

**NORTH COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING**

**AMENDED AGENDA**

Held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C.  
On May 26, 2017 immediately following the Regular  
Meeting of the Skeena-Queen Charlotte  
Regional Hospital District Board

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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 21, 2017	Pg 1-8
3.2	<p>Rise and Report – April 21, 2017 (<i>no motion required</i>)</p> <p>MOVED by Director Brain, SECONDED by Director Nobels, that the report from staff entitled “North Coast Regional District Rebranding” be received;</p> <p>AND THAT the Board of the North Coast Regional District accept the proposal submitted by UpanUp Studios Inc. in response to the North Coast Regional District’s Request for Proposal 2017-01 as the successful proposal;</p> <p>AND FURTHER THAT staff be authorized to negotiate proposal pricing with UpanUp Studios Inc. for the completion of the rebranding project.</p> <p>IC023-2017 <span style="float: right;">CARRIED</span></p> <p>MOVED by Director Franzen, SECONDED by Director Brain, that the Skidegate Band Council Solid Waste Service Agreement be received;</p> <p>AND THAT the Board of the North Coast Regional District authorize staff to sign and enter into the Skidegate Band Council Solid Waste Service Agreement.</p> <p>IC026-2017 <span style="float: right;">CARRIED</span></p>	Verbal

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

4.1	Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held April 11, 2017	Pg 9-11
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**5. DELEGATIONS**

<u>Add:</u> <u>5.1</u>	S. Kietzmann, Senior Accountant, Carlyle Shepherd & Co. – Presentation of the Draft Audited Financial Statements for the Period Ending December 31, 2016	Pg 11a-n
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**6. FINANCE**

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for April, 2017	Pg 12
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**7. CORRESPONDENCE**

7.1	BC Ferry Services Inc. – BC Ferries Notification: Commencement of Alliford Bay and Skidegate Master Planning	Pg 13
7.2	Municipal Finance Authority of B.C. – Report to Members: October 2016 – March 2017	Pg 14-17
7.3	BC Ferry Services Inc. – Added Route 26 Sailings	Pg 18-19
7.4	P. Brown, Resident, Electoral Area C – Request for Donation to Local Canada Day Celebration	Pg 20
7.5	C3 Alliance Corp. – Resource Breakfast Series	Pg 21
7.6	Village of Queen Charlotte – Building & Fire Inspection on Haida Gwaii	Pg 22
7.7	Association of Vancouver Island and Coastal Communities – Membership in the AVICC	Pg 23-24
7.8	Tow Hill Community Association – Application to the BC Rural Dividend Fund	Pg 25-27

**8. REPORTS / RESOLUTIONS**

8.1	D. Fish, Corporate Officer – Membership in the Association of Vancouver Island and Coastal Communities	Pg 28-41
8.2	D. Fish, Corporate Officer – 2017 UBCM Convention Meeting Requests & Resolutions	Pg 42-43
8.3	D. Fish, Corporate Officer – Vancouver Island Regional Library Borrowing Service Establishment Bylaw No. 614, 2017 & Vancouver Island Regional Library Loan Authorization Bylaw No. 615, 2017	Pg 44-45
8.4	D. Fish, Corporate Officer – Regional Recycling Depot Asset Upgrade Project: Strategic Priorities Fund (Capital Projects Stream) Application	Pg 46-65
8.5	D. Fish, Corporate Officer – June 16, 2017 NCRD Regular Board Meeting	Verbal

**9. BYLAWS**

9.1	Bylaw No. 614, 2017 – being a bylaw to establish a service within the NCRD for the purpose of borrowing funds on behalf of the VIRL for the construction and renovation of library building facilities <b><i>Prior to being given first, second and third readings.</i></b>	Pg 66-67
9.2	Bylaw No. 615, 2017 – being a bylaw to authorize the borrowing of funds for the borrowing of \$1.5 million for the purpose of borrowing funds on behalf of the VIRL for the construction and renovation of library building facilities <b><i>Prior to being given first, second and third readings.</i></b>	Pg 68-69

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

10.1	M. Williams, Consultant – Land Referral: Ministry of Transportation and Infrastructure, Map Reserve Amendment – Honna Creek Quarry	Pg 70-72
10.2	M. Williams, Consultant – Subdivision Referral: Sandspit	Pg 73-82

**11. NEW BUSINESS**

11.1	Directors' Reports	Verbal
11.2	Tlell Fall Fair Committee – Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program	Pg 83-89
11.3	Gwaii Communications – Application to Northern Development Initiative Trust's Connecting British Columbia Program	Pg 90-98
11.4	Crystal Cabin Business Façade Proposal	Pg 99-116
11.5	Sandspit Community Society – Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program	Pg 117-126

**12. OLD BUSINESS**

12.1	BC Ferry Services Inc. – Service Notice: Trestle & Dolphin Replacement – Prince Rupert Terminal	Pg 127
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**13. PUBLIC INPUT****14. IN-CAMERA**

That the public be excluded from the meeting according to sections 90(1)(a)(j) and (k) of the <i>Community Charter</i> “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality”, “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the <i>Freedom of Information and Protection of Privacy Act</i> ”, 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 411 Alliford Bay Road, Sandspit, B.C. on Friday, April 21, 2017 at 7:00 p.m.

### PRESENT

### PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert B. Cunningham, Alternate, City of Prince Rupert D. Franzen, District of Port Edward D. Daugert, Village of Port Clements G. Martin, Village of Queen Charlotte D. Nobels, Electoral Area A M. Racz, Electoral Area D B. Beldessi, Electoral Area E
Regrets	N. Kinney, City of Prince Rupert K. Bergman, Electoral Area C
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer
Public	9
Media	1

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

### 2. AGENDA

MOVED by Director Daugert, SECONDED by Director Franzen, that the April 21, 2017 North Coast Regional District amended Regular agenda be further amended and adopted to include:

Delete: 5.1 S. Marsden, Haida Gwaii Museum – Haida Gwaii Museum Update  
Add: 5.1 Munro Thompson – Northwest B.C. Resource Benefits Alliance Update

**203-2017**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of Meeting of the Parcel Tax Roll Review Panel of the North Coast Regional District held March 16, 2017

MOVED by Director Franzen, SECONDED by Director Racz, that the minutes of the March 16, 2017 Parcel Tax Roll Review Panel meeting be adopted as presented.

**204-2017**

**CARRIED**

- 3.2 Minutes of the Regular Meeting of the North Coast Regional District Board held March 24, 2017

MOVED by Director Franzen, SECONDED by Director Brain, that the minutes of the March 24, 2017 North Coast Regional District Regular Board meeting be adopted as presented.

**205-2017**

**CARRIED**

- 3.3 Rise and Report – March 24, 2017 (*no motion required*)

MOVED by Director Nobels, SECONDED by Director Franzen, that the report from staff entitled “Renewal of Current Office Lease with Brentwood Management Corp.” be received;

AND THAT the Board of the North Coast Regional District authorizes the Chair and the Corporate Officer to sign a renewal of our current lease of 14-342 3<sup>rd</sup> Avenue West, Prince Rupert, B.C. V8J 1L5 for an additional three (3) years.

IC016-2017

**CARRIED**

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

- 4.1 Minutes of the Regular Meeting of the Regional Recycling Advisory Committee held January 11, 2017

MOVED by Director Martin, SECONDED by Director Nobels, that the minutes of the Regular meeting of the Regional Recycling Advisory Committee held January 11, 2017 be received as presented.

**206-2017**

**CARRIED**

- 4.2 Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held March 7, 2017

MOVED by Director Beldessi, SECONDED by Director Franzen, that the minutes of the Regular meeting of the Moresby Island Management Standing Committee held March 7, 2017 be received as presented.

**207-2017**

**CARRIED**

## 5. DELEGATIONS

- 5.1 A. Munro & B. Thompson, Munro Thompson – Northwest B.C. Resource Benefits Alliance Update

Amanda Munro and Brandon Thompson, Partners of Munro Thompson, addressed the Board of the North Coast Regional District with respect to an update on the Northwest B.C. Resource Benefits Alliance and, more specifically, messaging and communications as they related to the Northwest B.C. Resource Benefits Alliance.

Ms. Munro and Mr. Thompson spoke with regard to the history and purpose of the Northwest B.C. Resource Benefits Alliance and the role that Munro Thompson has been hired to fulfill. Specifically, Munro Thompson gave an overview of a media roll out plan with respect to the Northwest B.C. Resource Benefits Alliance.

Munro Thompson answered questions posed by the Board and public.

The Chair thanked Munro Thompson for its delegation.

## 6. FINANCE

- 6.1 J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for March, 2017

MOVED by Director Nobels, SECONDED by Director Racz, that the staff report on Cheques Payable over \$5,000 issued by the North Coast Regional District for March, 2017 be received and filed.

**208-2017**

**CARRIED**

## 7. CORRESPONDENCE

- 7.1 Union of BC Municipalities – Completion of 2016/17 Community to Community Forum

MOVED by Director Franzen, SECONDED by Director Brain, that the correspondence from Union of BC Municipalities with regard to the completion of the 2017 mainland community to community forum be received.

**209-2017**

**CARRIED**

- 7.2 Ministry of Forests, Lands and Natural Resource Operations – RE: Provincial Private Moorage Program Response

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from Ministry of Forests, Lands and Natural Resource Operations with respect to the provincial private moorage program be received.

**210-2017**

**CARRIED**

- 7.3 Union of BC Municipalities – Consultation Paper: Responsible Conduct of Local Government Elected Officials

MOVED by Alternate Director Cunningham, SECONDED by Director Franzen, that the correspondence from the Union of BC Municipalities with respect to the consultation paper on responsible conduct of local government elected officials be received.

**211-2017**

**CARRIED**

- 7.4 Ministry of Forests, Lands and Natural Resource Operations – Japanese Canadian Historic Places Project

MOVED by Director Daugert, SECONDED by Director Franzen, that the correspondence from the Ministry of Forests, Lands and Natural Resource Operations with respect to the Japanese Canadian historic places project be received.

**212-2017**

**CARRIED**

- 7.5 Dodge Cove Improvement District – Aurora LNG Project

MOVED by Director Nobels, SECONDED by Director Martin, that the correspondence from the Dodge Cove Improvement District with respect to the Aurora LNG Project be received.

**213-2017**

**CARRIED**

- 7.6 City West Cable & Telephone Corp. – Connect to Innovate Program – Sub-Sea Fibre Project Connecting Northern and Coast Communities to Southern Canada

MOVED by Director Franzen, SECONDED by Alternate Director Cunningham, that the correspondence from City West Cable & Telephone Corp. with respect to its request for a letter of support for the Connect to Innovate Program be received;

AND THAT the Board of the North Coast Regional District provide a letter of support to City West Cable & Telephone Corp. for its application to the Connect to Innovate Program.

**214-2017**

**CARRIED**

MOVED by Director Beldessi, SECONDED by Director Racz, that the Board of the North Coast Regional District provide a letter of support to Gwaii Communications for its application to the Connect to Innovate Program.

**215-2017**

**CARRIED**

- 7.7 Mount Moresby Adventure Camp Society – Mosquito Lake Tenure Renewal and Proposed Licence of Occupation Expansion

MOVED by Director Beldessi, SECONDED by Director Nobels, that the correspondence from Mount Moresby Adventure Camp Society with respect to its Mosquito Lake tenure renewal and proposed licence of occupation expansion be received.

**216-2017**

**CARRIED**

MOVED by Director Beldessi, SECONDED by Director Gould, that the correspondence from the Mount Moresby Adventure Camp Society be referred to the Moresby Island Advisory Planning Commission;

AND THAT the North Coast Regional District request further information from the Mount Moresby Adventure Camp Society with respect to the proposed licence of occupation expansion.

**217-2017**

**CARRIED**

**8. REPORTS – RESOLUTIONS**

- 8.1 D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation: 2017 1<sup>st</sup> Quarter Report

MOVED by Director Martin, SECONDED by Director Racz, that the report from staff entitled “Haida Gwaii Regional Recreation: 2017 1<sup>st</sup> Quarter Report” be received for information.

**218-2017**

**CARRIED**

- 8.2 D. Fish, Corporate Officer – Highway 16 Road Maintenance & Safety Resolution

MOVED by Director Franzen, SECONDED by Director Brain, that the report from staff entitled “Highway 16 Road Maintenance & Safety Resolution” be received;

AND THAT the Board of the North Coast Regional District submit the following resolution to the Trans Canada Yellowhead Highway Association:

WHEREAS the quality of highway 16 road maintenance service provided by the Ministry of Transportation and Infrastructure has a significant impact on the safety of our highway;

AND WHEREAS the provision of quality highway road maintenance services not only ensures safe conditions for those traveling highway 16 but also ensures that the maximum life span of our highway infrastructure can be realized;

AND WHEREAS the Carwash Rock and Kasiks areas along highway 16 require additional safety consideration;

THEREFORE BE IT RESOLVED that the Ministry of Transportation ensures that safety concerns for identified areas along highway 16 be addressed through enhanced monitoring and safety regulation.

**219-2017**

**CARRIED**

- 8.3 T. Des Champ, Recycling Operations Manager – Recap Laydown Area for Appliances

MOVED by Director Nobels, SECONDED by Director Beldessi, that the report from staff entitled “Recap Laydown Area for Appliances” be received;

AND THAT the Board approve the request for additional funding in the amount of \$18,510 for the completion of recapping at the regional recycling facility.

**220-2017**

**CARRIED**

- 8.4 D. Fish, Corporate Officer – 2016 Grant Writing Activities

MOVED by Director Nobels, SECONDED by Director Brain, that the report from staff entitled “2016 Grant Writing Activities” be received for information.

**221-2017**

**CARRIED**

**9. BYLAWS**

None.

**10. LAND REFERRALS / PLANNING**

None.

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

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

Director Martin – Village of Queen Charlotte

- The Village is currently underway with recruiting for the Chief Financial Officer position;
- Councilors from the Village attended the Annual General Meeting of the Association of Vancouver Island and Coastal Communities from April 7-9, 2017;
- BC Ferries has implemented 2.5 sailings per week for route 11, up from 2 sailings per week;
- BC Ferries has implemented changes to route 26 that will see the early morning sailing depart 5 minutes earlier to accommodate students;
- BC Ferries has agreed to allow limited on-site parking at the Skidegate terminal; and
- Director Martin will attend the next BC Ferries Advisory Committee meeting on May 30<sup>th</sup>, 2017 and intends to address the desire to see route 26 return to the 2012 sailing schedule.

Director Beldessi – Electoral Area E

- The Ministry of Environment attended a Moresby Island Management Standing Committee to speak with regard to a land referral for the Shingle Bay map reserve;
- The Misty Isles Economic Development Society Annual General Meeting was held on April 19, 2017; and
- Parking at the new hospital is an ongoing issue for residents.

Director Racz – Electoral Area D

- Gwaii Trust's Annual General Meeting will be held on April 22, 2017 in Masset;
- There was a totem pole raising celebration held in Skidegate;
- The Misty Isles Economic Development Society has hired a new grant writer; and
- Soccer season in Tlell has commenced.

Director Brain – City of Prince Rupert

- Funding for repairs and upgrades to the Woodworth Dam have been approved and will be allocated towards phase 2 of the City's water works project;
- The City anticipates entering into contracts for the road repair and repaving along Third Avenue in Prince Rupert;
- The City has two senior housing projects slated for development in the near future;
- The City signed a letter of intent for a proposed propane facility; and
- The decommissioning of Watson Island will be complete in July, with consultation taking place with respect to planning for the site.

Director Nobels – Electoral Area A

- The community held its well-attended Easter Day Brunch celebration on April 16, 2017; and
- Aurora LNG has commenced its seasonal drilling operations.

Director Daugert – Village of Port Clements

- On March 26, 2017 a by-election for the position of Mayor of Port Clements was held with Urs Thomas being elected;
- Two new Councilors were elected by acclamation; and
- The Village met with Telus, which confirmed that there were no plans in the near future to bring a cellular tower to the community.

Director Franzen – District of Port Edward

- Director Franzen was acting Mayor for the District at its last two meetings;
- Environmental Assessment approval being sought for the development of a senior's housing project in the District has been granted; and
- The District will be paving some of its roads this year.

Alternate Director Cunningham – City of Prince Rupert

- The City will see an increase in cruise ship tourism traffic this year; and
- Alternate Director Cunningham will be attending the BC Ferries Advisory Committee meeting on May 30, 2017.

Chair Pages – Village of Masset

- Chair Pages attended the most recent meetings of the Northwest B.C. Resource Benefits Alliance to discuss plans for a media roll out.

**222-2017****CARRIED**

## 11.2 Northwest B.C. Resource Benefits Alliance Memorandum of Understanding

MOVED by Director Martin, SECONDED by Alternate Director Cunningham, that amended Memorandum of Understanding for the Northwest B.C. Resource Benefits Alliance, dated March 24<sup>th</sup>, 2017, be received;

AND THAT the Board of the North Coast Regional District support signing and entering into the amended Northwest B.C. Resource Benefits Alliance Memorandum of Understand, dated March 24<sup>th</sup>, 2017.

**223-2017****CARRIED****12. OLD BUSINESS**

## 12.1 Standing Committee of the North Coast Port Municipalities

MOVED by Director Nobels, SECONDED by Director Racz, that the verbal report from staff with regard to Standing Committee of the North Coast Port Municipalities be received.

**224-2017****CARRIED**

*Members of the Board indicated that a Terms of Reference for the Committee has been requested for information. Staff indicated that it would follow-up with obtaining a copy of the Terms of Reference for the Board's consideration.*

**13. PUBLIC INPUT**

There were 3 questions from the public.

**14. IN CAMERA**

MOVED by Director Racz, SECONDED by Director Franzen, that the Board move to the In-Camera meeting following the Regular meeting according to sections 90(1)(j) and 90(2)(b) of the *Community Charter* “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government of the federal government or both..”

**225-2017****CARRIED****15. ADJOURNMENT**

MOVED by Director Franzen, SECONDED by Director Nobels, that the North Coast Regional District Regular Board meeting be adjourned at 10:09 p.m.

**226-2017****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 Hall, Sandspit, B.C. on April 11, 2017 at 7:00 PM.

**Adopted May 2, 2017**

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

**ABSENT** None

Chair Gail Henry

Vice Chair Behn Cochrane

Staff Barb Parser

Public 19

**1. CALL TO ORDER 7:01 PM**

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

**023-2017** MOTION to accept agenda as is, moved by Behn Cochrane seconded by Bill Quaas, Carried

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

3.1 Minutes March 2017

**024-2017** MOTION to adopt and file March Minutes, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**4. DELEGATIONS**

- 4.1 Detachment Commander Terry Gillespie and Corporal Rob Brennan, Queen Charlotte RCMP, gave verbal update and a written quarterly report for all areas of Queen Charlotte, provided contact information
- 4.2 Lands and Natural Resources re: Shingle Bay, Colleen Gellein and Alvin Colbert, addressed public concerns with regards to Spit Point and Shingle Bay application for Section 16, provided contact information

**5. CORRESPONDENCE**

None

**6. REPORTS – RESOLUTIONS**

- 6.1 Water Operators Report November 2016

**025-2017** MOTION to accept and file Water operators report, moved by Behn Cochrane, seconded by Stan Hovde, Carried

- 6.2 Directors Report

**026-2017** MOTION to accept and file Directors verbal report, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**7. OLD BUSINESS** None

**8. NEW BUSINESS**

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- 8.1 2017 GT Vibrant Community Proposals - Sandspit Golf Society, Willows Golf Course

**027-2017** MOTION to approve application to GT for Vibrant Haida Gwaii Communities funding and provide letter of support, contingent upon receiving 2016 financial statements moved by Stan Hovde, seconded by Bill Beldessi, Carried

- 8.2 2017 GT Vibrant Community Proposals - Sandspit Community Society, Tourism and Education Project (purchase of used bus)

**028-2017** MOTION to approve application to GT for Vibrant Haida Gwaii Communities funding and provide letter of support, contingent upon receiving 2016 financial statements moved by Bill Beldessi, seconded by Bill Quaas, Carried

**9. PUBLIC INPUT** None

**10. IN CAMERA** None

**11. ADJOURNMENT**

**029-2017** Motion to Adjourn by Stan Hovde, 9:20 PM, Carried

Approved and adopted:

Certified correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

**NORTH COAST  
REGIONAL DISTRICT  
FINANCIAL STATEMENTS  
DECEMBER 31, 2016**

Drafts for board approval

**NORTH COAST  
REGIONAL DISTRICT**

**INDEX TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2016**

**INDEPENDENT AUDITOR'S REPORT**

- A STATEMENT OF FINANCIAL POSITION**
- B STATEMENT OF FINANCIAL ACTIVITIES**
- C STATEMENT OF CASH FLOWS**
- D STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**

**NOTES**

**SCHEDULES**

- 1 STATEMENT OF SURPLUS**
- 2 STATEMENT OF RESERVE FUNDS**
- 3 STATEMENT OF CHANGES IN EQUITY IN PHYSICAL ASSETS**
- 4 STATEMENT OF PHYSICAL ASSETS**

**NORTH COAST REGIONAL DISTRICT  
STATEMENT OF FINANCIAL POSITION**

**DECEMBER 31**

**STATEMENT A**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>FINANCIAL ASSETS</b>		
Cash and investments (note 1)	3,578,517	3,201,941
Trade and other receivables (note 2)	469,882	307,154
MFA deposit (note 3)	311,049	358,446
Due from Municipalities	14,945,025	15,930,540
	<u>19,304,473</u>	<u>19,798,081</u>
<b>LIABILITIES</b>		
Accounts payable and accruals (note 4)	391,221	312,828
Landfill closure costs accrual (note 5)	291,196	247,778
Deferred revenue (note 6)	1,513,610	1,384,025
MFA debt reserve (note 3)	311,049	358,446
MFA debentures and leases for Regional District (note 7)	69,449	144,677
Debentures issued for Municipalities (note 8)	14,945,025	15,930,540
	<u>17,521,550</u>	<u>18,378,294</u>
<b>NET FINANCIAL ASSETS</b>	1,782,923	1,419,787
Physical assets (schedule 4 and note 1)	3,177,619	3,292,085
Prepaid expenses	8,623	23,437
	<u>4,969,165</u>	<u>4,735,309</u>
<b>NET POSITION</b>	<u>4,969,165</u>	<u>4,735,309</u>
<b>REGIONAL DISTRICT POSITION</b>		
Operating surplus (schedule 1)	1,239,338	952,350
Reserve funds (schedule 2)	621,657	635,550
Equity in Physical Assets (schedule 3 and note 1)	3,108,170	3,147,409
	<u>4,969,165</u>	<u>4,735,309</u>

APPROVED BY THE BOARD

\_\_\_\_\_ Chair

\_\_\_\_\_ Treasurer

**NORTH COAST REGIONAL DISTRICT**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED DECEMBER 31**  
**STATEMENT B**

	Unaudited Budget 2016 \$	Actual 2016 \$	Actual 2015 \$
<b>REVENUE</b>			
Taxation	1,444,130	1,444,177	1,379,581
Grants in lieu	65,225	141,948	148,928
Sales, fees and other	1,550,430	1,661,995	1,874,164
Provincial, federal and other grants	485,285	440,845	304,081
Municipal debt payments	<u>1,497,540</u>	<u>1,497,539</u>	<u>4,075,371</u>
	<u>5,042,610</u>	<u>5,186,504</u>	<u>7,782,125</u>
<b>EXPENDITURE</b>			
Administration	866,970	721,117	692,854
Electoral areas	200,950	156,637	125,785
Grant-in-aid	19,975	2,770	5,250
Municipal debt service	1,497,540	1,497,539	4,075,371
Sandspit fire protection	54,240	15,470	28,667
Emergency programming	89,030	26,388	20,839
Islands solid waste	936,930	932,491	866,382
Regional recycling	701,900	691,219	703,191
Planning	250,620	168,500	30,685
Economic development	76,070	28,915	27,081
Prince Rupert Regional Archives	84,380	88,505	79,712
North Pacific Cannery	102,000	102,000	101,952
Haida Gwaii Museum	76,500	76,500	71,012
Vancouver Island Regional Library	44,160	44,156	41,820
Haida Gwaii recreation	135,200	122,530	133,223
Mainland recreation	12,000	11,818	11,800
Sandspit water utility	105,000	102,185	74,378
Oona River telephone	-	-	975
Sandspit hall	23,360	10,381	11,514
Amortization / loss on disposal	<u>-</u>	<u>153,527</u>	<u>142,936</u>
	<u>5,276,825</u>	<u>4,952,648</u>	<u>7,245,427</u>
<b>REVENUE OVER EXPENDITURE</b>	- 234,215	233,856	536,698
<b>OPENING REGIONAL DISTRICT POSITION</b>	<u>4,735,309</u>	<u>4,735,309</u>	<u>4,198,611</u>
<b>CLOSING REGIONAL DISTRICT POSITION</b>	<u>4,501,094</u>	<u>4,969,165</u>	<u>4,735,309</u>

**NORTH COAST REGIONAL DISTRICT**

**STATEMENT OF CASH FLOWS**

**YEAR ENDED DECEMBER 31**

**STATEMENT C**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>OPERATING ACTIVITIES</b>		
Revenue over expenditure	233,856	536,698
Amortization / loss on disposal	153,527	142,936
Landfill closure costs accrual	43,418	29,115
Accounts payables and accruals	78,393	- 90,059
Trade and other receivables	- 162,728	182,652
Deferred revenue	129,585	184,670
Prepaid expenses	14,814	4,523
	<u>490,865</u>	<u>990,535</u>
<b>FINANCING ACTIVITIES</b>		
Debt repayment	- 75,228	- 195,512
Debt financing	6,000	43,510
	<u>- 69,228</u>	<u>- 152,002</u>
<b>INVESTING ACTIVITIES</b>		
Physical asset purchases	- 45,061	- 57,127
Sale of physical assets	-	3,525
	<u>- 45,061</u>	<u>- 53,602</u>
<b>CHANGE IN CASH</b>	376,576	784,931
<b>OPENING CASH AND INVESTMENTS</b>	<u>3,201,941</u>	<u>2,417,010</u>
<b>CLOSING CASH AND INVESTMENTS</b>	<u>3,578,517</u>	<u>3,201,941</u>



**NORTH COAST REGIONAL DISTRICT**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
**YEAR ENDED DECEMBER 31**  
**STATEMENT D**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Revenue over expenditure	233,856	536,698
Amortization of physical assets	153,527	142,936
Purchase of physical assets	- 45,061	- 57,127
Sale of physical assets	6,000	3,525
Prepaid expenses	<u>14,814</u>	<u>4,523</u>
Increase in net financial assets	363,136	630,555
Opening net financial assets	<u>1,419,787</u>	<u>789,232</u>
Closing net financial assets	<u>1,782,923</u>	<u>1,419,787</u>

# **NORTH COAST REGIONAL DISTRICT**

## **NOTES**

**DECEMBER 31, 2016**

### **1. SIGNIFICANT ACCOUNTING POLICIES**

#### **Basis of presentation**

The Regional District has adopted the reporting format from the recommendations by the Public Sector Accounting Board.

