



**NORTH COAST REGIONAL DISTRICT  
ELECTORAL AREA ADVISORY COMMITTEE MEETING AGENDA  
Held at 344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C. on  
Friday, May 25, 2018 at 6:00 p.m.**

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**1. CALL TO ORDER**

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

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

3.1	Minutes of the Electoral Area Advisory Committee Meeting held February 23, 2018	Pg 1-3
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**4. FINANCE**

None.	---
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**5. CORRESPONDENCE**

5.1	Draft Correspondence: Haida Gwaii Emergency Planning – Regional Service	Pg 4-7
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**6. REPORTS / RESOLUTIONS**

6.1	D. Fish, Corporate Officer – Northern Development Initiative Trust Supported Projects Update	Pg 8-10
6.2	D. Fish, Corporate Officer – 2018 Business Façade Improvement Proposals	Pg 11-47
6.3	S. Gill, Treasurer – Gas Tax – Funding for Recycling Depot Roof Repair/Replacement	Pg 48-58
6.4	D. Chapman, Chief Administrative Officer – Cannabis Control and Licensing Act	Pg 59-61

**7. NEW BUSINESS**

None.	---
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**8. OLD BUSINESS**

None.	---
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**9. PUBLIC INPUT**

**10. IN-CAMERA**

None.	---
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**11. ADJOURNMENT**



## NORTH COAST REGIONAL DISTRICT ELECTORAL AREA ADVISORY COMMITTEE

**MINUTES** of the Electoral Area Advisory Committee meeting held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C. on Friday, February 23, 2018 at 6:30 p.m.

### PRESENT

### PRIOR TO ADOPTION

Chair	M. Racz, Electoral Area D ( <i>via teleconference</i> )
Directors	D. Nobels, Electoral Area A K. Bergman, Electoral Area C C. Wagner, Alternate, Electoral Area E ( <i>via teleconference</i> )
Regrets	B. Beldessi, Electoral Area E
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer

### 1. CALL TO ORDER 6:33 p.m.

### 2. ELECTION OF CHAIR AND VICE CHAIR

The Corporate Officer called for nominations for the position of Chair of the Electoral Area Advisory Committee for 2018.

Director Bergman nominated Director Racz, Director Racz accepted the nomination.

Nominations were called for a second time.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

**Director Racz was declared Chair of the Electoral Area Advisory Committee for 2018 by acclamation.**

The Corporate Officer called for nominations for the position of Vice Chair of the Electoral Area Advisory Committee for 2018.

Director Bergman nominated Director Nobels, Director Nobels the nomination.

Nominations were called for a second time.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

**Director Nobels was declared Vice Chair of the Electoral Area Advisory Committee for 2018 by acclamation.**

*Director Racz assumed the Chair for the remainder of the meeting.*

**3. CONSIDERATION OF AGENDA**

MOVED by Director Nobels, SECONDED by Director Bergman, that the February 23, 2017 Electoral Area Advisory Committee agenda be amended and adopted as follows:

8.2 Card to Director Beldessi

**001-2018**

**CARRIED**

**4. MINUTES**

4.1 Minutes of the Electoral Area Advisory Committee Meeting held November 24, 2017

MOVED by Director Nobels, SECONDED by Director Bergman, that the minutes of the November 24, 2017 Electoral Area Advisory Committee meeting be adopted as presented.

**002-2018**

**CARRIED**

**5. FINANCE**

None.

**6. CORRESPONDENCE**

None.

**7. REPORTS**

7.1 D. Fish, Corporate Officer – Northern Development Initiative Trust 2018 Nominal Funding Allocation

MOVED by Director Nobels, SECONDED by Director Bergman, that the memorandum from staff entitled “Northern Development Initiative Trust 2018 Nominal Funding Allocation” be received for information.

**003-2018**

**CARRIED**

**8. NEW BUSINESS****8.1 Edge of the World Music Festival Society's application to Northern Development Initiative Trust's Fabulous Festivals and Events Program**

MOVED by Director Bergman, SECONDED by Director Nobels, that the Edge of the World Music Festival's application to Northern Development Initiative Trust's Fabulous Festivals and Events Program be received;

AND THAT the Electoral Area Advisory Committee recommend to the Board of the North Coast Regional District that it support the Edge of the World Music Festival'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.

**004-2018****CARRIED****8.2 Card to Director Beldessi**

MOVED by Director Nobels, SECONDED by Director Bergman, that the Electoral Area Advisory Committee recommend that the Board of the North Coast Regional District sign and send a card to Director Beldessi.

**005-2018****CARRIED****9. OLD BUSINESS**

None.

**10. PUBLIC INPUT**

There were 0 questions from the public.

**11. IN CAMERA**

None.

**12. ADJOURNMENT**

MOVED by Director Nobels, SECONDED by Director Bergman, that the meeting be adjourned at 6:43 p.m.

**006-2018****CARRIED**

*Approved and adopted:*

*Certified correct:*

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**Chair**

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**Corporate Officer**



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

**Attention: Haida Gwaii Administrators**

Dear Administrators,

**RE: Haida Gwaii Emergency Planning: Regional Service**

The following is an overview of the current North Coast Regional District (NCRD) electoral area emergency planning function, as well as considerations for growing the service to include municipalities, and by way of service agreements, First Nations on Haida Gwaii

At present, the authority to provide emergency programming in Electoral Area D of the NCRD is provided under Bylaw No. 459, 2004 (BL 552, 2013 Amendment), with the authority to provide emergency programming in Electoral Area E of the NCRD being provided under Bylaw 553, 2013.

In 2018, discussions between Chief Administrative Officers (CAO) on Haida Gwaii and the NCRD took place to contemplate an expanded emergency program service that would include the Villages of Queen Charlotte, Port Clements and Masset, NCRD Electoral Areas D and E and, through service agreements, Skidegate and Old Massett. An expanded service would see the establishment of a shared emergency program coordinator position to manage each community. The group recognizes that a regionalized service would result in better service through economies of scale, less administration, and better access to equipment and staff.

Considerations for this project have been brought forward to the Province of B.C., which has indicated it is supportive of the initiative and may play a role in contributing funds toward a proposed emergency planning partnership such as that being contemplated.



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



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



**W:** [www.ncrdbc.com](http://www.ncrdbc.com)  
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Given there are separate services established for each of the electoral areas, it may be advisable to draft a new service establishing bylaw which includes all of Haida Gwaii in the service area and includes the three municipalities and two electoral areas as participants in the service.

As per the *Local Government Act (LGA)*, the following items are to be included in an establishing bylaw for a new service:

1. Description of the service;
2. Definition of the boundaries of the service area;
3. Definition of the areas participating in the service;
4. Indication of the cost-recovery method; and
5. A requisition limit for the service.

Based on conversations between CAOs on Haida Gwaii, the following is anticipated to be included in a proposed service establishing bylaw:

1. Emergency programming as per the *Emergency Program Act*. More specifically, an emergency program for all-islands that would include a full-time emergency program coordinator position (contract vs. staff to be considered), funds dedicated toward the development of an all-islands emergency plan and funding considered to support ongoing operation of the service;
2. The boundaries of the service area would include all of Haida Gwaii (municipalities and electoral areas);
3. The participants in the service would be the Villages of Queen Charlotte, Masset and Port Clements and NCRD Electoral Areas D and E. Should First Nations wish to participate, they would do so through a service agreement;
4. Cost recovery method would be through property value taxes imposed; and
5. As per section 339 of the *LGA*, a maximum requisition limit need not be defined for programs in preparation of emergencies.



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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 participating area (*LGA* s. 347) can be used for obtaining approval. This would require municipal councils to pass a resolution to that affect, and would require Electoral Area Directors to consent, in writing, to the establishment of the new service. In past experience, this method of obtaining approval has proven to be the most expedient.

This information is being provided to Haida Gwaii CAOs so that they may take this information to their Councils to consider passing a resolution requesting that the NCRD undertake emergency programming as a regional service, and its wish to participate in the service.

As the NCRD understands, there are still details to be discussed amongst CAOs with respect to provincial involvement in a proposed planning partnership and potential financial contribution toward resources to support a program. There is no precedent for provincial funding being provided to support a program coordinator position, however, given the unique characteristics of this partnership, this may be explored further in conversations with the province. In the event provincial funding is not able to be allocated to a coordinator position, perhaps these costs may be allocated toward the development of an all-islands emergency plan.

Additionally, the NCRD is requesting that CAOs please provide the NCRD with data pertaining to current expenditures on municipal emergency programming, so that these figures may be considered as we contemplate the proposed regional service. A separate data collection form has been included with this correspondence for completion by your community. Once complete, please return to the undersigned at [corporateofficer@ncrdbc.com](mailto:corporateofficer@ncrdbc.com).



