



**NORTH COAST REGIONAL DISTRICT
REGULAR BOARD MEETING AGENDA**
Held at 1686 Main Street in Masset, B.C.
Friday, April 26, 2019 at 4:00 p.m.

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

3.1	Minutes of the Regular (Round 3 Budget) meeting of the North Coast Regional District Board held March 14, 2019	Pg 1-7
3.2	Minutes of the Regular meeting of the North Coast Regional District Board held March 22, 2019	Pg 8-17
3.3	Rise and Report – March 22, 2019 (<i>no motion required</i>) MOVED by Director Young, SECONDED by Director Putterill, that the correspondence from Ms. Wagner with respect to appointment to the Moresby Island Management Standing Committee be received; AND THAT staff be directed to prepare an amendment to Bylaw No. 579, 2014 to decrease committee membership from six to five members. IC015-2019 CARRIED MOVED by Director Putterill, SECONDED by Director Cunningham, that the Board of the North Coast Regional District receive the report entitled “Haida Gwaii Community Forest Strategy”, dated March 9, 2019; AND THAT the Board of the North Coast Regional District supports the “Haida Gwaii Community Forest Strategy”; AND FURTHER THAT the Board of the North Coast Regional District support the Council of the Haida Nation and the Misty Isles Economic Development Society to move forward in exploring the option outlined in the “Haida Gwaii Community Forest Strategy” in a timely manner. IC016-2019 CARRIED	Verbal

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Minutes of the Regular meeting of the Electoral Area Advisory Committee held August 17, 2018	Pg 18-20
4.2	Minutes of the Regular meeting of the Moresby Island Management Standing Committee held March 5, 2019	Pg 21-23

5. DELEGATION

5.1	Delkatla Sanctuary Society – Update on the Delkatla Sanctuary	Verbal
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6. FINANCE

6.1	S. Landrath, Treasurer – Cheques Payable over \$5,000 for March, 2019	Pg 24
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7. CORRESPONDENCE

7.1	Northern Development Initiative Trust – Economic Development Capacity Building Funding – 2018	Pg 25
7.2	Northern Development Initiative Trust – Grant Writing Support Funding – 2018	Pg 26
7.3	Union of B.C. Municipalities – Community Emergency Preparedness Fund – 2019 Emergency Operations Centres – Approval Agreement & Terms and Conditions of Funding	Pg 27-30
7.4	Ministry of Forests, Lands, Natural Resource Operations and Rural Development – BC Rural Dividend Fund Application – Rennell Sound Recreation Upgrades	Pg 31-32
7.5	Misty Isles Economic Development Society – Request for Letter of Support: 2019 Visitor Exit Survey	Pg 33-54
7.6	North Central Local Government Association – 2019 NCLGA Annual General Meeting Information and Update	Pg 55
7.7	The Office of the Ombudsperson – Quarterly Report: October 1 – December 31, 2018	Pg 56-58
7.8	Honourable Jinny Sims, Minister of Citizens' Services – RE: Cellular Coverage in Sandspit, B.C.	Pg 59-62
7.9	North Central Local Government Association – 2019-20 NCLGA Membership Dues & 2019-2022 Strategic Plan	Pg 63-66
7.10	Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Invitation: Coast Forest Sector Revitalization & Coastal Communities – North Coast & Haida Gwaii	Pg 67-73

8. REPORTS / RESOLUTIONS

8.1	D. Fish, Corporate Officer – Proposed Haida Gwaii Regional Emergency Management Partnership	Pg 74-88
8.2	D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation: 2019 Q1 Update	Pg 89-103

9. BYLAWS

None.	---
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10. LAND REFERRALS / PLANNING *(Voting restricted to Electoral Area Directors)*

None.	---
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11. NEW BUSINESS

11.1	Director's Reports	Verbal
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12. OLD BUSINESS

12.1	Ministry of Transportation and Infrastructure – Sandspit Coastal Erosion	Pg 104-106
12.2	D. Fish, Corporate Officer – Charge North Electric Vehicle Charging Station Locations	Verbal

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

That the public be excluded from the meeting according to section 90(1)(c) and (k) of the <i>Community Charter</i> “labour relations or other employee relations”, and “negotiations and related discussions respecting the proposed provisions 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 via teleconference on Thursday, March 14th, 2019 at 7:00 p.m.

PRESENT

PRIOR TO ADOPTION

Chair	D. Nobels, Electoral Area A
Directors	L. Brain, City of Prince Rupert D. Franzen, District of Port Edward K. Olsen, Village of Queen Charlotte B. Johnston, Alternate, Village of Masset D. Daugert, Village of Port Clements K. Bergman, Electoral Area C J. Young, Electoral Area D E. Putterill, Electoral Area E
Regrets	B. Pages, Village of Masset B. Cunningham, City of Prince Rupert
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Landrath, Treasurer
Public	0
Media	0

1. CALL TO ORDER 7:05 p.m.

2. AGENDA

MOVED by Director Franzen, SECONDED by Director Brain, that the March 14, 2019 North Coast Regional District Regular agenda be adopted as presented.

131-2019

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.

5. DELEGATIONS

None.

6. FINANCE

Round 3 of the draft 2019-2023 North Coast Regional District (NCRD) Five-Year Financial Plan was distributed to the Board and is available on the NCRD website.

7. CORRESPONDENCE

None.

8. REPORTS – RESOLUTIONS

None.

9. FINANCIAL PLAN’S REVIEW**9.1 Administration – Function 110**

MOVED by Director Franzen, SECONDED by Director Brain, that the Five-Year Financial Plan 2019-2023 for Administration, Function 110, be approved as presented.

132-2019**CARRIED****9.2 Electoral Area Administration – Function 120**

MOVED by Director Brain, SECONDED by Director Franzen, that the Five-Year Financial Plan 2019-2023 for Electoral Area Administration, Function 120, be approved as presented.

133-2019**CARRIED****9.3 Electoral Area E Administration – Function 121**

MOVED by Director Brain, SECONDED by Director Franzen, that the Five-Year Financial Plan 2019-2023 for Electoral Area E Administration, Function 121, be approved as presented.

134-2019**CARRIED**

Director Olsen joined the meeting at 7:10 p.m.

9.4 Elections – Function 130

MOVED by Director Franzen, SECONDED by Director Brain, that the Five-Year Financial Plan 2019-2023 for Elections, Function 130, be approved as presented.

135-2019**CARRIED**

9.5 Grant-in-Aid (All) – Function 170

MOVED by Director Franzen, SECONDED by Director Putterill, that the Five-Year Financial Plan 2019-2023 for Grant-in-Aid (All), Function 170, be approved as presented.

136-2019**CARRIED**

Director Daugert joined the meeting at 7:11 p.m.

9.6 Grant-in-Aid Area A – Function 171

MOVED by Director Franzen, SECONDED by Director Olsen, that the Five-Year Financial Plan 2019-2023 for Grant-in-Aid Area A, Function 171, be approved as presented.

137-2019**CARRIED**

9.7 Grant-in-Aid Area C – Function 172

MOVED by Director Brain, SECONDED by Director Bergman, that the Five-Year Financial Plan 2019-2023 for Grant-in-Aid Area C, Function 172, be approved as presented.

138-2019**CARRIED**

9.8 Grant-in-Aid Area D – Function 173

MOVED by Director Young, SECONDED by Director Daugert, that the Five-Year Financial Plan 2019-2023 for Grant-in-Aid Area D, Function 173, be approved as presented.

139-2019**CARRIED**

9.9 Grant-in-Aid Area E – Function 174

MOVED by Director Putterill, SECONDED by Director Young, that the Five-Year Financial Plan 2019-2023 for Grant-in-Aid Area E, Function 174, be approved as presented.

140-2019**CARRIED**

9.10 Member Municipality Debt – Function 190

MOVED by Director Franzen, SECONDED by Director Olsen, that the Five-Year Financial Plan 2019-2023 for Member Municipality Debt, Function 190, be approved as presented.

141-2019**CARRIED**

9.11 VIRL Debt – Function 191

MOVED by Director Franzen, SECONDED by Director Brain, that the Five-Year Financial Plan 2019-2023 for VIRL Debt, Function 191, be approved as presented.

142-2019

CARRIED

9.12 Sandspit Fire – Function 210

MOVED by Director Franzen, SECONDED by Director Olsen, that the Five-Year Financial Plan 2019-2023 for Sandspit Fire, Function 210, be approved as presented.

143-2019

CARRIED

9.13 Emergency Programming – Areas A & C – Function 220

MOVED by Director Franzen, SECONDED by Director Brain, that the Five-Year Financial Plan 2019-2023 for Emergency Programming – Areas A & C, Function 220, be approved as presented.

144-2019

CARRIED

9.14 Emergency Programming – Area D – Function 227

MOVED by Director Young, SECONDED by Director Daugert, that the Five-Year Financial Plan 2019-2023 for Emergency Programming – Area D, Function 227, be approved as presented.

145-2019

CARRIED

9.15 Emergency Programming – Area E – Function 229

MOVED by Director Putterill, SECONDED by Director Olsen, that the Five-Year Financial Plan 2019-2023 for Emergency Programming – Area E, Function 229, be approved as presented.

146-2019

CARRIED

9.16 Tlell Fire – Function 230

MOVED by Director Franzen, SECONDED by Director Young, that the Five-Year Financial Plan 2019-2023 for Emergency Programming – Area E, Function 229, be approved as presented.

147-2019

CARRIED

9.17 Islands Solid Waste – Function 310-319

MOVED by Director Daugert, SECONDED by Director Franzen, that the Five-Year Financial Plan 2019-2023 for Islands Solid Waste, Function 310-319, be approved as presented.

148-2019

CARRIED

9.18 Regional Recycling (Mainland) – Function 340

MOVED by Director Brain, SECONDED by Director Franzen, that the Five-Year Financial Plan 2019-2023 for Regional Recycling (Mainland), Function 340, be approved as presented.

149-2019

CARRIED

9.19 Rural Land Use Planning – Function 510

MOVED by Director Franzen, SECONDED by Director Olsen, that the Five-Year Financial Plan 2019-2023 for Rural Land Use Planning, Function 510, be approved as presented.

150-2019

CARRIED

9.20 Economic Development – Function 570

MOVED by Director Franzen, SECONDED by Director Brain, that the Five-Year Financial Plan 2019-2023 for Economic Development, Function 570, be approved as presented.

151-2019

CARRIED

9.21 Prince Rupert Regional Archives – Function 710

MOVED by Director Brain, SECONDED by Director Franzen, that the Five-Year Financial Plan 2019-2023 for Prince Rupert Regional Archives, Function 710, be approved as presented.

152-2019

CARRIED

9.22 North Pacific Cannery – Function 715

MOVED by Director Franzen, SECONDED by Director Bergman, that the Five-Year Financial Plan 2019-2023 for North Pacific Cannery, Function 715, be approved as presented.

153-2019

CARRIED

9.23 Haida Gwaii Museum – Function 720

MOVED by Director Olsen, SECONDED by Director Daugert, that the Five-Year Financial Plan 2019-2023 for Haida Gwaii Museum, Function 720, be approved as presented.

154-2019

CARRIED

9.24 Vancouver Island Regional Library – Function 725

MOVED by Director Franzen, SECONDED by Director Putterill, that the Five-Year Financial Plan 2019-2023 for Vancouver Island Regional Library, Function 725, be approved as presented.

155-2019

CARRIED

9.25 Haida Gwaii Recreation – Function 730

MOVED by Director Olsen, SECONDED by Director Young, that the Five-Year Financial Plan 2019-2023 for Haida Gwaii Recreation, Function 730, be approved as presented.

156-2019

CARRIED

9.26 Sandspit Community Hall – Function 735

MOVED by Director Putterill, SECONDED by Director Franzen, that the Five-Year Financial Plan 2019-2023 for Sandspit Community Hall, Function 735, be approved as presented.

157-2019

CARRIED

9.27 Mainland Recreation Area A – Function 751

MOVED by Director Franzen, SECONDED by Director Olsen, that the Five-Year Financial Plan 2019-2023 for Mainland Recreation Area A, Function 751, be approved as presented.

158-2019

CARRIED

9.28 Mainland Recreation Area C – Function 752

MOVED by Director Franzen, SECONDED by Director Young, that the Five-Year Financial Plan 2019-2023 for Mainland Recreation Area C, Function 752, be approved as presented.

159-2019

CARRIED

9.29 Feasibility Studies – Function 901

MOVED by Director Franzen, SECONDED by Director Young, that the Five-Year Financial Plan 2019-2023 for Feasibility Studies, Function 901, be approved as presented.

160-2019**CARRIED**

9.30 Sandspit Water – Function 810

MOVED by Director Daugert, SECONDED by Director Putterill, that the Five-Year Financial Plan 2019-2023 for Sandspit Water, Function 810, be approved as presented.

161-2019**CARRIED****10. NEW BUSINESS**

None.

11. OLD BUSINESS

None.

12. PUBLIC INPUT

There were 0 questions from the public.

13. IN CAMERA

None.

14. ADJOURNMENT

MOVED by Director Franzen, SECONDED by Director Brain, that the North Coast Regional District Regular Board meeting be adjourned at 7:32 p.m.

162-2019**CARRIED**

Approved and adopted:

Certified correct:

Chair

Corporate Officer



NORTH COAST REGIONAL DISTRICT

MINUTES of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2nd Avenue West in Prince Rupert, B.C. on Friday, March 22, 2019 at 7:00 p.m.

PRESENT

PRIOR TO ADOPTION

Chair	D. Nobels, Electoral Area A
Directors	B. Cunningham, City of Prince Rupert D. Franzen, District of Port Edward B. Johnston, Alternate, Village of Masset K. Olsen, Village of Queen Charlotte (<i>via teleconference</i>) D. Daugert, Village of Port Clements J. Young, Electoral Area D E. Putterill, Electoral Area E
Regrets	B. Pages, Village of Masset L. Brain, City of Prince Rupert K. Bergman, Electoral Area C
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer
Public	0
Media	0

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

2. AGENDA

MOVED by Director Putterill, SECONDED by Director Franzen, that the March 22, 2019 North Coast Regional District Regular amended agenda be further amended and adopted as follows:

Add: 12.3 – Director Putterill, Electoral Area E - BC Ferries Service Level Restoration

Delete: 11.5 – Director Young, Electoral Area D – Habitat Acquisition Grant

163-2019

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regular meeting of the North Coast Regional District Board held February 22, 2019

MOVED by Director Franzen, SECONDED by Director Cunningham, that the minutes of Regular meeting of the North Coast Regional District Board held February 22, 2019 be adopted as presented.

164-2019

CARRIED

- 3.2 Minutes of the Regular (Round 2 Budget) meeting of the North Coast Regional District Board held February 23, 2019

MOVED by Director Daugert, SECONDED by Director Putterill, that the minutes of Regular (Round 2 Budget) meeting of the North Coast Regional District Board held February 23, 2019 be adopted as presented.

165-2019

CARRIED

- 3.3 Minutes of the Parcel Tax Roll Review Panel meeting held February 22, 2019

MOVED by Director Franzen, SECONDED by Director Olsen, that the minutes of Parcel Tax Roll Review Panel meeting held February 22, 2019 be adopted as presented.

166-2019

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Minutes of the Regular meeting of the Moresby Island Management Standing Committee held February 5, 2019

MOVED by Director Cunningham, SECONDED by Director Putterill, that the minutes of the Regular meeting of the Moresby Island Management Standing Committee held February 5, 2019 be received.

167-2019

CARRIED

5. DELEGATIONS

None.

6. FINANCE

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

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

168-2019

CARRIED

7. CORRESPONDENCE

- 7.1 TransCanada Yellowhead Highway Association – February 2019 Member Update

MOVED by Director Cunningham, SECONDED by Director Putterill, that the correspondence from the TransCanada Yellowhead Highway Association with respect to its February 2019 member update be received.

169-2019

CARRIED

- 7.2 Forest Enhancement Society of British Columbia – Forest Enhancement Society of B.C. Jan 2019 Accomplishments Report

MOVED by Director Cunningham, SECONDED by Director Putterill, that the correspondence from the Forest Enhancement Society of B.C. with respect to its 2019 accomplishments report be received.

170-2019

CARRIED

- 7.3 Firewise Consulting – New Fire Safety Act

MOVED by Director Franzen, SECONDED by Director Putterill, that the correspondence from Firewise Consulting with respect the new *Fire Safety Act* be received.

171-2019

CARRIED

MOVED by Director Putterill, SECONDED by Director Cunningham, that staff be directed to prepare a report with respect to legislative changes to the *Fire Safety Act* and implications for the North Coast Regional District.

172-2019

CARRIED

- 7.4 Bulkley Valley Research Centre – Northern Conference for Wildfire Resilience

MOVED by Director Cunningham, SECONDED by Director Daugert, that the correspondence from the Bulkley Valley Research Centre with respect to the Northern Conference for Wildfire Resilience be received.

173-2019

CARRIED

- 7.5 United Fishermen & Allied Workers' Union – Factory Ships Processing at Sea

MOVED by Director Franzen, SECONDED by Director Cunningham, that the correspondence from the United Fisherman and Allied **Workers' Union** with respect to factory ships processing at sea be received.

174-2019

CARRIED

MOVED by Director Franzen, SECONDED by Director Cunningham, that the Board of the North Coast Regional District send correspondence to the Honourable Minister Wilkinson, Minister of Fisheries, Oceans and the Canadian Coast Guard, to oppose the continued processing of fisheries catch at sea.

175-2019

CARRIED

7.6 Village of Queen Charlotte – Request for Letter of Support: Imagine Grant

MOVED by Director Franzen, SECONDED by Director Olsen, that the correspondence from the Village of Queen Charlotte with respect to its request for a letter of support to **accompany its application to Northern Health’s Imagine Grant program for the purchase of basketball floor mops be received;**

AND THAT the Board of the North Coast Regional District provide a letter of support **to the Village of Queen Charlotte for its funding application to Northern Health’s Imagine Grant program for the purchase of basketball floor mops.**

176-2019**CARRIED****8. REPORTS – RESOLUTIONS**

8.1 D. Fish, Corporate Officer – 2019 Draft Resolution Submission to the NCLGA – Access to Level 3 Trauma Centres

MOVED by Director Olsen, SECONDED by Director Franzen, that the report from staff **entitled “2019 Draft Resolution Submission to the NCLGA – Access to Level 3 Trauma Centres” be received;**

AND THAT the Board of the North Coast Regional District endorse the *Hospital Helipad Construction* resolution:

WHEREAS none of the new or existing level 3 trauma hospital construction plan in rural British Columbia (B.C.) include plans or designs for onsite helipads;

AND WHEREAS due to an absence of onsite hospital helipads, rural B.C. trauma patients experience delayed access to level 3 trauma hospitals;

THEREFORE BE IT RESOLVED that the North Central Local Government Association and the Union of BC Municipalities lobby the Province of B.C. to legislate that all current and future level 3 and above trauma hospitals being constructed in rural B.C. receive capital funding to construct and operate an onsite helipad.

177-2019**CARRIED**

8.2 D. Fish, Corporate Officer – April 2019 Strategic Planning Travel

MOVED by Director Franzen, SECONDED by Director Young, that the report from staff **entitled “April 2019 Strategic Planning Travel” be received** for information.

178-2019**CARRIED**

8.3 D. Fish, Corporate Officer – Results of the Alternative Approval Process for the Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018

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

179-2019**CARRIED**

8.4 D. Fish, Corporate Officer – Haida Gwaii Tsunami Pole Project Update

MOVED by Director Putterill, SECONDED by Director Young, that the report from **staff entitled** “Haida Gwaii Tsunami Pole Project Update” be received for information.

180-2019**CARRIED**

8.5 S. Landrath, Treasurer – 2018 Actual Expenditures versus 2019 Budget Figures

MOVED by Director Putterill, SECONDED by Director Franzen, that the report from **staff entitled** “2018 Actual Expenditures versus 2019 Budget Figures” be received for information.

181-2019**CARRIED**

8.6 D. Fish, Corporate Officer – Islands Solid Waste Landfill Gas Flare Project – CleanBC Communities Fund Application

MOVED by Director Franzen, SECONDED by Director Cunningham, that the report from **staff entitled** “Islands Solid Waste Landfill Gas Flare Project – CleanBC Communities Fund Application” be received.

182-2019**CARRIED**

MOVED by Director Putterill, SECONDED by Director Franzen, that the Board of the North Coast Regional District support the Islands Solid Waste Landfill Gas Flare project and associated CleanBC Communities Fund application and dedicate a total of up to \$13,350 to be funded from the Islands Solid Waste function for the Regional District’s portion of the cost of the Islands Solid Waste Landfill Gas Flare project.

183-2019**CARRIED****9. BYLAWS**

9.1 Bylaw No. 626, 2018 – Being a bylaw to authorize the borrowing of half of a million dollars (\$500,000) for the purpose of borrowing funds to complete capital upgrades to the Regional Recycling Facility

MOVED by Director Putterill, SECONDED by Director Franzen, that Bylaw No. 626, 2018 be adopted.

184-2019**CARRIED**

9.2 Bylaw No. 631, 2019 – Being a Bylaw to Adopt the Five Year Financial Plan for the Years 2019-2023

MOVED by Director Franzen, SECONDED by Director Putterill, that Bylaw No. 631, 2019 be given first reading.

185-2019**CARRIED**

MOVED by Director Daugert, SECONDED by Director Putterill, that Bylaw No. 631, 2019 be given second reading.

186-2019**CARRIED**

MOVED by Director Franzen, SECONDED by Director Cunningham, that Bylaw No. 631, 2019 be given third reading.

187-2019

CARRIED

MOVED by Director Franzen, SECONDED by Director Putterill, that Bylaw No. 631, 2019 be adopted.

188-2019

CARRIED

10. LAND REFERRALS / PLANNING

10.1 M. Williams, Planning Consultant – Land Referral: Haida Tourism

MOVED by Director Daugert, SECONDED by Director Young, that the report from the **consultant entitled “Land Referral: Haida Tourism” be received.**

189-2019

CARRIED

MOVED by Director Putterill, SECONDED by Director Young, that the Board of the North Coast Regional District provide no objection to the approval of the project subject to the following conditions:

- Assurance that the proposal will not interfere or hinder with industrial forestry operation in adjacent lands;
- Require periodic reviews of the application and proposal, inclusive of feedback from local governments, every five years; and
- That the proposed lodge be emptied of hydrocarbons with each seasonal closure.

190-2019

CARRIED

10.2 M. Williams, Planning Consultant – Land Referral: Citywest

MOVED by Director Franzen, SECONDED by Director Cunningham, that the report **from the consultant entitled “Land Referral: Citywest” be received;**

AND THAT the Board of the North Coast Regional District provide no objection to the approval of the project.

191-2019

CARRIED

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 councils from the City of Prince Rupert, District of Port Edward and the City of Terrace toured the new horizons work camp on Watson Island. At that same time, Councils also took the opportunity to tour the AltaGas development site.

Director Franzen – District of Port Edward

- The District provided modest grants to the Navy League of Canada, Prince Rupert Gymnastics Club, and the All Native Basketball Tournament; and
- **The District's chief administrative officer and fire chief have submitted their resignation.**

Director Young – Electoral Area D

- Director Young attended the all islands protocol meeting held March 9, 2019;
- Director Young met with the BC Rural Physicians retention group to discuss physician staffing on Haida Gwaii; and
- The Towhill Community Association is underway with planning for the **replacement of the community's kiosk on Towhill road.**

Director Daugert – Village of Port Clements

- Director Daugert attended the all islands protocol meeting held March 9, 2019; and
- The Village received cellular coverage on Wednesday, March 20, 2019.

