership Funding

MOVED by Director Bjorndal, SECONDED by Director Putterill, that the correspondence from the North Central Local Government Association with respect to its request for contribution for Spinal Cord BC's application for Multi-Sectoral Partnership Funding be received for information.

**490-2019**

**CARRIED**

- 7.7 Village of Pouce Coupe – Request for Letter of Support for Passenger Transportation Act

MOVED by Director Bjorndal, SECONDED by Director Daugert, that the correspondence from the Village of Pouce Coupe with respect to a request for a letter of support for its Passenger Transportation Act resolution be received for information.

**491-2019**

**CARRIED**

MOVED by Director Daugert, SECONDED by Director Nobels, that correspondence be sent to the Village of Pouce Coupe requesting additional information and clarification regarding the received correspondence requesting a letter of support for the Passenger Transportation Act resolution.

**492-2019**

**CARRIED**

- 7.8 Municipal Insurance Association of British Columbia – MIABC Board Highlights Fall 2019 Edition

MOVED by Director Olsen, SECONDED by Director Cunningham, that the correspondence from the Municipal Insurance Association of British Columbia with respect to MIABC Board Highlights Fall 2019 Edition be received for information.

**493-2019**

**CARRIED**

- 7.9 Misty Isles Economic Development Society – Haida Gwaii Connectivity Fibre Optic Cable Community Plans

MOVED by Director Putterill, SECONDED by Director Olsen, that the correspondence from the Misty Isles Economic Development Society with respect to Haida Gwaii Connectivity Fibre Optic Cable Community Plans be received for information;

AND THAT staff be directed to develop a grant application with the Misty Isles Economic Development Society on behalf of Haida Gwaii communities for costing of proposed project to be considered by the Board at an upcoming NCRD Regular Board Meeting.

**494-2019**

**CARRIED**

- 7.10 Charge North – Electric Vehicle Travel for North and Central B.C.

MOVED by Director Cunningham, SECONDED by Director Bjorndal, that the correspondence from Charge North with respect to an update on Electric Vehicle Travel for North and Central B.C. be received for information.

**495-2019**

**CARRIED**

- 7.11 Petition to Improve Animal Welfare of Haida Gwaii

MOVED by Director Putterill, SECONDED by Director Nobels, that the correspondence from the residents of Haida Gwaii respect to a petition to improve animal welfare be received for information.

**496-2019**

**CARRIED**

## **8. REPORTS – RESOLUTIONS**

- 8.1 J. Bagnall, Corporate Officer – Board Policy Review Strategy

MOVED by Director Putterill, SECONDED by Director Nobels, that the staff report entitled “Framework for Periodic Review of Board Policy” be received for information.

**497-2019**

**CARRIED**

- 8.2 Community Emergency Preparedness Fund – Tlell Firefighting Equipment Upgrade

MOVED by Director Young, SECONDED by Director Bjorndal, that the staff report entitled “Application to Community Emergency Preparedness Fund – Tlell Fire Department Equipment Upgrade” be received;

AND THAT the North Coast Regional District Board supports the current proposed activities for the grant application to the Community Emergency Preparedness Fund for the project “Tlell Firefighting Equipment Upgrade”;

AND THAT the North Coast Regional District shall provide overall grant management for this project.

**498-2019**

**CARRIED**

- 8.3 D. Lomax, Haida Gwaii Regional Recreation Coordinator - Haida Gwaii Regional Recreation: 2019 3<sup>rd</sup> Quarter Reporting

MOVED by Director Olsen, SECONDED by Director Nobels, that the staff report entitled "Haida Gwaii Regional Recreation: 2019 3<sup>rd</sup> Quarter Reporting" be received for information.

**499-2019**

**CARRIED**

## **9. BYLAWS**

- 9.1 Bylaw No. 621, 2019 – Being a bylaw to establish a service to provide a contribution to the cost of providing and operating arts and cultural centres

MOVED by Director Cunningham, SECONDED by Director Bjorndal, that Bylaw No. 621, 2019 be read a third time and amended to include a provision of a term of three (3) years in which the bylaw would cease to be in effect after that date.

*Director Bergman and Director Putterill opposed.*

**500-2019**

**CARRIED**

- 9.2 Bylaw No. 655, 2019 – Being a bylaw to establish a reserve fund for Area E Parks and Trails Bylaw 653, 2019

MOVED by Director Bergman, SECONDED by Director Olsen, that Bylaw No. 655, 2019 be read a first time.

**501-2019**

**CARRIED**

MOVED by Director Daugert, SECONDED by Director Olsen, that Bylaw No. 655, 2019 be read a second time.

**502-2019**

**CARRIED**

MOVED by Director Young, SECONDED by Director Nobels, that Bylaw No. 655, 2019 be read a third time.

**503-2019**

**CARRIED**

MOVED by Director Putterill, SECONDED by Director Olsen, that Bylaw No. 655, 2019 be adopted.

**504-2019**

**CARRIED**

- 9.3 Bylaw No. 656, 2019 – Being a bylaw to establish a reserve fund for Tlell Fire Protection and Rescue Service Area Bylaw 618, 2019

MOVED by Director Putterill, SECONDED by Director Young, that Bylaw No. 656, 2019 be read a first time.

**505-2019**

**CARRIED**

MOVED by Director Daugert, SECONDED by Director Cunningham, that Bylaw No. 656, 2019 be read a second time.

**506-2019**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Young, that Bylaw No. 656, 2019 be read a third time.

**507-2019**

**CARRIED**

MOVED by Director Bjorndal, SECONDED by Director Olsen, that Bylaw No. 656, 2019 be adopted.

**508-2019**

**CARRIED**

**10. LAND REFERRALS / PLANNING**

None.



**11. NEW BUSINESS****11.1 Director's Reports**

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

Director Putterill – Electoral Area E

- The annual Coho Salmon Fishing Derby in Sandpit was held September 15<sup>th</sup> – October 7<sup>th</sup>.

Director Daugert – Port Clements

- Currently projects are in the planning stage for replacement for the Port Clements municipal wells.
- The firehall is currently being upgraded with new cladding, which is currently still in progress.
- Attended a meeting with Hon. Claire Trevena, Minister of Transportation regarding transportation issues on Haida Gwaii.

Director Young – Electoral Area D

- Attended the Union of British Columbia Municipalities (UBCM) 2019 Conference.
- The NCRD UBCM Meeting with the Ministry of Education indicated that no additional funding will be allocated to rural students for travel to education and sports events.
- Funding was indicated for the Capital for Kids funding for youth groups program to make educational visits to the provincial capital.

Director Olsen – Queen Charlotte

- Attended a meeting with Hon. Claire Trevena, Minister of Transportation regarding transportation issues on Haida Gwaii. The Minister wanted communities to make a plan regarding fibre optic cables before funding for these activities will be considered.

**509-2019****CARRIED**

- 11.2 Director Putterill, Area E - CEPF: Flood Risk Assessment, Mapping & Mitigation Planning funding Intake – Application for Sandspit's Northwestern Waterfront (Shingle Bay) Coastal Erosion Risk Assessment

MOVED by Director Putterill, SECONDED by Director Young, that staff prepare a staff report for CEPF: Flood Risk Assessment, Mapping & Mitigation Planning funding Intake for an application for Coastal Erosion Risk Assessment in Electoral Areas D and E for consideration at an upcoming NCRD Regular Board Meeting.

**510-2019****CARRIED**

- 11.3 Scheduling of November 16, 2019 Committee of the Whole Meeting

MOVED by Director Putterill, SECONDED by Director Cunningham, that staff be directed to schedule a Committee of the Whole Meeting for Saturday, November 16<sup>th</sup>, 2019 at 10:00 a.m. at the Coastal Business Resources Centre.

**511-2019****CARRIED**

**12. OLD BUSINESS**

None.

**13. PUBLIC INPUT**

There were 0 questions from the public.

**14. IN CAMERA**

MOVED by Director Bjorndal, SECONDED by Director Olsen, that the public be excluded from the meeting according to section 90(1) (a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*; and (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the *Community Charter*.

**512-2019**

**CARRIED**

**15. ADJOURNMENT**

MOVED by Director Bergman, SECONDED by Director Nobels, that the North Coast Regional District Regular Board meeting be adjourned at 8:19 p.m.

**513-2019**

**CARRIED**

*Approved and adopted:*

*Certified correct:*

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***Chair***

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***Corporate Officer***



## NORTH COAST REGIONAL DISTRICT ELECTORAL AREA ADVISORY COMMITTEE

**MINUTES** of the Electoral Area Advisory Committee meeting held at 14-342 3<sup>rd</sup> Avenue West in Prince Rupert, B.C. on Friday, September 20, 2019 at 1:00 p.m.

### **PRESENT**

Chair	E. Putterill, Electoral Area E
Directors	D. Nobels, Electoral Area A K. Bergman, Electoral Area C J. Young, Electoral Area D ( <i>via teleconference</i> )
Staff	D. Fish, Chief Administrative Officer J. Bagnall, Corporate Officer

### **1. CALL TO ORDER 1:04 p.m.**

### **2. CONSIDERATION OF AGENDA (additions/deletions)**

MOVED by Director Nobels, SECONDED by Director Bergman, that the September 20, 2019 Electoral Area Advisory Committee agenda be amended as follows:

8.2 2019-2022 Draft Strategic Plan

**025-2019**

**CARRIED**

### **3. COMMITTEE MINUTES & BUSINESS ARISING FROM MINUTES**

3.1 Minutes of the Electoral Area Advisory Committee Meeting held June 21, 2019

MOVED by Director Nobels, SECONDED by Director Young, that the minutes of the June 21, 2019 Electoral Area Advisory Committee meeting be adopted as presented.

**026-2019**

**CARRIED**

### **4. FINANCE**

None.

### **5. CORRESPONDENCE**

None.

### **6. REPORTS / RESOLUTIONS**

None.

**7. NEW BUSINESS**

- 7.1 Sandspit Community Society Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program

MOVED by Director Nobels, SECONDED by Director Young, that the Sandspit Community Society Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program be received;

AND THAT the Electoral Area Advisory Committee recommend that the Board of the North Coast Regional District support Sandspit Community Society Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program in the amount of \$2,500 to be drawn from the North Coast Regional District nominal account.

**027-2019**

**CARRIED**

**8. OLD BUSINESS**

- 8.1 Director Putterill, Area E - Northern Capital & Planning Grant Discussion

MOVED by Director Nobels, SECONDED by Director Bergman, to refer this item to the next EAAC Meeting;

AND THAT an EAAC be scheduled before the next Regular North Coast Regional District Board meeting on October 18<sup>th</sup>, 2019;

AND THAT staff be directed to prepare a staff report to outline and assess options for the Northern Capital & Planning Grant allocation options.

**028-2019**

**CARRIED**

- 8.2 2019-2022 Strategic Plan

MOVED by Director Nobels, SECONDED by Director Bergman, that the 2019-2022 Strategic Plan received for information.

**029-2019**

**CARRIED**

**9. PUBLIC INPUT**

There were 0 questions from the public.

**10. IN CAMERA**

None.

**11. ADJOURNMENT**

MOVED by Director Nobles, SECONDED by Director Bergman, that the meeting be adjourned at 1:43 p.m.

**030-2019**

**CARRIED**

*Approved and adopted:*

*Certified correct:*

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***Chair***

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***Corporate Officer***

## 3.1

**NORTH COAST REGIONAL DISTRICT****MORESBY ISLAND MANAGEMENT STANDING COMMITTEE**

**MINUTES** of the Regular Meeting of the Moresby Island Management Standing Committee (MIMSC) held at Sandspit Community Centre, Sandspit, B.C. on October 7, 2019 at 7:00 PM.

**Adopted November 4, 2019**

**PRESENT** Gail Henry, Evan Putterill, Bill Quaas, Stan Hovde

**ABSENT** Gord Usher

Chair Gail Henry

Vice Chair

Staff Barb Parser

Public 4

**1. CALL TO ORDER 7:08 PM**

**2. CONSIDERATION OF AGENDA (additions/deletions)**

**046-2019** MOTION to accept agenda as amended, moved by Stan Hovde, seconded by Evan Putterill, Carried

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

3.1 Minutes September 2019

**047-2019** MOTION to adopt and file October minutes of meeting, moved by Evan Putterill, seconded by Bill Quaas, Carried

**4. DELEGATIONS**

None

**5. CORRESPONDENCE**

None

**6. REPORTS – RESOLUTIONS**

6.1 Water Operators Report - None provided, Bob Prudhomme will provide at a later date

6.2 Regional Directors Report -

NCRD reviewed land referral, tidal power options

NCRD passed bylaw for parks and trails, operate parks service

Commercial fishing fleet

Applied for funding re: rural areas, wildfire management plan

Passed 2019 strategic plan, Evan to provide report to be forwarded to the community

Regional housing strategies focusing on needs

Minister of Transportation - ferry scheduling, shoreline erosion

Minister of Education - looked at more funding for field trips

**048-2019** MOTION to receive and file Directors Report moved by Bill Quaas, seconded by Evan Putterill, Carried

**7. OLD BUSINESS**

None

**8. NEW BUSINESS**

**9. PUBLIC INPUT**

**10. IN CAMERA**

**11. ADJOURNMENT**

**049-2019** 7:37 PM, MOTION that the committee adjourn to an in-camera meeting in accordance with section 90 (1) (a) of the Community Charter moved by Evan Puterill, seconded by Bill Quaas, Carried

Approved and adopted:

Certified correct:

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Chair

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Secretary



**North Coast Regional District**  
**Supplier payments over \$5,000 - OCTOBER, 2019**

Item 6.1

<b>Payable To</b>	<b>Amount</b>	<b>Purpose</b>
Big Red Enterprises Ltd.	\$ 17,709.36	September Garbage Collection
Black Press Group Ltd.	\$ 8,832.61	RD Advertising - September
C. and C. Beachy Contracting Ltd.	\$ 5,748.75	Brush cut, load & haul dirt at the Landfill
Coast Coal Harbour Vancouver Hotel	\$ 7,462.57	UBCM
Municipal Pension Plan	\$ 21,075.40	PP20, PP21, PP22 Payroll Remittance
Pacific Blue Cross	\$ 15,348.55	October and November PBC & BC Life Premiums
PR Regional Archives	\$ 27,312.00	2019 Grant - 4th Installment
Receiver General	\$ 38,858.87	PP20, PP21, PP22 Payroll Remittance
Ticker's Hauling & Storage	\$ 20,101.86	Transport recyclables, building & equipment rental, porto toilet rental & cleaning and trailer repairs - Sept. Part of Recycle & Haulage Truck Repairs
Morganne Williams	\$ 5,230.00	Planning and Civic Address Services - Aug & Sept
Work Safe BC	\$ 5,903.66	3rd Quarter WCB Payroll Remittance

<b>PAYMENTS OVER \$5,000:</b>	<b>\$ 173,583.63</b>
<b>PAYMENTS UNDER \$5,000:</b>	<b>\$ 69,151.71</b>
<b>TOTAL PAYMENTS</b>	<b><u>\$ 242,735.34</u></b>

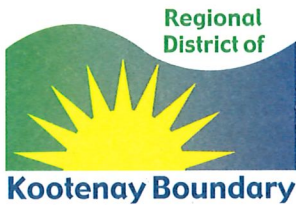
Now includes vendors paid via credit card



**NORTH COAST REGIONAL DISTRICT**  
**List of Correspondence Supplied – For Information**  
**Friday, November 15<sup>th</sup>**

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7.1.1	October 21, 2019 – Regional District of Kootenay Boundary – Reallocation of BC Rural Dividend Funds
7.1.2	October 22, 2019 – Claire Trevena, Minister of Transportation and Infrastructure – Thank you for Meeting at UBCM 2019
7.1.3	October 23, 2019 - Prince Rupert Port Authority – Land Use Plan Review
7.1.4	October 24, 2019 - Rob Fleming, Minister of Education – UBCM Follow-up
7.1.5	November 5, 2019 – Ministry of Forests, Lands, Natural Resource Operation and Rural Development - UBCM Follow-up
7.1.6	October 28, 2019 – Ministry of Transportation and Infrastructure – UBCM Follow-up



October 21, 2019

Honourable Doug Donaldson,  
Minister of Forests, Lands, Natural Resource Operations and Rural Development,  
P.O. Box 9049, Stn Prov Govt,  
Victoria, BC V8W 9E2

Dear Minister Donaldson,

**Re: Reallocation of BC Rural Dividend Funds**

---

The BC Rural Dividend was developed to assist rural communities, both Indigenous and non-Indigenous, to strengthen their local economies. It was developed to recognize both the contribution rural communities have made to B.C.'s economy, and the unique challenges they face to diversify beyond natural resources.

The Government of B.C. has recently announced that it has suspended the program in order to reallocate \$25 million to those communities impacted by the recent mill closures and curtailments associated with the contraction of the Province's forest industry.

Considering the intent of the Rural Dividend Program is to provide funding to support economic diversification beyond resource dependence in rural, remote and Indigenous communities that are currently forest dependent, we feel that it is counter-productive at this difficult time to suspend a program that is specifically targeted at improving the viability of rural, resource-based communities. The program has been effective at diversifying local economies and enabling local governments to deliver important projects. It is not the time to pull this important funding support from rural communities in BC.

