



**NORTH COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING  
AMENDED AGENDA**  
Held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C.  
Friday, May 25, 2018 at 7:00 PM

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**1. CALL TO ORDER**

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

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

3.1	Minutes of the Regular Meeting of the North Coast Regional District Board held April 20, 2018	Pg 1-8
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**4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING**

4.1	Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held April 3, 2018	Pg 9-10
4.2	Minutes of the Regular Meeting of the Sandspit Water Service Advisory Committee held June 20, 2017	Pg 11-12
4.3	Minutes of the Regular Meeting of the Moresby Island Advisory Planning Commission held March 22, 2018	Pg 13-14

**5. IN CAMERA DELEGATION**

That the public be excluded from the meeting according to section 90(2)(b) of the <i>Community Charter</i> “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.”	---
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**6. FINANCE**

6.1	S. Gill, Treasurer – Cheques Payable over \$5,000 for April, 2018	Pg 15
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**7. CORRESPONDENCE**

7.1	International Bioenergy Conference and Exhibition Society – Canadian Bioeconomy Conference and Exhibition	Pg 16
7.2	Federation of Canadian Municipalities – Highway 16 Electric Vehicle Charging Network Collaboration	Pg 17
7.3	Community Energy Association – Kick Off for Highway 16 Electric Vehicle Charging Network Collaboration Study	Pg 18-19

7.4	B. Lutz, Resident – Electric Vehicle Charging Station Funding	Pg 20-21
7.5	B.C. Passenger Transportation Board – Passenger Transportation Application 256-17 (Reconsideration Request)	Pg 22-33
7.6	Royal Canadian Marine Search and Rescue – A New Relationship to Support Community Emergency Preparedness and Response	Pg 34-49
7.7	Honourable Rob Fleming, Minister of Education – <b>Premier's Awards for Excellence in Education</b>	Pg 50-51
7.8	Association of Vancouver Island and Coastal Communities – UBCM Excellence Awards and Resolution Disposition	Pg 52-76
7.9	Union of BC Municipalities – Oceans Protection Plan Consultation	Pg 77-83
7.10	Municipal Finance Authority of BC – <b>1<sup>st</sup> Quarter Member's Report</b>	Pg 84-89
7.11	Citizens for Safe Technology – Upcoming Federation of Canadian Municipalities Agenda	Pg 90-92
7.12	Pacific Northern Gas – Notification: Ridley Island High Pressure Pipeline Relocation	Pg 93-98
7.13	Northern Development Initiative Trust – Marketing Initiatives Program Project No. 4819-50	Pg 99
<u>Add:</u> <u>7.14</u>	Pembina – Application for a Permit Under the Provisions of the Environmental Management Act	Pg 99a-e
<u>Add:</u> <u>7.15</u>	Union of BC Municipalities – 2017 Resolutions	Pg 99f-g
<u>Add:</u> <u>7.16</u>	BC Emergency Health Services – Community Paramedicine Initiative – Northern Health	Pg 99h-i

## 8. REPORTS / RESOLUTIONS

8.1	Misty Isles Economic Development Society – <b>1<sup>st</sup> Quarter Grant Manager's Report</b>	Pg 100-102
8.2	D. Fish, Corporate Officer – BC Broadband Conference – May 1-2, 2018	Pg 103-106
8.3	D. Fish, Corporate Officer – Oona River – June 15-16, 2018	Pg 107-108
8.4	D. Fish, Corporate Officer – Community Committees & Associations	Pg 109-111
8.5	D. Fish, Corporate Officer – 2018 Business Façade Improvement Proposals	Pg 112-148

8.6	D. Fish, Corporate Officer – 2018 UBCM Convention	Pg 149-151
8.7	D. Fish, Corporate Officer – 2018 Election Cost Sharing with School Districts No. 50 & 52	Pg 152-153
8.8	D. Fish, Corporate Officer & S. Gill, Treasurer – Mainland Arts & Culture Contribution Bylaw No. 621, 2018	Pg 154-158
8.9	S. Gill, Treasurer – Haida Gwaii Recreation Budget Amendment	Pg 159-160
<u>Add:</u> <u>8.10</u>	M. Williams, Consultant & D. Fish, Corporate Officer – OCP and Zoning Amendment – Graham Island	Pg 160a-g

## 9. BYLAWS

9.1	Bylaw No. 623, 2018 – Being a Bylaw to amend the Rural Graham Island Interim Zoning Bylaw 532, 2011 with respect to land uses permitted and Schedule C6 <b><i>Prior to being given second, third readings and adoption.</i></b>	Pg 161-163
9.2	Bylaw No. 624, 2018 – Being a Bylaw to amend the Graham Island Interim Zoning Bylaw 192, 1993 zoning map with respect to land uses permitted <b><i>Prior to being given second, third readings and adoption.</i></b>	Pg 164-166

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

10.1	M. Williams, Planning Consultant – Land Referral: Subdivision (PID: 008-058-491)	Pg 167-171
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## 11. NEW BUSINESS

11.1	<b>Directors' Reports</b>	Verbal
11.2	North Coast Regional District and Skidegate Band Council Solid Waste Service Agreement 2018-2019	Pg 172-182
11.3	North Coast Regional District and Old Masset Village Council Solid Waste Service Agreement 2018-2020	Pg 183-193
11.4	Press Release: Northern Development Initiative Trust puts Communities in <b>the Driver's Seat and Funds their Economic Development Priorities</b>	Pg 194-195
11.5	Press Release: Tele-PICU Connects Northern Pediatric Patients with Specialist Care	Pg 196-197

**12. OLD BUSINESS**

12.1	Haida Gwaii Commitment to Clean Energy Declaration	Pg 198
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**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 provision of a municipal service that are at their preliminary stages.”	---
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**15. ADJOURNMENT**





## NORTH COAST REGIONAL DISTRICT

**MINUTES** of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 36 Cedar Avenue West in Port Clements, B.C. on Friday, April 20, 2018 at 7:00 p.m.

### PRESENT

### PRIOR TO ADOPTION

Chair	D. Nobels, Electoral Area A
Directors	L. Brain, City of Prince Rupert B. Cunningham, City of Prince Rupert G. Martin Village of Queen Charlotte U. Thomas, Village of Port Clements K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E
Regrets	B. Pages, Village of Masset D. Franzen, District of Port Edward
Staff	D. Chapman, Chief Administrative Officer S. Gill, Treasurer
Public	3
Media	1

### 1. CALL TO ORDER 7:10 p.m.

### 2. AGENDA

MOVED by Director Martin, SECONDED by Director Thomas, that the April 20, 2018 North Coast Regional District Regular agenda be adopted as amended to include the following:

- 11.4 Community Associations
- 11.5 Energy Declaration
- 11.6 Nelson Kinney Committee Room

**185-2018**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Parcel Tax Roll Review Panel Meeting held March 23, 2018

MOVED by Director Thomas, SECONDED by Director Racz, that the minutes of Parcel Tax Roll Review Panel Meeting held March 23, 2018 be adopted as presented.

**186-2018**

**CARRIED**

- 3.2 Minutes of the Regular Meeting of the North Coast Regional District Board held March 23, 2018

MOVED by Director Thomas, SECONDED by Director Racz, that the minutes of Regular meeting of the North Coast Regional District Board held March 23, 2018 be adopted as presented.

**187-2018**

**CARRIED**

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

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

MOVED by Director Beldessi, SECONDED by Director Thomas, that the minutes of Regular meeting of the Moresby Island Management Standing Committee held March 6, 2018 be received as presented.

**188-2018**

**CARRIED**

#### **5. DELEGATIONS**

- 5.1 Port Clements Historical Society – Port Clements Historical Society Update

Joan Hein, Board Member and Historical Coordinator of the Port Clements Historical Society, addressed the Board of the NCRD with respect to the Port Clements Historical **Society's operations at the Port Clements Museum** throughout 2017 and into 2018, as well as a brief history of the Museum.

Ms. Hein highlighted funding sources in 2017 and 2018, and indicated that visitors to the Museum have increased from 1,300 visitors in 2013 to 4,000 in 2017. Ms. Hein indicated that **the Museum also serves as the community's visitor information centre.**

Ms. Hein answered questions posed by the Board.

The Chair thanked Ms. Hein for her presentation.

#### **6. FINANCE**

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

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

**189-2018**

**CARRIED**

#### **7. CORRESPONDENCE**

- 7.1 Northern Development Initiative Trust – 2017 Grant Writing Support Program

MOVED by Director Martin, SECONDED by Director Brain, that the correspondence from Northern Development Initiative Trust with respect to the North Coast Regional **District's reporting to** the 2017 Grant Writing Support Program be received for information.

**190-2018**

**CARRIED**

- 7.2 Northern Development Initiative Trust – 2017 Economic Development Capacity Building Program

MOVED by Director Martin, SECONDED by Director Thomas, that the correspondence from Northern Development Initiative Trust with respect to the North Coast Regional District's reporting to the 2017 Economic Development Capacity Building Program be received for information.

**191-2018**

**CARRIED**

- 7.3 Misty Isles Economic Development Society – Copy: February 2018 Public Consultation on the Proposed Haida Gwaii Community Forest

MOVED by Director Racz, SECONDED by Director Thomas, that the correspondence from the Misty Isles Economic Development Society to the Ministry of Forests, Lands and Natural Resource Operations with respect to public consultation on the proposed Haida Gwaii Community Forest be received.

**192-2018**

**CARRIED**

MOVED by Director Martin, SECONDED by Director Racz, that, in accordance with section 5 of the North Coast Regional District Bylaw No. 591, 2016, the Board suspend the rules of procedure to allow for public comment.

**193-2018**

**CARRIED**

*Members of the public thanked Mr. Andrew Merilees for a well-crafted letter on behalf of Haida Gwaii Municipalities and residents to the Ministry of Forests, Lands and Natural Resource Operations concerning public consultation on a proposed community forest.*

- 7.4 BC Broadband Association – 14<sup>th</sup> Annual BC Broadband Conference

MOVED by Director Brain, SECONDED by Director Martin, that the correspondence from the BC Broadband Association with respect to the 14<sup>th</sup> annual BC Broadband Conference be received.

**194-2018**

**CARRIED**

MOVED by Director Martin, SECONDED by Director Cunningham, that the Board of the North Coast Regional District sanction the travel of one Board or Staff member to attend the 14<sup>th</sup> Annual BC Broadband Conference in Richmond, B.C., May 1-2, 2018.

**195-2018**

**CARRIED**

*Director Racz requested that Staff follow-up with GwaiiTel and Gwaii Communications to inquire as to whether or not those organizations will be sending Staff to attend the conference.*

- 7.5 B.C. Ferry Authority – Appointments to the B.C. Ferry Authority Board of Directors

MOVED by Director Martin, SECONDED by Director Thomas, that the correspondence from the B.C. Ferry Authority with respect to appointments to the B.C. Ferry Authority Board of Directors be received for information.

**196-2018**

**CARRIED**

- 7.6 Northwest Food Security Partnership – Better Together: Northwest Food Security Forum

MOVED by Director Thomas, SECONDED by Director Brain, that the correspondence from Northwest Food Security Partnership with respect to the Northwest Food Security Forum to be held in Smithers, B.C. on May 17-18, 2018 be received.

**197-2018**

**CARRIED**

- 7.7 BC SPCA, Haida Gwaii Branch – Follow-Up to March 26 Meeting with Haida Gwaii SPCA

MOVED by Director Thomas, SECONDED by Director Racz, that the correspondence from Haida Gwaii Branch of the BC SPCA with respect to follow-up from a March 26, 2018 meeting with the Haida Gwaii SPCA be received.

**198-2018**

**CARRIED**

MOVED by Director Racz, SECONDED by Director Thomas, that Director Racz be appointed to the Haida Gwaii SPCA Working Group;

AND THAT Staff prepare an analysis on feasibility funding that may be used toward the investigation of establishing an animal control bylaw.

**199-2018**

**CARRIED**

- 7.8 Misty Isles Economic Development Society – 2018 Grant Writing Update

MOVED by Director Brain, SECONDED by Director Cunningham, that the correspondence from the Misty Isles Economic Development Society with respect to an update on 2018 grant writing activities be received for information.

**200-2018**

**CARRIED**

- 7.9 North Central Local Government Association – NCLGA March Board Report

MOVED by Director Brain, SECONDED by Director Cunningham, that the correspondence from the North Central Local Government Association with respect to the March Board report be received for information.

**201-2018**

**CARRIED**

## **8. REPORTS – RESOLUTIONS**

- 8.1 D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation: 2018 1<sup>st</sup> Quarter Reporting

MOVED by Director Thomas, SECONDED by Director Racz, that the staff report entitled “Haida Gwaii Regional Recreation: 2018 1<sup>st</sup> Quarter Reporting” be received for information.

**202-2018**

**CARRIED**

- 8.2 D. Fish, Corporate Officer & S. Gill, Treasurer – Mainland Arts and Culture Contribution Bylaw No. 621, 2018

MOVED by Director Brain, SECONDED by Director Martin, that the staff report entitled “Mainland Arts and Culture Contribution Bylaw No. 621, 2018” be received.

**203-2018**

**CARRIED**

MOVED by Director Brain, SECONDED by Director Cunningham, that the report from staff entitled “Mainland Arts and Culture Contribution Bylaw No. 621, 2018” be referred to the May 25, 2018 Regular meeting of the Board of the North Coast Regional District.

**204-2018**

**CARRIED**

- 8.3 M. Williams, Planning Consultant – OCP and Zoning Amendment – Graham Island

MOVED by Director Racz, SECONDED by Director Thomas, that the report from the consultant entitled “OCP and Zoning Amendment – Graham Island” be received;

AND THAT a public hearing for Bylaws 623, 2018 and 624, 2018 be set for May 23, 2018 at 7:00 p.m. at the Village of Masset Council Chambers.

**205-2018**

**CARRIED**

## **9. BYLAWS**

- 9.1 Bylaw No. 623, 2018 – Being a Bylaw to amend the Rural Graham Island Interim Zoning Bylaw 532, 2011 with respect to land uses permitted and Schedule C6

MOVED by Director Racz, SECONDED by Director Martin, that Bylaw No. 623, 2018 be given first reading.

**206-2018**

**CARRIED**

- 9.2 Bylaw No. 624, 2018 – Being a Bylaw to amend the Graham Island Interim Zoning Bylaw 192, 1993 zoning map with respect to land uses permitted

MOVED by Director Racz, SECONDED by Director Martin, that Bylaw No. 624, 2018 be given first reading.

**207-2018**

**CARRIED**

## **10. LAND REFERRALS / PLANNING**

- 10.1 M. Williams, Planning Consultant – Land Referral: Letts Marine Services Application for Commercial Dock Tenure, Chismore Passage

MOVED by Director Bergman, SECONDED by Director Racz, that the report from the consultant entitled “Land Referral: Letts Marine Services Application for Commercial Dock Tenure, Chismore Passage” be received;

AND THAT the Board of the North Coast Regional District provide no comment on the application.

**208-2018**

**CARRIED**

- 10.2 M. Williams, Planning Consultant – Land Referral: Mount Moresby Adventure Camp Society Application for an Amendment to Licence of Occupation, Moresby Island

MOVED by Director Beldessi, SECONDED by Director Racz, that the report from the consultant entitled “**Land Referral: Mount Moresby Adventure Camp Society Application for an Amendment to Licence of Occupation, Moresby Island**” be received;

AND THAT the Board of the North Coast Regional District not support the application given the absence of an infrastructure plan along Talen Creek.

**209-2018**

**CARRIED**

## **11. NEW BUSINESS**

### **11.1 Director’s Reports**

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

#### Director Cunningham – City of Prince Rupert

- Funding in the amount of \$100,000 was awarded to the City of Prince Rupert for the redevelopment of McKay Street Park. Work on the redevelopment was completed by contractors and volunteers in 13 hours.

#### Director Brain – City of Prince Rupert

- BC Housing is donating a lot for **50 housing units to support the City’s** supportive housing initiative. 36 units can be built on the lot through job training and skills training programs as a cost saving measure;
- Redevelopment of Watson Island is basically complete;
- The City continues to redevelop walking trails throughout the City, of which some are nearing completion; and
- Design work for the redevelopment of the downtown core is near completion.

#### Director Beldessi – Electoral Area E

- Construction of the Agnes L. Mathers school is complete and the gymnasium is now open.

#### Director Thomas – Village of Port Clements

- **The community’s boat launch ramp has now been repaired; and**
- The Village continues to see the loss of residents as the logging industry declines.

#### Director Martin – Village of Queen Charlotte

- A housing needs assessment forum was held in Queen Charlotte on April 7<sup>th</sup>;
- Director Martin attended the Association of Vancouver Island and Coastal Communities AGM in April and attended three ministerial meetings throughout; and
- Director Martin met with Minister Sims to discuss cell phone coverage in Port Clements and rural areas on Haida Gwaii. It was identified that a wi-fi option should be investigated.

#### Director Nobels – Electoral Area A

- The Dodge Cove Easter Brunch was held in the community and was a success.

**210-2018**

**CARRIED**

- 11.2 **Tlell Fall Fair Committee's Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program**

MOVED by Director Racz, SECONDED by Director Beldessi, that the Tlell Fall Fair **Committee's application to Northern Development Initiative Trust's Fabulous Festivals and Events Program** be received;

AND THAT that Board of the North Coast Regional District support the Tlell Fall Fair **Committee's application to Northern Development Initiative Trust's Fabulous Festivals and Events Program** in the amount of \$2,500.

**211-2018**

**CARRIED**

- 11.3 Northwest B.C. Resource Benefits Alliance – Government Funds Northwest B.C. Resource Benefits Alliance

MOVED by Director Racz, SECONDED by Director Cunningham, that the press release issued by the Northwest B.C. Resource Benefits Alliance with respect to government funding to support the Northwest B.C. Resource Benefits negotiations be received for information.

**212-2018**

**CARRIED**

- 11.4 Community Associations

MOVED by Director Racz, SECONDED by Director Brain, that the verbal report from Director Racz with respect to community associations be received;

AND THAT Staff be directed to prepare a report with respect to the establishment of community associations.

**213-2018**

**CARRIED**

- 11.5 Energy Declaration

MOVED by Director Racz, SECONDED by Director Thomas, that the verbal report from Director Racz with respect to the Council of the Haida Nation's **proposed energy** declaration be received;

AND THAT Staff be directed to contact the Council of the Haida Nation to bring forward the declaration for Board consideration.

**214-2018**

**CARRIED**

- 11.6 Nelson Kinney Committee Room

MOVED by Director Brain, SECONDED by Director Cunningham, that the North Coast Regional District Committee Room be designated as the Nelson Kinney Committee Room, in perpetuity.

**215-2018**

**CARRIED**

## **12. OLD BUSINESS**

None.

**13. PUBLIC INPUT**

There were 2 questions from the public.

**14. IN CAMERA**

None.

**15. ADJOURNMENT**

MOVED by Director Brain, SECONDED by Director Racz, that the North Coast Regional District Regular Board meeting be adjourned at 9:14 p.m.

**216-2018**

**CARRIED**

*Approved and adopted:*

*Certified correct:*

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***Chair***

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***Corporate Officer***





## NORTH COAST REGIONAL DISTRICT

### MORESBY ISLAND MANAGEMENT STANDING COMMITTEE

**MINUTES** of the Regular Meeting of the Moresby Island Management Standing Committee (MIMSC) held at Sandspit Community Centre, Sandspit, B.C. on April 3, 2018 at 7:00 PM.

**Adopted May 1, 2018**

**PRESENT** Bill Quaas, Behn Cochrane, Bill Beldessi, Stan Hovde

**ABSENT** Gail Henry

**Chair** Gail Henry

**Vice Chair** Behn Cochrane

**Staff** Barb Parser

**Public** 10

**1. CALL TO ORDER 7:07 PM**

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

2.1 Agenda April 2018

**017-2018** MOTION to adopt agenda as presented moved by Bill Quaas, seconded by Stan Hovde, Carried

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

3.1 Minutes March 2018

**018-2018** MOTION to adopt and file March Minutes, moved by Stan Hovde, seconded by Bill Quaas, Carried

**4. DELEGATIONS**

4.1 Sgt Terry Gillespie - RCMP QC Detachment - No Show

4.2 Joseph and Jeff Lavoie - Gwaii Communications Overview/Update

**5. CORRESPONDENCE**

5.1 SD50 Meeting Request

5.2 SD50 Reply

**019-2018** MOTION to receive and file correspondence moved by Bill Quaas, seconded by Stan Hovde, Carried

**6. REPORTS – RESOLUTIONS**

6.1 Water Operators Report

**020-2018** MOTION to receive and file Water Operators Report moved by Bill Quaas, seconded by Stan Hovde, Carried

6.2 Directors Report

**7. OLD BUSINESS**

**8. NEW BUSINESS**

**9. PUBLIC INPUT**

**020-2018** MOTION to hold public open house regarding GT Vibrant Haida Communities funding spending ideas April 25th moved by Stan Hovde, seconded by Bill Beldessi, Carried

**10. IN CAMERA**

**11. ADJOURNMENT**

**021-2018** Motion to Adjourn by Bill Quaas, 7:53 PM, Carried

Approved and adopted:

Certified correct:

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Chair

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Secretary



**NORTH COAST REGIONAL DISTRICT  
SANDSPIT WATER SYSTEM COMMITTEE**

**MINUTES** of the Regular Meeting of the Sandpit Water Board Committee held at MIMSC Community Office, Sandspit, B.C. on June 20, 2017 at 7:15 PM.

**Adopted May 7, 2018**

**PRESENT** Jim Henry, Carole Bowler, Gord Usher, Doug Gould  
Staff Barb Parser

**ABSENT** Carol Wagner

Public 2

1. **CALL TO ORDER** 7:12 PM

2. **AGENDA, (additions/deletions) none**

**014-2017** MOTION to accept agenda as presented MOVED by Doug Gould,  
SECONDED by Carole Bowler, **CARRIED**

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

**015-2017** MOTION to accept and approve minutes from February 21, 2017  
meeting MOVED by Jim Henry, SECONDED by Carole Bowler,  
**CARRIED**

4. **DELEGATIONS** - Robert Sandberg, Teal Jones via conference call

5. **CORRESPONDENCE** - None

6. **REPORTS – RESOLUTIONS** - None

7. **OLD BUSINESS** - None

8. **NEW BUSINESS**

10. **IN CAMERA**

11. **ADJOURNMENT** 8:45 PM

**016-2017** MOTION to Adjourn made by Carole Bowler, **CARRIED**

Approved and adopted:

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Chair

Certified correct:

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Secretary



## NORTH COAST REGIONAL DISTRICT

### MORESBY ISLAND ADVISORY PLANNING COMMISSION

**MINUTES** of the Regular Meeting of the Moresby Island Advisory Planning Commission (MIAPC) held at Sandspit Community Office, Sandspit, B.C. on March 22, 2018 at 7:00 PM.

**Adopted May 1, 2018**

**PRESENT** Doug Gould, Gordon Usher, Stan Hovde, Carol Wagner

**ABSENT** Bill Beldessi

Chair Doug Gould

Staff Barb Parser

Public 3

#### 1. **CALL TO ORDER** 7:11 PM

#### 2. **CONSIDERATION OF AGENDA (ADDITIONS/DELETIONS)**

2.1 Agenda March 22, 2018 meeting

001-2018 MOTION to accept agenda as presented moved by Stan Hovde, seconded by Doug Gould, Carried

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

3.1 Minutes - March 22, 2018 Meeting

002-2018 MOTION to adopt and file Minutes from June 2016 meeting moved by Stan Hovde, Seconded by Gord Usher, Carried

#### 4. **DELEGATIONS**

None

#### 5. **CORRESPONDENCE**

None

#### 6. **REPORTS – RESOLUTIONS**

None

**7. OLD BUSINESS**

None

**8. NEW BUSINESS**

**8.1 Peel Inlet Application #1414358**

003-2018 MOTION, The MIAPC moves that the NCRD and FLNRO take notice that the Community of Sandspit conditionally supports the Amendment to File #1414358 received February 13, 2018.

Conditions:

- 1) The public stated their wish that the three existing cabins not be removed prior to the expiry of the investigation permit in November 2018 and not without consultation with public users of the cabins.
- 2) The issue of general public vessel moorage needs to be addressed

Should the Eco-Tourism operation re-apply for a tenure; at that point in time then the full application will once again be submitted for public comment. At this time the applicant will have investigated the site and should be able to formulate a plan as to the usefulness of the site for the purposes stated in the initial application of 2016. If they wish to continue to operate from this location after this season, then a clear plan of how public access, including shelter and moorage, will be maintained. Moved by Gord Usher, seconded by Stan Hovde, Carried

**9. PUBLIC INPUT**

**10. IN CAMERA**

None

**11. ADJOURNMENT**

004-2018 7:47 PM, MOTION to adjourn moved by Stan Hovde,  
CARRIED

Approved and adopted:

Certified correct:

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Chair

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Secretary

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

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Big Red Enterprises Ltd.	6-Apr	\$ 17,299.38	March Garbage Collection
Ken Ernst	6-Apr	\$ 18,000.00	Purchase of 2010 Chev pickup truck for ISW (Rob Kidd)
Pacific Blue Cross	6-Apr	\$ 7,196.52	March PBC & BC Life Premiums
Ticker's Hauling & Storage	6-Apr	\$ 8,106.00	Transport recyclables, building/equipment, cube van, forklift and porto toilet rentals & Skidegate Transfer Station cleanup
Work Safe BC (WCB)	18-Apr	\$ 5,157.62	2018 First Quarter Payroll Remittance
Municipal Pension Plan	11-Apr	\$ 6,626.17	Payroll Remittance (PP7-2018)
Receiver General	11-Apr	\$ 14,082.64	Payroll Remittance (PP7-2018)
Municipal Pension Plan	19-Apr	\$ 6,608.47	Payroll Remittance (PP8-2018)
Receiver General	19-Apr	\$ 11,723.61	Payroll Remittance (PP8-2018)

<b>CHEQUES OVER \$5,000:</b>	<b>\$ 94,800.41</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$ 49,845.15</b>
<b>TOTAL CHEQUES:</b>	<b>\$ 144,645.56</b>



Dear Colleagues:

On behalf of the Board of Directors of the Canadian Bioeconomy Conference, I would like to invite you to participate in a special pre-conference workshop June 6, 2018 in Prince George, BC.

Co-hosted with the City of Prince George the [Building Partnerships for Community Sustainability](#) community energy workshop takes place June 6 from 11:00-4:30 at the Wood Innovation and Design Centre in downtown Prince George,

This is Northern BC's premier community energy workshop. It's a must-attend for local, regional and First Nations governments, the clean tech sector, and energy managers considering local solutions.

Learn from Växjö, Sweden, a leader in bioenergy and the first city in the world to pledge to go with 100% renewable energy.

- Learn about actual projects being implemented by communities and entrepreneurs.
- Learn how to partner with colleges and universities for education and research.
- Learn about building code changes, building with wood, and energy efficiency.
- Learn about plans to building infrastructure for electric vehicles.

The program will include plenaries, break-out sessions, and opportunities for networking. Lunch will be provided.

Cost: \$100

Space is limited. [Register today.](#)

Workshop participants do not have to be registered for the Canadian Bioeconomy Conference. But why not take advantage of early bird pricing and [register now](#) for the the best [program](#) and and [trade show](#) in today's Canadian bioeconomy. Included in your conference registration are all plenary sessions, including trade show admission and all networking events.

For more information, contact event manager Cam McAlpine at [cam@bioeconomyconference.com](mailto:cam@bioeconomyconference.com) or 250-961-6611.

Sincerely,

Jim Martin

Chair, International Bioenergy Conference and Exhibition Society  
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[www.fcm.ca](http://www.fcm.ca)

April 23<sup>rd</sup>, 2018

Community Energy Association  
Suite 326 - 638 West 7th Avenue  
Vancouver, BC, V5Z 1B5

**Title of initiative:** Highway 16 Electric Vehicle Charging Network Collaboration  
**Application number:** MCIP 15769

Dear Dale,

On behalf of the FCM's Executive Committee, I would like to congratulate the Community Energy Association on its successful funding application for the above-noted initiative in relation to the Municipalities for Climate Innovation Program (MCIP). It is my pleasure to confirm that the Community Energy Association has been approved for a grant in the amount of up to \$125,000.

In the near future, Israël Poirier will contact the Community Energy Association to finalize the agreement for this funding. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is signed.

Public announcements regarding MCIP-funded initiatives are overseen by FCM in partnership with the Government of Canada. An FCM communications officer will contact the Community Energy Association to discuss the process for a public announcement. Until that time, before making any public statements related to the status of the application process for MCIP funding, please contact us at 613-907-6208 or by e-mail at [programs@fcm.ca](mailto:programs@fcm.ca).

Thank you for your interest in MCIP. We look forward to working with you to improve the quality of life in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

Jacquelyn Taylor  
Manager, Funding | Municipalities for Climate Innovation Program - MCIP

JT:IP:db



**Corporate Officer NCRD**

---

**From:** Janice Keyes <jkeyes@communityenergy.bc.ca>  
**Sent:** Thursday, May 3, 2018 5:45 PM  
**To:** info@sqcrd.bc.ca; Daniel Fish; mayor@princerupert.ca  
**Cc:** Susan Chalmers  
**Subject:** Kick off for Hwy 97/16 EV Charging Network Collaboration Study

Hello Chair Pages, Mayor Brain and Daniel,

I know Dale has shared the exciting news of the successful grant application and we are busy getting started here at CEA!

One of our first steps is to create an Advisory Committee for the project and we would ask you to think about your delegate from North Coast Regional District – either staff or board member, your choice. We anticipate meeting approximately every four months through phone-in meetings and a few in-person meetings at significant project milestones.

Dale and I will be in Prince George for the Bioeconomy Conference in early June and it would be great to have an in-person Advisory Committee kick-off meeting if that works with everyone's schedules. To make that happen, please let me know who you would like to designate and their contact information and then I can work to host a meeting the week of June 4 if possible.

As well, I will ask our accounting department to send an invoice for NCRD funding of \$9,000 if you could please let me know the contact for that piece as well.

Thanks in advance. I am looking forward to working together on this project! Janice

**Janice Keyes, Senior Manager, Community Energy Engagement**



**Community Energy  
Association**

*Connecting Communities, Energy & Sustainability*

Tel: (604) 628-7076 | Mobile: (604) 561-0646

**Connect with me:** [Email](#)

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**Upcoming Events:**

1. **Qualify to become a Certified COMMUNITY ENERGY MANAGER:** Visit [HTTPS://WWW.BCIT.CA/CONSTRUCTION/CEM/](https://www.bcit.ca/construction/cem/) to register for on-line courses

## Corporate Officer NCRD

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**From:** Janice Keyes <jkeyes@communityenergy.bc.ca>  
**Sent:** Wednesday, May 16, 2018 9:58 PM  
**To:** corporateofficer@ncrdbc.com; mayor@princerupert.ca; info@ncrdbc.com  
**Subject:** Hwy 16/97 EV Advisory Committee - KICK off Meeting

Hello Advisory Committee members – Dale and I hope we can take advantage of some folks attending the Bioeconomy Conference in Prince George and pull together our inaugural meeting on **Tuesday, June 5 in the afternoon, for approximately 3 hours**. We would like to gather in person to do some important preliminary work together but could consider phone-in for those who cannot attend.

Can you let me know if this date is an option for you to attend in person in Prince George please and thanks?

I am including Bulkley-Nechako and North Coast in this email just FYI at this point as your representative choices are pending but I want to keep you in the loop.

Cheers Janice

**Janice Keyes**, Senior Manager, Community Energy Engagement



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### Upcoming Events:

1. **Qualify to become a Certified COMMUNITY ENERGY MANAGER:** Visit [HTTPS://WWW.BCIT.CA/CONSTRUCTION/CEM/](https://www.bcit.ca/construction/CEM/) to register for on-line courses

**Corporate Officer NCRD**

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**From:** Nwb1@1 <brian@northwestbeverage.ca>  
**Sent:** Monday, May 14, 2018 4:37 PM  
**To:** Daniel Fish  
**Subject:** EV funding.

Hi Daniel.

Below is from the Port.

It's my belief to move this forward faster and more cost effective bringing in as many partners as possible will help achieve this quicker. To boot better our environment with green cars running on BC Hydro water power.

Dale Littlejohn has been sent this as well

I believe the Ports, community investment fund and the legacy fund the city has, could be funds used to move this forward, quicker.

The Port has clients who ship out of Rupert, in Terrace, Smithers, Huston, Vanderhoof and PG I'm sure as well. All of which could Host Chargers and make a good case for use of funds meant to improve our community's, making them green aware, enable them to purchase EV's for there staff fleets.

It may be wise to bring in Port hardy down to Campbell river as the summer ferry traffic affects all of us. I suggest only to Campbell river as after that is where charging gets sufficient. Currently if more than one EV aims to catch the ferry to Rupert, only one will make it due to charging infrastructure after Campbell river is to low in amperage and chargers are few.

There are companies north of Rupert who may contribute as well like Pinnacle pellets, lumber mills etc.

From the PRPA Tim Dressel who's the I.T. Person, but has taken interest in getting this going.

We fully support the efforts of the Community Energy Association, and would like to lend our supports. Likely this would come in a couple of different formats:

- Written/verbal support
- Potential financial support directly as a corporation on the North Coast
- More likely as a co-supporter via the Community Investment Fund.

My take-aways from meeting with Maynard this morning are that what needs to happen is a non-profit, like the SQCRD should approach us for a donation. That donation should take the form of asking for a shared up-front capital request for chargers and physical parking spaces, and an ongoing annual donation to support ongoing maintenance of the chargers. The criteria we look for (in general) are:

- The request must be broad in scope (i.e. the chargers are not in any way restricted in use by vehicle, time of day, etc)
- The community should be in support of it, with attached letters of support (i.e. the regional district, the city, other businesses in town)

- It should benefit quality of life on the North Coast (i.e. better for the environment, etc)
- It should be able to demonstrate positive effects on the community (i.e. driving tourism dollars, supporting skilled labour to consider living in the north that have electric cars down south but would be hesitant to come north if they could not drive here with their electric cars, etc)
- Details on who would own these chargers, who to call for maintenance, etc (important that PRPA is **\*not\*** this entity)
- Ongoing maintenance/lifecycle costs, and what happens at the end of life of the chargers
- Examples of how this has worked elsewhere (the background of what happened in the Kootenays is a slam dunk)

I think this is an easy thing for us to donate to, but definitely not in a 100% kind of way. I think there will be broad support in Prince Rupert, especially from many of the corporate entities like DP World, Ridley Terminals, etc, all kicking in likely 10's of thousands of dollars. Using a back of the napkin, if it costs \$100,000 for two spots of charging, and the CEA is able to raise \$60,000, likely the CIF would donate the remaining \$40k, the land, connectivity to power, etc, and some sort of ongoing support toward maintenance. I think we might be able to support. I don't have clarity about our ability to support outside of Prince Rupert, but I would assume that we could also support in Port Edward.

Once it looks like this is going to happen, at that time we will dust off our corporate conversation about purchasing our first electrical corporate vehicle and ourselves become a customer of the charging station.

To give you an idea of timing, in general our donations from the CIF are awarded in the spring each year, but the CEA/SQCRD should have its proposal in before the end of this year so that it can be tweaked to be more successfully funded. Although we (PRPA) cannot write this as a proponent, we would be happy to be involved in supporting the non-profit that writes it. Immediately though we would be happy to come out publicly and support electrification on the North Coast if it would help other corporate players come to the table.

Please let us know how we can carry this conversation forward.