Director Putterill – Electoral Area E

- Director Putterill has been attending various meetings with respect to the BC Ferries service level restoration announcement;
- The Sandspit Community Recreation Committee has applied for grant funding to support the development of a basketball court at the Agnes L. Mathers school;
- The Sandspit Volunteer Fire Department has submitted a \$25,000 grant application for the installation of heat pumps at the firehall;
- The Small Craft Harbour Society is undertaking a number of upgrade projects at the Sandspit docks;
- The University of British Columbia has approved a field school program for marine management planning, which would host 20 students in the community; and
- The GwaiiTel Society continues to work on the radio link upgrade project for the island.

Director Olsen – Village of Queen Charlotte

- Director Olsen attended the all islands protocol meeting held March 9, 2019;
- The Canadian Institute of the Blind is on island meeting with residents with visual impairments; and
- The Village is in discussion with the Skidegate Band Council regarding upgrade and partnering options for the treatment of waste water.

Director Nobels – Electoral Area A

- The Small Craft Harbour Authority is undertaking a tank replacement project on the Dodge Cove docks; and
- The City of Prince Rupert attended a community meeting in Dodge Cove in February to discuss the potential of establishing a provincially-designated BC Ferry service route between Prince Rupert and the community of Dodge Cove.

192-2019**CARRIED**

11.2 Director Putterill, Electoral Area E – Civic Addressing in Sandspit

MOVED by Director Putterill, SECONDED by Director Olsen, that the verbal report from Director Putterill with respect to civic addressing in Sandspit be received;

AND THAT staff be directed to prepare a report with respect to updating house numbering bylaws for Moresby and Graham Island, inclusive of options for mandatory visible street numbering and anticipated project costs.

193-2019**CARRIED**

11.3 Director Putterill, Electoral Area E – Sandspit Clinic

MOVED by Director Putterill, SECONDED by Director Young, that the verbal report from Director Putterill with respect to the Sandspit clinic be received;

AND THAT the Board of the North Coast Regional District send correspondence to the Northern Health Authority with respect to service levels and the need to maintain current Sandspit clinic hours.

194-2019**CARRIED**

11.4 Director Young, Electoral Area D – Area D (Tlell) Evacuation Route

MOVED by Director Franzen, SECONDED by Director Cunningham, that the report from Director Young with respect to the Area D (Tlell) tsunami evacuation route be received.

195-2019**CARRIED**11.6 **Edge of the World Music Festival Society's Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program – 2019 Edge of the World Music Festival**

MOVED by Director Putterill, SECONDED by Director Young, that the Edge of the **World Music Festival Society's application to Northern Development Initiative Trust's Fabulous Festivals and Events program** be received;

AND THAT the Board of the North Coast Regional District support the Edge of the **World Music Festival Society's application to Northern Development Initiative Trust's Fabulous Festivals and Events program** in the amount of \$5,000, to be drawn from the North Coast Regional District nominal account.

196-2019**CARRIED****12. OLD BUSINESS**

12.1 D. Fish, Corporate Officer – April 10, 2019 Special Meeting Scheduling

MOVED by Director Franzen, SECONDED by Alternate Director Johnston, that the verbal report from staff entitled **"April 10, 2019 Special Meeting Scheduling"** be received.

197-2019**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Franzen, that a Special In-Camera meeting of the Board of the North Coast Regional District be scheduled for April 10, 2019 at 7:00 p.m. to be held at 344 2nd Avenue West, Prince Rupert, B.C.

198-2019

CARRIED

- 12.2 D. Fish, Corporate Officer – Charge North – CleanBC Communities Fund Application

MOVED by Director Cunningham, SECONDED by Alternate Director Johnston, that **the report from staff entitled “Charge North – CleanBC Communities Fund Application” be received.**

199-2019

CARRIED

MOVED by Director Cunningham, SECONDED by Director Franzen, that the Board of the North Coast Regional District authorize staff to sign and enter into a partnership agreement and memorandum of understanding with the Community Energy Association as presented.

200-2019

CARRIED

MOVED by Director Young, SECONDED by Director Putterill, that the Board of the North Coast Regional District participate in the Charge North EV Network project and associated CleanBC Communities Fund application and dedicate a total of up to \$10,000 to be funded from Economic Development for the Regional District's portion of the cost of two level 2 public electric vehicle charging stations at 1 Airport Rd (Sandspit Airport), Sandspit, B.C., in Electoral Area E and the Tlell Fire Station (36543 Highway 16) in Electoral Area D;

AND FURTHER THAT the Board of the North Coast Regional District support the **North Coast Regional District's application, on behalf of the Charge North participating** local governments, to the CleanBC Communities Fund to support the Charge North project;

201-2019

CARRIED

- 12.3 Director Putterill, Electoral Area E - BC Ferries Service Level Restoration

Director Putterill provided an update to the Board of the North Coast Regional District with respect to anticipated service restoration dates for BC Ferry routes 10, 11 and 26.

MOVED by Director Putterill, SECONDED by Director Cunningham, that the Board of the North Coast Regional District send correspondence to Mark Collins, CEO, BC Ferries, to request that BC Ferries, as an interim measure, increase sailings on Route 26 within the current 12 hour operational day.

202-2019

CARRIED

13. PUBLIC INPUT

There were 0 questions from the public.

14. IN CAMERA

MOVED by Director Daugert, SECONDED by Director Putterill, that the public be excluded from the meeting according to section 90(1)(c) and (k) of the *Community Charter* “labour relations or other employee relations” and “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.”

203-2019**CARRIED****15. ADJOURNMENT**

MOVED by Director Putterill, SECONDED by Director Franzen, that the North Coast Regional District Regular Board meeting be adjourned at 9:44 p.m.

204-2019**CARRIED**

Approved and adopted:

Certified correct:

Chair

Corporate Officer



NORTH COAST REGIONAL DISTRICT ELECTORAL AREA ADVISORY COMMITTEE

MINUTES of the Electoral Area Advisory Committee meeting held at 344 2nd Avenue West in Prince Rupert, B.C. on Friday, August 17, 2018 at 6:00 p.m.

PRESENT

Chair	M. Racz, Electoral Area D
Directors	D. Nobels, Electoral Area A L. Budde, Alternate, Electoral Area C
Regrets	K. Bergman, Electoral Area C B. Beldessi, Electoral Area E
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer

1. CALL TO ORDER 6:03 p.m.

2. CONSIDERATION OF AGENDA (additions/deletions)

MOVED by Director Nobels, SECONDED by Alternate Director Budde, that the August 17, 2018 Electoral Area Advisory Committee agenda be amended and adopted to include the following:

7.2 Business Façade Improvement Program in Sandspit

015-2018

CARRIED

3. COMMITTEE MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Electoral Area Advisory Committee Meeting held May 25, 2018

MOVED by Alternate Director Budde, SECONDED by Director Nobels, that the minutes of the May 25, 2018 Electoral Area Advisory Committee meeting be adopted as presented.

016-2018

CARRIED

4. FINANCE

None.

5. CORRESPONDENCE

None.

6. REPORTS / RESOLUTIONS

- 6.1 S. Gill, Treasurer – Gas Tax – Funding for Recycling Depot Roof Repair/Replacement

MOVED by Director Nobels, SECONDED by Alternate Director Budde, that the report **from staff entitled “Gas Tax – Funding for Recycling Depot Roof Repair/Replacement” be received.**

017-2018

CARRIED

- 6.2 D. Fish, Corporate Officer & S. Gill, Treasurer – Gas Tax – Funding for the Rennell Sound Recreation Site

MOVED by Director Nobels, SECONDED by Alternate Director Budde, that the **report from staff entitled “Gas Tax – Funding for the Rennell Sound Recreation Site” be received;**

AND THAT the Electoral Area Advisory Committee recommend that the Board of the North Coast Regional District allocate \$100,000 in Gas Tax Community Works Funding toward the Rennell Sound Recreation Site project.

018-2018

CARRIED

7. NEW BUSINESS

- 7.1 Sandspit Community Society Application to Northern Development Initiative Trust’s Fabulous Festivals and Events Program – Wild Harvest Festival

MOVED by Alternate Director Budde, SECONDED by Director Nobels, that the **Sandspit Community Society’s application to Northern Development Initiative Trust’s Fabulous Festivals and Events program be received;**

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

019-2018

CARRIED

- 7.2 Business Façade Improvement Program in Sandspit

MOVED by Alternate Director Budde, SECONDED by Director Nobels, that the verbal report from Director Racz with respect to a potential business façade improvement program project at the Super Value Market be received for information.

020-2018

CARRIED

8. OLD BUSINESS

None.

9. PUBLIC INPUT

There were 0 questions from the public.

10. IN CAMERA

None.

11. ADJOURNMENT

MOVED by Director Nobels, SECONDED by Alternate Director Budde, that the meeting be adjourned at 6:24 p.m.

021-2018

CARRIED

Approved and adopted:

Certified correct:

Chair

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 March 5, 2019 at 7:00 PM.

Adopted April 1, 2019

PRESENT Gail Henry, Evan Putterill, Bill Quaas, Stan Hovde, Gord Usher

ABSENT None

Chair Gail Henry

Vice Chair

Staff Barb Parser

Public 3

1. CALL TO ORDER 7:02 PM

2. CONSIDERATION OF AGENDA (additions/deletions)

2.1 Agenda March 2019

015-2019 MOTION to accept agenda as presented, moved by Bill Quaas, seconded by Gord Usher, Carried

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes February 2019

016-2019 MOTION to adopt and file February minutes of meeting, moved by Stan Hovde, seconded by Bill Quaas, Carried

4. DELEGATIONS

None

5. CORRESPONDENCE

5.1 Charman Letter - Sale of Land

017-2019 MOTION to file correspondence moved by Gord Usher, seconded by Stan Hovde, Carried

6. REPORTS – RESOLUTIONS

6.1 Water Operators Report

6.2 Directors Report - Verbal

- Semester Program has been approved for January - April 2020
- Memory Wall
- Shoreline Plan
- Copper Bay open air BBQ, covered, boat launch, new shack, outhouses
- Gwaii Tel working on upgrade (ongoing)
- Clinic hours may be cut, RD will argue that
- MEIDS working on community forest with BC Government
- VI Regional library, slight funding increase, new building plan being worked on
- Emergency response budget
- \$5,000.00 grant toward electronic chargers for vehicles, 1/2 of this will be for YZP
- Northern Health Hospital at Mill's Memorial will cause some increases in property tax
- Discussed reflective house numbers
- Kwuna schedule, bring up more runs for summer

018-2019 MOTION to accept and file Water Operators Report and Verbal Directors report moved by Gord Usher, seconded by Stan Hovde, Carried

7. OLD BUSINESS

7.1 GT Vibrant Communities MIMSC Criteria

Discussion concerning Vibrant Communities application to combine MIMSC criteria with GT application

8. NEW BUSINESS

8.1 MIMSC 2019 Meeting Dates - Consider changing meeting day to Monday's

019-2019 MOTION to move meeting dates to 1st Monday of every month with adjustment made when conflicts arise with holidays, to take effect in April moved by Stan Hovde, seconded by Evan Putterill, Carried

9. PUBLIC INPUT

10. IN CAMERA

11. ADJOURNMENT

020-2019 MOTION to Adjourn by Stan Hovde, 8:20 PM, Carried

Approved and adopted:

Certified correct:

Chair

Secretary

North Coast Regional District
Cheques payable over \$5,000 - MARCH, 2019

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	7-Mar	\$ 17,357.88	February Garbage Collection
City of Prince Rupert	7-Mar	\$ 7,674.33	2017 MFA DRF Payout Issue 99
Pacific Blue Cross	7-Mar	\$ 6,993.06	March PBC & BC Life Premiums
Municipal Pension Plan	6-Mar	\$ 7,310.15	Payroll Remittance (PP5-2019)
Receiver General	6-Mar	\$ 12,190.00	Payroll Remittance (PP5-2019)
Municipal Pension Plan	19-Mar	\$ 7,319.98	Payroll Remittance (PP6-2019)
Receiver General	19-Mar	\$ 12,438.24	Payroll Remittance (PP6-2019)

CHEQUES OVER \$5,000:	\$	71,283.64
CHEQUES UNDER \$5,000:	\$	59,200.75
TOTAL CHEQUES:	\$	<u>130,484.39</u>

RECEIVED MAR 22 2019

ITEM 7.1

301 - 1268 Fifth Avenue
Prince George, BC V2L 3L2
Tel: 250-561-2525
Fax: 250-561-2563
info@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca

CONFIDENTIAL

March 15, 2019

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

Attention: Chair Barry Pages

Dear Chair Pages:

**Subject: Economic Development Capacity Building Funding – 2018
Northern Development Project Number 5447 20**

We have received your reporting in support of your application for funding under the 2018 Annual Economic Development Capacity Building program for municipalities and regional districts within the Northern Development area.

The Northern Development Initiative Trust is very pleased to be able to support your community in its efforts to develop the local and regional economy through increased economic development capacity.

Enclosed is our cheque in the amount of \$28,250 which represents a grant towards activities in support of your 2018 economic development budget.

Please don't hesitate to contact us should you require additional information. Thank you for submitting the North Coast Regional District's report on the 2018 Annual Economic Development Capacity Building program.

Sincerely,

Joel McKay
Chief Executive Officer



- c: Doug Chapman, Chief Administrative Officer, North Coast Regional District
Daniel Fish, Corporate Officer, North Coast Regional District
Alanah Mountifield, Economic Development Manager, Misty Isles Economic Development Society

CONFIDENTIAL

March 29, 2019

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

Attention: Chair Barry Pages


Dear Chair Pages:

**Subject: 2018 Grant Writing Support Program
Northern Development Project Number 5385 20**

We are pleased to enclose our cheque in the amount of \$7,485.71 which represents Northern Development's 2018 grant writer funding for the North Coast Regional District.

Please don't hesitate to contact us should you require additional information. Thank you for participating in the 2018 Grant Writing Support program.

Sincerely,


Joel McKay
Chief Executive Officer

- c: Doug Chapman, Chief Administrative Officer, North Coast Regional District
Daniel Fish, Corporate Officer, North Coast Regional District
Alanah Mountifield, Economic Development Manager, Misty Isles Economic Development Society

RECEIVED APR / 9 2019



March 13, 2019

Doug Chapman, Chief Administrative Officer
North Coast Regional District
14 - 342 3rd Avenue West
Prince Rupert, BC, V8J 1L5

**RE: CEPF: 2019 Emergency Operations Centres – Approval Agreement
& Terms and Conditions of Funding – IN CONFIDENCE**

Dear Mr. Chapman,

Thank you for submitting an application for the 2019 Emergency Operations Centres and Training funding stream under the Community Emergency Preparedness Fund.

I am pleased to inform you **in confidence** that the Evaluation Committee has approved funding for your project, *Sandspit Emergency Communications Equipment Project*, in the amount of \$25,000.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Transportation & Infrastructure has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval in confidence until April 5, 2019;
- (3) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (4) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (5) All project activities must be completed within 12 months and no later than March 6, 2020;

The Community Emergency Preparedness Fund is funded by the Province of BC

- (6) The Final Report Form and financial summary are required to be submitted to UBCM within 30 days of the project end date and no later than April 3, 2020;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or the provincial government website and all final report materials will be made available to the Province of BC.

On behalf of the Evaluation Committee, I would like to congratulate the North Coast Regional District for responding to this opportunity to develop EOC capacity to support the emergency preparedness and resiliency of BC communities.

If you have any questions, please feel free to contact Local Government Program Services at 250-387-4470 or cepf@ubcm.ca.

Sincerely,



Rebecca Bishop
CEPF Program Officer

cc: Daniel Fish, Corporate Officer

Approval Agreement (to be signed by the CAO or designate)

I, _____, have read and agree to the general Terms & Conditions and the requirements for funding under the 2018 Emergency Operations Centres and Training funding stream.

Signature

Date

*Please return a scanned copy of this signed Approval Agreement to cepf@ubcm.ca.
Retain the original for your records.*

Local Government Program Services

General Funding Terms & Conditions

The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the requirements of each funding program, please refer to the relevant Program & Application Guide. For information regarding a specific project approved through LGPS, please refer to the approval letter.

1. Definitions

Approved Applicant: In general, LGPS grants are awarded to local governments (regional districts and municipalities) and, in some programs, First Nations. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.

Approved Partner(s): organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. This may include boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant). Refer to program guides for requirements for partners in regional applications.

Approved Project: the activities described in the application and budget and approved by UBCM.

Cash Expenditures: direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.

Community Contribution: Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant or an approved partner. This can be in cash or in-kind, but must be an eligible expenditure.

In-Kind Expenditures: the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

2. Eligible & Ineligible Expenditures

Eligible expenditures, including community contributions, are direct costs that are properly and reasonably incurred by the approved applicant or approved partner as part of the approved project.

To be eligible for grant funding, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM.

3. Grant Management & Applicant Responsibilities

Notice of Decision

All applicants will be informed of the status of their application by letter, generally within 90 days of the application deadline. Approved applicants will be informed of specific conditions of the grant approval and are required to sign and return a copy of the Approval Agreement.

Applicant Responsibilities

Approved applicants are responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline

- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports as required by the Program & Application Guide (see below)

Accounting Records

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant.

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

Changes to or Cancellation of Approved Project

Any significant variation from the approved project as described in the approved application must be approved, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

4. Reporting Requirements

Submission of Reports

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.
- If a hardcopy of the report is required, do not bind reports or submit in binders or folders.

Extensions and Outstanding Reports

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.



Subject: BC Rural Dividend – Notification of Results

March 26, 2019

Dear Larry Duke,

Thank you for your interest in the BC Rural Dividend and the submission of your application for Rennell Sound Recreational Area Upgrades. On behalf of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), I regret to advise you that your application has not been approved for funding at this time.

Applications to the Rural Dividend Program are reviewed as part of a competitive assessment process. The Program makes decisions based on the information provided in the application documents and cannot make assumptions about project components that are not described in detail.

Unfortunately, your application has not been selected for funding. It was noted during the review and assessment of your application that the proposed project exceeds the Program's limits on costs related to infrastructure. As noted in the Rural Dividend Program Guide, costs related to infrastructure cannot exceed 25% of the total project cost.

Staff at the Rural Dividend Program Office are available to meet with you (virtually or in-person) to review your application, and provide further details regarding the funding decision. The Program Office can also provide information regarding other funding sources available for rural communities, which may provide additional opportunities for the implementation of your proposed project. If you would like to book a follow up meeting please contact the Program Office by phone at 250-356-7950 or by email at ruraldividend@gov.bc.ca.

Upcoming intake periods for the BC Rural Dividend will be announced via the Program website www.gov.bc.ca/ruraldividend, and we encourage you to consider submitting additional applications in the future. Please note that FLNRORD Regional Economic Operations staff are available to offer insights in the development of future applications to the BC Rural Dividend. The Regional Manager for your area is Marc von der Gonna and their contact information is 250.638.6523, Marc.vonderGonna@gov.bc.ca.

We appreciate your application and wish you success in your efforts to strengthen your community's resiliency and economic viability.

Regards,

A handwritten signature in black ink, appearing to be 'SFE' with a long horizontal stroke extending to the right.

Sarah Fraser
Executive Director
Rural Development
Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Corporate Officer NCRD

From: Alanah Mountifield <alanah@gohaidagwail.ca>
Sent: Thursday, March 28, 2019 11:47 AM
To: Corporate Officer NCRD
Subject: Request for NCRD resolution of support

Hi Daniel,

Would you add a request for a resolution of support for the 2019 Visitor Exit Survey project to the agenda for the next NCRD meeting. I am applying to a few funding agencies and a couple require resolutions. I prefer it to be a generic resolution (not aimed at one funder) so I can use it for multiple funding applications.

Let me know if you need more information on the project for the boards consideration.

Thanks!
Alanah



Go Haida Gwaii

2018 Visitor Survey Research Proposal - Revised

Submitted to:

Janine North

Executive Director, *Go Haida Gwaii*

janine@gohaidagwaii.ca

Submitted by:

Liddie Sorensen-Lawrence, MBA CMRP

Align Consulting

liddie.lawrence@alignresearch.ca



Go Haida Gwaii

Front page photo credit: <http://www.gohaidagwaii.ca/photo-gallery/skidegate>

Proposal for Visitor Survey Research

TABLE OF CONTENTS

1.0. Introduction..... 4

2.0. Understanding the Need for a Visitor Survey 4

3.0. Proposed Approach and Methodology 4

 3.1. Approach with Timelines, Tasks and Responsibilities5

 3.2. Outcomes and Deliverables9

 3.3. Performance Measures9

 3.4. Tools.....9

 3.5. Working Principles9

 3.6. Project Risks/Barriers to Success11

4.0. Cost Estimates 11

 4.1. Fee Schedule12

Appendix A13

 Team Bios13

 Liddie Sorensen-Lawrence, MBA, CMRP – Consultant, Align Consulting14

 Krista Morten, MSc. – Principal, Align Consulting14

 Jaime Der, Research Assistant, Align Consulting15

Appendix B16

 Experience.....16

1.0. INTRODUCTION

Align Consulting is pleased to submit the following revised proposal based on our teleconference on April 24, 2018. Based on the previous discussions, Go Haida Gwaii is looking to conduct a comprehensive visitor survey over the two main seasons (summer and winter).

Since 2013, Krista Morten, has led Align Consulting to emerge as a successful, boutique firm that focuses on tourism and outdoor-recreation-related research and strategic planning activities.

The proposal first describes the understanding of the need for research services required, the proposed approach, cost proposal and finally Align Consulting's experience and references.

2.0. UNDERSTANDING THE NEED FOR A VISITOR SURVEY

Go Haida Gwaii is a destination marketing organization (DMO) that promotes Haida Gwaii as a tourism destination.

Go Haida Gwaii has identified the need to conduct an updated comprehensive, representative study of Haida Gwaii visitors to:

1. Gain a complete understanding of visitor characteristics, including market origin and demographics,
2. Gain a comprehensive understanding of trip characteristics, including length of stay paid accommodation use, activity participation, tourist site visitation, trip planning characteristics including social media use, and
3. Assess visitor satisfaction levels (Net Promoter Score, NPS®)¹, and
4. To estimate total visitor volume for the 2018 summer season.

