

**NORTH COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING AGENDA**  
Held at the Dodge Cove Community Hall in Dodge Cove, B.C.  
On June 16, 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 May 26, 2017	Pg 1-10
3.2	Rise and Report – May 26, 2017 <i>(no motion required)</i>  MOVED by Director Franzen, SECONDED by Director Nobels, that the proposal prepared by Upanup Studios Inc. for the North Coast Regional District Rebranding Project be received;  AND THAT the Board of the North Coast Regional District authorize staff to sign and enter into agreement with Upanup Studios Inc. for the completion of the North Coast Regional District Rebranding Project.  IC036-2017 <span style="float: right;">CARRIED</span>	Verbal

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

4.1	Minutes of the Regular Meeting of the Committee of the Whole held May 27, 2017	Pg 11-15
4.2	Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held May 2, 2017	Pg 16-17
4.3	June 8, 2017 Recommendation from the Moresby Island Advisory Planning Commission	Pg 18

**5. DELEGATIONS**

5.1	Nexen Energy ULC – Aurora LNG Project Update	Verbal
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**6. FINANCE**

6.1	S. Gill, Treasurer – Statement of Financial Information & Audited Financial Statements for Year End 2016	Pg 19-40
6.2	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for May, 2017	Pg 41

**7. CORRESPONDENCE**

7.1	Old Massett Village Council – Invitation to Attend National Aboriginal Day Totem Pole Raising	Pg 42
7.2	Northern Development Initiative Trust – Business Façade Program	Pg 43
7.3	Dodge Cove Improvement District – Nexen/CNOOC Delegation at June 16, 2017 North Coast Regional District Board Meeting	Pg 44
7.4	L. Allison, Resident, Dodge Cove – The Attendance by Nexen CNOOC Ltd. At the Regional District Board Meeting to be held in Dodge Cove on June 16 <sup>th</sup>	Pg 45-46

**8. REPORTS / RESOLUTIONS**

8.1	S. Gill, Treasurer – Building/Fire Inspection Service on Haida Gwaii	Pg 47-49
8.2	D. Fish, Corporate Officer – 2017 UBCM Resolutions	Pg 50-51
8.3	D. Fish, Corporate Officer & S. Gill, Treasurer – Electoral Area D – Emergency Planning	Pg 52-53
8.4	D. Fish, Corporate Officer – North Coast Regional District Procedure Bylaw No. 591, 2016	Pg 54-57

**9. BYLAWS**

9.1	Bylaw No. 591, 2016 – being a bylaw to establish procedures for the Board and Board established Committees of the North Coast Regional District <b><i>Prior to being given first, second, third readings and adoption.</i></b>	Pg 58-74
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**10. LAND REFERRALS / PLANNING** *(Voting restricted to Electoral Area Directors)*

10.1	M. Williams, Consultant – Land Referral: Ministry of Forests, Lands and Natural Resource Operations, Withdrawal from Section 16 Reserve – Sandspit	Pg 75-78
10.2	M. Williams, Consultant – Land Referral: PWF Ltd., Withdrawal from Section 16 Reserve: Village of Queen Charlotte	Pg 79-103

**11. NEW BUSINESS**

11.1	Directors' Reports	Verbal
11.2	Minutes of the 2017 Business Sessions – North Central Local Government Association: May 3-5, 2017	Pg 104-128

**12. OLD BUSINESS**

None.	----
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**13. PUBLIC INPUT****14. IN-CAMERA**

None.	----
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**15. ADJOURNMENT**



## NORTH COAST REGIONAL DISTRICT

**MINUTES** of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C. on Friday, May 26, 2017 immediately following the Regular meeting of the Skeena-Queen Charlotte Regional Hospital District Board.

### PRESENT

### PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	N. Kinney, City of Prince Rupert B. Cunningham, Alternate, City of Prince Rupert D. Franzen, District of Port Edward U. Thomas, Village of Port Clements G. Martin, Village of Queen Charlotte D. Nobels, Electoral Area A K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E ( <i>via teleconference</i> )
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer
Public	1
Media	1

### 1. CALL TO ORDER 7:07 p.m.

### 2. AGENDA

MOVED by Director Martin, SECONDED by Director Franzen, that the May 26, 2017 North Coast Regional District amended Regular agenda be adopted as amended to include the following:

- 11.6 Legislated Crude Oil Tanker Ban
- 12.2 Electoral Area D Emergency Planning

**227-2017**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regular Meeting of the North Coast Regional District Board held April 21, 2017

MOVED by Director Franzen, SECONDED by Director Nobels, that the minutes of Regular meeting of the North Coast Regional District Board held April 21, 2017 be adopted as presented.

**228-2017**

**CARRIED**

3.2 Rise and Report – April 21, 2017 (*no motion required*)

MOVED by Director Brain, SECONDED by Director Nobels, that the report from staff entitled “North Coast Regional District Rebranding” be received;

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;

AND FURTHER THAT staff be authorized to negotiate proposal pricing with UpanUp Studios Inc. for the completion of the rebranding project.

IC023-2017

CARRIED

MOVED by Director Franzen, SECONDED by Director Brain, that the Skidegate Band Council Solid Waste Service Agreement be received;

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.

IC026-2017

CARRIED

**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

MOVED by Director Franzen, SECONDED by Director Beldessi, that the minutes of the Regular meeting of the Moresby Island Management Standing Committee held April 11, 2017 be received as presented.

**229-2017**

**CARRIED**

**5. DELEGATIONS**

5.1 S. Kietzmann, Senior Accountant, Carlyle Shepherd & Co. – Presentation of the Draft Audited Financial Statements for the Period Ending December 31, 2016

Mr. Kietzmann, Senior Accountant for Carlyle Shepherd & Co. (auditors), presented the Board, via teleconference, the Regional District’s audited financial statements for the period ended December 31, 2016.

Mr. Kietzmann stated he will be reporting an “unqualified audit” for the Regional District and explained that this is the highest level of assurance an audit can provide an organization.

The Chair thanked Mr. Kietzmann for his presentation.

MOVED by Director Franzen, SECONDED by Director Martin, that the draft audited financial statements for the period ended December 31, 2016 for the North Coast Regional District be received;

AND THAT the draft audited financial statements for the period ended December 31, 2016 be approved as presented.

**230-2017**

**CARRIED**

**6. FINANCE**

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

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

**231-2017**

**CARRIED**

**7. CORRESPONDENCE**

- 7.1 BC Ferry Services Inc. – BC Ferries Notification: Commencement of Alliford Bay and Skidegate Master Planning

MOVED by Director Martin, SECONDED by Director Nobels, that the correspondence from BC Ferry Services Inc. with regard to the commencement of master planning at Alliford Bay and Skidegate terminals be received.

**232-2017**

**CARRIED**

*Director Martin indicated that the Village of Queen Charlotte would be meeting with BC Ferry Services Inc. on June 6<sup>th</sup>, 2017 to further discuss master planning at the Skidegate terminal. Director Martin extended an invite to all Board members to attend this meeting.*

- 7.2 Municipal Finance Authority of B.C. – Report to Members: October 2016 – March 2017

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Municipal Finance Authority of B.C with respect to its report to members be received for information.

**233-2017**

**CARRIED**

- 7.3 BC Ferry Services Inc. – Added Route 26 Sailings

MOVED by Director Martin, SECONDED by Director Thomas, that the correspondence from BC Ferry Services Inc. with respect to additional sailings on Route 26 be received.

**234-2017**

**CARRIED**

- 7.4 P. Brown, Resident, Electoral Area C – Request for Donation to Local Canada Day Celebration

MOVED by Director Nobels, SECONDED by Director Martin, that the correspondence from Mr. Brown with respect to Canada Celebrations in Oona River be received;

AND THAT the North Coast Regional District provide a one-time grant in the amount of \$1,300 to be used toward the Canada Day Celebrations in Oona River.

**235-2017**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Martin, that the North Coast Regional District 2017-2021 Financial Plan be amended to reflect \$1,300 surplus funds in Mainland Recreation, Function 751, being allocated as grant funding to the community of Oona River.

**236-2017**

**CARRIED**

- 7.5 C3 Alliance Corp. – Resource Breakfast Series

MOVED by Director Thomas, SECONDED by Director Racz, that the correspondence from C3 Alliance Corp. with respect to the Resource Breakfast Series be received.

**237-2017**

**CARRIED**

- 7.6 Village of Queen Charlotte – Building & Fire Inspection on Haida Gwaii

MOVED by Director Nobels, SECONDED by Director Martin, that the correspondence from the Village of Queen Charlotte with respect to its request that the Regional District undertake a feasibility study for the establishment of a building and fire inspection service on Haida Gwaii be received.

**238-2017**

**CARRIED**

*The Board of the North Coast Regional District directed staff to bring forward this item to the June 16<sup>th</sup>, 2017 North Coast Regional District Regular Board meeting for further consideration.*

- 7.7 Association of Vancouver Island and Coastal Communities – Membership in the AVICC

MOVED by Director Martin, SECONDED by Director Beldessi, that the correspondence from the Association of Vancouver Island and Coastal Communities with respect to membership in the association be received.

**239-2017**

**CARRIED**

- 7.8 Tow Hill Community Association – Application to the BC Rural Dividend Fund

MOVED by Director Racz, SECONDED by Director Martin, that the correspondence from the Tow Hill Community Association with respect to its application to the BC Rural Dividend Fund be received;

AND THAT the Board of the North Coast Regional District provide a letter of support to the Tow Hill Community Association for its application to the BC Rural Dividend Fund.

**240-2017**

**CARRIED**

## **8. REPORTS – RESOLUTIONS**

- 8.1 D. Fish, Corporate Officer – Membership in the Association of Vancouver Island and Coastal Communities

MOVED by Director Nobels, SECONDED by Director Martin, that the memorandum from staff entitled “Membership in the Association of Vancouver Island and Coastal Communities” be received for information.

**241-2017**

**CARRIED**

**8.2 D. Fish, Corporate Officer – 2017 UBCM Convention Meeting Requests & Resolutions**

MOVED by Director Nobels, SECONDED by Director Franzen, that the report from staff entitled “2017 UBCM Convention Meeting Requests & Resolutions” be received;

AND THAT staff be directed to schedule the following Minister meetings at the 2017 Annual UBCM Convention:

- Ministry of Transportation and Infrastructure – BC Ferries
- Ministry of Forests, Lands and Natural Resource Operations – Haida Gwaii Community Forest
- Ministry of Community, Sport and Cultural Development – Northwest BC Resource Benefits Alliance and Electoral Areas A & C Land Use Plan
- Ministry of Environment – Camping sites in northwest B.C.
- Ministry of Technology, Innovation and Citizens’ Services – Cell phone service on Haida Gwaii

AND FURTHER THAT staff bring forward draft resolutions pertaining to BC Ambulance Service and Camping Sites in Northwest B.C. for consideration at the June 16<sup>th</sup>, 2017 Regular meeting of the North Coast Regional District Board.

**242-2017****CARRIED****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**

MOVED by Director Franzen, SECONDED by Director Kinney, that the report from staff entitled “Vancouver Island Regional Library Borrowing Service Establishment Bylaw No. 614, 2017 & Vancouver Island Regional Library Loan Authorization Bylaw No. 615, 2017” be received for information.

**243-2017****CARRIED****8.4 D. Fish, Corporate Officer – Regional Recycling Depot Asset Upgrade Project: Strategic Priorities Fund (Capital Projects Stream) Application**

MOVED by Director Beldessi, SECONDED by Director Nobels, that the report from staff entitled “Regional Recycling Depot Asset Upgrade Project: Strategic Priorities Fund (Capital Projects Stream) 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.

**244-2017****CARRIED****8.5 D. Fish, Corporate Officer – June 16, 2017 NCRD Regular Board Meeting**

MOVED by Director Franzen, SECONDED by Director Nobels, that the verbal report from staff entitled “June 16, 2017 NCRD Regular Board Meeting” be received.

**245-2017****CARRIED**



MOVED by Director Franzen, SECONDED by Director Nobels, that the June 16<sup>th</sup>, 2017 North Coast Regional District Regular Board meeting be rescheduled to June 16<sup>th</sup>, 2017 at 4:00 p.m.

**246-2017**

**CARRIED**

## **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

MOVED by Director Martin, SECONDED by Director Nobels, that Bylaw No. 614, 2017 be given first reading.

**247-2017**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Racz, that Bylaw No. 614, 2017 be given second reading.

**248-2017**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 614, 2017 be given third reading.

**249-2017**

**CARRIED**

- 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

MOVED by Director Racz, SECONDED by Director Franzen, that Bylaw No. 615, 2017 be given first reading.

**250-2017**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 615, 2017 be given second reading.

**251-2017**

**CARRIED**

MOVED by Director Martin, SECONDED by Director Nobels, that Bylaw No. 615, 2017 be given third reading.

**252-2017**

**CARRIED**

**10. LAND REFERRALS / PLANNING**

- 10.1 M. Williams, Consultant – Land Referral: Ministry of Transportation and Infrastructure, Map Reserve Amendment – Honna Creek Quarry

MOVED by Director Beldessi, SECONDED by Director Nobels, that the report from the consultant entitled “Land Referral: Ministry of Transportation and Infrastructure, Map Reserve Amendment – Honna Creek Quarry” be received;

AND THAT the Board of the North Coast Regional District support the Land Referral from the Ministry of Transportation and Infrastructure with respect to a map reserve amendment at Honna Creek Quarry;

AND FURTHER THAT staff be directed to invite the Ministry of Transportation and Infrastructure to a future Board meeting to discuss aggregates on Haida Gwaii.

**253-2017**

**CARRIED**

- 10.2 M. Williams, Consultant – Subdivision Referral: Sandspit

MOVED by Director Beldessi, SECONDED by Director Martin, that the report from the consultant entitled “Subdivision Referral: Sandspit” be received;

AND THAT the Board of the North Coast Regional District support the subdivision referral for the north 1/2 of DL 307, Queen Charlotte District, Except portions in Plans 3455, 4059, 4248, BCP2260 and BCP27347.

**254-2017**

**CARRIED**

**11. NEW BUSINESS**

- 11.1 Director's Reports

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

Alternate Director Cunningham – City of Prince Rupert

- The City continues to work on the decommissioning of Watson Island;
- Paving along Second and Third Avenue is ongoing with an anticipated completion in June; and
- The City is currently entered into the BCAA Play Here contest for a potential \$100,000 to be used toward the revitalization of McKay Street Park.

Director Kinney – City of Prince Rupert

- The City continues to work with Metlakatla on a seniors housing project at the old Anchor Inn building.

Director Franzen – District of Port Edward

- The District provided donations to the Charles Hays Rugby Club and the Prince Rupert Football Club;
- The District is investigating the feasibility of establishing a trail network in the community; and
- Ongoing community cleanup is taking place in the District.

Director Martin – Village of Queen Charlotte

- The Village's Chief Financial Officer has retired, with a new replacement having commenced work at the Village office;
- The Village is undergoing public consultation with respect to the development of a bike network in the community;
- A public open house was held on April 29<sup>th</sup> to gather feedback from the public with respect to the Village's proposed Official Community Plan and Zoning bylaws;
- Director Martin will be attending the next BC Ferries Advisory Committee meeting on May 30<sup>th</sup>; and
- Senior staff with the Vancouver Island Regional Library will be visiting Haida Gwaii in early June.

Director Nobels – Electoral Area A

- Director Nobels attended the North Central Local Government Association convention May 3 – 5, 2017;
- The Dodge Cove Art Show will be held Saturday, May 27 in the community; and
- The swallows have returned to the community. Unfortunately, the herons have not.

Director Bergman – Electoral Area C

- Ongoing community cleanup is taking place in Oona River; and
- The Oona River Community Association has started work on the universal access project for the Oona River Community Hall.

Director Thomas – Village of Port Clements

- The Village's new Council is off to a good start;
- A cleanup was held for the Sunset Trail on May 20, 2017;
- The Village continues to engage with Telus Communications to discuss cell phone coverage in the community; and
- Director Thomas attended the North Central Local Government Association convention May 3 – 5, 2017.

Director Racz – Electoral Area D

- There have been many whale sightings in the community; and
- Work has commenced on the proposal to revitalize the Tlell soccer field.

Chair Pages – Village of Masset

- The derelict barge is still in the Village's harbor, with debris and other materials now having been removed from the barge;
- It is anticipated that the Province will soon tender for the removal of the barge altogether;
- The School District is considering amalgamating the elementary and high school in the community; and
- The Co-op has been approved to build a new storefront in Skidegate.

Director Beldessi – Electoral Area E

- Construction on the new Agnes L Mathers elementary school has commenced, with meetings taking place to hire local contractors throughout the construction phase; and
- Tourism in the community appears to be picking up.

255-2017

**CARRIED**

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

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

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

**256-2017**

**CARRIED**

- 11.3 Gwaii Communications – Application to Northern Development Initiative Trust's Connecting British Columbia Program

MOVED by Director Franzen, SECONDED by Director Beldessi, that Gwaii Communications' application to Northern Development Initiative Trust's Connecting British Columbia program be received for information.

**257-2017**

**CARRIED**

- 11.4 Crystal Cabin Business Façade Proposal

MOVED by Director Nobels, SECONDED by Director Racz, that the Crystal Cabin's business façade proposal be received for information.

**258-2017**

**CARRIED**

- 11.5 Sandspit Community Society – Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program

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

AND THAT the Board of the North Coast Regional District support the Sandspit Community Society's application to Northern Development Initiative Trust's Fabulous Festivals and Events program in the amount of \$2,500 from the North Coast Regional District nominal account.

**259-2017**

**CARRIED**

- 11.6 Legislated Crude Oil Tanker Ban

MOVED by Director Nobels, SECONDED by Director Martin, that the verbal report from Director Nobels with respect to the legislated crude oil tanker ban be received;

AND THAT the Board of the North Coast Regional District send correspondence to the Prime Minister of Canada, on behalf of constituents, to thank him for his efforts on moving forward with the legislated crude oil tanker ban on British Columbia's coast.

**260-2017**

**CARRIED**

**12. OLD BUSINESS**

- 12.1 BC Ferry Services Inc. – Service Notice: Trestle & Dolphin Replacement – Prince Rupert Terminal

MOVED by Director Nobels, SECONDED by Director Franzen, that the service notice from BC Ferry Services Inc. with regard to trestle and dolphin replacement at the Prince Rupert terminal be received for information.

**261-2017**

**CARRIED**

- 12.2 Electoral Area D Emergency Planning

MOVED by Director Nobels, SECONDED by Director Franzen, that the verbal report from Director Racz with respect to the development of a request for proposal for the development of an Emergency Response Plan for Electoral Area D be received for information.

**262-2017**

**CARRIED**

**13. PUBLIC INPUT**

There were 2 questions from the public.

**14. IN CAMERA**

MOVED by Director Franzen, SECONDED by Director Racz, that the Board move to the In-Camera meeting following the Regular meeting according to sections 90(1)(a)(j) and (k) of the *Community Charter* “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality”, “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 “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages...”

**263-2017**

**CARRIED**

**15. ADJOURNMENT**

MOVED by Director Franzen, SECONDED by Director Nobels, that the North Coast Regional District Regular Board meeting be adjourned at 10:07 p.m.

**264-2017**

**CARRIED**

Approved and adopted:

Certified correct:

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Chair

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Corporate Officer



## NORTH COAST REGIONAL DISTRICT

**MINUTES** of the Committee of the Whole (CoW) meeting held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C. on Saturday, May 27, 2017 at 10:00 am.

### PRESENT

### PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	B. Cunningham, Alternate, City of Prince Rupert U. Thomas, Village of Port Clements G. Martin, Village of Queen Charlotte M. Racz, Electoral Area D B. Beldessi, Electoral Area E ( <i>via teleconference</i> )
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer
Public	0
Media	0

**1. CALL TO ORDER 10:07 a.m.**

**2. AGENDA**

MOVED by Director Thomas, SECONDED by Alternate Director Cunningham, that the May 27, 2017 Committee of the Whole meeting agenda be adopted as presented.

**001-2017**

**CARRIED**

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

None.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. REPORTS – RESOLUTIONS**

**7. NEW BUSINESS**

None.

## 8. OLD BUSINESS

### 8.1 Skeena-Queen Charlotte Regional District Strategic Priorities Tracking Report – May 2017

Staff proposed to the Board that each objective within the Strategic Priorities Tracking Report be reviewed separately and that the Board provide input with regard to the action steps listed under each objective.

#### **Organizational Development**

Staff provided an update to the Committee with regard to the status on the outcomes and objectives of Organizational Development which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated May 27, 2017.

##### Organizational Development 1:

- The Committee felt that this priority had been achieved, however, noted that the addition of a planner would be beneficial to the organization if the workload permitted; and
- Staff training is an ongoing component of staff's professional development.

##### Organizational Development 2:

- The Committee believed that this priority had been achieved.

##### Organizational Development 3:

- Staff indicated that the grant writer had been retained for the current year and had begun preparing grant applications for the regional district;
- Staff posed the question whether or not there were additional action steps to include with this priority; and
- The Committee requested that the Operations Manager for Islands Solid Waste attend an upcoming meeting of the Board to answer questions related to landfill closure costs and other cost saving opportunities at the landfill.

##### Organizational Development 4:

- The Committee directed staff to plan a barbecue event for the Board and staff to coincide with the August Board meeting.

##### Organizational Development 5:

- Staff indicated that this was an ongoing project and that it would continue watching the real estate market and engaging local realtors to find viable locations for a potential administration building;
- Alternate Director Cunningham noted that modular construction was a cost-effective solution for the regional district; and
- Alternate Director Cunningham noted that, if downtown location is not a priority, there are potential city-owned lands on Park Avenue that may be available.

##### Organizational Development 6:

- The Committee believed that this priority had been achieved.

##### Organizational Development 7:

- Staff noted that bylaw enforcement issues at the regional district are generally complaint-driven and result in a cease and desist letter to the individual in infraction;
- The Committee noted that the municipalities on Haida Gwaii operate under a complaint-driven process similar to the regional district;
- Staff and the Committee felt that there would need to be a realization of economies of scale that would allow for a bylaw enforcement service to become feasible; and

- Alternate Director Cunningham posed the question of whether this issue could be raised with the UBCM to request that the province introduce legislation to assist local governments to enforce bylaws and collect associated fees.

### **Integrated Regional Planning**

Staff provided an update to the Committee with regard to the status on the outcomes and objectives of Integrated Regional Planning which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated May 27, 2017.

#### **Integrated Regional Planning 1:**

- Staff noted that, at this time, there is no appetite from mainland communities to pursue an integrated regional plan for the mainland portion of the regional district; and
- The Committee directed staff not to spend too much time on this issue.

#### **Integrated Regional Planning 2:**

- Staff noted that the Official Community Plans for Dodge Cove and Oona River had been completed as part of the Land Use Plan for Electoral Areas A and C which have passed three readings from the Board;
- There continues to be ongoing discussion with the Provincial government with respect to their concerns surrounding the Dodge Cove Official Community Plan, however, the recent election has paused these discussions; and
- The Committee directed staff to arrange a mediated meeting between elected officials from the regional district, Prince Rupert and Port Edward to discuss potential solutions and partnership opportunities with respect to LNG facilities in the area.

#### **Integrated Regional Planning 3:**

- Staff noted that the February 2017 community to community forum largely focused around emergency preparedness on the north coast and that a working group was formed to review and make recommendation with respect to a memorandum of understanding between communities for shared emergency response and preparedness; and
- The Committee directed staff to engage with the Coast Guard, Port Authority, Harbour Authority, RCMP and WCMRC with respect to an ocean protection plan and a potential conference to discuss emergency response resources and planning in the region.

### **Regional Collaboration**

Staff provided an update to the Committee with regard to the status on the outcomes and objectives of Regional Collaboration which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated May 27, 2017.

#### **Regional Collaboration 1:**

- Staff provided an update to the Committee with respect to the February 17, 2017 Community to Community forum that was held in Prince Rupert, B.C. and hosted by the regional district; and
- Staff indicated that reporting for the 2017 Community to Community forum had been completed and staff would look at submitting application for the 2018 intake.

#### **Regional Collaboration 2:**

- Staff indicated that the regional district continues to engage with neighboring First Nations to seek representation on various committees such as the Regional Recycling Advisory Committee;
- Staff noted that member First Nations were consulted during the development of the North Coast Official Community Plan bylaw; and
- The Community to Community forum is an ongoing initiative designed to bring together elected officials from local and First Nation governments.