The Regional District maintains the following funds that are combined in the financial statements:

- Operating fund reports the general activities of the Regional District.
- Capital fund reports the physical assets of the Regional District together with the related financing.
- Reserve fund reports the activities of the funds established by bylaw for specific purposes.

#### **Basis of accounting**

Revenue and expenditures are reported on an accrual basis.

#### **Revenue recognition**

Taxation revenues are recognized when requisitioned from the Province of British Columbia and member Municipalities. Sale of services and user fee revenues are recognized when the service or product is provided by the Regional District. Grant revenues are recognized when the commitments are met.

#### **Financial instruments**

The Regional District measures financial assets and liabilities at market value at the date of acquisition except for those investments quoted in an active market, which are reported as market value.

It is management's opinion that the Regional District's financial instruments are not exposed to significant interest rate, liquidity, market or other price risks.

#### **Cash and investments**

Cash and investments are reported at market value.

## NORTH COAST REGIONAL DISTRICT

### NOTES

DECEMBER 31, 2016

#### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

##### Physical assets

Physical assets are recorded at cost and are amortized using the straight-line method as follows:

Buildings	40 years
Automotive	10 and 20 years
Equipment	10 and 20 years
Infrastructure	40 years

##### Equity in Physical Assets

Equity in Physical Assets reports the accumulated funded historical cost of physical assets less accumulated amortization.

##### Use of estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

#### 2. TRADE AND OTHER RECEIVABLES

	2016	2015
Provincial and Federal governments	\$ 190,492	\$ 135,341
Regional and local governments	157,510	120,504
Trade receivables and other	<u>121,880</u>	<u>51,309</u>
	<u>\$ 469,882</u>	<u>\$ 307,154</u>

#### 3. MFA DEPOSIT AND DEBT RESERVE

A condition of MFA borrowings stipulates that a portion of the debenture proceeds be withheld as a security deposit and a debt reserve fund.

## NORTH COAST REGIONAL DISTRICT

### NOTES

DECEMBER 31, 2016

#### 4. ACCOUNTS PAYABLE AND ACCRUALS

	2016	2015
Provincial and Federal governments	\$ 10,825	\$ 5,971
Regional and local governments	84,764	40,264
Payroll	137,653	113,497
Trade payables and other	157,979	153,096
	<u>\$ 391,221</u>	<u>\$ 312,828</u>

#### 5. LANDFILL CLOSURE COST ACCRUAL

The Regional District is responsible for closing a landfill on Haida Gwaii in accordance with Ministry of Environment regulations. Management has prepared its estimates using a provisional phased closure plan.

#### 6. DEFERRED REVENUE

Revenues received in advance of expenses that will be incurred in a later period are deferred until they are matched against those expenses.

	2016	2015
Gas tax	\$ 1,456,161	\$ 1,324,768
Other	57,449	59,257
	<u>\$ 1,513,610</u>	<u>\$ 1,384,025</u>

#### 7. MFA DEBENTURES AND LEASES FOR THE REGIONAL DISTRICT

Debenture debt and leases are with the Municipal Finance Authority and are being repaid in accordance with approved bylaws and agreements.

#### 8. DEBENTURES ISSUED FOR MUNICIPALITIES

When a member municipality within the Regional District wishes to issue debenture debt through the Municipal Finance Authority of BC (MFA), the borrowing is done through the Regional District. The Regional District is therefore responsible for repayment of the debt to MFA. When payments (principal and interest) are made on this debt, the Regional District pays MFA and is reimbursed by the municipality.

## NORTH COAST REGIONAL DISTRICT

### NOTES

DECEMBER 31, 2016

#### 8. DEBENTURES ISSUED FOR MUNICIPALITIES (continued)

The Regional District reports the outstanding debt borrowed on behalf of the member municipalities as both a financial asset and financial liability. Municipal debt payments are shown as revenue and offsetting expenditure.

#### 9. EXPENDITURES BY TYPE

	2016	2015
Director remuneration	\$ 155,475	\$ 152,183
Director travel	39,893	49,148
Staff remuneration and benefits	1,248,140	1,150,822
Staff travel and education	39,173	46,093
Interest	21,809	31,329
Purchased services, grants and supplies	1,797,092	1,597,545
Municipal debt payments	1,497,539	4,075,371
Amortization	153,527	142,936
	<u>\$ 4,952,648</u>	<u>\$ 7,245,427</u>

#### 10. PENSION INFORMATION

The Regional District and its employees contribute to the Municipal Pension Plan (the Plan), a jointly-trusted pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 185,000 active members and approximately 80,000 retired members. Active members include approximately 37,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

## **NORTH COAST REGIONAL DISTRICT**

### **NOTES**

**DECEMBER 31, 2016**

#### **10. PENSION INFORMATION (continued)**

The most recent actuarial valuation as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2018 with results available in 2019.

Employers participating in the Plan record their pension expenses as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

The Regional District paid \$82,229 (2015 - \$67,332) for employer contributions to the plan in fiscal 2016.

#### **11. PURPOSE OF ORGANIZATION**

The North Coast Regional District is a partnership of four electoral areas and five municipalities that provide local government services to approximately 20,000 residents living on the North Coast of British Columbia and Haida Gwaii.

The Regional District administers service ranging from solid waste management and recycling to land use planning, water supply and public safety.

**NORTH COAST REGIONAL DISTRICT**

**STATEMENT OF SURPLUS**

**YEAR ENDED DECEMBER 31**

**SCHEDULE 1**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Administration	229,477	192,716
Electoral areas	186,308	142,721
Grant-in-aid	18,637	11,067
Sandspit fire protection	12,768	738
Emergency programming	75,233	80,228
Islands solid waste	222,788	202,830
Regional recycling	127,910	98,436
Planning	120,951	66,729
Economic development	43,729	17,480
Prince Rupert Regional Archives	18,858	17,258
North Pacific Cannery	35,259	26,372
Haida Gwaii Museum	8,638	6,070
Vancouver Island Regional Library	6,563	4,416
Haida Gwaii recreation	25,363	12,519
Mainland recreation	1,338	1,164
Sandspit water utility	77,833	59,614
Sandspit hall	16,987	6,439
Feasibility studies	10,698	5,553
	<u>1,239,338</u>	<u>952,350</u>

**NORTH COAST REGIONAL DISTRICT**  
**STATEMENT OF RESERVE FUNDS**  
**YEAR ENDED DECEMBER 31**  
**SCHEDULE 2**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Opening balance	635,550	600,108
Interest	15,852	17,192
Transfer to Operating Fund	- 29,745	- 31,898
Transfer from Operating Fund	<u>-</u>	<u>50,148</u>
Closing balance	<u>621,657</u>	<u>635,550</u>

**Represented by the following reserve funds**

Bylaw 486 Sandspit Water	90,108	87,606
Bylaw 561 Electoral Area Administration	39,270	38,180
Bylaw 566 General Administration	85,087	82,725
Bylaw 567 Feasibility Studies	26,667	25,927
Bylaw 568 Regional Recycling - Other	36,723	35,704
Bylaw 568 Regional Recycling - Building	117,051	116,032
Bylaw 569 Island Solid Waste	226,670	220,378
Bylaw 569 Landfill Closure	-	28,919
Bylaw 602 Haida Gwaii Recreation	<u>81</u>	<u>79</u>
	<u>621,657</u>	<u>635,550</u>



**NORTH COAST REGIONAL DISTRICT**  
**STATEMENT OF CHANGES IN EQUITY IN PHYSICAL ASSETS**  
**YEAR ENDED DECEMBER 31**  
**SCHEDULE 3**

	2016 \$	2015 \$
Opening balance	<u>3,147,409</u>	<u>3,084,740</u>
<b>Increase (decrease) in equity</b>		
Contribution from operations	45,061	13,618
Physical asset disposals	- 6,000	- 3,525
Debt repayment	56,756	59,783
Actuarial additions	18,471	135,729
Amortization/loss on disposal	<u>- 153,527</u>	<u>- 142,936</u>
	<u>- 39,239</u>	<u>62,669</u>
Closing balance	<u>3,108,170</u>	<u>3,147,409</u>

**NORTH COAST REGIONAL DISTRICT  
STATEMENT OF PHYSICAL ASSETS  
YEAR ENDED DECEMBER 31  
SCHEDULE 4**

	COST				ACCUMULATED AMORTIZATION				NET BOOK VALUE	
	Opening Balance	Additions	Disposals	Closing Balance	Opening Balance	Annual Amortization	Disposals	Closing Balance	Total 2016	Total 2015
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land	279,748	-	-	279,748	-	-	-	-	279,748	279,748
Buildings	1,556,043	-	-	1,556,043	339,637	38,901	-	378,538	1,177,505	1,216,406
Automotive	250,806	20,330	- 26,378	244,758	90,858	22,114	- 10,552	102,420	142,338	159,948
Equipment	482,672	24,731	-	507,403	218,868	36,947	-	255,815	251,588	263,804
Infrastructure	1,829,571	-	-	1,829,571	457,392	45,739	-	503,131	1,326,440	1,372,179
	4,398,840	45,061	- 26,378	4,417,523	1,106,755	143,701	- 10,552	1,239,904	3,177,619	3,292,085

**North Coast Regional District**  
**Cheques payable over \$5,000 - APRIL, 2017**

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Big Red Enterprises Ltd.	6-Apr	\$ 17,298.42	March Garbage Collection Contract
Pacific Blue Cross	6-Apr	\$ 5,567.62	April PBC & BC Life Premiums
Prince Rupert Archives	6-Apr	\$ 21,250.00	2017 Grant - 2nd Installment
Ticker's Hauling & Storage	6-Apr	\$ 10,279.50	Forklift rental & worker, building & equipment rental, porto toilet rental/cleaning, trailer repairs, snow plowing & remove tire rims
Urban Systems Ltd.	20-Apr	\$ 11,214.32	Land Use Planning Bylaws (OCP) - Electoral Areas A & C, July-Aug/16
Municipal Pension Plan	6-Apr	\$ 5,775.77	Payroll Remittance (PP7-2017)
Receiver General	18-Apr	\$ 14,108.21	Payroll Remittance (PP7-2017)
Receiver General	19-Apr	\$ 11,340.42	Payroll Remittance (PP8-2017)
Municipal Pension Plan	24-Apr	\$ 5,801.77	Payroll Remittance (PP8-2017)

<b>CHEQUES OVER \$5,000:</b>	<b>\$</b>	<b>102,636.03</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$</b>	<b>53,704.67</b>
<b>TOTAL CHEQUES:</b>	<b>\$</b>	<b><u>156,340.70</u></b>

**NCRD Info**

---

**From:** Leung, Ivan <Ivan.Leung@bcferries.com>  
**Sent:** Tuesday, May 2, 2017 3:28 PM  
**To:** info@sqcrd.bc.ca  
**Subject:** BC Ferries Notificaton: Commencement of Alliford Bay and Skidegate Master Planning

Good Afternoon,

This is to inform you that the BC Ferries Terminal Engineering Group is commencing the terminal master planning phase for the Alliford Bay and Skidegate Terminals, in Haida Gwaii BC.

The purpose of these master plans are to provide frameworks for the phased implementation of strategies and actions to Alliford Bay and Skidegate terminals over the next 25 years. This will enable BC Ferries to develop these terminals in a cost effective, organized and efficient way. The deliverable will be a site specific Terminal Development Plan (TDP), which will be used as a guide for future Capital Plans at these terminals.

Public input will be an important aspect in identifying the site specific terminal requirements. Over the next 8-12 months customers, Ferry employees and the local community will have the opportunity to be involved at strategic phases of the TDP process. We are planning for the first opportunity to occur in early June, where we will be on site to install a public notice and comment board at the Skidegate terminal to obtain input from the public.

Notwithstanding the above, your insight on community concerns, as well as issues and opportunities in and around the terminal area would be valuable to us. While you will see us at future engagement events don't hesitate to contact me at the undersigned to further discuss. Your insight early on in the process would be greatly appreciated.

Cheers,

Ivan Leung, P.Eng  
 Assistant Manager, Terminal Development  
**British Columbia Ferry Services Inc.**  
 500-1321 Blanshard St, Victoria, BC, V8W 0B7  
**T:** 250-978-1442 **F:** 250-361-4922  
[Ivan.Leung@bcferries.com](mailto:Ivan.Leung@bcferries.com)  
**bcferries.com | Facebook | Twitter**

**Notice:**

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**NCRD Info**

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**From:** MFA <mfaemail@mfa.bc.ca>  
**Sent:** Monday, May 15, 2017 9:17 AM  
**To:** Andy Adams - Strathcona RD; Barry Pages - Skeena-Queen Charlotte RD; Brad Sperling - Peace River RD; Garry Nohr - Sunshine Coast RD; Jack Crompton - Squamish-Lillooet RD; John Ranta - Thompson-Nicola RD; Karla Kozevich - Okanagan-Similkameen RD; Patrick Brabazon - Powell River RD  
**Cc:** Peter Urbanc; Renata Hale; Deb MacKinnon  
**Subject:** Municipal Finance Authority of BC - Report to Members  
**Attachments:** Municipal Finance Authority - Report to Members on activities for the pe....pdf

## Welcome to this year's 1st summary report on activities of the Municipal Finance Authority –

We are pleased to share with you the attached summary of the activities and performance of the Municipal Finance Authority of British Columbia for the six-month period of October 2016 to March 2017.

Please share this report with your respective organizations.

Please note, the MFA Semi-Annual General Meeting of the Members will take place on Tuesday afternoon, September 26, 2017, in Vancouver BC, at the time of the annual convention of the Union of BC Municipalities (UBCM). Further details will follow at a later date.

Thank you,

Malcolm Brodie, Chair  
 Al Richmond, Vice-Chair



**MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA**

**REPORT FROM THE CHAIR and VICE-CHAIR**

**ON ACTIVITIES FOR THE PERIOD OF OCTOBER 2016 – MARCH 2017**

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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 six-month period of October 2016 to March 2017.

**BOARD OF TRUSTEES MEETINGS**

The Board of Trustees attended three meetings.

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

Members and Trustees attended the Annual General Meeting on March 30, 2017. Malcolm Brodie and Al Richmond were once again acclaimed Chair and Vice Chair respectively. The following Trustees were re-elected from the members representing Metro Vancouver: Malcolm Brodie, Derek Corrigan, Greg Moore, and Richard Walton. Susan Brice was nominated as the Trustee representing the Capital Regional District. The following were re-elected as the five Trustees from the remaining regional districts: Sharon Gaetz (Fraser Valley Regional District), Rob Gay (Regional District of East Kootenay), Al Richmond (Cariboo Regional District), Joe Stanhope (Regional District of Nanaimo), and Ron Toyota (Regional District of Central Kootenay).

**SOCIALLY RESPONSIBLE INVESTING (SRI) FUND**

The MFA has received requests from a few cities and UBCM to establish a fossil-fuel free pooled investment fund option. While creating a fund to narrowly target fossil-fuel investments is challenging, consideration is being given to a Socially Responsible Fund. There are a number of conditions which will need to be met in order for the Fund to be viable – including enough demand to defray additional costs. The MFA will send out a membership survey to gauge interest and commitment to investing in an MFA sponsored SRI Fund. Results will be received in June 2017.

## **2016 YEAR END FINANCIAL RESULTS**

The MFA retention fund increased to \$55 million by the end of 2016, an \$8.1 million increase from 2015. This was accomplished by a combination of record income from operations of \$2.7 million, earnings on investments of \$1.7 million, and short-term debt fund earnings of \$3.7 million. The Strategic Retention Fund is unrestricted with the intent to provide additional security against loan default and investor protection.

## **2016 Borrowing Program**

The MFA's long-term borrowing program raised a record \$1.5 billion during the year. Our strategy of actively positioning MFA as the best credit in the municipal sector, together with our focus on creating large benchmark securities, is working – our bond issues benefited from credit spread tightening and low liquidity premiums throughout 2016. In February, the MFA issued a \$515 million 5-year debenture (yield: 1.682%) – the largest and lowest yielding bond issue in our history. In April, the MFA raised \$480 million with a new 10-year debenture (yield: 2.524%). In late May, the MFA raised \$380 million with a reopening of an existing 5-year debenture (yield: 1.635%) – total outstanding now at \$710 million. In the fall, we re-opened our April issuance (yield: 2.016%) by adding an additional \$130 million – total outstanding now at \$610 million.

## **FINANCING**

### **Spring Financing 2017**

On March 31, the MFA re-opened an older 20-year debenture at a yield of 2.686% which had just over 10 years remaining by adding an additional \$200 million to the balance outstanding. The issue, which matures December 1, 2027, now stands at \$510 million.

More generally, the MFA continues to achieve lower interest rates when compared to all other municipal participants in the bond market across Canada. This reflects our triple A credit ratings and the strength of local government throughout BC. We are able to lend to all our members at the same low rate, regardless of the size of each community we serve in BC.

At the end of March 2017, the MFA finances 1,790 long-term loans through 28 regional districts and three other entities.

The short-term borrowing program is currently maintaining a balance of \$700 million in Commercial Paper outstanding. This program provides interim financing for capital projects during construction, as well as our equipment financing (formerly leasing) program. The current offered rate is 1.41%. At the end of March 2017, we have 514 short-term lending agreements with an outstanding balance of \$332 million.

## **POOLED INVESTMENTS FUNDS**

The March 31, 2017 one year annualized results for the three managed funds are – Money Market Fund, 0.82% (Index 0.33%), Intermediate Fund, 1.19% (Index 0.31%), and Bond Fund, 1.48% (Index 1.07%).

The total pooled funds as at March 31, 2017 was \$2.138 billion (2016, \$2.085 billion), with the Money Market Fund at \$1.006 billion (\$1.009 billion), the Intermediate Fund at \$0.323 billion (\$0.315 billion) and the Bond Fund at \$0.809 billion (\$0.761billion).

#### **MUNICIPAL INVESTMENT PLAN**

The Municipal Investment Plan is an individual investment plan accessible to all municipal employees, elected officials, and their spouses. A broad selection of funds eligible for RRSP, TFSA (tax free savings accounts), and non-registered accounts are available through Sun Life Financial. These funds are offered at a substantial reduction in management fees for plan members. The MFA facilitates contributions via payroll deduction or individual pre-authorized debit arrangements.

As at March 31, 2017, we had 396 participants and \$4.12 million invested with Sun Life.

#### **MFA SEMI-ANNUAL MEETING – 2017**

The MFA Semi-Annual Meeting of members will be held on the afternoon of Tuesday, September 26, 2017 in Vancouver, at the time of the annual convention of the Union of BC Municipalities (UBCM).

Submitted by:



Malcolm Brodie  
Chair



Al Richmond  
Vice-Chair



**Daniel Fish**

---

**From:** Greg Martin <mayor@queencharlotte.ca>  
**Sent:** Monday, May 15, 2017 2:03 PM  
**To:** Daniel Fish  
**Subject:** FW: Added Route 26 sailings

Hi Daniel,  
 Please add this agenda item in with the previous Route 26 email I sent.  
 Thanks,  
 Greg

---

**From:** Guenette, Darin [mailto:Darin.Guenette@bcferries.com]  
**Sent:** May-15-17 1:53 PM  
**To:** Greg Martin <mayor@queencharlotte.ca>  
**Subject:** RE: Added Route 26 sailings

Hi Greg,  
 We have nothing to say at this point on this issue, no. We understand the Ministry (MOTI) to be analysing this part of the request...and I suspect it will take some time for them to get back to normal operations (post final election results at least...) in order to re-establish where they are at with this question.  
 Regards,

Darin Guenette  
 Manager, Public Affairs  
**British Columbia Ferry Services Inc.**  
**T:** 1-877-978-2385 (toll free) or 250-978-2385 **C:** 250-213-9253 **F:** 250-978-1119  
[darin.guenette@bcferries.com](mailto:darin.guenette@bcferries.com)  
**bcferries.com**

---

**From:** Greg Martin [mailto:mayor@queencharlotte.ca]  
**Sent:** May 15, 2017 1:39 PM  
**To:** Guenette, Darin  
**Subject:** RE: Added Route 26 sailings

Good Afternoon Darin,  
 Thank you for following up on this, as it will help with the summer Air Canada flight schedule.

Will there be any news at our May 30 FAC meeting about our request for the proposed Route 26 evening scheduled walk-on water taxi charter pilot project?

Regards,  
 Greg Martin

---

**From:** Guenette, Darin [mailto:Darin.Guenette@bcferries.com]  
**Sent:** May-12-17 4:36 PM  
**To:** Greg Martin <mayor@queencharlotte.ca>  
**Subject:** Added Route 26 sailings

Hello Greg,

I wanted to follow up on our chat the other day regarding the reply to the FAC on the request brought forth last November for BC Ferries to add Route 26 sailings.

Specifically, effective June 1, the 10:55 am/2:50 pm sailings from Skidegate and 11:20 am/3:15 pm sailings from Alliford Bay have been added to the Tuesday, Friday and Saturday schedule. These are year-round sailings. We will implement these additions as a two-year pilot, whereby BC Ferries will analyse the success of these additions after that time.

The online schedule pages of our website are now live with these changes see:

<http://www.bcferries.com/schedules/inside/absk-current.php?scheduleSelect=sch06011701.html>

Please feel free to share this info/link with other Haida Gwaii reps in the committee and in the community as you all see fit. We all want this pilot to be successful and convert to a permanent part of the schedule.

Our appreciation must go to the FAC again for taking the time to make this initial request and for waiting a little longer than we all had hoped for a resolution.

Regards,

Darin Guenette

Manager, Public Affairs

**British Columbia Ferry Services Inc.**

The Atrium

Suite 500, 1321 Blanshard St., Victoria, BC V8W 0B7

**T:** 1-877-978-2385 (toll free) or 250-978-2385 **C:** 250-213-9253 **F:** 250-978-1119

[darin.guenette@bcferries.com](mailto:darin.guenette@bcferries.com)

**bcferries.com | Facebook | Twitter**

Peter Brown

Oona River

B.C.

NORTH COAST REGIONAL DISTRICT  
C/O KARL BERGMAN – REPRESENTATIVE  
OONA RIVER  
B.C. V0V-1E0

Karl :

On the July long weekend this year the community of Oona River would like to celebrate Canada's 150<sup>th</sup> birthday. The weekend event will take place Friday June 30<sup>th</sup> through to Monday July 3<sup>rd</sup>. There will be a welcoming on Friday evening, events all day Friday with a breakfast on Sunday/

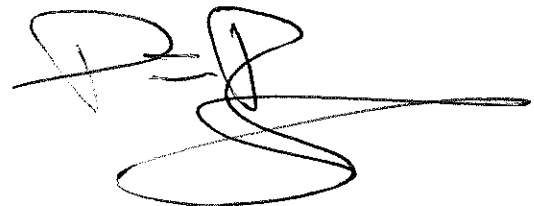
My name is Peter Brown and along with my daughter Cindy and volunteers are planning and organizing this event for the community.