3.0. PROPOSED APPROACH AND METHODOLOGY

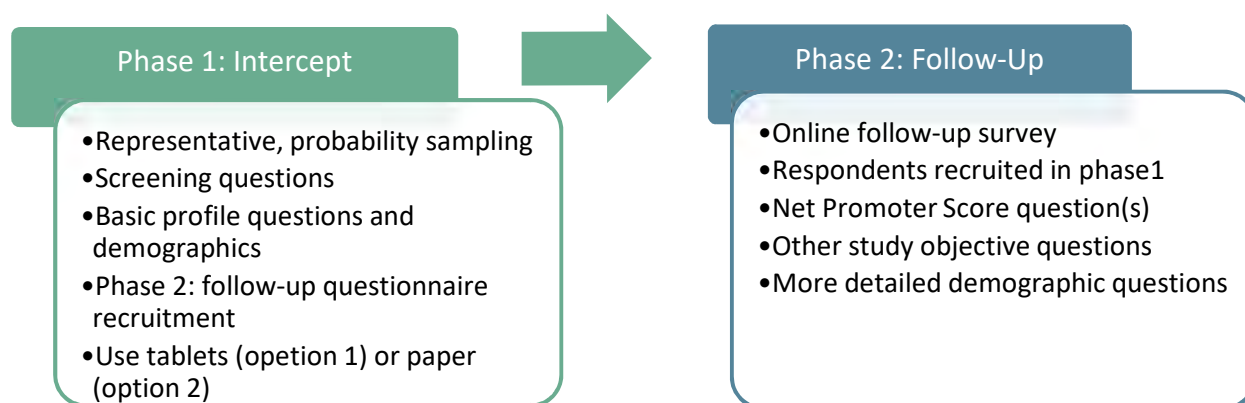
This section outlines the proposed approach for *Go Haida Gwaii's* proposed visitor survey. The broad approach (section 3.1), tasks, timing, roles and responsibilities and deliverables and outcomes are summarized. In addition, the tools used to achieve the tasks as well as working principles and barriers to success are summarized.

¹ Net Promoter, NPS, and the NPS-related emoticons are registered service marks, and Net Promoter Score and Net Promoter System are service marks, of Bain & Company, Inc., Satmetrix Systems, Inc. and Fred Reichheld.

3.1. Approach with Timelines, Tasks and Responsibilities

Align Consulting proposes that:

- A two-phase survey methodology using intercept/on-site interviews and a follow-up online survey is proposed²,



Source: Destination BC: How to Measure NPS in BC Communities (drafted by Align Consulting).

Questionnaire Development

There will be two questionnaires: one for Phase 1 (intercept survey) and one for Phase 2 (follow up survey). These questionnaires will be consistent between the seasons.

The study will collect visitor and trip characteristics, trip evaluation (including Net Promoter Score) and will also estimate visitor volume and expenditures. Align Consulting will incorporate existing visitor questionnaires into the study design.

Target

We will be targeting non-Fishing Lodge visitors. To do so we will include a screener question; however, the sample plan should address this as much as possible. In addition, we will be targeting visitors as they leave Haida Gwaii.

In order to develop a visitor estimate for Haida Gwaii, we will also need to understand what % of people at each departure point are visitors versus residents. Therefore this information will have to be collected during the data collection in Phase 1.

² As recommend by Destination BC in How to Measure NPS in BC Communities.
http://www.destinationbc.ca/getattachment/Resources/Monitoring-and-Evaluation/Net-Promoter-Score/How-to-Measure-NPS-in-BC-Communities_FINAL.pdf.aspx

Date Collection – Phase 1

Survey Periods

As per above, there will be two phases for each of the two seasons. Depending on Go Haida Gwaii's interviewer resources, we have two options: we can collect data over a sample of 3-4 weeks within Winter 2018 (October 1, 2018 – April 30, 2019) and one in Summer 2019 (May 1, 2019 – September 30, 2019); or we can collect data on a relatively ongoing basis. The ongoing basis would require Go Haida Gwaii to be able to retain staff to use on a very lean schedule (1 shift every 2 weeks or so). This can prove to be a challenge; however, if the client will be using staff for other purposes as well, this can be a great option.

Interviewer Training

Go Haida Gwaii will be responsible for hiring and managing the onsite interviewing staff. Align Consulting will conduct one training session for on-site researchers to ensure a representative sample of visitors and an efficient, professional approach. Align Consulting suggests a half to full day training of new researchers. It is anticipated that this training will take place late September/early October 2018. If new staff are required, they will be required to review the training documents. In addition, Align Consulting will conduct a teleconference to assist with any questions.

Onsite Survey Tool

We typically recommend using a tablet (iPad) for data collection as it speeds up the process, increases reliability and completeness of the data, and can assist in managing staff productivity from a distance. This is the original approach we have recommended to Go Haida Gwaii; however, upon discussion, there may be an opportunity to use paper surveys for this study. The reason being, is that is effectively an exit survey so the respondents are a captive audience while they wait for the Ferry or their Airplane. To capture the most responses, we could leverage paper and hand out the surveys to participants to fill out on their own. The interviewing staff would be available to answer questions and also to collect the completed surveys. Although this approach may decrease the overall completeness of the data, the number of visitors reached could increase significantly if there are time limitations. The costs for this option would depend on Go Haida Gwaii's approach to not only printing the surveys but would also require the surveys to be electronically entered. That being said, there could potentially be a cost savings as it may not require multiple interviewers at once.

Date Collection – Phase 2

Phase 2 will consist of a 10-12 minute follow up survey that will be sent to those who provided an email in Phase 1. Align Consulting will administer the email invitations which will be followed up by up to two reminders to non-responders. We recommend offering an incentive for completion such as a draw for one of three prizes.

Deliverables

The proposed approach includes Align Consulting providing the following services and deliverables:

- ✓ Project management (service);
- ✓ Research advice (service);

- ✓ Researcher training (deliverable);
- ✓ Phase 1 and Phase 2 questionnaire development (deliverable);
- ✓ Survey software for both phases assuming a tablet is used onsite (service);
- ✓ Performance reports during data collection (deliverable); and,
- ✓ Data analysis and reporting (deliverable).

To confirm, intercept researchers are employed (and paid for) by *Go Haida Gwaii*. *Go Haida Gwaii* (or a partner) will provide iPad's for efficient data collection.³

Reporting

The reporting process will include: Align Consulting producing a draft outline, *Go Haida Gwaii* to review and recommend changes, Align Consulting writes draft report, the report is reviewed, and edits are provided to Align Consulting. Next, Align Consulting makes edits and produces final report. Reporting look and feel are to be chosen by *Go Haida Gwaii*. The final report can be in MS Word (traditional) or power point and will be primarily visual elements (i.e. graphs and tables).

Align Consulting Team

Align Consulting uses a team approach to ensure that clients have one point of contact backed by another senior expert. Go Haida Gwaii's project lead will be Liddie Sorensen-Lawrence, MBA, CMRP. Liddie will be the key contact and involved in all aspects of this project. She will work closely with the project to ensure that the research and strategic needs are met throughout the project including questionnaire development, sampling, fielding, analysis, and reporting. If anything may arise where Liddie is not available, our team approach ensures a seamless transition for Go Haida Gwaii as all members fully aware of all elements of the project and are tourism and onsite experts.

Liddie will work closely with Krista Morten, Principal of Align Consulting, to ensure that the project is conducted on time and to specification. In addition, Jaime Der will be supporting the project management and will be available throughout the project for survey programming, data cleaning, data coding (if needed), graphing, and editing.

Liddie Sorensen-Lawrence and Krista Morten, Principal, each bring over 18 years of tourism research to this project. They have been conducting intercept studies using a similar approach since 2001 as Krista designed the Value of the Visitor Centre program across the province. Liddie was integral at the inception of this program conducting interviewer training in Kelowna, Haida Gwaii, and Grand Forks as well as researching and determining the online software for the intercept study.

The approach provided here is proposed, Align Consulting is flexible and can work with *Go Haida Gwaii* to best meet your needs.

³ If tablets are selected as the preferred option. Paper completion with Go Haida Gwaii doing the data entry is the other option.

Timelines

Table 1. Summarizes the proposed and estimated tasks, primary role and timelines.

Project/Task	Role		Proposed Timeline (Approximate)
	Align Consulting	Go Haida Gwaii	
Project Planning			
1. Project kick off meeting	Co-Lead	Co-Lead	June 2018
2. Negotiate/finalize roles and responsibilities, contract and deliverables	Co-Lead	Co-Lead	June 2018
3. Finalize visitor study design and timing (for winter and summer, methodology for collection)	Lead	Approve	June 2018
4. Draft visitor survey intercept questionnaire (survey creation) – determine priorities for visitor and trip characteristics and experience evaluation (NPS)	Lead	Approve	June-July 2018
5. Develop researcher training	Lead	Support	August 2018
6. Obtain respondent incentives, researcher uniforms and iPads	Support	Lead	September 2018
7. Determine detailed sampling plans (including stints and locations)	Lead	Approve	June 2018 & March 2019
8. Recruit and hire intercept researchers (data collectors)	Support	Lead	August-September 2018
9. Work with Haida Gwaii tourism businesses/partners to gain access to on-site survey sites	Support	Lead	June-August 2018
10. Program and test intercept survey in iPad survey software (If option selected)	Lead	None	September 2018
11. Track performance and provide results and feedback to intercept researchers	Lead	Support	Weekly during survey stints.
12. Program and test online follow-up survey and related email text	Lead	Approve	October online survey to be sent within 2 weeks of intercept stint concluding.*
13. Administer online follow-up survey (send out emails and follow-up reminders)	Lead	None	November 2018*
14. Clean data	Lead	None	November 2018*
15. Intercept and follow-up data analysis and top-level interim summary for season	Lead	Approve	December 2018*
Summer Season (repeat items 10-15)	Lead	Approve	March 2019 – August 2019
Final report delivered	Lead	Approve	October 2019

3.2. Outcomes and Deliverables

Table 2 summarizes the outcomes and deliverables for each project/task. All reports, data and survey tools will be provided in electronic format and be reviewed and approved by Go *Haida Gwaii*. After the work is complete the deliverables will be the property of Go *Haida Gwaii*.

Table 2. Summary of 2018/2019 visitor survey deliverables.

Project/Task	Outcome(s)	Deliverable(s)
Overall Project Management	<ul style="list-style-type: none"> High quality research completed on time and on budget. 	<ul style="list-style-type: none"> Regular update emails/phone calls Timely and accurate invoices Good working relationship between Align Consulting and Go <i>Haida Gwaii</i>
Project Planning/Initiation	<ul style="list-style-type: none"> Representative and accurate sample of Haida Gwaii visitors. 	<ul style="list-style-type: none"> Detailed project plan Questionnaire design Sampling plans (approach to interviewing sites/days/times) Researcher training
Visitor Survey	<ul style="list-style-type: none"> A detailed understanding of Haida Gwaii's visitors. 	<ul style="list-style-type: none"> On-site and follow-up survey programming Intercept and follow-up data Visitor and trip characteristics Visitors NPS score with understanding of why visitors were promoters, passives or detractors <ul style="list-style-type: none"> Summary of why visitors were likely or not likely to recommend Haida Gwaii. Final report that summarizes winter and summer visitors (MS Word, Power Point and/or PDF) <ul style="list-style-type: none"> Report will summarize differences between summer and winter visitors.

3.3. Performance Measures

Contract performance measures can include completing the deliverables within timelines outlined in contract negotiations. Sample sizes will be determined during contract negotiations but minimums of 100 visitors per analysis segment is desired. Also, reasonable acceptance (> 60%) and response rates to the follow up survey (> 30%) could be used as performance measures.

3.4. Tools

Align Consulting uses the following software tools to complete project work:

- Online survey software (QuestionPro or an equivalent package chosen by Align).
- Statistical Package For Social Science (SPSS): Statistical analysis software. The survey software can export data in SPSS format. This data can be converted to MS Excel for long-term storage in Go Haida Gwaii's files, and
- MS Excel, Word and Power Point.

3.5. Working Principles

Also, the following principles will help guide implementation of the visitor survey.

Flexibility

Align Consulting is flexible and is keen to work with *Go Haida Gwaii* to best meet your needs in terms of budget and project deliverables.

Utilize Insights and Recommendations from Past Research

Along with Align Consulting's research expertise, the research will use learnings from past visitor survey research to guide further methodology development.

Leverage Concurrent Research

In 2015, Destination British Columbia with Align Consulting, produced a guidebook that recommends how BC communities can best measure community NPS via visitor surveys. Align Consulting is well-positioned to ensure these recommendations are implemented as Krista Morten has authored the guidebook.

Collaborative Approach

To develop the most effective study possible, where needed, Align Consulting will collaborate with *Go Haida Gwaii*, tourism businesses in Haida Gwaii, and other *Go Haida Gwaii* stakeholders in project planning and execution.

Ensure Security and Confidentiality of Information Collected

Align Consulting takes confidentiality and security of information very seriously and understands the need to ensure the highest standards possible. Align Consulting has taken the following steps to address security and privacy issues:

1. Align Consulting understands and adheres to all industry standards outlined by the Market Research Industry Association (MRIA). Krista Morten has successfully completed the MRIs 'Ethical Issues and Privacy in Market Research' course. In addition, Liddie Sorensen-Lawrence is a Certified Marketing Research Professional (CMRP) which was obtained through the MRIs. This is the premiere Canadian research designation and signifies a high level of knowledge and capability in marketing research theory and practice, and adherence to rigorous ethical standards set out in MRIs' Code of Conduct and Good Practice.
2. The following steps to ensure data security and confidentiality of electronic and hard-copy data:
 - Filing cabinets that lock to safeguard private and sensitive data files,
 - Hard copy confidential materials are shredded when project is complete,
 - Password protected iPhone, laptop and data files (on sensitive files),
 - Daily computer virus check and data backups,
 - Ensure secure data file transfers by assessing the method of transfer in each case. Align Consulting prefers in-person, secure- password protected memory stick transfer.
 - Use of a Canadian email and website host to ensure storage of emails is in Canada.

Use Best-Practice Research Methods

Align Consulting recognizes the balance between accuracy, standardization of data collected and the time requirements of sector businesses to gather and report data, and this will be reflected in the online survey.

Liddie Sorensen-Lawrence and Krista Morten are long-time members of the Travel and Tourism Research Association and adheres the Marketing Research and Intelligence Association code of conduct and of good

practice⁴. We regularly partake in professional development to ensure we stay apprised of new and emerging research practices. As an example, Liddie Sorensen-Lawrence is attending the MRIA annual conference in June.

3.6. Project Risks/Barriers to Success

It is expected that this research be completed on-time, on-budget and with best in class research methods. Align Consulting acknowledges the following factors could impact successful completion of this project, including:

- A delayed start could impact project timelines,
- Poor participation by visitors resulting in small sample sizes,
- Poor on-site researcher performance, resulting in an un-representative sample, inaccurate data and a low rate of visitors that agree to the follow-up survey, and
- Poor participation by island partners and tourism businesses, resulting in few places to approach visitors.

4.0. COST ESTIMATES

Align Consulting is ready to work with *Go Haida Gwaii* to fit into research budget constraints. Table 3 (below) summarizes the approximate cost for the year-round visitor survey. This budget is based on the proposed approach outlined in Section 3.1. (*Go Haida Gwaii* or another community organization to employ intercept researchers). A few notes:

- Fees are calculated at \$100/hour for an eight hour day (\$800/day).
- All travel expenses will comply with current Government of Canada Treasury Board travel policies; other disbursements are charged at cost with supporting receipts. Travel will be pre-approved.
- Other seasons can be added at additional cost.

⁴ Information on the code of conduct is available here: <http://mria-arim.ca/about-mria/standards/code-of-conduct-for-members>

Table 3: Research Budget – Funds paid to Align Consulting and other *Go Haida Gwaii* projects costs.

	Paid to Align Consulting ¹		Go Haida Gwaii	TOTAL
	Time (Days)	COST (\$)	COST (\$)	COST (\$)
1. Project Management (kick off meeting, contract and project finalization, onsite planning and oversight, phone calls, emails, travel booking, etc.)	6.0	\$4,800	\$0	\$4,800
Project Planning				
2. Sample Planning	3.0	\$2,400	\$0	\$2,400
3. Researcher Training (1 day session plus preparation)	2.0	\$1,600	\$0	\$1,600
4. Questionnaire Development (Phase 1 & Phase 2)	2.0	\$1,600	\$0	\$1,600
Field Season				
5. Survey Programming & Administration (Phase 1 & Phase 2 for two seasons)	6.0	\$4,800	\$0	\$4,800
6. Paid Researchers + Expenses ²	0.0	\$0	\$26,000	\$26,000
Analysis and Reporting				
7. Data Analysis and Visitor Volume Estimates	4.0	\$3,200	\$0	\$3,200
8. Winter Top-Level Report	2.0	\$1,600		
9. Final Report	4.5	\$3,600	\$0	\$3,600
Sub-Total Fees	29.5	\$23,600	\$26,000	\$49,600
Other Costs				
10. Survey Incentives		\$0	\$1,000	\$1,000
11. iPads (3), Survey Software		\$1,000	\$2,000	\$3,000
12. Travel and Miscellaneous Expenses		\$3,000	\$2,000	\$5,000
Sub-Total		\$27,600	\$31,000	\$58,600
5% GST		\$1,380		\$1,380
GRAND TOTAL		\$28,980	\$31,000	\$59,980
1. Align Consulting fees are \$27,600 + GST (negotiable)				
2. Each Season: Approximate cost breakdown for 4 days on 4 days off (rotating through study period). Cost is for 2 researchers for 7.5 hours/day for 60 days at \$14/hr.				

4.1. Fee Schedule

Based on the cost estimates above, we have created the following fee schedule:

Inclusions	Amount (plus GST)	Timeline
Line items # 1, #2, & #4 of the budget	\$8,800	Upon Project Initiation
Line item #3 & #12	\$4,600	September 2018
Line item #5 (Winter half) & #11 (Winter half)	\$2,900	October 2018
Line item #7 (Winter half) & #8	\$3,200	January 2019
Line item #5 (Summer half) & #11 (Summer half)	\$2,900	June 2019
Line item #7 (Summer half) & #9	\$5,200	August 2019
Total (excluding GST)	\$27,600	

APPENDIX A

Team Bios

Liddie Sorensen-Lawrence, MBA, CMRP – Consultant, Align Consulting



Liddie provides our clients with solutions and advice backed by years of experience executing both qualitative and quantitative research projects. Liddie has worked in a variety of industry sectors but has been recognized most for her work in the tourism sector. Most recently, Liddie ran the Vancouver office of mid-sized Market Research firm with offices across Western Canada. During the past 10 years on the supplier-side, Liddie was a preferred research supplier to Destination BC and Destination Canada. In addition, Liddie has worked with Tourism Prince George, Cariboo Chilcotin Coast Tourism Association, Tourism Nanaimo (on behalf of Roger Barnes), and Tourism Richmond. In addition, Liddie has worked closely with hospitality organizations including go2HR, BCLC, and the BC Food & Restaurant Association. Projects have ranged from large quantitative projects in local, national and international markets to qualitative projects including in-depth reviews of the accommodation sector's booking channels to focus groups to test the creative for the Provincial government's 'You Gotta Be Here' campaign.

Prior to working on the supplier-side, Liddie worked with Destination BC (Tourism BC at the time) for a number of years developing and managing primary and secondary research projects. Liddie served two years on the board for the Travel and Tourism Research Association of Canada and continues to be involved in the association. Liddie has obtained her CMRP, holds a MBA from Queen's University and is a Burke Institute-trained moderator.



Krista Morten, MSc. – Principal, Align Consulting

Krista has the passion (for research and the tourism industry), education and ample demonstrated experience to provide tourism research services to *Tourism Victoria*. This includes:

- ✓ Krista holds a Master of Science degree in Resource Recreation and Tourism.
- ✓ For more than 13 years, Krista played a key leadership and management role with the research team at Tourism BC (now Destination BC), and
- ✓ Krista has spent an additional four years of leading tourism research, planning and strategy work as Principal of Align Consulting.

While employed as the Manager of Research, Planning and Evaluation at Tourism BC (now Destination BC), Krista was responsible for:

- Numerous (20+) visitor studies that examined general tourism characteristics and the value of the visitor centre.
- Numerous BC tourism sector studies (10+), including river rafting, Aboriginal, ski and outdoor recreation,
- Economic impact studies (2002 Commercial Nature-Based Tourism, Economic Impact of Recreation Sites and Trails),
- Providing research advice for communities, tourism sectors and other government agencies such as BC Parks, BC Recreation Sites and Trails, Freshwater Fisheries Society and the Ministry of Forests, Lands and Natural Resource Operations.
- Managing stakeholder surveys including, drafting stakeholder survey questions,
- Drafting research publications for the tourism industry including the tourism indicators, Value of Tourism to British Columbia,

- Overseeing community-based tracking studies like the commercial accommodations survey and the community of value of tourism.

Jaime Der, Research Assistant, Align Consulting

Jaime has completed the Marketing Management Tourism Program (1998) and Marketing Management Communications Certificate (2000) from the British Columbia Institute of Technology. Jaime has over 15 years in administration and marketing experience. Recently Jaime has worked with Align Consulting to prepare questionnaire results reporting including data analysis and graphing.

Jaime Der is Align Consulting primary administrative researcher. Jaime's primary responsibilities include:

- ✓ Online survey administration;
- ✓ Survey response coding;
- ✓ Data summaries and visualization;
- ✓ Proofreading and formatting documents; and
- ✓ Other administrative duties.

APPENDIX B

Experience

Align Consulting, as a firm, has over 5 years of experience in the industry and has conducted studies for the following clients:

- ✓ Tourism Richmond,
- ✓ Tourism Golden,
- ✓ Fishing BC Marketing partnership,
- ✓ Camping and RV Coalition of BC,
- ✓ Canada West Ski Areas Association,
- ✓ Destination BC including the Destination Development, Visitor Services and the Research, Planning and Evaluation teams,
- ✓ BC Ministry of Ministry of Tourism, Arts and Culture
- ✓ BC Ministry of Jobs, Tourism and Skills Training –International Trade and Investment Attraction Division (now BC Ministry of International Trade),
- ✓ With Beverley O’Neil, Marketing and Consulting for the Aboriginal Tourism Association of Canada including Aboriginal Tourism British Columbia,
- ✓ Vardo Creative, and
- ✓ BC Ministry of Forests, Lands and Natural Resources.

For more details on clients, please Appendix Table 1.

Liddie Sorensen-Lawrence and Krista Morten, Principal, each bring over 18 years of tourism research to this project. They have been conducting intercept studies using a similar approach since 2001 as Krista designed the Value of the Visitor Centre program across the province. Liddie was integral at the inception of this program conducting interviewer training in Kelowna, Haida Gwaii, and Grand Forks as well as researching and determining the online software for the intercept study. Given our lengthy experience we have selected several relevant project briefs below.

Visitor Intercepts Studies

Richmond Visitor Survey (2013, 2015, 2017)

Align Consulting has been conducting a Visitor Study for Tourism Richmond since 2013. The 2013 study was a pilot study conducted during the summer. Base on the client’s need as well as learning from the pilot, we designed a year-round study design that consists of four interviewing periods through the year (one in each season). This study is report on an individual season level which then contributed to an annual results. The key to ensuring each season can provide stand along result but be amalgamated with other seasons is using the same methodology and ensuring the sampling plan is consistent but robust enough for an appropriate number of completes per season. Align Consulting conducted using this approach in both of 2015 and 2017 and is slated to continue this project in 2019. Tourism Richmond has employed intercept researchers while Align provides research expertise including: drafting and administering the intercept (on iPads) and follow-up online surveys, data analysis and report writing.

Tourism Golden Visitor Survey (2015, 2016, 2017)

Align Consulting was retained by Tourism Golden to provided research expertise for visitor survey in summer 2013. Align Consulting worked closely with Tourism Golden to develop the Visitor Intercept Study. Align Consulting developed the intercept survey, administered the intercept questionnaire (provided programmed software on iPads for data collection), developed follow up survey, programmed, hosted and administered online follow-up survey, data cleaning, data analysis and report writing. Tourism Golden employed intercept researchers while Align monitored their productivity and success measures as the data

was regularly uploaded. The study is done over two seasons each year which cumulatively form the annual results.