**Regional Collaboration 3:**

- The Committee noted that the regional district continues to be a member of the Northwest BC Resource Benefits Alliance which aims to engage the province in a revenue sharing structure with respect to tax revenues stemming from major industrial projects in the region.

**Regional Collaboration 4:**

- Staff stated that there is ongoing discussion between mainland local governments and the establishment of the Standing Committee of North Coast Port Municipalities, which would engage with the Prince Rupert Port Authority on issues of shared interest between the bodies.

**Regional Leadership and Advocacy**

Staff provided an update to the Board with regard to the status on the outcomes and objectives of Regional Leadership and Advocacy which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated May 27, 2017.

**Regional Leadership and Advocacy 1:**

- The Committee noted that there have been improvements in the BC Ferry Service since this priority was identified, with BC Ferries adding an additional sailing every two weeks for the summer sailing of Route 11; and
- Director Martin and Alternate Director Cunningham continue to advocate for northern residents and ferry users as part of the BC Ferries Advisory Committee.

**Regional Leadership and Advocacy 2:**

- The Committee noted that these discussions are ongoing at the Northwest Regional Hospital District Board level; and
- Staff indicated that there would be a resolution pertaining to BC Ambulance Service forthcoming for the Board's consideration before being submitted to the UBCM for consideration by its members.

**Regional Leadership and Advocacy 3:**

- Alternate Director Cunningham noted that there is a new Prince Rupert Airport Authority Board of Directors in place and its work will include streamlining the ferry and passenger arrival/departure process.

**Regional Leadership and Advocacy 4:**

- The Committee noted that the regional district continues to be a member of the Northwest BC Resource Benefits Alliance which aims to engage the province in a revenue sharing structure with respect to tax revenues stemming from major industrial projects in the region.

**Regional Leadership and Advocacy 5:**

- Staff noted that this is ongoing; and
- The Committee requested that staff continue to engage with Ministers to invite them to attend regional district meetings and discuss local issues, as required.

**8.2 North Coast Regional District Procedure Bylaw No. 591, 2016**

Staff identified that the bylaw was brought forward from the October 2016 NCRD Regular Board meeting. Staff reviewed provisions in the bylaw and posed the question of whether there were further considerations to be given to the proposed Bylaw No. 591, 2016.

The Committee requested the following amendments be brought forward:

- Section 2(k) be amended by deleting “at least half” and adding “a majority”; and
- Include provision for challenging decision of the Chair.

**9. PUBLIC INPUT**

There were 0 questions from the public.

**10. IN CAMERA**

None.

**11. ADJOURNMENT**

MOVED by Director Martin, SECONDED by Alternate Director Cunningham, that the Committee of the Whole meeting be adjourned at 12:19 p.m.

**002-2017**

**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 May 2, 2017 at 7:00 PM.

**Adopted June 6, 2017**

**PRESENT** Gail Henry, Behn Cochrane, Bill Quaas, Carol Wagner

**ABSENT** Stan Hovde, Bill Beldessi

Chair Gail Henry

Vice Chair Behn Cochrane

Staff Barb Parser

Public 5

**1. CALL TO ORDER 7:05 PM**

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

**030-2017** MOTION to accept agenda with changes, moved by Behn Cochrane seconded by Bill Quaas, Carried

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

3.1 Minutes March 2017

**031-2017** MOTION to receive and file April Minutes, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**4. DELEGATIONS**

4.1 None

**5. CORRESPONDENCE**

5.1 Vancouver Island Regional Library - Letter to Minister of Education

**032-2017** MOTION to receive and file 5.1 correspondence, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**6. REPORTS – RESOLUTIONS**

6.1 Water Operators Report November 2016

**033-2017** MOTION to accept and file Water operators report, moved by Behn Cochrane, seconded by Bill Quaas, Carried

6.2 Directors Report - None

**7. OLD BUSINESS** None

**8. NEW BUSINESS**

,

8.1 Summer Meeting Schedule

**034-2017** MOTION that MIMSC meeting for July and August be cancelled but will have an emergency meeting if needed, moved by Behn Cochrane, seconded by Bill Quaas, Carried

8.2 Vibrant Community Proposal Guidelines

**035-2017** MOTION to add to MIMSC guidelines for GT Vibrant Community Funding, for groups that have already received funding and are requesting additional funds, they will be required to provide a financial report on their usage of previous grant money, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**9. PUBLIC INPUT** None

**10. IN CAMERA** None

**11. ADJOURNMENT**

**036-2017** Motion to Adjourn by Behn Cochrane, 7:44 PM, Carried

Approved and adopted:

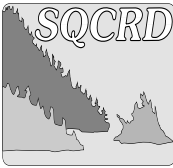
Certified correct:

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Chair

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Secretary



## APC REPORT

**DATE:** 8 June 2017  
**TO:** Doug Chapman, Chief Administrative Officer  
**FROM:** Advisory Planning Commission  
**SUBJECT:** MMAC Boundary Expansion

### Recommendation:

**THAT** the NCRD Board request MMAC Society provide additional information prior to making a decision to support the potential boundary expansion.

### Options:

1. The Board support the extension of boundaries, as requested by MMAC;
2. The Board not support the extension of boundaries, as requested by MMAC; or
3. The Board request additional information to be considered at the next Board Meeting.

### Background:

In December 2014, the NCRD filed an application to transfer a lease to Mount Moresby Adventure Camp Society. FLNRO confirmed the transfer was successful and the NCRD no longer had hold over the lease.

In April 2017, MMAC Society approached the Board seeking support in an application to extend the boundaries of the existing lease to accommodate new infrastructure to supplement programming. The NCRD Board referred the letter and attached map to APC for comment.

### APC Comments

Members of APC reviewed the letter and map and felt that there was not adequate amount of information to fully understand the potential impacts to the site and community. Prior to providing a resolution, they request the following:

1. Map: overlay proposed cut block locations with proposed MMAC expansion area and activities
2. A tour of the site
3. Meeting between MMAC and APC

The requests will better position members of the APC to comment on the request for support.

MW/



## BOARD REPORT – REGULAR MEETING

**DATE:** June 16, 2017

**FROM:** Sukhraj Gill, Treasurer

**SUBJECT:** 2016 Statement of Financial Information/Audited Financial Statements

### Recommendation:

**THAT the Board receives the staff report “2016 Statement of Financial Information”;**

**AND THAT the Board approves the Statement of Financial Information as presented;**

**AND FURTHER THAT the 2016 Audited Financial Statements be adopted as presented.**

### DISCUSSION:

As required under the *Local Government Act Sec. 376*, the North Coast Regional District is required to prepare the Statement of Financial information (SOFI) as well as present the audited financial statements of the previous year. Public notice was given that the SOFI report and the audited financial statements are available for public viewing. To this date, no public comments have been received. These two reports must be approved by the Board before June 30<sup>th</sup> each year.

Most of the information that must be presented in the SOFI report is contained in the Audited Financial Statements (Attachment 3). However, additional information required includes:

- A Schedule showing the remuneration and expenses incurred on behalf of all elected officials (Attachment 1);
- A Schedule showing the salaries and expenses incurred on behalf of all employees earning \$75,000 or more (Attachment 1); and,
- A Schedule showing the payments made to all vendors who were paid \$25,000 or more (Attachment 2).

**Attachment 1:**

<b>NORTH COAST REGIONAL DISTRICT</b>
<b>2016</b>
<b>SCHEDULE SHOWING THE REMUNERATION AND EXPENSES</b>
<b>PAID TO OR ON BEHALF OF EACH EMPLOYEE</b>
<b>As Required by Section 2(3)(a) of the Financial Information Act</b>

**1. Elected Officials and Members of the Board of Directors**

<b>NAME</b>	<b>POSITION</b>	<b>REMUNERATION</b>	<b>EXPENSES</b>
Pages, Barry	Chair	20,469	13,228
Nobels, Des	Vice Chair	16,273	3,102
Beldessi, Bill	Member, Board	16,227	9,232
Bergman, Karl	Member, Board	16,099	5,362
Racz, Michael	Member, Board	16,059	5,419
Kinney, Nelson	Member, Board	15,582	0
Brain, Lee	Member, Board	12,927	287
Franzen, Dan	Member, Board	12,759	324
Gould, Ian	Member, Board	12,128	3,262
Daugert, Douglas	Member, Board	1,145	0
Martin, Greg	Member, Board	13,915	3,569
Budde, Lutz	Alternate Member, Board	346	345
Cunningham, Barry	Alternate Member, Board	346	0
MacKenzie, Christine	Alternate Member, Board	685	0
MacMullin, Joanne	Alternate Member, Board	0	0
Mirau, Blair	Alternate Member, Board	171	447
Turner, John	Alternate Member, Board	171	0
Wagner, Carol	Alternate Member, Board	174	540
<b>TOTAL:</b>		<b>155,475</b>	<b>45,117</b>

**2. Employees**

<b>NAME</b>	<b>REMUNERATION</b>	<b>EXPENSES</b>
Chapman, Doug	145,118	10,610
DesChamp, Timothy	94,379	10,845
Fish, Daniel	89,405	11,376
Gill, Sukhraj	101,393	5,156
Kidd, Robert	94,194	295
Consolidated Total of other employees with remuneration and expenses of \$75,000 or less	723,651	1,832
<b>TOTAL:</b>	<b>1,248,140</b>	<b>40,115</b>

**3. Reconciliation**

	<b>REMUNERATION</b>	<b>EXPENSES</b>
Total remuneration - elected officials and members of the Board of Directors	155,475	45,117
Total remuneration - other employees	1,248,140	40,115
<b>SUB-TOTAL:</b>	<b>1,403,615</b>	<b>85,232</b>
Reconciling Items	0	0
<b>TOTAL per Statement of Revenue and Expenditure</b>	<b>1,403,615</b>	<b>85,232</b>
<b>Variance</b>	<b>0</b>	<b>0</b>

**Attachment 2:**

<b>NORTH COAST REGIONAL DISTRICT</b>
<b>2016</b>
<b>SCHEDULE SHOWING PAYMENTS</b>
<b>MADE FOR THE PROVISION OF GOODS OR SERVICES</b>

**1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000**

<b>Supplier Name</b>	<b>Aggregate amount paid to supplier</b>
Aggressive Transport Ltd.	30,584
BC Hydro	31,188
Big Red Enterprises Ltd.	194,790
C. and C. Beachy Contracting Ltd.	38,147
CUETS Financial	39,085
Harbour Machining Welding & Fabricating	27,515
Municipal Pension Plan	154,122
Pacific Blue Cross	64,694
Prudhomme, Bob	36,131
Receiver General	291,928
Regional District of Kitimat-Stikine	40,177
Sandspit Emergency Preparedness Planners	45,300
Sperling Hansen Associates	83,030
Ticker's Hauling and Storage	81,369
Urban Systems Ltd.	121,012
<b>Total aggregate amount paid to suppliers</b>	<b>1,279,072</b>

**2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less**

<b>Consolidated total &lt;\$25,000</b>	<b>577,104</b>
--	----------------

**3. Total of payments to suppliers for grants and contributions exceeding \$25,000**

Consolidated total of grants exceeding \$25,000	386,129
Consolidated total of contributions exceeding \$25,000	0
<b>Consolidated total of all grants and contributions exceeding \$25,000</b>	<b>386,129</b>

**4. Reconciliation**

Total of aggregate payments exceeding \$25,000 paid to suppliers	1,279,072
Consolidated total of payments of \$25,000 or less paid to suppliers	577,104
Consolidated total of all grants and contributions exceeding \$25,000	386,129
Consolidated total of all grants under \$25,000	47,380
<b>TOTAL Cheques</b>	<b>2,289,685</b>



# Reconciling Items \*

Total Cheques carried forward from page 1	2,289,685
<b>Less Benefits:</b>	
Pacific Blue Cross/BC Life	-64,694
Municipal Pension Plan	-154,122
Medical Services Plan	-14,581
WCB	-13,211
Receiver General for Canada	-291,928
Other Non Cash expenses (Admin recovery, dispose of asset, etc.)	45,943
<b>Revised Total:</b>	<b>1,797,092</b>
<b>Total per Statement of Revenue and Expenditures (Note 6. Consolidated Expenditures by Type - Purchased services, grants and supplies)</b>	<b>1,797,092</b>
<b>Variance *</b>	<b>0</b>

\* Note: If you cannot provide reconciling items, please provide an explanation of the variance.

☐ Prepared under the Financial Information Regulation, Schedule 1, Section 7 and the *Financial Information Act*, Section 2.

## NORTH COAST REGIONAL DISTRICT

### MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

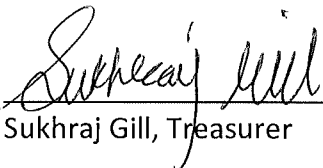
Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

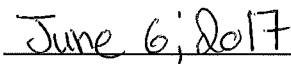
The Board of Directors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control.

The corporation's internal auditor has the responsibility for assessing the management systems and practices of the corporation.

The external auditors, CARLYLE SHEPHERD & CO, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of the Board and meet with it on a regular basis.

On behalf of the North Coast Regional District

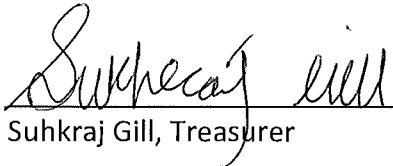
  
Sukhraj Gill, Treasurer


  
Date

## NORTH COAST REGIONAL DISTRICT

### STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

  
Suhkraj Gill, Treasurer

  
Date

  
Barry Pages, Chairperson

  
Date

## **Attachment 3:**

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

**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**

**INDEPENDENT AUDITOR'S REPORT**

**To the Directors  
North Coast Regional District**

**Report on the Financial Statements**

We have audited the accompanying statement of financial position of Skeena-Queen Charlotte Regional District as at December 31, 2016 and the statements of financial activities, cash flows and changes in net financial assets for the year then ended and a summary of significant accounting policies.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal controls as management determines are necessary to enable the preparation of financial statements that are free of material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted the audit in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures depend on the auditor's judgment, including the assessment of the risks of material misstatement, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate for the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

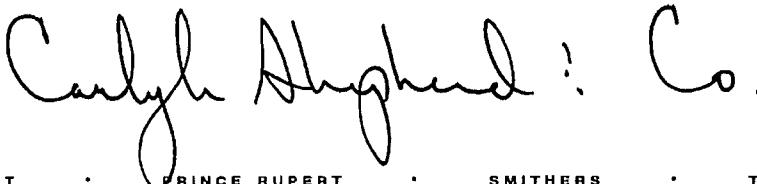
**Opinion**

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2015 and the results of its operations, cash flows and changes in net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

**Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of the Regional District taken as a whole. The current year's supplementary information included in Schedules one to four is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects, in relation to the financial statements taken as a whole.

Prince Rupert, BC  
May 26, 2017

 Carlyle Shepherd & Co.

**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	<u>14,945,025</u>	<u>15,930,540</u>
	<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)	<u>14,945,025</u>	<u>15,930,540</u>
	<u>17,521,550</u>	<u>18,378,294</u>
<b>NET FINANCIAL ASSETS</b>	1,782,923	1,419,787
Physical assets (note 1 and schedule 4)	3,177,619	3,292,085
Prepaid expenses	<u>8,623</u>	<u>23,437</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 (note 1 and schedule 3)	<u>3,108,170</u>	<u>3,147,409</u>
	<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	1,497,540	1,497,539	4,075,371
	<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	-	153,527	142,936
	<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>

**CARLYLE SHEPHERD & CO.**

CHARTERED PROFESSIONAL ACCOUNTANTS





**NORTH COAST REGIONAL DISTRICT**

**STATEMENT OF CASH FLOWS**

**YEAR ENDED DECEMBER 31**

**STATEMENT C**

	<b>2016</b>	<b>2015</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	<u>14,814</u>	<u>4,523</u>
	<u>490,865</u>	<u>990,535</u>
<b>FINANCING ACTIVITIES</b>		
Debt repayment	- 75,228	- 195,512
Debt financing	<u>-</u>	<u>43,510</u>
	<u>- 75,228</u>	<u>- 152,002</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of physical assets	- 45,061	- 57,127
Sale of physical assets	<u>6,000</u>	<u>3,525</u>
	<u>- 39,061</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	121,880	51,309
	<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 COSTS 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 services 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>
	\$	\$
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
Sale of physical assets	- 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	<u>1,829,571</u>	<u>-</u>	<u>-</u>	<u>1,829,571</u>	<u>457,392</u>	<u>45,739</u>	<u>-</u>	<u>503,131</u>	<u>1,326,440</u>	<u>1,372,179</u>
	<u>4,398,840</u>	<u>45,061</u>	<u>- 26,378</u>	<u>4,417,523</u>	<u>1,106,755</u>	<u>143,701</u>	<u>- 10,552</u>	<u>1,239,904</u>	<u>3,177,619</u>	<u>3,292,085</u>

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

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
At Source Recycling Systems Corporation	10-May	\$ 14,330.40	New Baler for Landfill
Big Red Enterprises Ltd.	10-May	\$ 17,305.17	April Garbage Collection Contract
Pacific Blue Cross	10-May	\$ 5,572.69	May PBC & BC Life Premiums
Ticker's Hauling & Storage	10-May	\$ 5,192.25	Transport baler, excavator use & worker, building & equipment rental and porto toilet rental/cleaning
Vancouver Island Regional Library (VIRL)	16-May	\$ 11,420.00	2017 Second Quarter Total Levy
Receiver General	4-May	\$ 13,216.49	Payroll Remittance (PP9-2017)
Municipal Pension Plan	4-May	\$ 5,711.06	Payroll Remittance (PP9-2017)
Receiver General	17-May	\$ 11,907.73	Payroll Remittance (PP10-2017)
Municipal Pension Plan	17-May	\$ 5,791.13	Payroll Remittance (PP10-2017)
CUETS Financial	17-May	\$ 11,165.35	April RD credit card transactions - Board & Staff travel, April meeting in Sandspit, etc.
Receiver General	31-May	\$ 13,275.92	Payroll Remittance (PP11-2017)

<b>CHEQUES OVER \$5,000:</b>	<b>\$ 114,888.19</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$ 41,082.26</b>
<b>TOTAL CHEQUES:</b>	<b><u>\$ 155,970.45</u></b>



ORIGINAL HIELLEN “Tlielang”  
VILLAGE TOTEM POLE AS PAINTED BY  
EMILY CARR CIRCA 1910



OLD MASSETT VILLAGE COUNCIL  
INVITES YOU TO PARTICIPATE IN THE  
RAISING OF A TOTEM POLE

INSPIRED BY THE ORIGINAL POLE  
THAT ONCE STOOD AT HIELLEN  
TLIELANG

COME JOIN US TO CELEBRATE WITH  
MASTER CARVER CHRISTIAN WHITE  
AND HIS APPRENTICES

ON NATIONAL ABORIGINAL DAY  
WEDNESDAY JUNE 21, 2017 AT 2PM  
HIELLEN LONGHOUSE VILLAGE  
HAIDA GWAI

RSVP OLD MASSETT VILLAGE COUNCIL  
ECONOMIC DEVELOPMENT OFFICE

**Daniel Fish**

---

**From:** Renata King <Renata@northerndevelopment.bc.ca>  
**Sent:** Friday, June 2, 2017 1:40 PM  
**To:** dfish@sqcrd.bc.ca  
**Cc:** Renata King; Joel McKay  
**Subject:** Business Façade Improvement program inquiry - SQCRD

Hey Daniel

Had an opportunity to speak with Joel and refer to the RAC minutes relating to the Northwest combined account in 2013.

There is a specific clause in the minutes excluding SQCRD from accessing a number of programs including the Business Façade Improvement Program.

As we do have a Northwest RAC meeting coming up this month, if you would like us to bring the request forward from Skeena-Queen Charlotte Regional District to offer the Business Façade Improvement program utilizing funds from your nominal account, please make that formal request.

Happy to discuss.

Cheers,  
 Renata

**Renata King**

Director, Business Development

Office 250 561 2525 | Cell 778 349 1561 | Fax 250 561 2563

[renata@northerndevelopment.bc.ca](mailto:renata@northerndevelopment.bc.ca)



**Northern Development Initiative Trust**

301-1268 Fifth Avenue, Prince George BC V2L 3L2

[northerndevelopment.bc.ca](mailto:northerndevelopment.bc.ca) | [lovenorthernbc.com](http://lovenorthernbc.com)



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Dodge Cove Improvement District

BOX 742- • PRINCE RUPERT, B.C. V8J 3S1

RECEIVED JUN 06 2017

RECEIVED JUN 06 2017

Monday, June 5, 2017

Dodge Cove Improvement District  
Box 742  
Prince Rupert

North Coast Regional District  
Chair Barry Pages  
Board of the NCRD

The people of Dodge Cove are pleased to have the members of the NCRD come to our community to hold the regional district meeting on June 16 2017. We also welcome you to attend a BBQ dinner at lot 11 following the meeting.

Speaking for the members of the community of Dodge Cove and following the directives of the community to now decline all meetings proposed by Nexen/CNOOC, we do not welcome the attendance of any of their representatives in our community to give a presentation. This is the result of our strong opposition to the Aurora LNG proposal so very near our community.

We therefore request that the attendance and presentation proposed by Nexen/CNOOC be held off for another time when the NCRD meets at another location such as Prince Rupert. Thank you for respecting our wishes.

We look forward to attending the NCRD and meeting with your members.

Dodge Cove Improvement District Trustees

Wendy Brooks  
Tom Spiller  
Carol Brown

cc. Jen Rice MLA North Coast

RECEIVED JUN 07 2017

June 7, 2017

TO:

North Coast Regional District (SQCRD) (NCRD)  
Chair and Directors of the Board & Staff  
14-342 3<sup>rd</sup> Avenue West  
Prince Rupert, BC V8J 1L5

FROM:

Lou Allison, Resident of Dodge Cove

Prince Rupert, BC

RE: the attendance by Nexen CNOOC Ltd at the Regional District Board meeting to be held in Dodge Cove on June 16<sup>th</sup>

This letter is to follow-up on one I wrote on Monday, June 5<sup>th</sup>, regarding re-scheduling the presentation to the NCRD Board by Nexen-CNOOC, currently slated for the June 16<sup>th</sup> meeting in Dodge Cove.

At a community meeting in Dodge Cove last evening (June 6), our representative on the NCRD Board, Des Nobels, explained that he had been informed that there is no mechanism for rescheduling, even if the Board was willing.

I find this very disappointing: there is ample time for Nexen employees to make alternate plans, if that is the sticking point. Indeed, in my experience with the company, they have been known to initiate rescheduling themselves. There is no need for discourtesy.

Be that as it may, I am writing to request a response to my letter of June 5<sup>th</sup>. I was unaware that I have to ask for a response, or none will be forthcoming. Live and learn, I suppose.

Thank you very much for your attention to this matter.

Lou Allison

cc. Des Nobels, Representative to the SQCRD for DC  
cc. Jennifer Rice, MLA, North Coast  
cc. Nathan Cullen, MP, Skeena-Bulkley Valley



RECEIVED JUN 06 2017

June 5, 2017

TO:

North Coast Regional District (SQCRD) (NCRD)  
Chair and Directors of the Board & Staff  
14-342 3<sup>rd</sup> Avenue West  
Prince Rupert, BC V8J 1L5

FROM:

Lou Allison, Resident of Dodge Cove

Prince Rupert, BC

RE: the attendance by Nexen CNOOC Ltd at the Regional District Board meeting to be held in Dodge Cove on June 16<sup>th</sup>

As a resident of Dodge Cove, I would like to ask the staff and the Board of the NCRD (SQCRD) to reschedule the presentation by Nexen- CNOOC on the agenda for the meeting to be held in Dodge Cove later this month.

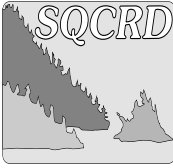
The Community of Dodge Cove has refused further meetings with Nexen in our community. We have met with the proponent many times, and the residents now feel that further meetings do not further our objective of preventing the establishment of the Aurora LNG plant on Digby Island. Residents find meeting with the company very stressful and ultimately unproductive.

The company has been apprised of this decision, and their application to present to the NCRD Board at a meeting in Dodge Cove seems like a back-door tactic to insert themselves into the community against our expressed wishes. This is disingenuous at best and calculated at worst.

Therefor, may I please ask that the presentation to the NCRD Board be postponed to another meeting, held elsewhere?