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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,

**Daniel Fish**  
*Corporate Officer*



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### Staff Memo

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**Date:** May 25<sup>th</sup>, 2018

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

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

**Subject:** Northern Development Initiative Trust Supported Projects Update

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#### Recommendations:

**THAT the staff report entitled “Northern Development Initiative Trust Supported Projects Update” be received for information.**

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#### BACKGROUND:

At its Regular meeting held December 9th, 2016, the Electoral Area Advisory Committee (EAAC) directed staff to contact Northern Development Initiative Trust (NDIT) to collect reporting from NDIT project applicants supported by the North Coast Regional District (NCRD) Board which, in turn, allows access to NCRD nominal account funding.

#### DISCUSSION:

Reporting provided to the NCRD by NDIT includes fiscal years 2016-2017, and includes information deemed, by NDIT, not to be confidential in nature.

Appendix A of this report includes reporting provided by NDIT to the NCRD with respect to programs approved under the Fabulous Festivals and Events funding program.

The following table (Table 1) summarizes projects supported by the NCRD Board:

Project	Program	Date	Funding Request
Edge of the World Music Festival	Fabulous Festivals & Events	01/22/2016	\$2,500
Kay Anniversary Festival	Fabulous Festivals & Events	02/19/2016	\$2,500
Tlell Fall Fair	Fabulous Festivals & Events	03/18/2016	\$2,500
Haico World Indigenous Basketball Challenge	Marketing Initiatives	05/27/2016	\$8,000
Sandspit Wild Harvest Festival	Fabulous Festivals & Events	09/01/2016	\$2,500
Edge of the World Music Festival	Fabulous Festivals & Events	01/20/2017	\$2,500
Tlell Fall Fair	Fabulous Festivals & Events	05/26/2017	\$2,500
Sandspit Loggers Day Sports	Fabulous Festivals & Events	05/26/2017	\$2,500
OMVC Hiellen Upgrades	Community Halls & Recreation Facilities	09/22/2017	\$10,000
Tlell Fall Fairgrounds Upgrades	Community Halls & Recreation Facilities	11/24/2017	\$15,276

Not included in Appendix A of this report are the projects approved under the Marketing Initiatives and Community Halls & Recreation Facilities programs. It should be noted that both of these programs provide rebate funding, and, as such, reporting for the last two projects listed in Table 1 are not yet available.

With respect to the Haico World Indigenous Basketball Challenge project, undertaken by the Skidegate Saints Basketball Club, the following information was supplied by NDIT:

- Project reporting received and grant funding disbursed;
- Project resulted in the following outcomes:
  - Over 2,500 paid admissions into games;
  - Over 24,000 unique online viewers from over 95 countries;
  - Merchandise related to the games sold quickly;
  - Sponsors indicated interest in working with the Club at their next event; and
  - 16 teams participated in the tournament.

Staff will continue to track projects supported by the NCRD Board and will work with NDIT to bring back information to the EAAC. In future, if there is additional information the EAAC wishes Staff to request of NDIT, please advise.

### **RECOMMENDATION:**

Staff is recommending that this memorandum be received for information. Staff will continue to work with NDIT to provide annual reporting on projects supported by the NCRD Board.

Fabulous Festivals and Events Program		2016	2017	2018	2016	2017	2018	2015	2016	2017	2018	2015	2016	2017	2018	2016	2017	2018
Applicant	Festival/Event Name	Grant			Total Project Budget			Actual Attendance			Funding Actually Used For (Reporting Form)			Funding Expected to be Used For (Due Diligence Report)				
Edge of the World Music Festival Society	Edge of the World Music Festival	\$ 2,500	\$ 2,500	\$ 5,000	\$ 96,290	\$ 11,500	\$ 101,805		2,000	1,500	1,800 Estimated		Funding was used to present the workshops at the festival.	Funding was used to present the workshops at the festival.		The \$2,500 grant would be used to provide opportunities for local musicians to work with and learn from professional musicians who have been brought in to perform at EOTW	2017 funding will be used to increase the workshops offered over the three day event.	Support Edge of the World public workshops over two day period. New song writing basis workshops for children - structure, lyric writing, performance techniques, microphone etiquette and creative exploration
Qay'llnagaay Heritage Centre Society	Kay Anniversary Festival	\$ 2,500	\$ 2,500		\$ 8,925	\$ 6,355			643	689			NDIT funding was used to buy the Salmon BBQ supplies, prizes for all the games and dance competitions, Tents to keep vendors comfortable, paying the entertainers.	NDIT funding was used to buy the Salmon BBQ supplies, prizes for all the games and dance competitions, Tents to keep vendors comfortable, paying the entertainers.		The funding requested from the Trust will allow the society to pay for prizes awarded during the event, increase advertising of the event and provide more professional live entertainment to encourage greater attendance during the day.	Northern Development's Fabulous Festivals and Events program's \$2,500 in grant funding will partially be used to provide an honorarium to a children's dance group as well as to purchase prizes locally for educational games. In addition, a portion of the \$2,500 grant will be used to advertise the event both locally and abroad via newspapers including the Council of Haida Nation's Haida Laas newspaper and the Observer. The 9th Annual K_ay Anniversary Festival will also be advertised online on the Haida Gwaii Trader and the Aboriginal Tourism BC magazine.	
Sandspit Community Society	Sandspit Wild Harvest Festival	\$ 1,790			\$ 6,515				290				NDIT's contribution paid for the Sandspit Community Hall rental (increase space size to increase # of vendors for 2016), Pay for food available to volunteers during the event,			The \$1,790 in grant funding would be used transportation and facility cost rentals, as well as provide an honorarium for festival workshop speakers.		
Sandspit Community Society	Sandspit Loggers Sports Day		\$ 2,500			\$ 14,000				370				The funding was used for some of the many expenses that are required in order to make the event happen as well as the purchasing of prizes, trophies and tshirts for the participants.			Northern Development's Fabulous Festivals and Events funding of \$2,500 will be used to promote the event more widely off the islands, to rent additional porta-potties to accommodate the expected increase in visitors and to increase the number of trophies that are awarded during the event.	
Tlell Fall Fair Committee	Tlell Fall Fair	\$ 2,500	\$ 2,500		\$ 22,000	\$ 24,000			1,200	1,218			ND funding was posted around the fairgrounds as well as mentioned on stage in announcements, on our website and Facebook page.	The funding was used to rent tent to provide shade for attendees, as well as to help with the cost of performers and the printing of the annual Catalog.		The \$2,500 grant would be used to hire a children's entertainer for the event and add more children's games to incrementally grow the "inclusive" and "family oriented" nature of the event	Northern Development supported the 2016 Tlell Fall Fair with \$2,500 in funding through the Fabulous Festivals and Events program. The grant funds were used to hire a children's entertainer and add more children's games to incrementally grow the inclusive and family oriented nature of the event.	

Total grants provided - North Coast Regional District-2016, 2017, 2018

\$ 9,290	\$ 10,000	\$ 5,000
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### Staff Report

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**Date:** May 25<sup>th</sup>, 2018

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

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

**Subject:** 2018 Business Façade Improvement Proposals

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#### Recommendations:

**THAT the staff report entitled “2018 Business Façade Improvement Proposals” be received;**

**AND THAT the Electoral Area Advisory Committee recommend that the Board of the North Coast Regional District approve the Murrelet Trading Company’s application to the business façade improvement program in the amount of \$3,057.99.**

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#### BACKGROUND:

In 2017, the North Coast Regional District (NCRD) submitted an application to Northern Development Initiative Trust’s (NDIT) Business Façade Improvement program. The program provides annual grant funding for local governments up to \$20,000. Funding is intended to enhance economic development by encouraging private sector investment in business façade improvements.

The application intake for business façade improvement proposals closed on April 27<sup>th</sup>, 2018 at 4:30 p.m.

#### DISCUSSION:

The NCRD Business Façade Improvement Program Policy and Guidelines has been included as Attachment A to this report. The Program Policy and Guidelines outlines the eligibility of

applicants, properties and improvements, as well as design guidelines and the application process.

As per the program policy and guidelines, eligible projects are to be evaluated by the Electoral Area Advisory Committee using the following ranked criteria:

1. Does the project for which funds are being sought meet the applicable design guidelines?
2. Will the project, once complete, have a noticeable impact on the streetscape?
3. Will the renovation offer a noticeable improvement on the streetscape?
4. Was a professional designer or architect used?

At the close of the intake period, the NCRD had received one application to the business façade improvement program from Murrelet Trading Company, which has been included as Attachment B to this report.

#### Project Eligibility

<b>Project Parameter</b>	<b>Detail</b>	<b>Eligibility</b>
Applicant	Property & business owner	✓
Applicant	Property taxes and utilities paid, no outstanding building permits	✓
Applicant	<b>Has not received grant in year's prior</b>	✓
Property	Located within Electoral Area D	✓
Project	Total minimum cost of \$2,500	✓
Project	Façade mural	✓
Project	Signage (with logo and hours of operation; on site)	✓
Project	General visual improvements (painting & door upgrade)	✓
Project	General visual improvements (gutters)	<b>X</b>

Attachment B of this report includes further information with respect to photos of existing **façade conditions, detailed specifications, contractor's** cost estimates, drawings and designs, materials and colour samples and a signed terms and conditions.