Cruise Passenger Survey (2013, 2015) (at Liddie's previous role)

Liddie, through her previous company, conducted the 2013 and 2015 Vancouver Cruise Passenger Survey for the Pacific Rim Cruise Association. Liddie Sorensen-Lawrence, in consultation with Destination BC as the research lead for PRCA, was responsible for the study design, project management, data collection, analysis, reporting and presenting. As such, passenger data was collected onsite for the majority of the Alaska cruise season, from May 15 to September 28, 2015, with a total of 6,448 intercept interviews completed. Of those who completed the onsite interview and agreed to provide information in a follow-up, 2,123 completed the follow up survey (from markets around the world including North America, Europe, Asia, Africa, Australia, New Zealand and other countries in South East Asia). After coding and linking of the follow up surveys to the respondent's intercept questionnaire, detailed computer tabulations were prepared. Results were then carefully weighted to balance the sample to the profile of all Vancouver Alaska cruise passengers. The weighting of the intercept stage was primarily to correct for: small variations between actual and expected passenger counts by type and cruise line. In addition to understanding interests and activities, respondents also reported detailed information on time and expenditures by category and location. In addition to conducting the on-site interviewing and follow up online surveys, Liddie analyzed and summarized the data. The output of this research is crucial to understanding the direct economic impact of the Alaska Cruise industry to Vancouver and British Columbia.

Tourism Richmond Visitor Study (2013) (at Liddie's previous role)

Liddie, in her role at her previous company, partnered with Align Consulting to conduct the Visitor Study for Tourism Richmond. The survey was designed in coordination with the team and was programmed by Liddie's team. Her previous company supplied the iPads for data collection while Liddie designed the sample plan and managed the daily data uploads. Liddie conducted the in-person training session for interviewers which were hired by Tourism Richmond. In addition, she hosted an online follow up survey which was used to gain more detailed expenditure data.

Other Relevant Tourism Experience

Richmond Visitor Volume Model (2013, 2015, 2017)

Align Consulting provided all services for both building a visitor volume model (2013) and leading the execution of a four stint (February, May, July/August and October) two-stage visitor intercept survey to support the model (2015, 2017). The model uses data from the Richmond Commercial Accommodation Survey (CAS) and quarterly two-phase visitor intercept surveys to estimate total visitor volume and expenditures in Richmond, British Columbia. Three broad steps of data collection and analysis occurred to estimate visitor volume:

1. Summarize, analyze and expand the Richmond Commercial Accommodation Survey to estimate the number of hotel guests in Richmond,
2. Conduct, analyze and summarize data from an on-site and follow-up visitor survey data, and
3. Use outputs from steps 1 and 2, together to estimate overall visitor volume.

In essence, characteristics data from the visitor survey identified the segment of visitors that stayed overnight in hotels in Richmond. The volume of this segment of visitors was known from the CAS estimates, which was used as a base value. That base value was used in conjunction with the proportions of other segments (e.g. those that stayed overnight at friends and relatives, and day visitors) to estimate their

volumes. The volume of all visitor-type segments were added together to estimate total visitor volume in Richmond.

Two-stages of data weighting was used to ensure results accurately represent all visitors. Simple frequencies, means, and distributions were used to understand visitor characteristics. Statistical analysis was used to determine differences in analysis groups.

Guidebook: How To Measure Net Promoter Score (NPS)SM in British Columbia Communities

Drafted the guidebook to be shared with BC communities. This included a review of NPS literature in the tourism industry and how to conduct a community visitor survey that measure NPS.

Research Expertise for BC Visitor Experience Strategy (2017) BC Visitor Servicing Strategy (2015) and BC Visitor Centre (BCVC) Review (2014)

Provided analysis of data relevant to visitor servicing trends including a situation analysis and a comprehensive review of statistics related for each of the provinces 7 BCVCs (including Golden).

Tourism Golden Stakeholder Survey (2016)

An online stakeholder survey was implemented. The stakeholder list was developed by Tourism Golden (TG), 161 stakeholders were invited to participate (a census not a sample). Stakeholders were categorized into accommodation, activity, attraction, community partners, food and beverage, retail, recreation and other services. The questionnaire was developed by Align Consulting with input from TG. There were 3 blocks of questions: 1. TG performance evaluation, 2. Looking forward/strategic planning insights, and 3. Business characteristic (only collected from stakeholders that provide services directly to tourists - not community partners). The survey was conducted in May 2016 and utilized 5 reminders and phone calls to encourage participation. A response rate of 50% was achieved. Analysis included simple frequencies and pragmatic differences of 10% or more was utilized to understand differences between stakeholder categories (it was not appropriate to use statistical tests because a sample was not used). Top box analysis was used to summarize most scale question results.

Tourism Vernon Business Strategic Plan (2015/2016)

With Vardo Creative, created comprehensive situation analysis and business strategic plan for Go Haida Gwaii. The project included conducting a stakeholder survey and conducting a planning session with Go Haida Gwaii's stakeholders.

Coordinated Within Trip/Destination Planning Review (2013)

As part of a provincial review of visitor servicing, Krista was the consulting project manager to update Destination BC's knowledge about trip planning while in-destination. This included a literature review and coordination/set up of focus groups that explored this topic. The outcome were detailed recommendations for quantitative study of in-destination trip planning.

Planning, managing and summarizing, 20+ of visitor surveys for Destination BC (1999 -2013)

Developed and executed visitor survey methodology for dozens of visitor survey projects including the Value of the Visitor Centre (20+ sites), 2010 Vancouver Winter Olympic Games, community visitor surveys (several) and sector studies (wine tourism in the Okanagan, BC river rafting visitors).

Appendix Table 1.		
Consulting Client	Project Description	Timeframe
Camping and RVing BC Coalition (CRVBCC)	<ul style="list-style-type: none"> Developed camping sector research plan In 2018, conducted a Google consumer survey among BC, Alberta and Washington State residents to understand camping behaviour and market size. In 2018, conducted a survey with eNewsletter subscribers to better understand camping behaviours and obtain feedback on eNewsletter. 	2017, ongoing
Ministry of Jobs, Tourism and Skills Training, Tourism Policy Branch	<ul style="list-style-type: none"> In-progress, drafted BC Aboriginal tourism context report, data sources review and action plan. Required in-depth-interviews with government and tourism association professionals. Partnership project with Vardo Creative (lead) and Left Coast Insights. Drafted Economic Value of BC Commercial Nature-Based Tourism (CNBT) Research Plan that required one-on-one interviews with industry experts. 	2016, on-going
Consortium of 14 BC Nature-Based Sector Organizations	<ul style="list-style-type: none"> Advisor and facilitator for industry-led, adventure tourism strategy for British Columbia. Partnership project with Larose and Associates (lead) and Peak Planning. 	2016
Tourism Richmond	<ul style="list-style-type: none"> Conducted the 2018 Stakeholder survey. Project Manager for 2017, 2015 and 2013 visitor volume project and visitor surveys. Project Manager for Net Promoter Score Experience Evaluation project which will include residents in 2017. Developed and implemented visitor volume model. 	2019 planned, 2018, 2017, 2015, 2013
Tourism Golden	<ul style="list-style-type: none"> Project Manager of 2016 visitor surveys (summer and winter) including design, sampling plan, questionnaire development, training, analysis, report writing, survey administration and researcher training. 2016 Stakeholder Survey 	2017, 2016, 2015
BC Fishing Tourism Co-Op Marketing Group	<ul style="list-style-type: none"> Drafted BC Fishing Tourism Research Plan Implementing BC Fishing Tourism research plan including analysis of 2014 Short Haul Consumer database provided by Destination BC and BC Fishing Tourism Perceptions and Incidence Survey and infographic profiles on the value of fishing tourism in BC and in Fernie (more to be drafted). 	2017 planned, 2016
Destination Development, Destination BC	<ul style="list-style-type: none"> Developed and populated planning area tourism features summary Developed background Situation Analysis template for Planning Area destination development plans 	2016
Research and Evaluation, Destination BC	<ul style="list-style-type: none"> Project managed implementation of the updated value of commercial nature-based tourism Envionics Analytics PRIZM training and methodology development 	On-going, 2016, 2015

Appendix Table 1.		
Consulting Client	Project Description	Timeframe
	<ul style="list-style-type: none"> Developed guidebook on how to measure Net Promoter Score in BC Communities Conducted competitive analysis of ski industry in BC, compared with primary competitors North America and Overseas destinations Drafted BC Skier/Snowboarder market profiles (2 data sets) Drafted 2014 Value of Tourism Update, 2014 Tourism Marketing Committee Environmental Scan 	2014
Tourism Vernon within City of Vernon	<ul style="list-style-type: none"> Drafted Situation Analysis and Strategic Business Plan for Tourism Vernon Facilitated review of situation analysis Partnership project with Vardo Consulting 	2016
Ministry of International Trade	<ul style="list-style-type: none"> Provided research guidance, expertise and questionnaire development for Exports Stakeholder Survey Publication data bank design, development analysis and reporting 	2015, 2013
Visitor Services and Sales, Destination BC	<ul style="list-style-type: none"> Summarized and presented global trends in visitor services for network of visitor services managers Summarized visitor services situation for communication with senior government executives Built BC Visitor Services Strategy which required one-on-one interviews, small group facilitation and drafting of a comprehensive situation analysis in partnership with Vardo Creative British Columbia Visitor Services program review and strategic plan, one-on-one interviews, small group facilitation in partnership with Vardo Creative 'In Destination' Trip Planning Research Phase 1 (Qualitative) – project management, drafting literature review, final analysis and presentation that facilitated feedback on work to data analysis and presentation 	2015, 2014, 2013
Aboriginal Tourism Association of Canada (ATAC)/O'Neil Marketing and Consulting	<ul style="list-style-type: none"> Worked with 6-person consulting team under lead, Beverley O'Neil Determined economic value and current development status of Aboriginal tourism in Canada Conducted secondary research review and wrote summary for all provinces in Canada Facilitated one-on-one interviews with provincial DMO representatives across Canada about Aboriginal tourism Co-facilitated meeting with ATAC board representatives from across Canada 	2014-2015
Fish and Wildlife Branch, Skeena Region, Ministry of Forests, Lands	<ul style="list-style-type: none"> Skeena Region Classified Waters River Guardian Questionnaire Development 	2013

Appendix Table 1.		
Consulting Client	Project Description	Timeframe
Natural Resource Operations		
Comox Valley	• Solid Waste Roadside Feasibility Study Coordination	2013
Regional District	• Partnership project with Defero-West Consulting	
Vardo Creative	• Online survey design and testing assessing demand for stock photography business	2013

NCRD INFO

From: NCLGA Admin <admin@nclga.ca>
Sent: Tuesday, March 26, 2019 3:33 PM
To: hwasstrom@nclga.ca; kmenounos@nclga.ca
Subject: 2019 NCLGA AGM Information and Update

Good morning valued NCLGA Members!

We are now less than 6 weeks away from our **2019 Annual General Meeting and Convention** in Williams Lake, BC!

During your visit in the "Heart of the Cariboo Country", be sure to visit the impressive Discovery Tourism Center, built in part by Pioneer Log Homes (HGTV's Timber Kings) and features BC's only Cowboy Hall of Fame. Williams Lake also offers many outdoor adventures and recreation opportunities including the beautiful Scout Island Nature Centre. Recommendations for accommodations during your stay in Williams Lake can be found on our website as well as other details such as the AGM Agenda (<https://www.nclga.ca/conventions/2019-convention>).

We are excited to announce our official keynote speaker for the event: **Dr. Daniel Weeks, President of the University of Northern British Columbia**! Dr. Weeks will be presenting on Wednesday, May 8th during the keynote lunch and you can find more information about his esteemed career and accomplishments here: www.unbc.ca/president.

In addition to the incredible week we have planned, we have 2 shoulder sessions that you won't want to miss:

1. **The Northern Healthy Communities Forum, all day on May 6th**
2. **BC Municipal Climate Leadership Council Workshop on May 10th from 2:00 – 4:00 pm.**

These events also require registration which can also be completed through our website.

To aid in planning and get a general idea of attendance numbers, we encourage you to register as soon as possible through the NCLGA website (www.nclga.ca). The registration deadline is May 1st, 2019. Additionally, please submit any nominations for the Lifetime Achievement Award to us.

If you have any questions about the event, please don't hesitate to ask. We look forward to seeing you at the AGM!

Hannah Wasstrom
 Program Coordinator
 North Central Local Government Association
 Tel: 250-564-6585
 Email: hwasstrom@nclga.ca
[NCLGA Website](http://www.nclga.ca)



Follow the NCLGA on [Facebook](#) and [Twitter](#)

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Mr. Barry Pages
Chair
North Coast Regional District
14-342 3rd Avenue West
PRINCE RUPERT BC V8J 1L5

March 18, 2019

RECEIVED MAR 29 2019

Dear Mr. Pages,

RE: Quarterly Report: October 1 – December 31, 2018

This package of documents details the complaint files the Office of the Ombudsperson closed for **North Coast Regional District** between October 1 and December 31, 2018. This package does not include information about complaint files that are currently open with our office. As required by the *Ombudsperson Act*, this report provides information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

Enclosed you will find a detailed report containing the following:

- The number of files our office closed in the last quarter regarding your organization and the category under which these files were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under his or her jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/gr-glossary>.
- If applicable, copies of all closing summaries from investigated files that were closed during the last quarter. Our office produces closing summaries for *investigated* files only, and not for enquiries or those we choose not to investigate. These summaries provide an overview of the complaint received, our investigation and the outcome.
- If applicable, a summary of the topics identified in all complaints that were closed in the last quarter for your organization. Our office tracks the topics of complaints we investigate and those we close without investigation (we do not track this information for enquiries). We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Because complaints are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.



If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Prevention Initiatives Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



The Office of the
Ombudsperson

2nd floor – 947 Fort Street
PO Box 9039 STN PROV GOVT
Victoria BC V8W 9A5

www.bcombudsperson.ca

General Inquiries: 250-387-5855
Toll-Free: 1-800-567-3247
Fax: 250-387-0198

Quarterly report for North Coast Regional District for October 1 – December 31, 2018

Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	1
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	0
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 0
<i>Reason for closing an Investigation:</i>	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	0
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

For more detailed information about the complaint closing categories used by our office, please see our glossary of terms at: <https://www.bcombudsperson.ca/resources/information-public-bodies/fairness-quick-tips>. To obtain a more detailed breakdown of the complaints closed for your authority for the quarter, please contact us at consult@bcombudsperson.ca.



B.C.'s Independent Voice for Fairness



April 1, 2019

Ref: 111232

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

Dear Barry Pages:

Thank you for your correspondence dated February 7, 2019, regarding improving cellular coverage on Haida Gwaii, and the community of Sandspit. As minister responsible for initiatives to advance connectivity in BC, I am pleased to respond to your letter.

More than ever, we have seen how critical it is to have reliable connectivity, especially during major events such as the earthquakes that were experienced in 2012 and 2015. Having reliable cellular service is an important component of emergency management and a life-line for citizens, visitors and rescuers in time of need. It can also transform the lives of residents and businesses in a very meaningful way, supporting the local economy and growing local tourism. Finding a solution is of great importance to me and ministry staff and I want you to know that we are actively pursuing discussions with the private sector to expand this service to the region.

I also want to acknowledge that cellular service in rural areas is an important national issue that is under review by the federal department of Innovation, Science and Economic Development and the Canadian Radio-Television Commission. My ministry is working closely with the federal government, the national telecommunications regulator and the private sector to find new ways of expanding this important service across the province.

Most recently, I was pleased to learn that TELUS completed the construction of a new cellular site in the Village of Port Clements, bringing high-speed voice and data services to the community and some surrounding areas for the very first time. This investment was fully funded by the private sector. I want to take this opportunity to clarify that the Province does not have an agreement with TELUS to provide cellular coverage along the Highway 16 corridor. The decision of where to invest and expand cellular coverage is determined solely by the private sector.

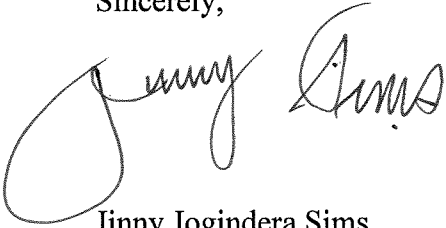
.../2

Barry Pages
Page 2

The Connected Coast project announced last year will bring increased capacity to Haida Gwaii via a sub-sea fibre optic cable in the next two to three years. This will expand the option for cellular service to cellular providers in the province including Rogers, Shaw and TELUS. These organizations are familiar with the project and would welcome hearing about your community's cellular needs. For Rogers, please contact Glenn Alsaker at Glenn.Alsaker@rci.rogers.com, for Shaw, contact Kiersten Enemark at Kiersten.Enemark@sjrd.ca, and for TELUS, contact Aurora Sekela at Aurora.Sekela@telus.ca.

Thank you again for identifying the need for reliable cellular service in your area. I have asked Howard Randell, Executive Director of Network BC, to reach out to you to discuss the Connected Coast project and other initiatives to improve connectivity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jinny Jogindera Sims'. The signature is fluid and cursive, with a large loop at the beginning and a distinct end.

Jinny Jogindera Sims
Minister

pc: Network BC, Ministry of Citizens' Services



February 7th, 2019

Ministry of Citizen's Services
PO Box 9068 Stn Prov Govt
Victoria, B.C. V8W 9E2

Attn: Honourable Jinny Sims, Minister of Citizen's Services

Dear Jinny,

Re: Cellular Coverage in Sandspit, B.C.

On behalf of the Board of the North Coast Regional District (NCRD), I am writing to you with respect to the importance of cellular services to our communities, including the community of Sandspit, B.C. in the NCRD's Electoral Area E.

This letter seeks to inform you that there are areas within the community, including at the community's designate evacuation site, that are consistently without cell phone coverage. The lack of cell phone coverage impacts our community's emergency response efforts as well as the local economy.

The importance of this issue was highlighted in 2012 and 2015 when Haida Gwaii was struck by 7.8 and 7.5 magnitude earthquakes, respectively. Communication efforts within affected areas were limited in our communities since there were only phone landlines or VHF radios available for communication. Fortunately, these events resolved without major incident, which may not always be the case.

Additionally, Sandspit is trying to grow its local tourism industry. Without cell service in certain areas, tourists are choosing to forego a stay in the community due to the importance society places on "staying connected". Subsequently, Sandspit is unable to compete with other communities both for tourism and for attracting residents due to our communication restrictions.

The province has an agreement with TELUS to provide cell phone coverage along the Highway 16 corridor in northern B.C., which would include the community of Sandspit. The NCRD has had conversations with TELUS about its concerns, but they indicate that they are still several years out from complying with this agreement and providing cell coverage to a wider area of Haida Gwaii.

The Board of the NCRD requests that you support it in its ongoing effort to engage with the Province and TELUS to establish an ameliorated cellular network in the community of Sandspit.



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493



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 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

April 5, 2019

2019-20 NCLGA Membership Dues

Dear Valued NCLGA Member,

The North Central Local Government Association (NCLGA) is a non-profit, non-partisan association of elected officials representing local governments in North and Central British Columbia. We strive to enhance the social, economic and environmental well-being of communities by bringing people and ideas together to form relationships and advocate for positive solutions. In this way, the NCLGA is "The Elected Voice of North Central British Columbia".

This year, the NCLGA can count many successes, and you will have the opportunity to read more in our Annual Report, available at the Annual General Meeting in Williams Lake, May 7-10, 2019. Among our successes is the development of a new strategic plan. The new Strategic Plan 2019-2022 places the emphasis on building relationships. You are the NCLGA and engaging with members is a top priority. We want to hear from you about the issues affecting you, how the NCLGA can help, and about the solutions that you think will move you forward. The NCLGA will continue to work to advocate on on behalf of north and central BC. A copy of the Strategic Plan is attached to this letter.

Attached also is the 2019-20 NCLGA Membership Dues Invoice. Your prompt payment of the invoice is appreciated.

Please do not hesitate to contact me if you have any questions or concerns. Thank you very much and we look forward to hearing from you soon.

Yours sincerely,



Gordon Klassen
President

Copied: NCLGA Members

Attachment (1): 2019-20 NCLGA Membership Invoice

Attachment (2): NCLGA Strategic Plan 2019-2022



North Central Local Government Association 2019-2022 Strategic Plan

The North Central Local Government Association

Established in 1955, the North Central Local Government Association (NCLGA) is a non-profit, non-partisan association of elected officials representing local governments – which comprise of approximately 70% of British Columbia’s landmass.

As the only democratically elected body representing North and Central British Columbia, we work to enhance the social, economic and environmental well-being of communities. On a day-to-day basis, we work to bring people and ideas together to form relationships and advocate for solutions by moving resolutions forward (passed at our Annual General Meeting each year), addressing emerging and shared issues in our member communities, and helping to articulate our members’ perspectives & priorities to a broader audience.

Our Values

- *Well-being* – environmental, social and economic.
- *Non-partisan* – exploring the risks, benefits and alternatives that lead to the best outcome or solution.
- *Regional focus* – collaborating on shared commitments for achieving positive impacts.
- *Transparency* – building trust and increasing access to information.

Our Strategic Plan 2019 – 2022

The priorities, goals and actions identified in Table 1.0 form the NCLGA 2019 to 2022 Strategic Plan. They are designed to provide the operational focus for the four-year period and will be reviewed annually by the Board of Directors.

Table 1.0 NCLGA Strategic Plan 2019 to 2022

Priorities	Goals	Actions
Advocacy	To provide member input into informed decision-making	<ul style="list-style-type: none"> ▪ Develop NCLGA resolutions based on local government knowledge to inform decisions annually. ▪ Identify advocacy themes and priorities based on NCLGA resolutions annually. ▪ Work with members to develop and present advocacy information (e.g. Victoria delegation, NCLGA resolutions, support letters, briefing notes) to relevant parties. ▪ Follow up on advocacy activities. ▪ Track and report on advocacy activities and progress.
Communications	To communicate effectively	<ul style="list-style-type: none"> ▪ Develop an Annual Communications Strategy. ▪ Share information (e.g. best practices, community profiles, resolution highlights). ▪ Support communications tools/resources (e.g. NCLGA website, media releases) that enhance NCLGA's profile. ▪ Ensure that all communication activities and materials comply with NCLGA policies, are objective, factual, explanatory and free from political party bias.
Relationships	To build productive relationships	<ul style="list-style-type: none"> ▪ Respond to general inquiries. ▪ Regularly connect with members, partners, other orders of government, the private sector and civil society to understand issues and inform solutions. ▪ Participate and support relationship-building activities (e.g. forums, workshops). ▪ Create memorandums of understanding, support letters and other tools to build relationships that form a robust network of committed organizations.
Resiliency	To operate a transparent and sustainable organization	<ul style="list-style-type: none"> ▪ Maintain and improve internal processes to ensure that the NCLGA continues to be a fiscally responsible and credible organization. ▪ Actively identify and pursue opportunities to gain efficiencies (e.g. cost savings) and increase capacity (e.g. funding opportunities). ▪ Provide transparency in reporting on operational and financial metrics. ▪ Develop a multi-year Financial Plan for annual review. ▪ Develop tools that ensure the Board of Directors is able to track and report progress on the Strategic Plan.