Lou Allison

cc. Des Nobels, Representative to the SQCRD for DC  
cc. Jennifer Rice, MLA, North Coast  
cc. Nathan Cullen, MP, Skeena-Bulkely Valley



## STAFF REPORT

**DATE:** June 16, 2017

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

**FROM:** Sukhraj Gill, Treasurer

**SUBJECT:** Building/Fire Inspection Service on Haida Gwaii

---

### Recommendation:

**THAT** the staff report entitled “Building/Fire Inspection Service on Haida Gwaii” be received;

**AND THAT**, following receipt of formal requests from the Village of Masset and the Village of Port Clements to undertake a building/fire inspection feasibility study, the Board approve a financial plan amendment to utilize \$5,600 from Feasibility Study surplus and bring it into revenue, and to repurpose the planned transfer of \$4,970 to reserves for use to help finance the building/fire inspection feasibility study.

---

### PURPOSE:

The purpose of this report is to provide the estimated costs for the feasibility study to provide a Building/Fire Inspection service on Haida Gwaii.

### OPTIONS:

1. Undertake a feasibility study for the establishment of building/fire inspection service on Haida Gwaii after receiving formal requests from the three municipal governments on Haida Gwaii.
2. Have the three municipalities look after building/fire inspection without the involvement of the North Coast Regional District (NCRD).
3. Do not provide building/fire inspection service and have each of the local fire chiefs provide fire inspection or by way of third party contract.

### BACKGROUND:

There has been discussion between the municipalities of Queen Charlotte, Masset and Port Clements, as well as Skidegate, Old Massett and the NCRD with respect to establishing a building/fire inspection service on Haida Gwaii. First Nations participants would participate in the service via a service agreement.

## DISCUSSION:

At this time, staff has begun to conceptualize the service and have reached a point that the next step to proceed would be to investigate the feasibility of establishing such a service. It should be noted that the extent of the actual study may vary depending on the potential size and scope of the service but will generally consider the following.

- The proposed service has a clear and understood purpose;
- The proposed service has a defined and agreed-upon scope;
- Specific measurable goals for the service have been identified;
- The parties agree on a way to share costs;
- The parties agree on how the service should be governed and delivered;
- The parties agree on a process for service review;
- A start-up plan has been developed; and
- Support among elected officials .

Following the feasibility analysis, if the proposed service is deemed feasible, a service establishing bylaw may be developed for consideration by the NCRD Board.

## FINANCIAL CONSIDERATIONS:

The costs for the feasibility study are estimated to be \$10,570 the table below provides a breakdown of these expenditures.

Description	Total
<b>Car Rental</b> – 3 Trips to HG for Public consultation	\$1,800
<b>Accommodations</b> - 2 staff 1 consultant	\$1,350
<b>Consultants</b> – 3 days for public meetings	\$1,680
<b>Consultants</b> - 2 days for report on benefits	\$1,120
<b>Travel</b> - Air fare 2 staff 1 consultant	\$2,700
<b>Travel</b> - Air fare for consultant	\$1,200
<b>Per Diem</b> - 2 staff 1 consultant	\$720
<b>Total</b>	<b>\$10,570</b>

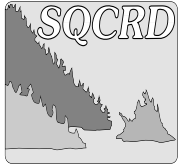
The feasibility study, to be prepared by a consultant, is estimated to cost \$2,800 and will be presented to Village of Masset, Port Clements and Queen Charlotte, as well as Old Massett and Skidegate.

Staff will attempt to hold meetings with member municipalities and First Nations jointly whenever possible, however, we realize that this may be difficult since various council meetings are held on different dates. Therefore we have budgeted to have three meetings held with participants with the understanding that this may not be necessary should we be successful in organizing joint meetings between municipalities.

The 2017 budget authorizes the use of \$4,970 as a contribution to reserve. However, the current budget does not allow for the use of funds for a feasibility study. The NCRD has \$26,667 in reserve funds and \$10,698 in surplus funds available in the feasibility studies function. Staff recommends that the reserve remain intact and that funds from the surplus account be transferred to revenue for the use of the feasibility study for the Building/Fire inspection service on Haida Gwaii.

**RECOMMENDATION:**

Funds contained in the 2017 budget are repurposed from a transfer to reserve to cover part of the cost of the feasibility study, and \$5,600 (\$10,570-\$4,970) be drawn from feasibility surplus to fund the remainder of the estimated costs. Furthermore, the 2017-2021 Financial Plan be amended to accomplish the plan above.



## STAFF REPORT

**DATE:** June 16, 2017

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

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

**SUBJECT:** 2017 UBCM Resolutions

### Recommendation:

**THAT the staff report entitled “2017 UBCM Resolutions” be received;**

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

### 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 develop policy that guides UBCM's advocacy efforts and work throughout the year.

### DISCUSSION:

#### Resolutions

The main forum for UBCM policy-making is the annual resolutions cycle. It provides an opportunity for local governments of all sizes and from all areas of B.C. to express concerns, share their experiences and take a united position.

UBCM member local governments submit resolutions on province-wide issues for consideration by the full membership at the Convention. Resolutions endorsed by the membership are conveyed to other orders of government or organizations involved in local affairs, as appropriate.

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

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

The Board has directed staff to prepare two resolutions pertaining to BC Ambulance Service and Recreational Camping Facilities in Northwest B.C. Staff has prepared the following resolutions for Board consideration:

BC Ambulance Service

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

AND WHEREAS BC Ambulance dispatch services are not provided locally to rural communities in B.C.;

AND WHEREAS there are logistical challenges in rural communities that may be best managed locally;

THEREFORE BE IT RESOLVED THAT the UBCM urge the provincial Minister of Health to require the BC Ambulance Service to amend its dispatch model to allow for local responders to determine how best to manage a response to an emergency or other calls for service.

Parks and Recreation Sites in Northern B.C.

WHEREAS the Lieutenant Governor in Council may establish an area of Crown land as Class A, B, C park, or as a conservancy or recreation area;

AND WHEREAS day use and camping attendance in the northern region of B.C. increased by 16% and 4%, respectively, from 2014 to 2015;

AND WHEREAS the number of parks and recreation sites in the northern region of B.C. is significantly lower than in other regions of the province;

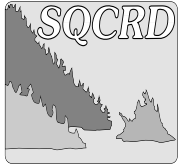
AND WHEREAS the region's parks are vital contributors to tourism and the economy;

THEREFORE BE IT RESOLVED THAT the UBCM urge the Lieutenant Governor in Council to establish additional park and recreation sites in northern B.C.

Staff is seeking further direction from the Board with respect to the above resolutions and further amendments thereto.

**RECOMMENDATION:**

Staff is recommending that the Board consider the above resolutions and any amendments that may be desirable. Staff will then ensure that resolutions are provided to the UBCM prior to the June 30, 2017 submission deadline.



## STAFF REPORT

**DATE:** June 16, 2017

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

**FROM:** D. Fish, Corporate Officer & S. Gill, Treasurer

**SUBJECT:** Electoral Area D – Emergency Planning

### Recommendation:

**THAT** the staff report entitled “Electoral Area D – Emergency Planning” be received;

**AND THAT** the Board of the North Coast Regional District allocate surplus funding from Emergency Planning Area D, Function 229, in the amount of \$10,000, to the review and update of emergency planning documents for Electoral Area D;

**AND FURTHER THAT,** prior to issuance, staff be directed to review and amend the proposed Request for Proposal 2017-02 with the Electoral Area D Director.

### PURPOSE:

The purpose of this report is to provide an update to the Board of the North Coast Regional District (NCRD) with respect to staff work on directive from the Electoral Area D Director and the development of a Request for Proposal for the updating of the emergency program guide and emergency response and recovery plan for Electoral Area D.

### BACKGROUND:

In 2006, the *Skeena-Queen Charlotte Regional District Electoral Area D, E & F Emergency Program Guide (Program Guide)* and the *Skeena-Queen Charlotte Regional District Electoral Area D Emergency Response and Recovery Plan (Response Plan)* were completed by Emergex Planning Inc.

The Program Guide was designed to be read for those responsible for the program, and to be revised from time-to-time to record collective policies. It is to guide the daily activities of emergency management in the regional district and is a companion document to the Response Plan.

The Response Plan provides the operational guidelines for coordinating response to incidents arising from hazards and risks faced by the residents of Electoral Area D.

At its Regular meeting held March 24, 2017, the Board of the NCRD directed staff to prepare a Request for Proposal (RFP) for the development of a Response Plan for Electoral Area D.

**DISCUSSION:**

Staff has developed a RFP that it believes satisfies the directive given from the Board, which includes a review and update to the existing Program Guide and Response Plan for Electoral Area D.

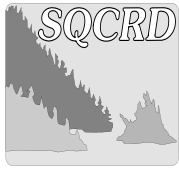
There is surplus funding in the Electoral Area D Emergency Planning Function in the amount of \$34,100.

Prior to issuing the RFP, staff is seeking a resolution from the Board to allocate Electoral Area D Emergency Planning surplus funding in the amount of \$10,000 toward the anticipated cost to complete this project, as well as a corresponding amendment to the 2017-2021 NCRD Financial Plan.

**RECOMMENDATION:**

Staff is recommending that the Board of the NCRD support allocating surplus funding in the amount of \$10,000 in the Emergency Planning Area D function toward this project. Staff is also recommending that the Board provide a resolution authorizing staff to work directly with the Electoral Area D Director on the review and any requested amendments to the RFP prior to its issuance.





## STAFF REPORT

**DATE:** June 16, 2017

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

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

**SUBJECT:** North Coast Regional District Procedure Bylaw No. 591, 2016

---

### Recommendation:

**THAT the report from staff entitled “North Coast Regional District Procedure Bylaw No. 591, 2016” be received for information.**

---

### PURPOSE:

The purpose of this report is to present to the Board of the North Coast Regional District (NCRD) staff's undertaking of a review of the Board Procedures Bylaw. The intent of Bylaw No. 591, 2016 is to clarify and update the procedures of the Board and Board established committees, as well as to replace and repeal the existing Procedure Bylaw and subsequent amendments thereto.

### BACKGROUND:

A number of questions regarding the current Board Procedures Bylaw have arisen over the past year from staff that prompted a review of the bylaw. These include:

- Replacing and including definitions of key language in bylaw;
- Suspension of rules of procedure;
- Clarification of election procedures for the Chair and Vice Chair of the Board;
- Attendance at meetings via electronic communications;
- Procedure for Committee of the Whole; and
- Minor housekeeping amendments.

Staff have reviewed Procedure Bylaw No. 208, 1991, and subsequent amendments thereto, and have found the following issues with the enactment of this bylaw and its subsequent amendments:

- Bylaw No. 341, 1997, cited as an amendment bylaw, does not contain an amending provision to enact amendments to Bylaw No. 208, 1991;
- Bylaw No. 392, 2000, cited as a redraft to repeal Bylaw No. 208, 1991, does not contain a repealing clause to repeal Bylaw No. 208, 1991;
- Bylaw No. 427, 2002, cited as an amendment bylaw, amends Bylaw No. 341, 1997 (not the establishing bylaw);

- Bylaw No. 449, 2003, cited as an amendment bylaw, amends Bylaw No. 427, 2002 (not the establishing bylaw); and
- Bylaw No. 470, 2006, cited as an amendment bylaw, amends Bylaw No. 449, 2003 (not the establishing bylaw).

Additionally, On January 1st, 2016 the revised Local Government Act (Act) came into force, which impacts and requires amendment to the NCRD Board's procedure bylaw.

At the May 27, 2017 Regular meeting of the Committee of the Whole (COTW), the COTW recommended the following amendments to the proposed Procedure Bylaw:

- Section 2(k) be amended by deleting "at least half" and adding "a majority"; and
- Include provision for challenging decision of the Chair.

Those amendments recommended by the COTW have been brought forward in the proposed North Coast Regional District Procedure Bylaw No. 591, 2016, included as item 9.1 on the June 16, 2017 Regular agenda package.

## **DISCUSSION:**

### *Procedure Bylaw History*

In staff's review of the current procedure bylaw and its subsequent amendments, the most immediate deficiencies noted is the failure of the "amendment" bylaws to enact any sort of amending clauses that would bear effect on the establishing bylaw. Since its adoption in 1991, the establishing procedure bylaw has been "amended" and "repealed" once, with further amendments to the amending bylaws taking place in subsequent years. This is not proper practice for enacting legislation.

### *Statutory Definitions (s. 2)*

The establishing and amending procedure bylaws include statutory definitions for only "Act" and "Director". Staff have reviewed the NCRD procedure bylaws and procedure bylaws from other local governments across the province and have determined that the current procedure bylaw is left too broad to interpretation. There are several instances in which the bylaw could be made clearer by creating a short form of reference for a lengthy expressions (i.e. "Act"); narrowing the usual scope of a word (i.e. "Regional District"); expanding the usual scope of the word (i.e. "Committee"); and removing ambiguity.

Staff has proposed including statutory definitions for 15 words or phrases throughout the bylaw to improve the bylaws overall clarity and conciseness.

#### Application of Rules of Procedure (s. 4)

Section 4 of the procedure bylaw states that matters not governed by a provision in the procedure bylaw shall be decided by reference to the *New Robert's Rules of Order Newly Revised (RONR)*, 11<sup>th</sup> Edition, 2011, as applicable.

RONR is intended to be a guide for conducting meetings and making decisions as a collective body. The book is the most commonly adopted parliamentary authority among local governments. As a reference, it is designed to answer any question of parliamentary procedure that may arise.

Though not necessary, the Board may wish to consider including provisions from the RONR and adopting them with the procedure bylaw for clarity. These provisions may include but are not limited to:

- Questions of order and appeal (RONR s. 21);
- Division of a question (RONR s. 24);
- Dilatory, absurd or frivolous motions (RONR s. 40); and/or
- Closing and preventing debate (RONR s. 44).

#### Suspension of Rules of Procedure (s. 5)

A section has been added to the procedure bylaw that will allow the Board to temporarily suspend the rules of procedure contained in the bylaw with a 2/3 vote of the Board. In a Board meeting there is sometimes a need to take care of some business that would normally violate our rules and a motion to suspend the rules would be in order at this time. Examples of when a motion to suspend the rules may include:

- Permitting consideration of a motion that would otherwise not be in order;
- Adopting a motion without debate or amendment;
- Allowing a non-member to debate a pending motion; and/or
- Considering a motion before the time to which consideration was postponed.

It should be noted that those provisions of the bylaw that are statutorily mandated, such as the provision to close a meeting pursuant to s. 90 of the *Community Charter*, any fundamental principles of Parliamentary Law such as allowing only one question to be considered at a time, or rules protecting the rights of absentee individual members, cannot be suspended.

#### Election of Chair and Vice Chair (s.10 - 16)

Section 215 of the revised *Local Government Act* (Act), which came into force January 1, 2016, requires that "at the first meeting held after November 1 in each year, the Board must elect a chair and a vice chair".

Previous legislation allowed for the election of the chair and vice chair in the first ten days of December, which was reflected in previous iterations of the procedure bylaw. Section 10 has been revised to reflect the changes to legislation.

### Clarification of Election Procedures for the Chair and Vice Chair (s.17 - 19)

In the event that there are more than two candidates for the office of Chair or Vice Chair, an additional clause has been added to clarify next steps should a majority vote not be achieved with the first ballot.

### Electronic Meetings (s.29)

In past iterations of the procedure bylaw, there was no provision included for the use of electronic communications as a means to conduct or attend meetings. Section 221 of the LGA and the *Regional Districts Electronic Meetings Regulation* requires that a procedure bylaw must authorize the matters to conduct or attend meetings via electronic communication.

### Challenging the Decision of the Chair (s.49)

In past iterations of the procedure bylaw, there was no provision included for challenging the decision of the Chair. Provision has been included that allows a Board member to appeal a decision of the Chair and put the appeal to a vote of Board members.

### Committee of the Whole (part 7)

The previous procedure bylaw and subsequent amendments thereto did not include provision for a Committee of the Whole (COTW). The Board has begun to use the COTW structure to discuss its strategic priorities and its alignment with current projects of the NCRD. Part 7 of the bylaw establishes rules of procedure, the taking and certifying of minutes and providing for advance notice of meetings with respect to the COTW.

### Housekeeping Amendments

- Inclusion of an electronic notice board ([www.sqcrd.bc.ca](http://www.sqcrd.bc.ca)) in the “Public Notice Posting Place” (s. 2(j))
- Removal of provisions surrounding delegations and reference to NCRD policy (s. 50)
- Requirement to hold two Regular Meetings of the Board outside of the City of Prince Rupert (s. 22)
- Severability (s. 124)
- Repeal of past iterations of procedure bylaw (s. 125)

### **CONCLUSION:**

Staff is recommending that the Board debate the proposed North Coast Regional District Procedure Bylaw No. 591, 2016 and any desired amendments thereto when it is considered as item 9.1 of the June 16, 2017 Regular meeting of the NCRD Board agenda.

# Bylaw No. 591, 2016

North Coast Regional District Procedure Bylaw

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## NORTH COAST REGIONAL DISTRICT

### BYLAW NO. 591, 2016

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A bylaw to establish procedures for the Board and Board established Committees of the North Coast Regional District

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**WHEREAS** the Board of the North Coast Regional District wishes to establish the general procedures to be followed by the Board and by Board established Committees in conducting their business;

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

### PART 1 - INTRODUCTION

#### TITLE

1. This bylaw shall be cited for all purposes as the "North Coast Regional District Procedure Bylaw No. 591, 2016."

#### DEFINITIONS

2. In this Bylaw:

- a) "**Act**" means the *Local Government Act*, R.S.B.C. 2015, c.1, as amended;
- b) "**Board**" means the Board of Directors of the Regional District;
- c) "**Chair**" means the Chair of the Board elected pursuant to the *Act*, or the person appointed as the Chair, Vice Chair or other person presiding at a meeting of the Board or Board Committee;
- d) "**Charter**" means the *Community Charter*, S.B.C. 2003, c. 26, as amended;
- e) "**Committee**" means a select committee established by the Board or a standing committee established by the Board Chair.
- f) "**COTW**" means the Committee of the Whole Board;
- g) "**Corporate Officer**" means the officer assigned corporate administration responsibilities under section 236 of the *Act* and that officer's designate;
- h) "**Director**" means a member of the Board, whether a municipal director or an electoral area director, and their alternates if acting in the place of a Director;
- i) "**Member**" means a director of the Board, or a person appointed to a Committee, as the context requires;
- j) "**Public Notice Posting Place**" means the noticed board located in the Regional District Administration Office and the Regional District website;
- k) "**Quorum**" means a majority of the total number of Board of Directors;
- l) "**Regional District**" means the North Coast Regional District;
- m) "**Regional District Administration Office**" means the Regional District Administration Office located at 14-342, 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.;
- n) "**Regional District Boardroom**" means the Boardroom located at the Coastal Business Resource Centre at 344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C.;
- o) "**Regular Meeting**" means a regularly scheduled meeting of the Board; and
- p) "**Special Meeting**" means a meeting other than a regular or regular adjourned meeting.



## **APPLICATION OF RULES OF PROCEDURE**

3. The provisions of this bylaw govern the meeting proceedings of the Board and all Board established Committees of the Regional District.
4. If any matter relating to proceedings arises which is not governed by a provision of this bylaw, the matter shall be decided by reference to the *New Robert's Rules of Order*, 11<sup>th</sup> edition, 2011, to the extent that those rules are:
  - a) Applicable in the circumstances; and
  - b) Not inconsistent with this bylaw, the *Act* or the *Charter*.

## **SUSPENSION OF RULES OF PROCEDURE**

5. Except for those provisions of this bylaw that are statutorily mandated, the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of not less than two thirds (2/3) of the Members present.

## **PART 2 – BOARD MEETINGS**

### **INAUGURAL MEETING**

6. Following a general local election, the Board shall meet in an inaugural meeting during the month of December at such time as shall be advised by the Corporate Officer in writing.
7. The presiding officer of the inaugural meeting shall be the Corporate Officer until such time as the Chair has been elected.
8. The Corporate Officer shall announce results of elections and confirm that new Members have completed the Oath of Office set out in the *Act*.
9. Following which, the Chair and Vice Chair shall be elected from among the Members of the Board.

### **ELECTION OF CHAIR AND VICE CHAIR**

10. The Board shall elect a Chair and Vice Chair at its first Regular Meeting after November 1<sup>st</sup> in each year.
11. The Corporate Officer shall call three (3) times for nominations for the offices of Chair and Vice Chair.
12. If only one Member is nominated for an office, that Member shall be declared elected by acclamation.
13. If more than one Member is nominated for an office, the Corporate Officer shall call an election by voting to be conducted by secret ballot.
14. The Corporate Officer and the Treasurer of the Regional District shall conduct the counting of the secret ballot.
15. The candidate with the most votes for an office shall be declared elected to the office.
16. Immediately after the election of Chair and Vice Chair, the Corporate Officer shall destroy the ballots used for voting.

## **TIE VOTES**

17. In the event of a tie vote for the most votes of two (2) Members, the Members who are tied shall remain in the election.
18. If a definitive election result cannot be declared after three (3) elections have been held, then the result of the election shall be determined by lot between those two (2) candidates as follows:
  - a) The name of each Member is to be written on a separate piece of paper;
  - b) The pieces of paper are to be folded in a uniform manner in such a way that the names of the Members are not visible;
  - c) The pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random;
  - d) A Member who is not a candidate for office shall withdraw one paper from the container; and
  - e) The Member whose name is on the paper that was drawn shall be declared elected to that office.
19. If a definitive election result cannot be declared after three (3) elections have been held, then the result of the election shall be determined by preferential ballot system.

## **TIME AND LOCATION OF MEETINGS**

20. All Board meetings shall take place at the Regional District Boardroom except when the Board resolves to hold meetings elsewhere.
21. Regular Board meetings shall be held at 7:00 p.m. on the third Friday of each month except when:
  - a) The third Friday of the month is a holiday, in which case, the Board shall hold its Regular Meeting the following Friday at 7:00 p.m.; or
  - b) The Board, by resolution, establishes alternate meeting locations and dates.
22. Annually, at least two (2) Regular Board meetings shall be held within the Regional District but outside of the City of Prince Rupert.
23. The Board may, by resolution, cancel a Regular Board meeting.

## **NOTICE OF REGULAR MEETINGS**

24. No later than the last Board meeting held in December in each year, the Corporate Officer shall provide an annual schedule of Regular Board meetings for the upcoming year, including the date, time and place of meetings, and meetings shall be held accordingly unless otherwise determined by the Chair.
25. For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of Regular Board meetings at the Public Notice Posting Place.
26. In the event of a change to a Regular Board meeting date, time or place, the Corporate Officer shall, as soon as possible, post the change to the Public Notice Posting Place.

## **NOTICE OF SPECIAL MEETINGS**

**27.** Except where notice of a Special Meeting is waived by a unanimous vote of all Members under section 220(3) of the *Act*, the Corporate Officer shall provide notice of the date, time and place of a Special Meeting at least twenty-four (24) hours before the time of meeting by:

- a) Posting a copy of the notice in the Regional District Boardroom;
- b) Posting a copy of the notice at the Public Notice Posting Place; and
- c) Mailing one copy of the notice to each Member to the address provided to the Corporate Officer for that purpose.

**28.** The notice under section 27 must describe in general terms the purpose of the meeting.

## **ELECTRONIC MEETINGS**

**29.** Subject to section 221 of the *Act*:

- a) Special Meetings may be conducted by means of video or audio electronic communication or other facilities provided such meetings are held at the Regional District Boardroom;
- b) A Member of the Board or Committee Member who is unable to attend at a Board meeting or Committee meeting, as applicable, may participate in the meeting by means of visual or audio electronic or other communication facilities;
- c) When a Member is participating in a meeting by electronic means, the presiding Member shall, before the calling of a vote on a motion, ask each Member who is participating electronically:
  - i. That the Member has understood the discussion; and
  - ii. Whether the Member is in favour or in opposition of the motion.
- d) Electronic participation shall be limited by the availability and necessity of video or audio electronic communication or other facilities.

## **PART 3 – BOARD PROCEEDINGS**

### **ATTENDANCE OF PUBLIC AT MEETINGS**

**30.** Except where the provisions of section 90 of the *Charter* apply, all Board meetings must be open to the public.

**31.** Before closing a Board meeting or part of Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 92 of the *Charter*.

**32.** Sections 30 and 31 apply to all meetings of the following bodies:

- a) Committees;
- b) Parcel tax review panel;
- c) Board of variance; and
- d) Advisory planning commissions.