The request I would like to make on behalf of the community and guests is for a donation that would help this event with transportation of guests from the Prince Rupert area. Guests coming in on Friday and leaving on Monday. We have calls in to a local ferry service with the Metlakatla Corp and West Coast Launch. We would like to ask for a donation in the \$1500.00-\$2000.00 range with the passengers taking up the remainder/

I would like to thank you for your time and consideration.

Regards

Peter Brown

A handwritten signature in black ink, appearing to be 'Peter Brown', with a long horizontal flourish extending to the right.

**NCRD Info**

**From:** Resource Breakfast Series <info=c3alliancecorp.ca@mail71.atl11.rsgsv.net> on behalf of Resource Breakfast Series <info@c3alliancecorp.ca>  
**Sent:** Tuesday, May 16, 2017 8:50 AM  
**To:** info@sqcrd.bc.ca  
**Subject:** Save the Date - 4th Annual Resource Breakfast Series - September 2017!

Mark your calendar now so you don't miss out!

[View this email in your browser](#)



**RESOURCE BREAKFAST**  
 SERIES  
*Energy and Mining - Natural Gas - Forestry - Finance*

September 26th - 29th, 2017

**SAVE THE DATE**

**4th ANNUAL RESOURCE BREAKFAST SERIES**

Terminal City Club, Vancouver, BC • 7:00 am - 8:30 am

<b>ENERGY &amp; MINING SECTOR BREAKFAST</b>	Tuesday, September 26, 2017
<b>NATURAL GAS SECTOR BREAKFAST</b>	Wednesday, September 27, 2017
<b>FOREST SECTOR BREAKFAST</b>	Thursday, September 28, 2017
<b>FINANCE SECTOR BREAKFAST</b>	Friday, September 29, 2017

This popular event compliments the annual Union of BC Municipalities Convention. Watch your inbox for your breakfast invitation, which will be issued within the next month.



May 16, 2017

**North Coast Regional District, Building and Fire Inspection  
On Haida Gwaii**

**Resolution # 2017/16/06**

Moved by Councillor Frazier  
Seconded by Councillor MacMullin  
And Resolved:

**“That the Village of Queen Charlotte request that the Board of North Coast Regional District approve expending funds from the Feasibility Studies Fund to undertake a study to determine the feasibility of providing building and fire inspection services on Haida Gwaii.”**

**CARRIED**

I hereby certify the above to be  
A true and correct copy of  
Resolution #2017/16/06  
as passed by Council on the  
15<sup>th</sup> day of May, 2017.

**L. Wiedeman, CAO**



May 18, 2017

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

Attention: Daniel Fish, Corporate Officer

Dear Mr. Fish:

Re: Membership in the Association of Vancouver Island and Coastal Communities

Earlier this year the North Coast Regional District and the Village of Queen Charlotte applied to the Association of Vancouver Island and Coastal Communities to become members of the AVICC. Prior to this request the AVICC consisted of 10 regional districts and 41 municipalities stretching from the Central Coast to the Capital RD at the southern tip of Vancouver Island. The AVICC was formed in 1950 and is the longest established area association under the umbrella of the Union of BC Municipalities.

The AVICC's membership criteria are set out in the Association's bylaws, and define members in part by geographic area through a listing of regional districts eligible for membership. If a regional district is admitted for membership, all local governments located within that regional district are also eligible for membership. The UBCM has no restriction on a local government being a member of more than one area association.

The AVICC Executive presented the request to the members at the AGM held April 7-9 in Campbell River in the form of a special resolution to amend the AVICC bylaws. Mayor Greg Martin of the Village of Queen Charlotte spoke to the membership regarding this request, and indicated that the Village would like to join AVICC and rescind its membership in the NCLGA.

The AVICC membership endorsed the amendment to the bylaws, and we are pleased to advise that the North Coast Regional District has been approved for membership. A copy of the amended bylaws is attached.

Membership dues are based on the calendar year, and are collected following the Convention. Dues are based on population, and within regional districts are based on the population of the areas outside of municipal boundaries. The NCRD's membership dues for 2017 are \$229.

We look forward to the involvement of the NCRD in the AVICC. The 2018 AGM and Convention will be held in the City of Victoria from April 13-15.

Please do not hesitate to contact me if you have any questions about the operations of the AVICC.

Sincerely yours,



Liz Cookson,  
Executive Coordinator and Secretary-Treasurer, AVICC



Skeena Queen Charlotte Regional District  
14-342 3rd Avenue West  
Prince Rupert, B.C. V8J 1L5

Tow Hill Community Association  
PO Box 936  
Masset, BC V0T 1M0

May 18, 2017

Dear Regional District Council Members:

I am writing the Council on behalf of the Tow Hill Community Association (THCA). THCA is in the process of applying for the BC Rural Dividend grant for funding for a feasibility study. Our society has an inclusive vision of a Tow Hill Community Hall and we hope the Skeena-Queen Charlotte Regional District will support this vision.

## Our Mission

The overall mission is to celebrate diversity of people, values, ideas and activities and to work with our communities to create a healthy, vibrant and caring community through the following values:

- \* Demonstrating leadership and providing transparency and accountability through respect and open communication.
- \* Ensuring that all ages, cultural backgrounds, and economic groups are involved to promote innovation and creativity.
- \* Building capacity for economic, environmental and social growth, stability, and sustainability.
- \* Promoting health and quality of life.

## Our Vision

The Tow Hill Community Hall brings our community together from all ages and ethnicities, to share in culture, art, education and recreation. It is the hub and spirit of our area. Our vision is to achieve the following:

- \* Collaborating with community stakeholders.
- \* Nurturing the environment for present and future generations.
- \* Working together for the benefit of the whole community.
- \* Encouraging life-long learning and opportunities.
- \* Creating connection through sponsorships, partnerships, and community projects.

The Tow Hill Community Association is seeking funding for a feasibility study to build a Community Hall in the Tow Hill Road area. The project would take place over 5 years and in 3 main phases with measurable targets for feasibility study, building construction, economic and community development.

This proposal would fund phase one, the feasibility of the Community Hall facility.

The following are the 3 principal phases of our project:

### 1. Feasibility Study



2. Development of plans for proposed Community Hall
3. Start Building Community Hall

Led by a qualified professional hired by the THCA using the grant funds, the feasibility study would provide a broad, strong foundation to our process of building the Community Hall and ensure public involvement. With this door open to us, we can take a concrete step towards a healthier, engaged community with a public space to gather, celebrate, learn, exercise, create job opportunities, and nourish ourselves.

The Tow Hill Road area is a growing and vibrant community with increasing tourism. The Community Hall will be sustainable because it addresses the needs of multiple age groups through programming and services ensuring a succession from generation to generation of use and enjoyment. Children, their caregivers, youth and elders will have a community hub that is within walking distance of their homes, providing a healthy alternative to driving into town for social events. We believe that building a space like this will benefit the whole Islands' communities because it will contribute to the growing creative energy and artistic expression already present on the islands. The Hall will provide a much needed focal point for gathering that has been missing since the closure of the Trout House Restaurant, a lively hub that was adjacent to our proposed development site.

In the last 4 years our district's population has grown 2.9%. Over the previous 15 years Tow Hill residents have looked for community space and resorted to the following:

- Choir Practices in Living Rooms, at the Airport, Public Library, School Libraries
- Dance Classes in Living Rooms
- Musicians' Rehearsals in Living Rooms, Sheds
- Yoga in Sheds
- Theatre Productions in the Forest
- Society Meetings in Living Rooms

The Hall will provide much needed space for diverse community activities.

A goal of the Community Hall is to create collaboration and inclusivity. Having community partners will enhance economic opportunities, foster employment for locals and youth, helping to retain existing families and attract new residents.

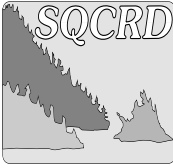
Partnerships are key to the success of the Community Hall in securing economic sustainability. Some partners that the Tow Hill Community Society would like to partner with are the Haida Gwaii Higher Education Society (HGHES University Semesters in Haida Gwaii), the Haida Gwaii Museum and Haida Gwaii Arts Council. With the HGHES semester on reconciliation now taking place in Masset, the Hall could provide office space, classroom space and a venue for larger community lectures. The Hall would become a satellite gallery for Haida Gwaii Museum exhibits as well as a space for Haida Gwaii Arts Council performances so that they can be more accessible to North island residents. Partnering with these institutions and others will ensure that the space is utilized in a diverse way, generating a steady revenue.

If you need more information, or have any suggestions, please do not hesitate to contact me. The first step to creating this mission and vision is the feasibility study. It is an essential part as some aspects of

the study would include community input and consultation, economic and market research, and budget requirements.

The BC Rural Dividend Application deadline is May 31 2017. We hope to hear from the Regional District soon.

Sincerely,  
Etchi Zaleski  
THCA Board Member



## STAFF MEMORANDUM

**DATE:** May 26, 2017

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

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

**SUBJECT:** Membership in the Association of Vancouver Island and Coastal Communities

### PURPOSE:

The purpose of this memorandum is to provide an update to the Board of the North Coast Regional District (NCRD) with respect to the status of its request for membership in the Association of Vancouver Island and Coastal Communities (AVICC).

### BACKGROUND:

At its Regular meeting held October 21, 2016, the Board of the NCRD requested that staff investigate the feasibility and ramifications of changing the NCRD's area association affiliation. At that time, it was found that there were no restrictions to the NCRD maintain membership in the North Central Local Government Association (NCLGA) while becoming a member of the AVICC.

At its meeting held December 9, 2016, the Board of the NCRD passed a resolution to formally request membership in the AVICC. This request was provided to the AVICC coordinator in anticipation of the Annual General Meeting (AGM) of the AVICC to be held April 7-9, 2017, where the request was to be considered by the AVICC membership.

### DISCUSSION:

At its AGM held April 7-9, 2017, the AVICC membership voted on the following resolution:

WHEREAS the North Coast Regional District (NCRD) and the Village of Queen Charlotte within the NCRD have applied to join the AVICC as local government members while also retaining membership within the NCLGA;

WHEREAS the AVICC's Constitution and Bylaws define members in part by geographic area through a listing of regional districts eligible for membership;

THEREFORE BE IT RESOLVED that the Constitution and Bylaws of the Association of Vancouver Island and Coastal Communities be amended in general terms as follows, and in specific terms as set out in Schedule A attached to this resolution:

- The opening paragraph of section 2 Purposes in the Constitution be amended to add North Coast to the listing of regional districts;
- Section 3(2) be amended to add North Coast to the listing of regional districts.

In April 2017, staff were notified by the AVICC coordinator that the above resolution was passed by its membership. The AVICC Constitution and Bylaws have been amended to reflect NCRD membership and have been included as Attachment A of this report.

UBCM has advised that there is no restriction in UBCM bylaws that would prevent a local government member from belonging to more than one area association. Dual membership would allow those members to bring resolutions forward to both area associations, and members could stand for the AVICC Executive Committee as well as the NCLGA Executive Committee.

It should be noted that with the NCRD added as a member, all local governments within the NCRD are eligible for membership by paying dues and without further changes required to the Constitution or Bylaws.

The AVICC works to move resolutions forward, address emerging and shared issues in its member communities, and help articulate its members' perspectives and priorities to a broader audience. As a member, the NCRD is entitled to submit resolutions to the AVICC for consideration by its membership at its AGM held each year.

For information, the AVICC 69<sup>th</sup> AGM will be held April 13-15, 2018 in the City of Victoria, with registration opening in January 2018. This meeting date allows for Board consideration to be given to budgeting for attendance at the AGM during its 2018-2022 Financial Planning discussions.

## **RECOMMENDATION**

Staff is recommending that the Board direct staff to present the cost of attending the AVICC AGM conference in Victoria, B.C. for consideration during its 2018-2022 financial planning discussions.

**FORM 3 - SOCIETY ACT  
CONSTITUTION OF THE ASSOCIATION OF  
VANCOUVER ISLAND AND COASTAL COMMUNITIES**

**1. NAME**

The name of the society is the Association of Vancouver Island and Coastal Communities.

**2. PURPOSES**

The Association of Vancouver Island and Coastal Communities is a body formed for the purpose of representing in one organization the various municipalities, regional districts and other local governments on Vancouver Island, and within the Islands Trust, the Central Coast, North Coast, Sunshine Coast and Powell River Regional Districts.

The purposes of the Association shall be:

- (a) To secure all possible united action in dealing with local government matters.
- (b) To co-operate with other organizations dealing with matters under Provincial and Federal jurisdiction.
- (c) To co-operate with the Union of B.C. Municipalities and other associations of local governments in British Columbia for the advancement of the principles of local government.
- (d) To secure united action among its member local governments and to promote greater autonomy within local governments.
- (e) To acquire and distribute amongst the members, information that may be deemed to be of value to local governments.
- (f) To hold meetings for promoting the objects aforesaid.

**BYLAWS OF THE ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES**

**Part 1 – Interpretation**

- 1. (1) In these Bylaws, unless the context otherwise requires:
  - “**directors**” mean the directors of the Society for the time being;
  - “**Society Act**” means the *Society Act* of British Columbia from time to time in force and all amendments to it;
  - “**registered address**” of a member means the member’s address as recorded in the register of members.
- (2) The definitions in the *Society Act* on the date these Bylaws become effective apply to these bylaws.
- 2. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

## Part 2 – Membership

3. The members of the Society are
  - (1) the applicants for incorporation of the Society;
  - (2) the cities, districts, townships, towns, villages and regional districts located within or partly within the following Regional Districts: Alberni-Clayoquot, Capital Regional, Central Coast, Comox Valley, Cowichan Valley, Mount Waddington, Nanaimo, North Coast, Powell River, Strathcona and Sunshine Coast, that have been accepted by the directors to join the Society as local government members; and
  - (3) other local governments located within or partly within the regional districts listed in Bylaw 3(2) that meet the criteria established by the Executive for membership.
  - (4) persons who are officials of members by virtue of having been elected in accordance with the laws of British Columbia or Canada ['Elected Officials'], and who have subsequently become members in accordance with these Bylaws, for as long as they hold office.
4.
  - (1) A city, district, township, town, village, regional district or other local government that meets the criteria in Bylaw 3(2) and (3) may apply to the directors for membership in the Society and on acceptance by the directors and having paid the membership dues is a member.
  - (2) Except for a person who is an authorized representative under Bylaw 23(1) of a member local government, any person who is an official of a member by virtue of having been elected in accordance with the laws of British Columbia or Canada ['Elected Officials'], may apply to the Directors for membership in the Society and on acceptance by the Directors is a member until they no longer hold office.
5. Every member must uphold the constitution and comply with these Bylaws.
6.
  - (1) The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues must be determined at the general meeting of the Society.
  - (2) The annual membership dues must be paid before the annual general meeting and before members will be permitted to vote at the annual general meeting.
  - (3) A person accepted for membership under Bylaw 4(2) is not required to pay any annual membership dues.
7. A person ceases to be a member of the Society,
  - (a) by delivering his or her resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society;
  - (b) on his or her death or, in the case of a corporation, on dissolution;
  - (c) on being expelled, or
  - (d) on having been a member not in good standing for 12 consecutive months.

- (e) if he or she was accepted for membership under Bylaw 4(2), on ceasing to hold the office referred to in Bylaw 4(2); or
  - (f) on becoming an authorized representative under bylaw 23(1).
- 8.
  - (1) A member may be expelled by a special resolution of the members passed at a general meeting.
  - (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
  - (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 9. All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the Society, and the member is not in good standing so long as the debt remains unpaid.

### **Part 3 – Meetings of Members**

- 10. General meetings of the Society must be held at the time and place, in accordance with the *Society Act*, that the directors decide.
- 11. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 12. The directors may, when they think fit, convene an extraordinary general meeting.
- 13.
  - (1) Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
  - (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 14. The first annual general meeting of the Society must be held not more than 15 months after the date of incorporation, and after that an annual general meeting must be held at least at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting. The location of an annual general meeting other than the first annual general meeting must be determined by ordinary resolution at the annual general meeting.

### **Part 4 – Proceedings at General Meetings**

- 15. Special business is
  - (a) all business at an extraordinary general meeting except the adoption of rules of order, and
  - (b) all business conducted at an annual general meeting, except the following:
    - (i) the adoption of rules of order;
    - (ii) the consideration of the financial statements;
    - (iii) the report of the directors;

- (iv) the report of the auditor, if any;
  - (v) the election of directors;
  - (vi) the appointment of the auditor, if required;
  - (vii) the other business that, under these Bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 16. (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
  - (3) A quorum is 51 members present or a greater number that the members may determine at a general meeting.
- 17. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
- 18. Subject to Bylaw 19, the president of the Society, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.
- 19. If at a general meeting
  - (a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or
  - (b) the president and all the other directors present are unwilling to act as the chair,
 the members present must choose one of their number to be the chair.
- 20. (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
  - (3) Except as provided in this Bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
- 21. (1) The chair of a meeting may move or propose a resolution.
- (2) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.



- (3) Unless the *Society Act* or these Bylaws otherwise provide, any action to be taken by a resolution of the members of the Society may be taken by ordinary resolution.
  - (4) Resolutions will be considered by the Society at the annual general meeting only if they are in the hands of the secretary/treasurer no later than 45 days prior to the annual general meeting in sufficient copies to permit distribution to the clerk or secretary of the members.
  - (5) Copies of the resolutions received by the secretary/treasurer must be distributed to the clerk or secretary of the members at least 14 days prior to the annual general meeting.
  - (6) Notwithstanding the foregoing, the members may submit any matter to the Annual General Meeting for consideration or action at any time if 3/4 of members in attendance at the Annual General Meeting approve.
  - (7) Despite clause (6) above, a resolution to amend the Constitution or these Bylaws must be given in writing to the secretary/treasurer 45 days before an annual general meeting or special meeting.
22. (1) A member in good standing present at a meeting of members is entitled to one vote.
- (2) Voting is by show of hands.
- (3) Voting by proxy is not permitted.
23. (1) A member local government may vote by its authorized representative who is entitled to speak and vote, and in all other respects exercise the rights of a members, and that representative must be considered as a member for all purposes with respect to a meeting of the Society.
- (2) Only a member accepted under Bylaw 4(2) may be an authorized representative under Bylaw 23(1) for either a member municipality, a member regional district, the Islands Trust or other local government, in which he or she holds office, but not for more than one of them.
- (3) When a member accepted under Bylaw 4(2) has been made an authorized representative under Bylaw 23(1), that person then ceases to be a member of the Society in accordance with Bylaw 7(f).

## **Part 5 – Directors and Officers**

24. (1) The directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and that are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless, to
- (a) all laws effecting the Society,
  - (b) these Bylaws, and
  - (c) rules, not being inconsistent with these Bylaws, that are made from time to time by the Society in a general meeting.

- (2) A rule, made by the Society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 25.
- (1) The president, immediate past president, first vice president, second vice president, three directors at large, Electoral Area Representative elected annually at the Annual Meeting, and one or more other persons are the directors and the executive of the Society.
  - (2) The number of directors must be 8 or a greater number determined from time to time at a general meeting.
  - (3) A person is eligible to be a director only when they are and while they remain eligible for membership under Bylaw 4(2).
- 26.
- (1) The directors must retire from office at each annual general meeting when their successors are elected.
  - (2) Separate elections must be held for each office to be filled.
  - (3) An election may be by acclamation, otherwise it must be by ballot.
  - (4) If a successor is not elected, the person previously elected or appointed continues to hold office.
  - (5) A director may be nominated in writing in advance of the annual general meeting or may be nominated from the floor at the annual general meeting.
  - (6) All elected official members of the Society are eligible to stand for election to the executive provided however, that the position of Electoral Area Representative must be filled by an Electoral Area Director.
  - (7) All elected official members of the Society present at the annual general meeting are entitled to vote for the executive position of Director at Large.
  - (8) Only elected official members of the Society representing Electoral Areas are entitled to vote for the position of Electoral Area Representative.
  - (9) Voting by proxy shall not be permitted.
- 27.
- (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
  - (2) A director so appointed holds office only until the conclusion of the next annual general meeting of the Society, but is eligible for re-election at the meeting.
- 28.
- (1) If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
  - (2) An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors in office.
  - (3) If a director ceases to hold the elected office required by Bylaw 4(2) for membership in the Society, the director ceases to hold office as a director of the Society.

29. (1) The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
- (2) The office of a director must be vacated if the director:
- (a) delivers a resignation in writing to the secretary or mails or delivers it to the address of the Society;
  - (b) is convicted of an indictable offence, and the directors have resolved to remove him;
  - (c) fails to attend three consecutive meetings of the directors without good and sufficient reason in the opinion of the directors and the directors must have resolved to remove him;
  - (d) if he is found by a Court to be of unsound mind;
  - (e) if he becomes bankrupt; or
  - (f) on death.
30. A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society.

#### **Part 6 – Proceedings of Directors**

31. (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (2) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is 5 of the directors then in office.
- (3) The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the first vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
- (4) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
- (5) Without limiting the generality of Bylaw 31(1), the directors of the Society must manage the affairs and the property of the Society, including, but not limited to, the power to:
- (a) enter into contracts and agreements on behalf of the Society and to delegate in such terms and conditions it considers appropriate the entering into contracts and agreements;
  - (b) authorize expenditures on behalf of the Society from time to time;
  - (c) delegate by unanimous resolution to an officer or officers of the Society the right to employ and pay salaries to employees;
  - (d) enter into trust arrangements with a trust company, bank or the Municipal Finance Authority for the purpose of creating a trust fund in which the capital interest may be made available for the benefit of promoting the interest of the Society in accordance with the terms as the directors may prescribe;

- (e) take any steps it deems requisite to enable the Society to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Society; and
  - (f) subject to section 32 of the *Society Act*, the directors may from time to time on behalf of the Society invest the funds of the Society in any investments whatsoever which in the director's discretion it may consider advisable, and the Board may delegate on such terms and conditions as it considers appropriate the power to invest the funds of the Society.
- (6) Reasonable notice of a meeting must be given by specifying the place, the date and the hour of such meeting by mail, postage prepaid, addressed to each of the directors at his or her address as it appears on the books of the Society or by leaving it at his or her usual business or residential address or by telephone, telegram, telex or any method of transmitting legibly recorded messages or by personal service. Reasonable notice must be seven days or a lesser period if agreed to by all 8 directors.
- (7) The directors may confer and vote by teleconference or by other electronic means.
- 32. (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- (2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- 33. A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
- 34. The members of a committee may meet and adjourn as they think proper.
- 35. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
- 36. A director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
  - (a) a notice of meeting of directors is not require to be sent to that director, and
  - (b) any and all meetings of the directors of the Society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.
- 37. (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.

- (2) In the case of a tie vote, the chair does not have a second or casting vote.
- 38. A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.
- 39. A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

#### **Part 7 – Duties of Officers**

- 40. (1) The president presides at all meetings of the Society and of the directors.
- (2) The president is the chief executive officer of the Society and must supervise the other officers in the execution of their duties.
- (3) The president must designate the bank with which the Society's accounts must be kept.
- (4) Either the president or a director authorized by resolution of the Board must co-sign with the secretary/treasurer banking resolutions and cheques drawn on the Society's bank account.
- (5) The president must generally exercise such oversight of the affairs of the Society as may best promote its prosperity and protects its interest.
- (6) The president must be the chair of the meetings held by the directors.
- (7) The president may appoint two persons to audit the accounts of the secretary/treasurer if he deems it necessary.
- (8) The president may appoint such special committees as he deems necessary.
- (9) The Executive of the Society shall appoint a secretary-treasurer.
- 41. The vice president must carry out the duties of the president during the president's absence.
- 42. The secretary must do the following:
  - (a) conduct the correspondence of the Secretary;
  - (b) issue notices of meetings of the Society and directors;
  - (c) keep minutes of all meetings of the Society and directors;
  - (d) have custody of all records and documents of the Society except those required to be kept by the treasurer;
  - (e) have custody of the common seal of the Society;
  - (f) maintain the register of members;
  - (g) in January of each year advise all members in the Society the amount of their annual dues.

43. The treasurer must
- (a) keep the financial records, including books of account, necessary to comply with the *Society Act*, and
  - (b) render financial statements to the directors, members and others when required;
  - (c) deposit all monies to the credit of the Society's bank and pay all accounts due by the Society;
  - (d) present at the annual general meeting a full and complete statement of the finances of the Society, showing all receipts and disbursements for the year and listing by membership the annual fees paid;
  - (e) document director expenses incurred in the performance of his or her duties including, but without limiting the generality of the foregoing, long distance phone calls, photocopying, postage, stationary, etc. and charge these to the Society as administrative and overhead fees.
44. (1) The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.
- (2) If a secretary/treasurer holds office, the total number of directors must not be less than 5 or the greater number that may have been determined under Bylaw 25(2).
- (3) The secretary/treasurer must be appointed by the directors and may be made an employee by resolution of the directors.
- (4) The secretary/treasurer must be employed for one year from the date he or she is hired, but must be re-eligible for rehiring at the expiration of their employment term.
- (5) The secretary/treasurer must be subject to removal by resolution of the directors at any time.
45. In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

#### **Part 8 – Seal**

46. The directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
47. The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the president and secretary or president and secretary treasurer.

