



**NORTH COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING **AMENDED AGENDA**  
Held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C.  
Friday, January 25, 2019 at 7:00 p.m.**

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- 1. CALL TO ORDER**
- 2. CONSIDERATION OF AGENDA (additions/deletions)**
- 3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES**

3.1	Minutes of the Regular meeting of the North Coast Regional District Board held December 14, 2018	Pg 1-12
3.2	<p>Rise and Report – December 14, 2018 (<i>no motion required</i>)</p> <p>MOVED by Director Putterill, SECONDED by Director Brain, that the report from staff entitled “Haida Gwaii Regional Recreation Commission Membership” be received;</p> <p>AND THAT, in accordance with Bylaw 597, 2015, the Board of the North Coast Regional District appoint Mr. Jamie Polk to the Haida Gwaii Regional Recreation Commission, effective immediately.</p> <p>IC050-2018 <span style="float: right;">CARRIED</span></p> <p>MOVED by Director Brain, SECONDED by Director Cunningham, that the report from staff entitled “Treasurer Appointment” be received;</p> <p>AND THAT, in accordance with s. 237 of the <i>Local Government Act</i>, Sharon Landrath be appointed Deputy Treasurer of the North Coast Regional District effective January 14, 2019 to January 27, 2019;</p> <p>AND THAT, in accordance with s. 237 of the <i>Local Government Act</i>, Sharon Landrath be appointed Treasurer of the North Coast Regional District effective January 28, 2019;</p> <p>AND FURTHER THAT staff be authorized to sign and enter an employment contract with Sharon Landrath, as presented.</p> <p>IC051-2018 <span style="float: right;">CARRIED</span></p>	Verbal

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

4.1	Minutes of the Regular meeting of the Moresby Island Management Standing Committee held December 4, 2018	Pg 13-14
4.2	Minutes of the Regular meeting of the Highway 16/97 Electric Vehicle Network Study Advisory Committee held December 11, 2018	Pg 15-20

**5. DELEGATION**

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

6.1	S. Gill, Treasurer – Cheques Payable over \$5,000 for December, 2018	Pg 21
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**7. CORRESPONDENCE**

7.1	City of Prince Rupert – Request for Letter of Support to UBCM Child Care Planning Funding	Pg 22
7.2	Union of BC Municipalities – Gas Tax Agreement Community Works Fund Payment	Pg 23
7.3	Queen Charlotte Heritage Housing Society – Letter of Support – Gwaii Trust Major Contributions Grant	Pg 24-31
7.4	Port Edward Historical Society – Grant Application – Investing in Canada Infrastructure Program	Pg 32
7.5	Tow Hill Road Community Association – Request for Funding – Community Kiosk Improvement	Pg 33
7.6	West Coast Environmental Law – Your Local Climate Change Impacts and the Fossil Fuel Industry	Pg 34-40
7.7	Enbridge – Westcoast Connector Gas Transmission Ltd. Application for Extension to Environmental Assessment Certificate	Pg 41-43
7.8	Association of Vancouver Island and Coastal Communities – AVICC January Update	Pg 44-50
7.9	North Central Local Government Association -2019 Resolutions Package	Pg 51-65
7.10	Honourable Claire Trevena, Minister of Transportation and Infrastructure – BC Ferries	Pg 66-69
7.11	Honourable Jinny Sims, Minister of Citizens' Services – UBCM Annual Convention	Pg 70-71
7.12	Honourable Marc Garneau, Minister of Transport – RE: NCRD Response to Transport Canada's Ports Modernization Review	Pg 72-74
7.13	Lawnhill-Miller Creek Management Committee – 2019 Request for Funding	Pg 75
<u>Add:</u> <u>7.14</u>	Ministry of Transportation and Infrastructure – RE: Shoreline Erosion along Shingle Bay Rd. in Sandspit, B.C.	Pg 75a-c

**8. REPORTS / RESOLUTIONS**

8.1	D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation 2018 4 <sup>th</sup> Quarter Reporting	Pg 76-90
8.2	D. Fish, Corporate Officer – 2018 Grant Writing Activities	Pg 91-93
8.3	D. Fish, Corporate Officer – 2019 Parcel Tax Roll Review Panel Scheduling	Pg 94-95
8.4	D. Fish, Corporate Officer - Community Emergency Preparedness Fund – EOC & Training	Pg 96-105
<u>Add:</u> 8.5	D. Fish, Corporate Officer – Community Emergency Preparedness Fund – Flood Risk Assessment, Mapping & Mitigation Planning	Pg 105a-d

**9. BYLAWS**

9.1	Bylaw No. 621, 2018 – Being a bylaw to establish a service to provide a contribution to the cost of providing and operating arts and cultural centres <b><i>Prior to being given second reading.</i></b>	Pg 106-108
9.2	Bylaw No. 630, 2019 – Being a bylaw to provide for Directors' Remuneration <b><i>Prior to being given first, second, third reading and adoption.</i></b>	Pg 109-111

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

10.1	M. Williams, Planning Consultant – Land Referral: YCS Holdings	Pg 112-127
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**11. NEW BUSINESS**

11.1	Director's Reports	Verbal
11.2	North Coast Regional District 2019 Application to Northern Development Initiative Trust's Economic Development Capacity Building Program	Pg 128-135
11.3	North Coast Regional District 2019 Application to Northern Development Initiative Trust's Grant Writing Support Program	Pg 136-139
11.4	Director Putterill, Electoral Area "E" – Traffic Enforcement on Moresby Island	Pg 140

**12. OLD BUSINESS**

12.1	Revised North Coast Regional District 2019 Board Meeting Schedule	Pg 141
<u>Add:</u> 12.2	Letter of Support for the Village of Port Clements' Application to the Gwaii Trust Major Contributions Grant Program	Pg 142-145
<u>Add:</u> 12.3	D. Chapman, Chief Administrative Officer – Update on April 2019 Strategic Planning Session	Verbal

**13. PUBLIC INPUT****14. IN-CAMERA**

That the public be excluded from the meeting according to section 90(1) (k) of the <i>Community Charter</i> “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.”	---
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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 at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C. on Friday, December 14, 2018 at 7:00 p.m.

### PRESENT

### PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert B. Cunningham, City of Prince Rupert D. Franzen, District of Port Edward K. Olsen, Village of Queen Charlotte ( <i>via teleconference</i> ) 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
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer
Public	0
Media	1

### 1. CALL TO ORDER 7:00 p.m.

### 2. AGENDA

MOVED by Director Cunningham, SECONDED by Director Brain, that the December 14, 2018 North Coast Regional District Regular amended agenda be further amended and adopted to include the following:

- 11.3 BC Wild Salmon Strategy Community Meeting
- 11.4 Bill C-48
- 11.5 Community Emergency Preparedness Fund
- 11.6 UBCM Coastal Forests
- 12.2 Bylaw 621, 2018

**442-2018**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Statutory Meeting of the North Coast Regional District Board held November 16, 2018

MOVED by Director Brain, SECONDED by Director Putterill, that the minutes of Statutory Meeting of the North Coast Regional District Board held November 16, 2018 be adopted as presented.

**443-2018**

**CARRIED**

- 3.2 Minutes of the Regular Meeting of the North Coast Regional District Board held November 16, 2018

MOVED by Director Cunningham, SECONDED by Director Brain, that the minutes of Regular Meeting of the North Coast Regional District Board held November 16, 2018 be adopted as presented.

**444-2018**

**CARRIED**

- 3.3 Rise and Report – November 16, 2018 (*no motion required*)

MOVED by Director Cunningham, SECONDED by Director Franzen, that the report from staff entitled “**2019 Board Appointments**” be received;

AND THAT the Board of the North Coast Regional District make the following appointments for 2019:

Haida Gwaii Museum	Director Olsen
Yellowhead Highway Association	Director Brain Alt: Director Franzen
Vancouver Island Regional Library	Director Putterill Alt: Director Young
Prince Rupert Regional Archives	Director Brain Alt: Director Cunningham
Municipal Insurance Association of B.C.	Director Bergman Alt: Director Nobels
Municipal Finance Authority of B.C.	Chair Pages Alt: Director Franzen
BC Ferries Advisory Committee	Director Putterill
Northern Development Initiative Trust	Director Young
Ground Fish Association	Director Nobels
Port Edward Historical Society	Director Bergman
North Central Local Government Association	Director Brain

IC040-2018

CARRIED

MOVED by Director Franzen, SECONDED by Director Cunningham, that the Board of the North Coast Regional District appoint Director Brain as the North Coast Regional District representative to the Northwest B.C. Resource Benefits Alliance.

IC041-2018

CARRIED

MOVED by Director Putterill, SECONDED by Director Olsen, that the report from staff entitled “**Appointments to the Moresby Island Management Committee**” be received;

AND THAT, in accordance with Bylaw 579, 2014, the Board of the North Coast Regional District appoint the following individuals to the Moresby Island Management Standing Committee, effective immediately:

- Gordon Usher,
- Gail Henry,
- Bill Quaas,
- Stan Hovde, and
- Director Evan Putterill.

IC042-2018

CARRIED

MOVED by Director Putterill, SECONDED by Director Olsen, that the North Coast Regional District advertise for vacant member positions on the Moresby Island Management Standing Committee and the Sandspit Community Hall Committee.

IC043-2018

CARRIED

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from Ms. Bowler with respect to her resignation from the Sandspit Hall Committee be received;

AND THAT the Board of the North Coast Regional District send correspondence to Ms. Bowler to thank her for her service.

IC044-2018

CARRIED

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

- 4.1 Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held November 6, 2018

MOVED by Director Franzen, SECONDED by Director Putterill, that the minutes of the Regular meeting of the Moresby Island Management Standing Committee held November 6, 2018 be received.

**445-2018**

**CARRIED**

#### **5. DELEGATIONS**

- 5.1 Haida Gwaii SPCA – Request for Feedback on Draft Bylaws for Animal Regulation on Haida Gwaii

Anna-Maria Husband, Chair of the Haida Gwaii BC SPCA, and Amy Morris, BC SPCA, addressed the Board of the North Coast Regional District with respect to a request for feedback on draft animal regulation bylaws that are being considered for Haida Gwaii.

Chair Pages indicated that the Village of Masset had resolved to submit an application to the Vancouver Foundation Systems Change Grant program on behalf of the Haida Gwaii SPCA to support the development of a feasibility study for animal control regulation on Haida Gwaii. The Chair indicated that this would be a first step in providing feedback on a proposed service.

Ms. Husband answered questions posed by the Board.

The Chair thanked the Haida Gwaii SPCA for its presentation.

**6. FINANCE**

- 6.1 S. Gill, Treasurer – Cheques Payable over \$5,000 for November, 2018

MOVED by Director Putterill, SECONDED by Director Nobels, that the staff report on Cheques Payable over \$5,000 issued by the North Coast Regional District for November, 2018 be received and filed.

**446-2018**

**CARRIED**

**7. CORRESPONDENCE**

- 7.1 Queen Charlotte Heritage Housing Society – Letter of Support – Gwaii Trust Major Contributions Grant

MOVED by Director Franzen, SECONDED by Director Olsen, that the correspondence from the Queen Charlotte Heritage Housing Society with respect to its request for a letter of support to accompany its application to the Gwaii Trust Major Contributions grant program be received.

**447-2018**

**CARRIED**

MOVED by Director Putterill, SECONDED by Director Nobels, that staff be directed to seek additional project information, such as detailed project costs and a project description from the Queen Charlotte Heritage Housing Society.

**448-2018**

**CARRIED**

- 7.2 TransCanada Yellowhead Highway Association – 2018 Member Update

MOVED by Director Putterill, SECONDED by Director Brain, that the correspondence from the TransCanada Yellowhead Highway Association with respect its 2018 member update be received.

**449-2018**

**CARRIED**

- 7.3 Hon. Selina Robinson, Minister of Municipal Affairs and Housing –Foundational Principles of Responsible Conduct

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from Minister Robinson with respect to foundational principles of responsible conduct be received.

**450-2018**

**CARRIED**

- 7.4 Association of Vancouver Island and Coastal Communities – 2019 Call for Resolutions and Nominations for Executive

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from the Association of Vancouver Island and Coastal Communities with respect to 2019 resolutions and nominations for executive be received.

**451-2018**

**CARRIED**

## 7.5 North Central Local Government Association – NCLGA 2018 Nominations

MOVED by Director Cunningham, SECONDED by Director Brain, that the correspondence from the North Central Local Government Association with respect to 2018 nominations be received.

**452-2018****CARRIED**

## 7.6 Jennifer Rice, MLA North Coast – Funding Opportunity – Building Infrastructure Projects in Small, Rural Communities Like Ours

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from Jennifer Rice with respect to the Investing in Canada Infrastructure programs be received.

**453-2018****CARRIED**

## 7.7 Office of the Seniors Advocate BC – Congratulations!

MOVED by Director Brain, SECONDED by Director Franzen, that the correspondence from the Office of the Seniors Advocate BC with respect to congratulating newly elected officials be received.

**454-2018****CARRIED**

## 7.8 Regional District of Kitimat-Stikine – RDKS Solid Waste Management Plan

MOVED by Director Nobels, SECONDED by Director Cunningham, that the correspondence from the Regional District of Kitimat Stikine with respect to its solid waste management plan be received;

AND THAT the Board of the North Coast Regional District appoint Tim Des Champs, Recycling Operations Manager, to the Regional District of Kitimat-Stikine's solid waste management plan public and technical advisory committee.

**455-2018****CARRIED****8. REPORTS – RESOLUTIONS**

## 8.1 D. Fish, Corporate Officer – Ports Modernization Review

MOVED by Director Nobels, SECONDED by Director Brain, that the report from staff entitled "Ports Modernization Review" be received;

AND THAT staff be directed to schedule a Special meeting of the North Coast Regional District Board with Transport Canada to discuss the ports modernization review.

**456-2018****CARRIED**

- 8.2 D. Fish, Corporate Officer – Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018

MOVED by Director Putterill, SECONDED by Director Nobels, that the report from **staff entitled “Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018” be received;**

AND THAT, in accordance with s. 342 of the Local Government Act, approval of the electors of Bylaw No. 626, 2018 be authorized in the entire service area, which is comprised of the City of Prince Rupert, District of Port Edward and Electoral Areas A and C;

AND THAT, in accordance with s. 86(3) of the Community Charter, February 28, 2019, be established as the deadline by which elector responses, under the alternative approval process for Bylaw No. 626, 2018 must be submitted to the North Coast Regional District by qualified electors within the service area;

AND THAT the elector response form be approved and established as the single **response form attached as Attachment C to the Corporate Officer’s December 14, 2018 report entitled “Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018”;**

AND THAT the notice of alternative approval process, attached as Attachment B of the **Corporate Officer’s December 14, 2018 report entitled “Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018” be approved;**

AND FURTHER THAT, pursuant to s. 86(3) of the Community Charter, a fair determination of the total number of eligible electors of the service area is 9,164, with 10% of eligible electors amounting to 916.

**457-2018**

**CARRIED**

- 8.3 D. Fish Corporate Officer – Investing in Canada Infrastructure Program – Rural & Northern Communities and Community, Culture & Recreation Programs

MOVED by Director Nobels, SECONDED by Director Daugert, that the report from staff **entitled “Rural & Northern Communities and Community, Culture & Recreation Programs” be received;**

AND THAT staff submit an application for grant funding for the Regional Recycling Facility Asset Upgrade Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program;

AND THAT the Board support the project and commits to its share of the project.

**458-2018**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Bergman, that staff submit an application for grant funding for the Oona River Community Hall Completion Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program;

AND THAT the Board support the project and commits to its share of the project.

**459-2018**

**CARRIED**

- 8.4 D. Chapman, Chief Administrative Officer – B.C. Natural Resources Forum

MOVED by Director Franzen, SECONDED by Director Nobels, that the report from staff **entitled** “B.C. Natural Resources Forum” **be received**.

**459-2018**

**CARRIED**

- 8.5 S. Gill, Treasurer – Elected Officials Remuneration

MOVED by Director Putterill, SECONDED by Director Brain, that the report from staff **entitled** “Elected Officials Remuneration” be received;

AND THAT the Board of the North Coast Regional District direct staff to bring forward an amendment to Bylaw 537, as per option 2 of this report, for consideration at the next regular meeting of the North Coast Regional District Board.

**460-2018**

**CARRIED**

*Director Olsen opposed.*

- 8.6 S. Gill, Treasurer – 2018-2022 Five Year Financial Plan Amendment Bylaw No. 622.1, 2018

MOVED by Director Brain, SECONDED by Director Young, that the report from staff **entitled** “2018-2022 Five Year Financial Plan Amendment Bylaw No. 622.1, 2018” **be received** for information.

**461-2018**

**CARRIED**

*Chair Pages declared a conflict of interest and left the meeting at 7:59 p.m.*

*Vice Chair Nobels assumed the position of Chair.*

- 8.7 S. Gill, Treasurer – Revenue Anticipation Borrowing Bylaw

MOVED by Director Franzen, SECONDED by Director Brain, that the report from staff **entitled** “Revenue Anticipation Borrowing Bylaw” **be received** for information.

**462-2018**

**CARRIED**

## **9. BYLAWS**

- 9.1 Bylaw No. 629, 2018 – Being a bylaw to provide for the borrowing of money during fiscal year 2019 in anticipation of revenue

MOVED by Director Brain, SECONDED by Director Franzen, that Bylaw No. 629, 2018 be given first reading.

**463-2018**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Franzen, that Bylaw No. 629, 2018 be given second reading.

**464-2018**

**CARRIED**

MOVED by Director Putterill, SECONDED by Director Brain, that Bylaw No. 629, 2018 be given third reading.

**465-2018**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Brain, that Bylaw No. 629, 2018 be adopted.

**466-2018**

**CARRIED**

*Chair Pages rejoined the meeting at 8:02 p.m.*

- 9.2 Bylaw No. 622.1, 2018 – Being a bylaw to amend the 2018-2022 Five Year Financial Plan Bylaw No. 622, 2018

MOVED by Director Nobels, SECONDED by Director Brain, that Bylaw No. 622.1, 2018 be given first reading.

**467-2018**

**CARRIED**

MOVED by Director Daugert, SECONDED by Director Brain, that Bylaw No. 622.1, 2018 be given second reading.

**468-2018**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Nobels, that Bylaw No. 622.1, 2018 be given third reading.

**469-2018**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Brain, that Bylaw No. 622.1, 2018 be adopted.

**470-2018**

**CARRIED**

- 9.3 Bylaw No. 469.3, 2018 – Being a bylaw to amend the *Skeena-Queen Charlotte Regional District Sandspit Water Service Establishment Bylaw No. 469, 2005*

MOVED by Director Franzen, SECONDED by Director Putterill, that Bylaw No. 469.3, 2018 be given first reading.

**471-2018**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Franzen, that Bylaw No. 469.3, 2018 be given second reading.

**472-2018**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Putterill, that Bylaw No. 469.3, 2018 be given third reading.

**473-2018**

**CARRIED**



**10. LAND REFERRALS / PLANNING**

None.

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

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

Director Cunningham – City of Prince Rupert

- The City of Prince Rupert Council adopted an amendment to its zoning regulation bylaws to allow for the sale of retail cannabis in designated areas of the community;
- The Metlakatla senior housing project is well underway with construction and moving quickly; and
- The Park Avenue supportive housing project is also well underway with construction.

Director Brain – City of Prince Rupert

- Industrial activity on Watson Island continues to remain steady, generating income for the City;
- The City is engaging with an architect on design work identified in the Redesign Rupert plan; and
- Director Brain continues to work with the Northwest BC Resource Benefits Alliance as the North Coast Regional District representative.

Director Franzen – District of Port Edward

- The District donated \$750 toward the Sugar Shack Festival event planned to take place in Prince Rupert, B.C. in January 2019; and
- The newly constructed senior housing units in the community have now been rented out.

Director Putterill – Electoral Area E

- Director Putterill is engaging with a number of community groups to identify priority projects for the community.

Director Nobels – Electoral Area A

- Residents in Dodge Cove met to discuss the potential of a proposed ferry parking area in the community to support a proposed BC Ferries sailing from Prince Rupert to Digby Island. The community requested additional time into 2019 to come to a decision.

Director Daugert – Village of Port Clements

- The TELUS cell tower is currently under construction in the Village;
- The Village held its annual Christmas concert, which was well attended; and
- The Village is patiently waiting on a number of engineering studies to complete prior to submitting for infrastructure grant funding in the new year.

Director Young – Electoral Area D

- Director Young attended a meeting at the Haida Gwaii Museum on November 23<sup>rd</sup>, 2018 to hear presentation from officials from Samso, Denmark with regard to energy efficiency;
- Director Young attended the regular meeting of the Misty Isles Economic Development Society Board of Directors in December 2019; and
- Director Young attended the last meeting of the GwaiiTel Society.

Director Olsen – Village of Queen Charlotte

- The Village is conducting site inspection for a proposed new assisted living building location;
- Director Olsen attended an introductory meeting with the School District 50 Board of Trustees;
- The Village is currently exploring the **feasibility of connecting the Village's** sewer system to the Skidegate sewerage system;
- The Village intends to make application to the Investing In Canada Infrastructure Program, Rural and Northern Communities stream, to support the development of a new firehall in the community; and
- Director Olsen welcomed two new elected officials to the Council of the Haida Nation – Jason Alsop, President, and Trevor Russ, Vice President.

Chair Pages – Village of Masset

- The Village of Masset Council resolved so submit an application to the Vancouver Foundation System Change program, on behalf of the Haida Gwaii SPCA, to support the development of a feasibility study for animal control on Haida Gwaii;
- There appears to be a number of renovation or new construction projects taking place in the community, including a new garage in the downtown core; and
- **Chair Pages attending the community's annual Christmas concert.**

**474-2018****CARRIED**

## 11.2 North Coast Regional District Draft 2019 Board Meeting Schedule

MOVED by Director Nobels, SECONDED by Director Brain, that the draft 2019 North Coast Regional District Board meeting schedule be received;

AND THAT the 2019 North Coast Regional District Board meeting be adopted as presented.

**475-2018****CARRIED**

## 11.3 BC Wild Salmon Strategy Community Meeting

MOVED by Director Franzen, SECONDED by Director Young, that the verbal report from Director Nobels with respect to the BC Wild Salmon Strategy meeting being held in Prince Rupert, B.C. on December 17, 2018 be received for information.

**476-2018****CARRIED**

## 11.4 Bill C-48

MOVED by Director Franzen, SECONDED by Director Putterill, that the verbal report from Director Nobels with respect to Bill C-48 and the federal government's request for witness testimony be received for information.

**477-2018****CARRIED**

### 11.5 Community Emergency Preparedness Fund

MOVED by Director Putterill, SECONDED by Director Nobels, that staff be directed to work with local emergency preparedness groups to identify community projects that align with the fund;

AND THAT staff prepare a report on its findings in January 2019.

**478-2018**

**CARRIED**

MOVED by Director Putterill, SECONDED by Director Nobels, that staff be directed to investigate the Flood Risk and Mitigation funding stream and potential alignment with projects related to shoreline erosion and flood inundation along Shingle Bay Road in Sandspit, B.C.;

AND THAT staff prepare a report on its findings in January 2019.

**479-2018**

**CARRIED**

### 11.6 UBCM Coastal Forests

*Director Brain noted that he had been contact by the North Central Local Government Association with respect to engagement with local governments to discuss forestry policy, impacts on communities, and potential changes to policy. Staff were directed to respond to the North Central Local Government Association and participate in the proposed engagement.*

## 12. OLD BUSINESS

### 12.1 Local Government Leadership Academy – 2019 Elected Officials Seminar

MOVED by Director Putterill, SECONDED by Director Young, that the Board of the North Coast Regional District sanction the travel of Directors Putterill and Young to **attend the Local Government Leadership Academy's elected officials seminar in Richmond, B.C. on January 15-17, 2019.**

**480-2018**

**CARRIED**

### 12.2 Bylaw 621, 2018

MOVED by Director Putterill, SECONDED by Director Nobels, that staff be directed to bring forward Bylaw No. 621, 2018 to the January 25, 2018 Regular Board meeting for further consideration.

**481-2018**

**CARRIED**

## 13. PUBLIC INPUT

There were 0 questions from the public.

## 14. IN CAMERA

MOVED by Director Franzen, SECONDED by Director Brain, that the public be excluded from the meeting according to section 90(2)(a) of the *Community Charter* "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".

**482-2018**

**CARRIED**

**15. ADJOURNMENT**

MOVED by Director Cunningham, SECONDED by Director Brain, that the North Coast Regional District Regular Board meeting be adjourned at 9:58 p.m.

**483-2018****CARRIED**

*Approved and adopted:*

*Certified correct:*

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***Chair***

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***Corporate Officer***



## 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 December 4, 2018 at 7:00 PM.

**Adopted January 8, 2019**

**PRESENT** Bill Quaas, Evan Putterill, Gord Usher

**ABSENT** Gail Henry, Stan Hovde

Chair Gail Henry (Absent), Acting Chair Bill Quaas

Vice Chair

Staff Barb Parser

Public 6

**1. CALL TO ORDER 7:04 PM**

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

2.1 Agenda December 2018

**049-2018** MOTION to accept agenda with the addition of item 4.1 moved by Evan Putterill, seconded by Bill Quaas, Carried

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

3.1 Minutes November 2018

**050-2018** MOTION to adopt and file November minutes of meeting, moved by Evan Putterill, seconded by Gord Usher, Carried

**4. DELEGATIONS**

4.1 GT Election Update, Warren Foster

**051-2018** MOTION to stay with the status quo to have Area E Representative select their own alternative moved by Gord Usher, seconded by Evan Putterill, Carried

**5. CORRESPONDENCE**

5.1 RCMP Quarterly Report

**052-2018** MOTION to receive and file correspondence moved by Evan Putterill, seconded by Gord Usher

**6. REPORTS – RESOLUTIONS**

6.1 Water Operators Report

6.2 Directors Report - Verbal

**053-2018** MOTION to receive and file Water Operators Report moved by Gord Usher, seconded by Evan Putterill, Carried

**7. OLD BUSINESS**

None

**8. NEW BUSINESS**

8.1 Vibrant Communities funding request - Lord of Life Community Church, Heating upgrade project, Presented by Carol Wagner

**054-2018** MOTION to provide letter of support for funding request from GT Vibrant Communities to Lord of Life Community Church in support of their project, moved by Gord Usher, seconded by Evan Putterill, carried

**9. PUBLIC INPUT**

**10. IN CAMERA**

**11. ADJOURNMENT**

**055-2018** MOTION to Adjourn by Bill Quaas, 8:04 PM, Carried

Approved and adopted:

Certified correct:

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Chair

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Secretary



**Date:** December 11, 2018 from 10:00 – 11:30 am

**Location:** CEA Conference Line; 778-786-8222; Participant Code; 1780347#

**Meeting Chair:** Dale Littlejohn, Community Energy Association

## Highway 16/97 EV Network Study Advisory Committee Meeting Minutes

Agenda Item	Notes & Actions
<b>1. Advisory Committee Updates and Roundtable</b>	
1. Welcome & Agenda Review	<p>Dale Littlejohn welcomed the Advisory Committee members.</p> <p>The agenda was reviewed by all participants and a motion was made to adopt the agenda by Steve Forseth, seconded by Mayor Brain and carried by all.</p>
1a. Member Roundtable Updates	<p>The following representatives from the Regional Districts and CEA were in attendance and provided updates on EV related initiatives in their communities:</p> <p><b>Advisory Committee Members Present on call (6/9):</b>            Lee Brain (Director, NCRD and Mayor of Prince Rupert), Taylor Bachrach (Director, RDBN and Mayor of Smithers), Lara Beckett (Director, RDFFG), Blaine Harasimiuk (Manger of Inspection Service and Sustainable Practices), Steve Forseth (Director, CRD) and Ron Storie (Director of Community Services, TNRD)</p> <p><b>CEA Staff Present:</b> Dale Littlejohn, Janice Keyes and Jen Grebeldinger</p> <p><i>Mayor Brain</i> – No new EV related news.</p> <p><i>Mayor Bachrach</i> – New EV driver has come forward in Smithers and is a very active local mountaineering guide who is keen to see the network in place as soon as possible.</p> <p><i>Lara Beckett</i> – PG EV Association hosted a well-attended gathering at the Farmers' Market in mid-October. There were approximately 10 EVs and some good variety and it was a great way to connect with the community and to network. CEA was there to share information on the project as well.</p>

	<p><i>Steve Forseth</i> – CEA will be facilitating an EV workshop at the NCLGA in May 2019 that will be co-hosted by the City of Williams Lake and the CRD.</p> <p><i>Ron Storie</i> – TNRD is working with CEA and BC Hydro to locate DCFCs in a number of communities including Blue River, Cache Creek, and 70 Mile House.</p>
1b. CEA Updates	<p>Janice provided details on the numerous events and outreach activities since September and provided links to key event reports for members to share with their Boards.</p> <p>CEA has been meeting with Northern BC Tourism and Film since the project began and Clint Fraser, Executive Director, is very committed to supporting the project work and ensuring the EV network is included in the destination development plans in the works for NBCT. He would like to join the Advisory Committee and can support the project with some specific in-kind support such as First Nations outreach through their Indigenous Tourism Liaison Lucy Martin, as well as future promotional activities. Mayor Bachrach and Director Beckett both noted the great work of this organization and the Executive Director specifically.</p> <p>Director Beckett asked if similar consideration had been given to the inclusion of the Cariboo Chilcotin Coast Tourism Association and Janice noted that she was in close contact with the Executive Director Amy Thatcher, and at this point, Amy has indicated that they are satisfied with regular project updates and continued engagement.</p> <p>A motion to invite Northern BC Tourism and Film to join the Advisory Committee was made by Mayor Bachrach, seconded by Mayor Brain and passed unanimously.</p> <p>Janice will connect with Clint Fraser and invite him to join the Advisory Committee in 2019.</p>
1c. BCH/MoTI DCFC Station Planning Updates	<p>Janice is working closely with BC Hydro as a liaison to local governments and private hosts to secure sites for DCFCs in McBride Valemount, Blue River, 70 Mile House and Cache Creek. Site locations under negotiation are:</p> <ul style="list-style-type: none"> <li>• McBride and Valemount – municipal properties</li> <li>• Blue River – private host/ Petro Can Station</li> <li>• 70 Mile House – private host/ 70 Mile General Store</li> <li>• Cache Creek – municipal property or TNRD Regional Library</li> </ul>



	<p>In September, MoTI opened DCFC stations at 4 provincial Rest Areas, including Fish Trap, Little Fort and Wire Cache on Highway 5 and Loon Lake on Highway 97C.</p> <p>MoTI is continuing planning work for DCFCs at additional rest areas along Highways 16 and 97 although no specific locations have been announced.</p>
<b>2. Draft Capital Plan</b>	
	<p>CEA provided an infographic outlining the draft capital plan for a total investment of \$4.8 million, including 30 DCFCs, 120 Level 2 stations, project management, siting support and continued community and dealer outreach. CEA has requested a quote from Powerpros to provide 10 years of operations and maintenance on the Level 2 network and will include this in the capital plan.</p> <p>The group discussed the anticipated local government contribution to the development of the Level 2 network. CEA will provide additional financial information to Advisory Committee member before the end of January so members can bring forward to Councils and Board for 2019 Budget meetings in early February. This information will also go directly to Mayors and CAOs in each municipality in the study area by email from CEA. For more discussion detail, see 6h.</p>
<b>3. Network Modelling</b>	
3. Network Modelling on GHG reductions, cost savings, and EV uptake	<p>CEA shared the modelled project impacts for greenhouse gas emission reductions, energy use and financial savings in the overall study area, taking into account the unique geographical and climatic northern context. Key outputs for the next 40 years were modeled for community-wide emissions and costs and included small and large passenger vehicles, light duty trucks, vans and SUVs. Community Energy and Emissions Inventory (CEEI) data from 2012 was used as the most current set with transportation data.</p> <p><b><u>Outputs to 2050</u></b></p> <ul style="list-style-type: none"> <li>• 8.1 million tonnes CO2 avoided (29% overall GHG reduction)</li> <li>• \$2.5 billion saved (8.21% savings vs. BAU)</li> <li>• \$406 million saved in carbon tax (@ \$35-50/tonne)</li> </ul> <p><b><u>Outputs to 2060</u></b></p> <ul style="list-style-type: none"> <li>• 16.5 million tonnes CO2 avoided (45% overall GHG reduction)</li> <li>• \$4.9 billion saved (10.9% savings vs. BAU)</li> <li>• \$825 million saved in carbon tax (@ \$35-50/tonne)</li> </ul> <p>Projected GHG savings provides useful information for future grant applications.</p>

4. Project Branding	
	<p>Jen Grebeldinger, Communications Lead with CEA, provided an overview of the branding process to date (outlined in page 6 and 7 of the agenda package) and the group provided some feedback. It was decided that CEA would send a follow up email to all Advisory Committee members asking for their ranking of the three branding options in order of preference as well as any ones that are not acceptable.</p> <p>Note* Advisory Committee input favoured <b>Charge North</b> as the top choice for the project brand and CEA will begin using the new name on the January 2019 Project Overview and project communications. CEA will start work on developing logo and tag line options for Charge North for review at the next Advisory Committee meeting.</p>
5. Related Initiatives	
5a. Zero Emissions Mandate;	<p>December 2018 saw the release of the CleanBC Plan by the Province of BC, with its ultimate goal being to accomplish 75% of the Province's 2030 GHG reduction goal. The plan has four pillars, one of which is Cleaner Transportation. Within that pillar, a new zero-emission vehicle (ZEV) standard was set along with other initiatives for accelerating EV adoption in BC:</p> <ul style="list-style-type: none"> <li>• A target of 10 % new light-duty passenger vehicle sales in B.C. will be zero-emission vehicles by 2025, increasing to 30 per cent by 2030 and 100 per cent by 2040.</li> <li>• Incentive programs to bring down the price of EV's for BC residents</li> <li>• A commitment to more than double the number of DCFCs from 71 to 151</li> </ul> <p>As well, CEA anticipates that the Province will announce additional funding for Level 2 stations in spring 2019.</p>
5b. BC Utilities Commission;	<p>On January 12, 2018, the British Columbia Utilities Commission (BCUC) established an Inquiry into the regulation of electric vehicle (EV) charging service (Inquiry). On November 26, 2018, the BCUC issued the Phase 1 Report.<sup>1</sup> In the Phase 1 Report, the Panel recommends that the Minister of Energy, Mines and Petroleum Resources issue an exemption with respect to BCUC's regulation of EV charging services but that the BCUC retain oversight on safety.</p> <p>Phase 2 of the Inquiry is now underway and will focus on the regulatory framework for EV charging service providers that are have not been recommended for exemption (e.g. BC Hydro and FortisBC Inc.) (non-exempt public utilities). Intervener evidence on</p>

	Phase 2 scoped items will be accepted until January 28. CEA was an official intervener in Phase 1 and will continue to be involved in Phase 2.
<b>6. 2019 Q1/Q2 Activities</b>	
6a. EV Ambassador Newsletter	CEA will send out the first Hwy 16/97/5 EV Ambassador newsletter on December 15 as a way to keep local EV enthusiasts up to date on the project.
6b. LGLA 2019 Elected Officials Seminars (Jan-Feb 2019)	<p>CEA will be hosting a number of climate action workshops on behalf of the BC Municipal Climate Leadership Council (BCMCLC) and EVs will be a key discussion topic. Two sessions are offered each day at 10:30 am – 12 pm or 2:45 – 4:45 pm at:</p> <ul style="list-style-type: none"> <li>• LMLGA in Richmond on January 17 and 18</li> <li>• SILGA in Kelowna on January 24</li> <li>• NCLGA in Prince George on February 1</li> </ul>
6c. Local Government Area Association Sessions (Spring 2019)	CEA will also be hosting number of climate action workshops on behalf of the BC Municipal Climate Leadership Council (BCMCLC) during the spring sessions of various LGLAs. Details related to NCLGA are noted in 6e.
6d. Cariboo Regional District Board Presentation (May 3, 2019)	CEA will be providing a project update to the CRD Board at 11:00 am on May 3.
6e. NCLGA (May 7 – 10, 2019)	<p>CEA will be hosting a number of events at the NCLGA conference in Williams Lake in May 2019 including:</p> <p>May 9</p> <ul style="list-style-type: none"> <li>• Ride &amp; Drive – 2:30 – 4:30 pm</li> <li>• EV Workshop – 3:15 – 4:30 pm</li> </ul> <p>May 10</p> <ul style="list-style-type: none"> <li>• 2020 and Beyond: Working Together towards a Clean Growth Future for Northern and Central BC Communities 2:00 – 4:00 pm</li> </ul> <p><b>CEA requests that the Advisory Committee members attend and possibility facilitate break out groups at the EV Workshop on May 9.</b></p>
6f. Capital discussions with NDIT	Early discussions with NDIT indicate their 2019 funding has been pre-subscribed. CEA requested Advisory Committee representatives to further discussions with the Executive Director, Joel McKay, to emphasize the time-sensitive opportunity to leverage provincial and federal funding for cross-regional benefit and local economic development. Mayor Bachrach will initiate the next round of discussions with NDIT in January 2019 and CEA will provide a brief summary as how the project aligns with key criteria for the Strategic Initiatives Fund.