### **MINUTES**

**33.** The Corporate Officer shall keep minutes of all Board proceedings pursuant to section 223 of the *Act*.

34. Subject to section 35, the public may inspect minutes of all Board proceedings at the Regional District Administration Office during its regular business hours.
35. Section 34 does not apply to minutes of a Board meeting or that part of a meeting from which persons are excluded under section 90 of the *Charter*.
36. The Board may correct, but not debate or reflect upon, the minutes of a previous meeting at the time that the minutes are considered for adoption.

#### **CALLING MEETING TO ORDER**

37. As soon after the time specified for a meeting as there is a quorum present, the Chair, if present, shall take the Chair and call the meeting to order.
38. Where the Chair is absent, the Vice Chair shall take the Chair and call such meeting to order.
39. If a quorum is present but the Chair and Vice Chair do not attend within 30 minutes of the scheduled time for a meeting:
  - a) The Corporate Officer shall call to order the Members present, and
  - b) The Members present shall choose a Member to preside at the meeting.
40. If there is no quorum of the Board present within 30 minutes of the scheduled time for a Board meeting, the Corporate Officer shall:
  - a) Record the names of the Members present, and those absent; and
  - b) Adjourn the meeting until the next scheduled meeting.
41. The proposed meeting agenda shall be carried forward to the next scheduled meeting.

#### **AGENDA**

42. Prior to each Board meeting, the Corporate Officer shall prepare an agenda setting out all the items for consideration at that meeting.
43. The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Board meeting agenda shall be 12:00 p.m. on the Friday the week prior to the meeting.
44. The Corporate Officer shall make the agenda available to the Members of the Board and the public five (5) days prior to the meeting.
45. The Board shall not consider any matters not listed on the agenda unless, at the time adoption of the agenda is being considered:
  - a) A Member proposes to place an additional item of an emergent or time sensitive nature on the agenda; and
  - b) A resolution to do so is adopted by at least two thirds (2/3) of the votes cast.

#### **ORDER OF PROCEEDINGS AND BUSINESS**

46. The agenda for all Regular meetings of the Board shall contain the following matters in the order in which they are listed below:
  - a) Approval of the agenda;

- b) Adoption of minutes;
- c) Receipt of Committee minutes;
- d) Delegations;
- e) Finance;
- f) Correspondence;
- g) Reports from the Board or staff;
- h) Bylaws;
- i) Land referrals/planning;
- j) New business;
- k) Old business;
- l) Public input;
- m) Resolution to close meeting, and
- n) Adjournment.

47. Particular business at a Board meeting shall, in all cases, be taken up in the order in which it is listed on the agenda unless otherwise resolved by the Board.

## **VOTING AT MEETINGS**

48. The following procedures shall apply to voting at Board meetings:

- a) If debate on a matter is closed, the presiding member must put the matter to a vote of Board Members;
- b) If the Board is ready to vote, the presiding member must put the matter to a vote by show of hands;
- c) If the presiding member is putting the matter to a vote under subsections 48(a) and (b), a Member shall not:
  - i. Cross or leave the room;
  - ii. Make a noise or other disturbance; or
  - iii. Interrupt the voting procedure under subsection 48(a) unless the interrupting Member is raising a point of order;
- d) After the presiding member puts the question to a vote under subsection 48(b), a Member shall not speak to the question or make a motion concerning it;
- e) The presiding member's decision about whether a question has been finally put shall be conclusive;
- f) Whenever a vote of the Board on a matter is taken, each Member present shall signify their vote by raising their hand; and
- g) The presiding member shall declare the result of the voting by stating the question is decided in either the affirmative or the negative.

49. Any Board Member may appeal any decision of the Chair and where this happens:

- a) The Chair shall suspend debate on the matter currently before the meeting and ask the Member appealing the decision to clarify the reasons for the appeal;
- b) The Chair shall explain his or her reasons for the initial decision;
- c) The Chair then allows for a brief discussion regarding the appealed decision;
- d) The Chair then puts the appeal to a vote and follow the vote announces the result; and
- e) A majority vote against the Chair's decision is required to reverse it.

## DELEGATIONS

50. Delegations shall be considered in accordance with the *North Coast Regional District Delegation Policy*, as amended.

## CONDUCT AND DEBATE

51. A Member may speak to a question or motion at a Board meeting only if that Member first addresses the presiding member.
52. Members shall address the presiding member by that person's title of Chair, Vice Chair or Director.
53. Members shall address non-presiding Members by the title Director (Surname).
54. Members shall not interrupt a Member who is speaking except when to raise a point of order.
55. If more than one member speaks, the presiding member shall call on the Member who, in the presiding member's opinion, first spoke.
56. A Member who is called to order by the presiding member:
- a) Shall immediately stop speaking;
  - b) May explain their position on the point of order; and
  - c) May appeal to the Board for its decision on the point of order in accordance with section 132 of the *Charter*.
57. A Member speaking at a Board meeting:
- a) Shall use respectful language;
  - b) Shall not use offensive gestures or signs;
  - c) Shall speak only in connection with the matter being debated;
  - d) May speak about a vote of the Board only for the purpose of making a motion that the vote be rescinded; and
  - e) Shall adhere to the rules of procedure established under this bylaw and to the decisions of the presiding member and the Board in connection with the rules and points of order.
58. If a Member does not adhere to section 57, the presiding member may order the Member to leave the Member's seat, and:
- a) If the Member refuses to leave, the presiding member may cause the Member to be removed from his or her seat by a peace officer; or
  - b) If the Member apologizes to the Board, the Board may, by resolution, allow the Member to retake his or her seat.
59. A Member may require the question being debated at a Board meeting to be read at any time during the debate, provided that Member does not interrupt another Member who is speaking.

- 60.** The following rules apply to limit speech on matters being considered at a Board meeting:
- a)** A Member may speak more than once in connection with the same question only:
    - i.** With the permission of the Board; or
    - ii.** If the Member is clarifying a material part of a previous speech without introducing a new matter.
  - b)** A Member who has made a substantive motion to the Board may reply to the debate.
  - c)** A Member may speak to a question, or may speak in reply, for longer than a total of five (5) minutes only with the permission of the Board.

## **MOTIONS**

- 61.** The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another Member.
- 62.** The first Member entitled to speak in any debate is the Member who proposed the motion.
- 63.** A motion that deals with a matter that is not on the agenda of the Board meeting at which the motion is introduced may be introduced by resolution of the Board.
- 64.** The Board must vote separately on each distinct part of a question that is under consideration at a Board meeting if requested to do so by a Member.
- 65.** A motion to table can only be made when an emergent matter must be considered prior to the motion being considered.

## **AMENDMENTS**

- 66.** A Member may, without notice, move to amend a motion that is being considered at a meeting.
- 67.** An amendment to a motion may propose removing, substituting for, or adding to the words of an original motion.
- 68.** A proposed amendment to a motion shall be decided upon before the main question is put to a vote.
- 69.** An amendment of a motion shall be put in writing upon the request of the presiding member.
- 70.** An amendment to a motion may be amended only once.

## **RECONSIDERATION**

- 71.** Subject to section 74, a Member may, at the next Board meeting:
- a)** Move to reconsider a resolution on which a vote has been taken; or
  - b)** Move to reconsider an adopted bylaw after an interval of at least twenty-four (24) hours following its adoption.
- 72.** A Member who voted affirmatively for a resolution adopted by the Board may, at any time, move to rescind that resolution.

73. The Board shall not discuss the main matter referred to in section 71 unless a motion to reconsider that matter is adopted in the affirmative.
74. The Board may only reconsider a matter that has not:
- c) Had the approval or assent of the electors and been adopted;
  - d) Been reconsidered under section 71 of this bylaw or section 217 of the *Act*; or
  - e) Been acted on by an officer, employee or agent of the Regional District.
75. If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Board within six (6) months except by way of a new and substantively different motion.
76. A vote to reconsider shall not be reconsidered.
77. A bylaw or resolution that is reconsidered under section 71 of this bylaw or section 217 of the *Act* is as valid and has the same effect as it had before reconsideration.

## **ADJOURNMENT**

78. The Board may continue a Board meeting after four (4) hours only by an affirmative vote of all Board Members present.
79. A motion to adjourn either a Board meeting or the debate at a Board meeting is always in order if that motion has not been preceded at that meeting by the same motion.
80. Section 79 does not apply to either of the following motions:
- a) A motion to adjourn to a specific day;
  - b) A motion that adds an opinion or qualification to a preceding motion to adjourn.

## **PART 4 – BYLAWS**

### **COPIES OF BYLAWS TO MEMBERS**

81. A proposed bylaw may be introduced at a Board meeting only if a copy of it has been delivered to each Member at least twenty-four (24) hours before the Board meeting, or all Board Members unanimously agree to waive this requirement.

### **FORM OF BYLAWS**

82. A bylaw introduced at a Board meeting shall:
- a) Be printed;
  - b) Have a distinguishing name;
  - c) Have a distinguishing number;
  - d) Contain an introductory statement of purpose; and
  - e) Be divided into sections.



## **BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY**

**83.** The Board may consider a proposed bylaw at a Board meeting either:

- a)** Separately when directed by the presiding member or requested by another Board member; or
- b)** Jointly with other proposed bylaws in the sequence determined by the presiding member.

## **READING AND ADOPTING BYLAWS**

**84.** The Board shall consider bylaws in accordance with Part 6 Division 6 of the *Act*.

**85.** The presiding member of a Board meeting may:

- a)** Have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and
- b)** Request a motion that the proposed bylaw or group of bylaws be read.

**86.** The readings of a bylaw may be given by stating its title and object.

**87.** A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by legislation.

**88.** Subject to section 477 of the *Act*:

- a)** Each reading of a proposed bylaw must receive the affirmative vote of a majority of the Board Members present; and
- b)** The Board may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

**89.** In accordance with section 228 of the *Act*, the Board may give three readings and adopt a proposed bylaw at the same meeting.

## **BYLAWS MUST BE SIGNED**

**90.** After a bylaw is adopted, and signed by the Corporate Officer and the Chair, the Corporate Officer must have it placed in the Regional District's records for safekeeping.

## **PART 5 - RESOLUTIONS**

### **COPIES OF RESOLUTIONS TO MEMBERS**

**91.** A resolution may be introduced at a Board meeting only if:

- a)** the Corporate Officer has delivered a copy of it to each Member at least twenty-four (24) hours before the Board meeting; or
- b)** The Board, unanimously, agrees to waive this requirement.

### **FORM OF RESOLUTION**

**92.** A resolution introduced at a Board meeting shall be printed and have a distinguishing number.

## **INTRODUCING RESOLUTIONS**

**93.** The presiding member of a Board meeting may:

- a)** Have the Corporate Officer read the resolution; and
- b)** Request a motion that the resolution be introduced.

## **PART 6 - COMMITTEES**

### **DUTIES OF COMMITTEES**

**94.** Standing Committees shall consider, inquire into, report, and make recommendations to the Board with respect to:

- a)** Matters that are related to the general subject indicated by the name of the Committee;
- b)** Matters that are assigned by the Board; or
- c)** Matters that are assigned by the Chair.

**95.** Standing Committees shall report and make recommendations to the Board at all of the following times:

- a)** In accordance with the schedule of the Committee's meetings;
- b)** On matters that are assigned by the Board or Chair:
  - i.** as required by the Chair or the Board, or
  - ii.** at the next Board meeting if the Chair or the Board does not specify a time.

**96.** Select Committees shall be established by resolution of the Board pursuant to section 218 of the *Act* to consider, inquire into, report, and make recommendations to the Board with respect to the matter referred to the Committee by the Board.

**97.** Select Committees shall report and make recommendations to the Board at the next Board meeting unless the Board specifies a different date and time.

### **SCHEDULE OF COMMITTEE MEETINGS**

**98.** At its first meeting after its establishment, a Standing or Select Committee must establish a regular schedule of meetings.

**99.** The Chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

### **NOTICE OF COMMITTEE MEETINGS**

**100.** Subject to section 102, after the Committee has established the regular schedule of Committee meetings, including the times, dates and places of the Committee meetings, the Corporate Officer shall give notice of the schedule by:

- a)** Posting a copy of the schedule at the Public Notice Posting Place; and
- b)** Providing a copy of the schedule to each Member of the Committee.

**101.** If revisions are necessary to the annual schedule of Committee meetings, the Corporate Officer shall, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a Committee meeting.

102. The Chair of a Committee shall cause a notice of the day, time and place of a meeting called under section 99 to be given to all Members of the Committee at least twelve (12) hours before the time of the meeting.

#### **MINUTES OF COMMITTEE MEETINGS**

103. Minutes of the proceedings of a Committee shall be:

- a) Kept in accordance with subsection 223(2) of the *Act*; and
- b) Open for public inspection at the Regional District Administration Office during its regular business hours.

#### **QUORUM**

104. The quorum for a Committee shall be a majority of all of its Members.

#### **CONDUCT AND DEBATE**

105. The rules of the Board procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
106. Board Members attending a meeting of a Committee, of which they are not a Member, may participate in the discussion only with the permission of a majority of the Committee Members present.

#### **VOTING AT MEETINGS**

107. Board Members attending a meeting of a Committee of which they are not a Member must not vote on a question of the Committee.

### **PART 7 – COMMITTEE OF THE WHOLE**

#### **GOING INTO COTW**

108. At any time during a Board meeting, the Board may resolve to convene as a COTW.
109. In addition to section 108, a meeting, other than a Standing or Select Committee meeting, to which all Board Members are invited to consider but not to decide on matter of the Regional District's business, is a meeting of the COTW.

#### **NOTICE OF COTW MEETINGS**

110. Subject to section 111, the Corporate Officer shall give notice of the day, time and place of a COTW meeting at least twenty-four (24) hours before the time of the meeting by:
- a) Posting a copy of the notice at the Public Notice Posting Place; and
  - b) Mailing one copy of the notice for each Member to the address provided to the Corporate Officer for that purpose.
111. Section 110 does not apply to a COTW meeting that is called in accordance with sections 108 and 109.

## **MINUTES OF COTW MEETINGS**

**112.** Minutes of the proceedings of COTW shall be:

- a) Kept in accordance with subsection 223(2) of the *Act*; and
- b) Open for public inspection at the Regional District Administration Office during its regular business hours.

## **PRESIDING MEMBER AND QUORUM AT COTW MEETINGS**

**113.** Any Board Member may preside in COTW.

**114.** Board Members attending a meeting of COTW shall appoint a presiding Member for the COTW meeting.

**115.** The quorum of COTW shall be the majority of Board Members.

## **CONDUCT AND DEBATE**

**116.** The following rules apply to COTW meetings:

- a) A motion shall not be required to be seconded;
- b) A motion for adjournment shall be not permitted;
- c) A Member may speak any number of times on the same question; and
- d) A Member shall not speak longer than a total of ten (10) minutes on any one question.

## **VOTING AT MEETINGS**

**117.** Votes at a COTW meeting shall be taken by a show of hands if requested by a Member.

**118.** The presiding member shall declare the results of voting.

## **REPORTS**

**119.** COTW may consider reports and bylaws only if:

- a) They are printed and the Members each have a copy; or
- b) A majority of the Board Members present decide without debate that the requirements of subsection 119(a) do not apply.

**120.** A motion for COTW to rise and report to the Board shall be decided without debate.

**121.** The COTW's reports to the Board shall be presented by the Corporate Officer.

## **RISING WITHOUT REPORTING**

**122.** A motion made at a COTW meeting to rise without reporting:

- a) Shall always be in order;
- b) Shall take precedence over all other motions;
- c) May be debated; and
- d) May not be addressed more than once by any one Member.

**123.** If a motion to rise without reporting is adopted by COTW at a meeting constituted under sections 108 or 109, the Board meeting must resume and proceed to the next order of business.

## PART 8 – GENERAL

### SEVERABILITY

**124.** If any section, subsection or clause of this bylaw, as amended, is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion is to be severed and the remainder is to remain valid.

### REPEAL

**125.** “For certainty, the following bylaws are repealed:

- a) Procedure Bylaw No. 208, 1991;
- b) Procedure Bylaw No. 341, 1997;
- c) Procedure Amendment Bylaw No. 392, 2000;
- d) Procedure Bylaw No. 427, 2002;
- e) Procedure Bylaw No. 449, 2003; and
- f) Procedure Bylaw No. 470, 2006.

Read a FIRST TIME this	___ day of _____, 2016.
PUBLIC COMMENT this	___ day of _____, 2016.
Read a SECOND TIME this	___ day of _____, 2016.
Read a THIRD TIME this	___ day of _____, 2016.
ADOPTED this	___ day of _____, 2016.

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

\_\_\_\_\_  
Chair

## Referral Memo

**Date:** 9 June 2017  
**To:** NCRD Board  
**From:** Morganne Williams, Planner

**Regarding:** Reserve Withdrawal - FLNRO

**Location:** That part of DL 318, Queen Charlotte District

### Summary of the Referral:

**Applicant:** FLNRO – Haida Gwaii Natural Resource District

#### Lands Authorization:

**Tenure Type:** Withdrawal from Section 16 Reserve

**Purpose:** Storage of Ministry Infrastructure

**Size:** 0.15 hectares

**APC:** APC does not recommend supporting of the removal from a Section 16 Reserve for the purpose of storing ministry infrastructure. Members have identified other land nearby that is more appropriate and encourage the Ministry to investigate sites not in close proximity to tourism sites.

**Zone:** Area not zoned

**OCP:** Archeological significance should be investigated. OCP identified general area to have potential.

#### **Attachments:**

1. Application 1 page
2. Maps 2 pages



# Proposal for Reserves Notations Withdrawals Transfer of Administration

- ☐ ORDER-IN-COUNCIL RESERVE (SEC. 15)  
☒ WITHDRAWAL (SEC. 16)  
☐ TRANSFER OF ADMINISTRATION (SEC. 106)  
☐ TRANSFER OF ADMINISTRATION & CONTROL (SEC. 31)

- ☐ CONDITIONAL WITHDRAWAL (SEC. 17)  
☐ DESIGNATED CLOSURE AREA (SEC. 66)  
☐ NOTATION OF INTEREST

**AGENCY NAME:**

FLNR - Haida Gwaii Natural Resource District

**AGENCY FILE NO:****RESPONSIBLE OFFICIAL FOR CONTACT:**

Lawrence Duke

**AGENCY ADDRESS:** 1229 Oceanview Drive  
Queen Charlotte, BC V0T 1S0 Box 39

EMAIL ADDRESS: Larry.Duke@gov.bc.ca

**PHONE NO:**

250-559-6200

**LAND PURPOSE:**

Storage of Ministry Infrastructure

**LAND LOCATION:**

Moresby Camp, Moresby Island, Haida Gwaii

**LAND DISTRICT:**

QueenCharlotte

**AREA (ha):**

0.15

- ☒ Digital Shapefile (.SHP) supplied in BC Albers NAD83 projection

**CROWN LAND IS:**

- ☐ SURVEYED  
- GIVE LEGAL DESCRIPTION

OR

- ☐ UNSURVEYED  
- GIVE METES AND BOUNDS DESCRIPTION

That part of District Lot 318, Queen Charlotte District

THE AREA REQUESTED IS OUTLINED **IN RED** ON ATTACHED MAP (IF APPLICABLE)**Term Required**

- ☐ 1 YEAR ☐ 2 YEARS ☐ 3 YEARS ☐ 4 YEARS ☐ 5 YEARS ☒ OTHER 30 years

**RATIONALE FOR PROPOSAL (ATTACH SEPARATE SHEET IF NECESSARY)**

The application area is currently being used for storage of Haida Gwaii Natural Resource District infrastructure and equipment such as bridges. The area is within the Right-of-Way of the Forest Service Road, but will be better identified for District use if Withdrawn from Disposition for other tenures by a Section 16.

**PROPOSAL IMPACT ON EXISTING OR POTENTIAL LAND USE (ATTACH SEPARATE SHEET IF NECESSARY)**

This Section 16 would, if approved, withdraw the application area from disposition under the Land Act.

**AGENCY**AUTHORIZATION May 5, 2017  
Date

Signature

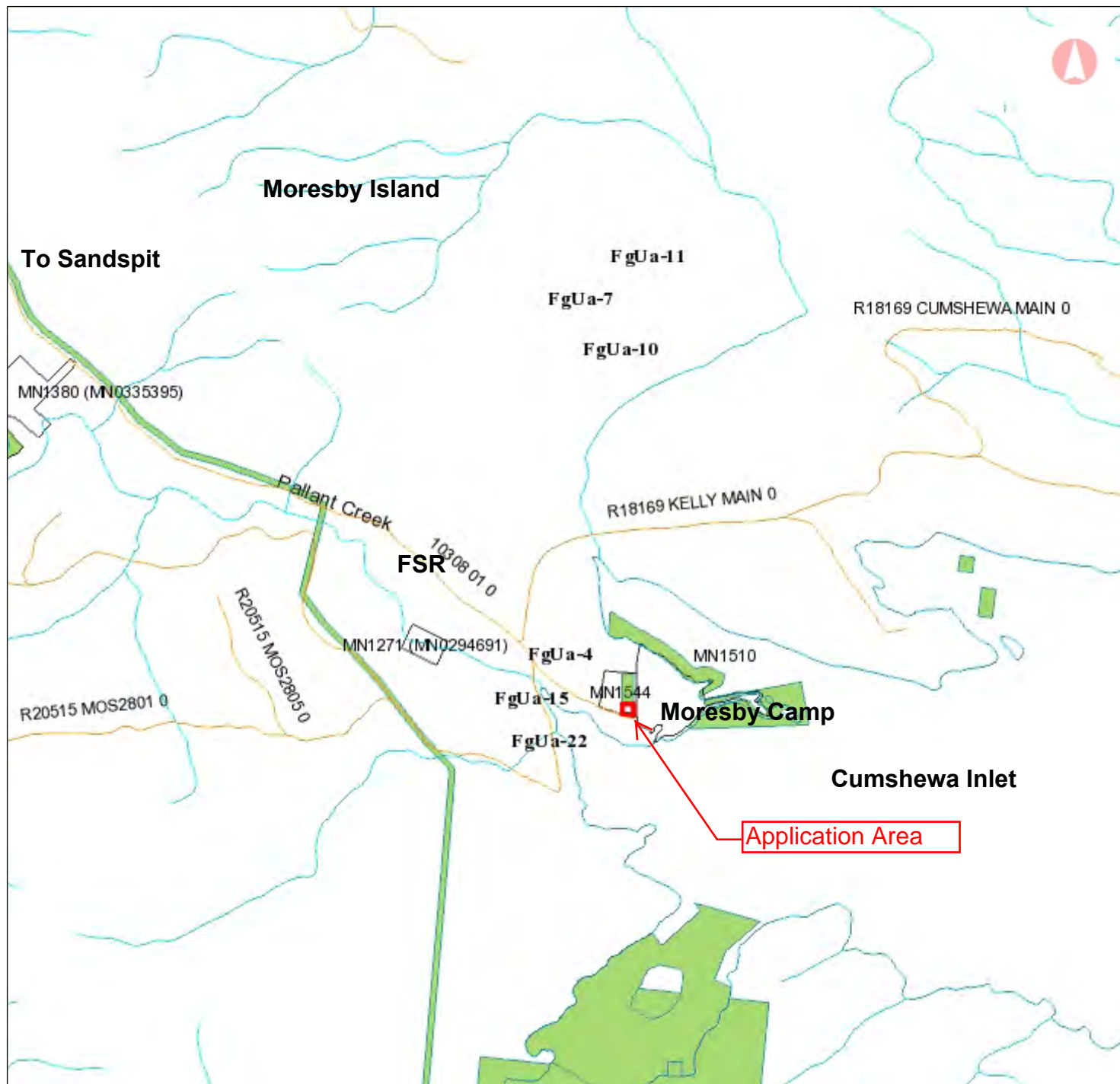
District Engineering Officer  
Title**FOR OFFICIAL  
USE ONLY****DATE RECEIVED (D/M/Y)**  
/ /**FILE NO.****ADMINISTRATIVE REGION****LAND INSPECTION REQUIRED**  
☐ YES ☐ NO**PROPOSAL FOR**

- ☐ FORESHORE ☐ OTHER

**LAND IN**

- ☐ PLANNED AREA ☐ UNPLANNED AREA ☐ PROVINCIAL FOREST

**ESTIMATE OF LAND VALUE**  
\$



## FLNR Storage Section 16

### Legend

- Active Forest Road Segmen Filled
- FWA - Stream Network - Lal
- FWA - Stream Network - Lin
- Water - Ocean - Outlined (1:
- Archaeological Site Labels
- Map Notation Polygons - Ac Outlined
- Integrated Cadastral Fabric - Outlined
- Tenures - Tantalus - Outlinec