Brian Lutz  
[Brian@northwestbeverage.ca](mailto:Brian@northwestbeverage.ca)  
[Northwestbeverage.ca](http://Northwestbeverage.ca)  
 250-600-2939



May 1, 2018

Mr. Andy Shadrack  
Box 484  
Kaslo, BC V0G 1M0

**Via e-mail: ashadra@telus.net**

Dear Mr. Shadrack:

**Re: Passenger Transportation Application 256-17 (Reconsideration Request)**

On March 26, 2018 you asked the Board reconsider its decision on Application 256-17 based on an error in Board procedures. The Board considered your request.

The panel for the reconsideration has determined that grounds for reconsideration were not met.

Therefore, the Board will not reconsider its decision.

Attached is a copy of the Board's decision. We will post this decision on the [Greyhound](#) application webpage on May 2, 2018.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jan Broocke", is written over a light blue circular background.

Jan Broocke  
Director

**Attachments**

cc: Greyhound Canada Transportation ULC  
c/o David F. Blair, Partner  
McCarthy Tétrault LLP

cc: Steven Haywood, A/Registrar, Passenger Transportation Branch

To: Jan Broocke  
Director to the Board

Date: April 30, 2018

From: Catharine Read  
Chair

**Re: Reconsideration Request: Application 256-17 (Greyhound Transportation Canada ULC)**

Andy Shadrack (the “Requestor”) asks the Passenger Transportation (PT) Board to reconsider the above noted application pursuant to section 21(4)(b) [error in procedure] of the *Passenger Transportation Act*.

The Requestor is asking the Board to vary its decision and change implementation dates on many routes that will be eliminated or face reduced minimum route frequencies (MRF) to June 1, 2019.

The Board has also received letters supporting the reconsideration request from some local governments and community agencies.

On March 27, 2018, PT Board staff wrote to counsel for Greyhound Canada Transportation ULC, (“Greyhound”) with respect to the reconsideration request, including third party letters of support, and invited comments from Greyhound on whether the grounds for reconsideration were met. Greyhound’s comments were received on April 6, 2018.

### **I. Application #256-17 and Board Decision**

Greyhound sought the Board’s approval to:

- 1) eliminate nine routes and three route segments;
- 2) reduce minimum route frequency to 4 trips weekly (2 in each direction) on 10 routes; and
- 3) eliminate some route points on 8 of the 10 remaining routes.

The PT Board approved the application and established notice requirements. These are set out in the table on the next page.

Route or Route Points	PT Board Decision	Notice Required
Y: Victoria - Vancouver	1. Approved – Immediate Elimination	None
S2: BC Endowment Lands – Whistler T: Victoria-Nanaimo	2. Approved – Immediate Elimination	7 days
K: (Prince George – Fort St. James)	3. Approved (a) Elimination as of <b>June 1, 2018</b>	14 days
I1: (Dawson Creek – Fort Nelson) I2: (Fort Nelson – Yukon Border) J: (Dawson Creek – Prince George) L1: (Prince Rupert – Prince George) L2: (Prince George – Alberta Border [at Highway 16]) B1: (segment) Highway 97 between Highways 1 (near Monte Creek) & 97 (north of Vernon) C: (segment) Hope -Kaleden Junction (via Highways 3 & 3A) E: (segment) Cache Creek – Hope (Fraser Canyon area via Highway 1)	4. Approved (a) Elimination as of <b>June 1, 2018</b> (b) Immediate reduction in minimum route frequency	(a) 14 days  (b) 7 days
A1 West Louise Lodge Field Junction Glacier Park East Roger’s Pass A(2)(a) Oyama A(2)(b) Agassiz B1.3 Oyama C Agassiz (alt) D Beaverdell  E1 McLeese Lake	E2(b) Laidlaw Bridal Falls Agassiz Agassiz N Agassiz P Agassiz S1 West Vancouver Brittania Beach Pinecrest/Black Tusk Mount Currie	5. Approved – Immediate elimination of route points          14 days
A: Alberta Border - Vancouver B1: Kamloops – Kelowna B2: Kelowna – Penticton C: Vancouver - Osoyoos D: Kelowna - Alberta Border & Highway 3 E: Prince George – Vancouver G: Alberta Border & Highway 2 - Dawson Creek N: Alberta Border & Highway 16 - Vancouver P: Kelowna – Vancouver S1: Vancouver – Pemberton / Mt. Currie	6. Approved – Immediate reduction in minimum route frequency (MRF)	7 days



## II. Reconsideration Request and Applicant Submission

### 1) Request

The Requestor seeks reconsideration on the ground of error in procedure. The Requestor indicates that he is not seeking a reconsideration of the Board's approval of the application. Rather, the issue on reconsideration is the effective dates and notice requirements for the eliminated "Routes E2(b), K, I1, I2, J, L1 and L2 or for allowing reduction in frequency of service to Routes A, B1, B2, C, D, E, G, N, P and S1"<sup>1</sup>. In his letter of March 16, 2018, the Requestor indicates that his request is for "a reconsideration and a variance as to timing of said Board decisions for the above routes from May 31st/June 1st 2018 and 14 days' notice to June 1st, 2019".

The letter also states:

*"I do, however, think that the Board erred in procedure, under 21(4)(b), to protect the public interest under 28(1)(a) when it failed to consult governments, both provincial and local, and the health authorities, First Nations, and federal government as to timing of these Passenger Transportation Board decisions.*

*The Board, I humbly submit, should be aware, and should therefore have taken into account, the budgeting cycles under which governments, both provincial and local, and the health authorities, First Nations and federal departments operate, and should therefore know that a date of May 31st/June 1st for elimination of certain routes and 14 days for reduction in service of certain routes is wholly inadequate for both consultation and alternative arrangements to Greyhound service to be made by said governments."*

### 2) Greyhound Submissions

Greyhound responded to the request indicating that grounds for error in procedure have not been established. Greyhound submits that the issue of time for the decision is a substantive matter, not procedural. Further, the Board addressed this matter specifically in the decision. "[the] Requestor's disagreements are with substantive issues within the Decision itself, which do not give rise to a request to reconsider for procedural error under section 21 of the Act and under Rule 50."

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<sup>1</sup> The request does not refer to routes S2, T or Y, nor specifically to the eliminated route segments on routes B and C.

Greyhound noted that the letters in support of the reconsideration request are “inappropriate and without foundation in the Act or Rules” and should not be considered by the PT Board.

Greyhound also made submissions with respect to the grounds of “new evidence” even though this was not a ground specified by the Requestor. Greyhound noted that information on fiscal and budget cycles of local governments, First Nations and other public agencies is not new information within the meaning of the PT Act. Such issues could have been raised by the Requestor in the public comment period or at the public meetings. Moreover, issues of public policy fall outside the Board’s jurisdiction.

### **III. Legislation, Rules & Policy**

Section 21(4) of the *Passenger Transportation Act* (PT Act) states:

*“The board may reconsider, vary or rescind any decision made by it if the board is satisfied that*

*(a) information has become available that was not available at the time the decision was made, or*

*(b) there has been an error in procedure.”*

Rule 50 of the Board’s *Rules of Practice and Procedure* states that a reconsideration request must be made within 30 days of the publication of the Board’s decision. Requests must be in writing and state the reasons for the request and describe in detail the grounds for reconsideration. Requestors who are not applicants must notify applicants of their request. If the Board grants a request for reconsideration, it will notify the participants and establish procedures governing the reconsideration.

### **IV. Board Reconsideration Policy**

The Board’s Operational Policy 1.4: *Reconsideration Based on New Information & Error in Procedure* states:

*“**New evidence**” is evidence that could not have been obtained if a party had made a reasonable effort to get it prior to the decision.*

*New evidence is not additional or more evidence (such as more letters from potential service users) that is gathered or created after the Board’s original decision. The question that anyone requesting reconsideration should ask themselves is: “If I had made an effort, could I have obtained this evidence before the original decision was made?”*

*The purpose of “new evidence” is to allow the Board to consider evidence that was unavailable at the time the application was decided. It is not to provide applicants with an opportunity to submit more information to correct or rectify an unsuccessful application.*

***Error in Procedure**” relates to the Board’s duty of administrative fairness. The Board has a duty to act fairly and impartially in making its decisions. An error in procedure occurs when the Board does not act fairly. Procedural fairness relates to the Board’s decision-making process, not to the outcome of the decision. Disagreement with the Board’s analysis or reasons does not give rise to an “error of procedure”.*

*The Board has developed Rules of Practice and Procedure to outline its processes. Although the Board may vary a rule or timeline “where appropriate in the circumstances”, these rules are normally followed by the Board. Failure to follow a Rule may give rise to an error of procedure.*

## **V. Discussion**

### *1. Receipt of Reconsideration Request*

The PT Board published its decision on application 256-17 on February 21, 2018. Thirty days from this date is March 23, 2018.

On March 16, 2018, the PT Board received e-mail notice of reconsideration from Andy Shadrack. This notice indicated that the he had, on the same day, sent relevant documents and forms by registered mail to the PT Board and Greyhound Canada in Calgary. The PT Board received the materials from Canada Post on March 26, 2018.

Rule 3.7 of the Board’s *Rules of Practice and Procedure* states:

*“If a notice or response is sent by registered mail, it must be sent to the most recent address known to the sender and is deemed received*

- a) on the day it was delivered according to Canada Post’s mail tracking system; or*
- b) on the fifth day after it is mailed if Canada Post does not deliver it within 5 days, or if the fifth day is a Saturday or holiday, on the next day that is not a holiday.”*

Canada Post tracking indicates that the letter was accepted by Canada Post on March 16, 2018. Therefore, applying Rule 3.7(b), the reconsideration request would be deemed

received on March 21, 2018 which is within the 30-day time period for requesting reconsideration.

## *2. Application Procedures*

The PT Act addresses procedures that the Board must and may follow with regard to applications and decision making. These include:

- The Board must publish notice of “the fact and nature” of applications (section 26) in a manner that, in the opinion of the Board is reasonably sufficient to bring the application to the attention of the public (section 26 (2))
- The Board must accept and consider written submissions (section 27 (2))
- The Board then may conduct hearings or investigations (section 27 (3) and (4))
- The Board must issue its decisions in writing, with reasons and make the decisions accessible to the public (section 28).

The PT Act states that the making of a submission does not entitle a submitter to participate further in the application process or to obtain further information about the application (section 27(5)).

Although the PT Act imposes some procedural requirements on the Board, the Act also gives the Board the power to control its own process. Section D of the Board’s *Rules of Practice & Procedure* pertains to inter-city bus applications. Under these rules, operators seeking service reductions must notify various governments and First Nations of an application to the Board and provide a public rationale for their reductions.

The PT Board’s procedures with respect to application 256-17 were as follows:

- Application published in PT Bulletin – *September 13, 2017*
- Greyhound confirms it sent out required notices – *September 13, 2017*
- Public comment period ends - *October 13, 2017*
- Greyhound responds to public comments – *November 6, 2017*
- Board posts notice of public meetings– *November 29, 2017*
- Board holds public meetings in Prince George, Smithers, Terrace and Fort St. John – *Dec. 11-14, 2017*
- Board issues final decision in writing - *February 20, 2018*
- Decision published in PT Bulletin - *February 21, 2018*
- Decision amended to correct a clerical error in Section VII – *April 26, 2018*

### 3. Board Mandate & Decision

The PT Act states that the Board may approve an application if the board considers that:

- (a) there is a public need for the service the applicant proposes to provide under any special authorization,
- (b) the applicant is a fit and proper person to provide that service and is capable of providing that service, and
- (c) the application, if granted, would promote sound economic conditions in the passenger transportation business in British Columbia.

The Board considered the above three factors in the decision. It found Greyhound fit and proper and capable of providing an inter-city bus service. In summarizing its decisions on various routes, the Board noted:

*“The Board is tasked with promoting sound economic conditions in the passenger transportation business in B.C. It also must consider whether ridership on a route demonstrates sufficient public need for the service.*

*If Greyhound’s business strategy is sound, eliminating highly unprofitable routes, moving to a more flexible MRF and eliminating route points with low ridership should in turn result in a more financially viable transportation company that continues to offer some inter-city bus service to parts of the province.”*

The PT Board stated in its decision on the route eliminations in the North Central Region (I-L2) and the route segment eliminations that:

*“Greyhound states that by eliminating 1.6 million scheduled miles in the province, it will be able to retain 3.7 million scheduled miles in B.C. Keeping a viable inter-city passenger bus service in at least some parts of the province is preferable to no service from Greyhound. The Board finds that if these route eliminations are implemented without adequate notice, public need is not met. Greyhound is relied upon by those who currently use it. Immediate stoppage on these routes and route segments would endanger public safety given the harsh winter climate, inhospitable terrain, and the*

*isolation of those living and working along these routes. By May 31, weather conditions in the province will have tempered.*

*Setting a date of May 31, 2018 will provide a period for others who may be interested in providing transportation services along these corridors to apply for a licence. The Board will expedite applications for an ICB licence on these routes<sup>2</sup>. The time period between the release of this Decision and May 31 will provide an opportunity for government to work with others on alternate transportation services, if it determines it will do.”*

## **VI. Decision**

I have reviewed the file in its entirety. The issue for me to decide is whether I am satisfied that there are grounds, pursuant to section 21(4) (b) of the *Passenger Transportation Act*, to reconsider its decision. I will also consider Board’s Operational Policy 1.4: *Reconsideration Based on New Information & Error in Procedure* when determining grounds under 21(4) (b).

The Board’s Reconsideration Policy states that an “error in procedure” relates to the Board’s decision-making process and the duty of the Board to act fairly and impartially in making its decisions. An error in procedure does not relate to the outcome of the decision.

Three required procedures and one optional procedure in the decision-making process are stipulated in the PT Act. These procedures and how they were followed in the Greyhound decision are considered.

1. The Board must publish notice of “the fact and nature” of applications (section 26) in a manner that, in the opinion of the Board, is reasonably sufficient to bring the application to the attention of the public (section 26 (2)).

The Board published Greyhound’s application in the PT Bulletin on September 13, 2017. The Board posted more details, including Greyhound’s Explanatory Paper on a [webpage](#) dedicated to the application.

The Board required that Greyhound post public notices of its proposed changes on its website and at all its depots and terminals along the affected routes. Greyhound also

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<sup>2</sup>If the PT Board considers that there is an “urgent public need” for a service, it can process the application without publishing or considering submissions.

provided written notice to local and regional district governments that could be affected by a proposed change. The notice was sent to 84 municipalities, 22 Regional Districts and 17 First Nations.

Public notices indicated that comments on the application could be submitted to the Board's office until October 13, 2017. We received some comments after the deadline. Comments received by noon on October 20, 2017 were marked "late" and disclosed to Greyhound with on-time public comments.

I find that this procedural requirement of the PT Act was met.

2. The Board must accept and consider written submissions (section 27 (2))

The Board received more than 220 individually-written emails and letters from across the province, including a submission from the Requestor. Most were from individuals. Many emails and letters came from government representatives as well as advocacy groups and businesses. In addition, more than 1,700 people submitted form letter emails about proposed route eliminations on Highway 16, the Highway of Tears. More than 100 of these emails provided additional information and comments. The Board also received about 1,000 petition signatures and comments about Greyhound's proposal to eliminate route points, notably Lytton, on Route E3, Cache Creek and Hope via the Fraser Canyon.

The Board received and provided Greyhound with a copy of Resolution LR3 (Commercial Inter-City Bus Transportation) that the Union of British Columbia Municipalities (UBCM) endorsed at its September 2017 convention.

The Board's decision summarizes the content of the written submissions and the decision demonstrates consideration of these submissions.

I find that this procedural requirement of the PT Act was met.

3. The Board then may conduct hearings or investigations (section 27 (3) and (4))

The Board determined that to further inform its decision-making, we would hold public hearings in the North Central Region of B.C. This region faced the greatest potential impact of any region in the province if the changes that Greyhound proposed were approved. Hearings were held in Prince George, Terrace, Smithers and Fort St. John from December 11 to 14, 2017.

Greyhound made a presentation at the start of the meetings and then we heard speakers from the community, which included local government officials, advocacy organizations as well as individuals. Greyhound was presented with an opportunity to respond to the speakers.

The outcomes of the hearings are summarized in the Greyhound decision and the decision demonstrates consideration of this.

Hearings are an optional procedure in the PT Act, but they demonstrate additional due diligence by the Board in considering public need.

4. The Board must issue its decisions in writing, with reasons and make the decisions accessible to the public (section 28).

The Board issued its decision in writing on February 20, 2018 and it was published in the PT Bulletin on February 21, 2018. The decision generated significant media attention which further increased public awareness of the decision.

I find that this procedural requirement of the PT Act was met.

While the Requestor disagrees with the timing of the implementation of aspects of the Board's Greyhound decision, I find that the Board's procedures were followed and there was no error in procedure.

The Requestor states that the Board failed to consult the different levels of government as to timing of these decisions. He states that given the budgeting cycles of the different levels of governments, the Board's date of May 31 / June 1, 2018 for service eliminations and reductions is inadequate for consultation and alternative arrangements to be made by the different levels of government. The timing in the Board's decision is also inadequate for private sector carriers who might want to provide service on these routes.

The Greyhound decision, however, does demonstrate that the Board deliberated on the timing of service reductions and eliminations. This is demonstrated in the following:

*"The Board finds that if these route eliminations are implemented without adequate notice, public need is not met. Greyhound is relied upon by those who currently use it. Immediate stoppage on these routes and route segments would endanger public safety given the harsh winter climate, inhospitable*



*terrain, and the isolation of those living and working along these routes. By May 31, weather conditions in the province will have tempered.*

*Setting a date of May 31, 2018 will provide a period for others who may be interested in providing transportation services along these corridors to apply for a licence. The Board will expedite applications for an ICB licence on these routes<sup>3</sup>. The time period between the release of this Decision and May 31 will provide an opportunity for government to work with others on alternate transportation services, if it determines it will do so.”*

With respect to a request for reconsideration based on new evidence, the Board’s Operational Policy states that new evidence is not additional information made available after the Board’s decision. Rather, it is evidence that was not available at the time the application was decided. The budget cycles of First Nations, local, regional and senior levels of governments are well known, and are not new evidence. Decisions that may affect budgets must often be made outside of the budget preparation cycle.

As highlighted in the section of the Greyhound decision entitled “Factors Not Within Scope of the Decision Making”, it is beyond the Board’s legislative mandate and authority to address public policy, transportation planning and programing considerations.

## **VII. Conclusion**

For the reasons set out above, this reconsideration request is denied.

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<sup>3</sup>If the PT Board considers that there is an “urgent public need” for a service, it can process the application without publishing or considering submissions.



May 4, 2018

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

**RE: A New Relationship to Support Community Emergency Preparedness and Response**

Dear Board Chair,

I am writing to you on behalf of the over 1,100 marine rescue volunteers that form the Royal Canadian Marine Search and Rescue (RCMSAR) in over 33 communities along British Columbia's coast.

RCMSAR is a non-profit charity that responds to approximately one-third of all marine emergencies in the province; this accounts for, on average, over 800 rescue missions every year. RCMSAR provides this contribution primarily in direct support of the federal Canadian Coast Guard maritime search and rescue mandate.

In addition to continuing this longstanding support to the federal search and rescue mandate, an exciting area of development is the signing of a formal Memorandum of Understanding (MOU) with the Province of British Columbia that will better enable RCMSAR volunteers to support their communities directly and more broadly in times of emergency and disaster. This MOU will facilitate the provision of emergency humanitarian assistance by RCMSAR to support the mandates and jurisdictions of British Columbia, Indigenous and local governments, and their agencies.

Please find attached a Request for Assistance Guide that describes this new relationship and the method by which your jurisdiction may request RCMSAR assistance for specific emergency activities. Through this new initiative, we look forward to better integrating our support with all response agencies and strengthening the resilience of British Columbia's communities.

When requesting assistance, Contact Emergency Management BC, Provincial Duty Manager (PDM) at the Emergency Coordination Centre (ECC). The PDM will task the RCMSAR crew on your behalf. The ECC phone number is 1-800-663-3456.



**ROYAL CANADIAN MARINE  
SEARCH & RESCUE**  
*Saving Lives on the Water*

Should you or your Emergency Program staff wish to receive a more detailed briefing or facilitated discussion with our team about how we can contribute to your community preparedness and response activities, we would welcome the opportunity.

If you are unsure of the nearest RCMSAR station is located, please reach out to our Administrative Coordinator, Mrs. Danielle Lifton via email ([info@rcmsar.com](mailto:info@rcmsar.com)) or phone 778-352-1780 so that we may assist you or to further explore our opportunities for collaboration.

Kindly,

Pat Quealey  
CEO

Cc: Emergency Program Coordinator

Attachment: RCMSAR Request for Assistance Guide



# RCMSAR

## REQUEST FOR ASSISTANCE

# GUIDE



**ROYAL CANADIAN MARINE  
SEARCH & RESCUE**  
*Saving Lives on the Water*

## Introduction

Royal Canadian Marine Search and Rescue's (RCMSAR) primary function is to support the Canadian Coast Guard's federal marine search and rescue mandate. For all matters related to requesting support for federal marine search and rescue activities, the Victoria Joint Rescue Coordination Center is the tasking authority for RCMSAR assets. One of RCMSAR's secondary functions is to be prepared to support local government and provincially mandated response agencies in support of their respective emergency jurisdictions on a request for assistance basis.

This guide is intended to support community and provincial agencies in requesting assistance from RCMSAR. The authority to request RCMSAR assistance is based on the October 5<sup>th</sup> 2017 Emergency Humanitarian Assistance Memorandum of Understanding between Emergency Management BC and RCMSAR (attached).

While EMBC is deemed the appropriate coordination agency for this support, it is understood that the support will be directed to authorized requesting agencies at the emergency site level. Annex A (Requesting Agency Matrix) provides further detail about these requesting agencies and applicable authorized activities and exclusions. Authorized activities are summarized as follows:

- (a) Inland waters Search and Rescue (SAR) and Ground SAR mutual aid;
- (b) On-water command, control and communications platforms;
- (c) On-water transportation assistance for EMBC approved responders and representatives to access incident or response locations;
- (d) On-water transportation assistance for personnel under the care of EMBC approved responders (e.g. BC Ambulance Service with patients under care);
- (e) On-water observation and reporting of emergency incidents and incident impacts to support situational understanding;
- (f) On-water safety patrols and emergency first aid;
- (g) On-water recovery of human remains; and
- (h) Personnel augmentation support to provincial, local governments and related community agencies (e.g. emergency social services, emergency operations centers, etc.).

British Columbia may request assistance from RCMSAR in accordance with the activities identified above and at Annex A to the MOU. This MOU only applies to requests for assistance defined in Annex B (Request for Assistance Procedure). To ensure responsiveness to priority marine Search and Rescue tasks, RCMSAR stations are limited to provide support under the auspices of this MOU within 10 nautical miles of their home base location. Any support activities not described herein or requests exceeding this geographical limit must be approved on a case by case basis by the Representatives.

Requests may be verbal or in writing (including electronic means). If verbal, the request must be confirmed in writing as soon as practicable. Requests should provide the following information:

- (a) a description of the emergency for which assistance is requested, the type of assistance required and an estimate of the expected duration that the assistance will be required;
- (b) a description of the amount and type of any additional equipment and supplies needed;
- (c) the administrative and logistical arrangements that will be put in place to support the operation (accommodations, feeding, medical, etc.);
- (d) the specific name and contact details of the on-scene commander to whom RCMSAR will be providing assistance; and
- (e) the specific place and time for staging and link up for the operation and a point of contact at that location.

## RCMSAR Station Asset and Equipment List

RCMSAR has 33 active SAR Stations and over 50 dedicated SAR vessels ready to deploy 24/7 to support EMBC Requests for Assistance.

Every RCMSAR station **must** meet RCMSAR crewing standards before a vessel gets underway. The number of qualified crew changes based on vessel specifications, but all vessels, at the minimum, must have (1) qualified Coxswain and (1) qualified crewmember. All RCMSAR cabin vessels must have (1) qualified Coxswain, (1) qualified crewmember and (1) qualified new crewmember.

ALL qualified coxswains and crewmembers must have valid and current Pleasure Craft Operators Card (PCOC), Radio Operators Card – Maritime (ROC-M) and Standard First Aid Level “C” with AED (SFA-C).

Many RCMSAR Stations have members with higher levels of First Aid, but all must hold the minimum RCMSAR requirement.

In general, all Coxswains have, in addition to the qualifications mentioned above, Canadian Coast Guard RHOT certifications and Transport Canada Small Vessel Operators Proficiency (SVOP), Marine Emergency Duties Level 3 (MED A3), RCMSAR Coxswain Leadership Level II and III.

*or*

RCMSAR Coxswain Leadership Level I, Level II and Level III.

RCMSAR’s dedicated SAR vessels are inspected annually by the RCMSAR Safety Audit Team and all meet the small vessel safety requirements by Transport Canada. In addition to those requirements, all SAR vessels have Electronic Position Indicating Radio Beacon’s (EPRIB).

All RCMSAR vessels **must** have specific SAR equipment on-board at-all-times while underway. Depending on the vessel type, a vessel may have additional equipment on-board.



### ***All vessels have:***





1. Standard First Aid kits with Oxygen (May have additional advanced First Aid equipment if members at the Station have higher level of training)
2. Spine Boards (many have, in addition to spine boards, Stokes Floating Baskets)
3. Automated External Defibrillator (AED)
4. Vessel towing capabilities
5. De-watering pump/fire suppressant hoses
6. Damage Control Kits
7. Search lights/spot lights
8. Radio Direction Finder (RDF)
9. Data Marker Buoy (DMB) – deployed in-water to track drift and speed



10. Towline
11. Radar
12. GPS Plotter with Automated Identification System (AIS)
13. VHF radios
14. Spare PFDs
15. Vessel safety equipment (i.e. flares, oars, bailing bucket, etc..)

### RCMSAR Vessel Types

<b>Type II FRC Specifications</b> <ul style="list-style-type: none"> <li>• 33' LOA</li> <li>• Crew up to 6</li> <li>• 870 hp Diesel Jet Boat</li> <li>• Self Re-Righting Design</li> <li>• Cabin</li> <li>• 7m significant wave height</li> <li>• Up to and including Beaufort 10</li> </ul>	<b>Additional Equipment</b> <ul style="list-style-type: none"> <li>• Forward Looking Infrared (FLIR)</li> <li>• Davit crane for safer shoreside casualty extraction</li> <li>• BCAS secured stretcher capacity</li> <li>• Shock mitigating seats</li> <li>• Heat/Air Con control</li> </ul>	 <p><b>Type II FRC</b></p>
<b>Type 1 FRC Specifications</b> <ul style="list-style-type: none"> <li>• 28' 4" LOA</li> <li>• Crew up to 5</li> <li>• Twin 250 hp Outboard Engines</li> <li>• Manual Re-Righting Device</li> <li>• Shock-mitigating crew console</li> <li>• 4m significant wave height</li> <li>• Up to and including Beaufort 8</li> </ul>	<b>Additional Equipment</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	 <p><b>Type 1 FRC</b></p>

<b>Shuswap FRC Specifications</b> <ul style="list-style-type: none"> <li>• 40' LOA</li> <li>• Diesel Jet Boat</li> <li>• Cabin</li> <li>• Crew up to 6</li> <li>• Max. 30 persons</li> </ul>	<b>Additional Equipment</b> <ul style="list-style-type: none"> <li>• Large forward survival cabin</li> <li>• Large working back deck</li> <li>• Heat/Air Con control</li> </ul>	 <p><b>Station 106 Shuswap FRC</b></p>
<b>Other FRC Specifications</b> <ul style="list-style-type: none"> <li>• Vessels ranging from 23' Zodiac Hurricane 733 to 25' Titan T-Top to 34' Titan 300 XL Cabin vessels.</li> <li>• Twin Outboard Engines</li> </ul>	<b>Additional Equipment</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	 <p><b>Titan 300 XL FRC</b></p>  <p><b>T-Top FRC</b></p>  <p><b>733 FRC</b></p>



## Station Asset Location and Information

Station Name	Location	Vessel(s)	Comments
Station 1 – West Vancouver	Horseshoe Bay	1. Type II 2. Type 1	
Station 2 – North Vancouver	Second Narrows Bridge	1. Type II 2. T-Top	
Station 4 - Squamish	Squamish	1. T-Top	
Station 5 – Crescent Beach	Crescent Beach Marina	1. Type 1 2. T-Top	Second vessel is shared with Station Delta
Station 8 – Delta	Point Roberts (USA)	1. Type 1	
Station 10 - Richmond	Fraser River (Middle Arm) & Steveston Harbour Authority	1. Titan 300XL Cabin 2. Titan Delta 5	Station has two locations. Middle Arm and South Arm on the Fraser River
Station 12 – Halfmoon Bay	Secret Cove & Porpoise Bay	1. Zodiac Delta 5 2. Zodiac 733	Station has two locations. Sechelt Inlet and Secret Cove north of Sechelt
Station 14 – Gibson’s	Gibson’s Landing Harbour Authority	1. Type 1	
Station 20 – Pender Island	Browning Harbour Marina	1. T-Top	
Station 25 – Salt Spring Island	Vesuvius	1. Titan 753	
Station 27 - Nanaimo	Brechin Boat Ramp	1. Type II 2. Titan 249 ICE2	
Station 29 – Ladysmith	Ladysmith Marina	1. Type 1	
Station 31 – Brentwood Bay	Anglers Anchorage Marina	1. T-Top	
Station 33 – Oak Bay	Oak Bay Marina	1. Titan Delta 5	
Station 34 – Mill Bay	Brentwood Collage	1. T-Top	
Station 35 – Victoria	Ogden Point	1. Type 1 1. T-top	
Station 36 – Sidney	Canoe Cove	2. Type 1	
Station 37 – Sooke	Sooke Harbour	1. Type II 1. Titan 850	
Station 38 – Ucluelet	Ucluelet Harbour	2. T-Top	
Station 39 – Port Alberni	Port Alberni	1. Type II	
Station 43 – Port Alice	Port Alice	1. Type 1	
Station 45 - Masset	Masset	1. Zodiac 753	
Station 50 – Port McNeill	Port McNeill	1. Type 1	

Station 59 – Deep Bay	Deep Bay / Bowser	1. Titan 249XL Cabin	Station also has owner operator vessel on Lasqueti Island
Station 60 – Comox	Comox	1. Type II 1. 733 Zodiac	
Station 61 – Pender Harbour	Madeira Park / Sunshine Coast	2. Titan 249XL Cabin	
Station 63 – Kitimat	Kitimat	1. Type II 1. Polaris Delta 3	
Station 64 – Prince Rupert	Prince Rupert	1. Type II 2. Zodiac 733	
Station 65 – Lax Kwa 'laams	Lax Kwa 'laams	2. Titan 249 XL Cabin	
Station 70 – Hartley Bay	Hartley Bay	1. Water Taxi (Owner Operator) 1. Water Taxi (Owner Operator)	
Station 74 – Gitxaala	Dolphin Island	2. Titan 249XL Cabin	
Station 106 – Shuswap	Sicamous	1. Type III 1. Lifetimer	
		2.	

British Columbia, Emergency Management BC – Royal Canadian Marine Search and Rescue

Memorandum of Understanding

Emergency Humanitarian Assistance

This Memorandum of Understanding is effective as of the 5<sup>th</sup> day of October 2017.

BETWEEN:

British Columbia Emergency Management BC (EMBC), Her Majesty the Queen in Right of the Province  
of British Columbia ("British Columbia")

-and-

The Royal Canadian Marine Search and Rescue Incorporated ("RCMSAR")

(the Parties)

#### ARTICLE I – PURPOSE

The Parties enter this Emergency Humanitarian Assistance Memorandum of Understanding ("MOU") to facilitate the provision of emergency assistance by RCMSAR to support the mandates and jurisdictions of British Columbia and its local governments and authorities.

The Parties recognize that emergencies may require specialized skills and resources to augment British Columbia's capabilities and to deliver resources to areas where those emergencies occur. As such, it is prudent to establish a relationship whereby RCMSAR may support British Columbia in a deliberate and effective manner.

This MOU establishes:

- (a) a framework for British Columbia to access the personnel and resources of RCMSAR to make prompt and effective responses to emergencies where British Columbia requests assistance;  
and
- (b) an agreement in principle to collaborate in emergency preparedness activities.

#### ARTICLE II – GOALS

The priority goals undertaken under this MOU are to:

- (a) provide for the safety and health of all responders;
- (b) save lives, prevent and limit injury and reduce suffering;
- (c) protect public health and property;

- (d) protect the environment;
- (e) Support British Columbia's emergency response needs effectively and efficiently.

### **ARTICLE III – AUTHORIZED ACTIVITIES**

The Parties have identified the following as operational activities for which RCMSAR support might be requested. While EMBC is deemed the appropriate coordination agency for this support, it is understood that the support will be directed to authorized requesting agencies at the emergency site level. Annex A (Requesting Agency Matrix) provides further detail about these requesting agencies and applicable authorized activities and exclusions. Authorized activities are summarized as follows:

- (a) Inland waters Search and Rescue (SAR) and Ground SAR mutual aid;
- (b) On-water command, control and communications platforms;
- (c) On-water transportation assistance for EMBC approved responders and representatives to access incident or response locations;
- (d) On-water transportation assistance for personnel under the care of EMBC approved responders (e.g. BC Ambulance Service with patients under care);
- (e) On-water observation and reporting of emergency incidents and incident impacts to support situational understanding;
- (f) On-water safety patrols and emergency first aid;
- (g) On-water recovery of human remains; and
- (h) Personnel augmentation support to provincial, local governments and related community agencies (e.g. emergency social services, emergency operations centers, etc.).

### **ARTICLE IV - REQUESTS FOR ASSISTANCE**

British Columbia may request assistance from RCMSAR in accordance with the activities identified above and at Annex A. This MOU only applies to requests for assistance made between the Representatives designated herein or their delegates as defined in Annex B (Request for Assistance Procedure). To ensure responsiveness to priority marine Search and Rescue tasks, RCMSAR stations are limited to provide support under the auspices of this MOU within 10 nautical miles of their home base location. Any support activities not described herein or requests exceeding this geographical limit must be approved on a case by case basis by the Representatives.

Requests may be verbal or in writing (including electronic means). If verbal, the request must be confirmed in writing as soon as practicable. Requests should provide the following information:

- (a) a description of the emergency for which assistance is requested, the type of assistance required and an estimate of the expected duration that the assistance will be required;
- (b) a description of the amount and type of any additional equipment and supplies needed;

- (c) the administrative and logistical arrangements that will be put in place to support the operation (accommodations, feeding, medical, etc.);
- (d) the specific name and contact details of the on-scene commander to whom RCMSAR will be providing assistance; and
- (e) the specific place and time for staging and link up for the operation and a point of contact at that location.

British Columbia will inform RCMSAR when the assistance is no longer required. More refined and specific tasking authorities may be established under the auspices of this MOU.

#### **ARTICLE V – PREPAREDNESS ACTIVITIES**

The Parties agree to collaborate in preparedness activities such as joint training and exercises, public education initiatives and operational planning relevant to the context of this MOU. As these opportunities will vary according to cyclical plans, coordination will occur through an existing interagency forum or based on specific activity plans.

#### **ARTICLE VI – RESPONSIBILITIES**

##### **1. Appointment of Representatives**

Each Party hereby designates an official as its Representative to carry out the duties of this MOU.

The Representatives are:

for British Columbia: Assistant Deputy Minister, Emergency Management BC

for RCMSAR: Chief Executive Officer, RCMSAR

##### **2. Duties**

Each Representative will:

- (a) ensure the programmatic activities necessary to achieve the intent of this MOU;
- (b) oversee the enactment of operational support as intended by this MOU;
- (c) conduct a joint annual review of this MOU to ensure its currency and validity; and
- (d) advise the other Representative should circumstances change that might render this MOU invalid or untenable.