We respectfully request that the Government of BC reconsider its decision to reallocate funding from the Rural Dividend Program and identify an alternate source of funds to support communities impacted by mill closures and curtailments so it may simultaneously maintain the Rural Dividend Program and deliver the additional supports that those communities require to maintain their viability. As evidenced by the broad support for the late resolution passed by the UBCM membership at the 2019 Convention on this issue, local governments throughout BC view the Rural Dividend program as an important catalyst to the diversification of BC's rural economy.



Industry analysts and rural communities alike have anticipated for years that the forest industry would have to transition from high-volume, Mountain Pine Beetle salvage operations to a smaller and more value-focused industry in balance with post-beetle timber supply. The BC Rural Dividend was established to address that eventuality. If additional supports are required for communities, beyond the BC Rural Dividend, we urge the Province to seek out other sources of revenue rather than withdrawing funds from an existing program that is already successfully providing vital support to those rural communities most in need.

Thank-you for your time and attention to this matter. We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Roly Russell', with a long horizontal flourish extending to the right.

Roly Russell, Chair  
Regional District of Kootenay Boundary

cc: Honourable John Horgan, Premier;  
Donna Barnett, MLA, Official Opposition Critic for Rural Development;  
Union of BC Municipalities Executive;  
BC Regional Districts





RECEIVED OCT 28 2019

OCT 22 2019

Barry Pages, Chair  
North Coast Regional District  
342 3rd Ave West, Suite 14  
Prince Rupert BC V8J 1L5

Reference: 288749

Dear Chair Pages,

**Re: Thank you for meeting at UBCM 2019**

Thank you for taking the time to meet with me at the Union of British Columbia Municipalities (UBCM) Convention in Vancouver. I was glad to have the opportunity to discuss the importance of improvements along Highway 16, road maintenance, BC Ferries' Route 26 and shoreline erosion on Haida Gwaii.

This convention is an essential part of my year, because I can connect face-to-face with leaders like you who know their communities better than anyone. Your neighbours and local businesses come to you first with their ideas and frustrations. The provincial government relies on your insight to guide our plans, and I want you to know how much I appreciate the work you do.

This year's theme of resiliency and change brought home how important it is for governments to collaborate so that we are ready for the unexpected challenges that can face us. We will always accomplish more together. As my ministry works to build a healthy and lasting transportation network with new options and new directions, consultation and partnership will continue to be at the heart of our approach.

The ministry recognizes the importance of Highway 16 to residents and travellers in the North Coast region, and I have asked local ministry staff to discuss the concerns you raised during our meeting regarding winter road maintenance along this route with our local maintenance contractor.

I appreciated your comments about the work government has done to improve coastal ferry services. As I mentioned, we are developing a long-term vision for ferry service and is engaging with stakeholders this fall to seek their feedback and ideas. We will ensure your comments about northern ferry services are kept in mind during this process.

.../2

I also have asked local ministry staff to follow up with you directly to discuss your concerns regarding shoreline erosion on Haida Gwaii in more detail. Should you have any questions in the meantime, please do not hesitate to contact the ministry's local District Manager, Daniel Baker, directly by telephone at 250 615-3967 or by email at [Daniel.Baker@gov.bc.ca](mailto:Daniel.Baker@gov.bc.ca), as he would be pleased to assist you.

Thank you again for taking the time to meet with me, and thank you for everything you do to support your community.

Yours sincerely,



Claire Trevena  
Minister

Copy to: Grant Main, Deputy Minister

Kevin Richter, Associate Deputy Minister

Deborah Bowman, Assistant Deputy Minister  
Transportation Policy and Programs Department

Renée Mounteney, Assistant Deputy Minister  
Highway Services

Kirk Handrahan, Executive Director  
Marine Branch

Scott Maxwell, Executive Director  
Northern Region

Daniel Baker, District Manager  
Skeena District

Daniel Fish  
CAO  
North Coast Regional District  
14, 342 3rd Ave West  
Prince Rupert BC V8J1L5  
Email: cao@ncrdbc.com

Dear Mr. Fish:

The Prince Rupert Port Authority (PRPA) has begun the process of reviewing its Land Use Plan. The Land Use Plan is a document that lays out the Port Authority's plan for managing lands under its jurisdiction for the next 20 years. The update is the latest in a continual effort to ensure that lands are managed effectively for the current and future benefit of the port, its stakeholders and the community. The plan allows PRPA to take stock and update its vision for the future as the economy evolves and new opportunities present themselves.

PRPA is committed to ensuring this update has communication with and involvement of local First Nations, local governments, neighbouring communities, residents, businesses, government agencies, and other members of the public. As part of the review process, PRPA is engaging with the community to raise awareness and understanding about the process, as well as receive feedback during the preparation of the new Future Development Plan.

PRPA values North Coast Regional District as a key component towards the success of the port, and there will be several opportunities to engage throughout the Land Use Plan review process. This letter marks the beginning of the first phase of engagement where we would like to invite you to learn about the current planning process and share your own aspirations for the port. The first open house events will be on November 19<sup>th</sup> and 20<sup>th</sup> in Prince Rupert and Port Edward respectively. We will provide more details via email in the coming weeks. A secondary phase of engagement planned for the new year will give the community a chance to comment on the draft plan before it is finalized.

The PRPA's existing land use plan details where the port has come from and provides the starting point for this update. The current land use plan can be found here:  
<https://www.rupertport.com/app/uploads/2019/09/prpa-land-use-management-plan.pdf>

Please let us know if there is a different or additional contact(s) from your organization who we should connect with.

Sincerely,

**PRINCE RUPERT PORT AUTHORITY**



Ken Veldman  
Vice President, Public Affairs and Sustainability

### **About the Land Use Plan Update**

The Prince Rupert Port Authority is responsible for preparing a detailed land use plan that contains objectives and policies for the physical development of the real property that it manages, holds, or occupies and that it takes into account relevant social, economic and environmental matters and zoning by-laws that apply to neighbouring lands. The “2020 Land Use Plan” was implemented in 2011, and adopts a time frame of approximately 10 years, to the year 2020. Many aspects of this plan remain valid, but there have been important changes to operating context, strategic direction and land portfolio. Given this, the Port Authority has initiated the process of updating its Land Use Plan.

### **About the Prince Rupert Port Authority**

The Prince Rupert Port Authority is responsible for the overall planning, development, marketing, and management of the commercial port facilities within the Port of Prince Rupert. This includes ensuring competitive, efficient, and timely responses to customer needs and business opportunities. It also means ensuring that we facilitate these opportunities in a manner that is safe, responsible, and sustainable. By working closely with our partners and customers, we deliver supply chain innovation that adds value to Canadian products and increases Canada’s global competitiveness. Through careful stewardship, we have created sustainable prosperity for our communities, First Nations, our province, and our country. In 2018, the Port handled over 26 million tonnes of volume, valued in excess of \$35 billion.





October 24, 2019

Ref: 215582

Chair Barry Pages  
Regional District of North Coast  
**Email: [info@ncrdbc.com](mailto:info@ncrdbc.com)**

Dear Chair Pages:

I am writing to thank you for meeting with me at the Union of British Columbia Municipalities Convention, which took place at the Vancouver Convention Centre on September 23 – 27, 2019.

I am encouraged by the success of our meeting at this year's convention, themed *Resiliency and Change*. With hundreds of community leaders in attendance, local governments came together to build new partnerships and collaborate on innovative approaches to solve the increasingly complex issues faced by all communities.

I appreciate you sharing information regarding the exceptional extra-curricular activities for students in your school districts. I encourage you to share your concerns, particularly those related to transportation, with the local board of education and district leadership. As discussed, the Ministry of Education is currently reviewing the provincial funding model to update the way resources are delivered to school districts across the province. I remain committed to working with your boards of education on the long-term planning of education programs, including transportation challenges.

If you have any questions or concerns related to education at the local level, I encourage you to reach out and contact your local School District.

Thank you again for meeting and sharing your concerns. Your support and commitment to students in your community is greatly appreciated.

Sincerely,

Rob Fleming  
Minister



File: 19460-20/K5F  
Ref: 252058

November 5, 2019

To: See attached list

Dear Haida Gwaii Community Representative:

I have been asked to follow up on your conversations at the recent Union of BC Municipalities convention with Minister Doug Donaldson and other members of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development Executive regarding the opportunity for a Community Forest Agreement (CFA) on Haida Gwaii.

In December 2017, the Misty Isles Economic Development Society (MIEDS) was invited, on behalf of all Haida Gwaii Communities, to apply for a CFA, to be managed through a partnership arrangement with BC Timber Sales in order to support Market Pricing. This invitation was the culmination of extensive dialogue between government, the Council of Haida Nation (CHN), and Island Communities.

Since the invitation in 2017, representatives of MIEDS, CHN, and the Province have been engaged regarding the application process. Delays with the application have been centred around concerns with the current forest resource inventory data, the ongoing Timber Supply Review for Haida Gwaii, the location of some of the CFA areas, and the requirement for BC Timber Sales involvement in the CFA.

I have extended the deadline for MIEDS to apply for this CFA until the data package/resource inventory information from the ongoing Timber Supply Review is available and MIEDS has enough time to assess that information as part of preparing their application. I expect the information that will enable MIEDS to complete the application will be available before the end of November 2019. Following this, my staff and I will engage with MIEDS to discuss a reasonable timeframe for them to assess the new information and prepare the CFA application. A meeting between MIEDS, CHN and the Province is planned for early February 2020 to discuss the CFA and next steps.

Page 1 of 2

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Ministry of Forests, Lands,  
Natural Resource Operations  
and Rural Development

West Coast  
Natural Resource Region

Location:  
#103 - 2100 Labicux Road  
Nanaimo, BC  
V9T 6E9  
CANADA

Mailing Address:  
#103 - 2100 Labicux Road  
Nanaimo, BC V9T 6E9

Tel: (250) 751-7001  
Fax: (250) 751-7190

Haida Gwaii Community Representative

If you require further information regarding this CFA opportunity, please contact Leonard Munt, District Manager of the Haida Gwaii Natural Resource District, by email at [Leonard.Munt@gov.bc.ca](mailto:Leonard.Munt@gov.bc.ca) or by phone at 250-559-6200.

Yours truly,



Sharon Hadway  
Regional Executive Director  
West Coast Natural Resource Region

Attachment: List of Haida Gwaii Community Representatives

pc: Craig Sutherland, Assistant Deputy Minister, Coast Area  
Leonard Munt, District Manager, Haida Gwaii Natural Resource District  
Janine North, Misty Isles Economic Development Society  
Jason Alsop, Council of Haida Nation  
Nick Reynolds, Council of Haida Nation



RECEIVED OCT 28 2019

OCT 22 2019

Barry Pages, Chair  
North Coast Regional District  
342 3rd Ave West, Suite 14  
Prince Rupert BC V8J 1L5

Reference: 288749

Dear Chair Pages,

**Re: Thank you for meeting at UBCM 2019**

Thank you for taking the time to meet with me at the Union of British Columbia Municipalities (UBCM) Convention in Vancouver. I was glad to have the opportunity to discuss the importance of improvements along Highway 16, road maintenance, BC Ferries' Route 26 and shoreline erosion on Haida Gwaii.

This convention is an essential part of my year, because I can connect face-to-face with leaders like you who know their communities better than anyone. Your neighbours and local businesses come to you first with their ideas and frustrations. The provincial government relies on your insight to guide our plans, and I want you to know how much I appreciate the work you do.

This year's theme of resiliency and change brought home how important it is for governments to collaborate so that we are ready for the unexpected challenges that can face us. We will always accomplish more together. As my ministry works to build a healthy and lasting transportation network with new options and new directions, consultation and partnership will continue to be at the heart of our approach.

The ministry recognizes the importance of Highway 16 to residents and travellers in the North Coast region, and I have asked local ministry staff to discuss the concerns you raised during our meeting regarding winter road maintenance along this route with our local maintenance contractor.

I appreciated your comments about the work government has done to improve coastal ferry services. As I mentioned, we are developing a long-term vision for ferry service and is engaging with stakeholders this fall to seek their feedback and ideas. We will ensure your comments about northern ferry services are kept in mind during this process.

.../2

I also have asked local ministry staff to follow up with you directly to discuss your concerns regarding shoreline erosion on Haida Gwaii in more detail. Should you have any questions in the meantime, please do not hesitate to contact the ministry's local District Manager, Daniel Baker, directly by telephone at 250 615-3967 or by email at [Daniel.Baker@gov.bc.ca](mailto:Daniel.Baker@gov.bc.ca), as he would be pleased to assist you.

Thank you again for taking the time to meet with me, and thank you for everything you do to support your community.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Claire Trevena', written in a cursive style.

Claire Trevena  
Minister

Copy to: Grant Main, Deputy Minister

Kevin Richter, Associate Deputy Minister

Deborah Bowman, Assistant Deputy Minister  
Transportation Policy and Programs Department

Renée Mounteney, Assistant Deputy Minister  
Highway Services

Kirk Handrahan, Executive Director  
Marine Branch

Scott Maxwell, Executive Director  
Northern Region

Daniel Baker, District Manager  
Skeena District

The Northern Development Initiative Trust has funding under the Community Halls and Recreation Facilities program. Oona River Resources Association (ORRA) will be applying for funding by October 31<sup>st</sup> 2019 to potentially receive \$30,000 in grant funding to a maximum of 70% of the eligible project budget. ORRA is looking to receive a letter of support from the Regional District for an education center.

Attached is documentation regarding the budget of the education center, a letter of support from Coast Mountain College. ORRA is either pending or in the process of additional grant applications for Mountain Equipment Cooperative as well as Pacific Salmon Foundation. Attached is also the full application we will be submitting to Northern Development Initiative Trust. ORRA has also attached the building plans for the education center.

### **Description of Education Center:**

Our proposed project is to build a second dwelling at the Oona fish hatchery (ORRA) to facilitate a more functional education center. ORRA currently has a multi facet building. On the top floor of the facility there is a large open room with a kitchen where guests eat, sleep in bunkbeds and includes a small table in the middle as our classroom. Presently there is no separation of the space. In the basement, there is a small salmon hatchery where 15,000 salmon reared and released back into the wild.

The proposed education center would be a separate 46 ft. by 16 ft. building. If there was a fully separate education center we would like to host field trips or workshops for organizations such as Cadets, Girl Guides, and Scouts, as we would be able to facilitate more guests and parent chaperons as we would have more sleeping space in the original building as the education component would be moved to the education center. The education center would be situated in the vicinity of our original building for amenities. ORRA currently owns three acres of property surrounding the hatchery, which the education center would be built on ORRA land

A second dwelling would allow for a separate classroom facility which could accommodate more participants in educational events such as fieldtrips/workshops. The facility is used as a community space for local events, educational field trips for Coast Mountain College or University of Northern BC as well as rehab workshops for Kitkatla Nation. If there was a fully separate education center it would provide the organization with the ability to host larger groups which will increase our revenues assisting with the overall costs of a non-profit organization.

The education center would be a space for educating community members, tourists and local or international organizations. The center will have permanent displays about sustainability and environmental stewardship; one of OORA's goals is teach individuals of all ages and backgrounds to the diversity of the North Coast's natural oasis where environmental stewardship is on display.

The new building would be solely dedicated as an education center and the original structure would remain an expanded kitchen and sleeping quarters. Education is the key to making the public and students aware about the challenges in the environment and the ecosystem. By building a new dwelling as an education facility we hope to attract and create increased interest in the local environment.

**A Summary of Oona River Resource Association:**

Oona River Resources Association (ORRA) delivers a program that promotes environmental protection, awareness and education. In the heart of our facility we are a salmon hatchery which we rear over fifteen thousand Coho salmon, although similar to our community we deliver a diverse program that engages students from Coast Mountain College, members of Kitkatla nation and additional North Coast communities such as Prince Rupert, Port Edward and Oona River. The presence and abundance of healthy salmon runs is important to North coast communities to sustain commercial and recreational fisheries that are important to our economy.

Our facility is multidimensional as we host field trips from Coast Mountain College which educates students about our natural resources and environmental stewardship. We also host workshops for Kitkatla Nation; by engaging community members with our natural environment and our surrounding unique ecosystem. Every year we hire two local summer students, which provides employment for the community as well as inspiring a greater understanding of environmental stewardship. ORRA helps build community awareness and education surrounding our dynamic ecosystem. We strive to inspire environmental stewards in our communities which will create a healthier ecosystem and society.

**RE: Mountain Equipment Cooperative**

**Oona River Resources Society**

To Whom It May Concern:

Coast Mountain College is pleased to be able to support the application of the **Oona River Resources Society** for funding under the **Mountain Equipment Cooperative**. Our organization has been a strong supporter of the Society. **Coast Mountain College** has been bringing students to **Oona River Resources Association** since 2000. Students studying in the Coastal Ecology program have an opportunity to participate in the five-night field trip. Each of these days are filled with environmental education and experimental learning. We hike in old growth forest, collect specimens and learn about keystone species. **Oona River Resources Society** hosts lectures about the salmon cycle, and guide students in an interpretive river walk describing our local flora and fauna. Our annual field trip to **Oona River Resources Society** is one the highlights of the year for our students.

Coast Mountain College strongly supports the **Oona River Resources Association** in their application for **Mountain Equipment Cooperative** Community Grant. We are in full support of the society building an education center to expand their facility to greater impact our community. We believe that the Society's programs are a major benefit to the environment and to North Coast British Columbia.