0 0.41 0.81 km

1: 20,000

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CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

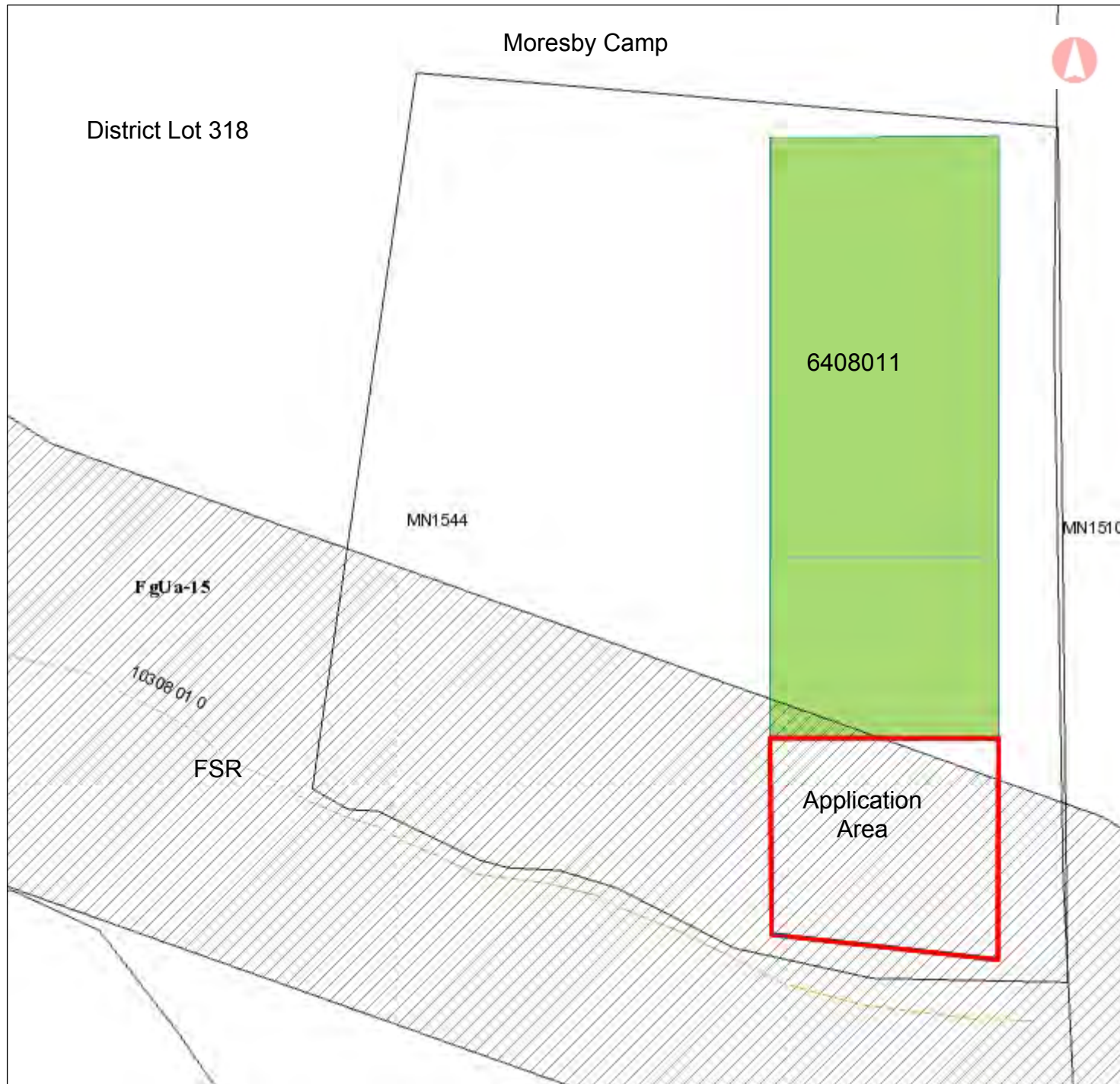
Datum: NAD83

Projection: NAD\_1983\_BC\_Environment\_Albers

### Key Map of British Columbia







## FLNR District Storage Section 16 Legend

- Active Forest Road Segment Filled
- FWA - Stream Network - Lal
- Forest Road Segment Tenu
- Archaeological Site Labels
- Map Notation Polygons - Ac Outlined
- Integrated Cadastral Fabric - Outlined
- Tenures - Tantalus - Outlinec



1: 1,000

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Datum: NAD83

Projection: NAD\_1983\_BC\_Environment\_Albers

### Key Map of British Columbia



## Referral Memo

**Date:** 9 June 2017  
**To:** NCRD Board  
**From:** Morganne Williams, Planner

**Regarding:** Changes In and About a Stream

**Location:** Village of Queen Charlotte

**Summary of the Referral:**

Applicant: PWF Ltd.

**Lands Authorization:**

Tenure Type: Withdrawal from Section 16 Reserve

Purpose: Bank Erosion Protection  
 Stream Diversion  
 Large Debris Removal by Machine

Size: 0.2 hectares

**Staff Comments:** An extension for this application was not possible as the NCRD Board is not meeting in July. Therefore, members of the APC had minimal time to review the application. To provide additional time, members of APC were given until June 16 to provide comment. Any comment received will be forwarded to the Board at the meeting.

There is minimal impact to NCRD as it work falls within member municipality.

**Zone:** Area not zoned by NCRD

**Attachments:**

1. Application 6 pages
2. Maps 18 pages



# Change Approval and Notification (Changes In and About a Stream)

Tracking Number: 100165863

## Application Information

If approved, will the authorization be issued to an Individual or Company/Organization? Company/Organization  
What is your relationship to the company/organization? Owner

## APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Applicant is an Individual or an Organization to whom this authorization Permit / Tenure / Licence will be issued, if approved.

Name: PWF Ltd.  
Doing Business As:  
Phone: 250-637-1216  
Fax:  
Email: jppineault1216@gmail.com  
BC Incorporation Number:  
Extra Provincial Inc. No:  
Society Number:  
GST Registration Number:  
Contact Name: JP Pineault  
Mailing Address: PO BOX 575  
Queen Charlotte BC V0T 1S0

## CO-APPLICANTS

A co-applicant is an Individual or Company/Organization listed on the title of the land, mine or undertaking who was not previously identified as the principal applicant.

Are there co-applicants for this application? Yes  
Co-applicants who are Organizations must consent to providing their name, address and phone number and Individuals must consent to providing their name and email address. Do you have permission from the co-applicants to enter their personal information? Yes

You have indicated earlier in the application that there is one or more co-applicant. Please add each co-applicant by clicking on the 'Add Individual' or 'Add Organization' button below depending if the co-applicant is an individual or an organization. Due to Freedom of Information and Protection of Privacy Act regulations you are only able to enter the name and email address for an individual.

Name: Jean-Pierre Pineault  
Phone:  
Daytime Phone:  
Fax:  
Email: jppineault1216@gmail.com  
Mailing Address:

Name: Malcolm Hyatt  
Phone:  
Daytime Phone:  
Fax:  
Email: malhyatt@gmail.com  
Mailing Address:

Name: PWF Ltd.  
Doing Business As:  
Phone: 250-637-1216

Fax:  
Email: jppineault1216@gmail.com  
BC Incorporation Number:  
Extra Provincial Inc. No:  
Society Number:  
GST Registration Number:  
Mailing Address: PO BOX 575  
Queen Charlotte BC V0T 1S0

#### TECHNICAL INFORMATION

##### APPLICATION BY GOVERNMENT

Please indicate if you are someone who works in the government OR you are working on behalf of the government.

Are you, or are you applying on behalf of, a government entity? No

##### TYPE OF WORKS

Please select the type of Notifications/Approvals you want to apply for as part of this application.

Please select the type of works to be undertaken:

##### Notification

- ☐ Road Crossing Culvert - Construction / Maintenance / Removal
- ☐ Clear Span Bridge - Construction / Maintenance / Removal
- ☐ Pipeline Crossing – Construction / Maintenance
- ☐ Pier, Wharf, (including docks) – Construction / Maintenance / Removal
- ☐ Cutting of annual vegetation in a stream channel
- ☐ Dike or Erosion Protection Works - Repair / Maintenance
- ☐ Storm Sewer Outfalls – Construction / Maintenance
- ☐ Control of Eurasian Watermilfoil or other invasive aquatic vegetation
- ☐ Ice Bridge / Winter Ford or Snowfill - Construction / Maintenance
- ☐ Maintenance of minor and routine nature by a public utility
- ☐ Installation or cleaning of drain tile outlets
- ☐ Repair or maintenance of the superstructure of a bridge other than its foundation
- ☐ Installation, repair, maintenance or removal of fences
- ☐ Removal of a beaver dam (as authorized under the Wildlife Act)
- ☐ Construction of a temporary ford
- ☐ Construction of a temporary diversion around a worksite

##### Approval:

- ☒ Bank Erosion Protection
- ☐ Bridge (other than clear span) - Construction / Maintenance / Removal
- ☒ Stream Diversion
- ☒ Large Debris Removal by machine - Plan required
- ☐ Gravel removal
- ☐ Other

Please note that the ultimate decision whether this constitutes a Notification or a Change Approval lies with the Province of British Columbia

##### SITES

Click on the Add Sites button to add one or more sites.

##### SITE

Location ID: Lot 6, 7, 22, 23 Block 6 QCD

##### STREAM

Name of the Stream: Andys Creek

**PROPOSED WORKS****Detailed Description of Works:**

The proposed work will divert the all of the water flow for the affected portion of Andys Creek through a culvert installed in the existing stream channel. This work is proposed to allow the filling of the ravine that the stream currently flows through, to access lots 6 and 7 through lots 22 and 23. Culvert installation would not be coupled to the existing 2nd Avenue road crossing structure at the southern property boundary. The culverts will extend upstream to the northern property boundary of Lot 6 and 7, a total distance of about 80m. The result will be a continuous culvert from the lot line at 2nd Avenue to the northern edge of the property.

There is currently a small tributary that enters the stream approximately halfway down lot 7. A rock catch basin will be constructed at the top of Lots 6 and 7 to redirect all of the tributary flow and the main stream into the culvert intake.

The culvert size will be 300 mm. The intake will be grated and a grizzly will be installed to stop the grate from becoming blocked by debris.

All vegetation including trees and stumps will be removed and all exposed slopes will be armored with rip rap to prevent erosion and future sedimentation. A swale will be constructed, according to engineers report, along the entire length of the culvert near the eastern edges of lots 7 and 22. The gradient downstream of the 2nd Avenue crossing combined with the likely ephemeral nature of the stream make it unsuitable as fish habitat at the proposed work site.

See attached drawings and NHC report dated December 2, 2016 for details.

**Footprint of Project:**

2,000 m2

**PROPOSED TIMING FOR WORKS****Start Date:**

May 15, 2017

**End Date:**

May 14, 2019

**Is the proposed timing within the approved regional timing window?**

No

If works are proposed outside the listed windows the proponent must engage a qualified professional to assess species and habitats present and determine if a site specific plan can be developed to ensure compliance with the Fisheries Act

**Reason to do work outside of approved timing window:**

A qualified professional has assessed the species and habitats present and determined that the stream is non-fish bearing on this site.

**LOCATION OF WORKS****Provide a legal description of the land(s) where works are proposed:**

Lots 6,7, 22, 23 Block 6 District Lot 15 Queen Charlotte District Plan 934A, including PID 014-407-418

**Geographic Coords of Works:**

53.2569000, -132.0612000

**Photo of Works Location:****LAND OWNERSHIP AT THE WORKS****Land Ownership:**

- ☒ Applicant owns land
- ☐ Land is Crown Land but applicant has tenure
- ☐ Land is Crown Land but tenured to Ministry of Transportation
- ☐ A third Party owns the land but the applicant has lease or tenure
- ☒ A third Party owns the land but applicant has written consent
- ☐ Land is Crown Land but the applicant does not have a tenure

For all private lands, you must obtain and provide the landowner's written consent. The consent form must describe the proposed project and contain the landowners address, telephone number and postal code. Upload a copy of the landowner's written consent using the upload documents section of this form.

## CONTACTS

If you are not carrying out the work, indicate contractor/company's name, professional affiliation, mailing address, postal code and telephone numbers. If a different company is designing and supervising the work, please include this information as well

Contact Info	Type of Contact
<b>Name:</b> PWF Ltd.	Construction
<b>Doing Business As:</b>	
<b>Phone:</b> 250-637-1216	
<b>Fax:</b>	
<b>Email:</b> jppineault1216@gmail.com	
<b>BC Inc. Number:</b>	
<b>GST Registration Number:</b>	
<b>Contact Name:</b> JP Pineault	
<b>Mailing Address:</b> PO BOX 575 Queen Charlotte BC V0T 1S0	
<b>Cert:</b>	

## LOCATION INFORMATION

A Drawing to Scale is required that meets the Application Drawing Standards. Choose one of the options below to submit the required map/drawing.

Additionally, it is recommended that you provide a topographical map showing the general location of the property where the water is proposed to be used and the works constructed in relation to nearby communities, highways, railways and other water sources.

(this additional map will not be necessary if your Drawing to Scale is provided using the Geomark Service or a spatial file such as .KML or .KMZ)

☒ I have already built my map(s) using the GeoMark service

### GEOMARKS

Do you already have the URL of a GeoMark? If you do please add it here. You can add one or more GeoMark URLs.

Geomark URL	Description
http://apps.gov.bc.ca/pub/geomark/geomarks/gm-73DC7A9 42BA8400EB07CD9BBDB331156	

☒ I have paper map(s) and wish to provide these with my application

### MAP FILES

Do you have a PDF or image file of a drawn map? You can upload it here.

Description	Filename
Contour map	2017-04-25 Hyatt Pineault L...
Ortho map	2017-04-25 Hyatt Pineault L...

## ATTACHED DOCUMENTS

Document Type	Description	Filename
Engineering Drawings	Engineering Report	3002028-Hospital Creek Culv...
Other	email from December 6th with option 1	Re Change Approval and Not...

#### PRIVACY DECLARATION

##### PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director  
FrontCounter BC, Provincial Operation  
441 Columbia Street  
Kamloops, BC V2C 2T3

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

#### REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

**Company / Organization:** PWF Ltd.  
**Contact Name:** JP Pineault  
**Contact Address:** PO BOX 575  
Queen Charlotte BC V0T1S0  
**Contact Phone:** 250-637-1216  
**Contact Email:** jppineault1216@gmail.com

☒ I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

#### SIGNATURES

#### CO-APPLICANTS

You will have to obtain approval from all co-applicants before you can proceed with your application. Please select one option for each.

Name	Status of Signature Request
Jean-Pierre Pineault	
Malcolm Hyatt	
PWF Ltd.	

#### APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Changes in and about a Stream	\$250.00		\$250.00	\$0.00
Application Fee				

**OFFICE**

Office to submit application to: Haida Gwaii

**PROJECT INFORMATION**

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

**APPLICANT SIGNATURE**

Applicant Signature	Date
---------------------	------

**OFFICE USE ONLY**

Office Haida Gwaii	File Number	Project Number
	Disposition ID	Client Number



NHC Ref. No.3002028

2 December, 2016

**Pineault Welding and Fabrication**

PO Box 575

Queen Charlotte, BC

VOT 1S0

**Attention: Jean Pierre Pineault**

**Via email:** [jppineault1216@gmail.com](mailto:jppineault1216@gmail.com)

**Re: LOTS 3213 and 3214, Queen Charlotte, Haida Gwaii, BC  
Stream Management Concept for Hospital Creek  
Final Report**

## 1 INTRODUCTION

Northwest Hydraulic Consultants Ltd. (NHC) has been retained by Pineault Welding and Fabrication (PWF) to provide a design that would pass the flow in an unnamed creek (locally known as Hospital Creek) across the subject properties (Lots #3213 and #3214) in the Village of Queen Charlotte (VoQC), Haida Gwaii, BC.

This letter provides the following deliverables to address the concerns raised by the BC Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) as part of the permit approval process:

- Calculation of the 200-year return period flood discharge for Hospital Creek (better stated as “selection of the design flow for Hospital Creek”);
- Design options to direct the flow across the subject properties, addressing the objectives of the developer and public agencies;
- Concept sketches to illustrate the options.
  - It is our understanding that there is no requirement from MFLNRO or VoQC for the property owner to provide sealed design drawings, which are not included in this report. No professional reliance may be placed on the report concept sketches as they are intended to illustrate the stream management concepts and are not intended for construction.

## 1.1 Methodology and Approach

The design concepts presented in this report are based on a desktop study of the available information. This includes Google Earth imagery, maps, and published and unpublished reports. Mr. Leandre Vigneault of MTE Inc. has provided site-specific information, including a level and rod survey of the channel passing through the subject properties, a description of site physical conditions and site photographs, which also informed the assessment. NHC has not attended the site, and therefore relies on this published and third party-provided information.

## 1.2 Site Description

Lots #3213 and #3214 are undeveloped parcels situated within a residential area north of 2<sup>nd</sup> Avenue and east of Alder Street in the Village of Queen Charlotte, Haida Gwaii (**Figure 1**). The average gradient of the lots sloping down towards 2<sup>nd</sup> Avenue is approximately 19%. Upslope of the lots the slope increases to greater than 40% within the treed hillside.



**Figure 1: Location map showing undeveloped lots based on Google Earth imagery (image date 7 July 2005).**

Hospital Creek drains an area of approximately 14 ha<sup>1</sup> (Milne, 2006) above the mouth at tidewater and does not appear on topographic or TRIM maps. **Figure 2** shows the location of Hospital Creek relative to the subject properties and a tributary within the property boundaries. It is assumed that the actual

<sup>1</sup> Considering the topography, vegetation and contour information, the definition of this small watershed is uncertain and therefore the derived design flows based on watershed area are similarly uncertain.

location of the Hospital Creek ravine is entirely within the subject properties, or relevant agreements will be in place, before construction can proceed.



**Figure 2: Location of Hospital Creek and tributary within the subject lots. This is a portion of Map 1 from Milne (2006) showing the inferred location of the channel between Premier Creek and Sybil Creek.**

Hospital Creek within the properties is in a 3 to 4 m deep ravine with steep sides of up to 40% gradient as illustrated in **Photo 1**. The gross channel gradient in the properties is more or less consistent at 16 to 19%, with no significant step or cascade sections. The steep hydraulic gradient is naturally mitigated, as the flow travels over and around channel debris with a relative height equal to or greater than the flow depth, with the result that flow velocity is generally small. A small tributary enters Hospital Creek from the left bank approximately 64 m upstream of the 2<sup>nd</sup> Avenue property line.



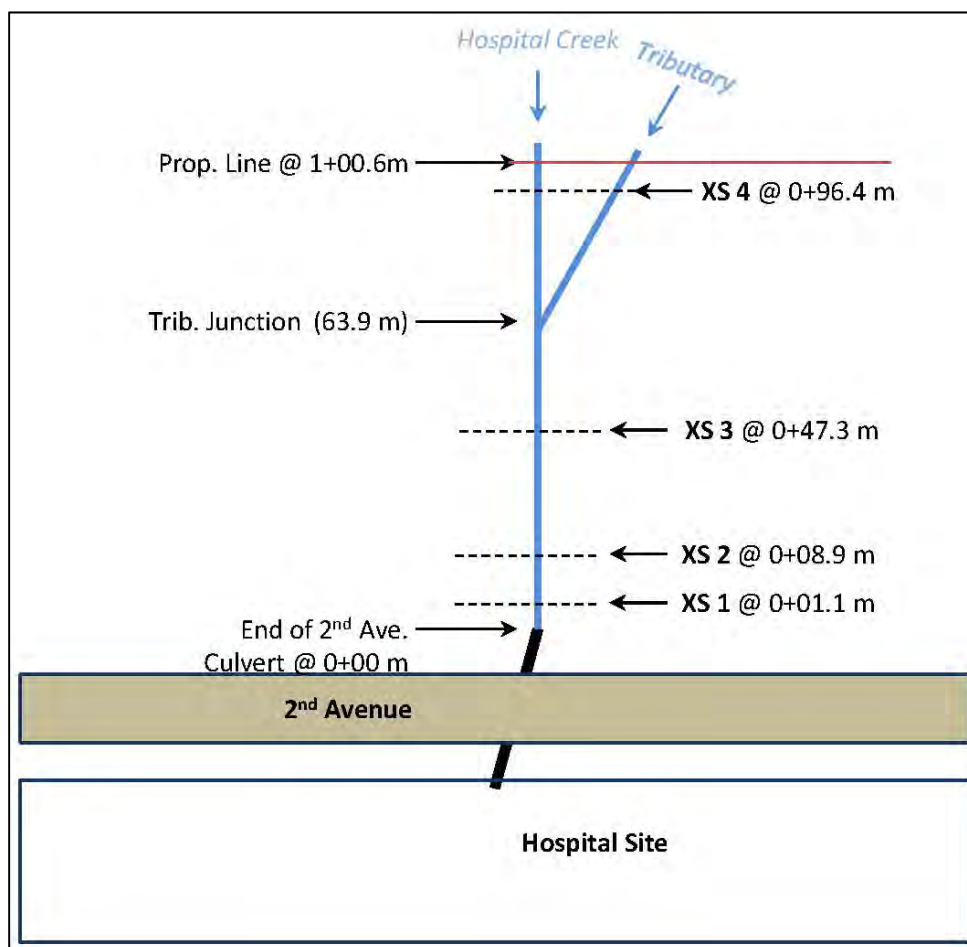


**Photo 1: Hospital Creek Ravine at Cross Section 2 looking downstream. Steep sided ravine, collapsing side slopes suggesting loose, relatively fine grain easily erodable soils. Well vegetated.**

Hospital Creek passes under 2<sup>nd</sup> Avenue through a 900 mm culvert on a 6% grade. It is our understanding that the channel downslope of 2<sup>nd</sup> Avenue is at least partially piped and culverted before discharging at the ocean shoreline. Pipe diameters serving the creek downstream of 2<sup>nd</sup> Avenue include a section of 500 mm pipe, and two 600 mm culverts, another 900 mm culvert and finally a pair of 600 mm culverts near the foreshore. It does not appear as if the pipes selected conform to consistent design criteria.

### 1.3 Site Survey

A site survey was conducted by Leandre Vigneault of MTE Inc. on July 1<sup>st</sup> and 4<sup>th</sup>, 2016 using a level and rod to measure relative elevation differences, and a tape to measure slope distances. The survey extends along the centreline of the channel from the upstream side of 2<sup>nd</sup> Avenue to the upstream boundary of Lot #3214. **Figure 3** is a schematic which shows relative locations of key points on the subject reach of Hospital Creek as it crosses the project area. **Table 1** summarizes the location and elevation data along the reach, including the depth of the ravine at each surveyed cross section. The surveyed profile and cross sections are shown in **Figure 4** through **Figure 8**.



