



**NORTH COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING**

**AMENDED AGENDA**

**Held at 1889 Skeena Drive in Port Edward, B.C.  
Friday, June 21, 2019 at 4:00 p.m.**

**1. CALL TO ORDER**

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

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

3.1	Minutes of the Regular meeting of the North Coast Regional District Board held May 17, 2019	Pg 1-10
3.2	<p>Rise and Report – May 17, 2019 (<i>no motion required</i>)</p> <p>MOVED by Director Putterill, SECONDED by Director Nobels, that the report from staff entitled “Employment Contract – Daniel Fish” be received;</p> <p>AND THAT the Board of the North Coast Regional District appoint Daniel Fish as Deputy Chief Administrative Officer from May 20, 2019 to June 30, 2019;</p> <p>AND THAT the Board of the North Coast Regional District appoint Daniel Fish as Chief Administrative Officer from July 1, 2019 to June 30, 2023;</p> <p>AND FURTHER THAT the Board Chair and the Deputy Corporate Officer be authorized to execute the attached proposed employment agreement between the North Coast Regional District and Daniel Fish.</p> <p>IC032-2019 <span style="float: right;">CARRIED</span></p>	Verbal

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

4.1	Minutes of the Regular meeting of the Electoral Area Advisory Committee held March 22, 2019	Pg 11-14
4.2	Minutes of the Regular meeting of the Moresby Island Management Committee held May 7, 2019	Pg 15-16

**5. DELEGATION**

5.1	Port Edward Historical Society – North Pacific Cannery Update	Verbal
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**6. FINANCE**

6.1	S. Landrath, Treasurer – Cheques Payable over \$5,000 for May, 2019	Pg 17
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6.2	S. Landrath, Treasurer – 2018 Statement of Financial Information	Pg 18-52
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## 7. CORRESPONDENCE

7.1	Northern Health Authority – Community Health Planning for Wildfire Season	Pg 53-57
7.2	Prince Rupert Gas Transmission Limited Partnership – Notification Letter: Prince Rupert Gas Transmission Project – Lelu Island Meter Site Permit Extension Application	Pg 58-62
7.3	Prince Rupert Gas Transmission Limited Partnership – Notification Letter: Prince Rupert Gas Transmission Project – Permit Extension Application	Pg 63-83
7.4	North Central Local Government Association – AGM Highlights and More	Pg 84
7.5	Northern Development Initiative Trust – 2019 Grant Writing Support	Pg 85
7.6	Northern Development Initiative Trust – 2019 Economic Development Capacity Building	Pg 86
7.7	Honourable Jonathan Wilkinson, P.C., M.P., Minister of Fisheries, Oceans and the Canadian Coast Guard – RE: Factory Ships Processing at Sea	Pg 87-90
7.8	Gitga’at First Nation – Request for Community Works Funds – Gitga’at First Nation Community Hall Renovation Project	Pg 91-93
7.9	Union of B.C. Municipalities – 2019 Resolutions	Pg 94-95
7.10	BC Ferries – RE: BC Ferries Route 11 and Route 26 Scheduling	Pg 96-98
7.11	Sandspit Community Society – 55 <sup>th</sup> Sandspit Loggers Sports Day	Pg 99
7.12	Licence Inspectors’ and Bylaw Officers’ Association of B.C. – On the Verge of Victory in Precedent-Setting Local Government Dangerous Dog Appeal	Pg 100-102
7.13	Honourable Selina Robinson, Minister of Municipal Affairs and Housing – 2019 UBCM Convention	Pg 103
7.14	Honourable John Horgan, Premier – 2019 UBCM Convention	Pg 104
7.15	qathet Regional District – Letter to Ministry to Expand Recycling for the ICI Sector	Pg 105-109
7.16	Haida Gwaii Museum – Haawa – Thank You!	Pg 110
7.17	Honourable Claire Trevena, Minister of Transportation and Infrastructure – Bill 25 – Coastal Ferry Amendment Act	Pg 111-112
<u>Add:</u> <u>7.18</u>	Sandspit Community Society – Funding Request	Pg 112a

**8. REPORTS / RESOLUTIONS**

8.1	D. Fish, Deputy Chief Administrative Officer – 2019 UBCM Convention – Resolutions & Meeting Requests	Pg 113-115
8.2	D. Fish, Deputy Chief Administrative Officer – Bylaw No. 591.1, 2019 – Amendment to the NCRD Procedure Bylaw No. 591, 2016	Pg 116-131
8.3	D. Fish, Deputy Chief Administrative Officer – Bylaw No. 579.1, 2019 – Amendment to the Moresby Island Management Standing Committee Bylaw No. 579, 2014	Pg 132-137

**9. BYLAWS**

9.1	Bylaw No. 591.1, 2019 – Being a bylaw amend the NCRD Board Procedure Bylaw No. 591, 2016 <b><i>Prior to being given first, second, third reading and adoption.</i></b>	Pg 138-139
9.2	Bylaw No. 579.1, 2019 – Being a bylaw to amend the Moresby Island Management Standing Committee Bylaw No. 579, 2014 <b><i>Prior to being given first reading.</i></b>	Pg 140-141

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

<u>Add:</u> <u>10.1</u>	M. Williams, Planning Consultant – Land Referral: Naikun Wind Development Corp.	Pg 141a-o
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**11. NEW BUSINESS**

11.1	Director's Reports	Verbal
11.2	Gitga'at First Nation's Application to Northern Development Initiative Trust's Community Halls and Recreation Facilities Program – Gitga'at First Nation Community Hall	Pg 142-153
11.3	Tlell Fall Fair Committee's Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program – Tlell Fall Fair	Pg 154-161
11.4	Haida Gwaii All-Islands Protocol Table – RE: Request for the Gwaii Trust Society to Consider Creating a Special Program to Provide Ongoing Funding for an All-Island Governance Structure for Haida Gwaii	Pg 162-164
11.5	Metlakatla First Nation Application to Northern Development Initiative Trust's Economic Diversification Infrastructure Program	Pg 165-177

**12. OLD BUSINESS**

12.1	Director Putterill, Electoral Area E – Shoreline Erosion	Verbal
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**13. PUBLIC INPUT****14. IN-CAMERA**

That the public be excluded from the meeting according to section 90(1)(a)(c)(k) and 90(2)(b) of the <i>Community Charter</i> “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “labour relations or other employee relations”, “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government.”	---
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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 in Prince Rupert, B.C. on Friday, May 17, 2019 at 7:00 p.m.

### PRESENT

### PRIOR TO ADOPTION

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

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

### 2. AGENDA

MOVED by Director Olsen, SECONDED by Director Nobels, that the May 17, 2019 North Coast Regional District Regular agenda be adopted as amended to include the following:

Remove:	6.2	Attachment "A", pages 35-53
Add:	6.2	Attachment "A", handout provided
Add:	11.3	June 21, 2019 NCRD Regular Board Meeting

**235-2019**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regular meeting of the North Coast Regional District Board held April 10, 2019

MOVED by Director Nobels, SECONDED by Director Cunningham, that the minutes of Regular meeting of the North Coast Regional District Board held April 10, 2019 be adopted as presented.

**236-2019**

**CARRIED**

- 3.2 Minutes of the Regular meeting of the North Coast Regional District Board held April 26, 2019

MOVED by Director Nobels, SECONDED by Director Olsen, that the minutes of Regular meeting of the North Coast Regional District Board held April 26, 2019 be amended and adopted as follows:

Resolution 215-2019:

**Delete:** “MOVED by Director Nobels, SECONDED by Director Daugert, that the correspondence from the Forest Enhancement Society of B.C. with respect to its 2019 accomplishments report be received for information.”

**Add:** “MOVED by Director Nobels, SECONDED by Director Daugert, that the correspondence from Northern Development Initiative Trust with respect to the North Coast Regional District’s 2018 grant writing support funding be received for information.”

**237-2019**

**CARRIED**

- 3.3 Rise and Report – April 26, 2019 (*no motion required*)

MOVED by Director Brain, SECONDED by Director Cunningham, that the report from Mr. Boland, Northwest BC Resource Benefits Alliance Project Manager, entitled “Sustainability and Livability Plan for Northwest B.C.” be received;

AND THAT, on behalf of the North Coast Regional District and its member municipalities, the North Coast Regional District fund 25.3% or \$88,773 of the \$350,000 budget approved by the Northwest BC Resource Benefits Alliance members for the Sustainability and Livability Plan for Northwest B.C., based on the proportionate shares of the Northern Capital & Planning Grant received;

AND FURTHER THAT this report be released from in-camera following funding approval from the Regional District of Bulkley-Nechako and Regional District of Kitimat-Stikine.

IC023-2019

CARRIED

MOVED by Director Olsen, SECONDED by Director Putterill, that the Board of the North Coast Regional District appoint Director Young to serve as the North Coast Regional District alternate representative to the Haida Gwaii Museum Board of Directors.

IC024-2019

CARRIED

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

- 4.1 Minutes of the Regular meeting of the Regional Recycling Advisory Committee held January 30, 2019

MOVED by Director Nobels, SECONDED by Director Olsen, that the minutes of the Regular meeting of the Regional Recycling Advisory Committee held January 30, 2019 be received.

**238-2019**

**CARRIED**

- 4.2 Minutes of the Regular meeting of the Moresby Island Management Committee held April 1, 2019

MOVED by Director Putterill, SECONDED by Director Olsen, that the minutes of the Regular meeting of the Electoral Area Advisory Committee held April 1, 2019 be received.

**239-2019**

**CARRIED**

## **5. DELEGATIONS**

- 5.1 Prince Rupert Environmental Society – Concern for Skeena Estuary with New Vessel Anchorage

Luanne Roth, Marine Director with the Prince Rupert Environmental Society, addressed the Board with respect to concerns around large vessel anchor safety within the Skeena estuary.

Ms. Roth highlighted concerns with the movement of dangerous goods throughout the **Skeena estuary and noted that large vessel “risk of grounding” incidents while anchored** in the Prince Rupert area have increased. Further, Ms. Roth identified recommendations from various reports and journals around the need to further study anchorage safety in the area. Ms. Roth highlighted that anchor safety, in light of the potential Vopak project, needs to be further examined.

Ms. Roth requested that the Board of the North Coast Regional District consider sending correspondence to the Honourable Marc Garneau, Minister of Transport, to urge Transport Canada to assess the risk and need for anchorage solutions as part of the Vopak project.

The Society answered questions posed by the Board of the North Coast Regional District.

The Chair thanked the Prince Rupert Environmental Society for its presentation.

- 5.2 Prince Rupert Port Authority – Port Anchorages

Ken Veldman, Vice President, Public Affairs and Sustainability with the Prince Rupert Port Authority, addressed the Board with respect to Prince Rupert Port Authority (PRPA) anchorage familiarization.

Mr. Veldman reviewed the current laydown of the 27 PRPA anchorages including their typical anchorage uses and statistics. Mr. Veldman reviewed how vessels are assigned to a particular anchorage based on cargo, length, notification time, tonnage and other factors.

Mr. Veldman **reviewed the PRPA’s general anchorage and winter anchorage policies** with the Board of the North Coast Regional District.

Mr. Veldman stated that the PRPA is looking at operational approaches over the course of the next year and will look at anchorages as part of that reporting.

The Prince Rupert Port Authority answered questions posed by the Board of the North Coast Regional District.

The Chair thanked the Prince Rupert Port Authority for its presentation.

**6. FINANCE**

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

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

**240-2019**

**CARRIED**

*Steve Kietzmann, Carlyle Shepherd & Co., joined the meeting at 8:18 p.m.*

- 6.2 S. Landrath, Treasurer – 2018 Audited Financial Statements

MOVED by Director Cunningham, SECONDED by Director Nobels, that the staff report entitled “**2018 Audited Financial Statements**” be received;

AND THAT the Board of the North Coast Regional District approve the 2018 audited financial statements as presented.

**241-2019**

**CARRIED**

*Steve Kietzmann, Carlyle Shepherd & Co., left the meeting at 8:31 p.m.*

MOVED by Director Nobels, SECONDED by Director Olsen, that the Board of the North Coast Regional District appoint Carlyle Shepherd & Co. as the auditor of the 2019 North Coast Regional District financial statements.

**242-2019**

**CARRIED**

**7. CORRESPONDENCE**

- 7.1 Northern Health Authority – RE: Public Health Nursing Unit in Sandspit, B.C.

MOVED by Director Olsen, SECONDED by Director Nobels, that the correspondence from Northern Health Authority with respect to the public health nursing unit in Sandspit, B.C. be received.

**243-2019**

**CARRIED**

MOVED by Director Putterill, SECONDED by Director Cunningham, that the Board of the North Coast Regional District send correspondence to Northern Health Authority to thank it for its response and ask that, in future, the North Coast Regional District be consulted on any proposed reduction to health service levels in its communities.

**244-2019**

**CARRIED**

- 7.2 Interfor Corporation – **Interfor’s 2018 Corporate Sustainability Report**

MOVED by Director Putterill, SECONDED by Director Nobels, that the correspondence from Interfor Corporation with respect to its 2018 corporate sustainability report be received for information.

**245-2019**

**CARRIED**

## 7.3 Moresby Island Management Standing Committee – MIMC Bylaw

MOVED by Director Putterill, SECONDED by Director Olsen, that the correspondence from the Moresby Island Management Standing Committee with respect to the Moresby Island Management Standing Committee establishment bylaw be received.

**246-2019****CARRIED**

## 7.4 Union of B.C. Municipalities – 2019 CRI FireSmart Community Funding &amp; Supports – Approval Agreement &amp; Terms of Conditions of Funding

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from the Union of B.C. Municipalities with respect to the 2019 FireSmart community funding be received.

*The Corporate Officer noted that the Villages of Masset, Queen Charlotte and Port Clements requested that the North Coast Regional District participate in a joint request for proposal for separate, yet coordinated, community wildfire protection plans. The Board of the North Coast Regional District indicated that it was supportive of this approach.*

**247-2019****CARRIED**

## 7.5 Haida Gwaii Funeral Service – Public Notice: Resignation

MOVED by Director Olsen, SECONDED by Director Putterill, that the correspondence from the Haida Gwaii Funeral Service with respect to **the director's resignation** be received.

*The Corporate Officer indicated that correspondence from the Haida Gwaii Funeral Service, dated May 12, 2019, stated that, due to overwhelming community support and financial assistance, it would remain operational for the foreseeable future. The Corporate Officer stated that island Chief Administrative Officers would be meeting to discuss the long term sustainability of the Haida Gwaii Funeral Service.*

**248-2019****CARRIED**

## 7.6 Canadian Coast Guard – West Coast Emergency Towing Needs

MOVED by Director Nobels, SECONDED by Director Olsen, that the correspondence from the Canadian Coast Guard with respect to west coast emergency towing needs be received.

**249-2019****CARRIED**

MOVED by Director Nobels, SECONDED by Director Cunningham, that the Board of the North Coast Regional District send correspondence to the Canadian Coast Guard to thank it for the report and to request that towing arrays be recommended for all large vessels and not just oil tankers, as currently proposed.

**250-2019****CARRIED**

- 7.7 BHP Group Limited – RE: Climate Adaptation in the North Coast Regional District – **Your Company's Responsibility**

MOVED by Director Putterill, SECONDED by Director Nobels, that the correspondence from BHP Group Limited with respect to climate adaptation in the North Coast Regional District be received.

**251-2019**

**CARRIED**

- 7.8 BC Assessment – BC Assessment Meeting Invitation at 2019 UBCM

MOVED by Director Olsen, SECONDED by Director Nobels, that the correspondence from BC Assessment with respect to its 2019 UBCM meeting invitation be received.

**252-2019**

**CARRIED**

- 7.9 Honourable Selina Robinson, Minister of Municipal Affairs and Housing – Building BC Partnership Opportunities for Local Governments

MOVED by Director Nobels, SECONDED by Director Olsen, that the correspondence from the Honourable Selina Robinson, Minister of Municipal Affairs and Housing with respect to building BC partnership opportunities for local governments be received.

**253-2019**

**CARRIED**

- 7.10 City of Burnaby – Expanding Investment Opportunities

MOVED by Director Putterill, SECONDED by Director Nobels, that the correspondence from the City of Burnaby with respect to expanding local government investment opportunities be received.

**254-2019**

**CARRIED**

- 7.11 L. Paulson, Acting Director for Area F Harvest Committee – Request for Support

MOVED by Director Nobels, SECONDED by Director Cunningham, that the correspondence from Mr. Paulson with respect to his request for support be received.

**255-2019**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Putterill, that the Board of the North Coast Regional District send correspondence to the Honourable John Wilkinson, Minister of Fisheries and Oceans, to ask that the Minister reconsider the Department of Fisheries decision to delay opening of Area F trolling to from July 10 to August 20, 2019;

AND FURTHER THAT the correspondence request that Department of Fisheries staff attend a future meeting of the North Coast Regional District Board to discuss broader concerns around fisheries in the region.

**256-2019**

**CARRIED**

- 7.12 Prince Rupert Environmental Society – Large Vessel Anchor Safety Endorsement Request

MOVED by Director Nobels, SECONDED by Director Olsen, that the correspondence from the Prince Rupert Environmental Society with respect to its large vessel anchor safety endorsement request be received.

**257-2019**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Putterill, that the Board of the North Coast Regional District send correspondence to the Honourable, Marc Garneau, Minister of Transport, to request that a full marine risk assessment and a review of the need for anchorage incident mitigation be undertaken for the Prince Rupert Port Authority's anchorages.

**258-2019**

**CARRIED**

## **8. REPORTS – RESOLUTIONS**

- 8.1 S. Landrath, Treasurer – Northern Capital and Planning Grants Summary

MOVED by Director Nobels, SECONDED by Director Olsen, that the report from staff entitled “Northern Capital and Planning Grants Summary” be received.

**259-2019**

**CARRIED**

- 8.2 M. Williams, Consultant – Electoral Area D and E Civic Address Update

MOVED by Director Putterill, SECONDED by Director Olsen, that the report from the consultant entitled “Electoral Area D and E Civic Address Update” be received;

AND THAT staff be directed to undertake an update to civic addressing in Electoral Areas D and E in accordance with the report entitled “Electoral Area D and E Civic Address Update”.

**260-2019**

**CARRIED**

## **9. BYLAWS**

None.

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

- 10.1 M. Williams, Planning Consultant – Land Referral: Coastal Shellfish Corporation

MOVED by Director Nobels, SECONDED by Director Putterill, that the report from the consultant entitled “Land Referral: Coastal Shellfish Corporation” be received;

AND THAT the Board of the North Coast Regional District deem its interested unaffected.

**261-2019**

**CARRIED**

## 11. NEW BUSINESS

### 11.1 Director's Reports

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

#### Alternate Director Mackenzie – District of Port Edward

- The District continues to work with CN Rail around the rail whistle issue in the community.

#### Director Cunningham – City of Prince Rupert

- City Council has allocated additional funding toward road repair and paving in the City.

#### Director Olsen – Village of Queen Charlotte

- The Haida Gwaii Museum Board held its strategic planning session held May 3-4, 2019;
- The Village received confirmation that it was approved for grant funding to complete the capital replacement of its firehall;
- The Hospital Helipad resolution submitted to NCLGA was passed;
- The Village received confirmation that it was approved for grant funding to support the development of a community wildfire protection plan;
- The Village received confirmation that it was approved for grant funding to support the development of a daycare needs assessment for the community; and
- Village public works is working with Adventure Paving to identify priority road works for 2019.

#### Director Nobels – Electoral Area A

- The community has initiated a white goods cleanup with mainland recycling; and
- The Dodge Cove/Digby Island craft show will be held June 1, 2019.

#### Director Putterill – Electoral Area E

- BC Ferries Route 26 schedule has been amended to allow for connections to Route 11 to be made;
- BC Ferries has indicated that it will not be adding additional sailings or a water taxi service to Route 26 while new schedules are contemplated;
- Director Putterill attended the April 27, 2019 meeting of the BC Ferries Advisory Committee and recommended that hiring of an engineer for Route 26 not wait until implementation of the 16 hour schedule;
- Director Putterill attended the most recent meeting of the Vancouver Island Regional Library Board, in which **the Board's capital construction plan** was amended to reflect rising construction costs;
- The Sandspit Water Operator has been working on a repair to the community water system; and
- The wildfire risk on Haida Gwaii was upgraded to Moderate.

#### Director Young – Electoral Area D

- Director Young attended the North Central Local Government Association meetings held in Williams Lake, B.C. throughout May 7-10, 2019; and
- Masset Harbour Days will be held Saturday, May 18, 2019, and a shoreline cleanup is planned for the event.

#### Director Daugert – Village of Port Clements

- **The Village has issued a request for proposal for the recladding of the Village's firehall.**



Chair Pages – Village of Masset

- The purchase of the old Masset fish plant is delayed due to remediation work needed on site;
- The School Board is contemplating closure of the Masset elementary school to combine it with the high school. Village Council indicated to the School Board that it wishes to be consulted on these matters;
- The Village received confirmation that it was approved for grant funding to support the development of a community wildfire protection plan;
- The Village received confirmation that it was approved for grant funding to support the development of a daycare needs assessment for the community; and
- Masset Harbour Days will be held Saturday, May 18, 2019,

**262-2019****CARRIED**

- 11.2 Press Release: CHN and Communities Collaborate to get Community Forest Tenure Issued this Year

MOVED by Director Olsen, SECONDED by Director Cunningham, that the press release from the Misty Isles Economic Development Society entitled “CHN and Communities Collaborate to get Community Forest Tenure Issued this Year” be received for information.

**263-2019****CARRIED**

- 11.3 June 21, 2019 North Coast Regional District Regular Board Meeting

MOVED by Director Nobels, SECONDED by Director Olsen, that the June 21, 2019 Regular meeting of the North Coast Regional District Board be held at 4:00 p.m. at the North Pacific Cannery (1889 Skeena Drive, Port Edward, B.C.).

**264-2019****CARRIED**

MOVED by Director Putterill, SECONDED by Director Olsen, that the staff prepare an amendment to Bylaw No. 591, 2016 to include First Nations land recognition as an order of proceeding during Regular Board meetings.

**265-2019****CARRIED****12. OLD BUSINESS**

- 12.1 D. Fish, Corporate Officer – Charge North Electric Vehicle Charging Station Locations

MOVED by Director Putterill, SECONDED by Director Young, that the verbal report from staff entitled “Charge North Electric Vehicle Charging Station Locations” be received;

AND THAT, as part of the Charge North project, the following locations be identified for capital installation of proposed Level 2 charging stations:

- Sandspit Community Hall (411 Beach Road), Sandspit, B.C.; and
- Towhill Kiosk (Towhill Road), Masset, B.C.

**266-2019****CARRIED****13. PUBLIC INPUT**

There were 0 questions from the public.

**14. IN CAMERA**

MOVED by Director Cunningham, SECONDED by Director Nobels, that the public be excluded from the meeting according to section 90(1)(c) and (k) of the *Community Charter* “labour relations or other employee relations” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

**267-2019**

**CARRIED**

**15. ADJOURNMENT**

MOVED by Director Cunningham, SECONDED by Director Olsen, that the North Coast Regional District Regular Board meeting be adjourned at 10:32 p.m.

**268-2019**

**CARRIED**

*Approved and adopted:*

*Certified correct:*

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**Chair**

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**Corporate Officer**



## NORTH COAST REGIONAL DISTRICT ELECTORAL AREA ADVISORY COMMITTEE

**MINUTES** of the Electoral Area Advisory Committee meeting held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C. on Friday, March 22, 2019 at 6:30 p.m.

### PRESENT

### PRIOR TO ADOPTION

Chair	E. Putterill, Electoral Area E
Directors	D. Nobels, Electoral Area A J. Young, Electoral Area D
Regrets	K. Bergman, Electoral Area C
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer

### 1. CALL TO ORDER 6:30 p.m.

### 2. ELECTION OF CHAIR AND VICE CHAIR

The Corporate Officer called for nominations for the position of Chair of the Electoral Area Advisory Committee for 2019.

Director Nobels nominated Director Young, Director Young declined the nomination.

Nominations were called for a second time.

Director Young nominated Director Putterill, Director Putterill accepted the nomination.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

**Director Putterill was declared Chair of the Electoral Area Advisory Committee for 2019 by acclamation.**

The Corporate Officer called for nominations for the position of Vice Chair of the Electoral Area Advisory Committee for 2019.

Director Nobels nominated Director Young, Director Young accepted the nomination.

Nominations were called for a second time.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

**Director Young was declared Vice Chair of the Electoral Area Advisory Committee for 2019 by acclamation.**

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

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

MOVED by Director Nobels, SECONDED by Director Young, that the March 22, 2019 Electoral Area Advisory Committee agenda be amended and adopted as follows:

8.2 Habitat Acquisition Grant

**001-2019**

**CARRIED**

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

4.1 Minutes of the Electoral Area Advisory Committee Meeting held August 17, 2018

MOVED by Director Nobels, SECONDED by Director Young, that the minutes of the August 17, 2018 Electoral Area Advisory Committee meeting be adopted as presented.

**002-2019**

**CARRIED**

**5. FINANCE**

None.

**6. CORRESPONDENCE**

None.

**7. REPORTS / RESOLUTIONS**

7.1 D. Fish, Corporate Officer – North Coast Regional District Community Works Funding Summary

MOVED by Director Nobels, SECONDED by Director Young, that the report from staff entitled “North Coast Regional District Community Works Funding Summary” be received for information.