Given a total project cost of \$6,377.79, the applicant has submitted for a total grant request of \$3,188.89 (50% of total project costs). As the gutter portion of the project is ineligible, the total project cost equates to \$6,115.98, with a corresponding grant request of \$3,057.99.

#### **RECOMMENDATION:**

Staff is recommending that the Electoral Area Advisory Committee recommend that the Board **of the North Coast Regional District receive and approve the Murrelet Trading Company's** application to the Business Façade Improvement program in the amount of \$3,057.99.



[NORTH COAST REGIONAL DISTRICT]

# **Business Façade Improvement Program [2018]**



### **Program Purpose and Goals**

To support economic development through leveraged private sector investment in local business façade improvements.

### **Program Benefits**

- Enhance economic viability and vibrancy of rural communities on Haida Gwaii by supporting visual improvements such as facades, signage, murals, architectural features, siding, lighting and awnings
- Private sector investment in local business improvement
- Increased assessed values and tax base as a result of improved properties
- Attractiveness of community to enhance community pride as well as tourism experience
- Improved community appearance to support recruitment of new businesses and/or residents

### **The Program**

These program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.

The North Coast Regional District will provide a 50% reimbursement grant up to a maximum of \$5,000 per building/project to improve the facades of commercial buildings. Note that funding is provided by way of grant funding from Northern Development Initiative Trust's Business Façade Program.

Each building is eligible for a one time grant only.

Projects must have a minimum total cost of \$2,500.

Application deadline is April 27, 2018 at 4:30 p.m.

### **Eligible Properties**

Eligible properties for this program are located within the North Coast Regional District Electoral Areas D or E.

### **Eligible Applicants**

- You must be either the property owner or business owner (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant);
- Non-profit and Enterprising Non-Profit organizations (tenants)
- All property taxes pertaining to the property are fully paid and current;
- There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding;
- You have not received the maximum allowable grant under this program for the subject property; and
- Home based businesses which are zoned commercial, have a storefront and are within the specified area.

### Ineligible Applicants

- Residential homes located in the commercial area are not eligible;
- Municipally owned buildings (even if they have business tenants);
- Properties outside the specified area;
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of opening soon).

### Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new but not replacement);
- Exterior architectural features;
- Exterior surfaces and details (decorative details, moldings, trims etc.);
- Windows (only if part of larger enhancements, no stand-alone window replacement);
- New siding;
- Façade Painting;
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement); and
- Awnings.
- Signage (affixed to the building);
- Way finding signage (*sign located on the business property i.e. at the bottom of a driveway*). Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations;
- Accessibility improvements (ramps, wider doors, etc.) to the outside of the building only and are part of a larger façade improvement project.

### Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance;
- Structural repairs;
- Roofs;
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.);
- Landscaping;
- Paving;
- Fencing;
- Interior / internal improvements;
- Any improvements not visible from the public right of way;
- Construction of additions, accessory buildings or new buildings;
- Any improvements that have been started prior to application approval; and
- Any improvements deemed inconsistent with redevelopment purposes and design guidelines.

### **Eligible Costs/ Expenses**

- Direct project labour costs;
- Design, architectural or engineering fees (related to facade only);
- Contractor fees;
- Rental of tools and equipment; and
- Project related materials and supplies.

### **Ineligible Costs/ Expenses**

- Staff wages and/or benefits;
- Purchase of construction tools or equipment;
- Utilities (hydro, gas etc.);
- Shipping cost ;
- GST/PST;
- Duties;
- Permit fees;
- Expenses related to improvement to the building façade not visible from the public right of way; and
- Façade improvement expenses started prior to application approval.

### **Design Guidelines**

In order to be eligible for this grant, the applicant must submit designs and costing for the project.

Applications will be adjudicated by the North Coast Regional District and grants will be awarded to applicants based on merit to the community.

Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project, and clearly see that the finished product looks like what was intended during the application process.

As far as possible, projects must be consistent with the general form and character of the design guidelines set out for the area.

Building, Sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Façade Improvement Program, and should be applied for prior to or concurrently with application for this program.

## Business Application Process

Applications will be accepted by the office of the North Coast Regional District via mail, fax or email prior to the deadline of April 27, 2018 at 4:30 p.m.

Submitting an application does not necessarily mean your project or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Façade Improvement Program Guidelines

Generally, the application, approval and reimbursement process is as follows:

- 1- Owner/ Tenant contacts the North Coast Regional District to determine if the building qualifies for the Façade Improvement Program, discuss your project, and obtain the Program Guide and Application.
- 2- Owner/ Tenant submit a complete application with designs. All required supporting materials and documents (including owner authorization) must be received prior to be considered complete.
- 3- Staff reviews the application and proposed façade improvements to ensure that improvements meet the applicable Design Guidelines and Façade Improvement Guidelines.
- 4- Applications are reviewed and a decision to accept or reject the application is made.
- 5- Applicant is advised of the decision by email and mailed letter.
- 6- For successful applications, a Letter of Understanding is sent to the applicant which must be signed by the owner/tenant and a representative of the North Coast Regional District.
- 7- Owner/Tenant acquires any required permits and completes the renovations.
- 8- Owner/Tenant provides verification of expenses (including invoices or other conformations of payment) and submits their totals on the provided expense tracking sheet.
- 9- Owner/Tenant provides a Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval and has been paid in full, as well as before and after photos, a business testimonial, and any other supporting documentation.
- 10- Staff verifies that the renovations meet the Letter of Understanding requirements and approves reimbursement.
- 11- Applicant is issued a cheque.

### Please note:

Approved Projects should be completed by Year End.

## **Evaluation / Selection Process**

Applications will be evaluated by staff and the Electoral Area Advisory Committee of the North Coast Regional District.

All Eligible Projects will be evaluated using the following ranked criteria:

- Does the project for which the funds are being sought meet the applicable Design Guidelines?
- Will the project once complete have a noticeable impact on the streetscape?
- Will the renovation offer a noticeable improvement on the streetscape?
- Was a professional designer or architect used?

## **Program Marketing Plan**

What Marketing Methods will be used to see the Business Façade Improvement Program succeed?

- Advertise in the local newspaper;
- Posted on North Coast Regional District website; and
- Brochures distributed throughout communities.

## **Additional Information**

Further questions or comments on the Business Façade Improvement Program and Guidelines can be obtained through contact the office of the North Coast Regional District at 250-624-2002 or via email at [info@sqcrd.bc.ca](mailto:info@sqcrd.bc.ca).



BUSINESS FAÇADE IMPROVEMENT PROGRAM  
GRANT APPLICATION

NORTH COAST REGIONAL DISTRICT

**Applicant Information**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Building Address: \_\_\_\_\_

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owners stating that you are permitted to make these changes.

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Description**

Describe the proposed project – Please attach any extra sheets, photos, designs, samples, etc. Describe the work to be done and materials to be used and note how this is related to the Design Guidelines.

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## Business Façade Improvement Guidelines

Planned Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Funding Request: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

### **Applicant Checklist**

- \_\_\_ Property taxes paid
- \_\_\_ Utility account paid
- \_\_\_ Building owner authorization

### **Attach to Application**

- \_\_\_ Photos of existing conditions (before)
- \_\_\_ Detailed specifications
- \_\_\_ Contractor's cost estimates
- \_\_\_ Drawings/designs
- \_\_\_ Material and colour samples
- \_\_\_ Signed terms and conditions

**BUSINESS FAÇADE IMPROVEMENT PROGRAM  
TERMS AND CONDITIONS  
NORTH COAST REGIONAL DISTRICT**

I, \_\_\_\_\_, of \_\_\_\_\_ have read the  
(Applicant) (Business/building)  
complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, permits and inspections, and hiring of contractors as necessary.

I will allow the North Coast Regional District to use before and after pictures of the project and testimonials for the purpose of promoting this program in the future.

I agree not to involve the North Coast Regional District of the Business Façade Improvement Program in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Business Façade Improvement project.

I give my consent to the North Coast Regional District to make all inspections necessary to confirm that the approved plans are implemented in accordance with the expected standards.

Payment of approved grants will be made upon the applicant providing the North Coast Regional District proof of final completion of proposed improvements along with verification of expenditures and proof of final inspection (when required).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE	
Application received by:	
Date:	



BUSINESS FAÇADE IMPROVEMENT PROGRAM  
GRANT APPLICATION

NORTH COAST REGIONAL DISTRICT

**Applicant Information**

Applicant Name: April Dutheil / Murrelet Trading Company.  
 Mailing Address: P.O. Box 88, Tlell, BC, V0T 1Y0  
 Phone: 250-557-4383  
 Email: stay@haidagwaii.net  
 Building Address: 778A Richardson Road, Tlell, BC, V0T 1Y0

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owners stating that you are permitted to make these changes.

Owner Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Project Description**

Describe the proposed project – Please attach any extra sheets, photos, designs, samples, etc. Describe the work to be done and materials to be used and note how this is related to the Design Guidelines.

See attached slides for more information.