**Figure 3: Schematic showing surveyed channel extents and distance of cross sections from inlet of 2<sup>nd</sup> Avenue**

	Location (m)	Invert Elevation (m)	Top of Bank Elevation (m)	Ravine Depth (m)
2 <sup>nd</sup> Avenue culvert	0	95.1		
Cross section 1	1.1	95.5	99	3.5
Cross section 2	8.9	96.3	100	3.7
Cross section 3	47.3	102.5	107	4.5
Tributary confluence	63.9			
Cross section 4 main	96.9	110.9	115	4.1
Cross section 4 trib	96.4	113.2	115	1.8
Property Line	100.6	114.8		

**Table 1: Hospital Creek Reach Elevations and Locations**

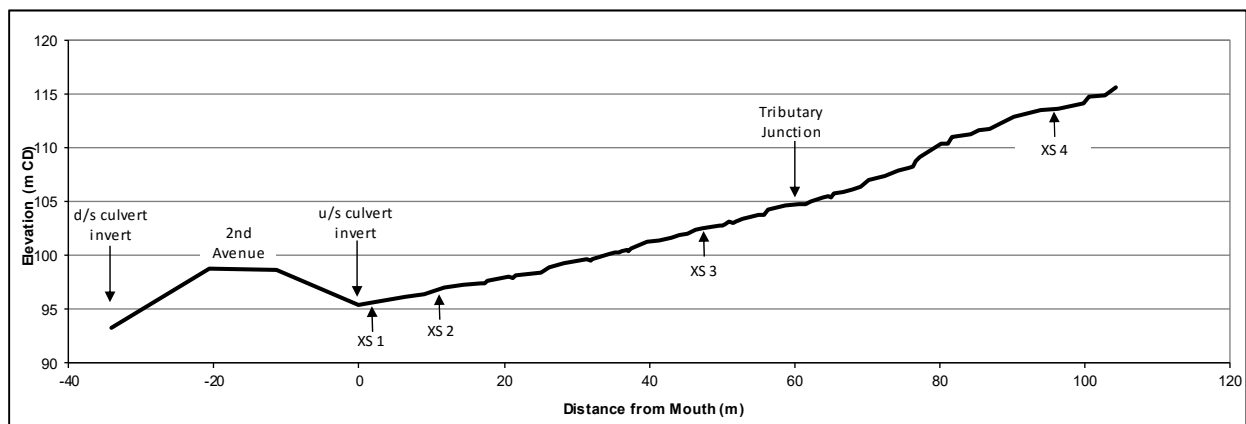


Figure 4: Longitudinal profile

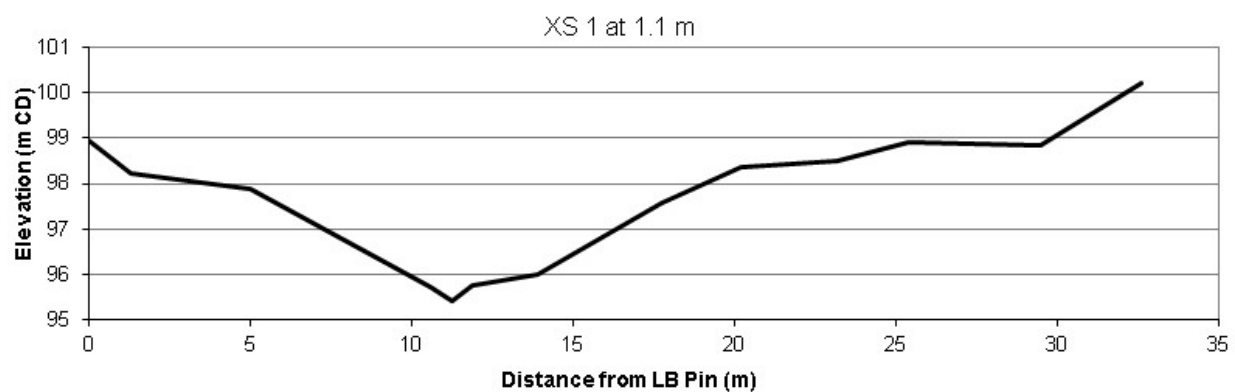


Figure 5: Cross section 1

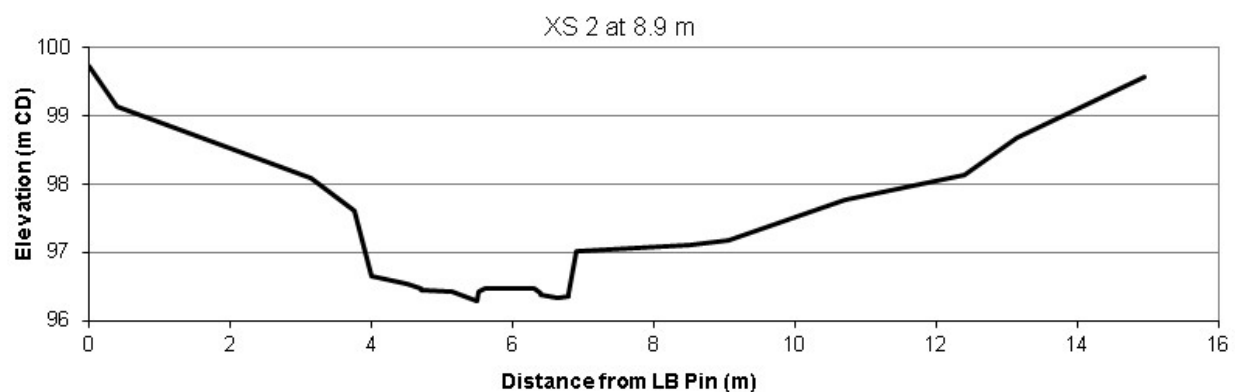
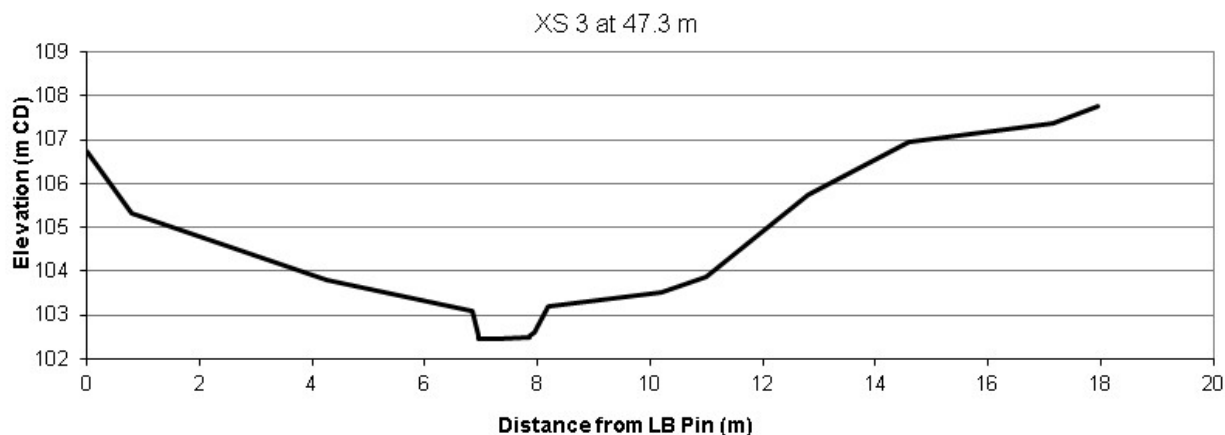
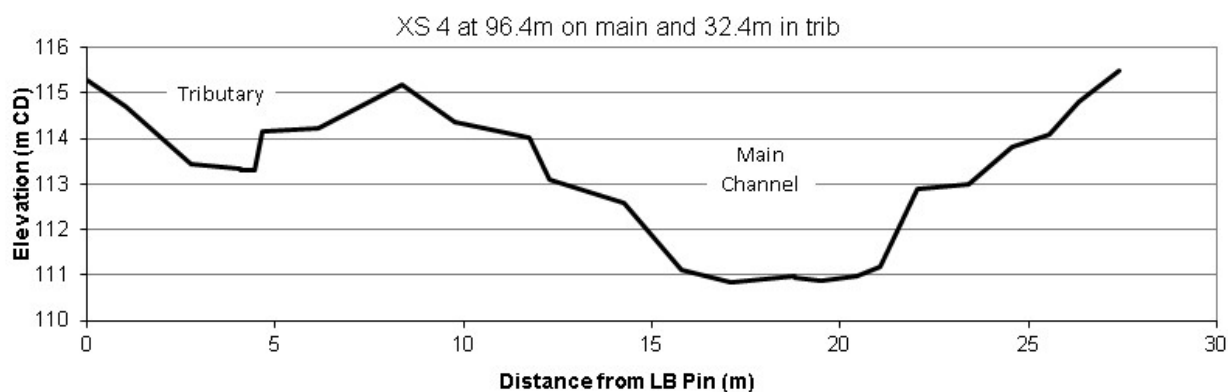


Figure 6: Cross section 2



**Figure 7: Cross section 3**



**Figure 8: Cross section 4**

## 1.4 Site Photos

Site photos were taken by Mr. Leandre Vigneault at the time of the topographic survey on July 5, 2016, with additional photos taken on November 10, 2016. A summary of these photos is presented below to illustrate the general site conditions. Site clearing for eventual development had been started at the time of the survey and is reflected in many of the photos.





**Photo 2: Panoramic view of 2nd Avenue with Hospital Creek crossing at the survey tripod location, looking west. The road grade is down towards the viewer. An indistinct ditch to the left of the tripod collects upslope and road drainage to discharge to the Hospital Creek road culvert.**



**Photo 3: View from about 0+50 looking downstream towards 2<sup>nd</sup> Avenue from the channel.**

**Photo 4: View looking upstream at XS 3.**





**Photo 5: Hospital Creek in the bottom of the ravine. Material in the ravine includes woody debris, wetland vegetation and lag deposits of larger rock.**



**Photo 6: Hospital Creek channel at XS 3, less than 1 m wide and shallow, with sand and gravel substrate. Channel is convoluted, rough, and there is little evidence of active erosion such as cut banks.**

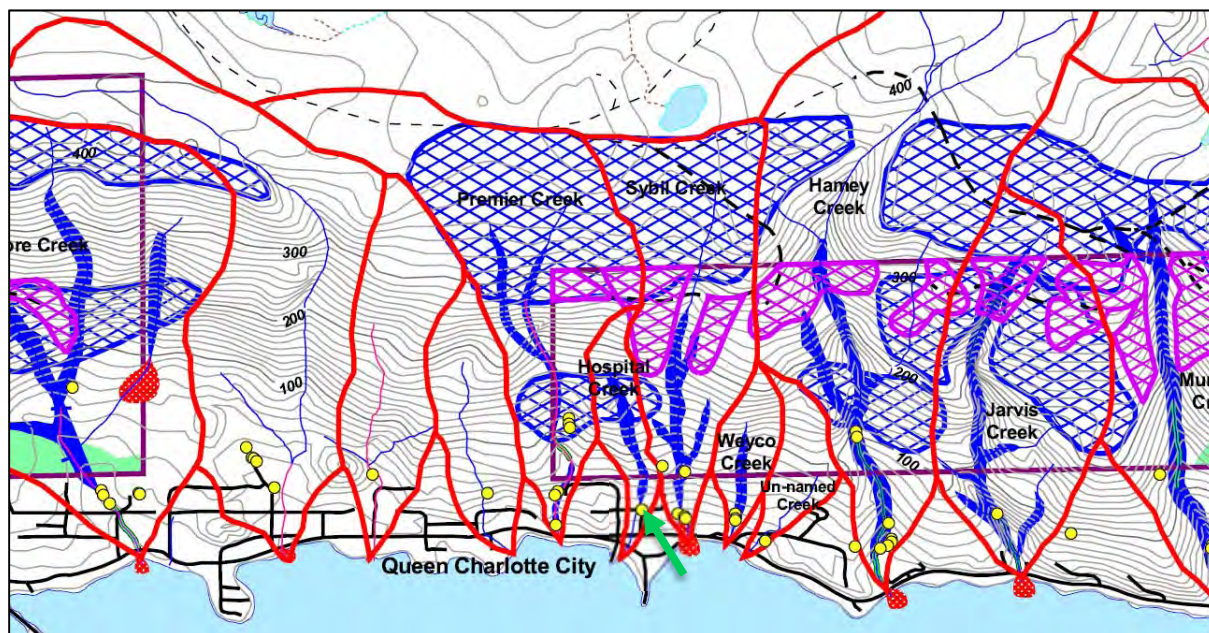
## 1.5 Design Discharge of Hospital Creek

The  $Q_{100}$  (100-year discharge) at the mouth of the creek at tidewater was estimated by Milne (2006) at  $0.1 \text{ m}^3/\text{s}$  using a unit area discharge calculation derived from a comparison with the WSC gauge on Premier Creek (08OA003) (which is the adjacent watershed to the west.). NHC has conducted an independent calculation based on the longer record available from Premier Creek since the Milne report was issued, assuming the same watershed area.

The NHC estimate uses the data for the period 1971 to 2014. The  $Q_{100}$  and  $Q_{200}$  were calculated as  $0.48 \text{ m}^3/\text{s}$  and  $0.54 \text{ m}^3/\text{s}$  respectively for Premier Creek. Two methods were used to transfer these estimates from Premier Creek, with a watershed area of  $0.92 \text{ km}^2$  to the smaller Hospital Creek watershed at the mouth. Both the direct unit area comparison and a Creager C method resulted in an estimate of the  $Q_{200}$  at  $0.08 \text{ m}^3/\text{s}$ .

We have adopted the more conservative value of  $0.1 \text{ m}^3/\text{s}$  for design purposes as the design flow. This is a conservative approach since the watershed area influencing the development above 2<sup>nd</sup> Avenue is less than the watershed area above the creek mouth. The definition of the watershed is uncertain for both Hospital Creek and the adjacent Premier Creek considering the resolution of the available contour information and the variability of the local terrain, therefore the definitive estimate of the  $Q_{200}$  flow is uncertain.

**Figure 9** shows a sketch of the watershed boundaries of the land areas adjacent to the project.



**Figure 9: Portion of Queen Charlotte Hydrologic Assessment Map #1 (adapted from Milne, 2006). The map is included for reference purposes only. It is not to scale and the legend has been removed. The green arrow locates the 2<sup>nd</sup> Avenue culvert inlet.**

## 2 DESIGN

### 2.1 General Considerations

It is our understanding that the property owner(s) wish to minimize the areal impact of the incised ravine to facilitate development of the lots. The following items are considered in the design:

- Milne (2006) has identified Hospital Creek as having potential issues with respect to constriction of the channel associated with private and public land development, bank erosion, and the potential for partial blockage of existing drainage infrastructure.
- Milne (2006) has also identified the potential issue of debris flows emanating from the streams included in his assessment; however, the report notes that no debris flow events are known to have occurred in the channels addressed.
- Sediment and debris transport criteria must be considered for the inlet design and conveyance.
- The small left bank tributary must connect with the proposed solution.
- The owner's objective is to fill or partially fill the ravine and cross the ravine with a vehicle access.
- The owner would prefer normal flows to be conveyed sub-surface, thus making the ravine area a convenient landscaped feature.

- There is a desire on the part of the review agencies to maintain at least an emergency surface flow capacity to ensure controlled passage of stormwater in the event of a blocked pipe entrance.

## 2.2 Design Flow

As noted above, Milne suggests  $Q_{100}$  is approximately  $0.1 \text{ m}^3/\text{s}$  for Hospital Creek based on a unit area methodology. NHC, using the same watershed area as Milne, and utilizing the WSC dataset from the adjacent Premier Creek estimates the  $Q_{200}$  is  $0.08 \text{ m}^3/\text{s}$ . It is suggested that the design flow of  $0.1 \text{ m}^3/\text{s}$  be accepted with a conservative safety factor built into the conveyance design for the above ground flow path.

Municipal stormwater management design generally considers “Major” and “Minor” systems. The Minor system is the buried stormwater pipe system designed to handle relatively low flows in the range of the  $Q_5$  to  $Q_{25}$  events. The larger flows are managed by the Major system, which typically consists of street flow and swales in designated rights of ways. The objective at the design flow is avoid structural damage by containing the flow but reasonably repaired minor erosion is accepted for extreme events. This approach limits the high cost of the buried infrastructure that caters to convenience while managing the relatively rare large events in a cost effective way.

At this site, a surface swale or channel could provide the main conveyance for the large flows (Major system) while a relatively small pipe (Minor system) would handle flow rates that suit the convenience of the owner. The minor system does not contribute capacity to the management of the peak design event. The surface swale provides some capacity to manage debris flow events but there has been no consideration of debris flow magnitude in this assessment.

If a buried pipe is intended to manage the peak design event, then that pipe must handle the full design flow plus an allowance for debris. Furthermore, there is the risk of inlet plugging that can only be managed by continued monitoring and maintenance over the life of the installation.

## 2.3 Design Options

### 2.3.1 Option 1: Pipe and Swale

**Option 1 Selected on December 6, 2016**

A minimum of a 300 mm diameter pipe is recommended. The pipe capacity is inlet-controlled with a capacity of  $0.06 \text{ m}^3/\text{s}$  ( $h/D=1$ ), and therefore will accommodate the typical seasonal flows anticipated. A swale with a recommended capacity of  $0.1 \text{ m}^3/\text{s}$  accommodates the expected large events with some excess capacity to handle potential debris provided by freeboard.

### ~~2.3.2 Option 2: Swale Only~~

A swale with a recommended capacity of  $0.1 \text{ m}^3/\text{s}$  would accommodate all flows including the expected large events with excess capacity to handle some potential debris. This is the same swale as in Option 1.



### ~~2.3.3 Option 3: Pipe only~~

Significant lengths of Hospital Creek are piped below 2nd Avenue through the Hospital grounds and on to the mouth, all without a surface swale. It therefore reasonably follows that the reach through the subject properties could be served by an adequately sized pipe. A pipe with a minimum diameter of 500 mm is considered adequate (capacity 0.22 m<sup>3</sup>/s, entrance controlled, h/D=1). The risk factors include entrance plugging and lack of capacity to manage debris.

The following report of site conditions from Mr. Vigneault describes the pipes used to convey Hospital Creek downstream of the subject properties:

... looked at all the crossings, 2<sup>nd</sup> Ave is 900mm but shows very little sign of most of the culvert being used, the portion of the stream that is culvertized on the hospital property is ~30m long and is in a smooth walled 500mm pipe, the Oceanview drive culvert appears to be 2 pieces the upstream one being 600mm and the downstream being 900mm? I did not have a measuring device with me so did not confirm those sizes. The Wharf St crossing is 2-600mm pipes with most of the flow going through the west pipe as a result of culvert positioning. In all cases I did not see any evidence that much of the culvert ever saw any flow.

This report confirms that the recommended minimum pipe size is adequate since the 500 mm pipe downstream appears to be more than adequate.

If the tributary at 0+64 m is to be piped, a standard municipal benched manhole is required at the confluence. Alternatively, a catch basin could direct surface flow from the tributary to the pipe. The main pipe should exit the to the 2<sup>nd</sup> Avenue ditch with the flow directed to the existing 900 mm culvert.

## 2.4 Design Details

### 2.4.1 Ravine Filling

The ravine appears to result from a small flow on a steep slope eroding relatively loose fine grained material. (The foregoing is based on photographic interpretation (see **Photo 1**) and should be field-verified if confirmation is required). The depth of the ravine appears to be the result of continued down cutting rather than high flows, therefore filling the ravine essentially to conform to the surrounding land surface is reasonable provided a surface swale is maintained to direct any overflows to the culvert at 2<sup>nd</sup> Avenue. It is not clear whether there are limiting factors such as compact erosion resistant soils or rock that limit the depth or lateral location of the ravine within the subject properties.

The ravine may be filled with clean well-graded material, placed in lifts and suitably compacted to achieve a sound fill on or in which the constructed stream is to be relocated. Care is required to prevent piping within the fill along pipe construction and therefore trench dams are required.

Trench dams are required on this steep slope, providing impermeable blocks to sub-surface flows in the fill material and particularly along any buried pipe. The intent is to prevent piping erosion within the fill. Trench dams should be keyed at least 500 mm into native soils, and constructed according to an approved design.

## 2.4.2 Pipe Installation

It is recommended that the pipe used in either Option 1 or Option 3 conform to the following recommendations, and installed as approved:

Recommended pipe:	Boss 2000, HDPE; bell and gasket joints
Alternative pipes:	PVC bell and gasket joints, DR26 or heavier solid wall, ASTM D2241
	PVC bell and gasket joints, profile pipe (open or closed)
	CSP: not recommended because of leaky coupling methods and corrosion limiting service life

Pipe bedding shall be according to the best practise. Typical bedding is 100 mm of compacted sand. Any pipe (> 200 mm diameter) shall have a headwall structure with an inlet grate.

## 2.4.3 Swale

Swale dimensions were developed using conservative input assumptions estimated by assuming a bed roughness consistent with a rock-lined, heavily vegetated channel. The swale was designed to accommodate up to 0.1 m<sup>3</sup>/s of flow, which is the Q<sub>200</sub> for Hospital Creek. **Table 2** summarises the parameters.

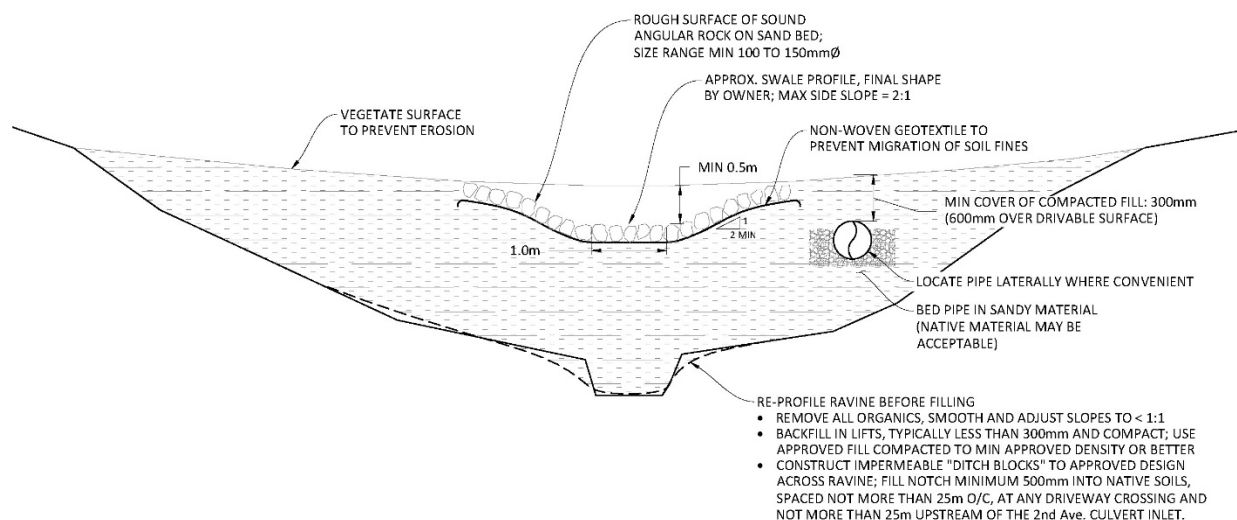
Parameter	Value	Units
Design Flow	0.10	m <sup>3</sup> /s
Manning's <i>n</i> (angular rock)	0.10	
Bottom Width	1.0	m
Side Slopes	≥2H:1V	
Normal Water Depth	0.10	m
Normal Velocity	3.3	m/s
Freeboard	0.4	m

**Table 2: Summary of swale design parameters.**

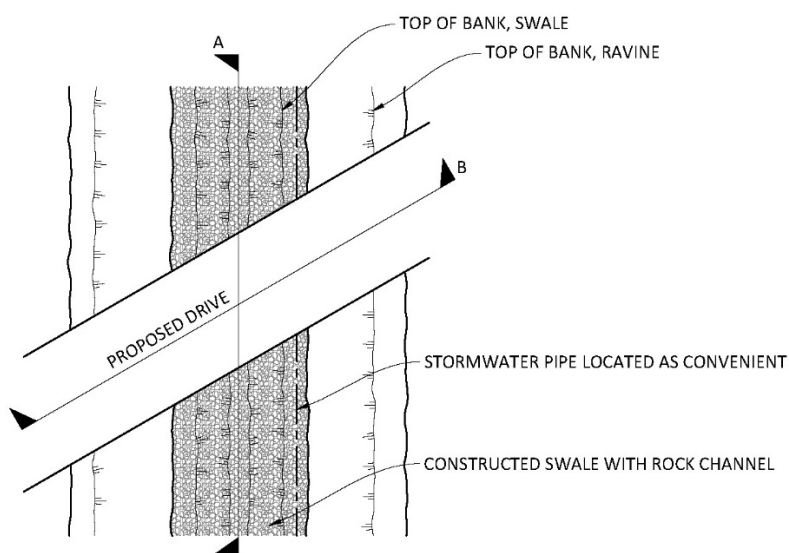
Alternative swale designs may be acceptable provided the design flow, channel stability and freeboard criteria are addressed. A somewhat smaller channel with steeper sides could be constructed using rigid prefabricated liner sections if preferred.

## 2.5 Design Sketch

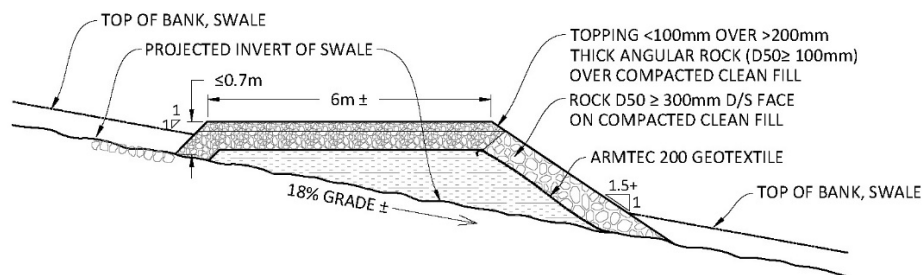
The following figures illustrate the concepts outlined in the sections above.