**003-2019**

**CARRIED**

7.2 D. Fish, Corporate Officer – Northern Development Initiative Trust 2019 Nominal Funding Allocation

MOVED by Director Nobels, SECONDED by Director Young, that the report from staff entitled “Northern Development Initiative Trust 2019 Nominal Funding Allocation” be received for information.

**004-2019**

**CARRIED**

**8. NEW BUSINESS**

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

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

**005-2019**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Young, that the Electoral Area Advisory Committee recommend that the Board of the North Coast Regional District support the Edge of the World Music Festival **Society's application to Northern Development Initiative Trust's Fabulous Festivals and Events** program in the amount of \$5,000, to be drawn from the North Coast Regional District nominal account.

**006-2019**

**CARRIED**

- 8.2 J. Young, Electoral Area D – Habitat Acquisition Grant

*Director Young shared concerns with respect to the future development of Lot 5, DL 873 QC District, in the Towhill area. Specifically, Director Young indicated that the lot included environmentally sensitive and wildlife habitat areas, and that it did not appear a park dedication was completed as part of the subdivision process. Staff provided an overview of the current covenants registered on title and recommended that the North Coast Regional District await a response from the Ministry of Transportation and Infrastructure with respect to records relating to the subdivision referral process for the subject property prior undertaking any further action on the matter.*

MOVED by Director Nobels, SECONDED by Director Young, that the verbal report from Director Young with respect to Lot 5 District Lot 873, QC District and a proposed habitat acquisition grant be received.

**007-2019**

**CARRIED**

**9. OLD BUSINESS**

None.

**10. PUBLIC INPUT**

There were 0 questions from the public.

**11. IN CAMERA**

None.

**12. ADJOURNMENT**

MOVED by Director Nobels, SECONDED by Director Young, that the meeting be adjourned at 7:00 p.m.

**008-2019****CARRIED**

*Approved and adopted:*

*Certified correct:*

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***Chair***

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***Corporate Officer***

## 3.1

**NORTH COAST REGIONAL DISTRICT****MORESBY ISLAND MANAGEMENT STANDING COMMITTEE**

**MINUTES** of the Regular Meeting of the Moresby Island Management Standing Committee (MIMSC) held at Sandspit Community Centre, Sandspit, B.C. on May 6, 2019 at 7:00 PM.

**Adopted June 3, 2019**

**PRESENT** Gail Henry, Stan Hovde, Bill Quaas, Gord Usher

**ABSENT** Evan Putterill

Chair Gail Henry

Vice Chair

Staff Barb Parser (absent)

Public 4

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

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

2.1 Agenda May 2019

**029-2019** MOTION to accept agenda as presented, moved by Gord Usher, seconded by Stan Hovde, Carried

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

3.1 Minutes April 2019

**030-2019** MOTION to adopt and file April minutes of meeting, moved by Gord Usher, seconded by Bill Quaas, Carried

**4. DELEGATIONS**

4.1 Terry Gillespie - RCMP QCC Detachment

**5. CORRESPONDENCE**

5.1 None

**6. REPORTS – RESOLUTIONS**

6.1 Water Operators Report

**031-2019** MOTION to receive and file Water Operators Report moved by Stan Hovde, seconded by Gord Usher, Carried

6.2 Directors Report - None

**7. OLD BUSINESS**

7.1 Ratification of Motion by Electronic Vote

Motion 032-2019: That MIMSC write letter to NCRD stating that the committee opposes any change to the Bylaw that would change the number of members on MIMSC board as it stands now, moved by Gord Usher, seconded by Stan Hovde, Carried

**033-2019** MOTION to ratify electronic vote moved by Bill Quaas, seconded by Gord Usher, Carried

**8. NEW BUSINESS**

**9. PUBLIC INPUT**

BC Wildlife information

**10. IN CAMERA**

**11. ADJOURNMENT**

**034-2019** 8:05 PM, MOTION to Adjourn by Stan Hovde, Carried

Approved and adopted:

Certified correct:

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Chair

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Secretary



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

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Big Red Enterprises Ltd.	15-May	\$ 17,266.56	April Garbage Collection
Harbour Machining Welding & Fabricating	15-May	\$ 9,458.72	Rebuild cardboard baler, repair dump bin & van tailgate
Pacific Blue Cross	15-May	\$ 7,275.49	May PBC & BC Life Premiums
Sperling Hansen Associates	15-May	\$ 7,317.66	ISW Landfill annual site visit & survey
Vancouver Island Regional Library	15-May	\$ 15,178.00	2019 Second Quarter Total Levy
Municipal Pension Plan	17-May	\$ 7,411.84	Payroll Remittance (PP10-2019)
Receiver General	17-May	\$ 12,301.71	Payroll Remittance (PP10-2019)
Municipal Pension Plan	28-May	\$ 7,368.53	Payroll Remittance (PP11-2019)
Receiver General	28-May	\$ 16,808.93	Payroll Remittance (PP11-2019)

<b>CHEQUES OVER \$5,000:</b>	<b>\$ 100,387.44</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$ 49,142.96</b>
<b>TOTAL CHEQUES:</b>	<b><u>\$ 149,530.40</u></b>



## Staff Report

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**Date:** June 21, 2019

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

**From:** S. Landrath, Treasurer

**Subject:** 2018 Statement of Financial Information

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### Recommendation:

**THAT the staff report entitled “2018 Statement of Financial Information” be recived;**

**AND THAT the Board of the North Coast Regional District approve the 2018 Statement of Financial Information as presented.**

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### BACKGROUND:

The *Financial Information Act* requires every local government in British Columbia to submit Statements of Financial Information (SOFI) to the Ministry of Municipal Affairs and Housing by June 30<sup>th</sup> of each year. Under the *Financial Information Regulations* of SOFI, the Board of Directors must approve the financial information submitted to the Ministry.

The SOFI report ensures municipal compliance with provincial reporting requirements. The purpose of the SOFI is to report the financial statements and disbursements for employee remuneration, goods and services. It is a regulatory requirement for all local

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governments in British Columbia to submit SOFI report by June 30 each year and make it available for public examination for 3 years once released.

**The SOFI includes the Regional District's audited financial statements and schedules regarding remuneration paid to the Board of Directors, a listing of the District's employees and their positions with remuneration over the reporting threshold amount of \$75,000, amounts paid to suppliers of goods and/or services to which the District paid a total exceeding \$25,000 including GST and any other taxes during the year, and all grants awarded by the District to not-for-profit organizations for the reporting year.**

The schedules are prepared for the provincial government and are prepared according to the ***Financial Information Act Regulations***. It should be noted that SOFI schedules are based on when payments were made rather than the accrual basis normally used for financial statement presentation.

As required under the ***Local Government Act Section 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. The SOFI must be approved by the Board before June 30<sup>th</sup> each year.

## **DISCUSSION:**

### Board Remuneration

The remuneration amounts disclosed in the SOFI report include the following:

- Honoraria
- **Officer's Allowance**
- Electronic Devices allowance
- Meeting remuneration

## Staff Remuneration

The remuneration amounts disclosed in the SOFI report include the following:

- Salary/Hourly wages
- Vehicle allowance
- Vacation pay
- Statutory holiday pay
- Sick pay
- Medical pay
- Overtime
- Charge hand bonus
- Retroactive wage changes
- Taxable benefits including Accidental Death & Dismemberment, Life Insurance and MSP premiums.

## Expenses

The expense amounts disclosed in the SOFI include the following costs to attend board meetings, conventions and professional development courses:

- Travel costs including ferry, airfare, mileage, taxi charges, baggage handling fees
- Accommodations
- Registration fees
- Actual meal costs or per diems

## Not included in remuneration or expense disclosure

- **Employer's portion of Canada Pension Plan contributions and Employment Insurance premiums**
- Payments to the Municipal Pension Plan

- Benefits paid by the employer which are not taxable in the hands of the employee (extended health, dental, and long-term disability)
- Worksafe BC premiums.
- Safety clothing and boot allowances
- Business cards
- Meals and refreshments for board meetings and committee meetings
- Amounts included in accounts payable or prepaid expenses at December 31, 2018

#### Recoveries/reimbursements

It is important to note that the report does not include any recoveries. So, reimbursements made to the NCRD from the North West Regional Hospital District have not been deducted from the amount reported as expenses of the Board.

#### **RECOMMENDATION:**

Staff is recommending that the Board approve the 2018 SOFI report as presented.

**NORTH COAST REGIONAL DISTRICT**  
**STATEMENT OF FINANCIAL INFORMATION (SOFI)**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**



# **STATEMENT OF FINANCIAL INFORMATION (SOFI)**

**Prepared under the *Financial Information Act***

**For the year ended December 31, 2018**

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North Coast Regional District Audited 2018 Financial Statements	10

## MANAGEMENT REPORT

### *Prepared under the Financial Information Regulation, Schedule 1, section 9*

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian public sector accounting standards, 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 external auditors, CARLYLE SHEPHERD & CO, conduct an independent examination, in accordance with Canadian 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 Board of Directors.

On behalf of the North Coast Regional District

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Sharon Landrath, CPA, CA  
Treasurer





## 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*.

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Sharon Landrath, CPA, CA  
Treasurer

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Barry Pages  
Chair

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Date

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Date



## SCHEDULE OF DEBENTURE DEBT

*Prepared under the Financial Information Regulation, Schedule 1, Section 4*

<b>City of Prince Rupert - Other</b>	
MFA Issue #75	\$ 152,964
MFA Issue #94	1,527,002
<b>District of Port Edward - Elementary School</b>	
MFA Issue #126	1,094,254
<b>Village of Queen Charlotte - Improvements to Water System</b>	
MFA Issue #106	580,150
<b>Village of Masset - New Hospital</b>	
MFA Issue #99	3,036,204
MFA Issue #103	889,637
<b>City of Prince Rupert - Airport</b>	
MFA Issue #127	6,001,774
<b>Vancouver Island Regional Library - Capital Financing</b>	
MFA Issue #145	1,500,000
<b>Total Outstanding</b>	<b>\$ 14,781,986</b>

<b>MFA Issue #</b>	<b>Maturity Date</b>	<b>Interest Rate</b>
75	December 2021	5.69%
94	October 2025	3.02%
126	September 2028	3.85%
106	October 2029	4.13%
99	October 2031	4.43%
103	April 2033	4.65%
127	April 2034	3.30%
145	April 2038	3.15%

## **SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

***Prepared under the Financial Information Regulation, Schedule 1, Section 5***

The North Coast Regional District has not given any guarantees or indemnities under the *Indemnities and Guarantees Regulation*.

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID IN  
RESPECT OF EACH EMPLOYEE**

*Prepared under the Financial Information Regulation, Schedule 1, Section 6*

	NAME	POSITION	REMUNERATION	EXPENSES
2	Beldessi, Bill	Director, Area E	13,435	22
	Bergman, Karl	Director, Area C	16,723	7,066
	Brain, Lee	Director, Prince Rupert	13,684	4,348
	Budde, Lutz	Alternate, Area C	533	1,867
	Cunningham, Barry	Director, Prince Rupert	10,893	1,059
	Daugert, Douglas	Director, Port Clements	2,365	2,471
	Franzen, Dan	Director, Port Edward	13,684	381
1	Kinney, Nelson	Director, Prince Rupert	3,680	167
	MacKenzie, Christine	Alternate, Port Edward	178	-
2	Martin, Greg	Director, Queen Charlotte	12,330	8,852
2	Merilees, Andrew	Alternate, Masset	178	-
	Nobels, Des	Vice Chair, Director, Area A	17,256	4,497
	Olsen, Kris	Director, Queen Charlotte	2,365	708
	Pages, Barry	Chair, Director, Masset	21,506	17,878
	Putterill, Evan	Director, Area E	2,877	2,236
2	Racz, Michael	Director, Area D	14,857	9,100
2	Thomas, Urs	Director, Port Clements	12,153	7,561
2	Wagner, Carol	Alternate, Area E	533	167
	Young, Johanne	Director, Area D	2,877	3,077
<b>TOTAL:</b>			<b>162,109</b>	<b>71,455</b>

1 Deceased

2 Director not re-elected in October 2018 election

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID IN  
RESPECT OF EACH EMPLOYEE**

*Prepared under the Financial Information Regulation, Schedule 1, Section 6*

NAME	POSITION	REMUNERATION	EXPENSES
Chapman, Doug	Chief Administrative Officer	127,465	5,401
DesChamp, Timothy	Superintendent of Waste Management	81,873	3,537
Fish, Daniel	Corporate Officer	93,113	16,779
Gill, Sukhraj	Treasurer	99,712	7,154
Kidd, Robert	Manager, Island Solid Waste	94,155	269
<b>Total employees with remuneration greater than \$75,000</b>		<b>496,318</b>	<b>33,141</b>
<b>Add:</b>			
Employees with remuneration less than \$75,000		609,861	1,131
Board of Directors		162,109	71,455
<b>Total Remuneration and Expenses:</b>		<b>1,268,288</b>	<b>105,728</b>

<b>Add:</b>	
Employer's portion of CPP and EI	62,751
Change in accrued wages and benefits, and other	355,970
<b>Revised Total:</b>	<b>1,687,009</b>
<b>Total Expenses per Statement of Revenue and Expenditures</b>	<b>4,767,798</b>
<b>Less:</b>	
Amortization	-146,571
Municipal debt payments	-1,186,566
Other expenditures	-1,747,652
<b>Adjusted Financial Statement Expenses (Total of Salaries and wages and Director expenses)</b>	<b>1,687,009</b>



**NORTH COAST**  
REGIONAL DISTRICT

## STATEMENT OF SEVERANCE AGREEMENTS

*Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)*

There were no severance agreements made between the North Coast Regional District and its non-unionized employees for the year ended December 31, 2018

# SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES

*Prepared under the Financial Information Regulation, Schedule 1, Section 7*

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

Supplier Name	Aggregate amount paid to supplier
Aggressive Transport Ltd.	26,478
BC Hydro	34,142
Big Red Enterprises Ltd.	189,740
Collabria Payment Processing	33,928
Fast Fuels Ltd	31,696
Mason Lift Ltd.	58,032
Municipal Pension Plan	174,760
Pacific Blue Cross	91,753
Prudhomme, Bob	37,706
Receiver General	319,700
Regional District of Kitimat-Stikine	27,723
Ticker's Hauling and Storage	94,012
<b>Total aggregate amount paid to suppliers</b>	<b>1,119,670</b>

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

<b>Consolidated total &lt;\$25,000</b>	<b>573,343</b>
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## 3. Alphabetical list of suppliers who received grant payments exceeding \$25,000

Supplier Name	Aggregate amount paid to supplier
Haida Gwaii Museum	48,000
Haida Gwaii Regional Recreation Commission	57,265
Misty Isles Economic Development Society	61,576
Port Edward Historical Society (North Pacific Cannery)	100,000
Prince Rupert Regional Archives	114,830
Vancouver Island Regional Library	61,692
<b>Consolidated total &lt;\$25,000</b>	<b>443,363</b>

## 4. Consolidated total of contributions exceeding \$25,000

<b>Consolidated total &gt;\$25,000</b>	<b>-</b>
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## SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES

*Prepared under the Financial Information Regulation, Schedule 1, Section 7*

### 5. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers	1,119,670
Consolidated total of payments of \$25,000 or less paid to suppliers	573,343
Consolidated total of all grants exceeding \$25,000	443,363
Consolidated total of all contributions exceeding \$25,000	-
Consolidated total of all grants under \$25,000	45,061
<b>TOTAL Cheques</b>	<b>2,181,437</b>
<b>Less</b>	
Employee expenses not reportable on SOFI	-612,607
Change in accounts payable and accrued expenses, and payments for non-expense items and other	178,823
<b>Revised Total:</b>	<b>1,747,652</b>
<b>Total Expenses per Statement of Revenue and Expenditures</b>	<b>4,767,798</b>
<b>Less:</b>	
Salaries and wages	-1,463,450
Amortization	-146,571
Director expenses	-223,559
Municipal debt payments	-1,186,566
<b>Adjusted Financial Statement Expenses</b>	<b>1,747,652</b>



**NORTH COAST REGIONAL DISTRICT**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2018**



**NORTH COAST**  
REGIONAL DISTRICT

**NORTH COAST REGIONAL DISTRICT**  
**INDEX TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2018**

**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**
- 5 2018 - SEGMENTED INFORMATION**
- 6 2017 - SEGMENTED INFORMATION**



## INDEPENDENT AUDITOR'S REPORT

To the Directors  
North Coast Regional District

### Opinion

We have audited the financial statements of the North Coast Regional District, which comprise the statement of financial position as at December 31, 2018 and the statements of financial activities, changes in net financial assets, cash flows and schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the North Coast Regional District as at December 31, 2018 and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. We are independent of the Regional District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

### Responsibilities of Management and Board of Directors 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.

In preparing the financial statements, management is responsible for assessing the Regional District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless conditions exist that do not allow for the going concern basis to be used.

The Board is responsible for overseeing the Regional District's financial reporting process.

Terrace, BC  
May 17, 2019


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

**DECEMBER 31**

**STATEMENT A**

	2018	2017
	\$	\$
<b>FINANCIAL ASSETS</b>		
Cash and investments (note 2)	4,426,850	3,863,296
Trade and other receivables (note 3)	346,109	451,380
MFA deposit (note 4)	331,396	309,417
Due from Municipalities (note 9)	14,781,986	14,129,576
	<u>19,886,341</u>	<u>18,753,669</u>
<b>LIABILITIES</b>		
Accounts payable and accruals (note 5)	368,494	344,922
Landfill closure costs accrual (note 6)	335,240	335,240
Deferred revenue (note 7)	1,988,793	1,690,802
MFA debt reserve (note 4)	331,396	309,417
MFA debentures/leases/loan for Regional District (note 8)	12,738	27,898
Debentures issued for Municipalities (note 9)	14,781,986	14,129,576
	<u>17,818,647</u>	<u>16,837,855</u>
<b>NET FINANCIAL ASSETS</b>	<u>2,067,694</u>	<u>1,915,814</u>
<b>NON- FINANCIAL ASSETS</b>		
Physical assets (schedule 4 and note 1)	2,987,796	3,070,508
Prepaid expenses	9,860	6,399
	<u>2,997,656</u>	<u>3,076,907</u>
<b>REGIONAL DISTRICT POSITION (note 11)</b>	<u>5,065,350</u>	<u>4,992,721</u>

APPROVED BY THE BOARD

 Chair

 Treasurer

The accompany notes and schedules are an integral part of these financial statements.



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

**YEAR ENDED DECEMBER 31**

**STATEMENT B**

	Unaudited Budget 2018 \$	Actual 2018 \$	Actual 2017 \$
<b>REVENUE</b>			
Sales, fees and other	1,618,686	1,683,851	1,672,818
Taxation	1,590,370	1,590,369	1,453,534
Municipal debt payments	1,412,665	1,186,566	1,175,441
Provincial, federal and other grants	278,095	235,219	259,388
Grants in lieu	83,930	144,422	148,031
	<u>4,983,746</u>	<u>4,840,427</u>	<u>4,709,212</u>
<b>EXPENDITURE</b>			
General Government	1,225,087	1,121,576	1,055,827
Municipal debt payments	1,412,665	1,186,566	1,175,441
Protective Services	125,975	32,442	42,565
Environmental Services	1,683,073	1,695,510	1,682,836
Planning and Development	206,910	75,761	88,154
Recreation and Cultural Services	517,279	524,224	504,134
Utility Services	119,330	131,285	132,297
Projects	10,000	434	4,402
	<u>5,300,319</u>	<u>4,767,798</u>	<u>4,685,656</u>
<b>REVENUE OVER EXPENDITURE</b>	- 316,573	72,629	23,556
<b>OPENING REGIONAL DISTRICT POSITION</b>	<u>4,992,721</u>	<u>4,992,721</u>	<u>4,969,165</u>
<b>CLOSING REGIONAL DISTRICT POSITION</b>	<u>4,676,148</u>	<u>5,065,350</u>	<u>4,992,721</u>

The accompany notes and schedules are an integral part of these financial statements.



**NORTH COAST REGIONAL DISTRICT**

**STATEMENT OF CASH FLOWS**

**YEAR ENDED DECEMBER 31**

**STATEMENT C**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
<b>OPERATING ACTIVITIES</b>		
Revenue over expenditure	72,629	23,556
Amortization	146,571	146,802
Landfill closure costs accrual	-	44,044
Accounts payables and accruals	23,572	- 46,299
Trade and other receivables	105,271	18,502
Deferred revenue	297,991	177,192
Prepaid expenses	<u>- 3,461</u>	<u>2,224</u>
	<u>642,573</u>	<u>366,021</u>
<b>FINANCING ACTIVITIES</b>		
Debt repayment	<u>- 15,160</u>	<u>- 41,551</u>
<b>INVESTING ACTIVITIES</b>		
Physical asset purchases	<u>- 63,859</u>	<u>- 39,691</u>
<b>CHANGE IN CASH</b>	563,554	284,779
<b>OPENING CASH AND INVESTMENTS</b>	<u>3,863,296</u>	<u>3,578,517</u>
<b>CLOSING CASH AND INVESTMENTS</b>	<u>4,426,850</u>	<u>3,863,296</u>

The accompany notes and schedules are an integral part of these financial statements.



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

**STATEMENT D**

	2018	2017
	\$	\$
Revenue over expenditure	72,629	23,556
Amortization of physical assets	146,571	146,802
Purchase of physical assets	- 63,859	- 39,691
Prepaid expenses	<u>- 3,461</u>	<u>2,224</u>
Increase in net financial assets	151,880	132,891
Opening net financial assets	<u>1,915,814</u>	<u>1,782,923</u>
Closing net financial assets	<u>2,067,694</u>	<u>1,915,814</u>

The accompany notes and schedules are an integral part of these financial statements.



**NORTH COAST REGIONAL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**Basis of presentation**

The Regional District has adopted the reporting format from the recommendations of 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 at 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.



# NORTH COAST REGIONAL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

### 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 years
Equipment	10, 15 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.

#### Segmented information

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information to achieve the objectives of the standard. The Regional District has provided definitions of the Regional District's segments in Note 12. A detailed summary of the 2018 revenues and expenditures can be found in Schedule 5, with 2017 comparative information in Schedule 6.

### 2. CASH AND INVESTMENTS

Cash and investments is comprised of cash balances plus short-term investments in fixed income funds. Cash and investments are reported at market value which approximates cost.

	2018	2017
Cash	\$ 1,115,201	\$ 224,476
Investments	<u>3,311,649</u>	<u>3,638,820</u>
	<u>\$ 4,426,850</u>	<u>\$ 3,863,296</u>



**NORTH COAST REGIONAL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2018**

**3. TRADE AND OTHER RECEIVABLES**

	<b>2018</b>	<b>2017</b>
Trade receivables and other	\$ 139,418	\$ 215,067
Regional and local governments	121,574	132,441
Provincial and federal governments	<u>85,117</u>	<u>103,872</u>
	<u>\$ 346,109</u>	<u>\$ 451,380</u>

**4. 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.

**5. ACCOUNTS PAYABLE AND ACCRUALS**

	<b>2018</b>	<b>2017</b>
Payroll and benefits payable	\$ 191,681	\$ 143,861
Trade payables and other	107,388	141,828
Regional and local governments	59,791	36,285
Provincial and federal governments	<u>9,634</u>	<u>22,948</u>
	<u>\$ 368,494</u>	<u>\$ 344,922</u>

**6. 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.

	<b>2018</b>	<b>2017</b>
Opening balance	\$ 335,240	\$ 291,196
Accrual for expected costs	<u>-</u>	<u>44,044</u>
	<u>\$ 335,240</u>	<u>\$ 335,240</u>

In 2018, work was done on Phase 5 to extend the life until October 2021. Costs of \$30,572 are included under Environmental Services.

## NORTH COAST REGIONAL DISTRICT

### NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

#### 7. 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.

	2018	2017
Gas tax	\$ 1,927,000	\$ 1,681,195
Other	61,793	9,607
	<u>\$ 1,988,793</u>	<u>\$ 1,690,802</u>

#### 8. MFA LOANS FOR REGIONAL DISTRICT

Loans are with the Municipal Finance Authority and are being repaid in accordance with approved bylaws and agreements.

#### 9. 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.

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.

#### 10. PENSION INFORMATION

The Regional District and its employees contribute to the Municipal Pension Plan (the Plan), a jointly-trusteed 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. As at December 31, 2017 the Plan had about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

**NORTH COAST REGIONAL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**10. PENSION INFORMATION (continued)**

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.

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 late 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 \$91,238 (2017 - \$81,463) for employer contributions to the plan in fiscal 2018.

**11. REGIONAL DISTRICT POSITION**

	2018	2017
Reserve Funds (Schedule 2)	\$ 645,489	\$ 631,545
Equity in Physical Assets (Schedule 3)	2,975,058	3,042,610
Statement of Surplus (Schedule 1)	<u>1,444,803</u>	<u>1,318,566</u>
	<u>\$ 5,065,350</u>	<u>\$ 4,992,721</u>

## **NORTH COAST REGIONAL DISTRICT**

### **NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

#### **12. SEGMENTED INFORMATION**

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. As a requirement of the Local Government Act, separate financial records must be kept for each service providing detailed allocation of assets and liabilities, revenues and expenses, information concerning reserve funds and other pertinent financial details. For each reported segment, revenues and expenditures represent amounts that are directly attributable to the segment and also amounts that are allocated on a reasonable basis.