Regards,



**Andy Blackburn, B.Sc,**  
*Laboratory Technician*  
Coast Mountain College



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

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

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

★ **Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

**1. Project Name**

Provide a name for the project that is proposed in this funding application:	Have you previously received any Northern Development funding for this facility?
	Yes                      No

**2. Applicant Profile**

Applicant organization (legal name):	Non-profit society registration no. (if applicable):
Mailing address:	Telephone:
Email:	Website (URL):

**3. Primary Contact Information**

Primary contact (for this application):	Position/title:

Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:

#### 4. Resolution of Support

★ If you are in the Northeast region, use the [Northeast Funding Application Form](#).

Identify the local or First Nations government that is providing a resolution of support for this funding application\*:

The resolution of support is:

Attached.

Not yet secured. The scheduled council meeting date is:

★ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.

\* The appropriate government agency should be determined based on the location of the project. For example:

- A project within a First Nations community requires a band resolution of support.
- A project within the municipal boundary requires a resolution of support from the municipality.
- A project outside the municipal boundary requires a resolution of support from the regional district.

★ Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert project name) from the (insert regional development account name).

#### 5. Project Overview

Identify the project's **primary** investment area:

Agriculture	Energy	Mining	Pine Beetle Recovery	Tourism
Economic Development	Forestry	Olympic Opportunities	Small Business	Transportation

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

Provide a description of the project:

Explain the rationale for the project:

✦ Focus on long term community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.

6. Sustainability

Explain how funds will be generated to operate the facility for three years:

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

Describe how the project will contribute to environmental sustainability:

## 7. Direct Economic Benefits

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

## 8. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct permanent seasonal jobs:		hours/week	months/year	

## 9. New Employment (job creation)

★ The following job creation will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct permanent seasonal jobs:		hours/week	months/year	
Direct temporary jobs (construction or consulting):		hours/week	months/year	
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				
★ Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				

## 10. Increased Revenue Generation

✦ The following annual revenue generation will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Current annual revenues:	Projected annual revenues		
	Year 1	Year 2	Year 3
\$	\$	\$	\$
<b>INCREASED REVENUE EXPECTED OVER THREE YEARS:</b> ✦ Incremental revenue expected is the sum of the <b>projected annual revenues</b> for the three years after the project, minus the <b>current annual revenues</b> over the same three year period.			\$
Describe how the revenue will be generated and the sources of revenue:			

## 11. Operational Cost Savings

✦ The following operational cost savings will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Current costs:	Projected costs		
	Year 1	Year 2	Year 3
\$	\$	\$	\$
<b>COST SAVINGS EXPECTED OVER THREE YEARS:</b> ✦ Cost savings expected is the sum of the <b>projected costs</b> for the three years after the project, minus the <b>current costs</b> over the same three year period.			\$
Describe how the operational cost savings will be generated (for example, energy efficient upgrades):			

## 12. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date		
2)		
3)		
4)		
5)		
6)		
7)		
8) Project completion date		

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

## 13. Project Budget

✦ Quotes must outline the proposed scope of work, the vendor and cost(s) excluding GST.

Expense item:	Amount (\$):	Vendor:	Verification:
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$</b>			

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

✦ Please refer to the [Community Halls and Recreation Facilities Application Guide](#) for eligible and ineligible costs.

## 14. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$	✦ Maximum allowable grant is \$30,000 per community hall or recreation facility project, with the remainder available in the form of a loan.
Loan	\$	✦ For term of 1-7 years, interest rate = prime. For term of 8-10 years, interest rate = prime+1%. Prime is taken at the time of initial release of funds.
Length of repayment term requested:	years (max 10)	
<b>TOTAL REQUESTED:</b>	<b>\$</b>	

✦ Projects must be completed and funding disbursed by Northern Development prior to applying for additional funding for the same facility. In the Cariboo-Chilcotin/Lillooet, Northwest, and Prince George regions, applications seeking additional funding for a previously funded facility are limited to a maximum \$15,000 grant.

## 15. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
	\$	Applicant contribution	Confirmation letter attached
		<b>Pending</b>	
	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
<b>TOTAL OTHER FUNDING:</b>	<b>\$</b>	<b>TOTAL PROJECT FUNDING:</b>	<b>\$</b> (Northern Development + Other Sources)

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

16. Leveraging

Northern Development’s funding leverage for the project:	
The funding request as a percentage of total project funding is:	%
✦ <i>Leverage % = (Northern Development funding request) ÷ (Total project funding)</i>	
✦ <i>Northern Development provides funding up to a maximum of 70% of an eligible project budget.</i>	

17. Attachments

List all documents attached to this application:

Document name:
1) <b>Required:</b> Local government or band resolution of support <i>(as outlined in section 4. Resolution of Support)</i>
2) <b>Required:</b> Detailed quotes <i>(as outlined in section 13. Project Budget)</i>
3) <b>Required (if applicable):</b> Funding approval letters <i>(as outlined in section 15. Other Funding Sources)</i>
4) <b>Required (if applicable):</b> Society incorporation document <i>(not applicable for local governments or First Nations)</i>
5)
6)
7)
8)
9)
10)



## 18. Authorization

I have read and understand the [Community Halls and Recreation Facilities Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

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

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

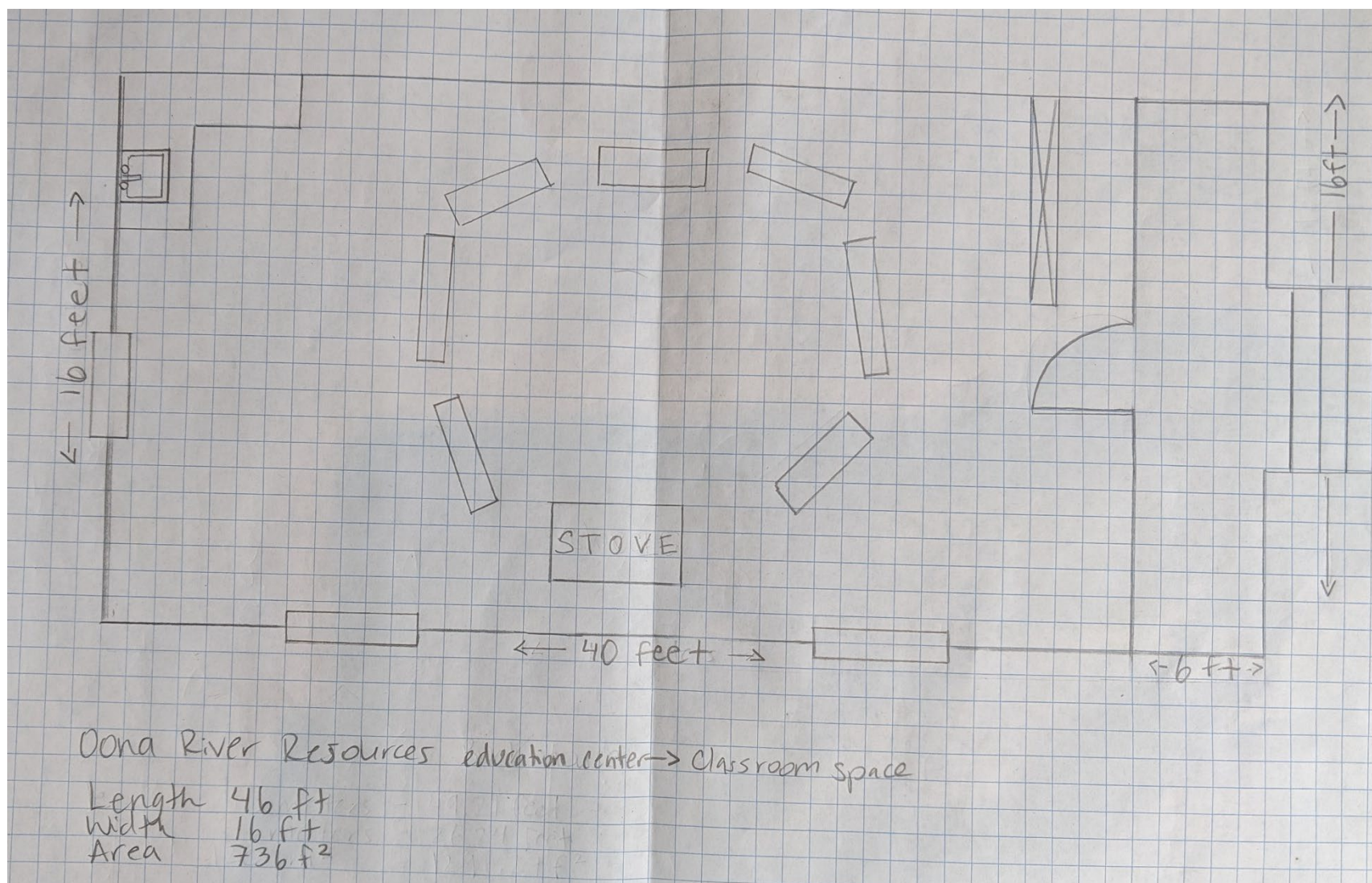
I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ★ Please type name.	Position/title:	Date:

## 19. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ★ Please do not scan this form (if possible).

Email: [info@northerndevlopment.bc.ca](mailto:info@northerndevlopment.bc.ca)



**From:** [Lori Wiedeman](#)  
**To:** [Trevor Jarvis](#); [Ruby Decock - Village of Port Clements](#); [Babs Stevens](#); [Carrie Samuels - Old Massett Village Council](#); [Daniel Fish - NCRD](#); [Trevor Russ](#)  
**Cc:** [Doug Daugert](#); [Barry Pages](#); [Billy Yovanovich](#); [Duffy Edgars](#); [Jason Alsop](#); [Council](#); [Sandra Brown](#); [Evan Putterill - NCRD](#); [Johanne Young](#)  
**Subject:** BC Ferries Delayed Staffing of Kwuna for Route 26  
**Date:** Wednesday, October 23, 2019 8:47:56 AM  
**Attachments:** [image003.jpg](#)  
[10 25 2019 Delay Staffing Kwuna.pdf](#)  
**Importance:** High

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Good morning,

Councillor Pineault attended a Ferry Advisory Committee meeting on October 18, 2019, where Captain Lance Lomax advised that there has been a change of plan regarding the restoration of services for the Kwuna Ferry between Skidegate Inlet and Alliford Bay Route 26. Captain Lomax stated that instead of the planned January 2020 implementation of the return to the pre-2014 schedule, they will be delaying until April 2020.

Given that Minister Claire Trevena has recently visited Haida Gwaii to launch her visioning for how the BC Ferry Service should consider the public interest, our Council feels that it is important to advise her of this change to government's announcement of February 2019 restoring the service. We have drafted the attached letter, and we wanted to ask whether any other communities would either like to jointly sign the letter, or issue one of their own. Given the timeliness of this issue, we are hoping to send out our letter this Friday October 25. If you are able to get electronic support from your Council's to issue the letter from the whole of Haida Gwaii, I can revamp it to include all of our letterheads. We would just need electronic signatures.

Please let me know by the end of the day Thursday if your Council would be interested in a joint letter. If I don't hear back we will issue our letter on Friday. Haawa'a.

Lori Wiedeman

Chief Administrative Officer

Village of Queen Charlotte

PO Box 580, 903A Oceanview Drive V0T1S0

Phone: 250 559 4765 | Cell: 250 637 1782 | Fax: 250 559 4742

Email: [cao@queencharlotte.ca](mailto:cao@queencharlotte.ca) | Web: [www.queencharlotte.ca](http://www.queencharlotte.ca)  
<<http://www.queencharlotte.ca>>



October 25, 2019

Honourable Claire Trevena  
Minister of Transportation and Infrastructure  
and Minister Responsible for BC Ferries  
PO Box 9055  
Victoria BC V8W 9E2

Dear Minister Trevena:

**Re: Delayed Staffing of Kwuna for Route 26**

Thank you for your recent trip to Haida Gwaii to discuss the development of a shared vision for how to ensure that BC Ferry services consider the public interest. On behalf of our Council, we appreciate that you choose to start your consultations on Haida Gwaii, the most remote archipelago serviced by BC Ferries.

I am writing to you in the spirit of the visioning session you just facilitated to request your assistance with an issue that has just come to our attention. Right after you left, at the Ferry Advisory Committee Meeting on October 18, 2019, Captain Lance Lomax advised that there has been a change of plan regarding the restoration of services for the Kwuna Ferry between Skidegate Inlet and Alliford Bay Route 26.

Captain Lomax stated that instead of the planned January 2020 implementation of the return to the pre-2014 schedule, they will be delaying until April 2020. He provided an update on the job posting, which was set to close on October 18, 2019, so it would only have been posted internally around the end of September – we had thought BC Ferries was recruiting since the announcement. He detailed a long list of issues, from lack of housing/rentals to shortage of tradesmen, to Sea Time Accrual as the cause of the delay.

When the Province announced on February 22, 2019 that the sailings would be restored, it was with the caveat that the Kwuna sailing would not be up to full staff until January and we would have to wait until then.

To now be told that we will have to wait a further four months means that the residents and students of Sandspit will continue to be under a curfew, patients will continue to lack access to medical services, and our islands will continue to suffer under these service cuts far longer than anywhere else in BC.

This decision by BC Ferries seems to fly in the face of the changes that were made to the Coastal Ferry Act and the input you are seeking to support a vision of connecting coastal communities. The Village of Queen Charlotte is very disappointed that the return of service for Route 26 seems to be a low priority for BC Ferries and this is yet another reason why this route should be returned to the Ministry of Transportation and Infrastructure and treated the same as other inland ferries.

Perhaps if BC Ferries is willing to collaborate with the local communities, we can find creative solutions for the housing and other challenges that they face, as our community did when we needed housing for the person who provides cancer treatments.

As the decision to restore the service levels was made in time for the current fiscal budget planning, funding for the positions should not be a problem so there should be no reason to delay until the new fiscal year. In addition, if the local communities can assist with advertising for the positions, we may even be able to recruit locals who would not need housing.

It should not take this long to recruit the necessary crew. We would appreciate any advice or assistance that you could provide in moving up the date for implementation of the highly anticipated restoration of this critical link between our communities.

Yours truly,

Kris Olsen  
Mayor

Cc: Mark Collins, CEO, BC Ferries  
Jennifer Rice, Parliamentary Secretary for Emergency Preparedness  
Lance Lomax, Marine Superintendent BC Ferries Northern Services  
Jason Alsop, President, Council of the Haida Nation  
Haida Gwaii Mayors and Chief Councillors

On Thu, 24 Oct 2019 21:10:08 +0000

"Hayes, Ross D EHS:EX" <[Ross.Hayes@bcehs.ca](mailto:Ross.Hayes@bcehs.ca)> wrote:

> Hi Daniel And Joanne,  
>  
> My name is Ross Hayes and I work as a Community Paramedic in Masset. I am seeking Regional District assistance to address the lack of visible address signs in the Tow Hill Road Community.  
>  
> Recently, there have been Emergency responses by Ambulance and Fire in which the crews have been delayed on-scene due to a lack of address signs. As it currently stands, Tow Hill has 111 driveways with structures, and only 26 of these have an address sign visible from the street. None of these signs appear to be reflective.  
>  
> I am seeking support and funding to distribute proper Aluminum Reflective 911 address signs, free of charge, to interested community members.  
>  
> To make this happen I am seeking \$3000, which is the amount I have been quoted for the signs plus hardware.  
>  
> Funding would be administered through the Tow Hill Road Community association.  
> The work of compiling addresses, ordering and installation would be completed by Me, or other volunteers.  
> Signs are placed vertically at the end of driveways on metal posts and are reflective at night from both directions.  
>  
> Is this possibly an initiative that the RD can support? Is there any RD funding available for this project?  
>  
>  
> Please feel free to contact me at your convenience  
>  
> Thanks very much for your time,  
>  
>  
> Ross  
>  
> Ross Hayes | Community Paramedic  
> BC Emergency Health Services  
> Masset, BC | M: 250-626-8985 | E:  
> [Ross.Hayes@bcehs.ca](mailto:Ross.Hayes@bcehs.ca) <<mailto:Ross.Hayes@bcehs.ca>>  
>  
> [[cid:image003.png@01D1E2AF.B3BB8460](#)]





## **Staff Report**

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**Date:** November 15<sup>th</sup>, 2019

**To:** North Coast Regional District Board

**From:** D. Fish, Chief Administrative Officer

**Subject:** Northern Capital and Planning Grant (“NCPG”) Allocation

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### **RECOMMENDATION:**

**THAT the Staff Report entitled “Northern Capital and Planning Grant (“NCPG”) Allocation” dated November 15, 2019 be received;**

**AND THAT the Board direct staff to prepare a report to the Board for its December 13, 2019 Regular meeting to confirm Northern Capital Planning Grant funding allocations to the various North Coast Regional District service capital and planning reserves;**

**AND FURTHER THAT an amended 2019-2023 Financial Plan be brought forward to the December 13, 2019 Regular meeting for Board consideration.**

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### **PURPOSE:**

To bring forward recommended Northern Capital and Planning Grant (NCPG) funding allocations from the Electoral Area Advisory Committee (EAAC) to the Board of the North Coast Regional District (NCRD).

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## BACKGROUND:

In April 2019, the NCRD received \$1.712 million from the Province of BC as part of the NCPG program.

At the June 22, 2019 Committee of the Whole meeting, the Board directed staff to request clarification from the Provincial government regarding the NCPG funding and the allocation between electoral areas (EA) and regional priorities.

On July 17, 2019 staff presented the report entitled “Northern Capital and Planning Grant (“NCPG”) Allocation Models”. At that time, the Board was supportive of allocating \$200,000 toward capital and planning for islands solid waste landfill closure costs and \$200,000 toward capital and planning for regional recycling depot roof repairs. Additionally, the Board initiated several processes to establish new services.