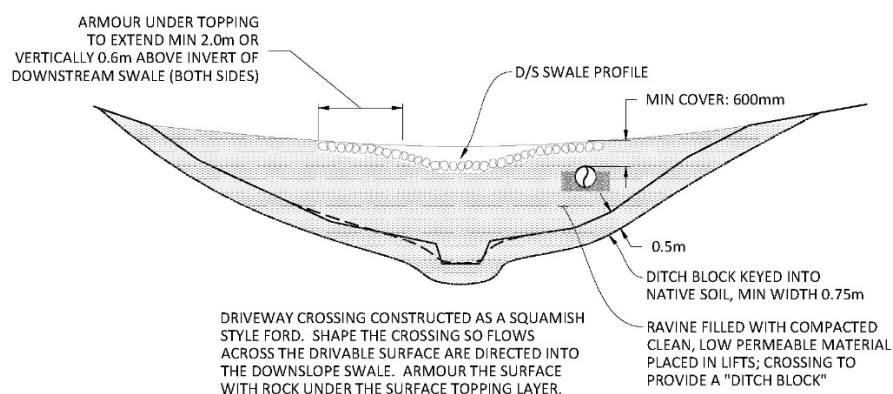
**Figure 10: Proposed Ravine Fill and Swale Detail**



**Figure 11: Plan view of a proposed driveway crossing of the swale (Option 1) when the swale is combined with a pipe. The crossing 'dips' through the swale such that swale flow is directed across the driveway and back into the swale. If Option 2 is selected, a standard pipe culvert installation with a minimum 600 mm pipe is required.**



**Figure 12: Section A – Proposed Driveway Crossing, Option 1.**



**Figure 13: Section B – Drive Detail across Proposed Hospital Creek Swale, Option 1**

## 2.6 Design Limitations

The conceptual design options presented above consider only the passage of clear flow discharge. Milne (2006) has identified the headwaters of Hospital Creek as having characteristics that are consistent with terrain that has the potential to generate debris flow events, although no such events have been recorded or observed. NHC has not assessed the potential for Hospital Creek to generate a debris flow event but we note that the channel may not perform as well with the culvert and fill in place should one occur. The freeboard allowance does provide some “safety factor” including some limited capacity to manage debris, either accumulated or from a debris flow event among other uncertainties.

## 2.7 Safety and Maintenance

There are potential public safety issues related to the inlet area of a large culvert in steep terrain, particularly during high flow events, as young children or pets could potentially become entrained in the pipe. The proposed pipe diameter associated with Option 1 is 300 mm and is therefore likely too small to permit entry of a person; however, the 500 mm pipe size recommended for Option 3 is potentially large enough to allow access and so a trash rack, grate, or fence should be considered.

Regular inspection and maintenance of the flow passage structures by the property owner is recommended to ensure that debris does not obstruct the pipe inlet and that excessive vegetation growth does not limit flow conveyance along the swale.

### 3 RECOMMENDATIONS

- Confirmation of the extent of the ravine relative to the property line is required, and if necessary, the approval of adjacent property owners be obtained before proceeding.
- A legal covenant should be placed on the right-of-way to ensure infrastructure maintenance and to prevent compromising of conveyance capacity. The right-of-way should have sufficient width for equipment and crews to access the site. A minimum right of way of 6 m is recommended.
- Options 1 & 2 are preferred since they partially address the potential for debris flow from the steep uplands.

### 4 REFERENCES

CSPI (2007). *Handbook of Steel Drainage and Highway Construction Products (Canadian Edition)*. Report prepared by the Corrugated Steel Pipe Institute, Cambridge, Ontario. 470 pp.

Milne, M. J. (2006). *Hydrologic Assessment of Community Watersheds near Queen Charlotte City and the Village of Skidegate, BC*. Report prepared by M.J. Milne & Associates Ltd. for Teal Cedar Products Ltd., Vernon, BC. 14 pp.

### 5 CLOSURE

The conceptual designs outlined provide options for consideration and are not intended for construction. Final design and specification requires agency approval and owner input.

### DISCLAIMER

This report has been prepared by Northwest Hydraulic Consultants Ltd. for the benefit of Pineault Welding and Fabrication for specific application to the Stream Management Concept for Hospital Creek at Lots 3213 and 3214, Queen Charlotte, Haida Gwaii, BC. The information and data contained herein represent Northwest Hydraulic Consultants Ltd. best professional judgment in light of the knowledge and information available to Northwest Hydraulic Consultants Ltd. at the time of preparation, and was prepared in accordance with generally accepted engineering practices.

Except as required by law, this report and the information and data contained herein are to be treated as confidential and may be used and relied upon only by Pineault Welding and Fabrication, its officers and employees. Northwest Hydraulic Consultants Ltd. denies any liability whatsoever to other parties



who may obtain access to this report for any injury, loss or damage suffered by such parties arising from their use of, or reliance upon, this report or any of its contents.

Sincerely,

**Northwest Hydraulic Consultants Ltd.**

Prepared by:



Derek Ray, M.Sc., P.Geo.  
Principal

Reviewed by:



David Vincent, P.Eng.  
Project Engineer

cc. Leandre Vigneault, MTE Inc., [mtoad@haidagwaii.net](mailto:mtoad@haidagwaii.net)

**From:** [Jean-Pierre Pineault](#)  
**To:** [Gellein, Colleen FLNR:EX](#)  
**Subject:** RE: Plan drawing for application  
**Date:** Thursday, April 27, 2017 2:33:56 PM  
**Attachments:** [image003.png](#)

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In reference to meeting with the solution table and reasons why we would be trying to put culvert in and remove the Ravine that is on both sides of Andy's Creek the is not a natural situation the Lots on both sides of these lot when whoever developed it 50 years ago just bulldoze all this material into and moved Andy's Creek and created this sort of Ravine scenario and making two of our Lots at we recently purchased or potentially three of them unusable so putting Andy's Creek into a culvert is a better way to control sediment in the future and and reduce disturbance or future slides long term Andy's Creek also drains into the QC Harbor

On Apr 26, 2017 2:45 PM, "Jean-Pierre Pineault" <[jppineault1216@gmail.com](mailto:jppineault1216@gmail.com)> wrote:

Looks great thanks Colleen

On Apr 26, 2017 2:44 PM, "Gellein, Colleen FLNR:EX" <[Colleen.Gellein@gov.bc.ca](mailto:Colleen.Gellein@gov.bc.ca)> wrote:

Hi,

Thanks for coming in JP.

Does this look like what we discussed?



Minutes of the 2017 Business Sessions  
North Central Local Government Association (NCLGA) Convention  
Terrace Sportsplex, May 3-5, 2017

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Business Session Number One

1. Call to Order

The 2017 Annual General Meeting of North Central Local Government Association (NCLGA) was called to order at 9:54 a.m. on May 4, 2017.

2. President's Report

President Laurey-Anne Roodenburg welcomed the delegates, sponsors and speakers to the 62nd Annual North Central Local Government Association. President Roodenburg thanks the NCLGA board.

3. Adoption of Minutes

Moved/Seconded that the minutes of the Annual General Meeting held May 4 – 6, 2016, BE ADOPTED.

**CARRIED**

4. Financial Statements

Moved/Seconded that the Financial Statements of March 31, 2017 BE ADOPTED, as presented.

**CARRIED**

Appointment of Accountant

Moved/Seconded that KPMG LLP Chartered Accountants BE APPOINTED, as the North Central Local Government Association's Accountants for 2017-2018.

**CARRIED**

Present Budget

Moved/Seconded that the proposed 2017-2018 budget BE APPROVED.

**CARRIED**

5. Nominations Committee Report

Nominations Committee Chair Brian Frenkel presented the Nominations Report, explained the process whereby the new executive would be elected and, provided explanation of the voting process, the location of the voting booth and what time voting would commence if there were nominations from the floor.

#### 6. Nominations for NCLGA Executive from the Floor

##### Nominations for President

Shaely Wilbur– City of Dawson Creek was nominated for the position of President. Nominations Committee Chair Brian Frenkel called three times for nominations from the floor; no further nominations were received.

Shaely Wilbur, City of Dawson Creek, was declared President by acclamation.

##### Nominations for First Vice-President

Gord Klassen, – City of Fort St. John was nominated for the position of First Vice-President. Nominations Committee Chair Brian Frenkel called three times for nominations from the floor; no further nominations were received.

Gord Klassen, City of Fort St. John was declared First Vice-President by acclamation.

##### Nominations for Second Vice – President

Laurie Walters, City of Williams Lake, has been nominated for the position of Second Vice-President. Nominations Committee Chair Brian Frenkel called three times for nominations from the floor; no further nominations were received.

Laurie Walters, City of Williams Lake was declared Second Vice-President by acclamation.

##### MFA/MIA Updates

Brian Frenkel welcomed Al Richmond to give an update for MFA/MIA.

Gord Klassen was invited on stage to give MIA report.

First Business Session Adjourned at 10:21 a.m. May 4, 2017

Second Business Session Commenced at 10:38 a.m. May 4, 2017

## Independent Investigations Office: Fair, Unbiased Accountability Presentation

Bert Phipps; Marten Youssef; Jessica Hope; Aidan Buckley gave a presentation on the Independent Investigation Office.

Questions were opened to the floor.

### 7. Resolutions Debate

The Resolutions Debate was opened by Resolutions Committee Chair Brian Frenkel. Brian Frenkel extended thanks to all the communities for drafting and submitting resolutions and also provided a brief overview of the debate process prior to commencing the discussion for resolutions

## 2017 MEMBER RESOLUTIONS

### COMMUNITY AND RESOURCES

Lara Beckett took over resolutions debate.

#### **B1.: EQUAL ACCESS TO PUBLIC EDUCATION:**

#### **DISTRICT OF HUDSON'S HOPE**

**WHEREAS** the provincial government was involved in an initiative to seek input on rural education in fall/winter 2016-2017;

**AND WHEREAS** school district funding is inadequate for some districts to provide busing to all rural and remote students:

**THEREFORE BE IT RESOLVED** that UBCM executive have discussions with Ministry of Education to make clear definitions of rural and remote. Identifying the significant difference between lower mainland rural and remoteness with northern rural and remoteness.

**AND BE IT FURTHER RESOLVED** that the NCLGA and UBCM lobby the BC Government and the Ministry of Education to provide all required funding to bus eligible students to and from school. Because all rural and remote students must have equal access to public education.

**NCLGA Executive Recommendation:** Endorse

**UBCM comments:** The UBCM membership has not previously considered a resolution calling on the provincial government to define more clearly the concepts of rural and remote in the context of K-12 education, taking into account differences between northern and southern regions of BC. Nor

have members considered a resolution asking the Province to provide “all required funding to bus eligible students to and from school.”

Resolution 2016-B132, however, asked the provincial government to “reconsider the issue of school bus transportation funding and impacts to school divisions and rural and remote areas.” Due to time constraints, resolution 2016-B132 was not debated at the UBCM Annual Convention and was referred automatically to the UBCM Executive for consideration.

Upon consideration, the UBCM Executive determined that no action was required, since in August 2016, the provincial government had announced a \$14.7 million Student Transportation Fund that could be accessed by school districts around the province, to assist with the cost of transporting students to and from school. In October 2016, the Province confirmed that every school district in BC had applied and been approved to receive financial support from the Student Transportation Fund.

**NCLGA Membership:**

**CARRIED**

**B2: FAMILY DAY**

**CITY OF QUESNEL**

**WHEREAS** the Family Day holiday is observed in British Columbia on the second Monday in February, while the Family Day holiday is observed on the third Monday in February in Alberta, Ontario and Saskatchewan, along with Louis Riel Day in Manitoba, Heritage Day in Nova Scotia and Islander Day in Prince Edward Island;

**AND WHEREAS** aligning the BC Family Day holiday with other provinces would allow families to more conveniently share the holiday with family from other provinces:

**AND WHEREAS** from a commerce and business perspective, aligning the BC Family Day holiday with other provinces and with President’s Day in the USA would allow our province to remain “open for business” on a day when national and international commerce, business, and markets are open:

**AND WHEREAS** weather on the later February week end is generally expected to be more favorable for highway travel as compared to a week earlier:

**THEREFORE BE IT RESOLVED** that the government of the Province of British Columbia be encouraged to engage in a public consultation process with a view to answering widespread calls to align the date of the BC Family Day holiday with the other provinces in Canada by moving the date of the BC Family Day holiday from the second Monday to the third Monday in February.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** Due to time constraints, the UBCM membership was not able to consider resolution 2016-B139 at the 2016 Convention, and the resolution was referred automatically to the UBCM Executive. Upon consideration, the UBCM Executive referred the resolution back to the sponsor, to address questions arising about consultation, and effects on business operations.

As of 2016, UBCM members had not previously considered a resolution requesting the provincial government to move the annual Family Day holiday to the third Monday in February.

**NCLGA Membership:**

**CARRIED**

**B3: FACILITATING VALUE-ADDED RESOURCE DEVELOPMENT: DISTRICT OF KITIMAT**

**WHEREAS** adding value to natural resources is of great economic benefit to the North, the Province, and the Nation, because it attracts investment, delivers tax revenue, creates employment, and captures previously foregone economic value;

**AND WHEREAS** adding value to natural resources often reduces environmental risks associated with transporting products, minimizes waste by utilizing a great percentage of products, and ensures processing occurs under world class Canadian standards:

**THEREFORE BE IT RESOLVED** that the NCLGA and UBCM lobby the Provincial Government to adopt policies and implement regulations that will facilitate and stimulate value-added resource development.

**NCLGA Executive Recommendation:** Endorse

**UBCM comments:** The UBCM membership endorsed resolutions 2016-B42 and 2015-LR2, which raised similar questions about distribution of existing timber supply, provision of the “Right Log To The Right Mill,” and called on the provincial government to “re-examine the appurtenance requirement in the Forest Act to help create local or regional economic benefits from the timber that is being logged in an area.”

In response to the resolutions, the provincial government has indicated that it is “exploring options to ensure smaller mills have access to needed timber types that meet their needs of quality;” however, the Province stated that it had no plans to restore appurtenance requirements.

By way of background, the UBCM membership endorsed a Forest Policy Paper in 2002.

The Forest Policy Paper in part expressed UBCM members’ concerns about the removal of the appurtenance clause from the provincial government’s forest policy, fearing that it would result in “a further loss of control over where the wood is processed and in some cases, massive job loss.” The paper further asserted that “if the break is made between harvesting and processing there

has to be something provided to affected communities in exchange,” with affected communities consulted about the form and amount of compensation.

The paper proposed examples of ways to compensate affected communities, such as:

- requiring the license holder to forfeit a substantial percentage of the AAC to be turned into a community-based tenure;
- reimbursing the community for loss of economic benefits if the timber is taken out of the area and hauled to another community for processing. For example, a portion of the stumpage could be returned to the community affected, as one form of compensation; or
- requiring that timber go to the most appropriate BC mill and further that the timber must be processed in BC.

**NCLGA Membership:**

**CARRIED**

#### **B4: WHISTLE CESSATION**

#### **DISTRICT OF VANDERHOOF**

**WHEREAS** rail traffic continues to increase throughout the province of British Columbia;

**AND WHEREAS** locomotive whistles severely infringe upon citizens’ quiet, peace, rest, enjoyment, comfort and convenience:

**THEREFORE BE IT RESOLVED** that Transport Canada require rail corporations provide a safe environment in which whistle sounding will be discontinued.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership considered but did not endorse resolution 2014-B125, a similar resolution from the same sponsor.

In its comments on the 2014 resolution, the UBCM Resolutions Committee noted that the membership considered but did not endorse resolution 2009-B157, which called on rail corporations to provide controlled railway crossings within municipal boundaries, rather than sounding locomotive whistles.

The Committee also observed that under the Rail Safety Act, strict rules dictate when and where whistles are sounded. These rules apply at all crossings and are required for safety reasons.



Further information:

[www.proximityissues.ca/asset/image/reference/brochures/en\\_community\\_brochure.pdf](http://www.proximityissues.ca/asset/image/reference/brochures/en_community_brochure.pdf)

Additional information on the Transport Canada website:

[www.tc.gc.ca/eng/railsafety/publications-874.htm](http://www.tc.gc.ca/eng/railsafety/publications-874.htm)

**NCLGA Membership:**

**CARRIED**

**B5: WIND TURBINE SITTING ON CROWN LAND**

**PEACE RIVER REGIONAL DISTRICT**

**WHEREAS** the placement of wind turbines on crown land that is adjacent to private property has effects on the private property and its owners;

**AND WHEREAS** the private property owners and other stakeholders such as local government expect proper consultation regarding placement and permitting of any large projects affecting them and their right to private enjoyment of their properties:

**THEREFORE BE IT RESOLVED** that the NCLGA and UBCM lobby the Provincial Government to require that local government land use regulations apply to all small scale energy generation projects, including wind energy projects, regardless of their location on public or private property to ensure proper consultation with affected landowners and local governments takes place in advance of construction of wind energy projects in the Province.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership has consistently endorsed resolutions calling on the provincial government to ensure that local government land use regulations, as well as consultation with landowners and local governments, are considered when assessing proposals for new power projects in BC (2009-B40, 2009-B137, 2008-B39).

Specifically, resolution 2009-B137 in part called on the Province to develop “clear and measurable evaluation criteria to evaluate independent power production projects, and include as part of this criteria community social, land use and environmental values.”

In response to resolution 2009-B137, the provincial government confirmed that “existing federal and provincial processes assess the potential impact of proposals, including impacts on the environment, protected areas, existing land uses, recreational uses, other resource uses and First Nations’ asserted rights and title.

**NCLGA Membership:**

**CARRIED**

## **B6: DESIGNATION AND MAINTENANCE FOR RECREATION ROADS**

### **REGIONAL DISTRICT OF FRASER-FORT GEORGE**

**WHEREAS** the Province of British Columbia promotes tourism and encourages the use of the variety of outdoor touring experiences available on British Columbia's Crown land base to stimulate rural job growth and the rural economy but many of these Crown land recreation areas are becoming more difficult to access or rendered inaccessible due to the closure or reduced maintenance of resource roads;

**AND WHEREAS** resource roads are also important for non-resource related agricultural, commercial and educational activities on public Crown lands as well as being important for emergency management access and evacuation purposes:

**THEREFORE BE IT RESOLVED** that the NCLGA and UBCM lobby the Provincial Government to work with communities and stakeholders to identify key resource roads that are no longer required for industrial use and designate these roads as recreational roads that require provincial oversight and funding for ongoing maintenance in support of the back country recreation tourism industry and other critical agricultural, commercial, educational, and emergency uses.

**NCLGA Executive Recommendation:** Endorse

**UBCM comments:** The UBCM membership has not previously considered a resolution calling on the Province, with communities and other stakeholders, to support economic diversification by identifying “key resource roads ... no longer required for industrial use and designate these roads as recreational,” thereby requiring provincial oversight and funding for ongoing maintenance.

UBCM would acknowledge that in 2008, the provincial government drew together a joint committee of cabinet ministers and UBCM representatives, chaired by the provincial government, to examine and make recommendations to improve the way that resource roads work for communities. Based on its findings, the joint committee released a staff report, “Resource Roads and Communities,” in 2010.

Summarized at a high level, the recommendations from “Resource Roads and Communities” in part propose that the provincial government should explore the following:

1. Adopt policy tenets that recognize the evolved role that resource roads play in our economy and society.
2. Within the larger resource road network, consider establishing a “High Public Use” class of resource road, and for such roads, develop a new funding model.
3. Without reducing environmental standards, minimize road deactivations, so that non-industrial users may realize the social and economic benefits of resource roads.

4. When necessary, to resolve serious conflict, apply the Corporate Results-Based Model for Access Management. The provincial government must balance these planning processes for all participants, with outcomes grounded fully in sound science.
5. For resource road management matters, establish a “one-window” platform for information exchange and dialogue between public, commercial, and resource industry stakeholders.
6. Encourage establishment of Industrial Road User Committees in all parts of the province. These committees would focus on developing locally appropriate, collaborative solutions to resource road issues, between and amongst industrial users and community users of resource roads.

**NCLGA Membership:**

**CARRIED**

## ENVIRONMENT

### B7: AGRICULTURAL DAMS

### CARIBOO REGIONAL DISTRICT

**WHEREAS** agricultural dams are significant resources for water storage for food producers in certain regions of British Columbia, and climate change with temperature increases and hydrological shifts will make these water sources even more important in future;

**AND WHEREAS** the Dam Safety Regulation specifies requirements for owners to hire engineers to inspect and develop plans to maintain these dams based on the level of risk:

**AND WHEREAS** these requirements are complex, onerous, and prohibitively expensive to dam owners, and the level of risk depends in part on development downstream which is beyond the control of the dam owner:

**AND WHEREAS** agricultural dams provide shared values to society, including recreational values, ecological values as they provide habitat for fish and wildlife, and water sources for forest firefighting:

**THEREFORE BE IT RESOLVED** that the NCLGA and UBCM lobby the Province to work with agricultural dam owners to assist them in meeting the requirements of the Dam Safety Regulation in order that these water storage resources are safely preserved for food production and other values into the future.

**AND BE IT FURTHER RESOLVED** that the NCLGA and UBCM lobby the Province to fairly apportion the cost of inspecting and maintaining agricultural dams in a manner which takes into account other shared values, and the level of development downstream from the dams.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership has not previously considered a resolution asking the provincial government to assist owners of agricultural dams to meet the requirements of the Dam Safety Regulation; nor have members asked the Province to apportion the cost of inspecting and maintaining agricultural dams “in a manner which takes into account other shared values, and the level of development downstream from the dams.”

**NCLGA Membership:**

**CARRIED**

**B8: SPILL DETECTION TECHNOLOGY**

**DISTRICT OF KITIMAT**

**WHEREAS** currently accepted technologies, including SCADA (Supervisory Control and Data Acquisition) and MBS (Material/Mass Balance System), can fail to detect leaks between 1.5 to 3% of pipeline flow volume which could result in upwards of 100,000 litres per hour of crude oil leaking without detection on a pipeline transporting 500,000 barrels per day;

**AND WHEREAS** other internal industrial leak detection tools such as Smart Pig Technology have been proven to fail to locate pipeline flaws resulting in environmental damage:

**AND WHEREAS** external hydrocarbon sensing cable is a proven technology that can detect leaks of less than 1 litre, making it possible to locate, contain and repair leaks before they become major environmental disasters:

**THEREFORE IT BE RESOLVED** that the NCLGA and UBCM lobby the Provincial and Federal governments to implement regulations that ensure pipeline safety standards are to the highest available standards and include mandatory external hydrocarbon sensing technologies.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership has not previously considered a resolution calling on the provincial and federal governments to enact pipeline safety standards that require the use of external hydrocarbon sensing technologies.

**NCLGA Membership:**

**CARRIED**

Pat Crook took over resolutions debate.

**B9: BROWNFIELDS**

**DISTRICT OF VANDERHOOF**

**WHEREAS** vacant sites or orphan properties known as “brownfields” are prevalent on properties located within communities along the HWY 16 transportation corridor, are eyesores to the community and have caused real or suspected environmental contamination and negatively impact economic development of that specific site and in the general area of that specific site;

**AND WHEREAS** the owners of these “brownfield” sites have already reaped the benefits there should be a financial cost those who don’t clean up their mess:

**THEREFORE BE IT RESOLVED** that the Assessment Act Prescribed Classes of Property Regulation be amended to add a separate property class; “Class 10 - Brownfield”, which applies to any vacant or deserted properties that are classified as a brownfield.

**NCLGA Executive Recommendation:** Endorse

**UBCM comments:** The UBCM membership endorsed resolution 2016-B104, which called on the provincial government to create a separate assessment class for brownfield sites.

In response to the resolution, the provincial government indicated that it is not currently considering a separate property class for brownfield sites. The Province pointed out that “the cost of remediation, if required, is often prohibitive and can even exceed the market value of the property,” and expressed reservations about unintended consequences and challenges resulting from taxing brownfields at a higher rate.