Segmentation has been determined on a functional basis with consideration to service delivery and department accountabilities. The following is a description of the types of services included in each of the main service segments of the Regional District's financial statement. A detailed summary of the 2018 revenue and expenses can be found in Schedule 5, with 2017 comparative information in Schedule 6.

##### **General Government**

General government is comprised of member municipality and electoral area governance, general administration which includes legislative services, finance, and human resources, community services and grants in aid.

##### **Municipal Debt Payments**

Municipal debt payments provides for debenture interest and principal repayment on debt taken out by member municipalities.

##### **Protective Services**

Protective services includes volunteer fire departments and emergency programs.

##### **Environmental Services**

Environmental services includes regional solid waste management and regional recycling programs.

##### **Planning and Development**

Planning and development includes regional land use planning and economic development services.



**NORTH COAST REGIONAL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2018**

**12. SEGMENTED INFORMATION (continued)**

**Recreation and Cultural Services**

Recreation and cultural services includes recreation facilities and programs, community halls and contributions towards libraries, archives and the North Pacific Cannery.

**Utility Services**

Utility services includes regional water services.

**Projects**

Projects includes feasibility studies.

**13. COMPARATIVE INFORMATION**

Certain comparative figures have been reclassified to conform to the current year's presentation.

NORTH COAST REGIONAL DISTRICT

STATEMENT OF SURPLUS

YEAR ENDED DECEMBER 31

SCHEDULE 1

	2018	2017
	\$	\$
General Government	485,502	411,800
Protective Services	114,226	95,291
Environmental Services	411,429	383,289
Planning and Development	261,902	206,693
Recreation and Cultural Services	106,043	122,528
Utility Services	49,065	87,050
Projects	<u>16,636</u>	<u>11,915</u>
	<u>1,444,803</u>	<u>1,318,566</u>



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

	2018	2017
	\$	\$
Opening balance	631,545	621,657
Interest	<u>13,944</u>	<u>9,888</u>
Closing balance	<u>645,489</u>	<u>631,545</u>

**Represented by the following reserve funds**

Bylaw 486 Sandspit Water	93,564	91,542
Bylaw 561 Electoral Area Administration	40,776	39,895
Bylaw 566 General Administration	88,350	86,442
Bylaw 567 Feasibility Studies	27,690	27,091
Bylaw 568 Regional Recycling - Other	39,050	37,308
Bylaw 568 Regional Recycling - Building	120,610	118,904
Bylaw 569 Island Solid Waste	235,364	230,280
Bylaw 602 Haida Gwaii Recreation	<u>85</u>	<u>83</u>
	<u>645,489</u>	<u>631,545</u>



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

	2018 \$	2017 \$
Opening balance	<u>3,042,610</u>	<u>3,108,170</u>
Increase (decrease) in equity		
Contribution from operations	63,859	39,691
Debt repayment	15,160	41,551
Amortization	<u>- 146,571</u>	<u>- 146,802</u>
	<u>- 67,552</u>	<u>- 65,560</u>
Closing balance	<u>2,975,058</u>	<u>3,042,610</u>

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

	COST			ACCUMULATED AMORTIZATION			NET BOOK VALUE	
	Opening Balance	Additions	Closing Balance	Opening Balance	Annual Amortization	Closing Balance	Total 2018	Total 2017
	\$	\$	\$	\$	\$	\$	\$	\$
Land	279,748	-	279,748	-	-	-	279,748	279,748
Buildings	1,556,043	-	1,556,043	417,439	38,901	456,340	1,099,703	1,138,604
Automotive	244,758	19,260	264,018	124,534	23,895	148,429	115,589	120,224
Equipment	547,094	44,599	591,693	295,863	38,036	333,899	257,794	251,231
Infrastructure	<u>1,829,571</u>	<u>-</u>	<u>1,829,571</u>	<u>548,870</u>	<u>45,739</u>	<u>594,609</u>	<u>1,234,962</u>	<u>1,280,701</u>
	<u>4,457,214</u>	<u>63,859</u>	<u>4,521,073</u>	<u>1,386,706</u>	<u>146,571</u>	<u>1,533,277</u>	<u>2,987,796</u>	<u>3,070,508</u>

NORTH COAST REGIONAL DISTRICT  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED DECEMBER 31, 2018  
SCHUEDELE 5 - SEGMENTED INFORMATION

	General Government	Municipal Debt Payments	Protective Services	Environmental Services	Planning and Development	Recreation and Cultural Services	Utility Services	Projects	2018 Total
<b>REVENUE</b>									
Sales, fees and other	361,543	-	1,717	1,262,880	7,566	4,224	45,322	599	1,683,851
Taxation	573,221	-	47,500	366,840	89,179	458,799	50,000	4,830	1,590,369
Municipal debt payments	-	1,186,566	-	-	-	-	-	-	1,186,566
Provincial, federal and other grants	206,969	-	-	-	28,250	-	-	-	235,219
Grants in lieu	56,336	-	2,159	34,910	5,975	44,718	-	324	144,422
	<u>1,198,069</u>	<u>1,186,566</u>	<u>51,376</u>	<u>1,664,630</u>	<u>130,970</u>	<u>507,741</u>	<u>95,322</u>	<u>5,753</u>	<u>4,840,427</u>
<b>EXPENDITURE</b>									
Salaries and wages	600,586	-	291	787,956	1,181	73,436	-	-	1,463,450
Amortization	854	-	-	79,531	-	20,013	45,739	434	146,571
Director expenses	223,359	-	-	145	55	-	-	-	223,559
Municipal debt payments	-	1,186,566	-	-	-	-	-	-	1,186,566
Other	296,777	-	32,151	827,878	74,525	430,775	85,546	-	1,747,652
	<u>1,121,576</u>	<u>1,186,566</u>	<u>32,442</u>	<u>1,695,510</u>	<u>75,761</u>	<u>524,224</u>	<u>131,285</u>	<u>434</u>	<u>4,767,798</u>
<b>REVENUE OVER EXPENDITURE</b>	76,493	-	18,934	- 30,880	55,209	- 16,483	- 35,963	5,319	72,629
<b>OPENING REGIONAL DISTRICT POSITION</b>	<u>537,281</u>	<u>-</u>	<u>95,292</u>	<u>3,879,431</u>	<u>206,693</u>	<u>102,598</u>	<u>132,853</u>	<u>38,573</u>	<u>4,992,721</u>
<b>CLOSING REGIONAL DISTRICT POSITION</b>	<u>613,774</u>	<u>-</u>	<u>114,226</u>	<u>3,848,551</u>	<u>261,902</u>	<u>86,115</u>	<u>96,890</u>	<u>43,892</u>	<u>5,065,350</u>

NORTH COAST REGIONAL DISTRICT  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED DECEMBER 31, 2017  
SCHUEDLE 6 - SEGMENTED INFORMATION

	General Government	Municipal Debt Payments	Protective Services	Environmental Services	Planning and Development	Recreation and Cultural Services	Utility Services	Projects	2017 Total
<b>REVENUE</b>									
Sales, fees and other	306,073	-	-	1,316,067	100	2,945	47,209	424	1,672,818
Taxation	453,225	-	47,500	366,840	89,179	441,960	50,000	4,830	1,453,534
Municipal debt payments	-	1,175,441	-	-	-	-	-	-	1,175,441
Provincial, federal and other grants	225,067	-	-	-	34,321	-	-	-	259,388
Grants in lieu	49,964	-	2,356	40,048	6,567	48,740	-	356	148,031
	<u>1,034,329</u>	<u>1,175,441</u>	<u>49,856</u>	<u>1,722,955</u>	<u>130,167</u>	<u>493,645</u>	<u>97,209</u>	<u>5,610</u>	<u>4,709,212</u>
<b>EXPENDITURE</b>									
Salaries and wages	514,839	-	37	705,211	1,784	71,737	-	-	1,293,608
Amortization	854	-	-	79,762	-	20,013	45,739	434	146,802
Director expenses	212,953	-	-	124	-	-	-	-	213,077
Municipal debt payments	-	1,175,441	-	-	-	-	-	-	1,175,441
Other	327,181	-	42,528	897,739	86,370	412,384	86,558	3,968	1,856,728
	<u>1,055,827</u>	<u>1,175,441</u>	<u>42,565</u>	<u>1,682,836</u>	<u>88,154</u>	<u>504,134</u>	<u>132,297</u>	<u>4,402</u>	<u>4,685,656</u>
<b>REVENUE OVER EXPENDITURE</b>	- 21,498	-	7,291	40,119	42,013	- 10,489	- 35,088	1,208	23,556
<b>OPENING REGIONAL DISTRICT POSITION</b>	<u>558,779</u>	-	<u>88,001</u>	<u>3,839,312</u>	<u>164,680</u>	<u>113,087</u>	<u>167,941</u>	<u>37,365</u>	<u>4,969,165</u>
<b>CLOSING REGIONAL DISTRICT POSITION</b>	<u>537,281</u>	-	<u>95,292</u>	<u>3,879,431</u>	<u>206,693</u>	<u>102,598</u>	<u>132,853</u>	<u>38,573</u>	<u>4,992,721</u>

May 31, 2019

Dear: Community Leaders and Staff Members,

**Re: Community Health Planning for Wildfire Season**

Wildfire season has already started in BC and as you know, wildfires can have significant impacts to Northern communities. As another hot season approaches, Northern Health would like to take this opportunity to support the preparations community leaders are taking in advance of the wildfire season, by sharing information and mitigation strategies related to the health effects associated with wildfires.

While it is difficult to predict the frequency and intensity of each wildfire season, experts predict that climate change will continue to worsen their frequency and intensity.<sup>1</sup> Northern Health recognizes that local governments and community organizations play a key role in emergency planning. As such, we recommend incorporating the following health considerations into your wildfire planning process. For questions, comments or additional support regarding any of these recommendations please contact [PublicHealth.Protection@northernhealth.ca](mailto:PublicHealth.Protection@northernhealth.ca)

**Emergency Response Processes**

Health Emergency Management BC (HEMBC) acts as the navigator for the healthcare system before, during, and after an emergency. HEMBC provides expertise, education, tools, and support for the BC health authorities to effectively mitigate, prepare for, respond to, and recover from the impacts of emergency events; ensuring the continuity of health services.

- ➔ They are the first point of contact to liaise communities and municipalities to the healthcare system. HEMBC can be contacted 24/7 at 1-855-554-3622 or 1-855-55-HEMBC

**Wildfire Smoke and Health**

Wildfire smoke is a complex mixture of different air pollutants including [fine particulate matter](#)<sup>2</sup>. The mixture can change quickly depending on the fuel that is burned and the atmospheric conditions. The small smoke particles can travel deep into the body, where they can trigger inflammation and contribute to conditions like asthma, Chronic Obstructive Pulmonary Disorder (COPD), lung cancer and heart problems. Smoky air can also increase the risk of some infections, especially pneumonia in older people and ear infections in children. Children, older adults and those with respiratory

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<sup>1</sup> <https://www.canada.ca/en/public-health/services/health-promotion/environmental-public-health-climate-change/climate-change-public-health-factsheets-forest.html> March, 2019

<sup>2</sup> <https://www.healthlinkbc.ca/healthlinkbc-files/outdoor-air-pollution> March, 2019

conditions or other chronic illness are at higher risk from these effects. For most people, health effects from wildfire smoke disappear as the air improves, however, the long-term effects of frequent and intense wildfire smoke events are still not well understood.

**As a community leader, there are actions you can take in advance of the wildfire season to support your community to stay healthy during wildfire smoke events:**

- ***Know and be able to share where to find current information on wildfires and health considerations***

<b>Wildfires and Health Web Resources:</b>	
<a href="#">Wildfires and Your Health</a> - HealthLink BC	Contains a variety of information and links to trusted resources for before, during and after a wildfire (including dealing with stress and trauma).
<a href="#">Wildfires: what you should know</a> - BC Lung Association	Contains fact sheets and links regarding the health effects of smoke.
<a href="#">Wildfire Smoke Response Planning</a> - BCCDC	Contains in depth information regarding public health planning during wildfires and will be updated over the coming months with a number of fact sheets regarding wildfire smoke and health for the public.
<a href="#">Air Quality</a> – Northern Health	Contains air quality information relevant in northern BC.
<a href="#">BC Wildfire Service</a>	Contains a lot of useful information including <a href="#">Current Wildfire Activity</a> .
<a href="#">BC Air Quality</a> <ul style="list-style-type: none"> <li>• <a href="#">Air Quality Health Index (AQHI)</a></li> <li>• <a href="#">BC Particulate Matter (PM2.5) Data</a></li> <li>• <a href="#">Smoky Skies Bulletins</a></li> </ul>	Contains air quality information. Please note that the AQHI and particulate matter data is not available for all Northern communities. The Smoky Skies Bulletins are issued when there is a higher likelihood of smoke being in a region.
<a href="#">Canada's Wildfire Smoke Prediction System (FireWork)</a>	This tool will model or predict expected smoke movement on a map.

- ***Consider Opening 'Cleaner' Air Shelters in your community***
  - Reducing exposure to wildfire smoke is the best way to protect health. When conditions are smoky, the public will be advised to limit their time outdoors in smoky conditions and to reduce strenuous activity. While some individuals have the means to create cleaner air spaces in their homes, communities should consider what supports may be available for vulnerable populations, those feeling socially isolated or those who cannot create a cleaner air space in their home. Consider evaluating existing facilities in your community for use as clean

air shelters during smoke or high heat events. Even a small reduction in smoke exposure can have a positive effect.

<b>Cleaner Air Shelters Web Resources:</b>	
<a href="#">Wildfire Smoke – Clean Air Shelters</a> – First Nations Health Authority	A quick guide to clean air shelters.
<a href="#">Evidence Review: Home and community clean air shelters to protect public health during wildfire smoke events</a> - BCCDC	More in depth considerations regarding home clean air shelters (HCASs) and community clean air shelters (CCASs).

➤ **Monitor food and water safety**

- Wildfires can affect water quality in many ways including by damaging water treatment facilities or contaminating treated water. Foods may also be contaminated through wildfire ash or may spoil due to power outages caused by wildfires.
- Northern Health's Environmental Health Officers (EHOs) work closely with communities and emergency operations centers to assist in identifying and controlling public health risks during emergency situations (such as wildfires), and after the emergency has ended.
- EHOs have a responsibility in administering and enforcing provincial legislation related to safe drinking water and food. Municipalities are encouraged to touch base with their local Environmental Health Officer for assistance in developing emergency plans and procedures around the provision of safe food, drinking water, sewage disposal and communicable disease control, as well as ahead of any repatriation efforts.

➤ **Incorporate smoke considerations into your planning process for community events**

- When conditions are smoky, you may need to decide whether or not to carry on with planned community events. Consider developing guidelines and processes for deciding whether outdoor organized activities should go ahead as planned or whether they should be postponed or cancelled before the wildfire season begins using Northern Health's '[Considerations for Poor Air Quality Events](#)'.

➤ **Protect your workers**

- Consider educating your managers on how to protect employees during wildfire smoke events. WorkSafeBC's '[Wildfire Smoke: Frequently Asked Questions](#)' provides more information on the hazards associated with exposure to smoke, and outlines some measures that can be implemented to minimize worker exposures. This includes ensuring your HVAC systems are in good working condition and considering the need for portable air cleaners.

➤ **Liaise with the work camps in your area**

- It is often difficult to communicate with rural and remote work camps before and during an emergency. Consider developing a roster of all work camps in your area as well as communication plans to these camps during an emergency; emergency planners should connect with camp operators in advance of emergencies to ensure plans are coordinated.

➤ **Preparing for heat (see Appendix A)**

- Wildfire season often occurs when it is very hot outside. Heat can also lead to serious health conditions including heat exhaustion and heat stroke. The same people who are most at risk for health effects from wildfire smoke are also at the highest risk for health effects due to heat (children, elderly, those with chronic conditions). Consider providing a community space that offers both cool air as well as clean air.

We understand that each community is unique and requires local solutions that are most appropriate for them. [‘Healthy Communities’](#) and healthy lifestyles have a protective effect and increase resiliency during times of environmental stress. Your attention to this important matter is appreciated and we look forward to discussing this further with you. Please feel free to distribute further to your contacts, local partners and other community organizations.

Sincerely,



Dr. Sandra Allison, MPH  
CCFP FRCPC  
Chief Medical Health  
Officer  
**Northern Health**



Dr. Rakel Kling, MSc MPH  
FRCPC  
Medical Health Officer  
Northwest HSDA  
**Northern Health**



Dr. Andrew Gray, MSc  
FRCPC  
Medical Health Officer  
Northern Interior HSDA  
**Northern Health**



Dr. Jong Kim, MSc  
FRCPC  
Medical Health Officer  
Northeast HSDA  
**Northern Health**



## Appendix A

<b>Heat Preparedness Resources</b>	
<a href="#">Beat the Heat</a> - HealthLink BC	Wildfire smoke and heat events often coincide. This site contains information about mitigating the effects of extreme heat.
<a href="#">Infographic on how to stay healthy in the heat</a>	Signs and symptoms of heat illness and steps to take to stay safe during high heat events
<a href="#">Heat Alert and Response Systems to Protect Health: Best Practices Guidebook</a>	Steps communities can take to prepare for extreme heat events
<a href="#">Cities Adapt to Extreme Heat, Celebrating Local Leadership</a>	Examples of steps local and regional governments have taken across Canada to adapt to and better cope with extreme heat
<a href="#">BC Heat Impacts Prediction System (BCHIPS)</a>	This new BCCDC system uses historical information on temperature and health outcomes to predict the health impacts of forecasted temperatures over the coming few days.

## Appendix B

### Additional Resources

<b>Highlighted Wildfire and Community Health Resources from Other Jurisdictions*</b>	
<a href="#">Yukon Wildfire Smoke Response Guidelines for Protecting Public Health (2017)</a>	Addresses roles and responsibilities of various territorial and community stakeholders during wildfires, the effects of wildfires, and how to create a cleaner air shelter and Visibility Index in the community
<a href="#">Government of the Northwest Territories - Smoke Exposure from Wildfire: Guidelines for Protecting Community Health and Wellbeing (2016)</a>	Outlines preparation and mitigation broken down by suggested activities for various sectors/key stakeholders and selection criteria for identifying a Cleaner Air Shelter and Air Quality Visibility Index Distances
<a href="#">Manitoba Health - Smoke Exposure from Wildland Fires – Interim Guidelines for Protecting Community Health and Wellbeing (2012)</a>	Provides a high level overview of wildfire information including roles and responsibilities (local, provincial, and health authority levels) and recommendations for prevention, mitigation, response, and recovery.
<a href="#">Oregon Wildfire Response Protocol for Severe Smoke Episodes (2018)</a>	Guidance for the state and federal agencies during long-duration wildfires to promote coordinated response to mitigate impacts on public health and roles and actions based on the level and duration of smoke exposure.
* Please contact <a href="mailto:PublicHealth.Protection@northernhealth.ca">PublicHealth.Protection@northernhealth.ca</a> if you are interested in receiving a Wildfire Preparedness knowledge synthesis prepared by UNBC students for Northern Health which contains a collection of more resources like these in the table above	

May 17, 2019

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



TransCanada Corporation  
450 – 1<sup>st</sup> Street S.W.  
Calgary, AB, Canada T2P 5H1

**Tel:** 403-920-6491

**Emergency:** 1-855-253-0099

**Email:**

princerupertgas@transcanada.com

**Sent Via: Regular Mail**

**RE: NOTIFICATION LETTER**  
**Prince Rupert Gas Transmission Project**  
**Lelu Island Meter Site – Permit Extension Application**  
**Location: Unit 33, Block K, 103-J-1 & DL 501**  
**File Number: 13-3551**  
**Disposition: Crown Disposition - Regional District**  
**Map ID: 159**

This letter is to advise you that in compliance with Section 32 (3) of the *Oil and Gas Activities Act (OGAA)* Prince Rupert Gas Transmission Project (**PRGT**) intends to submit a permit extension application to the BC Oil and Gas Commission (**the Commission**). This permit was previously applied for in 2014, approved in 2015 and renewed in 2017 and 2018. There are no changes to the facility and its relationship to your land interest. This is only an application to extend the permit expiry date. Your interest in relation to the Project is shown on the enclosed map with the ID number noted above.

PRGT has approval to construct and operate a sweet natural gas pipeline and associated facilities, approximately 900 km in length, starting from the area near the community of Hudson's Hope, BC. to the proposed Pacific Northwest LNG liquefied natural gas export facility on Lelu Island, near Port Edward, BC. The current permit approval will expire on September 25, 2019, and will be renewed for a total of one year.

**Prince Rupert**  
Gas Transmission Project

RECEIVED MAY 23 2019

Should you have any questions regarding this application, please do not hesitate to contact one of the following representatives.

**Company Contact**

Any questions or objections regarding this project can be directed to the following personnel:

**Candace Mackenzie – Project Manager**  
Email: [cmackenzie@vertex.ca](mailto:cmackenzie@vertex.ca)

**Vertex Professional Services Ltd.**  
Phone: 403-802-2632

**Steve Campbell – Team Lead – Land Management**  
Email: [steve\\_campbell@transcanada.com](mailto:steve_campbell@transcanada.com)

**Prince Rupert Gas Transmission  
Limited Partnership**  
Phone: 403-920-7061


Yours truly,

**Prince Rupert Gas Transmission  
Limited Partnership**

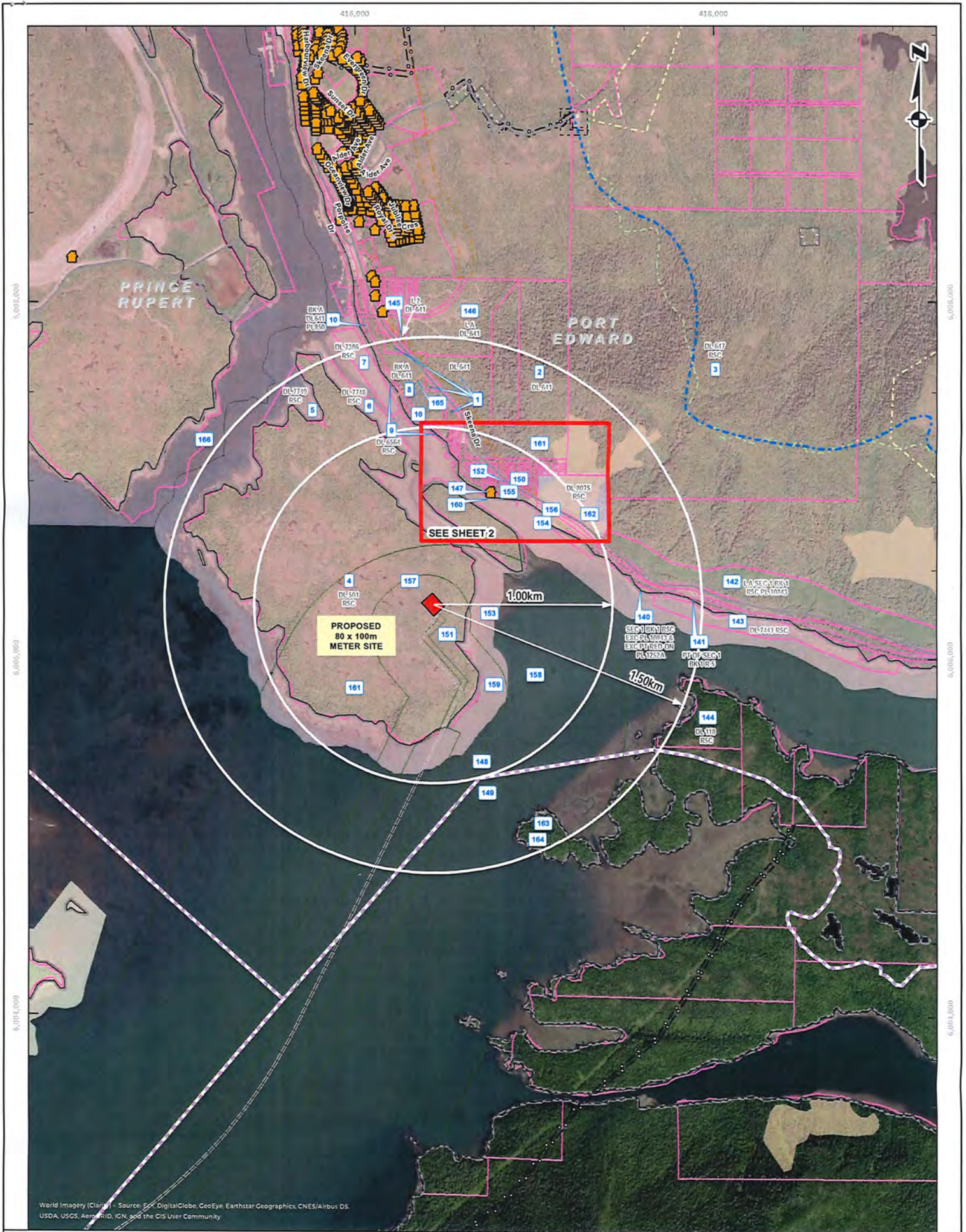


Steve Campbell  
Team Lead – Land Management

vs/  
Encl.  
1302412CM02R4\_20K\_METER\_SITE-Rev4

<b>PRINCE RUPERT GAS TRANSMISSION LTD.</b>							
<b>CONSULTATION/NOTIFICATION MAP: LANDOWNER, RESIDENCE &amp; TENURE SUMMARY</b>							
FOR: PROPOSED 80 x 100m METER SITE WITHIN UNIT 33 BLOCK K, 103-J-1 & DL 501 (CROWN)							
B.C.G.S. 103J.019			WSP File No.: 130412CM02R4_METER_SITE.mxd				Date: May 8, 2019
		Ref. Dwg. No(s): 130412SK04R0		AFE:	Client File No(s):	Land No.:	Drawn by: LLW
CONSULTATION RADIUS - 1.00 km							
PARCELS						RESIDENCES	
Map ID #	Parcel ID	Parcel Description	Owner		Distance (m)	Map ID #	Distance (m)
159		REGIONAL DISTRICT	NORTH COAST		0.00		---





PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Features	Highway	Cutblock	Coal Tenure
PRGT Study	Paved Road	Forest Cover Reserve	Mineral Tenure
Corridor Centreline	Highgrade Gravel	Community Forests	Mineral Reserve
OIL AND GAS	Lowgrade Gravel	Woodlots	Site "C" HCA Permit
Ground Disturbance/Leases	Winter Road	Tree Farm License	Recreation Protected
Pipeline	Cutline/Trail	ENVIRONMENTAL	Grazing Tenure
CROWN TENURES	Forestry Road	Muskiwa-Kochika Management Area	Trapper
Waterpower	Rec Trail	Protected Area/Ecological Reserve	Guide/Outfitter
Windpower	Railway	Provincial Park	Statement of Intent Boundary
Agriculture	MUNICIPAL	Recreation Area	Water Works
Env. Conserv. & Rec.	First Nations Reserve	Vehicle Closure Area	Residence
Industrial	Parcel		Trapper Cabin
Communication			
Watershed			
Utility			
Transportation			
Electric Power Line			
Quarrying			

**PRINCE RUPERT GAS TRANSMISSION LTD.**

1:20,000 CONSULTATION/NOTIFICATION MAP

**FOR: PROPOSED 80 x 100m METER SITE  
WITHIN UNIT 33 BLOCK K, 103-J-1 & DL 501 (CROWN)**

0 250 500 1,000 1,500 2,000 m

SCALE 1:20,000  
(NAD 1983 UTM ZONE 8N)

WSP FILE NO.: 130412CM02R4\_20K\_METER\_SITE.mxd  
B.C.G.S.: 103J.019  
REF. NO.: 130412SK04R0

JOB NO.: 010042349  
DATE: May 6, 2010  
DRAWN BY: LLW  
CHECKED: NE  
SHEET: 1 of 9

REVISION  
4  
IMAGE  
2014

DISCLAIMER: All rights reserved. This map contains confidential and proprietary information. Data contained herein was compiled from third party sources and WSP Surveys (BC) Limited Partnership and its employees take no responsibility for the accuracy or completeness of this



**FOR: PROPOSED 80 x 100m METER SITE  
WITHIN UNIT 33 BLOCK K, 103-J-1 & DL 501 (CROWN)**



WSP FILE NO: 130412040264_20K_NET10_8_ITE.mxd	JOB NO: 13040264	REVISION
	DATE: May 8, 2014	4
ECOB: 1322159	DRAWN BY: LUN	
REF NO: 130412040460	CHECKED BY	MADE
	SHEET 2 of 8	2014

DISCLAIMER: All rights reserved. This map contains confidential and proprietary information. Data contained herein was compiled from third party sources and WSP Survey2 (SC) Limited Partnership and its employees take no responsibility for the accuracy or completeness of the information.