### **3. On-Scene Operational Responsibilities**

RCMSAR personnel providing on-water assistance to British Columbia will remain under the command and control of their RCMSAR Coxswain, who is responsible for the safety of the RCMSAR crew and vessel, or other RCMSAR appointed representative for the duration of the provision of assistance.

RCMSAR personnel will provide assistance in compliance with the Incident Command System (ICS) structure as identified by the requesting agency.

All RCMSAR personnel will remain in compliance with all RCMSAR and superior regulatory authority regulations and policies while supporting British Columbia operations.

As in any emergency response organization, all RCMSAR members retain the right to refuse work that they deem to be unsafe to them or others or may cause them to act outside the bounds of RCMSAR policies and regulations or beyond the capabilities of their skills, expertise or equipment. RCMSAR personnel will not support operations whereby they may be affected by violent or criminal activity.

### **ARTICLE VII – TERMINATION**

Either Party may terminate this MOU given 90 days written notice to the other Party.

### **ARTICLE VIII – DISCRETION AND AUTHORITY NOT FETTERED**

Nothing in this MOU is intended to nor shall be interpreted to fetter the discretion or the authority of the Ministers or Legislature of British Columbia nor the Board of Governors of RCMSAR.

### **ARTICLE IX – INDEMNIFICATION**

RCMSAR members who, acting in good faith, support activities under the auspices of this MOU will be considered indemnified from civil action in accordance with Section 18 of the *BC Emergency Program Act* (1996), and the *BC Good Samaritan Act* (1996).

### **ARTICLE X – ACCIDENT AND LIABILITY INSURANCE**

Under separate contribution agreement, British Columbia will provide a proportionate allocation of funding to RCMSAR's insurance policies to support the activities described in this MOU. RCMSAR members will retain rights to access applicable workers' compensation benefits in accordance with British Columbia's laws, regulations and policies.



## ARTICLE XI – REIMBURSEMENT OF COSTS

British Columbia will reimburse RCMSAR for operational costs related to the activities described in this MOU in accordance with prescribed EMBC policy rates unless otherwise agreed to by the Parties. Requesting agency reimbursement of costs to EMBC will be managed under separate agreement or existing inter-agency arrangements.


## ARTICLE XII – PLANS AND PROCEDURES

The Parties will collaboratively develop plans and procedures for the provision of RCMSAR personnel and resources to respond to emergencies. The following outline existing procedures or areas for the further development:

- (a) authorized requesting agencies and applicable authorized activities matrix (Annex A attached);
- (b) request for assistance procedure (Annex B attached) and station contact list (Annex C to be issued);
- (c) RCMSAR will ensure effective prioritization such that commitments to federal marine search and rescue operations remain unimpeded by this MOU (Annex B attached);
- (d) development of joint operational risk assessment protocols;
- (e) conduct of joint after-action activities to ensure learning and interagency improvement;
- (f) coordination of access to critical incident stress management resources;
- (g) collaboration with other agencies and levels of government to ensure unity of effort in response operations; and
- (h) development of interagency training plans to ensure interoperability and effectiveness in the execution of this MOU.

Duly signed and executed by:

For British Columbia:

  
Robert Turner  
ADM - EMBC

For RCMSAR:

  
Peter Armstrong, CEO

## Annex A -- Requesting Agency Matrix



ROYAL CANADIAN MARINE  
SEARCH & RESCUE



Emergency  
ManagementBC

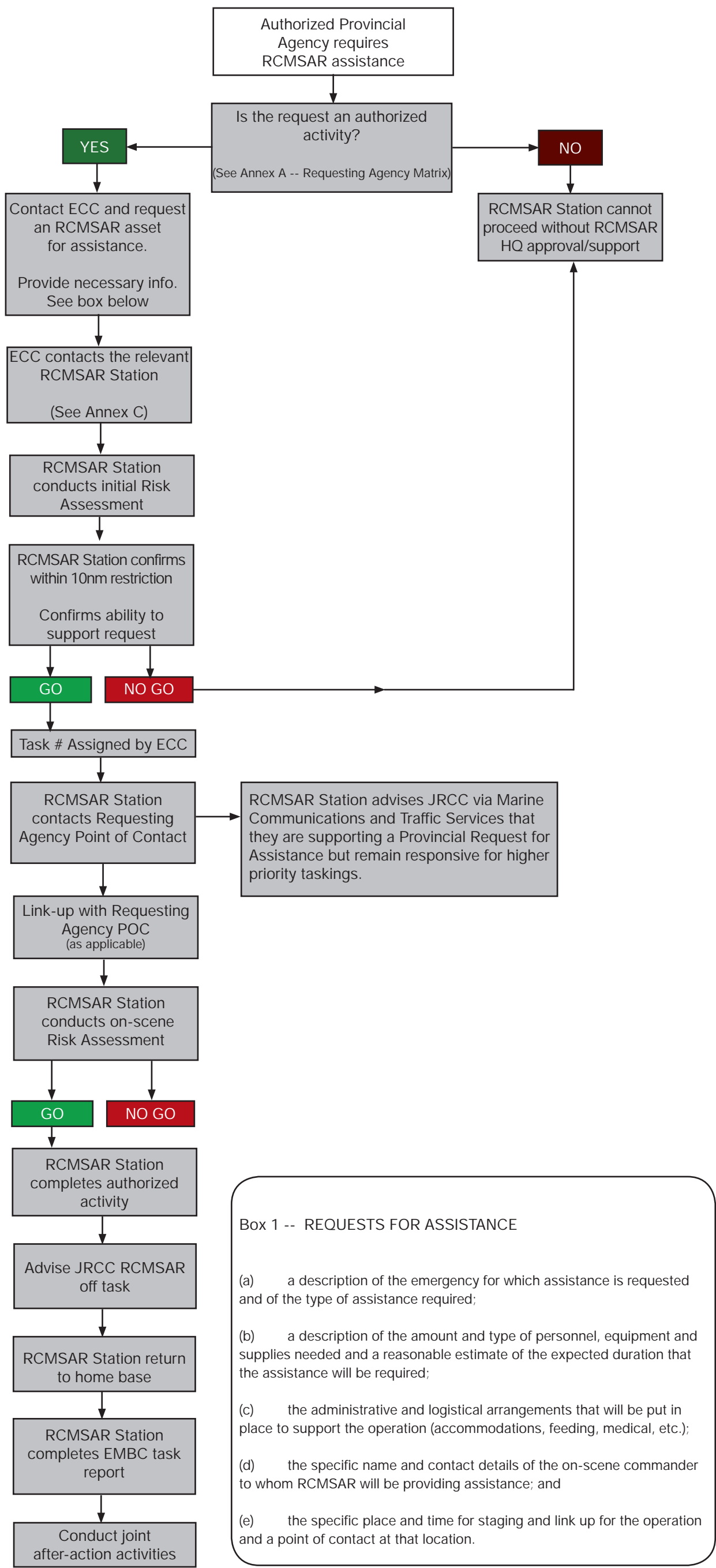
Authorized Activity Requesting Agency	Inland Waters SAR & GSAR Mutual Aid	Command, Control & Comms. Platform	Personnel & Equipment Transport	Casualty Transport (Under Care)	Incident Observation & Reporting	Safety Patrols & First Aid	Water-based Recovery of Human Remains	Personnel Reinforcement
EMBC / Local Authorities	✓	✓	✓		✓	✓		✓
Police of Jurisdiction	✓	✓	✓	✓	✓	✓	✓	
GSAR Groups	✓	✓	✓	✓	✓	✓		✓
BCEHS		✓	✓	✓	✓	✓		✓
Fire Rescue		✓	✓	✓	✓	✓		
BC Wildfire Service		✓	✓		✓	✓		
BC Coroners Service		✓	✓		✓	✓	✓	
Conservation Officer Service		✓	✓		✓	✓		

### \* Non- Authorized Activities

- Fire suppression
- Diving operations
- Hazardous materials exposure



Annex B -- RCMSAR Request for Assistance Procedure





RECEIVED MAY 07 2018

April 23, 2018

Ref: 202119

**To: Chairs**

I am pleased to inform you of the new Premier's Awards for Excellence in Education. Government is proud to recognize the enormous contributions of BC's exceptional teachers, administrators and support staff that are vital to the cultural, economic and social well-being of the province. The Awards recognize all outstanding education professionals who have made exceptional contributions to benefit their school, students, and their communities.

The Awards are open to all education professionals within the BC K-12 public, independent or band school systems. Awards will be given in the following categories:

- Outstanding New Teacher
- Technology and Innovation
- Diversity and Inclusion
- Indigenous Education
- Social Equity
- Community Engagement
- School and District Leadership
- Extra-Curricular Leadership
- Outstanding Support (non-teaching staff)

Nominations are now open and are welcome from all BC citizens, including students, parents, teachers, administrators, trustees and community organizations. The deadline for nominations is June 18, 2018.

For more information on the Awards, including a downloadable poster, please see the Premier's Awards for Excellence in Education website at: <http://www.gov.bc.ca/excellenceineducation>

.../2

Thank you in advance for your interest in the Premier's Awards for Excellence in Education and for your assistance in ensuring British Columbia's very best receive the recognition they deserve.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Fleming". The signature is fluid and cursive, with the first name "Rob" and last name "Fleming" clearly distinguishable.

Rob Fleming  
Minister

Enclosure

**Corporate Officer NCRD**

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**From:** AVICC <avicc@ubcm.ca>  
**Sent:** Wednesday, May 9, 2018 9:56 AM  
**To:** AVICC  
**Subject:** AVICC May Update - Convention Presentations and Resolutions; UBCM Excellence Awards May 25th Deadline; Member Dues  
**Attachments:** excellence-awards-2018-application-form.docx; excellence-awards-2018-program-guide.pdf; 2018 Resolutions Disposition AVICC.pdf

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

**1. 2018 Convention Presentations and Resolutions Disposition**

We hope you enjoyed attending the 2018 Convention in Victoria. PDFs of the presentations from the Convention are now available on the AVICC website at [Presentations](#).

The Disposition of Resolutions is attached, and is also available to download from the AVICC website at [Resolutions](#). The endorsed resolutions will be forwarded to UBCM for inclusion in the resolutions process at the September UBCM Convention in Whistler. Resolutions that were not endorsed are not conveyed to UBCM. Members may submit resolutions directly to UBCM that were not endorsed at the AVICC Convention.

**2. UBCM Excellence Awards – Deadline for Applications May 25<sup>th</sup>**

The Community Excellence Awards were revised for 2018 to recognize and celebrate UBCM members that have implemented projects and programs that demonstrate excellence in meeting the purposes of local government in BC. The awards are designed to profile promising practices and to create successful pathways and incentives for others to follow. The awards will be presented on Tuesday afternoon at the UBCM Convention in Whistler.

The categories are:

- Excellence in Governance
- Excellence in Service Delivery
- Excellence in Asset Management
- Excellence in Sustainability

The deadline for submitting applications to the UBCM at [awards@ubcm.ca](mailto:awards@ubcm.ca) is May 25<sup>th</sup>. More information is available in the policy guide and application form attached.

**3. Member Dues**

At the 2018 AGM members approved a 2% increase to annual member dues. Invoices have now been sent out to each member organization for payment. The dues are based on the population of the member organization. Thank you for your support of the AVICC.

# Community Excellence Awards

## 2018 Program & Application Guide

### 1. Introduction

---

The Community Excellence Awards recognize and celebrate UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC. The awards are designed to profile promising practices and to create successful pathways and incentives for others to follow.

UBCM has offered the Community Excellence Awards since 2004.

### 2. Eligible Applicants & Projects

---

The Community Excellence Awards program is open to UBCM members only. UBCM members may submit one application per category.

To be eligible for consideration, projects:

- Must have been initiated after January 1, 2013 and be substantially completed.
- Cannot be the subject of an application that was awarded a previous Community Excellence Award.
- May have been funded by grant programs administered by UBCM.

### 3. Categories

---

The purpose of local governments in BC are set out in both the *Community Charter* and the *Local Government Act* and generally focus on good governance, providing services for community benefit, providing stewardship of public assets, and fostering sustainability. Based on this, the categories are:

#### Excellence in Governance

Governance is the process of decision-making and the means by which decisions are implemented (or not implemented).

This category recognizes UBCM members that utilize governance processes and policies that are outcomes-based and consensus oriented; support and encourage citizen participation in civic decision-making; are efficient, equitable and inclusive, open and transparent; and exemplify best practices in accountability, effectiveness, and long-term thinking. This may include projects focused on staff, elected officials and/or the community at large.

### **Excellence in Service Delivery**

Service delivery involves the actual production and provision of goods and services to the community, and should be integrated with community plans and aligned with financial plans.

This category recognizes UBCM members that provide effective services in a proactive manner, demonstrate benefit to the community, and utilize performance measures, benchmarks and standards to ensure sustainable service delivery.

### **Excellence in Asset Management**

Asset management is an integrated business approach that involves planning, finance, engineering and operations to effectively manage existing and new infrastructure in order to maximize benefits, reduce risk and provide satisfactory levels of service to community users in a sustainable manner.

This category recognizes UBCM members that have developed a comprehensive system of asset management policies and practices, meeting and/or exceeding accepted best practices such as the International Infrastructure Management Manual, ISO 55000 or Asset Management for Sustainable Service Delivery: A BC Framework.

### **Excellence in Sustainability**

Sustainability means meeting current needs without compromising the ability of future generations to meet their own needs.

This category recognizes UBCM members that incorporate a long-term sustainability lens by considering the four pillars - cultural, social, economic and environmental issues - in planning, policy and practice.

## **4. Program Criteria**

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All applications will be scored against the following overall program criteria:

- Leadership: the extent to which the applicant acted as a local or regional leader in the development or implementation of the project.
- Partnerships and collaboration: the breadth and depth of community and/or regional partnerships that supported the project and the extent to which internal and/or external collaboration was evident.
- Innovation and promising practices: the degree to which the project demonstrated creativity and innovation, and contributed to increased efficiency or effectiveness.
- Public engagement and communications: the extent to which public engagement was foundational to the success of the project, including the use of communication tools such as social media.
- Transferability: the degree to which the process or outcomes of the project, or other learnings, could be conveyed to other UBCM members

## 5. Application Process

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### Application Deadline

The application deadline is Friday May 25, 2018. Awards will be presented during UBCM's 2018 Convention.

### Application Contents

All applicants are required to submit:

- Signed application form. Applications should be submitted as Word or PDF files.
- Five representative photos of the project. Photos should be submitted as JPEG files.

If you choose to submit your application by e-mail, hard copies do not need to follow

### Review of Applications

UBCM staff will perform a preliminary review of all applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Should UBCM staff determine that a submission is more suitable to a different category than the one submitted to, they may transfer the application to that category.

Subject matter experts will assess and score all eligible applications. UBCM's Presidents Committee will then review recommendations and scores from the subject matter experts and select category winners and honourable mentions.

The committee may also consider if applicants have received past awards and the location of each project.

## 6. Additional Information

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Please visit the Community Excellence Awards section of the UBCM website or contact [awards@ubcm.ca](mailto:awards@ubcm.ca) or 250 356-5193.

# 2018 RESOLUTIONS

## PART SR – SPECIAL RESOLUTIONS

### SR1 Special Resolution to Amend AVICC's Constitution

AVICC Executive

Whereas the AVICC's Constitution must comply with the new Societies Act before November, 2018; and

Whereas the AVICC's current Constitution does not address the requirement in the Act to designate as either member funded or non-member funded;

THEREFORE BE IT RESOLVED that The Association of Vancouver Island and Coastal Communities be designated a Member-funded Society, and the Society's Constitution be amended to include the following statement:

#### Section 3. MEMBER-FUNDED

"This society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members."

***ON MOTION, was ENDORSED***

### SR2 Special Resolution to Repeal and Replace AVICC's Bylaws

AVICC Executive

Whereas the review of the AVICC's Bylaws for compliance with the new Societies Act identified several areas that could be improved to make the bylaws clearer and to reflect current technology options; and

Whereas the AVICC's Bylaws have already been amended several times in the last 15 years and a replacement incorporating direction from the previous bylaws is appropriate:

Therefore be it resolved that the Bylaws of The Association of Vancouver Island and Coastal Communities be repealed and replaced as set out in Schedule A as distributed to members by mail and email on March 9th, 2018.

***ON MOTION, was ENDORSED***



**SR3 Special Resolution to Amend AVICC's Bylaws****AVICC Executive**

Whereas the AVICC's Bylaws currently state that a director of the AVICC Executive Committee must not be remunerated for being or acting as a director; and

Whereas it is deemed appropriate to pay a reasonable per diem for preparation and attendance at Executive Committee meetings, and this has been addressed in the new bylaws proposed in SR2;

Therefore be it resolved that if AVICC members do not endorse SR2 to repeal and replace the current bylaws at the 2018 AGM and Convention, the existing bylaws of the Society be amended as follows:

a. Section 30 be deleted and replaced as follows:

30. Directors may be paid a reasonable per diem rate for attendance at members' meetings and events at a rate to be determined by the Executive from time to time and shall be entitled to be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society.

***RESOLUTION WITHDRAWN*****PART ER – EXECUTIVE RESOLUTIONS****ER1 Determining Term of Office for Table Officers****AVICC Executive**

Whereas the current policies of the Association of Vancouver Island and Coastal Communities allow the President to be elected for two one-year terms; and

Whereas guidance is sought from the membership on whether a single term is more appropriate for elected service in each of the Table Officer positions:

Therefore be it resolved that AVICC Policies be amended to set a one-year term for the President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President except in extenuating/extraordinary circumstances such as illness or the removal of an Executive Member from their respective member organization).

***ON MOTION, was NOT ENDORSED*****ER2 AVICC Special Committee on Solid Waste Management****AVICC Executive**

Whereas the Association of Vancouver Island and Coastal Communities' (AVICC) Special Committee on Solid Waste Management, with representatives from nine regional districts, was

formed in 2015 to research, prepare and present the findings and recommendations to the 2016 convention on this mandated service;

And whereas the Special Committee reported out to the AVICC membership at the 2016 and 2017 conventions, the membership endorsed the action plans and further directed the Special Committee to report back to the 2018 convention with outcomes:

Therefore be it resolved that the AVICC endorses and supports the continuation of the Special Committee on Solid Waste Management with areas of work focused on: Partnership; Advocacy; Long-term Disposal; Regulations and Enforcement, and the 2018/19 action plan being:

Partnership – Continue to develop and to expand shared communication campaigns for participating members such as the illegal dumping campaign from 2017 using the shared funding provided by the participating members.

Advocacy – engage the newly elected Minister of Environment with a delegation, and Ministry staff through Committee involvement, with the official support of the AVICC membership as there has been delay due to the change of government.

Long-term Disposal – continue to update the metrics jointly developed to date and forecast future solid waste disposal demand of AVICC member populations in twenty, forty and sixty years time.

Regulations and Enforcement – continue to research and implement disposal bans and bylaws that are consistent across regions to reduce leakage across borders.

And final that the AVICC Special Committee on Solid Waste Management report back to the 2019 convention with outcomes.

***ON MOTION, was ENDORSED***

### **ER3 New Employer Health Tax**

### **AVICC Executive**

Whereas the Province has brought in a new employer health tax to replace medical services plan premiums without any consultation with local governments;

And whereas there are apparently significant cost impacts of this new tax for local government members that will need to be recovered through property taxes or through the other limited revenue sources available to local governments:

Therefore be it resolved that AVICC and UBCM request that the Province meet with UBCM to discuss the proposed tax, the implications of the tax, and to request a delay to its implementation until UBCM has had the opportunity to provide feedback to the Province.

***ON MOTION, was ENDORSED***

## **PART 1 – REFERRED RESOLUTION**

The following resolution was referred to the Association by UBCM, following the 2017 UBCM Annual Convention.

### **Finance**

#### **RR1 Community Works Funding – Small Communities (B75) Village of Sayward**

Whereas many communities are wrestling with increased infrastructure costs for essential services and in finding adequate sources of funding;

And whereas small communities have very limited funding options for providing basic infrastructure for their residents:

Therefore be it resolved that UBCM work with the Province to change the base level of Community Works Funding to \$100,000 for communities under 5,000.

#### ***RESOLUTION WITHDRAWN***

## **PART 2 – RESOLUTIONS RECEIVED BY THE DEADLINE**

The following are the resolutions received by the February 14, 2018 resolutions deadline.

**Part 2 – Section “A”** – This section contains resolutions regarding new issues.

### **Legislative**

#### **R1 Strata Utility Billing Legislative Change City of Courtenay**

Whereas many British Columbia municipalities invoice strata corporations directly for the collection of utility services fees;

And whereas billing individual strata property owners directly for utility services fees would have significant financial administrative implications for these municipalities:

Therefore be it resolved that the Minister of Municipal Affairs and Housing be respectfully requested to take forward to the Legislative Assembly amendments to the *Community Charter* and *Strata Property Act* to afford municipalities the option of imposing utility services fees on either strata councils or on individual strata lot owners.

#### ***ON MOTION, was ENDORSED***

#### **R2 Strengthen Penalties Regarding Breaches of Confidentiality City of Nanaimo**

Whereas the duty to respect confidentiality is a serious matter in all levels of government and the legal and court costs associated with upholding the confidentiality provisions of Section 117 of the *Community Charter* are prohibitive;

And whereas by exploring other levels of compliance would be beneficial ethically and financially for ensuring that the interests of the general public are upheld:

Therefore be it resolved that AVICC and UBCM strongly encourage the Province to act to expand the avenues to which non-compliance by Council can be deterred by implementing stronger and more easily accessible penalties for contravention of Section 117 of the *Community Charter*.

***ON MOTION, was NOT ENDORSED***

## **Community Safety**

### **R3 Gender-based Violence Strategy for Youth**

**City of Victoria**

Whereas children and youth who have been impacted by violence experience devastating and long-ranging mental health, physical health, social and educational impacts and the #metoo campaign has recently highlighted gender-based violence as one of the most pervasive forms of violence, taking various forms (e.g. cyber, physical, sexual, psychological, emotional, and economic);

And whereas according to Statistics Canada, young women aged 15 to 17 report the highest rate of gender-based violence amongst all age groups (2,710 per 100,000), and Indigenous, LGBTQ2, and disabled girls experience even higher rates of violence, noting that in 2017 the Government of Canada launched “It’s Time: Canada’s Strategy to Prevent and Address Gender-Based Violence,” identifying three priority areas: prevention, engaging men and boys, and support for survivors;

And whereas to support the strategy, the federal government has committed \$100.9 million over five years, and an additional \$20.7 million per year going forward;

And whereas while the BC government recently announced \$5 million to assist organizations working to prevent and respond to gender-based violence, there is currently no cohesive provincial strategy in place;

And whereas in order to combat gender-based violence among youth in BC and support healthy relationships, healthy families and healthy communities, a provincial strategy is needed;

And whereas drawing on the expertise of all relevant ministries, and building on the resources and strategies identified in the federal strategy, a comprehensive provincial strategy can be a catalyst for positive cultural change:

Therefore be it resolved that AVICC call on the Ministry of Education, the Ministry of Child and Family Development, the Ministry of Public Safety, and the Ministry of Mental Health to work together to develop a Gender-Based Violence Prevention Strategy for Youth.

***ON MOTION, was ENDORSED***

#### **R4 Seismic Early Warning System**

**City of Powell River**

Whereas the provincial government has recently invested five million dollars into Ocean Networks Canada's earthquake early warning system in BC to increase its number of offshore strong motion sensors and to integrate them with land-based sensors for robust collection and analysis of seismic activity;

And whereas this system is intended to feed a centralized source that in turn can immediately deliver early detection notifications prior to the arrival of the damaging waves of an earthquake to enhance life safety for British Columbians living in areas of the province with seismic risk:

Therefore be it resolved that AVICC and UBCM request that the Province commit to making the earthquake early warning system operational by completing the development of access to this network for communities, and other entities in the public and private sectors, for public safety in all parts of BC vulnerable to earthquake.

***ON MOTION, was ENDORSED***

#### **Elections**

##### **R5 Rescind Four Year Local Government Term**

**District of Metchosin**

Whereas four year terms are onerous for many in small communities, where being an elected official is not a well-paid position, even though the demands of the position can be stressful, time-consuming, and of great consequence to their communities;

And whereas three year terms allow greater accountability to residents, who are able to show, through elections, their regards for the directions their local governments are taking:

Therefore be it resolved that the provincial government reinstate three year local government terms.

***ON MOTION, was NOT ENDORSED***

#### **Transportation**

##### **R6 Modernizing the *Motor Vehicle Act***

**City of Victoria**

Whereas the Road Safety Law Reform Group of British Columbia and organizations including the City of Vancouver, British Columbia Cycling Coalition and Trial Lawyers Association of British Columbia have called on the Government of British Columbia to review and modernize the BC *Motor Vehicle Act*;

And whereas modernization of this legislation is necessary to achieve the Government of British Columbia's "Vision Zero" plan to make BC's roads the safest in North America and eliminate road-related injuries and deaths by 2020, and where the Road Safety Law Reform Group has provided evidence-based recommendations for increasing safety for vulnerable road users, including children, seniors, people with disabilities, pedestrians and cyclists:

Therefore be it resolved that the Government of British Columbia review and modernize the BC *Motor Vehicle Act*, to increase safety for all road users and achieve the “Vision Zero” objective of making BC’s roads the safest in North America and eliminating road-related injuries and death by 2020.

***ON MOTION, was ENDORSED***

## **Finance**

### **R7 Cannabis Tax Revenue Sharing**

### **Village of Tahsis**

Whereas municipalities in British Columbia have been enduring financial downloading from both federal and provincial levels of government for decades;

And whereas municipalities in British Columbia will face further increases in costs with the legalization of cannabis, including but not limited to, policing, licensing, enforcement, zoning and zoning enforcement, by-laws and by-law enforcement and possible health issues:

Therefore be it resolved that AVICC call for the Province to provide to BC municipalities an equal share (50/50) of the provincial tax revenue from the sales of cannabis in British Columbia in lieu of the increased financial burden legalization will bring to the municipal level.

***ON MOTION, was ENDORSED***

## **Environment**

### **R8 Climate Accountability for Fossil Fuel Companies**

### **City of Victoria**

Whereas communities in British Columbia face a range of impacts from climate change, including sea-level rise, increased coastal erosion, prolonged summer drought, and increased winter precipitation and communities are required to consider these impacts in infrastructure planning, construction and maintenance, as well as to mitigate the financial impacts of these costs on residents and businesses given the limits of local government revenue raising to property taxes and utilities;

And whereas while the precise amount of increased costs due to the increase in work on infrastructure due to climate change is not yet quantified, local governments in British Columbia are almost certainly already paying significantly increased costs and those amounts will only increase, noting that fossil fuel companies have played a major role in the creation of climate change, making hundreds of billions of dollars in selling products which cause climate change with the 20 largest fossil fuel companies having contributed—through their operations and products—to approximately 29.3% of greenhouse gases in the global atmosphere today:

Therefore be it resolved that AVICC write a Climate Accountability Letter to the 20 fossil fuel companies outlining the types of costs that communities are incurring and expected to incur due to climate change, and requesting that the companies pay their fair share of those impacts;

And be it further resolved that AVICC forward this motion to UBCM and to FCM and request that those local governments write Climate Accountability Letters on behalf of their member local governments.

***ON MOTION, was ENDORSED***

## **Regional Districts**

### **R9 Business Licensing Authority for Regional Districts**

**Alberni-Clayoquot RD**

Whereas regional districts in general have not been granted authority to regulate business or a system to issue business licenses;

And whereas businesses in regional districts periodically operate contrary to bylaws, businesses licenses provide the ability to regulate business operations and enforce compliance with bylaws:

Therefore be it resolved that AVICC request the provincial government grant all regional districts the additional powers, as an extended service, to make bylaws respecting the licensing of businesses in regional districts.

***RESOLUTION WITHDRAWN***

## **Health**

### **R10 Marihuana Addiction Treatment, Prevention & Education District of North Saanich**

Whereas large profits will be made by the federal government in the form of taxes once the Liberal government passes legislation permitting the recreational use of marihuana in Canada;

And whereas enormous profits will be made through the manufacture, production and distribution of marihuana;

And whereas the human cost will be in the hundreds of millions or possibly billions of dollars;

And whereas the tragic loss of humanity through addiction is immeasurable;

And whereas by legalizing marihuana the federal government will sanction and subsequently legitimize its use among Canadians;

And whereas if we have learned anything from the use of alcohol and tobacco there will be serious and often irreversible effects due to marihuana consumption;

And whereas treatment facilities have to be available for immediate and adequate response for all Canadians, not just for those who can afford private care;

And whereas trained professionals, care facilities and education have to be ahead of the need;

And whereas it is well studied that a proportion of any population is susceptible to becoming dependent on an addictive substance;

And whereas this adds up to tens, even hundreds of thousands of Canadians;

And whereas we have seen huge legal assessments against tobacco and alcohol producers after the harm has already been done and lives lost;

And whereas decades ago tobacco producers denied the harmful effects of smoking, second hand smoke and the addictive nature of tobacco smoking;

And whereas health risks and the potential for addiction cannot be denied and is the direct responsibility of the federal government and manufacturers, producers and distributors of marihuana:

Therefore be it resolved that the federal government commit all its tax revenue derived from the sale of marihuana that has not been designated to the provinces, for use in treatment, prevention and education;

And be it further resolved that those involved in the manufacture, production, distribution and sale of marihuana be required to establish a minimum 500 million dollar trust for the treatment of addicted persons in Canada.

***ON MOTION, was NOT ENDORSED***

#### **R11 BC Ferries Medical Priority Loading**

#### **Sunshine Coast RD**

Whereas individuals residing in ferry dependent communities who are travelling in relation to significant medical procedures are not automatically given priority loading on BC Ferries which can result in delays and unnecessary suffering;

And whereas applications for medical assured loading require advance planning which is not always possible given the variability of hospital stays and appointment times, and rely on medical practitioner time and awareness of the program:

Therefore be it resolved that the Ministry of Health and/or the CEO of BC Ferries be requested to modify the Travel Assistance Program to ensure that patients from ferry dependent communities requiring significant medical procedures receive priority loading.

***ON MOTION, as amended, was REFERRED to the AVICC Executive***

### **Selected Issues**

#### **R12 Community Social Planning**

#### **Village of Cumberland**

Whereas the Comox Valley Social Planning Society has been in discussions with like organizations in the Capital Regional District, Cowichan and Nanaimo on sharing experiences and developing an Island wide collaboration;



And whereas it has been demonstrated that collaborative, cooperative planning processes increase the efficiency and maximize the impacts of the investments that all levels of government are making in assisting communities to respond to the increasingly complex and inter-connected social issues they face:

Therefore be it resolved that AVICC through UBCM request the provincial government to commit to providing local governments with sustained financial support for local community social planning processes that serve to support and integrate responses to social issues throughout British Columbia.

***ON MOTION, as amended, was ENDORSED***

**R13 Re-evaluation of Resolutions by the Province**

**Sunshine Coast RD**

Whereas UBCM, as the conduit between its members and the provincial government, endorses numerous resolutions of significance to all local governments;

And whereas there has been a change in provincial government:

Therefore be it resolved that UBCM review previous resolutions to determine whether they should be re-submitted to the Province within the context of the priorities and policies of the new provincial government.

***RESOLUTION WITHDRAWN***

**R14 Ban Retail Sale of Pets in Pet Stores**

**City of Nanaimo**

Whereas the sale of animals from pet stores is a prominent issue in British Columbia;

And whereas the BC SPCA is opposed to any breeding, transport, confinement or sale of animals that is likely to cause distress or suffering or where their welfare and socialization are likely to be compromised:

Therefore be it resolved that AVICC and UBCM encourage local governments to enforce a ban on the sale of puppies, kittens and rabbits in pet stores.

***ON MOTION, was NOT ENDORSED***

Part 2 – Section “B” – This section contains resolutions that support existing UBCM policy, including:

- Previously considered and endorsed resolutions; or
- Resolutions in keeping with UBCM policy, including previously approved policy papers or other documents.

## **Legislative**

### **R15 Review Requirements for Public Notification**

### **District of Central Saanich**

Whereas the primary purpose for provincial legislation requiring public notification should be to help municipalities notify residents based on what the metrics demonstrates and based on getting the best value for limited money;

And whereas printed newspapers are no longer the only or most effective means of giving public notice and yet the *Local Government Act* and the *Community Charter* specifically require that all public notices be published in a print newspaper;

And whereas with a new provincial government and new technologies this resolution is aimed at better notifying residents while ensuring money spent on notification is effective:

Therefore be it resolved that the provincial government be requested to review the *Local Government Act* and the *Community Charter* and consider modernizing the language so that newspapers, social media, web sites and other forms of online advertising are all given an equal footing for municipalities to consider how to best inform their residents.

***ON MOTION, was ENDORSED***

### **R16 Notice by Mail**

### **RD of Nanaimo**

Whereas Section 220 of the *Local Government Act* requires that notice of a special board meeting must be mailed to each director at least 5 days before the date of the meeting, and the *Interpretation Act* specifies that such mail must be delivered by Canada Post;

And whereas this requirement, which applies to regional districts and not municipalities, creates unnecessary time delays for holding special board meetings and is not in keeping with technological advances of recent years:

Therefore be it resolved that the Province be urged to amend the legislation to permit such notices to be provided by other means, including electronic mediums.

***ON MOTION, was ENDORSED***

## **R17 Review of Board of Variance Process**

**City of Victoria**

Whereas the *Local Government Act* requires local governments to appoint boards of variance that are empowered to consider minor variances where a person alleges that complying with a bylaw respecting the siting, size or dimensions of a building would cause them hardship;

And whereas deliberations of local boards of variance provide minimal opportunities for public comment on the requested variances, and provide no role for comment from the elected council of a municipality or the board of a regional district in unincorporated areas:

Therefore be it resolved that the provincial government review the current provisions in the *Local Government Act* relating to boards of variance and consider amendments to ensure that the interests of public accountability, transparency, and local democracy are upheld.

***ON MOTION, was ENDORSED***

## **R18 Local Improvement Charges**

**City of Powell River**

Whereas the Provinces of Nova Scotia and Ontario allow municipalities to offer homeowner financing through local improvement charges to fund improvements to private homes upgrading the energy efficiency of the home and/or adding renewable energy options to the home;

And whereas these improvements reduce energy costs to the homeowner for the lifecycle of the home while reducing energy use and greenhouse gas emissions within the community;

And whereas the local improvement charge model reduces the burden of debt from the homeowner and the debt stays with the house in the form of a property tax until paid off:

Therefore be it resolved that AVICC request the Province of British Columbia to approve enabling legislation to allow municipalities to provide private property owners financing for energy efficiency retrofits and renewable energy upgrades to their homes through the use of local Improvement charges.

***ON MOTION, was ENDORSED***

## **Transportation**

### **R19 Active Transportation Infrastructure**

**City of Courtenay**

Whereas in order to respond to the evolving needs of British Columbians and to diversify the economy, local governments across BC have developed and started to implement: forward-thinking transportation plans, downtown revitalization plans, age-friendly community plans, innovative recreation plans, and integrated community sustainability plans—whose timely implementation will require significant investments in active transportation;

And whereas the operational costs of municipal governments and the costs of basic municipal capital projects have increased significantly over the last 10 years:

Therefore be it resolved that the AVICC and UBCM call on the provincial government to establish a new, dedicated provincial fund to help finance a broad range of active transportation infrastructure projects and programming by local governments, and designed to support: local residents' diverse mobility needs, access to affordable recreation options, and tourism development.