6g. Capital discussions with Mining industry	CEA welcomes any connections/contacts from the Advisory Committee to initiate discussions on corporate sponsorship of Level 2 stations across the project.
6h. Level 2 Plan	<p>See notes under 2.0 Draft Capital Plan</p> <p>CEA will provide a draft Level 2 Funding Plan that provides a range of local government contribution, per Level 2 station, based on different external funding sources, and generally assuming at two Level 2 stations per each municipality with additional ones considered by the Regional Districts if there are gaps in rural/unincorporated areas. CEA will be looking to secure grant funding for Level 2 and will refine estimates and provide final costing later in 2019.</p> <p>Individual local governments will determine if they want to host Level 2 stations in their community and if so, how many and where do they have municipal land for consideration?</p>
6i. Proposal to BC Hydro for DCFC support on Highway 16	CEA has submitted a draft proposal to BC Hydro to support site selection and community outreach along Highway 16 for future DCFC stations.
7. Open Discussion	None
8. 2019 Meeting Dates	Three Advisory Committee meetings are required in 2019 and Janice will send a doodle poll of potential dates, likely including an in person meeting during the NCLGA conference in May.
9. Adjournment	Motion to adjourn the meeting was moved by Ron Storie, seconded by Blaine Harasimiuk and carried by all at 11:30 am.

**North Coast Regional District**  
**Cheques payable over \$5,000 - DECEMBER, 2018**

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Pacific Blue Cross	19-Dec	\$ 6,771.27	December PBC & BC Life Premiums
The Estate of Nola Pfrimmer	19-Dec	\$ 9,233.35	Retirement liability payout
Ticker's Hauling & Storage	19-Dec	\$ 14,304.86	Transport recyclables, haulage trailer repairs and building, forklift, excavator, porto toilet & cube van rentals
Vancouver Island Regional Library	19-Dec	\$ 15,423.00	2018 4th Quarter Assessment
Carlyle Shepherd & Co.	27-Dec	\$ 14,976.00	2017 RD Audit
Misty Isles Economic Development Society	27-Dec	\$ 31,325.71	2018 EcoDev Capacity Building Grant & Grant Writer Funding
Municipal Pension Plan	24-Dec	\$ 6,923.38	Payroll Remittance (PP25-2018)
Receiver General	24-Dec	\$ 10,785.02	Payroll Remittance (PP25-2018)
Receiver General	31-Dec	\$ 11,251.15	Payroll Remittance (PP26-2018)
Municipal Pension Plan	31-Dec	\$ 6,947.90	Payroll Remittance (PP26-2018)

<b>CHEQUES OVER \$5,000:</b>	<b>\$ 127,941.64</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$ 68,514.73</b>
<b>TOTAL CHEQUES:</b>	<b><u>\$ 196,456.37</u></b>

## Corporate Officer NCRD

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**From:** Veronika Stewart <Veronika.Stewart@princerupert.ca>  
**Sent:** Friday, December 28, 2018 9:13 AM  
**To:** 'Daniel Fish'  
**Subject:** Letter of support for Child Care study  
**Attachments:** 2018-12-18 Sample Letter of Support - Child Care Study.docx

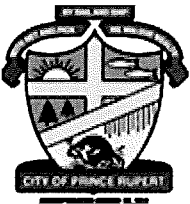
Hi Daniel,

I'm not sure if the NCRD is meeting prior to the deadline for UBCM Child Care Planning funding of January 18th, so if not, that's fine. However, if possible, would you mind forwarding us a letter of support for the funding application? We are looking for \$25,000 to contract a Child Care inventory and assessment for Prince Rupert. It will involve surveys and interviews of local service providers, parents, and organizations representing underserved communities. Once the study is completed, it will be forwarded to the Province to assist them in setting future priorities for the creation of child care space, and also support funding applications from non-profits and/or public entities to create those spaces.

I've attached a sample letter of support. Please let me know if you have any additional questions.

Cheers, and happy holidays!

Veronika



**Veronika Stewart**

Communications Manager

*Administration*

**CITY OF PRINCE RUPERT**

Tel: (250) 627-0976 | Mobile: (778) 884 6285



[www.princerupert.ca](http://www.princerupert.ca)

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December 10, 2018

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

RECEIVED DEC 18 2018

Dear Chair Barry Pages:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT**

I am pleased to advise that UBCM is in the process of distributing the second of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$105,462.19 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at [www.ubcm.ca](http://www.ubcm.ca).

For further information, please contact Gas Tax Program Services by e-mail at [gastax@ubcm.ca](mailto:gastax@ubcm.ca) or by phone at 250-356-5134.

Very best,

Arjun Singh  
UBCM President

Pc: Sukhraj Gill, Treasurer

Queen Charlotte Heritage Housing Society  
P.O. Box 84  
Queen Charlotte, B.C. V0T 1S0

North Coast Regional District  
14, 342 3rd Avenue West  
Prince Rupert, British Columbia  
V8J 1L5

Nov 11, 2018

**RE: Letter of Support – Gwaii Trust Major Contributions Grant – Jan. 2019**

**for**

**SENIOR AND FAMILY HOUSING PROJECT**

Dear Directors of the North Coast Regional District;

The Queen Charlotte Heritage Housing Society is requesting your letter of support for a Gwaii Trust Major Contributions application for the renovation of the office building owned by the society in Queen Charlotte. It will provide two 2-bedroom family units and two 1 bedroom units for seniors. This project is co-funded by the B.C. Community Housing Fund, BC Housing, M'Akola Housing Society and the Aboriginal Housing Management Association. Your support would be greatly appreciated as the Queen Charlotte Heritage Housing Society strives to create affordable rental housing for independent families and seniors in need.

Thank you.

Yours truly,

Mecca Huston

Director, Queen Charlotte Heritage Housing Society



Gwaii Trust Application – Office Building Conversion

**Organization:** Queen Charlotte Heritage Housing Society

**Mailing Address/ PO Box:** Box 84, Queen Charlotte. BC V0T 1S0

**Street Address:** 314 3<sup>rd</sup> Ave.,

**City:** Queen Charlotte

**Postal Code:** V0T 1S0

**Organization Email:** seniors@qcislands.net

**Phone:** 250-559-8800

**Is the organization a first time applicant?** No. We had a grant for the Haida Gwaii Housing Forum.

**Contact Information:**

**First Name:** Barb

**Last Name:** Rowsell

**Email:** [seniors@qcislands.net](mailto:seniors@qcislands.net)

**Relationship to Organization:** Administrator

PROJECT INFORMATION:

**Project Name:** Seniors & Family Housing Project (Community Housing Fund Project) – Queen Charlotte Heritage Housing Society

**Project Location:** 302 2<sup>nd</sup> Ave., Queen Charlotte B.C.

**Project Manager's Name:** Barb Rowsell

**Amount Requested:** \$150,000

**Project Total Cost:** \$1,163,364

**Project Start Date:** June 1, 2019

**Project Completion Date:** December, 2019

PROJECT DESCRIPTION:

***Outline your project including: a brief project description, the goals of the project, and how the project will unfold from start to finish.***

The project is to renovate the existing “Office Building” owned by the Queen Charlotte Heritage Housing Society (QCHHS) and create:

- Two – 2 bedroom family units (for small, low income families)
- Two – 1 bedroom units for low income seniors

The goal is to work with the Province of BC Community Housing Fund and other contributors to provide mixed income, affordable rental housing for independent families and seniors.

The QCHHS is currently preparing a Request for Proposals with JTW Consulting to apply for funding under the BC Community Housing Fund. We are also sourcing additional funds from the M’Akola Housing Society as well as the Aboriginal Housing Management Association (AHMA) as both of these societies are liquidating subsidised houses in Queen Charlotte and are willing to assist with this project to replace some of the housing being lost.

Once the funding is in place design development will commence followed by a tendering process and construction carried out under contract with JTW Consulting. After construction is completed the building will be owned and managed by QCHHS with rents collected and subsidies provided by BC Housing.

***Describe the project benefit to the community(ies), including who will benefit and how and outlining any job(s) created as a result of this project.***

The benefit to the community would be 4 units available for low income families and seniors. Jobs created would include construction contracts with local trades as available during construction, ongoing administration from QCHHS and ongoing maintenance and repair for local trades.

***Describe the project management structure including: who the key individuals are and their relevant skills to the project.***

For the planning and construction phase of the project:

JTW Consulting (204 Braemar Rd., North Vancouver, BC V7N 1R1 – 778-898-9908) will act as Development Consultant for the proposal and will be the principal contact.

JTW Consulting – Company Profile (attached)

Queen Charlotte Heritage Housing Society: The QCHHS is a non-profit Society, was incorporated in 1982. Sister society to QCHHS is the Queen Charlotte Housing Development Society (QCHDS), more recently incorporated in 2005. Organization Chart (attached)

## **PROJECT OBJECTIVES**

***Which of the purposes found in the Gwaii Trust Society's Constitution does your project help fulfill?  
How will you do that?***

This project helps fulfill:

Gwaii Trust Constitution - The purposes of the Society

- (ii) assisting in promoting the cultural, economic health and wellness of residents of the Community;
- (iv) assisting in developing strategies to promote the well-being of the Community;
- (v) fostering the spirit of cooperating, cultural understanding and trust by promoting the concept of the Islands as the Community;
- (vi) stimulating employment in the Community through improvements in Islands infrastructure;
- (vii) making the Community a better place to live through improvement of the islands' infrastructure and thereby making the Islands a more desirable place to visit and to do business;
- (xi) providing for research into planning and implementation of strategies for a long-term sustainable economy for the Community.

***Comment on how your group has demonstrated community support or buy-in. Have you been in touch with the Gwaii Trust director about your project?***

The Queen Charlotte Heritage Housing Society is a non-profit society, incorporated in 1982. The QCHHS operates a ten-unit apartment building for subsidised housing for seniors and persons with disabilities constructed in 1982, as well as three single family homes. The QCHHS's sister non-profit is the Queen Charlotte Housing Development Society, incorporated in 2005 that owns and operates Martin Manor, a subsidized home with a supported living program. The two societies share the same volunteer board and have worked with BC Housing and Northern Health to provide subsidised and low income housing in Queen Charlotte.

Our society has been in touch with Carla Lutner to discuss the project. We are also working with our Gwaii Trust Director, Clyde Greenough.

***How will you measure the project's success?***

Completion of the renovation will be the first milestone – and full occupancy will show the success of the project. The participation of BC Housing with subsidy support along with QCHHS administration will ensure the financial success of the housing project.

**PROJECT BUDGET**

Funding #1: \$132,000 – Land Equity donated by the Queen Charlotte Heritage Housing Society

Funding #2: \$25,000 – Cash injection from the Queen Charlotte Heritage Housing Society

Funding #3: \$100,000 - M’Kola Housing Society

Funding #4: \$50,000 – Aboriginal Housing Management Association

Funding #5: \$400,000 – BC Housing

Funding #6: \$306,364 – Mortgage held by the QCHHS (paid from Rental Income and BC Housing subsidy)

Funding #7: \$150,000 – Gwaii Trust Society

TOTAL BUDGET AMOUNT: \$1,163,364

DESCRIPTION OF EXPENSES: \$1,163,264 (See attached)

***Confirm that operational and maintenance funds exist once the project is completed: are there ongoing costs that need to be considered?***

Please see **Operating Budget attached.**

***Have you been in touch with one or more Gwaii Trust Directors regarding this application? If so please list.***

Clyde Greenough

To be uploaded:

1. JTW Company Profile
2. QCHHS Organization Chart
3. Capital Budget
4. Operating Budget
5. Letters of Support

BC HOUSING CAPITAL BUDGET FORMAT AND CODING SOCIETY:				Queen Charlotte	PDF			
Budget Code	Budget Description			Total Budget Amount	PDF to PPA	Additional PDF to FPA	FPA to mortgage	Total PDF
12100	APPRAISALS/STUDIES	Rate	Unit					\$ -
12105	Appraisal			\$3,500.00	\$3,500.00			\$ 3,500.00
	Total Appraisals/Studies			<b>\$3,500.00</b>				\$ -
12150	ACQUISITION AND SERVICING							\$ -
12155	Land Value			\$132,000.00				\$ -
12180	Mortgage Buy-out			\$113,000.00				\$ -
	Total Acquisition and Servicing			<b>\$245,000.00</b>				\$ -
12200	MUNICIPAL FEES							\$ -
12201	Municipal Fees							\$ -
12205	Building Permit			\$3,500.00		\$3,500.00		\$ 3,500.00
12210	Development Cost Charges							\$ -
12215	Regional Development							\$ -
12220	OCP/Rezoning Appl.			\$500.00	\$500.00			\$ 500.00
	Total Municipal Fees			<b>\$4,000.00</b>				\$ -
	Total Utility Fees			<b>\$0.00</b>				\$ -
12350	DESIGN CONSULTANTS							\$ -
12355	Architect Contract (all design consultants)			\$35,000.00	\$17,500.00	\$8,750.00		\$ 26,250.00
12358	Architect Contract Disb			\$10,000.00	\$3,000.00	\$3,000.00		\$ 6,000.00
	Total Design Consultants			<b>\$45,000.00</b>				\$ -
12450	CONSULTANTS							\$ -
12455	development consultant			\$35,000.00	\$5,000.00	\$5,000.00		\$ 10,000.00
12456	Dev. Consult. Fees							\$ -
12457	Development Consult. Disbursements							\$ -

12458	Dev. Consult. Extraordinary Travel			\$12,000.00	\$3,000.00	\$3,000.00		\$ 6,000.00
12460	Geotechnical							\$ -
12465	Surveyor			\$1,500.00	\$1,500.00			\$ 1,500.00
12500	Service Delivery Consultant							\$ -
12505	Fire Safety Plan			\$2,000.00				\$ -
12510	Maintenance and Renewal Plan			\$5,000.00				\$ -
	Total Consultants			<b>\$55,500.00</b>				\$ -
12550	MISCELLANEOUS SOFT COST							\$ -
12555	Property Taxes pre IAD			\$2,500.00				\$ -
12560	Utilities pre IAD			\$7,500.00				\$ -
12565	Course of Const. Insurance			\$12,000.00				\$ -
12570	Professional E&O Insurance							\$ -
12575	Society Org. Costs			\$5,000.00	\$1,000.00	\$1,000.00		\$ 2,000.00
12580	Society legal fees			\$5,000.00	\$2,000.00	\$1,000.00		\$ 3,000.00
12585	BCH legal fees			\$5,000.00				\$ -
12620	GST non self supply			\$22,000.00				\$ -
	Total Miscellaneous Soft Cost			<b>\$59,000.00</b>				\$ -
12650	BORROWING COSTS							\$ -
12655	Interest pre IAD	2.2%	2.75%	\$2,500				\$ -
12660	Loan Admin Fee	1.0%		\$3,776				\$ -
12665	Mortgage Insurance Fee	\$75		\$300				\$ -
12670	Lender Fee							\$ -
	Total Borrowing Costs			<b>\$6,576.00</b>				\$ -
12700	CONSTRUCTION							\$ -
12705	Construction Contract 1			\$600,000.00				\$ -
	Total Construction			<b>\$600,000.00</b>				\$ -

12800	BUILDING START-UP/COMMISSIONING							\$ -
	Total Building Start-up/Commissioning			\$0.00				\$ -
12862	Construction Contingency			\$90,000.00				\$ -
12863	Geographic Risks							\$ -
12864	Soft Cost Risks			\$18,800.00	\$5,000.00	\$5,000.00		\$ 10,000.00
12865	Escalation Contingency			\$36,000.00				\$ -
	Total Contingencies			\$144,800.00				\$ -
	Gross Capital Budget			\$1,163,376.00	\$42,000.00	\$30,250.00	\$0.00	\$ 72,250.00
12900	DEDUCTIONS							
12910	Land Equity			\$132,000.00				
12921	Society Equity held by BCH							
12922	Society Equity - cash			\$25,000.00				
12922	Society Equity - Gwaii Trust			\$150,000.00				
12922	Society Equity - AHMA and M'Akola			\$200,000.00				
12945	BCH Grant			\$400,000.00				
	Total capital budget							
	Total deductions			\$907,000.00				
	<b>NET CAPITAL BUDGET</b>			<b>\$256,376.00</b>				
	<b>GST on PDF</b>				\$2,100.00	\$1,512.50	\$0.00	\$3,612.50
	<b>Total</b>				\$44,100.00	\$31,762.50	\$0.00	\$75,862.50

Queen Charlotte Heritage Housing Society

Date: December 13, 2018



# NORTH PACIFIC CANNERY NATIONAL HISTORIC SITE

Port Edward Historical Society, Box 1109, Port Edward, B.C. V1V 1G0

## MEMORANDUM

**DATE:** November 30, 2018

**TO:** North Coast Regional District

**FROM:** Polly Pereira, Treasurer, PEHS

**SUBJECT:** **Grant Application- Investing in Canada Infrastructure Program  
(Community, Culture, and Recreation Program)**

The Port Edward Historical Society is preparing funding sources for the upcoming fiscal year. Among other projects, we anticipate restoration of the Bunkhouse and replacement of the roof of the Boiler Plant and adjacent Reduction Plant Buildings. The estimated cost for this project will be \$660,000 which we plan to cover through grants and other fundraising.

Funding for this project is anticipated from the following sources **(\$660,000):**

Parks Canada	\$100,000 Max.	Application has been submitted
Inv.Canada Infrastructure Program	\$429,000	Current application
Other Grant Sources	\$131,000	Near Future

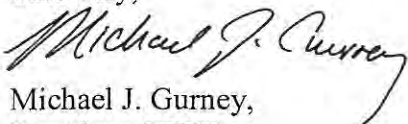
The subject grant is available to non-profit organizations such as the Port Edward Historical Society. The North Coast Regional District may submit one application for each community in its region. Non-profit entities are eligible for cost-sharing in an amount no greater than 65% of the total cost of the project.

The online grant application is due **January 23, 2019.**

### Request:

The Port Edward Historical Society requests the support of the North Coast Regional District in its grant application to the Community, Culture, and Recreation Program.

Sincerely,

  
Michael J. Gurney,  
President, PEHS



Tow Hill Road Community Association

PO Box 971

378 Naikoon Place

Masset

B.C. VOT 1M0

15 December 2018

To the Directors of Regional District – Area D,

On behalf of the Community of Tow Hill, The Tow Hill Community Association, we would like to request funds towards the improvement of our Kiosk Area.

The Kiosk area is an important meeting / information point for our community and visitors alike, as well as one of the main access points for the beach area along Tow Hill Road. The Kiosk currently has an old shingled roof which is missing shingles and needs immediate replacement. The small footbridge behind the kiosk which leads to the footpath through the forest to the beach is rotten and dangerous and currently cordoned off to prevent any accidents. In February we are planning a community get together at the Kiosk area to repair these two structures. We plan to do the repairs ourselves but we do need funds to buy the supplies. We have received \$500 so far but we need more to completely cover the cost – the supplies we need are new shingles for the roof (Cost \$450), new wood for the footbridge, non-slip tape for the bridge and stain products to sustain the kiosk's life. Anything the district is able to contribute / find would be much appreciated.

Kind Regards



Charley Jolley

On behalf of The Directors of the Tow Hill Community Association



07 December, 2018

North Coast (Regional District)  
14 - 342 3rd Avenue West  
Prince Rupert, BC V8J 1L5

Dear Mayor and Council,

**Re: Your local climate change impacts and the fossil fuel industry**

Congratulations on your election as the Mayor and Council of North Coast. We know that you have each run because you want to help your community be as strong as it can.

We are writing further to our January 25<sup>th</sup>, 2017 letter (copy enclosed), to again ask you to take action to protect your community and taxpayers from the impacts and costs of climate change by holding fossil fuel companies accountable for a share of those climate costs. Specifically, we would like you to:

- a. Begin tracking the costs of climate change that are being incurred by your community; and
- b. Join the more than a dozen BC local governments that have sent Climate Accountability Letters to 20 of the world's largest fossil fuel companies demanding that they pay a share of the costs of climate change.

#### Understanding the costs of climate change

A large majority of the local government mayors and councillors that we've spoken with since our initial letter was sent know that climate change is harming their communities.

Some communities have been on the front-lines, with evacuations and destruction from wildfires, floods and droughts that were almost certainly made worse due to climate change. But even communities which have not faced such catastrophic events are finding that the costs of building and maintaining infrastructure such as roads, storm-drains, sea-walls, and other structures impacted by weather or which have to be designed with future climatic conditions in mind, are higher than they used to be, due to the reality of a changing climate.

There are also real costs in planning for climate change adaptation and implementing those plans, even if, in the long run, those steps will save taxpayer dollars (by avoiding even greater climate costs). Responsible financial managers know that they need to take action to prepare their communities for climate change, and to avoid massive future catastrophes.

While a handful of municipalities have begun to estimate what their current<sup>1</sup> and future climate costs<sup>2</sup> are likely to be, most local governments have not yet turned their minds to this important question – which is

<sup>1</sup> For example, the City of Powell River (Minutes, 15 March 2018, Agenda Item 7-7), instructed its staff to "incorporate climate change adaptation and mitigation costs into the City's Asset Management Plans."

<sup>2</sup> For example, City of Vancouver staff have estimated the costs of municipal infrastructure required to address sea-level rise to 2100 at \$1 billion: <https://council.vancouver.ca/20180725/documents/pspc2.pdf>.

unfortunate, because it undermines their ability to manage for financial pressures and prepare their communities for climate change.

In the age of climate change, responsible financial management demands that we start to get a handle on what climate change is costing, and will cost, our communities, and begin the discussion of how we will collectively pay for those costs.

We hope that you will instruct your staff to begin identifying and tracking climate change costs through your existing assessment and infrastructure planning and management, climate adaptation planning and other steps related to climate change.

### **Seeking costs recovery**

In our January 25<sup>th</sup>, 2017 letter we challenged your community to take action to hold fossil fuel companies accountable for a share of the costs of climate change that your community is experiencing. Here are two good reasons that a growing number of communities in BC and elsewhere are doing just that.

#### **1. Fiscal responsibility**

As local governments struggle to come to grips with the rising tide of climate change costs, it's becoming increasingly important to ask how we will collectively pay for those costs. While the provincial or federal governments may help, it's unrealistic to demand that taxpayers (whether local, provincial or federal) pay 100% of the costs, while fossil fuel companies take no responsibility for the harm caused by their products, while pocketing billions of dollars in profits.

We know that our communities are built around the automobile and cheap fossil fuels, and taxpayers will need to pay some of the costs of climate change. But that doesn't mean that the companies which profited most from the fossil fuel economy shouldn't pay their fair share.

Indeed, it would be fiscally irresponsible for BC's municipalities to pass 100% of those costs on to their taxpayers without seeking to recover some share of those costs from corporations which have directly profited from fossil fuel extraction and sales. Just 20 global fossil fuel companies are responsible, through their products and operations, for almost 30% of greenhouse gas emissions in the atmosphere today.<sup>3</sup>

According to a 2017 poll conducted by Justason Market Intelligence (JMI), 82% of British Columbians support the basic idea that fossil fuel companies should pay a share of the costs of climate change. There is broad support in every region of the province.

#### **2. Fighting climate change**

When powerful corporations profit from pollution, while the public pays the true costs, those companies have a strong economic incentive to keep on producing polluting products. Chevron, Exxon and other global fossil fuel companies have made a lot of money in recent decades – and funnelled those funds into lobbying against

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<sup>3</sup> [http://www.climateaccountability.org/carbon\\_majors\\_update.html](http://www.climateaccountability.org/carbon_majors_update.html) (last accessed 26 October 2016) which is an update of Richard Heede's peer reviewed paper: Heede, R. "Tracing anthropogenic carbon dioxide and methane emissions to fossil fuel and cement producers, 1854–2010", *Climatic Change* (2014) 122: 229. doi:10.1007/s10584-013-0986-y.



climate action and funding misinformation about climate science instead of offering the alternatives and renewable energy.<sup>4</sup>

The perception that the fossil fuel industry is profitable – and cheaper than renewable energy – results from the fact that it has never paid for the harm caused by its products, distorting our economy and making it extremely difficult for the world to move away from fossil fuels.

Local governments have a unique power to demand that these companies start taking responsibility for harm caused by their products. We're not just talking Canadian companies – there are legal and non-legal options to demand accountability from global companies for their global sales and operations.<sup>5</sup>

When Communities demand that fossil fuel companies take responsibility for the true costs of their products, fossil fuel companies and their investors face potential risks that they must start factoring into their business decisions. In addition, the public has a valuable opportunity to learn about the relationship between increased local climate costs and the fossil fuel economy.

In short, local government action to hold fossil fuel companies accountable for local climate costs can play a powerful role in the fight against climate change.

### **Taking Action – Climate Action Letters**

Once we realise that fossil fuel pollution is harming our communities, and that we can't afford to pay those costs alone, the first step in demanding accountability from fossil fuel companies is to start talking publicly to those companies about your climate costs and their responsibility to pay a fair share of those costs.

That's why 15 local governments from across BC (plus the Association of Vancouver Island and Coastal Communities, representing 53 local governments) have written to 20 of the world's largest fossil fuel companies demanding that they pay their fair share of local climate costs.<sup>6</sup> Climate Accountability Letters are easy and cheap and yet signal that you're aware of how difficult climate costs will be and are looking for the fossil fuel industry to step up.

A Climate Accountability Letter will not (of course, but unfortunately) result in a cheque in the mail. Some municipalities have received replies from fossil fuel companies outlining their plans to reduce greenhouse gas emissions, so the letters are at least being read and considered. The letters also begin an important conversation with your citizens about how your community will deal with the impacts and costs of climate change.

Please consider this letter as a request for your Council to send a Climate Accountability Letter to the 20 largest fossil fuel companies, whose emissions represent 30% of global greenhouse gas emissions.<sup>7</sup> For more

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<sup>4</sup> CIEL. Smoke and Fumes: The Legal and Evidentiary Basis for Holding Big Oil Accountable for the Climate Crisis (Nov 2017), available at <https://www.ciel.org/reports/smoke-and-fumes/>, last accessed 26 October 2018.

<sup>5</sup> M. Byers, A. Gage et al. The Internationalization of Climate Damages Litigation. Washington Journal of Environmental Law and Policy, Vol 7(2), July 2017.

<sup>6</sup> For examples of letters sent by other local governments, visit [www.wcel.org/campaign-update](http://www.wcel.org/campaign-update).

<sup>7</sup> The addresses of the companies and their respective contributions to global greenhouse gases are available at [https://www.wcel.org/sites/default/files/file-downloads/carbonmajorsspreadsheet\\_final.xlsx](https://www.wcel.org/sites/default/files/file-downloads/carbonmajorsspreadsheet_final.xlsx).

information on how and why to send a Climate Accountability Letter, please see *Climate Accountability Letters: An Introduction for Local Governments*.<sup>8</sup>

If you do send a letter, please consider also writing to other local governments in your region, encouraging them to do the same.

### Taking Action – Beyond Letters

Sending a Climate Accountability Letter and/or tracking climate costs do not commit your Council to doing anything further. However, we hope that you will be interested in exploring further action that could lead to your recovering a fair share of your local climate costs from the fossil fuel industry. Please contact us at [agage@wcel.org](mailto:agage@wcel.org) if you would like to explore any of the following options:

- **A class action lawsuit** – BC communities working together and pooling their resources might choose to bring a class action lawsuit against fossil fuel companies on behalf of all BC local governments, following the example of many U.S. local governments.<sup>9</sup> According to the 2017 JMI poll, 63% of British Columbians support litigation by their local government to recover the fossil fuel industry's share of local climate costs.
- **Provincial legislation** – BC's local governments can add their voices to those asking that BC enact laws to clarify the legal responsibility of fossil fuel companies for local climate costs. Such legislation has been debated in Ontario's legislature,<sup>10</sup> while more than 50 BC-based organizations have called on Premier John Horgan to enact a similar law.<sup>11</sup>
- **International treaties** – BC local governments can ask the Canadian government pursue a climate damages tax, levied on global fossil fuel companies, in their negotiations of global climate treaties.<sup>12</sup>

We would be happy to provide your Council with further information about climate costs, Climate Accountability Letters or any of the above options to hold fossil fuel companies accountable.