May 31, 2019

Sent Via: Regular Mail

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

TransCanada Corporation  
450 – 1<sup>st</sup> Street S.W.  
Calgary, AB, Canada T2P 5H1

**Tel:** 403-920-6491  
**Emergency:** 1-855-253-0099  
**Email:**  
princerupertgas@transcanada.com

**RE: NOTIFICATION LETTER**  
**Prince Rupert Gas Transmission Project (Section 7)**  
**Permit Extension Application**  
**Location: Section 7 from B-64-H, 103-J-16 TO D-33-K, 103-J-1**  
**File Number: 13-3551**  
**Disposition: Regional District - North Coast Regional District**  
**Map ID: 6009, 7005, 8003, 9003, 10003, 11003, 12005, 13005, 14005, 15003, 16003, 17003, 18005, 19005, 20008**

This letter is to advise you that in compliance with Section 32 (3) of the *Oil and Gas Activities Act (OGAA)* Prince Rupert Gas Transmission Project (**PRGT**) intends to submit a permit extension application to the BC Oil and Gas Commission (**the Commission**). This permit was previously approved in 2015 and renewed in 2017 and 2018. There are no changes to the pipeline project and its relationship to your land interest. This is only an application to extend the permit expiry date. Your interest in relation to the Project is shown on the enclosed map with the ID number noted above.

PRGT has approval to construct and operate a sweet natural gas pipeline and associated facilities, approximately 900 km in length, starting from the area near the District of Hudson's Hope, BC. to Lelu Island, near the District of Port Edward, BC. The current permit approval will expire on September 21, 2019, and will be renewed for a total of one year.

**Prince Rupert**  
Gas Transmission Project

RECEIVED JUN - 6 2019

Should you have any questions regarding this application, please do not hesitate to contact one of the following representatives.

**Company Contact**

Any questions or objections regarding this project can be directed to the following personnel:

**Candace Mackenzie** – Project Manager  
Email: [cmackenzie@vertex.ca](mailto:cmackenzie@vertex.ca)

**Vertex Professional Services**  
Phone: 403-802-2632

**Sheri Wannamaker** – Senior Land Representative

**Prince Rupert Gas Transmission  
Limited Partnership**

Email: [sheri\\_wannamaker@transcanada.com](mailto:sheri_wannamaker@transcanada.com)

Phone: 403-920-3767

Yours truly,

**Prince Rupert Gas Transmission  
Limited Partnership**



**Sheri Wannamaker**  
Senior Land Representative

**Prince Rupert**  
Gas Transmission Project




# PRINCE RUPERT GAS TRANSMISSION LTD.

## CONSULTATION / NOTIFICATION MAP: LANDOWNER, RESIDENCE & TENURE SUMMARY

FOR: PROPOSED PIPELINE ROUTE FROM b-64-H, 103-J-16 TO d-33-K, 103-J-1 (OGC SECTION 7 PERMIT # 9708463) KP 766+509.0 TO KP 878+466.1

B.C.G.S.: 103J.018/.019/.028/.038/.048/.058/.068/.078/.079/.090 WSP File No.: 130275CM07R08\_CN\_TABLE.xls Date: May 21, 2019

	Ref. Dwg. No: 130275CON07-REV00.dwg	AFE:	Client File No:	Route Ref. No.: 9003/9006	Drawn by: LLW
---	--	------	-----------------	------------------------------	------------------

### CONSULTATION/NOTIFICATION RADIUS - 0.250 km - SHEET 1

PARCELS						RESIDENCES			
Sheet #	Map ID #	Parcel ID	Parcel Description	Owner	Distance (m)	Sheet #	Map ID #	Distance (m)	
06	06009	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT		0.00				
07	07005	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT		0.00				
08	08003	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT		0.00				
09	09003	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT		0.00				
10	10003	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT		0.00				
11	11003	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT		0.00				
12	12005	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT		0.00				
13	13005	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT		0.00				

14	14005	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT	0.00	--
15	15003	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT	0.00	--
16	16003	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT	0.00	--
17	17003	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT	0.00	--
18	18005	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT	0.00	--
19	19005	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT	0.00	--
20	20008	REGIONAL DISTRICT	NORTH COAST REGIONAL DISTRICT	0.00	--

## **NOTIFICATION MAPBOOK**

**SCALE: 1:20,000**

**FROM b-64-H, 103-J-16 TO d-33-K, 103-J-1**

**KP 766+509.0 – KP 878+466.1**

## NCRD INFO

**From:** NCLGA Admin <admin@nclga.ca>  
**Sent:** Friday, May 17, 2019 12:58 PM  
**To:** 'NCLGA ADMIN'  
**Subject:** AGM Highlights and More

**Flag Status:** Flagged

*To our Valued NCLGA Members,*

We would like to extend a big thank-you to all of those who attended and participated in the 2019 AGM and Convention last week! We believe that it was a productive and well-attended event, made successful by the hard work of all those involved.

For your review or for those who were unable to make the event, the final results of the [AGM Resolutions Debate](#) as well as copies of the [speaker presentations](#) have been posted on our website.

**2019 AGM Highlights:** Congratulations to our newly elected Board Executives: President Lara Beckett, 1<sup>st</sup> Vice-President Sarrah Storey, 2<sup>nd</sup> Vice-President Cori Ramsay, and returning Directors-at-Large: Steve Forseth, Judy Greenaway and Lynne Christiansen. We also welcomed two new appointed regional representatives to the Board of Directors: Dean Paranich, Area Director in the Kitimat-Stikine Regional District and Leonard Hiebert, Area Director in the Peace River Regional District.

During the banquet on Thursday night, we presented the 2019 Community Leadership Awards to two deserving communities: The District of Mackenzie and the Village of Burns Lake! Congratulations to Bill Miller, former chair of the Bulkley-Nechako Regional District, for being this year's winner of the Lifetime Achievement Award.

Check out our Social Media accounts ([Facebook](#) and [Twitter](#)) in the coming week to view photos of the convention!

**Community Economic Development Workshops:** We'd also like to tell you about a really great opportunity for communities in North Central BC. Michael Shuman from SFU is giving free workshops on economic leakages in Prince George, Vanderhoof, Quesnel, Smithers and Hazelton from May 30 - June 3. To register for the respective community workshops please register at the link below:

[https://www.sfu.ca/ced/news\\_events/michael-shuman-northern-tour.html](https://www.sfu.ca/ced/news_events/michael-shuman-northern-tour.html)

**Membership Dues:** Thank you kindly to those who have sent us their membership dues. We are very appreciative of your prompt payment and support. If you have yet to provide your payment, please do so as soon as possible so we can continue our advocacy work for those living in North Central BC.

Sincerely,

NCLGA Staff  
 Tel: 250-564-6585  
 Email: [admin@nclga.ca](mailto:admin@nclga.ca)  
[NCLGA Website](#)



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



RECEIVED MAY 17 2019

May 6, 2019

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

**Attention: Chair Barry Pages**

Dear Chair Pages:

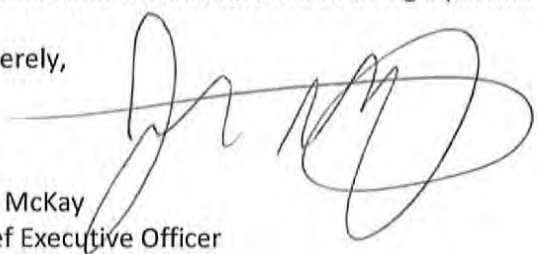
**Subject: 2019 Grant Writing Support  
Northern Development Project Number 5947 20**

The Northern Development Initiative Trust board appreciates your interest and application to the 2019 Grant Writing Support program. The purpose of this funding is to provide grant writing support for priority community projects and to provide assistance to non-profits and First Nations located in or near your community. We are pleased to advise you that your application has been approved for a rebate grant of up to \$8,000 toward a community grant writing position. Northern Development is flexible as to when you contract or hire these services during 2019.

The North Coast Regional District must submit a completed Grant Writing Support program reporting form which can be found on Northern Development's website at [www.northerndevelopment.bc.ca/funding-programs/capacity-building/grant-writing-support/](http://www.northerndevelopment.bc.ca/funding-programs/capacity-building/grant-writing-support/). This report must verify a minimum of \$10,500 in wages or contract payments, a minimum of 400 hours spent on grant writing services, and a minimum of \$200,000 of grant applications during the approved calendar year. The minimum requirements must be met in order for Northern Development to issue the full \$8,000 rebate. Complete reporting is required prior to February 28, 2020.

The Northern Development Board wants to see the North Coast Regional District reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,

  
Joel McKay  
Chief Executive Officer

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

RECEIVED MAY 13 2019

May 15, 2019

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

Attention: Chair Barry Pages

Dear Chair Pages:

Subject: 2019 Economic Development Capacity Building  
Northern Development Project Number 5948 20

Thank you for your application to the 2019 Economic Development Capacity Building program. Northern Development is pleased to advise you that your application has been approved up to \$50,000.00 to support:

- Go Haida Gwaii Marketing Activities
- Economic Development Contract Services

Funding under the 2019 Economic Development Capacity Building program is provided as a reimbursement upon Northern Development's receipt of reporting documents. Complete reporting is required prior to February 28, 2020. Reporting must include a completed Economic Development Capacity Building program reporting form which can be found on Northern Development's website at [www.northerndevelopment.bc.ca/funding-programs/capacity-building/economic-development-capacity-building/](http://www.northerndevelopment.bc.ca/funding-programs/capacity-building/economic-development-capacity-building/).

The Northern Development Board wants to see the North Coast Regional District reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,



Joel McKay  
Chief Executive Officer

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





RECEIVED MAY 3 1 2019

MAY 22 2019

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

Dear Mr. Pages:

Thank you for your correspondence of March 27, 2019, regarding the Board of the North Coast Region District's request for on-shore processing of hake.

Fisheries and Oceans Canada (DFO) understands the importance of the fishery resource to all who depend on it for their sustenance, livelihood, and recreation. The Department appreciates the importance of providing employment and adding value to the fishery with both harvesting and processing occurring locally.

DFO consults regularly on the management of the trawl fishery with the Groundfish Trawl Advisory Committee (GTAC). This committee consists of harvesters, processors, United Fishers and Allied Work Union, First Nations, and environmental representatives. GTAC provides advice on key issues facing the industry.

During the February 7, 2019 meeting, the committee recommended a review of the Groundfish Development Authority (GDA) operation plan. Additionally, GTAC is currently discussing issues closely related to those that you raise in your letter. These concerns include balancing resource access by different sectors of the fleet and ways to improve the economic performance of the fishery.

You may also be interested to note that the Standing Committee on Fisheries and Oceans recently examined issues of west coast fisheries. Among the various topics discussed, concerns relating to the distribution of benefits from fisheries were raised.

.../2

For further information regarding the management of the groundfish trawl fishery, please contact Adam Keizer, the Groundfish Regional Manager, at 604-666-9033 or < [Adam.Keizer@dfo-mpo.gc.ca](mailto:Adam.Keizer@dfo-mpo.gc.ca) >.

Thank you for writing me. I hope that the information I have provided is helpful.

Yours sincerely,

A handwritten signature in blue ink, reading "Jonathan Wilkinson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jonathan Wilkinson, P.C., M.P.  
Minister of Fisheries, Oceans and the Canadian Coast Guard





**March 27<sup>th</sup>, 2019**

The Honourable Jonathan Wilkinson  
Minister of Fisheries, Oceans and the Canadian Coast Guard  
200 Kent Street  
Station 15N100  
Ottawa, Ontario K1A 0E6

**Attn: Honourable Jonathan Wilkinson, Minister of Fisheries, Oceans and the Canadian Coast Guard**

Dear Minister,

**Re: Factory Ships Processing at Sea**

On behalf of the Board of the North Coast Regional District (NCRD), I am writing to you today with respect to the Board's interest in seeing local jobs created through on-shore processing of hake and pollock catch, as opposed to jobs being lost through continued efforts to process hake and pollock catch at sea.

As you may recall, the Board of the NCRD provided you with correspondence, dated September 28, 2016, in which the Board expressed concern with regard to a proposal for at-sea hake processing by domestic harvesters, as it was believed to have negative impacts on shore based employment, and endanger investment in shore based processing plants.

Since writing to you in 2016, shore workers at the Canadian Fishing Company have not processed hake or Pollock.

Fishers, shore workers and coastal communities are struggling for more work. It is disappointing that our government has made these decisions with no regard to the impact on fishers, shore workers and coastal communities.

How does the government justify allowing huge volumes of domestic catch to be processed at sea with no benefits going to constituents, who for many generations have worked in the fishing industry?

To that end, the Board of the NCRD wishes to reiterate its position that it is opposed to any and all processing of hake and pollock catch at sea. The Board of the NCRD wishes to see these employment opportunities returned to local, onshore processing plants.



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



P: 250.624.2002  
TF: 888.301.2002



W: [www.ncrdbc.com](http://www.ncrdbc.com)  
F: 250.627.8493



Should you have any questions, please do not hesitate to contact the office of the NCRD.

Sincerely,

A handwritten signature in blue ink, appearing to read "Barry Pages".

**Barry Pages**

*Chair*



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



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



**W:** [www.ncrdbc.com](http://www.ncrdbc.com)  
**F:** 250.627.8493



445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0  
Phone: 250-841-2500 / 841-2525 Fax: 855-259-7085

May 1, 2019

North Coast Regional District  
Attention: Board of Directors  
[corporateofficer@ncrdbc.com](mailto:corporateofficer@ncrdbc.com)

RE: *Request for Community Works Funds – Gitga’at First Nation Community Hall Renovation  
Project 632 3<sup>rd</sup> Ave West, Prince Rupert, B.C.*

Dear Board of Directors:

Chief and Council for Gitga’at First Nation respectfully request funding support from North Coast Regional District’s Community Fund to renovate our newly acquired building located at 632 3<sup>rd</sup> Ave West in Prince Rupert in the amount of \$98,988.00 to install new energy efficient windows to replace the single panes, construct a covered entryway, paint the exterior, and renovate the washrooms. Based on estimates from local construction firms, the total cost for the renovation is approximately \$144,727.00. Gitga’at First Nation is applying to Northern Development Initiative Trust Community Halls Grant (see attached proposal) to cover \$30,000 of the costs and respectfully requests support from the Community Work Fund to cover the remainder.

Recent developments and investments in large scale industrial projects in the Northwest have created new opportunities for Gitga'at First Nation and its members. As part of the Gitga’at Development Corporation’s (GDC) mandate to create a long-term sustainable economic foundation for Gitga’at Nation and membership, GDC purchased a 10,000 sq. ft. building in downtown Prince Rupert that had two pre-existing businesses; Mommy’s Laundry and Lee and Ann’s Restaurant (see photographs attached). The first storey of the building contains a vacant

retail store, restaurant that is leased out, and a laundromat that is to be owned and operated by GDC. The second storey is home to Gitga'at Development Corporation - the business arm of Gitga'at First Nation. Upstairs contains a large open space for training and gathering, full kitchen, two bathrooms, offices, and two meeting rooms where the Gitga'at First Nation and Development Corporation's boards conduct business. The location of the building is in a convenient, well known location for area residents and because of its convenient downtown location, is easily accessible to tourist, commercial fishers, out of town employees working at Prince Rupert Port projects and others.

It is vital that Gitga'at First Nation have a central office located in Prince Rupert to serve its many members to ensure they gain from the prosperity of the region as an equal and contributing partner. Nearly two-thirds of Gitga'at members live in and near Prince Rupert and previously had to make the long journey to Tsalgu (Hartley Bay) to access the economic development, skills training, and cultural stewardship services offered by the band. Purchase and development of the new building allows those members to walk just a few blocks to what will be the new home of Gitga'at First Nation's Development Corporation, Treaty Office, and Employment and Training Centre, and an elder's centre. The building will also serve as a Prince Rupert meeting space for the Nation's Chief and Council as much of their business involves connection with the city and the region. The building will also provide a valuable community asset for the City of Prince Rupert and a location where Indigenous and Non-Indigenous can come together.

It is important to note that the Nation has already invested approximately \$250,000 in the building to install a new furnace and laundry machines as the equipment in the laundromat was long past its serviceable life. The laundromat and community hall will provide valuable services

for the City of Prince Rupert and will add vitality to the downtown core. Please note that the City of Prince Rupert has endorsed the project with a written letter of support.

Gitga'at First Nation sees its presence in downtown Prince Rupert as a strong message to the business community that Gitga'at First Nation form part of the economic fabric of the North and wants to establish business partnerships with both non-Indigenous and Indigenous entities.

We trust you will support our initiative and look forward to working with you on this and future projects.

Sincerely,

A handwritten signature in black ink, appearing to be 'Archie McPherson', written in a cursive style.

Chief of Gitga'at First Nation



RECEIVED MAY 29 2019

May 23, 2019

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

Dear Chair Pages:

**Re: 2019 Resolutions**

UBCM is in receipt of the attached resolution(s) endorsed by your Board. Your resolution(s) received endorsement at the NCLGA Spring 2019 AGM.

The resolution(s) will be presented to the UBCM membership for their consideration at the 2019 UBCM Convention in September.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

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

Very Best Wishes,

A handwritten signature in black ink, appearing to read "Arjun Singh", is written over a light blue horizontal line.

Arjun Singh  
UBCM President

*Enclosure*

## **Hospital Helipad Construction**

## **North Coast RD**

Whereas none of the new or existing level 3 trauma hospital construction plan in rural British Columbia include plans or designs for onsite helipads;

And whereas due to an absence of onsite hospital helipads, rural BC trauma patients experience delayed access to level 3 trauma hospitals:

Therefore be it resolved that NCLGA and UBCM lobby the Province of BC to legislate that all current and future level 3 and above trauma hospitals being constructed in rural BC receive capital funding to construct and operate an onsite helipad.

### **Convention Decision:**





British Columbia Ferry Services Inc.  
 The Atrium  
 Suite 500, 1321 Blanshard St.  
 Victoria, BC V8W 0B7  
 Tel (250) 381-1401  
 Fax (250) 360-2093  
 bcferries.com

June 5, 2019

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

Re: BC Ferries Route 11 and 26 Scheduling

Dear Mr. Pages,

I'm writing in response to your letter to Mark Collins (President & CEO) in regards to Route 11 and 26 scheduling. I want to take this opportunity to explain how the Route 11 schedule has come to result in a late evening Skidegate arrival every second Thursday in the off-peak season, as we do fully understand the problem that this has created with any customers hoping to connect to a Route 26 sailing that same evening.

As you're likely aware, earlier this year the Province provided funding to allow for increase services on Route 10, 11 and 26; they are to be added as soon as BC Ferries could implement them operationally. The Route 10 sailings were added every second mid-week during the off-peak season, and we were able to put these in place in April, as the crews were already working and available. This meant the ship leaves Prince Rupert on Tuesday night, proceeds to Bella Bella, Port Hardy, and then the return sailings back, arriving in Prince Rupert again Thursday at 11 am.

However, the ship servicing Route 10 in the off-peak season is also the ship servicing Route 11. So, once these sailings were put in place, this meant that after arriving in Prince Rupert at 11 am, the ship could not depart for Skidegate until 2:30 pm, with an arrival into Skidegate at 9 pm. This later arrival every second Thursday will continue in 2019 off-peak season (not June 19 - September 24).

Realizing that it will still take some time to implement added service on Route 26, we have now worked with the *Kwuna* crew to temporarily add later sailings on these Thursday evenings, such that customers arriving on the Route 11 sailing could transfer to the *Kwuna* that same evening.

Note that once the full 16-hour Route 26 service is stood up, this temporary arrangement will no longer be required, as there will be later Route 26 service in place each evening. In the meantime, any customer requiring a connection to the *Kwuna* on the late evening Thursday bi-weekly arrival will have an option to transfer in Skidegate.

The disconnect on those Thursdays was simply a matter of us being able to implement Route 10 added service well before we are able to implement Route 26 added service. As part of our process, if we are considering making changes to scheduled sailing times, rest assured that we do so by first engaging our Ferry Advisory Committee members; we rely on them to help provide perspective from their communities.

Sincerely,

Mark Wilson  
 Vice President  
 Strategy & Community Engagement



**May 1<sup>st</sup>, 2019**

BC Ferries  
500 – 1321 Blanshard Street  
Victoria, B.C. V8W 0B7

**Attn: Mark Collins, President and Chief Executive Officer**

Dear Mr. Collins,

**Re: BC Ferries Route 11 and Route 26 Scheduling**

On behalf of the Board of the North Coast Regional District, I am writing to you today with regard to the scheduling of Route 11 (Prince Rupert to Haida Gwaii) and Route 26 (Skidegate to Alliford Bay).

More specifically, the Board hopes you will consider adjusting arrival and departure times for Route 11 in Skidegate to allow for Sandspit (Alliford Bay) residents and visitors to connect via Route 26. Alternatively, BC Ferries may wish to consider designating Route 26 as a connecting route with Route 11, which would then allow for both routes to be scheduled with the other in mind.

During the spring and fall shoulder seasons, approximately one half of the scheduled Thursday night Route 11 sailings arrive in Skidegate too late for passengers wishing to make a connect sailing from Skidegate to Alliford Bay via Route 26. This results in residents and visitors having to pay for an additional night of accommodation on Graham Island prior to reaching their final destination the following day. The Board strongly urges that you consider adjusting the scheduled arrival time of Route 11 in Skidegate or add additional sailings to Route 26 that would better accommodate these BC Ferries passengers.

Finally, the Board hopes that BC Ferries will ensure that, in all future route scheduling consideration, that the various BC Ferry Advisory Committees be consulted to reduce the number of scheduling conflicts or travel challenges that may arise.

With all said, the Board of the NCRD appreciates that the province and BC Ferries have been working collaboratively to respond to the BC Ferry Advisory Committee Chair's request to restore services cut in 2014, and that an agreement has been reached to return these services over the next year. We hope that in the future all levels of government are able to work collaboratively to restore a service so many of our residents and visitors to the region rely on.

Should you have any questions, or wish to speak directly, please do not hesitate to contact the office of the NCRD.