#### **Part 9 – Indemnities to Directors and Officers**

48. Subject to the provisions of the *Society Act*, the directors must cause the Society to indemnify a director or former director of the Society and the heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment actually and reasonably incurred by him, her or them including an amount paid

to settle an action or satisfy a judgment in a civil or administrative action or proceeding to which he or she or they are made a party by reason of his or her being or having been a director of the Society, including any action brought by the Society. Each director of the Society on being elected or appointed must be deemed to have contracted with the Society on the terms of the foregoing indemnity.

49. Subject to the provisions of the *Society Act*, the directors may cause the Society to indemnify any officer of the Society and his or her heirs and personal representatives against all costs and expenses whatsoever incurred by him or them and resulting from acting as an officer of the Society.
50. The directors may cause the Society to purchase and maintain insurance for the benefit of any person who is or was serving as a director or officer of the Society and his or her heirs or personal representatives against any liability incurred by him or her as such director or officer.

#### **Part 10 – Execution of Documents**

51. Contracts, documents or any instruments in writing requiring the signature of the Society, must be signed by any two officers and all contracts, documents and instruments in writing so signed must be binding upon the Society without any further authorization or formality. The directors must have the power from time to time by unanimous agreement of the directors to appoint an officer or officers on behalf of the Society to sign specific documents, contracts and instruments in writing. The directors may give the Society's power of attorney to any registered dealer in securities for the purposes of the transferring of and sealing with any stocks, bonds and other securities of the Society.

#### **Part 11 – Borrowing**

52. In order to carry out the purposes of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
53. A debenture must not be issued without the authorization of a special resolution.
54. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

#### **Part 12 – Auditor**

55. This Part applies only if the Society is required or has resolved to have an auditor.
56. The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
57. At each annual general meeting the Society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
58. An auditor may be removed by ordinary resolution.
59. An auditor must be promptly informed in writing of the auditor's appointment or removal.
60. A director or employee of the Society must not be its auditor.

61. The auditor may attend general meetings.

### **Part 13 – Notices to Members**

62. A notice may be given to a member, either personally or by mail to the member at the member's registered address.
63. A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
64. (1) At least 30 days written notice of a general meeting must be given to
- (a) every member shown on the register of members on the day notice is given, and
  - (b) the auditor, if Part 10 applies.
- (2) No other person is entitled to receive a notice of a general meeting.

### **Part 14 – Voting of Members**

65. At all meetings of members of the Society every question must be determined by a majority of votes unless otherwise specifically provided by statute or by these Bylaws.

### **Part 15 – Financial Year**

66. Unless otherwise ordered by the directors the fiscal year end of the Society will be December 31<sup>st</sup>.

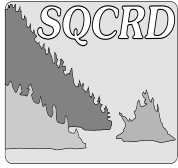
### **Part 16 – Rules and Regulations**

67. The proceedings of the annual general meeting must be governed by the Society's Rules and Procedures for Handling Resolutions and, where not in conflict with these, the last edition of Roberts Rules of Order applies.
68. The Board of Directors may prescribe such rules and regulations not inconsistent with these Bylaws relating to the management and operation of the Society as they deem expedient, provided that such rules and regulations will have force and effect only until the next annual general meeting of the members of the Society when they will be confirmed, and failing such confirmation at such annual general meeting of members, will at and from time to time cease to have any force and effect.

### **Part 17 – Bylaws**

69. On being admitted to membership, each member is entitled to, and the Society must give the member without charge, a copy of the Constitution and Bylaws of the Society.
70. These bylaws must not be altered or added to except by special resolution. Resolutions to amend the Bylaws shall be submitted in writing at least forty-five days prior to the Annual Meeting.





## STAFF REPORT

**DATE:** May 26, 2017

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

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

**SUBJECT:** 2017 UBCM Convention Meeting Requests & Resolutions

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### Recommendation:

**THAT** the staff report entitled “2017 UBCM Convention Meeting Requests & Resolutions” be received;

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

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### BACKGROUND:

The 2017 Union of BC Municipalities (UBCM) Convention will be held at the Vancouver Convention Centre from September 25-29, 2017.

UBCM's annual convention provides an opportunity for local government leaders to discuss local issues and initiatives with provincial government elected officials and staff, as well as to develop policy that guides UBCM's advocacy efforts and work throughout the year.

### DISCUSSION:

#### Meeting Requests

Staff is recommending that the Board discuss the topics and issues that it would like to see brought forward as a meeting request to the 2017 UBCM Convention. Once topics and issues have been identified, staff will have the opportunity to contact the appropriate Provincial Ministry to go about scheduling a meeting request and prepare briefing notes beforehand.

For the Board's information, the following meeting requests were submitted in 2016:

Meeting:	Topic(s):
Ministry of Community, Sport and Cultural Development, Minister's Meeting	1) Municipal name change of the Skeena-Queen Charlotte Regional District to the North Coast Regional District
Ministry of Forests, Lands and Natural Resource Operations, Minister's Meeting	1) Haida Gwaii community forest
Ministry of Transportation and Infrastructure	1) Emergency marine response and development of regional emergency response plans 2) BC Ferries scheduling and fare increases

Staff has contacted the UBCM Meeting Coordinator with the Ministry of Community, Sport and Cultural Development and found that the online meeting request page will be open and available to schedule meetings on June 12, 2017 at 8:30 AM.

### 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.

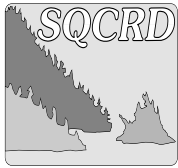
UBCM policy staff then build on the policy directions endorsed by membership through the resolutions process. Policy implementation activities have expanded from annual presentations to Cabinet to UBCM involvement in intergovernmental committees, regular meetings with Ministers and contact on a daily basis with other orders of government.

Resolutions to go forward will need to be submitted directly to UBCM by June 30, 2017.

Staff is seeking direction from the Board with respect to resolutions to be submitted to the UBCM in anticipation of the 2017 UBCM convention.

### **RECOMMENDATION:**

Staff is recommending that the Board designate a lead Board member for each issue/topic identified for a meeting request, to allow staff to efficiently coordinate with the Board to ensure that briefing notes and subject matter are completed accurately and in a timely fashion. Staff is also recommending that the Board consider any resolutions it wishes to see brought forward to the UBCM for consideration by its membership at this year's convention.



## STAFF REPORT

**DATE:** May 26, 2017

**TO:** Doug Chapman, Chief Administrative Officer

**FROM:** Daniel Fish, Corporate Officer

**SUBJECT:** Vancouver Island Regional Library Borrowing Service Establishment Bylaw No. 614, 2017 & Vancouver Island Regional Library Loan Authorization Bylaw No. 615, 2017

### Recommendation:

**THAT** the staff report entitled “Vancouver Island Regional Library Borrowing Service Establishment Bylaw No. 614, 2017 & Vancouver Island Regional Library Loan Authorization Bylaw No. 615, 2017” be received;

**AND THAT** the Board give first, second and third reading to Bylaw No. 614, 2017 and Bylaw No. 615, 2017.

### PURPOSE:

The purpose of this report is to introduce Bylaw No. 614, 2017 and Bylaw No. 615, 2017 to the Board of the North Coast Regional District (NCRD) for its consideration.

### BACKGROUND:

On December 1, 2016, the North Coast Regional District (NCRD) was approached by the Vancouver Island Regional Library (VIRL) with a request to secure a loan through the Municipal Finance Authority of B.C. (MFA) in order to provide a new library facility in the Village of Masset, as well as to complete upgrades to VIRL facilities in Sandspit and the Village of Queen Charlotte.

Subsequently, at its Regular meeting held February 17, 2017, the Board of the NCRD passed three readings of the Vancouver Island Regional Library Loan Authorization Bylaw No. 612, 2017 before it was submitted to the inspector of municipalities for approval.

In April 2017, staff were notified that a service, separate from the general administration service, would be required for the loan, regardless of whether or not the NCRD is borrowing funds on behalf of the VIRL. This is to ensure that if, for some reason, the VIRL defaults on the loan, that the NCRD is still able to requisition and service the debt.

## **DISCUSSION:**

In working with Ministry staff, NCRD staff has prepared the attached Vancouver Island Regional Library Borrowing Service Establishment Bylaw No. 614, 2017, as well as a revised VIRL Loan Authorization Bylaw (Bylaw No. 615, 2017), which identifies the appropriate service to which the loan pertains.

### *Bylaw No. 614, 2017*

The Vancouver Island Regional Library Borrowing Service Establishment Bylaw No. 614, 2017 is a bylaw to establish a service within the NCRD for the purpose of borrowing funds (\$1,500,000) on behalf of the VIRL for the construction and renovation of library building facilities on Haida Gwaii.

The boundary of the service area is coterminous with the boundaries of the Village of Queen Charlotte, the Village of Masset and Electoral Area E, with those communities also composing the participating area the service.

A maximum amount that may be requisitioned annually for the service shall be \$170,000, and has only been included in the event that the VIRL is unable to service its debt obligations under agreement with the NCRD.

### *Bylaw No. 615, 2017*

The Vancouver Island Regional Library Loan Authorization Bylaw No. 615, 2017 has been revised and includes provision to identify the service to which the loan authorization bylaw relates.

The bylaw authorizes the NCRD to borrow, on behalf of the VIRL upon the credit of the NCRD, a maximum of \$1,500,000 over a 20 year term.

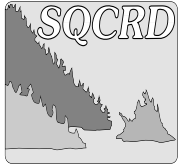
### *Indebtedness Agreement*

At the time the original bylaw, Bylaw No. 612, 2017, was brought forward for the Board's consideration, staff was authorized to sign and enter into an indebtedness agreement with the VIRL. Additionally, advertising required under section 272 of the *Local Government Act*, had been authorized for publication. The agreement and the advertising requirements remain unchanged and have been completed.

## **RECOMMENDATION:**

Following three readings of Bylaw No. 614, 2017 and Bylaw No. 615, 2017, both will be provided to the inspector of municipalities for approval before authorization is sought from the Board to enter into an alternative approval process with respect to the adoption of the bylaws. It is anticipated that approval will be provided before the Board's Regular meeting to be held June 16, 2017.

At this time, staff is recommending that the Board give three readings to the Vancouver Island Regional Library Loan Authorization Bylaw No. 612, 2017.



## STAFF REPORT

**DATE:** May 26, 2017

**TO:** Doug Chapman, Chief Administrative Officer

**FROM:** Daniel Fish, Corporate Officer

**SUBJECT:** Regional Recycling Depot Asset Upgrade Project  
Strategic Priorities Fund (Capital Projects Stream) Funding Application

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### Recommendation:

**THAT the staff report entitled “Regional Recycling Depot Asset Upgrade Project: Strategic Priorities Fund (Capital Projects Stream) Funding Application” be received;**

**AND THAT the Board of the North Coast Regional District support the North Coast Regional District’s application to the Strategic Priorities Fund for the completion of the Regional Recycling Depot Asset Upgrade project.**

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### PURPOSE:

The purpose of this report is to present the North Coast Regional District’s (NCRD) proposed application to the Union of B.C. Municipalities’ (UBCM) Strategic Priorities Fund (SPF) for the completion of the Regional Recycling Depot Asset Upgrade project.

### BACKGROUND:

Throughout 2015 and 2016, the NCRD, working with Sperling Hansen Associates and MCElhanney, completed an asset management plan (Plan) for the NCRD Regional Recycling Depot. The development of the Plan was funded jointly through the Province’s Asset Management Capacity Building program and the UBCM’s SPF (Capacity Building Stream) program.

The Plan was developed as a tool to allow the NCRD to more efficiently coordinate its operational, maintenance and financial plans into the future. The Plan makes recommendation with respect to capital replacements and upgrades at the Regional Recycling Depot, and quantifies the total cost of replacements and upgrades to be valued at \$1.8 million.

The UBCM is currently accepting applications to the SPF for projects that are large in scale and regional in impact. Solid waste management projects qualify as eligible projects, with up to 100% of net eligible costs of approved projects up to a maximum of \$6 million being funded, within the Capital Infrastructure project stream.

The application deadline for the SPF is June 1, 2017.

**DISCUSSION:**

Staff has prepared an application to the UBCM's Strategic Priorities Fund for the completion of the Regional Recycling Depot Asset Upgrade project, as identified in the Plan. The application has been included as Attachment A of this report.

The funding application requests \$1,760,490 from the SPF to cover 100% of total project costs over a project period of two years, commencing January 2018 and ending December 2019. Funding would be used for the following components identified in the Plan:

1. Installation of a new roof and associated repairs,
2. Enclosure of the crusher portion of the glass crusher and provision of an exhaust fan in the room,
3. Repairs to the damaged interior walls and protection for the structural columns,
4. Repair of the cracks in the concrete floor slab, and installation of a lock block storage bunker for loose cardboard,
5. Electrical code non-compliance corrections,
6. Upgrading of the emergency lighting system to meet building codes,
7. Replacement of the aged electrical distribution equipment,
8. Upgrading of the fire alarm system,
9. Energy efficiency upgrades to the indoor and outdoor lighting systems,
10. Upgrading of the building security system,
11. Installation of a high speed auto tie baler,
12. Construction of an elevated loading dock,
13. Installation of a truck scale, and
14. Installation of a small vertical baler.

A resolution from the Board of the NCRD in support of the attached funding application to the SPF is required as part of the application.

**RECOMMENDATION:**

Staff is recommending that the Board provide a resolution of support in support of the NCRD's application to the UBCM's SPF for the completion of the Regional Recycling Depot Asset Upgrade project.

## **UBCM: Strategic Priorities Fund Capital Infrastructure Projects Stream North Coast Regional District**

- Deadline: June 01
- Needs board resolution of support

Application received through the UBCM Program Information Management System (PIMS)

Questions: [gastax@ubcm.ca](mailto:gastax@ubcm.ca) or 250-356-5134

Include:

- Application form
- Attached feasibility study and/or detailed designs/detailed cost estimates and other relevant supplemental information
- A Board resolution indicating support for the application

Criteria:

- Large in scale
- Regional in impact

Screening criteria:

- Local government: North Coast Regional District
- GTA, listed in GTA:

Solid Waste:

- Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
  - Solid waste diversion projects including recycling, composting, and anaerobic digestion
  - Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery
  - Solid waste disposal strategies that reduce resource use
- Project must not have started prior to submission of application

Eligible costs: Solid waste

- associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP)
- Any related debt financing charges specifically identified with that asset.
- Directly related to the joint communication activities and with federal signage of GTF funded projects

Ineligible Costs include:

- Leasing costs;
- Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient;
- Direct or indirect operating or administrative costs;
- Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff;
- Purchase of land or any interest therein, and related costs;
- Legal fees; and
- Routine repair and maintenance costs

Include Class of cost estimate (p3): (Ask Daniel)

Roof replacement is a Class A cost estimate; all other pieces are a class D cost estimate.

Ineligible projects:

- If project works have started prior to the date the project is included in the submitted SPF application

Funding:

- Up to 100% of net eligible costs of approved projects
- Max fed Gas Tax fund of \$6mill
- Application > \$6mill eligible provided that additional costs confirmed through other funding sources.



## **SECTION 1**

### **1. Project Title**

Regional Recycling Depot Asset Upgrade Project

### **2. Project Category**

Solid Waste

### **3. Is this project the subject of a recent infrastructure grant application? (Yes/No)**

Yes.

**If yes: what program?** Capacity Building (UBCM – Strategic Priorities Fund)

### **4. Project Rationale: Provide a brief project rationale outlining why the project is needed and how the project meets that need.**

This project is needed to prepare the NCRD Regional Recycling Depot to address the current and emerging demands in recycling services in the region. This need is heightened by the anticipated rapid growth in the region due to several proposed LNG projects, significant port-related expansions, and other similar developments and associated spin-offs.

The NCRD Regional Recycling Depot services the North Coast mainland including Prince Rupert, Port Edward, Metlakatla, and the six communities on Haida Gwaii including Masset, Old Massett, Port Clements, Queen Charlotte, Sandspit, and Skidegate. The NCRD Recycling Depot also provides services to major community service and business clients in the area including School District 52, Prince Rupert Hospital, Prince Rupert Hotel, Ridley Terminals Inc., Prince Rupert Grain, Canadian Fishing Company, Broadwater Industries, Saanich Plumbing and Heating, Maher Terminals, and MacCarthy GM.

Prince Rupert and surrounding areas are also facing an unprecedented level of industrial development. The Phase II expansion of the Fairview Container Terminal is over 75% complete with new cranes enhancing the Port's capacity by over 60% and enabling the Terminal to working the largest vessels in the world. In March 2017, development of a container loading facility on Prince Rupert's Ridley Island was announced. Additionally, several Liquefied Natural Gas (LNG) ventures have targeted the region, with a numerous construction camps anticipated along with other spin-off activity.

Altogether, this growth and subsequent demand for recycling services poses significant pressure on one of the most valuable but aging assets of the North Coast Regional District (NCRD), the Regional Recycling Depot. Thus, the NCRD is seeking to undertake the Regional Recycling Depot Asset Upgrade Project to repair, renovate and upgrade the facility in order to ensure that it meets building and safety codes, improve operational efficiency and increase the capacity of the facility to handle the imminent and increasing demands in the region.

**5. Project Description: Provide a detailed list of the physical works and location of the project.**

The project aims to repair and renovate the Regional Recycling Depot located at 251 Kaien Road, in the Prince Rupert Industrial Park, including: replacing the entire roof, resealing four fan units; repairing interior walls and protecting structural columns; repairing the cracks in the concrete floor; installing a lock block storage bunker; performing Electrical code non-compliance repairs; upgrading the emergency lighting system; replacing electrical distribution equipment; upgrading the fire alarm system, indoor and outdoor lighting, and building security system; installing a high-speed auto tie baler; constructing an elevated loading dock; and installing a truck scale and small vertical baler.

**6. Project Location: Include physical address, GPS coordinates or start and end points.**

The facility and project will be located at 251 Kaien Road, Prince Rupert.

**Project Details/Cost Estimates**

*Please attach documents requested for questions 7, 8 and 9.*

**7. Detailed Cost Estimates**

Please fill out the table Section 2: Project Costs and Sources of Funding.

**8. Maps and/or drawings and at least one of the following:**

Attach:

- Sperling Hansen Associates North Coast Regional District Regional Recycling Depot Asset Management Plan: PRJ15050 NCRD Asset Management\_Final Report.pdf
- Sperling Hansen Associates North Coast Regional District Regional Recycling Depot Asset Management Plan drawings: PRJ15050 Drawings\_PART B.PDF
- AASE Roof Inspection Ltd. Roof Survey Regional Recycling Facility: PRINCE RUPERT RECYCLING BUILDING SURVEY 2016.docx

**9. Feasibility study or Design details**

The project is based on the Regional Recycling Depot Asset Management Plan that was developed by Sperling Hansen Associates, with McElhanney Consulting Services Ltd. and Carney's Waste Systems, with the support of NCRD staff. The NCRD Regional Recycling Depot Asset Management Plan (attached) provides guidance for current and future facility upgrades to improve the operational efficiency and meet recycling demand due to the potential economic developments in the region. As part of the report, Sperling Hansen Associates included detailed photographs, designs and plans of the existing facility and proposed improvements (Figures 1, 3,4, 5, and Drawing No: 15050-6), McElhanney conducted a background and efficiency review of

the facility including approximate age of the building and equipment and included detailed drawings showing proposed improvements (Figure 2). McElhanney also conducted a structural condition evaluation with a class D building replacement cost estimate for the existing service level, and an Electrical Assessment on the facility with recommendations on the components to upgrade as per BC Building Code requirements for the Asset Management Plan.

#### **10. Class of Cost Estimate: Class A, B, C, D**

Roof replacement is a Class A cost estimate obtained through an additional focused inspection of the Regional Recycling Facility Roof by AASE Roof Inspection Ltd.

All other costs are Class D cost estimates.

#### **11. When (year) and how were these cost estimates determined?**

The overall cost estimates were determined in 2015 and 2016, as part of the development of the Regional Recycling Depot Asset Management Plan. The estimates were determined in accordance with generally accepted engineering practices performed by a well-established engineering company: Sperling Hansen Associates (SHA). The cost estimates for the Roof renovations outlined in the Asset Management Plan were further refined through a 2016 Roof Inspection Survey of the Facility to develop more reliable cost estimates of work needed to ensure that adequate funds were secured for the project.

#### **12. What contingency plans are in place for increase in project costs or if external contributions are less than anticipated?**

Repairs to the roof were the most uncertain and likely costly component of the project costs identified in the Asset Management Plan. To address this uncertainty, the North Coast Regional District obtained a focused Roof Inspection Report in 2016, which produced a detailed evaluation and cost estimate, and reduced the likelihood of cost overruns. Additionally, the project will be carried out in discrete sections as outlined in the cost breakdown, which will allow the project managers to predict, plan for and address any cost overruns, including through seeking additional funding and/or working within the NCRD operating budget to cover the cost of the overruns.

Furthermore, the financial plan developed for the NCRD Regional Recycling Depot supports the contingency of needing to transfer funds from Reserve to cover the costs of facility improvements, new infrastructure to meet future demand and improve efficiency such as the glass crusher dust control, building interior wall repairs, the concrete floor slab crack repairs, and electrical upgrades. For the higher cost items, the NCRD could borrow from the Municipal Finance Authority of BC at a current lending rate of 2.75% and payment over ten years.

## **SECTION 2**

<b>Section 2</b>	<b>Project Costs and Sources of Funding</b>
	Total Cost
Total SPF Request	\$1,760,490.60
Total Project Cost	\$1,803,490.60
Other grants (Federal/Provincial etc.)	
Borrowing	
Internal Contributions (Reserves/DCCs etc.)	\$43,000.00
Other Contributions (3 <sup>rd</sup> party)	

<b>ELIGIBLE COSTS</b>	<b>Description</b>	<b>Quantity</b>	<b>Total Cost</b>
Construction/Materials  Items should reflect the major components in your project without going into specific detail	<b>Material Storage Bunkers</b> <b>Subtotal for building repair and upgrading: \$492,946</b> <ul style="list-style-type: none"> <li>- Glass Dust Control</li> <li>- Roof Replacement and Repairs</li> <li>- Building Interior Wall Repairs</li> <li>- Column Barriers/Protection</li> <li>- Concrete Floor Slab Crack Repairs</li> </ul> <b>Electrical Upgrades: \$127,500</b> <ul style="list-style-type: none"> <li>- Electrical Code Non-Compliance</li> <li>- Emergency Lighting Design and Upgrade</li> <li>- Replacement of Electrical Distribution Equipment</li> <li>- Fire System Design and Upgrade</li> <li>- Indoor &amp; Outdoor Lighting Efficiency Upgrade</li> <li>- Security System Design and Upgrade</li> </ul> <b>Infrastructure Improvement: \$965,000</b> <ul style="list-style-type: none"> <li>- Auto Tie Baler (\$400,000)</li> <li>- Loading Dock (\$300,000)</li> <li>- Truck Scale (225,000)</li> <li>- Small Vertical Baler (\$40,000)</li> </ul>		

	Construction/Materials Sub-Total:\$1,585,446.00		
Design/Engineering			
	Engineering of the loading dock and truck scale		
	Design/Engineering Sub- Total:\$15,000		
Other Eligible Costs  For example: communications, surveying, testing, consultation, environmental assessments, etc.			
	Other Eligible Costs Sub-total:		
Contingency (10%)			
	Contingency total: \$160,044.60		
	TOTAL ELIGIBLE COSTS:		\$1,760,490.60

INELIGIBLE COSTS	
	Total Cost
Land Acquisition Cost	
Legal Fees	
Own Force Equipment and Employee costs	
Direct or indirect operating or administrative costs	
Tax rebate	
Routine repair and maintenance costs	\$43,000.00
TOTAL INELIGIBLE COSTS:	\$43,000.00
TOTAL GROSS PROJECT COSTS: (Eligible + Ineligible)	\$1,803,490.60

### **SECTION 3**

#### **Project Information**

**13. Has the project started? (Yes/No)**

No.

**14. Estimated project start date:**

January 2018.

**15. Estimated project completion date:**

December 2019.

**16. Identify risks to meeting this timeline.**

The primary risk to meeting this timeline is unconfirmed SPF funding. However, the project will not be started until funding is secured and the timelines adjusted accordingly. In terms of construction, the roof upgrade is the most weather dependent part of the project. This risk will be managed by the protracted start and completion dates that allow for some flexibility in meeting this timeline. Additional risks may include securing a contractor for the work. The North Coast Regional District has had some preliminary discussions, such as with Eby and Sons Construction, to prepare the Roof survey and improve the cost estimates. These initial discussions will support further engagement with potential contractors, once funding is secured.