The public approval processes that were initiated as a result of potentially allocating NCPG funds toward a proposed service are now complete. Accordingly, allocations toward capital and planning reserves for the following services may be made:

- Electoral Area E Parks and Trails;
- Electoral Area D Parks and Trails;
- Mainland Recreation Area A; and
- Mainland Recreation Area C.

Conversely, the assent voting that was held to establish a proposed Oona River Community Hall service was not successful. As such, funds may not be allocated toward a capital and planning reserve fund established for those purposes.

On September 20, 2019, the Electoral Area Advisory Committee (“EAAC”) directed staff to prepare an additional funding model for discussion, to include \$400K for regional priorities, \$100K base for each EA and the remaining \$912K to be allocated based on population (using the 2016 census figures) to each of the EAs, as follows:

Electoral Area	Population	Prorated %	Prorated funding	Base Amount	Total
A	41	4.15%	\$ 37,846	\$ 100,000	\$ 137,846
C	68	6.88%	\$ 62,769	\$ 100,000	\$ 162,769



D	539	54.56%	\$ 497,539	\$ 100,000	\$ 597,539
E	340	34.41%	\$ 313,846	\$ 100,000	\$ 413,846
<b>Total</b>	<b>988</b>	<b>100%</b>	<b>\$ 912,000</b>	<b>\$ 400,000</b>	<b>\$ 1,312,000</b>

Subsequently, at its Regular meeting held September 20, 2019, the Board of the NCRD adopted its 2019-2022 strategic plan with the following capital and planning priorities identified in order of priority:

1. Solid Waste Management Plan
2. Trails Strategy
3. NCRD Building
4. Regional Housing Strategy
5. Asset Management Plan
6. Electoral Areas Land Use Plans
7. Renewable Energy Strategy
8. Wildfire Protection Plan
9. Regional Attraction Strategy
10. Regional Water Supply Plan
11. Integrated Emergency Management Plans
12. Recreation Facilities Plan

On October 18, 2019, the EAAC reviewed and agreed upon the above funding formula. The EAAC was also presented with proposed allocations toward regional priorities consistent with the Board of the NCRD's 2019-2022 strategic plan. Each EA director worked with Staff to identify allocations toward projects specific to their communities and the regional organization.

At its meeting held November 7, 2019, the EAAC recommended allocations of the NCPG toward various capital and planning reserves for each service.

## **DISCUSSION:**

The NCPG grant must be fully allocated to the specific service reserve funds by December 31, 2019 and staff need time to arrange the allocations.

Following identification of an equitable funding formula for each EA, the EA has recommended the following allocation of funds:

Proposed NCRD NCPG Allocations		
Service		Allocation
*Electoral Area Administration		\$302,800
Island Solid Waste		\$240,000
Mainland Recycling		\$212,000
Parks and Trails E		\$187,500
Emergency Planning D		\$137,749
Parks and Trails D		\$125,700
Sandspit Water		\$100,000
Sandspit Comm Hall		\$80,000
Tlell Fire		\$65,275
Mainland Recreation C		\$56,339
Regional Solid Waste		\$46,246
Haida Gwaii Recreation		\$40,000
Emergency Planning A & C		\$40,000
Land Use Planning		\$30,000
Sandspit Fire		\$20,000
Emergency Planning E		\$20,000
Mainland Recreation A		\$11,066
General Administration		\$7,000
<i>AAP &amp; Assent Costs</i>		<i>\$10,325</i>
<b>Total Priorities:</b>		<b>\$1,732,000</b>
<i>* includes allocation of ~\$20,000 in interest revenue earned on unallocated NCPG funds throughout 2019.</i>		

Allocations toward regional projects versus local area projects have been summarized in the tables below:

Proposed Regional Allocations		
Service	Project	Allocation
EA Administration	NCRD Administration Building	\$302,800
Mainland Recycling	Capital Upgrades – Depot Roof Repair	\$200,000
Island Solid Waste	ISW Landfill Closure Costs	\$200,000
Regional Solid Waste	Solid Waste Management Plan	\$46,246
HG Recreation	Recreation Facilities Plan & Future Capital	\$40,000
Island Solid Waste	ISW Future Capital Purchase	\$40,000
Gen. Admin	Renewable Energy Strategy Development	\$7,000
<b>Total Priorities:</b>		<b>\$836,046</b>

Proposed Electoral Area A Allocations		
Service	Project	Allocation
EP A & C	Area 'A' Emergency Plan Update	\$20,000
Land Use Planning	Area 'A' & 'C' OCP Development	\$10,000
Recreation 'A'	Recreation Facilities Plan (Contribution)	\$6,766
Recreation 'A'	Trails Strategy Plan (Contribution)	\$4,300
<b>Total Priorities:</b>		<b>\$41,066</b>

Proposed Electoral Area C Allocations		
Service	Project	Allocation
EP A & C	Area 'C' Emergency Plan Update	\$20,000
Land Use Planning	Area 'A' & 'C' OCP Development	\$10,000
Mainland Recycling	Oona River Community Seacan	\$12,000
Recreation 'C'	Recreation Facilities Plan (Contribution)	\$3,200
Recreation 'C'	Trails Strategy Plan (Contribution)	\$2,700
Recreation 'C'	Area C Recreation Capital & Planning	\$50,439
<b>Total Priorities:</b>		<b>\$98,339</b>

Proposed Electoral Area D Allocations		
Service	Project	Allocation
Emergency Planning D	Area 'D' EP Update & Future Capital	\$137,749
Parks & Trails 'D'	Trail Strategy Plan & Future Capital	\$125,700
Tlell Fire	Tlell Fire Department Capital	\$65,275
Land Use Planning	Electoral Area "D" OCP Updates	\$10,000
<b>Total Priorities:</b>		<b>\$338,724</b>

Proposed Electoral Area E Allocations		
Service	Project	Allocation
Parks & Trails 'E'	Trail Strategy Plan & Future Capital	\$187,500
Sandspit Water	Asset Management & Future Capital	\$100,000
Sandspit Comm Hall	Community Hall Renovations	\$80,000
Sandspit Fire	SVFD Capital	\$20,000
Emergency Planning E	Area 'E' EP Update & Future Capital	\$20,000
<b>Total Priorities:</b>		<b>\$407,500</b>

Staff is of the belief that these allocations recommended by the EAAC are consistent with overall organizational priorities and priorities identified in each of the local areas.

**RECOMMENDATION:**

Staff is recommending that the allocations be approved by the Board of the NCRD. Following approval, staff will bring forward a final report with recommended resolutions to confirm allocation of the NCPG to various capital and planning reserves established for the identified services and a subsequent financial plan amendment bylaw to the Regular meeting scheduled for December 13, 2019.



## **Staff Report**

---

**Date:** November 15<sup>th</sup>, 2019

**To:** North Coast Regional District Board

**From:** D. Fish, Chief Administrative Officer

**Subject:** CEPF – Flood Risk Assessment, Mapping & Mitigation Planning

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### **Recommendations:**

**THAT the report from staff entitled “CEPF – Flood Risk Assessment, Mapping & Mitigation Planning” be received;**

**AND THAT**

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### **PURPOSE:**

To provide information to the Board of the North Coast Regional District (NCRD) with respect to the Community Emergency Preparedness Fund (CEPF) – Flood Risk Assessment, Mapping and Mitigation Planning program (Program) and a proposed application to undertake a coastal erosion risk assessment for identified areas in Electoral Areas D and E.

### **BACKGROUND:**

At its Regular meeting held October 18, 2019, the Board of the NCRD directed staff to prepare a staff report with respect to the CEPF - Program and a proposed application to the program to undertake a coastal erosion risk assessment in Electoral Areas D and E.

## **DISCUSSION:**

### *CEPF – Flood Risk Assessment, Mapping and Mitigation Planning Program*

The purpose of the CEPF is to enhance the resiliency of communities in responding to emergencies. Funding is provided by the Province of B.C. and administered through the Union of BC Municipalities (UBCM).

The intent of the Program is to support applicants to ensure they have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks. Under the program, the following components may be developed:

- Risk Assessments – identifying the social, economic and environmental impacts that flood events will have on the community, including identifying the specific flood hazards, compounding hazards, community and infrastructure vulnerabilities, risk tolerance and the overall flood risk profile for a community.
- Flood Mapping – allowing a community to more accurately determine its vulnerabilities in relation to flood risks that have been identified by a risk assessment.
- Mitigation planning – addressing flood risk through a service of comprehensive mitigation solutions.

Eligible projects must demonstrate the need to develop a flood risk assessment, map and/or mitigation plan. Additionally, projects must be:

- A new project;
- Capable of completion by the applicant within one year from the date of grant approval;
- Completed by a qualified professional; and
- Where applicable, completed to acceptable provincial and federal guidelines (ie. *Provincial Flood Hazard Area Land Use Management Guidelines & Professional Practice Guidelines – Legislated Flood Assessment in a Changing Climate in BC*).

Eligible activities include completion of a flood risk assessment; development of flood maps; completion of flood mitigation plans; preparation of maps and spatial data; hydrometric and/or geotechnical data collection and analysis; and amendments to relevant plans, bylaws and policies.

Consultant costs, incremental staff and administration costs, and public information costs associated with the above activities are eligible.

The Program may provide a maximum of 100% of the cost of eligible activities to a maximum of \$150,000.

The application intake deadline is January 24, 2020.

As part of the application, Staff are required to identify the following information:

- Type of project;
- Project cost;
- Detailed project information:
  - rationale
  - project area
  - proposed activities
  - implementation risks
  - engagement and collaboration
  - proposed deliverables and outcomes
  - monitoring and performance measures
  - qualified professionals and procurement process
- Board resolution in support of the application;
- Detailed work plan and budget; and
- Mapping.

Given the information required to complete a proposed application, Staff is seeking further clarity from the Board with respect to the scope of this project. Specifically:

- It is the understanding of staff that this project is for the completion of a coastal erosion risk assessment in identified areas in Electoral Areas D and E (Tlell and Shingle Bay Road). **Are there additional areas of study?**
- It is the understanding of staff that the intent of this project is to hire a qualified professional (consultant) to undertake a comprehensive coastal erosion risk assessment in the areas of study. **Does this include hydrometric and geotechnical data collection? Are there additional activities to be considered?**
- **Is there a desire to approach the municipalities and First Nations on Haida Gwaii to form a regional assessment?** Note that higher application review scores are given to projects that contribute to a comprehensive, cooperative and regional approach to flood mitigation. In conversation with the

Ministry of Transportation and Infrastructure, their office has also identified areas of concern in Old Massett.

- It is understood that the outcome of this project will be a completed coastal erosion risk assessment for the identified study area. **Are there additional deliverables intended for this project?**

Note that higher application scores are given to projects that:

- Demonstrate evidence of local flood hazard and/or seismic vulnerability;
- Support the applicant in meeting provincial flood hazard area land use management guidelines;
- Contribute to a comprehensive, cooperative and regional approach to flood mitigation;
- Consider and mitigate the impacts of climate change in the project methodology and deliverables;
- Increase understanding of the social and economic impacts of flood events to the community;
- Include in-kind or cash contributions to the project from the applicant, community partners or other grant funding; and
- Are cost-effective.

### **Financial Implication**

It is the understanding of staff that this project will seek 100% reimbursement of anticipated consultant costs to carry out a coastal erosion risk assessment in the identified areas of study. If this is not the case, staff would propose budgeting funds for 2020 in each of the Electoral Areas D and E emergency planning functions. If there is a desire to partner on this project, additional funds may be sourced from partners.

As part of the application, staff is intending to secure a proposal from a qualified professional to accompany a proposed application to CEPF. Staff is proposing to engage with Northwest Hydraulic Consultants for this piece.

Following clarification of the project scope, and receipt of a proposal, a more refined cost can be considered.

### **Strategic Plan Implication**

The NCRD Board identified the development of an erosion prevention strategy as high priority throughout its 2019-2022 term. Consultation with neighbouring jurisdictions on shared erosion concerns was identified as an action item under the priority.



## **CONCLUSION:**

Staff is seeking further direction from the Board with respect to the proposed project's scope. Specifically, staff needs clarification on identifying prospective partnerships with neighbouring jurisdictions; identifying any additional areas of concern to be included in the project; and direction regarding the proposed approach to undertaking the project as outlined in this report.

The next steps of this process would be to engage with a qualified professional for a proposal. If identified, project partners will also be invited to participate. Staff recommends preparing an application once project details have been identified.

## **RECOMMENDATION:**

Given the identification of consulting with neighbouring jurisdictions on this issue in the Board's strategic plan, as well as more favourable scoring being awarded to regional projects, staff is recommending that the NCRD consult with municipalities and First Nations on Haida Gwaii to invite them to partake in this initiative. Ultimately, an assessment for the entirety of Haida Gwaii would be most useful for each community's emergency planning purposes and is consistent with the discussion around integrating emergency management approaches.

Staff is seeking further direction from the Board.



## Staff Report

**Date:** November 15<sup>th</sup>, 2019

**To:** North Coast Regional District Board

**From:** D. Fish, Chief Administrative Officer

**Subject:** Oona River Community Hall Bylaw 632, 2019 – Assent Voting Results

### Recommendations:

**THAT the staff report entitled “Oona River Community Hall Bylaw No. 632, 2019 – Assent Voting Results” be received;**

**AND THAT the Board of the North Coast Regional District abandon Bylaw No. 632, 2019.**

### PURPOSE:

The purpose of this report is to provide the results of the assent voting opportunity held for Bylaw No. 632, 2019 (Attachment A) in Oona River on October 9<sup>th</sup> and 19<sup>th</sup>, 2019.

### BACKGROUND:

At its Special meeting held July 17, 2019, the Board of the NCRD passed three readings to the Bylaw prior to its submission to the Inspector of Municipalities for approval. The Bylaw proposes establishing a local service to provide for funding the operations, maintenance and capital improvements for the Oona River Community Hall.

On August 7, 2019, the NCRD received correspondence from the Ministry of Municipal Affairs and Housing indicating that the Bylaw had received approval from the Inspector

of Municipalities. Subsequently, the Board established an assent voting opportunity to be held in Oona River on October 9<sup>th</sup> and 19<sup>th</sup>, 2019.

## **DISCUSSION:**

Assent voting allows electors to vote on whether a proposal would move forward or not. Assent of the electors is obtained if a majority of the votes counted are in favour of the bylaw or question. Assent voting is conducted under the rules that generally apply to local elections.

On October 9<sup>th</sup> and 19<sup>th</sup>, 2019, assent voting was held in Oona River on the following question:

*“Are you in favour of the Board of the North Coast Regional District adopting the Oona River Community Hall Service Establishment Bylaw No. 632, 2019, which will permit the North Coast Regional District to establish a service within the community of Oona River to fund, annually, \$15,000 toward the operation, maintenance and capital improvement of the Oona River Community Hall and its associated properties?”*

Results of the assent voting opportunity are as follows:

	<b>Yes</b>	<b>No</b>	<b>Total</b>
<b>Advance Voting</b>	4	13	<b>17</b>
<b>General Voting</b>	1	2	<b>3</b>
<b>Total Number of Votes</b>	5	15	<b>20</b>

The majority of the votes counted (75%) were not in favour of the proposed bylaw. As a result, the Board of the NCRD is not able to proceed with the proposal at this time. As per s. 171(2) of the *Local Government Act*, the NCRD must wait six (6) months before seeking elector assent on another bylaw for the same purpose.

As a result of the failed assent voting process, the NCRD is unable to allocate Northern Capital & Planning Grant funds toward a capital and planning reserve for the proposed service.

## **RECOMMENDATION:**

Staff is recommending that this report be received and that the Board of the NCRD abandon Bylaw No. 632, 2019. Staff is seeking direction as to whether or not there is a desire to revisit this service proposal following the six (6) month waiting period.



## **Bylaw No. 632, 2019**

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A bylaw to establish a service within Electoral Area “C” (Oona River) for the purpose of operating a community hall

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**WHEREAS** under s. 332 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;

**AND WHEREAS** the Board of the North Coast Regional District wishes to establish a service for the purpose of operating a community hall within Electoral Area “C” (Oona River);

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained under s. 342 of the *Local Government Act*;

**AND WHEREAS** the Board has received the approval of the electors in the proposed service area by referendum in accordance with section 344 of the *Local Government Act* and section 85 of the *Community Charter*;

**NOW THEREFORE** the Board of the North Coast Regional District, in open meeting assembled, enacts as follows:

### **1. Citation**

This bylaw may be cited for all purposes as the *Oona River Community Hall Service Establishing Bylaw No. 632, 2019*.

### **2. Service**

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

- Funding for the operations, maintenance and capital improvements for the Oona River Community Hall and associated properties.

### **3. Boundaries**

Schedule “A”, attached hereto and forming part of this bylaw, forms the service area boundary.

## Participating Areas

The participating area is a portion of Electoral Area “C” (Oona River) as identified in Schedule “A”.

### 4. Cost Recovery

As provided for in s. 378 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- a) Property value tax imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- b) Fees and charges imposed under s. 397 of the *Local Government Act*;
- c) Revenue raised by other means authorized by the *Local Government Act* or another act;
- d) Revenues received by way of agreement, enterprises, gift, grant or otherwise.

### 5. Maximum Requisition

In accordance with s. 378 of the *Local Government Act*:

- a) The maximum annual amount that may be requisitioned for the cost of the service is the amount equal to \$15,000.