Sincerely,



Andrew Gage,  
Staff Lawyer



Enclosures

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<sup>8</sup> <https://www.wcel.org/publication/climate-accountability-letters-introduction-local-governments>.

<sup>9</sup> <https://insideclimatenews.org/news/04042018/climate-change-fossil-fuel-company-lawsuits-timeline-exxon-children-california-cities-attorney-general>.

<sup>10</sup> <https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-37>.

<sup>11</sup> <https://www.wcel.org/publication/joint-letter-premier-horgan-liability-climate-related-harms-act>.

<sup>12</sup> See the Climate Damages Tax Declaration at <https://www.stampoutpoverty.org/cdt/climate-damages-tax-declaration/>.



**OPEN LETTER TO BC LOCAL GOVERNMENTS**  
**ATTN: Mayor & Council, all BC local governments**  
January 25, 2017

Dear Sirs/Mesdames:

**Re: We must hold fossil fuel companies responsible for climate change**

Wildfires. Drought. Flooding. Rising sea levels. Climate change is already reshaping and impacting BC communities in profound and frightening ways. As unchecked fossil fuel pollution continues to push global temperatures ever higher, we are frightened for our communities, for communities around the world, and for the world we leave our children. These impacts are still more challenging for vulnerable groups - the poor, Indigenous people, women and children - who are often unable to respond to unexpected weather or other climate impacts.

But there is hope. If the fossil fuel companies – whose products are the major drivers of climate change – had to pay even a fraction of the associated climate costs, they would not be able to out-compete renewables and would pivot towards sustainable alternatives without delay. BC communities can play a key role in demanding accountability from the fossil fuel industry for the harm that they are causing our communities, and challenge the myth that the fossil fuel economy can continue business as usual despite the destruction it is causing to our atmosphere.

The fossil fuel industry is keen to avoid a conversation about its responsibility for climate change. Just 90 entities – primarily fossil fuel companies – have caused almost 2/3 of human caused greenhouse gas emissions, and just three – Chevron, Exxon Mobil and Saudi Aramco – are responsible for almost 10%<sup>1</sup>. Like the tobacco industry before it, Big Oil relies on the perception that individual consumers are responsible for climate change while pocketing billions of dollars in profits from products that they know are disastrous for our atmosphere and communities around the world.<sup>2</sup>

BC and Canadian taxpayers will end up paying the costs of climate change in many different ways. But unless our communities demand that fossil fuel companies pay their fair share of these costs, this industry will continue pushing products that the world cannot afford to burn.

1. Heede, R. "Tracing anthropogenic carbon dioxide and methane emissions to fossil fuel and cement producers, 1854–2010 Climatic Change (2014) 122: 229. doi:10.1007/s10584-013-0986-y. See also <http://www.climateaccountability.org/> for emissions figures through to 2013.

2. <https://www.smokeandfumes.org/>; <https://insideclimatenews.org/content/Exxon-The-Road-Not-Taken>.



BC's local governments are well placed to play a global leadership role by demanding accountability. We can come together to start a new global conversation about the moral and legal responsibility of the fossil fuel industry for its role in fueling climate change.

**We – as BC-based community groups – support the Climate Law in our Hands Initiative and are asking you to:**

### **1. DEMAND FOSSIL FUEL ACCOUNTABILITY**

It has been rare for anyone to even ask the fossil fuel industry to take responsibility for its role in causing the global crisis – and the local climate impacts like floods, wildfires and droughts. This avoidance of responsibility ends in BC – when you, and other local governments across the province, write to the world's fossil fuel companies asking them to take their fair share of responsibility for climate change.

This demand can take the form of a detailed invoice for climate costs or a letter simply enquiring as to the company's position on paying a fair share. It can be tailored to reflect the needs and capacity of each community.<sup>3</sup>

### **2. WORK TOWARDS A CLASS ACTION LAWSUIT**

BC communities can demand accountability from the fossil fuel industry in a variety of ways, but if necessary, we may need local governments to demand accountability through the courts.

Lawyers at West Coast Environmental Law have exhaustively researched how a class action – a joint legal action brought by one or more “representatives” of BC's local governments – could be brought against major fossil fuel companies for their role in causing climate change.

We ask you to consider whether your municipality would be willing to launch a class action as a representative and/or how you might support a case launched by other local governments. BC communities need to come together and get behind this type of legal action. Bringing this case will make it clear that fossil fuel companies cannot avoid a legal conversation about accountability – and if we win, we will set a precedent that could change the world – putting us on a global path that will avoid more dangerous climate change.<sup>4</sup>

3. Sample accountability letters are available online at [www.climatelawinourhands.org/demand-accountability](http://www.climatelawinourhands.org/demand-accountability).

4. See <http://www.climatelawinourhands.org/bcclassaction> or have your lawyers speak with the Climate Law in our Hands team at West Coast Environmental Law for more information on the legal basis for a class action.



## Conclusion

Both of these actions, as well as a general public discussion about the role of fossil fuels in our future economy, are most likely to move forward if our communities understand how we are being, and will be, impacted by climate change. We urge you to work with your citizens, climate scientists and other experts in a publicly transparent way to explore what needs to be done to prepare your community for climate change.

Whether we realize it or not, our communities are facing a tidal wave of costs, debt and disaster relief arising from the many effects of climate change. It is time to ask whether we alone are going to bear those expenses, or whether the companies that have made billions of dollars creating this situation also bear some responsibility.

By demanding that those who profit the most from climate change pay their fair share, BC local governments can dramatically reshape the global conversation about climate change and the fossil fuel industry. Community groups around BC will be calling on fossil fuel companies to take responsibility for their role in causing the climate crisis and we hope that you will join us.

Signed by:

West Coast Environmental Law Association	350.org Canada	Canadian Association of Physicians for the Environment
Coalition to Protect East Kamloops	Douglas Channel Watch	Public Health Association of BC
Kelowna Chapter Council of Canadians	BC Yukon Kairos	KAIROS Metro Van
KAIROS BC/Yukon Kootenay Subregion	Pacific Wild	Prince George Public Interest Research Group
Silva Forest Foundation	Sierra Club BC	Climate Change in Focus
Blewett Conservation Society	Dogwood Initiative	We Love This Coast
West Kootenay EcoSociety	Gibson Alliance of Business and Community Society	Comox Valley Global Awareness Network
SFU350	Alliance4Democracy	Earthkeepers: Christians for Climate Justice
UBC Environmental Law Group	Sunshine Coast Conservation Association	Burnaby Residents Opposing Kinder Morgan Expansion-BROKE
Voters Taking Action on Climate Change	Comox Valley Council of Canadians	LeadNow
Wilderness Committee	Parksville Qualicum Beach KAIROS	Fraser Voices Association
The WaterWealth Project	Georgia Strait Alliance	Stand.earth
UBC350	Northwest Institute	Knox United Church
Citizens Against Urban Sprawl Society (CAUSS)	Friends of Wild Salmon Coalition	Association of Whistler Area Residents for the Environment
Atira Women's Resource	Friends of Morice Bulkley	Salmon Coast Field Station Society
MiningWatch Canada	My Sea to Sky	Saanich Inlet Network
The Canadian Youth Climate Coalition	Divest Victoria	
Council of Canadians	Wildsight	
Kitimat Terrace Clean Air Coalition	Greenpeace Canada	
	Burnaby Pipeline Watch	
	Environmental Defense Working Group	





Enbridge  
3985 22nd Avenue  
Prince George, BC  
V2N 1B7

December 13, 2018

Barry Pages, Chair  
North Coast Regional District  
14, 342 – 3<sup>rd</sup> Ave W.  
Prince Rupert, B.C., V8J 1L5

Dear Mr. Pages,

**Re: Westcoast Connector Gas Transmission Ltd. (“WCGT”) Application for Extension to Environmental Assessment Certificate (“EAC”)**

Enbridge is in receipt of your letter dated November 20, 2018, with respect to WCGT’s application to extend its EAC. Thank you for taking the time to review the extension application and provide comments to the British Columbia Environmental Assessment Office (“BC EAO”).

You reference the discontinuation of the Prince Rupert LNG Project (“PRLNG”) as the reason for your opposition in granting an extension to the EAC. You would have noted that in WCGT’s application, reference was made that the WCGT Project was owned by two joint partners (BG and Spectra Energy). Royal Dutch Shell since acquired BG and Enbridge is now an owner of WCGT having merged with Spectra Energy in 2017. While the first of two pipelines being proposed by WCGT was meant to service PRLNG, much has changed in the market and landscape over the last three years, and WCGT has continued to hold discussions with various proponents on the opportunities of using the proposed WCGT Project for natural gas transmission, not necessarily intended for PRLNG. On December 11, 2018, Enbridge announced that it has signed an exclusivity agreement with a significant LNG proponent who will negotiate only with Enbridge for transportation of natural gas to the west coast for the next six months. Our discussions have also continued with multiple Indigenous communities in the region, which will be ongoing in 2019.

We note on your website that the North Coast Regional District believes there is strong opportunity in the region in terms of development, including an emerging liquefied natural gas market. We, too, believe in this opportunity and wish to extend the certificate in order to continue to have the opportunity to design and deliver a globally cost competitive project that is well positioned to take a final investment decision.

Should the BC EAO grant an extension to the EAC, and subject to successful completion of commercial agreements with potential proponents, Enbridge will continue the planning and consultation of the WCGT Project. Enbridge would like to arrange to meet with you and other Board members in 2019 to discuss this proposal and how the North Coast Regional District would like to be engaged moving forward.

Please contact me directly with any questions. I look forward to an opportunity to meet with you and your Board in the new year.

Sincerely,

Catherine Pennington  
Manager, Community and Indigenous Engagement

**ENBRIDGE**

OFFICE: 250 960 2075 CELL: 403 835 2129

[catherine.pennington@enbridge.com](mailto:catherine.pennington@enbridge.com)

3985 – 22nd Avenue, Prince George, BC V2N 1B7

[enbridge.com](http://enbridge.com)

**Integrity. Safety. Respect.**



**November 20<sup>th</sup>, 2018**

Nathan Braun  
BC Environmental Assessment Officer  
PO Box 9426 Stn Prov Govt  
Victoria, B.C. V8W 9V1

**Attention: Nathan Braun, Executive Project Coordinator**

Dear Mr. Braun,

**RE: Application for an Extension of EAC #E14-05 Pursuant to Section 18(2) of the Environmental Assessment Act**

Please be advised that the Board of the North Coast Regional District (NCRD), at its Regular meeting held November 16<sup>th</sup>, 2018, received correspondence from Westcoast Connector Gas Transmission Ltd. (WCTG), addressed to the BC EAO, requesting an extension to its certificate.

The Board of the NCRD wishes to submit this correspondence to the BC EAO to iterate its opposition to the granting of an extension for the aforementioned certificate. In its letter to the BC EAO, WCTG outlines commercial delays in connection with the Prince Rupert LNG project as an impediment to completion of its EAC by November 25, 2019.

With the announcement of the discontinuation of the Prince Rupert LNG project in March 2017, and subsequent withdrawal of the Prince Rupert LNG project from the BC EAO environmental assessment process the following month, the Board of the NCRD does not see the value in further investigating a project that may, as currently proposed, never come to fruition.

Should you have any questions or wish to speak with me directly, please do not hesitate to contact the office of the NCRD.

Best regards,

A handwritten signature in blue ink, appearing to read "Barry Pages".

**Barry Pages**  
*Chair*



14, 342 3<sup>rd</sup> Avenue West  
Prince Rupert BC, V8J 1L5



**P:** 250.624.2002  
**TF:** 888.301.2002



**W:** [www.ncrdbc.com](http://www.ncrdbc.com)  
**F:** 250.627.8493

**Corporate Officer NCRD**

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**From:** AVICC <[avicc@ubcm.ca](mailto:avicc@ubcm.ca)>  
**Sent:** Friday, January 11, 2019 9:26 AM  
**To:** AVICC  
**Subject:** AVICC January Update - 2nd Call for Resolutions and Nominations, Interim Electoral Area Representative, DFO Shellfish Aquaculture Committee Representative, Convention Registration  
**Attachments:** 2019 Call for Resolutions with sample.pdf; 2019 Nominations Package.pdf; Shellfish AMAC ToR final.pdf

*Please forward this email to elected officials, the CAO and Corporate Officer:*

**1. Resolutions and Nominations Deadline**

The AVICC Executive would like to remind members that the deadline for resolutions to be submitted for the 2019 AVICC AGM & Convention is February 7, 2019. The call for resolutions that was initially sent out in November is included again with this email. The package provides guidelines for drafting clear resolutions and a sample resolution.

Also attached is the Nomination package for positions on the AVICC Executive. Signed nomination and consent forms need to be received by the AVICC office by February 7, 2019 in order for candidates to be included in the report on nominations. Candidates may also be nominated from the floor at the Convention.

**2. Interim Electoral Area Representative**

Director Vanessa Craig, representing Electoral Area B in the Regional District of Nanaimo, has joined the AVICC Executive as interim Electoral Area Representative. This position became available when former Sunshine Coast Regional District Director Ian Winn did not seek re-election. Director Craig will serve in this role until the Convention in April, and is eligible to be re-elected to this role during the Convention. The Executive welcomes Director Craig, and is looking forward to working with her.

**3. Call for an AVICC Representative on the Aquaculture Management Advisory Committee (AMAC) for Shellfish.**

An Aquaculture Management Advisory Committee (AMAC) for shellfish was established by Fisheries and Oceans Canada to provide advice and make recommendations on planning, policy and operational decisions related to the aquaculture management of shellfish in BC. The full terms of reference for the committee including details on the committee composition and goals are attached to this email.

AVICC is seeking expressions of interest from elected officials from our region to act as AVICC's representative on this committee. Members interested in serving as the representative should review the attached terms of reference, and email an application to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by February 2nd. The application should describe the member's background and experience as it relates to shellfish aquaculture. The next meeting of the AMAC is scheduled for April 30th in Courtenay, and applicants should confirm that they will be available to attend that meeting.

The member appointed will be expected to report back to the AVICC Executive on the discussions and outcomes of the committee's work. The member appointed will be responsible for representing the full AVICC membership, and responsible for obtaining and communicating to AMAC the input and guidance of AVICC members. Minutes from the last two AMAC Shellfish meetings are available to interested members by request to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

**4. Convention Registration**

The AVICC Executive is reviewing the excellent proposals received for sessions at the upcoming convention. The program is being developed, and registration will be opening early in February. There will be another member update sent out with information about the convention sessions, with a link for delegates to register online through CivicInfo.

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# **SHELLFISH AQUACULTURE MANAGEMENT ADVISORY COMMITTEE (AMAC)**

## **TERMS OF REFERENCE (TOR)**

### **Background**

The marine finfish Aquaculture Management Advisory Committee (AMAC) is being established by Fisheries and Oceans Canada (DFO) Pacific Region to provide formal advice and make recommendations to the Department on planning, policy and operational decisions related to aquaculture management in British Columbia. This process is designed to be stream-lined, representative, and cross-sectoral.

### **Purpose of Aquaculture Management Advisory Committees (AMAC)**

AMACs are the mechanism which will bring together a range of interests related to aquaculture to provide coordinated analysis and advice to DFO with regard to aquaculture in British Columbia. AMACs provide a venue for discussion and dialogue, both between and among industry, First Nations, stakeholders and local/provincial and federal governments. This advice will play an important role in DFO's ongoing development of the marine finfish Integrated Management of Aquaculture Plan (IMAP). Consistent with advisory committee processes established to support other fisheries, AMACs provide a transparent opportunity for all interested groups to better understand and participate in the planning and management cycle for aquaculture.

DFO has also developed bilateral processes with First Nations and the aquaculture industry. It is envisioned that these processes will complement, inform and support work being done within the AMACs, and allow for more targeted discussions to identify and address specific issues. DFO also participates in other bilateral processes already in place in the Pacific Region with environmental non-governmental organization groups, recreational fishing advisory boards and commercial fishing industry advisory boards.

Consistent with legal obligations related to consultation and accommodation, DFO undertakes First Nations consultations outside of the AMAC process. Dealings with respect to consultation on Rights and Title as it relates to aquaculture licensing and management take place directly between DFO and local communities/Nations, outside of the aquaculture advisory processes.

### **AMAC Goal and Objectives**

The goal of the AMAC is to provide regular and ongoing advice to DFO on the management of aquaculture in British Columbia. AMACs are one tool that government uses to make decisions related to aquaculture management, and are the main venue for external stakeholders and aggregate First Nations groups to provide input into the management cycle.

AMACs serve as a vehicle to strengthen the management of aquaculture in British Columbia, through the following draft objectives:

- Set out, according to a determined planning cycle, key management issues and associated plans (set objectives, implementation, measure progress, evaluate) for the IMAPs;
- Provide input and advice regarding DFO aquaculture policies, the development of area and ecosystem-based planning processes, and general Conditions of Licence;
- Serve as a forum for collaborative dialogue and work aimed at improving Canada's management of aquaculture and performance of the industry from both an environmental and economic standpoint; and;

- Provide overall general advice to DFO on the overall management of aquaculture which reflects a variety of perspectives from key groups.

## **Guiding Principles**

In general, DFO advisory processes operate according to an accepted set of principles, designed to guide participation of the parties in the advisory committee process. Drawing on many decades of experience, and with reference to other policies and processes, DFO provides the following principles to guide discussion and decisions on how AMACs are structured and will operate:

- Environmental and Social Sustainability
  - Participants will work to increase their individual and collective knowledge about the aquaculture industry and its possible impacts on the environment. The committee members will provide input to the process which seeks to ensure sustainable aquatic ecosystems, while recognizing that the activity of aquaculture and the success of the industry economically is broadly beneficial to the people of Canada.
- Respect for Process:
  - All participants will respect the terms of reference established for the role and conduct of advisory structures in general and this advisory committee in particular. The AMAC is not intended to duplicate or interfere with any other consultation process within Fisheries and Oceans Canada. The department should refer stakeholders and other outside parties who offer unsolicited recommendations and advice outside of the established process to the appropriate advisory body contact. The department will inform the AMAC of any unsolicited advice it receives.
- Transparent:
  - There should be transparency throughout the process based on open lines of communication and the provision of timely, accurate, accessible, clear and objective information by both the department and participants. This information will be available to all participants in the process on an equal basis. Organizers will provide access to agendas and information needed as a starting point for an informed discussion well in advance of the meetings. In addition, this information and meeting summary notes will be made available to the public to ensure accountability to all Canadians.
- Accountable:
  - Participants who are representatives of a constituency are expected to bring to the discussions the general views, knowledge and experience of those they represent, and bring back an awareness and understanding to their constituencies about deliberations of the consultation activity and reasons for decisions taken. All participants share accountability for explaining how their input/advice was used and why and how decisions are taken.
- Broad Representation:
  - Representation on the advisory committee should relate to the mandate and function of the committee. Participation in advisory committees should reflect a broad range of interests in aquaculture issues in Pacific Region, so that to the extent possible, a diversity of perspectives are engaged.

Respectful participation:

- Participation in the advisory committee process involves responsibilities. Members participate in good faith. Members of the advisory committee will establish an operating environment that promotes and supports civil and productive discussions.
- Effective:
  - All participants should be satisfied that the process can achieve the objectives of the committee. The process will not force consensus, but will seek consensus where possible through the collaboration of participants. This does not mean that participants will always agree with the final advice, outcome, or recommendation. Where there is disagreement, or conflicting opinion with respect to the work of the committee, these variations in opinion will be captured in the meeting notes. The process must be cost-effective, and set out and respect realistic timeframes.

## **Management Cycle**

The timing of the management cycle for IMAPs will relate to the timeframe for required decision-making. Issues include the frequency of required science and policy reviews, and the length of aquaculture licences and related need for review of conditions of licence. Meetings are expected to take place in the spring and fall of each year.

## **Committee Composition**

DFO's objective is that AMACs will be moderate in size, and comprised of a range of interests that would work together within the committee structure to advise DFO on matters related to aquaculture. Groups with interests peripheral to aquaculture, who have established linkages to DFO through other established processes, may link to the AMACs through a designated DFO staff aquaculture liaison. Non-members may also be invited to participate in specific meetings of the AMAC, either as observers or guests.

## **Membership and Participation**

Aquaculture industry	7 seats
First Nations	7 seats
Environmental Organizations	3 seats
Aquaculture Associations	1-2 seats
Regional Districts	2 seats
<b>TOTAL:</b>	<b>20-21 seats</b>

The Government of Canada and the Government of British Columbia will participate in the process of the committee, providing ex-officio representatives as required, but will not have seats on the committee, which is expected to provide advice and recommendations to government.

In addition to the regular participants, the Department or committee members may wish to invite guests or observers to participate in the process. This may include other government departments with jurisdictions related to aquaculture, or other interest groups without seats on the Committee.

Meetings of the AMACs will be open to general observers, but only appointed members, invited guests, and governmental staff will be able to actively participate in the meetings.

The AMACs will link with other processes, for example those where DFO works directly with industry or First Nations. These processes will continue to be part of the ongoing dialogue between DFO and various partners related to aquaculture and may help limit the need for extensive representation on the advisory committees themselves. Items that are shared in these processes may be shared at the AMAC.

## **Alternates**

Each of the participating organizations can identify alternate members for each sitting AMAC member, or for a group of members. Only these alternates will be able to replace the members, should they be unable to attend a meeting.

## **Committee Appointments**

### **Selection of Committee Members**

The following selection method will be used to appoint participants to the AMAC process:

- Participants nominated by their sector/organization
- Nominations forwarded to the Department
- Department appoints nominees

### **Term of Members**

Each member or alternate will serve at the pleasure of the nominating host organization. The normal duration of an appointment will be three years, but if a member resigns or loses the support of their nominating organization a term may be shorter than three years. Decisions of this nature should take place through discussions between the nominating organization and DFO.

### **Ad Hoc Working Groups**

The Aquaculture Management Advisory Committee may convene ad-hoc working groups comprised of members, alternates, and other persons whose perspectives it may determine are required. In all circumstances where the AMAC agrees that a Working Group is to be instituted, the Committee will develop a written implementation plan, including a timeline for the working group that details the task to be undertaken and the reporting requirement.

### **Selection of a Facilitator**

The AMAC will be facilitated by a person that has the capacity and skills to manage the process. This person will not be required to fill another function related to the committee simultaneously and will not participate in content discussions. The facilitator may be a DFO representative, a member of the AMAC, or an independent individual. DFO will engage the members of the committee in process of selecting the facilitator.



## **Roles and Responsibilities**

### **In terms of the functioning of the Committee, the AMAC will:**

- I. Conduct meetings consistent with its Terms of Reference;
- II. Establish an annual meeting plan consisting of a schedule of meetings and anticipated agenda items;
- III. Develop feedback (advice and/or recommendations) relating to the management framework for aquaculture in British Columbia, including the development of the marine finfish Integrated Management of Aquaculture Plan (IMAP), taking into account departmental priorities, the views of the interests represented on the committee, and supporting data and documentation where possible;
- IV. Provide advice to the Department of Fisheries and Oceans;
- V. Fully explore all matters on its agenda in a manner that seeks to understand the interests of all concerned. The committee will seek, but not force consensus, and if it becomes apparent to the facilitator that further dialogue on a specific issue is not productive, the varying opinions of committee members will be recorded and discussion will move forward;
- VI. Review and provide feedback on records of meetings within a limited time frame and accept those records of meetings before the records are made publicly available; and;
- VII. Review its Terms of Reference and engage in an evaluation at the completion of every two years.

### **AMAC Members will:**

- I. Clearly articulate the interest and concerns of their interest group and incorporate them into the committee's discussions;
- II. Contribute to clarifying perspectives and concerns in all discussions by listening carefully, asking pertinent questions, and educating themselves regarding the interests of other members whether or not they are in agreement with them;
- III. Encourage and allow members to test tentative ideas and exploratory suggestions without prejudice to future discussions;
- IV. Keep their constituencies informed of the role of the advisory committee;
- V. Obtain the input and guidance of their constituencies on the issues of discussion at meetings;
- VI. Encourage the engagement of their constituencies in dialogue which will contribute to the discussions at the committee table;
- VII. Represent information, views and outcomes of committee discussions accurately and appropriately, and;
- VIII. Share responsibility for the success of the committee.

### **Fisheries and Oceans Canada (DFO) staff will:**

- I. Respect the process by referring stakeholders and other outside parties who offer unsolicited advice outside of the process to the appropriate advisory committee contact;
- II. Respect the process by directing any unsolicited advice to the appropriate committee members;
- III. Respect the process by informing the committee of any unsolicited advice the department receives;
- IV. Provide logistical support the scheduling, preparing agendas, securing facilities, copying materials, managing discussions, and drafting summary minutes of the advisory committee meetings;
- V. Present information to the committee that enables it to engage in informed discussions on issues for which the department is currently seeking advice, or that the advisory committee has included on its agenda;

- VI. Identify when issues are impacting upon the department's legislative, policy, or program mandates;
- VII. Communicate the outcomes of the advisory committee deliberations, including both common positions, and diverging perspectives, to other staff, other programs, and senior managers as appropriate; and;
- VIII. Provide updates on how the department responds to the advice received during advisory committee meetings in a timely, open, and transparent manner that outlined the rationale for the department's response.

**The Province of BC will:**

- I. Respect the process by referring stakeholders and other outside parties who offer recommendations and advice outside of the established process to the appropriate advisory body contact;
- II. Identify when issues are impacting on the province's legislative, policy or program mandates;
- III. Communicate the outcomes of the advisory committee deliberations throughout the provincial ministries; and;
- IV. Respond to questions and requests for information arising from the deliberations of the advisory committee in a timely manner.

**The process facilitator will:**

- I. Manage the process consistent with the Terms of Reference and agreed upon agenda; promote interactive dialogue, and enable all perspectives to be heard within the constraints of the time available;
- II. Support bringing issues to closure by ensuring that there is clarity on the topics being discussed, a summation of the advice and recommendations of the committee, and acknowledgement of any outstanding issues or concerns;
- III. Identify areas where there are conflicts and support processes through which those conflicts can be addressed; and;
- IV. Prior to the conclusion of every meeting, engage the members in the identification of agenda items and scheduling for the next meeting of the committee.

**NCRD INFO**

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**From:** admin@nclga.ca  
**Sent:** Friday, January 11, 2019 8:52 AM  
**To:** admin@nclga.ca  
**Subject:** Resolutions Package 2019  
**Attachments:** Resolutions Package 2019.pdf

Good Morning NCLGA Members,

The call for the 2019 resolutions is now open.

Resolutions follow a specific format, and must be submitted by a member community in order to reach the floor at the NCLGA AGM & Convention. After the AGM & Convention, all adopted resolutions are sent to UBCM for further advocacy. A well written resolution consists of a preamble and an enactment and each year, a gold star is awarded to the sponsor community with the best resolution.

Please find attached the 2019 resolutions package which talks about the resolutions writing process in detail.

- The deadline for submitting resolutions to NCLGA is 60 days before the AGM & Convention (**March 7<sup>th</sup>, 2019**). The **friendly deadline is Friday March 1st, 2019** to allow us to create a more robust advocacy process. All related info can also be found here: <https://www.nclga.ca/documents/resolutions-package-2019>
- **The registration for 2019 Convention & AGM is now open.** Please ensure you register as soon as possible as space is limited. All related info can be found here <https://www.nclga.ca/conventions/2019-convention>

Please let me know if you have any queries. I hope you have a wonderful day!

**Chakshu Sharma**  
 Tel: 250-564-6585  
 Email:[admin@nclga.ca](mailto:admin@nclga.ca)



**Resolutions Package 2019:**  
**North Central Local Government**  
**Association**

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# Foreword

The North Central Local Government Association (NCLGA) made changes to its resolutions process following the creation of its 2014-2018 Strategic Plan.

After years of roundtable discussions, strategic planning sessions at AGMs, and careful deliberation by the NCLGA Board and its committees, a series of changes have been put in place to ensure a more standardized and effective resolutions process.

Many of these changes bring the NCLGA's procedures up-to-date with other local government organizations, such as the Union of British Columbian Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM). Other changes establish lines of responsibility for resolutions, and open up channels of communication. The NCLGA hopes that with these changes, we may bring closure to a substantial amount of resolutions, both new and old.

Finally, the NCLGA is now opening up its call for resolutions earlier than in the past. This gives local governments more board meetings to discuss, formulate, edit, and submit substantial and informed resolutions that will guide both our regional and provincial work going forward.

## **Highlights:**

- Federal, provincial, or local categorization
- Requirement of additional background information
- Formatting requirements
- Three-year timeline
- Increased communication to sponsor communities
- Packages to be distributed in December, early call for resolutions

# Resolutions 101

**Resolution:** a written motion adopted by a deliberative body.

Resolutions are used as marching orders for the NCLGA. Each year, local government councils and boards submit resolutions to the NCLGA. These are specific calls to action, instructing the NCLGA to do something on behalf of all member communities in the region. Resolutions submitted before the deadline (March 7<sup>th</sup>, 2019) are discussed at the AGM & Convention each May. There, it is decided by the membership which resolutions to adopt or not. Adoption of the resolution signals the full support of all NCLGA member communities. This adds significant strength to the NCLGA's calls for change when advocating for the resolution's proposed action.

Resolutions follow a specific format, and must be submitted by a member community in order to reach the floor at the NCLGA AGM & Convention. The NCLGA does not take resolutions from non-members. After the AGM & Convention, all adopted resolutions are sent to UBCM for further advocacy. However, only resolutions that address issues of a province-wide concern are adopted by UBCM.

- The deadline for submitting resolutions to NCLGA is 60 days before the AGM & Convention (**March 7<sup>th</sup>, 2019**). This year, however, we have set a **friendly deadline of Friday March 1st, 2019** to allow us to create a more robust advocacy process.
- Only NCLGA members may submit resolutions. Resolutions are not accepted from hospital districts, industry, or other organizations.
- Resolutions may be sent back to communities asking for specific changes to be made (punctuation, formatting, etc). For example, the enactment clause must specifically ask the NCLGA to do something. If NCLGA is not mentioned in this clause, resolutions will be sent back and the member will be asked to change the wording.
- If resolutions come in that are very similar in nature, sponsor communities may be asked to agree to a merged resolution. In this instance, both communities will receive recognition as having sponsored it – this streamlines the resolutions process and reduces time spent debating resolutions at the AGM & Convention.
- If the resolution is of a regional nature (pertaining to a northern highway for example), be aware that UBCM may reject it as being “too regional” and will request that NCLGA advocate for it on their own.

# Structure of a Resolution

All resolutions consist of a preamble and an enactment. The preamble describes the issue, and the enactment outlines the action being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

## ***Preamble***

The preamble begins with "WHEREAS," and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

## ***Enactment***

The enactment begins with the phrase "THEREFORE BE IT RESOLVED," and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM. Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.



# Resolution Writing Tips

- a) Address one subject in the text of the resolution. Since your community seeks to influence attitudes and inspire action, limit the resolution to one specific subject or issue.
- b) Use simple, action-oriented language and avoid ambiguous terms. Explain the situation briefly and state the desired action clearly.
- c) Provide factual background information. Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully.

## **Submit background information in one of the following two formats:**

### **i. Supplementary Memo**

A brief, one-page memo from the sponsor local government, which outlines the background that led to the adoption of the resolution by the council or board.

### **ii. Council/Board Report**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential information and submit it with the resolution.

- d) Construct a brief, descriptive title. A title identifies the intent of the resolution and is usually drawn from the "enactment clause." For ease of printing in the Resolutions Book and for clarity, the title should be no more than three or four words.
- e) Focus on issues that are regional. The issue identified in the resolution should be relevant to other local governments across the NCLGA region. This will support productive debate and assist NCLGA to represent your concern effectively to the provincial or federal government on behalf of all NCLGA regional districts and municipalities.

# S.M.A.R.T Criteria for Resolutions

## ***Specific – Target a specific area for improvement.***

This criterion stresses the need for a specific goal rather than a more general one. This means the goal is clear and unambiguous. To make resolutions specific, they must tell the NCLGA membership exactly what's expected, why it's important, who's involved, where it's going to happen and which attributes are important.