***ON MOTION, was ENDORSED***

**R20    Cycling Infrastructure Funding**

**Sunshine Coast RD**

Whereas limited revenue sources constrain local government construction of active transportation facilities that support healthy lifestyles, local economic opportunities through tourism; and reduce congestion, greenhouse gas emissions and localized air pollution;

And whereas the current level of provincial cycling infrastructure grant funding is inadequate to meet the demand:

Therefore be it resolved that the provincial government be urged to increase the BikeBC Fund to \$50 million per year.

***ON MOTION, was ENDORSED***

**Environment**

**R21    Protecting Local Waterways & Wild Fish Species**

**City of Victoria**

Whereas British Columbia's coastal communities rely on healthy waterways and healthy marine ecosystems including fisheries for economic, social and ecological wellbeing and where the proliferation of open-net fish farms with non-native fish species threatens local waterways and wild fish species, undermining the economic, social and ecological wellbeing of local communities;

And whereas many open-net fish farms have been established in indigenous territories in the absence of adequate consultation with indigenous governments, undermining the shared objective of reconciliation and respectful relations between indigenous and non-indigenous governments:

Therefore be it resolved that the Province of British Columbia consult First Nations governments, local governments, conservation organizations and industry on a transition plan to closed-containment aquaculture, including a just transition for affected workers.

***ON MOTION, was ENDORSED***

**R22 Federal Review of Geoduck Aquaculture****Islands Trust**

Whereas Fisheries and Oceans Canada (DFO) approved the Integrated Geoduck Management Framework in 2017 (IGMF);

And whereas the IGMF will lead to increased applications for geoduck aquaculture which has the potential to negatively impact the marine environment:

Therefore be it resolved that UBCM request that DFO conduct an ecosystem-based study of potential and cumulative impacts of increased geoduck clam aquaculture and consider increased monitoring and enforcement.

***ON MOTION, was ENDORSED***

**R23 Uniform Business Regulations for Disposable Plastic Packaging City of Victoria**

Whereas uniform regulations of businesses provide predictability, certainty and efficiency for consumers and business operators;

And whereas unrestricted use of disposable plastic packaging is inconsistent with values of British Columbia residents and imposes costs on local governments in British Columbia, prompting communities to examine options for business regulations limiting disposable plastic packaging in order to contain costs and manage solid waste streams responsibly:

Therefore be it resolved that the Province of British Columbia work with local governments and retailers to introduce uniform, province-wide business regulations in relation to disposable plastic packaging, to substantially reduce the volume of disposable plastic packaging in local solid waste streams.

***ON MOTION, was ENDORSED***

**R24 Protecting Coastal Communities & Waterways from Oil Spills City of Powell River  
City of Victoria**

Whereas the Province of British Columbia is pursuing regulations to restrict the transport of diluted bitumen until such time as adequate safeguards are in place to protect coastal communities and waterways from the harm caused by oil spills;

And whereas the impacts of oil spills on local communities are severe, including: costs relating to emergency response, clean-up and recovery; damage and loss of enjoyment of shoreline areas; damage to biological diversity of plant and animal species; reduced property values; public health impacts; and economic losses in tourism, fishing and other sectors:

Therefore be it resolved that AVICC endorse the efforts of the Province of British Columbia to introduce regulations that will safeguard coastal communities and waterways from harm caused by oil spills.

***ON MOTION, was ENDORSED***

**R25 Watershed Governance Model**

**Sunshine Coast RD**

Whereas UBCM has consistently advocated for providing water purveyors with greater control over the watersheds that provide drinking water to their communities;

And whereas an integrated watershed governance approach that recognizes indigenous water rights and utilizes a collaborative, consensus building approach to decision making could provide a model that addresses community needs while balancing the resource and capacity limitations experienced by local governments and First Nations:

Therefore be it resolved that the Province recognize and support local watershed collaborative governance entities and adequately resource these entities.

***ON MOTION, was ENDORSED***

**R26 BC Hydro LED Street Light Conversion**

**City of Powell River**

Whereas high pressure sodium (HPS) streetlights are a major energy burden to municipalities and contribute significantly to green house gas emissions and light pollution;

And whereas BC Hydro owns the majority (approximately 75%) of all municipal streetlights:

Therefore be it resolved that AVICC request the Province of British Columbia to direct BC Hydro to begin an LED streetlight conversion project to programmable LED streetlights in all municipalities.

***ON MOTION, was ENDORSED***

**R27 Herring Recovery Plan & Moratorium**

**City of Powell River**

Whereas Fisheries and Oceans Canada, despite being mandated to use the precautionary principle when making decisions affecting fish populations, continues to open commercial herring fisheries in BC while populations are severely depleted from historic levels and ecosystem requirements are poorly understood;

And whereas a previous moratorium on the commercial fishing of herring in the late 1960s resulted in significant recovery of herring populations:

Therefore be it resolved that AVICC and UBCM call upon Prime Minister Justin Trudeau to direct the Department of Fisheries and Oceans to develop a west coast herring recovery plan

through a process involving First Nations, independent scientists, naturalists, other levels of government and relevant non-government organizations;

And be it further resolved that a moratorium on all commercial fishing of herring in British Columbia be instituted immediately until populations recover to the level decided upon by the herring recovery plan.

***ON MOTION, was ENDORSED***

**R28 Protection of Native West Coast Salmon**

**District of Sooke**

Whereas British Columbia's native west coast wild salmon can be negatively impacted by commercial salmon farms due to increased levels of diseases and parasites from farmed salmon; degradation of their genetic makeup through interbreeding with escaped farmed salmon; and ecological competition with escaped farmed salmon:

Therefore be it resolved that AVICC and UBCM urge the Province of British Columbia to enact legislation that would protect British Columbia's wild salmon stock from the negative impacts of commercial salmon farms.

***ON MOTION, was ENDORSED***

**Land Use**

**R29 Private Managed Forest Land Act Amendment**

**City of Powell River**

Whereas Section 21 of the *Private Managed Forest Land Act* is an unacceptable restriction on the authority of local governments to regulate activities on private managed forest land (PMFL);

And whereas local governments and communities would benefit significantly from PMFL owners sharing their management commitment, operations maps, harvesting plans and supporting assessments and long-term disposition or development intentions for their land;

And whereas PMFL regulations are not equivalent to forestry regulations that apply to Crown forest land:

Therefore be it resolved that AVICC and UBCM call on the Province to amend the *Private Managed Forest Land Act* and Regulations to provide local government more authority to regulate activities on PMFL; require the owners of PMFL to annual consultation and sharing of management commitments, operations maps, harvesting plans and supporting assessments and long-term disposition or development intentions for land within municipal boundaries; and amend the *Private Managed Forest Land Act* and Regulations to standards that are equivalent to Crown forest land regulations.

***ON MOTION, was ENDORSED***

## **Community Economic Development**

### **R30 Sustainability of West Coast Fisheries**

**City of Campbell River**

Whereas fisheries are an important economic driver for the Province of British Columbia, particularly on Vancouver Island;

And whereas fisheries in BC is defined as inclusive of commercial, indigenous, recreation and aquaculture:

Therefore be it resolved that the Province ensure that all decisions with regards to the management of all fisheries, and protection of the natural environment, are made based on current data, technology, science and traditional knowledge.

***ON MOTION, was ENDORSED***

### **R31 Log Export Policy**

**Alberni-Clayoquot RD**

Whereas billions of dollars of forest industry investment sits idle or is under-utilized in the Province of British Columbia, particularly on Vancouver Island;

And whereas \$805 million of unprocessed logs were exported from British Columbia in 2017, compared to \$278 million exported in 2008, forgoing the opportunity to add value to and create local jobs in this province's forestry sector:

Therefore be it resolved that the Government of British Columbia enact policy that prohibits raw log export from British Columbia without provincial wood processing needs and capacity being evaluated and met.

***ON MOTION, was ENDORSED***

## **Selected Issues**

### **R32 Common Asset Management Policy**

**City of Courtenay**

Whereas the purposes of a British Columbia municipality and regional district include providing for stewardship of the public assets of its community;

And whereas the powers, duties and functions of British Columbia municipal and regional district Chief Administrative Officers include:

- a) overall management of the operations of the local government;
- b) ensuring that the policies, programs and other directions of the council or board are implemented; and
- c) advising and informing the council or board on the operation and affairs of the local government;



Therefore be it resolved that AVICC support sound asset management practices as the means to achieve local sustainable service delivery;

And be it further resolved that BC municipalities and regional districts, their respective CAOs and staffs would benefit from guidance to a common communications approach to enhance asset management practices;

And be it further resolved that the Asset Management BC partnership develop and implement a common communications approach to enhance asset management practices.

***ON MOTION, as amended, was ENDORSED***

**R33 Continuation of Income Subsidy Benefits**

**Village of Cumberland**

Whereas the support portion of Income Assistance (\$335 for a single person) is frequently used to supplement the shelter portion of Income Assistance (\$375 for a single person) to cover housing costs;

And whereas persons entering a residential recovery program maintain the shelter portion of Income Assistance but lose the support portion, often resulting in that person not being able to maintain their current housing, and putting the person at greater risk of homelessness upon exiting of the program:

Therefore be it resolved that AVICC and UBCM request that the Ministry of Social Development and Poverty Reduction continue the support portion of Income Assistance benefits for individuals living in temporary housing, such as recovery programs and protective housing, for the duration of their recovery.

***ON MOTION, was ENDORSED***

### **PART 3 – LATE RESOLUTIONS**

On motion, duly moved and seconded, that the Late Resolutions Report be received was endorsed.

#### **AVICC RESOLUTIONS COMMITTEE REPORT ON RESOLUTIONS RECEIVED AFTER THE DEADLINE**

##### **A. LATE RESOLUTIONS: ADMIT FOR PLENARY DEBATE**

- |    |   |                                |
|----|---|--------------------------------|
| L1 | Speculation Tax                                   | Regional District of Nanaimo   |
| L2 | Moratorium on ALR Lands for Cannabis              | District of Central Saanich    |
| L5 | Broadcasting Personal Information Without Consent | Powell River Regional District |

##### **B. LATE RESOLUTIONS: NOT APPROPRIATE FOR DEBATE**

- |    |  |  |
|----|--|--|
| L3 | Restrict Transport of Diluted Bitumen      | City of Courtenay, Township of Esquimalt |
| L4 | Funding of Park and Playfield Improvements | City of Nanaimo                          |

##### **L1) Speculation Tax**

##### **Regional District of Nanaimo**

Whereas the Province has proposed to implement a Speculation Tax to address housing affordability in selected Regional Districts and municipalities in British Columbia;

And whereas this tax has been identified by stakeholder groups and targeted local governments as having negative impacts where it is proposed, including creating an unequal playing field for real estate development and property investment between jurisdictions targeted by the Tax and those that are not;

Therefore be it resolved that the Association of Vancouver Island and Coastal Communities request that the Provincial Minister of Finance not implement the proposed Speculation Tax in the Regional District of Nanaimo.

***ON MOTION, was REFERRED to the AVICC Executive***

**L2) Moratorium on ALR Lands for Cannabis****District of Central Saanich**

Be it resolved that the District request that the Premier of British Columbia and the Minister of Agriculture place a moratorium on further use of Agricultural Land Reserve lands to grow recreational cannabis while it performs a minimum of six month review and broad consultation with farmers, local governments, industry and the public on the use of Agricultural Land Reserve lands for the growth and production of marijuana.

***ON MOTION, as amended, was ENDORSED***

**L5) Broadcasting Personal Information without Consent****Powell River Regional District**

Whereas a presentation by Bradley Weldon from the Office of the Information and Privacy Commissioner (OIPC) was given at the annual CEO/CAO Forum on March 20, 2018 and dealt with application of the Freedom of Information and Protection of Privacy Act (FOIPPA) regarding a public body disclosing personal information inside or outside of Canada through broadcasting transmissions without the person's consent in the context of public hearings/meetings and webcasting; and

Whereas the only operational solutions suggested were arduous and seemingly against all tenets of open and transparent public meetings and the advice given was to seek amendments to current legislation authorizing disclosure on the internet:

Therefore be it resolved that the Association of Vancouver Island and Coastal Communities (AVICC) request the Province of British Columbia to explore the need for amendments to the Freedom of Information and Protection of Privacy Act (FOIPPA) regarding the potential export of video personal information inside or outside of Canada.

***ON MOTION, as amended, was ENDORSED***

## **RESOLUTIONS OFF THE FLOOR**

On motion, duly moved and seconded, that the resolution titled “West Coast Marine Spill Response Guarantee” distributed to all members in attendance be admitted for discussion was endorsed.

### **OF1) West Coast Marine Spill Response Guarantee**

**City of Port Alberni**

Whereas Kinder Morgan has announced they may cancel their expansion project as soon as May 31st, 2018 and the West Coast Marine Spill Response Corporation has suspended activities at facilities they are building across our region which are tied to the completion of the Kinder Morgan project;

And whereas there is an existing and continued need for world class spill response and the jobs that are tied to that response on the West Coast of British Columbia:

Therefore be it resolved that the Association of Vancouver Island and Coastal Communities ask the Governments of British Columbia and Canada to guarantee funding for the construction and operation of the marine response facilities including those steered by first nations so that those jobs and the world class ocean protection they provide are guaranteed.

***ON MOTION, as amended, was ENDORSED***

On motion, duly moved and seconded, that the resolution titled “Services to On-Reserve Constituents” distributed to all members in attendance be admitted for discussion was endorsed.

### **OF2) Services to On-Reserve Constituents**

**Central Coast Regional District**

Whereas Local Governments provide services to on-reserve constituents who are not fiscally represented in our budgets;

And whereas the Central Coast Regional District is refining a resolution to the 2018 UBCM Convention that addresses this fiscal gap that affects service delivery across British Columbia;

Therefore be it resolved that AVICC Executive be directed to send a letter of support to accompany their submission asking UBCM to prioritize a workshop that explains the issues and solutions captured in the resolution and/or other advocacy efforts AVICC Executive deems appropriate.

***ON MOTION, as amended, was ENDORSED***

# Oceans Protection Plan Consultation

**May 9, 2018**

As a part of the Oceans Protection Plan, the Government of Canada has commissioned the development and testing of a risk assessment methodology for the northern coast of British Columbia, focusing on ship-source oil spills.

The results will provide response planners with information on the likely locations for ship-source oil spills and their potential environmental and socioeconomic impacts.

Transport Canada is looking for input from First Nations, coastal communities, and local stakeholders to help refine the draft approach for the risk assessment. It is also an opportunity for stakeholders to provide a more complete understanding of the region, including local hazards, sensitivities, and other unique features.

Interested parties can participate in a stakeholder consultation session on May 31<sup>st</sup> at UBC Robson Square in Vancouver from 11:00am-5:00pm. This is a drop-in session and attendees can arrive anytime during the session. Transport Canada expects the average participant to spend 90 minutes at the workshop. This will be a repeat stakeholder session with the same format as those held in Prince Rupert (May 9<sup>th</sup>) and Campbell River (May 23<sup>rd</sup>).

In fall 2018, Transport Canada will provide a summary of the draft results, along with how input was incorporated into the findings. This will also provide an opportunity for further feedback on the overall process and approach for use on future risk assessments.

For further information on these sessions or the Risk Assessment for the northern coast of British Columbia, please contact Transport Canada [staff](#).

Stakeholders can apply for the Government of Canada's [Community Participation Funding Program](#) (CPFP) to support their attendance at this engagement session.

# CPFP Applicant's Guide

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## From Transport Canada

Transport Canada's Community Participation Funding Program (CPFP) provides federal funding to help Indigenous groups and local communities in the development and improvement of Canada's marine transportation system in Canada.

## In this guide

1. Program description
2. Available funding
3. Eligibility assessment criteria
4. Eligible expenditures
5. Ineligible expenditures
6. Notification
7. Service standards
8. Funding agreements
9. How to apply
10. Submitting your application

## 1. Program description

The objective of the CPFP is to encourage the participation of Indigenous groups and local communities in the development and improvement of Canada's marine transportation system in Canada. More specifically, the CPFP will provide recipients with the capacity to engage with and share their knowledge and expertise in the development and improvement of Canada's marine transportation system to ensure that these will be tailored to local conditions and environmental sensitivities. They will also be encouraged to contribute towards the development and implementation of federal marine transportation strategies and policies that may impact their daily activities.

## 2. Available funding

The CPFP will provide funding over a period of five years and all activities must be completed **by March 31, 2022**.

Funding of up to **\$50,000 per recipient, per funding request**, will be provided.

Applicants that represent more than one recipient must clearly indicate each one in their application.

The funding will be to:

- coordinate local engagement activities to support input provided to federal and other stakeholders regarding marine transportation strategies and policies
- reimburse the costs to prepare for and attend meetings related to the development and improvement of Canada's transportation system (for example: travel, salaries and administrative costs)

- provide additional funding to reimburse the costs for consultant services to prepare information and contributions related to the development and improvement of Canada's transportation system

## 3. Eligibility assessment criteria

### 3.1 Eligible recipients

Eligible recipients must demonstrate that they are affected by the development or implementation of federal marine strategies and/or policies. Eligible recipients include:

- not-for-profit organizations
- local communities (for example, municipal governments, resident associations, individuals selected to represent local entities with no legal status)
- Indigenous groups

Important note: Applicants representing one or more eligible recipients must apply using the [Application Form for Multiple Organizations](#).

Applicants will be **ineligible** if the applicant represents a government, other than municipal or Indigenous governments.

### 3.2 Eligible activities

Eligible activities will be to contribute to the development, improvement and/or implementation of marine transportation strategies and policies.

Activities include:

- coordinating local engagement activities and/or meetings for stakeholders
- reviewing documents and providing written comments
- preparing for, travelling to and participating in meetings
- hiring expertise or conducting studies

### 3.3 Engagement activities and meetings

Engagement activities and meetings will be identified and posted regularly. Applicants must identify which of these engagement activities and/or meetings they wish to participate in and provide a brief explanation\* as to the reason for their participation in this activity or meeting.

\*Due to limited funding, we will need to ensure that we distribute the funds to recipients who are directly impacted. Therefore, it is important that you provide a clear explanation to support your participation.

## 4. Eligible expenditures

Eligible expenditures are those that:

- are directly related to the eligible activity
- contribute to the objectives of the Program

- include one or more of the following expenses:
  - travel expenditures, including hotel accommodation, car rental and kilometric rates, bus, train, ferry, airplane fares, costs for meals and incidentals
  - honoraria and ceremonial expenditures for Indigenous applicants
  - staff salaries and benefits
  - administrative expenditures for up to 15% of total costs (including general administration expenditures, rent, insurance, office equipment rental and membership fees)
  - professional services contracted to assist in the preparation for meetings (for example, environmental expertise)

Note: Applicants must base their amounts on the rates and allowances of the Travel Directive of the National Joint Council.

## 5. Ineligible expenditures

Expenditures that are not eligible for funding include:

- expenditures for provincial sales tax and the GST or HST, where applicable, for which the recipient is eligible for a rebate, or any other costs eligible for rebates
- hospitality expenses (for example, alcoholic beverages and gifts)
- travel and per diem expenses over and above rates determined by the Travel Directive of the National Joint Council

## 6. Notification

After receiving an application, we will evaluate whether or not the application is eligible for funding in whole or in part, and will inform the applicant. We reserve the right to accept or reject any submitted application.

## 7. Service standards

In an effort to continually improve our services and conduct a transparent process, we have established the following service standards:

- Our goal is to provide applicants with written acknowledgement of receipt of their application and/or project proposal within 10 business days of the application deadline date
- Our goal is to issue payments within 20 business days following the notification to the recipient that the requirements outlined in the funding agreement have been fulfilled

Note: If the program cannot meet the above standards, we will advise recipients in a timely manner.

## 8. Funding agreements

### 8.1 Single-organization application



### 8.1.1 Agreement for funded activities

The application form—including Part 1 (form) and Part 2 (terms and conditions)—and the letter of funding approval, once completed and signed, form the funding agreement between Transport Canada and the recipient.

### 8.1.2 Letter of funding approval for eligible activities

Eligible applicants will receive a letter of funding approval. This letter will indicate when the eligible expenditures will be eligible for reimbursement under the Program.

### 8.1.3 Payment of funding

Funding will be made to recipients for eligible expenditures upon the following requirements:

- Only eligible expenditures incurred **after** the date indicated in the letter of funding approval will be eligible for reimbursement
- Reimbursements will be made upon receipt, to our satisfaction, of the original and completed CPFP Reimbursement Form along with associated invoices and receipts
- No payments to individuals will be made
- The maximum amount of total government funding must not exceed 100% of total eligible expenditures

Note: Reimbursements will be made to the applicant organization as a lump sum payment and only on costs incurred. **No funding will be provided in advance.** Funding is conditional on the availability of funding under the Program.

## 8.2 Multiple-organization application

A funding agreement signed by both the recipient and Transport Canada is required to receive funding under CPFP for a multiple-organization application. Transport Canada will indicate what date recipients may begin incurring costs.

### 8.2.1 Project scope and agreement

The applicant's application will form the foundation of the project scope, mandatory legal documentation, clauses, terms and conditions and payment structure that will be included in the funding agreement. Once the agreement is signed, no change to the scope of the project is possible without prior written agreement between the recipient and Transport Canada.

### 8.2.2 Financial claims

Recipients can only submit claims for reimbursement of expenditures incurred that **are identified in the funding agreement**. Recipients will be required to submit a list of invoices with each claim.

Note: **No funding will be provided in advance.** Funding is conditional on the availability of funding under the Program.

## 9. How to apply

The following section details the documents required to submit an application.

### 9.1 Documentation required

### 9.1.1 Single-recipient application

Applicants must submit a completed application package, which includes the following 2 parts. Parts 1 and 2 must be used in full to apply to the Program, and Part 3 is to be used to request a reimbursement.

Application Form for Single Organization and Terms and Conditions(Parts 1 and 2)

Reimbursement Form (Part 3)

### 9.1.2 Multiple recipient application

Applicants must submit a completed application form, with applicable signatures from each recipient.

Application Form for Multiple Organizations

## 10. Submitting your application

### Application deadline

Applicants wanting to apply for funding must send in their application package **at least 20 business days prior** to the date(s) of the activities and/or meetings they plan to participate in and attend. Please note that the funding will be provided on a “first come, first served” basis until the program funding is fully allocated. Therefore, it is strongly recommended that applicants apply as early as possible but within the above-mentioned deadline.

**To maintain the transparency and fairness of the selection process, no extensions can be granted.**

Note: All applications must be signed, complete, accurate, comprehensive and presented using the template provided, and must include Part 2 (terms and conditions) of the application form. Missing or incomplete information will slow the processing of the application and may result in its rejection.

An application package may be submitted by email or by mail, at the applicant's discretion.

**Email:** An electronic application package must be in MS Word, MS Excel or PDF format. Send the application to:

[tc.cfp-pfp.tc@tc.gc.ca](mailto:tc.cfp-pfp.tc@tc.gc.ca)

**Mail:** A signed hard copy may be sent by mail, and must be received in this office by the application deadline.

Mail applications to:

Community Participation Funding Program  
Transport Canada  
330 Sparks St., Place de Ville – Tower C (AHEC)  
Ottawa ON  
K1A 0N5

Transport Canada will confirm receipt of application packages.

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## MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

### REPORT FROM THE CHAIR and VICE-CHAIR ON ACTIVITIES FOR THE PERIOD OF JANUARY 2017 – APRIL 2018

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#### PURPOSE

This report is intended to provide a summary of the activities and performance of the Municipal Finance Authority of British Columbia (MFA) for the period of January 2017 – April 2018.

#### MFA

##### Board of Trustee Meetings

The Board of Trustees attended seven meetings.

The Investment Advisory Committee, comprising all trustees, held three meetings. The purpose of these meetings is to receive reports and analysis from management and our pooled investment fund manager, Phillips, Hager & North (PH&N).

##### Semi-Annual General Meeting of Members

Members and trustees attended the Semi-Annual General meeting on September 26, 2017 and the Annual Meeting of the Members on March 22, 2018.

#### 2017 IN REVIEW AND LOOKING FORWARD

During the year, we added **three new team members**: Wendy Nesbitt, Administrative Assistant; Nikola Gasic, Portfolio Analyst/Manager; and Lauren Kerr, Credit and Compliance Officer. These excellent additions continue the reinvention of our organizational structure we began in 2015, deepening our expertise and expanding our capacity for growth and improvement. In 2018, we will fill our vacant Programmer/Analyst position and complete the search for our new Director of Finance.

From a **program perspective**, 2017 marked the end of the MFA Leasing Corporation and the long-standing leasing program, which has been replaced with our more streamlined equipment financing program. We also added a new pooled high interest savings investment program which has been extremely well-received, and we will launch a second service provider option in mid-2018. Finally, we undertook extensive research on the topical issue of fossil fuel divestiture and the possibility of

creating a new 'socially responsible (SRI)' pooled investment fund for clients who expressed this need. Review continues on this subject as we work with interested clients and our fund managers at PH&N on this option. Demand for a pooled SRI fund remains at about \$65 million at year end, but we continue to monitor interest and will continue our work if we reach \$100 million in demand.

#### **Income from Operating Activities, Short-Term Debt Fund, and Retention Fund**

Our retention fund grew to \$64 million at the end of 2017, a \$8.8 million increase from 2016. This was accomplished by a combination of income from operations of \$3.3 million, short-term debt fund earnings of \$4.4 million, and interest earned on the fund itself of \$1.1 million. The uses of the retention fund are currently technically unrestricted. However, the fund supports our AAA ratings and investors' view of MFA's credit quality. As such, management and trustees will be developing a formal policy with respect to its intended use and targeted size.

#### **Asset and Investment Management**

Assets under management were \$8.8 billion at the end of 2017. Assets comprise our loans to clients of \$4.4 billion, representing 1,746 long-term requests for financing through 28 regional districts and three other entities. Our short-term loans of \$279 million represented 134 short-term requests for financing and 334 equipment financing arrangements. Included in our assets are investments of \$3.8 billion managed internally. Of these investments, \$3.5 billion are held as sinking funds which reflect payments collected from clients and invested for the future retirement of market obligations. We also manage and invest a debt reserve fund, valued at \$109 million at the end of the year. The debt reserve fund holds assets as security for debenture payments to bondholders in the unlikely event that a client is unable to make payment to the MFA. It is a measure of protection that has never been accessed in our history.

#### **Long-Term Lending**

We issued \$956 million of **long term bonds** in 2017 – a drop of about \$600 million from 2016, reflecting a lower amount of maturing market debt to be refinanced. We issued five debenture issues during 2017 (compared to 2016 – \$1,565 million raised in five issues). These issues achieved 5- and 10-year borrowing rates of between 2.15% to 2.99% – low by historical standards, but higher than the all time low rates achieved in 2016 of 1.6% and 2.5%. These higher rates reflect a rising rate environment in the midst of strong global economic growth. Throughout 2017, MFA continued to access the lowest long-term rates in Canada when compared to our Municipal peers.

This borrowing program refinanced maturing debt and underpinned both existing client loans as well as 94 new loans aggregating over \$520 million to our clients.

<b>New Long-Term Loans – 2017 Full Year</b>		
Size	Number	Aggregate Amount
Less than \$1 million	40	\$ 14,847,269
Between 1 & 5 million	30	62,097,963
Between 5 & 10 million	12	84,176,876
Between 10 & 15 million	6	79,004,366
Above \$15 million...	1	33,535,000
	1	34,873,000
	1	50,000,000
	1	50,000,000
	1	50,000,000
	1	61,250,000
<b>Total</b>	<b>94</b>	<b>\$519,784,474</b>

### **Short-Term Lending**

At the end of 2017 we had \$700 million in commercial paper outstanding to support our current and expected growth in short-term lending. We issued \$5.6 billion in commercial paper throughout the year in our weekly auctions. Short-term loans are refinanced weekly, allowing for flexibility and efficiency for our clients. This program is primarily used to provide interim financing for capital projects during construction and lending for our equipment financing program.

In 2017 there were 229 new loans written with initial advances totalling \$125 million. We made 356 advances ranging from \$ 1,026 to \$9 million. At the end of December, we had 468 loans outstanding aggregating \$279 million.

<b>Short-term Loans Outstanding December 31, 2017</b>		
Size (\$)	Number	Aggregate Amount (\$)
<\$50,000	231	\$ 4,166,085
50,000 < <150,000	115	10,390,747
150,000 < < 500,000	66	17,405,539
500,000 < < 1 million	20	13,009,238
1 million < < 5 million	29	52,784,939
5 million < < 10 million	3	18,256,200
Greater than 10 million	4	162,686,437
<b>Total</b>	<b>468</b>	<b>\$278,699,185</b>

### **Triple A Credit Ratings**

Annual credit rating presentations were held in May 2017. The representatives for MFA were Chair Malcolm Brodie, Vice-Chair Al Richmond, CAO Peter Urbanc, Graham Egan (Director of Finance), Shelley Hahn (Director of Business Services) and Phil Trotsuk (CFO of Metro Vancouver Regional District).

Our AAA credit ratings with stable outlooks were reaffirmed in mid to late 2017 by Standard and Poor's, Moody's, and Fitch. Our Commercial Paper program was also reaffirmed at the highest ratings available. The institutional framework of the MFA, professional management, and fiscally responsible local government in British Columbia continue to be cited as key factors supporting our ratings.

Our 2018 annual meetings with the rating agencies took place in March and April of 2018, but at the time of writing of this report our ratings have not yet been reaffirmed.

### **Investor Relations**

In order to access the lowest available cost of funds from institutional bond investors around the world (central banks, insurance companies, pension plans, asset managers), MFA must compete for brand recognition and share-of-wallet with other highly-rated Municipal, Provincial, and AAA issuers globally. This requires continuous investor relations efforts to differentiate our name and ensure institutional investors maintain or increase room for the MFA credit in their portfolios. Our investor relations program continues to be active attracting several new investors in 2017, both internationally (2 new central bank buyers from Europe and the Middle East) and in Canada (several investors that had been inactive in our name started buying again).

### **Syndicate Review**

In early 2018, we undertook a **detailed review** of the institutions that form our syndicate. The **MFA syndicate** is a group of the largest banking/dealer institutions in Canada that assist in placing our bonds to institutional investors – a critical component of our business. It is good practice to re-allocate syndicate members' relative positions on a periodic basis based on a review of their performance. As part of that review, we have decided to change the way we will sell bonds to the market, moving from an "underwritten" to an "agented" process, which we believe is a better approach going forward for MFA. This approach has the advantage of being a much more transparent and efficient way to issue bonds and should yield benefits for years to come.

### **Pooled Investment Funds**

In October 2017, we launched our first of 2 pooled high interest savings accounts (PHISA). The CIBC PHISA is presently paying 1.96% on all money deposited. This rate will adjust with the prime rate. As at the time of this report there was \$245 million on deposit.

The 2017 results for the three managed funds are all positive relative to the benchmark indexes.

These are Money Market Fund, 0.97% (Index 0.48%), Intermediate Fund, 0.78% (Index 0.06%) and Bond Fund, 0.25 % (Index -0.12%).

Total pooled funds at year end was \$2.316 billion (2016, \$2.443 billion), with the Money Market Fund at \$1.200 billion (2016, \$1.246 billion), the Intermediate Fund at \$0.340 billion (2016, \$0.352 billion) and the Bond Fund at \$0.775 billion (2016, \$0.845 billion).

### **MFA Pooled Investment Funds and Fossil-Fuel Related Assets**

As we reported to the Members in early 2016 and 2017, several alternatives have been and will continue to be explored, but none have proved viable so far.

As reported at the 2017 SAGM, the survey we conducted in 2017 to gauge interest in a socially responsible (SRI) pooled fund only yielded about \$65 million in interest. We have explained that we cannot move forward on developing this fund until we get at least \$100 million in demand, to defray the upfront and annual costs associated with managing the fund.

Recently, in late 2017 and into 2018, we have seen some discussions at the council level, notably from the Cities of Vancouver and New Westminster, on this topic. If decisions are made at these or other municipalities directing their staff to invest in an SRI Pooled Fund, and we get to the \$100 million threshold, we will begin work to create such a fund. Members should be aware that the process to create a new fund will take several months as significant legal and set-up work will be needed.

### **2018 Business Plan**

We continue to focus on our three strategic priorities: ensuring organizational capacity, increasing operational excellence, and enhancing financial management. Many of our initiatives revolve around increasing our resilience in the key areas of people, programs, processes, partnerships, and policies, with top level themes of:

- greater connectivity and communication with related agencies and our clients
- internal streamlining and refining of processes
- incorporation of digital solutions, both internal and external
- cybersecurity and business continuity planning and preparedness
- increase in oversight of broker relationships
- expansion of education support

Staff departures and additions require some reorganization and the opportunity to rethink how we structure the organization. We are reviewing all programs for possible changes, deletions, and additions, while looking for ways to increase efficiency, clarity, and information-sharing. We are particularly looking at digital solutions, while developing our own information security practice and business continuity plan.

### **ALTERNATIVES**

This is an information report. No alternatives are presented.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**SUMMARY / CONCLUSION**

The MFA Semi-Annual Meeting of members will be held on the afternoon of Tuesday, September 11, 2018 in Whistler, at the time of the annual convention of the Union of BC Municipalities (UBCM).

Submitted by:

A handwritten signature in black ink, appearing to read "Malcolm Brodie".

Malcolm Brodie  
Chair

A handwritten signature in blue ink, appearing to read "Al Richmond".

Al Richmond  
Vice-Chair



## NCRD INFO

**From:** s.ridout@shaw.ca  
**Sent:** Thursday, May 10, 2018 11:56 AM  
**To:** flong@nelson.ca; office@newdenver.ca; info@newhazelton.ca;  
 postmaster@newwestcity.ca; info@ncrdbc.com; info@northcowichan.ca; info@rdno.ca;  
 admin@northsaanich.ca; info@cnv.org; infoweb@dnv.org; justask@northernrockies.ca;  
 wjones@oakbay.ca; info@rdos.bc.ca; admin@oliver.ca; info@osoyoos.ca;  
 info@parksville.ca; prrd.dc@prrd.bc.ca; info@peachland.ca  
**Subject:** Upcoming FCM Agenda  
**Attachments:** Letter to municipalities\_Oct\_2017.pdf; Response to Ministry of Citizens  
 Services\_Resolution\_B100.docx

Dear Mayors and Councillors,

Last fall Citizens for Safe Technology (CST) sent the attached letter (PDF above) regarding Resolution B100 that called for land use authorities and the public to be consulted when **microcells** are placed within 100 metres of schools, hospitals, and residences. In March 2018 we were informed that this resolution did not make it on to the upcoming FCM Agenda. The FCM Board categorized it as Category E – *Resolutions that have been considered by FCM in the previous three years and that are not in accordance with existing FCM policy*. Those involved with CST are deeply disappointed with the FCM's board decision and are confounded to say the least being as their website states they are committed to being an advocate for local governments on issues that fall under federal jurisdiction, safeguarding municipal interests with respect to Rights of-Way, and making the antenna siting process responsive to community needs.

We think they made this decision because they mistakenly think the resolution's mandate has been dealt with by the creation of the revised Antenna Siting Procedure with CWTA in April 2014. That procedural change doesn't address **microcells** which remain exempt from consultation and are different than the large cell towers the 2014 revision was addressing. Microcells expose citizens, at close proximity, to unsafe levels of radiofrequency radiation. These microcells will allow for broadcasting the untested 5G millimeter waves with phased array antennas. These antennas increase power and distance emitting waves that penetrate skin, eyes and more. (Ref. #1 below) In the last few months two long term studies have been published indicating conclusively that wireless is a carcinogen causing cancer. (Ref. #2 & #3) And just recently the **International Society of Doctors for Environment [ISDE] published and appeal for a moratorium on 5G Networks**. (Ref. #4) To learn more about this new technology please see the attached point by point analysis, by one of our members, to the provincial government's response to Resolution B100. (Word Doc. above)

The telecommunication industry's strides forward have outpaced the government's ability to keep up with appropriate safety regulations and hence the need for the discussions that Resolution B100 would have brought to the table regarding safer installation practices for electromagnetic radiation emitting devices. In April we sent a

letter to the mayor and council of Grand Forks to thank them for their visionary leadership role in drafting the resolution and in getting it passed at both the AKBLG and the UBCM.