- Proposed project is an artistic mural, new signage, and general facade improvement for enhanced visual appearance.
- Benefits to community: increase interest in Tlell as a shopping & getaway destination for locals & visitors. Increase customer traffic off main highway to ~~4~~ 5 businesses (retail + accommodation).



Business Façade Improvement Guidelines

Planned Start Date: June 4, 2018

Completion Date: August 8, 2018

Total Project Cost: \$6377.79

Funding Request: \$3188.89

Date Application Received: April 27, 2018

**Applicant Checklist**

- ☒ Property taxes paid
- ☒ Utility account paid
- ☒ Building owner authorization

**Attach to Application**

- ☒ Photos of existing conditions (before)
- ☒ Detailed specifications
- ☒ Contractor's cost estimates
- ☒ Drawings/designs
- ☒ Material and colour samples
- ☒ Signed terms and conditions



BUSINESS FAÇADE IMPROVEMENT PROGRAM  
TERMS AND CONDITIONS

NORTH COAST REGIONAL DISTRICT

I, April Dutheil, of Crystal Cabin/Murrelet Trading Company  
(Applicant) (Business/building) have read the

complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, permits and inspections, and hiring of contractors as necessary.

I will allow the North Coast Regional District to use before and after pictures of the project and testimonials for the purpose of promoting this program in the future.

I agree not to involve the North Coast Regional District of the Business Façade Improvement Program in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Business Façade Improvement project.

I give my consent to the North Coast Regional District to make all inspections necessary to confirm that the approved plans are implemented in accordance with the expected standards.

Payment of approved grants will be made upon the applicant providing the North Coast Regional District proof of final completion of proposed improvements along with verification of expenditures and proof of final inspection (when required).

Signature:

April Dutheil

Date:

April 26, 2018

OFFICE USE	
Application received by:	
Date:	

# **BUSINESS FAÇADE PROPOSAL**

Storefront: Crystal Cabin  
Murrelet Trading Company  
Tlell, Haida Gwaii

# ABOUT CRYSTAL CABIN

## LOCAL JEWELRY, CRYSTALS & HAIDA ART IN TLELL, HAIDA GWAI

- Our gallery was founded in 1984 by the late Goldsmith Jeweler & Mineral Collector, Dutes Dutheil. Dutes' daughter, April Dutheil, took over ownership in the fall 2017.
- Employing up to 5 local people annually + contractors



# PROJECT DESCRIPTION

- Exterior improvements of established business through:
  - Mural project by local and professional mural artist, Thomas Arnatt
  - New signage with updated Crystal Cabin logo and hours of operation
  - General visual improvements such as: painting fascia boards & trim to match colour scheme of new mural and gutter installation to prevent water damage of new mural & existing storefront
- Location of project:
  - Crystal Cabin, 778A Richardson Road, Tlell, British Columbia, V0T 1Y0

# BUSINESS GOALS

- Provide customers with an enhanced visual cue to enter the storefront
- Align the businesses' brand and rich colour of products found inside the store with its exterior
- Communicate that the business will continue to operate with recent change in ownership
- Creation of imagery that is buzz-worthy amongst locals, visitors, local media, and is shareable on social media
- Increase attractiveness of Tlell to visitors of Haida Gwaii
- Timeline: To have finished & installed for the 2018 Edge of the World Music Festival in Tlell



# BUILDING EXTERIOR





# BUILDING EXTERIOR





# BUILDING EXTERIOR





# BUILDING EXTERIOR



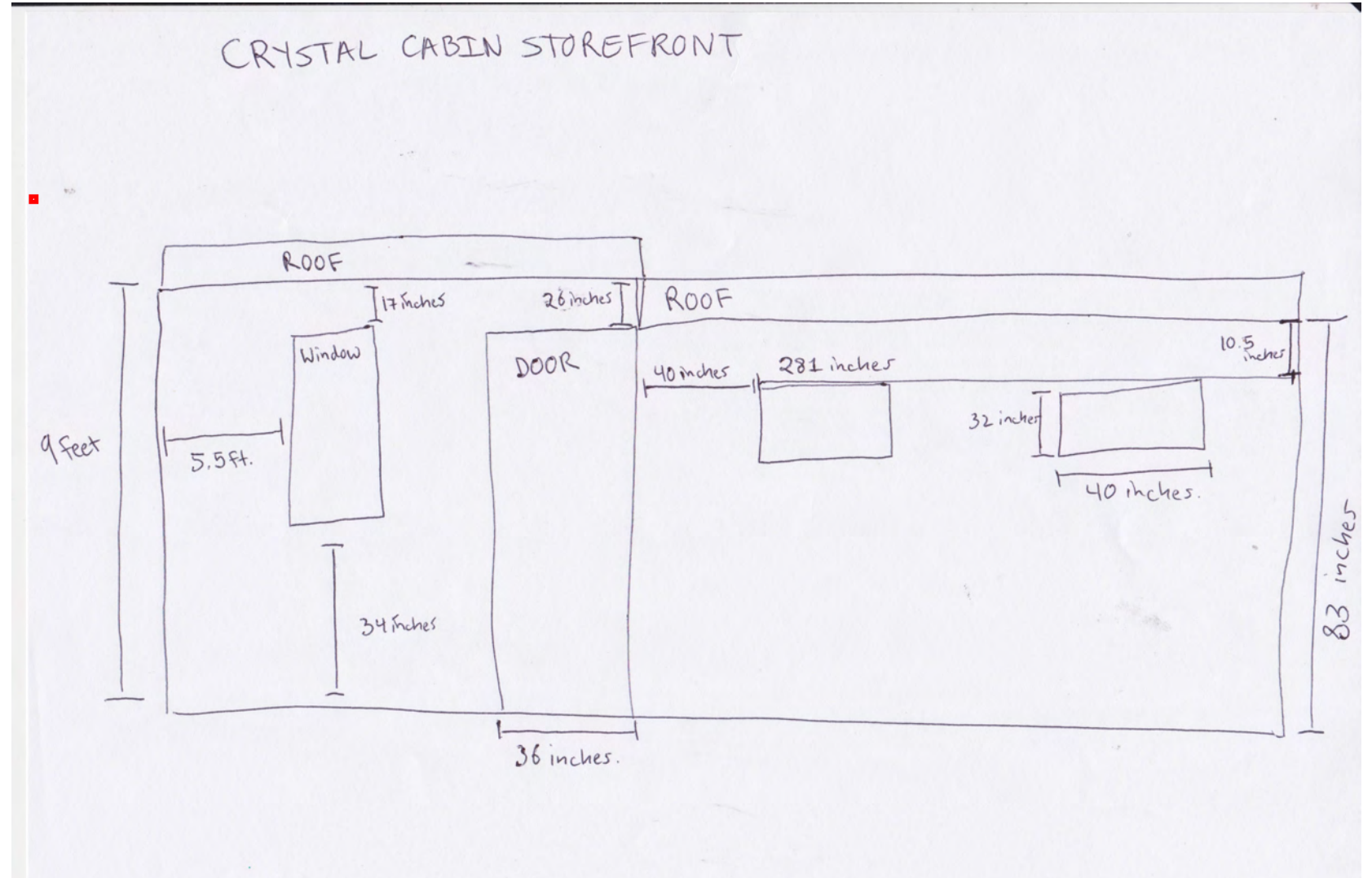
# MURAL AREA

Approximately:

9ft tall

19.5 ft wide

175.5 square ft





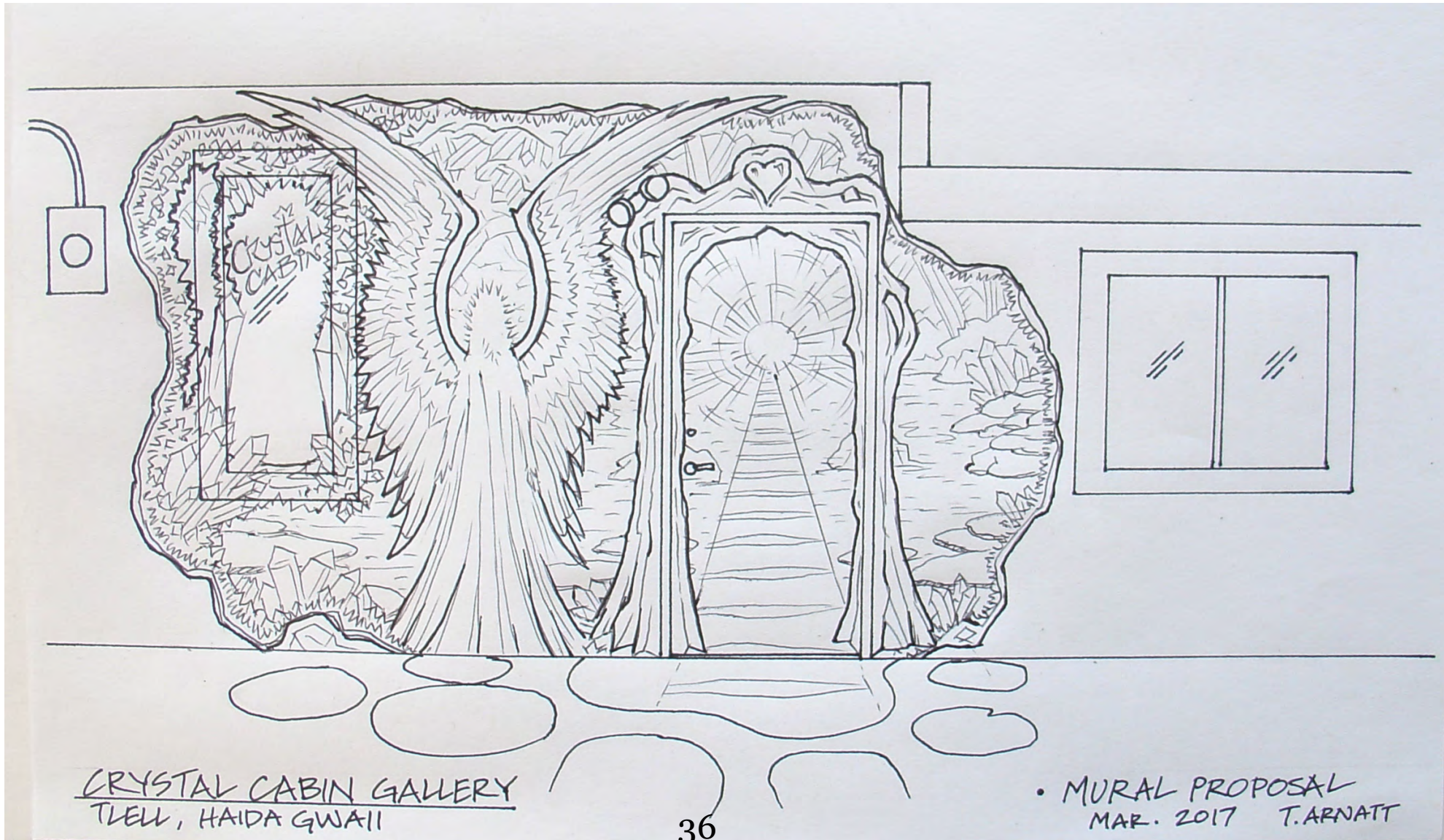
# ARTISTIC CONCEPT

- Create the sensation of walking through a crystal cave
- Strong visual cue to enter Crystal Cabin
- Prompt visitors to take social media photos





# ARTIST PROPOSAL





# ARTIST PROPOSAL



# ARTIST PROPOSAL

- The mural would go around the left window to create a crystal showcase. The front door will be upgraded to a hollow steel door with a flush surface so the mural and door are one. Mural would be directly painted to the door.
- Angel wing photo op welcomes visitors to stand in front & take photos.
- The mural borders are like a cut crystal geode. The background is a crystal cave with magical waters and light.
- Colours would range from blues and purples to highlights of reds and yellows. The angel wings are white with crystal influence.

# BUDGET – MURAL

Quote provided by Professional Muralist Thomas Arnatt

Materials:

Acrylic paint on primed medium density overlay  
sign boards, varnished

\$950.00

Labour: 102 Hours @ \$20/Hr

\$2040.00

Total cost:

**\$2990.00**

(Installation included in pricing)



# BUDGET – MURAL & ADDITIONAL VISUAL UPGRADES

## Commercial Steel Door upgrade

- for painting flush to mural surface
- smooth steel surface allows for easy painting & color match
- rust-proof to maintain mural artwork
- includes door framing kit, weather stripping kit, hinges, entry lever & deadbolt
- Supplier: Rona
- **Cost: \$600.94**

## Paint for fascia, door trim & window trim to match colour scheme of new mural

- Supplier: Home Hardware
- **Cost: \$57.84**

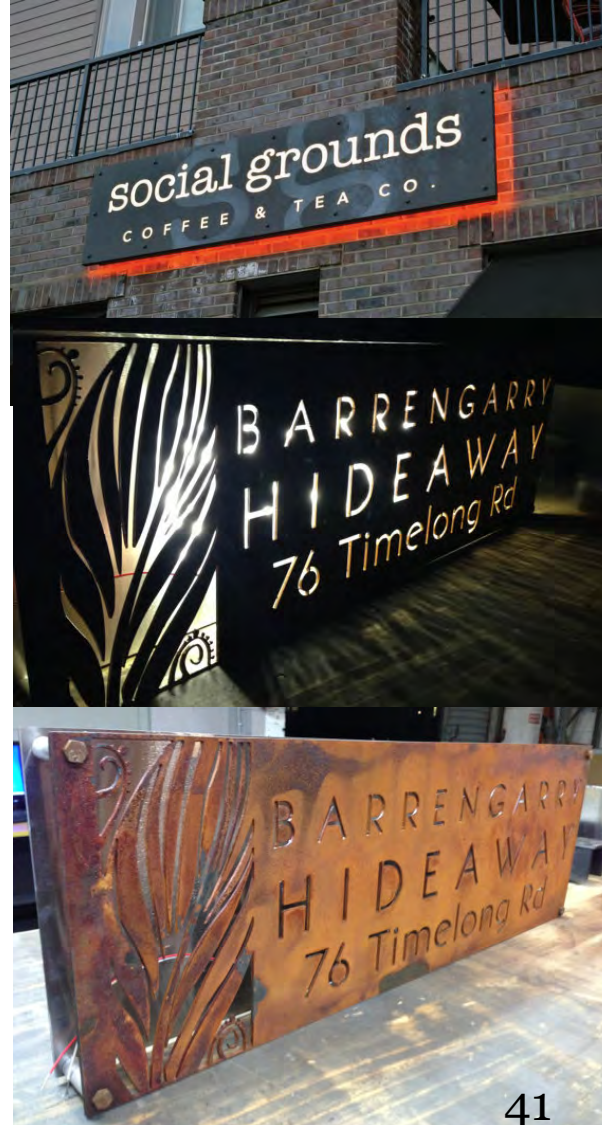
## Gutters to prevent water damage of new mural & existing storefront

- Supplier: Home Hardware
- **Cost: \$261.81**



Steel door with smooth surface allows for more seamless mural integration

# ILLUMINATED SIGNAGE AT STORE ENTRANCE



## Specs:

- Routed steel illuminated signage with back plate
- 3.5ft x 3.5ft
- text 'Crystal Cabin' + new logo
- Powder coat to protect against rust & corrosion in rainy climate
- Mounted on two steel posts in concrete, approx. 2 feet from existing wall (note: cannot place sign directly on the building in this location because of a BC Hydro meter)