**17. Will a request for the use of own force labour and equipment be submitted for this project? (Yes/No)**

No.

**18. Is this project a phase or component of a larger project? (Yes/No)**

No.

**Please provide additional details on the phases, including funding for past and future phases and estimated timelines.**

This project aims at carrying out, in full, the recommendations identified in the Regional Recycling Depot Asset Management Plan. However, the cost estimates for construction and materials described in the NCRD Regional Recycling Depot Asset Management Plan are presented within a staged approach. The Asset Management Plan provides recommendations on timing for the renovations based on Low, Medium and High Growth scenarios as well as to support the gradual repair and upgrading of the facility to be accommodated within the Facility's financial budget and limitations.

The staged approach described in the Asset Management Plan aims at completion of all project components at 2025 under the Low growth scenario. However, a slower approach to these renovations may prevent the facility's ability to accommodate the imminent growth demands currently emerging in and around Prince Rupert.

**19. Were alternative options for the project considered? (Yes/No)**

Yes

**If yes: If so how were they compared or analyzed? Please Explain why the chosen option was selected.**

Alternative options were explored in the Asset Management Plan developed in 2016 based on Low, Medium and High growth scenarios. Noting the recent increasing demand on the facility coupled with the deteriorating state of the building, the NCRD has chosen to take advantage of the SPF funding opportunity and implement, in full, all of the recommendations outlined in the Asset Management Plan. This will ensure that the building is fully upgraded and equipped to handle both existing demand as well as being prepared for imminent increases anticipated with the significant industrial expansions in and around Prince Rupert.

**SECTION 4**

**Program Objectives**

**20. Productivity and Economic Growth: Describe the measurable economic benefits of the project in the community.**

The project will increase the ability of the NCRD Regional Recycling Depot to service a population increase of 5,700 people associated with the high growth scenario predictions in the Asset Management Plan. This scenario is likely with the Pacific Northwest LNG Terminal having received an Environmental Assessment Certificate and currently awaiting a final investment decision. Recent expansion of the Fairview Terminal (noted at 75% complete as of December 2016) and recently announced (March 2017) Ridley Island expansion to support a Ray-Mont Logistics' crop container loading facility, also contribute to the region's increase in economic activity and subsequent demands on the Recycling Depot which will be supported by this project.

Additionally, as described in the Asset Management Plan, the Regional Recycling Depot has experienced significant (37.5%) increase in revenue since 2008. The revenues are expected to increase over the next decade with greater returns anticipated with increases in the materials recycled and upgrades that improve the operational efficiency of the Facility. Anticipated general revenues outlined in the Financial Plan with facility improvements are around \$740,953 under a Low Growth Scenario and \$769,382 under a High Growth Scenario. The advantage of completing the renovations earlier will be the ability to take full advantage of the Recycling facility to generate maximum potential revenues sooner.

**21. Productivity and Economic Growth: Describe the non-measurable economic benefits of the project in the community.**

The project will help to manage the current and potentially significant increases in solid waste produced in the region, therefore indirectly supporting and maintaining the productivity in the region. Diverting solid waste recyclables will also help to ensure a cleaner environment, maintaining the quality of life and aesthetics that also contribute to the tourism and business experience that Prince Rupert and surrounding communities are renowned for.

**22. Cleaner Environment: Describe the environmental benefits of the project.**

The Recycling Depot currently diverts a significant amount of solid waste from the landfill (2,499 tonnes in 2015). With an aging facility and increasing development in the region, solid waste production is poised to have a significant impact on the environment. This project will support the NCRD's Regional Recycling Facility to continue to meet the current and emerging need for recycling services over the long-run. The project will increase the capacity of the Regional Recycling Depot to manage 3,700 tonnes of recyclables a year, which is an increase of almost 50% from current capacity to handle recyclables.

The beauty and quality of the environment in and around Prince Rupert form a significant basis of marketing strategies that businesses employ to draw people to the area. The communities in the area take immense pride in the environment as noted in the Prince Rupert Quality of Life Community Plan (2010), where and the environment is considered a key quality of life indicator. Recycling has been identified as an important strategy to ensure clean air, water quality and a sustainable environment. The NCRD has a Recycling Division whose efforts received the "Leader in Sustainability" designation from Call2Recycle Canada. This project aligns with its efforts towards long-term sustainability. The NCRD is committed towards building a sustainable and environmentally conscious community.

**23. Cleaner Environment: What environmentally sustainable considerations have been incorporated into the project?**

Recycling is an inherent environmentally-based endeavor to reduce the amount of solid waste going into a landfill and resulting in dire environmental consequences. This project emerged from the development of the Regional Recycling Depot Asset Management Plan, which looked at multiple demand scenarios that the Recycling Facility could face under various levels of industrial development. With recent industrial developments and decisions over this past year pointing towards the high growth scenario, the NCRD has chosen to fully repair, renovate and upgrade the facility.



Additionally, as noted in Schedule “A” of the Quality of Life - Official Community Plan Bylaw 3236, 2007, “Working with the Regional District to increase recycling opportunities”, was identified as an important issue by 2007 Green Advisory Task Force. This project will support these long-term scenarios and visions and ensure that the Recycling Facility will be fully equipped to handle the maximum level of solid waste over the next decade and reduce the likelihood of environmental consequences from waste that cannot be handled within the Facility.

Lastly, the Project incorporates several environmental beneficial considerations in the renovating and upgrading of the Recycling Depot including: improving operational efficiency to handle larger amounts of recyclables faster such as installing an auto tie baler, loading dock and truck scale, and Gemini baler; as well as energy savings lighting upgrades.

**24. Strong Cities and Communities: Describe the community health, social, and cultural benefits of the project.**

The beauty and quality of the environment in and around Prince Rupert, as well as the efforts to sustain it forms a large basis of the marketing strategy many community businesses employ to their advantage. The communities take immense pride in the environment and it is considered a key quality of life indicator (Prince Rupert Quality of Life Community Plan, 2010). Recycling has been identified as a key strategy to improve Prince Rupert’s quality of life and to ensure clean air, water quality and a sustainable environment. The NCRD also has a Recycling Division whose efforts received the “Leader in Sustainability” designation from Call2Recycle Canada. This project aligns with efforts towards long-term sustainability. The NCRD is committed towards building a sustainable and environmentally conscious community.

**25. Strong Cities and Communities: Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans. Include a copy of the relevant sections of the community plan as supporting documentation.**

This project will advance the long-term goals and vision of the community as identified in the Prince Rupert Quality of Life Community Plan Bylaw 3236: <http://www.princerupert.ca/sites/default/files/Bylaws/OCP%20March%206%20C%202015.pdf> (page 5). The plan identifies “working with the Regional District to increase recycling opportunities” as one of the three issues identified in public consultation meetings. There has also been increased activity by the City to divert solid waste where possible to recycling facilities such as through the introduction of new transfer stations. The project will ensure that the Recycling Depot is fully equipped to manage current and emerging recycling needs for the City and surrounding areas.

## **SECTION 5**

### **Program Criteria**

**26. Large in Scale: Describe how the size, scale and/or benefits of the project is large in relation to the size of the community.**

The project is large in scale in relation to the size of the community given the level of financial investment required to ensure that the Regional Recycling Depot is equipped and capable of meeting service demands into the near future. The financial investment required for this project far exceeds the funds available to the NCRD for its completion. With funding secured through the SPF program, the financial burden on local tax payers to fund a project of this nature is greatly minimized.

Additionally, given the geographic area serviced, including Haida Gwaii and surrounding coastal communities in the Prince Rupert area, the project is inherently large in scale and will greatly improve service delivery to a number of residents living in the area.

**27. What is the population of community? (*The community making the application.*)**

As referenced in the Asset Management Plan, the population serviced by the NCRD in 2015 was 20,035.

**28. What is the population directly served by the project works?**

As referenced in the Asset Management Plan, the current population serviced by the project works is 20,000.

**29. Regional in impact: Describe the degree to which this project supports inter jurisdictional collaboration and coordination.**

The NCRD Regional Recycling Depot services the North Coast mainland including Prince Rupert, Port Edward, Metlakatla, Lax Kw'alaams and the six communities on Haida Gwaii. In addition, the NCRD Recycling Depot also provides services to a number of major community service and business clients in the area including School District 52, Prince Rupert Hospital, Prince Rupert Hotel, Ridley Terminals Inc., Prince Rupert Grain, Canadian Fishing Company, Broadwater Industries, Saanich Plumbing and Heating, Maher Terminals, and MacCarthy GM. Demands on the region for recycling services are posed to increase significantly in the next decade. This project will impact the region by helping to manage the increasing levels of solid waste generated.

**30. Does this project involve partnerships? (Yes/No)**

No.

**31. Identify the parties involved and their roles.**

N/A.

**32. Regional in Impact: Describe the degree the project benefits more than one community, is identified as regional priority, or is regional in scope.**

The NCRD Regional Recycling Depot services the North Coast mainland including Prince Rupert, Port Edward, Metlakatla, Lax Kw'alaams and the six communities on Haida Gwaii including Masset, Old Masset, Port Clements, Queen Charlotte, Sandspit, and Skidegate. The project will support the recycling needs of these communities as well as managing the additional projected needs from industrial development and spin off activity.

**33. Innovation: Describe the innovative component(s) of the project.**

N/A.

**34. Innovation: Describe the relative benefit of the innovative process, method or technology over existing practices.**

N/A.

## **SECTION 6**

### **Project Planning and Benefits Asset Management**

**35. Does your Local Government have a long-term financial plan? (Yes/No)  
If yes: over how many years?**

Yes. The NCRD long-term Financial Plan includes years 2017 to 2021.

**36. How does the financial plan relate to an Asset Management plan, Capital Works plan, Official Community Plan, and any other strategic community and corporate plans?**

The NCRD long-term financial plan was used in the development of the Regional Recycling Depot Asset Management Plan to describe the financial plan under three growth scenarios. Budget revenue and expenses have been extrapolated out to 2025 from the 2020 data. The baseline NCRD recycling facility budget has been modified for each growth scenario.

**37. Describe how operation and maintenance will be funded over the lifecycle of the infrastructure subject to this application.**

With the bulk of the capital expenditures covered under this application, the operational and maintenance costs associated with the Facility will be covered under the NCRD Operating Budget. General revenues in this budget include property tax requisitions, sale of materials, and recycling agreements. As shown in Table 8.9 of the NCRD Regional Recycling Depot Asset

Management Plan: Past and Projected Operating Budgets, the Total generated revenue (\$732,529 in 2015) exceeds the anticipated expenditures (\$665,577 in 2015), leaving room to support an additional annual maintenance cost of (\$43,000).

**38.What proportion (%) of infrastructure replacement will be funded through current financial revenues?**

0%. This application seeks support for 100% of the infrastructure improvements to be completed through the Strategic Priorities Fund.

**39.As required through the Community Works Fund Agreement, is your Local Government committed to improving its asset management practices? (Yes/No)**

Yes.

**For the Asset Class subject to this application:**

**40.Is there an asset inventory/registry? (Yes/No)**

Yes.

**If yes: Is it complete?** Yes.

**If yes: Is it up to date?** Yes.

**41.Has a condition assessment been completed? (Yes/No)**

Yes.

**42.Is there an asset management plan? (Yes/No)**

Yes.

**If yes: is the plan linked to a long-term financial plan?** Yes.

**43.What effects will the proposed project have on service levels and how will these be measured?**

The Recycling Facility repair and renovations will increase the capacity for the recycling service by almost 50% for the communities serviced by the NCRD as well as other community service and business clients in the region – measured by the amount of material recycled in the North Coast region. Based on the estimates in the Regional Recycling Depot Asset Management Plan, the current demand is 2,500 tonnes/year and anticipated to increase to 2,800 tonnes/year within a Low Growth scenario or 3,700 tonnes/year under a High Growth scenario. Note that some of the anticipated major developments are now occurring such as the Phase II expansion of the Fairview Terminal and additional projects are being proposed such as the recent announcement of the Ridley Island expansion to support a Ray-Mont Logistics' crop container

loading facility – both of which will result in increased local additional spinoff activity and demand for recycling services.

**44. Describe the plans in place for the renewal or rehabilitation of the infrastructure subject to this application.**

The Regional Recycling Depot Asset Management Plan (attached) includes a thorough review of the existing recycling depot, an Efficiency Review, Condition Evaluation, and Operational and Maintenance Review, Ten Year Asset Management Plans defined for three growth scenarios including facility upgrading strategies based on anticipated serviced population and recyclable quantities. Class D cost estimates are provided for the capital expenditures required to meeting the recycling demands for each scenario. Note that the cost estimate for the Roof renovations was further refined through a Roof Survey completed in addition to the Asset Management Plan and can be categorized as a Class A cost estimate with the detailed plans produced. Also included is External Benchmarking to allow for performance comparisons, and a Prioritized Action Schedule for implementing the plans within limited operational capacity, but will be fast-tracked pending approval of this application.

As per the Regional Recycling Depot Asset Management Plan recommendations, the facility will undergo a number of repairs, renovations and upgrades including:

1. Installation of a new roof and associated repairs,
2. Enclosure of the crusher portion of the glass crusher and provision of an exhaust fan in the room,
3. Repairs to the damaged interior walls and protection for the structural columns,
4. Repair of the cracks in the concrete floor slab, and installation of a lock block storage bunker for loose cardboard,
5. Electrical code non-compliance corrections,
6. Upgrading of the emergency lighting system to meet building codes,
7. Replacement of the aged electrical distribution equipment,
8. Upgrading of the fire alarm system,
9. Energy efficiency upgrades to the indoor and outdoor lighting systems,
10. Upgrading of the building security system,
11. Installation of a high speed auto tie baler,
12. Construction of an elevated loading dock,
13. Installation of a truck scale, and
14. Installation of a small vertical baler.

## **Demand Management**

### **45. Explain how current or future service demands were used to identify the project and/or establish the service levels provided by the project.**

As part of the NCRD Regional Recycling Depot Asset Management Plan, current and future service demands were based on population estimates, data around current and anticipated trends of quantity of recycled materials, as well as three growth scenarios around anticipated levels industrial development and subsequent projections of the populations serviced. From this, the Projected Recyclable Quantities were determined and summarized in Table 5.3 of the Recycling Depot Asset Management Plan, providing a projection of service levels needed under the three growth scenarios (Low, Medium and High) from 2015 to 2025.

Towards the end of 2016 and at the beginning of 2017, advancements in the projected medium to high growth scenarios particularly in terms of the Environmental approvals for the anticipated Pacific Northwest LNG project with the final investment decision expected in 2017, near completion of the Fairview Terminal expansion including the recent addition of cranes that increase the Terminal's container handling capacity by almost 60%, and other similar local development plans and investments, the NCRD determined that it would be prudent to secure funds to enable the full potential of the Regional Recycling Facility. This would ensure that at minimum, service demands will be catered in the likely scenario that the PNW LNG project moves forward with anticipated construction and bringing in a workforce of 4,500 at its peak. Given these advancements, the NCRD established that the Regional Recycling Depot service levels needed and to be provided by the project were those outlined in the Asset Management Plan under the High growth scenario but established through this project well in advance of potential peak demand situations.

### **46. How does the project support demand management initiatives?**

This project supports the management of solid waste by diverting a significant amount of recyclables from Prince Rupert's aging landfill. Certain items that are banned from the landfill including: tires, batteries, waste oil, cardboard, computers, TV's, Monitors, Printers, Washers Dryers, Fridges, Freezers, Furnaces, and Stoves are accepted for recycling at the Regional Recycling Facility. This also reduced the amount of public littering. Schedule "A" of the Prince Rupert Quality of Life – Official Community Plan Bylaw 3236, 2007 identifies "Working with the Regional District to increase recycling opportunities" as an important issue for the City's Green Advisory Task Force. The bylaw identifies strategies to manage litter and waste including waste receptacles and pick up arrangements. Currently the NCRD has a few recycling drop-off points to encourage collection of recyclables. With enhanced capacity because of the project, the NCRD will be able to enhance this service with the support from the City of Prince Rupert.

## Resource Management

**47. Explain how resource management was considered in the design, operation, service levels provided by, and the construction of this project.**

As part of the Asset Management Planning process, a structural inspection was completed to assess the overall condition of the Regional Recycling Facility. This resulted in a summary of existing condition of the structure, structural systems, existing maintenance requirements, and a Class D building replacement cost estimate of the existing service level of facility. This information guided the design, operation and service level options presented in the Asset Management Plan and is reflected in the recommendations in the Plan in terms of maintaining the structural steel building frame while repairing, renovating and upgrading some of the damaged and aging components. Examples include repairing and reinforcing the concrete slab, and interior walls, replacing the electrical distribution equipment and installing energy efficient lighting. Additional recommendations supported improving the operational efficiencies of the Recycling facility with upgrades planned within the existing space.

**48. Does this project consider climate related risks, and if so, what adaptation/mitigation measures will be taken?**

No.

## Other

**49. What, if any, regulatory requirements, or standards apply to this project, and how will the infrastructure and/or service provided by this project affect these requirements?**

BC Building Code – Infrastructure upgrades to the existing facility will be consistent the regulations in the BC Building Code.

Environmental Management Act & Regulations – Recycling facility infrastructure will be upgraded in accordance with the provisions and regulations of the Environmental Management Act.

Worksafe BC – Upgrades to infrastructure will be consistent with Worksafe BC regulation and will assist in mitigating any current violations.

**50. Describe the key project benefits(s) that led the community to make this project a priority for application for funding. (Include the key reason(s) why this project is important to the community.)**

This project will result in numerous benefits to the communities that are serviced by the NCRD Regional Recycling Facility. At minimum, the project will ensure that the aging facility continues to support the recycling needs of the region. These needs continue to increase with an increasing population, awareness around the environmental consequences of solid waste in the environment and most significantly from the major developments and spin off activity in and around Prince Rupert. Furthermore, this project will enable the facility to get ahead of the imminent rush in service demand that is likely to come with the construction of the Pacific Northwest LNG project and other similar developments.

The North Coast is known for its environmental beauty and sustainability is a key driver in many community plans including the Prince Rupert Quality of Life Official Community Plan. This project will help support those plans by easing the impact of solid waste in the region by encouraging recycling and diverting waste away from landfills and illegal dumps, and helping to maintain environmental and aesthetic values and advantage of Prince Rupert and surrounding areas.

Finally, this project will support the ability of the Regional Recycling Facility to cater to major clients, and thereby strengthen the general revenue base for the NCRD and to support operation and maintenance of the facility over the long-run.



**NORTH COAST REGIONAL DISTRICT****BYLAW NO. 614, 2017**


---

A bylaw to establish a service within the North Coast Regional District for the purpose of borrowing funds on behalf of the Vancouver Island Regional Library for the construction and renovation of library building facilities

---

**WHEREAS**

- i. Section 179(1)(b) of the *Community Charter* empowers a regional district to borrow money to lend to a person or public authority under an agreement;
- ii. The Board of the North Coast Regional District wishes to establish a service for the purpose of borrowing funds on behalf of the Vancouver Island Regional Library for construction and renovation of library facilities in Queen Charlotte, Masset and Sandspit, B.C.;
- iii. The Vancouver Island Regional Library will be responsible for servicing the debt under an agreement with the North Coast Regional District. Should the Vancouver Island Regional Library default on its obligations under this agreement, the North Coast Regional District will levy the requisition needed to service the debt;
- iv. Participating area approval is required and shall be obtained by alternative approval process under section 345 of the *Local Government Act*;
- v. Pursuant to section 342(4) of the *Local Government Act*, the Board of the North Coast Regional District has authorized, by resolution adopted by at least 2/3 of the votes cast, that participating area approval will be obtained for the entire service area;
- vi. The approval of the inspector of municipalities has been obtained under section 342(1)(a) of the *Local Government Act*.

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

**SERVICE**

- 1. The service being established is for the purpose of borrowing funds to provide capital financing to the Vancouver Island Regional Library for the construction and renovation of library building facilities.

**BOUNDARIES**

- 2. The boundaries of the service area shall be coterminous with the boundaries of the Village of Queen Charlotte, the Village of Masset and Electoral Area E.

**PARTICIPATING AREA**

- 3. The participating areas for this service are the Village of Queen Charlotte, the Village of Masset and Electoral Area E.

## **COST RECOVERY**

4. As provided in Section 380 of the *Local Government Act*, the annual costs of providing the service may be recovered by one or more of the following:
- a. Property value taxes imposed in accordance with Division 3 of Part 11 [Requisition and Tax Collection];
  - b. Parcel taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
  - c. Fees and charges imposed under section 397 of the *Local Government Act*;
  - d. Revenues raised by other means authorized under this or another Act;
  - e. Revenues received by agreement, enterprise, gift, grant or otherwise.

## **MAXIMUM REQUISITION**

5. The maximum amount that may be requisitioned annually for the service shall be (\$170,000).

## **CITATION**

6. This bylaw may be cited as the "Vancouver Island Regional Library Borrowing Service Establishment Bylaw No. 614, 2017".

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

## **APPROVED BY THE INSPECTOR OF MUNICIPALITIES**

this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

## **APPROVAL OF THE ELECTORS RECEIVED BY ALTERNATIVE APPROVAL PROCESS**

this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair

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

## NORTH COAST REGIONAL DISTRICT

## BYLAW NO. 615, 2017

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A bylaw to authorize the borrowing of one and a half million dollars (\$1,500,000) for the purpose of borrowing funds on behalf of the Vancouver Island Regional Library for the construction and renovation of library building facilities

---

**WHEREAS:**

- i. Pursuant to Section 348 of the *Local Government Act*, if money is to be borrowed for the start of a service, the establishing bylaw and the loan authorization bylaw must, for the purpose of obtaining participating area approval, be dealt with as if they were one bylaw;
- ii. The Board of the North Coast Regional District adopted Bylaw No. 614, 2017 for the purpose of borrowing funds on behalf of the Vancouver Island Regional Library for the construction and renovation of library building facilities;
- iii. The authority to borrow under this loan authorization bylaw expires 5 years from the date on which it is adopted;
- iv. Pursuant to Section 407 of the *Local Government Act*, participating area approval is required and shall be obtained by alternative approval process under Section 345 of the *Local Government Act*;
- v. The approval of the inspector of municipalities is required under Section 403 of the *Local Government Act*.

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

- 1. The North Coast Regional District service for which this bylaw relates to is the Vancouver Island Regional Library Borrowing Service.
- 2. The North Coast Regional District is hereby empowered and authorized to borrow, on behalf of the Vancouver Island Regional Library upon the credit of the North Coast Regional District a sum not exceeding One and a Half Million Dollars (\$1,500,000) for the construction and renovation of library building facilities.
- 3. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 20 years.

4. This bylaw may be cited as the "Vancouver Island Regional Library Loan Authorization Bylaw No. 615, 2017."

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES

this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVAL OF THE ELECTORS RECEIVED BY ALTERNATIVE APPROVAL  
PROCESS

this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair

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

## Referral Memo

**Date:** 19 May 2017

**To:** Doug Chapman, CAO

**From:** Morganne Williams, Consultant

**Regarding:** Ministry of Transportation & Infrastructure, Map Reserve Amendment

**Location:** Honna Creek Quarry, approx. 4km SW of Queen Charlotte City

### Summary of the Referral:

Proponent: MOTI

Tenure Type: Map Reserve Amendment

Area: increase from 6.2 ha to 13.2 ha

Term: Long-term

### Comments from Graham Island APC:

APC did not express any objection to this application.