A specific goal will usually answer the five 'W' questions:

- **What:** What do I want to accomplish?
- **Why:** Specific reasons, purpose or benefits of accomplishing the goal.
- **Who:** Who is involved?
- **When:** What is the timeline?
- **Where:** Identify a location/region.

## ***Measurable – Quantify, or at least suggest an indicator of, progress.***

A resolution is measurable when you are able to identify the following question: “How will I know when the resolution is accomplished?”

The second criterion stresses the need for concrete criteria for measuring progress. The thought behind this is that if a resolution is not measurable, it is not possible to know whether the NCLGA is making progress toward successful completion.

## ***Assignable – Specify who will do it.***

Without a group held to account, who takes responsibility for completing the resolution? Assign the resolution to specific parties in order to create accountability. Usually, responsibility for the resolution is assigned to one or more of the following parties: the sponsoring community; NCLGA; and/or UBCM.

## ***Realistic – State what results can realistically be achieved, given available resources.***

The fourth criterion stresses the importance of resolutions that are realistic and also attainable. Resolutions that fall outside the purview of local government are not considered realistic. To determine if the resolution is realistic, ascertain if other local governments have accomplished anything similar in the past, and figure out what conditions would have to exist to accomplish this resolution.

***Timely – Specify when the result(s) can be achieved.***

Each resolution submitted to the NCLGA will remain active for a maximum of three (3) years. Resolutions may be resubmitted, with updated background information as to why it's still relevant, once the three-year period has passed. This change is made for two reasons: firstly, situations are not static. Partnerships, legislation, funding, and more can change rapidly. By providing a timeline for resolutions, it compels communities to update the resolution to reflect the current circumstances.

Secondly, it makes the NCLGA's workload more realistic. If every community submitted just one resolution per year, in Year One, staff would have 41 resolutions to work on. In Year Three, staff would have 123 resolutions. By Year Five, staff would have 205 resolutions. At this point, expectations become unachievable. The NCLGA's resolutions process is being reformatted with the promise of making resolutions effective – each and every resolution submitted and endorsed at the AGM will be meaningfully acted upon.

# Sample Resolution

## **SHORT TITLE**

## **SPONSOR COMMUNITY**

WHEREAS the quick brown fox jumped over the lazy dog;



**Semicolon** after first “WHEREAS” clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:



**Colon** after second “WHEREAS” clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

# NCLGA Gold Star Resolution

Each year, a gold star is awarded to the sponsor community with the best resolution. The criteria for qualifying for the Gold Star Resolution are as follows:

- Resolution must be properly titled.
- Resolution must employ clear, simple language.
- Resolution must clearly identify a problem, reason and solution.
- Resolution must have two or fewer recital (WHEREAS) clauses.
- Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
- Resolution must focus on a single subject, and must be of local government concern region-wide.
- Resolution must include appropriate references to policy, legislation and regulation.
- Resolution must be received prior to the deadline of March 7<sup>th</sup>, 2019.
- Resolution must have a recommendation of endorsement by the NCLGA Executive.

# Examples of Well-Written Resolutions

## SHADOW POPULATIONS

## NCLGA EXECUTIVE

**WHEREAS** local governments in rural British Columbia are experiencing a growing number of people living adjacent to their borders which is placing additional service provision pressures on these communities;

**AND WHEREAS** the local governments are not presently allowed to include this “shadow” population in their overall population count even though municipal services are utilized by them:

**THEREFORE BE IT RESOLVED** that the NCLGA and UBCM lobby the Provincial Government to amend the Community Charter to allow local governments the ability to conduct municipal census similar to Alberta's Municipal Government Act's Determination of Population Regulation 63/2001 and Amendment 10/2013.

### **Background Information:**

Province of Alberta, Municipal Government Act, Determination of Population Regulation Alberta Regulation 63/2001

[http://municipalaffairs.gov.ab.ca/documents/msb/Determination\\_of\\_Population\\_Regulation.pdf](http://municipalaffairs.gov.ab.ca/documents/msb/Determination_of_Population_Regulation.pdf)

### *Shadow population*

- (1) A municipal authority may apply to the Minister to have the shadow population included as part of the municipal census if the shadow population in a municipality is
  - (a) greater than 1000 persons, or
  - (b) less than 1000 persons but greater in number than 10% of the permanent population.
- (2) An application under subsection (1) must be made prior to the municipal authority conducting the municipal census.
- (3) The shadow population for a municipal authority must be verified every 3 years by a count held in the period starting on April 1 and ending on June 30 of the same year.
- (4) The Minister shall determine whether the shadow population may be included as part of the municipal authority's municipal census.
- (5) If the Minister permits a municipal authority to use the shadow population as part of the municipal census, the municipal authority must submit the results of the count of the shadow population, in the form set out in Schedule 3, to the Minister before September 1 of the year in which the municipal census is conducted.

STREETLIGHTS AND CARBON NEUTRALITY

PORT CLEMENTS,  
QUEEN CHARLOTTE,  
MASSET,  
NEW HAZELTON,  
STEWART

**WHEREAS** BC Municipalities, who signed the Climate Action Charter, were supposed to achieve carbon neutrality by 2012 and streetlights represent a significant portion of electrical usage, especially for small northern communities;

**AND WHEREAS** BC Hydro owns a significant percentage of the streetlights under the 1701 designation, especially in smaller communities, which is preventing those communities from being able to address their carbon footprint by changing to LED streetlights:

**THEREFORE BE IT RESOLVED** that the NCLGA and the UBCM supports lobbying the provincial government to make the necessary changes to BC Hydro to allow all communities to reach locally appropriate solutions to switch BC Hydro owned streetlights to LED lights.

**Background Information:**

Municipalities who signed the Climate Action Charter are required to be carbon neutral either through changes in operations, by purchasing carbon credits or through some combination thereof. This creates a challenge, especially in small communities who do not have the resources or the density of population to make some of the options cost effective. Streetlights represent a large electrical use for most municipalities. BC Hydro owns most streetlights (classified as Schedule 1701 – Overhead Street Lights) in small communities and in some larger communities as well. LED technology represents at minimum a 45% savings in electrical consumption and carbon emissions (the estimates vary between 45-65%). Currently, for any streetlight fixture owned by BC Hydro, there is no mechanism to allow Municipalities to have them changed to LED fixtures even if the community is willing to fund the retrofit 100%. Small communities are not significant enough power consumers to have Key Account Managers within BC Hydro to advocate on their behalf. Additionally, BC Hydro doesn't currently have a tariff in place to recognize the reduced power consumption of LED lighting. Creating a tariff involves the BC Utilities Commission and is a slow process.

Haida Gwaii has had funding in place since the beginning of 2012 to replace 1701 Streetlights with LED fixtures and have been negotiating with BC Hydro to allow them to switch to LED lights since March of 2012. The north end of Haida Gwaii runs exclusively on diesel generated hydro whose rates are subsidized by the rest of British Columbia residents therefore making the conversion to LED in all British Columbians interest.

Although BC Hydro is a large organization and the wheels often turn much slower where several levels of bureaucracy are involved, LED streetlights are not new technology. NCLGA and UBCM need to strongly encourage BC Hydro to move quicker on this issue and to work with small communities, regardless of the amount of power consumption involved, to reach solutions that support BC Hydro's green initiatives and BC Municipalities obligations under the Climate Action Charter.



WHEREAS small rural communities could benefit economically as service centres for the growing recreational sport of All-Terrain Vehicle (ATV) touring;

AND WHEREAS legislation in British Columbia currently prohibits the operation of All-Terrain Vehicles on highways, roads and streets for recreational purposes:

THEREFORE BE IT RESOLVED that the NCLGA and UBCM lobby the Provincial Government to amend current legislation to permit Local Governments to regulate the operation of ATVs on municipal roads and streets within their boundaries.

**Background Information:**

Provincial legislation currently provides local governments with the power to regulate the use of snowmobiles on municipal streets. Some municipalities such as the District of Wells take advantage of this empowerment to promote our community as a winter tourism destination by providing snowmobile enthusiasts not only with an excellent winter trail system, but also with the ability to directly access services in our town such as accommodation, restaurants and fuel.

The resolution being proposed is to encourage the Provincial Government to extend this same successful municipal empowerment to include the regulation of recreational All-Terrain Vehicles on municipal streets. Just as with snowmobiles, each Local Government could have the authority, by bylaw, to determine how, where and when ATV on-street use could be permitted within their boundaries. Obviously, this may not be suitable for many urban areas and in such situations local governments need not enact such bylaws. However, for rural communities with a strong economic dependence on recreational tourism such legislation could provide an additional tool with which to promote their communities and sustain their businesses. For this reason we ask your support for this resolution.



JAN 04 2019

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

Reference: 282197

Dear Chair Pages,

**Re: BC Ferries**

Thank you for your email of November 20, 2018, regarding your support for the recommendations put forward by the Select Standing Committee on Finance and Government Services in their Report on the Budget 2019 Consultation. I am also responding on behalf of my colleague, the Honourable Carole James, Minister of Finance.

The Committee's yearly consultation serves an important role in helping to shape the provincial government's budget for the upcoming year, and I was pleased to have the opportunity to review the recommendations raised in the report.

I recognize that ferry service is an ongoing concern for residents of Haida Gwaii, and I was glad to know that members of the community took the time to participate at the public hearing in Masset. Many of the concerns raised in the report are consistent with those I have heard during my meetings with community representatives. You can be sure the thoughts and ideas shared by those who participated in the engagement process will be taken into consideration as the Province develops its budget for the coming year.

In addition, the comprehensive operating review of the coastal ferry service led by special advisor Blair Redlin has now been completed. The report is broad in scope, and government is currently considering its recommendations. Once we have completed our review of the report's findings, it will be made publicly available.

.../2

- 2 -

Thank you again for taking the time to write.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Claire Trevena', with a stylized flourish at the end.

Claire Trevena  
Minister

Copy to:      Honourable Carole James  
                 Minister of Finance  
                 MLA, Victoria-Beacon Hill



**November 20<sup>th</sup>, 2018**

Hon. Claire Trevena  
Minister of Transportation and Infrastructure  
Room 306 Parliament Buildings  
Victoria, B.C. V8V 1X4

Hon. Carole James  
Minister of Finance  
Room 153 Parliament Buildings  
Victoria, B.C. V8V 1X4

**Attention: Hon. Claire Trevena, Minister of Transportation and Infrastructure & Hon. Carole James, Minister of Finance**

Dear Ministers,

**RE: BC Ferries and November 2018 Recommendations from the Select Standing Committee on Finance and Government Services**

Please be advised that the Board of the North Coast Regional District (NCRD), at its Regular meeting held November 16<sup>th</sup>, 2018, discussed the recommendations put forward by the Select Standing Committee on Finance and Government Services as part of the Province of B.C.'s 2019 budget consultation.

More specifically, the Board of the NCRD took particular interest in recommendations #96 and #97 which, respectively, recommended that the Province of B.C. "offer discounted ferry fares to K-12 school classes and school-based clubs and sport teams to enable expanded educational and team-based extracurricular opportunities" and "fund the expansion of ferry service for ferry-dependent communities, including BC Ferries Route 11 and Route 26 servicing Haida Gwaii".

These recommendations were put forward following consultation on Haida Gwaii which outlined the urgent need to increase ferry service in the region. Residents in the region all feel the shared impact that service reductions in 2014 on these routes have had on every facet of community life, ranging from health and employment to social and educational – all of which have been adversely impacted since service reductions were implemented in 2014.



14, 342 3<sup>rd</sup> Avenue West  
Prince Rupert BC, V8J 1L5



**P:** 250.624.2002  
**TF:** 888.301.2002



**W:** [www.ncrdbc.com](http://www.ncrdbc.com)  
**F:** 250.627.8493





The Board of the NCRD wishes to take this opportunity to bring your attention to the recommendations put forward in this report. The Board also wishes to be kept informed as to how your Ministries intend to take action on these recommendations during the next provincial budgeting cycle.

Again, the Board wishes to reiterate that an adequate and reliable BC Ferry service is paramount to the success of Haida Gwaii, its residents and the north coast region as a whole. It is with great interest that the Board hopes to see positive discussion and solutions brought forward to address the need in transportation service gaps on BC Ferries Routes 11 and 26, as well as Route 10 (Prince Rupert to Port Hardy).

Should you have any questions or wish to speak with me directly, please do not hesitate to contact the office of the NCRD.

Best regards,

A handwritten signature in blue ink, appearing to read "Barry Pages".

**Barry Pages**

*Chair*



14, 342 3<sup>rd</sup> Avenue West  
Prince Rupert BC, V8J 1L5



*P:* 250.624.2002  
*TF:* 888.301.2002



*W:* [www.ncrdbc.com](http://www.ncrdbc.com)  
*F:* 250.627.8493



December 11, 2018

Ref: 110821

Barry Pages, Chair  
North Coast Regional District  
14-342 3rd Avenue West  
Prince Rupert BC V8J 1L5  
Email: [bpages@mhtv.ca](mailto:bpages@mhtv.ca)

Dear Barry Pages:

**Re: Union of British Columbia Municipalities Annual Convention**

It was a pleasure to meet with you and the delegation from the North Coast Regional District at the 2018 Union of British Columbia Municipalities Convention in Whistler. I enjoyed hearing about the progress you have made to bring cellular service to Port Clements.

Reliable connectivity is critical, especially during major events like forest fires. Connectivity allows for instant communication and necessary resources for emergency responders such as GPS mapping, image sharing and natural disaster monitoring. This is especially important for first responders and workers on the front lines and for citizens and businesses affected.

I am delighted to see that the Gwaii Communications Operation Connect - Haida Gwaii project, co-funded through the federally led Connect to Innovate program and provincial Connecting BC program, has been approved for funding. This project will bring transport and last mile service to communities on Haida Gwaii and provide the needed network capacity to support cellular service in the future.

As mentioned in our meeting, there is currently funding available through the Connecting British Columbia program to improve last-mile connectivity infrastructure, develop regional connectivity infrastructure strategies, and to install new transport infrastructure. I would encourage the District to work with local internet service providers to identify last-mile solutions and apply to the current intake. Program details are posted on Northern Development's website at [www.northerndevelopment.bc.ca/funding-programs/partnerprograms/connecting-british-columbia](http://www.northerndevelopment.bc.ca/funding-programs/partnerprograms/connecting-british-columbia). A new [Connectivity Handbook](#) is also available to help develop a regional connectivity strategy.

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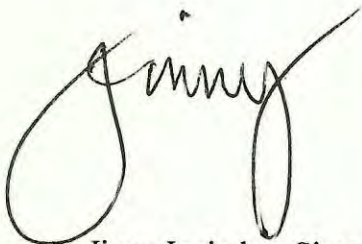


Recently, the Canadian-Radio-Television-Commission (CRTC) announced the criteria for a new Broadband Fund to be launched in the spring of 2019. The new Fund will complement other federal and provincial programs to improve connectivity in Canada. My ministry is working closely with federal departments to ensure that the programs are positioned to benefit communities across the province. More information on the Broadband Fund can be found here: <https://www.canada.ca/en/radio-television-telecommunications/news/2018/09/crtc-announces-details-of-the-broadband-fund.html>.

During UBCM 2018, my ministry hosted the Connected Communities BC Digital-by-Design workshop to introduce a made-in-BC digital framework and self-assessment tool. This tool was developed by BC communities as a guide to assist communities to become digitally enabled. Communities that re-imagine their future through a digital lens, and plan for how digital and connectivity will improve community well-being are better positioned to realize economic, social and environmental benefits. My ministry is working with communities to refine this tool to incorporate digital planning into community planning.

Thank you for taking the time to meet with me at UBCM 2018. I look forward to hearing about your continued success in the future. If you have a project in mind or would like to receive further information on the Province's activities to expand high-speed internet connectivity, or to learn more about the Connected Communities BC initiative, please contact Howard Randell, Executive Director, Network BC at 250 415-6867, or by email at [NetworkBC@gov.bc.ca](mailto:NetworkBC@gov.bc.ca).

Sincerely,



Jinny Jogindera Sims  
Minister

Pc: Doug Chapman, Chief Administrative Officer, North Coast Regional District  
Email: [cao@ncrdbc.com](mailto:cao@ncrdbc.com)

Network BC, Ministry of Citizens' Services  
Email: [NetworkBC@gov.bc.ca](mailto:NetworkBC@gov.bc.ca)

Minister of Transport



Ministre des Transports

Ottawa, Canada K1A 0N5

DEC 18 2018

RECEIVED DEC 28 2018

Mr. Barry Pages  
Chair  
North Coast Regional District  
14-342 3<sup>rd</sup> Avenue West  
Prince Rupert BC V8J 1L5

Dear Mr. Pages:

Thank you for your correspondence of October 15, 2018, regarding the Ports Modernization Review.

I appreciate that you have taken the time to share your perspectives on this important initiative. They will be valuable in identifying potential reform to Canada's port system.

I understand my officials have already contacted the North Coast Regional District to engage further about your submission. I look forward to hearing about the outcomes of this discussion.

Thank you again for writing and for your submission.

Yours sincerely,

The Honourable Marc Garneau, P.C., M.P.  
Minister of Transport





**October 15<sup>th</sup>, 2018**

Minister Marc Garneau  
House of Commons  
Ottawa, Ontario  
K1A 0A6

**Attention: The Honourable Marc Garneau, Minister of Transportation**

Dear Mr. Garneau,

**RE: North Coast Regional District Response to Transport Canada's Ports Modernization Review**

Please be advised that this correspondence has also been submitted, via online platform, as part of the North Coast Regional District's (NCRD) submission to Transport Canada's Port Modernization Review consultation.

As you may be aware, the NCRD is an area approximately 19,000 km<sup>2</sup> on British Columbia's north coast. The area encompasses a mainland region, consisting of Prince Rupert, Port Edward and two electoral areas, as well as an island region, Haida Gwaii, consisting of the Villages of Masset, Queen Charlotte and Port Clements and two electoral areas. Included in the region are also four Tsimshian First Nation and two Haida First Nation reserves. Historically, local economies have been reliant on ocean-based industries such as fisheries, aquaculture, boatbuilding, shipbuilding, transportation and tourism.

In 1975, the federal government declared the Port of Prince Rupert a national harbour, followed by several years of construction of various facilities such as the Fairview Terminal and Ridley Terminals. In 1997, the Prince Rupert Port Authority (PRPA) was created as a governance body, and has overseen the Prince Rupert Port's transition from a regional resource port to the emerging North American trade gateway that it is today. To that end, the PRPA has responsibility for all federally owned waterfront properties in the Prince Rupert harbour which is now home to a total of eight PRPA port facilities.



14, 342 3<sup>rd</sup> Avenue West  
Prince Rupert BC, V8J 1L5



P: 250.624.2002  
TF: 888.301.2002



W: [www.ncrdbc.com](http://www.ncrdbc.com)  
F: 250.627.8493



The Board of the NCRD wishes to take this opportunity, provided through the Ports Modernization Review, to iterate the need to ensure that all federal port structures recognize the existence and needs of traditional and historic small-midsized business tenants operating within federal port lands. For years, and to this day, these businesses have contributed to the local economy and should be respected as long-standing economic generators for the community.

The fishing, aquaculture, boat and ship building, tow boating, and forestry industries have existed in our ports for over a century. Yet today, businesses operating within those industries inside the jurisdiction of the PRPA find themselves struggling, often times failing, in part due to port restrictions too onerous for them to comply with.

Canada, and British Columbia in particular, needs to preserve and foster these culturally and economically important businesses as part of a vibrant, diverse working water front community.

The Board of the NCRD would appreciate a response to this correspondence with particulars on how Transport Canada intends to address these concerns through a review of federal port structures as we look forward to the future.

Should you have any questions or wish to speak with me directly, please do not hesitate to contact the office of the NCRD.

Best regards,

A handwritten signature in blue ink, appearing to read "Barry Pages".

**Barry Pages**  
*Chair*



14, 342 3<sup>rd</sup> Avenue West  
Prince Rupert BC, V8J 1L5



**P:** 250.624.2002  
**TF:** 888.301.2002



**W:** [www.ncrdbc.com](http://www.ncrdbc.com)  
**F:** 250.627.8493

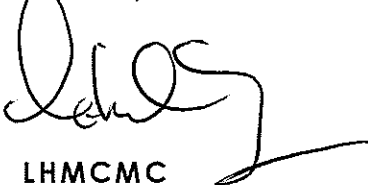
**LHMCMC**January 16<sup>th</sup>/2019**Dear : North Coast Regional District Board of Directors,**

A few years ago, the various island advisory committees such as Tow Hill, Lawnhill, Tlell and Miller Creek were decommissioned. At the time, an offer was made by the RD to help to help these communities operate under a different structure such as a community association. Currently in Lawnhill and Miller Creek there is interest in looking at the feasibility and overall community, by-in of setting up such a community association. The reasoning that these communities would like to see the revitalization of such an association is for various reasons. For instance, it has become very difficult for these communities to apply for funding with no organized body in place to administer the projects. As well, the committee would be looking to have a stronger representation when it comes to emergency management, road maintenance, illegal camping, safe beach parking, dumping of refuse, trail building/maintenance to name a few topics that are under discussion. We hope to have your support in this endeavor and look forward to hearing your decision.

Of course, this body would need some funding! Can't forget that. Considering that it is budgeting time at the RD we would like to be considered for a grant in aid for this group in the amount of \$2000.00 for the first year. This amount would be used for initial administration set-up, running of meetings, office supplies etc. The group would report back in a transparent fashion under the RD's guidance to the board each year.

Thank-you in advance for consideration of this initiative. We look forward to hearing back.

Sincerely,



**LHMCMC**  
**Mike Racz**  
**250 637 1744**  
**mikeracz3@gmail.com**



RECEIVED JAN 24 2019

JAN 21 2019

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

Reference: 282196

Dear Chair Pages,

**Re: Shoreline Erosion**

The Honourable Claire Trevena, Minister of Transportation and Infrastructure, shared with me your letter of November 20, 2018, regarding shoreline erosion in Sandspit. I am pleased to have the opportunity to respond.

Protecting against shoreline erosion on Haida Gwaii remains a priority for the ministry. As you likely know, our local maintenance contractor regularly monitors conditions along all roads on Haida Gwaii and submits monitoring reports which enable us to prioritize mitigation efforts, such as armouring.

This January, local Roads Area Manager, Brian Lomas, will be carrying out a thorough review of coastal erosion in Haida Gwaii, including Alliford Bay Road in Sandspit, to prioritize potential prevention measures. Mr. Lomas will contact your office directly once this review is complete to arrange a meeting to discuss his findings in more detail.

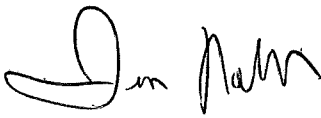
Please do not hesitate to contact Rena Gibson, Acting District Manager, should you have any questions or concerns in the meantime. She can be reached by telephone at 250 615-3967 or by email at [Rena.Gibson@gov.bc.ca](mailto:Rena.Gibson@gov.bc.ca) and would be pleased to assist you.

.../2

- 2 -

Thank you for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ian Pilkington'.

Ian Pilkington  
A/Executive Director  
Highway Operations

Copy to: Honourable Claire Trevena  
Minister of Transportation and Infrastructure  
MLA, North Island

Rena Gibson, Acting District Manager  
Skeena District

Brian Lomas, Area Manager, Roads  
Skeena District





November 20<sup>th</sup>, 2018

Hon. Claire Trevena  
Minister of Transportation and Infrastructure  
Room 306 Parliament Buildings  
Victoria, B.C. V8V 1X4

**Attention: Hon. Claire Trevena, Minister of Transportation and Infrastructure**

Dear Minister,

**RE: Shoreline Erosion along Shingle Bay in Sandspit, B.C.**

On behalf of the Board of the North Coast Regional District (NCRD), I am writing today with respect to an issue of concern in the community of Sandspit, B.C., which is the ongoing shoreline erosion along Shingle Bay in the community.

As I'm sure you are aware, shoreline erosion is a natural process that occurs along the coast. Given the community's coastal nature, beaches are an integral part of the community and serve as the first line of defense against ocean waves, providing a buffer between the waves and coastal properties. When beaches are impacted, they progressively lose this buffering ability, making further shoreline erosion more likely. As the beach erodes, vulnerable infrastructure – such as the main access road for the community – is placed at even greater risk.

The Board of the NCRD wishes to bring this issue forward for your Ministry's action. Specifically, we are requesting that any plans that may have been developed by the Province of B.C. with respect to this matter be shared with the NCRD. If there are none, it may be timely to have a discussion around this issue before it escalates into the future.

The NCRD, and the community of Sandspit, would welcome the opportunity to further discuss shoreline erosion in Sandspit with yourself, or a member of your staff that may be better prepared to speak on the topic to identify concerns and potential solutions.

Should you have any questions or wish to speak with me directly, please do not hesitate to contact the office of the NCRD.

Best regards,

**Barry Pages**  
Chair



14, 342 3<sup>rd</sup> Avenue West  
Prince Rupert BC, V8J 1L5



**P:** 250.624.2002  
**TF:** 888.301.2002



**W:** [www.ncrdbc.com](http://www.ncrdbc.com)  
**F:** 250.627.8493



## Staff Report

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**Date:** January 25<sup>th</sup>, 2019

**To:** Haida Gwaii Regional Recreation Commission

**From:** D. Lomax, Haida Gwaii Regional Recreation Coordinator

**Subject:** Haida Gwaii Regional Recreation: 2018 4th Quarter Reporting

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### Recommendation:

**THAT the staff report entitled “Haida Gwaii Regional Recreation: 2018 4th Quarter Reporting” be received for information.**

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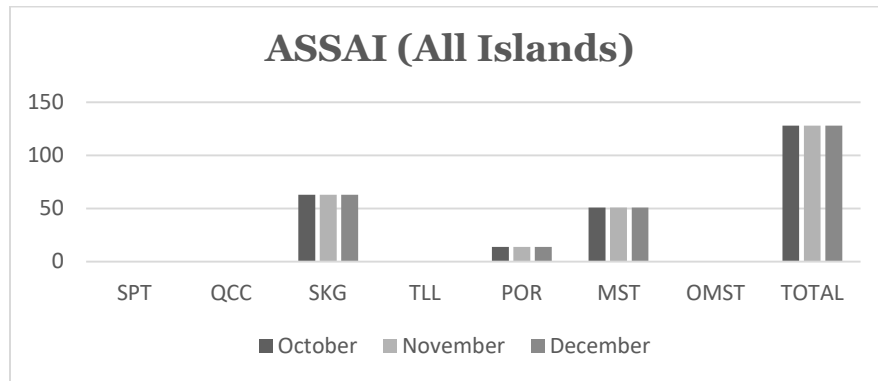
### BACKGROUND:

Throughout October to December 2018 (Q4 2018), Haida Gwaii Regional Recreation (HGR) offered support for programs in varying degrees of capacity, which included the operation of registered HGR programs; coordination and support for drop-in sports programs; and participation and support for community events across Haida Gwaii. These programs are categorized as being either: ran/led; cooperative/partnership; or supporting.

### DISCUSSION:

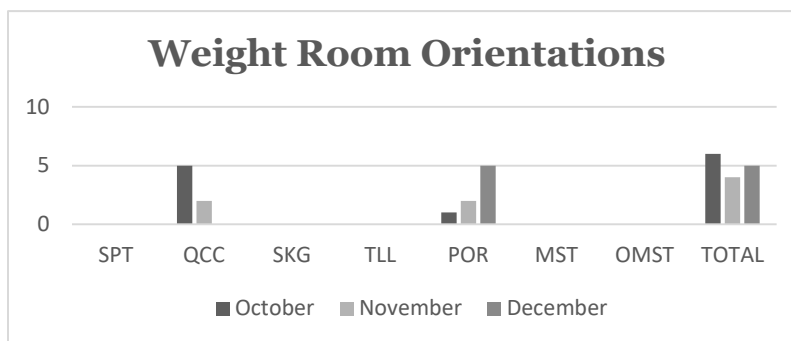
#### *After School Sport and Art Initiative (ASSAI)-All Islands (Ran/Led Program)*

In September 2018, the Haida Gwaii ASSAI program began its 9th year of programming on Haida Gwaii. The ASSAI program offers a wide variety of free sport, art and cultural programs across the islands to youth ages 5-18. Please note, Old Masset/Masset and Skidegate/Queen Charlotte numbers are combined.



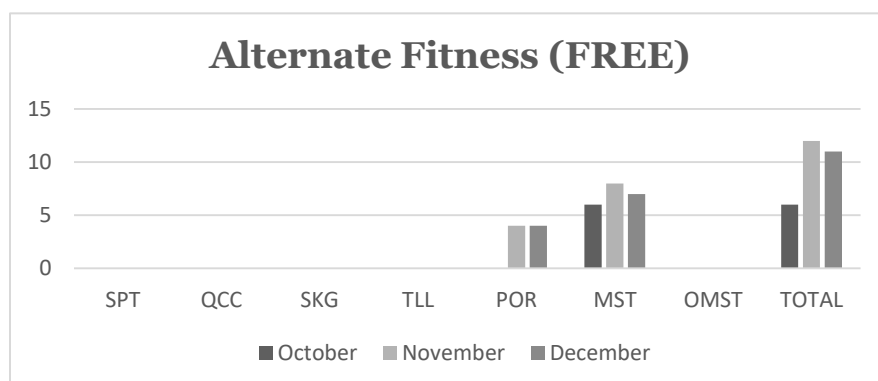
### **Weight Room Orientations-Port Clements, Queen Charlotte and Sandspit (Ran/Led Program)**

Throughout Q4 2018 HGR held a total of 5 weight room orientation sessions: 2 in Queen Charlotte, 3 in Port Clements with a total of 15 participants.



### **Alternate Fitness (FREE)-Masset and Port Clements (Ran/Led Program)**

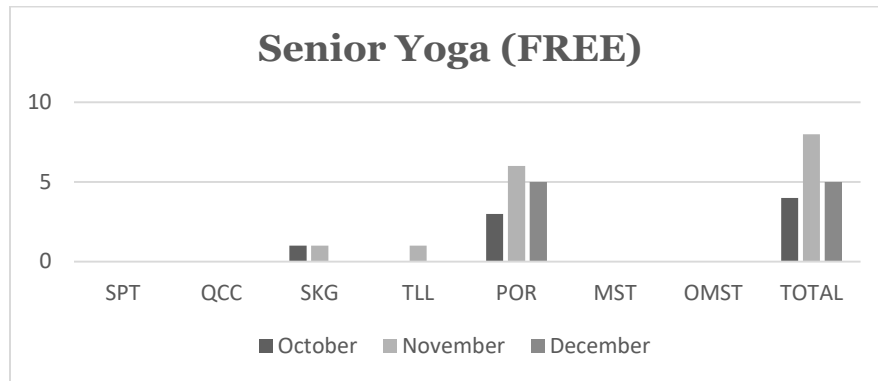
Alternate Fitness, held in Masset, runs every Tuesday and Thursday and in Port Clements the program runs every Tuesday.



### **Senior Yoga (FREE)-Port Clements (Ran/Led Program)**

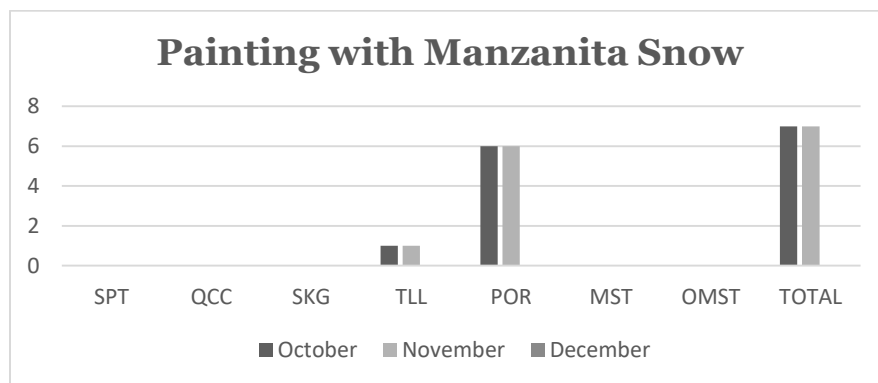
Seniors Yoga was an 8-week program in Port Clements that started in October and finished in December in the Seniors' room (multiplex).