*Read a first time this*

**17<sup>th</sup> day of July, 2019**

*Read a second time this*

**17<sup>th</sup> day of July, 2019**

*Read a third time this*

**17<sup>th</sup> day of July, 2019**

*Approval of the Inspector of Municipalities*

**7<sup>th</sup> day of August, 2019**

*Approval of the electorate received this*

\_\_\_ **day of** \_\_\_, **2019**

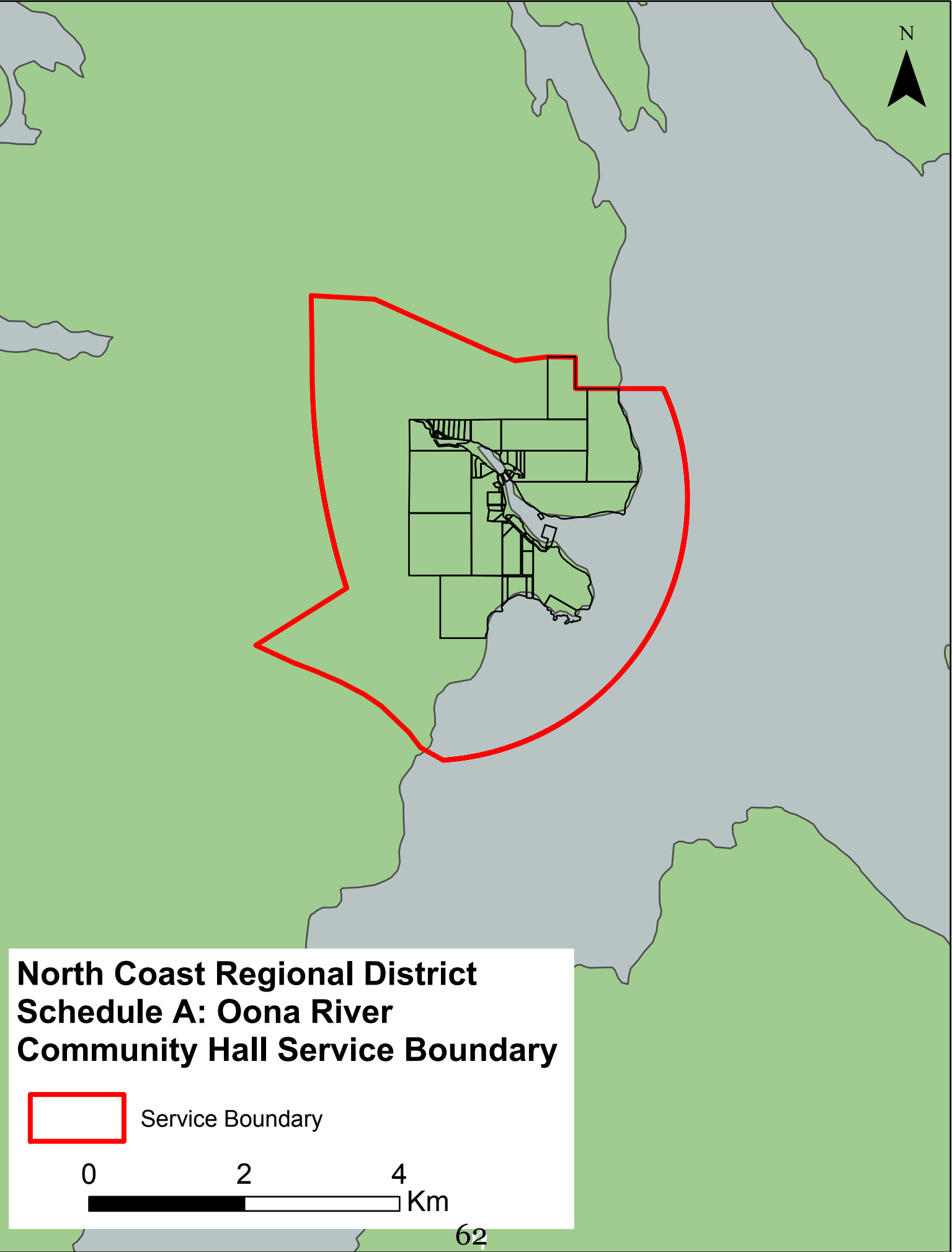
**Adopted this**

\_\_\_ **day of** \_\_\_, **2019**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Corporate Officer**

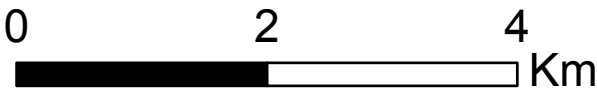
*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 632, 2019.*



**North Coast Regional District  
Schedule A: Oona River  
Community Hall Service Boundary**



Service Boundary





## **Staff Report**

---

**Date:** November 15<sup>th</sup>, 2019

**To:** D. Fish, Chief Administrative Officer

**From:** J. Bagnall, Corporate Officer

**Subject:** Area D Parks and Trails Service Establishment Bylaw 633,  
2019 - Alternative Approval Process Results

---

### **Recommendations:**

**THAT the staff report entitled “Area D Parks and Trails Service Establishment Bylaw 633, 2019 - Alternative Approval Process Results” be received;**

**AND THAT the Board of the North Coast Regional District adopt Bylaw No. 633, 2019.**

---

### **PURPOSE:**

The purpose of this report is to provide the results of the alternative approval process held for Bylaw No. 633, 2019 (Attachment A) as submitted by Wednesday October 16, 2019 at 4:00 p.m.

### **BACKGROUND:**

At its Special meeting held July 17, 2019, the Board of the NCRD passed three readings to the Bylaw prior to its submission to the Inspector of Municipalities for approval. The Bylaw proposes establishing a parks and trails service within Electoral Area “D” ( Rural Graham Island) to provide funding for the acquisition, operation, maintenance and

capital improvement of parks and trails amenities, facilities and lands in Electoral Area “D”.

On August 7, 2019, the NCRD received correspondence from the Ministry of Municipal Affairs and Housing indicating that the Bylaw had received approval from the Inspector of Municipalities. Subsequently, the Board established an alternative approval process opportunity to be held for the Electoral Area D service area with a deadline of October 16, 2019 at 4:00 p.m.

## **DISCUSSION:**

Local governments can obtain the required elector approval through assent voting (previously called other voting or referendum) or, the Alternative Approval Process (AAP).

Eligible electors have at least 30 days from the publication of the second notice to submit elector response forms to the local government Corporate Officer during an AAP. When 10% or more of the eligible electors sign and submit response forms, the local government cannot proceed with the matter proposed in the bylaw without first holding an assent voting event.

Results of the alternative approval process are as follows:

<b>Total Number of Eligible Electors of the Participating Area</b>	1250
<b>Total Number of Elector Response Forms Submitted</b>	68
<b>Percentage of Electors Response Forms Submitted</b>	5.44%

The AAP resulted in 68 Elector Response Forms being submitted, which is calculated to 5.44% of the total eligible electors. As a result, the Board of the NCRD is able to proceed with adoption of Bylaw 633, 2019.

As a result of this AAP, the NCRD is able to allocate Northern Capital & Planning Grant funds toward a capital and planning reserve for the proposed service.

## **RECOMMENDATION:**

Staff is recommending that this report be received and that the Board of the NCRD adopt Bylaw No. 633, 2019.





## Bylaw No. 633, 2019

---

A bylaw to establish a parks and trails service within Electoral Area “D” (Rural Graham Island)

---

**WHEREAS** under s. 332 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;

**AND WHEREAS** the Board of the North Coast Regional District wishes to establish a parks and trails service within Electoral Area “D” (Rural Graham Island);

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained under s. 342 of the *Local Government Act*;

**AND WHEREAS** the Board has received the approval of the electors in the proposed service area by alternative approval process in accordance with s. 345 of the *Local Government Act*;

**NOW THEREFORE** the Board of the North Coast Regional District, in open meeting assembled, enacts as follows:

### 1. Citation

This bylaw may be cited for all purposes as the *Electoral Area “D” Parks and Trails Service Establishing Bylaw No. 633, 2019*.

### 2. Service

The service established by this bylaw is for the purpose of operating a parks and trails service within Electoral Area “D”, including:

- Funding for the acquisition, operation, maintenance and capital improvement of parks and trails amenities, facilities and lands.

### 3. Boundaries

The boundary of the service area is the whole of Electoral Area “D” (Rural Graham Island).

#### 4. Participating Areas

The participating area is Electoral Area “D” (Rural Graham Island).

#### 5. Cost Recovery

As provided for in s. 378 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- a) Property value tax imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- b) Fees and charges imposed under s. 397 of the *Local Government Act*;
- c) Revenue raised by other means authorized by the *Local Government Act* or another act;
- d) Revenues received by way of agreement, enterprises, gift, grant or otherwise.

#### 6. Maximum Requisition

In accordance with s. 378 of the *Local Government Act*:

- a) The maximum annual amount that may be requisitioned for the cost of the service is the amount equal to \$25,000.

*Read a first time this*

**17<sup>th</sup> day of July, 2019**

*Read a second time this*

**17<sup>th</sup> day of July, 2019**

*Read a third time this*

**17<sup>th</sup> day of July, 2019**

*Approval of the Inspector of Municipalities*

**7<sup>th</sup> day of August, 2019**

*Approval of the electorate received this*

**16<sup>th</sup> day of October, 2019**

***Adopted this***

**\_\_\_\_ day of \_\_\_\_\_, 2019**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Corporate Officer**

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 633, 2019.*



## **Staff Report**

---

**Date:** November 15<sup>th</sup>, 2019

**To:** D. Fish, Chief Administrative Officer

**From:** J. Bagnall, Corporate Officer

**Subject:** Mainland Recreation Area A Service Establishment Bylaw No. 635, 2019 - Alternative Approval Process Results

---

### **Recommendations:**

**THAT the staff report entitled “Mainland Recreation Area A Service Establishment Bylaw No. 635, 2019 - Alternative Approval Process Results” be received;**

**AND THAT the Board of the North Coast Regional District adopt Bylaw No. 635, 2019.**

---

### **PURPOSE:**

The purpose of this report is to provide the results of the alternative approval process held for Bylaw No. 635, 2019 (Attachment A) as submitted by Wednesday October 16, 2019 at 4:00 p.m.

### **BACKGROUND:**

At its Special meeting held July 17, 2019, the Board of the NCRD passed three readings to the Bylaw prior to its submission to the Inspector of Municipalities for approval. The Bylaw proposes establishing a service to provide recreation programs, facilities and financial assistance to recreational groups in Electoral Area “A”.

On August 7, 2019, the NCRD received correspondence from the Ministry of Municipal Affairs and Housing indicating that the Bylaw had received approval from the Inspector of Municipalities. Subsequently, the Board established an alternative approval process opportunity to be held for the Electoral Area A service area with a deadline of October 16, 2019 at 4:00 p.m.

### **DISCUSSION:**

Local governments can obtain the required elector approval through assent voting (previously called other voting or referendum) or, the Alternative Approval Process (AAP).

Eligible electors have at least 30 days from the publication of the second notice to submit elector response forms to the local government Corporate Officer during an AAP. When 10% or more of the eligible electors sign and submit response forms, the local government cannot proceed with the matter proposed in the bylaw without first holding an assent voting event.

Results of the alternative approval process are as follows:

<b>Total Number of Eligible Electors of the Participating Area</b>	380
<b>Total Number of Elector Response Forms Submitted</b>	0
<b>Percentage of Electors Response Forms Submitted</b>	0%

The AAP resulted in 0 Elector Response Forms being submitted, which is calculated to 0% of the total eligible electors. As a result, the Board of the NCRD is able to proceed with adoption of Bylaw 635, 2019.

As a result of this AAP, the NCRD is able to allocate Northern Capital & Planning Grant funds toward a capital and planning reserve for the proposed service.

### **RECOMMENDATION:**

Staff is recommending that this report be received and that the Board of the NCRD adopt Bylaw No. 635, 2019.



## Bylaw No. 635, 2019

---

A bylaw to establish a recreation service within Electoral Area “A”

---

**WHEREAS**, previously, Supplementary Letters Patent dated March 29, 1979, granted the Skeena-Queen Charlotte Regional District the authority to provide the function of recreational programs in Electoral Area “A”;

**AND WHEREAS** under s. 332 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;

**AND WHEREAS** the Board of the North Coast Regional District wishes to establish a service for the purpose of recreation in Electoral Area “A”;

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained under s. 342 of the *Local Government Act*;

**AND WHEREAS** the Board has received the approval of the electors in the proposed service area by alternative approval process in accordance with s. 345 of the *Local Government Act*;

**NOW THEREFORE** the Board of the North Coast Regional District, in open meeting assembled, enacts as follows:

### 1. Citation

This bylaw may be cited for all purposes as the *Electoral Area “A” Recreation Service Establishing Bylaw No. 635, 2019*.

### 2. Service

The service established by this bylaw is for the purpose of providing recreation programs, facilities and financial assistance to recreation groups in Electoral Area “A”

### 3. Boundaries

The boundary of the service area under this bylaw is Electoral Area “A”.

#### **4. Participating Areas**

The participant of the service established under this bylaw is Electoral Area “A”.

#### **5. Cost Recovery**

As provided for in s. 378 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- a) Property value tax imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- b) Fees and charges imposed under s. 397 of the *Local Government Act*;
- c) Revenue raised by other means authorized by the *Local Government Act* or another act;
- d) Revenues received by way of agreement, enterprises, gift, grant or otherwise.

#### **6. Maximum Requisition**

In accordance with s. 378 of the *Local Government Act*:

- a) The maximum annual amount that may be requisitioned for the cost of the service is the amount equal to \$6,000.

*Read a first time this*

**17<sup>th</sup> day of July, 2019**

*Read a second time this*

**17<sup>th</sup> day of July, 2019**

*Read a third time this*

**17<sup>th</sup> day of July, 2019**

*Approval of the Inspector of Municipalities*

**7<sup>th</sup> day of August, 2019**

*Approval of the electorate received this*

**16<sup>th</sup> day of October, 2019**

***Adopted this***

**\_\_\_\_ day of \_\_\_\_\_, 2019**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Corporate Officer**

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 635, 2019.*



## Staff Report

---

**Date:** November 15<sup>th</sup>, 2019

**To:** D. Fish, Chief Administrative Officer

**From:** J. Bagnall, Corporate Officer

**Subject:** Mainland Recreation Area C Service Establishment Bylaw No. 636, 2019 - Alternative Approval Process Results

---

### Recommendations:

**THAT the staff report entitled “Mainland Recreation Area C Service Establishment Bylaw No. 636, 2019 - Alternative Approval Process Results be received;**

**AND THAT the Board of the North Coast Regional District adopt Bylaw No. 636, 2019.**

---

### PURPOSE:

The purpose of this report is to provide the results of the alternative approval process held for Bylaw No. 636, 2019 (Attachment A) as submitted by Wednesday October 16, 2019 at 4:00 p.m.

### BACKGROUND:

At its Special meeting held July 17, 2019, the Board of the NCRD passed three readings to the Bylaw prior to its submission to the Inspector of Municipalities for approval. The Bylaw proposes establishing a service to provide recreation programs, facilities and financial assistance to recreational groups in Electoral Area “C”.

On August 7, 2019, the NCRD received correspondence from the Ministry of Municipal Affairs and Housing indicating that the Bylaw had received approval from the Inspector of Municipalities. Subsequently, the Board established an alternative approval process opportunity to be held for the Electoral Area C service area with a deadline of October 16, 2019 at 4:00 p.m.

### **DISCUSSION:**

Local governments can obtain the required elector approval through assent voting (previously called other voting or referendum) or, the Alternative Approval Process (AAP).

Eligible electors have at least 30 days from the publication of the second notice to submit elector response forms to the local government Corporate Officer during an AAP. When 10% or more of the eligible electors sign and submit response forms, the local government cannot proceed with the matter proposed in the bylaw without first holding an assent voting event.

Results of the alternative approval process are as follows:

<b>Total Number of Eligible Electors of the Participating Area</b>	260
<b>Total Number of Elector Response Forms Submitted</b>	0
<b>Percentage of Electors Response Forms Submitted</b>	0%

The AAP resulted in 0 Elector Response Forms being submitted, which is calculated to 0% of the total eligible electors. As a result, the Board of the NCRD is able to proceed with adoption of Bylaw 636, 2019.

As a result of this AAP, the NCRD is able to allocate Northern Capital & Planning Grant funds toward a capital and planning reserve for the proposed service.

### **RECOMMENDATION:**

Staff is recommending that this report be received and that the Board of the NCRD adopt Bylaw No. 636, 2019.





## Bylaw No. 636, 2019

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A bylaw to establish a recreation service within Electoral Area “C”

---

**WHEREAS**, previously, Supplementary Letters Patent dated March 29, 1979, granted the Skeena-Queen Charlotte Regional District the authority to provide the function of recreational programs in Electoral Area “A”;

**AND WHEREAS** under s. 332 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;

**AND WHEREAS** the Board of the North Coast Regional District wishes to establish a service for the purpose of recreation in Electoral Area “C”;

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained under s. 342 of the *Local Government Act*;

**AND WHEREAS** the Board has received the approval of the electors in the proposed service area by alternative approval process in accordance with s. 345 of the *Local Government Act*;

**NOW THEREFORE** the Board of the North Coast Regional District, in open meeting assembled, enacts as follows:

### 1. Citation

This bylaw may be cited for all purposes as the *Electoral Area C Recreation Service Establishing Bylaw No. 636, 2019*.