Corporate Officer NCRD

From: Patterson, Laura FLNR:EX <Laura.Patterson@gov.bc.ca>
Sent: Wednesday, April 17, 2019 9:13 AM
To: cao@ncrdbc.com; ma-director@ncrdbc.com; aread-director@ncrdbc.com; corporateofficer@ncrdbc.com
Subject: INVITATION: Coast Forest Sector Revitalization & Coastal Communities – North Coast & Haida Gwaii Webinar-Enabled Engagement Session (May 1st, 9:00-10:30am)

Dear Chair, Board of Directors and Senior Level Staff of the North Coast Regional District

Please forward to elected officials and senior-level staff that you think may be interested in participating

In January 2019, the Premier announced the Coast Forest Sector Revitalization Initiative, meant to support coastal community resilience through forest policy changes. To connect with local governments on what Coast Forest Sector Revitalization could mean for communities, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development is pleased to invite you to join Ministry staff and the Union of British Columbia Municipalities for a webinar-based engagement session.

The primary focus of these regionally-targeted sessions will be providing an opportunity for two-way dialogue amongst local government and provincial government representatives, while also providing details on Coast Forest Sector Revitalization policy reform.

Please find the link to register for the webinar below.

This engagement opportunity follows on the forestry-focussed webinars hosted by the Ministry in January. The January webinar materials and more information about the Coast Forest Sector Revitalization Initiative, including an informative booklet, can be found on the Ministry's new Coast Forest Sector Revitalization webpage.

Please Note: If you would like to participate, but cannot make it to this specific session, we are also hosting webinars for other coastal regions, so there may be an alternate session that you can attend. If this is the case, or you have any questions about the session don't hesitate to contact me, Laura.Patterson@gov.bc.ca (778-974-6237).

Thank you, and we hope that you can join us on May 1st.

Laura Patterson, M.Sc., R.P.Bio.

A/Policy Specialist | ADM's Office, Rural Development, Lands and Innovation Division

Ministry of Forests, Lands, Natural Resource Operations & Rural Development | 4th Floor, 780 Blanshard | Victoria, BC

Office: 778-974-6237

Email: Laura.Patterson@gov.bc.ca



British Columbia News

Forest policy reforms to rebuild coastal forest sector

<https://news.gov.bc.ca/18808>

Thursday, January 17, 2019 1:15 PM

Vancouver - To create and support good jobs in British Columbia's coastal forest sector, government is making policy changes to increase the processing of B.C. logs on the coast and to reduce wood waste by redirecting it to B.C.'s pulp and paper mills.

The changes, as part of the Coast Forest Sector Revitalization Initiative, were announced by Premier John Horgan at the annual Truck Loggers Association (TLA) convention. Government is taking steps to reverse a systemic decline that has taken place in the coast forest sector over most of the last two decades.

"We're committed to rebuilding a strong and healthy coastal forest sector for British Columbians," said Premier Horgan. "Through the forest policy reforms I'm announcing today, we will see more logs and fibre processed in B.C., supporting B.C. workers, their families and communities."

The Coast Forest Sector Revitalization has five main goals:

- Rebuilding solid wood and secondary industries to ensure more B.C. logs and fibre are processed in B.C.
- Improving harvest performance to ensure more fibre is available for domestic mills, including the pulp and paper sector.
- Maintaining a credible auction system by taking steps to ensure bids on timber sale licences are independently made.
- Fostering stronger business-to-business relationships between BC Timber Sales, major licensees and First Nations.
- Restoring public confidence through amendments to the Forest and Range Practices Act and auditing the private managed forest land regime.

The goals will be implemented through a series of legislative, regulatory and policy changes over the next two years. The policy reforms were developed after engaging with a broad cross-section of First Nations, industry and labour over the last six months. Engagement will continue over the next few months as some policy proposals are finalized.

"We can no longer apply yesterday's thinking to today's challenges," said Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development. "We need to shift our approach away from the status quo and create markets for waste fibre that, until now, has been left in harvest areas. We will continue to work with all forest-sector participants so together we can enjoy the benefits from a stronger coastal forest sector."

Effective July 1, 2019, the fee charged for log exports will be revised to be based on harvest economics. New criteria for log exports from certain geographic areas, based on local harvesting economics and subject to engagement and consultation with First Nations, will be developed.

Changes to waste policy are designed to redirect some of the approximately two million cubic metres of wood waste on the coast – or approximately enough wood waste to fill 800 Olympic-sized swimming pools each year – to pulp and paper producers and the bio-products/bioenergy sector, supporting CleanBC's renewed bioenergy strategy. A coastal fibre recovery zone will be established this spring, where penalties will apply for leaving waste in excess of new lower waste benchmarks in harvested areas. Over the next year, changes will be made to increase penalties for late reporting of waste.

To increase First Nations participation in the forest sector, and to directly receive their input at the beginning of the forest management process, BC Timber Sales will engage with interested First Nations and other

of the forest management process, BC Timber Sales will engage with interested First Nations and other

licensees in collaborative, area-based planning. This will create efficiencies and better landscape-level planning and forest management.

BC Timber Sales will also work with interested First Nations and licensees in business arrangements that would see all parties sharing timber volume, expertise, and/or capital and all parties sharing decision-making and mutual benefits. BC Timber Sales will maintain its role of auctioning about 20% of the province's allowable annual cut to support the market-based timber pricing system.

To increase public trust and confidence in forest-sector decision-making, this spring, the ministry will introduce amendments to the Forest and Range Practices Act to improve public input process and increase transparency. The ministry will review the effectiveness of the private managed forest land framework.

Coast forest-sector revitalization to reinvigorate B.C.'s forest sector supports the shared priority between government and the B.C. Green caucus, and is part of the Confidence and Supply Agreement.

Quotes:

David Elstone, executive director, Truck Loggers Association –

"The announcements made today by the Premier will fundamentally address growing concerns about forest management on the coast. As timber-harvesting contractors, we recognize change is required and that the industry needs certainty. We are hopeful the announced initiatives will support industry sustainability, and the TLA remains available to continue working with the Premier to meet the government's objectives while the contractors' concerns are heard."

Robert Dennis, Chief Councillor, Huu-ay-aht First Nations –

"Huu-ay-aht First Nations, the B.C. government and our business partners share the same goals – revitalized coastal forestry and long-term reconciliation with First Nations. Today's forestry policy announcements are an important step toward achievement of these twin goals. Huu-ay-aht looks forward to further engagement with the B.C. government and our business partners to ensure implementation of these policies is a win/win/win."

Dallas Smith, president, Nanwakolas Council –

"We're pleased to see that this plan will address some of the major challenges forestry has on Vancouver Island and the coast. We look forward to working with government and industry to find better solutions to waste and increase value-added opportunities for the well-being of the region."

Brian Baarda, chief executive officer, Paper Excellence –

"B.C. coastal pulp and paper mills are in urgent need of additional pulp fibre supply. We support changes to improve the availability of fibre supply and ways to reduce the costs of scaling and handling pulp logs. We look forward to working with First Nations and forest licensees to increase the fibre supply from Vancouver Island and the south coast for pulp mills and sawmills."

Brian Brown, manager, fibre and log supply, Riverside Forest Products Inc. –

"We are pleased to see the government taking action on the forestry file. Increasing fibre availability is of immense importance for mills such as ours that are completely reliant on the open market for log purchases. Given that we operate a sizable remanufacturing plant, enhancing the opportunity for rough lumber to be processed into higher-grade items is a positive move. The increased opportunity for engagement of First Nations with industry is significant as we believe that partnerships are productive, whereas adversarial relationships are not. Ultimately, these actions are not unlike baking a cake. The right ingredients are in place

and the cake is in the oven. We trust it will rise well and satisfy all.”

Brian Butler, president, United Steelworkers (USW) Local 1-1937 –

“The United Steelworkers are very pleased to see the provincial government take serious action to significantly reduce log exports, and make meaningful changes to spur on manufacturing investment through its coast revitalization process. The government’s requirements for more manufacturing of minimally processed lumber and lower waste benchmarks are important moves that, along with processing more logs in B.C., will create more jobs for British Columbians.

“The USW has been advocating for these and other changes for many years. Our members, and the communities they live in, stand to benefit in a big way from greater utilization of our working forest. The USW also supports the government’s engagement, inclusion and collaboration with First Nations. Their increased involvement will only make our industry stronger.”

Russ Cameron, president, Independent Wood Processors Association –

“This government recognizes the importance of obtaining the greatest possible socio-economic benefit per cubic metre harvested. The steps being taken will help B.C.’s value-added wood processors – family-owned and operated companies – access a share of the public’s resource for further processing within B.C.”

Hans de Visser, president, Coastland Wood Industries Ltd. –

“The policy changes in the Coast Forest Sector Revitalization Initiative are logical measures in areas of forest policy that needed a ‘reset.’ We welcome changes that should see more logs and fibre made available to independent mills like Coastland as well as pulp mills.”

Gary Fiege, president, Public and Private Workers of Canada –

“The Public and Private Workers of Canada applauds the government on implementing some of the changes identified during the Coast Forest Sector Revitalization process. These changes are an important first step in a journey that will see stabilization in an industry that, for years, has been wrought with uncertainty and neglect. This positive move is just the first of many that we believe need to be made to ensure our collective futures.

“For years, we have been lobbying for change in an industry that rural British Columbia relies heavily on. We see this move today as a way to use more of the fibre in our mills, thus giving them the economic stability required for reinvestment.

“Involvement of First Nations as true partners in resource development is a key component to bringing equality to all peoples of British Columbia.

“As with all things, ‘the devil is in the details’ and today’s announcement will be no different. We look forward to continuing working with all groups for the greater good of all British Columbians.”

Paul Sadler, general manager and chief executive officer, Nanaimo Forest Products, and co-chair, B.C. Pulp and Paper Coalition –

“We are pleased that the Province is addressing the critical shortage of pulp fibre available on the southern B.C. coast and Vancouver Island for our pulp and paper mills. These policy changes are a big step in the right direction to bring out more pulp fibre that has been left as logging waste, to direct more volume into the sawmill industry, and to streamline the administrative burden on log deliveries. We look forward to working more closely with all the forest companies to ensure these objectives are met.”

Joie Warnock, western regional director, Unifor –

“Premier Horgan has prioritized sustainable job creation in B.C.’s forestry sector. We can, and should, do

more with our forestry resources for the benefit of local communities.”

Quick Fact:

- The coastal forest sector is an integral part of the B.C. economy. In 2017, it generated over 24,000 direct jobs and \$3.1 billion in gross domestic product.

Two backgrounders follow.

Media Contacts**Jen Holmwood**

Deputy Communications Director
Office of the Premier
250 818-4881

Vivian Thomas

Communications Director
Ministry of Forests, Lands,
Natural Resource Operations
and Rural Development
778 974-5809

Backgrounders**More domestic processing of logs and fibre**

As part of Coast Forest Sector Revitalization, the government is rebuilding the solid wood and secondary industries by ensuring more logs and fibre are processed in B.C.

Manufactured Forest Products Regulation

This regulation, introduced in 2003, defines the criteria that products must meet to be considered manufactured under the Forest Act. However, too much minimally processed lumber is being exported and further manufactured in other jurisdictions. An example is lumber that is being exported to be dried and planed. The Province will be amending the regulation this spring to increase the opportunities for manufacturing in B.C.

Log exports – surplus test

The Forest Act, since it was introduced in 1912, has required the domestic manufacture of timber, but has included provisions for exemptions from that requirement. An exemption for logs can be obtained either through an order-in-council (OIC) or a ministerial order. The vast majority of logs are exported through the “surplus test” where potential exporters must first advertise the logs for domestic use. If there is no domestic buyer, then those logs are provided an exemption. Should a domestic buyer put an offer on these logs, the Minister’s Timber Export Advisory Committee will determine if the offers reflect fair domestic market value and provide recommendations to the minister on each application regarding whether an exemption should be provided.

As part of the Coast Forest Sector Revitalization Initiative, the ministry will be revising the membership and terms of reference of the Timber Export Advisory Committee to include broader First Nations’ membership and to strengthen the review process.

Orders-in-council for exports of standing timber

Section 127 of the Forest Act allows exemptions from the manufacturing requirement. OICs can be established to allow a percentage of harvest from each licence within a geographic area to be exported without having to offer the logs to the domestic industry first. These OICs are in areas where there are few or no domestic manufacturing facilities and otherwise would be uneconomic to harvest. The following log export OICs are in effect throughout the province:

- Haida Gwaii – First came into effect in 1986, terminated in 1992, brought back into effect July 29, 2010, and expires July 31, 2019. It allows 35% of logs harvested by tenure to be exported (except cedar and cypress).
- Northwest Interior – Continuous since 2002 and expires July 31, 2019. It allows 20% of logs harvested by tenure to be exported (except cedar and cypress).
- North Coast district – Continuous since 2002, and expires July 31, 2019. It allows 20% of logs harvested by tenure to be exported (except cedar and cypress).
- Mid-Coast area – First came into effect in 1986, terminated in 1992, brought back in 2006, and expires July 31, 2019. It allows 35% of logs harvested by tenure to be exported (except cedar and cypress).
- Nass Timber Supply Area – First came into effect in 1985, and expires on July 31, 2019. It allows 100% of logs harvested to be exported.

As part of the Coast Forest Sector Revitalization Initiative, the ministry is engaging and consulting with First Nations and industry on new economic criteria to be used in developing OICs for areas that require limited log exports to support harvesting operations.

Fee-in-lieu

A “fee-in-lieu of manufacturing” is charged to log exporters. The fee is based on the species of log and its quality. A new fee structure based on harvest economics is being developed, which will come into effect summer 2019.

Other changes to log export policy include the need for log suppliers in the Northwest Interior to advertise logs for sale close to the harvested area to improve access for manufacturers; and changing the freight adjustment for the west coast of Vancouver Island.

Media Contacts

Vivian Thomas

Communications Director
Ministry of Forests, Lands,
Natural Resource Operations
and Rural Development
778 974-5809

Reducing wood waste and making more fibre available

Some level of residual fibre being left in harvest areas is an inevitable byproduct of timber harvesting operations and can be beneficial to meet wildlife or environmental objectives. However, some fibre is left in harvest areas because it is costly to remove and/or has limited economic value to the primary tenure holder. This latter category is referred to as “avoidable” waste fibre.

Prior to 2003, avoidable waste fibre on the coast was less than 5% of the harvest volume at approximately 0.8 million cubic metres or less per year. By 2017, the waste increased to more than 16% of harvest volume at approximately two million cubic metres per year and, in some cutblocks, wasted fibre volumes are greater than the timber volume harvested.

The Coast Forest Sector Revitalization Initiative includes measures to enable greater harvest of the allowable annual cut, and a reduction in the amount of avoidable waste fibre by directing it to manufacturers, such as pulp and paper mills, that can use the fibre.

To reduce avoidable waste fibre, encourage better business-to-business relationships and increase fibre access to a broader range of manufacturers, a fibre recovery zone is being created in areas of Vancouver Island and the south coast where enhanced fibre recovery is economical. In this geographic area, significant penalties will be applied for any avoidable waste fibre left in harvest areas that exceeds the new lower waste benchmarks that are being introduced. The new benchmarks take into account fibre intentionally left for ecological or wildlife values.

To complement these changes, a new policy for scaling and pricing secondary products will be introduced to reduce the regulatory burden, allowing the removal of primary and residual fibre concurrently from harvest sites. The new procedure will help move more fibre to market instead of being left in harvest areas.

Additionally, as of April 1, 2019, the post-harvest appraisal reconciliation model, or PHARM, already in use in the Interior, will apply to cutting permits issued on the coast. Rather than the current system in place on the coast that uses pre-harvest estimates to determine stumpage rates, the PHARM model uses post-harvest information to capture the true cost of development and stumpage on actual timber harvested.

As well, to reduce specific targeting of cedar in hard-to-reach areas, the stumpage cost allowance for helicopter single-stem harvesting has been removed. This will encourage licensees to harvest either the whole cutblock or leave cedar stems for ecological, wildlife and visual quality.

Media Contacts

Vivian Thomas

Communications Director
Ministry of Forests, Lands,
Natural Resource Operations
and Rural Development
778 974-5809



Staff Report

Date: April 26th, 2019

To: D. Chapman, Chief Administrative Officer

From: D. Fish, Corporate Officer

Subject: Proposed Haida Gwaii Regional Emergency Management Partnership

Recommendation:

THAT the staff report entitled “Proposed Haida Gwaii Regional Emergency Management Partnership” be received for information.

PURPOSE:

The purpose of this report is to provide an update to the Board of the North Coast Regional District (NCRD) with respect to the proposed Haida Gwaii Regional Emergency Management Partnership (HGREMP).

BACKGROUND:

Since 2017 the All Islands Emergency Committee (Committee) has been contemplating the possibility of establishing a partnership with Emergency Management BC (EMBC) and the North Coast Regional District (NCRD) to provide regional emergency management support to the islands of Haida Gwaii. More recently, there has been a renewed focus on partnering with the Skidegate Band Council (SBC) and Old Massett Village Council (OMVC) in a proposed quadripartite partnership for Haida Gwaii.

Discussions between the Committee and EMBC have led to a recommended course of action to establish an Integrated Partnership for Regional Emergency Management (IPREM)¹ for Haida Gwaii, similar to the structure currently used by Metro Vancouver. It was agreed upon by the Committee that the most efficient way to facilitate a partnership between all parties would be through the NCRD, for municipalities, and separately for each SBC and OMVC (both parties contributing a collective 1/3 of the partnership costs).

It was agreed upon by the parties that a successful partnership would include:

- A dedicated Emergency Program Coordinator;
- An integrated approach to regional emergency planning on Haida Gwaii;
- Resources and capacity to perform the work;
- Full partnership from the Haida to ensure that the culture and unique character of Haida Gwaii are respected;
- Clear communication and a reduction of unnecessary redundancies between communities; and
- A sustainable program approach.

At the time of writing this memorandum, the Province of B.C. has shared a draft Memorandum of Understanding (MOU) for the proposed partnership with the Committee, which has provided its comments with respect to the draft memorandum. The MOU has been included as Attachment A to this report.

FINANCIAL INFORMATION:

As this is a collaborative partnership, it was agreed upon that funds needed to support the partnership would be shared equally between the Province of B.C., the NCRD, and SBC and OMVC. Initial discussion with the group has indicated that Indigenous Services Canada (ISC) may be willing to contribute funding toward the partnership on behalf of the SBC and OMVC.

As a starting point, it was suggested that the annual funding maximum for the proposed partnership would be \$110,000, which would cover one full-time staff member's salary

¹ IPREM is an equal partnership between the Province of B.C. and the Metro Vancouver Regional District (on behalf of its 21 member municipalities, 1 Treaty First Nation and 1 electoral area) providing collaborative regional emergency management planning for the Metro Vancouver area.

and benefits, as well as additional project work as identified by the partners. Additional planning will need to be done to identify priority projects under the partnership, which may result in higher startup costs.

An annual maximum of \$110,000, shared equally between the three partners, yields the following contributions:

Partner	Contribution
Province of B.C.	\$37,000
NCRD	\$37,000
SBC and OMVC	\$37,000

CONSULTATION:

At the time of writing this report, it is anticipated that each municipality on Haida Gwaii will undertake some form of public outreach/consultation on the proposed regional service prior to indicating its support for the establishment of a sub-regionalized service to the NCRD.

Similarly, Directors representing Electoral Areas on Haida Gwaii may wish to bring this information back to their communities for further discussion prior to consideration of a proposed service establishing bylaw in the near future.

NCRD staff have assisted municipalities in refining details and specifying procedural details for a proposed service establishment bylaw that would cover the NCRD's contribution toward the HGREMP. It is anticipated that the NCRD will begin to receive requests from municipalities for establishment of the service in the coming months.

BYLAW:

Contents

The Bylaw outlines the proposed service as regional emergency management, planning and coordination, including developing strategies, plans and programs for the prevention of, preparation for, response to, and recovery from regional emergencies; supporting and coordinating the management and implementation of the aforementioned plans, strategies and programs; establishing, operating and maintaining of regional emergency facilities; and preparing for, responding to and recovering from regional emergencies.

The participating areas are the Villages of Masset, Queen Charlotte, Port Clements and Electoral Areas D and E, with the service area being contiguous with the boundaries of each community.

The proposed cost recovery method is through property taxes imposed on the net taxable value of land and improvements for hospital purposes, with costs apportioned among all of the participating areas on the bases of the converted value of land and improvements in the service area.

Section 8 of the Bylaw ensures that municipal powers are not limited by the expanded emergency program service that is being proposed.

Financials

As mentioned, it was agreed upon that each partner would contribute \$37,000 toward the partnership on an annual basis. Based on 2019 converted values, and given a requisition of \$37,000, the participation ratio and annual requisition from each community are as follows:

Participant	Participation Ratio	Annual Requisition	Cost/\$100,000 Assessed Value
Masset	19%	\$7,014	\$7.66
Port Clements	7%	\$2,673	\$7.66
Queen Charlotte	24%	\$8,750	\$7.66
Electoral Area D	36%	\$13,250	\$7.66
Electoral Area E	14%	\$5,313	\$7.66

However, a maximum requisition limit of \$45,000 is being recommended as this figure **would include funding for the NCRD's annual contribution** toward the partnership and the necessary support service allocation to be recovered through the service.

Participant	Participation Ratio	Annual Requisition	Cost/\$100,000 Assessed Value
Masset	19%	\$8,530	\$9.32
Port Clements	7%	\$3,251	\$9.32
Queen Charlotte	24%	\$10,642	\$9.32
Electoral Area D	36%	\$16,115	\$9.32
Electoral Area E	14%	\$6,462	\$9.32

Should it be found through further discussion that additional funds will be needed to support the proposed partnership and any identified projects, a requisition limit of \$55,000 yields the following figures:

Participant	Participation Ratio	Annual Requisition	Cost/\$100,000 Assessed Value
Masset	19%	\$10,426	\$11.39
Port Clements	7%	\$3,974	\$11.39
Queen Charlotte	24%	\$13,006	\$11.39
Electoral Area D	36%	\$19,696	\$11.39
Electoral Area E	14%	\$7,898	\$11.39

Alternatively, as per s. 339 of the *Local Government Act (LGA)*², the NCRD may wish to leave a maximum requisition limit undefined. While the requisition limit would be undefined, each annual requisition amount would have to be agreed to by the NCRD participants during annual budget discussions.

Procedure

Typically, approval of the electorate must be obtained before a service establishing bylaw may be adopted. In this case, consent on behalf of the municipal participating area (*LGA* s. 346) and consent on behalf of the electoral area participating area (*LGA* s. 347) may be used for obtaining approval. This would require municipal councils to pass a resolution to that effect, and would require Electoral Area Directors to consent, in writing, to the establishment of the new service. This method of obtaining approval would be the most expedient.

Alternatively, the NCRD may seek approval of the electorate by way of assent of the electors (*LGA* s. 269(a)) or approval of the electors by alternative elector approval process (*LGA* s. 269(b)). Consideration should be given to the reality that these means of seeking approval will be less expedient and more costly than that outlined above, but will provide opportunity for residents to provide direct feedback into the decision to adopt a regional emergency planning service on Haida Gwaii.

² *Local Government Act* par. 339(2)(e): As exceptions, the requirement to set the maximum amount that may be requisitioned for the service does not apply to an establishing bylaw for programs in preparation for emergencies.