# BUDGET – SIGNAGE AT STORE ENTRANCE

Routed steel illuminated signage with back plate  
& powder coat

Supplier: Electron Metalworks

**Cost: \$2445.03**



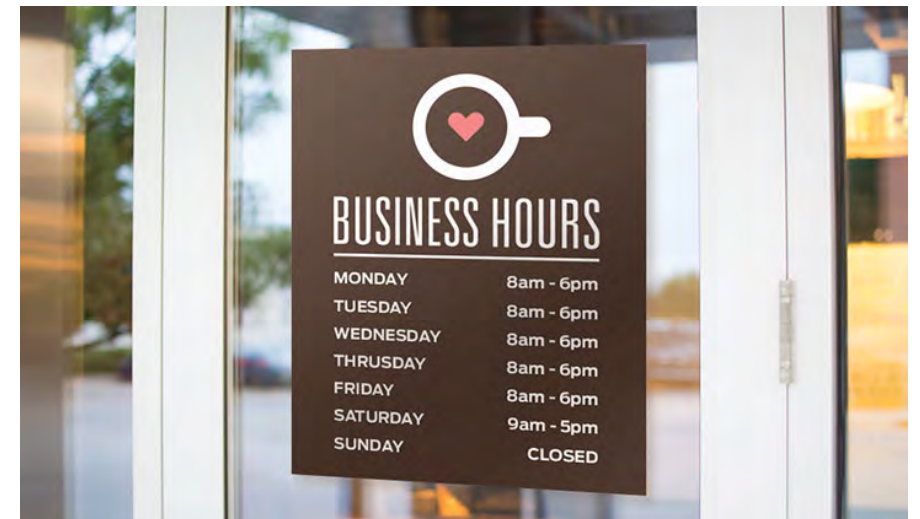
Increased signage

Small Sign – Hours of Operation

Vinyl decal sticker

Supplier: PrintPrint

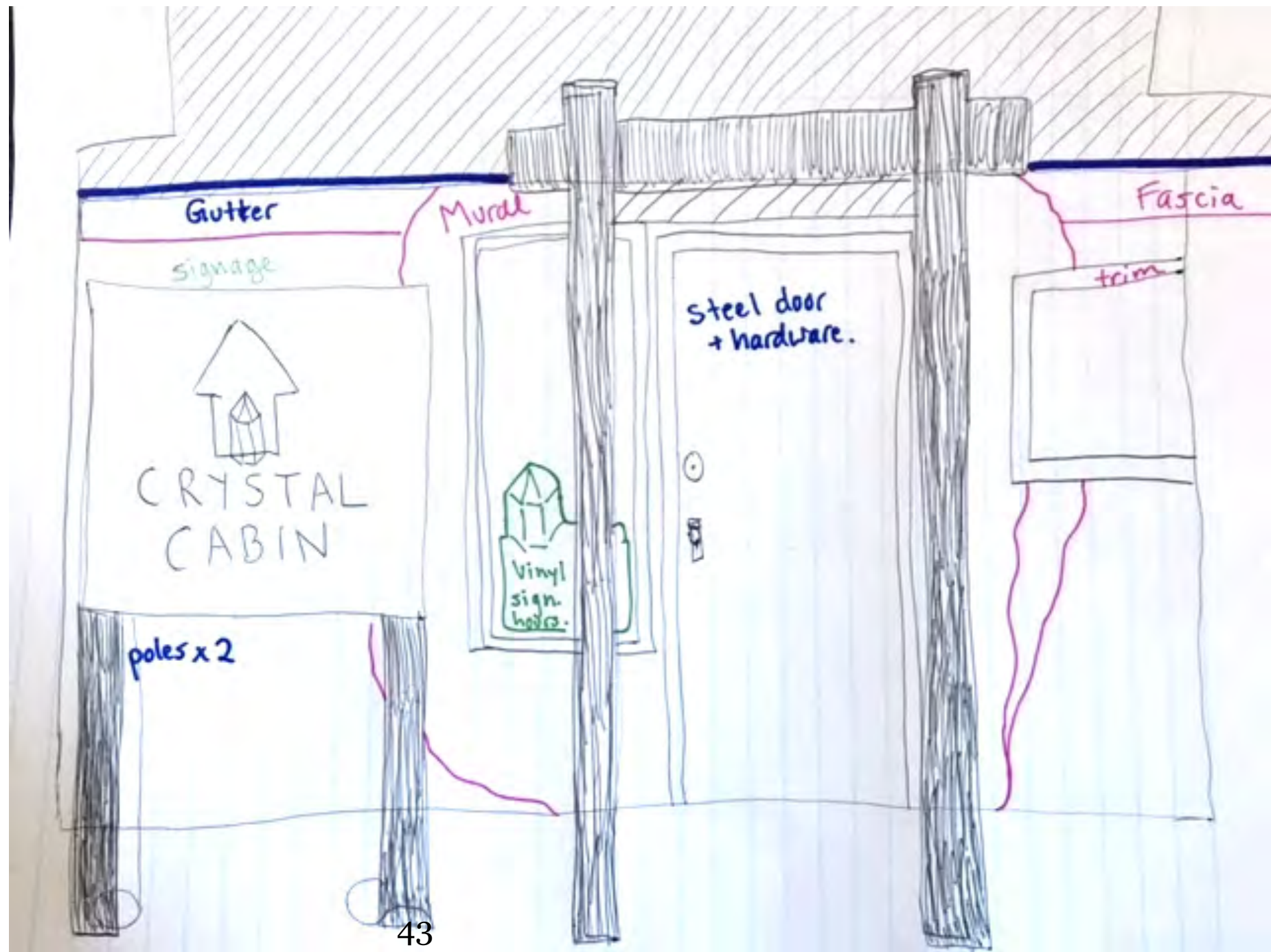
**Cost: \$22.17**



Example of vinyl decal sticker with hours



# SKETCH OF FAÇADE CHANGES



# ROUGH DESIGN OF FAÇADE CHANGES



- New signage
- New mural
- New steel door

- New gutters to protect mural & building
- Paint fascia boards & window trim to match mural colours
- New hours sign in window

# TIMELINE TO COMPLETION

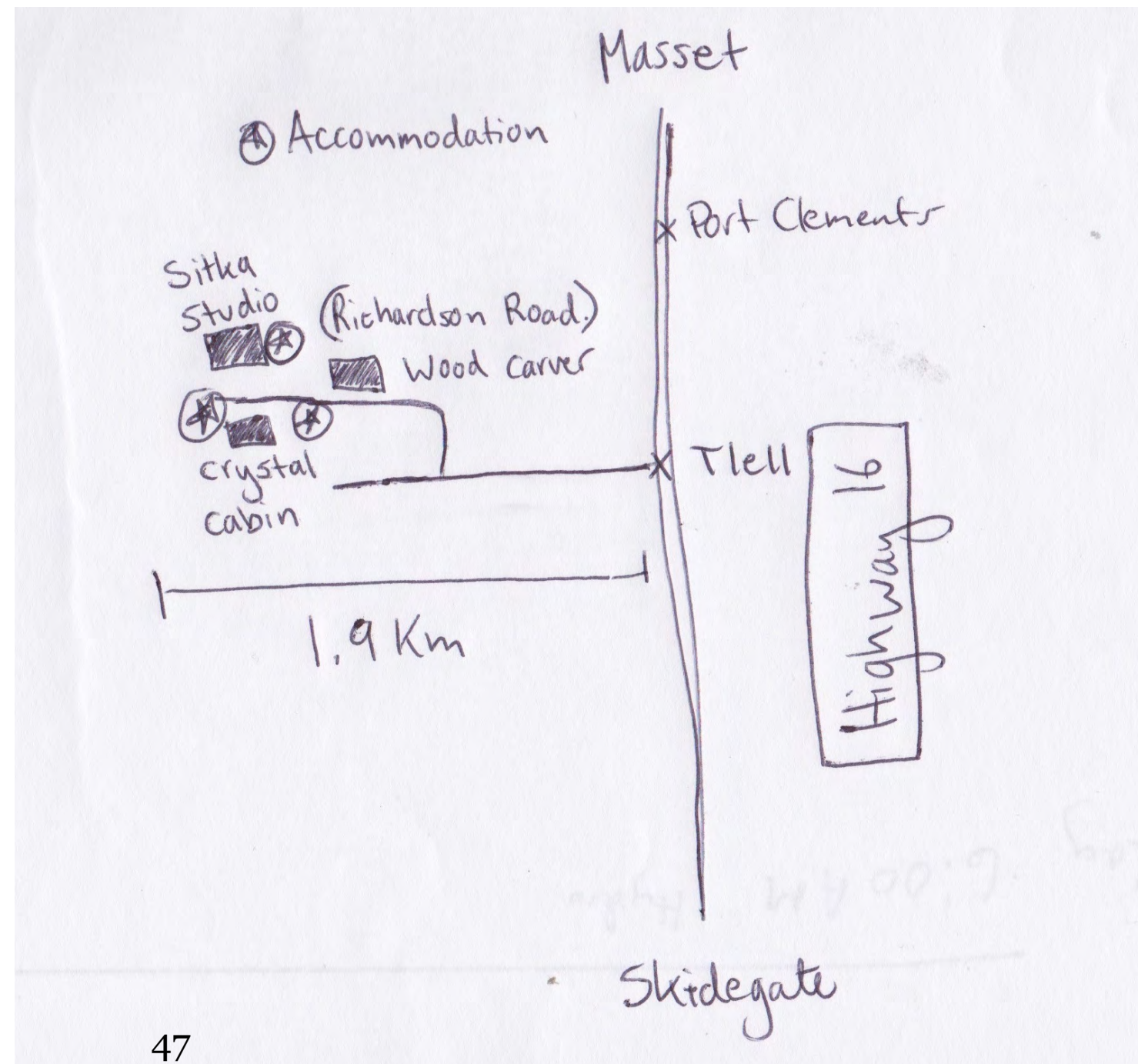
Week of June 4 -15 :	Finalize creative concept for mural & signage
June 18 to July 31:	Complete mural artwork Install signage & gutters
August 1 to 8:	Install artwork & steel door; paint fascia & trim; install hours of operation window sign
August 10, 11 & 12:	Community launch event & media during the Edge of the World Music Festival Weekend

# **BENEFITS TO TLELL COMMUNITY & NEARBY RURAL BUSINESSES**

- Increase consumer traffic in the rural area of Tlell (community less than 200 people) within Electoral Area D in Haida Gwaii
- Increase tourist traffic from the main highway to side road: Richardson Road (approx. 2 kilometers distance)
- Increase business for 2 retail stores and 3 vacation rentals on Richardson Road



# LOCAL AREA MAP OF BUSINESSES ON RICHARDSON ROAD





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**Staff Memo**

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**Date:** May 25<sup>th</sup>, 2018

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

**From:** S. Gill, Treasurer

**Subject:** Gas Tax – Funding for Recycling Depot Roof Repair/Replacement

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**Recommendations:**

**THAT the staff report entitled “Gas Tax-Funding for Recycling Depot Roof Repair/Replacement” be received for information and consideration.**

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**PURPOSE:**

At the February 24<sup>th</sup>, 2018 North Coast Regional District (NCRD) Regular Board Meeting, Staff was directed by the Board to investigate if Community Works Fund (CWF) can be used to finance the roof repair for the recycling depot located at 251 Kaieen Rd, Prince Rupert, BC.

**BACKGROUND:**

As part of the New Building Canada Plan, the renewed federal Gas Tax Fund (GTF) is intended to provide predictable, long-term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating job and long-term prosperity.