### Background Information:

Zoning Designation: not zoned

### Attachments:

1. Application 1 page
2. Mapping 1 page

# Proposal for: RESERVES NOTATIONS DESIGNATIONS T.A.'S TAC

- PROPOSAL FOR
- |  |   |
|--|---|
| <input type="checkbox"/> ORDER-IN-COUNCIL RESERVE (SECTION 15)               | <input type="checkbox"/> DESIGNATED USE AREA (SECTION 17)     |
| <input checked="" type="checkbox"/> MAP RESERVE (SECTION 16)                 | <input type="checkbox"/> DESIGNATED CLOSURE AREA (SECTION 66) |
| <input type="checkbox"/> TRANSFER OF ADMINISTRATION (SECTION 106)            | <input type="checkbox"/> NOTATION OF INTEREST                 |
| <input type="checkbox"/> TRANSFER OF ADMINISTRATION AND CONTROL (SECTION 31) |   |

AGENCY NAME	Ministry of Transportation and Infrastructure		AGENCY: FILE NO: (Land File) 1414011
	RESPONSIBLE OFFICIAL FOR CONTACT: Todd Wikjord	AGENCY ADDRESS: 213 1011 4 <sup>th</sup> Ave., Prince George	PHONE NO.: (250) 565-4235
LAND PURPOSE	QUARRYING		
LAND LOCATION	~4km SW of Queen Charlotte City along Honna Main FSR	LAND DISTRICT: Queen Charlotte	AREA (ha): + 6.2ha to 13.2 ha total
CROWN LAND IS	See attached shapefiles		
<input type="checkbox"/> SURVEYED GIVE LEGAL DESCRIPTION			
TERM REQUIRED	<input type="checkbox"/> 1 YEAR <input type="checkbox"/> 2 YEARS <input type="checkbox"/> 3 YEARS <input type="checkbox"/> 4 YEARS <input type="checkbox"/> 5 YEARS <input checked="" type="checkbox"/> OTHER <u>Indefinite</u>		
RATIONALE FOR PROPOSAL	<p>This site is being sought to meet the long term objectives of the Ministry to identify and secure quality aggregate sources for the ongoing maintenance of Highway infrastructure including, but not limited to; highway/road network, bridges and erosion protection measures.</p> <p>The Ministry is seeking an amendment to the current lands file to provide better access to the developed area to better utilize the aggregate source from a preexisting access road.</p>		
PROPOSAL IMPACT ON EXISTING OR POTENTIAL LAND USE			

AGENCY

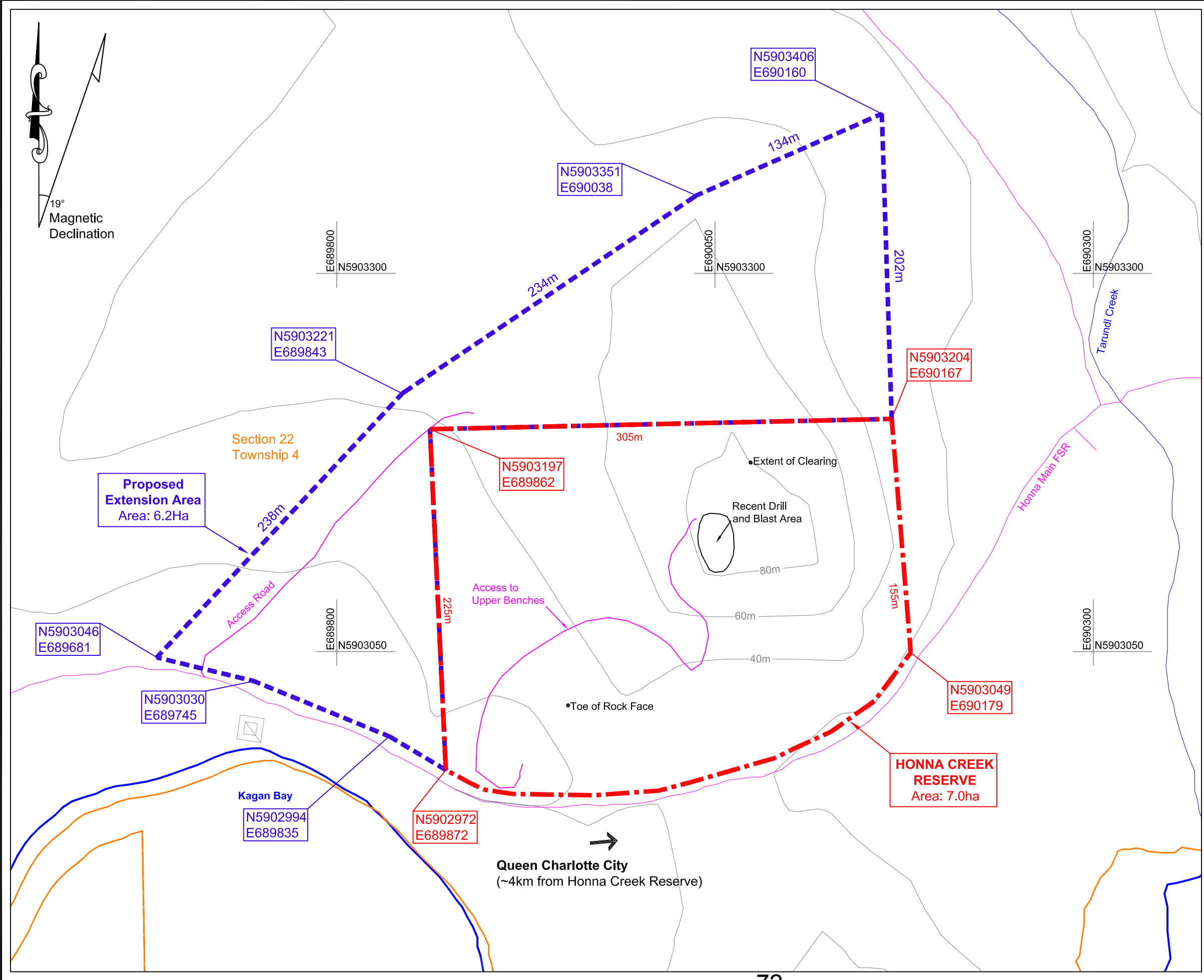
AUTHORIZATION 04-04-17  
DATE

  
SIGNATURE

Aggregate/ Terrain Geoscientist in Training  
TITLE

FOR OFFICIAL USE ONLY

DATE RECEIVED DAY MONTH YEAR 	FILE NO.	ADMINISTRATIVE REGION	LAND INSPECTION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
PROPOSAL FOR <input type="checkbox"/> FORESHORE <input type="checkbox"/> OTHER	LAND IN <input type="checkbox"/> PLANNED AREA <input type="checkbox"/> UNPLANNED AREA <input type="checkbox"/> PROV. FOREST		ESTIMATE OF LAND VALUE \$



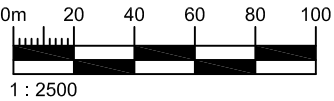
PIT DEVELOPMENT LEGEND			
	NATURAL EMBANKMENT		TREELINE
	PIT FACE		CREEK
	TEST PIT		GRAVEL RESERVE BOUNDARY
	TEST HOLE		CONTOUR MAJOR
	PAVED ROAD		CONTOUR MINOR
	GRAVEL ROAD		BUILDING (symbolic)
	TRAIL		IRON PIN
	DISTRICT LOT LINE		SWAMP
	GRAVEL RESERVE BOUNDARY		
	PROPOSED GRAVEL RESERVE BOUNDARY		


TRIM NOTE:

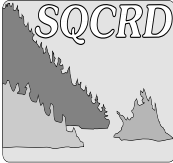
- 1) Contour Interval 20 metres
- 2) Base Map derived from Trim Map 103F030, 1986

LEGAL NOTE:

- 1) District Lot Lines are derived from digital Crown Cadastral reference mapping supplied by CROWN LAND REGISTRY, Victoria



 Ministry of Transportation and Infrastructure Northern Region Geotechnical and Materials Branch			
<b>QUARRY PLAN (2017)</b> <b>HONNA CREEK QUARRY</b> SKEENA DISTRICT			
DRAWN BY: S.Rutz	PROJECTION: UTM Zone 8	SCALE: AS SHOWN	
CHECKED BY: S.Prasad	DATUM: NAD83	DATE: 22 February 2017	
FILE No. honna-pitplan-feb2017.dwg	PROJECT No. -	REG. NR	DRAWING No. FIGURE 2



## STAFF REPORT

**DATE:** 19 May 2017  
**TO:** Doug Chapman, Chief Administrative Officer  
**FROM:** Morganne Williams, Consultant  
**SUBJECT:** Subdivision Referral – Sandspit

### Recommendation:

**THAT the NCRD Board support the subdivision of the North ½ of DL 307 as received from the Ministry of Transportation and Infrastructure.**

**Purpose:** Ministry of Transportation and Infrastructure (MOTI) has referred a Subdivision Application for Electoral Area E.

### Overview of Application

The NCRD has been invited to comment on an application to subdivide a lot in Sandspit, Electoral Area E. The 1.23 ha (12,300m<sup>2</sup>) lot is on septic and has a well.

### Considerations

#### Zoning and Official Community Plan

Property is zoned R-2 Urban Residential District.

#### Minimum Lot Area:

- 650m<sup>2</sup> where community water and community sewer systems are provided; or
- 1000 m<sup>2</sup> where a community water system is provided; or
- **1300 m<sup>2</sup> where no services are provided.**

OCP Designation: Residential

Objective 2.3: ensure that the densities of residential neighbourhoods are compatible with the needs of residents, the availability of services and the maintenance of Provincial health standards.

Staff comments: the lot remains well above the density prescribed for in zoning and is serviced by septic and a well. Northern Health will monitor and comment on ability to meet health standards.

#### Development Permits

No Development Permits are required for the subject property.



### APC Comments

APC members expressed concern regarding potential for future subdivision in the land surrounding the irregular shaped lot (Lot A BCP 27347).

Staff Comment: staff was not able to retrieve information of the size of land between the two lots. However, based on preliminary calculation, this will not prohibit future subdivision based on minimum lot size.

### **Conclusion**

The application, as presented, is consistent with zoning and OCP designation. The density will not impact surrounding land and requires no permitting from the NCRD. The Board may wish to provide comment that any construction that occurs on-site must comply with all regulations and laws, including NCRD Zoning and the *BC Building Code*.



Applicant File #: 1907/05  
eDAS File #: 2017-02378  
Date: Apr/20/2017

Skeena Queen Charlotte Regional District  
100 1st Avenue E  
Prince Rupert, British Columbia V8J 1A6  
Canada

Attention: Morganne Williams, Planner

**Re: Proposed Conventional Subdivision Application for:  
Map: 613298,931078  
THE NORTH 1/2 OF DL 307 QCD EXCEPT PORTIONS IN PLANS 3455, 4059,  
4248, BCP2260, BCP 27347**

Enclosed is a copy of a proposed Conventional Subdivision Application regarding the above noted location(s) on Christina Pl, School Rd.

It would be appreciated if you would examine this application from the viewpoint of your regulations and policies and give us your comments. Please send your reply to this office, with a copy to the applicant:

Dediluke Land Surveying Inc.  
4801 Keith Avenue  
Terrace, British Columbia V8G 1K6  
Canada  
Phone: (250) - 638-1449

The applicant has been advised of this referral and might contact you to discuss their proposal. In order to expedite the processing of the application, your agency's response would be appreciated by May 19<sup>th</sup>, 2017 after which we will prepare recommendations for the Approving Officer's decision.

Contact the applicant for any additional information you may require. If you have any questions please feel free to call Julie Cooke at (250) 615-3976.

Please quote file number 2017-02378 when contacting this office.

Yours truly,

Local District Address

Skeena District  
4825 Keith Avenue  
Terrace, BC V8G 1K7  
Canada  
Phone: (250) 615-3970 Fax: (250) 615-3963

Julie Cooke  
District Development Technician  
Attachment: Application Package

**Submit this application to the Ministry of Transportation and Infrastructure District Office in your area.****A. PROPOSAL***This is an application for preliminary layout approval for all properties involved*

Applicant File Number 1907/05		Ministry File Number	
Subdivision Type	<input checked="" type="checkbox"/> Conventional (fee simple) Subdivision <input type="checkbox"/> Bare Land Strata		No. of Lots including remainder  2
	<input type="checkbox"/> Other (Specify)		
Full Legal Description(s) per State of Title Certificate(s)	The North 1/2 of District Lot 307, Queen Charlotte District, Except Portions in Plans 3455, 4059, 4248, BCP2260 and BCP27347.		
Full Civic Address			
Property Location	155 Kilometres <input type="checkbox"/> North <input checked="" type="checkbox"/> South <input type="checkbox"/> East <input checked="" type="checkbox"/> West from <u>SQCRD</u> Local Gov't <u>Office</u>		
	Access Road School Road		Property Zoning R-2
	Existing Land Use Vacant		Intended Land Use Residential
	Surrounding Land Use	North Vacant	South Road
Proposed Sewage Disposal	<input checked="" type="checkbox"/> Septic Tank <input type="checkbox"/> Community System <input type="checkbox"/> Other (specify)		
Proposed Water Supply	<input checked="" type="checkbox"/> Well <input type="checkbox"/> Community System (name of existing system)		
	<input type="checkbox"/> Water Licenses (License #)		<input type="checkbox"/> Other (specify)

**B. APPLICATION INFORMATION** Incomplete applications will not be accepted**Required items include:**

- ☐ Subdivision application form.
  - ☐ The Preliminary Subdivision Application fee. Please make cheques payable to the Minister of Finance. (see page 2)
  - ☐ An authorization letter from the owner(s) if someone else is applying on the owner's behalf. (Permission to Act as an Agent H1275)
  - ☐ A copy of BC Assessment Authority Property Assessment Notice showing property tax classification.
  - ☐ All new lots **MAY** require a sewage report—please contact your local Transportation office for clarification.
  - ☐ One copy of the current State of Title Certificate so that property encumbrances can be checked.
  - ☐ Copies of any covenants, easements, rights-of-way or other charges registered against the title. These are available through the Land Title Office.
  - ☐ A copy of Contaminated Sites Profile form or Contaminated Sites declaration statement, duly completed and signed.
  - ☐ Original copy and a .PDF file of a scaleable sketch plan of proposed layout with metric dimensions.
- Properly engineered drawings will be required for final approval. The sketch must contain:

- ☐ the date it was drawn
- ☐ the scale
- ☐ north arrow
- ☐ legal description of the property being subdivided, and its adjacent properties
- ☐ outline of the subdivision in heavy black line
- ☐ all proposed lots, remainders, parks, rights-of-way, easements and roads showing metric dimensions and areas
- ☐ any existing property lines or roads proposed to be removed, closed or relocated
- ☐ all steep banks or slopes exceeding 2 m high and all slopes of 25% or greater, within or adjacent to the proposal area
- ☐ location of existing buildings and structures, wells and sewage disposal fields on the property, as well as adjacent properties within 30 m of property boundaries
- ☐ location of any onsite water sources to be developed (wells, surface)
- ☐ approximate location of all existing and proposed utility services
- ☐ existing access roads and other roads and trails on the property (state names of roads)
- ☐ location of all water courses (seasonal or otherwise) and water bodies

**Include these items as well, where applicable**

- ☐ A copy of the Provincial Agricultural Land Commission application (if located within ALR). While a developer can apply for subdivision approval before he or she receives permission to proceed from the Agricultural Land Commission or the local government if it has been delegated the authority, the Provincial Approving Officer can only give approval if the property has cleared the Land Commission process in the meantime.
- ☐ One copy of any test required by the Regional Health Authority.
- ☐ A Development Permit and plan where applicable.

C. SUBDIVISION APPLICATION FEES		Make cheques payable to the Minister of Finance	PAYABLE UPON (see below)
1. Preliminary Subdivision Application	\$350.00	Per lot or shared interest, including remainders, to a maximum of \$70,000	Application
2. Final Conventional Plan Exam	\$50.00	Per examination	Final Subdivision Plan Submission
	\$100.00	Per lot, including remainders, on the final plan	
3. Final Strata Plan Examination	\$100.00	Per examination	
	\$100.00	Per lot, including remainders, on the final plan	
4. Other Strata Fees	\$100.00	To examine Form P for any phased development	Application
	\$100.00	Approval (Form Q) for each phase of a phased building strata plan	Application for phase approval

*Note: These fees may change without notice or amendment on this form. There may be other provincial and local government fees associated with your subdivision. To find out more, contact the local government in which the land is located, or contact the Islands Trust if located on the Gulf Islands.*

#### D. FURTHER INFORMATION AND COMMENTS (Attach a separate sheet if more space is required)

See attached sketch.

#### E. OWNER(S)/APPLICANT INFORMATION

Property Owner(s) Full Name(s)		Home Telephone
Roberta Wagenstein and Christopher Pullerill		(250) 637-5449
Address		Business Telephone
Box 88 Sandspit BC V0T 1T0		
E-Mail		Fax
chrp@qcislands.net		
Agent Full Name		Home Telephone
Dediluke Land Surveying Inc.		
Address		Business Telephone
4801 Keith Avenue, Terrace BC, V8G 1K6		(250)638-1449
E-Mail		Fax
survey@dediluke.ca		

I certify that all the information about and on all plans and other attachments is true, correct and complete.

I understand that this submission constitutes a preliminary application only.

No approvals are implied prior to receipt of written preliminary approval from the Ministry of Transportation and Infrastructure.

Applicant/Agent Signature

Date (yyyy/mm/dd)

MARCH 29 / 2017

#### COLLECTION INFORMATION

The personal information on this form is collected under the authority of the Land Title Act. The information collected will be used to process your preliminary subdivision application, and it may be necessary for the ministry to provide this information to other agencies involved in the review and approval process. If you have any questions about the collection, use and disclosure of this information, contact District Development Technician at the nearest Ministry of Transportation and Infrastructure Office.

The information in this application may be subject to disclosure under the Freedom of Information and Privacy Act.

Further information can be found at <http://www.gov.bc.ca/citz/lao/foi/submit/general/>



**TITLE SEARCH PRINT**

2017-03-23, 15:56:15

File Reference:

Requestor: Damien Nee

Declared Value \$ 122500

\*\*CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN\*\*

<b>Land Title District</b> Land Title Office	PRINCE RUPERT PRINCE RUPERT
<b>Title Number</b> From Title Number	BB255770 BA446325
<b>Application Received</b>	2007-03-28
<b>Application Entered</b>	2007-04-03
<b>Registered Owner in Fee Simple</b> Registered Owner/Mailing Address:	CHRISTOPHER PUTTERILL, FISHERMAN ROBERTA LYNN WAGENSTEIN, BUSINESSWOMAN BOX 88 SANDSPIT, BC V0T 1T0 AS JOINT TENANTS
<b>Taxation Authority</b>	PRINCE RUPERT ASSESSMENT DISTRICT
<b>Description of Land</b> Parcel Identifier: Legal Description:	008-333-335 THE NORTH 1/2 OF DISTRICT LOT 307 QUEEN CHARLOTTE DISTRICT EXCEPT PORTIONS IN PLANS 3455,4059,4248,BCP2260 AND BCP27347
<b>Legal Notations</b>	NONE
<b>Charges, Liens and Interests</b>	NONE
<b>Duplicate Indefeasible Title</b>	NONE OUTSTANDING
<b>Transfers</b>	NONE
<b>Pending Applications</b>	NONE




Provincial Approving Officer  
Ministry of Transportation and  
Infrastructure

Date:  
File:


We, Roberta Wagenstein and Christopher Putterill, hereby give permission for Dediluke Land Surveying Inc. to act as our agent on our behalf. Any and all correspondence shall be sent to our agent.

We further acknowledge that this election does not remove any liability, which may otherwise be applicable under legislation.

  
Roberta Wagenstein  
Mar. 26/2017  
Date

  
Witness  
Address: 73 Tacan Road  
Sandspit B.C.

  
Christopher Putterill  
MARCH 26/2017  
Date

  
Witness  
Address: 73 Tacan Road  
Sandspit B.C.

Agent Contact information:

Dediluke Land Surveying Inc.  
4801 Keith Avenue  
Terrace, BC  
V8G 1K6

Ph. 250 638 1449  
Fx. 250 638 1442  
E-Mail [dediluke@telus.net](mailto:dediluke@telus.net)

Agent's file: 1907/05

Ministry of  
Transportation and  
Infrastructure

Fort George District

Mailing Address:  
360 - 1011 Fourth Avenue  
Prince George, BC V2L 3H9  
Telephone: (250) 565-4410  
Facsimile: (250) 565-6065

Site Address:  
360 - 1011 Fourth Avenue  
Prince George, BC V2L 3H9

Web Address:  
[www.gov.bc.ca/tran](http://www.gov.bc.ca/tran)





Ministry of  
Transportation

Skeena District  
4825 Kelth Avenue  
Terrace, B.C.  
V8G 2H6

Provincial Approving Officer  
Ministry of Transportation

Date:  
File:

I, Roberta Wagerstein, hereby acknowledge that the *Environmental Management Act*, 2008, is effective as of March 31st, 2005.

Based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in Schedule 2 (attached) of the regulations. Accordingly, I elect not to complete and submit a 'site profile', as outlined in Section 40.(1) of the Act.

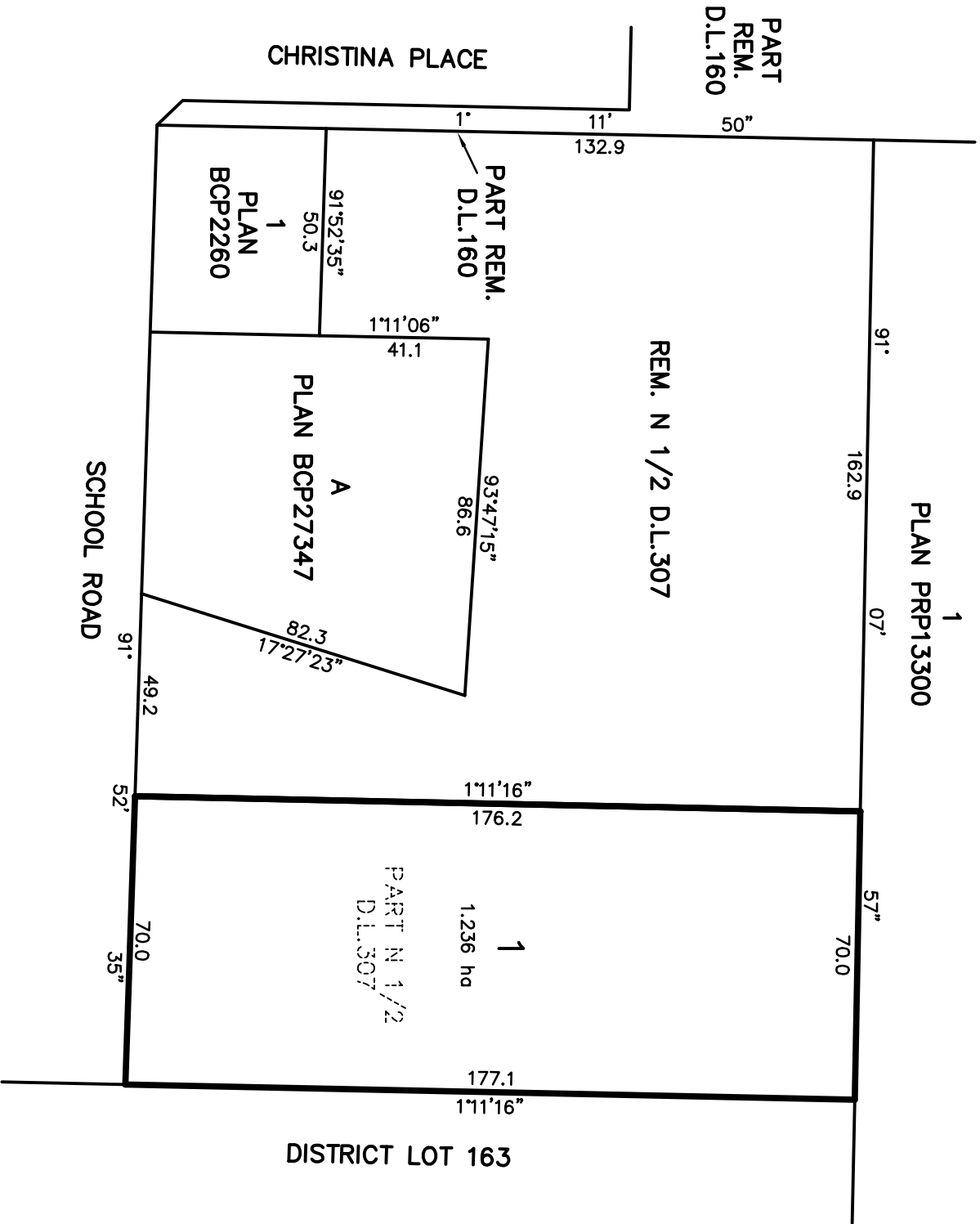
I further acknowledge that this election does not remove any liability, which may otherwise be applicable under the legislation.

[Signature]  
Applicant/Agent

[Signature]  
Witness

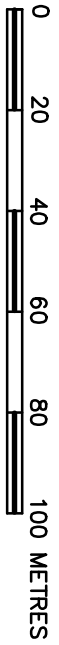
Mar. 26/2017  
Date





PLAN OF PROPOSED SUBDIVISION  
OF PART OF THE NORTH 1/2 OF  
DISTRICT LOT 307,  
QUEEN CHARLOTTE DISTRICT,  
EXCEPT PORTIONS IN PLANS 3455,  
4059, 4248, BCP2260 AND BCP27347.  
B.C.G.S. 103G.021

SCALE 1:1500 (METRIC)



BEARINGS ARE DERIVED FROM PLAN BCP2260.

THIS SKETCH WAS PREPARED BASED  
ON LAND TITLE OFFICE RECORDS.  
DATED THIS 24TH DAY OF MARCH, 2017.

DEDILUKE LAND SURVEYING INC.  
TERRACE AND NANAIMO, B.C.

THIS PLAN LIES WITHIN THE SKEENA—QUEEN CHARLOTTE REGIONAL DISTRICT.

## FABULOUS FESTIVALS AND EVENTS

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

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

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



★ **NOTICE:** You must fill out and submit a [pre-qualification form](#) before you submit an application unless your festival or event has previously been approved for funding.