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



P: 250.624.2002  
TF: 888.301.2002



W: [www.ncrdbc.com](http://www.ncrdbc.com)  
F: 250.627.8493



Sincerely,

A handwritten signature in blue ink, appearing to read "Barry Pages".

**Barry Pages**

*Chair*



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



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



**W:** [www.ncrdbc.com](http://www.ncrdbc.com)  
**F:** 250.627.8493

**55th SANDSPIT LOGGERS SPORTS DAY JULY 27, 2019**

C/O SANDSPIT COMMUNITY SOCIETY

P.O. BOX 459

SANDSPIT, BC V0T 1T0

[sandspitcommunitysociety@gmail.com](mailto:sandspitcommunitysociety@gmail.com) 250-637-5377[cranmer@hotmail.com](mailto:cranmer@hotmail.com) 250-637-5475

Dear Business Owner:

**RE: Invitation and Request for Donations for Loggers Sports Day 2019**

Sandspit Loggers Sports Day will be held on Saturday July 27. Mid-summer in Sandspit will once again be marked by a competitive day of sport, heritage and good times for people of all ages. Out of the competition will emerge a King, Queen, Novice, Junior and Peewee Logger with exclusive bragging rights for a year!

Loggers Sports Day is Sandspit's annual summer public event. In order to hold the event the Loggers Sports Day Committee relies entirely upon donations from local businesses and individuals and the time contributed by volunteers. Your generosity and contribution makes a significant difference to the success and size of the event and we are counting on businesses and groups to help us out again this year. Donations in the form of cash, gift certificates, gifts, and or supplies will be greatly appreciated and acknowledged at the event and published. Receipts for contribution will be issued upon request.

The Sandspit Loggers Sports Day Committee thanks you in advance for all you can do to assist with our annual Moresby Island tradition! We hope to see you and yours on the grounds July 27!

Sincerely,

Betsy Cranmer, Volunteer Co-ordinator, and the Loggers Sports Day Committee

**Please make all cheques payable to Sandspit Community Society**

RECEIVED JUN 10 2019





## ITEM 7.12

### *Licence Inspectors' and Bylaw Officers' Association of British Columbia*

To: North Coast Regional District  
Barry Pages & Doug Chapman  
14 - 342 3rd Avenue West  
Prince Rupert BC V8J 1L5

RECEIVED JUN 04 2019

#### RE: On the Verge of Victory in Precedent-Setting Local Government Dangerous Dog Appeal

The License Inspectors' and Bylaw Officers' Association of British Columbia ("LIBOA") was urgently compelled to make an Intervenor application in *Santics v. Cristofoli (Animal Control Officer) and the City of Vancouver* ("Santics").

The issue involves jurisdiction of the Courts in section 49 dangerous dog cases. Court decisions have expanded judicial discretion which has resulted in increased costs to local governments in dangerous dog enforcement since the 2008 decision in *CRD v. Kuo*. At 2016 UBCM, you unanimously passed a resolution condemning the case law interpretation in *Kuo* and supported an amendment to section 49 of the *Community Charter* (see attached resolution from the 2016 UBCM Conference).

#### Financial Hardship to Local Governments

Examples of how costly these public safety cases are to local governments since *Kuo*, are outlined below:

#### SECTION 49 APPLICATIONS – COSTS TO LOCAL GOVERNMENTS\*

CASE	YEAR	COST
CRD v. Orr	2003	\$5,981.15
CRD v. Wilkinson	2003 – 2004	\$4,045.20
CRD v. Ney	2004 – 2006	\$11,043.03
CRD v. Becker	2004 – 2005	\$10,576.56
CRD v. Koehler	2004 – 2005	\$5,430.16
CRD v. Kuo (BCSC) 2008		
RDCO v. Smith	2012 – 2014	\$45,482.04
RDCO v. Panton	2015	\$67,611.63
RDCO v. Panton- Appeal	2015 – 2018	\$48,439.89
CRD v. Mouner-Johnson & Clark	2016 – 2017	\$24,899.99
City of Revelstoke v. Staume and Daley	2017	\$35,605.82

\*These are total legal costs from participating local governments who have agreed to disclose their costs in legal services, expert reports and miscellaneous disbursements for this appeal.

As you can see, the cost to local governments in British Columbia for protecting the public from dangerous dogs in s. 49 applications has risen from approximately \$5,000 - \$10,000 per case to between \$25,000 - \$67,000! If you protect the public from dangerous dog attacks, you either have to use section 49 or do nothing and risk liability exposure, or worse, receive public condemnation from the latest victim of a dangerous dog attack.

#### The Legal Battle

LIBOA has retained experienced appellate counsel in Dominion GovLaw LLP ("GovLaw") to represent local governments. GovLaw has litigated precedent setting dangerous dog cases and its principal, Troy DeSouza, was successful in the hotly contested intervenor application on April 12, 2019.

On May 22<sup>nd</sup>, LIBOA participated in the BC Court of Appeal on behalf of all local governments and their animal control officers in BC. The case went well. Mr. DeSouza advises that 13 years after the poorly reasoned decision in *Kuo*, the B.C. Court of Appeal is engaged on the issue of jurisdiction. That is, if a Provincial Court Judge does not have the jurisdiction to make a conditional order, it will be a substantive victory for all local governments and their bottom line in animal control.

### **How Your Local Government Can Help**

We need your help!

The outcome of this appeal will have a substantial impact to your bottom line. What is at stake is tens of thousands of dollars for each costly dangerous dog application and, the effectiveness of local governments to make and enforce their own bylaws on dangerous or aggressive dogs!

LIBOA moved quickly to protect your interests. However, our capacity to fund this appeal is extremely limited. We have used our name and organization to engage local governments interests but need your financial support. The estimated legal costs to LIBOA for this appeal are approximately \$35,000.

Accordingly, if you could make a contribution of \$500 to our non-profit society to be used for this appeal, that would be much appreciated.

Please kindly make the cheque payable to the Licence Inspectors' and Bylaw Officers' Association of British Columbia, and direct any mail to the following address:

Inder Litt, LIBOA President  
City of Abbotsford  
32315 South Fraser Way  
Abbotsford BC V2T 1W7

### **Conclusion**

Be part of the forward-thinking group of local governments who have banded together to chip in a little so that all of us can save a lot.

We cannot imagine a better investment on your behalf that directly impacts your bottom line.

Thank you very much for your consideration!

Sincerely,



Inder Litt  
LIBOA President

P.S. If you require further information regarding this appeal, please contact Troy DeSouza at troy.desouza@govlaw.ca or (250) 590-1840.

## **UBCM Resolution at 2016 Conference**

### **B88 DANGEROUS DOGS:**

WHEREAS local governments protect the public from dangerous dogs and incur significant costs and uncertainty in court due to narrowly drafted provisions under s. 49 of the Community Charter;

AND WHEREAS case law interpretation from judges has expanded judicial discretion and oversight beyond the court's statutory jurisdiction and at the full expense, continuing cost and liability to local government;

AND WHEREAS such interpretation of s. 49 undermines public safety to persons, dog owners and their victim dogs or domestic animals and adds increased and unnecessary costs and liability to local government:

THEREFORE BE IT RESOLVED that UBCM support adoption of the Hugo's and Charley's Law amendments to s. 49 of the Community Charter, to protect the public and their dogs from dangerous dogs.





June 10, 2019

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me during the annual UBCM Convention taking place this year from September 23 to 27, 2019 in Vancouver, British Columbia.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 17, 2019**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful for you to provide as much detail as possible in the online form on the topic you wish to discuss. This will enable me to have a better understanding of your delegation's interests so that our discussions can be more productive.

Ministry staff will soon email you the Provincial Appointment Book. This lists all government, agency, commission, and corporation staff who are expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

This will be my third UBCM Convention as Minister responsible for local government, and I appreciate the collaboration and partnerships that we have built over these last several years. I look forward to hearing more about your challenges and accomplishments as we continue our work together to make life better for all British Columbians.

Sincerely,

A handwritten signature in blue ink, appearing to read 'SR', is placed above the name 'Selina Robinson'.

Selina Robinson  
Minister

pc: Honourable John Horgan, Premier  
Arjun Singh, President, Union of British Columbia Municipalities



June 10, 2019

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver from September 23-27.

*Resiliency and Change*, the theme for the 2019 Convention, is indeed an appropriate focus as communities throughout our province are experiencing change on issues ranging from the impacts of climate change to economic pressures. UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2019** and it is case sensitive. If you have any questions, please contact [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

A handwritten signature in blue ink that reads 'John J. Horgan'.

John Horgan  
Premier



**Corporate Officer NCRD**

---

**From:** Lets Talk Trash <letstalktrashteam@gmail.com>  
**Sent:** Tuesday, May 21, 2019 4:18 PM  
**To:** cao@ncrdbc.com; corporateofficer@ncrdbc.com  
**Subject:** Letter to the Ministry to expand recycling for the ICI sector  
**Attachments:** Letter to Ministry ICI\_qRD (004).pdf; Letter to Ministry ICI\_qRD Generic (1).docx

Dear North Coast Board of Directors,

The qathet Regional District (formerly Powell River Regional District) is experiencing a gap in recycling options for the Industrial, Commercial and Institutional (ICI) sector and is putting pressure on the Ministry of the Environment and Climate Change Strategy (MOECCS) to expand the Recycling Regulation to include the ICI sector for all printed paper and packaging (PPP). We know many voices are louder than one and invite you to take a look at a letter, signed by our Board Chair and sent to the Minister. This letter includes a list of possible short and long term options. We have included a template letter to use as a guide to send your own letters.

If you do send a letter to the MOECCS please cc the qathet Regional District CAO, Al Radke ([aradke@qathet.ca](mailto:aradke@qathet.ca)).

The qRD plans to bring this issue to UBCM and welcomes all of your support.

Many thanks

Tai Uhlmann



**qathet Regional District's  
Waste Reduction Education Team**  
(Abby McLennan, Tai Uhlmann & Ingalisa Burns)  
604-485-2260  
[letstalktrash.ca](http://letstalktrash.ca)



April 29, 2019

The Honourable George Heyman  
Minister of the Environment and Climate Change Strategy  
Room 112 Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister:

BC is known across Canada and North America as a leader in Extended Producer Responsibility (EPR).

Most recently, in 2014, the BC Recycling Regulation was expanded to include Packaging and Paper Products (PPP) which changed the landscape of recycling in BC and has resulted in improved recycling for the residential sector.

However, there is a gap in service and the qathet Regional District is writing to ask that the Ministry of Environment and Climate Change Strategy (MOECCS) expand the scope of the Recycling Regulation for PPP to include the Industrial Commercial and Institutional (ICI) sector.

In 2014, many British Columbia local governments signed on to the Multi Materials BC (now Recycle BC) program. The program is only responsible for residential PPP, leaving the ICI sector, including schools, hospitals and entertainment events, dependent on the private sector or local governments for access to recycling and does not hold the producers of the ICI PPP accountable to fund the costs for recycling.

With recent changes in the global commodity market, as a result of the Chinese National Sword, local governments and the private sector are facing challenges that include reduced access or lack of access to recycling for the ICI sector.

Without being included in the Recycling Regulation, ICI recyclables such as cardboard, paper, metal, plastic and glass containers run a huge risk of being landfilled.

Additionally, Regional Districts, through their Solid Waste Management Plans, are required to set waste diversion targets which rely on restricting recyclable material from the garbage from both the residential and ICI sectors. This shortfall in ICI recycling services will delay local government's ability to meet diversion targets and implement key initiatives such as landfill bans. As well, in many cases the current PPP EPR programs have local government taxpayers

subsidizing the ICI sector. The qRD's Solid Waste Management Plan, approved by the MOECCS in 2018, outlines a Zero Waste Strategy for our region. This strategy outlines waste diversion targets, including increasing ICI recycling. Working with ICI to increase recycling is scheduled to start in 2019 and is supported by the qRD waste Bylaw 532 which restricts recyclable material from the garbage.

Being an isolated community (only accessible by ferry or plane), the only ICI materials accepted for free by the one private local recycler, Sunshine Disposal and Recycling, was paper, cardboard and #2 plastics. In response to small businesses expressing frustration by the lack of recycling options available to them in 2016, the qRD worked with Recycle BC and Green By Nature to conduct a 3 month audit at our central recycling depot to determine the percentage of ICI materials being collected. With the percentage of ICI materials weighing in at 8%, the qRD allowed small businesses to bring limited amounts of PPP materials to our central recycling depot at a cost to the qRD of \$266 per tonne. The tipping fee for municipal solid waste is currently at \$225 per tonne.

With commodity market prices in freefall, Sunshine Disposal is currently losing money requiring them to implement a tipping fee to clients for cardboard and paper. Sunshine Disposal advised that they anticipate 80% of their customers will opt out of this paid service, which, including bin rental, will be a similar fee to garbage. The qRD can only accept a small amount of ICI at our central depot, otherwise we will be over 8%, which will be cost prohibitive.

The qRD and the rest of the province need a solution to avoid valuable resources like cardboard ending up in the landfill.

We are not coming to you in exasperation expecting the province to give us the answer. No, quite the opposite, we want to be a part of the solution and have developed some options for you to consider which would require cooperation and collaboration with the province to make any of them a reality.

Immediate:

- Expand the Recycling Regulation to include PPP from the ICI sector

The Ministry may recall that back in 2014 our Regional District met with the then Minister and Ministerial staff during the annual UBCM Convention. Our meeting included a 'show and tell'. We demonstrated that the products taken from retail shelves by consumers were produced by the very same manufacturers who distribute their products to the various wholesalers, major sporting and entertainment events, restaurants, coffee shops, hotels, schools, universities, hospitals and the like. The irony of it all is that their shipping and consumer packaging enters every market sector, whether you are a residential, institutional, commercial or industrial consumer. This solution will ensure that ICI recyclables are recycled instead of landfilled. It will shift costs to

the producers of the PPP and will help local government jurisdictions province-wide meet waste diversion targets.

Short-term:

- Relax burning permits in places like Paper Excellence Canada - Powell River

Currently, Paper Excellence burns wood hog fuel in a biomass boiler to generate steam for heat and power production. They do this under Permit 3149. With the onslaught of excess cardboard not being able to go to foreign market, relax or modify the burning permits to allow cardboard to be incinerated as a fuel source. In places like ours, we will reduce the carbon footprint of shipping out cardboard by barge or ferry from our remote and isolated community. Other communities may also have compelling factors to minimize shipping costs and transport cardboard to regionally located biomass boilers at other paper mills or industry.

Mid-term:

- Provide seed funding to create an economically efficient re-purposing industry

After markets for expended recyclables must be resilient and insulated from off-shore market economies. This could be achieved with added-value industries. Cardboard for instance, could have alternate uses. If shredded, cardboard could be used in the agriculture industry as bedding. But for safety and protection to animals, contaminants such as staples should first be removed. Capital start-up for sophisticated equipment of this nature is required. If economies of scale could be driven down, eventually strategic locations throughout the province could be established to serve local economies in various regions. This again is an attempt at reducing the carbon footprint for transporting cardboard. Invariably, the product will re-enter the ecosystem as manure and be spread on farming fields. Or it may enter the system directly as a compost feedstock.

Long-term

- Mandate recycling content in finished products

Stabilization is a responsibility of upper tier governments. Market systems are characterized by economies that can create extremes of prosperity and business cycles that produce great decline (University of Alberta/Dalhousie University, 2005). Such is the case with the policy of the Chinese National Sword. This is where upper tier governments need to step in and take measures to correct the market. Upper tier governments have the tools and the resources to do this. "Since capital and labour generally flow freely across governmental jurisdictions within a country, much of the impact of stabilization policies of one government unit will likely spill over into other jurisdictions" (Bird & Slack, 1993, p. 16). The proposed mid-term option above is also an upper tier government intervention for the good of the whole. This long-term option is to

mandate recyclable material as a percentage into feedstock for finished products such as writing paper, toilet paper, facial tissue, paper towels, packaging, etc. Some of these products are proven examples of including recyclable materials in production, but these and more products need to be expanded upon. Eliminating virgin feedstock will reduce the carbon footprint and revitalize the already consumed cardboard and packaging waste. Additionally, eliminating subsidies on virgin materials such as oil will create a more level playing field.

Thank you for your time. We respectfully ask that you move expediently on these solutions to assist in promoting a healthy and sustainable environment.

Yours sincerely,



Patrick Brabazon, Chair

cc Nicholas Simons, MLA - Powell River-Sunshine Coast

#### References

*Local government finance*. (Spring 2005). (2005). Edmonton, AB: University of Alberta.

Bird, R.M. & Slack, N.E. (1993). *Urban public finance in Canada*. Toronto, ON: John Wiley & Sons



June 12, 2019

Barry Pages, Chair  
North Coast Regional District  
14 342 3<sup>rd</sup> Avenue West  
Prince Rupert, BC V9J 1L5

**Re: Haawa – thank you!**

Dear Barry,

I am writing on behalf of the Haida Gwaii Museum to say haawa – thank you to the North Coast Regional District for its on-going, generous and positive support of our organization.

Haawa for approving our annual operating fund at \$53,000 for our 2019 operations! We'd also like to recognize and say haawa to Daniel Fish and Sukhraj Gill—we are grateful for their assistance and enthusiasm.

The support of the North Coast Regional District is critical to our museum's ability to serve Haida Gwaii and our guests in a professional, creative and educational manner through the arts and museology, as well as build capacity in the fields of arts, culture and heritage. This, in turn, makes valuable contributions to the social, cultural and emotional/spiritual health of Haida Gwaii and beyond. We thank the North Coast Regional District for making these opportunities available.

Respectfully,

A handwritten signature in black ink, which appears to read "Nika Collison".

Nika Collison  
Executive Director  
604.837.9947  
museum@haidagwaii.net

cc: Duane Alsop, Haida Gwaii Museum Board Chair  
cc: Daniel Fish, NCRD Corporate Officer





June 13, 2019

Barry Pages, Chair  
Skeena Queen Charlotte Regional District  
bpags@mhtv.ca

Dear Chair Pages:

For years, people living in ferry-dependent communities have been ignored—and they have paid the price with skyrocketing ferry fares and service reductions. Bill 25, the Coastal Ferry Amendment Act, became law on May 16, 2019. Our amendments to the Act are going to support a ferry service that meets the needs of B.C.'s coastal communities.

Some highlights of the Act are:

- The B.C. Ferry Commissioner must now consider the broader public interest when regulating ferry services.
- The Commissioner must consider the Province's greenhouse gas emission targets when regulating ferry services.
- Consumer advocates will be able to participate more in the Commissioner's regulatory processes, providing a public interest perspective in the review of ferry services.
- Vice Presidents at BC Ferries are now included in the definition of "executive," which will provide greater transparency and oversight of executive compensation.
- The Province may now appoint four BC Ferry Authority directors, instead of two, bringing a greater public interest perspective to BC Ferries' shareholder.
- The BC Ferry Authority must now set term limits of eight years when appointing directors to the BC Ferry Services Board.
- The Authority must oversee the strategic direction of BC Ferries in support of the public interest.

These amendments flow from the recommendations in the Redlin Report, an independent review of coastal ferry services. Our goal is to ensure that government and ferry users are receiving maximum value for their contributions and that BC Ferries is operating in the public interest. These legislative changes will improve accountability and ensure the public interest is considered in the regulation and oversight of the company. The legislative amendments are one of the many ways in which our government is supporting the coastal ferry service.

.../2

In February, we announced we were restoring 2,700 round-trip ferry sailings. Ferry fares continue to be more affordable since we rolled back fares on smaller and northern routes by 15 per cent and froze fares on major routes. These initiatives were put in place last April and fares continue to be frozen this year. We also brought back free travel for B.C. seniors Monday through Thursday. The provincial government increased our funding to BC Ferries this year and going forward by \$32.5 million to support the fare initiatives, after providing \$26.5 million in additional funding last year. Another \$5.8 million in annual government contributions will support the additional round trips sailings; combined, these investments are the biggest boost to the ferries in a decade.

Our government is putting coastal communities' needs at the heart of ferry decision making. Together, these changes will help connect people to jobs, school, sports, activities, family and friends. They are long overdue.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Claire Trevena', with a stylized flourish at the end.

Claire Trevena  
Minister





**Sandspit Community Society**  
**Po Box 459 V0T1T0 Sandspit, BC**  
[\*\*admin@sandspitcommunitysociety.com\*\*](mailto:admin@sandspitcommunitysociety.com)

Sandspit, June 19, 2019

Attention Chair Barry Pages

Chair Pages,

Please accept this funding request letter for \$2,600.00 for a clay pigeon thrower for the Sandspit Gun Range.

We have been approached by members of the Sandspit Rod and Gun group to help find funding for a new clay pigeon thrower to replace the current thrower that has been on site for approx 30 years and no longer works properly. We have discussed funding opportunities with our NCRD Director and Director Putterill has indicated that we may be able to fund this small project out of the Area E Grant in Aid function.

As per the attached quote the project cost is \$3,920.26, Sandspit Adventures (a local sports fishing company) has agreed to contribute \$1,000.00 and we are able to contribute \$320.26.

The Sandspit Community Society was established in 2011 and manages a range of businesses, organizations, and groups, central to the health and development of Sandspit. We also review a number of new ideas and initiatives that support the development of a vibrant, resilient and sustainable community and get requests from informal groups to help write grants for and help manage small community projects like this one.

We would appreciate any assistance you can provide us with this project.

Regards,

The board of the Sandspit Community Society

**Lauren Fields**

**Heron Weir**

**Flavien Mabit**

-----  
**"A good place to live is a good place to visit"**  
**www.sandspitcommunitysociety.com**



### Staff Memo

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**Date:** June 21<sup>st</sup>, 2019

**To:** North Coast Regional District Board

**From:** D. Fish, Deputy Chief Administrative Officer

**Subject:** 2019 UBCM Convention – Resolutions & Meeting Requests

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#### Recommendations:

**THAT the staff report entitled “2019 UBCM Convention – Resolutions & Meeting Requests” be received;**

**AND THAT the Board of the North Coast Regional District provide Staff with further direction with respect to resolutions and meeting requests to be submitted for the 2019 UBCM Convention.**

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#### BACKGROUND:

The 2019 Union of BC Municipalities (UBCM) Convention will be held at the Vancouver Convention Centre from September 23-27, 2019.

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, 2019.

**UBCM is in receipt of the NCRD's NCLGA endorsed resolution with respect to Hospital Helipad Construction.**

### **Meeting Requests**

The annual UBCM convention provides an opportunity for local elected officials to schedule meeting requests with various Provincial Cabinet Ministers to discuss issues of local importance.

In 2018, the following meetings were held:

<b>Meeting:</b>	<b>Topic(s): 2018</b>
Ministry of Forests, Lands, Natural Resource Operations, and Rural Development	Haida Gwaii Community Forest & BCTS and AACs
Ministry of Municipal Affairs and Housing	North Coast OCP and Ministerial Order # M053
Ministry of Transportation and Infrastructure	BC Ferries scheduling, fare increases, alternative service options
Ministry of Environment	Park establishment, maintenance and infrastructure at existing parks in RD
<b>Ministry of Citizen's Services</b>	Cell phone network coverage on Haida Gwaii
Ministry of Indigenous Relations and Reconciliation	Ongoing treaty negotiations in RD

Meeting requests are now open to local governments.

The following is a list of provincial authority issues that have been discussed by the Board in 2018-2019:

- Shoreline erosion along Shingle Bay Rd. in Sandspit, B.C.
- Cellular coverage in Sandspit, B.C.
- BC Ferries interim service measures
- Northern Health clinic hours in Sandspit, B.C.
- BCEAO extension of the Westcoast Connector Gas Transmission project environmental certificate
- Updated BC Fire Safety Act
- Rennell Sound recreation site upgrades/improvements
- Proposed Haida Gwaii Regional Emergency Management Partnership

Note that this list is not meant to be exhaustive, rather, provide a starting point for discussion around potential issues to discuss at the upcoming UBCM convention. Additional issues may be identified by the Board for follow up.

#### Registration

**Delegate registration for this year's UBCM convention will open** in early July 2019. If you are an Electoral Area Director and will be attending this year's **convention, please advise Staff so that** the necessary registrations and travel accommodations can be booked.

#### **RECOMMENDATION:**

**Staff is recommending that the memorandum from staff entitled "2018 UBCM Convention – Resolutions & Meeting Requests" be received** and that the Board of the NCRD provide Staff with further direction with respect to resolutions and meeting requests at the 2019 UBCM convention.



### Staff Report

**Date:** June 21<sup>st</sup>, 2019

**To:** North Coast Regional District Board

**From:** D. Fish, Deputy Chief Administrative Officer

**Subject:** Bylaw 591.1, 2019 – Amendment to the North Coast Regional District Procedure Bylaw No. 591, 2016

#### Recommendations:

**THAT the staff report entitled “Bylaw 591.1, 2019 – Amendment to the North Coast Regional District Procedure Bylaw No. 591, 2016” be received for information.**

#### BACKGROUND:

In June 2017, the Board of the North Coast Regional District (NCRD) adopted the *North Coast Regional District Procedure Bylaw No. 591, 2016* (Attachment A) to establish procedures for the Board and Board established Committees of the NCRD.

At its Regular meeting held May 17, 2019, the Board of the NCRD passed the following resolution:

MOVED by Director Putterill, SECONDED by Director Olsen, that the staff prepare an amendment to Bylaw No. 591, 2016 to include First Nations land recognition as an order of proceeding during Regular Board meetings.