CONCLUSION:

This information has been prepared to provide an update to the Board of the NCRD with respect to the Committee's planning for a proposed emergency planning partnership model on Haida Gwaii. It is understood that through further planning, additional projects and/or expenses may be identified by the Committee and the information supplied herein may need to be updated.

Memorandum of Understanding

North Coast Haida Gwaii Regional Emergency Management Partnership

DRAFT as of February 4, 2019

BETWEEN:

North Coast Regional District as represented by the Chair of the Board (herein referred to as the “NCRD”) on behalf of Village of Queen Charlotte, Village of Port Clements, Village of Masset, Electoral Area D and Electoral Area E)

Comment [LW1]: The acronym would be NCHGREMP which is a bit of a mouthful – maybe the HGREM?

AND:

Skidegate Band Council on behalf of XXXX people, as represented by Skidegate Band Council Chief (herein referred to as the “XXXXX”)

AND:

Old Massett Village Council on behalf of XXXX people, as represented by Old Massett Village Council Chief (herein referred to as the “XXXXX”)

Comment [LW2]: Not sure if this should be the Council of the Haida Nation (CHN) or the two communities

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Public Safety and Solicitor General (herein referred to as the “Province”)

WHEREAS Emergencies can occur that cross municipal, electoral area or [First Haida Nations](#) boundaries or have impacts or demand for response beyond the capacity of one municipality, one electoral area or [First the Haida Nation](#) to respond;

WHEREAS Emergencies can occur that are cross-jurisdictional in nature or require a coordinated multi-jurisdictional, multi-agency response;

WHEREAS the Partners are committed to preparing for, responding to, recovering from, and mitigating Regional Emergencies;

WHEREAS the Partners wish to establish this Memorandum of Understanding (“MOU”) to establish collaborative relationships and to determine roles and responsibilities before Regional Emergencies take place;

AND WHEREAS the Partners seek to achieve a disaster resilient Region where all levels of government, [First the Haida Nations](#) and relevant stakeholders work collaboratively towards enhanced Emergency Management;

THEREFORE the Partners hereto agree to form a [North Coast Haida Gwaii Regional Emergency Management Partnership](#).

Memorandum of Understanding

North Coast Haida Gwaii Regional Emergency Management Partnership

DRAFT as of February 4, 2019

ARTICLE 1: INTERPRETATION

“**Emergency**” is a present or imminent event or circumstance that

- is caused by accident, fire, explosion, technical failure or the forces of nature, and
- requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person, or persons, or to limit damage to property.

“**Emergency Management**” describes the systems and processes for preventing and mitigating, preparing for, and responding to, and recovery from emergencies and disasters.

“**Financial Contribution**” is the Partner’s financial contribution to the Partnership set out in Article 5.

“**First Nations Haida Nation**” is the Skidegate Band Council and the Old Massett Village Council as represented by the Council of the Haida Nation? (will depend on how this is structured)

Comment [LW3]: As there is only one First Nation, I’m wondering if we could just use Haida Nation as the descriptor?

“**In-kind**” means goods, commodities or services in lieu of money.

“**Partners**” means all partners to this MOU, and “**Partner**” means one of them as the context may require.

“**Memorandum of Understanding**” is this Memorandum of Understanding.

“**Partnership**” is the North Coast Haida Gwaii Regional Emergency Management Partnership.

“**Policy Group**” is the North Coast Haida Gwaii Regional Emergency Management Partnership Policy Group established pursuant to Article 4 of this MOU.

“**Region**” or “**Regional**” is a broad geographical area within the Islands of Haida Gwaii or First Haida Nation’s traditional territory that may be, but is not limited to, distinguished by physical characteristics, administrative boundaries, government, religion, language, or artificial features.

“**Regional Emergency Management Planning Coordinator**” is the North Coast Haida Gwaii Regional Emergency Management Partnership staff position hired pursuant to Article 4 of this MOU.

Comment [LCE4]: Further conversation with the group to discuss if the Partnership could have roles in response and recovery. This may reflect the title of the staff position.

“**Steering Committee**” is the North Coast Haida Gwaii Regional Emergency Management Partnership Steering Committee established pursuant to Article 4 of this MOU.

“**Sub Region**” is a subset of the Region that may be, but is not limited to, distinguished by physical characteristics, administrative boundaries, government, religion, language or artificial features.

Comment [CL5]: On Feb 4th conf call, it was discussed and proposed that the partnership and staff position are solely focused on regional planning. Opportunities to engage in mitigation, response and recovery might be best to address on an ad hoc basis and require Steering Committee approval

Memorandum of Understanding

North Coast Haida Gwaii Regional Emergency Management Partnership

DRAFT as of February 4, 2019

ARTICLE 2: APPLICATION OF GOVERNING AGREEMENTS AND LEGISLATIONS

2.1 Nothing in this MOU shall be interpreted as limiting in any way the jurisdiction, authority and fulfillment of responsibilities of:

- a) The Minister and Ministry of Public Safety and Solicitor General in respect to Emergency management under the British Columbia *Emergency Program Act*, R.S.B.C. 1996, c. 111, and Regulations or any other Acts or Regulations;
- b) North Coast Regional District in respect to emergency management under British Columbia's *Emergency Program Act Local Government Act*, R.S.B.C. 2015, c. 1, and Regulations or any other Acts or Regulations; or,
- c) Skidegate Band Council and the Old Massett Village Council in respect to emergency management under the Federal *Emergency Management Act*, S.C. 2007, c. 15.

2.2 Nothing in this MOU shall be interpreted as limiting in any way the authorities and obligations of any Partner to this MOU who is a party to a master agreement or collective agreement entered into with a bargaining unit.

ARTICLE 3: PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING

3.1 The Partners wish to enter into this MOU to establish the Partnership.

3.2 The MOU will guide the Parties in their efforts to identify and pursue opportunities for collaboration.

3.3 The Partners share the common goals to collaboratively:

- a) improve regional emergency management in the Haida Gwaii Region through continued and increased provincial and regional cooperation, and the creation of the Partnership, while recognizing the benefits of participation in planning by representatives beyond the Haida Gwaii Region;
- b) provide opportunities to lead and coordinate Regional Emergency planning initiatives for major emergency or disaster events, which are, or have the potential to be, regional or cross-jurisdictional in nature;
- c) ensure the effectiveness of the Partnership by outlining:
 - a. structure and management;
 - b. roles and responsibilities; and
 - c. financial commitments.
- d) continue commitment to:
 - a. participate to guide the implementation and advancement of the MOU;
 - b. provide in-kind contributions for staff participation in Partnership initiatives (e.g. workshops, exercises, working groups etc.); and

Comment [LCE6]: On Sep 25 2018 meeting, the group agreed the IPREM goals are common to this Partnership and could be tailored as needed.

On Feb 4th conf call, it was discussed that the goals need further input from OMVC and Skidegate before they are finalized.

Memorandum of Understanding

North Coast Haida Gwaii Regional Emergency Management Partnership

DRAFT as of February 4, 2019

- c. provide encouragement of municipalities, electoral areas, ~~First Nation~~ Haida Nations, provincial ministries, federal departments and relevant stakeholders to participate in Partnership initiatives (e.g. workshops, exercises, working groups etc.).
- e) understand that the success of this MOU will be determined by each Party's commitment to the spirit of collaboration and innovation on which this MOU is founded.

3.4 This MOU is not:

- a) legally binding or enforceable;
- b) a treaty within the meaning of sections 25 and 35 of the *Constitution Act, 1982* and does not define or amend aboriginal rights, or limit any priorities afforded to aboriginal rights, including aboriginal title;
- c) a partnership created under the *BC Partnership Act*, R.S.B.C. 1996, c. 348; and
- d) construed, so as to constitute any Partner as the agent, employee, partner, joint venturer, or representative of any of the other Partners.

ARTICLE 4: PARTNERSHIP STRUCTURE

4.1 The Partnership Organizational Structure will have a decision-making structure as deemed appropriate by the Partners. The structure will provide for policy direction, project management, effective participation by stakeholders and its own operating procedures.

- a) The Policy Group is constituted by the North Coast Regional District Board Chair, Chiefs from Skidegate Band Council and Old Massett Village Council, and the Province's Minister responsible for the *BC Emergency Program Act*, to set the Partnership's strategic direction, the decision making body of the Partnership, and liaise with other elected officials as needed to advance emergency management within the Region;
- b) The Steering Committee is constituted by senior officials and are appointed from local and provincial governments, Skidegate Band Council, and Old Massett Village Council, to implement the strategic direction by providing collective decision making on the operational management of regional emergency management priorities and resources, approve the annual business plan and budget, formulate policy recommendations, and liaise with other senior officials; and
- c) The Support Team is comprised of the Regional Emergency Management Planning Coordinator supported by staff representatives from each of the Partners to carry out the responsibilities approved by the Partnership by leading regional emergency management planning initiatives, conducting research and analysis, coordinating stakeholder engagements, and guiding integrated project teams.

4.2 In recognition and consideration of the Financial Contribution, the Partners agree that they will work together to appropriate the funds to:

- a) Lead and coordinate Partnership planning initiatives:

Comment [LCE7]: Further discussions with the group on the level of detail such as determining the # of meets per year, the # of representatives on the Steering Committee and Policy Group (if needed), roles and responsibilities of the Partnership et.

On Feb 4th conf call, having elected officials aware of this partnership will get current and future support on the value and benefits of the partnership

Comment [LW8]: See previous comments about CHN role once we receive clarification from SBC and OMVC

Comment [LCE9]: On Feb 4th conf call, it was discussed and proposed that each municipality, NRCD, OMVC, Skidegate, and EMBC would be represented on the Steering Cmtee. The Council of Haida Nation will need further input from OMVC and Skidegate.

Comment [LCE10]: Further discussion with the group if the Partnership will have a role in response and recovery. It was discussed that the Partnership staff position will support the activated emergency operations centre as liaison or in another role not the Director role.

On Feb 4th conf call, it was discussed and proposed that the partnership and staff position are solely focused on regional planning. Opportunities to engage in mitigation, response and recovery might be best to address on an ad hoc basis and require Steering Committee approval

Memorandum of Understanding

North Coast Haida Gwaii Regional Emergency Management Partnership

DRAFT as of February 4, 2019

- i. identifies multi-jurisdictional emergency management priorities and programs, and recommended responsibilities to follow up;
 - ii. identifies, coordinates, and develops of approved:
 - i. All Island Regional Emergency Management Plan;
 - ii. Marine Oil Spill Plan;
 - iii. Regional training and exercises;
 - iv. Regional public education resources; and
 - v. Guidelines for local/corporate emergency management plans.
 - iii. monitors and reports on the operations of approved sub regional and regional emergency management functions.
- b) Establish a Regional Emergency Management Planning Coordinator position to:
- i. develop plans, procedures, standards and guidelines;
 - ii. conduct research and analysis to support project scope;
 - iii. prepare documents (e.g. agenda, project updates, etc.) for the Steering Committee;
 - iv. act as a subject matter expert in the field of emergency management;
 - v. support the development of publication and communication materials (e.g. newsletter);
 - vi. liaise with emergency management practitioners from other levels of government, [First Nations the Haida Nation](#), and stakeholders to strengthen relationships and regional emergency management; and
 - vii. participate operationally as a staff member in the any one of the emergency operations centres as needed.

4.3 Partners acknowledge additional contributions to the Partnerships, including but not limited to:

- a) The [host Partner](#) will provide in-kind support and will be responsible to:
 - i. hire the Regional Emergency Management Planning Coordinator position; and
 - ii. provide the support for the Regional Emergency Management Planning Coordinator including, but not limited to, human resources, office space, information technology, telecommunications, basic office supplies and contract management or otherwise agreed upon by the Partners.
- b) The Province will provide support to:
 - i. develop a work plan and budget;
 - ii. coordinate the establishment of inaugural Steering Committee meeting; and
 - iii. draft Partnership operational policies.
- c) The Policy Group, Steering Committee and Support Team resources for the Partnership will be provided in-kind contributions (e.g. travel, per diems, administrative responsibilities by EMBC such as the accounting for the Partnership etc).

4.4 The Partners will endeavour to develop and implement simple, efficient and consistent protocols to facilitate and govern their collaborative efforts pursuant to this MOU.

ARTICLE 5: FUNDING

Comment [LCE11]: Initial list provided earlier last year on potential regional projects

Comment [LCE12]: Further discussion with the group on role of the Partnership

Comment [CL13]: Will this be NCRD?

On Feb 4th conf call, it was discussed and proposed that it logistically makes sense for the NCRD. NCRD has been supportive of this. Logistics and office space will need to be confirmed.

Comment [LCE14]: Further discussion with the group if the funds from the Partnership will only be for the one staff position and regional project work, which could mean travel and other related expenses to members of the Steering Cmtee and Policy Group will be covered by the individual municipalities and First Nation communities, and EMBC.

Comment [LCE15]: Further discussion with the group how the funds will be shared amongst the Partners. It was identified that the annual funds for the Partnerships for the first few years will be a maximum of \$110,000.

On Feb 4th conf call, Clarence highlighted that Daniel, Lori and Clarence had a call in late January to assist Daniel on preparing a draft Bylaw for review. Clarence provided contacts and an overview on the other partnerships where regional districts had to establish a bylaw to requisition from municipalities and electoral areas. Given the formula primarily based on population, \$110,000 (max) should suffice annually for the partnership. This would cover one staff salary with the remainder for regional project work.

Memorandum of Understanding

North Coast Haida Gwaii Regional Emergency Management Partnership

DRAFT as of February 4, 2019

5.1 The Partners recognize that adequate funding is essential to the success of the MOU

5.2 Each Partner intends to financially contribute XXX annually in 2019, 2020 etc.

5.3 Any Partner may:

- from time to time, request from any other Partner additional financial contributions for specific Regional Emergency Management projects;
- apply for grants together or separately, from external entities to provide funding for additional Regional Emergency Management projects and capacity; and
- provide, together or separately, additional financial contributions or in-kind contributions if agreed upon by all the Partners.

5.4 Any request for the Regional Emergency Management Planning Coordinator to work in an Emergency Operations Centre during an emergency event, the requesting Partner will assume all cost related to the deployment. The cost will not be expensed to the requesting Partner's financial contribution to the Partnership.

ARTICLE 6: INFORMATION SHARING

6.1 All information and documentation provided to, collected by, delivered to or compiled by or on behalf of the Partners to this MOU in the performance of their duties and responsibilities shall be dealt with subject to and in accordance with Provincial Statutes, particularly the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165, and will be considered the property of the Partners.

6.2 The Partners agree that for the purposes of section 16(1) (b) of the *Freedom of Information and Protection of Privacy Act*, all information disclosed and received between the Partners under this MOU is disclosed and received in confidence.

6.3 Where a Partner receives a request under the *Freedom of Information and Protection of Privacy Act*, or a Court order, summons or subpoena for disclosure of records relating to this MOU, that Partner will immediately consult all other Partners to this MOU before disclosing the records to the applicant.

ARTICLE 7: COMMUNICATION

7.1 External communications by the Partnerships with other levels of government, the media, and other entities, corporations or individuals will be consistent with protocols established by the Partners or their respective organizations.

7.2 External communication by the Partnership Manager/managing partner will be consistent with messages agreed to by the Steering Committee.

7.3 The Partners agree to work together to develop public announcements and other messaging related to this MOU.

Comment [LW16]: Will there be any cost of living (COLA) adjustment made each year to allow for salary and other increased expenses?

Comment [CL17]: As part of the Partnership's annual budget, it should adhere to the collective agreement (if it's a union position) or policies for the Partner who will be sponsoring/hosting the position. As an example, salary increments, isolation allowance etc).

Comment [LCE18]: Further discussion with the group.

Comment [LCE19]: Further discussion with the group that if the Partnership staff position is requested to work in an EOC, their costs will be covered by the requesting Partner. As example, if EMBC requests for the Partnership staff position to work in their emergency operations centres for 10 days and have been approved by the Steering Cmtee, all costs for logistics and overtime will be covered by EMBC.

On Feb 4th conf call, it was discussed and proposed that the partnership and staff position are solely focused on regional planning. Opportunities to engage in mitigation, response and recovery might be best to address on an ad hoc basis and require Steering Committee approval

Comment [CL20]: A person or members that will be in charge/lead for the day to day operations by working closely with the staff on projects etc and preparing ad hoc materials. This might be not needed or it could be clarified as part of roles and responsibilities by the Steering Cmtee.

On Feb 4th conf call, it was discussed that a "managing partner" will be required to supporting the Steering Cmtee with agenda coordination, logistics, minutes. Further discussion with the group will need to determine who will over see the day to day and provide guidance to the regional staff position.

Memorandum of Understanding

North Coast Haida Gwaii Regional Emergency Management Partnership

DRAFT as of February 4, 2019

ARTICLE 8: TERM

8.1 This MOU is effective on the date that it is fully executed by NCRD, Skidegate Band Council, Old Massett Village Council and the Province on the date of signing.

Comment [LW21]: Or CHN as per previous comments

8.2 This MOU may be amended by mutual written agreement duly executed by the Partners of this MOU.

8.3 Partners wishing to withdraw from this MOU must provide the Steering Committee or each Partner with written notice at least six months in advance of the withdrawal date.

8.4 The MOU will remain active and in effect until terminated or amended in accordance with this MOU.

8.5 The Partners will formally review this MOU every three years, or more frequently as may be reasonably requested by either Partner, or agreed upon by the Partners.

ARTICLE 9: DISPUTE RESOLUTION

9.1 Any issues, matter of general concerns, or dispute resolution arising from this MOU shall first be directed to the Steering Committee resolution. If it is not then resolved, it shall be referred to the Policy Group. Nothing will be referred to a tribunal or any other third party for settlement, unless by further agreement of the Partners.

ARTICLE 10: NOTICES

10.1 All notices and communications provided for in this MOU must be in writing and must be delivered at the following addresses:

For North Coast Regional District

14, 342 3rd Avenue West
Prince Rupert, British Columbia, V8J 1L5
Email: cao@ncrdbc.com

For Skidegate Band Council:

Box 1301
Skidegate, Haida Gwaii, British Columbia, V0T 1S1
Email: cao@skidegate.ca

For Old Massett Village Council:

PO BOX 189 348 Eagle Avenue
Masset, Haida Gwaii, British Columbia, V0T 1M0
Email: _____

Comment [LW22]: Or CHN as per previous comments

Memorandum of Understanding
North Coast Haida Gwaii Regional Emergency Management Partnership

DRAFT as of February 4, 2019

For the Province:

Emergency Management BC
Block A, Suite 200
2261 Keating Cross Road
P.O. Box 9201, Stn. Prov. Govt.
Victoria, British Columbia, V8W 9J1
[Email: Clarence.lai@gov.bc.ca](mailto:Clarence.lai@gov.bc.ca)

or at such address as a Partner has advised in writing.

10.2 Delivery of notices and communications will be deemed to have occurred for the various delivery methods as follows:

[a\) by email – 1 day after sending with no error message received?](#)

a) by mail – 7 days after mailing;

b) by personal delivery – when delivered; and

c) by courier – on the next business day following the date the courier indicates delivery.

ARTICLE 11: SIGNATORIES

This MOU reflects the good faith and spirit of cooperation of the Partners.

Comment [LCE23]: Further discussion with the group on who is best to sign the MOU.

Date: _____ By: _____
Name
Partner

Date: _____ By: _____
Name
Partner

Date: _____ By: _____

Memorandum of Understanding
North Coast Haida Gwaii Regional Emergency Management Partnership

DRAFT as of February 4, 2019

Name
Partner

DRAFT



Staff Report

Date: April 26th, 2019

To: Haida Gwaii Regional Recreation Commission

From: D. Lomax, Haida Gwaii Regional Recreation Coordinator

Subject: Haida Gwaii Regional Recreation: 2019 1st Quarter Reporting

Recommendation:

THAT the staff report entitled “Haida Gwaii Regional Recreation: 2019 1st Quarter Reporting” be received for information.

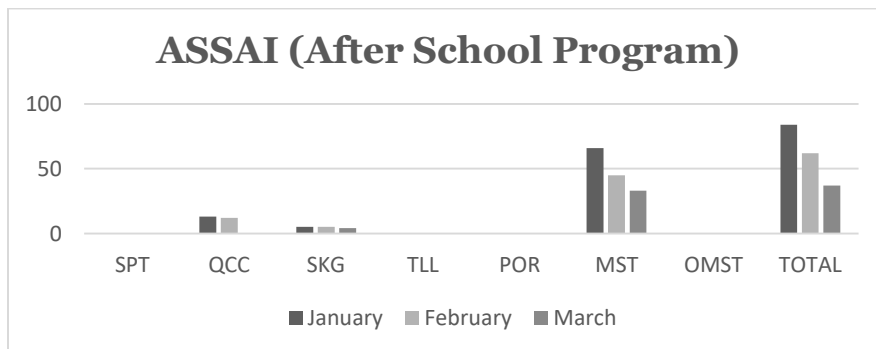
BACKGROUND:

Throughout January to March 2019 (Q1 2019), 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:

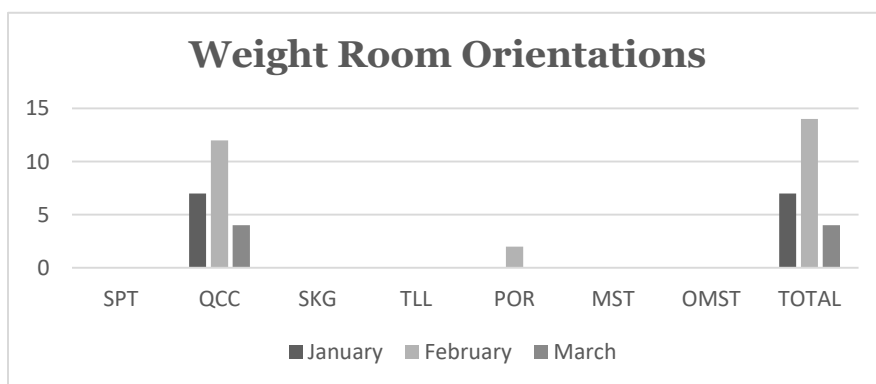
After School Sport and Art Initiative (ASSAI)-All Islands (Ran/Led Program)

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.



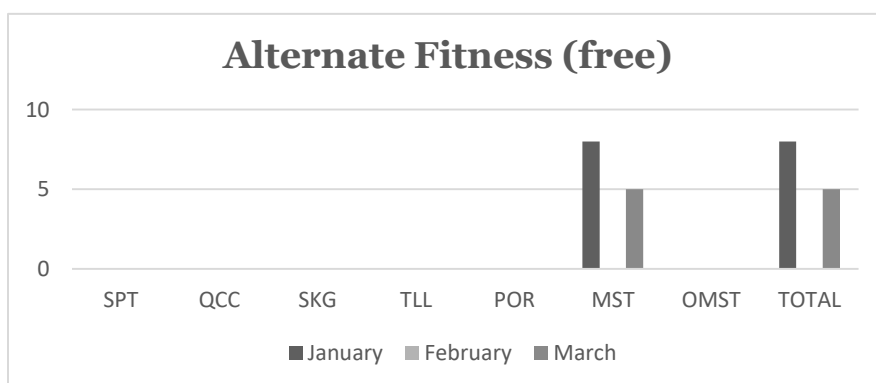
Weight Room Orientations-Port Clements, Queen Charlotte and Sandspit (Ran/Led Program)

Throughout Q1 2019 HGR held a total of 5 weight room orientation sessions: 4 in Queen Charlotte, 2 in Port Clements with a total of 25 participants.