We must find safer ways to provide the convenience consumers desire without compromising public health. Safer technology is possible. Fiber optics connected directly to the premises , with no wireless transmitters involved in the network, offer the safest, fastest connectivity available - faster even than 5G. We could emulate a pilot project done in France which installed low power small cells for cellular communication in non-residential zones only.

It is clear that there is a need to create a more responsive, current, and comprehensive telecommunications policy in Canada so that in 10-15 years time we don't have a public health epidemic caused by the inappropriate siting of microcells. Think how cigarettes were marketed. Big tobacco did its job for its shareholders and the telecoms are doing theirs now. We appreciate the number of issues you deal with on a daily basis and realize it is impossible to keep up with them all. Perhaps you could assign someone on staff or a volunteer from a health and safety committee to research this issue. We hope you will do whatever you can at the municipal level to work toward a safer environment for all! Thank you for the time and energy you spend on improving the lives of your constituents across the province.

Sherry Ridout  
Victoria, B.C.

On Behalf Of: **Citizens for Safe Technology**  
[cst.citizensforsafetechnology@gmail.com](mailto:cst.citizensforsafetechnology@gmail.com)

#### References:

1. **Cellular Phone Task Force** - <http://www.cellphonetaskforce.org/5g-from-blankets-to-bullets/>
2. **National Toxicology Program (NTP) April 2018** - a 10-year study costing the US 25 million dollars, had eleven experts review the reports from the NTP's cell phone radiation studies. They concluded that exposure to cell phone radiation caused a rare cancer, malignant schwannoma in the heart, and incidences of glioma, a rare, aggressive and highly malignant brain cancer.. - [National Toxicology Program: Peer & public review of cell phone radiation study reports](#)
3. **Ramazzini Institute** also completed the world's largest animal study on cell tower radiation and confirmed the findings of the National Toxicology Program link to Cancer. This information accompanied with the over 26,000 peer reviewed studies by scientists and medical experts. <http://www.sbwire.com/press-releases/worlds-largest-animal-study-on-cell-tower-radiationconfirms-cancer-link-953696.htm>
4. **International Society of Doctors for the Environment (ISD) April 2018** - [http://www.isde.org/5G\\_appeal.pdf](http://www.isde.org/5G_appeal.pdf)

5. **Scientists warn of potential serious health effects of 5G - September 13, 2017 (180 scientists and doctors from 35 countries)** [<https://ehtrust.org/wp-content/uploads/Scientist-5G-appeal-2017.pdf>]
6. **Physicians for Safe Technology - Wireless Technology and Public Health** [<https://mdsafetech.org/>]
7. **Scientists for Wired Technology – Advocacy based on Scientists**  
... [<http://scientists4wiredtech.com/>]
8. **International Doctors´ Appeal 2012** [[http://freiburger-appell-2012.info/media/International\\_Doctors\\_Appeal\\_2012\\_Nov.pdf](http://freiburger-appell-2012.info/media/International_Doctors_Appeal_2012_Nov.pdf)]
9. **International Scientists Appeal to The United Nations (237 scientists, from 41 nations)** [<https://emfscientist.org/>]
10. **Environmental Health Trust - 5G And The IOT: Scientific Overview Of Human Health Risks** [<https://ehtrust.org/key-issues/cell-phoneswireless/5g-networks-iot-scientific-overview-human-health-risks/>]



Pacific Northern Gas Ltd.  
#2900 Kerr Street  
Terrace, BC V8G 4L9  
Phone: (250) 638-5336  
Fax: (250) 635-9758

May 14, 2018

**North Coast Regional District (Skeena)**  
14, 342 3rd Avenue West  
Prince Rupert, BC V8J 1L5  
[info@ncrdbc.com](mailto:info@ncrdbc.com)

**Attention: Daniel Fish, Corporate Officer**

**Official Community Plan**

## **NOTIFICATION PROPOSED PIPELINE**

<b>AREA:</b>	<b>Ridley Island, BC</b>
<b>PROJECT NAME:</b>	<b>Ridley Island High Pressure Pipeline Relocation</b>
<b>PIPELINE LOCATION:</b>	<b>project #3597, new segment 021, 022 &amp; 023</b>
<b>RNLS FILE:</b>	<b>171298, Phase 2</b>

---

Please be advised that **Pacific Northern Gas Ltd. (PNG)** proposes to install three (3) new segments of 114.3 mm high pressure sweet natural gas distribution pipeline within the rail yard on Ridley Island, British Columbia.

The three (3) new segments will be installed for the following purposes:

- Project 3597, Segment 21 – Extension of PNG's existing Segment 20
- Project 3597, Segment 022 – Service to the new pressure regulating and metering station to service new and existing customers (tie-in to existing Segment 021)
- Project 3597, Segment 023 – Future Ridley Island expansion tie-in (branch off of node at Segment 21/22 interface)

The exact location of the above mentioned pipeline is shown on the attached Map.

This notice is being provided as required by the Oil and Gas Activities Act (OGAA) Consultation and Notification Regulations.

### **PROJECT DESCRIPTION**

This project will involve the installation of approximately 1600 m of 114.3 mm steel high pressure distribution pipeline through the existing rail yard and the construction of a new pressure regulating and metering station. The new pipeline segments will be installed in a dedicated Prince Rupert Port Authority (PRPA) utility corridor from an underground tie-in at a-096-K / 103-J-01 to above ground risers located at b-086-K / 103-J-01 and b-086-K / 103-J-01. All of the proposed work will be on PRPA controlled lands and take place exclusively on a previously developed and previously cleared industrial site.

The pipeline segments will be designed and installed according to CSA Z662-15 and will have maximum operating pressures and maximum design pressures that matches the currently permitted PNG project 3597 (4,136 kPag & 9,750 kPag respectively). Further details of pipeline design, materials, operating conditions, pressure testing, and burial requirements can be found in the following documents:

- 176404-MEC-SPE-001 – Appurtenance for Design
  - 176404-MEC-CAL-001 – Mechanical Design of CSA Z662 Pipelines
  - 176404-MEC-SUM-001 – Hoop Stress Summary
  - 176404-MEC-DET-001 – Pipeline Segment Details
-

**Equipment Required:**

Equipment for construction of the proposed pipeline will include: regular pickup trucks, welding trucks, tracked excavators, skid steer loaders, dump trucks and tractor trailer units.

**Construction of this pipeline is expected to begin in Q3 2018 and finish in October 2018.**

Surveying of the pipeline will be performed by McElhanney Geomatics, Prince Rupert, BC

The following table summarizes the potential impacts from construction & operation of the proposed pipeline:

Traffic	Construction – Medium/Light equipment will be required for the installation of the pipeline. There will be a minor increase in vehicle traffic (Light Truck/Car) from the Construction Crew. A traffic management plan will be in place for all associated activities. Daily Operation – Local operators will be visiting the pipeline on a regular basis. Operators will be coordinating with PRPA and other lease holders on Ridley Island.
Flaring	N/A.
Odours	Slight odors are anticipated for the construction of the pipeline, including the smell of natural gas during blow down and tie-in activities.
Emissions	Light-duty Diesel vehicles and normal light-duty gasoline vehicles will be used during construction.
Dust Control	Minor increase in dust may occur during the construction of this project. If dust becomes an issue, Pacific Northern Gas Ltd. will look at methods to reduce the amount of dust produced.
Noise	Minor increase in noise may occur during construction hours.
Similar Facilities in the Area:	There are similar regulating station facilities in the area. This project includes the relocation of portions of these existing facilities and the construction of new.
Emergency Response Plan Required:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Pacific Northern Gas Ltd.'s Emergency Response Plan will be revised to incorporate changes associated with the project.
Emergency Planning Zone Radius:	N/A

Pacific Northern Gas Ltd. will take the following measures:

- Landowners and nearby residences will be contacted prior to construction.
- All affected 3<sup>rd</sup> parties will be notified.

Pacific Northern Gas Ltd. stands behind their reputation of operating and constructing high standard facilities sites and pipelines designed to minimize the impact on the local residents. The pressure regulating and meter site will be constructed, operated and maintained in accordance with:

- British Columbia - OGC Regulations
- Canadian Standards Association - Z662.15 - Oil & Gas Pipeline Systems (latest edition), and
- Pacific Northern Gas Ltd. - Corporate Emergency Response Plan (ERP) and Standard Practice Instructions (SPI).
- B31.3 Process Piping Design

**LAND AGENT FOR PACIFIC NORTHERN GAS LTD.**

Roy Northern Land & Environmental, Fort St. John, BC will be handling all surface land negotiations and is authorized to act as an agent on behalf of Pacific Northern Gas Ltd.

Specific requests by Landowners/Stakeholders will be documented by Roy Northern during the personal consultation process, required by OGAA Regulations.

**NOTIFICATION- PLEASE NOTE:**

You may respond to the applicant, in writing, upon receipt of this notification to advise the applicant that the recipient does not object to the applicant's application, or set out reasons why the proposed activities should not be carried out or should be modified, contact information is provided below.

You may also request a personal meeting with Roy Northern Land & Environmental to discuss the proposed application in person.

Also, under Section 22 (5) of Oil and Gas Activities Act, you may also make a submission in respect of an application directly to the Oil & Gas Commission.

For further information about this project, please contact:

<b>Pacific Northern Gas Ltd.</b> Doug McRae, Coordinator, Marketing and Lands Email: <a href="mailto:domcrae@png.ca">domcrae@png.ca</a> Phone: (250) 638-5336 Cell: (250) 641-0432	<b>Roy Northern Land and Environmental</b> Brian Dunn, Land Agent, Email: <a href="mailto:brian.dunn@roynorthernbc.com">brian.dunn@roynorthernbc.com</a> Phone: (250) 261-2301 Cell: (250) 262-6206
--	---

Yours truly,



(Jaime Lucas for:)  
Doug McRae, RFT  
Coordinator, Marketing and Lands  
Pacific Northern Gas Ltd.

Encl: Notification Map



Pacific Northern Gas Ltd.  
#2900 Kerr Street  
Terrace, BC V8G 4L9  
Phone: (250) 638-5336  
Fax: (250) 635-9758

**NOTIFICATION  
PROPOSED PIPELINE**

**AREA:** Ridley Island, BC  
**PROJECT NAME:** Ridley Island High Pressure Pipeline Relocation  
**PIPELINE LOCATION:** project #3597, new segment 021, 022 & 023  
**RNLS FILE:** 171298, Phase 2

---

I / WE HAVE NO OBJECTION TO THE OIL AND GAS COMMISSION ISSUING A PERMIT FOR THE ABOVE MENTIONED PROJECT.

CONSENTED AND AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

---

Signature of Landowner/Stakeholder

---

Name of Landowner/Stakeholder



Pacific Northern Gas Ltd.  
#2900 Kerr Street  
Terrace, BC V8G 4L9  
Phone: (250) 638-5336  
Fax: (250) 635-9758

## NOTIFICATION PROPOSED PIPELINE

AREA: Ridley Island, BC  
PROJECT NAME: Ridley Island High Pressure Pipeline Relocation  
PIPELINE LOCATION: project #3597, new segment 021, 022 & 023  
RNLS FILE: 171298, Phase 2

---

I/We fully understand all of the rights granted under the Oil and Gas Activities Act (OGAA), and have no concerns or objection to the Oil and Gas Commission (OGC) issuing an approval to **Pacific Northern Gas Ltd.** for the proposed work. I/We confirm that I/we have no objection to the aforementioned project and hereby waive the 15 day period which would grant **Pacific Northern Gas Ltd.** immediate access/entry to the affected lands.

CONSENTED AND AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

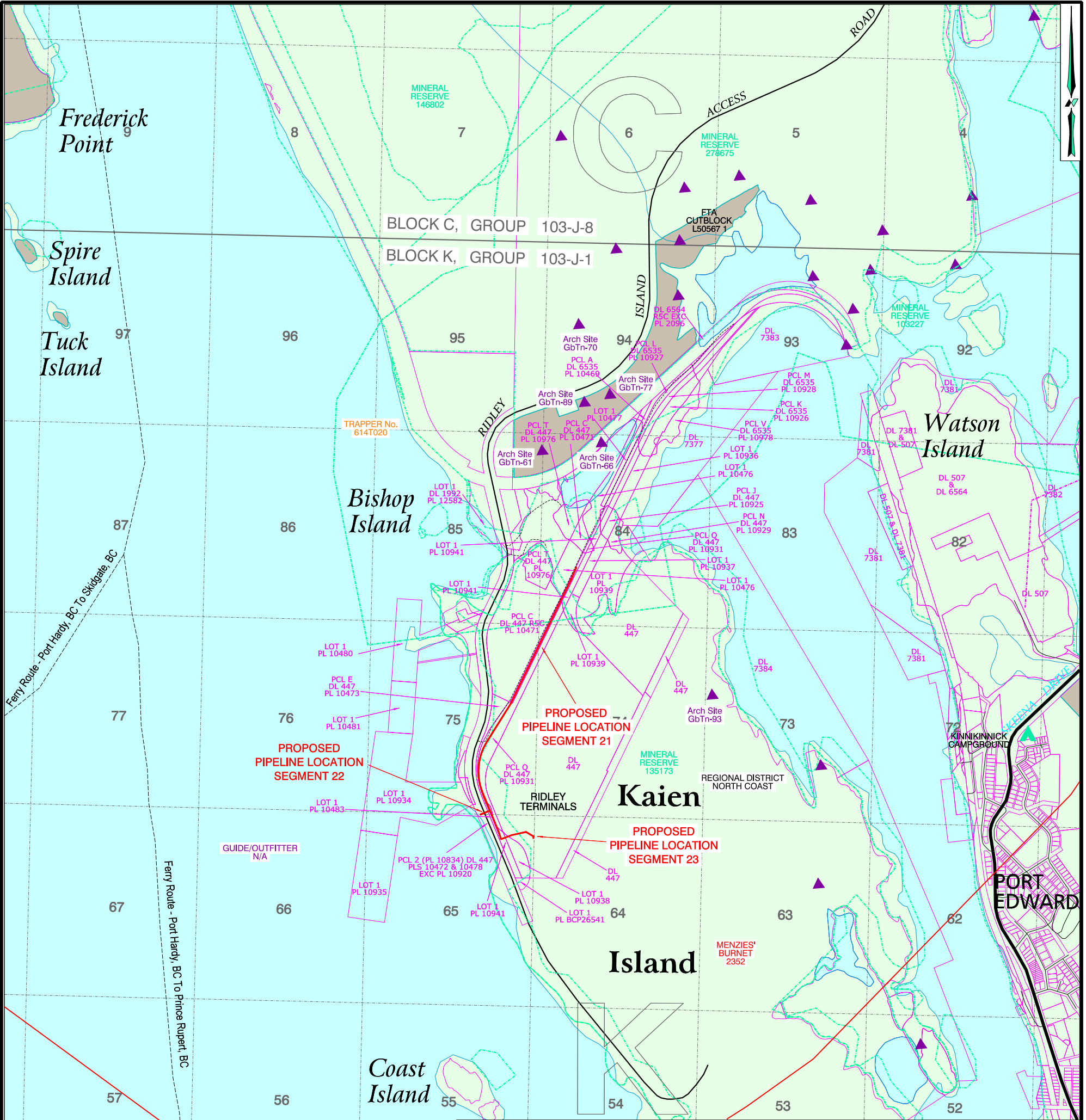
---


Signature of Landowner/Stakeholder

---

Name of Landowner/Stakeholder







**Pacific  
Northern  
Gas Ltd.**

CONSULTATION / NOTIFICATION PLAN

PROPOSED PIPELINE RE-LOCATION

Segment 21 - From a-77-K, 103-J-1 To b-86-K/103-J-1  
Segment 22 - From a-77-K, 103-J-1 To a-77-K/103-J-1  
Segment 23 - From c-66-K, 103-J-1 To a-77-K/103-J-1

0.250.51.0

SCALE 1 : 20 000

Kilometres

JOB: 2311-10222-00


FILE: RELOCATION-ROUTE-NC1


DATE: APRIL 23, 2018


DRAWING #:


AFE:


DRAWN BY: JPM


PERMANENT SAMPLE / RESEARCH PLOT / MAP NOTATION


RESIDENCE


TRAPPER CABIN


INDUSTRIAL CAMPSITE


CAMPGROUND / RECREATIONAL SITE


PIPELINE R/W


PROPOSED EPASS APPLICATION

TRAPPER BOUNDARY

GUIDE / OUTFITTER BOUNDARY

RANGE TENURE BOUNDARY

COAL TENURE BOUNDARY

MINERAL TENURE BOUNDARY

GOVERNMENT RESERVES / NOTATIONS

LOT BOUNDARY


MAJOR RIVER CORRIDOR BOUNDARY


PNG GAS LINE


FIBRE OPTIC LINE


RECREATION TRAIL


MINERAL RESERVE BOUNDARY


MAJOR POWERLINE


PRIMARY HIGHGRADE ROAD


SECONDARY HIGHGRADE ROAD


WINTER ACCESS


LOWGRADE ACCESS / TRAIL


SEISMIC LINE


CROWN LAND TENURE

RECREATIONAL AREA

FEDERAL INDIAN RESERVE

PRIVATE LAND

WILDLIFE HABITAT

PROTECTED AREAS


COMMUNITY PASTURE


AGRICULTURAL LAND RESERVE


CANFOR CUTBLOCK


LOUISIANA-PACIFIC CUTBLOCK


RECREATION RESERVE


LICENCE TO CUT CUTBLOCK


B.C. TIMBER SALES CUTBLOCK


MINISTRY OF FORESTS OPENING


FOREST LICENCE CUTBLOCK


WILDLIFE TREE PATCH


OLD GROWTH MANAGEMENT AREA


HIGH CONSERVATION VALUE FORESTS

ENDANGERED SPECIES AND ECOSYSTEMS

MOTOR VEHICLE CLOSURE AREA

HIGH TO - VERY HIGH VISUAL SENSITIVITY

MODERATE VISUAL SENSITIVITY

LOW TO - VERY LOW VISUAL SENSITIVITY

ARCHAEOLOGICAL SITE

Nearest Occupied Dwelling: 0.1 Km± Ridley Terminals N 6009434±, E 413142± (UTM Zone 9)


Nearest Populated Area: 2.1 Km±, Port Edward N 6009598±, E 415545± (UTM Zone 9)

Nearest Urban Centre: 2.1 Km±, Port Edward N 6009598±, E 415545± (UTM Zone 9)

THIS MAP IS INTENDED FOR REPRESENTATIONAL PURPOSES ONLY. McELHANNEY IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH MAY BE PRESENT ON THIS MAP. THIS PRODUCT IS COPYRIGHT OF McELHANNEY AND MAY NOT BE REPRODUCED IN ANY WAY INCLUDING, BUT NOT LIMITED TO, PHOTOCOPYING, FAXING, OR SCANNING, WITHOUT EXPRESSED WRITTEN PERMISSION FROM McELHANNEY. © COPYRIGHT McELHANNEY 2018.

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REVISION



**McElhanney**  
McELHANNEY GEOMATICS

98

**CONFIDENTIAL**

May 15, 2018

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

**Attention: Chair Barry Pages**

Dear Chair Pages:

**Subject: North Coast Regional District Rebranding  
Marketing Initiatives Program  
Northern Development Project Number 4819 50**

We are pleased to enclose our cheque in the amount of \$19,742.91 which represents the grant disbursement for the North Coast Regional District Rebranding project.

As a reminder, Northern Development will be asking you to report measures of success in the next year by way of an annual report. To that end, we ask that you keep sufficient records on the key deliverables in order to provide that information to us.

Congratulations on the successful completion of the North Coast Regional District Rebranding project. If you require additional information, please don't hesitate to contact Brenda Gendron, Chief Financial Officer at (250) 561-2525.

Sincerely,

Joel McKay  
Chief Executive Officer



- c: Doug Chapman, Chief Administrative Officer, North Coast Regional District  
Daniel Fish, Corporate Officer, North Coast Regional District

RECEIVED MAY 22 2018

May 17, 2018

VIA REGISTERED MAIL

North Coast Regional District  
Attention: Mr. Daniel Fish, Corporate Officer  
14, 342 – 3 Avenue West  
Prince Rupert, BC V8J 1L5

Dear Mr. Fish:

Re: Application for a Permit Under the Provisions of the Environmental Management Act

Pembina is committed to sharing information related to its planned projects so potentially affected parties or individuals with interests in the area are informed of our proposed activities. This letter is to advise the North Coast Regional District that 1598313 Alberta Ltd. doing business as general partner for Pembina Infrastructure and Logistics LP (Pembina) has submitted an application to the Ministry of Environment and Climate Change to obtain an air discharge permit.

The permit application relates to the enclosed flare and propane storage vessel emergency relief valves that are a component of Pembina's proposed Prince Rupert Terminal facility to be located on Watson Island within the City of Prince Rupert's municipal boundary.

Enclosed is a copy of the permit application and a copy of the Environmental Protection Notice that was published in the Northern View newspaper. If you have any questions or would like more information, feel free to contact me.

Yours truly,



Mr. Chad Green  
Environmental Specialist  
Telephone: 1-403-691-7637  
Email: [cgreen@pembina.com](mailto:cgreen@pembina.com)

Enclosure

# ENVIRONMENTAL PROTECTION NOTICE

## Application for a Permit Under the Provisions of the Environmental Management Act

1598313 Alberta Ltd. doing business as general partner for Pembina Infrastructure and Logistics LP (Pembina), has submitted an application to the Director to permit the discharge of air emissions from a proposed propane terminal. The sources of discharge are an enclosed flare and propane storage vessel emergency relief valves. Only the enclosed flare will discharge emissions during regular terminal operations.

The enclosed flare will act as an emission control device with its main purpose to safely dispose of propane by efficient combustion. The enclosed flare includes a natural gas fueled pilot, which will burn continuously 24 hours per day, 365 days per year and will produce emissions typical of the combustion of natural gas. Flaring of propane may rarely occur intermittently for operational, maintenance or emergency events. The enclosed flare system offers no externally visible flame, high combustion efficiency, very low emissions, and low noise.

The facility will be situated on Watson Island within the City of Prince Rupert's municipal boundary. The legal description of the proposed facility is Amended Lot 1 (Plan 6056), District Lot 507, Range 5, Coast District Plan 4844 [PID 004-403-703]. Watson Island is adjacent to the municipal District of Port Edward.

Any person who may be adversely affected by the proposed discharge of air emissions and wishes to provide relevant information or seek further information may, within 30 days after the last date of posting, send written comments or questions to the applicant either in hard copy or by email, with a copy to the Regional Director, Environmental Protection at Ministry of Environment and Climate Change Strategy, Box 5000 Smithers, BC V0J 2N0 or email: [eric.pierce@gov.bc.ca](mailto:eric.pierce@gov.bc.ca). The identity of any respondents and the contents of anything submitted in relation to this application will become part of the public record.

Dated this 18th day of May, 2018.

Contact person: Chad Green, Pembina Environmental Specialist

Email address: [cgreen@pembina.com](mailto:cgreen@pembina.com)

Phone: 1-403-691-7637





**FINAL Application Form for a NEW Authorization**  
**for authorization to discharge waste under the *Environmental Management Act***

**New Permit, Approval, or Operational Certificate**

**FORM REFERENCE CODE: EPD-EMA-02.2**

**INSTRUCTIONS:**

The application process is comprised of multiple steps that require the submission of a preliminary application and fee, followed by meetings with Ministry staff, and submission of a final application. **This form may be used for submission of a Final Application for a new Permit, Approval or Operational Certificate.**

Before completing this application form, please review the following:

- Waste Discharge Regulation under the *Environmental Management Act* at [www.bclaws.ca](http://www.bclaws.ca); and,
- Ministry information and guidance documents that will assist in understanding the registration process and any other documents that may be required at <http://www2.gov.bc.ca/gov/content?id=0876E90DA4744A449423D35EB4E09785>.

It is preferred that this form is completed using a computer or typewriter. If completing this form by hand, please PRINT clearly.

Mandatory fields are marked with an asterisk (\*). Please ensure all required fields are completed or the application form may not be accepted.

Once the Final Application has been submitted, the application will be screened for completeness before proceeding through the Screening Phase.

A Pre-Authorization Number and Tracking Number has been assigned to this request. Both numbers should be referenced on all documents submitted to support the new application request.

Under *Environmental Management Act*, a person is prohibited from introducing waste into the environment without authorization. Submitting an application to discharge is NOT an authorization to discharge.

This application can be submitted to the Ministry by email (preferred), mail or by courier.

Mail or Email	Courier
Environmental Protection Division Business Services PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M6  Email: <a href="mailto:PermitAdministration.VictoriaEPD@gov.bc.ca">PermitAdministration.VictoriaEPD@gov.bc.ca</a>	Ministry of Environment & Climate Change Strategy Environmental Protection Division Business Services 3rd Floor, 525 Superior Victoria, BC V8V 1T7



## Section 1: Application Information

*Tracking Number	364401	1
*Pre-Authorization Number	109090	2
*Applicant Name	1598313 Alberta Ltd. a partner of Pembina Infrastructure and Logistics LP	3
*Facility Name	Prince Rupert Terminal	4
*Name of person completing this application	Chad Green (Environmental Specialist for Pembina) (cgreen@pembina.com)	5
*The person submitting this application is	<input checked="" type="checkbox"/> The Applicant as named on the Preliminary Application Form, Section 2 <input type="checkbox"/> The Agent, as named on the Preliminary Application Form, Section 4	6

The Application Package must include the following components or the application may be returned. Please refer to the guidance documents or contact the Ministry for further information on these requirements.

	Included	Not required / applicable	Submitted with Preliminary Application
Application Instruction Document (AID)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Information Requirements Table (IRT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Assessment Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultation Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Factors Application Form (Form EPD-EMA-03)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Form (Form EPD-EMA-09)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location Map Form (Form EPD-EMA-08)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section 2: Declaration and Signature

Please carefully read the following before placing your signature.

By completing this Application for an authorization, the Applicant understands and agrees with the following terms and conditions:

1. In this section:

"Applicant" means the applicant as identified in section 2 of this application form;

"Authorization" means the permit, approval, operational certificate, or amended permit, approval, operational certificate, sought pursuant to this application;

"Director" means any statutory decision maker under EMA;

"EMA" means the *Environmental Management Act*, S.B.C. 2003, c. 53, as amended or replaced from time to time;


"FOIPPA" means the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, as amended or replaced from time to time;

"Province" means Her Majesty the Queen in Right of British Columbia;

"Regulatory Document" means:

- a) this application form,
- b) any document that the Applicant submits or causes to be provided submitted to the Province or the Director in support of this application, and
- c) any document that the Applicant submitted or causes to be submitted to the Director or the Province pursuant to
  - i. the Authorization;
  - ii. any regulation made under EMA that regulates the facility described above or the discharge of waste from that facility; or
  - iii. any order issued under EMA directed against the Applicant that is related to the facility described above or the discharge of waste from that facility.

- 2. In consideration of the Province receiving this application, subject to paragraph 3, the Applicant hereby irrevocably authorizes the Province to publish on the B.C government website the entirety of any Regulatory Document.
- 3. Despite paragraph 2, if the Applicant clearly identifies on the face of a Regulatory Document that the Regulatory Document, or clearly identified portions of it, are confidential and provides in writing with the document a rationale for why the document or portion thereof could not be disclosed under FOIPPA, the Applicant does not consent to the Province publishing the document or any portion of it if, in the opinion of the Director, the document or portion could not be disclosed under FOIPPA, if it were subject to a request under section 5 of FOIPPA.
- 4. In consideration of the Province receiving this application, the Applicant agrees that it will indemnify and save harmless the Province and the Province's employees and agents from any claim for infringement of copyright or other intellectual property, rights that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time that arise from the publication of a Regulatory Document.
- 5. The Applicant certifies that the information provided in this registration form is true, complete and accurate, and acknowledges that the submission of insufficient information may result in this registration being returned causing delays in the registration review process.

*Name of Applicant or Agent (print)	*Signature of Applicant or Agent	*Date
Chad Green		May 10, 2018



RECEIVED MAY 22 2018

May 16, 2018

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

Dear Chair Pages:

**Re: 2017 Resolutions**

Please find attached the provincial response to the 2017 resolution(s) put forward by your Board and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Jamee Justason, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604.270.8226 ext. 100 Email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Sincerely,

A handwritten signature in black ink, appearing to read "Wendy Bodh".

President

*Enclosure*



Whereas the BC Ambulance Service is an integral part of the provincial health care system;

And whereas BC Ambulance dispatch services are not provided locally to rural communities in BC;

And whereas there are logistical challenges in rural challenges that may be best managed locally:

Therefore be it resolved that UBCM urge the provincial Minister of Health to require the BC Ambulance Service to amend its dispatch model to allow for local responders to determine how best to manage a response to an emergency or other calls for service.

Convention Decision:                      Endorsed

#### Provincial Response

##### **Ministry of Health**

*The Ministry of Health and BC Emergency Health Services (BCEHS) recognize that in remote and isolated communities transporting patients to a BCEHS ambulance for transport to higher levels of care can be challenging.*

*BCEHS is working with a variety communities facing the challenges of transporting patients from rural and isolated areas. However, they are limited by the fact that BCEHS is not the body that determines what actions first responders may take. The Emergency Medical Assistants Licensing Board is the licensing body responsible for determining and enforcing those regulations through provincial legislation. Each license level of emergency responders / paramedics is only able to perform very specific actions for which they have been trained. Under the Emergency Health Services Act regulations, the minimum licence level permitted to transport a patient is the Emergency Medical Responder level.*

*BCEHS is currently developing criteria which will help bring clarity to small communities regarding patient transport options.*

*This criterion will help determine the circumstances in which BCEHS would enable the transport of patients with an acceptable ambulance under its guidelines. For example: factors like remoteness, distance and time for crews to respond are all factors being considered as part of the criteria.*

*The criteria is being developed in consultation with fire department representatives in small and remote areas of BC, and will form the basis by which new consent agreements will be developed. These new agreements will clarify the role and scope of First Responders and EMRs in remote and isolated communities, so they can safely provide support for patients in need and their local communities until BCEHS crews can reach them.*



Date: May 22, 2018

To: Regional District Chairs of Communities in Northern Health Selected for Community Paramedicine

From: Linda Lupini, Executive Vice President, Provincial Health Services Authority and BC Emergency Health Services

Re: **COMMUNITY PARAMEDICINE INITIATIVE – Northern Health**

As a follow up to the memo sent in January, we are pleased to provide the names of those hired for Northern Health communities selected for the final phase of bringing community paramedicine to rural and remote communities across BC as well as community paramedics hired for recently reposted positions.

The following community paramedics have begun their orientation program, and will begin working in their communities on the date indicated.

Location	Community Paramedic	Begins Working in the Community
Burns Lake	Andrew Paton	June 25, 2018
Chetwynd	Samantha O'Callaghan Jaidan Ward	May 15, 2018 May 28, 2018
Dawson Creek	Jerome Lake	June 25, 2018
Dease Lake	Gordon Lawley	June 25, 2018
Fort Nelson	Anthony Larocque	June 25, 2018
Prince Rupert	Cay Hulsen	May 28, 2018
Smithers	Migon Cochrane	April 23, 2018
Vanderhoof	Jodie Dobry	May 28, 2018

Community paramedics for Chetwynd and Smithers previously completed their orientation for a position in another community, and were therefore ready to begin providing services on the dates noted above.

The selection process for positions in Fort St. John, the Village of Queen Charlotte, and Valemount remains underway, and is expected to be completed shortly.

Also, an additional position for a rural advanced care community paramedic (RACCP) is being posted. This position, to be based in Prince Rupert, will help address the need for more advanced care paramedics in the Northwest, and as such will be associated with the helicopter stationed in Prince Rupert and cover Haida Gwaii on a scheduled basis.

More information is available by visiting [bcehs.ca](http://bcehs.ca) and clicking on Our Services/Programs & Services/Community Paramedicine.

Please let us know if you have any questions by emailing [communityparamedicine@bcehs.ca](mailto:communityparamedicine@bcehs.ca).

Sincerely,



Linda Lupini

cc:

Cathy Ulrich, President and CEO, Northern Health

Penny Anguish, Chief Operating Officer, Northern Interior Health Service Delivery Area

Angela De Smit, Chief Operating Officer, Northeast Health Service Delivery Area

Ciro Panessa, Chief Operating Officer, Northwest Health Service Delivery Area

Cormac Hikisch, Health Service Administrator, Smithers, Northern Health

April Hughes, Health Service Administrator, Omineca, Northern Health

Peter Martin, Health Service Administrator, Chetwynd, Northern Health

Daryl Petsul, Health Service Administrator, Hazelton

Barbara Fitzsimmons, Chief Operating Officer, BCEHS

Nancy Kotani, Chief Transformation Officer and CPI Project Lead, BCEHS

Rita Jervis, Project Director, Community Paramedicine Initiative, BCEHS

Rick Mowles, Director of Strategic Program Development, Transformation and Strategy, BCEHS

Craig Parnell, Interim Director – Northern Districts, BCEHS



## Grant Manager's Report - First Quarter January 1 – March 31 2018

### **Masset**

Total grants applied for 2018 – 5

Total amount applied for - \$107,000.00 (See attached spread sheet)

- Economic Capacity Building (NDIT) - \$50,000.00 (**Approved**)
- Tsunami Evacuation Facility (Gwaii Trust)- \$25,000.00 (**Approved**)
- Tsunami Evacuation Facility (UBCM)- \$25,000.00 (**Approved**)
- Harbour Days (Gwaii Trust) - \$4500.00
- Harbour Days (NDIT) - \$2500.00

Upcoming applications

- Asset Management – FCM/UBCM
- Road paving and upgrades – UBCM Small Communities
- Heating re-fit for Village Offices, Fire hall and Curling Rink – Gwaii Trust Community Innovation
- Legion Building Upgrades

Possible Future Projects

- Community Hall siding and heating upgrades
- Office space at Masset Airport
- Fitness Centre Renovations
- Roller Rink Roof Insulation

Comments:

The Village of Masset has clearly communicated and identified projects and potential grant opportunities. Masset has also been proactive in referring community groups to the grant writer and working with the grant writer to maximize grant potential funding resources.

### **Port Clements**

Total grants applied for 2018 – 2

Total amount applied for - \$88,181.80 (See attached spread sheet)

- Economic Capacity Building (NDIT) - \$50,000.00 (**Approved**)
- Canada Summer Jobs (Social Development Canada) - \$3180.00

Upcoming applications

- NDIT – Local Government Internship
- Port Clements Fire Hall Building Envelope Upgrades

- Lagoon Aerator and New Well – Small Communities Fund UBCM
- Road Improvements/Asbestos Water Lines – Small Communities Fund UBCM
- Weight room refit – Via Sport/Gwaii Trust

#### Possible Future Projects

- Clean Water storage and inspect
- New Swabbing Stations for the Water Treatment Plant
- Sample and Test Green Sand Filter

Port Clements' communication with the grant writer has been good but there is a shortfall in identifying and establishing the necessary criteria for maximizing funding opportunities. This is currently being improved as the both the CAO and the Public Works Supervisor have been working to better the situation. As a result, projects are being better identified and the necessary information for funding applications is being better coordinated by the Village office. Currently, the grant writer is working with village staff to create RFPs for projects as well as contacting appropriate contractors and gathering material quotes.