**265-2019**

**CARRIED**

#### DISCUSSION:

Respectful acknowledgement of First Nation protocol is increasingly becoming the norm at the beginning of local government meetings and events. In doing so, a local government

acknowledges and recognizes that it is on the land of a Nation that has had a relationship with the land since time immemorial. It is viewed as a sign of respect and recognition.

In Canada, National Indigenous Peoples Day will be celebrated on June 21, 2019, and would **coincide with the Board of the NCRD's decision to amend its procedure bylaw to establish a land recognition protocol** for its meetings.

#### Amendment

An amendment to Bylaw No. 591, 2016 is being proposed which would include adding the following clause as s. 42 to the Bylaw:

#### ***RECOGNITION***

***42. As soon as is practical following calling the meeting to order, the Chair shall acknowledge the traditional territory of the First Nation of the First Nation on which the Inaugural, Regular or Special Board meeting shall take place.***

This amendment would allow for the Chair to recognize the traditional territory on which the meeting is taking place immediately following calling the meeting to order and before consideration of the agenda.

The amendment, as proposed, pertains to all meetings of the Board of the NCRD, with the exception of closed meetings.

As an example, the following recognitions have been drafted:

- 1. We (I) would like to begin by acknowledging that we are fortunate to be able to gather on the unceded territory of the Tsimshian people.***
- 2. We (I) would like to begin by acknowledging that we are fortunate to be able to gather on the unceded territory of the Haida people.***

The Board may wish to consider formalizing wording through a resolution or subsequent Board policy. Alternatively, the Board may wish to amend wording in the proposed amendment bylaw (591.1, 2019) to allow for acknowledgement to be delivered by the Chair in a format prescribed by the Corporate Officer. This option would allow for adjustments to be made, consistent with best practices, by Staff and would minimize future updates required to bylaw or policy for the purpose of amending recognition wording.

#### **RECOMMENDATION:**

Staff is recommending that the report **from staff entitled “Bylaw 591.1, 2019 – Amendment to the North Coast Regional District Procedure Bylaw No. 591, 2016” be received** for information.

## 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

16<sup>th</sup> day of June, 2017.

Read a SECOND TIME this

16<sup>th</sup> day of June, 2017.

Read a THIRD TIME this

16<sup>th</sup> day of June, 2017.

ADOPTED this

16<sup>th</sup> day of June, 2017.

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Corporate Officer

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Chair



### Staff Report

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**Date:** June 21<sup>st</sup>, 2019

**To:** North Coast Regional District Board

**From:** D. Fish, Deputy Chief Administrative Officer

**Subject:** Bylaw 579.1, 2019 – Amendment to the Moresby Island Management Standing Committee Bylaw No. 579, 2014

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#### Recommendations:

**THAT the staff report entitled “Bylaw 579.1, 2019 – Amendment to the Moresby Island Management Standing Committee Bylaw No. 579, 2014” be received;**

**AND THAT Staff engage the Moresby Island Management Standing Committee concerning the proposed amendment Bylaw No. 579.1, 2019.**

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#### BACKGROUND:

In July 2014, the North Coast Regional District (NCRD) held a public forum in Sandspit, B.C. to engage with residents on a number of topics including the Moresby Island Management Standing Committee (Committee). At that time, amendments to the Committee establishing bylaw were being contemplated. An excerpt pertaining to the Committee has been included as Attachment A to this report.

In September 2014, the Board of the NCRD adopted the *Moresby Island Management Standing Committee Bylaw No. 579, 2014* (Current Bylaw) to establish the Moresby Island Management Standing Committee.

At its meeting held March 22, 2019, the Board of the NCRD directed staff to prepare an amendment to Bylaw No. 579, 2014 to decrease committee membership from six to five members.

## DISCUSSION:

### Housekeeping Amendments

In addition to the amendments that reflect the Board's direction given at its meeting held March 22, 2019, staff have also included the following housekeeping amendments in the proposed Moresby Island Management Standing Committee Amendment Bylaw No. 579.1, 2019 (Proposed Bylaw):

- Amend subsection to read "Voting Day refers to the third Saturday in October in a local government election year";
- Replace all reference to "Skeena-Queen Charlotte Regional District" with "North Coast Regional District"; and
- Replace all reference to "Skeena-Queen Charlotte Regional District Procedure Bylaw No. 470, 2005" with "North Coast Regional District Procedure Bylaw No. 591, 2016".

The first housekeeping amendment changes the definition of "Voting Day" to reflect the current voting dates used under the *Local Government Act*. The second amendment reflects the NCRD's municipal name change from the Skeena-Queen Charlotte Regional District to the North Coast Regional District which occurred in 2016. The third housekeeping amendment takes into consideration the most recent NCRD Procedure Bylaw, adopted in June 2017, which repealed the SQCRD Procedure Bylaw and subsequent amendments thereto.

### Membership Amendments

Section 3 of the Bylaw provides for the Committee's membership. The Current Bylaw does not specify a number of members to serve on the Committee. Subsection 3(a) has been amended to read, prescriptively, "The Committee shall consist of five (5) members composed of the following".

Subsequent to amending the total number of Committee members, the following changes are also required throughout the Current Bylaw:

- Section 4, Method of Appointment: This section has previously stated that if the number of nominees on the list of candidates for appointment is five (5) or less, those members will be appointed to the Committee by the Chair and a subsequent voting opportunity would not be held. Given the decrease in one member on the Committee, that number should be amended to four (4).
  - Subsection 4(c) to read "In the event that the number of nominees is five (5) or less, those nominations put forward will be considered the list of candidates and a voting opportunity will not be held."

- Section 2, Definitions: **The definition for the “List of Candidates” reflects the number of members to be included as five (5). Given the decrease in one member on the Committee, that number should be amended to four (4).**
  - **Subsection 2(l) to read “List of Candidates refers to the list of four (4) candidates, selected by majority vote of the electorate of the service area and submitted to the Chair as the communities’ recommendation for appointment”.**

Variances between the Current Bylaw and the Proposed Bylaw have been summarized in the following table:

Heading	Bylaw No. 579	Bylaw No. 579.1
<b>Preamble</b>	• References <i>LGA</i> RSBC 1996	• References <i>LGA</i> RSBC 2015
<b>Definitions</b>	<ul style="list-style-type: none"> <li>• (l) <b>“List of Candidates”</b> refers to the list of five (5) candidates, selected by a majority...</li> <li>• (n) <b>“Voting Day”</b> refers to November 15, 2014 and the third Saturday in October for all subsequent years.</li> </ul>	<ul style="list-style-type: none"> <li>• (l) <b>“List of Candidates”</b> refers to the list of four (4) candidates, selected by a majority...</li> <li>• (n) <b>“Voting Day”</b> refers to the third Saturday in October in a local government election year.</li> </ul>
<b>Committee Membership</b>	• (a) the Committee shall consist of the following members:	• (a) the Committee shall consist of five (5) members composed of the following:
<b>Method of Appointment</b>	<ul style="list-style-type: none"> <li>• (c) In the event that the number of nominees is five (5) or less..</li> </ul>	<ul style="list-style-type: none"> <li>• (c) In the event that the number of nominees is four (4) or less..</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• References <i>LGA</i> RSBC 1996</li> <li>• (g) and (h) reference SQCRD Procedure Bylaw No. 470, 2005</li> </ul>	<ul style="list-style-type: none"> <li>• References <i>LGA</i> RSBC 2015</li> <li>• (g) and (h) reference NCRD Procedure Bylaw No. 591, 2016</li> </ul>
<b>Delegated Powers and Responsibilities</b>	<ul style="list-style-type: none"> <li>• (c) (d) and (g) reference SQCRD</li> <li>• References <i>LGA</i> RSBC 1996</li> </ul>	<ul style="list-style-type: none"> <li>• (c) (d) and (g) reference NCRD</li> <li>• References <i>LGA</i> RSBC 2015</li> </ul>
<b>General</b>	• (a) and (b) reference SQCRD	• (a) and (b) reference NCRD
<b>Scope of Bylaw</b>	• References SQCRD	• References NCRD



### Consultation

The Board has made a positive commitment to consult with the Committee on any proposed amendments to the Current Bylaw. For this reason, should the Board wish to move forward, Staff would recommend only giving first reading of the Proposed Bylaw. Staff can then engage the Committee and request its feedback into the Proposed Bylaw before the Board considers further readings of the Proposed Bylaw.

### **RECOMMENDATION:**

Staff is recommending that the report **from staff entitled** “Bylaw 579.1, 2019 – Amendment to the Moresby Island Management Standing Committee Bylaw No. 579, 2014” **be received** and that, following first reading of Bylaw No. 579.1, 2019, Staff engage with the Moresby Island Management Standing Committee concerning the proposed amendment bylaw.

## **Excerpt from the Minutes of the Sandspit Public Forum held July 12, 2014**

### **Moresby Island Management Standing Committee**

Bill Beldessi, Sandspit resident, made a recommendation that the Regional District continue to hold an election process for MIMC that coincides with the local government general election, with the onus put on the community. Mr. Beldessi also expressed a desire to keep land use planning issues with MIMC.

**Carol Wagner, Sandspit resident, was in agreement with Mr. Beldessi's recommendation, and does not believe that one person [Chair] should have the ability to appoint all MIMC members.**

Bob Ells, Sandspit resident, pointed out that, in the past, elected members had been appointed by the Chair. Mr. Ells questioned why it is that a committee member may be removed from their position on the committee, as well as mentioned that the election/nomination process should be sorted out before giving final reading the Bylaw No. 579, 2014.

*The Chief Administrative Officer responded that the intention is not for the Chair to not appoint those chosen in a nomination process to sit as MIMC members, and reiterated that, as per the Local Government Act, the Regional District must maintain that right.*

Audrey Putterill, Sandspit resident, noted that, in the essence of saving on costs, the majority of Regional District meetings should be held via teleconference.

Stan Hovde, Sandspit resident, expressed concern that the Regional District Board had given three readings to Bylaw No. 579, 2014 prior to holding the public forum. Mr. Hovde felt that sent a strong message to the community.

*In response to Mr. Hovde's comments, the Chief Administrative Officer noted that communication between the Regional District, MIMC and the community of Sandspit could be improved, and noted that the issue had been in discussion for two (2) years prior to being given 3 readings.*

Cathy, Sandspit resident, questioned whether or not appointing committee members was a standard among all local governments, and also stated that it is the elected official's responsibility to communicate the community's opinion to the Board.

*In response to Cathy's question, the Chief Administrative Officer stated that the only election held is for municipal and electoral area directors.*

*Director Putterill stated his opposition to the Board's view on this matter and that he believes an election process should be held in conjunction with the local general election and then forwarded to the Chair for appointment.*

Duane Gould, Sandspit resident, expressed a desire to hear the consultation on the terms of reference and iterated that the community needs to have input toward MIMC and its members. Duane noted that when democracy becomes dysfunctional change is needed; he believes MIMC is dysfunctional.

Marcel Vesti, Sandspit resident, stated that the power needs to be from “bottom-up” and reiterated that an election process should be held. Mr. Vesti suggested that Sandspit be amalgamated with another municipality.

Doug Gould, Sandspit resident, in response to Mr. Vesti’s comment, noted that holding an election process is outside the power of Sandspit and to do this would require that the community incorporate. Mr. Gould noted that MIMC is an advisory committee. Mr. Gould also stated that communication is an issue and that democracy is not about just attending meetings but also being knowledgeable about topics being discussed.

Carole Bowler, Sandspit resident, noted that MIMC passed a motion to keep the original MIMC bylaw and was upset that she was told the MIMC bylaw would not be discussed at the July 12, 2014 Sandspit public forum.

*In response to Ms. Bowler’s concerns, Chair pages noted that he had asked the Chief Administrative Officer to include the MIMC bylaw on the public forum agenda.*

In summary, Sandspit residents who attended the public forum expressed that they would like to continue with an election process for MIMC members. Additionally, communication between the Regional District, MIMC and the community of Sandspit needs to be improved.

A bylaw to amend the North Coast Regional District Procedure Bylaw No. 591, 2016

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***Adopted this***

***\_\_\_ day of \_\_\_\_\_, 2019***

\_\_\_\_\_  
*Chair*

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

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 591.1 , 2019.*



### **Bylaw No. 579.1, 2019**

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A bylaw to amend the *Moresby Island Management Standing Committee Bylaw No. 579, 2014*

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

#### **1. Citation**

This bylaw may be cited as the “Moresby Island Management Standing Committee Amendment Bylaw No. 579.1, 2019”.

#### **2. Amendment**

2.1 The North Coast Regional District Bylaw No. 591, 2016, and subsequent amendments thereto, is hereby amended as follows:

- 2.1.1 Replace all references to “Skeena-Queen Charlotte Regional District” with “North Coast Regional District”;
- 2.1.2 Replace all references to the “Skeena-Queen Charlotte Regional District Procedure Bylaw No. 470, 2005” with “North Coast Regional District Procedure Bylaw No. 591, 2016”;
- 2.1.3 Subsection 2(l): Delete “five (5)” and replace with “four (4)”;
- 2.1.4 Delete subsection 2(n) and replace with ““Voting Day” refers to the third Saturday in October in a local government election year.”;
- 2.1.5 Delete subsection 3(a) and replace with “The Committee shall consist of five (5) members composed of the following:”; and
- 2.1.6 Subsection 4(c): Delete “five (5)” and replace with “four (4)”.

*Read a first time this*                           **day of**           , **2019**

*Read a second time this*                           **day of**           , **2019**

*Read a third time this*                           **day of**           , **2019**

***Adopted this***                           **day of**           , **2019**

\_\_\_\_\_  
*Chair*

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

*I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 579.1 , 2019.*



### **Staff Report**

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**Date:** June 21, 2019

**To:** D. Fish, Deputy Chief Administrative Officer

**From:** M. Williams, Planning Consultant

**Subject:** Referral – Naikun Wind Development Corp

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#### **Recommendations:**

Action: that the Board provide feedback to the Province of BC regarding this referral.

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#### **BACKGROUND**

The North Coast Regional District received a provincial Crown land investigative license application for a clean energy investigative license for wind power off the north east coast of Haida Gwaii. Naikun Wind Development Inc submitted an application for a two to five-year term.

The Ministry has asked for comments regarding this referral. Standard responses:

1. Interests unaffected;
2. No objection to approval of project;
3. No objection to approval of project subject to conditions as discussed by the Board; or
4. Recommend refusal of project due to reasons outlined by the Board.

#### **ALTERNATIVES**

The Board may identify alternatives for staff to pursue, such as:

1. No response be provided; or
2. Another option as identified through Board discussion.



# NAIKUN

Naikun Wind Development Incorporated

## Investigative Plan

12 April 2019

## **1. Project Overview**

The NaiKun Offshore Wind Energy Project (the Project) is located in the shallow waters off the northeast coast of Haida Gwaii in British Columbia's Hecate Strait. The Project size is estimated to be in 400 to 600 MW capacity to produce clean, renewable energy to serve more than 130,000 BC homes. Today the larger turbine on an expanded row and column layout will use approximately 40 to 60-10 MW WTG with rotor diameters of 200 m.

The NaiKun Offshore Wind Energy Project (the Project) will:

- provide British Columbians with a safe, secure, and environmentally sound domestic source of electricity
- establish British Columbia and Canada as leaders in renewable energy development
- provide training and employment opportunities to communities on the North Coast
- serve as a model for collaborative partnerships with First Nations

Historically, BC has enjoyed energy self-sufficiency and even significant surpluses, made possible by large-scale hydroelectric projects on the Columbia and Peace Rivers. At the time, these projects were some of the most ambitious in the world and the dams established a heritage of renewable and reliable power in the province.

BC is now facing a growing electricity gap, consuming more electricity than can be generated due to population increases as well as an increase in average per capita electricity use.

The under construction hydro project called Site C will not be enough to accommodate the demand of electricity on the long term. New sources will be needed and wind power will help the province to fulfill the ambitious electrification plans.

NaiKun Wind Project met the requirements of the Canadian Environmental Assessment Act (CEAA) and successfully concluded the harmonized environmental assessment review process.

Currently Naikun holds the Environmental Assessment Certificate #E09-04 for this Offshore Wind Energy Project, granted on December 10, 2009. The valid certificate can be found on <https://www.projects.eao.gov.bc.ca/p/naikun-offshore-wind-energy>

In preparation for the development of this project, Naikun has deployed an offshore structure to study and understand the wind resource of this proposed location. This station continues to measure the meteorological parameters needed for the preliminary phases of the project and will provide important wind data information for the larger more efficient WTG currently being evaluated.

This comprehensive meteorological system is active and collecting Wind Data, which has been used to create mesoscale and micromodels to perform energy calculations to determine the real potential of the project.

The collected data is also crucial to determine the feasibility of the project and helps to decrease the wind resource uncertainties.

Preliminaries studies pointed that an offshore project of this magnitude will be able to generate 400 to 600 MW of renewable energy. It's important to mention, that the technology of Wind Turbines is constantly improving. With the rapid improvement in the turbine technology it is important to evaluate the newer larger turbines in the most efficient layout. Because there are far few turbines (40 vs 110) to produce the same energy, it is even more important to optimize the layout. The turbines are higher which provided more wind energy, but the wake effect can be greater and can be minimized through careful layout analysis. Various layouts and hub heights will be studied to determine the optimum power output for the larger turbines with the least environmental impact

For illustration purposes, only, of the existing technologies available in wind energy market, a picture is placed in the next page to show the concept of the traditional three blade wind energy converters and how an offshore wind farm in the proposed area will look like.



Featuring a traditional 3 blade 12 MW Offshore Wind Energy Generator (turbine) – Credit: GE Renewable Energy



## **2. Project Description**

The proposed NaiKun Offshore Wind Energy Project, as described in the project overview section, is located in the shallow waters off the northeast coast of Haida Gwaii in British Columbia's Hecate Strait.

The Project size is estimated to be in 400 to 600 MW capacity, and the final selection of the turbine technology (class and size of the wind energy converter) is not finalized yet.

Studies and analysis are underway and once an Energy Power Agreement is achieved, the feasibility and technical studies will determine the right type of turbine for the project.

The main wind farm will consist of wind energy converters (turbines) and Inter-array cables, which will connect each turbine to a substation and subsequently to a BC Hydro substation, for the energy transmission and distributions. The estimated distances and length of these cables will depend of the final layout.

Initial preliminaries studies are showing that the network of submarine cables could be in the 100-130 km range. This type of aquatic cables are typically buried using jetting methods to a minimum depth of 1 m, though the depth may vary depending on local conditions and environmental considerations.

This figure below is an overview of the potential Area of Interest of this investigative phase.

As the investigative studies progresses, the layout will be accommodated to the newest wind energy converters available in the market, although the wind farm concept will remain very close to the presented picture.





During the initial preliminaries studies, Naikun has selected a high-voltage Cable to transmit power from the wind farm and Haida Gwaii on the mainland. The HV system will provide ample capacity for the permitted wind generation project and a grid connection to Haida Gwaii to allow the Islands to get off diesel power and undertake the on-island renewable energy projects. The grid connection will tie into the Prince Rupert sub-station for delivery to BC Hydro Systems.

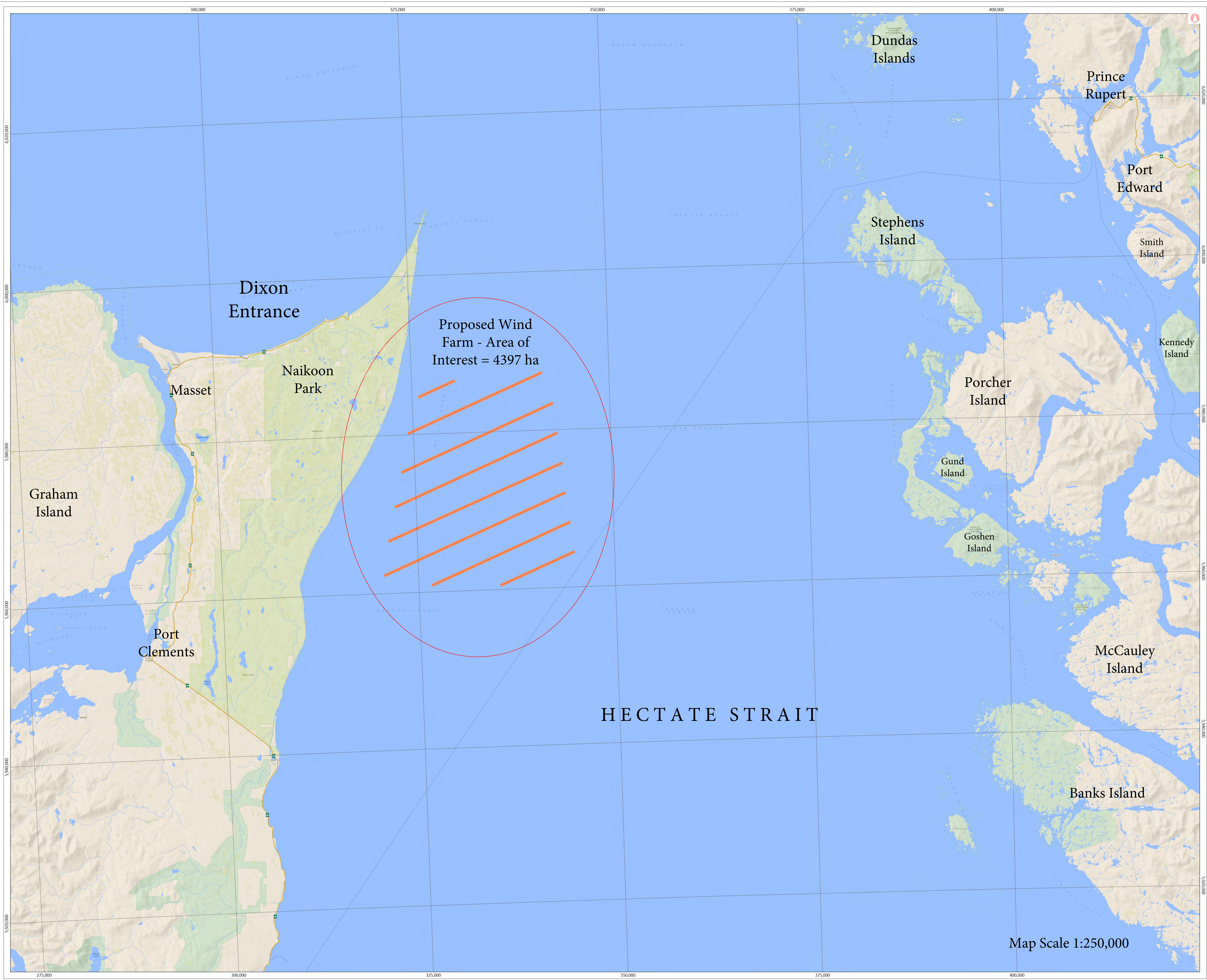
At this phase, Naikun is seeking to secure the area of interest for the main purposes of investigation, under a Investigative License (IL) format.

### **3. Project Location**

The map showed in the next page, illustrates the proposed location for the project. A series of 8 rows is illustrated as a possible location of the turbines. The area of these rows is 4397 hectares in total.

The footprint of these rows is in an optimal placement to accommodate our Area of Interest and Study. Our TRIPOD, which houses the active meteorological Stations it's deployed within this area of interest as well, covering the measurements of the proposed location for the wind farm.





Naikun Proposed Wind Farm - Investigative Licence - Area of Interest

**Legend**

**NAIKUN**

0 5.08 10.2 km

1:250,000,000

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CAUTION: Maps obtained using this site are not designed to be used for navigation. These maps may be generated with the use of satellite imagery. The information and data are provided for informational purposes only. The information and data are not intended to be used for navigation. The information and data are not intended to be used for navigation. The information and data are not intended to be used for navigation.

Naikun: Naikun  
Proprietor: Naikun, Naikun, Naikun, Naikun, Naikun

Key Map of British Columbia



The NaiKun project can be differentiated from other renewable energy projects in the region by the fact that it has completed its preliminary engineering and both the Federal and provincial environmental assessment projects. The project is therefore ready to proceed once it has obtained a contract to sell its power to BC Hydro.

The company was unsuccessful in the most recent Call for Power which began in 2008 and concluded in 2010. The timing of the formal next opportunity to bid to BC Hydro remains uncertain, dependent on a decision by the utility and the Government of British Columbia. However, the significant electrical demand in the province (especially in the NW and NE) make the first permitted phase likely in the near future. In the meantime, NaiKun continues to seek opportunities to move a procurement process forward

The exact time of construction commencement is obviously dependent on a contract award. Only then the final construction schedule, including both the date and the time of year will be generated. This given that construction will begin in April of any given year due to the seasonal construction window, dictated by ocean weather conditions.

The next page, contains a Gantt Chart Style Preliminary Schedule showing how the construction of this proposed wind farm will look like, when passed the investigative phase of this Investigative License.



#### **4. Ongoing Diligent Use**

For the area of interest, Naikun Wind Development Incorporated spent over 5 million dollars in studies to obtain the federal and provincial environmental certificates.

Documents and studies that were prepared to comply with all requirements of the Environmental Assessment Act are in the public domain and can be found under this link for consultation: <https://projects.eao.gov.bc.ca/p/naikun-offshore-wind-energy/docs>

Naikun Wind Development Inc., successfully passed all phases of the Environmental Assessment process, all the way to the certificate grant.

Since Naikun did not received or won a contract of Energy Supply with BC Hydro, our team is diligently working on alternatives to move forward with the project.