### 1. Project Name

Provide the name of the festival or event:	Provide the date(s) of the festival or event:
Tlell Fall Fair	August 6, 2017
★ Applications must be submitted at least 6 weeks before the festival or event is scheduled to take place.	

### 2. Applicant Profile

Applicant organization (legal name):	Non-profit society registration no.:
Tlell Fall Fair Committee	
Address (mailing address including street, city, postal code):	
PO Box 497, Queen Charlotte BC, V0T 1S0	
Telephone:	Fax:
250 559-8975	250 559-8975
Email:	Website (URL):
doug.louis@hgqci.org	www.tlellfallfair.ca

### 3. Primary Contact Information


Primary contact (for this application):	Position/title:
Douglas Louis	President

Complete the following if different from applicant organization contact information:

Address (mailing address including street, city, postal code):	Email:
Telephone:	Fax:

## 4. Select the Appropriate Account

Northern Development accepts Fabulous Festivals and Events funding applications to each of the following trust accounts. See the application guide for more information on the advisory review and approval process.

Select <b>one</b> of the following regional development accounts:	
<input type="radio"/> <u>Cariboo-Chilcotin/Lillooet</u>  <input type="radio"/> <u>Northeast</u>  <input checked="" type="radio"/> <u>Northwest</u>  <input type="radio"/> <u>Prince George</u>	
Identify the municipality or regional district that is providing a resolution of support for this funding application:	
Resolution of support:  <input type="radio"/> A resolution of support from the municipality or regional district is attached.  <input checked="" type="radio"/> A resolution of support has not yet been secured from the municipality or regional district.  The date when this funding application is scheduled for review is:	

+ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before an application can be considered for funding.

### Sample Resolution:

THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert festival or event name) from the (insert regional development account name).



## 5. Eligibility Confirmation

Please check all that apply:

- ☒ I have filled out the [pre-qualification form](#) available online. (If not, you must fill out this form before submitting an application.)
- ☒ The event is not in its first year of operation.
- ☒ The event is held in a concentrated time period.  
*★ For example, the event is not a series of summer music concerts, multi-weekend regional mountain bike race, etc.*
- ☒ The event is not a fundraiser.  
*★ For example, Terry Fox Run, Relay For Life, Festival of Trees, etc.*
- ☒ The event is not political in nature.  
*★ For example, a partisan rally or gathering, an issue-based fundraiser, etc.*
- ☒ The event is not religious in nature.  
*★ For example, Christmas, Halloween, Thanksgiving, or Easter event, etc.*
- ☒ The event is not held annually in communities across the province or country.  
*★ For example, Canada Day celebrations, Remembrance Day memorials, May Day parades, etc.*
- ☒ The event is not a league or club event.  
*★ For example, sports training camps, provincial sport tournaments, bonspiels, etc.*
- ☒ The event is not solely an artisan and craft fair.

## 6. Festival/Event Overview

Provide a description of the festival or event:

The Tlell Fall Fair is a local event held the Sunday before BC Day every year. The Fair is located in Tlell, within Naikoon Provincial Park. It is the Agricultural and Farming hub of the islands. Like many fairs we have events and exhibitions of local items. This gives people a chance to showcase their Animals, garden produce, arts and crafts, quilting, photography, baking and flowers. It also provides educational demonstrations and information on raising livestock and growing produce. It is an event that promotes and demonstrates sustainable Agriculture here on Haida Gwaii. The Fair brings together about 1200 plus locals and visitors each year for a celebration of our Islands community and local sustainability in a fun and family oriented way.

Please describe how the festival or event promotes or strengthens the unique character of the community:

As an isolated community, Haida Gwaii as a whole is expensive to bring products such as produce and other food items to the islands. The Fair Promotes sustainable agriculture and provides everyone with the opportunity to pass on their knowledge to other islanders on how to grow their own produce or where to find local produce and other products. We are one of the Family events that is highly appreciated and looked forward to every year here on Haida Gwaii.

Has your organization previously been funded under this program? If so, what year(s)?
Yes, we were funded in 2016.
Do you have any paid staff for this festival or event? If so, how many?
No, everyone is a volunteer.
Do you have any volunteers for this festival or event? If so, how many?
Yes, We have about 70 volunteers.

## 7. Direct Economic Benefits

Outline the economic benefits to the local or regional economy:	
During this one day event approximately \$20,000 is brought in by the vendors. As well we have been able to gage about 33% of the attendees are tourist who ring in more economic value to the Islands as a whole.	
Outline how the festival or event will attract tourism to the community:	
We have a Website and a Facebook page that promote the event all year round as well as we post the event in many community calendars around the province, in the BC Fair Magazine and with Tourism BC.	
Does your festival or event feature artistic performances?	If yes, do you compensate artists and arts professionals by paying fess at industry standards and adhere to international intellectual property rights standards?
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number of people who attended or participated in the previous festival or event:	Number of people projected to participate or attend the festival or event this year:
1200 to 2000 depending on weather	1500
Do you track where attendees and participants are from (e.g. their home community)?	What percentage or number of last year's attendees was from outside the community in which the festival or event was held?
<input checked="" type="radio"/> Yes <input type="radio"/> No	33%



## 8. Festival/Event Financials

Actual expenses for last year's festival or event:	Actual revenue for last year's festival or event:
\$ 17,741.00	\$ 19,806.00
Budgeted expenses for this year's festival or event:	Estimated revenue for this year's festival or event:
\$ 24,000.00	\$ 24,000.00

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

+ Please refer to the [Fabulous Festivals and Events Application Guide](#) for ineligible costs.

## 9. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 2,500	✦ Maximum allowable grant is \$2,500 per festival or event.
Describe how will the funding be used to increase the event hosting capacity:		
The Funds will be used for extra tent rentals, Printing of our Exhibitor catalog and for the rental of the sound equipment for the day.		

## 10. Other Funding Sources (if applicable)

Funding source:	Amount (\$):
Northern Savings Credit Union (requested)	\$ 2,000
Gwaii Trust	\$ 1,500
	\$
	\$
	\$
TOTAL OTHER FUNDING: \$ 3,500	

## 11. Attachments

List all documents attached to this application:

Document name:
<input checked="" type="checkbox"/> 1) <b>Required:</b> Financial statements from the last festival or event.
<input checked="" type="checkbox"/> 2) <b>Required:</b> A copy of the most recent festival or event brochure.
<input checked="" type="checkbox"/> 3) <b>Required:</b> Society incorporation document.
4)
5)

## 12. Authorization

- ☒ I have read and understand the [Fabulous Festivals and Events Application Guide](#) including the ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- ☒ I also agree to submit a report using Northern Development's reporting form to verify performance measures for the event within 30 days of the festival or event's completion and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☒ I agree to provide photos of the festival or event and permission for Northern Development to use the photos for promotional purposes.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree to publicly acknowledge funding and assistance by Northern Development.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name: Douglas Louis  
*Organization signing authority*

Title: President

Date: April 28, 2017

### 13. Submitting Your Application

---

Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email.

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



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

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

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>**1. Project Name**

Provide a name for the project that is proposed in this funding application:

Operation Connect - Haida Gwaii FTTP Project

**2. Applicant Profile**

Applicant organization (legal name): Gwaii-Q.C.I. Ventures Ltd. (trade name is Gwaii Communications)	Municipal code, band, society or business registration number: BC0502017 - Incorporation number
Address (mailing address including street, city, postal code): Box 602, 1656 Main Street, Masset, BC V0T 1M0	
Telephone: 250.626.3994	Fax: 250-626-3941
Email: billing@gwaiicomm.com	Website (URL): www.gwaiicomm.com

**3. Primary Contact Information**

Primary contact (for this application): Jeffrey Lavoie	Position/title: President
---	------------------------------

Complete the following if different from applicant organization contact information:

Address (mailing address including street, city, postal code):	Email: admin@mhtv.ca
Telephone: 250.626.7600	Fax:



#### 4. Multiple Application Project Dependency

Project name (in order of priority):	Scheduled completion date: (dd-mmm-yyyy)
1) Distribution Fibre Network Construction - Connect To Innovate	30-Nov-2017
2) Subsea Cable installation - Connect To Innovate	30-Sep-2018
3)	

★ Please see Definitions section in the [Connecting British Columbia Application Guide](#).

#### 5. Past Projects Overview

<p>Describe any past successes:</p> <p>Gwaii-QCI began operations in 2009, and took over the assets of a cable TV operation, the Masset-Haida TV Society (MHTVS) in 2013. In it's last year, MHTVS lost \$73K. Building upon the value of coax cable already permitted/installed throughout Masset and Old Massett, Gwaii-QCI resurrected the failing TV society, returned it to profitability after one year, increased service levels, added high speed Internet services and additional channels. Last year, total revenues rose to \$686K and profitability was \$40K. Since 2014, Gwaii-QCI has connected ~500 customers and the business is now (April 2017) generating annualized revenues of approximately \$1.47 MM. Gwaii-QCI has made MHTVS profitable, and has forecasted financial sustainability can be attained by 1) increasing the customer base to &gt;1,000 customers and, 2) adding new services to increase the average revenue per user (ARPU). New services will require hard wired connections to the expanded customer base made possible by this grant application.</p> <p>In early 2017, Gwaii-QCI took over the operations of QCIslands, an ISP serving the areas of Port Clements, Tlell, Skidegate, Queen Charlotte and Sandspit with approximately 900 wireless customers. At the same time, Gwaii-QCI took over the operations of the break-even Misty Isles TV Society (MITVS), which had hard wired (coax) connections to 250 of the ~900 QCIslands customers. The consolidation of the customer base was the first step in enabling the economies of scale to create a sustainable telecommunications business on Haida Gwaii. Gwaii-QCI has now prepared a growth plan including capital requirements for unserved/underserved areas which builds upon a successful feeder fibre (backbone) project undertaken in 2016 by Gwaii-QCI's upstream provider, the GwaiiTel Society. The growth plan is the basis of this grant application and will include an application to the federal Connect To Innovate program.</p> <p>Gwaii-QCI expects to retain the professional services of the Project Manager and Technical Engineer who led the GwaiiTel Backbone project for the GwaiiTel Society in 2016. Both individuals have in-depth knowledge of the feeder and distribution networks on Haida Gwaii, and that 2016 project met all technical goals and was delivered 8% under budget.</p> <p>Gwaii-QCI's goal is to deliver/exceed the CRTC's Universal Service Objective of 50 Mbps down, 10 Mbps up for the residents and businesses of Haida Gwaii. Given the small local economy, widely distributed population base and the distance limitation to the mainland, delivering this growth plan will create a sustainable business serving the two First Nations and four local government areas.</p>
<p>Community/locale previously connected:</p> <p>Masset and Old Massett, British Columbia</p>
<p>List any past programs that have been accessed for funding:</p> <p>The Gwaii-QCI owners have self-funded the business since inception.</p>



## 6. Local Government Letter of Support

Identify the municipality or regional district that is providing a letter of support for this funding application:
Village of Port Clements, Skeena-Queen Charlotte Regional Districts D and E
Letter of support:
<input checked="" type="radio"/> A letter of support from the municipality or regional district is attached. <input type="radio"/> A letter of support has not yet been secured from the municipality or regional district.
The date when this funding application is scheduled for review is:

## 7. Band Council Resolution (if applicable)

Identify the First Nation that is providing a Band Council Resolution for this funding application:
Village of Old Massett, Skidegate Band Council
Band Council Resolution:
<input checked="" type="radio"/> A Band Council Resolution is attached. <input type="radio"/> A Band Council Resolution has not yet been secured.
The date when this funding application is scheduled for review is:
<input type="radio"/> A Band Council Resolution is not applicable for this project.

## 8. Project Locale Information

Provide the regional district of the project locale:	Closest principal community name:
Skeena-Queen Charlotte Regional Districts D & E	Port Clements and Sandspit, British Columbia
Locale name:	Locale latitude/longitude:
Port Clements, SQRD Area D (locations are Tlell, Miller Road, Lawn Hill and Tow Hill) and SQRD Area E (Sandspit)	Port Clements (53.6887N, 132.1848W) Sandspit (53.2430N, 131.8209W)
Locale population:	Locale primary industry (agriculture, construction, education, fishing, forestry, manufacturing, mining, oil & gas, recreation, services, tourism, transportation, none (housing), other):
Skeena-Queen Charlotte D and Port Clements - 821 Skeena-Queen Charlotte E (includes Sandspit) - 340	Fishing, Forestry, Construction and Tourism
Number of businesses in locale:	Potential anchor tenant:
Port Clements - 25 Sandspit - 20	Port Clements - Village office/library/school (all one complex) Sandspit - Elementary School and Regional Airport (YZP)



## 9. Project Overview

Provide a description of the project (summary). Provide a high-level project summary of the overall network and coverage of your proposed project and the customer base you intend to serve. Provide concise answers using only the space provided.

In summary, Operation Connect will connect ~475 households on Haida Gwaii (~984 residents) with a FTTP connection capable of delivering a 100 Mbps symmetrical service. This will exceed CRTC Decision 496's Universal Service Objective, within areas of Haida Gwaii that currently have no or insufficient levels of service (<5Mbps/1Mbps). The proposed project will 1) upgrade critical components in Masset required to provide sufficient capacity and extend services to the other communities 2) install local access fibre optic cable, equipment and CPE's and, 3) in 2018, construct a subsea fibre cable between Skidegate and Sandspit to extend services to Sandspit (not part of this NDIT project).

Internet services will be extended from Masset to the communities of Port Clements, Tlell, Tow Hill, Lawn Hill, Miller Road and Sandspit by installing layer 2/3 Ethernet switching in each community. The connection from each community back to Masset will be accomplished using fibre optic services operating at 10Gbps. In order to meet the expected capacity requirements of the FTTP network, upgraded capacity is required on the Masset devices and includes Internet gateway routers, DNS servers, firewalls and management systems.

Last Mile Network: GPON OLT's (Optical Line Terminals) will be installed in strategic locations to be used as an aggregation device for local access connectivity to ONT's (Optical Network Terminals) that will be placed at each customer premise. OLT GPON ports provide capacity of up to 2.4G (down)/1.2Gbps (up) that will be shared with a maximum of 32 customers. Each customer location will be installed with a single mode fibre drop that will be connected back to a passive optical splitter. The OLT is connected back to the backbone L2/3 Ethernet switch using 10Gbps uplinks.

A subsea cable will be installed between Skidegate & Sandspit (not part of this project) which will replace an existing 70 Mbps wireless connection and provide Sandspit with the same level of service as the rest of Haida Gwaii, strengthening Gwaii-QCI's business model. Gwaii-QCI has made contact with BC Hydro to cost share placement of a fibre optic cable at the same time as BC Hydro is installing a subsea power cable (summer 2018). As summer 2018 is outside of the Connecting BC grant program, the costs for this portion of the project are not included in this grant application, but are in a related federal Connect To Innovate application. Until the subsea cable is installed, customers in Sandspit will be limited to the existing bandwidth from GwaiiQCI's upstream provider, the GwaiiTel Society. The customer base in the area funding is requested for is largely residential and includes two schools. It equalizes the level of service provided in the more populated areas (Queen Charlotte and Masset) and serves an area that has no cellular service, Port Clements.

Explain the rationale for the project. Why is it necessary? Explain the economic and/or social needs for broadband that are specific to the locale. Provide concise answers using only the space provided.

As per 2016 census numbers, there are approximately 4,198 people who live on Haida Gwaii. While most live in the more populated areas of this very remote region, the areas targeted for funding to provide FTTP service have limited, or no service. This creates an enduring disadvantage for about 23% of the island's population including the younger generation (school aged children) as returning home means being removed from the virtual world.

Providing service to those rural areas will connect the families to continuing education, aboriginal programming, the ability to market Haida Gwaii business and tourism opportunities, and each other - in the areas with no service. The Haida Nation train and employ their people to be cooks, constructions workers, shellfish farmers, and forestry workers, all of which rely on the Internet.

From an economic perspective, due to a small population and a very remote location, Haida Gwaii does rely on grant funding to keep some businesses sustainable. The incumbent telecommunications provider (TELUS) has managed it's operations in a fiscally prudent manner and for those reasons, Haida Gwaii does not receive urban level services and in some areas, there is no service. Rationalizing the four customer bases (MHTV, MITVS, QCIslands and Gwaii-QCI) is a required step towards creating a sustainable business model that can stand on its own in the future. The grant funding Gwaii-QCI's upstream provider (GwaiiTel) received in 2016, was the first step required for a sustainable model, and this grant application to provide service to remote areas is the second. If the grant is successful, the consolidated revenue base will provide the sustainability this important service requires.

This project builds upon the previous GwaiiTel project of 2016 and utilizes all of the GwaiiTel network assets previous grants from the federal government (Industry Canada), Gwaii Trust and Northern Development Trust have paid for. If funding is granted, two symbolic but significant accomplishments for Haida Gwaii will occur, sharing of telecommunication assets to create one sustainable entity and the inclusion of Port Clements, Sandspit and Rural Area D as equal recipients of telecommunication services. This "leveling of the playing field" is a significant step forward for Haida Gwaii and a new opportunity for existing residents and new businesses to flourish.

The project will create two new full-time network technician positions and will lead to a second office at the south end of the island.



## 10. Project Milestones

Stage of project (milestone description):	Scheduled completion date: (dd-mmm-yyyy)
1) Project start date	14-Jul-2017
2) Issue RFP's and re-confirm estimates for FTTP construction, network electronics, professional services	21-Jul-2017
3) Perform fibre audit of GwaiiTel feeder fibre, complete splicing and testing for island wide signal distribution	31-Aug-2017
4) Installation of core network facilities and equipment for all areas	15-Oct-2017
5) Construction of distribution network	30-Nov-2017
6) Final testing of services (Internet and video)	15-Dec-2017
7) Complete FTTP connections in all areas	28-Feb-2018
8) Project completion date	31-Mar-2018
9) Proposed report to Northern Development date	31-Mar-2018

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

## 11. Connectivity Summary

Local Internet service provider: Gwaii-Q.C.I. Ventures Ltd. - trade name Gwaii Communications	Name of Internet gateway provider: GwaiiTel Society
Internet gateway bandwidth (megabits per second): 1 Gbps	Last mile distribution connectivity type: State the technology used for your proposed last mile distribution. FTTP & HFC (in areas where existing coax network exists)
Estimated number of new customers (new households) resulting from the project: ~475 households will be connected, or upgraded from a wireless service delivering less than 5 Mbps down and 1 Mbps up	Estimated population connected resulting from the project: 90%
Is the Internet gateway being used to service existing customers? Yes	If yes, how many customers? 1,400 households

## 12. Project Budget

Expense item:	Amount (\$):	Verification:
Engineering & Project Management	\$	<input checked="" type="checkbox"/> Budget attached
FOTP materials and installation	\$	<input checked="" type="checkbox"/> Budget attached
Set up, Configuration and System Testing	\$	<input checked="" type="checkbox"/> Budget attached
Customer Premise Equipment	\$	<input checked="" type="checkbox"/> Budget attached
Network Equipment	\$	<input checked="" type="checkbox"/> Budget attached
Setup fees	\$	<input checked="" type="checkbox"/> Budget attached
Miscellaneous and Shipping	\$	<input checked="" type="checkbox"/> Budget attached
Travel & LOA	\$	<input checked="" type="checkbox"/> Budget attached
<b>TOTAL PROJECT BUDGET: \$0</b>		

+ Please refer to the [Connecting British Columbia Application Guide](#) for eligible and ineligible costs.

+ Applicants are encouraged to use the [Project Budget template](#) located under [Additional Resources](#) on Northern Development's website.

## 13. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):
Grant	\$



## 14. Other Funding Sources

Funding source:	Amount (\$):	Identify funding terms:		Identify funding confirmation:
Federal Government - Connect To Innovate program	\$	<input checked="" type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: July 2017
Gwaii Trust	\$	<input checked="" type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: May 31, 2017
	\$ 0	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$ 0	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$ 0	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING: \$0</b>		<b>TOTAL PROJECT FUNDING: \$0</b> (Northern Development + Other Sources)		

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

+ Please ensure **TOTAL PROJECT FUNDING** is equal to **TOTAL PROJECT BUDGET** prior to submitting this application.

## 15. Leveraging

Northern Development's funding leverage for the project:	
The funding request as a percentage of total project funding is:	%
<p>+ <math>\text{Leverage \%} = (\text{Northern Development funding request}) \div (\text{Total project funding})</math></p> <p>+ Strong preference is given to projects requiring 50% (or less) funding</p>	

## 16. Required and Other Attachments

List and check off all documents attached to this application:

Document name:	
<input checked="" type="checkbox"/>	<p>1) <b>Required:</b> A detailed project plan (<i>submit in MS Word format</i>)</p> <p>+ (including: project purpose, background and locale profile, objectives, major deliverables, links and dependencies, issues and constraints, assumptions, approach, milestones, workplan, technical details, project review and completion criteria).</p> <p>+ Applicants are encouraged to use the <a href="#">Detailed Project Plan template</a> located under Additional Resources on Northern Development's website.</p>
<input checked="" type="checkbox"/>	<p>2) <b>Required:</b> Local government letter of support</p>
<input checked="" type="checkbox"/>	<p>3) <b>Required (if applicable):</b> Signed Band Council Resolution</p>
<input checked="" type="checkbox"/>	<p>4) <b>Required:</b> Other letters of support</p> <p>+ Local support: MPs, MLAs, businesses and/or associations in the proposed service area,</p> <p>+ Other supporting documents: letters of support from individuals, petitions, studies, reports or articles regarding the need for connectivity in the area, etc.</p>
<input checked="" type="checkbox"/>	<p>5) <b>Required:</b> A complete Internet service provider corporate profile</p> <p>+ Provide the following information in one attachment:</p> <ul style="list-style-type: none"> <li>▪ Name of the ISP;</li> <li>▪ Number of years in business;</li> <li>▪ Contact information: ISP location and contact information;</li> <li>▪ Number of customers;</li> <li>▪ Technical and project management experience of the ISP;</li> <li>▪ Maps of active areas;</li> <li>▪ Past projects;</li> <li>▪ Additional information illustrating the ISP's experience and suitability for this project (i.e., interests, background, volunteer experience);</li> <li>▪ ISP References: Attach current references and customer testimonials from people who are familiar with the ISP's past projects and work experience.</li> </ul>
<input checked="" type="checkbox"/>	<p>6) <b>Required:</b> Detailed financial operational plan (<i>submit in MS Excel format</i>)</p> <p>+ Applicants are encouraged to use the <a href="#">Financial Operating Plan template</a> located under Additional Resources on Northern Development's website.</p>
<input checked="" type="checkbox"/>	<p>7) <b>Required:</b> Map of current and proposed service areas (<i>submit in geo-coded format</i>)</p>
<input checked="" type="checkbox"/>	<p>8) <b>Required:</b> Detailed project budget (<i>submit in MS Excel format</i>)</p> <p>+ Applicants are encouraged to use the <a href="#">Project Budget template</a> located under Additional Resources on Northern Development's website.</p>
<input checked="" type="checkbox"/>	<p>9) <b>Required (if applicable):</b> Submission package to "other funding sources"</p>
<input checked="" type="checkbox"/>	<p>10) Distribution fibre plan (FTTP)</p>



### 17. Authorization

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- ☒ I have read and understand the [Connecting British Columbia Application Guide](#) including the eligible and ineligible costs.
- ☒ I confirm that the information in this application (including attachments) is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development.
- ☒ I agree to submit reports to Northern Development as requested if the applying organization is awarded a grant.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree that information provided in this application form (including attachments) may be shared with the Government of British Columbia to promote the program and shared (e.g., with other government jurisdictions) to maximize the benefits to citizens. By submitting a proposal to the Connecting British Columbia Program you agree to the subsequent use of that information to support the goals of the Program.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that any equipment or infrastructure acquired and/or installed, and any service provided through it, is not the responsibility of Network BC or the Province of British Columbia or Northern Development Initiative Trust.

Name: Jeffrey Lavoie  
*Organization signing authority*

Title: President

Telephone: 250.626.7600

Date: April 18, 2017

### 18. Submitting Your Application

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Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email.