### **Queen Charlotte**

Total grants applied for 2018 – 10

Total amount applied for - \$205,125.00 (See attached spread sheet)

- Economic Capacity Building (NDIT) - \$50,000.00 (**Approved**)
- Fire Hall Geotechnical Survey (Infrastructure Planning Grant) - \$8625.00
- Canada Summer Jobs (Social Development Canada) - \$1500.00
- Wellness Pole Project (Community Resiliency Program) - \$15,000.00
- Youth Centre Operations Funding (Gwaii Trust) - \$10,000.00
- Wellness Pole Project (Coop Community Spaces) - \$25,000.00
- Office Heat Pumps (Agrispirit) - \$25,000.00
- Wharf Street Beach Access (Imagine Grant) - \$5000.00
- Asset Management (FCM) - \$50,000.00
- Asset Management Planning (UBCM) - \$15,000.00

#### Upcoming applications

- Plastic Bag Ban – Community Innovation Gwaii Trust
- Resident Satisfaction Survey – NDIT Marketing Initiatives
- Tsunami Siren Improvements – UBCM Emergency Preparedness
- Fire Hall Construction

#### Possible Future Projects

- LED Street Light Pilot Project
- Bicycle Network Improvements
- Water/Sewer Billing Review Study

#### Comments:

The Village of Queen Charlotte continues to provide the grant writer with well-researched projects with strong and clearly communicated business models. Projects are clearly identified with ample lead-time to funding opportunities. Village staff work diligently to provide the grant writer with the necessary documents and information to apply to grants as they become available.

## **NCRD**

Total grants applied for 2018 – 6

Total amount applied for - \$115,500.00 (See attached spread sheet)

- Economic Capacity Building (NDIT) - \$25,000.00 (**Approved**)
- Collaborative Marketing Initiative (NDIT) - \$20,000.00
- Rediscovery Camp (Coop Community Spaces) - \$30,000.00
- ASIT Training (Servicing all communities across Haida Gwaii) - \$20,000.00
- Tow Hill Spring Kiosk Cleanup (Gwaii Trust) - \$500.00
- Collaborative Marketing Initiative (NDIT) - \$20,000.00

Upcoming applications

- Gray Bay Road Resurfacing – Gwaii Trust
- Rennel Sound Boat Launch and Campground Improvements – Rural Dividend
- Tlell Soccer Field Upgrades – Rural Dividend
- Tlell Community Hall – Gwaii Trust

Possible Future Projects

- Trail Upgrades in Sandspit and Area D
- Weight room upgrades in Sandspit and Tlell
- High Speed internet hook up to rural Haida Gwaii

Comments:

Communication with the Area D rep is good. However, due to health reasons, communication with the Area E rep has been lacking. The grant writer has held one meeting with residents of Sandspit this year and identified some projects to research funding opportunities for. However, the lack of communication with Area E impedes the ability of the grant writer to meet projected grant application totals for the area, therefore, after consulting with the Corporate Officer from the NCRD, a plan has been established to provide brief monthly reports via email while continuing to reach out to local residents through established lines of communication.



### 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:** BC Broadband Conference – May 1-2, 2018

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#### **Recommendations:**

**THAT the staff report entitled “BC Broadband Conference – May 1-2, 2018” be received for information.**

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#### **BACKGROUND:**

At its Regular meeting held April 20, 2018, the Board of the North Coast Regional District (NCRD) received correspondence from the BC Broadband Association (Association) with respect to an invitation to attend the BC Broadband Conference (Conference).

At that time, the Board resolved to send a Director or Staff member to attend the BCBC being held in Richmond, B.C. from May 1-2, 2018.

#### **DISCUSSION:**

This year’s conference was held at the Radisson Hotel in Richmond, B.C. and was hosted by the BCBA and conference partners ABC Communications and Network BC (Province of B.C.).

The Conference brings together internet providers, equipment vendors, industry stakeholders and government agencies annually to discuss new technology and trends within the industry. The Conference is attended by major incumbents, such as Telus, Bell and Rogers, as well as smaller, community-based wireless internet service providers.

In attendance at the conference were local representatives from Citywest, GwaiiTel and Gwaii Communications.

Of particular interest at the Conference were three presentations: (1) the Connected Coast Project, (2) a Network BC Update and (3) a panel discussion on Rural Broadband Funding.

1. Representatives from Citywest and the Strathcona Regional District (SRD) provided an overview of the Connected Coast Project. Citywest and the SRD indicated that the \$45.4 million project will establish backbone networks to bring fibre optic cable to 154 rural communities, including 44 First Nations communities, throughout coastal B.C. Representatives stressed that this project does not include last mile solutions, meaning services are not provided to a final destination **in residents' homes**. The coastal subsea line is anticipated to be approximately 3,400 kms long and has the potential to connect 90,000 homes to fibre optic networking.

Funding for this project is as follows:

Connect to Innovate Program	\$22,000,000
Indigenous Services Canada	\$12,000,000
Connecting B.C. Program	<u>\$11,400,000</u>
<b>Total</b>	<b>\$45,400,000</b>

The project timeline was identified as:

2018				2021
Announcement	Scoping	Consultation & Approvals	Construction	Completion

2. **Network BC, a division in the Ministry of Citizen's Services, encourages the expansion of** connectivity in rural and remote areas across the province where possible to ensure local connectivity is affordable, accessible and speedy. Network BC coordinates efforts with varying levels of government and First Nations, non-governmental organizations, communities and internet service providers.

Network BC, through Northern Development Initiative Trust (NDIT), administers the Connecting British Columbia funding program. The program is designed to assist with payment for infrastructure required to deliver high-speed internet connectivity to rural and remote areas of the province. It was indicated that, in B.C., 70% of rural communities were underserved, whereas 75% of First Nations communities were underserved.



Network BC highlighted the following funding commitments from various sources over the course of the next few years to support internet connectivity in Canada:

Provincial Funding	2017-2020	\$40,000,000
Federal Funding	2017-2021	\$500,000,000
CRTC Funding	2019-2023	\$750,000,000
Smart Cities Challenge Funding	-	<u>\$300,000,000</u>
<b>Total</b>		<b>\$1,590,000,000</b>

3. A panel discussion on rural broadband funding included representatives from Innovation, Science and Economic Development Canada, ABC Communications, Columbia Basin Broadband Corp., and Shaw Communications.

When asked what the most significant challenges internet connectivity, infrastructure-focused projects face are, the following were identified:

- Capacity (both financial and project management);
- Externalities;
- Oversubscription to grant funding programs;
- Challenges to find alignment with funding program mandates or objectives; and
- Coordination internet service providers.

**From a project funder's perspective:**

- Overlap of projects (geographically);
- Funding leveraging;
- Having to compare projects and make funding decisions; and
- Individual internet service providers (lack of capacity and expertise).

When asked how current funding programs are working, the following were identified:

- The programs seem to be working well. From a service provider perspective, excited to play a role in the connectivity projects throughout the province;
- The funding programs are working well. Without grant funding provided by higher levels of government, these projects would not be made possible for local providers; and
- Working well but additional funding is required, as evidenced through oversubscription to programs.

In addition to presentations throughout the Conference, networking opportunities were provided. Staff had the opportunity to connect with a representative from Telus to discuss cell phone coverage issues in Port Clements and rural areas of Haida Gwaii. Staff left an information

package with respect to the communities' issues and requested additional contact information for follow up on the issue.

**RECOMMENDATION:**

Staff is recommending that the memorandum from staff entitled "BC Broadband Conference – May 1-2, 2018" be received for information.



### 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:** Oona River – June 15-16, 2018

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#### Recommendations:

**THAT the report from staff entitled “Oona River – June 15-16, 2018”, dated May 25, 2018, be received;**

**AND THAT the June 15<sup>th</sup>, 2018 Regular meeting of the North Coast Regional District Board be held at the Oona River Community Hall at 4:00 PM.**

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#### BACKGROUND:

At its Regular meeting held January 26<sup>th</sup>, 2018, the Board of the North Coast Regional District (NCRD) adopted its 2018 Board meeting schedule. At that time, the Board resolved to hold its June 15<sup>th</sup> Regular meeting in Oona River. The following report presents a rough timeline of events during Director travel.

#### DISCUSSION:

##### Travel

Travel to and from Oona River will be by ferry service provided by the Metlakatla Development Corporation. Travel time between Prince Rupert and Oona River is anticipated to be approximately one (1) hour. The following are departure times:

Date	Location	Time
June 15 <sup>th</sup> , 2018	Prince Rupert (Metlakatla Ferry Dock)	2:30 PM
June 16 <sup>th</sup> , 2018	Oona River Dock	4:00 PM

#### Accommodation

Accommodation will be provided in the community through various bed and breakfasts. At the time of writing this report, Director Bergman has indicated that accommodation has been booked and will be a matter of sorting out who will be staying where upon arrival.

#### Regular Meeting

Given an arrival time of approximately 3:30 PM on June 15<sup>th</sup>, 2018, Staff is recommending that the Regular meeting of the NCRD Board be rescheduled to 4:00 PM to accommodate a Board/community dinner to be held later that evening.

#### Attendance

Staff has heard from the majority of Directors as to whether or not they will be attending, however, there are still outstanding confirmations. At your earliest convenience, please notify Staff if you will be attending, and, if so, whether or not you will be bringing a guest.

#### **RECOMMENDATION:**

Staff is recommending that the Board of the NCRD reschedule its June 15<sup>th</sup>, 2018 Regular meeting to 4:00PM to be held in the Oona River Community Hall.



### 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:** Community Committees & Associations

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#### Recommendations:

**THAT the staff report entitled “Community Committees & Associations”, dated May 25, 2018, be received for information.**

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#### PURPOSE:

The purpose of this report is to bring forward information on the establishment of community committees under the *Local Government Act (LGA)* and community associations under the *Societies Act (SA)*, as requested by the Board of the North Coast Regional District (NCRD) at its Regular meeting held April 20<sup>th</sup>, 2018.

#### BACKGROUND:

In 2006, the following Committees were established by the Chair of the NCRD in accordance with s. 218 of the *LGA* [Appointment of select and standing committees]:

- Tow Hill Road Advisory Standing Committee (Bylaw 498, 2006);
- Tlell Advisory Standing Committee (Bylaw 499, 2006);
- Lawn Hill Advisory Standing Committee (Bylaw 501, 2006); and
- Miller Creek Advisory Standing Committee (Bylaw 502, 2006).

The Tow Hill and Tlell Committees were granted advisory powers with respect to fire prevention, community trails, community economic development, social planning services, heritage conservation, emergency communications systems, programs in preparation for emergencies, the custodianship of any premises owned, leased or rented for the use of its

operations, and to perform any act, or matter, incidental to the operations of its respective local service area.

Whereas, the Lawn Hill and Miller Creek Committees were granted administrative powers with respect to fire prevention, community trails, community economic development, social planning services, heritage conservation, emergency communications systems, programs in preparation for emergencies, the custodianship of any premises owned, leased or rented for the use of its operations, and to perform any act, or matter, incidental to the operations of its respective local service area.

In 2013, following a number of years of inactivity from each Committee, the Board passed the **“Rural Graham Island Advisory Standing Committees’ Repealing Bylaw No. 559, 2013”**, which repealed each of the Committee’s establishing bylaws.

## **DISCUSSION:**

Standing Committees, under s. 218 of the **LGA**, are established by the Chair of the NCRD for matters the Chair considers would be better dealt with by the Committee. In addition to its establishment, the Chair also makes the appointment of people to the Committee. As per subsection 218(4) of the **LGA**, at least one member of each standing committee must be a NCRD director.

In contemplating the establishment of a standing committee, consideration should be given to **the committee’s membership, term of office, procedure**, reporting obligations, and, most importantly, delegated powers and responsibilities. Many of these questions may be answered with a clearer understanding of what it is residents wish to achieve through the establishment of a local standing committee.

Alternatively, residents in the community may wish to consider establishing a society for any lawful purpose or purposes, including agricultural, artistic, benevolent, charitable, educational, environmental, patriotic, philanthropic, political, professional, recreational, religious, scientific, social or sporting purposes. In this instance, the society would not need to incorporate. However, when a society is incorporated, it acquires the capacity of an individual, as well as an independent existence and an unlimited life expectancy. If a society is seeking funding or grants, or charitable status from the federal government, there may be a requirement to incorporate.

To incorporate as a society under the **SA**, one or more persons may file an online application to the BC Registry and provide a name for the society, applicant information, society designation (ordinary vs. member-funded), a constitution and bylaws, director information and the address of the registered office of the society.

At this time, further information with respect to the nature of a proposed standing committee should be contemplated prior to the establishment of such committee. This information will be needed to draft a committee establishing bylaw to be brought forward for further Board consideration.

**RECOMMENDATION:**

Staff is recommending that this report be received for information. Should the Board wish to consider a committee establishing bylaw, this information can be brought forward to the next Regular meeting of the NCRD Board to be held June 15, 2018.



### 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 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 EXPENSE REPORTING FORM

NORTH COAST REGIONAL DISTRICT

Applicant Name	
Business Name	

Item	Description	Cost (excluding PST/GST)	Invoice/Receipt Attached
TOTAL COST			
TOTAL ELIGIBLE GRANT			

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 GWAII

- 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



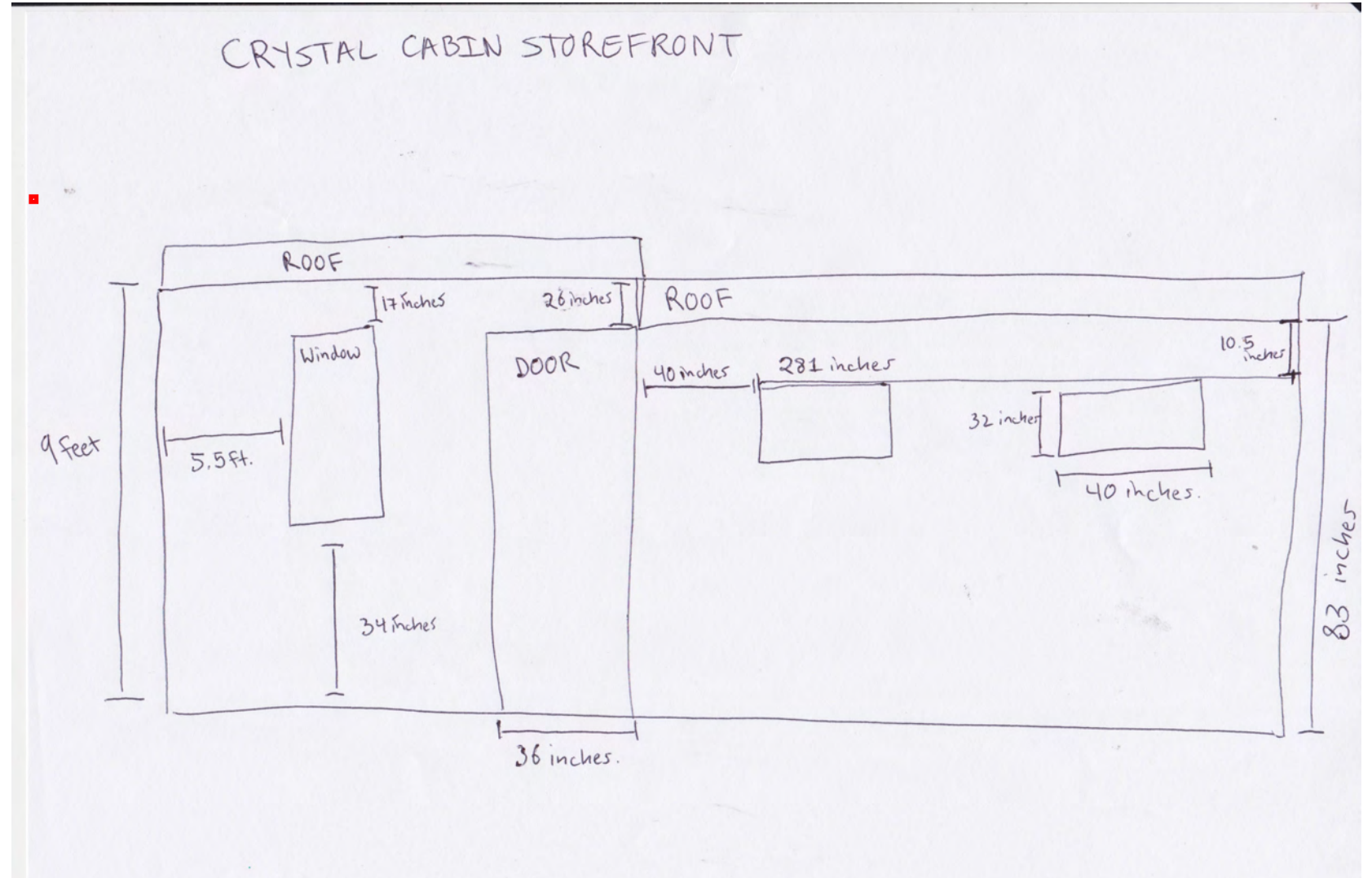
# MURAL AREA

Approximately:

9ft tall

19.5 ft wide

175.5 square ft





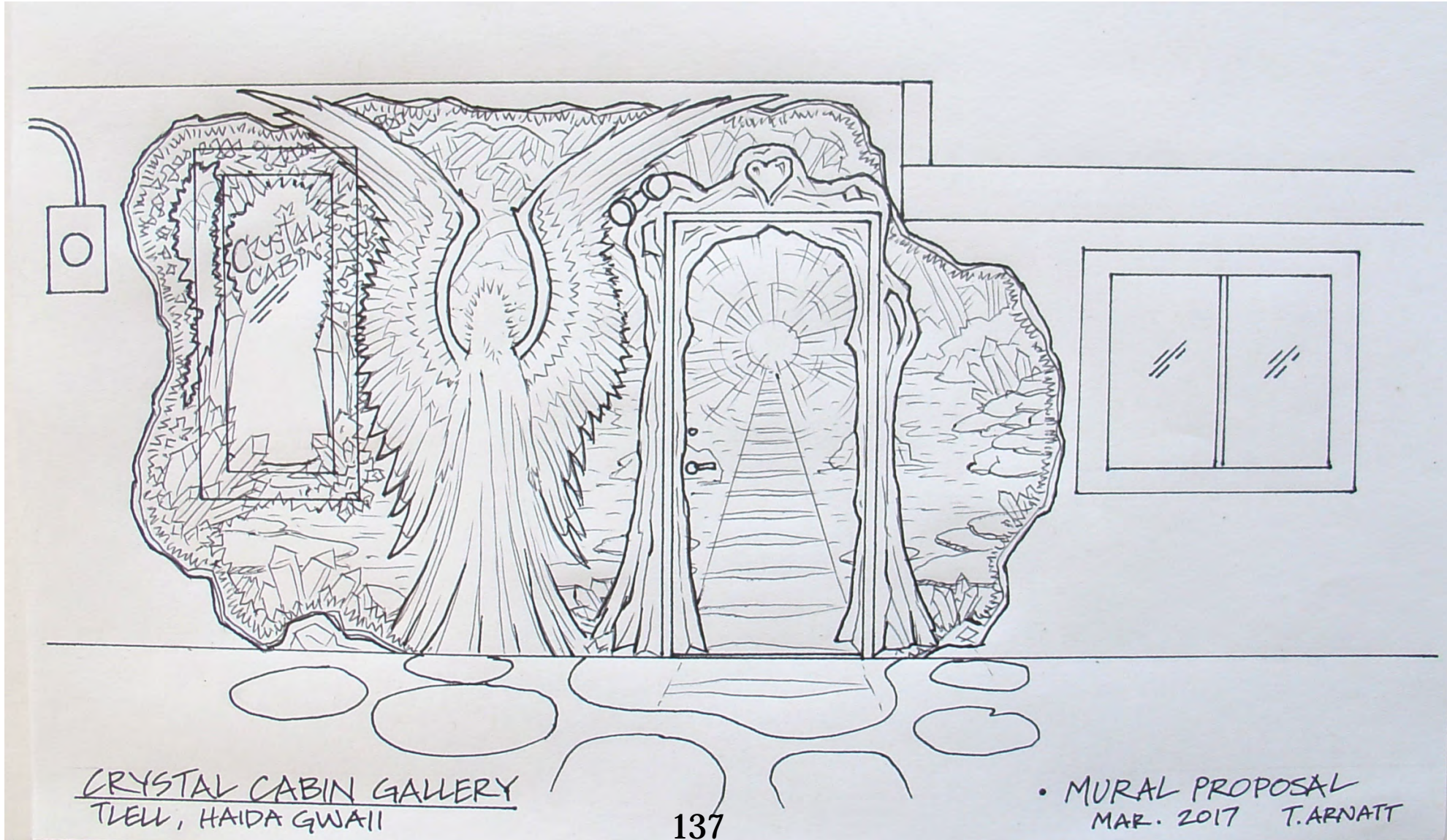
# ARTISTIC CONCEPT

- 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**

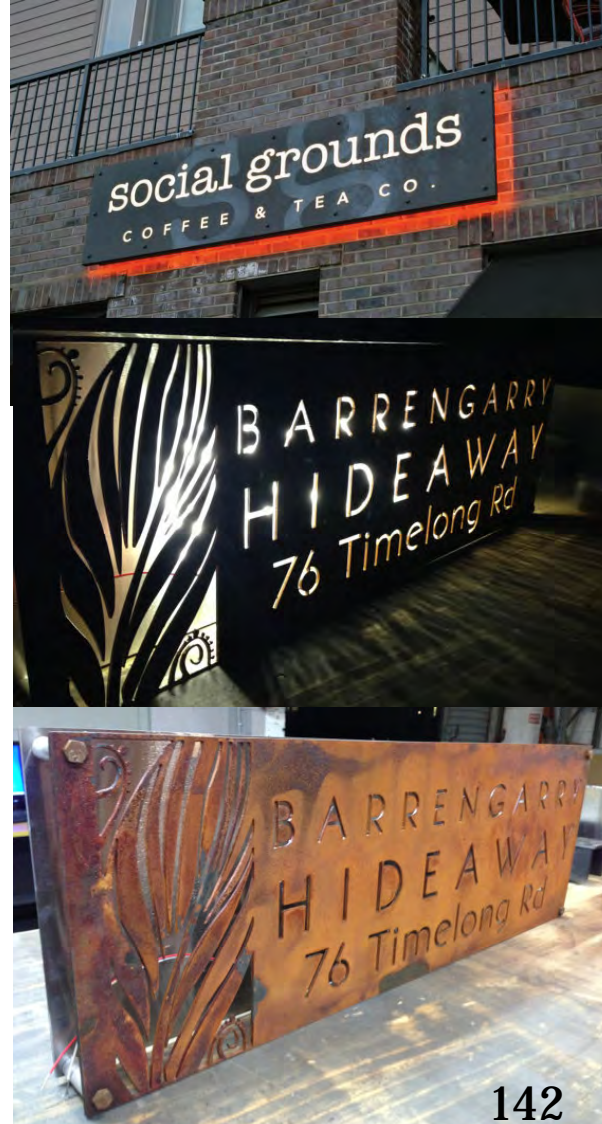
## Gutters to prevent water damage of new mural & existing storefront

- 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

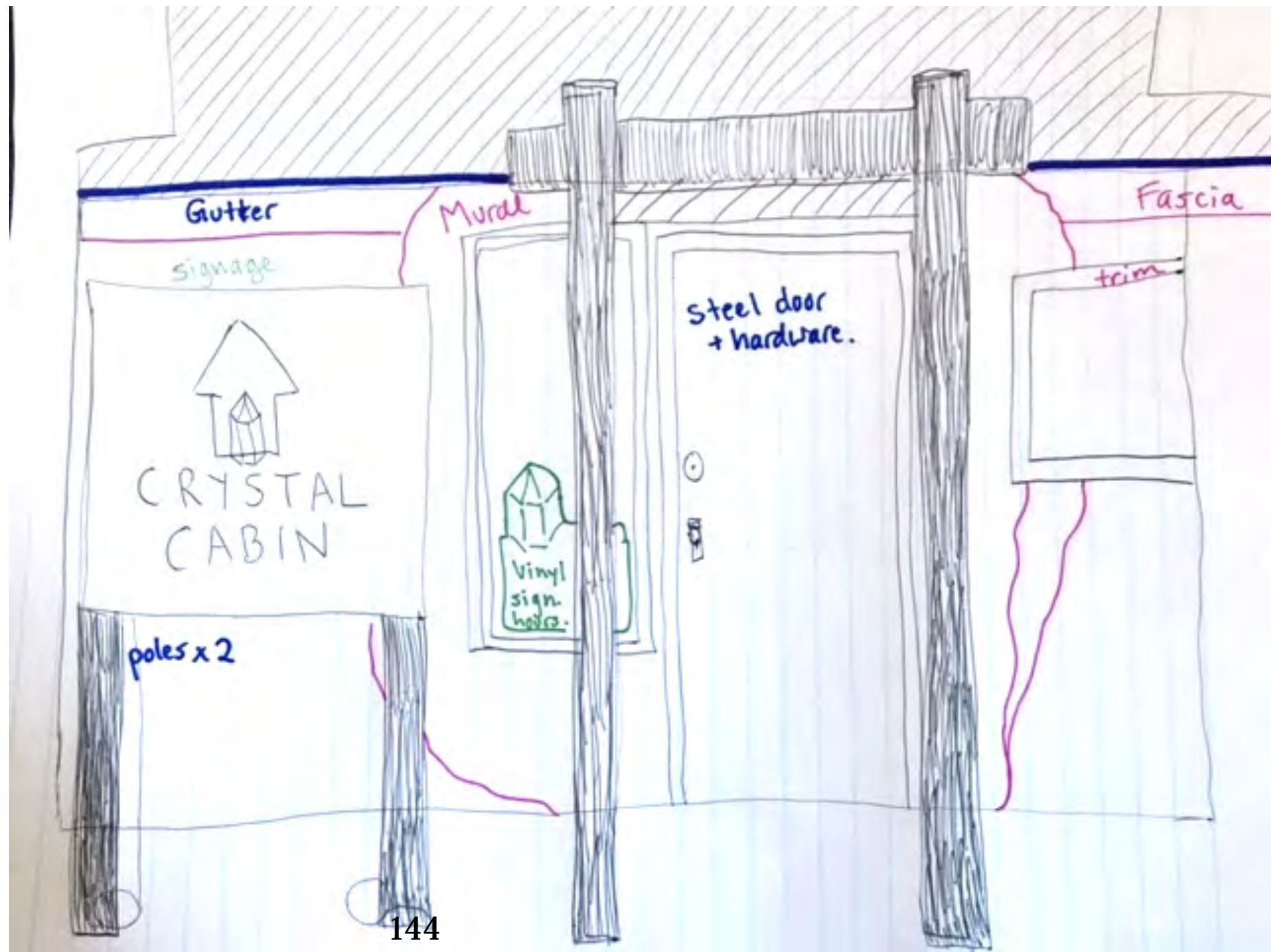
**Cost: \$22.17**



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

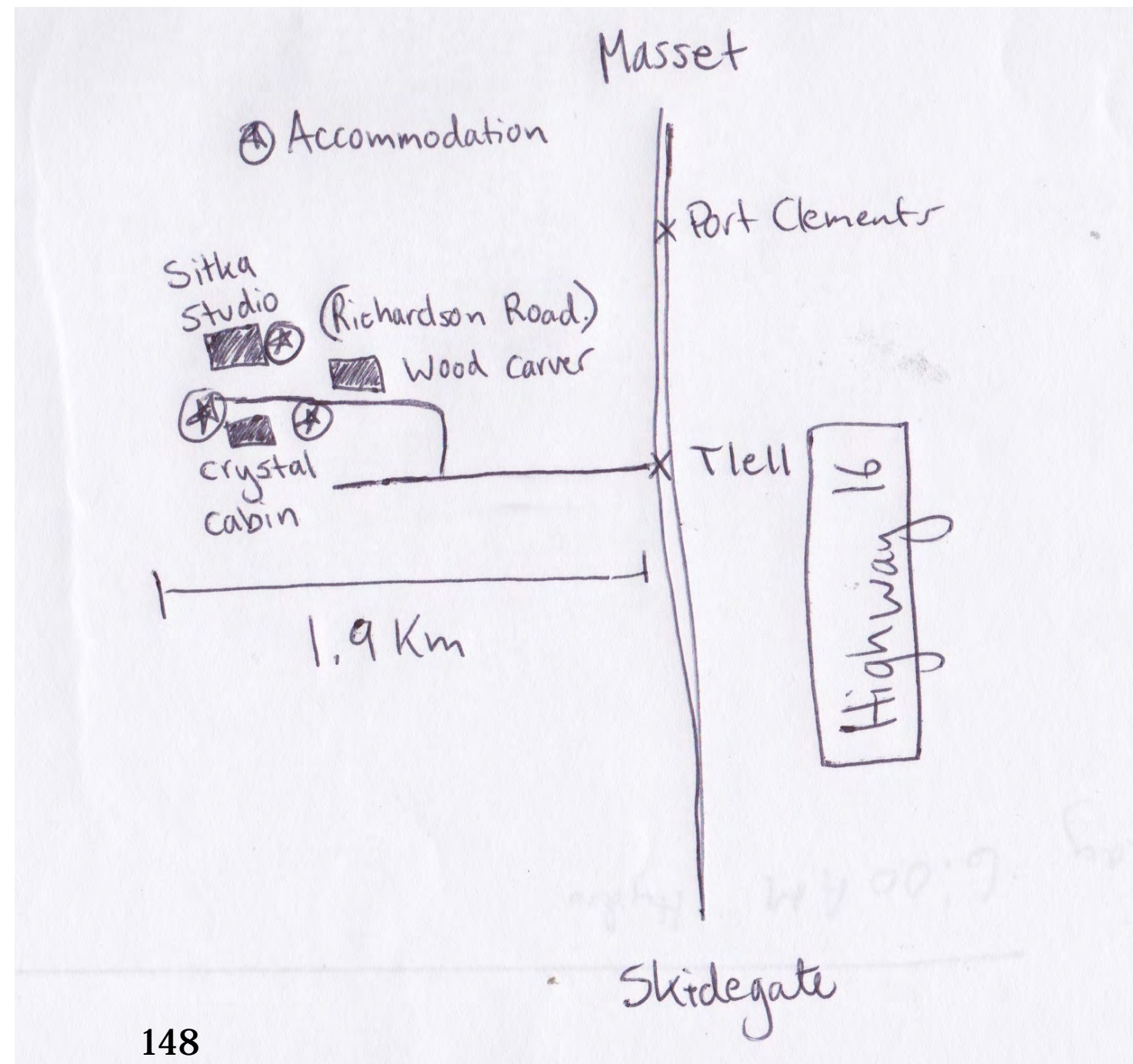
# TIMELINE TO COMPLETION

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





### 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:** 2018 UBCM Convention

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#### **Recommendations:**

**THAT the staff report entitled “2018 UBCM Convention” be received for information.**

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#### **BACKGROUND:**

The 2018 Union of BC Municipalities (UBCM) Convention will be held at the Whistler Convention Centre from September 10-14, 2018.

UBCM’s annual convention provides an opportunity for local government leaders to develop policy that guides UBCM’s advocacy efforts and work throughout the year.

#### **DISCUSSION:**

##### Resolutions

The main forum for UBCM policy-making is the annual resolutions cycle. It provides an opportunity for local governments of all sizes and from all areas of B.C. to express concerns, share their experiences and take a united position.

UBCM member local governments submit resolutions on province-wide issues for consideration by the full membership at the Convention. Resolutions endorsed by the membership are conveyed to other orders of government or organizations involved in local affairs, as appropriate.

UBCM policy staff then build on the policy directions endorsed by membership through the resolutions process. Policy implementation activities have expanded from annual presentations to Cabinet to UBCM involvement in intergovernmental committees, regular meetings with Ministers and contact on a daily basis with other orders of government.

Resolutions to go forward will need to be submitted directly to UBCM by June 30, 2018.

The Board may wish to begin contemplating resolutions to be submitted to UBCM so that an additional report can be brought forward to the June 15<sup>th</sup>, 2018 Regular meeting of the NCRD Board for further consideration.

### Meeting Requests

The annual UBCM convention provides an opportunity for local elected officials to schedule meeting requests with various Provincial Cabinet Ministers to discuss issues of local importance.

In 2017, the following meeting requests were sought:

<b>Meeting:</b>	<b>Topic(s):</b>
Ministry of Forests, Lands, Natural Resource Operations, and Rural Development	Haida Gwaii Community Forest
Ministry of Municipal Affairs and Housing	Northwest BC Resource Benefits Alliance & North Coast OCP and Ministerial Order # M053
Ministry of Transportation and Infrastructure	BC Ferries scheduling, fare increases, alternative service options
Ministry of Energy, Mines and Petroleum Resources	LNG in NCRD Region & North Coast OCP and Ministerial Order # M053
Ministry of <b>Citizen's Services</b>	Cell phone network coverage on Haida Gwaii; critical infrastructure; emergency coordinator position on Haida Gwaii
Ministry of Tourism, Arts and Culture	Cell phone network coverage on Haida Gwaii; critical infrastructure; links to tourism

Again, staff is recommending that the Board begin to contemplate requests for meetings with various Cabinet Ministers and provincial ministry staff so that this information can be brought forward to the June 15<sup>th</sup>, 2018 Regular meeting of the NCRD Board.

It is anticipated that the meeting request scheduling will be open in early July 2018.

### Registration

**Delegate registration for this year's UBCM convention will open on July 3<sup>rd</sup>, 2018.** If you will be attending this year's convention, please advise Staff so that the necessary registrations and travel accommodations can be booked.

**RECOMMENDATION:**

Staff is recommending that the memorandum from staff entitled “2018 UBCM Convention” be received for information.



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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 Election Cost Sharing with School Districts No. 50 & 52

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**Recommendations:**

**THAT the staff report entitled, dated May 25<sup>th</sup>, 2018, “2018 Election Cost Sharing with School Districts No. 50 & 52” be received;**

**AND THAT the Board approve entering into separate cost sharing agreements with School District 50 and School District 52 for the conduct of 2018 local general elections.**

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**BACKGROUND:**

Historically, the North Coast Regional District (NCRD), as requested, has undertaken the conduct of school district trustee elections on behalf of School District No. 50 and School District No. 52 in conjunction with its own local government election. Specifically, the NCRD has assisted by including the rural trustee ballots in the general election process, booking election facilities, recruiting/training election officials and advertising. To compensate the NCRD for the handling of their ballots, facilities, election official and advertising costs incurred for advance and general voting are shared between parties.



**DISCUSSION:**

Subsection 57(2) of the *Local Government Act* states:

*“The costs of an election may be shared under an agreement between the local government and another local government, the council of the City of Vancouver or a board of education for the conduct of the election by one party for the other or in conjunction with an election of the other.”*

As has been practice in the past, Staff have contacted officials at both school districts to inquire as to whether there was a desire to have the NCRD conduct elections on their behalf. Both school districts have indicated that should an election be required, they would be seeking assistance from the NCRD.

**RECOMMENDATION:**

Staff is recommending that the Board approve staff to enter into a cost sharing agreement with School District No. 50 and School District No. 52 for the 2018 election.