### 2. Service

The service established by this bylaw is for the purpose of providing recreation programs, facilities and financial assistance to recreation groups in Electoral Area “C”

### 3. Boundaries

The boundary of the service area under this bylaw is Electoral Area “C”.

#### **4. Participating Areas**

The participant of the service established under this bylaw is Electoral Area “C”.

#### **5. Cost Recovery**

As provided for in s. 378 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- a) Property value tax imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- b) Fees and charges imposed under s. 397 of the *Local Government Act*;
- c) Revenue raised by other means authorized by the *Local Government Act* or another act;
- d) Revenues received by way of agreement, enterprises, gift, grant or otherwise.

#### **6. Maximum Requisition**

In accordance with s. 378 of the *Local Government Act*:

- a) The maximum annual amount that may be requisitioned for the cost of the service is the amount equal to \$7,000.

*Read a first time this*

**17<sup>th</sup> day of July, 2019**

*Read a second time this*

**17<sup>th</sup> day of July, 2019**

*Read a third time this*

**17<sup>th</sup> day of July, 2019**

*Approval of the Inspector of Municipalities*

**7<sup>th</sup> day of August, 2019**

*Approval of the electorate received this*

**16<sup>th</sup> day of October, 2019**

***Adopted this***

**\_\_\_\_ day of \_\_\_\_\_, 2019**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Corporate Officer**

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 636, 2019.*



### Bylaw No. 657 2019

---

A bylaw to establish a capital and planning reserve fund for  
Area D Parks and Trails Service

---

**WHEREAS**, pursuant to s. 377 of the *Local Government Act*, the Board of the North Coast Regional District may, by bylaw, establish a reserve fund under s. 188 of the *Community Charter*;

**NOW THEREFORE** the Board of the North Coast Regional District, in open meeting assembled, enacts as follows:

#### 1. Citation

This bylaw may be cited for all purposes as the *North Coast Regional District Area D Parks and Trails Service Reserve Fund Establishment Bylaw No. 657, 2019*.

#### 2. Reserve

- 2.1** There shall be and is hereby established a reserve fund to be known as the North Coast Regional District Area D Parks and Trails Service Reserve Fund (the “Reserve Fund”).
- 2.2** Monies from current revenues or, as available from general revenue support of the Electoral Area “D” Parks and Trails Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3** Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4** Monies in the Reserve Fund shall be used for the planning, acquisition and/or maintenance of capital.

*Read a first time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

*Read a second time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

*Read a third time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

***Adopted*** this \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Corporate Officer**

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 657, 2019.*



### Bylaw No. 658 2019

---

A bylaw to establish a capital and planning reserve fund for  
Mainland Recreation Area A Service

---

**WHEREAS**, pursuant to s. 377 of the *Local Government Act*, the Board of the North Coast Regional District may, by bylaw, establish a reserve fund under s. 188 of the *Community Charter*;

**NOW THEREFORE** the Board of the North Coast Regional District, in open meeting assembled, enacts as follows:

#### 1. Citation

This bylaw may be cited for all purposes as the *North Coast Regional District Mainland Recreation Area A Service Reserve Fund Establishment Bylaw No. 658, 2019*.

#### 2. Reserve

- 2.1** There shall be and is hereby established a reserve fund to be known as the North Coast Regional District Mainland Recreation Area A Service Reserve Fund (the “Reserve Fund”).
- 2.2** Monies from current revenues or, as available from general revenue support of the Electoral Area “A” Mainland Recreation Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3** Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4** Monies in the Reserve Fund shall be used for the planning, acquisition and/or maintenance of capital.

*Read a first time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

*Read a second time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

*Read a third time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

***Adopted*** this \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Corporate Officer**

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 658, 2019.*



### Bylaw No. 659 2019

---

A bylaw to establish a capital and planning reserve fund for  
Mainland Recreation Area C Service

---

**WHEREAS**, pursuant to s. 377 of the *Local Government Act*, the Board of the North Coast Regional District may, by bylaw, establish a reserve fund under s. 188 of the *Community Charter*;

**NOW THEREFORE** the Board of the North Coast Regional District, in open meeting assembled, enacts as follows:

#### 1. Citation

This bylaw may be cited for all purposes as the *North Coast Regional District Mainland Recreation Area C Service Reserve Fund Establishment Bylaw No. 659, 2019*.

#### 2. Reserve

- 2.1** There shall be and is hereby established a reserve fund to be known as the North Coast Regional District Mainland Recreation Area C Service Reserve Fund (the “Reserve Fund”).
- 2.2** Monies from current revenues or, as available from general revenue support of the Electoral Area “C” Mainland Recreation Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3** Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4** Monies in the Reserve Fund shall be used for the planning, acquisition and/or maintenance of capital.

*Read a first time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

*Read a second time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

*Read a third time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

***Adopted*** this \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Corporate Officer**

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 659, 2019.*





### Bylaw No. 660 2019

---

A bylaw to establish a capital and planning reserve fund for  
Regional Solid Waste Management

---

**WHEREAS**, pursuant to s. 377 of the *Local Government Act*, the Board of the North Coast Regional District may, by bylaw, establish a reserve fund under s. 188 of the *Community Charter*;

**NOW THEREFORE** the Board of the North Coast Regional District, in open meeting assembled, enacts as follows:

#### 1. Citation

This bylaw may be cited for all purposes as the *North Coast Regional District Regional Solid Waste Management Reserve Fund Establishment Bylaw No. 660, 2019*.

#### 2. Reserve

- 2.1** There shall be and is hereby established a reserve fund to be known as the North Coast Regional District Regional Solid Waste Management Reserve Fund (the "Reserve Fund").
- 2.2** Monies from current revenues or, as available from general revenue support of Regional District Solid Waste Management, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3** Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4** Monies in the Reserve Fund shall be used for the planning, acquisition and/or maintenance of capital.

*Read a first time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

*Read a second time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

*Read a third time this* \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

***Adopted*** this \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Corporate Officer**

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 660, 2019.*



## **Staff Report**

---

**Date:** November 15, 2019

**To:** D. Fish, Chief Administrative Officer

**From:** M. Williams, Planning Consultant

**Subject:** Civic Addressing - Sandspit

---

### **Recommendations:**

**THAT staff prepare a new bylaw for Skeena-Queen Charlotte Regional District Settlement of Sandspit House Numbering Bylaw No. 323, 1997 with the following information:**

- A. Descriptive approach for issuing civic addresses;**
- B. Language to encourage properties to post addresses that are visible from roadway;**

**AND THAT staff prepare a database and process to be used in conjunction with replacement bylaw for issuing civic addresses.**

---

### **BACKGROUND**

NCRD Board directed staff to review civic address bylaws for Rural Graham Island and Sandspit (Bylaw 400 and 323, respectively). In August 2019, NCRD Planning Consultant went to Haida Gwaii to ground-truth existing civic addressing Schedules (maps) of bylaws and propose amendments. The intent of this report is to provide a summary of findings for Sandspit (Bylaw 323) and outline options moving forward.

### Bylaw 323

The current bylaw is driven by civic addresses shown on Schedule A of Bylaw 323. By having Schedule A attached to the bylaw, any new civic addresses assigned in Sandspit requires a bylaw amendment. Principles followed include:

1. Odd house numbers are located on north and east side of streets
2. Even house numbers are located on south and west side of streets
3. House numbers increase from north to south and from east to west
4. New house numbers are assigned from using 30m frontage

### **FINDINGS**

There are a number of properties that have posted addresses aligned with Schedule A. However, most properties do not have posted addresses, which created challenges when ground-truthing the system. There are also inconsistencies in the addressing; this is likely from the numbering system being made following development and not being re-issued with bylaw updates.

Key notes:

- Some properties have access off both Park and School Road which make it complicated to understand where main accesses are. Dual accesses are not permitted and are an enforcement issue.
- Original maps did not use cadastral data (legal lot lines). In some instances, Bylaw 323 shows more lots than cadastral data. These skew results of ground-truthing.

### **RECOMMENDATION**

Following review of other regional district civic addressing practices, staff have determined that each area has a unique approach. There is no clear best practice for rural civic addressing. After reviewing Sandspit and the application of various models, it is recommended that a replacement bylaw be drafted using current numbering system as the foundation.

Amendment bylaw would be text driven and establish a systematic approach to issuing addresses. Schedule A should be omitted from Bylaw. By not attaching the schedule, it gives the NCRD more discretion to issue addresses as needed, without bylaw amendments. A separate database would be maintained by staff and used as a record.

### Rationale:

The current numbering system seems to work well for Sandspit. It follows a logical order and most houses were easily found during the trip. Consultant can work to refine the existing system. This will result in less disturbance to the community; however, some lots will need a new civic address.

## ALTERNATIVES

### *No Change*

Keep the numbering system as presented in Bylaw 323 Schedule A.

Challenge: bylaw amendment is required for issuance of future civic addresses.

### *New system*

The Board could adopt a new system of civic addresses. Traditional systems may begin at 1 or 100 rather than 300 – 500 range. A system could be developed where the measuring point begins at 100 and extends from each road. A traditional system may be easier for visitors to follow; however, it also creates more work upfront with residents, businesses, and external agencies (Canada Post, BC Assessment, utility companies etc.).

### *Displaying Addresses*

Report recommendation includes using soft language to encourage posting of civic addresses that are visible from roadway. NCRD may choose to require addressing as part of this bylaw.

Considerations:

- Education and awareness campaign
- Enforceability and staff resources

## SUMMARY

It is recommended that Bylaw 323 be replaced with a bylaw that allows the Board and staff more discretion in issuing civic addresses. This can be done by refining the existing language and omitting Schedule A.

### Next Steps:

The Board may choose to amend or change recommendation as presented in this report. Once final direction is received, staff will prepare amendment Bylaw for December meeting.



## **Staff Report**

---

**Date:** November 15, 2019

**To:** D. Fish, Chief Administrative Officer

**From:** M. Williams, Planning Consultant

**Subject:** Civic Addressing – Graham Island

---

### **Recommendations:**

**THAT staff prepare a new bylaw for Skeena-Queen Charlotte Regional District Rural Graham Island House Numbering Bylaw No. 400, 2000 with the following information:**

- A. Descriptive approach for issuing civic addresses;**
- B. Language to encourage properties to post addresses that are visible from roadway;**

**AND THAT staff prepare a database and process to be used in conjunction with replacement bylaw for issuing civic addresses.**

---

### **BACKGROUND**

NCRD Board directed staff to review civic address bylaws for Rural Graham Island and Sandspit (Bylaw 400 and 323, respectively). In August 2019, NCRD Planning Consultant went to Haida Gwaii to ground-truth existing civic addressing Schedules (maps) of bylaws and propose amendments. The intent of this report is to provide a summary of findings for Graham Island (Bylaw 400) and outline options moving forward.

### Bylaw 400

The current bylaw is driven by civic addresses shown on Schedule A-1 of Bylaw 400. By having Schedule A-1 attached to the bylaw, any new civic addresses assigned requires a bylaw amendment. Principles followed include:

1. Zero point: highway 16 corridor from lights at Skidegate landing
2. Odd house numbers are located on north and east side of streets
3. Even house numbers are located on south and west side of streets
4. House numbers will be measured to driveway access from zero point
5. When there is more than one dwelling, letter will be assigned (A, B, C)

### **FINDINGS**

Ground-truthing proved difficult for Graham Island. There are some properties that have the appropriate civic address displayed on the property. However, there are many properties without displayed address, or have posted a self-assigned address that does not align with principles of Bylaw 400.

Key notes:

- Some properties have access off both Highway 16 and other roads
- Bylaw 400 names roads that are not developed
- There are road naming signs that do not align with bylaw

### **RECOMMENDATION**

Proposed new approach would not measure to proposed driveway. The NCRD does not have building permitting service; therefore, additional data would be needed from new builds in order to accurately execute. New bylaw may result in requiring to change some of the original addresses shown on Schedule A-1; self-assigned addresses will need to be re-issued.

Amendment bylaw would be text driven and establish a systematic approach to issuing addresses. Schedule A-1 should be omitted. By not attaching the schedule, it gives the NCRD more discretion to issue addresses as needed, without bylaw amendments. A separate database would be maintained by staff and used as a record.

#### Rationale:

The current numbering system is not realistic with current NCRD data. Measurements should be based on distance from zero point to lot. Using frontages and distance allows for capacity to build capacity for future subdivisions.

While proposed approach would not drastically change the Bylaw, it would result in a more established process for issuing addresses. This will result in less disturbance to the community; however, some lots will need a new civic address.

## ALTERNATIVES

### *No Change*

Keep the numbering system as presented in Bylaw 400.

Challenge: bylaw amendment is required for issuance of future civic addresses.

### *Displaying Addresses*

Report recommendation includes using soft language to encourage posting of civic addresses that are visible from roadway. NCRD may choose to require addressing as part of this bylaw.

Considerations:

- Education and awareness campaign
- Enforceability and staff resources

## SUMMARY

It is recommended that Bylaw 400 be replaced with a bylaw that allows the Board and staff more discretion in issuing civic addresses. This can be done by adopting an approach that aligns closer with Bylaw 323 and omitting Schedule A-1. While the proposed amendment may not seem drastic, it will result in an accurate system with records that can be used for emergency management purposes.

### Next Steps:

The Board may choose to amend or change recommendation as presented in this report. Once final direction is received, staff will prepare amendment Bylaw for December meeting.





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**Staff Report**

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**Date:** November 15, 2019

**To:** D. Fish, Chief Administrative Officer

**From:** M. Williams, Planning Consultant

**Subject:** Referral – BC Hydro

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**Recommendations:**

Action: that the Board provide feedback to the Province of BC regarding this referral.

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**BACKGROUND**

British Columbia Hydro and Power Authority has applied for a statutory right of way over their electrical utility line in Rooney Bay. The electric utility line between Skidegate and Sandspit has been held under statutory right of way on Land Act file 0240747 since 1971. In summer of 2018 new cables were installed within the Right of Way under file 0240747 to replace cables at the end of their useful life. A small section of a few metres of cable near Skidegate were laid outside of the existing Statutory Right of Way due to site conditions. This application is seeking a new Right of Way to authorize the infrastructure that was laid slightly outside the existing right of way.

The Ministry has asked for comments regarding this referral. Standard responses:

1. Interests unaffected;
2. No objection to approval of project;
3. No objection to approval of project subject to conditions as discussed by the Board; or
4. Recommend refusal of project due to reasons outlined by the Board.

## **CONSIDERATIONS**

1. Proposed amendment to ROW is not within NCRD boundaries (no zoning impact);
2. Work was undertaken in 2018 (retroactive application); and
3. APC comment received by November 14 will be brought forward for Board consideration.

## **ALTERNATIVES**

The Board may identify alternatives for staff to pursue, such as:

1. No response be provided; or
2. Another option as identified through Board discussion.



# Crown Land Tenure Application

Tracking Number: 100283884

## Applicant Information

If approved, will the authorization be issued to  
an Individual or Company/Organization? Company/Organization

What is your relationship to the  
company/organization? Employee

## APPLICANT COMPANY / ORGANIZATION CONTACT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

**Name:** British Columbia Hydro & Power Authority  
**Doing Business As:**  
**Phone:** 604-623-4208  
**Fax:**  
**Email:** Nancy.Liang@bchydro.com  
**BC Incorporation Number:**  
**Extra Provincial Inc. No:**  
**Society Number:**  
**GST Registration Number:**  
**Contact Name:** Nancy Liang  
**Mailing Address:** 12th Floor-333 Dunsmuir St Street  
Vancouver BC V6B 5R3

## CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

**Email:** nancy.liang@bchydro.com  
**Contact Name:** Ting (Nancy) Liang

## ELIGIBILITY

Question	Answer	Warning
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Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
---	-----	--

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

## TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

### EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? Yes

Please specify your file number:

0240747

If you have several file numbers, please make a note of at least one of them above. Example numbers: 1234567, 153245, others

### ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

### WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Utilities Electric Power Line	Statutory Right of Way	More than thirty years

### ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: access to BC Hydro Plant will be by way of the existing access road: 16 Highway, Skidegate, BC V0T 1S1, Haida Gwaii, BC.

### UTILITIES

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

Specific Purpose: Electric Power Line  
Period: More than thirty years  
Tenure: Statutory Right of Way

### TOTAL APPLICATION AREA

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

Specify Length: 251 meters  
Specify Width: 122 meters

### PROJECT DETAILS

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

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

Length of utility line: .251 kilometers

### ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other No

materials?

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? Yes

1. If you will be working in or around fresh water, you will require a Water Sustainability Act Change Approval or Notification from the Province. 2. The federal Department of Fisheries and Oceans might need to review your project. 3. Review the Transport Canada website if the Navigation Protection Act applies.

Does your operation fall within a park area? No

## LOCATION INFORMATION

## LAND DETAILS

## DRAWINGS

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

☒ I will upload a PDF, JPG or other digital file(s)

## MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
Site Specific Plan	Site Specific Explanatory P...	Utilities

☒ I will upload files created from a Geographic Information System (GIS)

## SPATIAL FILES

Do you have a spatial file from your GIS system? You can upload it here.

NOTE: If uploading a .shp, please ensure that it is a polygon that has been projected in BC Albers in NAD83 format.