The renewed Gas Tax Agreement in B.C. is delivered through three program streams; of which, the CWF is available to all local governments; supports the achievement of local priorities through an allocation based on population and a funding floor; and is delivered to local governments semi-annually with local choice about which eligible projects to fund.



CWF funding is provided twice a year to provinces and territories that, in turn, flow this funding to their municipalities to support local infrastructure priorities. Municipalities can pool, bank and borrow against this funding, providing significant financial flexibility.

## **DISCUSSION:**

The NCRD CWF schedule, which can be found in Appendix A of this report, provides financial figures on funds received through the initiative and money spent by the NCRD on projects since 2005. At the beginning of 2018, the NCRD had a total of \$1,670,472 in Gas Tax funding through the CWF. Please note that this unspent money can only be used towards eligible projects which are listed in Appendix B of this report. Repairs to the Recycling Depot roof would meet the eligibility requirements of the CWF and thus monies from the NCRD Gas Tax fund could be used towards this project.

However, since the NCRD receives annual funding on behalf of the Electoral Area's **and not on** behalf of the Municipalities, the decision on whether or not to use the \$1,670,472 funds towards the project is at the discretion of the Electoral Area Directors.

The Board adopted the, *Approval for the use of UBCM Community Works Fund and Northern Development Initiative Trust Funds* policy which states that, "decisions regarding spending or granting of the funds should be the responsibility of the Electoral Area Directors." This Board policy is attached under Appendix C of this report.

This decision becomes very important as the 4 participating communities of the Recycling Depot are not the 4 Electoral Areas, but rather 2 Municipalities and 2 Electoral Areas. The cost per participant is shown in the table below. Please keep in mind that the estimated cost for the new roof is \$350,000 and this figure may change once a request for proposal or tender is issued.

<b>Participant</b>	<b>2018 Participation Ratios (Based on BC Assessment Values)</b>	<b>Cost per participant</b>
City of Prince Rupert	89.12%	\$311,920.00
District of Port Edward	5.26%	\$18,410.00
Electoral Area A	4.17%	\$14,595.00
Electoral Area C	1.45%	\$5,075.00

The participating communities of this shared service all receive Gas Tax funding through the CWF. The Municipalities receive direct funding from UBCM, and as noted above, the Electoral Areas receive funding through NCRD. This would be an opportunity for the 4 participating communities to work together and help finance the roof replacement, by pooling together CWF funding.

In order for this to occur, each participating Municipality would need a resolution from their council to use their **communities'** respective CWF towards the project. In addition, the 4 NCRD Electoral Area Directors would also have to make resolution to spend their Gas Tax fund towards the new roof. Alternatively, Electoral Area Advisory Committee may make a resolution to fund the entire project should they wish to do so.

**RECOMMENDATION:**

Staff is recommending that this memorandum be received for information and consideration.

NORTH COAST REGIONAL DISTRICT												
GAS TAX FUNDING												
	2005 to 2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Opening Balance	\$ -	\$ 255,892.75	\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 759,319.36	\$ 977,871.43	\$ 1,120,653.52	\$ 1,324,768.00	\$ 1,456,161.44	\$ 1,670,471.68
Revenue												
UBCM Contribution	\$ 255,892.75	\$ 115,867.88	\$ 211,483.66	\$ 209,007.96	\$ 208,989.44	\$ 208,989.44	\$ 208,915.35	\$ 194,687.08	\$ 194,687.08	\$ 201,243.02	\$ 203,310.24	
Interest		\$ 16,107.68	\$ 19,072.08	\$ 10,182.22	\$ 14,321.02	\$ 10,671.51	\$ 9,636.72	\$ 13,595.01	\$ 9,427.40	\$ 10,150.42	\$ 11,000.00	
Total	\$ 255,892.75	\$ 387,868.31	\$ 544,052.13	\$ 725,664.20	\$ 778,247.66	\$ 746,621.99	\$ 977,871.43	\$ 1,186,153.52	\$ 1,324,768.00	\$ 1,536,161.44	\$ 1,670,471.68	
Used		\$ (74,371.92)	\$ (37,578.11)	\$ (170,727.00)	\$ (251,286.62)	\$ 12,697.37	\$ -	\$ (65,500.00)	\$ -	\$ (80,000.00)	\$ -	
Total Available	\$ 255,892.75	\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 759,319.36	\$ 977,871.43	\$ 1,120,653.52	\$ 1,324,768.00	\$ 1,456,161.44	\$ 1,670,471.68	
Expended	2005 to 2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Area D OCP *		\$ 74,371.92	\$ 9,443.11	\$ 16,185.00	\$ 6,893.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area A & C OCP										\$ 80,000.00	\$ -	\$ -
Area A Dodge Cove Water System *		\$ -	\$ -		\$ 17,613.29	\$ (17,613.29)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area C Oona River Community Hall *		\$ -	\$ 28,135.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Haida Gwaii Progressive Landfill Closure **				\$ 154,542.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area E Sandspit Community Hall *		\$ -	\$ -	\$ -	\$ 226,780.33	\$ 4,915.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mainland Recycling Transfer Station								\$ 65,500.00	\$ -	\$ -	\$ -	\$ -
Total		\$ 74,371.92	\$ 37,578.11	\$ 170,727.00	\$ 251,286.62	\$ (12,697.37)	\$ -	\$ 65,500.00	\$ -	\$ 80,000.00	\$ -	\$ -
GL 01-6-000-2404 Gas Tax		\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 512,640.02	\$ 748,647.85	\$ 943,242.18	\$ 1,072,429.26	\$ 1,267,116.34	\$ 1,388,359.36	\$ 1,591,669.60	
GL 01-6-000-2405 Interest		\$ -	\$ -	\$ -	\$ 14,321.02	\$ 24,992.53	\$ 34,629.25	\$ 48,224.26	\$ 57,651.66	\$ 67,802.08	\$ 78,802.08	
		\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 773,640.38	\$ 977,871.43	\$ 1,120,653.52	\$ 1,324,768.00	\$ 1,456,161.44	\$ 1,670,471.68	

## Examples of Eligible Projects

Project Category	Description	Examples
<b>Public Transit</b>	Infrastructure which supports a shared passenger transport system which is available for public use	<ul style="list-style-type: none"> <li>Transit infrastructure such as rail and bus rapid transit systems, and related facilities</li> <li>Buses, rail cars, ferries, para-transit vehicles, and other rolling stock and associated infrastructure</li> <li>Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops</li> <li>Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals</li> </ul>
<b>Local Roads, Bridges, and Active Transportation</b>	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	<ul style="list-style-type: none"> <li>New and rehabilitation of roads</li> <li>New and rehabilitation of bridges</li> <li>Cycling lanes, paths, sidewalks and hiking trails</li> <li>Intelligent Transportation systems</li> <li>Additional capacity for high occupancy/ transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts</li> </ul>
<b>Regional and Local Airports</b>	Airport related infrastructure (excludes National Airport System)	<ul style="list-style-type: none"> <li>Construction projects that enhance airports and are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.)</li> <li>Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities</li> </ul>

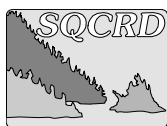
Project Category	Description	Examples
<b>Short-line Rail</b>	Railway related infrastructure for carriage of passengers or freight	<ul style="list-style-type: none"> <li>• Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal</li> <li>• Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel</li> <li>• Construction, development or improvement of facilities to improve interchange of goods between modes</li> <li>• Procurement of technology and equipment used to improve the interchange of goods between modes</li> <li>• Short-line operators must offer year-round service</li> </ul>
<b>Short-sea Shipping</b>	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	<ul style="list-style-type: none"> <li>• Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities</li> <li>• Capitalized equipment for loading/unloading required for expansion of short-sea shipping</li> <li>• Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS)</li> </ul> <p><i>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</i></p>
<b>Community Energy Systems</b>	Infrastructure that generates or increases efficient use of energy	<ul style="list-style-type: none"> <li>• Renewable electricity generators</li> <li>• Electric vehicle infrastructure/fleet vehicle conversion</li> <li>• Hydrogen infrastructure (generation, distribution, storage)</li> <li>• Wind/solar/thermal/geothermal energy systems</li> <li>• Alternative energy systems that serve local government infrastructure</li> <li>• Retrofit local government buildings and infrastructure</li> </ul>

Project Category	Description	Examples
<b>Drinking Water</b>	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	<ul style="list-style-type: none"> <li>• Drinking water treatment infrastructure</li> <li>• Drinking water distribution system (including metering)</li> </ul>
<b>Wastewater</b>	Infrastructure that supports wastewater and storm water collection, treatment and management systems	<ul style="list-style-type: none"> <li>• Wastewater collection systems and or wastewater treatment facilities or systems</li> <li>• Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization</li> <li>• Separate storm water collection systems and or storm water treatment facilities or systems</li> <li>• Wastewater sludge treatment and management systems</li> </ul>
<b>Solid Waste</b>	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	<ul style="list-style-type: none"> <li>• Solid waste diversion projects including recycling, composting and anaerobic digestion</li> <li>• Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery</li> <li>• Solid waste disposal strategies that reduce resource use</li> </ul>
<b>Sport Infrastructure</b>	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams)	<ul style="list-style-type: none"> <li>• Sport infrastructure for community public use</li> <li>• Sport infrastructure in support of major amateur athletic events</li> </ul>
<b>Recreation Infrastructure</b>	Recreational facilities or networks	<ul style="list-style-type: none"> <li>• Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale;</li> <li>• Community centers that offer programming to the community at large, including all segments of the population;</li> <li>• Networks of parks, fitness trails and bike paths</li> </ul>