## Staff Report

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**Date:** April 20<sup>th</sup>, 2018

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

**From:** D. Fish, Corporate Officer & S. Gill, Treasurer

**Subject:** Mainland Arts and Culture Contribution Bylaw No. 621, 2018

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### Recommendations:

**THAT the staff report entitled “Mainland Arts and Culture Contribution Bylaw No. 621, 2018” be received;**

**AND THAT the Board give first reading to Bylaw No. 621, 2018.**

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### BACKGROUND:

At its Regular meeting held February 24<sup>th</sup>, 2018, the Board of the North Coast Regional District (NCRD) directed staff to prepare a bylaw for consideration that would allow for an annual grant contribution to be made to the Museum of Northern B.C. (Museum) and the Lester Centre of the Arts to assist with the provision and operation of arts and culture in the mainland region of the NCRD. Previously, the Museum had submitted a grant request, however, without an established service, the NCRD is unable to consider the Museum’s grant request in its financial plan.

### DISCUSSION:

Attachment “A” of this report includes a draft *Mainland Arts and Culture Contribution Bylaw No. 621, 2018* (Bylaw) for consideration of the Board of the NCRD.

Staff have prepared the attached bylaw in accordance with section 339 [*Required content for establishing bylaws*] and 340 [*Special options for establishing bylaws*] of the *Local Government Act (LGA)*, to include a description of the bylaw; definition of the service area boundaries and participants; indication of the cost recovery method for the service; apportionment of the costs; and a maximum requisition limit of \$45,000.

The service established through the proposed Bylaw is for the purpose of providing financial contribution to the cost of operating the Museum of Northern B.C. and the Lester Centre of the Arts. The service area and participants includes the City of Prince Rupert, the District of Port Edward and Electoral Areas A and C.

As is general practice with most NCRD services, the annual cost to run the service shall be recovered by property value taxes imposed on the net taxable value of land and improvements for hospital purposes under paragraph 378(1)(a) [*Options for cost recovery*] of the *LGA*.

Apportionment of the cost of the service replicates what has been done for the North Pacific Cannery in which the City of Prince Rupert pays 2/5, District of Port Edward pays 2/5 and the Electoral Areas A & C pay 1/5 of the total cost of the service. With a maximum requisition limit of \$45,000, for each participant this represents the following annual requisition:

Participant	Requisition
City of Prince Rupert	\$18,000
District of Port Edward	\$18,000
Area A	\$4,500
Area C	\$4,500

This translates to the following taxes based on 2018 Completed Roll;

Participant	Average Residential Homeowner	Taxes per \$100,000 on Assessment
City of Prince Rupert	\$2.30 (\$277,630)	\$0.83
District of Port Edward	\$26.66 (\$196,528)	\$13.57
Area A	\$1.46 (\$32,616)	\$4.48
Area C	\$3.53 (\$27,372)	\$12.90

In 2017, the Museum submitted a grant request to the NCRD in the amount of \$20,000, the Lester Centre of the Arts has indicated it anticipates submitting to the NCRD for an annual grant in the amount of \$20,000. Given those figures and costs allocated to the administrative support of the service, Staff is recommending an annual requisition limit of \$45,000.

Staff is recommending that the Bylaw be given first reading as presented, however, the Board may wish to consider changes to any of the particulars listed above. Following first reading, in accordance with section 342 of the *LGA*, the Bylaw will be submitted to the Inspector of Municipalities for approval prior to seeking approval of the electorate through an alternative approval process.

#### **RECOMMENDATION:**

Staff is recommending that the Board of the NCRD give first reading to the Bylaw and direct staff to submit the proposed Bylaw to the Inspector of Municipalities for approval.



### Bylaw No. 621, 2018

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

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

**AND WHEREAS** the Board of the North Coast Regional District wishes to establish a service for the purpose of contributing to the cost of providing and operating performing arts and cultural centres within the City of Prince Rupert for community use for the benefit of the residents of the District of Port Edward, Electoral Area A and Electoral Area C;

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

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

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

**NOW THEREFORE** the Board of the Skeena-Queen Charlotte Regional District in open meeting assembled enacts as follows:

#### 1. Citation

This Bylaw may be cited for all purposes as the “Mainland Arts and Culture Contribution Bylaw No. 621, 2018”.

## **2. Service**

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

## **3. Service Area Boundary**

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

## **4. Service Participants**

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

## **5. Cost Recovery Method**

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

## **6. Apportionment of Costs**

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

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

## **7. Requisition Limit**

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

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

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

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

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

**Corporate Officer**

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



### Staff Memo

---

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

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

**From:** S. Gill, Treasurer

**Subject:** Haida Gwaii Recreation Budget Amendment

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#### Recommendations:

**THAT the Board Receives the staff report entitled “Haida Gwaii Recreation Budget Amendment”;**

**AND THAT the Board authorize staff to amend the 2018-2022 Financial Plan to allocate funding from the Haida Gwaii Recreation surplus, in the amount of \$4,100, towards the wages and insurance expenses items of the Haida Gwaii Recreation program.**

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#### BACKGROUND:

A Budget amendment is needed to increase program expenditures to facilitate the following approved expenses.

##### Insurance Liability:

At the March 23<sup>rd</sup>, 2018 North Coast Regional District (NCRD) Regular Board Meeting a motion was passed to provide liability insurance to Haida Gwaii Youth Soccer Association (HGYS) through Municipal Insurance Association of B.C.’s (MIABC’s) Associate Member Program.

By entering into an Associate Member Program with HGSYA, NCRD is able to pass along significant cost savings to **the organization through extension of the NCRD's liability coverage** with MIABC. The Board agreed to extend liability insurance to HGYSYA, with the NCRD responsible for all premium and deductible charges that may arise. The total cost of the insurance is \$250.00

**Program Expenditure Wages:**

As per the employment agreement with the recreation coordinator, an annual performance review was completed on April 26, 2018. As per the employment contract, following the completion of one year of service and a successful performance review, an annual increase to wages is agreed upon. Staff have recommended a 5% increase, coupled with the annual cost of living adjustment under section 8.2 of the Exempt Employee Policy, for a total increase in wages under program expenditures of 7%.

**BUDGET IMPLICATIONS:**

The total cost for the insurance and wage increase is \$4,100 which was not budgeted for in 2018. Since the requisition was not increased in 2018 an amendment to the use of surplus would need to be made to in order to fund the additional expenses.

The 2017 surplus balance is \$16,400 and the total use of surplus as it is currently stated in the 2018 budget is \$7,527. With the additional use of surplus of \$4,100, the total use of surplus in the 2018 budget will be \$11,627.

**RECOMMENDATION:**

That the Board authorize staff to amend the 2018-2022 financial Plan to allocate funding from the Haida Gwaii Recreation surplus, in the amount of \$4,100, towards the wages and insurance expenses of the Haida Gwaii Recreation program.





**Staff Report**

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**Date:** May 25, 2018

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

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

**Subject:** OCP and Zoning Amendment – Graham Island

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**Recommendations:**

**THAT the report from the consultant entitled “OCP and Zoning Amendment – Graham Island” be received;**

**AND THAT second, third reading and adoption be given to “Lawnhill OCP Amendment Bylaw No. 623, 2018”;**

**AND FURTHER THAT second, third reading and adoption be given to “Lawnhill Zoning Amendment Bylaw No. 624, 2018.”**

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**BACKGROUND:**

Mr. Clint Murdaugh, property owner, submitted an OCP and zoning amendment application for two lots on Lawnhill Road. The applicant is requesting the lots be zoned from A1 – Agriculture-Forestry District to R2 – Small Holdings District. *Official Community Plan* amendment is also required.

## DISCUSSION:

### Summary of Agency Referral

Information regarding the application was referred to internal and external agencies for comments. A summary of comments is summarized below.

#### Advisory Planning Commission:

A formal recommendation was not provided; however, general support was noted on the file.

#### Ministry of Transportation and Infrastructure: no objection (letter attached)

#### Solutions Table via FLNRORD:

##### *Discussion*

The Solutions Table is concerned about Lawn Hill Creek, at the south end of the DL 594. A buffer should be placed on the stream to ensure protection and shading.

The beach is approximately 500m from the lot, with an identified archaeological site at the beach. There are also abundant Culturally Modified Trees in the forest in this general area – to the north in harvested areas, many CMTs have been located (and protected). There is a high likelihood of CMTs being present on DL 594 or adjacent, and it is recommended that the client employ a Professional Archaeologist, and have an approved Haida monitor on site during any works, should this amendment be approved.

##### *Comments to Decision Makers*

The Solutions Table submits the above information to the Decision Makers for their consideration. **Please see recommendations under “discussion” above, with regards to Lawn Hill Creek, and archaeology.** The proponent must ensure that all required authorizations are in place before commencing the project.

#### MFLNRORD - Archaeology Branch

Provincial records indicate that there are no previously recorded archaeological sites located on either of the parcels. However, given the long history of the Haida people on the island, and that Lawn Hill Creek crosses both properties at the south end, there is potential for unknown/unrecorded archaeological deposits to exist on both properties.

Archaeological sites (both recorded and unrecorded, disturbed and intact) are protected under the Heritage Conservation Act and must not be altered or damaged without a permit from the Archaeology Branch.

Prior to any land alterations (e.g., addition to home, property redevelopment, extensive landscaping, service installation), an Eligible Consulting Archaeologist should be contacted to review the proposed activities and, where warranted, conduct a walk over and/or detailed study of the properties to determine whether the work may impact protected archaeological materials.

Please note: no comments were received from Northern Health Authority and Ministry of Environment.

### **Public Hearing**

A Public Hearing was held on May 23<sup>rd</sup>. A summary is attached for voting Board members not in attendance of the hearing prior to further readings being considered.

### **SUMMARY:**

The applicant is seeking to amend the OCP and Zoning Map to a higher-density residential zone. This would allow for the desired subdivision into four lots. Staff have referred the application to APC and external applications.

### **Alternatives**

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

1. Motion to hold subsequent public hearing to have opportunity for further comments;
2. Not give further readings and reject application; or
3. Another option as identified through discussion of the Board.

### **RECOMMENDATION:**

Should the Board be satisfied with the comments heard at leading up to and during the public hearing as well as agency feedback, staff recommend second and third reading and adoption of each bylaw.



Your File #:  
eDAS File #: 2018-01690  
Date: Apr/10/2018

Clint Murdaugh;  
c/o North Coast Regional District  
Morganne Williams  
14-342 3rd Avenue W  
Prince Rupert, British Columbia V8J 1L5  
Canada

Attention: Morganne Williams Planning Consultant

**Re: Proposed Bylaw for:**  
517 Lawn Hill Road, Tlell  
PID 013-768-344 and PID 008-423-865  
Lot 2, District Lot 594, Plan 12328 and District Lot 594 Except Plan 12328,  
Queen Charlotte District  
Map: 606715,949449

Thank you for your referral and for the opportunity to review and respond to the OCP and Bylaw amendments. The ministry has no objections with the proposed bylaw amendments.

During our review, we noticed that there are plans for future subdivision. Before a subdivision application is made, we are unable to comment on subdivision requirements. Below is a link with information on quality and quantity of water and sewerage requirements.

[https://www.th.gov.bc.ca/DA/Subdivision\\_Home.asp](https://www.th.gov.bc.ca/DA/Subdivision_Home.asp)

If you have any questions please feel free to call Amber Olson at (250) 615-3976.  
Yours truly,

Amber Olson  
District Development Technician

Local District Address
Skeena District 4825 Keith Avenue Terrace, BC V8G 1K7 Canada Phone: (250) 615-3970 Fax: (250) 615-3963



# Attachment B

## NORTH COAST REGIONAL DISTRICT

### PUBLIC HEARING MEETING

Report of the Public Hearing Meeting held at 1686 Main Street in Masset, B.C. at 7:00 p.m. on Wednesday, May 23, 2018 to receive representation from all persons who deem their interests to be affected by the following proposed bylaw:

**Rural Graham Island OCP Amendment Bylaw No. 623, 2018  
&  
Graham Island Interim Zoning Amendment Bylaw No. 624, 2018**

Present:	Chair, North Coast Regional District	B. Pages
Also Present:	Corporate Officer	D. Fish
	Members of the Public	1

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#### 1. Call to Order

The Chair called the **public hearing for the** “Rural Graham Island OCP Amendment Bylaw No. 623, 2018 & Graham Island Interim Zoning Amendment Bylaw No. 624, 2018” to order at 7:00 p.m.

#### 2. Statement by the Chair on the Procedures of for Public Hearing

The Chair introduced himself, panel members and staff in attendance and stated the purpose of the hearing was to receive representation from all persons present who deemed their interests to be affected by the proposed Rural Graham Island OCP Amendment Bylaw No. 623, 2018 & Graham Island Interim Zoning Amendment Bylaw No. 624, 2018. Written submissions received at the North Coast Regional District offices on or before 12:00 p.m. on May 22, 2018, or presented in person at the hearing were read by staff during the meeting.

Those wishing to speak were each given an opportunity to be heard respecting matters related to the proposed bylaw, based on the following criteria:

- Speakers must present themselves at the table and sign the speakers list to be called upon;
- The speaker must identify herself/himself by full name and residential or business address;
- If the speaker wishes to read from a prepared statement, a copy must be provided to the Corporate Officer for reference;
- The North Coast Regional District Panel representatives may ask questions for clarification. However, the meeting is not a question period where debate takes place.
- The North Coast Regional District Panel representatives will not provide any comment on issues raised, but will be in attendance to listen to the comments presented.

The Chair then indicated that following the conclusion of the public hearing, the North Coast Regional District Board may, without further notice or hearing, give whatever effect the Board believes proper to the representation made at this hearing.

### **3. Staff to Summarize Bylaw Process**

The Corporate Officer provided a summary of the bylaw process for public in attendance at **the meeting. The Corporate Officer's summary on the process indicated that, at present,** the proposed bylaw had been given first reading for further comment from the public at this scheduled public hearing. Following second and third readings of the proposed bylaws, the Board, at its discretion, may adopt the proposed bylaws.

The Corporate Officer stated that, following the conclusion of the public hearing, no new information on the matter will be heard. The Corporate Officer concluded his remarks, indicating that a report of this public hearing would be provided to the Board of the North Coast Regional District at its May 25, 2018 Regular meeting and that the Board, in its sole discretion, may choose whether or not to move forward with subsequent readings of the subject bylaw.

### **4. Applicant Presentation**

Not provided.

### **5. Staff to Read Written Submissions**

The Corporate Officer indicated that there were 0 written submissions received by the public prior to 12:00 p.m. on Tuesday, May 22, 2018 with regard to the "Rural Graham Island OCP Amendment Bylaw No. 623, 2018 & Graham Island Interim Zoning Amendment Bylaw No. 624, 2018"

### **6. Call for Public Comment on the Proposed Bylaws**

The Chair called a first time for speakers, in order that they appear on the sign-in sheet, to speak for or against the proposed Rural Graham Island OCP Amendment Bylaw No. 623, 2018 & Graham Island Interim Zoning Amendment Bylaw No. 624, 2018.

The Chair then called a second time for speakers to speak for or against the proposed Rural Graham Island OCP Amendment Bylaw No. 623, 2018 & Graham Island Interim Zoning Amendment Bylaw No. 624, 2018.

The Chair then called a third and final time for speakers to speak for or against the proposed Rural Graham Island OCP Amendment Bylaw No. 623, 2018 & Graham Island Interim Zoning Amendment Bylaw No. 624, 2018.

### **7. Applicant Response**

Not applicable.

**8. Closing Statement by the Chair**

The Chair thanked the public for taking the opportunity to attend the public hearing and provide comment on the subject bylaw.

There being no further input from the public, the public hearing was adjourned at 7:15 p.m.

Certified fair and correct:

Prepared by:

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B. Pages  
Chair

---

D. Fish  
Corporate Officer



### **Bylaw No. 623, 2018**

---

A bylaw to amend the *Rural Graham Island Official Community Plan Bylaw 532, 2011* with respect to land uses permitted and Schedule C6.

---

**WHEREAS** the *BC Local Government Act* specifies an *Official Community Plan* (OCP) is a statement of objectives and policies to guide decisions on planning and land use management which must include statements and map designations;

**AND WHEREAS** the Board of the North Coast Regional District deems it is in the public interest to amend OCP policy and designation governing a portion of the Lawn Hill – Miller Creek area, the Graham Island OCP is to be amended as follows,

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

1. Citation: This Bylaw may be cited for all purposes as the “Rural Graham Island OCP Amendment Bylaw No. 623, 2018.”
2. Graham Island *Official Community Plan* (2008) is hereby amended by:
  - a. Move portions of the following lots from “Rural” to “Residential” on Schedule C6: Land Use (Lawn Hill – Miller Creek Area), as shown on Schedule A, attached to and forming part of this Bylaw.
    - i. Parcel Identifier: 008-423-865
    - ii. Parcel Identifier: 013-768-344
3. This bylaw shall come into force and be binding on all persons from the date of adoption.

*Read a first time this 20<sup>th</sup> day of April, 2018*

*Public Hearing held this \_\_\_\_ day of \_\_\_\_\_, 2018*



*Read a second time this \_\_\_\_ **day of** \_\_\_\_\_, 2018*

*Read a third time this \_\_\_\_ **day of** \_\_\_\_\_, 2018*

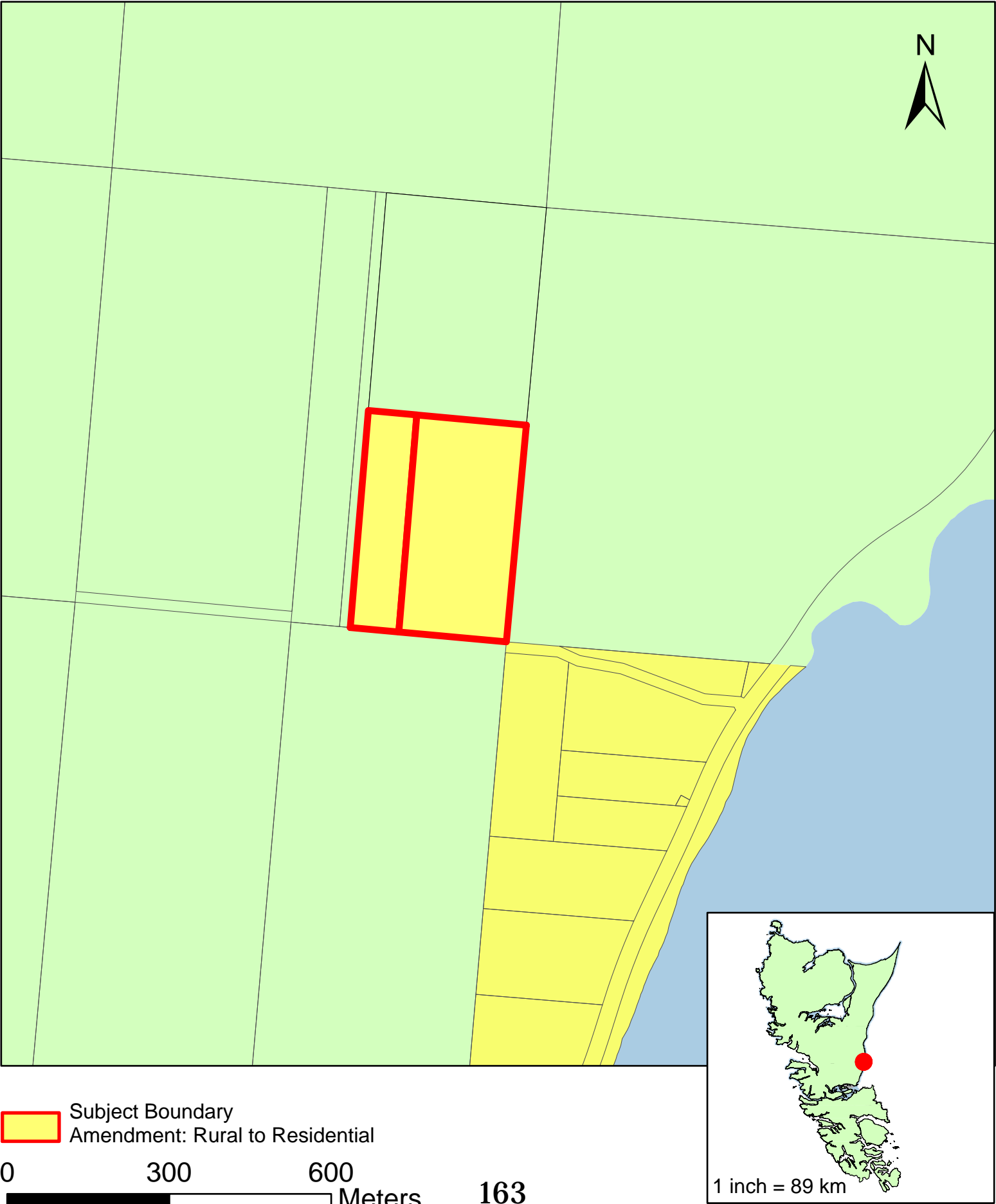
***Adopted** this \_\_\_\_ **day of** \_\_\_\_\_, 2018*

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

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

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 623, 2018.*

Rural Graham Island OCP Amendment Bylaw No. 623, 2018  
Schedule A





### **Bylaw No. 624, 2018**

---

A bylaw to amend the *Graham Island Interim Zoning Bylaw 192, 1993* zoning map with respect to land uses permitted.

---

**WHEREAS** the *BC Local Government Act* allows a local government to divide portions of the municipality into zones and regulate permitted land uses within zones,

**AND WHEREAS** the Board of the North Coast Regional District deems it is in the public interest to amend zoning governing a portion of the Lawnhill – Miller Creek area, the Graham Island zoning maps are to be amended as follows,

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

1. Citation: This Bylaw may be cited for all purposes as **the** “Graham Island Interim Zoning Amendment Bylaw No. 624, 2018.”
2. The Zoning Map of Graham Island is hereby amended by
  - a. Move portions **for the following lands from “A1” to “R2”** as shown on Schedule A of this bylaw, which is attached to and forms part of the bylaw.
    - i. Parcel Identifier: 008-423-865
    - ii. Parcel Identifier: 013-768-344
3. This bylaw shall come into force and be binding on all persons from the date of adoption.

*Read a first time this **20<sup>th</sup> day of April, 2018***

*Public Hearing held this \_\_\_\_ **day of** \_\_\_\_, 2018*

*Read a second time this \_\_\_\_ **day of** \_\_\_\_, 2018*

*Read a third time this \_\_\_\_ **day of** \_\_\_\_\_, 2018*

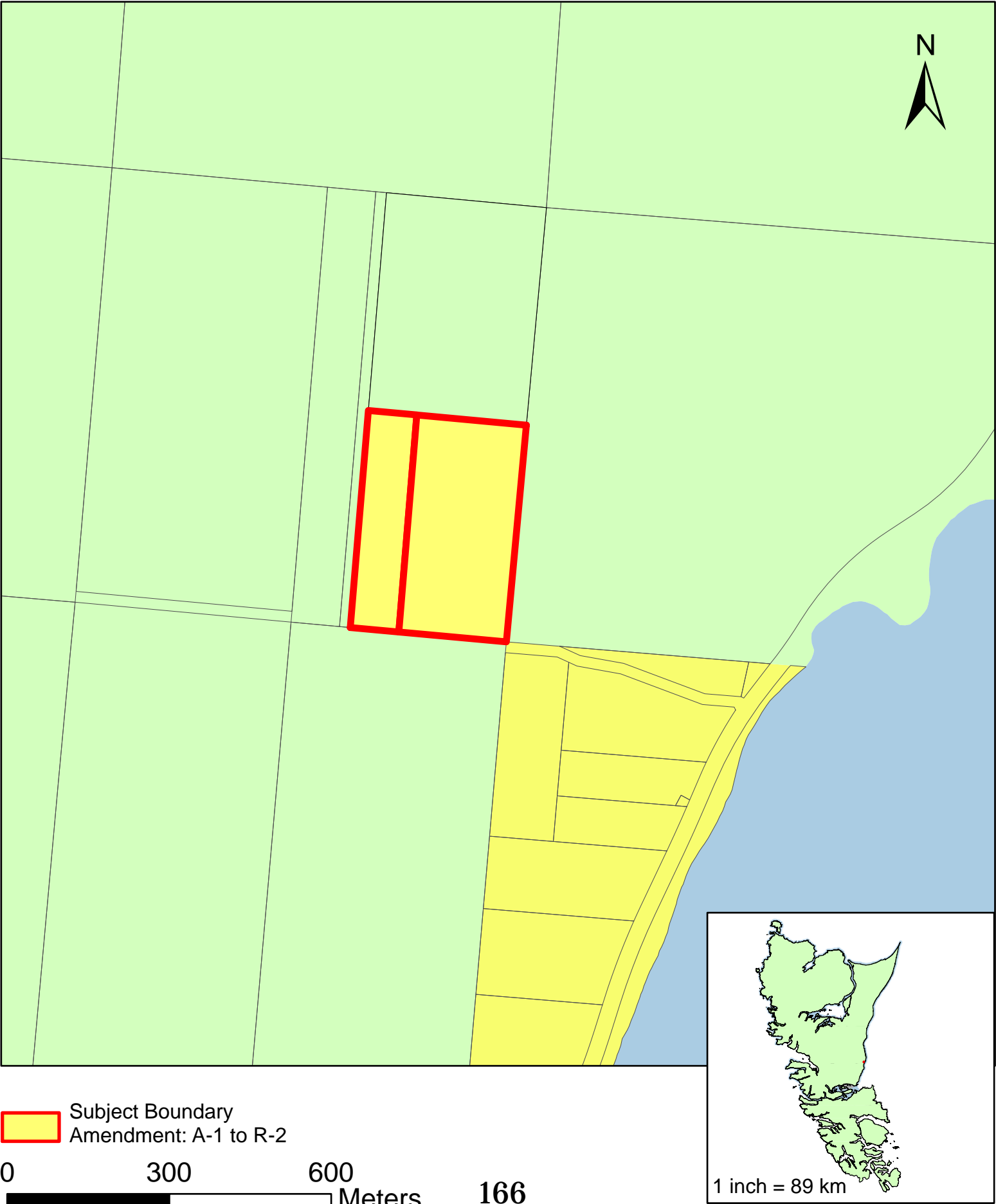
***Adopted** this \_\_\_\_ **day of** \_\_\_\_\_, 2018*

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

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

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 624, 2018.*

Graham Island Interim Zoning Amendment Bylaw No. 624, 2018  
Schedule A





### Staff Report

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**Date:** May 25, 2018

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

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

**Subject:** Referral – Subdivision (PID 008-058-491)

---

### Recommendations:

Action: that the Board provide feedback to MOTI regarding this referral.

---

### BACKGROUND

The North Coast Regional District has received a Development Approval Referral from the Ministry of Transportation and Infrastructure for a proposed subdivision on District Lot 501, Queen Charlotte District, PID 008-058-491. This property is situated approximately 12 km north of Skidegate and immediately adjacent to the Miller Creek subdivision. This application was previously referred in 2014.

### DISCUSSION

#### OCP and Zoning

A portion of the property in question, shown in the schedule 1 of bylaw 474, was previously rezoned, to Rural (R-1). The OCP identifies DL 501 as “Proposed Residential Use.

The Rural zoning permitted uses include: agriculture, residential, home occupation, accessory building and uses. The minimum size is 1.5 hectares and setbacks are front and rear – 7m; side 5 m; maximum height is 9 m and one residence is allowed.

## **Advisory Planning Commission**

Original comments from 2014 attached.

### **Potential Comments**

- Road Dedication for lands beyond;
- Concern about presence of a fish bearing creek on property; and
- Concern of continued beach access.

### **SUMMARY & RECOMMENDATION**

The Ministry of Transportation and Infrastructure has asked for comments regarding this subdivision. In the last referral, the Board opted not to provide specific comment than to send concerns mentioned from APC. Staff are also recommending that the appropriate zoning be sent to MOTI as the measurements given on the plan are approximate.

### **ALTERNATIVES**

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

1. Request additional information from MOTI and the applicant;
2. Request an extension and refer to APC; or
3. Another option as identified through Board discussion.

## **APC COMMENT ON ORIGINAL APPLICATION**

Leandre Vigneault:

A previous subdivision application for this parcel met with a lot of opposition from the residents of Miller Creek. I know at the time the issues were all about the portion of the property that is in the ocean side of the road. It contains an old apple/tree orchard which is part of the original Miller Creek homestead and is used by many as access to the beach and as a sort of park area. The original proposal would have divided this portion into 3 lots I think and people were very concerned about access to the site and to the beach then. I see in the OCP special rules for **Miller Creek that lot 501 is identified for future development but I also see that P 13. States “ In order to permit area residents access to the waterfront, pedestrian access to the beach should be retained along the length of Highway 16 in the LMCLPA”** and I know that this was a big issue in the last application and wonder if this has been taken into consideration this time?

As I said above, the OCP identifies lot 501 as being one of the sites for future development and to that end I have a bit of concern about the shape and layout of the lot on the west side of the highway. I am concerned that it will be hard to fit other around it in future as it is not parallel to the east-west lot lines of 501.

I also wonder about access to this lot and future lots. Is this lot to be accessed from the highway? Is the current access on the north edge of 501 with the drive way crossing 501 to get the proposed parcel? How would future development be accessed from the highway or by an extension of the Miller Creek subdivision road?

ALC is OK with the proposed application and this lot has been identified in the OCP as an area for future development so I support the idea of a subdivision on this lot but do think that the issues around public access on the ocean side of the road should be resolved and that the configuration of the lot on the west side of the highway is not ideal for future development. I would like to see a little more planning for both these issues plus some insight into the access plan for future development on the west side of the road before recommending approval.

There is an old road (Miller Creek Road) that runs east west to access the lots behind 501. Although it is not shown on the map with this application, I think that the road runs up the north edge of lot 501. This road was built in the early 1900s when the area was first settled and it may or may not be gazetted but is currently being used to access lots west of 501. I think it would be good to ascertain the current status of this road as it may affect future development in the area.

One last thought regarding the potential for a lot to the south of the proposed lot on the west side of the highway is the presence of a fish creek shown on the submitted plan as Apple Orchard Creek and also known as Leander Creek. I am not sure that it is correctly mapped in the plan (I think it is actually a little further south) but I am assuming that any new development



will need to leave appropriate riparian buffers and still have room for someone to develop their lot and build a structure.

Chris Ashurst:

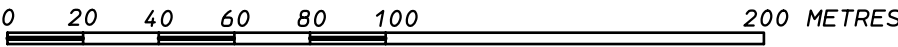
Looking at the map I agree that the subdivision proposal for the west property doesn't appear to reflect any kind of vision for the larger property as a whole. Potentially I suppose it's possible to subdivide again with a lot to the north and one to the south, each with somewhat odd property lines. I don't see any ROW allowances on there, future subdivision will have access issues for the western portions. That also applies to the access to the other land outside of the DL, which uses the historic road but which runs through private land. Is the dotted line immediately adjacent to the proposed western lot the old road? If the plan (supported by the OCP) is to eventually make the land available for development, I would like to see the access plan at this early stage. Presumably running a new subdivision road in from the highway or using M.C.Rd.

For the beachside lot, you mention local concern about access if 3 lots were put in there. The access issue is still unresolved if it's just one lot. Is there an official public beach access route, even if it's not the one commonly used? One of the biggest subdivision screw-ups here is the Limberlost properties. Inexplicably (and inexcusably) there is no public beach access set aside. That wasn't even really noticed until people started developing the land. When Lot 5 (at the end of the road) is developed, we will likely lose even our unofficial access and it will create a long (but pleasant enough) walk all the way around Lot 5. So if this proposal means that people can't get to the beach, then there needs to be a plan for access.

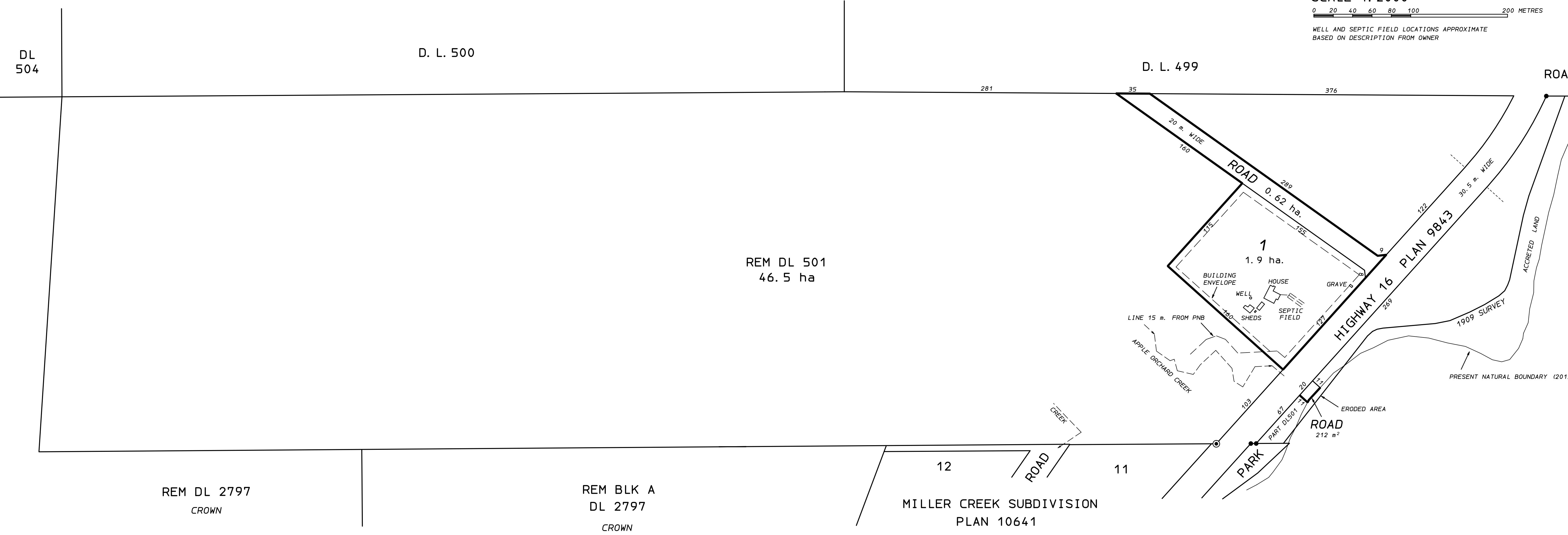
Also, do the property owners actually own the accreted land? On north beach owners have the opportunity to apply for the accreted land, but it's not automatic. If that's a publicly used area, I would be tempted to find out if the accreted land remains in public hands and if so then formally adding an access to it.

PROPOSED SUBDIVISION OF  
PART OF DL 501 EXCEPT PLANNED  
QUEEN CHARLOTTE DISTRICT.

SCALE 1: 2000



WELL AND SEPTIC FIELD LOCATIONS APPROXIMATE  
BASED ON DESCRIPTION FROM OWNER





## SOLID WASTE SERVICE AGREEMENT

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 2018.

### BETWEEN:

*NORTH COAST REGIONAL DISTRICT  
14 – 342 3<sup>rd</sup> Avenue West,  
Prince Rupert, BC V8J 1L5*

(hereinafter called the “Regional District”)

### AND:

*SKIDEGATE BAND COUNCIL  
P.O. Box 1301  
Skidegate, BC. VoT 1S1*

(hereinafter call the “First Nation”)

(collectively, the “Parties”)

### WHEREAS:

- A. The First Nation’s Band Council has approved this Service Agreement by passing Band Council Resolution in accordance with the provisions of the Indian Act, R.S.C. 1985, c. I-5. A certificate of the Band Council Resolution is attached to this Service Agreement as Schedule “A”.
- B. The Regional District Board has approved this Agreement by passing a Board Resolution. A copy of the Resolution is attached to this Service Agreement as Schedule “B”.
- C. The First Nation is responsible for the administration and control of Reserve Lands.
- D. The Regional District and the First Nation have reached an agreement whereby the First Nation will pay the Regional District to provide Solid Waste Services to the Lands.
- E. The said Parties deem it to their mutual interest to enter into this agreement.

**THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements herein contained the sufficiency which is hereby acknowledged, the PARTIES hereto agree as follows:**

## **1.0 DEFINITIONS**

- 1.1 In this agreement, including this section, the recitals and schedules hereto, unless the context otherwise requires:

**“Annual Fee”** has the meaning ascribed in Section 4.

**“Lands”** means the lands within the boundaries of Skidegate IR #. 1

**“Leasehold Land”** means any areas of the Reserve that is leased under the provisions of the Indian Act, RSC 1985, c. 1-5 to any non-Band members at any time during the Term.

**“Leaseholder”** means a tenant or occupier of leasehold land.

**“Reserve”** means the Skidegate Village (Skidegate IR 1) which is a reserve within the meaning of the *Indian Act* R.S.C. 1985, c. 1-5.

**“Service Agreement”** means this agreement, including the recitals and schedules hereto, as amended and supplemented from time to time.

**“Serviced Properties”** has the meaning ascribed in Section 3.2.

**“Solid Waste Services”** means, where appropriate, the gathering, transporting, separating, sorting, selling, processing, and disposing of wastes, refuse trash, garbage and recyclables.

**“Term”** means a period of time which this Agreement remains in force and effect, as described in Section 2.

## **2.0 TERM**

- 2.1 Subject to earlier termination under paragraph 2.2 this agreement commences on April 1<sup>st</sup>, 2018 and shall continue to March 31<sup>st</sup>, 2019 and may be renewed in accordance with Section 2.3 below, subject to termination under Section 2.2 or paragraph 7.1 below.
- 2.2 This agreement may be terminated on three months of written notice by a Party, at their sole discretion.
- 2.3 If the First Nation fulfills the terms and conditions of this Agreement so as to be on good standing with the Regional District, the First Nation shall have an option to renew the Agreement for two additional terms of one year each, and may exercise such option by providing the Regional District written notice at least six months in advance of the expiry of the initial Term or any renewal term. The same terms and conditions as outlined in this Agreement shall apply to each renewal term.

Failure to provide such notice shall extinguish the renewal option under this agreement.

### **3.0 SERVICES**

- 3.1 During the Term, the Regional District will provide the following Solid Waste Services through its own resources and/or independent contractors for residential properties within the Lands as of the commencement date of this Agreement:
- a) Use of Recycling Drop Off Bins (located in Skidegate)
  - b) Use of the Transfer Station (located in Miller Creek) for drop-off of residential garbage collected by the First Nation
  - c) Use of Landfill (located near Port Clements) for disposal of residential garbage collected by the First nation
- 3.2 On the first day of April during each year of the Term, the First Nation shall provide the Regional District, in a form and with content satisfactory to the Regional District, information regarding all “**dwelling**s”, as defined in Bylaw 276, within the Lands.
- 3.3 Co-ordination of the provision of Solid Waste Service to be provided within the Electoral Area or Reserve boundaries shall be the responsibility of the Regional District. The First Nation agrees to expend all reasonable efforts in supporting this coordination function.
- 3.4 The quality and quantity of the Services to be provided by the Regional District under this Agreement will be substantially the same as the quality and quantity of Services provided by the Regional District to the users of such Services on non-Reserve lands within the Regional District. The Regional District is not obliged to provide Services at a greater level or degree than the level or degree to which the same Service is provided elsewhere within the Regional District. The Regional District makes no representation or warranty that the level or degree of Services provided under this Service Agreement will be maintained or continued to any particular standard, other than as stated expressly herein. The First Nation acknowledges and agrees that there may be from time to time interruptions or reductions in the level of Services, and that the Regional District will not be held liable for any losses, costs, damages, claims or expenses arising from or connected with a temporary interruption or reduction in the level of a Service provided under this Agreement.
- 3.5 The First Nation acknowledges and agrees that with the exception of the “Monthly Pick-up fee”, all fees and charges contained in Bylaw 276 and amendments thereto will apply to members of the First Nation utilizing the Islands Solid Waste Services.

### **4.0 PAYMENT FOR SERVICES**

- 4.1 As compensation for the provision of Solid Waste Services provided hereunder, the First Nation shall pay the Regional District an Annual Fee, which shall be payable and calculated in accordance with this Section 4.

- 4.2 On the 1<sup>st</sup> day of April each year of the Term, the Regional District will calculate the Annual Fee, which is comprised of the Annual User Fee and the Contribution to Landfill Operations, payable by the First Nation for the provision of Solid Waste Services for the upcoming year, as follows:

**(a) Annual User Fee**

- i. A user fee **per dwelling will be set at the “Collection Service – Monthly Pick-Up” rate as** specified in Bylaw No. 276 (Fees and Charges for Waste Management Services) and any subsequent amendments or replacements to that bylaw;
- ii. The user fee as specified in (i) above will be reduced (**“reduced monthly user fee”**) by \$3.50 to compensate for the First Nation providing their own residential collection service;
- iii. **The “reduced monthly user fee”** will be multiplied by 12 to calculate the “annual reduced user fee”
- iv. The **“annual reduced user fee”** will be multiplied by the number of **“dwellings”** in accordance with Section 3.2; and
- v. the result of those calculations shall be the Annual User Fee payable that year.

**(b) Annual Contribution to Landfill Operations**

- i. The annual amount requisitioned for the Solid Waste Service, each calendar year during the term of this agreement, will be divided by estimated number of dwellings that contribute to that requisition to **provide the “levy per dwelling”**;
- ii. **The “levy per dwelling” amount will be multiplied by the number of dwellings in accordance with Section 3.2 to provide the “Annual Contribution to Landfill Operations.”**

- (c) Schedule C, shall be the amounts for the fiscal year April 1<sup>st</sup>, 2018 to March 31<sup>st</sup>, 2019 as calculated by the formula in 4 (a) and (b) above.

- 4.3 On or before April 30<sup>th</sup> and September 30<sup>th</sup> of each calendar year, the Regional District shall invoice the First Nation for one half (1/2) of the Annual Fee for the period commencing April 1<sup>st</sup> of that year.
- 4.4 The First Nation will pay all of the Regional District’s **invoices within** sixty days of issuance. Following sixty days, any unpaid amount will be subject to a ten percent (10%) penalty.

- 4.5 The Regional District, prior to adoption of the Solid Waste Services budget in each year during the term of this agreement, shall notify the First Nation of the estimated Annual Fee for the year (April to March) along with a written report detailing the rationale for any anticipated changes to the Annual Fee from the previous year.

## **5.0 COVENANTS OF THE REGIONAL DISTRICT**

- 5.1 The Regional District shall provide Solid Waste Services to the Lands.
- 5.2 The Regional District shall bill the First Nation for the cost of the Solid Waste Services in accordance with the payment provisions of this Service Agreement.

## **6.0 COVENANTS OF THE FIRST NATION**

- 6.1 The First Nation shall give the Regional District maps and other information required by the Regional District in order to enable the Regional District to identify the location of all existing residents and businesses which require Solid Waste Services.
- 6.2 The First Nation will comply with, and take all reasonable steps to ensure compliance with any person receiving the Solid Waste Service with the Regional District's Waste Management Services Bylaw No. 276, and any amendments thereto or replacements thereof, and all applicable provincial and federal regulations.

## **7.0 RIGHTS OF ACCESS**

- 7.1 Representatives of the Regional District may at any time enter upon the Reserve for the purpose of providing any of the Services required in accordance with this Service Agreement as outlined by Section 3 and inspecting the Reserve Infrastructure and ensuring compliance with the terms of the Agreement.

## **8.0 TERMINATION FOR BREACH OF AGREEMENT**

- 8.1 Should either party be in breach of its covenants or undertakings under this Service Agreement, other than a failure by the First Nation to pay for Services, which remains un-rectified for a period of thirty days following written notification of such breach, the party not in breach may, at its option and without prejudice to any other rights or remedies it might have, immediately terminate this Service Agreement.
- 8.2 If this Service Agreement is terminated or otherwise cancelled for any reason, a prorated portion of any advance payments made by the First Nation will be refunded.

## **9.0 LIABILITY AND FORCE MAJEURE**

- 9.1 The Regional District does not warrant or guarantee the continuance or quality of any of the services provided under this Service Agreement and shall not be liable for any damages, expenses or losses occurring by reason of suspension or discontinuance of the Solid Waste Services, for any reason which is beyond the reasonable control of the Regional District, including without limitation acts of God, forces of nature, soil erosion, landslides, lightning, washouts, floods, storms, serious accidental damage, strikes or lockouts, vandalism, negligence in the design and supervision or construction of the Reserve Systems, or in the manufacture of any materials used therein, and other similar circumstances.

## **10.0 COMMUNICATIONS AND CONTRACT PROTOCOL**

- 10.1 All the Parties to this agreement will appoint one or more representatives, with notice to the other Parties of such appointments as the principal contacts for official communications about this Agreement, and as the principal contacts for operational matters pursuant to this Agreement. The Parties further agree to establish a communications protocol to manage issues arising under this Agreement.

## **11.0 DISPUTE RESOLUTION**

- 11.1 In the interest of cooperative and harmonious co-existence, the parties agree to use their best efforts to avoid conflict and to settle any disputes arising from or in relation to this agreement.
- 11.2 In the event that the parties fail to resolve matters, the parties shall seek a settlement of the conflict by utilizing; firstly a joint meeting of the Regional **District board and the First Nation's Council**, and **secondly** by a third party mediator; and recourse to the Courts shall be a means of last resort except where public health and safety is concerned.

## **12.0 ACKNOWLEDGEMENT OF RIGHTS**

- 12.1 Nothing contained in this Agreement will be deemed to limit or affect any other Aboriginal rights or claims the First Nation may have at law or in equity. Nothing contained in this Agreement will be deemed to limit or affect the legal rights, duties or obligations of the Regional District. The Parties agree that nothing in this Agreement will affect the cooperation or consultation covenants the Parties have entered into pursuant to other Agreements.

## **13.0 HEADINGS**

- 13.1 Headings that precede sections are provided for the convenience of the reader only and shall not be used in constructing or interpreting the terms of this Agreement.



#### **14.0 ENTIRE AGREEMENT**

- 14.1 This Service Agreement constitutes the entire agreement between the parties and there are no undertakings, representations or promises express or implied, other than those expressly set out in this Service Agreement.
- 14.2 This Service Agreement supersedes, merges and cancels any and all pre-existing agreements and understandings in the course of negotiations between the parties.

#### **15.0 NOTICE**

- 15.1 The address for delivery of any notice or other written communication required or permitted to be given in accordance with this Service Agreement, including any notice advising the other party of any change of address, shall be as follows:

(a) to Regional District:

*Attention: Doug Chapman, CAO  
14 – 342 3<sup>rd</sup> Avenue West, Prince Rupert, BC V8J 1L5*

(b) to First Nation:

*Attention: Barbara Stevens  
P.O. Box 1301, Skidegate, BC VoT 1S1*

- 15.2 The parties may change their address for delivery of any notice or other written communication in accordance with section 13.1.

#### **16.0 SEVERANCE**

- 16.1 In the event that any provision of the Service Agreement should be found to be invalid, the provision shall be severed and the Agreement read without reference to that provision.
- 16.2 Where any provision of the Service Agreement has been severed in accordance with Section 14.1 above and that severance materially affects the implementation of this Agreement, the parties agree to meet to resolve any issues as may arise as a result of that severance and to amend this Agreement accordingly.

#### **17.0 AMENDMENT**

- 17.1 The Service Agreement shall not be varied or amended except by written agreement of both parties.

17.2 No waiver of the terms, conditions, warranties, covenants, and agreements set out herein shall be of any force and effect unless the same is reduced to writing and executed by all parties hereto and no waiver of any of the provisions of this Agreement will constitute a waiver of any other provision (whether or not similar) and no waiver will constitute a continuing waiver unless otherwise expressly provided.

#### **18.0 GOVERNING LAWS**

18.1 The provisions of this Agreement will be governed and interpreted in accordance with the laws of British Columbia or Canada, as applicable.

#### **19.0 ASSIGNMENT**

19.1 The rights and obligations of the parties may not be assigned or otherwise transferred. An amalgamation by a party does not constitute an assignment.

#### **20.0 ENUREMENT**

20.1 The Service Agreement ensures to the benefit and is binding upon the parties and their respective heirs, executors, administrators, successors, and assigns.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement.

On behalf of the **SKIDEGATE BAND COUNCIL**

\_\_\_\_\_ and \_\_\_\_\_

On behalf of the **NORTH COAST REGIONAL DISTRICT**

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

**Schedule A**  
*Skidegate Band Council Resolution*

Resolution to be inserted

**Schedule B*****North Coast Regional District Board Resolution***

Regional District Board Resolution to be inserted

**Schedule C**  
***Payment for Services***

Based on the formula contained in the Solid Waste Service Agreement sections 4 (a) and (b).

Annual Contribution for the Period April 1, 2018 to March 31, 2019

Skidegate	# of households	rate	Fee
User fees (per month)	340	\$20.50	\$83,640
Contribution to Landfill Operations		\$ 85.00	<u>\$28,900</u>
Total			<u>\$112,540</u>



## SOLID WASTE SERVICE AGREEMENT

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 2018.

### BETWEEN:

*NORTH COAST REGIONAL DISTRICT  
14 – 342 3<sup>rd</sup> Avenue West,  
Prince Rupert, BC V8J 1L5*

(hereinafter called the “Regional District”)

### AND:

*OLD MASSETT VILLAGE COUNCIL  
P.O. Box 189  
Old Massett, BC. VoT 1Mo*

(hereinafter call the “First Nation”)

(collectively, the “Parties”)

### WHEREAS:

- A. The First Nation’s Band Council has approved this Service Agreement by passing Band Council Resolution in accordance with the provisions of the Indian Act, R.S.C. 1985, c. I-5. A certificate of the Band Council Resolution is attached to this Service Agreement as Schedule “A”.
- B. The Regional District Board has approved this Agreement by passing a Board Resolution. A copy of the Resolution is attached to this Service Agreement as Schedule “B”.
- C. The First Nation is responsible for the administration and control of Reserve Lands.
- D. The Regional District and the First Nation have reached an agreement whereby the First Nation will pay the Regional District to provide Solid Waste Services to the Lands.
- E. The said Parties deem it to their mutual interest to enter into this agreement.

**THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements herein contained the sufficiency which is hereby acknowledged, the PARTIES hereto agree as follows:**

## **1.0 DEFINITIONS**

- 1.1 In this agreement, including this section, the recitals and schedules hereto, unless the context otherwise requires:

**“Annual Fee”** has the meaning ascribed in Section 4.

**“Lands”** means the lands within the boundaries of Massett IR 1 and 28.

**“Leasehold Land”** means any areas of the Reserve that is leased under the provisions of the Indian Act, RSC 1985, c. 1-5 to any non-Band members at any time during the Term.

**“Leaseholder”** means a tenant or occupier of leasehold land.

**“Reserve”** means the Old Massett Village (Masset IR 1 and 28) which is a reserve within the meaning of the Indian Act R.S.C. 1985, c. 1-5.

**“Service Agreement”** means this agreement, including the recitals and schedules hereto, as amended and supplemented from time to time.

**“Serviced Properties”** has the meaning ascribed in Section 3.2.

**“Solid Waste Services”** means, where appropriate, the gathering, transporting, separating, sorting, selling, processing, and disposing of wastes, refuse trash, garbage and recyclables.

**“Term”** means a period of time which this Agreement remains in force and effect, as described in Section 2.

## **2.0 TERM**

- 2.1 Subject to earlier termination under paragraph 2.2 this agreement commences on April 1<sup>st</sup>, 2018 and shall continue to March 31<sup>st</sup>, 2020 and may be renewed in accordance with Section 2.3 below, subject to termination under Section 2.2 or paragraph 7.1 below.
- 2.2 This agreement may be terminated on three months of written notice by a Party, at their sole discretion.
- 2.3 If the First Nation fulfills the terms and conditions of this Agreement so as to be on good standing with the Regional District, the First Nation shall have an option to renew the Agreement for two additional terms of one year each, and may exercise such option by providing the Regional District written notice at least six months in advance of the expiry of the initial Term or any renewal term. The same terms and conditions as outlined in this Agreement shall apply to each renewal term.

Failure to provide such notice shall extinguish the renewal option under this agreement.

### **3.0 SERVICES**

- 3.1 During the Term, the Regional District will provide the following Solid Waste Services through its own resources and/or independent contractors for residential properties within the Lands as of the commencement date of this Agreement:
- a) Use of Recycling Drop Off Bins (located in Old Massett)
  - b) Use of the Transfer Station (located in Masset) for drop-off of residential garbage collected by the First Nation
  - c) Use of Landfill (located near Port Clements) for disposal of residential garbage collected by the First nation
- 3.2 On the first day of April during each year of the Term, the First Nation shall provide the Regional District, in a form and with content satisfactory to the Regional District, information regarding all “**dwelling**”, as defined in Bylaw 276, within the Lands.
- 3.3 Co-ordination of the provision of Solid Waste Service to be provided within the Electoral Area or Reserve boundaries shall be the responsibility of the Regional District. The First Nation agrees to expend all reasonable efforts in supporting this coordination function.
- 3.4 The quality and quantity of the Services to be provided by the Regional District under this Agreement will be substantially the same as the quality and quantity of Services provided by the Regional District to the users of such Services on non-Reserve lands within the Regional District. The Regional District is not obliged to provide Services at a greater level or degree than the level or degree to which the same Service is provided elsewhere within the Regional District. The Regional District makes no representation or warranty that the level or degree of Services provided under this Service Agreement will be maintained or continued to any particular standard, other than as stated expressly herein. The First Nation acknowledges and agrees that there may be from time to time interruptions or reductions in the level of Services, and that the Regional District will not be held liable for any losses, costs, damages, claims or expenses arising from or connected with a temporary interruption or reduction in the level of a Service provided under this Agreement.
- 3.5 The First Nation acknowledges and agrees that with the exception of the “Monthly Pick-up fee”, all fees and charges contained in Bylaw 276 and amendments thereto will apply to members of the First Nation utilizing the Islands Solid Waste Services.

### **4.0 PAYMENT FOR SERVICES**

- 4.1 As compensation for the provision of Solid Waste Services provided hereunder, the First Nation shall pay the Regional District an Annual Fee, which shall be payable and calculated in accordance with this Section 4.



- 4.2 On the 1<sup>st</sup> day of April each year of the Term, the Regional District will calculate the Annual Fee, which is comprised of the Annual User Fee and the Contribution to Landfill Operations, payable by the First Nation for the provision of Solid Waste Services for the upcoming year, as follows:

**(a) Annual User Fee**

- i. A user fee **per dwelling will be set at the “Collection Service – Monthly Pick-Up” rate as** specified in Bylaw No. 276 (Fees and Charges for Waste Management Services) and any subsequent amendments or replacements to that bylaw;
- ii. The user fee as specified in (i) above will be reduced (**“reduced monthly user fee”**) by \$3.50 to compensate for the First Nation providing their own residential collection service;
- iii. **The “reduced monthly user fee”** will be multiplied by 12 to calculate the “annual reduced user fee”
- iv. The **“annual reduced user fee”** will be multiplied by the number of **“dwellings”** in accordance with Section 3.2; and
- v. the result of those calculations shall be the Annual User Fee payable that year.

**(b) Annual Contribution to Landfill Operations**

- i. The annual amount requisitioned for the Solid Waste Service, each calendar year during the term of this agreement, will be divided by estimated number of dwellings that contribute to that requisition to **provide the “levy per dwelling”**;
- ii. **The “levy per dwelling” amount will be multiplied by the number of dwellings in accordance with Section 3.2 to provide the “Annual Contribution to Landfill Operations.**

- (c) Schedule C, shall be the amounts for the fiscal year April 1<sup>st</sup>, 2018 to March 31<sup>st</sup>, 2020 as calculated by the formula in 4 (a) and (b) above.

- 4.3 On or before April 30<sup>th</sup> and September 30<sup>th</sup> of each calendar year, the Regional District shall invoice the First Nation for one half (1/2) of the Annual Fee for the period commencing April 1<sup>st</sup> of that year.
- 4.4 The First Nation will pay all of the Regional District’s **invoices within** sixty days of issuance. Following sixty days, any unpaid amount will be subject to a ten percent (10%) penalty.

- 4.5 The Regional District, prior to adoption of the Solid Waste Services budget in each year during the term of this agreement, shall notify the First Nation of the estimated Annual Fee for the year (April to March) along with a written report detailing the rationale for any anticipated changes to the Annual Fee from the previous year.

#### **5.0 COVENANTS OF THE REGIONAL DISTRICT**

- 5.1 The Regional District shall provide Solid Waste Services to the Lands.
- 5.2 The Regional District shall bill the First Nation for the cost of the Solid Waste Services in accordance with the payment provisions of this Service Agreement.

#### **6.0 COVENANTS OF THE FIRST NATION**

- 6.1 The First Nation shall give the Regional District maps and other information required by the Regional District in order to enable the Regional District to identify the location of all existing residents and businesses which require Solid Waste Services.
- 6.2 The First Nation will comply with, and take all reasonable steps to ensure compliance with any person receiving the Solid Waste Service with the Regional District's Waste Management Services Bylaw No. 276, and any amendments thereto or replacements thereof, and all applicable provincial and federal regulations.

#### **7.0 RIGHTS OF ACCESS**

- 7.1 Representatives of the Regional District may at any time enter upon the Reserve for the purpose of providing any of the Services required in accordance with this Service Agreement as outlined by Section 3 and inspecting the Reserve Infrastructure and ensuring compliance with the terms of the Agreement.

#### **8.0 TERMINATION FOR BREACH OF AGREEMENT**

- 8.1 Should either party be in breach of its covenants or undertakings under this Service Agreement, other than a failure by the First Nation to pay for Services, which remains un-rectified for a period of thirty days following written notification of such breach, the party not in breach may, at its option and without prejudice to any other rights or remedies it might have, immediately terminate this Service Agreement.
- 8.2 If this Service Agreement is terminated or otherwise cancelled for any reason, a prorated portion of any advance payments made by the First Nation will be refunded.

## **9.0 LIABILITY AND FORCE MAJEURE**

- 9.1 The Regional District does not warrant or guarantee the continuance or quality of any of the services provided under this Service Agreement and shall not be liable for any damages, expenses or losses occurring by reason of suspension or discontinuance of the Solid Waste Services, for any reason which is beyond the reasonable control of the Regional District, including without limitation acts of God, forces of nature, soil erosion, landslides, lightning, washouts, floods, storms, serious accidental damage, strikes or lockouts, vandalism, negligence in the design and supervision or construction of the Reserve Systems, or in the manufacture of any materials used therein, and other similar circumstances.

## **10.0 COMMUNICATIONS AND CONTRACT PROTOCOL**

- 10.1 All the Parties to this agreement will appoint one or more representatives, with notice to the other Parties of such appointments as the principal contacts for official communications about this Agreement, and as the principal contacts for operational matters pursuant to this Agreement. The Parties further agree to establish a communications protocol to manage issues arising under this Agreement.

## **11.0 DISPUTE RESOLUTION**

- 11.1 In the interest of cooperative and harmonious co-existence, the parties agree to use their best efforts to avoid conflict and to settle any disputes arising from or in relation to this agreement.
- 11.2 In the event that the parties fail to resolve matters, the parties shall seek a settlement of the conflict by utilizing; firstly a joint meeting of the Regional **District board and the First Nation's Council**, and secondly by a third party mediator; and recourse to the Courts shall be a means of last resort except where public health and safety is concerned.

## **12.0 ACKNOWLEDGEMENT OF RIGHTS**

- 12.1 Nothing contained in this Agreement will be deemed to limit or affect any other Aboriginal rights or claims the First Nation may have at law or in equity. Nothing contained in this Agreement will be deemed to limit or affect the legal rights, duties or obligations of the Regional District. The Parties agree that nothing in this Agreement will affect the cooperation or consultation covenants the Parties have entered into pursuant to other Agreements.

## **13.0 HEADINGS**

- 13.1 Headings that precede sections are provided for the convenience of the reader only and shall not be used in constructing or interpreting the terms of this Agreement.

#### **14.0 ENTIRE AGREEMENT**

- 14.1 This Service Agreement constitutes the entire agreement between the parties and there are no undertakings, representations or promises express or implied, other than those expressly set out in this Service Agreement.
- 14.2 This Service Agreement supersedes, merges and cancels any and all pre-existing agreements and understandings in the course of negotiations between the parties.

#### **15.0 NOTICE**

- 15.1 The address for delivery of any notice or other written communication required or permitted to be given in accordance with this Service Agreement, including any notice advising the other party of any change of address, shall be as follows:

(a) to Regional District:

*Attention: Doug Chapman, CAO  
14 – 342 3<sup>rd</sup> Avenue West, Prince Rupert, BC V8J 1L5*

(b) to First Nation:

*Attention: John Bennett  
P.O. Box 189, Old Massett, BC VoT 1Mo*

- 15.2 The parties may change their address for delivery of any notice or other written communication in accordance with section 13.1.

#### **16.0 SEVERANCE**

- 16.1 In the event that any provision of the Service Agreement should be found to be invalid, the provision shall be severed and the Agreement read without reference to that provision.
- 16.2 Where any provision of the Service Agreement has been severed in accordance with Section 14.1 above and that severance materially affects the implementation of this Agreement, the parties agree to meet to resolve any issues as may arise as a result of that severance and to amend this Agreement accordingly.

#### **17.0 AMENDMENT**

- 17.1 The Service Agreement shall not be varied or amended except by written agreement of both parties.

17.2 No waiver of the terms, conditions, warranties, covenants, and agreements set out herein shall be of any force and effect unless the same is reduced to writing and executed by all parties hereto and no waiver of any of the provisions of this Agreement will constitute a waiver of any other provision (whether or not similar) and no waiver will constitute a continuing waiver unless otherwise expressly provided.

#### **18.0 GOVERNING LAWS**

18.1 The provisions of this Agreement will be governed and interpreted in accordance with the laws of British Columbia or Canada, as applicable.

#### **19.0 ASSIGNMENT**

19.1 The rights and obligations of the parties may not be assigned or otherwise transferred. An amalgamation by a party does not constitute an assignment.

#### **20.0 ENUREMENT**

20.1 The Service Agreement ensures to the benefit and is binding upon the parties and their respective heirs, executors, administrators, successors, and assigns.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement.

On behalf of the **OLD MASSETT VILLAGE COUNCIL**

\_\_\_\_\_ and \_\_\_\_\_

On behalf of the **NORTH COAST REGIONAL DISTRICT**

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

**Schedule A**  
*Old Massett Village Council Resolution*

Resolution to be inserted

**Schedule B*****North Coast Regional District Board Resolution***

Regional District Board Resolution to be inserted

**Schedule C**  
***Payment for Services***

Based on the formula contained in the Solid Waste Service Agreement sections 4 (a) and (b).

Annual Contribution for the Period April 1, 2018 to March 31, 2019

Skidegate	# of households	rate	Fee
User fees (per month)	260	\$20.50	\$63,960
Contribution to Landfill Operations		\$ 85.00	<u>\$22,100</u>
Total			<u>\$86,060</u>


Annual Contribution for the Period April 1, 2019 to March 31, 2020

Skidegate	# of households	rate	Fee
User fees (per month)	260	\$20.50	\$63,960
Contribution to Landfill Operations		\$ 85.00	<u>\$22,100</u>
Total			<u>\$86,060</u>



## Northern Development funds regional priority projects

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 [mailchi.mp/northerndevlopment/new-programs-january-1205493](mailto:mailchi.mp/northerndevlopment/new-programs-january-1205493)

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Northern Development puts communities in the driver's seat [View this email in your browser](#)



## **April 23, 2018 - Prince George | Northern Development Initiative Trust puts communities in the driver's seat and funds their economic development priorities**

As part of its goal to support community-identified strategic priorities, Northern Development Initiative Trust approved \$1.27 million in funding for five economic development projects throughout Northern B.C., thanks to the Strategic Initiatives Fund.

The Strategic Initiatives Fund (SIF) was launched in January of this year and was designed to put communities in the driver's seat and propose projects that are strategic in nature and support long-term economic transformation and sustainability.

The program is designed to be broad in nature, allowing flexibility for proposals that capitalize on the diverse opportunities and strengths that exist in communities throughout Northern Development's service area.

At their April 18th meeting, Northern Development's board of directors approved funding for the following projects:

- \$574,191 was approved for the City of Quesnel to support aesthetic and technological upgrades for a number of facilities as part of the community's destination development strategy to create a unique precinct with advanced hosting capabilities.
- \$375,000 was approved for the Metlakatla Band Council to address large scale production capacity and develop market expansion activities for the shellfish aquaculture industry along the north coast in support of the North Pacific Marine Plan.
- \$236,650 was approved for the Lillooet Tribal Council for the development of a Community Adult Basic Education Learning Centre to benefit students from Lillooet and the northern St'at'imc communities in order to help strengthen and build the local labour force.

\$50,160 was approved for the Williams Lake Indian Band to support the development of land-based regulations required for the future development of the Coyote Rock development area, which would eventually lead to expanding the community's tax base, create employment and business opportunities and fill the need for much needed new housing stock in the Williams Lake area.

\$35,000 was approved for the City of Williams Lake for the development of an economic development strategy to enable the city to overcome challenges and prioritize and pursue opportunities arising as part of wildfire recovery work.

The competitive review of proposals indicated that the supported projects provided a strategic response to a specific economic development objective, opportunity or challenge.

70% of the approved funding is for projects with direct or transferrable benefits that will mitigate the impacts of the Mountain Pine Beetle on the Northern B.C. economy.

## **QUOTES**

***Gerry Thiessen, chair, Northern Development Initiative Trust***

"Communities throughout Northern B.C. have been looking for funding opportunities to respond to unique challenges and opportunities identified at the local level. Northern Development heard this request and the board couldn't be more pleased than to support these projects identified as strategic priorities for local economic development and sustainability."

***Joel McKay, CEO, Northern Development Initiative Trust***

"These grants are helping the region develop communities, industries, skills and economic growth strategies. This program recognizes the diverse needs of individual communities throughout Northern B.C. and it's wonderful to see these dollars at work to support projects that communities have identified as being local and regional priorities."

### **ABOUT THE STRATEGIC INITIATIVES FUND**

The Strategic Initiatives Fund is available on an annual intake for local governments, registered First Nations bands and partnerships with non-profit corporations or private sector businesses where a local government or registered First Nation band is the lead applicant. The program supports up to 80% of a project's value. The program allows Northern Development to support strategic projects that may not otherwise fit into its suite of programs, but that are large in scale, regional in impact, enhance a community or multiple communities' ability to overcome economic challenges and will result in incremental capacity or strategic economic infrastructure within a municipality or First Nation.

[www.northernddevelopment.bc.ca/strategic-initiatives-fund](http://www.northernddevelopment.bc.ca/strategic-initiatives-fund)

### **ABOUT NORTHERN DEVELOPMENT**

Northern Development has a passion for growing the economy of central and northern British Columbia. Communities, First Nations and businesses of the north are leaders in creating jobs, new revenues and improving the quality of life in the region, and the Trust is dedicated to supporting their growth. The Trust combines funding with smart thinking and since 2005 has found more than 3,100 ways to say "yes" to projects that help the region thrive.

[www.northernddevelopment.bc.ca](http://www.northernddevelopment.bc.ca)

### **MEDIA CONTACT**

Kim Hayhurst  
Director of marketing and communications  
Northern Development Initiative Trust  
[kim@northernddevelopment.bc.ca](mailto:kim@northernddevelopment.bc.ca)  
250-561-2525 | 250-613-8695

## NEWS RELEASE

For Immediate Release  
April 30, 2018

### Tele-PICU connects northern pediatric patients with specialist care

A year-long collaboration between BC Children's Hospital and Northern Health is improving access to specialist care for young patients in Terrace, closer to home.

Child Health BC's tele-pediatric intensive care unit (tele-PICU), is a mobile cart that allows staff at Mills Memorial Hospital to connect with specialists at BC Children's through real-time, two-way videoconferencing. In November 2017, Terrace became the second Northern Health site and one of nine sites provincially to join the tele-PICU initiative.

"The partnership between the Provincial Health Services Authority and Northern Health are positioning B.C. as a leader in providing innovative health-care solutions for vulnerable patients in their communities," said Health Minister Adrian Dix. "I'm glad to see this work progressing and the youngest patients now receiving the highest quality care comfortably in their home community."

In March 2018, tele-PICU enabled clinical teams at BC Children's to work with Mills Memorial care providers to assess a young patient. Using high resolution cameras and clinical procedures, the two sites worked together to care for the patient.

"Having access through tele-PICU to BC Children's Hospital in real time gave me the confidence to manage the patient within my own community," said Dr. Zaneta Lim, a pediatrician at Mills Memorial Hospital. "During a medically complex situation, I felt empowered and supported, and I believe the staff and family felt the same."

This particular collaboration helped ensure the patient was stabilized and able to remain in Terrace for treatment. Through tele-PICU, BC Children's assured Mills Memorial staff that the patient was stable enough to stay in the community, further eliminating the need for the patient to be transferred to a different location.

"Through tele-PICU, a seriously ill child and their local health care team can immediately access pediatric intensive care sub-specialists. When a child does not need to be transferred to BC Children's, their family face fewer burdens such as

travel costs and time away from work,” said Dr. Maureen O'Donnell, executive director, Child Health BC, BC Children's Hospital. “Tele-PICU also provides a valuable connection between health care providers to share knowledge and best practices.”

Tele-PICU is part of Child Health BC's Children's Virtual Care initiative that integrates tele-health and other technologies to enhance services to children throughout BC. These sites include technology and tele-health equipment as well as equipment to support pediatric visits with trained nurses and support staff.

The University Hospital of Northern BC in Prince George is part of the tele-PICU initiative and Child Health BC and Northern Health continue to create awareness to better serve seriously ill children in the north.

**Media Contacts:**

**Northern Health:**

NH media line – 877-961-7724

**BC Children's Hospital:**

Cara Christopherson, Communications Officer – 604-875-3560



**HAIDA NATION**

### **HAIDA GWAI'S COMMITMENT TO CLEAN ENERGY**

The Haida Nation has a long relationship living with the land and sea, and we have deep knowledge that guides our responsibility as stewards of these Islands. Today, the Islands' communities have demonstrated a commitment to watch over the land and sea and to take care of each other. Together we acknowledge that our ways of living are dependent on the well-being of Haida Gwaii.

Human behavior is changing the climate. To take action on this global issue, Haida Gwaii must turn away from diesel generated energy and invest in clean sources of power. With our geography, resources, and new technology, we are in a unique position to chart a path that will take us to the forefront of ending the fossil fuel era.

Local, clean power systems will ensure our energy security while maintaining an environment that has nurtured the peoples of these Islands for millennia. Being on the frontline of this global transition is important to enhance our role as strong environmental stewards. The steps we take today demonstrate our responsibility and commitment to address climate change globally by taking action locally.

*On behalf of our communities, we the undersigned, commit to transform our Islands' electrical systems to clean and renewable energy. We will take action individually in our homes and collectively in our communities to reduce our electrical consumption, ensure healthy and energy efficient buildings, and invest in small-scale sustainable energy solutions.*

*Working together, the Council of the Haida Nation, Hereditary Leaders, Village Councils, Municipalities, Regional Districts, and Island citizens declare that we will work together to become energy sovereign by 2023.*

*March, 2018*

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Haida Nation  
President

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Old Massett Village Council  
Chief Councillor

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Skidegate Band Council  
Chief Councillor

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Village of Masset  
Mayor

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Village of Port Clements  
Mayor

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Village of Queen Charlotte  
Mayor

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NCRD – Area D  
Director

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NCRD – Area E  
Director