Description	Filename	Purpose
one of the shapefiles	Explanatory Plan EPP87875.dbf	Utilities

☒ I have geographic coordinate data (i.e. GPS)

## GEOGRAPHIC COORDINATES

For Latitude and Longitude, you must enter a number between 47 to 60 and -140 to -113 respectively. Your Geographic Coordinates must be in decimal degree format. Example: 54.144869 (lat) and -124.120275 (long) If you are using Google Earth for finding the latitude and longitude values and you need to be sure the format is correct, then follow the steps:

1. Please click on "Tools" in the menu bar
2. Click "Options"
3. Select "Decimal Degree" under "Show Lat/Long" section

Latitude	Longitude	Description
53.2547220	-131.9880560	approximate location of works

## ATTACHED DOCUMENTS

Document Type	Description	Filename
General Location Map	scale of 1:50,000	1188488 General Location Ma...

Management Plan	Management plan	1188488 Management Plan_SRW...
Other	Arch. Impact Assessment(AIA)	ArchImpactAssessment(AIA)_S...
Other	Eelgrass mitigation report	Eelgrass_mitigation_report_...
Other	Environmental Implementation Plan referenced in Management Plan	Sandpit to Skidegate Enviro...
Site Plan	surveyed Explanatory SRW plan EPP87875 (not yet approved by SG)	1188488 180320 signed cert.pdf

#### PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

#### REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

**Company / Organization:** British Columbia Hydro & Power Authority  
**Contact Name:** Nancy Liang  
**Contact Address:** 12th Floor-333 Dunsmuir St Street  
Vancouver BC V6B 5R3  
**Contact Phone:** 604-623-4208  
**Contact Email:** Nancy.Liang@bchydro.com

☒ I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

#### IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

#### DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

#### APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$1,000.00	GST @ 5%: \$50.00	\$1,050.00	\$0.00

#### OFFICE

**Office to submit application to:** Haida Gwaii

#### PROJECT INFORMATION

**Is this application for an activity or project which requires more than one natural resource** No

authorization from the Province of BC?

<b>OFFICE USE ONLY</b>		
<b>Office</b> Haida Gwaii	<b>File Number</b>	<b>Project Number</b>
	<b>Disposition ID</b>	<b>Client Number</b>

# Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information.

## 1.0 Background

### 1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

DY-1506\_Sandspit Submarine Cable Replacement Project under Distribution End Of Life Asset Replacement.  
BC Hydro feeder SPT 25F52 originates from the Sandspit generating station and provides power to the town of Skidegate, village of Queen Charlotte and Tlell located in the district of Masset on Graham Island within the Haida Gwaii Islands. This feeder has a section of approx. 5.5km that uses four submarine cables to cross the Skidegate Inlet to connect the distribution system between Sandspit and Skidegate communities.

The existing aging submarine cables were installed between 1971 and 1980 and are at the End of their useful Life (EOL). The purpose of this project is to replace these existing four submarine cables with similar new cables within the existing Right of Way (RoW). The scope of this project, in addition to like with like replacement of the four submarine cables, also includes the construction of a duct bank (four 4inch ducts) in the intertidal areas (from the low water mark to the terminal locations), installation of junction boxes, upgrading the terminal Poles (TP's) and installation of new No-Anchoring signs on both ends of the crossing, adhering to the latest Distribution Standards.

All four new submarine cables have been installed in Aug 2018.

### 1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative permit, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Survey	Marine and land survey was completed during the Installation of new submarine cables	Complete	Info. attached

Add Row



### 1.3 Confirmation of Safety Plan

Your Project must meet the [Occupational Health and Safety \(OHS\) criteria](#) set out by WorkSafe BC. Does your Project meet these criteria?

☒ Yes ☐ No

## 2.0 Location

### 2.1 Description

Provide a general description of the location of the project:



100 16 Highway, Skidegate, BC V0T 1S1, Haida Gwaii, BC

A section of approx. 5.5km across the Skidegate Inlet between Sandspit and Skidegate communities

### 2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



The purpose of this project was to replace the 5.5km long existing four submarine cables with similar new cables within the existing Right of Way (RoW) of the Sandspit submarine cable crossing on feeder SPT25F52. The existing aging submarine cables were installed between 1971 and 1980 and are at the End of their useful Life (EOL).

The replacement of these submarine cables is part of the on-going Distribution Sustain Capital (Submarine Cable Replacement) Program.

Existing PLAN 4313

### 2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Implementation	All four new submarine cables have been installed	Aug 2018

Add Row

## 3.0 Infrastructure and Improvements

### 3.1 New Facilities and Infrastructure

Detail any new facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
Distribution feeder SPT 25F52	All four new submarine cables have been installed	Aug 2018

Add Field

### 3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
16 Highway, Skidegate, BC VOT 1S1, Haida Gwaii, BC	16 Highway, Skidegate, BC VOT 1S1, Haida Gwaii, BC	16 Highway, Skidegate, BC VOT 1S1, Haida Gwaii, BC	N/A	N/A	N/A	N/A

Add Field

### 3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



BC Hydro existing Stat Right of Way PLAN 4313

### 3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N/A					

Add Field

### 3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:



Project Phase (Construction/Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N/A					

Add Field

## 4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

### 4.1 Land Impacts

#### 4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

#### 4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☐ Yes ☒ No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

#### 4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

☐ Yes ☒ No



#### 4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

#### 4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes ☒ No

### 4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☒ Yes ☐ No

Identify the sites, any potential impact on them, and any mitigations:

Archaeological Site	Impacts	Proposed Mitigations / Management Plans
Environmental Management plan (EMP) Attached	Minimum to none	Arch Monitoring

Add Field

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☒ Yes ☐ No

Please include information or reports generated:

AIA and EMP attached

### 4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Dynamic Positioning Barge	None	EMP, AIA

Add Field

## 4.2 Atmospheric Impacts

### 4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

[\(Best management practices for sound\)](#)

Sound? ☐ Yes ☒ No

Odor? ☐ Yes ☒ No

Gas? ☐ Yes ☒ No

Fuel Emissions? ☐ Yes ☒ No

## 4.3 Water or Land Covered by Water Impacts

### 4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

### 4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

### 4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

## 4.4 Fish and Wildlife Habitat Impacts

### 4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ Yes ☒ No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No



## 5.0 Socio-Community

### 5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

Local Beach, for leisure purposes

#### 5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

☐ Yes ☒ No

### 5.2 Socio-Community Conditions

#### 5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

#### 5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



None

### 5.2.3 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



Council of the Haida Nation  
Project Impact Assessment was completed  
Council of the Haida Nation was consulted from start till completion of the project.  
  
Local Government of Queen Charlotte City was informed and consulted

END O F FORM





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**Staff Report**

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**Date:** November 15, 2019

**To:** D. Fish, Chief Administrative Officer

**From:** M. Williams, Planning Consultant

**Subject:** Referral – General Commercial (Port Clements)

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**Recommendations:**

**THAT the NCRD Board not respond to Land Referral 116532095 – 003.**

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**BACKGROUND**

Kelian Holdings is seeking to develop a unique guest experience on a small parcel of property (zoned commercial marine - M1) located in the Village of Port Clements on Haida Gwaii. The Ministry has asked for comments regarding this referral. Standard responses:

1. Interests unaffected;
2. No objection to approval of project;
3. No objection to approval of project subject to conditions as discussed by the Board; or
4. Recommend refusal of project due to reasons outlined by the Board.

**CONSIDERATIONS**

Staff has recommended that the NCRD Board not provide comment. General commercial licenses should be compared to Port Clements Zoning Bylaws. Staff do not anticipate a commercial business in a member municipality to impact NCRD business.

**ALTERNATIVES**

The Board may identify alternatives for staff to pursue, such as:

1. Providing formal response; or
2. Another option as identified through Board discussion.

# Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

## 1.0 Background

### 1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

Kelian Holdings is seeking to develop a unique guest experience on a small parcel of property (zoned commercial marine - M1) located in the Village of Port Clements on Haida Gwaii. The property is identified as PID: 018-251-773 and is comprised of three adjacent/combined lots: numbers 7, 8, and 9.

Given our waterfront location we want to develop a guest suite that would be located in a built up area overlooking Massett Inlet. \* This will require that we extend the 'present natural boundary' of the shoreline by approximately 30 feet (to the base of the berm at its widest) tapering the shoreline, at an angle, back to the north side of the property. This will create a unique experience for visitors, allowing them to take full advantage of the water scape and mountain views. The fill required to develop the berm (extended area) is estimated at under 100 cubic meters. The proposed outer tenure boundary would extend 40" into the foreshore, however not all will be filled.

To ensure the berm (extended area) is not breached or damaged by floating logs and debris, eight organic pilings (e.g. cedar) will be installed around the perimeter. A small raised platform (approximately 10' x 20') will also be constructed. This raised platform will require that we install approximately 10 small organic pilings (e.g. cedar) to support the structure. A small rental accommodation will be placed adjacent to the platform—providing a small kitchen, common area, bedroom, and bathroom for guests.

This building will be built on the edge of the current property's shoreline. The height of the buildings will not exceed 25 feet, which lies well within the requirements of the municipality's by-laws.

The extended areas immediately north of the raised platform will be shored up using rock and fill. The total area of the site expansion is .0429 hectares.

Upon approval, the following stages of development are planned:

Phase 1. Spring 2020: extend / fill berm and drive pilings

Phase 2. Fall 2020: pour footings/foundation

Phase 3. Spring 2021: construct buildings/ living areas / raised platform

\*The extension of the shoreline falls partially within the original 'natural boundary' of the property (see attached plan 1079).

\*The tidal range for this area is a maximum of roughly 3 meters and most days is 1.5 to 2 meters. Typically on lower high tides the water does not reach the present natural shoreline on the south side of the property. As constructed, neither the extension or buildings will limit public access to the waterfront any more than currently exists.

Note: The planned extension will serve to provide additional protection for the municipality's sewage line that is currently located approximately 20 feet from the current natural boundary of the property. It will also provide the additional site area necessary to

construct the buildings.

## 1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Consult with Village Port Clements	Checking zoning requirements for Marine Commercial property..	No issues found. Project is in compliance.	None.

Add Row

## 1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



As the lot is located fully within the boundary of the Village of Port Clements, we have not consulted officially with the Council of the Haida Nation (CHN) on this project. Consultation will be achieved at the Haida Gwaii Natural Resource District's Solutions' Table.

## 2.0 Location

### 2.1 Description

Provide a general description of the location of the project:



The property is centrally located within the boundaries of the Village of Port Clements -- identified as PID: 018-251-773 (Lot 153 Bayview Drive) and is comprised of three adjacent/combined lots: numbered 7, 8, and 9. Permitted uses (Bylaw 7.1.7) include "marinas, retail stores, hotels and motels, ... wharfage, drying-docking, launching ramps and similar facilities..." (p. 32). The Village of Port Clements and BC Assessment provides the following details related to this private property.

Zoned: Marine Commercial (M1 - Plan 1079)

Land size: .304 Acres

Lot 1, Plan: PRP13631

District Lot 746

Land District 46

PID: 018-251-773

Water Front: approx. 100 feet

South Boundary Property: Local Church

North Boundary Property: Private Residence of Norman Ian Gould and Kelly Whitney-Gould (O/O Kelian Holdings /147 Bayview Drive)

Project Location: The project will be situated at the rear of the property (water front) approximately 40 feet from the south boundary property line and 40 feet from the north boundary property line (village land survey attached). The majority of this property is undeveloped with ample room for parking and is easily accessed from Bayview Drive, which is the main thoroughfare in the community.

Note: The proposed site/expansion is mostly contained within the original surveyed boundaries of the parcel - plan 1079 (village land survey attached). No previously unused features or the land base are or were located in the area to be extended by the berm.

### 2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



The islands of Haida Gwaii have long been a tourist destination; however, the development of infrastructure and amenities on-island have been slow to catch up with changing economic conditions.

Port Clements is centrally located on Graham Island and has great potential to become a popular destination with easy access to Juskatla Inlet, Massett Inlet, and the Yakoun River estuary. Recreational opportunities include: sea kayaking, wildlife viewing, hiking, mountain biking, sailing, boating etc. Critical to continued growth and development is the availability of quality accommodation within the community. This project will provide a unique experience for visitors that suits both the community and the landscape of the water front area.

The proposed shoreline expansion is located on a private piece of property (lot is adjacent to the owner's private residence. The area is very private as there is no line of sight from any point south or north of the building site that would impede the enjoyment of neighbors. Adjacent properties to the east have very limited line of sight due to Bayview Road and a large number of trees and bushes that line the front of the property. Further, due to the small tidal range for Massett Inlet the planned expansion will continue to provide full access for those walking on the beach at the low and mid tide. Generally, the water front area along this section is not highly accessible at high tide at any point due to the extensive barriers put in place to slow erosion. For this reason, residents and visitors typically only access the beach/shoreline at the Rainbow Pier, which is located approximately three blocks to the north of the proposed site.

Broadly, the site itself will be a visitor attraction as no such features/structures are currently located along the water front at this time. The unique structure and location will encourage beach walks and provide photographic opportunities for residents and visitors.

## 2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Phase 1 (2020)	Extend / fill berm and drive pilings. Planned activity will not impact on the salmon run which occurs in late summer/early fall.	Spring (April/May)
Phase 2 (2020)	Pour footings/foundation. Planned activity will take place on land and will have no impact on marine life.	Fall (September/October)
Phase 3 (2021)	Construct buildings. Planned activity will take place on land and will have no impact on marine life.	Spring
Opening (2021)	Facility available for rent. Planned activity will have no impact on marine life.	Summer

Add Row



## 3.0 Infrastructure and Improvements

### 3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
Hydro Electricity	Existing. We will connect to existing infrastructure/system.	Not applicable.
Sewage (runs along water front on lot)	Existing. We will connect to existing infrastructure/system.	Not applicable.
Expansion of shoreline / berm. (A dense glacial till lays just below the surface.)	Materials from the existing berm, which is in place to protect the shoreline from erosion, will be used to establish the outer edge of the expanded base of the new berm.  A backhoe will be used to remove the upper layer of material to reach the glacial till and place/build the rock base and structure of the berm. Additional rock and fill (aggregate) will be used to back fill the area until level with the shoreline.  The site will be left to settle for a period of five months to ensure a stable building platform.	One week in April or May 2020.
Foundation	Reinforced cement footings. Reinforced cement walls: half inch rebar.	One week in October 2020
Construction	Six by six post and beam construction. Reinforced cement stack wall with half inch rebar placed at two foot intervals to building height.	Three months: March - May 2021
Foundation of building living area.	Reinforced cement footings.	One week in October 2020
Construction of building/living area.	Combination of post and beam and stick frame construction. Stucco siding and metal roof.	Two months: May and June 2021
Construction of raised platform.	Cedar post and beam with 2 inch cedar planking.	One month: May/June 2021

Add Field

### 3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Bayview Drive	Existing	Municipal	Not applicable	Minimal / Current use residential and logging.	Minimal /Current use residential and logging.	Not applicable.
Add Field						

### 3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



Not applicable.

The project site is located within the Village of Port Clements. Water, sewer, and electrical hookups will meet existing bylaws and guidelines.

### 3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
Not applicable. Municipality					

Add Field

### 3.5 Waste Collection Treatment and Disposal

Identify any waste disposal (note septic system required), sewage, sanitation facilities and refuse disposal proposed.



Project Phase (Construction/Operation)	Is there a water requirement (e.g. Surface water or ground water, etc)	Discharge distance to closest body of water (well, lake, etc.)	Volume of daily discharge	Infrastructure Description	Existing Agreements
Not applicable. Municipality					

Add Field

## 4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

### 4.1 Land Impacts

#### 4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

#### 4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☒ Yes ☐ No

Disturbance Type	Impacts	Proposed Mitigations
Removal upper layer of rock and mud to expose hardened glacier clay/till.	Minimal -- about 8 inches of material will be set aside.	Materials removed from the site will be used for backfill elsewhere on the property.

Add Field

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

#### 4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

☐ Yes ☒ No



#### 4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

### 4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes ☒ No

### 4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ Yes ☒ No

### 4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Removal of top layer soil (rock, silt, and mud) for barrier rocks.	Removal of eight inches of material: trenched - approximately 60' by 2 feet of recently exposed shoreline.	Minimal. Soil removal affects only a small area of approximately 60 square feet.
Placement of outer barrier rocks and pilings.	Large barrier stones and pilings will be placed by a backhoe.	Work will be completed in one day (8 hours) to mitigate impact. Existing barrier rocks will be used to limit the use of new materials.
Fill berm with shot rock and soil/sand fill.	None	Not applicable, as this can be done from top side.
Pour footings/foundations.	None	Not applicable, as this can all be done from top side.
Construction will be post and beam for framing with a stack-wall (mortar mix with split cedar and glass) to form the outer walls. Re-bar will be used to strengthen the walls within framed sections.	None	Not applicable as all the prep work and construction will be done top side.
Exterior painting will be done marine quality products.	Water exposure due to wind/storms.	Non-toxic, chlorine-free, phosphate-free products will be used on the exterior of the structure.

Add Field

## 4.2 Atmospheric Impacts

### 4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? ☒ Yes ☐ No

Explain the current conditions, source, type and range of emission. Provide a description of atmospheric effects from proposed construction, operation, and decommissioning phases. Also include proposed mitigation measures to manage or mitigate adverse effects.

Emission Source	Current Conditions	Project Impacts	Proposed Mitigations / Management
Sound noise.	The logging trucks and large equipment regularly driven on Bayview Drive produces loud sounds on a regular basis.	The noise impact is minimal. Large equipment will only be required for a short period of time. Three to four days maximum.	None proposed as there are no close neighbors except the church and the owners of the property in question.