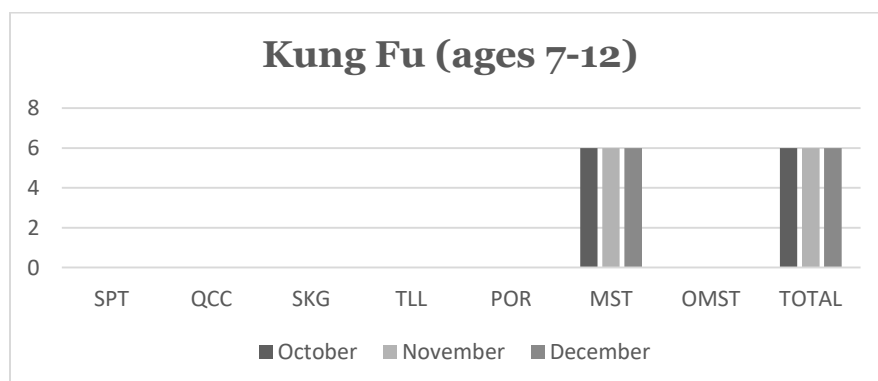
### **Painting with Manzanita Snow-Port Clements NEW (Ran/Led Program)**

A beginner's workshop in watercolour and acrylic painting using unusual techniques and approaches. This program will include all supplies i.e. paper, canvasses, paint, brushes etc. Sessions 1-4 focused on watercolor techniques. Discussions about famous painters, stories, anecdotes etc. and introduced all kinds of different painting techniques. Sessions 5-8 focused on acrylic painting on canvass and multi media work.



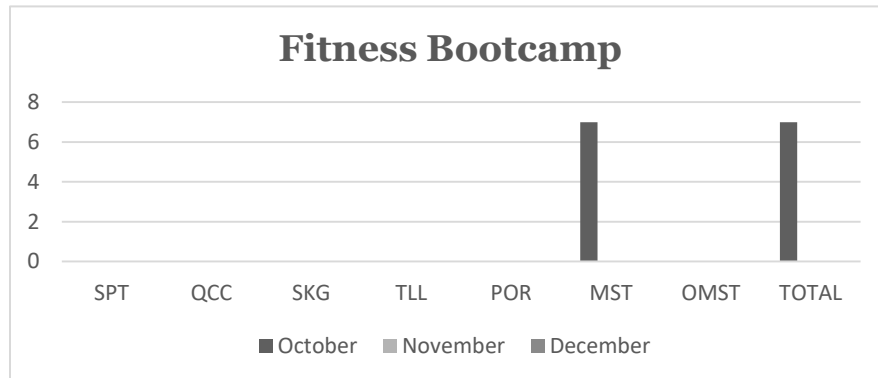
### **Kung Fu (ages 7-12)-Masset (Ran/Led Program)**

The Kung Fu system is Hung Jong Kuen Pai: Like all Chinese Martial Arts, Hung Jong Kuen Pai basis its forms and techniques on animals. The instructor has over 3 decades of Kung Fu experience.



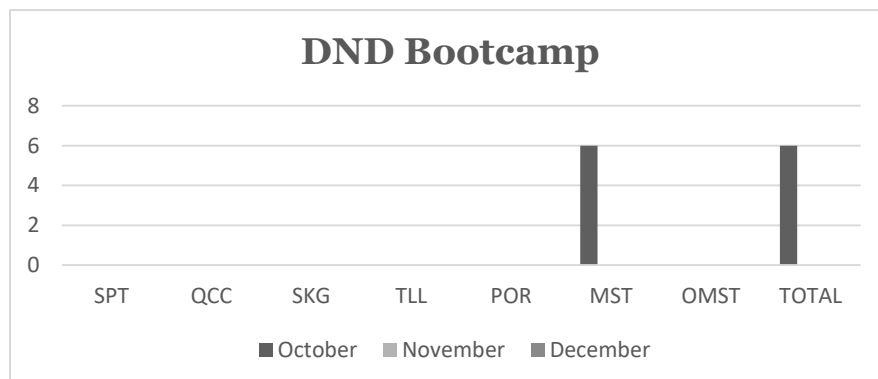
### **Fitness Bootcamp-Masset (Ran/Led Program)**

The Fitness Bootcamp provides a mixture of exercises and cardiovascular training designed to work the heart and lungs and give almost every muscle in the body a workout. This class is suitable for novice exercisers and fitness enthusiasts alike, because individuals can work at their own personal level and intensity. The Fitness Bootcamp runs 2 morning classes every Monday and Wednesday and had a total of 7 participants for the month of October.



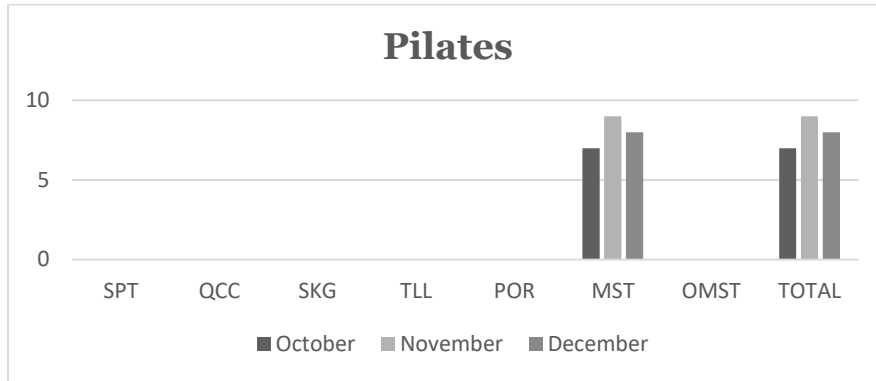
### **Fitness Bootcamp, Department of National Defense (DND)-Masset (Ran/Led Program)**

Ashley who runs the Bootcamp has now expanded her program and has started training the DND once a week. The class offers the same structure and benefits of the community-based program but specifically designed for the DND.



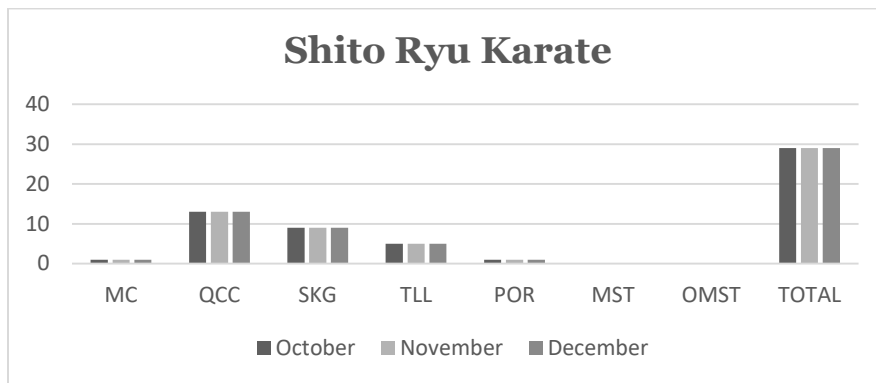
### **Pilates-Masset (Ran/Led Program)**

Pilates includes exercises for every part of the body and applications for every kind of activity; may be modified to suit all ages and fitness levels- from post-rehab to elite athletes. Pilates has evolved into a very popular, efficient form of cross-training.



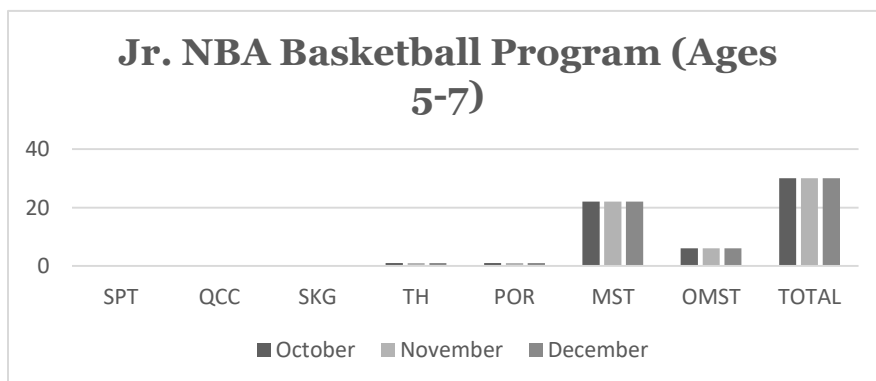
**Shito Ryu Karate-Skidegate (Ran/Led Program)**

Shito Ryu Adult and Youth Karate is in its 8<sup>th</sup> consecutive year and runs twice-weekly. Shito Ryu Karate is attended by youth and adults ages 7-57. Q4 saw participants ranging from Queen Charlotte to Port Clements.



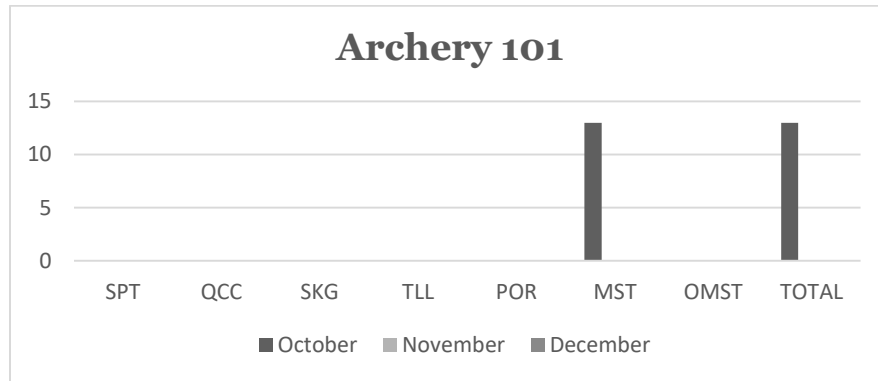
**Jr. NBA Basketball Program (Ages 5-7)-Masset NEW (Ran/Led Program)**

The Jr. NBA program was a 12-week program that ran once a week for 45 minutes. It was created in alliance with Canadian Sport 4 Life/Long Term Athlete Development initiatives. The curriculum has been developed by NBA Basketball Operations and a team of experts in child development and physical literacy, and basketball fundamentals.



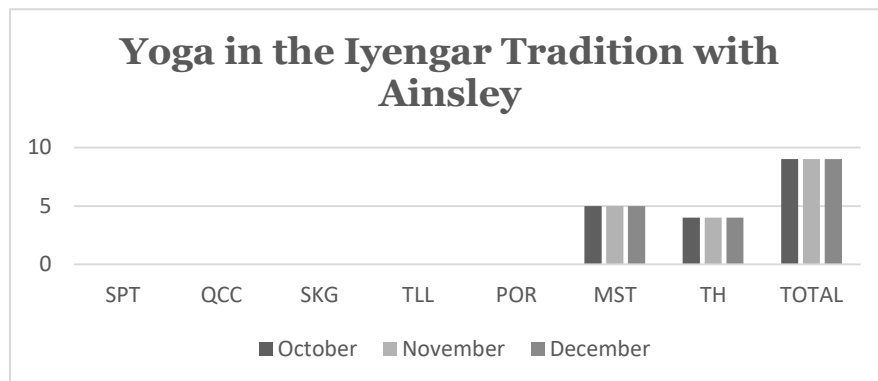
### **Archery 101-Masset NEW (Ran/Led Program)**

This program is aimed at new and beginner archers who are interested in learning the basics of archery and developing their shooting with guided practice at a range. At the end of the program students will have an understanding of use and care of equipment, standard range procedures, correct shooting technique and strategies for improving their shooting.



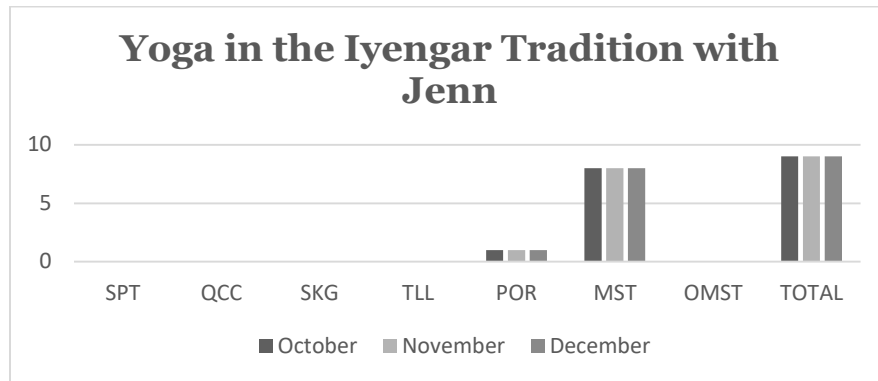
### **Yoga in the Iyengar Tradition with Ainsley/Mondays-Masset NEW (Ran/Led Program)**

These yoga classes are taught in the Iyengar yoga tradition, with the use of props and careful attention to alignment. All levels are welcome and yoga mats and props are provided.



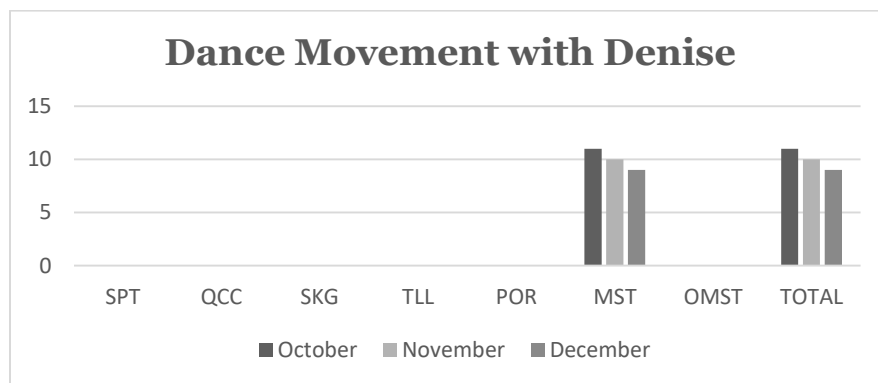
### **Yoga in the Iyengar Tradition with Jenn/Tuesdays-Masset NEW (Ran/Led Program)**

These yoga classes are taught in the Iyengar yoga tradition, with the use of props and careful attention to alignment. All levels are welcome and yoga mats and props are provided.



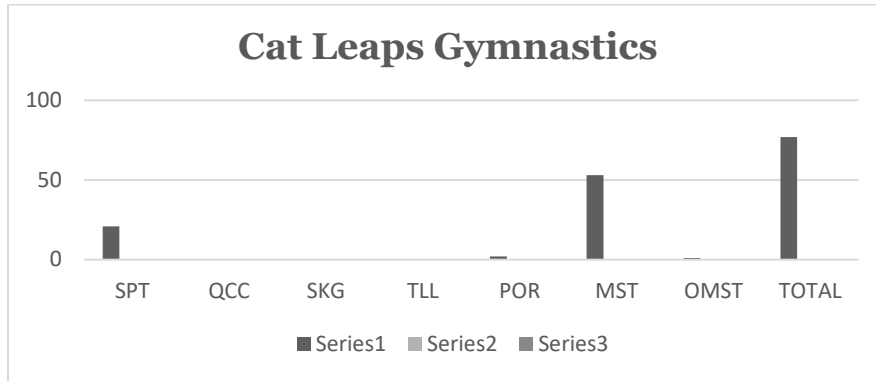
**Dance Movement with Denis-Masset NEW (Ran/Led Program)**

Based from the Expressive Movement after school program, the Dance Movement Program in Masset will focus on classic dance as an integral part of the children's experience and the movement of the body as an intellectual creativity. These classes will focus in ballet positions and choreography created by the students.



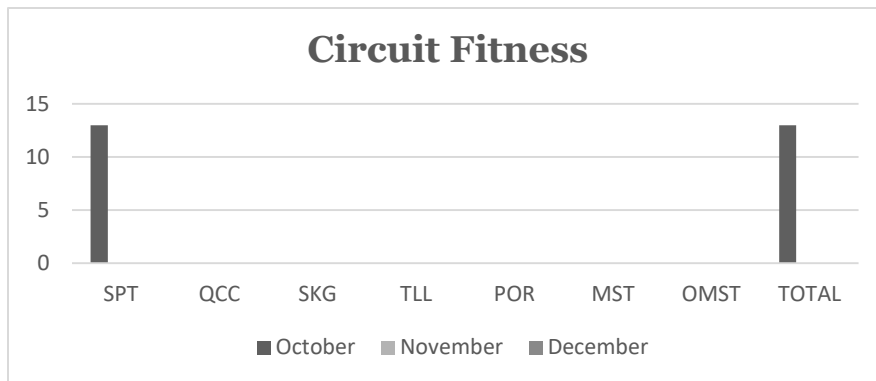
**Cat Leaps Gymnastics-Queen Charlotte (Ran/Led Program)**

For the 2<sup>nd</sup> year in a row Cat Leaps **Gymnastics'** has come to the islands of Haida Gwaii to execute 5 weeks of programming. 2 weeks in Queen Charlotte, 2 weeks in Masset and the camp will end with one week in Sandspit. During this camp children will learn fundamental movements such as rolling, jumping, safe landings and more progress based on their individual skill level and abilities. They will gain confidence in themselves as well as a better awareness of their moving bodies play games and explore circuits while increasing special awareness and have a ton of fun. The final 3 weeks were in Masset (2) and Sandspit (1).

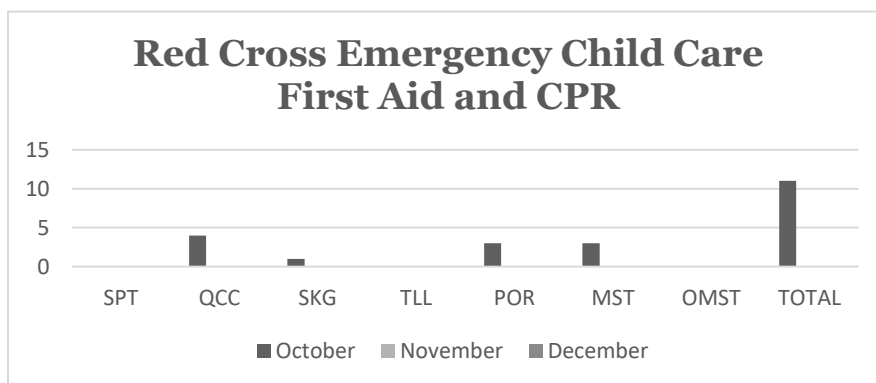


### **Circuit Fitness-Sandspit (Ran/Led Program)**

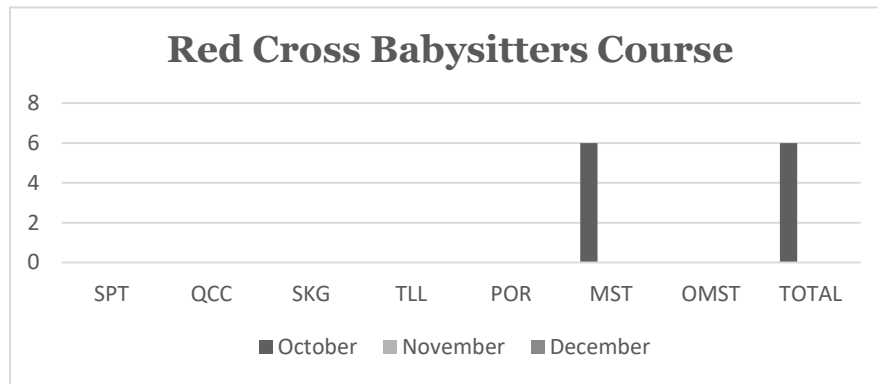
Circuit classes are interval training, involving weights, cardio, core and strength exercises.



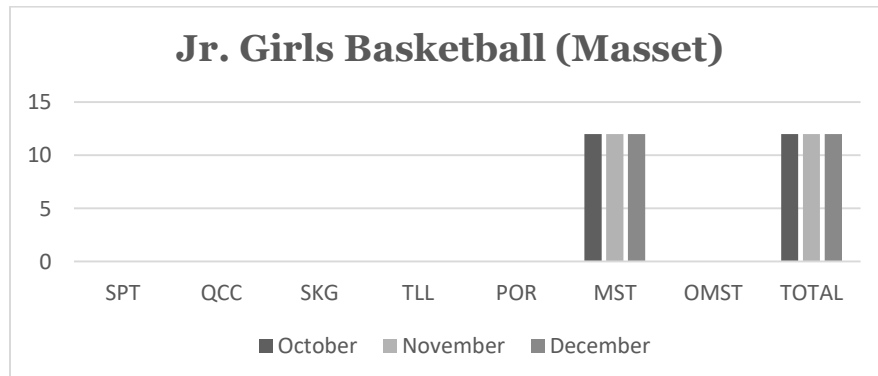
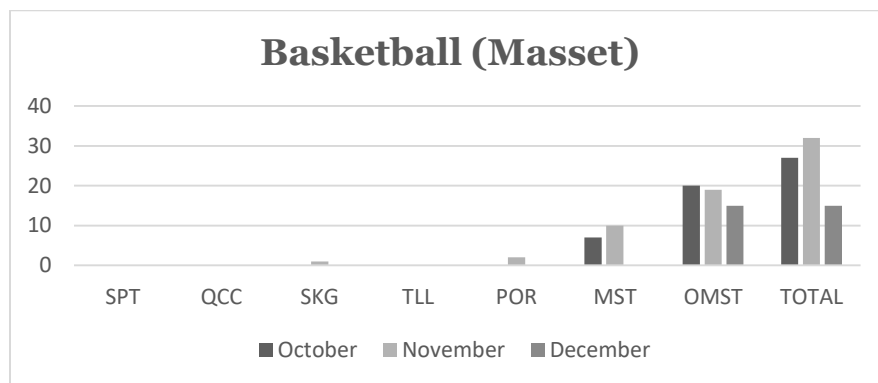
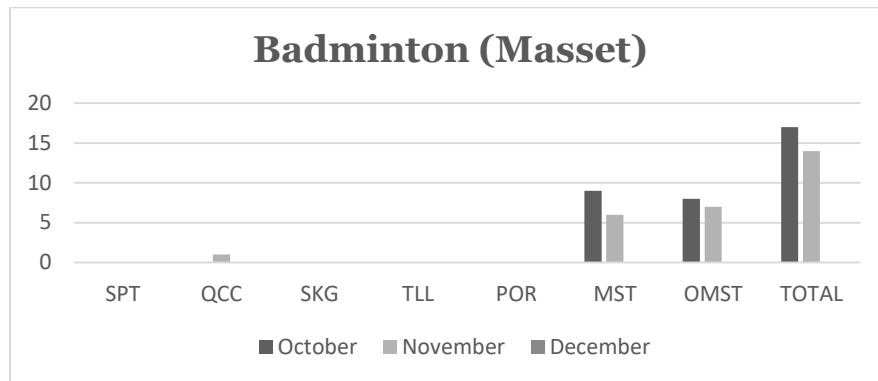
### **Red Cross Emergency Child Care First Aid and CPR-Queen Charlotte (Ran/Led Program)**

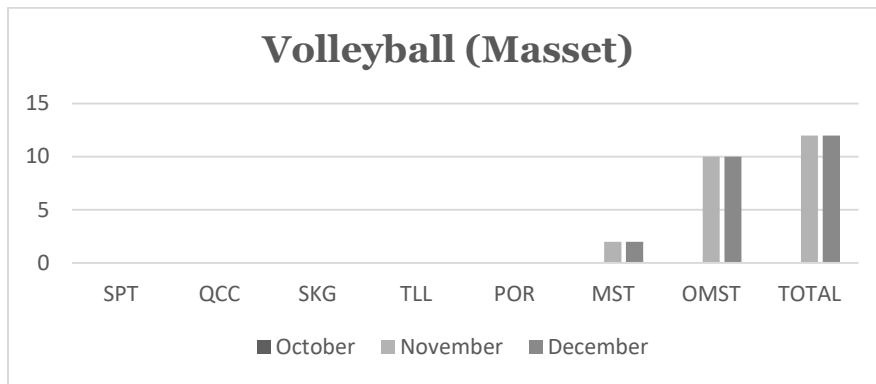


Red Cross Babysitters Course-Masset (**Ran/Led Program**)

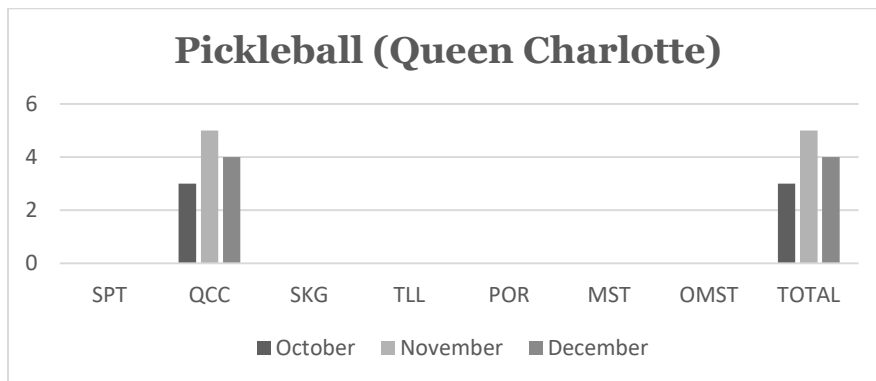
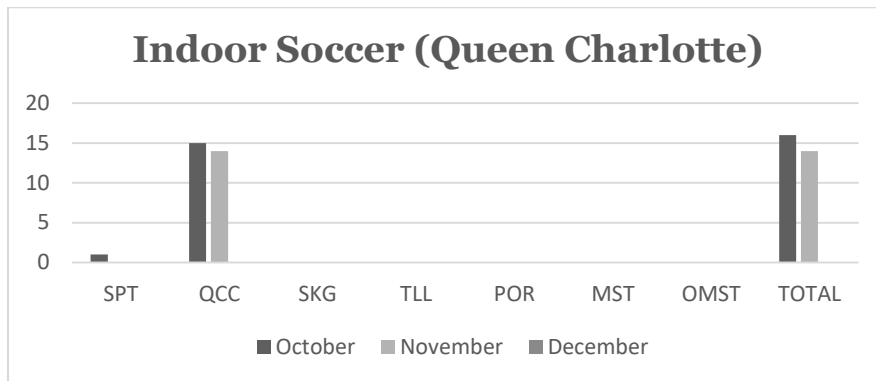


“Drop-in” Programs- *Gudangaay Tlaats’ga Naay Secondary School, Masset* (**Ran/Led Programs**)





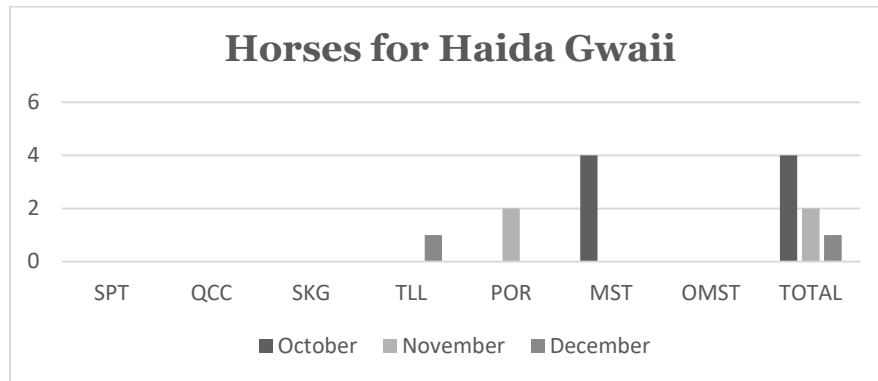
**“Drop-in” Programs- GidGalang Kuuyas Naay Secondary School, Queen Charlotte (Ran/Led Programs)**



**The Horses for Haida Gwaii Project, Port Clements (Supporting)**

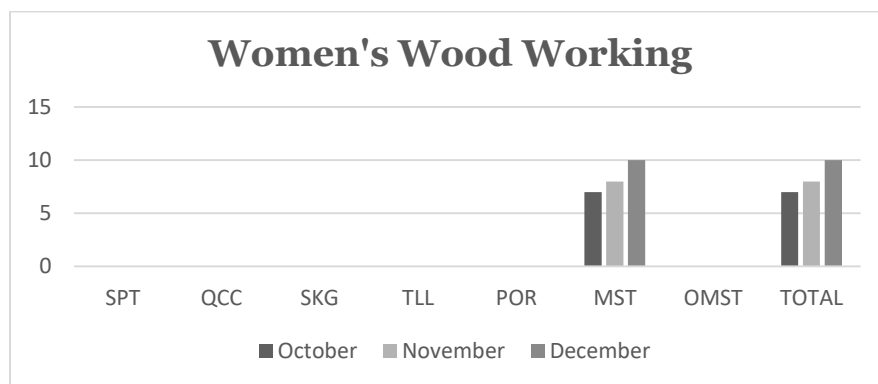
The Horses for Haida Gwaii Project is all about sharing the equine experience. This program offers riding lessons to beach rides, tailored horse experiences to meet both skill sets and comfort levels. The horses are based out of Port Clements but the program can be mobile as well.





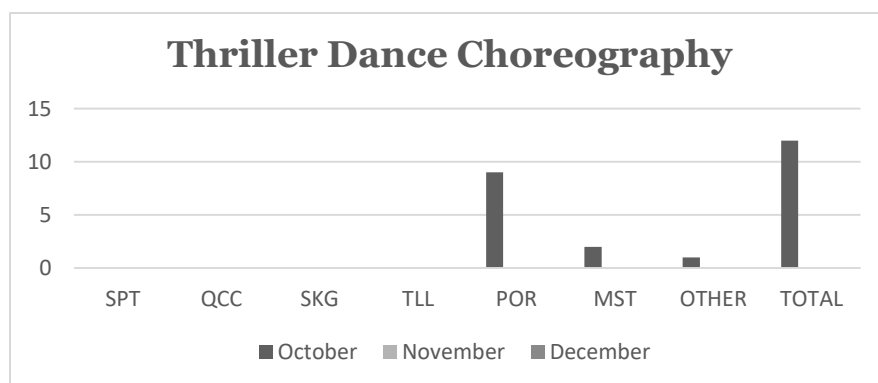
### Women's Woodworking Course-Masset (Supporting)

Gudangaay Tlaats'gaa Naay Secondary School is teaching a woodworking program for women only.



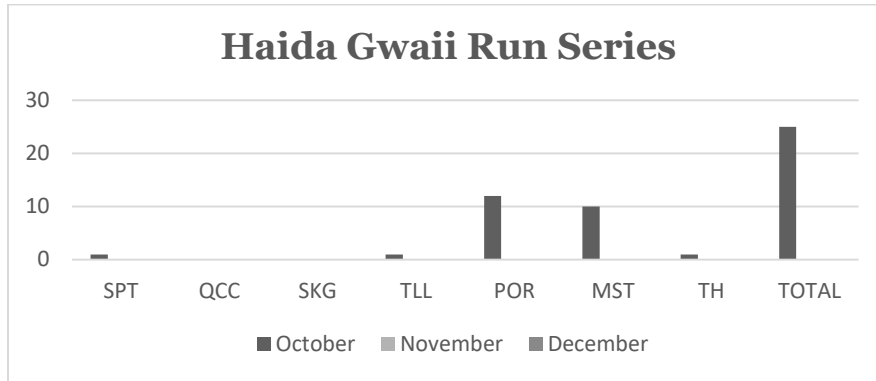
### "Thriller Dance" Choreography-Port Clements NEW (Supporting)

Participants are able to join enthusiastic volunteers to learn the choreography to Michael Jackson's Thriller. No previous dance experience necessary and all abilities welcome.



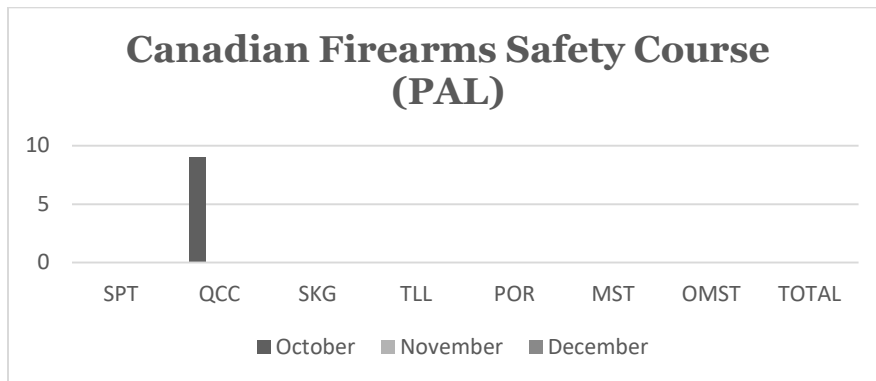
### Haida Gwaii Run Series-Port Clements NEW (Supporting)

The Haida Gwaii Run Series was an all-islands event that was comprised of a series of runs that were between 4-6 KM.