Pre-construction Studies are currently planned for the coming years, and this is the main reason to pursue for another Investigative License. Sea bed survey for the foundations and submarine cables is planned for this summer, if the land tenure is granted on time.

## **5. Wild Life Management Plan**

At the duration of this Investigative License, no wildlife will be disturbed and if any investigative activity is deemed to cause disturbance, mitigation measures will be implemented and shall be fully coordinated with provincial and federal authorities as required by legislation..

Maintenance of our meteorological measurement equipment, already deployed on site is treated separately in a different permit, and it is the only ongoing activity that is physically taking place at the area of interest.

If any wildlife is disturbed or noticed for any reason during site visits, Naikun's contractor or crew will immediately report to the DFO, following the proper procedures.

## **6. First Nations**

It's foreseen that, if the permit to continue to investigate is granted, Naikun will not stop to engage with the First Nations, which also share interest in the proposed wind farm area.

Naikun has committed to provide all information collected in these investigated use studies to the Haida Nation.

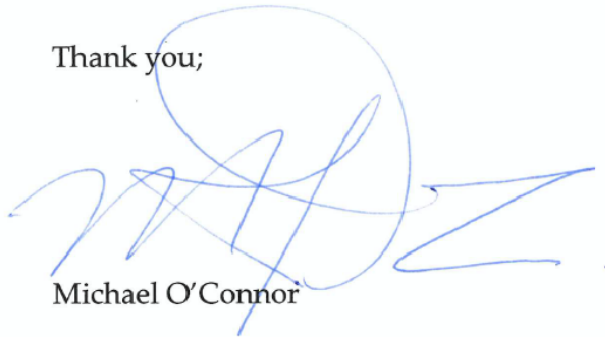
Meetings will intensify as the project progresses in to a construction phase. The implementation of this project will provide remote First Nations with clean power, giving them access to a stable network of renewable electricity.

It's well known that today, many of these communities are off grid and getting electricity from fossil fuel based sources of energy.

## Contact

To ensure best internal practices, please, direct all correspondences to Michael O'Connor at [moconnor@naikun.ca](mailto:moconnor@naikun.ca)

Thank you;



Michael O'Connor

NaiKun Wind Energy Group Inc.  
Suite 570-355 Burrard St.  
Vancouver, BC  
V6C 2G8  
Office No. (604) 631-4483  
Cell No. (604) 202-0449



## Staff Report

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**Date:** June 21<sup>st</sup>, 2019

**To:** North Coast Regional District Board

**From:** Electoral Area Advisory Committee

**Subject:** Gitga'at First Nation's Application to Northern Development Initiative Trust's Community Halls and Recreation Facilities Program

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### Recommendations:

**THAT the Gitga'at First Nation's application to Northern Development Initiative Trust's Community Halls and Recreation Facilities application be received;**

**AND THAT the Board of the North Coast Regional District support the Gitga'at First Nation's application to Northern Development Initiative Trust's Community Halls and Recreation Facilities program in the amount of \$30,000 to be drawn from the Northwest Regional Development Account.**

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### PURPOSE:

The purpose of this report is to provide recommendation to the Board of the North Coast Regional District (NCRD) with respect to the Gitga'at First Nation's application to Northern Development Initiative Trust's (NDIT) Community Halls and Recreation Facilities program for the Gitga'at First Nation Community Hall project.

**BACKGROUND:**

The Electoral Area Advisory Committee (EAAC) held a Regular meeting on May 17, 2019 to discuss the subject application.

**RECOMMENDATION:**

The EAAC is recommending that the Board of the NCRD support the Gitga'at First Nations application to NDIT's Community Halls and Recreation Facilities program, in the amount of \$30,000, to support the Gitga'at Community Hall project. It has been confirmed that funding for this project will be sourced from the Northwest Regional Development Account as opposed to the NCRD Nominal Account.



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

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

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



**+ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

### 1. Project Name

Provide a name for the project that is proposed in this funding application:	Have you previously received any Northern Development funding for this facility?
Gitga'at First Nation Community Hall Renovation Project	<input type="radio"/> Yes <input checked="" type="radio"/> No

### 2. Applicant Profile

Applicant organization (legal name): Gitga'at First Nation	Non-profit society registration no. (if applicable):
Mailing address: 445 Hayimiisaxaa Way Hartley Bay, BC V0V 1A0	Telephone: 1-250-841-2500
Email: teresarobinson@gitgaat.ca	Website (URL): www.gitgaatnation.ca

### 3. Primary Contact Information

Primary contact (for this application): Paul Paterson	Position/title: Chief Executive Officer
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Complete the following if different from applicant organization contact information:

Mailing address: 632 3rd Ave West Prince Rupert, BC V8J 1M2	Email: paul@gitgaatdevco.com	Telephone: 250-624-9878
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#### 4. Resolution of Support

★ If you are in the Northeast region, use the [Northeast Funding Application Form](#).

Identify the local or First Nations government that is providing a resolution of support for this funding application\*:

Gitga'at First Nation

The resolution of support is:

☐

Attached.

☒

Not yet secured. The scheduled council meeting date is: May 31, 2019

★ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.

\* The appropriate government agency should be determined based on the location of the project. For example:

- A project within a First Nations community requires a band resolution of support.
- A project within the municipal boundary requires a resolution of support from the municipality.
- A project outside the municipal boundary requires a resolution of support from the regional district.

★ Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert project name) from the (insert regional development account name).

#### 5. Project Overview

Identify the project's **primary** investment area:

☐

Agriculture

☐

Energy

☐

Mining

☐

Pine Beetle Recovery

☐

Tourism

☒

Economic Development

☐

Forestry

☐

Olympic Opportunities

☐

Small Business

☐

Transportation

★ Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.

Provide a description of the project:

As part of Gitga'at First Nation's strategic plan, the Nation purchased a 10,000 sq foot building located in downtown Prince Rupert to service our many members living there and the community at large (see photos) and plans to renovate it to include the following:

- install new energy efficient windows
- construct a covered timber frame front entryway
- paint exterior
- renovate the public washrooms with water saving plumbing fixtures

Gitga'at First Nation plans to retain local construction firms to renovate the building to undertake the aforementioned work in order to make the community hall easily identifiable and inviting for Gitga'at members and the larger community.

Nearly two-thirds of Gitga'at members live in and near Prince Rupert and previously had to make the long journey to Tsalxgiu (Hartley Bay) to access the economic development, skills training, and cultural stewardship services offered by the band council. Purchase and development of the new building allows those members to walk just a few blocks to what will be the new home of the Gitga'at First Nation's Development Corporation, Treaty Office, and Employment and Training Centre, and an elder's centre. The building will also serve as a Prince Rupert meeting space for the Nation's Chief and Council as much of their business involves connection with the city and the region. The building will also provide a valuable community asset for the City of Prince Rupert and a location where Indigenous and Non-Indigenous can come together.



Explain the rationale for the project:

✦ Focus on long term community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.

Gitga'at First Nation is a Indian Reserve located 145 km south of Prince Rupert in Hartley Bay on the rugged and remote west coast of British Columbia. The Nation has approximately 640 band members, 450 of whom live in Prince Rupert. Access to Hartley Bay is only available by intermittent ferry or plane service on specific days of the week. Overnight turn around for trip departures needed for business and visiting is not presently available. Therefore, Gitga'at First Nation purchased a 2-storey, 10,000 sq foot building located at 632 3rd Avenue West in Prince Rupert, BC to serve our many Gitga'at members living in our traditional territory and the community of Prince Rupert. The first storey of the building contains a restaurant that is leased out, and a laundromat that is to be owned and operated by the Nation. The second storey is home to Gitga'at Development Corporation - the business arm of Gitga'at First Nation. Upstairs contains a large open space for training and gathering, full kitchen, two bathrooms, offices, and two meeting rooms where the Gitga'at First Nation and Development Corporation's boards conduct business. The Nation plans to use the large gathering area to deliver training programs and large group functions. The space provides a venue where Gitga'at members of all ages may gather to share stories and to learn and access entrepreneurial and employment services as well as connect with their families living abroad in Hartley Bay.

Recent developments and investments in large scale industrial projects in the Northwest have created new opportunities for Gitga'at First Nation and its members. It is vital that Gitga'at First Nation (GFN) have a central office located in Prince Rupert to serve its many members to ensure they gain from the prosperity of the region as an equal and contributing partner. Gitga'at First Nation sees its presence in downtown Prince Rupert as a strong message to the business community that Gitga'at First Nation form part of the economic fabric of the North and wants to establish business partnerships with both non-Indigenous and Indigenous entities.

When not in use, Gitga'at Development Corporation (GDC) plans to rent the upstairs meeting rooms, kitchen and large gathering area to community groups to generate income for its operations. Presently, the restaurant below has a long term lease that provides a steady source of income. Further revenue and jobs will be created once the laundromat is operational.

## 6. Sustainability

Explain how funds will be generated to operate the facility for three years:

Gitga'at First Nation plans to generate revenue for ongoing operations through the lease of the restaurant, laundromat operations, and rental of the various meeting rooms and kitchen. However, the main goal of this project is to provide a central, community space to serve our many Gitga'at members living in Prince Rupert and house our Development Corporation operations - not to generate revenue. Although, we anticipate that the outcome of Gitga'at Development Corporation's activities will lead to increased prosperity for the Nation through additional businesses, partnerships, contracts and jobs (estimated up to 200 FT high paying jobs).

Describe how the project will support population growth or help sustain population in the community or region:

Directly, the project will support and sustain the region by providing construction jobs for a local firm. We anticipate that four construction workers will need two months to complete the project. The laundromat will provide another full time and three part-time entry level jobs once fully operational as well as a source of income for GDC. The hall will provide a valuable asset for the city. Indirectly, once GDC has settled into the building and is fully operational, we anticipate the business activity arm of operations will produce up to 200 jobs for Gitga'at members through partnerships, training and skill development, and contracts with large industry as well as produce several Nation-owned businesses. Overall, this project will help us to retain and employ Gitga'at members.

Describe how the project will contribute to environmental sustainability:

One of the biggest environmental sustainability features that this project offers is created by eliminating costly, regular transportation to Hartley Bay via ferry and plane to access services for many Gitga'at First Nation members and workers and for those wanting to meet with us. Reduced transportation leads to reduced emissions and will help us meet our nation's pollution reduction targets. The project will further contribute to environmental sustainability by adding water saving plumbing fixtures, and environmentally friendly paint products. By covering the entryway and keeping it dry, there will be no need to add salt or ice-removing products to the surface. Adding new windows to replace the single panes will reduce the energy needed to sustain operations in the long term by three-fold.



### 7. Direct Economic Benefits

Outline the direct economic benefits to the local or regional economy:

The direct economic benefits to the local and regional economy include the influx of four FT construction jobs for two months, a full-time laundromat supervisor and three part-time attendants. The Development Corporation will house one full time CEO and office assistant initially. Local suppliers such as All West Glass and lumberyards will provide indirect employment spin offs. There are many softer benefits for the addition of a Gitga'at First Nation owned and operated community hall within Prince Rupert such as increased social interaction, increased local economic activity and business partnerships, added skills and training for Gitga'at members, and transfer of knowledge from Elder Knowledge Keepers to youth. There is a tremendous amount of value and pride that cannot be quantified for Gitga'at in this project as it allows them to stand up and say we are a Proud Nation and we are here to work with you.

### 8. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:	9	35+ hours/week	12 months/year	FT GDC CEO and Office Assistant for GFN - provides a community venue to service the populous and meet their needs.
Direct permanent part-time jobs:	1	20 hours/week	12 months/year	8-FT (1)Band Man&Assist, HR, 2 finance, 1 receipt, 1 FT and 1 PT registry clerk. GDC shares admin, HR and finance resources w GFN.35 seas marin
Direct permanent seasonal jobs:	35	40 hours/week	5 months/year	

### 9. New Employment (job creation)

★ The following job creation will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent full-time jobs:	1	35+ hours/week	12 months/year	1 FT laundromat attendee
Direct permanent part-time jobs:	3	20 hours/week	12 months/year	3 - PT laundromat attendees,
Direct permanent seasonal jobs:	0	0 hours/week	0 months/year	
Direct temporary jobs (construction or consulting):	4	0 hours/week	2 months/year	4 - FT construction jobs
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				<b>2.7</b>
★ Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				



### 10. Increased Revenue Generation

★ The following annual revenue generation will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Current annual revenues:	Projected annual revenues		
	Year 1	Year 2	Year 3
\$ 0	\$ 73,500	\$ 73,500	\$ 73,500
<b>INCREASED REVENUE EXPECTED OVER THREE YEARS:</b>			<b>\$ 220,500.00</b>
<p>★ Incremental revenue expected is the sum of the projected annual revenues for the three years after the project, minus the current annual revenues over the same three year period.</p> <p>Describe how the revenue will be generated and the sources of revenue:</p> <p>Revenue will be generated through ongoing lease of the restaurant, laundromat operations, and rental of the upstairs meeting rooms and kitchen. Additional revenue will flow from the anticipated, additional GDC Gitga'at owned business operations. The laundromat provides a drop off service where staff will do your laundry based on a per pound rate. There are 15 washers, and 7 dryers in the laundromat; we estimate net profit at \$3000 per month. The restaurant lease is \$1400 per month; small office rent is \$650=\$2050 in monthly revenue. The upstairs rooms may be rented based on half and full day rentals as follows: large room with kitchen: 1/2 day - \$200 Full day - \$300; board room: 1/2 day - \$125.00 Full day - \$200; small office: \$650 currently rented; large office: \$1150 available for rent. For the purpose of this application we conservatively estimated one FDay rental a month for the board room and large hall with kitchen, half time rental for the large office, \$3000 in profit from the laundromat each month, and \$2050 from the existing secured rentals.</p>			

### 11. Operational Cost Savings

★ The following operational cost savings will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Current costs:	Projected costs		
	Year 1	Year 2	Year 3
\$ 5,340	\$ 2,136	\$ 2,136	\$ 2,136
<b>COST SAVINGS EXPECTED OVER THREE YEARS:</b>			<b>\$ (9,612)</b>
<p>★ Cost savings expected is the sum of the projected costs for the three years after the project, minus the current costs over the same three year period.</p> <p>Describe how the operational cost savings will be generated (for example, energy efficient upgrades):</p> <p>By installing nergy efficient windows, we anticipate to save 40% on our existing heat bill that runs \$5340 per year. Other water saving plumbing fixtures, and reduced air leakage around the windows will contribute to further savings in annual utility costs. Combined with our newly installed energy-efficient laundry appliances and furnace, we expect to maximize our cost savings by reducing energy consumption to a minimum. One of the greatest savings not accounted for within our operational budget, but those of other business entities, is the reduction of travel time, fuel and costs associated with accessing Gitga'at Development Corporation operations in Prince Rupert versus having to travel to Hartley Bay. Overtime, this will contribute significantly to a reduction in air pollution and travel costs. Having a centralized location to serve our members that can be accessed via several modes of transportation daily, will reduce travel costs and further generate savings for our members and improve operational efficiencies that will lead to cost savings within our budget.</p>			

### 12. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date	2-Jul-2019	Project Kick Off - media release
2) Advertisement and Award of Contract	10-Jul-2019	CEO will advertise for bids and perform selection of the successful firm
3) Installation of windows and awning	21-Aug-2019	All exterior works estimated to take 6 weeks
4) Exterior Painting of Building	21-Aug-2019	All interior works estimated to take 2 weeks
5) Interior washroom renovation	14-Sep-2019	
6) Grand Opening and Celebration	11-Oct-2019	Gitga'at Traditional Feast - media release
7)		
8) Project completion date	31-Dec-2019	Final Report Submitted to NDIT

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

### 13. Project Budget

★ Quotes must outline the proposed scope of work, the vendor and cost(s) excluding GST.

Expense item:	Amount (\$):	Vendor:	Verification:
Construction	\$ 128,988.00	estimates from local firms attached	<input checked="" type="checkbox"/> Quote(s) attached
Grand Opening Celebration	\$ 2,500.00	food, door prizes, decorations, games for children, thank you ad	<input type="checkbox"/> Quote(s) attached
Project Management - 10%	\$ 13,239.00	CEO Paul Patterson will provide inkind staff resources time towards this project	<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$ 144,727.00</b>			

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

★ Please refer to the [Community Halls and Recreation Facilities Application Guide](#) for eligible and ineligible costs.



## 14. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 30,000	✦ Maximum allowable grant is \$30,000 per community hall or recreation facility project, with the remainder available in the form of a loan.
Loan	\$ 0	✦ For term of 1-7 years, interest rate = prime. For term of 8-10 years, interest rate = prime+1%. Prime is taken at the time of initial release of funds.
Length of repayment term requested:	0 years (max 10)	
<b>TOTAL REQUESTED:</b>	<b>\$ 30,000</b>	

✦ Projects must be completed and funding disbursed by Northern Development prior to applying for additional funding for the same facility. In the Cariboo-Chilcotin/Lillooet, Northwest, and Prince George regions, applications seeking additional funding for a previously funded facility are limited to a maximum \$15,000 grant.

## 15. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Gitga'at First Nation	\$ 15,739.00	Applicant contribution	<input checked="" type="checkbox"/> Confirmation letter attached
North Coast RD Community Gas Tax Fund - TBD	\$ 98,988.00	<input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: May 31, 2019
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING: \$ 114,727.00</b>		<b>TOTAL PROJECT FUNDING: \$ 144,727.00</b> (Northern Development + Other Sources)	

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

### 16. Leveraging

Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: **20.73** %

+ *Leverage % = (Northern Development funding request) ÷ (Total project funding)*

+ *Northern Development provides funding up to a maximum of 70% of an eligible project budget.*

### 17. Attachments

List all documents attached to this application:

Document name:

- ☒ 1) **Required:** Local government or band resolution of support *(as outlined in section 4. Resolution of Support)*
- ☒ 2) **Required:** Detailed quotes *(as outlined in section 13. Project Budget)*
- ☐ 3) **Required (if applicable):** Funding approval letters *(as outlined in section 15. Other Funding Sources)*
- ☐ 4) **Required (if applicable):** Society incorporation document *(not applicable for local governments or First Nations)*
- 5) photographs
- 6) letters of support
- 7)
- 8) note BCR and Funding Approval from the North Coast Regional District forthcoming after the Board meetings
- 9)
- 10)



## 18. Authorization

- ☒ I have read and understand the [Community Halls and Recreation Facilities Application Guide](#) including the eligible and ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- ☒ I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree to publicly acknowledge funding and assistance by Northern Development.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ★ Please type name.	Position/title:	Date:
Teresa Robinson	Band Manager	April 15, 2019

## 19. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ★ Please do not scan this form (if possible).

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



445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0  
Phone: 250-841-2500 / 841-2525 Fax: 855-259-7085

April 15, 2019

Northern Development Initiative Trust  
Attn: Derek Baker, Economic Development Manager  
1268 5<sup>th</sup> Avenue  
Prince George, BC V2L 3L2

RE: Letter of Support Gitga'at First Nation Community Hall Renovation Project

Dear Mr. Baker:

On behalf of Chief and Council, I herein express our full support of Gitga'at First Nation's Community Hall Renovation Project, outlined as per the attached application, for funding under Northern Development Initiative Trust's Community Hall and Recreation Facilities Program in the amount of \$30,000 to renovate our building in downtown Prince Rupert.

Gitga'at First Nation is dedicated to advancing the prosperity of our band members through full self-sufficiency. Having a centralized location to provide services for our many Gitga'at First Nation members in Prince Rupert as well as those living in Hartley Bay, is critical to sustaining the health and social connectivity of our Nation.

We hope and trust you will support our valuable community hall project.  
Sincerely,

Ch



## Staff Report

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**Date:** June 21<sup>st</sup>, 2019

**To:** North Coast Regional District Board

**From:** Electoral Area Advisory Committee

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

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### **Recommendations:**

**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 to be drawn from the North Coast Regional District Nominal Account.**

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### **PURPOSE:**

The purpose of this report is to provide recommendation to the Board of the North Coast Regional District (NCRD) with respect to the Tlell Fall Fair Committee's application to Northern Development Initiative Trust's (NDIT) Fabulous Festivals and Events program for the 2019 Tlell Fall Fair.

**BACKGROUND:**

The Electoral Area Advisory Committee (EAAC) held a Regular meeting on May 17, 2019 to discuss the subject application.

**RECOMMENDATION:**

The EAAC is recommending that the Board of the NCRD support the Tlell Fall Fair Committee's application to NDIT's Fabulous Festivals and Events program, in the amount of \$2,500, to support the 2019 Tlell Fall Fair.



## FABULOUS FESTIVALS AND EVENTS

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

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

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



**+ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

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

### 1. Project Name

Provide the name of the festival or event:	
Tlell Fall Fair	
Provide the date(s) of the festival or event:	Have you previously received any Northern Development funding for this festival or event?
August 3 - 4, 2019 <i>+ Applications must be submitted at least six weeks before the festival or event is scheduled to take place.</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No

### 2. Applicant Profile

Applicant organization (legal name): Tlell Fall Fair Committee, Graham Island East Coast Farmers Institute	Non-profit society registration no.: Designated Not for Profit Under the Womens and Farmers Institute Act of BC
Mailing address: PO Box 497, Queen Charlotte BC, V0T 1S0	Telephone: 250-559-8975
Email: doug.louis@hgqci.org	Website (URL): www.tlellfallfair.ca

### 3. Primary Contact Information

Primary contact (for this application): Douglas Louis	Position/title: President Tlell Fall Fair
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Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:



## 4. Resolution of Support

Identify the local or First Nations government that is providing a resolution of support for this funding application\*:

North Coast Regional District

The resolution of support is:

- ☐ Not required. The festival or event has been previously approved for funding.  
 + If the festival or event is located in the North Coast Regional District or Village of Cache Creek, a resolution of support is required for each application.
- ☐ Attached.
- ☐ Not yet secured. The scheduled council meeting date is:

+ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.

\* The appropriate government agency should be determined based on the location of the festival/event. For example:

- A festival/event within a First Nations community requires a band resolution of support.
- A festival/event within the municipal boundary requires a resolution of support from the municipality.
- A festival/event outside the municipal boundary requires a resolution of support from the regional district.

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

## 5. Eligibility Confirmation

Please check all that apply:

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

## 6. Festival/Event Overview

Provide a description of the festival or event:

The Tlell Fall Fair is a two day event held at the Tlell Fall Fairgrounds in Tlell BC. The event is an opportunity for local crafter, Gardeners, Farmers and artists to show off their work. It is also a celebration of Local Agriculture on Haida Gwaii. The first day is the Exhibitors day to bring all of the exhibits in for judging that evening 15 of 18 categories are judged at a provincially established standard and the last three are judged the morning of the paid attendance portion of the Fair. The second day is the main attraction for most people. It is when all the Music, games, food, demonstrations, information sessions and vendor sales.

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

The event bring people from all over to see what can be made, grown and seen here on Haida Gwaii. It is a venue for people of similar interests to exchange ideas and to mingle with new people and enjoy a fun day doing it.

Has your organization previously been funded under this program? If so, what year(s)?

Yes, we were funded 2015 - 2017. Our 2018 was lost and we were not funded.

Do you have any paid staff for this festival or event? If so, how many?

No.

Do you have any volunteers for this festival or event? If so, how many?

Yes, Approximately 90.



## 7. Direct Economic Benefits

<p>Outline the economic benefits to the local or regional economy:</p> <p>During the actual fair ( approx. 7 hours) between \$19,000 and \$22,000 exchanges hands through the vendors. The Tlell Fall Fair Committee strives to purchase all supplies on Haida Gwaii.</p>	
<p>Outline how the festival or event will attract tourism to the community:</p> <p>Many people plan their vacations to the islands based on what is happening on the Islands. We have seen an average of 33% of our attendees from non Haida Gwaii locations. Our parking crew keeps tabs on this information. We also get emails fro people asking when the fair is happening and where they can camp or stay.</p>	
<p>Does your festival or event feature artistic performances?</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>	<p>If yes, do you compensate artists and arts professionals by paying fess at industry standards and adhere to international intellectual property rights standards?</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>
<p>Number of people who attended or participated in the previous festival or event:</p> <p>1500</p>	<p>Number of people projected to participate or attend the festival or event this year:</p> <p>1800</p>
<p>Do you track where attendees and participants are from (e.g. their home community)?</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>	<p>What percentage or number of last year's attendees was from outside the community in which the festival or event was held?</p> <p>80</p>

## 8. Festival/Event Financials

<p>Actual expenses for last year's festival or event:</p> <p>\$ 14,335.00</p>	<p>Actual revenue for last year's festival or event:</p> <p>\$ 18,116.00</p>
<p>Budgeted expenses for this year's festival or event:</p> <p>\$ 22,000.00</p>	<p>Estimated revenue for this year's festival or event:</p> <p>\$ 25,000.00</p>

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

## 9. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 2,500	<p>✦ <i>Maximum allowable grant is:</i></p> <ul style="list-style-type: none"> <li>▪ \$2,500 per festival or event with a total project budget less than \$50,000.</li> <li>▪ \$5,000 per festival or event with a total project budget of \$50,000 or greater.</li> </ul>
<p>Describe how will the funding be used to increase the event hosting capacity:</p> <p>The Funds will be used for rental of the sound equipment, as well as extra tent rentals for shade or protection from the rain. Printing of our Exhibitor catalog and banners for the day.</p>		

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

## 10. Other Funding Sources (if applicable)

Funding source:	Amount (\$):
Northern Savings Credit Union (Requesting)	\$ 1,000
Gwaii Trust (Requesting)	\$ 1,500
Haida Gwaii Co-op	\$ 500
	\$
	\$
TOTAL OTHER FUNDING: \$ 3,000	

## 11. Attachments

List all documents attached to this application:

Document name:
<input checked="" type="checkbox"/> 1) <b>Required:</b> Financial statements from the last festival or event.
<input checked="" type="checkbox"/> 2) <b>Required:</b> A copy of the most recent festival or event brochure.
<input checked="" type="checkbox"/> 3) <b>Required:</b> Society incorporation document.
<input checked="" type="checkbox"/> 4) <b>Required (if applicable):</b> Local government or band resolution of support (as outlined in section 4. Resolution of Support)
5)
6)



## 12. Authorization

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

Name (organization signing authority): + Please type name. Douglas Louis	Position/title: President	Date: May 7, 2019
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## 13. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. + Please do not scan this form (if possible).