Project Category	Description	Examples
<b>Cultural Infrastructure</b>	Infrastructure that supports arts, humanities, and heritage	<ul style="list-style-type: none"> <li>• Museums</li> <li>• The preservation of designated heritage sites</li> <li>• Local government owned libraries and archives</li> <li>• Facilities for the creation, production, and presentation of the arts</li> <li>• Infrastructure in support of the creation of a cultural precinct within an urban core</li> </ul>
<b>Tourism Infrastructure</b>	Infrastructure that attract travelers for recreation, leisure, business or other purposes	<ul style="list-style-type: none"> <li>• Convention centers</li> <li>• Exhibition hall-type facilities</li> <li>• Visitor centres</li> </ul>
<b>Disaster Mitigation</b>	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	<ul style="list-style-type: none"> <li>• Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change</li> <li>• Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme natural events and impacts or events related to climate change</li> </ul> <p><i>Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and <u>not</u> response (such as fire trucks, fire halls etc.)</i></p>
<b>Broadband Connectivity</b>	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	<ul style="list-style-type: none"> <li>• High-speed backbone</li> <li>• Point of presence</li> <li>• Local distribution within communities</li> <li>• Satellite capacity</li> </ul>

Project Category	Description	Examples
<b>Brownfield Redevelopment</b>	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing.	<ul style="list-style-type: none"> <li>• New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement</li> <li>• New construction of municipal use public parks and affordable housing</li> </ul>
<b>Asset Management</b>	Increase local government capacity to undertake asset management planning practices.	<ul style="list-style-type: none"> <li>• Asset Management Practices Assessment</li> <li>• Current State of Assets Assessment</li> <li>• Asset Management Policy</li> <li>• Asset Management Strategy</li> <li>• Asset Management Plan</li> <li>• Long-Term Financial Plan</li> <li>• Asset Management Practices Implementation Plan</li> <li>• Asset Management Plan Annual Report</li> </ul>
<b>Integrated Community Sustainability Plans</b>	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> <li>• Integrated community sustainability plans</li> <li>• Regional growth strategies</li> <li>• Community development plans</li> <li>• Community plans</li> </ul>
<b>Long-term Infrastructure Plans</b>		<ul style="list-style-type: none"> <li>• Transportation plans</li> <li>• Infrastructure development plans</li> <li>• Liquid waste management plans</li> <li>• Solid waste management plans</li> <li>• Long-term cross-modal transportation plans</li> <li>• Water conservation/demand management plans</li> <li>• Drought management contingency plans</li> <li>• Air quality plans</li> <li>• GHG reduction plans</li> <li>• Energy conservation plans</li> </ul>



## Skeena-Queen Charlotte Regional District

### BOARD POLICY

<b>Title:</b>	Approval for the Use of UBCM Community Works Fund and Northern Development Initiative Trust Funds	
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#### 1. PURPOSE

The Regional District receives funding allocations from both Union of BC Municipalities (UBCM) Community Works Fund (Gas Tax) and Northern Development Initiatives Trust (NDIT) Regional Allocation. Each municipality within the Regional District also receives an allocation through these agencies.

The allocations are/were based on the population for the respective municipality and, in the case of the Regional District, on the combined population of the electoral areas. Basically, this reflects the municipalities each having their own allocation administered by the respective municipality or, in the case of NDIT, committing their allocation to a pool and the Electoral Areas having an allocation administered by the Regional District.

#### 2. POLICY

Given that UBCM Community Works Funds and NDIT Funds are allocated to the Regional District based on the population for the Electoral Areas only, decisions regarding spending or granting of funds should be the responsibility of the Electoral Area Directors.

To accommodate this, all requests for the use / allocation of UBCM Community Works Funds and NDIT Funds should be referred to the Electoral Area Directors for a recommendation to the Board.

Where feasible, recommendations for the use of the funds should be consistent with strategic priorities set by the Electoral Area Directors.

#### 3. TERMS/DEFINITIONS

N/A

#### 4. SCOPE

This policy applies to the following:

- a) UBCM
  - i) Community Works Fund

b) Northern Development Initiatives Trust

- i) Feasibility Studies;
- ii) Economic Diversification Infrastructure;
- iii) Community Halls & Recreation Facilities;
- iv) Marketing Initiatives;
- v) Community Foundation Matching Grants;
- vi) Governance Essentials Scholarship;
- vii) Economic Development Capacity Building; and
- viii) Grant Writing Support.

**5. RESPONSIBILITY**

The Chief Administrative Officer shall refer any applications for UBCM and NDIT funding to the Electoral Area Directors.

The Electoral Area Directors will collectively make the decision regarding the recommendation for funding.

**6. PROCEDURE**

All requests for funding will be referred to the Electoral Area Directors for a recommendation either during the Board meeting or, if time allows, to be discussed at an Electoral Area Advisory Committee meeting.

**7. REFERENCES – Not applicable**

<b>Approval Date:</b>	August 9, 2013	<b>Resolution No.</b>	312-2013
<b>Amended:</b>			



## Staff Report

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**Date:** May 25, 2018  
**To:** Electoral Area Advisory Committee  
**From:** D. Chapman, Chief Administrative Officer  
**Subject:** The proposed *Cannabis Control and Licensing Act*

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### **Recommendation:**

**THAT** the Staff Report titled “Cannabis Control and Licensing Act”, dated May 25, 2018 be received;

**AND THAT** the Electoral Area Advisory Committee consider the information in this Staff Report and give feedback to Staff as to whether or not to allow retail cannabis sales in the electoral areas of the North Coast Regional District (NCRD).

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### **Purpose of the Report:**

This report addresses some of the provisions of *Bill 30 – 2018 Cannabis Control and Licensing Act* as it relates to the licensing of Cannabis Sales outlets within the Province and in local government jurisdictions.

### **Background:**

The Federal Government is working to implement the legalization and selling and use of non-medicinal cannabis in Canada. To prepare for the eventual legalization of non-medicinal cannabis, the Province has proposed *Bill 30 – 2018 Cannabis Control and Licensing Act*.

**Discussion:**

In the proposed legislation, the Province is giving significant control to local government as to whether or not there will be retail cannabis stores in the community. As an example, these are some of the provisions of the legislation:

1. Local government support is a mandatory prerequisite to the issuance of a Provincial retail license;
2. Regulating the location of cannabis retail stores or the number of stores in each community will not be regulated by the Province;
3. Local governments may regulate the number of retail stores within their boundaries or may prohibit them all together;
4. Locations of the retail stores, including their distance from schools and other stores may be regulated by local governments;
5. Local governments may impose security requirements and additional restrictions on hours of operations. Without any limitations retail stores can operate between 9 am and 11 pm.

Local governments need to determine if they will allow cannabis outlets in their communities. It is a matter of a “no” or “yes”.

**If the answer is “no” then nothing further needs to be done and there** will not be any cannabis outlets in your particular area. **However, if the answer is “yes” then there will be some** issues that we will need to consider such as:

1. Capping the number of retail outlets;
2. Regulating permissible locations (by zones and/or proximity to certain uses);
3. Refusing to support license applications submitted by existing unlawful retail stores;
4. Imposing security requirements and restrictions on hours of operation;
5. Requiring proof of Provincial license issuance and successful completion of the Provincial employee training program as prerequisites to business license issuance;
6. Adopting procedures for public consultation on license applications;



7. Creating a new category of business license fees if there is a business license bylaw; and
8. Regulating public consumption.

At this point, the **Committee should not concern itself with the amount of work that a “yes”** answer would create, instead, the Committee should consider the wishes of their communities.

**Options:**

1. Ban retail sales of cannabis in one or more Electoral Areas;
2. Direct Staff to bring forward a summary of the various bylaws and policies that would need to be amended or developed for each Electoral Area to allow for sales of cannabis and the level of public consultation what would be required;
3. Delay any work concerning the sales of cannabis until the Federal and Provincial legislation has been passed.

**Financial Considerations:**

A decision to allow the sale of cannabis will require some policies to be amended or adopted and perhaps some zoning bylaws to be amended. Staff believes that it would not be necessary to create a business license bylaw and collect business license fees from the licensed sellers of cannabis.

**Conclusion:**

The Province is providing local governments with significant control over whether or not there will be retail cannabis outlets located in their area, and if so, the local government will have control over the number of retail outlets, their locations and hours of operation.

Staff is seeking some discussion, and eventually some direction, on what the Electoral Area Directors would like to see for their communities.

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