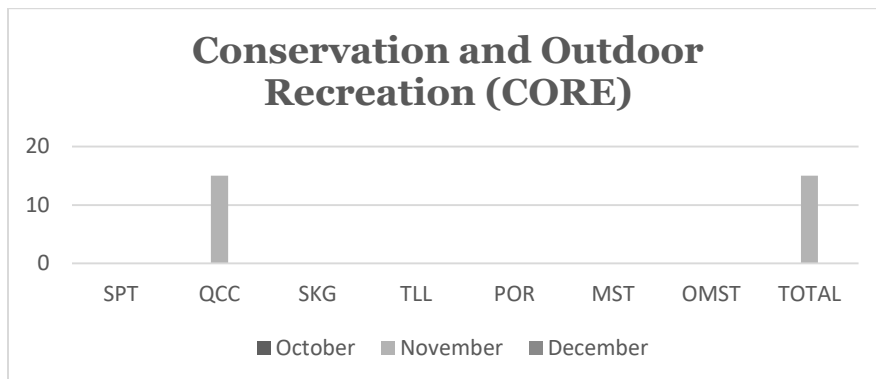
#### **Canadian Firearms Safety Course (PAL)-Queen Charlotte (Supporting)**

Long-time Haida Gwaii Recreation instructor, Ron Haralson, concluded 1 pre-requisite licensing course in In Queen Charlotte for the month of October. The certification is required for all hunters as part of the foundation for the Possession and Acquisition License.



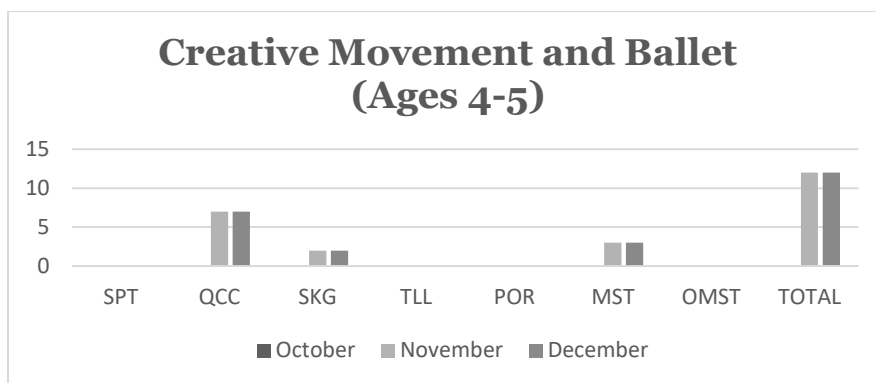
#### **Conservation and Outdoor Recreation (CORE)-Queen Charlotte (Supporting)**

This is a pre-requisite licensing course. The certification is required for all hunters as part of the foundation for the Possession and Acquisition License.



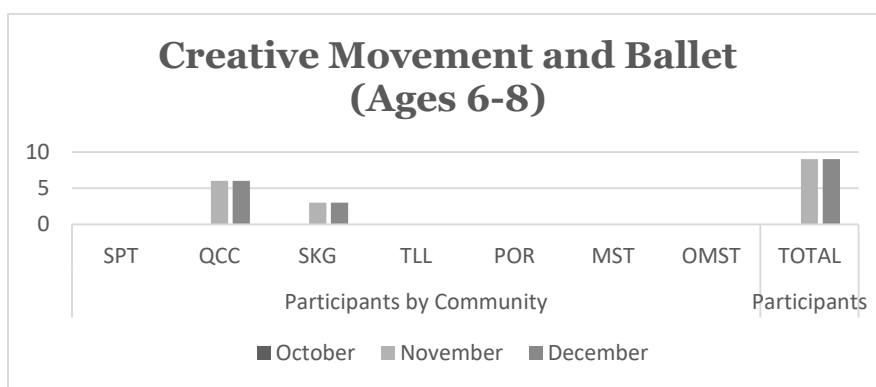
### **Creative Movement and Ballet (ages 4-5)-Queen Charlotte (Supporting)**

This program was for kids who love to skip, jump and spin. A fun introduction to basic dance technique. The participants created dances inspired by stories and a wide variety of music.



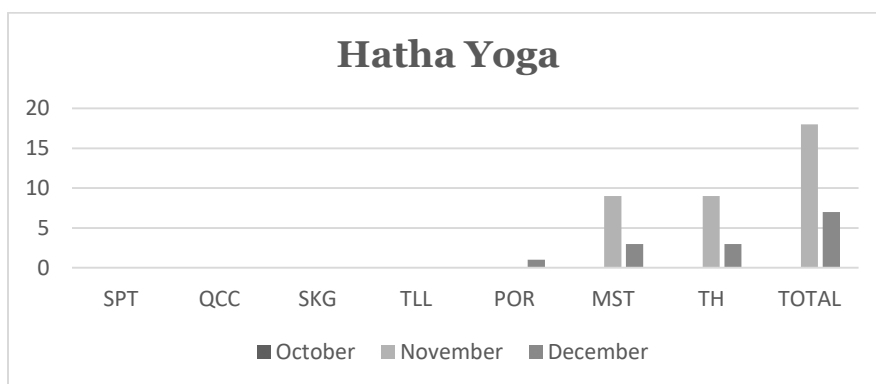
### **Creative Movement and Ballet (ages 6-8)-Queen Charlotte (Supporting)**

Participants learned contemporary dance and ballet technique. They will also work on a piece of choreography and practice creating dances.



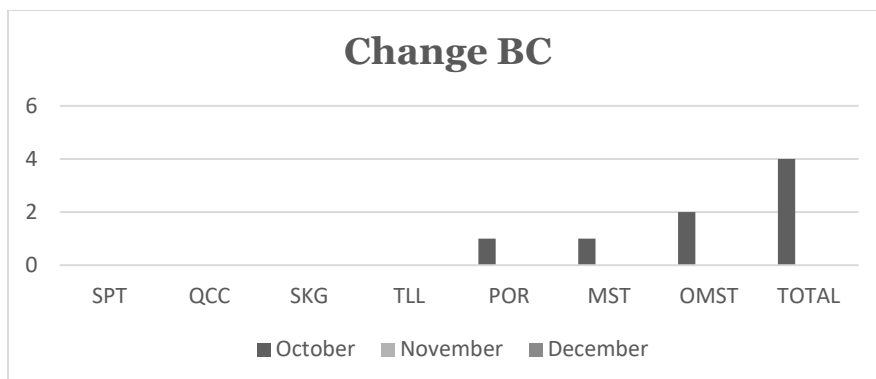
### **Hatha Yoga with Shauna-Masset (Supporting)**

Shauna teaches a Sivananda Style Hatha yoga. Longer held traditional yoga postures with a focus on mindfulness, relaxation, and breathing.



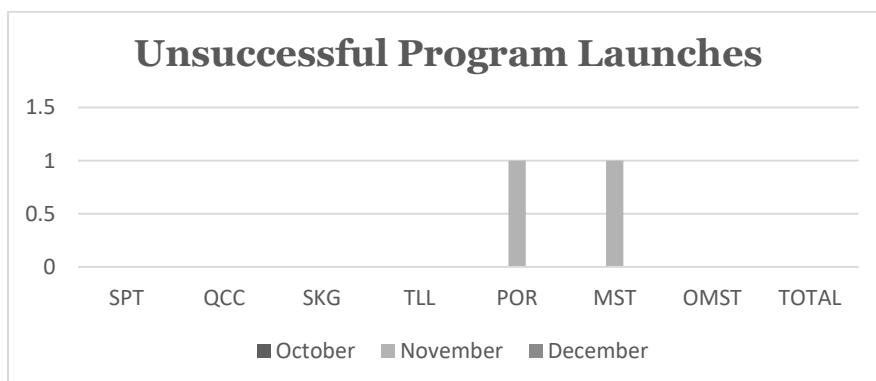
### **Change BC/1 Class Only-Masset (Supporting)**

CHANGE BC is a team-based approach of integrating nutrition and exercise into effective, personalized lifestyle interventions for patients. This collaborative program is developed by dietitians, kinesiologists, family doctors and patients to improve the health of Canadians.



### **Unsuccessful Program Launches -All Islands (Ran/Led, Supporting or Cooperative/Partnership)**

During Q4 HGR was unsuccessful to execute 2 programs on islands, 1 in Port Clements and 1 in Masset. The programs were unsuccessful due to below or 0 pre-registrations in order to make the program(s) sustainable. The programs were; Fitness Bootcamp/Masset and Total Body Conditioning/Port Clements.



### **Additional Reporting:**

- Programs currently under way or starting soon;
  1. **NEW/RAN/LEAD-Archery 101 PHASE 2 Youth Program/Masset**
  2. **NEW/RAN/LEAD-Archery 101 Adult Program/Masset**
  3. **RAN/LEAD-Archery 101 Youth Program/Masset**
  4. **NEW/RAN/LEAD-STEVE NASH BASKETBALL/Ages 8-10/Masset**
  5. **NEW/RAN/LEAD-Surf Fit/Masset**
  6. **NEW/RAN/LEAD-Painting with Manzanita Snow/Intermediate/Port Clements**
  7. **RAN/LEAD-Painting with Manzanita Snow/Beginners/Port Clements**
  8. **NEW/SUPPORTING-Cooking Program with Cyndi**
  9. **NEW/RAN/LEAD-MOVEment Dance Company-Masset and Queen Charlotte**

10. **NEW/RAN/LEAD**-Creative Movement and Beginner Ballet/Contemporary Dance and Ballet-Masset
  11. **NEW/RAN/LEAD**-Red Cross Standard First Aid Course-Queen Charlotte
  12. **RAN/LEAD**-Dance with Denise Pages/Masset
  13. **RAN/LEAD**- Yoga in the Iyengar Tradition with Ainsley/Mondays/Masset
  14. **RAN/LEAD**- Yoga in the Iyengar Tradition with Jenn/Tuesdays/Masset
  15. **RAN/LEAD**-Circuit Fitness/Sandspit
  16. **RAN/LEAD**-Pilates-Masset
  17. **RAN/LEAD**-Total Body Conditioning-Port Clements
  18. **RAN/LEAD**-Alternate Fitness-Port Clements
  19. **RAN/LEAD**-Senior Yoga-Port Clements
  20. **RAN/LEAD**-Senior Yoga-Queen Charlotte
  21. **SUPPORTING**-Women's Woodworking-Masset
  22. **SUPPORTING**-Hatha Yoga with Shauna-Masset
  23. **NEW/SUPPORTING**-Afternoon Skate with Masset Skate Park Society-Masset
  24. **NEW/COOPERATIVE**-Sport for Life Workshop-Masset
- Continue to build on program growth and partnerships for 2019.



### Staff Memorandum

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**Date:** January 25<sup>th</sup>, 2019

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

**From:** D. Fish, Corporate Officer

**Subject:** 2018 Grant Writing Activities

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**Recommendations:**

**THAT the staff report entitled “2018 Grant Writing Activities”, dated January 25, 2019, be received for information.**

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**PURPOSE:**

The purpose of this memorandum is to provide statistical information to the Board of the North Coast Regional District (NCRD) **pertaining to the NCRD’s 2018 grant writing activities.**

**BACKGROUND:**

In January 2018, the NCRD submitted an application to Northern Development Initiative Trust’s (NDIT) Grant Writing Support program which provides annual grant funding to support a grant writing position at the NCRD. The program provides up to \$8,000 or 76% of eligible grant writer wages in a calendar year.

At that same time, it was decided that grant writing activities would be split between two grant writers servicing the mainland and island portions of the NCRD separately.

## DISCUSSION:

In 2018, a service contract for a grant writing position was reached in April, with **confirmation of support funding from Northern Development Initiative Trust's (NDIT)** Grant Writing Support program being received in March. Services provided by the Misty Islands Economic Development Society (MIEDS) began in January 2018.

Throughout 2018, the grant writers provided support in completing all NCRD grant funding applications, as well as support to a number of other NCRD affiliated organizations in their grant funding initiatives.

A summary of 2018 grant writing activities have been summarized below:

Project	Agency	Funding Agency	Total Project Value	Funding Request	Funding Awarded
Regional Recycling Depot Asset Upgrade	NCRD	Investing in Canada Infrastructure Program - EOS	\$1,800,000	\$1,298,475	Pending
2018 Economic Development	NCRD	NDIT	\$50,000	\$50,000	\$50,000
Haida Gwaii Collaborative Tourism Marketing	MIEDS	NDIT	\$40,000	\$20,000	\$20,000
Cookhouse and Water System Upgrade	Rediscovery Camp	Co-Op Community Spaces		\$30,000	Pending
ASIT Training	Individual grant	First Nations Health Authority	\$20,000	\$10,000	Pending
ASIT Training	Individual grant	Gwaii Trust	\$20,000	\$10,000	Pending
Spring Kiosk Clean Up	Tow Hill Community Association	Gwaii Trust	\$500	\$500	Pending
Haida Gwaii Collaborative Tourism Marketing	Tadswii	NDIT	\$70,000	\$20,000	Pending
Book publish	Individual grant	Gwaii Trust	\$3,425	\$3,000	Pending
Co-operative Marketing Partnership Program	MIEDS	Destination BC	\$99,583	\$49,791	\$49,791
Hearse Enclosure	Haida Gwaii Funeral Services	Gwaii Trust	\$14,300	\$5,800	Pending
Rennell Sound Recreation Site	NCRD	Government of BC – Rural Dividend	\$1,097,738	\$234,842	Pending

Upgrades					
Rennel Sound Upgrades	NCRD	Gwaii Trust	\$1,097,738	\$600,000	Pending
Cookhouse and Bunkhouse Rehabilitation	Mount Moresby Adventure Camp	Northern Savings Credit Union	\$1,175	\$1,000	Pending
Heating Upgrade	Lord of Life Community Church	Gwaii Trust	\$8,000	\$8,000	Pending
Community Wildfire Protection Plan	NCRD	UBCM - Community Resiliency Investment Program	\$25,548	\$25,548	Pending
<b>Valentino's Cabaret Event</b>	Tidal Elements School Society	Gwaii Trust	\$7,000	\$3,500	Pending
			<b>\$4,355,007</b>	<b>\$2,370,456</b>	<b>\$119,791</b>

## **FINANCIAL CONSIDERATION:**

In 2018, fees paid to the grant writers totaled \$11,129, with an anticipated \$8,000 recovered through NDIT's grant writing support program. In 2018, the total cost to hire grant writers for the NCRD was \$3,129.

## **CONCLUSION:**

2018 grant writing support reporting has been submitted to NDIT as outlined above. It is anticipated that NDIT funds will be remitted to the NCRD in spring 2019.

Staff have prepared and submitted a 2019 grant writing support application to NDIT to support grant writing activities into 2019. It is anticipated that a similar structure will be used in having a separate grant writer to serve the mainland (Maya Paul) and Haida Gwaii (Andrew Hudson, MIEDS) regions of the NCRD.





### Staff Report

**Date:** January 25<sup>th</sup>, 2019

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

**From:** D. Fish, Corporate Officer

**Subject:** 2019 Parcel Tax Roll Review Panel Scheduling

#### Recommendation:

**THAT the staff report entitled “2019 Parcel Tax Roll Review Panel Scheduling” be received;**

**AND THAT the Board appoint at least three (3) members of the Board as the Parcel Tax Roll Review Panel to meet and review the Sandspit Water Parcel Tax Roll;**

**AND THAT February 22, 2019 at 6:45 p.m. be scheduled as the sitting of the Review Panel;**

**AND THAT the Board designate Director \_\_\_\_\_ as Chair of the Review Panel;**

**AND FURTHER THAT the Treasurer be designated as the “Collector” for the parcel tax roll.**

#### BACKGROUND:

Division 4 of the *Community Charter* provides the conditions under which a parcel tax can be imposed for a given service. The North Coast Regional District (NCRD) has a parcel tax for the Sandspit Water service and, therefore, is required to undertake a process to confirm and authenticate the roll each year.

This process includes producing the roll, advertising where the public can view the roll, as well as the process for making a written complaint in regard to the following:

- (a) there is an error or omission respecting a name or address on the parcel tax roll;
- (b) there is an error or omission respecting the inclusion of a parcel;
- (c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;

(d) an exemption has been improperly allowed or disallowed.

Once the roll has been available for public review and written complaints have been received, the Collector may amend the roll accordingly. In some circumstances, the complaints will be referred to the Roll Review Panel for decision. The final step is to have the roll formally authenticated by a certificate signed by the majority of the members of the review panel.

The Parcel Tax Roll Review Panel process is a legislative requirement and as such will be brought to the **Board's attention each year in preparation for the annual parcel tax requisition.**

**RECOMMENDATION:**

Staff is recommending that:

- the Board appoint three members to the Parcel Tax Roll Review Panel, including a Chair;
- **the Treasurer be designated as the "Collector" for the parcel tax roll;** and
- February 22, 2019 at 6:45 p.m. be scheduled as the sitting of the Parcel Tax Roll Review Panel.



## Staff Report

**Date:** January 25<sup>th</sup>, 2019

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

**From:** D. Fish, Corporate Officer

**Subject:** Community Emergency Preparedness Fund – EOC & Training

### Recommendations:

**THAT the staff report entitled “Community Emergency Preparedness Fund – EOC & Training”, dated January 25, 2019, be received;**

**AND THAT the Board of the North Coast Regional District support the North Coast Regional District’s application to the Community Emergency Preparedness Fund – EOC & Training Stream – to support the Sandspit Emergency Communications Equipment Project.**

### PURPOSE:

The purpose of this report is to provide information to the Board of the North Coast Regional District with respect to the Union of BC Municipalities’ (UBCM) Community Emergency Preparedness Fund (CEPF) – Emergency Operations Centre (EOC) & Training Program – as it relates to identified community projects.

### BACKGROUND:

At its Regular meeting held December 14, 2018, the Board of the NCRD directed staff to investigate the CEPF EOC & Training program and its alignment with identified community projects.

## DISCUSSION:

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments in responding to emergencies. Funding is provided by the Province of B.C. and is administered by the UBCM.

The intent of the EOC & Training funding stream is to support local governments to build local capacity through the purchase of equipment and supplies required to maintain or improve EOCs and to enhance EOC capacity through training and exercises.

**Eligible applicants** include local authorities in B.C. (as defined by the *Emergency Program Act*). Eligible applicants may submit one application per intake.

**Eligible projects** must demonstrate the extent to which proposed projects will maintain or improve EOCs and/or enhance EOC capacity. Additionally, to qualify for funding, projects must be:

- A new project;
- Capable of completion by the applicant within one year from the date of grant approval; and
- Completed to acceptable provincial standards.

**Eligible costs** are direct costs that are approved by the CEPF Evaluation Committee and paid by the applicant to carry out eligible activities. Eligible activities may include:

- Purchase of equipment and supplies to maintain or improve EOCs;
- Training and exercises to increase EOC capacity; and
- Establishing public emergency communications systems or programs.

**Ineligible costs** include routine or ongoing planning costs, use of an EOC during an emergency, training offered through EMBC, major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities, purchase of vehicles, and costs related to developing or submitting the application package.

The **grant amount** is 100% of the cost of eligible activities to a maximum of \$25,000.

The **grant application deadline** is February 1, 2019.

**Required application contents** are as follows:

- Completed application form;
- Board resolution indicating support for the current proposed activities and willingness to provide overall grant management;
- Detailed workplan and budget for each component identified in the application; and

- Any other supporting documentation relating to the application.

Staff have requested identified projects in alignment with the CEPF – EOC & Training Program from each electoral area in the NCRD. At the time of writing this report, the Sandspit Emergency Preparedness Planners (SEPP) are the only community group to have provided a response.

SEPP is requesting that the NCRD submit, on its behalf, an application to the CEPF – EOC & Training Program for the purchase of a new BCC-LITE. BCC-LITE is a portable rapid-deploy kit that creates a local network, interconnects radios and automates network failovers to provide phone, internet and radio interoperability.

It should be reiterated that the CEPF application seeks 100% of the total grant maximum (\$25,000), with additional funds for equipment purchase being sourced from the Electoral Area E Emergency Program function (~\$13,000).

A draft application to the CEPF – EOC & Training program has been included as Attachment A to this report.

Attachment B to this report includes additional product specification for the BCC-LITE from Base Camp.

### **RECOMMENDATION:**

Staff is recommending that the Board of the NCRD receive this report and provide a **resolution of support for the NCRD's application to the CEPF – EOC & Training program** to support the Sandspit Emergency Communications Equipment Project.

## Community Emergency Preparedness Fund

# Emergency Operations Centres & Training

## 2019 Application Form

Please complete and return the application form by **February 1, 2019**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <small>(for administrative use only)</small>
Applicant: North Coast Regional District	Date of Application: January 31, 2019
Contact Person*: Daniel Fish	Position: Corporate Officer
Phone: 250-624-2002, ext. 2	E-mail: <a href="mailto:corporateofficer@ncrdbc.com">corporateofficer@ncrdbc.com</a>

\* Contact person must be an authorized representative of the applicant.

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Local Authorities.</b> For all regional projects, please list all of the partnering local authorities included in this application. Refer to Section 2 in the Program &amp; Application Guide for eligibility.</p> <p>N/A</p>

<b>SECTION 3: Project Summary</b>
<p><b>2. Name of the Project:</b></p> <p>Sandspit Emergency Communications Equipment Project</p>
<p><b>3. Project Cost &amp; Grant Request:</b></p> <p>Total Project Cost: \$39,000      Total Grant Request: \$25,000</p> <p>Have you applied for, or received funding for, this project from other sources?</p> <p>No</p>
<p><b>4. Project Summary.</b> Provide a summary of your project in 150 words or less.</p> <p>The NCRD seeks to purchase equipment to support a robust community communications system to be implemented in the event of an emergency. Specifically, the NCRD wishes to purchase the BCC-LITE, a portable communications go-kit with 2</p>

radio interfaces, 4 telephone lines and an internet router working on 2 network with automated connection to preset networks with automatic failover.

- 5. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

In the emergency plan, a focus on the need to identify and map vulnerabilities identified reliable communication in the event of an emergency as a vulnerability in the community of Sandspit, with limited access to telecommunications resources. The purchase of this equipment would support this recommendation. Additionally, as identified in the emergency plan, the NCRD aims to establish facilities and equipment, including a communications centre, to support the community in the event of an emergency. This equipment purchase would directly support this recommendation.

#### **SECTION 4: Detailed Project Information**

- 6. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

The NCRD proposes to purchase equipment (BCC-LITE) to improve the overall function of the Sandspit EOC by way of establishing a more robust, dependable communications system.

- 7. Group Lodging.** Describe the extent to which the proposed project will consider group lodging scenarios.

N/A

- 8. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and First Nations (i.e. trained staff and/or equipment that will be made available to other communities, training resources and exercise plans other communities will be invited to utilize, etc.).

Haida Gwaii is an archipelago off the northern coast of B.C. It is home to 3 municipalities, 2 electoral areas and 2 First Nations. In the event of emergency, all agencies work together to provide response as needed. Often times, equipment in one community is loaned to another for the purposes of mitigating or responding to an emergency event. It is anticipated that a memorandum of understanding between the communities would allow for a more structured resource sharing regime.

- 9. Partnerships.** Identify any other authorities you will collaborate with on the proposed project and specifically outline how you intend to work together.

The Sandspit Emergency Preparedness Planners have been engaged in this project and identified this piece of equipment as a priority.

Describe how a collaborative approach will leverage efficiencies and be a cost effective approach to the maintaining or improving of EOC operations.

N/A

**10. Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

This project will increase emergency response capacity by providing additional resources to support a communications centre in the event of an emergency. This will ensure that there is redundancy built into the communications centre.

**11. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking number of training events and exercises, external evaluators, etc.)?

The project will be evaluated on the following metrics:

- Ease of implementation (anecdotal)
- Ease of use (anecdotal)
- Functionality in the event of an emergency

**12. Additional Information.** Please share any other information you think may help support your submission.

If there are any additional questions for the NCRD, please do not hesitate to contact the signing authority.

## SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- For regional projects only: Each **partnering** local authority must submit a local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the applicant to apply for, receive and manage the grant funding on their behalf.

## SECTION 6: Signature



I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).	
Name: Daniel Fish	Title: Corporate Officer
Signature: <i>An electronic or original signature is required.</i>	Date: January 31, 2019

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8



# BUDGETARY QUOTATION Attachment B

## North Coast Regional District, BC

**QUOTE BCC-LITE 6070 v1****18/01/2019****Valid for 90 days**

Description	Pricing Information (USD)
BCC-LITE	<b>\$25 900</b> *taxes & shipment not included. 2-year warranty included

**INCLUDES:****HARDWARE**

Rugged Pelican case	
- 22*17*10 inches	1
Cellular 3G Trunks (HSPA)	4
Satellite Capability (included)	1
SIP Trunks (allows ISP/SAT service)	1
Landline Trunks (included)	2
Digital/POE ports	3
Broadband Router/Modem, Dual SIM with failover function	1
Voicemail/auto-attendance/ 500 hours call recording	1 (to remove VMS & call recording, subtract \$1475)
BCC-RI Radio Interface, 2 ports with 2 interface cables included	1

**ACCESSORIES**

Digital Key Phones (Console)	1
Panasonic Rugged DECT cordless phones	4
External antennas	0 Inquire for options & pricing

**OPTIONS**

12v Battery Pack (8 hrs autonomy)	\$ 750
BCC Extended Warranty & Platinum Care Plan	\$ 7 495 5-year warranty coverage
On-Site Training	\$ 1 000/day *excluding travel expenses
Extra Cables	From \$295/cable *inquire for details

# BCC-LITE

BY BASE CAMP CONNECT



BCC-LITE is a portable rapid-deploy kit that creates a local network, interconnects radios and automates network failovers to provide phone, Internet and radio interoperability.

## DESCRIPTION

Portable communications go-kit with 2 radio interfaces, 4 telephone lines and an internet router working on 2 networks. Automated connection to preset networks with automatic failover. No computer needed to operate. All electronics self-contained in the 30 Lbs Pelican Case, low wattage operation on 110/240V.

## APPLICATION

The ideal instrument to complete your communications gear and fill your needs gap. Intended for smaller agencies and private companies that do not have the same needs nor the same budget as larger Public Safety Organizations do.



**FirstNet READY**



4 phone lines operating on 3G and VoIP depending on network availability.



WiFi LTE Router running on 2 SIM cards in failover mode.



Satellite ready and 3 PoE LAN ports.



2 Radio interoperability ports, handset, cables, and speaker port included.



1 deskphone and 4 ruggedized cordless phones included.



Power consumption: 25 Watts.

# SYSTEM SPECIFICATIONS

## RADIO GATEWAY

Radio Interface	2 Ports / Handset / Speaker Port
Radio Interface Cables	2 Cables included
Compatibility	100-800Mhz, UHF, VHF, HF, P25 and TETRA

## PHONES

Digital Key Phone	1
DECT Ruggedized Cordless Phone	4

## DATA

LTE Broadband Router Dual SIM (Fallback)	1
Number of Simultaneous Users	64
External DATA Antenna (2x LTE / 2x WiFi)	Optional

## SYSTEM CAPABILITIES

Mobile Trunks	4 HSPA (3G)
Landline Trunks (Sat. Phone)	2
SIP Trunks	1 up to bandwidth
Analog Extensions	4
Digital Extensions	2
SIP Extensions	5
Satellite Capability	Included

## MECHANICAL & ENVIRONMENT

Carrying Case	Pelican Case
Dimensions	22" X 17" X 12" / 63,5cm X 51cm X 30,5cm
Weight	30 pounds
Operating Temperature	-10 to +50°C, 5-95% humidity
Storage Temperature	-30 to +70°C, 0-90% humidity
Power Requirements	110/240VAC
Power Consumption	25 Watts typicalW
Warranty	One-year Limited

[sales@basecampconnect.com](mailto:sales@basecampconnect.com)

1.855.900.3539

[WWW.BASECAMPCONNECT.COM](http://WWW.BASECAMPCONNECT.COM)





## **Staff Report**

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**Date:** January 25<sup>th</sup>, 2019

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

**From:** D. Fish, Corporate Officer

**Subject:** Community Emergency Preparedness Fund – Flood Risk Assessment, Mapping & Mitigation Planning

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### **Recommendations:**

**THAT the staff report entitled “Community Emergency Preparedness Fund – Flood Risk Assessment, Mapping & Mitigation Planning”, dated January 25, 2019, be received;**

**AND THAT the Board provide staff with further direction.**

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### **PURPOSE:**

The purpose of this report is to provide information to the Board of the North Coast Regional District with respect to the Union of BC Municipalities’ (UBCM) Community Emergency Preparedness Fund (CEPF) – Flood Risk Assessment, Mapping & Mitigation Planning Program – as it relates to the proposed investigation of coastal erosion along Shingle Bay Rd. in Sandspit, B.C.

### **BACKGROUND:**

At its Regular meeting held December 14, 2018, the Board of the NCRD directed staff to investigate the CEPF Flood Risk Assessment, Mapping and Mitigation Planning program as it relates to coastal erosion along Shingle Bay Rd. in Sandspit, B.C.

## DISCUSSION:

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments in responding to emergencies. Funding is provided by the Province of B.C. and is administered by the UBCM.

The intent of the Flood Risk Assessment, Mapping and Mitigation Planning funding stream is to support eligible 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.

Risk assessments identify 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 allows a community to more accurately determine its vulnerabilities in relation to flood risks that have been identified by a risk assessment.

Mitigation planning addresses flood risk through a series of comprehensive, complementary and sustainable mitigation solutions.

**Eligible applicants** include local authorities in B.C. (as defined by the *Emergency Program Act*). Eligible applicants may submit one application per intake.

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

- A new project or a subsequent phase of an existing non-structural flood mitigation project;
- Capable of completion by the applicant within one year from the date of grant approval;
- Completed by a qualified professional; and
- Completed to acceptable provincial standards.

**Eligible costs** are direct costs that are approved by the CEPF Evaluation Committee and paid by the applicant to carry out eligible activities. Eligible activities may include:

- Completion of a flood risk assessment;
- Developing or modernizing flood maps;
- Completion of a flood mitigation plan;
- Preparation of maps, spatial data, and metadata;
- Hydrometric and/or geotechnical data collection and analysis;
- Presentation of the above to a Council or Board;

- Amendments to relevant local government plans, bylaws and policies that are specific to the flood risk assessment, flood map and/or flood mitigation plan;
- Consultant costs;
- Incremental applicant staff and administration costs; and
- Public information costs.

**Ineligible costs** include routine or ongoing planning costs, duplication of existing information, maps or imagery; and costs related to developing or submitting the application package.

The **grant amount** is 100% of the cost of eligible activities to a maximum of \$150,000.

The **grant application deadline** is February 22, 2019.

**Required application contents** are as follows:

- Completed application form;
- Board resolution indicating support for the current proposed activities and willingness to provide overall grant management;
- Detailed work plan and budget for each component identified in the application;
- Map indicating the location of the proposed project; and
- Any other supporting documentation relating to the application.

NCRD Staff have met with provincial staff, who sit as members CEPF evaluation committee, to discuss alignment of the proposed coastal erosion study in Sandspit, B.C. with the funding program. It was indicated that the project, as understood by staff, would align with the scope of the CEPF Flood Risk Assessment, Mapping and Mitigation Planning funding stream and would be eligible for consideration.

During this meeting, it was indicated that an assessment and planning tool to track shoreline erosion contributes to understanding of the impact of sea level rise on the community, but to be a successful application a connection to public safety/history of flooding incidents would be stronger. It was also indicated that getting to a point where the study has been more wholly conceptualized would improve the likelihood of a successful proposal, as it would mitigate the project risk component of the application.

It is Staff's opinion that, at this point, the NCRD is not in a position to submit a viable proposal to the CEPF Flood Risk Assessment, Mapping and Mitigation Planning funding stream. The Board may wish to direct Staff to further conceptualize the project scope in anticipation of future intakes to the CEPF program.

**RECOMMENDATION:**

Staff is recommending that the Board of the NCRD receive this report for information. Staff is also seeking further direction from the Board with respect to its wishes with regard to preparing and submitting a proposed application prior to the application intake deadline of February 22, 2019.