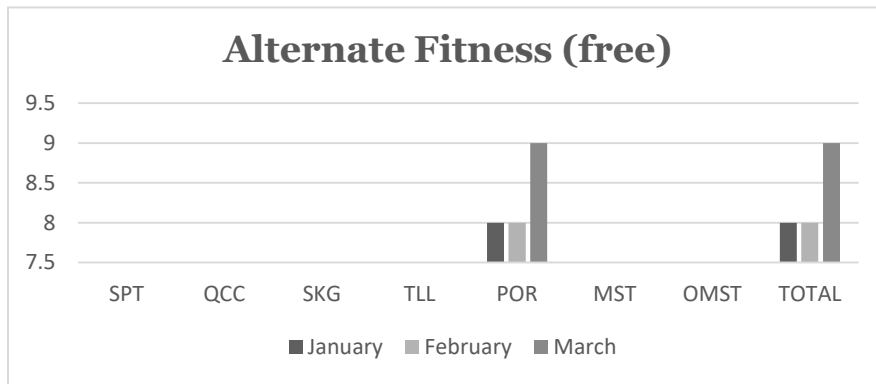
Alternate Fitness (FREE)-Masset (Ran/Led Program)

Alternate Fitness Program is a FREE modified fitness class for those of middle-age and seniors, who would like bring some fitness into their lives. It is also open specifically for those at risk for, or currently living with, chronic diseases such as diabetes, osteoporosis, and arthritis. Instructors will lead you through a series of cardio, strength, flexibility and balance exercises to eventually make a more mobile and healthier YOU. Alternate Fitness was held in Masset, runs every Tuesday and Thursday.



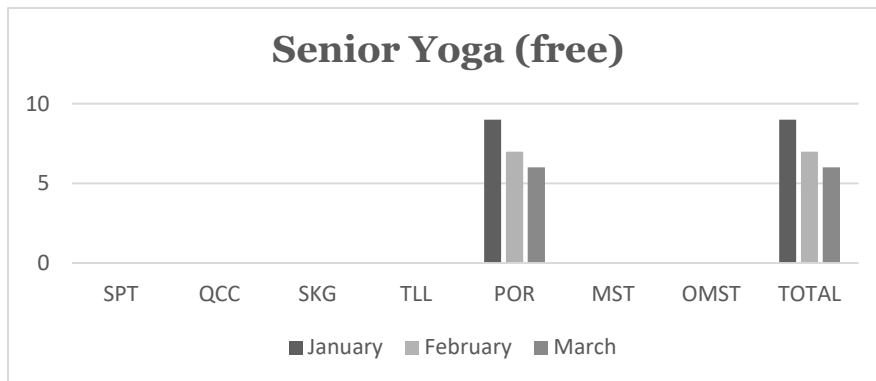
Alternate Fitness (FREE)-Port Clements (Ran/Led Program)

Alternate Fitness Program is a FREE modified fitness class for those of middle-age and seniors, who would like bring some fitness into their lives. It is also open specifically for those at risk for, or currently living with, chronic diseases such as diabetes, osteoporosis, and arthritis. Instructors will lead you through a series of cardio, strength, flexibility and balance exercises to eventually make a more mobile and healthier YOU. Alternate Fitness was held in Port Clements and runs every Tuesday.



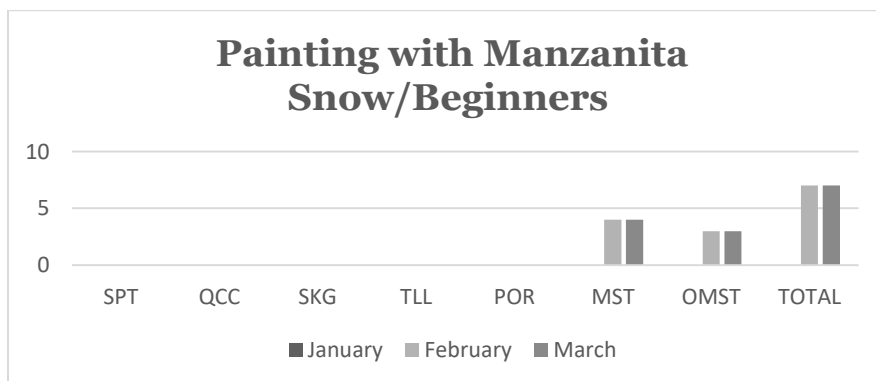
Senior Yoga (FREE)-Port Clements (Ran/Led Program)

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



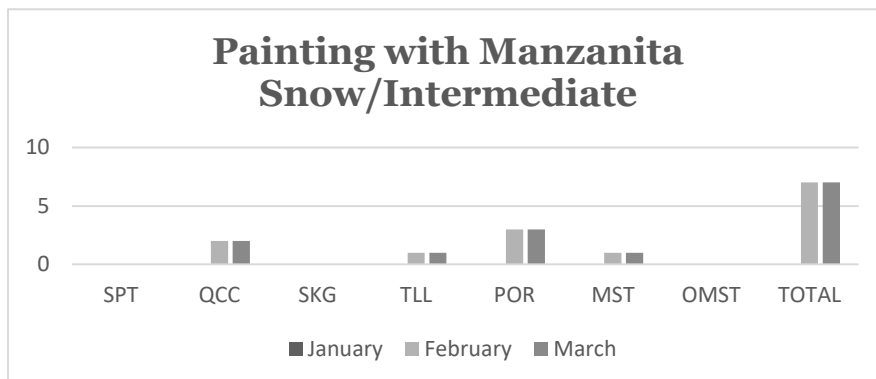
Painting with Manzanita Snow/Beginners-Port Clements (Ran/Led Program)

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.



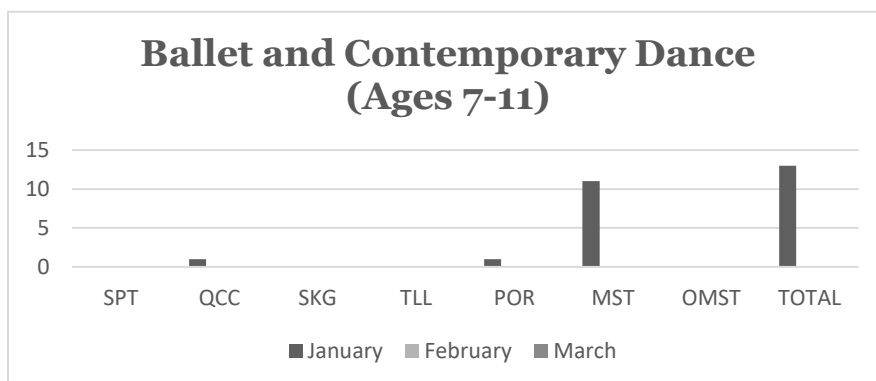
Painting with Manzanita Snow/Intermediate-Port Clements NEW (Ran/Led Program)

Excite yourself...kick start your creativity by immersing yourself in a joyful new activity. An intermediate workshop in watercolour and acrylic painting using unusual techniques and approaches. Mixed media will be added to both watercolour and acrylics this program. People with some experience is recommended. This program will include all supplies i.e. paper, canvasses, paint, brushes etc.



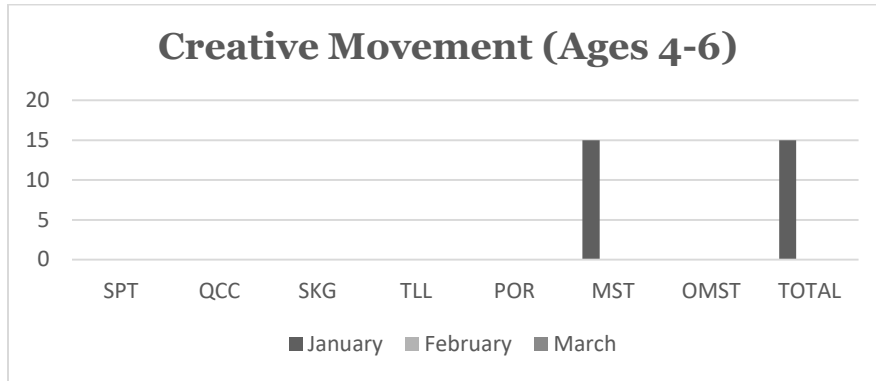
Ballet and Contemporary Dance (Ages 7-11)-Masset NEW (Ran/Led Program)

For the first time dance instructor Ceitlynn Epnors came up to Masset to offer a 3-day workshop in January. Learn contemporary dance and ballet technique. Work on a piece of choreography and practice creating dances.



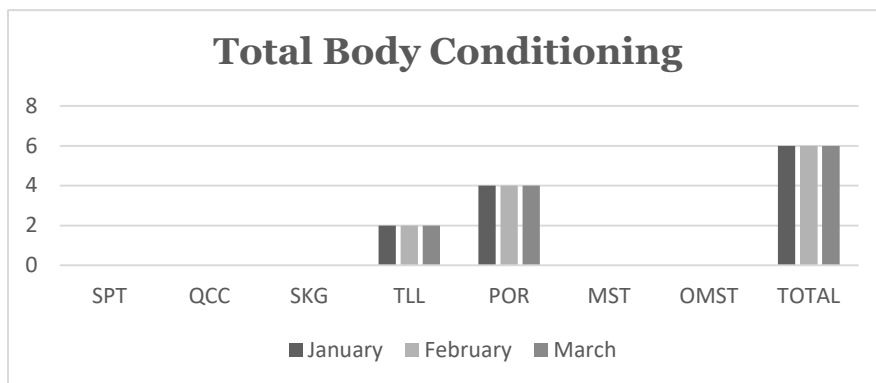
Creative Movement (Ages 4-6)-Masset NEW (RAN/LED PROGRAM)

For the first time dance instructor Ceitlynn Epnors came up to Masset to offer a 3-day workshop in January. For kids who love to skip, jump and spin. A fun introduction to basic dance technique. We will create dances inspired by stories and a wide variety of music.



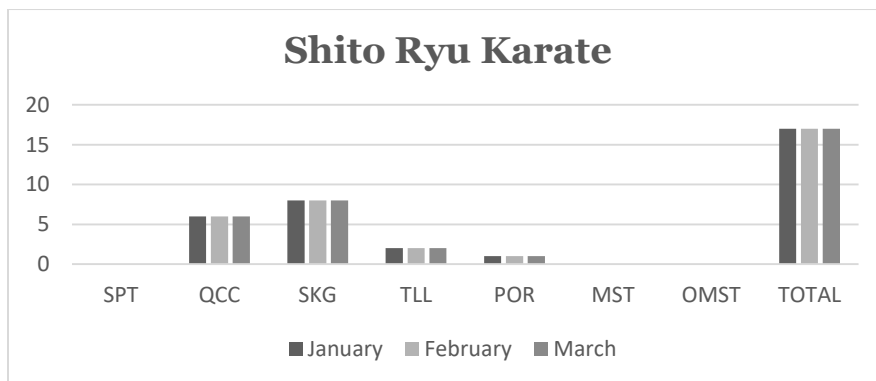
Total Body Conditioning-Port Clements (Ran/Led Program)

Get fit, feel great and raise your fitness level with Pilates/Boot Camp/Circuit/Kick Boxing fusion!



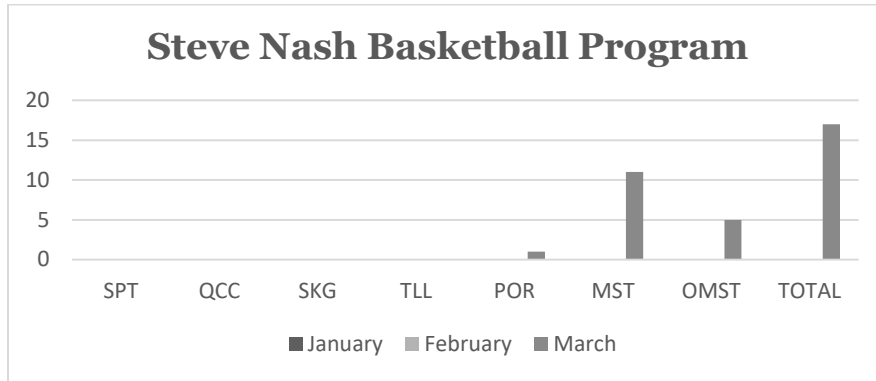
Shito Ryu Karate-Skidegate (Ran/Led Program)

Shito Ryu Adult and Youth Karate is in its 9th consecutive year and runs twice-weekly. Shito Ryu Karate is attended by youth and adults ages 7-57. Q1 saw participants ranging from Queen Charlotte to Port Clements.



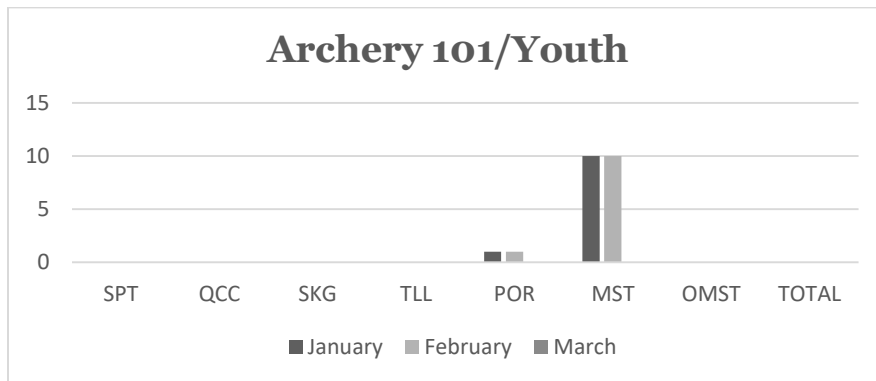
Steve Nash Basketball Program-Masset NEW (Ran/Led Program)

The program follows the Steve Nash endorsed Youth Skills development program which is aimed at teaching, developing and improving technical basketball skills in a fun and exciting environment. All kids are encouraged to sign up regardless of skill level. Registration will include 12, 1.5-hour lessons and your own basketball.



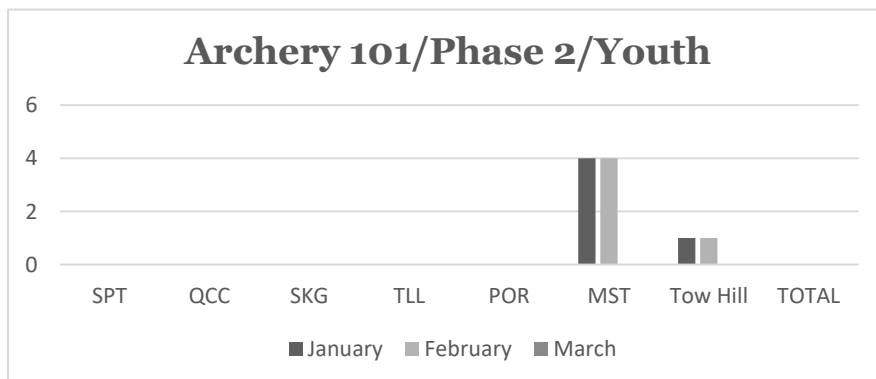
Archery 101-Masset (Ran/Led Program)

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.



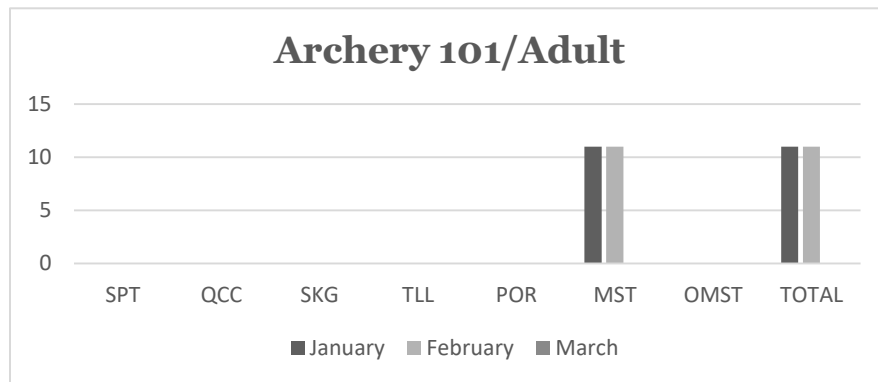
Archery 101/Phase 2-Masset NEW (Ran/Led Program)

This progressive program was a continuation from the 1st program that was introduced in Q4.



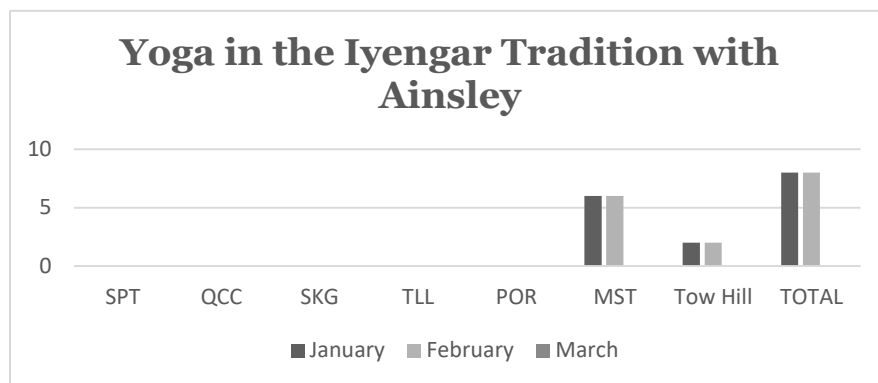
Archery 101/Adult-Masset NEW (Ran/Led Program)

This program is aimed at adults 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.



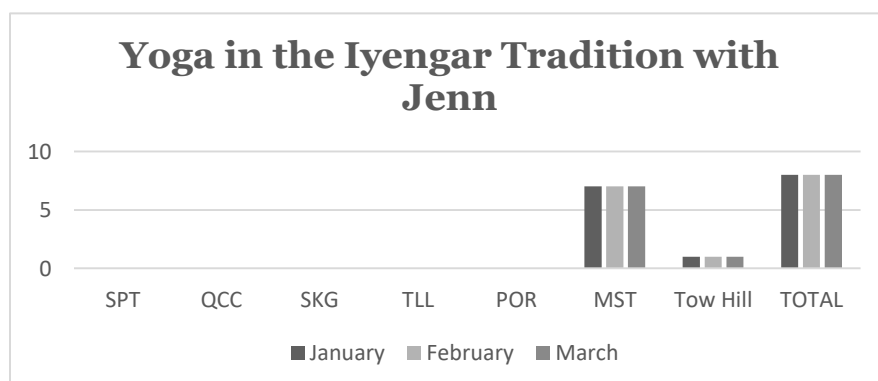
Yoga in the Iyengar Tradition with Ainsley/Mondays-Masset (Ran/Led Program)

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.



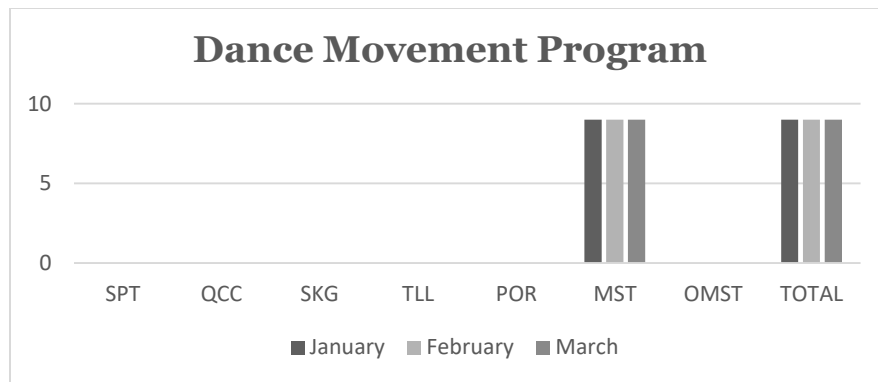
Yoga in the Iyengar Tradition with Jenn/Tuesdays-Masset (Ran/Led Program)

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.



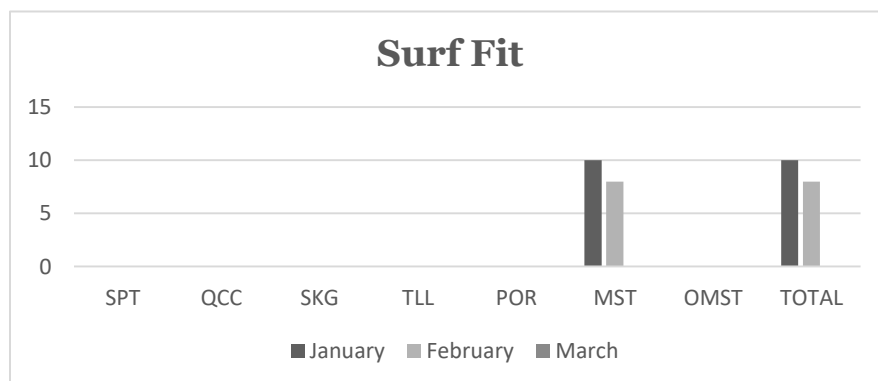
Dance Movement with Denis-Masset (Ran/Led Program)

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.

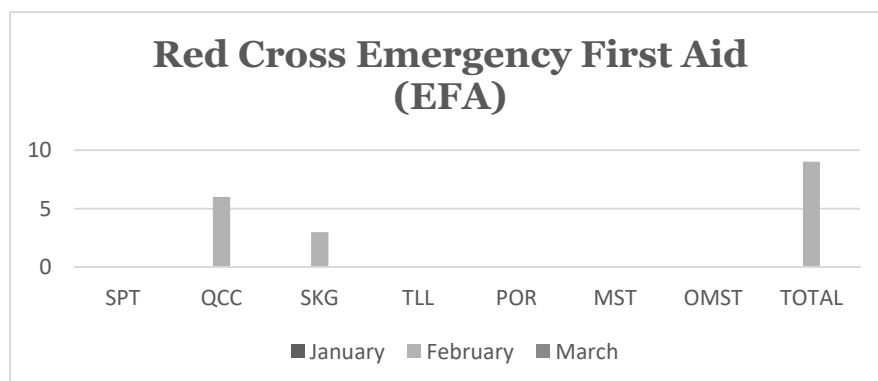


Surf Fit-Masset NEW (Ran/Led Program)

Surf Fit is a dry-land surf cross training program. Over the course of 10 sessions, participants will focus on sport specific elements of surfing: stamina, strength, balance, flexibility, explosive power, and breath work. This class is open to all levels of surfers, ages 16+.