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

# **BUSINESS FAÇADE PROPOSAL**

Crystal Cabin

Tlell, Haida Gwaii

# ABOUT CRYSTAL CABIN

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

- Founded in 1984 by Jeweler Dutes Dutheil
- Family business employing up to 2 local people annually



# PROJECT DESCRIPTION

- Exterior improvements of established business, Crystal Cabin, through mural project by local and professional mural artist, Thomas Arnatt.
- Location of project:
  - Crystal Cabin, 778A Richardson Road, Tlell, British Columbia, V0T 1Y0

# BUSINESS GOALS

- Provide customers with a visual cue to enter the storefront
- Align the businesses' brand and rich colour of products found inside the store with its exterior
- Create a piece of art that represents Crystal Cabin
- Creation of imagery that is buzz-worthy amongst locals, visitors, local media, and is highly shareable on social media
- Timeline: To have finished & installed for the 2017 tourist season

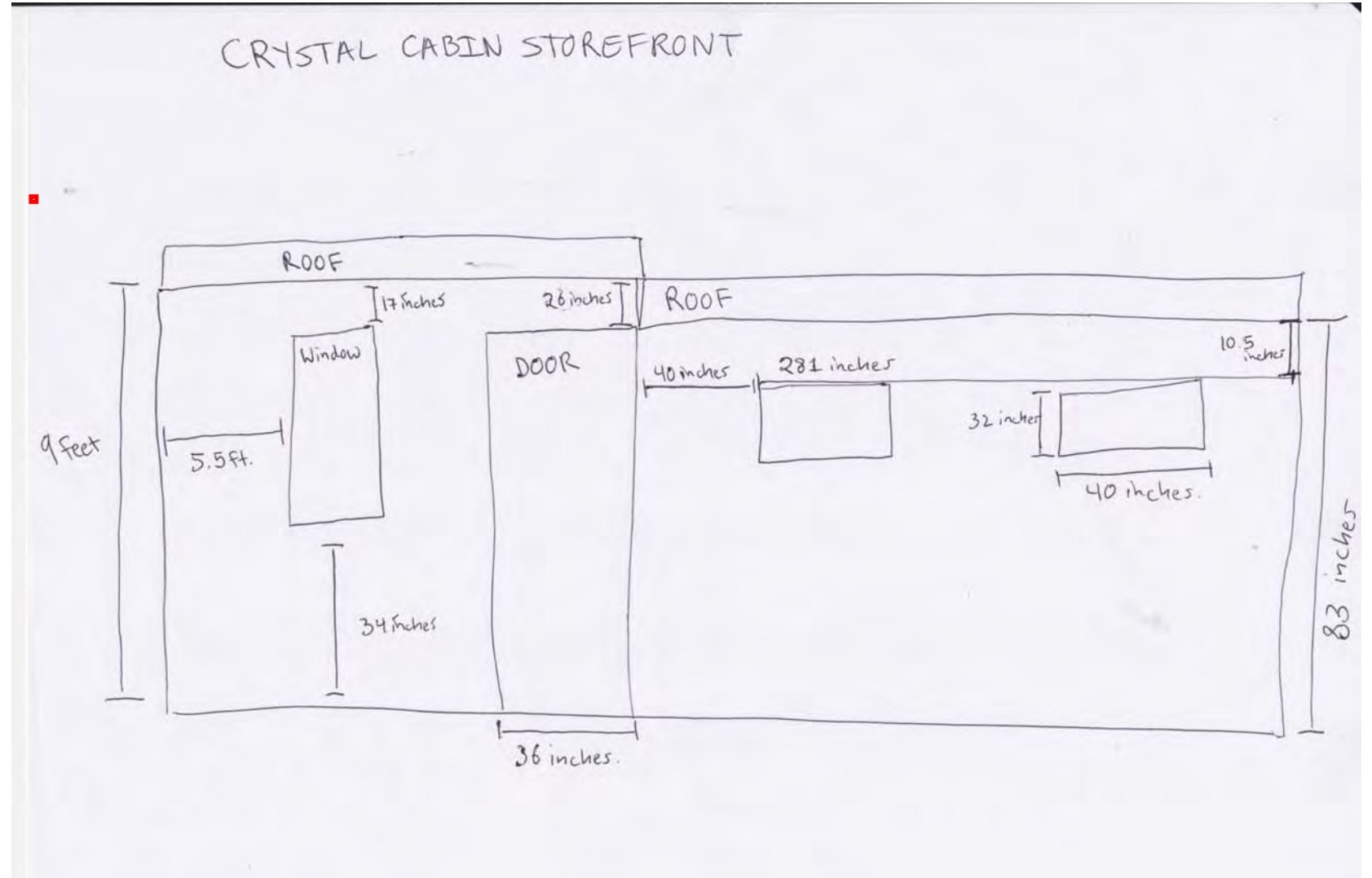
# MURAL AREA

Approximately:

9ft tall

19.5 ft wide

175.5 square ft





# BUILDING EXTERIOR



# BUILDING EXTERIOR





# BUILDING EXTERIOR



# BUILDING EXTERIOR





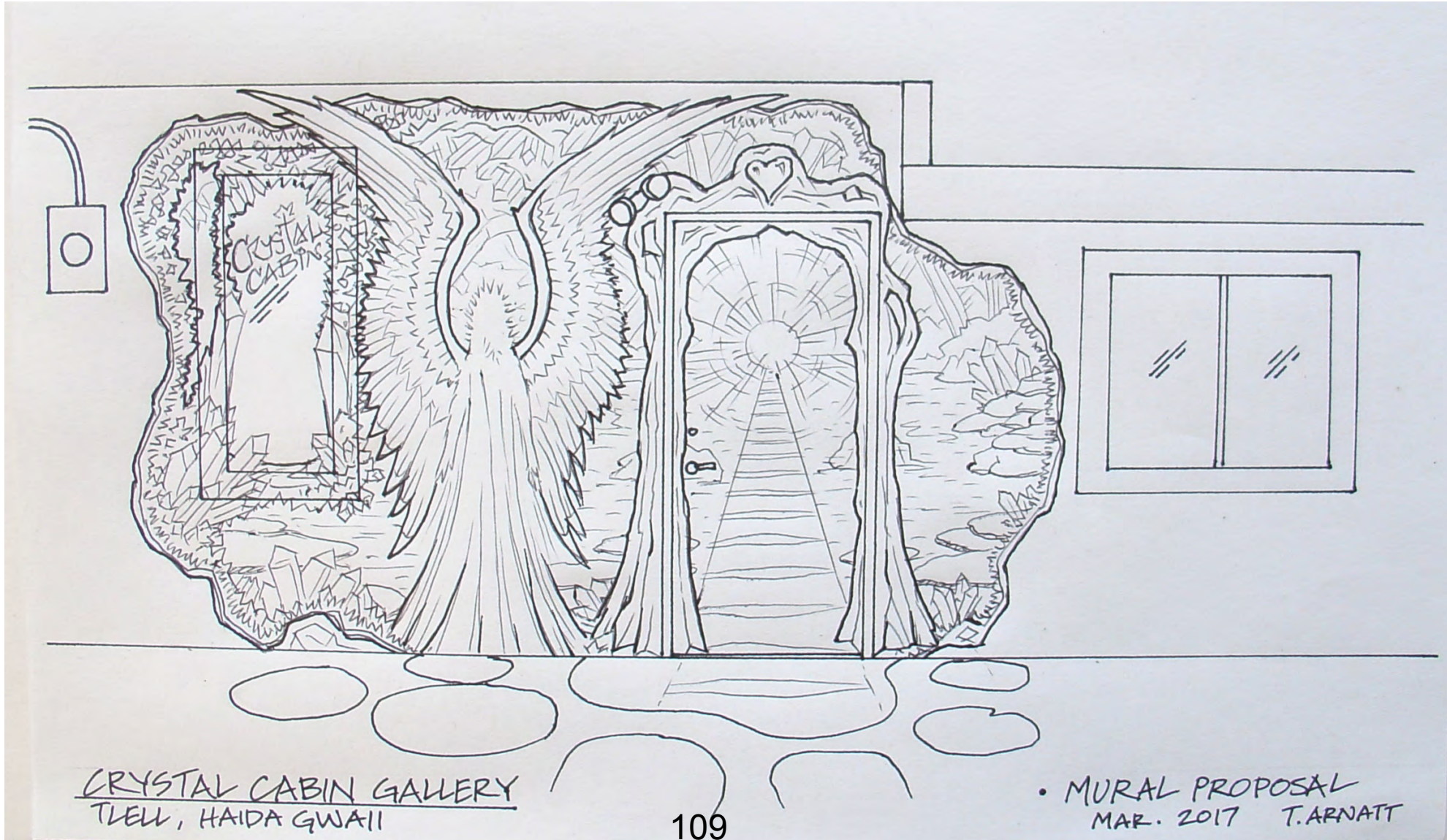
# ARTISTIC CONCEPT

- 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 would be a fitted wood panel so the mural and door are one. Mural would cover door frame.
- 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

Quote provided by Thomas Arnatt

Materials:

Acrylic paint on primed MDO sign boards, varnished	\$950.00
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Labour: 102 Hours @ \$20/Hr	\$2040.00
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Total cost:	<b>\$2990.00</b>
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(Installation and taxes included in pricing)

# 2017 TIMELINE

Week of June 12 -16 :

Finalize creative concept

June 16 to July 31:

Complete painted artwork

August 1 to 8:

Install artwork

August 11, 12 & 13:

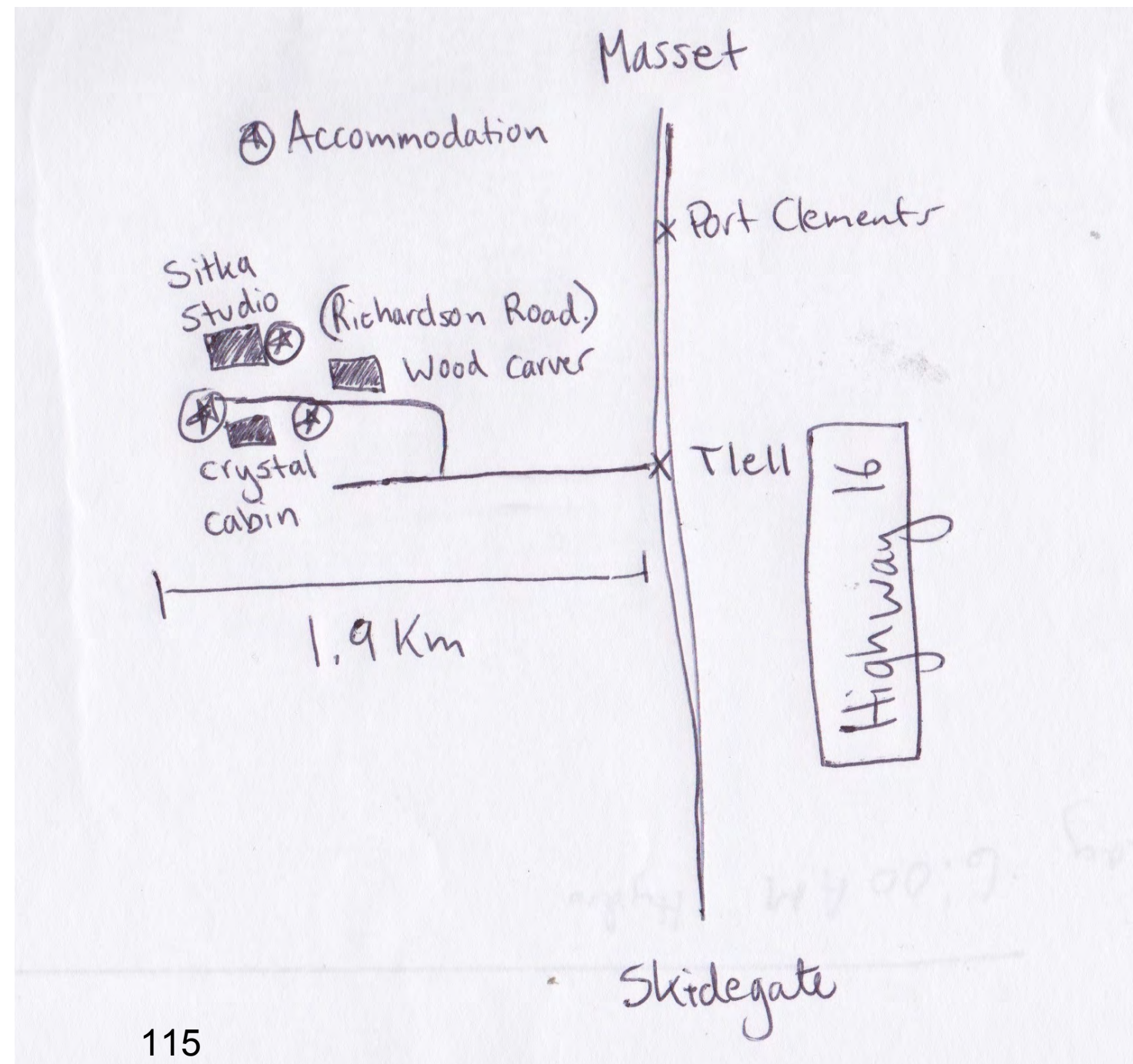
Host launch event during the Edge of the World Music Festival Weekend



# POSSIBLE BENEFITS TO NEIGHBOURING RURAL BUSINESSES

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

# LOCAL AREA MAP



# POSSIBLE ADDITIONAL ACTIVITIES

- Mentoring a local youth artist during mural project
- Mural launch event

## FABULOUS FESTIVALS AND EVENTS

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

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

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



**\*\* NOTICE:** You must fill out and submit a [pre-qualification form](#) before you submit an application unless your festival or event has previously been approved for funding.

### 1. Project Name

Provide the name of the festival or event: Sandspit Loggers Sports Day	Provide the date(s) of the festival or event: July 21, 2017  <i>** Applications must be submitted at least 6 weeks before the festival or event is scheduled to take place.</i>
---	--

### 2. Applicant Profile

Applicant organization (legal name): Sandspit Community Society	Non-profit society registration no.: 821767100
Address (mailing address including street, city, postal code): Box 459 Sandspit BC V0T1T0	
Telephone: 2506371990	Fax:
Email: sandspitcommunitysociety@gmail.com	Website (URL):

### 3. Primary Contact Information

Primary contact (for this application): Deena Wilson	Position/title: Administrative Clerk /Volunteer
---	--

Complete the following if different from applicant organization contact information:

Address (mailing address including street, city, postal code):	Email:
Telephone:	Fax:



## 4. Select the Appropriate Account

Northern Development accepts Fabulous Festivals and Events funding applications to each of the following trust accounts. See the application guide for more information on the advisory review and approval process.

Select one of the following regional development accounts:

☐ Cariboo-Chilcotin/Lillooet

☐ Northeast

☒ Northwest

☐ Prince George



Identify the municipality or regional district that is providing a resolution of support for this funding application:

SQCRD

Resolution of support:

☐ A resolution of support from the municipality or regional district is attached.

☒ A resolution of support has not yet been secured from the municipality or regional district.

The date when this funding application is scheduled for review is: waiting to hear back from them

**\*\* Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before an application can be considered for funding.**

### Sample Resolution:

**THAT** the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert festival or event name) from the (insert regional development account name).

## 5. Eligibility Confirmation

Please check all that apply:

- ☒ I have filled out the [pre-qualification form](#) available online. (If not, you must fill out this form before submitting an application.)
- ☒ The event is not in its first year of operation.
- ☒ The event is held in a concentrated time period.  
*“For example, the event is not a series of summer music concerts, multi-weekend regional mountain bike race, etc.”*
- ☒ The event is not a fundraiser.  
*“For example, Terry Fox Run, Relay For Life, Festival of Trees, etc.”*
- ☒ The event is not political in nature.  
*“For example, a partisan rally or gathering, an issue-based fundraiser, etc.”*
- ☒ The event is not religious in nature.  
*“For example, Christmas, Halloween, Thanksgiving, or Easter event, etc.”*
- ☒ The event is not held annually in communities across the province or country.  
*“For example, Canada Day celebrations, Remembrance Day memorials, May Day parades, etc.”*
- ☒ The event is not a league or club event.  
*“For example, sports training camps, provincial sport tournaments, bonspiels, etc.”*
- ☒ The event is not solely an artisan and craft fair.

## 6. Festival/Event Overview

Provide a description of the festival or event:

Loggers Sports Day starts with a parade in the morning, followed by a day full of activities where participants compete for prizes in traditional logging sporting events for both adults and children. There is also other activities for children, a beer garden, t shirts for sale, and a few food vendors.

Please describe how the festival or event promotes or strengthens the unique character of the community:

It celebrates the history of logging in our community.

Has your organization previously been funded under this program? If so, what year(s)?
NO
Do you have any paid staff for this festival or event? If so, how many?
NO
Do you have any volunteers for this festival or event? If so, how many?
35

## 7. Direct Economic Benefits

Outline the economic benefits to the local or regional economy:	
Many tourists and former residents of the community come to Sandspit for the weekend during this time and this benefits many of the businesses in town economically such as the local hotels and bed and breakfasts, restaurants, the local grocery store, the visitor centre and gift shop, car rental agency, and the golf course.	
Outline how the festival or event will attract tourism to the community:	
The event is promoted by the Misty Islands Economic Development Society on their website, advertised in the Haida Gwaii observer and the guide to Haida Gwaii. Many tourists, former residents and friends and family of locals as well as the other residents of Haida Gwaii come to Sandspit specifically for this event as it is our one big yearly community event. Many tourists that are already visiting Haida Gwaii will also come to Sandspit for the day to watch the event. We also often have participants who come from other communities and bring their families.	
Does your festival or event feature artistic performances?	If yes, do you compensate artists and arts professionals by paying fees at industry standards and adhere to international intellectual property rights standards?
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Number of people who attended or participated in the previous festival or event:	Number of people projected to participate or attend the festival or event this year:
500	500
Do you track where attendees and participants are from (e.g. the home community)?	What percentage or number of last year's attendees was from outside the community in which the festival or event was held?
<input type="radio"/> Yes <input checked="" type="radio"/> No	50%



## 11. Attachments

List all documents attached to this application:

Document name:	
<input checked="" type="checkbox"/> 1) <b>Required:</b> Financial statements from the last festival or event.	
<input checked="" type="checkbox"/> 2) <b>Required:</b> A copy of the most recent festival or event brochure.	we do not have a brochure
<input checked="" type="checkbox"/> 3) <b>Required:</b> Society Incorporation document.	but we have enclosed our
4)	invoice for our ad that was in
5)	the observer as well as the ad that is in the guide to haida gwaii magazine

## 12. Authorization

- ☒ I have read and understand the [Fabulous Festivals and Events Application Guide](#) including the ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- ☒ I also agree to submit a report using Northern Development's reporting form to verify performance measures for the event within 30 days of the festival or event's completion and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☒ I agree to provide photos of the festival or event and permission for Northern Development to use the photos for promotional purposes.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree to publicly acknowledge funding and assistance by Northern Development.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name:  
Organization signing authority

Title:

Date:

*Lorna Wilson*  
*Administrative Clerk.*  
*May 18, 2017*



## 8. Festival/Event Financials

Actual expenses for last year's festival or event: \$ 13 297.23	Actual revenue for last year's festival or event: \$ 14 569.15
Budgeted expenses for this year's festival or event: \$ 14,000.00	Estimated revenue for this year's festival or event: \$ 14,000.00

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

\*\* Please refer to the [Fabulous Festivals and Events Application Guide](#) for ineligible costs.

## 9. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):
Grant	\$ 2500

\*\* Maximum allowable grant is \$2,500 per festival or event.

Describe how will the funding be used to increase the event hosting capacity:

The funding will be used to help with expenses such as advertising, ground improvements and maintenance, equipment & supplies necessary for the event, community hall rental, porta potties, set up for events and spectators.

## 10. Other Funding Sources (if applicable)

Funding source:	Amount (\$):
Fundraising and donations	\$ 11,500.00
	\$
	\$
	\$
	\$
<b>TOTAL OTHER FUNDING: \$ 0</b>	

### 13. Submitting Your Application

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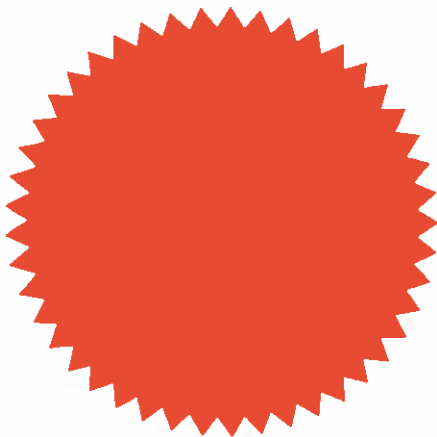
Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email.

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

# CERTIFICATE OF INCORPORATION

*SOCIETY ACT*

**I Hereby Certify that SANDSPIT COMMUNITY SOCIETY** was incorporated under the *Society Act* on April 20, 2012 at 11:38 AM Pacific Time.



*Issued under my hand at Victoria, British Columbia,  
on April 20, 2012*

RON TOWNSHEND  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA

Founded 1969

Haida Gwaii

# OBSERVER

www.haidagwaiiobserver.com



**Black Press**

Box 205, 623 7<sup>th</sup> Street. Queen Charlotte, BC V0T 1S0

Tel: 250.559.4680 Toll Free: 1.888.529.4747 Fax: 250.559.8433

e-mail: quinn.bender@haidagwaiiobserver.com

To: Sandspit Community Society

Attention: Betsy Cranmer

Invoice:	208
Account:	34099999
Date:	July 26, 2016
PAYMENT DUE:	July 26, 2016

Reference	Amount
7x3 col/in Logger Sports Ad	\$219.00
Subtotal	
G.S.T.	\$10.95
Total	\$229.95

GST Registration No. R104728464

Non-accounts:

Payment is required by print deadline before ad is published. Thank you.

Accepted Credit Cards: Visa, Mastercard, Diner's Club, Discover

Please make cheques payable to Black Press Group.



**HAIDA HERITAGE CENTRE ANNIVERSARY** | This is a special opportunity for visitors to mingle with islanders of all backgrounds while gaining a generous perspective into Haida culture. Following an era of colonization, a new era of cultural revitalization is strong on Haida Gwaii. All are welcome as members of the nation share their history, pride, arts and food to showcase the living culture of the Haida people.

**LOGGERS SPORTS DAY** | Sandspit's forestry traditions come to life with this annual competition. See the art of logging up close in spirited competitions of axe throwing, sawing, choker setting, the ever-famous burling (staying atop a floating log), and much more. Men, women and youth participate for prizes and a chance at the coveted crown.

**EDGE OF THE WORLD MUSIC FESTIVAL** | The EOTW has rapidly become the summer's signature event, drawing musicians and music lovers from across the country. Organizers and volunteers ensure a diversity of musical tastes is represented, including world beat, electronica, blues, country, rock, reggae, bluegrass, and hip-hop. Opening and closing ceremonies are performed by traditional Haida dance groups. In the last two years, the festival drew headline acts from the Sam Roberts Band and Buffy Sainte-Marie, while keeping its roots in the rich local music scene. Vendors line the grounds with handmade merchandise and foods, while campers claim their ocean-side spots to catch every minute of late-night jam sessions and dancing. For more information visit [www.edgefestival.ca](http://www.edgefestival.ca).

**SANDSPIT WILD HARVEST FESTIVAL** | It's all about the harvesting of wild edibles, from land and sea. Go on a guided walk to learn the different wild plants and berries, take a trip to Skidegate Lake for hands-on mushroom-picking experience and dine on a multi-course meal with locally harvested ingredients. Tables and activities are set up with local experts ready to impart knowledge. All activities but the dinner are free. Book in advance by calling 250-637-5362 or visit their Facebook page.

## ANNUAL EVENTS

Aboriginal Day (Old Massett)	June 21
Hospital Day in Queen Charlotte	June 17
Canada Day in Port Clements	July 30-Aug 2
Skidegate Days	July 14-16
Totem to Totem Marathon	July 15
All Islands Seniors' Picnic (Tlell)	July 26
Loggers Sports Day in Sandspit	July 22
Sandspit Wild Harvest Festival	Sept 8-9
Tlell Fall Fair	Aug 6
Edge of the World Music Festival	Aug 11-13
Haida Heritage Centre Celebration	Aug 19
Masset Harbour Day	Mid August
Coho Salmon Derby (3 Weekends)	Sept 16 start
Expression Session (Surfing)	Nov 3-5

VISIT [GOHAIDAGWAI.CA](http://GOHAIDAGWAI.CA) FOR EVENT UPDATES



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Service Notice - Trestle and Dolphin Replacement - Prince Rupert Terminal - May to December 2017

#ServiceNotice #PrinceRupert - #Skidegate - #PortHardy - Trestle and Dolphin Replacement - Prince Rupert Terminal - May to December 2017

Posted Wednesday, May 17, 2017

Note: This Service Notice applies to the following route(s):

- Port Hardy (Bear Cove) - Bella Bella (McLoughlin Bay) - Prince Rupert
- Prince Rupert - Haida Gwaii (Skidegate)

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Prince Rupert Terminal  
Trestle and Dolphin Replacement Project  
Construction Work  
May - December 2017

BC Ferries will be commencing construction work on a \$12M project to replace the timber trestle and 2 mooring dolphins on May 23rd 2017. Expected completion will be mid December 2017.

There will be no effect on the sailing schedule through the summer, however, commencing in October 2017 the sailing schedule will be altered to accommodate the installation of the trestle sections. Please see the sailing schedule posted on our website.

BC Ferries would like to thank its customers for their patience and understanding while these necessary works are completed.

For traffic updates or more information please call us toll free at 1-888-BCFERRY (223-3779) or check our website at [www.bcferrries.com](http://www.bcferrries.com).

  
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