### Bylaw No. 621, 2018

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A bylaw to establish a service to provide a contribution to the cost of providing and operating arts and cultural centres

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**WHEREAS** under section 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 contributing to the cost of providing and operating performing arts and cultural centres within the City of Prince Rupert for community use for the benefit of the residents of the District of Port Edward, Electoral Area A and Electoral Area C;

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

**AND WHEREAS** approval by alternative approval process has been obtained in accordance with sections 345 of the *Local Government Act*;

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

**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 “Mainland Arts and Culture Contribution Bylaw No. 621, 2018”.

## **2. Service**

The service established by this bylaw is for the purpose of providing financial contribution to the cost of operating the Museum of Northern B.C. and the Lester Centre of the Arts.

## **3. Service Area Boundary**

The boundary of the service area is coterminous with the boundaries of the City of Prince Rupert, the District of Port Edward, and Electoral Areas “A” and “C”.

## **4. Service Participants**

The participants in this service shall be the City of Prince Rupert, the District of Port Edward, and Electoral Areas “A” and “C”.

## **5. Cost Recovery Method**

The annual cost of the service shall be recovered by property value taxes imposed on the net taxable value of land and improvements for hospital purposes under section 378(1)(a) of the *Local Government Act*.

## **6. Apportionment of Costs**

The apportionment of the net costs of the service shall be on a ratio basis as follows:

- a) The City of Prince Rupert shall contribute 2/5 of the net costs of the service;
- b) The District of Port Edward shall contribute 2/5 of the net costs of the service; and
- c) Electoral Areas “A” and “C” shall contribute 1/5 of the net costs of the service.

## **7. Requisition Limit**

The maximum that may be requisitioned for the service to be provided pursuant to this bylaw is a fixed annual contribution maximum of \$45,000.

*Read a first time this*

***25<sup>th</sup> day of May, 2018***

*Approval of the electors received this*

***\_\_\_ day of \_\_\_\_\_, 2018***

*Read a second time this*

***\_\_\_ day of \_\_\_\_\_, 2018***

\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_ day of \_\_\_, 2018

\_\_\_\_ day of \_\_\_\_\_, 2018

**Corporate Officer**

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 621, 2018.*



### **Bylaw No. 630, 2019**

---

#### **A bylaw to provide for Director's Remuneration**

---

**WHEREAS** the Board of Directors of the North Coast Regional District may, by bylaw, provide for payment of remuneration to the Directors and Alternate Directors;

**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 "Director's Remuneration Bylaw No. 630, 2019".

#### **2. Repeal**

The "Director's Remuneration Bylaw No. 537, 2011", and subsequent amendments thereto, is hereby repealed.

#### **3. Regional District Board Annual Remuneration**

On and after the 1<sup>st</sup> day of January 2019, the annual remuneration is as follows:

- a) The sum of thirteen thousand five hundred and forty-nine (\$13,550.00) dollars paid per annum to Municipal Directors;
- b) The sum of seventeen thousand and nine (\$17,010.00) dollars paid per annum to Electoral Area Directors.

#### **4. Travel Remuneration**

The Directors of the Regional District will be reimbursed for travel expenses, according to the "Directors – Reimbursement of Travel and Other Expenses Board Policy", as amended, while on authorized travel.

## 5. Additional Remuneration for Chair and Vice Chair

For fulfillment of their additional duties and responsibilities as Board Chair and Vice Chair, supplementary remuneration is as follows:

- a) The Chair of the Board will be compensated the sum of eight thousand three hundred and fifty-five (\$8,356.00) dollars per annum in addition to annual remuneration;
- b) The Vice Chair of the Board will be compensated the sum of one hundred and eighty-two and forty cents (\$183.00) dollars for each regular or special meeting of the Board of Directors for which he or she presides as Chair for all or the majority of the meeting;
- c) In the event that the Chair is unable to perform duties of the Chair for an extended period of time, and by resolution of the Board, the Vice Chair will assume the role of the Chair and will **be compensated at the Chair's remuneration** outlined in subsection 5(a) of this bylaw, as amended.

## 6. Per Meeting Remuneration

Per meeting remuneration will be paid as follows:

- a) To all members of the Board the sum of one hundred and eighty-two (\$183.00) dollars for attendance at each regular or special meeting of the Board of Directors;
- b) To the Alternate Directors from all areas, when attending as an alternate, the sum of one hundred and eighty-two (\$183.00) dollars at each regular or special meeting of the Board of Directors.

## 7. Annual Adjustment for Inflation

Effective December 2019, all remuneration as outlined in sections 3, 5, and 6 shall be adjusted annually based on the British Columbia Consumer Price Index. The adjustment will be based on the change in the index from the 12 months starting from September of the preceding year until September of the current year.

## 8. Benefit Coverage

Directors choosing to receive benefit coverage will have the costs of these benefits deducted from their remuneration.

*Read a first time this*

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

*Read a second time this*

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

*Read a third time 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. 630, 2019.*



---

**Staff Report**

---

**Date:** January 25, 2019

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

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

**Subject:** Referral – YCS Holdings

---

**Recommendations:**

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

---

**BACKGROUND**

The North Coast Regional District received a Land Referral from the Province of BC for a license of occupation for sand and gravel works at Masset Pit – Eagle Road.

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.

**DISCUSSION**

The land is currently zoned A-1 Agricultural Zone. Permitted uses in A-1 zone are: agriculture, forestry, residential camp, veterinary clinic & kennels, residential, home occupation, gravel extraction, and mineral exploration & mine development. Proposed use is compliant with zoning bylaw.

Official Community Plan designates the land for future residential development. It is noted in the OCP that this future use does not comply with current zoning.

### Advisory Planning Commission

Any comment received from APC will be brought forward to Board meeting.

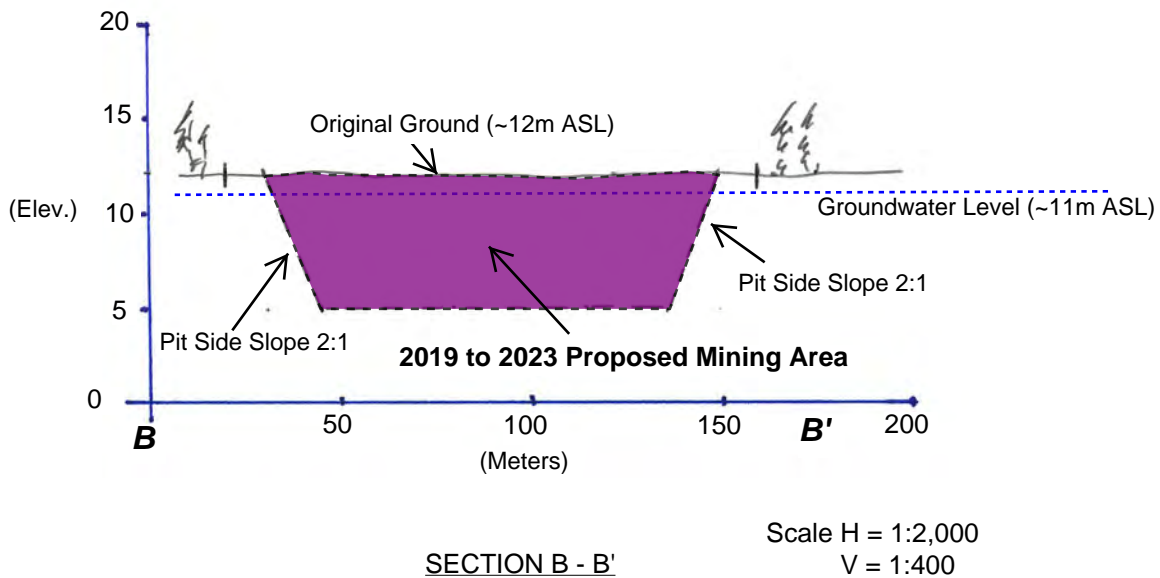
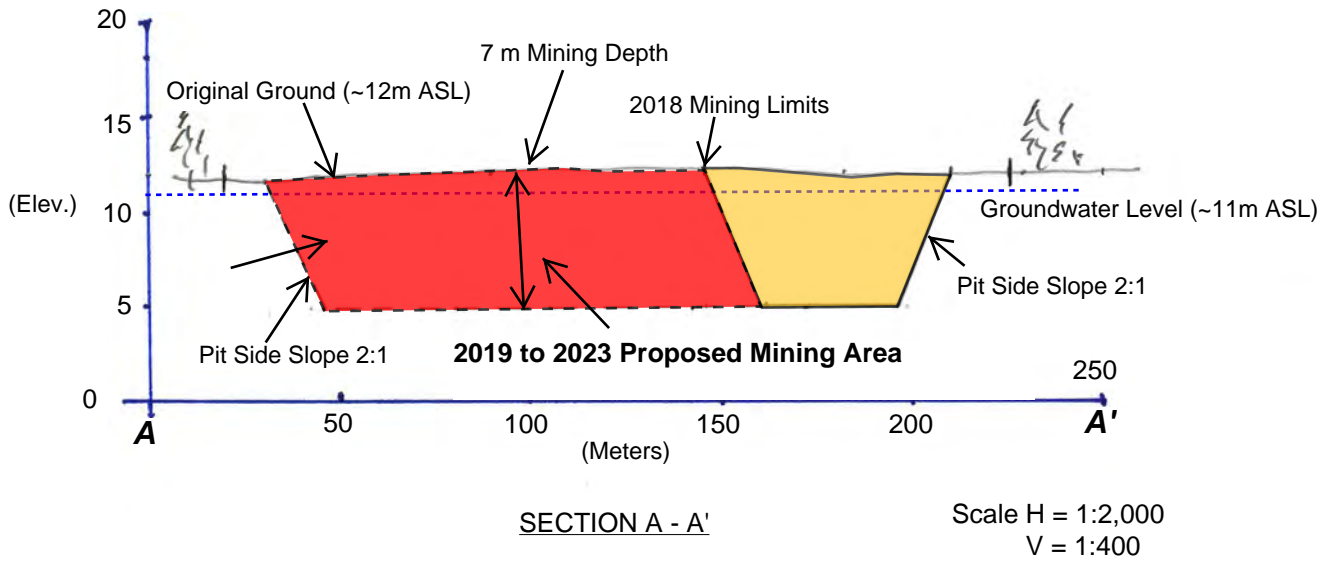
### **ALTERNATIVES**

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.



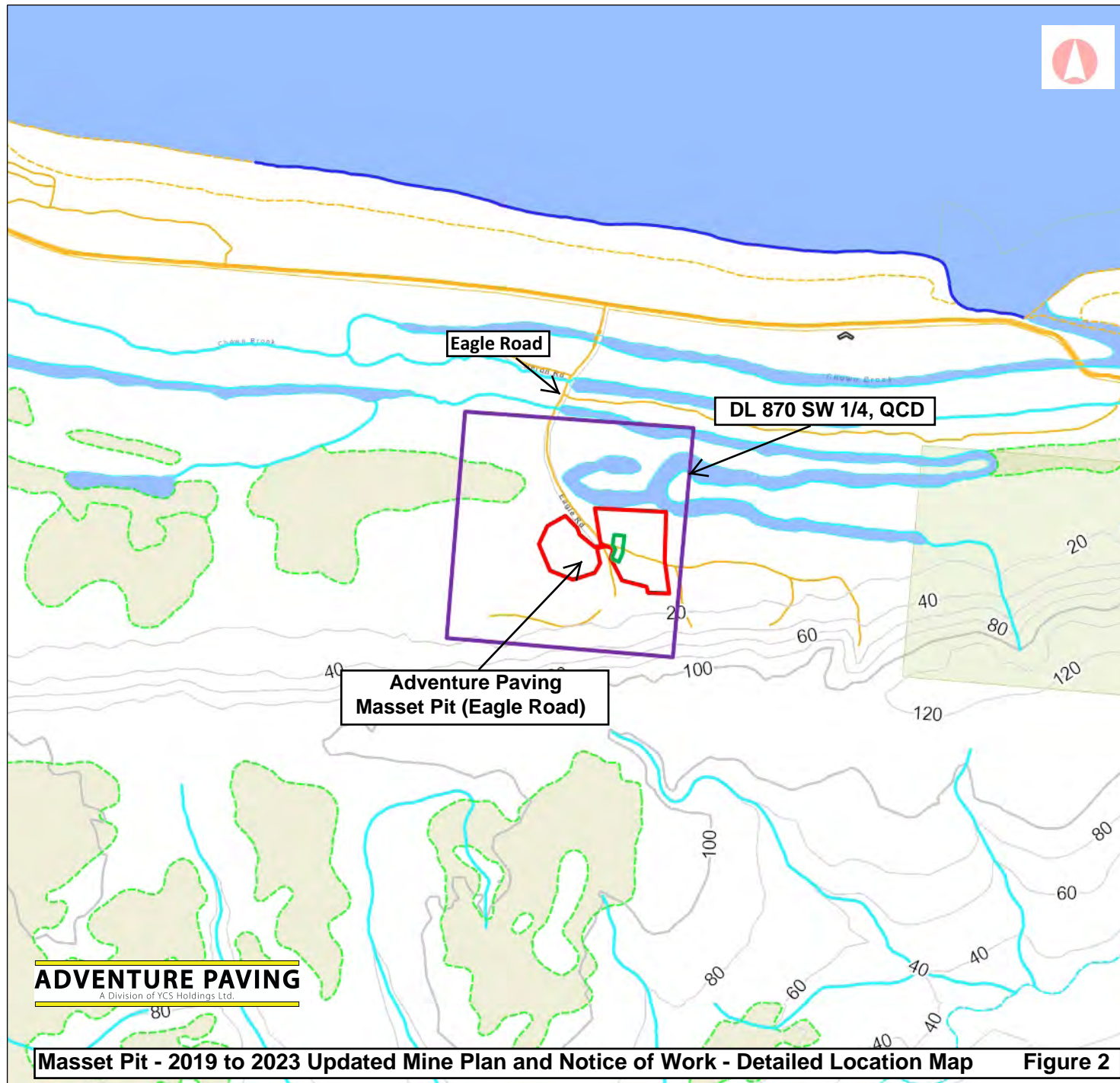
## Cross Sections through Proposed 2019 to 2023 Pit Development



**ADVENTURE PAVING**  
A Division of YCS Holdings Ltd.

Masset Pit - 2019 to 2023 Updated Mine Plan and Notice of Work - Cross Section Map

Figure 5



## Masset Pit (Eagle Road)

### Legend

Water - Rivers, Creeks, Sho  
(1:20,000)

FCODE

- Canal
- Dam
- Dam - Beaver
- Ditch
- Falls
- Flume
- Rapids
- River or Stream - Definite
- River or Stream - Dry
- River or Stream - Indefinite
- River or Stream - Left Bank
- River or Stream - Right Bank

0 0.41 0.81 km

1: 20,000

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Datum: NAD83

Projection: NAD\_1983\_BC\_Environment\_Albers

### Key Map of British Columbia



## Masset Pit (Eagle Road)

### Legend

Water - Rivers, Creeks, Sho  
(1:20,000)

FCODE

- Canal
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- Dam - Beaver
- Ditch
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- Flume
- Rapids
- River or Stream - Definite
- River or Stream - Dry
- River or Stream - Indefinite
- River or Stream - Left Bank
- River or Stream - Right Bank

0 0.20 0.41 km

1: 10,000

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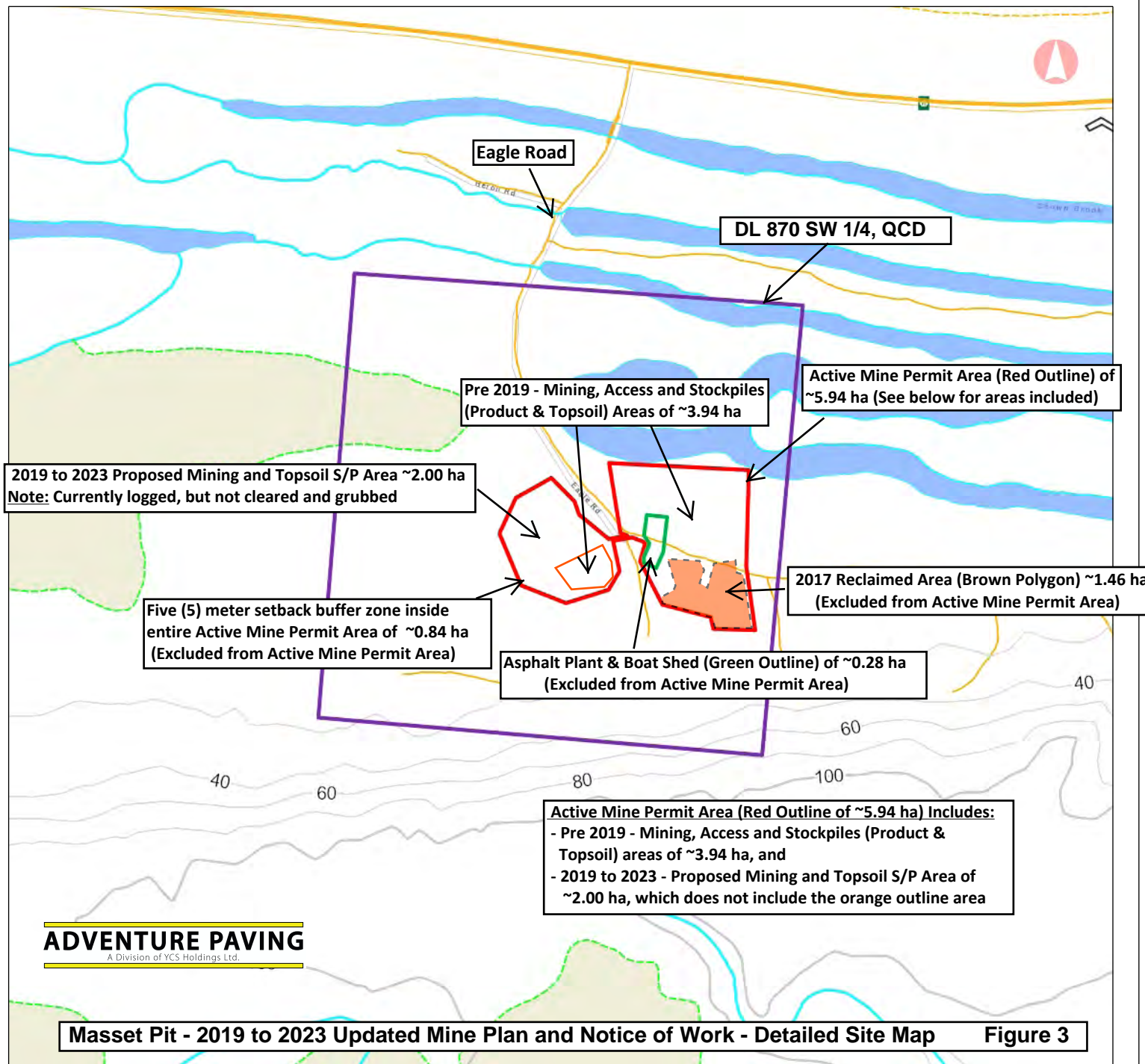
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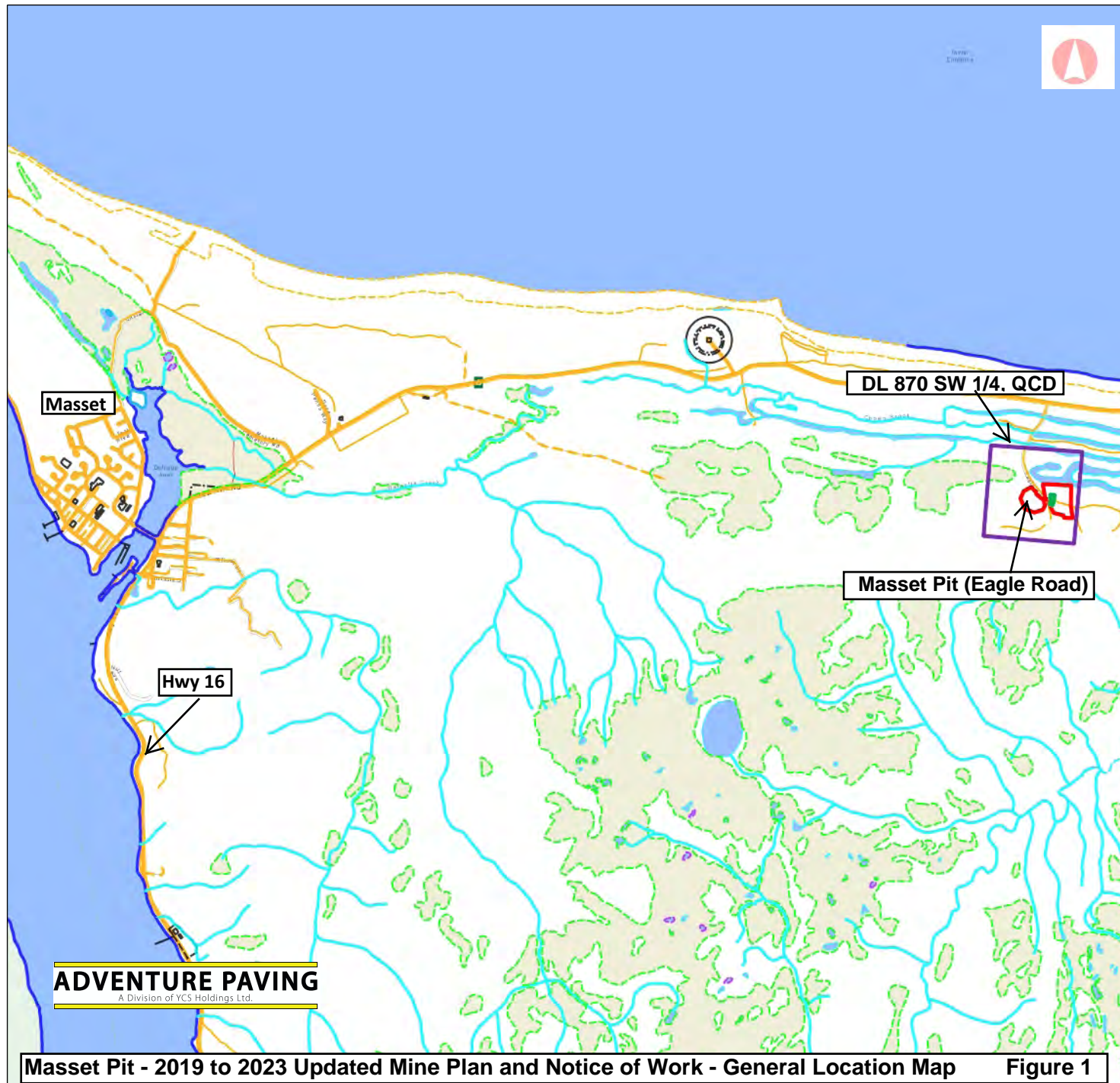
Datum: NAD83

Projection: NAD\_1983\_BC\_Environment\_Albers

### Key Map of British Columbia







## Masset Pit (Eagle Road)

### Legend

Water - Rivers, Creeks, Sho  
(1:20,000)

FCODE

- Canal
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- River or Stream - Dry
- River or Stream - Indefinite
- River or Stream - Left Bank
- River or Stream - Right Bank

0 1.02 2.03 km

1: 50,000

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Datum: NAD83

Projection: NAD\_1983\_BC\_Environment\_Albers

### Key Map of British Columbia









# **ADVENTURE PAVING**

A Division of YCS Holdings Ltd.

## **Updated Mine Plan for the Masset Pit Mine Development Period 2019 to 2023**



**Current Aerial View of Existing Operations – July 2018**

**Map Sheet 0103K.010 - UTM 8U: 695413E and 5989734N**

**Mine No. 0200505**

***Mines Act Permit No. G-2-126***

August 2018

---

## 1.0 Introduction

This updated mine plan is being submitted by Adventure Paving (a division of YCS Holdings Ltd.) as a requirement of the ***Mines Act, RSBC 1996, Chapter 293 (Mines Act)*** and the **Health, Safety and Reclamation Code for Mines in BC, 2017 (HSRC)** for the existing **Masset Pit**.

## 2.0 Project Overview

The aggregate operation is located by going ~8.75 km east of Masset on Tow Hill Road to Eagle Road, then turn left on Eagle Road and go ~1.0 km to the existing operations (Figure 1).

The proposed site is located on private land described as DL 870 SW¼, Queen Charlotte District.

The private parcel is approximately 200 ha in size, and is illustrated as a “dark purple” outline on the attached mapping. Within the parcel boundary, there have been active mining activities and asphalt production over the past twenty-five (25) years. The current status of the site is shown in photographs and mapping included in this document.

The site is located within the Skeena-Queen Charlotte Regional District (SQCRD), and is covered by the Official Community Plan for Rural Graham Island - Bylaw No 532-2011. The site has been zoned as Agriculture-Forestry (A-1), which allows for gravel (aggregate) extraction.

This updated mine plan covers the mine development of the site between the years 2019 to 2023. Mining and topsoil stockpiling during this period, will occur within the area noted on the left side of the active mine permit area (red outline). While the storage of product stockpiles will occur within the area noted on the right side of the active mine permit area (red outline). Figures 3 and 4 illustrate these areas with their approximate size. For example the active mine permit area is approximately 5.94 ha in size.

Over the next five (5) year period, the projected additional disturbance for the site will be approximately 2.00 ha, which is the area noted on the left side of the active mine permit area “red outline” (see Figures 3 and 4). This area has already been logged and is shown in the attached photographs and mapping.

It should be noted that over the 2019 to 2023 time period that ~2.50 ha of the active mine permit area will be reclaimed progressively.

The plan will always be to maintain a minimum five (5) meter buffer to adjacent lands outside the active mine permit area, as well as to maintain sand and gravel filter blanket buffer zone between the operations and property boundary.

The proposed mining area for the next five (5) years has been logged but not stripped. The topsoil/mineral sub-grade soils will be stripped and stockpiled around the western and northern perimeter of this area for reclamation purposes (see Figure 4).

It is anticipated that the mining and development will comply with the requirements of the *Mines Act* and HSRC. The operational intent is to have equipment (loader, trucks and excavator) an occasionally a crusher at the site during the work season (April to the end of November). However, in reality this operation is very intermittent and its operational status strictly depends on available (paving) work on Haida Gwaii.

The operating hours are suggested as 7:00 am and 7:00 pm during Monday to Saturday of the work season, except for holidays. During this five (5) year time period, it is anticipated that the company will extract approximately 15,000 tonnes per year of aggregate (gravel) materials, which will be excavated and then stockpiled for draining and used by Adventure Paving for asphalt production.

The company has been active in this aggregate extraction operations for several years, and have not created any environmental and/or socio-community impacts. This is expected to continue to be the case, particularly given the company's sound Mine Emergency Response Plan (MERP). The company will have in-place; plans for archaeological chance find procedures (CFP), and as mentioned a MERP (including fuel management & spill contingencies). **Note:** These particular plans are attached as part of this application.

There will not be a requirement for an *Environmental Management Act* – Effluent Permit given that the project is not anticipated to have any effluent discharges. The control of TSS and/or turbidity of any contact surface waters will be achieved generally by maintaining the water within the pond created by mining. If necessary other measures can be undertaken such as the use of standard BMP's for sediment and erosion control procedures for aggregate operations in BC, such as sediment ponds, silt fencing and straw (hay) bales.

The project is expected to be developed in an environmentally sensitive manner, and the company proposes to accomplish this by implementing plans, utilizing technology and using industry standard "best management practices" (BMP's), as a means to either eliminate or minimize the environment impacts associated with the project. The company will utilize the "Aggregate Operators Best Management Practices Handbook for BC, Volume II, April 2002" as a point of reference for its operation.

[http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/permitting/agg\\_bmp\\_hb\\_2002vol2.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/permitting/agg_bmp_hb_2002vol2.pdf).

The company's reclamation plan for this project is meant to achieve an end land use of wildlife habitat and private recreation.

### **3.0 Project Description**

#### **3.1 Description of Work**

The proposed 2019 to 2023 mine development area, as indicated has not been stripped to date. The site conditions as of July 2018 are illustrated in photographs presented further in this document. All stripped topsoil/mineral sub-grade soil materials will be stockpiled along the western and northern sections of the (tree) cleared area as noted on Figure 4.

This mine plan consists of operations, decommissioning of components and associated activities that would be typical for any small sized aggregate operation in BC. Where aggregate materials are excavated and screened (if necessary) to obtain the preferred grain size and quality for asphalt production. For this project no washing of aggregates is anticipated as part of the development.

The annual production from the pit will be 15,000 tonnes per year during the 2019 to 2023 period.

The existing mining operation supplies aggregate feed to the company's asphalt plant located on the property, but not included in the mine permit area. Asphalt production and aggregate extraction have been ongoing at this site for several years (+25 years). The intent for development will be to continue to mine aggregate and develop a (final) large water body (pond) area onsite. The mining plan will be to develop the water pond in a northward direction from the existing pond arrangement created by mining



in 2018 (see Figures 3 and 4). All stockpiled (aggregate) material will then be stored next to the asphalt plant, in order that it can drain into the existing gravel base, so as not to create any siltation from the site.

The mining of the aggregate material will be undertaken using an excavator with an extended boom, which will be capable of mining the material in a safe manner to a maximum depth of seven (7) metres. All mining will be in compliance with the *Mines Act* and HSRC, such as Part 3.3.3.

The operation will be in compliance with the HSRC, and will utilize the following equipment – loader, excavator, and tandem dump trucks for excavation of aggregate. The operation will use typical equipment such as a Cat 980H - Front End Loader, Cat 320C – Excavator, Tandem dump trucks and 350 TPH Crusher.

During and on completion of mining, any exposed pit slopes will be resloped to a consistent 2:1 slope angle. On completion the slopes will then be covered with the stockpiled topsoil/mineral sub-grade soils. It should be noted that reclamation work will be progressive over the next five (5) years, with the exception of the product stockpile area located next to the asphalt plant.

### **3.2 Mine Plan**

The 2019 to 2023 mining area is noted on Figures 3 and 4.

Given that the extraction (mining) faces are located below water levels, there will remain only a minimal height above the existing ground surface, as shown in cross section (Figure 5). The pit (ponds) will be mined using an excavator with an extension boom.

During development of the mine, there will always remain a minimum five (5) meter setback buffer and filtering blanket located between the private property and adjacent property.

As indicated previously, the mining operations will be seasonal between April and the end of November, with amount of activities driven by demand for asphalt products. The pit will most likely operate between 7:00 am to 7:00 pm during Monday to Saturday of the work season, except for holidays.

In regards to groundwater protection, the current operation maintains a minimum thirty (30) to thirty-five (35) meter (sand and/or gravel) blanket filter buffer to control TSS and/or Turbidity from the site. The purpose is to ensure there is adequate filtering material available for any groundwater flows that may leave the site. To further protect groundwater quantity and quality from potential impacts of the proposed mining activity, no fuel storage will occur on-site during normal mining activities. However, during asphalt production there may be a requirement for fuel storage, therefore at this time a double walled fuel tank with appropriate additional protection will be brought to site for use only during this time period. As well, there will be adequate training for on-site personnel with the emergency response equipment and supplies (spill kits) that will be available for use when and if required during fueling.

### **3.3 Present State of Land**

The present state of the land is shown in the orthophoto (Figure 4) and photographs of the site.

The site is not within the ALR.

The site is located within the Skeena-Queen Charlotte Regional District (SQCRD), and is covered by the Official Community Plan for Rural Graham Island - Bylaw No 532-2011. The site has been zoned as Agriculture-Forestry (A-1), which allows for gravel (aggregate) extraction.

The topography of the site is flat and was covered by second growth timber.

The site is within a wet climate, however it is generally dry and there are no watercourses that will be affected by the mining activities.

At this time, there is an asphalt plant and boat shed located on the property; however this infrastructure area has been removed from the mine permit area.

The pit is located within the Haida consultative boundary, and they were consulted on by the Ministry of Energy, Mines and Petroleum Resources (MEMPR) as part of a previous updated mine plan and Notice of Work application that was issued under approval number 11-0200505-0604.