Add Field

Odor? ☐ Yes ☒ No

Gas? ☐ Yes ☒ No

Fuel Emissions? ☐ Yes ☒ No

## 4.3 Water or Land Covered by Water Impacts

### 4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

### 4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

### 4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

## 4.4 Fish and Wildlife Habitat Impacts

### 4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☒ Yes ☐ No

Describe the fish habitat on or near the project site, include potential impacts of the Project (e.g. stream crossings, water diversions, etc), including seasonal considerations, and plans to manage/mitigate effects.

Project Phase	Impacts	Proposed Mitigations / Management
Marine Environment: Phase 1. Expand / Fill berm and place pilings.	Minimal as the expansion only affects land loss that resulted from prior erosion of the shoreline.	None. There are no streams in the area (seasonal or otherwise)...the property and site simply fronts Massett Inlet. The estuary of the Yakoun River is a minimum of two miles south.
Add Field		

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

## 5.0 Socio-Community

### 5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

The project site is centrally located within the Village of Port Clements. The church located to the south of the project site is open on Sunday for regular services. The other property (147 Bayview) belongs to the owners/operators of the proposed project. To the north of that property is the local sani-dump used by local visitors to get water and dispose of waste water/sewage. Across the street there are a number of private residences, none of whom have line of sight to the waterfront due to the trees and shrubs and berry bushes that line the roadway.

Gaamadiis is the name of the ancient Haida Village that was found in this area; however, the actual site of the village lays approximately two miles to the north in an area known as Cumdis Slough. Any other ancient village sites are located across the inlet or up the Yakoun River estuary.

#### 5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

☒ Yes ☐ No

Please list:

Village of Port Clements Bylaws. We have consulted with the Municipality and there are no current or planned changes to the bylaws that would preclude this development from moving forward.

## 5.2 Socio-Community Conditions

### 5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

### 5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.





None. The project poses no threat to existing structures, buildings, or establishments.

END O F FORM

**Point of Commencement**  
**E685674 N 5952284**  
**Metes & Bounds**



**Village of Port Clements**

**122**



## Staff Report

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**Date:** November 15, 2019

**To:** D. Fish, Chief Administrative Officer

**From:** M. Williams, Planning Consultant

**Subject:** Referrals – Weyl Power

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### Recommendations:

THAT the Board provide feedback to the Province of BC regarding these two referrals.

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### BACKGROUND

Weyl Power Ltd. has submitted two applications for licence of occupation for investigative ocean energy purposes in the vicinity of Masset Sound:

1. South Masset Sound:

This same parcel has previously been occupied under an investigative licence for ocean energy by another holder.

2. North Masset Sound

The intention for both applications is for investigative purposes. The same overarching investigation plan applies to both sites.

A portion of the investigative licence is zoned RS-1 – Resource Conservation. Permitted uses of RS-1 include: outdoor recreation, public parks and campgrounds, residential use, temporary log storage, agriculture uses, home occupation, accessory buildings and uses.

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The Ministry has asked for comments regarding these referrals. Standard responses:

1. Interests unaffected;
2. No objection to approval of project;
3. No objection to approval of project subject to conditions as discussed by the Board; or
4. Recommend refusal of project due to reasons outlined by the Board.

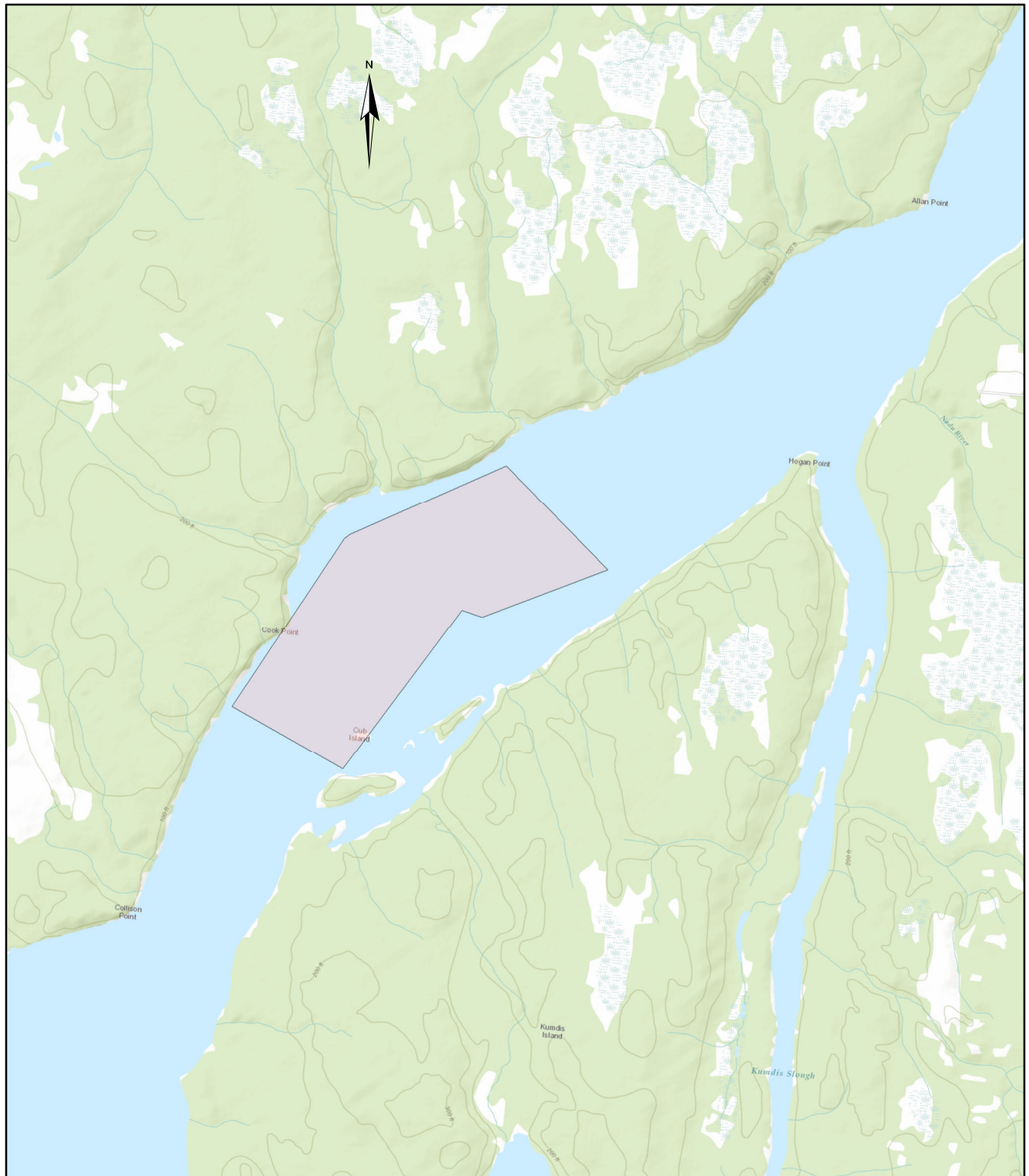
### **ADVISORY PLANNING COMMISSION**

Comments received prior to the Board meeting will be provided prior to discussion.

### **ALTERNATIVES**

The Board may identify alternatives for staff to pursue, such as:

1. No response be provided; or
2. Another option as identified through Board discussion.

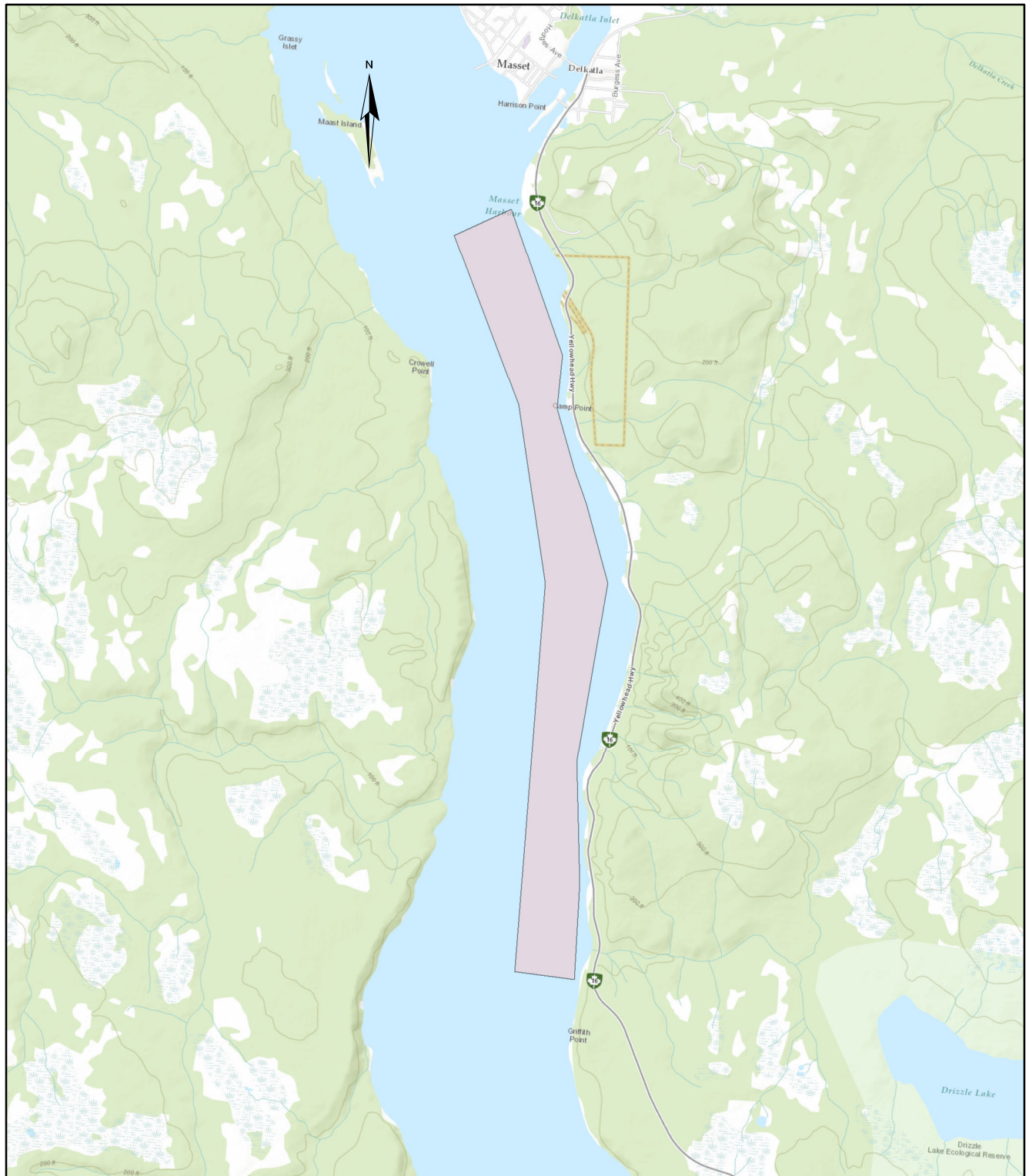


**WEYL Power**

1 0.5 0 1 2 3 Kilometers  
1:50,000

**Ocean Energy License Application Area**

**South Masset**



**WEYL Power**

1 0.5 0 1 2 3 Kilometers  
1:50,000

**Ocean Energy License Application Area**

**Masset Sound**



# Investigative Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information.

## 1.0 Background

### 1.1 Project Overview

Describe the potential project, including proposed work for the investigative stage and any phased development details:



WEYL Power seeks to ascertain the suitability of a southern stretch of Masset Sound for the deployment of tidal current devices to produce clean renewable electricity for use in the area. The potential project is the deployment of a tidal turbine array on either a floating or a surface-mount installation to generate renewable electricity for use in the Masset area. The output, configuration, and viability of such a project depends on the suitability of the marine resource, specifically the strength and duration of the tidal currents in the project area. This requires characterization of the strength and distribution of tidal currents (the 'current profile') over multiple tide cycles.

In order to produce this data, WEYL employs a combination of numerical modelling using existing regional tidal data and direct measurements. Depending on available data and relative costs, WEYL may engage either the modelling process or direct measurement first. For Masset Sound, it is likely that the first step will be development of a desk model.

Direct measurement of the current profile uses Acoustic Doppler Current Profiling (ADCP). The ADCP equipment uses sound frequencies inaudible to humans or any wildlife to measure currents over the entire test area. The ADCP equipment is a small boat-mounted device that is towed at low speeds through the test area, travelling through the area on approximately a 30 minute cycle. Characteristically, an initial round of ADCP tests will involve two full days of data collection, ideally during a neap tide cycle in reasonably good weather.

This data is then used to calibrate the numerical modelling for a more precise characterization of available energy at the site. In some cases, a more extensive second round of ADCP measurements may be required, but this process is not materially different from the initial round and will normally be intended to verify the model against another part of the tide cycle and/or examine seasonal variations, as well as to characterize individual locations within the site.

No permanent or temporary installation is required for this process. No construction of any sort will be undertaken at any point under the Investigative License. All work is conducted from a slow-moving boat, leaving no trace of the testing after it is done.

Depending on these results, a second stage of site assessment may be indicated, which may include additional field work at the site. This may include the installation (temporary anchoring) of bottom-mounted ADCP units at likely deployment sites in order to provide more detailed data for the turbine-level computational fluid dynamics work. This stage would also involve the development of any proposed electrical transmission cable pathways.

### 1.2 Current Zoning / Land Use

Are there any management plans, zoning or use restrictions in place that limit or preclude your proposed use of the land?



☐ Yes ☒ No

## 1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted:



An application has been sent on the date of this Crown application to the Council of the Haida Nation, seeking the Haida Nation's permission to conduct the investigative work in their territorial waters, under the Haida Gwaii Marine Plan.

In order to minimize any nuisance effect from the investigative work, the Council of the Haida Nation will be meaningfully consulted regarding the nature and schedule of all activities during the investigative phase. Advance notification of any works will occur before any field work occurs within the territory, with the required notification period to be determined by the Council of the Haida Nation. Haida Nation or delegated field monitors will be invited to participate in any field work, and compensated by WEYL Power directly or indirectly per instruction of the Council of the Haida Nation.

In the event of successful investigation results, WEYL Power expects to conduct further consultation and negotiation processes to establish a partnership with the Council of the Haida Nation regarding the possible use of the project site for the purposes of tidal energy generation. A detailed Project Description and layout would be developed in consultation with the Council of the Haida Nation, including conducting a full impact assessment.

## 2.0 Location

### 2.1 Description

Provide a general description of the location of any proposed activities shown on the accompanying Detailed Site Map:



The proposed activities for the investigative stage involve a characterization and measurement of the entire area, and a parallel request will be made for similar measurement of the marine conservancy area.

Selection of a deployment site within the area is an output of the data gathering and modeling covered by the investigative stage.

### 2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



The intention of the project is to replace the use of diesel electrical generation in the Masset area with a zero-emissions renewable energy micro-grid utilizing tidal turbines. This technology requires very specific tidal current velocities and volumes, and the proposed site is the closest available site to the electrical requirement.



## 3.0 Infrastructure

### 3.1 Improvements

Describe any improvements to existing infrastructure, as well as any planned construction or installations:



No permanent or temporary installation is required for this process. No construction of any sort will be undertaken at any point under the Investigative License. All work is conducted from a slow-moving boat, leaving no trace of the testing after it is done.

In the event that for technical reasons WEYL Power deems it necessary to temporarily install a bottom-mount ADCP, no such installation will occur without direct authorization of the Council of the Haida Nation, with full consultation prior to the installation of any equipment during the investigative phase (e.g. location of equipment, duration of deployment, potential environmental impacts, etc.).

In the event that the site is suitable and all involved parties are able to reach an agreement on the project proceeding, installation of the turbines will require anchoring of some form. The turbine arrays themselves will be fully removable for purposes of maintenance and end-of-life decommissioning.

### 3.2 Access

How are you planning to provide access to the site during the investigative phase?



All access will be by small watercraft, with the ADCP equipment mounted on and/or towed by a slow-moving boat – unless temporarily mounted on the bottom as described above, with the appropriate consents. Deployment of such bottom-mounted units would also be from watercraft.

### 3.3 Water Use

Identify water requirements and sources for the Investigative Phase. Include any agreements outside of *Water Act* permits identified above, such as Municipal water supply.

There are no water use requirements. The investigative stage will involve a non-invasive program of measurement. If built, the project will use slow-turning turbines that have no measurable impact on the current flow or water quality.

## 4.0 Schedule

### 4.1 Investigative Schedule

Please complete the table showing what types of activities are proposed, which season(s) they will be conducted, the potential impacts of the activity and any mitigation or management of potential impacts.



Activity	Brief Description of Activity	Season	Potential Impact	Mitigation/management of potential impact
ADCP measurement	Slow moving boat tows measurement equipment through area, ideally during neap tide	Spring-Summer-Fall	None	None
ADCP measurement - 2nd round	Additional data gathering in alternate tide cycle for purposes of calibration, if necessary	Spring-Summer-Fall	None	None
ADCP - 2nd round - fixed measurement (if necessary)	Deployment of an anchored ADCP rig at a proposed turbine location for one or more full tide cycles	Spring-Summer-Fall	None	None
Add Field				

## 5.0 Diligent Use

### 5.1 Evidence of On-going Diligent Use (For Replacements Only)

Review the investigative schedule information and table provided in your previously submitted Investigative Plan for this site, during the previous term of tenure. Provide a report on investigative work completed, incomplete or ongoing.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Add Field			

END OF FORM