**NCLGA Membership:**

**CARRIED**

#### **B10: ILLEGAL DUMPING**

#### **PEACE RIVER REGIONAL DISTRICT**

**WHEREAS** illegal dumping of waste on private and crown land continues to be an issue across the Province resulting in unsightly, unsanitary and potentially dangerous refuse deposits in natural rural areas that should be protected and preserved for public enjoyment in ‘supernatural British Columbia’;

**AND WHEREAS** the problem of illegal dumping is an area of shared jurisdiction between multiple Provincial Ministries including Environment and Forest, Lands, and Natural Resource Operations, which results in decreased accountability and gaps in service:

**THEREFORE BE IT RESOLVED** that the NCLGA and UBCM lobby the Provincial Government to designate a single Ministry as responsible for regulation of illegal dumping in the Province, including enforcement of said regulations and cleanup and removal of dumped waste.

**AND BE IT FURTHER RESOLVED** that the NCLGA and UBCM respectfully request that the Province provide adequate funding to the designated Ministry to ensure minimum staffing levels can be maintained in all areas of the Province to address the issue of illegal dumping.

**NCLGA Executive Recommendation:** Endorse

**UBCM comments:** The UBCM membership has not considered a resolution requesting that the provincial government designate a single ministry to be responsible for regulation and

enforcement of illegal dumping in BC. However, members did endorse resolution 2011-B89, which called on the provincial government to allocate additional human and financial resources to enforce, monitor and clean up illegal dump sites on Crown land; and resolution 2012-B29, which asked the Province to invest more resources to prosecute illegal dumping on Crown land.

In response to resolution 2011-B89, the provincial government expressed willingness to work directly with local governments to address local challenges with illegal dumping on a case by case basis.

**NCLGA Membership:**

**CARRIED**

**B11: WOODLAND CARIBOU IMPLEMENTATION PLAN CONSULTATION**

**NORTHERN ROCKIES REGIONAL MUNICIPALITY**

**WHEREAS** the Province, in compliance with the Federal Species at Risk Act, is currently in the process of developing Implementation Plans for the conservation and regeneration of Woodland Caribou in BC;

**AND WHEREAS** such plans, by restricting the harvesting of timber in specified areas can have a significant negative impact on forest industry investment operations, and local economies:

**THEREFORE BE IT RESOLVED** that the NCLGA and UBCM lobby the Provincial Government to immediately commit to meaningful consultation with local governments potentially affected by Woodland Caribou Implementation Plans, such consultation to involve thorough investigation and consideration of socio-economic impacts.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership endorsed resolution 2011-B93, which called for “meaningful and respectful” federal consultation with local government and the agricultural community, regarding recovery planning under the Species at Risk Act. The 2011 resolution sought to find a balance between conservation needs and agricultural production.

In response to the resolution, the federal government acknowledged the concerns of local governments and the agricultural community. The federal government pointed out that as part of the process of implementing conservation strategies, it had undertaken a range of consultation with provincial and local government, and agricultural stakeholders.

UBCM would also note that members have consistently endorsed resolutions calling for strong provincial and federal legislation to support conservation of species at risk and promote biodiversity (2011-B41, 2010-B35, 2008-B87, 2004-B80).

**NCLGA Membership:**

**CARRIED**

## **FINANCE**

### **B12: REGIONAL HOSPITAL DISTRICTS' CAPITAL INFRASTRUCTURE FUNDING FORMULA** **CITY OF TERRACE**

**WHEREAS** a primary purpose of a regional hospital district under the Hospital District Act is to establish, acquire, construct, reconstruct, enlarge, operate and maintain hospitals and hospital facilities;

**AND WHEREAS** the current practice is that long-term capital infrastructure projects are financed based on a cost-sharing formula of 60% the Province and 40% the Regional Hospital Districts, which is often not achievable for rural hospital districts:

**THEREFORE BE IT RESOLVED** that the NCLGA lobby the Provincial Government to formally establish a reduced expected rate for rural Regional Hospital Districts below the current standard of 40% as their contribution to capital infrastructure projects.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership endorsed resolution 2016-B114, which asked the provincial government to prioritize the review of the historic cost sharing ratio between regional hospital districts and the Province, for health care capital costs.

In response to resolution 2016-B114, the Province expressed willingness to proceed, when the legislative agenda permits, with a review of and amendments to the Hospital District Act, to clarify issues including funding.

**NCLGA Membership:**

**CARRIED**

### **B13: BC HYDRO FAIR COMPENSATION**

### **CARIBOO REGIONAL DISTRICT**

**WHEREAS** private utilities are required to pay property taxes on properties including rights-of-way for distribution and transmission lines;

**AND WHEREAS** BC Hydro is authorized by provincial law to pay grants-in-lieu to local governments rather than paying property taxes:

**AND WHEREAS** this inequity has been an ongoing issue of importance to local governments, especially regional

districts where the majority of distribution and transmission lines are located, but for which no property taxes may be collected:

**THEREFORE BE IT RESOLVED** that the NCLGA and UBCM lobby the Minister of Finance to review the issue of grants-in-lieu paid by BC Hydro with respect to its transmission and distribution assets as promised during the preparation of Budget 2012.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership has consistently endorsed resolutions relating to Crown Corporation assets and the payment of grants in lieu of property taxes, or full property taxes based on assessed property values (2012-B68; 2011-B23; 2009-B44; 2005-B96; 2001-B21; 2001-B24; 1995-A6). Further, UBCM General Policy 1.8 states that "property taxation distribution ...should be based on actual value assessments and grants in lieu of taxes paid by other governments and their agencies should be paid on the same basis as the ordinary taxpayer."

**NCLGA Membership:**

**CARRIED**

## **HEALTH**

### **B14: COMPARABLE STANDBY WAGES FOR BC AMBULANCE SERVICE**

#### **DISTRICT OF HUDSON'S HOPE**

**WHEREAS** many remote and rural municipalities experience a shortage of qualified ambulance staff and this puts these municipalities in danger of not having the service when they need it the most; and

**AND WHEREAS** many rural ambulance stations only provide on-call coverage with no guaranteed shifts for staff and the on-call rate of \$2/hr is not a sufficient rate for paramedics to make the income needed to be self-sufficient:

**THEREFORE BE IT RESOLVED** that the UBCM petition the BC government to work with the provincial bargaining body and with BC ambulance in the next round of provincial collective agreement bargaining to ensure that BC ambulance staff have on-call rates of pay comparable with other health science professionals, i.e.: lab technologists, radiation technologists, nurses etc.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** Due to time constraints, resolution 2009-B68 was not debated at the UBCM Annual Convention and was referred automatically to the UBCM Executive for consideration. Resolution 2009-B68 asked the provincial government and BC Ambulance Service to increase the stand-by and on-call pay rates and honorarium for volunteer or part-time ambulance staff



paramedics in rural and remote communities. Upon consideration, the UBCM Executive determined that no action was required.

In its comments on resolution 2009-B68, the UBCM Resolutions Committee acknowledged that recruitment and retention of volunteer ambulance attendants was long standing issue, made more complex by differences in pay rates depending on where ambulance attendants are based in BC. The Committee referenced labour negotiations under way at the time between the Province and ambulance attendants, and because of the negotiations, declined to comment further on the rate of pay of volunteer ambulance attendants.

**NCLGA Membership:**

**CARRIED**

**B15: SUPPORT OF THE RECOMMENDATIONS FROM THE BC FOREST SAFETY OMBUDSMAN'S REPORT ON HELICOPTER EMERGENCY MEDICAL SERVICES IN BC**  
**CITY OF TERRACE**

**WHEREAS** the resource sector is the corner stone of the economies for most rural communities and modern health care is crucial to attracting new investment, a workforce, and securing quality of life for rural residents;

**AND WHEREAS** the BC Forest Safety Ombudsman's report on Helicopter Emergency Medical Services has identified that rural communities are negatively affected by an inadequate emergency transportation system:

**THEREFORE BE IT RESOLVED** that the NCLGA lobby the Provincial Government to adopt the BC Forest Safety Ombudsman recommendations on "Helicopter Emergency Medical Services" including mandating a legislated one-hour timeline for every resident of the Province to have access to Trauma 3 Level of care.

**NCLGA Executive Recommendation:** Endorse

**UBCM comments:** The UBCM membership has not previously considered a resolution calling on the provincial government to adopt recommendations from the BC Forest Safety Ombudsman regarding helicopter emergency medical services, including a legislated one-hour timeline for every BC resident to be able to access a Trauma 3 level of care.

However, UBCM members endorsed resolutions 2013-B44, 2007-B157 and 1998-B98, all calling for improvements to air medical access and air ambulance services for all British Columbians.

In response to resolution 2013-B44, BC Ambulance Service (BCAS) stated that 24-hour air ambulance services are available from bases in Prince George, Prince Rupert, Kamloops, Kelowna, and Vancouver; and that it would use private air carriers, Alberta Health Services,

Government of the Yukon, Royal Canadian Air Force, and Canadian Coast Guard aircraft as necessary. BCAS emphasized that the air ambulance model “best able to provide timely, specialized care for patients in northern BC and ... isolated communities is via fixed-wing aircraft,” and referenced the Early Fixed-Wing Activation Program it adopted in 2012.

**NCLGA Membership:**

**CARRIED**

**B16: ATTRACTION AND RETENTION OF MEDICAL DOCTORS**      **VILLAGE OF BURNS LAKE**

**WHEREAS** the attraction and retention of sufficient medical doctors is an ongoing issue for rural BC communities;

**AND WHEREAS** nurse practitioners provide an excellent means of supporting doctors in meeting the needs of those seeking medical care and allowing physicians to focus on more complex and challenging patient health complaints:

**THEREFORE BE IT RESOLVED** that UBCM request that the province of BC provide additional funding for nurse practitioners in rural communities and support their implementation throughout the province.

**NCLGA Executive Recommendation:** Endorse

**UBCM comments:** The UBCM membership endorsed resolution 2015-B70, which asked the provincial government to fund overhead and operating costs for nurse practitioners throughout the province, in order to support the efficacy of this form of primary health care delivery.

In response to the resolution, the Province expressed intent to review incentive programs for non-physician health professionals, such as nurse practitioners, in order to better support rural recruitment and retention.

**NCLGA Membership:**

**CARRIED**

Joan Soarley took over resolutions debate.

**LEGISLATIVE**

**B17: TERM LENGTH**

**DISTRICT OF HUDSON'S HOPE**

**WHEREAS** some local government jurisdictions find it difficult to attract candidates to run for public office and to retain them for a four-year term;

**THEREFORE BE IT RESOLVED** that UBCM work with the Province to investigate allowing each local government to choose the length of term of office to be two, three or four years.

**NCLGA Executive Recommendation:** Not Endorse

**UBCM comments:** The UBCM membership has not previously considered a resolution asking the provincial government to investigate “allowing each local government to choose the length of term of office to be two, three or four years.”

UBCM members endorsed resolution 2013-B94, which called on the provincial government to “increase the interval between civic elections from three years to four years.”

**NCLGA Membership:**

**DEFEATED**

**B18: UBCM CONFERENCE RESOLUTION SECTION**

**DISTRICT OF HUDSON'S HOPE**

**WHEREAS** the resolution section of the annual UBCM conference is undoubtedly the most important business at hand for elected representatives attending; and

**AND WHEREAS** often times run outs at the end of convention before all resolutions have been brought to the floor, resulting in the remaining resolutions not being heard or debated by members on the convention floor:

**THEREFORE BE IT RESOLVED** that the UBCM executive allow for more time during convention for the resolutions.

**AND BE IT FURTHER RESOLVED** that this additional time is created within the existing schedule without additional convention time.

**NCLGA Executive Recommendation:** Endorse

**UBCM comments:** The UBCM membership endorsed resolution 2012-B142, which asked the UBCM Executive and staff to undertake policy amendments to ensure sufficient time to hear and decide upon all resolutions submitted for consideration at the annual UBCM Convention.

**NCLGA Membership:**

**CARRIED**

**B19: ELIMINATION OF BOARD OF VARIANCE**

**CARIBOO REGIONAL DISTRICT**

**WHEREAS** Part 14, Division 15 of the Local Government Act requires local governments to appoint citizens to a Board of Variance, and provides for its mandate and operation;

**AND WHEREAS** Section 536(2) of the Local Government Act prohibits elected officials or Advisory Planning Commissioners from serving on the Board of Variance:

**AND WHEREAS** the Board of Variance is empowered to make land use decisions which could potentially overturn a decision of the duly elected municipal council or regional district board:

**THEREFORE BE IT RESOLVED** that the NCLGA and UBCM lobby the Province to repeal “Division 15 - Board of Variance” of the Local Government Act in its entirety.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership considered but did not endorse resolution 2012-B140, which asked the provincial government to amend the Local Government Act to allow local governments to opt out of the requirement to establish a board of variance.

At the time in 2012, the UBCM Resolutions Committee expressed discomfort with the idea of local governments opting out of the requirement to establish a board of variance. The Committee emphasized the absence of previous policy direction from the UBCM membership, and the independent role played by boards of variance.

In its comments on resolution 2012-B140, the UBCM Resolutions Committee noted that over the years, the membership had endorsed a number of resolutions on issues related to boards of variance, including appeal of decisions and limits to their authority (2000-B38; 1996-B59; 1996-A14). Members had also endorsed resolution 2006-B34, requesting legislative amendments to circumscribe the scope of powers of boards of variance, and to provide an adequate course of appeal for both citizens and local government councils.

The request made in the 2017 resolution goes beyond issues of scope of powers, instead proposing to eliminate boards of variance entirely.

By way of background, upon adoption of a zoning bylaw, a council or board must then establish by bylaw a board of variance (BOV). The BOV role is limited to the functions and responsibilities set out in s. 900-901 of the Local Government Act. A person may apply to the board of variance for a minor variance if they feel compliance with the bylaw would cause them a hardship. The council or board appoints members to the board of variance as per the Local Government Act. The local government is bound by the decisions of the board of variance, subject to court review. Council or the board cannot direct the board in its decision making process.

**NCLGA Membership:**

**CARRIED**

## **B20: UBCM RESOLUTIONS**

## **CITY OF QUESNEL**

**WHEREAS** local governments invest considerable time and effort in researching, preparing and submitting proper (early) resolutions, through their respective councils, boards and area associations to the Union of British Columbia Municipalities;

**AND WHEREAS** the necessity for late resolutions is recognized, they often result in time constraints that in turn pre-empt early resolutions from debate and becoming no longer the property of the membership as they are referred to Union of British Columbia Municipalities executive for decision:

**THEREFORE BE IT RESOLVED** that the North Central Local Government Association requests the Union of British Columbia Municipalities enable all early resolutions to remain the property of the membership at convention until they are duly debated and disposed of.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership has not previously considered a resolution asking that all resolutions received before the deadline remain “the property of the membership” until duly debated and disposed of by the membership.

For any resolution not printed in the Resolutions Book, the UBCM membership is the body that decides whether or not to admit the resolution for debate at Convention. This includes late resolutions as well as resolutions from off the floor. The requirement to admit such a resolution for debate is support from a sixty per cent majority of the voting delegates present. The UBCM membership holds the authority to determine whether debate can be completed at Convention on all resolutions received before the June 30 submission deadline.

The sponsor’s proposal raises a number of practical challenges for Convention organizers. Instances will arise when the time frame allotted in the Convention agenda to debate resolutions, expires. Should then the entire Convention agenda be changed on an ad-hoc basis to finish debate of all resolutions? Should the Convention policy session be allowed to run late on the final day of Convention? There are end times for room rental at the convention centre, as well as travel plans made by Convention attendees who begin to make their way home.

**UBCM notes** that members endorsed resolution 2012-B142, which asked the UBCM Executive and staff to undertake policy amendments to “ensure that sufficient time is provided to hear and decide upon all resolutions submitted for consideration at the annual UBCM Convention.”

**NCLGA Membership:**

**CARRIED**

## **SOCIAL ISSUES**

### **B21: SKILLED PROFESSIONALS**

### **DISTRICT OF VANDERHOOF**

**WHEREAS** there is a growing need to attract and retain qualified, skilled professionals to meet the increased demands of the resource industry in northern British Columbia;

**AND WHEREAS** a financial incentive will encourage those educated in the north to stay in the north:

**THEREFORE BE IT RESOLVED** that UBCM lobby the senior levels of government to provide (a) a tax credit of \$3,000.00 for a period of five years and (2) forgive student loans, for graduating skilled professionals who choose to be educated in and live in rural British Columbia.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership endorsed resolution 2012-B151, which asked the federal government to provide a five-year tax credit for graduating skilled professionals who choose to be educated in and live in rural BC.

**NCLGA Membership:** REFER BACK TO DISTRICT OF VANDERHOOF FOR RE-WORDING

## **TRANSPORTATION AND COMMUNICATION**

### **B22: PUBLIC TRANSPORTATION**

### **DISTRICT OF VANDERHOOF**

**WHEREAS** many rural communities in Northern British Columbia do not have public transit;

**AND WHEREAS** the absence of public transportation in these rural communities places them at a distinct disadvantage as their citizens have no opportunity to use public transportation within or between communities:

**THEREFORE BE IT RESOLVED** that UBCM request that the Province of BC implement a public transportation strategy and establish solutions leading to the sustainability of public transit in all rural communities.

### **BACKGROUND:**

Despite the recent initiative on public transportation for HWY 16 large gaps remain in the local area services. The current program, while appreciated, falls far short of meeting the need for public transportation. Additional funding is required to make the proposed HWY 16 transit system viable for all communities.

**NCLGA Executive Recommendation:** No Recommendation

**UBCM comments:** The UBCM membership has consistently endorsed resolutions calling on the provincial government to provide sustainable public transportation solutions across BC, including in rural and remote communities (2015-B9, 2013-B15, 2012-B115, 2007-B13, 2005-B7). Most recently, resolution 2015-B9 from the same sponsor asked the Province for “adequate funding to support local and intercommunity transportation in rural communities.”

In response to the 2015 resolution, the provincial government expressed willingness to work with communities to find public transit options. The Province also referenced the Action Plan for the Highway 16 Corridor; as well as work by the Omineca Beetle Action Coalition on intra-regional transportation service.

**NCLGA Membership:**

**CARRIED**

**B23: HIGHWAY 16 UPDATES & IMPROVEMENTS**

**DISTRICT OF VANDERHOOF**

**WHEREAS** the Trans-Canada Highway 16 is the only east-west highway connecting communities in Northern BC and is a critical link for the economic development of the region and province, especially providing access to the Asia-Pacific;

**AND WHEREAS** there is a need to facilitate the safe and efficient traffic flow on the highway through areas that are in dire need of improvements, reducing ‘bottle-necks,’ more ‘three landing,’ and safer level rail crossings, etc.:

**THEREFORE BE IT RESOLVED** that UBCM call upon the federal and provincial governments to allocate the necessary funds and implement a comprehensive program to make improvements on the TransCanada Highway 16 within BC.

**NCLGA Executive Recommendation:** Endorse

**UBCM comments:** The UBCM membership endorsed resolution 2014-B81, which asked the provincial government to develop an “Asia-Pacific northern infrastructure strategy” to address barriers to trade and transportation, and impacts to northern communities along Highway 16; and called for consultation with northern stakeholder communities and industry as part of the development of the strategy.

In response to the resolution, the provincial government referenced an analysis of multi-modal transportation trade networks along Highway 16, as part of the Pacific Gateway Initiative.

UBCM also notes that members have consistently endorsed resolutions seeking a province-wide, multi-modal transportation strategy or policy that would include components such as highway upgrades; safety improvements; transportation of dangerous goods; emergency response; and coordination between different modes of transport (2013-B13, 2009-B16, 2008-B110, 2008-B107, 2003-B59, 2000-B63, 1998-A6, 1996-B88, 1995-B55, 1992-A17).

**MOVED/SECONDED** that the above noted motion be amended to include ulterior Highways 118, 37, 27 along with Highway 16.

**NCLGA Membership:**

**AMENDING MOTION CARRIED**

**B24: RAILWAY MANIFEST**

**DISTRICT OF VANDERHOOF**

**WHEREAS** Transport Canada made the requirement in 2013 obliging railroad companies to provide annual aggregate information on dangerous and hazardous good, on a quarterly basis for CN and CP to municipalities that request it;

**AND WHEREAS** there is no consideration to go beyond the current approach, which would ensure emergency response organizations have the information on dangerous and hazardous goods at their disposal:

**THEREFORE BE IT RESOLVED** that Transport Canada require that all railway companies ensure that local emergency response organizations are provided with up to the minute information on the dangerous and hazardous goods on any train that is traveling through their community.

**NCLGA Executive Recommendation:** Endorse

**UBCM comments:** The UBCM membership endorsed resolution 2014-B55, which in part requested federal legislation that would require rail carriers to provide local governments with “timely information regarding the frequency of Class III tank cars travelling through communities carrying hazardous materials.”

Members also endorsed resolution 2015-B13, which called for a “comprehensive national strategy for the rail transportation of dangerous and hazardous goods” that would include in part:

- A security-focused, prevention-based reporting structure to allow first responders and key municipal officials information about dangerous and hazardous goods before they pass through their community; and
- A strategy to allow for local governments to induce timely inquiries into infrastructure safety after rail derailments or similar failures.

The sponsor correctly notes that the federal government in 2013 began requiring railway companies, if requested by local governments, to share with municipal first responders and emergency planners information on the nature and volume of dangerous goods being transported by rail through their communities. However, UBCM acknowledges that at present, the railway companies provide this information only to local governments that request it; and on an annual basis, rather than up to the minute.

**NCLGA Membership:**

**CARRIED**

**LATE RESOLUTIONS**



**WHEREAS** forest health is essential to resource development and economic opportunities in our region;

**AND WHEREAS** British Columbia communities continue to struggle with the effects of the pine beetle epidemic that was exacerbated by restrictions imposed by park and protected area designations, and a fir and spruce beetle infestation has now taken hold as a result of inadequate measures to control beetle infestation:

**THEREFORE BE IT RESOLVED** that the NCLGA and the UBCM support lobbying the provincial government to take a proactive approach to the health of the forest, with extraction of diseased trees taking precedence over park or protected area designations, as well as other restrictions such as mule deer winter range or old growth designations.

**MOVED/SECONDED** that the above noted motion be amended where it says 'extraction' replace with 'treatment'.

**NCLGA Membership:**

**AMENDING MOTION CARRIED  
MOTION AS AMENDED CARRIED**

**Resolutions from the Floor:**

MOVED/SECONDED that the NCLGA support the City of Vernon and SILGA lobbying at UBCM to eliminate GST on Carbon Tax.

**NCLGA Membership:**

**CARRIED FROM THE FLOOR  
CARRIED**

Second Business Session Adjourned at 12:01 p.m. May 4, 2017

Third Business Session Commenced at 1:14 p.m. May 4, 2017

**8. Elections Process (Continued)**

**Nominations for Director at Large**

Brian Frenkel announced that there were three positions available for Director at Large and that three nominations had been received for the Director at Large positions:

- Lara Beckett, Regional District of Fraser-Fort George
- Cheryl Shuman, City of Dawson Creek
- Sandy Salt – Village of Valemount

**Nominations from the Floor for Director at Large:**

Sarah Storry Village of Fraser Lake has been nominated for the position of Director at Large. Nominations Committee Chair Brian Frenkel called three times for further nominations from the floor; no further nominations were received.

The nominations for Director at Large were closed. Each candidate, in alphabetical order, was called to the podium to speak for two minutes.

Brian Frenkel reviewed the procedure for voting for the three Director at Large positions and the timeframe in which to do so.

Brian Frenkel encouraged everyone to visit the voting booth and vote for who they want to be Director at Large.

### **Gold Star Resolution Award:**

Brian Frenkel award the Gold Star to the Village of Burns Lake for Resolution B16 – Attraction and Retention of Medical Doctors.

The Third Business Session recessed at 1:30 p.m. on May 4th, 2017

The Third Business Session commenced at 1:00 p.m. on May 5th, 2017

#### 9. Elections Results

President Shaely Wilbur announced the winners of the NCLGA 2017-2018 Director at Large vote. The winners are: Lara Beckett, Regional District of Fraser-Fort George, Cheryl Shuman, City of Dawson Creek and Sandy Salt – Village of Valemount.

#### 10. Motion to Destroy Ballots

MOVED/SECONDED THAT the Director at Large ballots be destroyed.

**CARRIED**

The Final Business Session adjourned at 1:15 p.m. on May 5, 2017

Next Convention: The 63rd Annual Convention will be hosted by City of Fort Nelson from May 2<sup>nd</sup> to May 4th, 2018