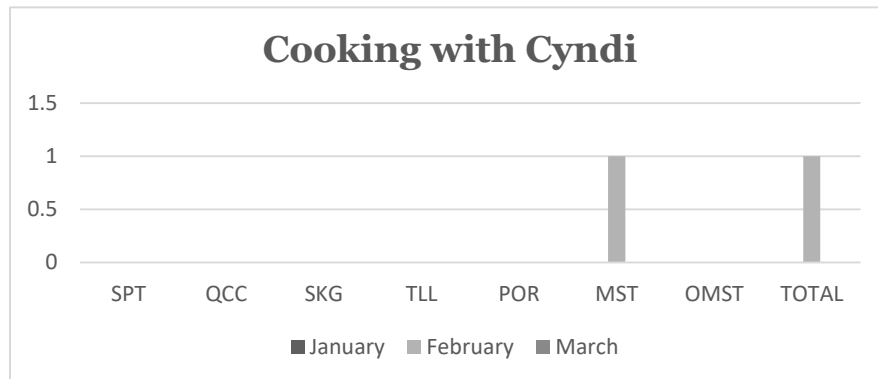


Red Cross Emergency First Aid and CPR-Queen Charlotte (Ran/Led Program)

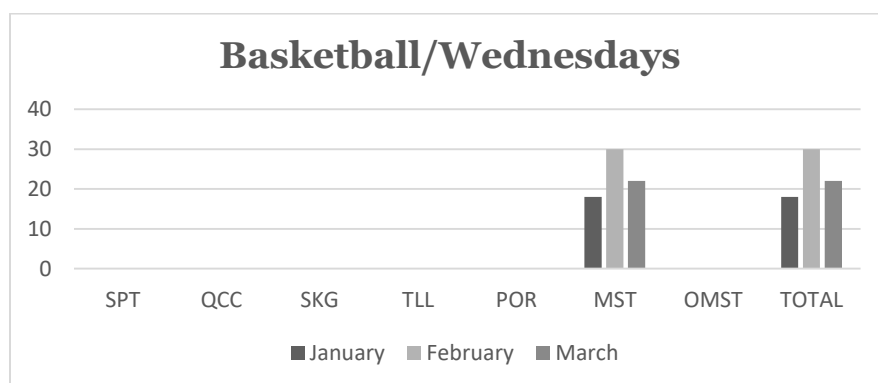
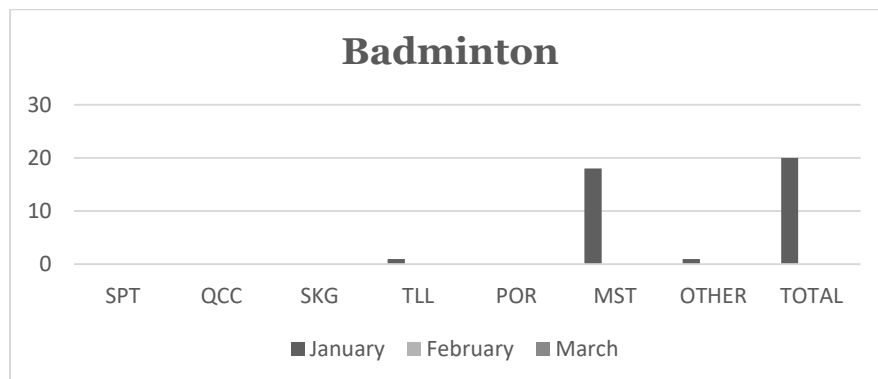


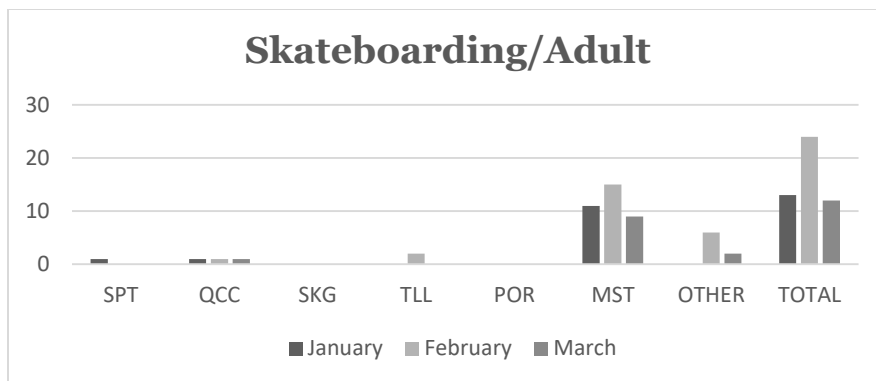
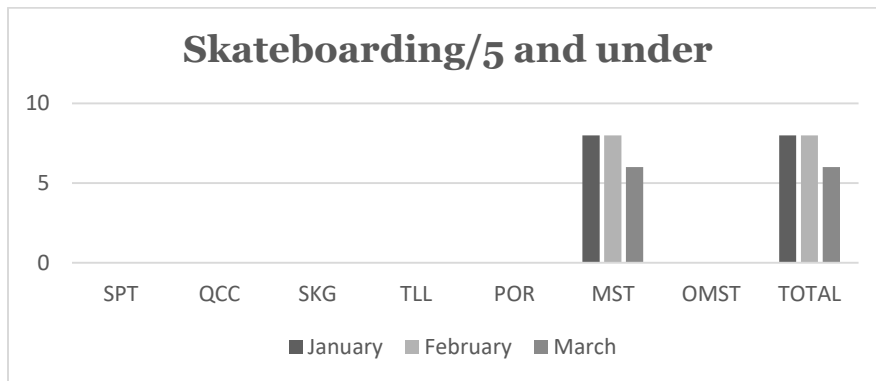
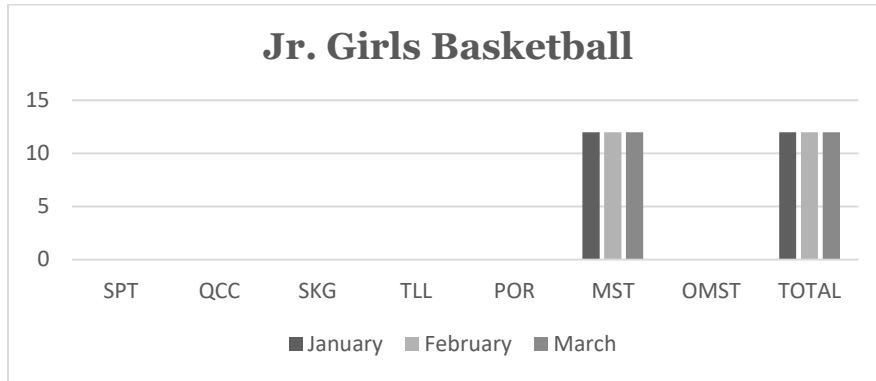
Cooking with Cyndi-Port Clements NEW (Ran/Led Program)

This is a new program HGR is working on with Cyndi Bird. Cooking with Cyndi is a hands-on opportunity to learn the ins and outs of both gluten free and low carb cooking.

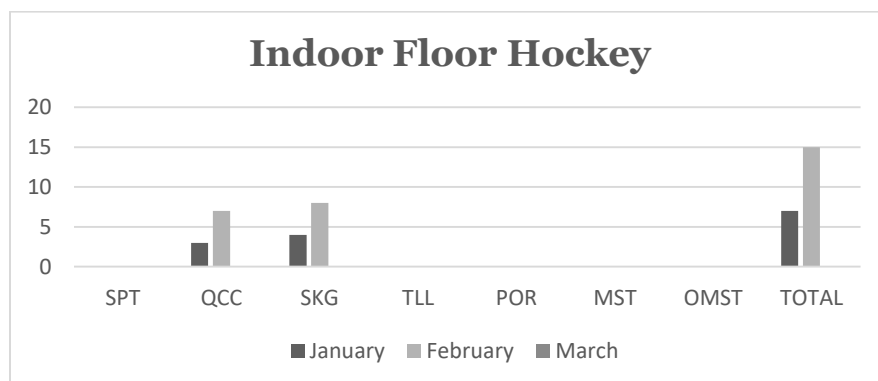
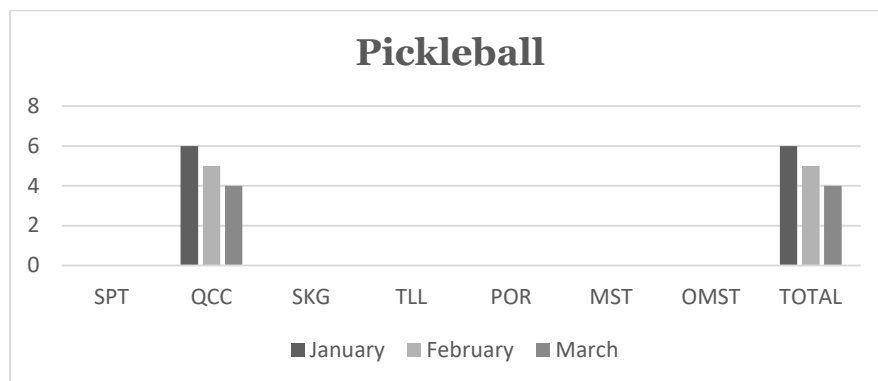
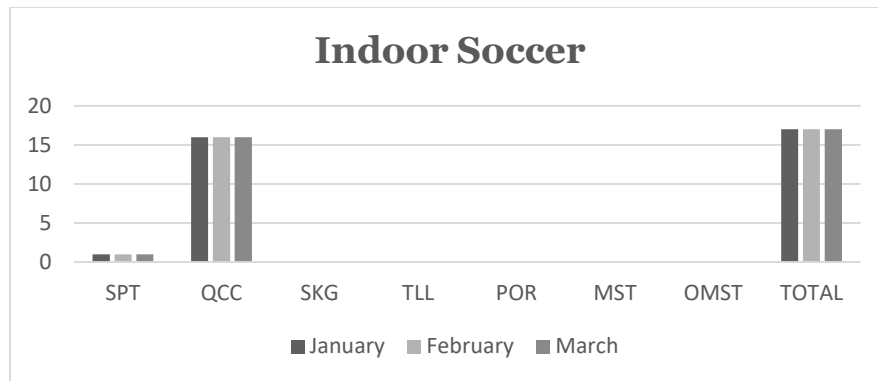


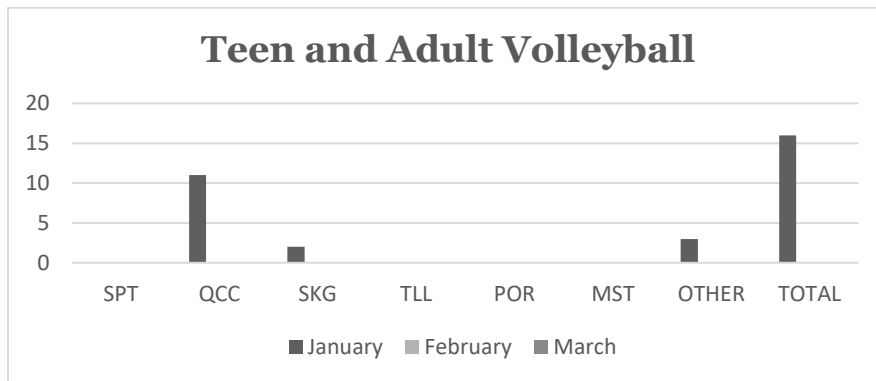
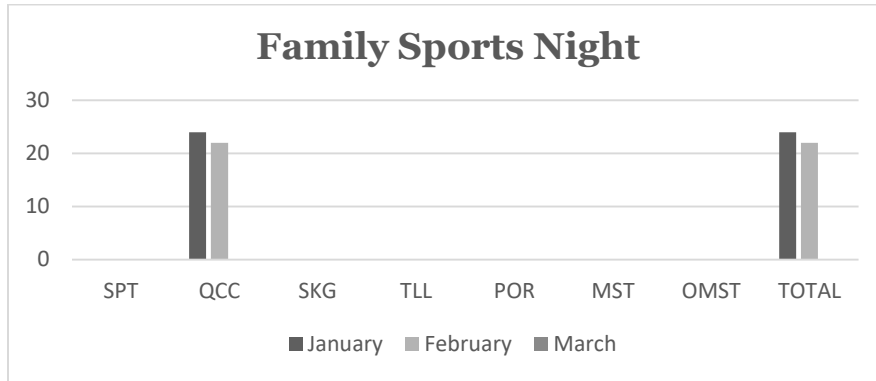
“Drop-in” Programs- Gudangaay Tlaats’gaa Naay Secondary School, Masset (Ran/Led Programs)





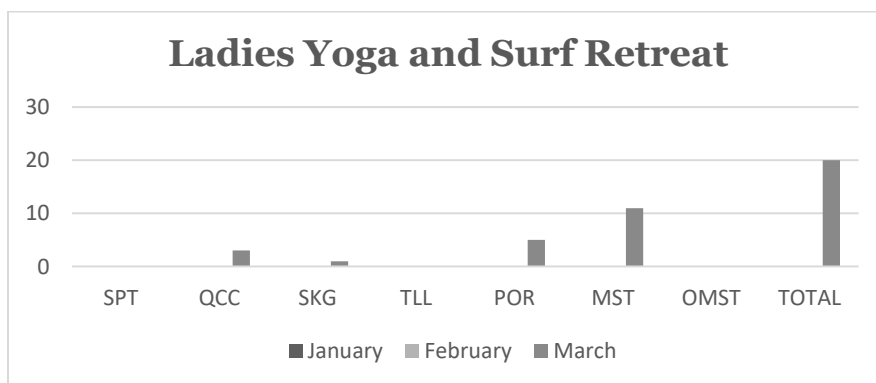
“Drop-in” Programs- GidGalang Kuuyas Naay Secondary School, Queen Charlotte (Ran/Led Programs)





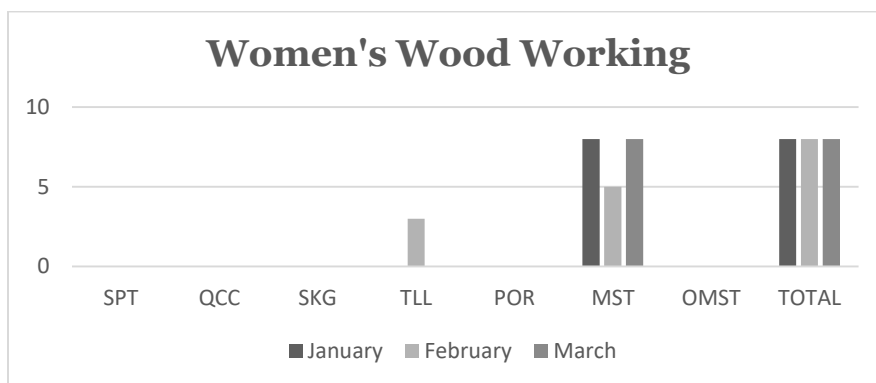
Haida Gwaii's 2nd Annual Ladies Yoga and Surf Retreat - Hiellen Longhouse Campground (Supporting)

For the 2nd consecutive year HGR has helped support **Haida Gwaii's 2nd Annual Ladies Yoga and Surf Retreat!** This event was for ladies only! Beginner surfers welcome however there will be a safety briefing only. No formal surf lessons will be provided, however less experienced surfers can be paired with a more experienced surfer.



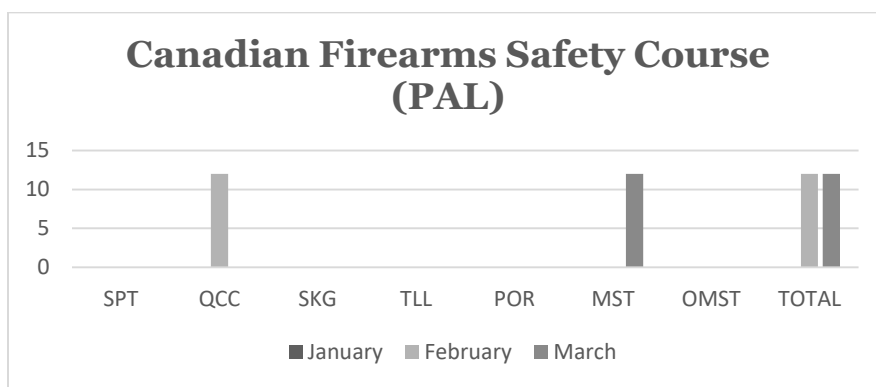
Women's Woodworking Course-Masset (Supporting)

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



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

Long-time Haida Gwaii Recreation instructor, Ron Haralson, concluded 2 pre-requisite licensing courses in Queen Charlotte and Masset. The certification is required for all hunters as part of the foundation for the Possession and Acquisition License.



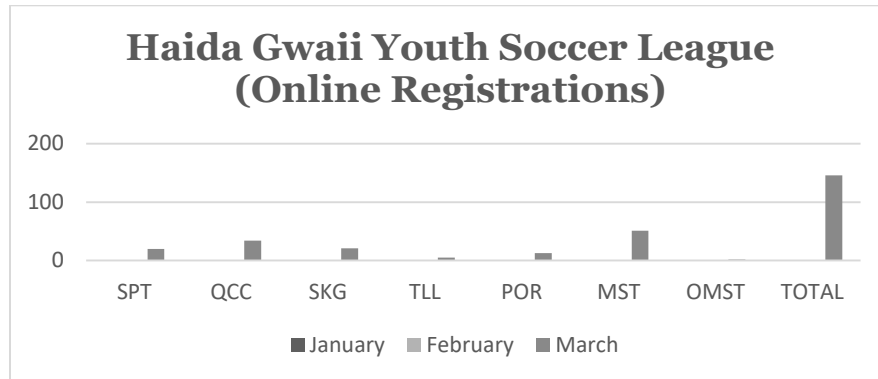
Aboriginal Communities: Active for Life Workshop-Masset NEW (Supporting)

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.



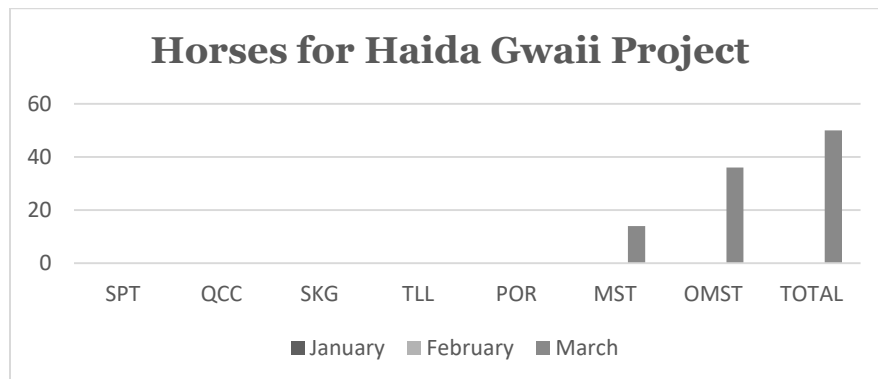
Haida Gwaii Youth Soccer League (Online Registrations)-All Islands (Supporting)

This is the 2nd consecutive year that HGR has lended a hand to the Haida Gwaii Youth Soccer League with online registrations. This year HGR saw 146 participants registered through the HGR website. That is over an 80% increase from 2018 (80 online registrations).



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. While the horses are based out of Port Clements put the program can be mobile as well.



Additional Reporting:

- Programs currently under way or starting soon;
 1. ***NEW/RAN/LEAD - MOVEment Dance Company-Masset and Queen Charlotte***
 2. ***NEW/RAN/LED - Mat Pilates 1 and 2 Certification Courses-Queen Charlotte***
 3. ***RAN/LED - DND Bootcamps-Masset***
 4. ***RAN/LED - Fitness Bootcamp-Masset***
 5. ***RAN/LEAD - Archery 101 PHASE 2 Youth Program/Masset***
 6. ***RAN/LEAD - Archery 101 Adult Program/Masset***
 7. ***RAN/LEAD - Archery 101 Youth Program/Masset***
 8. ***RAN/LEAD - STEVE NASH BASKETBALL/Ages 8-10/Masset***
 9. ***Ran/LED - Shito Ryu Karate-Skidegate***
 10. ***RAN/LEAD - Red Cross Emergency First Aid (EFA) Course-Skidegate***
 11. ***RAN/LEAD - Yoga in the Iyengar Tradition with Jenn/Tuesdays/Masset***
 12. ***NEW/SUPPORTING - Sing Haida Gwaii - Hiellen Longhouse Campground***
 13. ***SUPPORTING - Women's Woodworking-Masset***
 14. ***SUPPORTING - Afternoon Skate with Masset Skate Park Society-Masset***
 15. ***SUPPORTING - Cooking Program with Cyndi-Port Clements***
 16. ***RAN/LED - HGR Annual Summer Camps-All Islands***
 17. ***RAN/LED - HGR Annual Agate Man Triathlon-Masset***
- HGR is currently working with SD50 to create a plan to get access to the schools for mornings and weekends gym floor time to be able to execute more HGR programs during these times.
- HGR reached to the Taoist Tai Chi group that is here on islands (Sandspit, Queen Charlotte and Tlell). HGR will be offering additional exposure for the group who is now located on our website and Facebook page. Both parties will be collaborating together on future events.
- HGR met with the VOQC Council to discuss HGR programs and program development in QC.
- HGR will be collaborating with 2 QC residents and past HGR instructors who are interested in offering a summer yoga, nature and art camp in QC
- HGR has had discussions with the new commissioner for Sandspit with regards to executing or collaborating on program ideas for Sandspit and QC.
- Continue to build on program growth and partnerships for 2019.

Corporate Officer NCRD

From: Lomas, Brian TRAN:EX <Brian.Lomas@gov.bc.ca>
Sent: Tuesday, April 16, 2019 5:00 PM
To: 'Corporate Officer NCRD'
Subject: RE: Alliford Bay - Coastal Erosion

Flag Status: Flagged

Hi Daniel,

As discussed, we have conducted our inspection and have identified a number of spot locations near sandspit that could be cleaned up and re-armored. These sections may receive some temporary attention from the maintenance contractor this summer, but in general the failed and failing riprap doesn't pose an immediate threat to highway infrastructure or public safety. With that said, we requested that our Aggregate Resource Manager make a visit to the Sandspit area to develop a plan for MoTI to begin producing riprap on Moresby Island for future planned projects as well as for emergency preparedness purposes. His visit yielded some promising opportunities for MoTI to produce riprap more efficiently and MoTI is currently in pursuit of those opportunities.

Also noted during my corridor inspection were some sections of failing road base between Sandspit and the Alliford Bay. It is suspected that these are old failures that had been paved over and are now beginning to translate through to the surface once again. With two significant bridge replacements taking place in the Tlell area this summer, it is anticipated that MoTI geotechnical staff will be on island periodically. It is our intent to have our engineers take some time to have a good look at the Alliford Bay to Sandspit corridor to identify short and long term fixes for any road base or slope stability issues they can identify.

Please give me a call for any further discussion.

Best Regards,

Brian Lomas
Area Manager, Roads
Ministry of Transportation and Infrastructure
Skeena District
Office: (250) 615 - 3917

From: Corporate Officer NCRD [mailto:corporateofficer@ncrd.bc.com]
Sent: Tuesday, April 16, 2019 12:31 PM
To: Lomas, Brian TRAN:EX
Subject: Alliford Bay - Coastal Erosion

Hi Brian,

I hope that this email finds you well.

Following up on the coastal erosion review referenced in the attached letter. Would you please provide me with an update, and, if available, any findings on prioritization or prevention measures.

Any questions, please let me know.

Best regards,



Daniel Fish

Corporate Officer | North Coast Regional District

P: 250.624.2002 (*ext.2*)

A: 14, 342 3rd Avenue West, Prince Rupert BC, V8J 1L5

T: 888.301.2002 | **F:** 250.627.8493

www.ncrdbc.com



November 20th, 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 3rd Avenue West
Prince Rupert BC, V8J 1L5



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TF: 888.301.2002



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