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

## Haida Gwaii All-Islands Protocol Table



May 28, 2019

Gwaii Trust Society

PO Box 588, 162 Raven Ave, Old Massett, V0T 1M0

PO Box 1257, 226 Front Street, Skidegate, V0T 1S1

**Re: Request for the Gwaii Trust Society to consider creating a special program to provide ongoing funding for an All-Island Governance structure for Haida Gwaii**

On behalf of the All-Islands Protocol Table, this letter is to propose that the Gwaii Trust Society create an ongoing "Islands Governance" funding program to provide administrative and operational support for the All-Islands Protocol Table and the North/South/Central Graham Island Gwaii Trust Advisory Committees. The program would provide annual funds for an employee, and an operational budget to coordinate regular meetings, maintain records and implement the agendas of the Protocol Agreements, while also supporting the role of the Advisory Committees as has been requested by the communities.

This funding would facilitate the implementation of the Haida Gwaii Protocol Agreements, signed between the Council of the Haida Nation and the Islands communities, in accordance with the stated purposes, goals, and objectives of the Society as stated in its Constitution and 2017-2022 Business Plan.

**Rationale:**

Currently, the support available for Islands governance under existing Gwaii Trust programming is restricted to the Major Contributions Grant, which cannot be used for core funding, must be re-applied for annually, and requires 50% equity from government applicants. The All-Islands Protocol Table is respectfully requesting that the Gwaii Trust Society to create a special program to provide core funding on a long-term basis, without the 50% equity requirement.

Islands governance has consistently been identified as a top priority for Haida Gwaii's residents and governments in overcoming the multitude of challenges we face as the Islands Community; establishing a robust all-islands governance body is central to achieving the goals of ensuring healthy environments, individuals, communities, and economies on Haida Gwaii.

Island governance was identified as a top long-term priority at the Gwaii Trust Economic Development Forum in 2014, and included in the 2014 Gwaii Trust Vision and Mission graphic. The Constitution of the Gwaii Trust Society provides a broad mandate for the support of islands governance, while the Gwaii Trust Society 2017-2022 Business Plan gives more specific direction.

The Gwaii Trust Constitution states that the Society's purposes include:

- "2.(a)(iii) assisting in promoting the making of decisions by the Community that affect the economy and culture of the Community."
- "2.(a)(v) fostering the spirit of cooperating, cultural understanding, and trust by promoting the concept of the Islands as a Community."

.../2

- “2.(a)(xii) providing, where appropriate, local municipal services in lieu of a municipality doing so.”

The 2014 Gwaii Trust Society Vision and Mission graphic references the need for “fostering collective history respectfully” in the implementation of “all-island initiatives, [without] duplication of services.” Most pertinently, this graphic identifies the All Islands Protocol Table as holding a “leadership role in facilitating islands economic development,” with the “Future of Haida Gwaii” on the table in front of them.

At the 2014 Gwaii Trust Economic Development Forum, the summary of the Governance and Management sector discussions identified the need for “one all-island unifying body” and a “comfortable, fair governance system.” This group specifically stated the “Island Protocol Table needs more resources – agreements need to be revisited (but not basic principles) and communities need to reconnect, build island unity.” (p.11-12)

The Gwaii Trust Society 2017-2022 Business Plan incorporates these recommendations under Priority 3 - Healthy Islands:

“4.2 Improve Island governance by initiating partnerships and collaboration between local governments and supporting the development of an Island governance structure by 2022.”  
(p.24)

**Protocol Agreements:**

In these above stated purposes, vision, mission, goals, and objectives of the Gwaii Trust Society, the All-Islands Protocol Table recognizes significant alignment with its own purpose and agenda, as established in the Protocol Agreements between the CHN and islands communities.

These Protocol Agreements state:

“The people who live on Haida Gwaii have a vested interest in the present and future well-being of the land, waters, and people of Haida Gwaii and that we all seek security for our family and homes.

1.1 The Parties intend to improve the quality of life and stability of the Island Community through responsible management of the resources of Haida Gwaii.

2.2 It is our intention to work together in common cause for the benefit and betterment of the Island Community.

2.4 Decisions that affect the well-being of our communities and these islands should be made by the people who live on island in accordance with the spirit of this agreement.

3.1 [The Parties will] work together in designing a future that will support a healthy environment and create a sustainable islands economy.

4.1 The Parties will design decision making framework to guide subsequent discussions.

4.3 [The Parties will] Investigate and discuss options and design an all island governance model.

4.5 [The Parties will] Identify and discuss economic development opportunities and needs for future growth.”

The commonalities that exist between the Gwaii Trust and the Protocol Table are not entirely coincidental – these organizations both came into existence in similar political contexts on Haida Gwaii, as a result of island residents demonstrating unity and cooperation to achieve mutual local goals. While the Gwaii Trust Society predates the Protocol Agreements by over a decade, the Protocol Agreements seek to address many of the same issues with only a slightly different approach.

.../3

In its Constitution, Bylaws, and Business Plan, the Gwaii Trust Society has acknowledged the boundaries and limitations of its role as a funding body for Haida Gwaii rather than a government, but also recognizes that its mandate as an organization representing all island communities as well as its financial resources place it in a unique position of power on Haida Gwaii. Through the history of the creation of the South Moresby Forest Replacement Account, the Gwaii Trust, the Gwaii Forest Charitable Trust and the Athlii Gwaii Legacy Trust, the people of Haida Gwaii have demanded that decisions that affect the well-being of Haida Gwaii must be made by residents of Haida Gwaii through equitable representative governance structures, such as the internal system used by the Gwaii Trust Society.

However, recognizing the limitations of the Gwaii Trust Society to act as an all-Island government, the All-Islands Protocol Table is seeking to advance discussions about strengthening unified island governance, with the goal of simultaneously implementing the agenda of the Protocol Agreements and advancing the priorities, goals, and objectives of the Gwaii Trust.

**Community Alignment:**

On February 9, 2019 representatives of all of the islands governments met with Gwaii Trust directors and confirmed support for the existing Gwaii Trust governance structure. At this meeting, representatives discussed the topic of Gwaii Trust supporting an all-islands governance funding program, and the potential for mutual benefits for the Gwaii Trust Society in relation to their Advisory Committees.

On March 9, 2019, the President of the CHN, Haida Gwaii's municipal mayors and Regional District Directors met in Tlell to discuss the preliminary needs for designing a structure of all-islands governance, including rough budgeting, and agreed to take the next step to send this letter, formally requesting the Gwaii Trust Society support the creation of an all-islands governance funding program in consultation with the All-Islands Protocol Table.

The preliminary budget estimate is \$100,000 annually, divided roughly into \$60,000 for an employee position, and a \$40,000 operating budget for administration, hosting meetings, forums, etc.

We look forward to discussing this proposal further; we believe we can work together to unite and strengthen islands governance, and improve the wellbeing of the people, communities, and environments of our home on Haida Gwaii.

Sincerely,

---

Gaagwiis *Jason Alsop*, President of the Haida Nation

---

Barry Pages, Mayor of Masset

---

Billy Yovanovich, Chief Councillor, SBC

---

Doug Daugert, Mayor of Port Clements

---

Duffy Edgars, Chief Councillor, OMVC

---

Johanne Young, Director, NCRD Area 'D'

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Kris Olsen, Mayor of Queen Charlotte

---

Evan Putterill, Director, NCRD Area 'E'



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

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

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

**+ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

**1. Project Name**

Provide a name for the project that is proposed in this funding application:	Have you previously received any Northern Development funding for this facility?
Metlakatla Wilderness Trail Repair Project	<input type="radio"/> Yes <input checked="" type="radio"/> No

**2. Applicant Profile**

Applicant organization (legal name):	Non-profit society registration no. (if applicable):
Metlakatla First Nation	
Mailing address:	Telephone:
P.O. Box 459	(250) 922-5010
Email:	Website (URL):
pclement@metlakatla.ca	www.metlakatla.ca

**3. Primary Contact Information**

Primary contact (for this application):	Position/title:
Philip Clement	Director of Lands

Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:

#### 4. Resolution of Support

Identify the local or First Nations government that is providing a resolution of support for this funding application\*:

Metlakatla First Nation

The resolution of support is:



Attached.



Not yet secured. The scheduled council meeting date is: June 26, 2019

★ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.

\* The appropriate government agency should be determined based on the location of the project. For example:

- A project within a First Nations community requires a band resolution of support.
- A project within the municipal boundary requires a resolution of support from the municipality.
- A project outside the municipal boundary requires a resolution of support from the regional district.

★ Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert project name) from the (insert regional development account name).

#### 5. Project Overview

Identify the project's **primary** investment area:



Agriculture



Energy



Mining



Pine Beetle Recovery



Tourism



Economic Development



Forestry



Olympic Opportunities



Small Business



Transportation

★ Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.

Provide a description of the project:

The Metlakatla Wilderness Trail (the Trail) is an out-and-back trail approximately 10 kilometres long (each way) departing from Metlakatla Village near Prince Rupert, BC. The Trail generally runs north-south and includes three suspension bridges up to 38 meters span crossing streams and viewing tower structures up to 22 meters high accessed by two suspension bridges. The Trail's structures were constructed in 2011 and the Trail operated successfully for two years. Unfortunately, the Trail has been closed since 2015 due to safety concerns with the structures. These concerns are detailed in the engineers report (Metlakatla Wilderness Trail Inspection Report prepared by McElhanney Consulting Services Ltd.) which recommended that the trail be closed until upgrades/repairs are completed to the bridges and viewing towers. In 2018, engineered drawings and detailed specifications for the repairs were completed - "Metlakatla Wilderness Trail As-Built Information and Repairs" prepared by McElhanney Consulting Services Ltd (attached). The overall goal of the "Metlakatla Wilderness Trail Repair Project" is to repair the structures according to the detailed specifications and re-open the Trail in May 2020.



Explain the rationale for the project:

✦ Focus on long term community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.

An engineers report recommended that the Metlakatla Wilderness Trail (the Trail) be closed until upgrades/repairs are completed to the bridges and viewing towers. Not having an engineered stamp of approval for the Trail impedes Metlakatla from getting the proper insurance associated with having visitors hike the trail and use the suspension bridges and viewing towers.

The Trail provides a significant benefits to Northwest BC and coastal communities. In the first year of operation the trail had 1000 visitors from the northwest region of BC. In addition, summer visitors in Prince Rupert would also visit the Trail as it is one of the only coastal hikes in Northwest BC - it is truly an unique coastal hiking experience that is unmatched in Northwest BC - perhaps even in all of BC and Canada.

Broad community support to re-open the Trail is demonstrated through the several support letters we have gathered. Several organizations and schools express a keen interest wanting to see the Trail re-open (Prince Rupert Tourism, School District 52). Further, the Trail provides Metlakatla members with an important healthy recreational activity.

The Trail brings cultural awareness to the area through increased interaction between Prince Rupert and Metlakatla residents. A cultural interpretive booklet was also created which provided visitors with knowledge of the area and the cultural values along the coast.

The Trail also provide local tourists with an opportunity to experience the local culture and coastal scenery. When the Trail was open, hikers came from Smithers, Terrace, Prince George - these hikers also contributed to the local economy through hotel stay, restaurant visits, and other tourism related spin-off benefits. Re-opening the Metlakatla Wilderness Trail will significantly add to the regional infrastructure and support systems necessary to the development of an overall cultural/eco-tourism industry.

## 6. Sustainability

Explain how funds will be generated to operate the facility for five years:

The Funds from NDIT will be used to conduct the necessary repairs to reopen the Metlakatla Wilderness Trail. In order to provide funds to support the maintenance and operation of the Trail, hikers will be charged \$20.00 per person to hike/or camp on the Trail. We anticipate hiring two local Metlakatla members seasonally (Trail Operation Supervisors) to assist with the Trail operations.

Based on the success of the first two years of operation (2013-2015), we anticipate that annual revenues in the range of \$20,000 (\$20 X 1,000 visitors) to \$30,000 (\$20 X 1,500 visitors) will be sufficient to cover Trail maintenance costs for the next five years.

Describe how the project will support population growth or help sustain population in the community or region:

Being a remote community, a variety of recreational opportunities are essential to ensure that local residents and visitors stay healthy and engaged in their community - thereby remaining in the region. The City of Prince Rupert (support letter attached) has commented that they are hoping the Trail will re-open as it provides an important option for tourists to the area. It has often been mentioned that there is a lack of outdoor coastal hikes in the Prince Rupert area. Tourists coming to hike the Trail will have spin-off benefits by staying in local hotels, visiting restaurants, buying souvenirs, other benefits to the local economy.

Tourists from around the world, Smithers, Prince George, and all over BC visited the Trail and provided very positive reviews.

Describe how the project will contribute to environmental sustainability:

The Metlakatla Wilderness Trail contributes to environmental sustainability and cultural awareness. Comments from visitors to the Trail in previous years have highlighted in the important cultural, social and physical aspects of hiking the Trail. The AXIS Mountain Technical (contractors selected to complete the repairs) are aware of environmental sensitivities associated with building structures in coastal environments. Further, Metlakatla's staff archaeologist (Stephanie Huddleston) and biologists will be reviewing project plans and ensuring that the project is conducted in an culturally and ecologically sensitive manner.

An interpretive brochure/program that will educate people about local culture and environmental issues will be developed. Low impact tourism, such as the Trail, is an environmentally sustainable option for tourists.



## 7. Direct Economic Benefits

Outline the projected economic benefits to the local or regional economy:

The repair project will be hiring local contractors (AXIS Mountain Technical, McElhanney Consulting Services Ltd.) and Metlakatla members. Approximately \$400,000 will be spent locally.

Further, Metlakatla members will be trained and hired directly to assist clear the trail of hazard trees, prepare landing zones for supplies, brush, and prepare the trail for opening. Metlakatla members will also be hired by AXIS Mountain Technical to assist with the repairs.

## 8. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:	0	35+ hours/week	12 months/year	This funding will be used to make the improvements and repairs necessary to re-open the Trail. When the trail is open we can then fund two Metlakatla Wilderness Trail Supervisor positions.
Direct permanent part-time jobs:	0	0 hours/week	12 months/year	
Direct permanent seasonal jobs:	8	35 hours/week	0 months/year	

## 9. New Employment (job creation)

✦ The following job creation will be reported on by the applicant organization for a three year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent full-time jobs:	0	35+ hours/week	12 months/year	
Direct permanent part-time jobs:	0	0 hours/week	12 months/year	
Direct permanent seasonal jobs:	2	35 hours/week	6 months/year	Metlakatla Wilderness Trail Coordinators
Direct temporary jobs (construction or consulting):	8	35 hours/week	2 months/year	Suspension Bridge and Tower Repairs
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				<b>2.3</b>
✦ Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				

## 10. Increased Revenue Generation

✦ The following annual revenue generation will be reported on by the applicant organization for a three year period to demonstrate the direct economic benefits of the project:

Current annual revenues:	Projected annual revenues				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$ 0	\$ 20,000	\$ 22,500	\$ 25,000	\$ 27,500	\$ 30,000
<b>INCREASED REVENUE EXPECTED OVER FIVE YEARS:</b> ✦ Increased revenue expected is the sum of the <b>projected annual revenues</b> for the five years after the project, minus the <b>current annual revenues</b> over the same five year period.					<b>\$ 125,000</b>
Describe how the revenue will be generated and the sources of revenue: The source of revenue will be Trail fees (\$20.00 per adult hiker). We anticipate the following visitors per year: - Year 1: 1,000 - Year 2: 1,125 - Year 3: 1,250 - Year 4: 1,375 - Year 5: 1,500.					

## 11. Operational Cost Savings

✦ The following operational cost savings will be reported on by the applicant organization for a three year period to demonstrate the direct economic benefits of the project:

Current costs:	Projected costs				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$	\$
<b>COST SAVINGS EXPECTED OVER FIVE YEARS:</b> ✦ Cost savings expected is the sum of the <b>projected costs</b> for the five years after the project, minus the <b>current costs</b> over the same five year period.					<b>\$</b>
Describe how the operational cost savings will be generated (for example, energy efficient upgrades):					



## 12. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date	9-Apr-2019	We are currently seeking funding for the Trail repairs. We have competed an RFP and have selected a contractor and engineer to complete the repairs. See attached documents for more detail.
2) Engineering Analysis and Repair Drawings Preparation (done)	16-Oct-2018	
3) Request for Proposal Construction (done)	20-Feb-2019	
4) Hazard Tree Removal	3-Jun-2019	
5) Bridge and Tower Repair	27-Sep-2019	
6) Trail Clearing and Ground Improvements	13-Apr-2020	
7) Trail Opening	11-May-2020	
8) Project completion date	11-May-2020	

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

## 13. Project Budget

✦ Quotes must outline the proposed scope of work, the vendor and cost(s) excluding GST.

Expense item:	Amount (\$):	Vendor:	Verification:
3 Bridges and Viewing Tower Repair	\$ 350,563.20	AXIS Mountain Technical	<input checked="" type="checkbox"/> Quote(s) attached
Engineering oversight (Estimated 10% of Construction budget)	\$ 25,500.00	McElhanney Consulting Services Ltd	<input checked="" type="checkbox"/> Quote(s) attached
Hazard tree removal, landing area clearing, trail brushing	\$ 30,000.00		<input type="checkbox"/> Quote(s) attached
Contingency (10% of bridge and tower construction)	\$ 34,000.00		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$ 440,063.20</b>			

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

✦ Please refer to the [Economic Diversification Infrastructure Application Guide](#) for eligible and ineligible costs.



## 14. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 170,032	★ A maximum of \$250,000 is available in the form of a grant for communities with a combined regional development account and up to \$100,000 for the Village of Cache Creek and the North Coast Regional District, with the remainder available in the form of a loan.
Loan	\$ 0	★ For term of 1-7 years, interest rate = prime. For term of 8-10 years, interest rate = prime+1%. Prime is taken at the time of initial release of funds.
Length of repayment term requested:	0 years (max 10)	
<b>TOTAL REQUESTED:</b>	<b>\$ 170,032</b>	

★ Projects must be completed and funding disbursed by Northern Development prior to applying for additional funding for the same facility. In the Cariboo-Chilcotin/Lillooet, Northwest, and Prince George regions, applications seeking additional funding for a previously funded facility are limited to a maximum \$125,000 grant.

## 15. Other Funding Sources

Funding source: ★ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Metlakatla First Nation	\$ 100,000.00	Applicant contribution	<input checked="" type="checkbox"/> Confirmation letter attached
Prince Rupert Port Authority (Community Investment Fund)	\$ 170,031.60	<input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: September 27
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
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	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING: \$ 270,031.60</b>		<b>TOTAL PROJECT FUNDING: \$ 440,063.20</b> (Northern Development + Other Sources)	

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

## 16. Leveraging

Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: **38.64 %**

+ *Leverage % = (Northern Development funding request) ÷ (Total project funding)*

+ *Northern Development provides funding under this program up to a maximum of 70% of an eligible project budget for communities with a combined regional development account and up to 28.57% of an eligible project budget for the Village of Cache Creek and the North Coast Regional District.*

## 17. Attachments

List all documents attached to this application:

Document name:	
<input type="checkbox"/>	1) <b>Required:</b> Local government or band resolution of support (as outlined in section 4. Resolution of Support)
<input checked="" type="checkbox"/>	2) <b>Required:</b> Detailed quotes (as outlined in section 13. Project Budget)
<input checked="" type="checkbox"/>	3) <b>Required (if applicable):</b> Funding approval letters (as outlined in section 15. Other Funding Sources)
<input type="checkbox"/>	4) <b>Required (if applicable):</b> Society incorporation document (not applicable for local governments or First Nations)
	5)
	6)
	7)
	8)
	9)
	10)



## 18. Authorization

- ☒ I have read and understand the [Economic Diversification Infrastructure Application Guide](#) including the eligible and ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- ☒ I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree to publicly acknowledge funding and assistance by Northern Development.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ★ Please type name. Philip Clement	Position/title: Director of Lands	Date: May 9, 2019
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## 19. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ★ Please do not scan this form (if possible).

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

ITEM					Unit Price	BID PRICE	Price with Mob
Mobilization					LS	\$58,550.00	
Bridge #` 1 Tall Grass 24m					LS	\$51,975.60	\$71,675.60
Bridge #` 2 Tea Bay 37m					LS	\$59,407.80	\$79,107.80
80m Walkway & Towers					LS	\$103,472.00	\$123,172.00
Bridge #` 3 Swamp Island 37m					LS	\$56,907.80	\$76,607.80
De Mobilization					LS	\$20,250.00	
					Total	\$350,563.20	\$350,563.20



# Metlakatla Governing Council

April 9, 2019

Northern Development Initiatives Trust  
Community Halls and Recreation Facilities  
301 – 1268 5<sup>th</sup> Avenue  
Prince George, BC  
V2L 3L2

To Whom It May Concern,

The purpose of this letter is to confirm that the Metlakatla Governing Council has set aside \$100,000 to assist with funding for the Metlakatla Wilderness Trail Repair Project.

The Metlakatla Wilderness Trail has been closed since 2015 due to safety concerns with the suspension bridges and viewing towers. We invited proposals from contractors to rebuild the foundations for the bridges and viewing towers/canopy walkways as well as make general repairs and improvements on the Metlakatla Wilderness Trail. The scope of the work has been detailed in a report titled: "Metlakatla Wilderness Trail, As-built Information and Repairs - Issue for Tender Drawings".

Please do not hesitate to contact me with any additional information or questions.

Sincerely,

Marie Skidmore  
Executive Director  
Metlakatla First Nation



April 12, 2019

Philip Clement  
Director of Lands  
Metlakatla First Nation  
P.O. Box 459  
Prince Rupert, British Columbia  
V8J 3R2

Dear Phil,

It is my pleasure to write a letter of support to aid in the Metlakatla First Nation's efforts to secure funding for trail infrastructure repairs required for the safe re-opening of the Metlakatla Wilderness Trail to the public. The Metlakatla Wilderness Trail is located along one of the few easily accessible beaches and intertidal zones on the North Coast of British Columbia, and the trail is a fantastic wilderness recreation asset both for residents of the area as well as tourists passing through.

The Metlakatla Wilderness Trail is located within I.R. #2 on the Tsimpsean Peninsula, and is outside the jurisdiction of the Recreation Sites and Trails Branch (RSTBC). As a result, RSTBC cannot offer financial support towards this project, however we are happy to lend a voice of support and our professional expertise (subject to staff capacity and time) towards your efforts to see this trail re-opened.

Recreation Sites and Trails BC recognizes the importance of this project to providing healthy, safe, quality recreation opportunities for the public in Northern BC. I wish you every success in your efforts to secure funding for this project.

If I can be of further assistance, please do not hesitate to contact me at (250) 638-5154 or via email at [Bryan.Last@gov.bc.ca](mailto:Bryan.Last@gov.bc.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Last".

Bryan Last  
District Recreation Officer  
Kalum/North Coast/Cassiar District  
Recreation Sites and Trails BC

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**Ministry of Forests, Lands and  
Natural Resource Operations**

Recreation Sites and Trails Branch  
Kalum-Cassiar District

Mailing Address:  
#200 5220 Keith Avenue  
Terrace, BC V8G 4J7

Tel: (250) 638-5154



# CITY OF PRINCE RUPERT

424 - 3rd Avenue West, Prince Rupert, B.C. V8J 1L7

[www.princerupert.ca](http://www.princerupert.ca)

Philip Clement, Director of Lands  
Metlakatla First Nation  
P.O. Box 459  
Prince Rupert, BC, V8J 3R2  
Ph: (250) 628-3234  
Cell: (250) 922-5010

April 12<sup>th</sup>, 2019

To Philip Clement, Director of Lands,

**Re: Metlakatla Wilderness Trail Project**

The City of Prince Rupert would like to offer support for Metlakatla's efforts to reopen their state of the art wilderness trail. Boasting several engineered suspension bridges, as well as beach access and viewing towers, the 10 km trail is a unique attraction for both residents and tourists alike. This investment not only benefits Metlakatla, but makes Prince Rupert and our region as a whole a more attractive place to live and visit.

The trail is a special offering for our community. While it was open previously, it provided great benefit to our local School District, who made regular field trips with student groups. It also offers a chance for residents and visitors to share in Coast Tsimshian culture, and partake in some of the only accessible sand beaches that can be accessed without a personal watercraft.

We believe that Metlakatla is well equipped to execute this project, and look forward to seeing the trail reopened.

Thank you for your time and consideration.

Yours truly,

Lee Brain,  
Mayor

/vs

OFFICE OF THE MAYOR