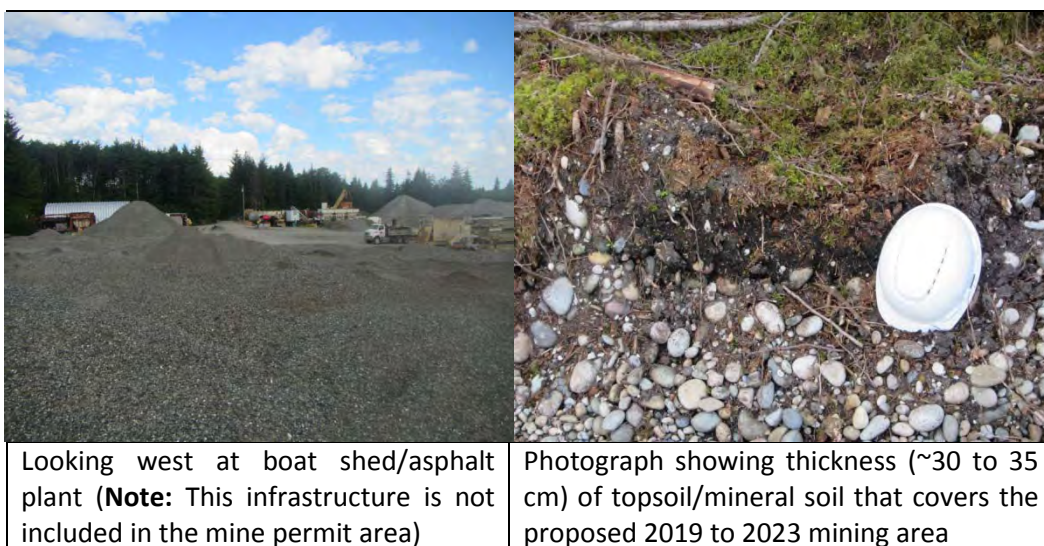
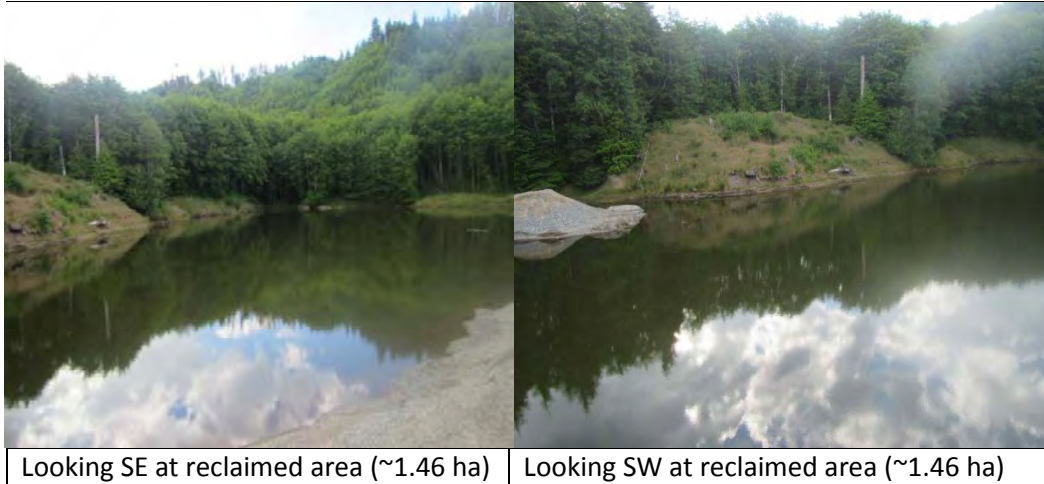
The topsoil (organics) located within the development area are fairly thick (~30 to 35 cm average) over the mining area, which is typical for this area. There will be more than adequate volumes of soils available for salvage and stockpiling for future reclamation efforts.

The following photographs illustrate the current status of the property on July 2018.



Looking north across current operations, the cleared area on the left is the proposed 2019 to 2023 mining area. The right (larger) area consists of the asphalt plant, boat shed, product & soil stockpiles, future and previous mining areas now reclaimed.







### 3.4 Reclamation

#### 3.4.1 General Reclamation Terms

The reclamation and closure of the Masset Pit will follow the general guidelines recommended by **Part 10.7.1 to 10.7.10** of the HSRC. It will be the intent of the company, to prevent long-term environmental impacts at the site. It is expected that the end land use for this site will be wildlife habitat and private recreational uses. The current land use and that the reclamation plan will foster return to appropriate and functional values on the site.

The objectives of the reclamation plan will be to create a physically stable environment, and to ensure that there are no impacts to aquatic and/or terrestrial resources from the mining activities. These objectives would be consistent with the requirements of the HSRC.

It should be noted that the company, reserves the right to have an opportunity for the reclamation plan to be refined during the operational period of the project. After closure, the site will be left in a safe and secure manner for the long-term with no projected maintenance. The final site reclamation will meet the end land use requirements.

The reclamation will be undertaken in a timely and progressive manner to limit potentially negative site values. It will always be the intent of the company to achieve the following goals:

- Minimize or eliminate public safety hazards;
- Minimize potential effects to the environment, particularly water resources;
- Provide long-term stable landform configurations;
- Reclaim surface disturbances for beneficial use; and
- Minimize the requirements for post-closure monitoring and maintenance.

It was concluded as part of planning stage that progressive reclamation was a viable option; and will be undertaken as part of mining progression. Reclamation efforts on the site will mainly be undertaken as (pond) areas become available through completion of development. It is expected that the company will undertake more reclamation of the site, than it will disturb during the next five (5) years period.

Table 1 below provides a plan of reclamation activities for the active mine permit area for the next five (5) years.

**Table 1 Status of Area of Disturbance**

Date	Non-cleared area (ha)	Active area (ha)	Reclamation Completed (ha)	Total Area (ha)
November 2019	2.00	3.94	0.00	5.94
November 2023	0.00	3.44	2.50	5.94

**Note:** The 1.46 ha of reclaimed area, 0.28 ha for the asphalt plant/boat shed area and the 0.84 ha for the buffer zone are not included in the above active mine permit area.

It is expected that the reclamation activities of the Masset Pit development will generally consist of the following:

- During operations, stripping of topsoil/mineral sub-grade soil to just below the rooting depth will be undertaken, and the soil(s) will be stockpiled along the western and northern perimeter of the 2019 to 2023 mining area. These soil stockpiles will have an application of erosion control grass seeding to reduce erosion and noxious weed invasion. Noxious weeds will be controlled by spraying with approved weed control products that are acceptable for this area;
- On completion, any slopes created above the pond water level will be resloped to at least a 2H:1V slope angle or less, as noted in the above reclamation photographs. If there is any operational floor remaining, it will be covered with ~30 cm minimum of topsoil/mineral sub-grade soils. The area will then be left to naturally revegetate itself with native trees and plant species; and
- No external fill will be placed into the mined out pond areas.

The goals of the reclamation plan will be to provide the necessary details of the reclamation objectives, and to provide an opportunity for the plan to be refined during the operational period of the project. After closure work has been completed, the project will need to be left in a safe and secure manner for the long-term with little projected maintenance.

### 3.4.2 Long-term Stability

The long-term stability of the post-mine site will be an important consideration during reclamation planning for the project.

With no settling or tailings ponds, dams or waste dumps there will not be a requirement for additional maintenance to ensure long-term physical stability on the site. With all physical structures being removed from the property during final reclamation, it can be appropriately decommissioned and reclaimed for long-term stability as required under the *Mines Act*.

---

### 3.4.3 Reclamation Cost Estimate

An estimate of reclamation liabilities and a summation of projected reclamation costs, including provisions for long-term monitoring, maintenance and mitigation of environmental impacts for development have been estimated at **\$10,000**. This figure is suggested as the area is almost level and there will be limited if any resloping requirements. With most of the area(s) reclaimed as water ponds the actual surface areas requiring reclamation are limited for the site.

If you have any questions, please contact the undersigned by email [erwin.spletzer@terusconstruction.ca](mailto:erwin.spletzer@terusconstruction.ca) or (604) 575-3689.

Regards



Erwin Spletzer, Aggregate Manager  
Interoute Construction Ltd.  
Direct Line Office - 604-575-3473

Attachments



## ECONOMIC DEVELOPMENT CAPACITY BUILDING

**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. Applicant Profile**

Community name (local government): North Coast Regional District	
Primary contact (for this application): Daniel Fish	Position/title: Corporate Officer
Telephone: 250-624-2002, ext. 2	Email: corporateofficer@ncrdbc.com

**2. Economic Development Budget and Funding Request**

★ Local governments may apply for economic development staff wages, economic development activities, or a combination of each to a maximum annual grant of \$50,000.

★ Based on the information provided within this application, the breakdown of the budget and funding request is as follows:

	Budget:	Funding request:
Economic development wages:	\$ 0.00	\$ 0.00
Economic development activities:	\$ 50,000.00	\$ 50,000.00
<b>TOTAL:</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00 (Max \$50,000)</b>

**3. Planned Economic Development Goals**

Provide an overview of the economic development goals your community is focused on this year.

The Misty Isles Economic Development Society is owned and incorporated by the local municipal governments and North Coast Regional District to provide services in economic development, grant writing and tourism marketing for the municipalities of Masset, Port Clements and Queen Charlotte; and the electoral areas of the NCRD (Areas D and E). The society actively collaborates with the communities of Skidegate and Old Massett, and, with the Council of the Haida Nation on tourism and economic development initiatives; and looks for ways to fund project work that supports community economic development.

In addition, the NCRD 2019 economic development plan for the mainland electoral areas of Dodge Cove (A) and Oona River (C) as well as Haida Gwaii electoral areas is attached. The NCRD intends to retain 50% (\$25,000) of the grant and has issued a contract as attached.



## 4. Economic Development Wages and Workplan

✦ **Fill out sections 4 if your community is applying for any portion of the grant to support wages for an economic development position.**

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Employee name (first and last):	Position/title:
Alanah Mountifield	Economic Development Manager
Telephone:	Email:
250 559-8050	Alanah@gohaidagwaii.ca
Annual salary:	% dedicated to economic development:
\$	50.00% (minimum 50%)
Action item:	Expected outcome(s):
1) Publish 2 editions of the 'Tadswii, This is Haida Gwaii' trip planner magazine. Launch mobile website	Publication and distribution of 20,000 copies of a bi-annual destination marketing trip planning magazine that promotes Haida Gwaii and the local businesses here. Promote the business and tourism experiences available on Haida Gwaii to grow the economy.
2) Champion and grow the Love Northern BC program through the Love Haida Gwaii program, web platform and marketing activities.	Growth in the number of businesses listed on the Love Haida Gwaii website. Increased local awareness of the program. Increased awareness and participation in Plaid Friday and other Love program initiatives.
3) Collaboration with partner organizations to achieve mutually beneficial outcomes.	Work with Community Futures, Gwaalagaa Naay Corporation, The Gwaii Trust, Council of the Haida Nation, Hecate Strait Employment Development Society to maximize the effectiveness of economic development activities and outcomes.
4) Complete a coordinated visitor exit survey	A comprehensive visitor exit survey conducted thought 2019 to capture the Haida Gwaii visitor experience. The survey will provide data that will be valuable to businesse, villages, the CHN, funding agencies and visitor information centers.
5)	
<p>Will the employee be involved in leading or promoting any of Northern Development's programs in the community? If so, please describe how and which programs.</p> <p>Love Northern BC - The Love Haida Gwaii (LHG) program continues to be very popular. In 2019, the local champion will continue to promote the program to new and existing clients. New clients will be identified and existing clients will be contacted. The champion will actively seek to improve service delivery and effect improvement to the policies and program communication. The champion will also promote Plaid Friday and other shop local initiatives via the LHG Facebook page. When the new web platform is rolled out in 2019, the champion will be available to assist Love Haida Gwaii businesses work through the transition.</p>	



## 5. Economic Development Activities

★ Fill out section 5 if your community is applying for any portion of the grant to support economic development activities.

★ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Name of Activity:	Activity start date:	Activity completion date:
MIEDS Grant	1-Jan-2019	31-Dec-2019

Provide a description of the activity:

- 1) Tadswii, Kaatsl' Hla, This is Haida Gwaii magazine  
Produce a spring/summer and a fall/winter edition of the above destination marketing magazine.
- 2) Go Haida Gwaii Website  
Complete the rebuilding and upgrade of the Go Haida Gwaii website in order to improve and control the content and more accessible for mobile devices. Increase the awareness of Haida Gwaii businesses.
- 3) Visitor Exit Survey - will provide a comprehensive picture of visitors to HG and give much needed data to businesses and financial institutions for business planning and for

What are the expected outcomes of the activity:

The magazine will highlight the remote and rugged beauty of Haida Gwaii and provide potential visitors with valuable information: how to get here, where to stay, what to bring, what to watch out for and where to visit. There will be 20,000 copies of the magazine printed for distribution at various and relevant locations and venues throughout BC and into Alberta and Washington State. The magazine will also be available digitally. This destination marketing is designed to keep Haida Gwaii top of mind for the tourism industry and to promote the local businesses that are here. The magazine is paid for in part by a DBC grant and in part by advertisements paid for by local businesses.

The website will feature similar content as the magazine as well as a link to the digital version. It will enable users who prefer digital marketing a better experience it. The survey will inform businesses and financial institution business and finance planning.

Lead contact responsible for delivery:	Position/title:
Alanah Mountfield	Executive Director
Telephone:	Email:
250-559-8050	alanah@gohaidagwaii.ca

Expense item:	Amount (\$):	Vendor:	Verification:
MIEDS Contribution	\$ 25,000.00	MIEDS	<input checked="" type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
ACTIVITY BUDGET: \$ 25,000.00			

# ECONOMIC DEVELOPMENT CAPACITY BUILDING

2019 FUNDING  
APPLICATION

★ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

<b>Name of Activity:</b> <b>MIEDS Grant</b>	<b>Activity start date:</b> 1-Jan-2019	<b>Activity completion date:</b> 31-Dec-2019	
<p>Provide a description of the activity:</p> <p>The Misty Isles Economic Development Society (MIEDS) is an entity separate from the municipal offices and regional district partners who contribute to fund some of the society's activities. As a separate entity we maintain offices and incur costs related to these operations. The expenses incurred support the delivery of coordinated economic development activities identified in this application and in our annual work-plan. This application supports the wages of three staff.</p> <p>In lieu of quotes, we have attached a 2019 budget. The 2018 operational ledger will be provided with the final report.</p>			
<p>What are the expected outcomes of the activity:</p> <p>Delivery of the economic development goals and objectives outlined in the MIEDS 2019 workplan and in this application.</p>			
<b>Lead contact responsible for delivery:</b> Alanah Mountifield	<b>Position/title:</b> Economic Development Manager		
<b>Telephone:</b> 250 559-8050	<b>Email:</b> alanah@gohaidagwail.ca		
<b>Expense item:</b>	<b>Amount (\$):</b>	<b>Vendor:</b>	<b>Verification:</b>
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
<b>ACTIVITY BUDGET: \$ 0.00</b>			



# ECONOMIC DEVELOPMENT CAPACITY BUILDING

2019 FUNDING  
APPLICATION

★ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

<b>Name of Activity:</b>	Activity start date:	Activity completion date:
<b>Economic Development Annual Contract (Mainland)</b>	1-Jan-2019	31-Dec-2019
<p>Provide a description of the activity:</p> <p>Through contract, Morganne Williams, will continue to provide economic development services to the NCRD to achieve the goals and priorities outlined in the NCRD 2019 economic development work plan.</p>		
<p>What are the expected outcomes of the activity:</p> <p>The expected outcomes of the contact with Ms. Williams are the development of a sustainable transportation route to the communities of Dodge Cove and Oona River, which would allow for increased tourism and business development in both communities. Additionally, a proposed transportation link between the City of Prince Rupert and Dodge Cove would allow for additional fly-in, fly-out opportunities in the community which may be necessary to service additional industrial activity brought on by LNG Canada in the region. Participation in the environmental assessment processes for proposed projects in the region remains a top priority for the NCRD to ensure that service delivery is consistent with anticipated demand.</p>		

Lead contact responsible for delivery:	Position/title:
Morganne Williams	Economic Development Contractor
Telephone:	Email:
250-624-2002, ext. 2	info@ncrdbc.com

Expense item:	Amount (\$):	Vendor:	Verification:
Economic Development Contract	\$ 25,000.00	Morganne Williams	<input checked="" type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
<b>ACTIVITY BUDGET: \$ 25,000.00</b>			

## 6. Required Attachments

Confirm all required documents attached to this application:

- ☒ **Local government's latest economic development strategic plan.**  
✦ Please contact Northern Development staff should you require clarification.
- ☒ **If applying for wages: Job description.**  
✦ Combined positions should specify the % of time allocated to economic development.
- ☒ **If applying for activities: Copies of quotes.**  
✦ If quote(s) cannot be obtained, a detailed budget breakdown must be provided.

## 7. Application Confirmation

- ☐ I have read and understand the [Economic Development Capacity Building Application Guide](#) including the eligible and ineligible costs.
- ☐ I confirm that the information in this application is accurate and complete, including attachments.
- ☐ 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 understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☐ 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 form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants.
- ☐ I agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☐ If approved for economic development capacity building funding, our organization agrees to submit a report by February 28 of the following year using Northern Development's reporting form and provide the required attachments. After April 30, no additional reporting documentation will be accepted.
- ☐ I understand that this application will not be approved until reporting on the prior year has been received and processed by Northern Development.

Name (organization signing authority): ✦ Please type name. Daniel Fish	Position/title: Corporate Officer	Date: January 7, 2019
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## 8. Submitting Your Application

Applications are accepted starting November 1 and must be received prior to midnight on March 31 to be eligible for consideration in that funding year.

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

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



## **North Coast Regional District 2019 Economic Development Work Plan**

Throughout 2019 the North Coast Regional District (NCRD) aims to identify, support and mobilize economic development initiatives and activities in its mainland and island electoral areas – Dodge Cove (A), Oona River (C), Rural Graham Island (D), and Sandspit (E). Specifically, the NCRD will work to: foster collaborative relationships between member municipalities and electoral areas; develop and sustain a diversified economy for residents, businesses and government; provide a link to regional economic development initiatives; and provide leadership and coordination to NCRD communities.

### **Economic Development Work Plan for NCRD Electoral Areas A and C:**

Dodge Cove and Oona River are two remote coastal communities in northern B.C. Both communities are located only a short distance from the City of Prince Rupert and are only accessible via float plane, ferry or helicopter. Currently, due to the unique geographic location and associated transportation challenges, neither community supports any type of commercial or industrial activity. Key economic activities for the NCRD throughout 2019 include developing a feasibility study of an ongoing, scheduled ferry passenger service from the mainland area in Prince Rupert to both communities, under the provision that increased transportation opportunities will allow for future commercial and industrial development, as well as present a viable opportunity to develop a strong local tourism industry.

Work completed in 2018 on this project has led staff to investigate the feasibility of establishing separate services for both communities, as the level and cost of service for both differ greatly. Community meetings have been held to discuss a proposed service. At present, the NCRD and the City of Prince Rupert are in discussion pertaining to the designation of a BC Ferry route between the City of Prince Rupert and the community of Dodge Cove.

### **Economic Development Work Plan for NCRD Electoral Areas D and E:**

As the Misty Isles Economic Development Society (MIEDS) continues to work on economic development projects such as Love Haida Gwaii and Business Walks, tourism on Haida Gwaii and the establishment of a community forest tenure, additional support, in particular with regard to the establishment of a community forest tenure, is needed from the NCRD. This requires increased participation in administrative discussions surrounding the community forest, as well as further research as to how the NCRD will be impacted by the establishment of this tenure. Please see MIEDS work plan for further information on MIEDS activities for 2019.

### **Economic Development Work Plan for all NCRD Electoral Areas**

At present, the prospect of a thriving export industry in the northwest region of B.C. is viable as the Prince Rupert Port continues to expand. Given the thriving industry, it is anticipated that resource industries will continue to flourish. The NCRD, with an expanse of bare coastal lands, is able to offer a number of benefits for industry with regard to development, logistics and marine-efficiencies.

In the interim, it is the responsibility of the NCRD to provide input to and participate in the various environmental assessment processes that are currently underway or planned for the proposed industrial development projects slated for the region. The NCRD views participation in these processes for various development projects as an economic development initiative.

Currently, the NCRD is participating in the ongoing environmental assessment processes for the Westcoast Gas Transmission and Vopak Pacific Canada projects. It is also anticipated that additional works will need to be completed outside of an EA process to prepare the NCRD for impacts to service delivery brought on by additional economic activity in the region stemming from the LNG Canada project.



## GRANT WRITING SUPPORT

**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. Applicant Profile**

Community name (local government or First Nations band): North Coast Regional District	
Mailing address: 14-342 3rd Avenue West, Prince Rupert, B.C. V8J 1L5	Telephone: 250-624-2002, ext. 2
Email: corporateofficer@ncrdbc.com	Website (URL): www.ncrdbc.com

**2. Primary Contact Information**

Primary contact (for this application): Daniel Fish	Position/title: Corporate Officer
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Complete the following if different from applicant profile:

Mailing address:	Email:	Telephone:
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**3. Grant Writer Supervisor**

**+ Please identify the staff member that is directly responsible for supervising the proposed grant writer position:**

Supervisor: Daniel Fish	Position/title: Corporate Officer
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Complete the following if different from applicant profile:

Mailing address:	Email:	Telephone:
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## 4. About the Position

✦ Please refer to the [Grant Writing Support Application Guide](#) for eligible positions and ineligible positions/costs.

The grant writer will work or provide services on the following basis:

- ☐ Full-time (100% dedicated grant writing position)  
☐ Part-time (100% dedicated grant writing position)  
☒ On-demand contract position or consultant (100% dedicated to grant writing)  
☐ Full-time (combined position)  
     ✦ Job title: \_\_\_\_\_ % of time dedicated to grant writing (minimum 30%): 0.00%  
☐ Part-time (combined position)  
     ✦ Job title: \_\_\_\_\_ % of time dedicated to grant writing (minimum 30%): 0.00%

## 5. Required Attachment (if applicable)

If applicable, confirm the required document is attached to this application:

☐ For combined position(s), job description specifying % spent on grant writing

## 6. About the Grant Writer

✦ If the community has a preferred candidate for the grant writer position, please provide the following:

Grant writer name: Maya Paul (mainland) & Andrew Hudson, Misty Isles Economic Development Society	The grant writer is based in the community: <input checked="" type="radio"/> Yes <input type="radio"/> No ✦ If no, please identify location:
Telephone: 250-624-2002, ext. 2	Email: maya.phoenixss@gmail.com & alanah@gohaidagwaii.ca
Briefly describe the grant writer's background and qualifications: Maya Paul, grant writing for mainland areas of the regional district, has been successfully retained with NDI Grant Writing Support funds since 2015, preparing over 18 proposals and securing over \$450,000 in funding for the NCRD and membership. Ms. Paul has significant previous Grant Writing experience working with the Gitga'a First Nation, and North Coast - Skeena First Nations Stewardship Society. Ms. Paul holds a Masters Degree in Environmental and Resource Economics, as well as a Bachelors Degree in Environmental Science. The Misty Isles Economic Development Society is a non-profit dedicated to economic development on Haida Gwaii. The organization was created to enable coordinated efforts between island communities and pursue joint economic development activities. It is anticipated that a new grant writer for MIEDS will be hired early in 2019 and that position, through contract, will supply grant writing services for the NCRD.	

✦ If the preferred candidate is not located in the community, please provide the rationale.

✦ If the community does not have a preferred candidate at this time, the above information must be provided to Northern Development prior to the grant writer starting employment.

## 7. Grant Writer Funding/Budget

Amount requested:	Community contribution:	Budget for grant writing wages:
<b>\$8,000</b> grant rebate	<b>\$ 4,000</b> (minimum \$2,500)	<b>\$ 12,000</b> (minimum \$10,500)



## 8. Community Priorities

✦ *The grant writer is required to apply for a minimum of \$200,000 to support community projects.*

✦ *List the priority projects in the community that the grant writer will be focused on supporting:*

Project name:	Funding required:	Estimated total project value:
1) Oona River Community Hall Upgrades	\$ 250,000	\$ 250,000
2) Rennel Sound Recreation Site Redevelopment	\$ 1,000,000	\$ 1,400,000
3) Regional Recycling Facility Upgrades	\$ 1,800,000	\$ 1,800,000
4) Professional Development Grants	\$ 10,000	\$ 10,000
5) UBCM Community to Community Grant	\$ 5,000	\$ 5,000
6) HG Landfill Gas Flaring	\$ 50,000	\$ 50,000
7) Other various community projects	\$ 250,000	\$ 250,000
8)	\$	\$
9)	\$	\$
10)	\$	\$
<b>TOTAL</b>	<b>\$ 3,365,000</b>	<b>\$ 3,765,000</b>

## 9. Application Confirmation

- ☒ I have read and understand the [Grant Writing Support Application Guide](#) including the eligible positions and ineligible positions/costs.
- ☒ I confirm that the information in this application is accurate and complete, including attachments.
- ☒ 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 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 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 form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants.
- ☒ If approved for grant writing support funding, our organization agrees to submit a report by February 28 of the following year to verify the following performance measures for the program:
  - a. Pay stub(s) for the grant writer employee or invoice(s) for the contractor verifying a minimum of \$10,500 in wages and a minimum of 400 hours of employment.
  - b. Verification of \$200,000 grants applied for by the grant writer during the term of employment and approved calendar year (using Northern Development's template).
  - c. Verification of grants approved from those applied for during the term of the program.
  - d. Upon request, updates on funding applications made in prior years that was financially supported under Northern Development's Grant Writing Support program.

Name (organization signing authority): + Please type name.	Position/title:	Date:
Daniel Fish	Corporate Officer	January 4, 2019

## 10. 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.

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

## Corporate Officer NCRD

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**From:** areae-director@ncrdbc.com  
**Sent:** Monday, December 31, 2018 6:48 PM  
**To:** corporateofficer@ncrdbc.com; mimc@sqcrd.bc.ca  
**Subject:** Agenda Addition: Traffic Enforcement on Moresby Island

Hi Dan,

I would like to add traffic enforcement on Moresby Island to the agenda for the January Board Meeting. I will write note for the board with a brief background closer to the meeting date but want to talk to MIMC first.

Barb, please put this on the agenda for next weeks MIMC meeting, thx.

Regards,

Evan Putterill  
Director | North Coast Regional District  
P: 250.637.1443  
[www.ncrdbc.com](http://www.ncrdbc.com)



**NORTH COAST REGIONAL DISTRICT**  
**2019 BOARD MEETING SCHEDULE**

	<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>	<u>Location</u>
*	<b>January 25</b>	<b>NCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
Sat	January 26	NCRD Special Board (Budget)	10:00 AM	Prince Rupert
*	February 22	NCRD Regular Board	7:00 PM	Prince Rupert
Sat	February 23	NCRD Special Board (Budget)	10:00 AM	Prince Rupert
Thurs	March 14	NCRD Special Board (Budget)	7:00 PM	Teleconference
*	<b>March 22</b>	<b>NCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
	April 12 - 14	AVICC AGM and Convention		Powell River
*	April 26	NCRD Regular Board	7:00 PM	Masset
	May 7 - 10	NCLGA AGM and Convention		Williams Lake
*	<b>May 17</b>	<b>NCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
*	June 21	NCRD Regular Board	7:00 PM	Port Edward
	July	No meeting scheduled		
*	<b>August 23</b>	<b>NCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
*	September 20	NCRD Regular Board	7:00 PM	Prince Rupert
	September 23 - 27	UBCM Convention		Vancouver
*	October 18	NCRD Regular Board	7:00 PM	Teleconference
*	<b>November 15</b>	<b>NCRD Statutory Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
	November 15	NCRD Regular Board	Following RD stat	Prince Rupert
		NW Regional Hospital District		Terrace
*	December 13	NCRD Regular Board	7:00 PM	Prince Rupert





**January 23<sup>rd</sup>, 2019**

Village of Port Clements  
PO Box 198  
Port Clements, B.C. VoT 1Ro

**Attn: Village of Port Clements**

Dear Mayor and Council,

**Re: Letter of Support for the Village of Port Clements' Application to the Gwaii Trust Major Contributions Grant Program**

On behalf of the Board of the North Coast Regional District, I am pleased to provide the Village of Port Clements with this letter of support to accompany its application to the Gwaii Trust's Major Contributions funding program to support the Village's firehall renovations.

The Board of the NCRD wishes you the best of luck in your endeavour to restore infrastructure at the firehall.

Should you have any questions, please do not hesitate to contact the office of the NCRD.

Best regards,

A handwritten signature in blue ink, appearing to read "Barry Pages".

**Barry Pages**

*Chair*



14, 342 3<sup>rd</sup> Avenue West  
Prince Rupert BC, V8J 1L5



P: 250.624.2002  
TF: 888.301.2002



W: [www.ncrdbc.com](http://www.ncrdbc.com)  
F: 250.627.8493

## **Major Contributions Grant Gwaii Trust Society**

Project Information Project Name:  
Port Clements Firehall Exterior Renovations

Project Location: 35 Tingley Street, Port Clements, BC  
Amount Requested: \$75,000  
Total Cost: \$150,000

Project Start Date: April 1, 2019

Project Completion Date: August 31, 2019

### Project Summary:

This project is to weather proof the Port Clements Firehall by replacing the siding, replacing the roof, 9 windows, 3 doors, and installing 5 new energy efficient exterior lights.

### Project Goals & Anticipated Outcomes:

The building is primarily used by the Port Clements Volunteer department to house firefighting and emergency response vehicles and equipment; and to facilitate fire practises and volunteer firefighting training. The building also provides space for a community fitness room, and several small rental rooms within the building. The building is owned by the Village of Port Clements and is critical community infrastructure. The goal of this project is to maintain the firehall building structure to ensure its long term utility and maintain the ability for the fire department to store their fire equipment and ensure emergency response to the Village of Port Clements. This maintenance will also support the continued use of the facility's room space for training, meetings, and as a functional space for other community user groups.

The anticipated outcomes are to have a warmer, drier building that is more energy efficient and has properly lit access points to the building. This will be accomplished by installing proper moisture barriers to prevent condensation from forming underneath the siding of the exterior walls and under the roof. The installation of the new doors and insulated windows will further address the energy efficiency of the building as well as to further prevent the ingress of moisture into the building. The energy efficient lighting will be installed above the doors.

Workplan – See attached workplan

### Describe Project Benefits:

The benefits arising from the completion of this project will be a prolonged life of the building, a decrease in heating costs, reduced long-term maintenance costs, and a warm work environment for the fire department. The community will benefit in that it will have a fire department building that is secure and a crew that can focus on emergency response rather than on building maintenance. Other users in the building will benefit from the added comfort of improved

heating when using the facility to work out or working because of the new windows, siding, roof and doors in the building.

**Jobs Created:**

2-5 jobs short-term full-time carpentry jobs will be created from this contracted work. An electrician will receive contract services for their install of the lights.

**Describe project management structure including key individuals & relevant skills to project:**

The project will have a contract administrator, a contract project manager and 1-2 carpentry contractors (depending on the availability of contractors) and 1 electrician.

The table below lists the individuals below, their roles in their project and their relevant skills for the project.

<b>Individuals Involved</b>	<b>Role</b>	<b>Relevant Skills</b>
Chief Administrative Officer	Contract Administrator (advertise & accept Request for Proposals, grant reporting)	Experienced in contract administration & negotiation, grant reporting and advertisements
Public Works Superintendent	Contract Project Manager	Experience in project management, inspecting work sites and contract reporting.

Chief Administrative Officer (CAO) for the Village of Port Clements will administer the contracts and grant reporting,

**How has your group leveraged any partnership opportunities or community support for this project?**

We have leveraged the partnership with the Port Clementd Volunteer Fire Department in conducting a needs assessment of the building. The community is supportive in keeping this infrastructure sound in order to continue to receive continued fire protection and emergency response services.

**How will you measure the project's success?**

We will measure the project success by meeting the milestones and completing the proposed work within the projected budget.

*See attached budget breakdown.*

**Explain attempts to secure other funding. Include any pending applications or confirmed funding sources.**

We have not attempted to secure other funding. This is our first attempt to secure funding for this project.



**Confirm operational and maintenance funds exist once project is completed?** Yes

**Are there ongoing costs that need to be considered?** No ongoing costs need to be considered as part of this project. The Village of Port Clements provides an annual operational and maintenance budget for the building; however, for a project of this magnitude, the costs are beyond what the municipality anticipated. The building is \_\_\_years old. The original construct is deteriorating due to normal weathering and wear and tear; and the proposed maintenance identified in this project will bring the building up to current code and improve energy efficiency.

**Have you been in touch with one or more Gwaii Trust Directors regarding this application?** Yes

Which Gwaii Trust Director(s) have you contacted re Application.

I contacted Maureen Bailey and discussed this project. She is well aware of the fire hall project.