



**NORTH COAST REGIONAL DISTRICT
REGULAR BOARD MEETING
AMENDED AGENDA**
Held at 344 2nd Avenue West, Prince Rupert, B.C.
Friday, August 17, 2018 at 7:00 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 June 15, 2018	Pg 1-8
3.2	Minutes of the Committee of the Whole Meeting held June 15, 2018	Pg 9-11
3.3	Minutes of the Special Meeting of the North Coast Regional District Board held July 25, 2018	Pg 12-15

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.	---
-------	-----

5. DELEGATIONS

None.	---
-------	-----

6. FINANCE

6.1	S. Gill, Treasurer – Cheques Payable over \$5,000 for June, 2018	Pg 16
6.2	S. Gill, Treasurer – Cheques Payable over \$5,000 for July, 2018	Pg 17

7. CORRESPONDENCE

7.1	TransCanada Yellowhead Highway Association – Summer Update	Pg 18-26
7.2	North Central Local Government Association – NCLGA Staff Succession	Pg 27-29
7.3	Association of Vancouver Island and Coastal Communities – Invitation to Host AVICC Convention in 2020 or 2021	Pg 30-31
7.4	ABC Communications – Innovations, Science and Economic Development Canada Reclamation of Spectrum Consultation	Pg 32-35
7.5	Misty Isles Economic Development Society – Northern Residents Deductions	Pg 36-37

7.6	Director Martin – BC Ferries Automobile Equivalency Unit	Pg 38-40
7.7	Village of Masset – Support for Rennell Sound Recreation Site Improvements	Pg 41
7.8	Skidegate Band Council – Rennell Sound BC Rural Dividend Application	Pg 42
7.9	Union of BC Municipalities – Gas Tax Agreement Community Works Fund Payment	Pg 43
7.10	Misty Isles Economic Development Society – BC Ferry Corporation, MV Kwuna Schedule – Service Level Impacts to Tourism Economy	Pg 44-45
7.11	Wainwright Marine Services – Environmental Protection Notice: Application for a Burn Permit under the Provisions of the Environmental Management Act	Pg 46-47
7.12	Community Energy Association – Northern BC Electric Vehicle Workshop at UBCM	Pg 48-51
7.13	E. Witherly, Resident – Appointment to the Regional Recycling Advisory Committee	Pg 52
<u>Add:</u> <u>7.14</u>	Todd Stone, MLA, Official Opposition Critic for Municipal Affairs – 2018 UBCM Official Opposition Meeting Opportunities	Pg 52a-b

8. REPORTS / RESOLUTIONS

8.1	D. Fish, Corporate Officer – Draft Social Media Policy	Pg 53-61
8.2	D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation: 2018 2 nd Quarter Reporting	Pg 62-71
8.3	J. Musgrave, Administrative Assistant – Annual Support for Participation of the “ShakeOut BC” Drill	Pg 72-73
<u>Add:</u> <u>8.4</u>	D. Fish, Corporate Officer & S. Gill, Treasurer – Regional Recycling Depot Asset Upgrade Project – Investing in Canada Infrastructure Program	Pg 74-77x
8.5	S. Gill, Treasurer – Elected Officials’ Remuneration	Pg 78-83
8.6	D. Fish, Corporate Officer & S. Gill, Treasurer – Gas Tax – Funding for the Rennell Sound Recreation Site	Pg 84-94

9. BYLAWS

None.	---
-------	-----

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

10.1	M. Williams, Planning Consultant – Land Referral: BC Ferry Licence of Occupation	Pg 95-107
10.2	M. Williams, Planning Consultant – Land Referral: Lagace Lumber Industrial Lease	Pg 108-121

11. NEW BUSINESS

11.1	Directors’ Reports	Verbal
11.2	Union of B.C. Municipalities – Alternate “Unelected” Electoral Area Directors	Pg 122-124
11.3	Haida Gwaii All Islands Emergency Planning Team – Safe Evacuation House Proposal	Pg 125-127
11.4	Sandspit Community Society Application to Northern Development Initiative Trust’s Fabulous Festivals and Events Program – Wild Harvest Festival	Pg 128-134

12. OLD BUSINESS

12.1	North Coast Regional District Application to Gwaii Trust’s Special Projects Fund	Pg 135-143
12.2	June 12 th , 2018 Haida Gwaii Animal Welfare Working Group Meeting Summary and Draft Animal Control Bylaws	Pg 144-162

13. PUBLIC INPUT**14. IN-CAMERA**

That the public be excluded from the meeting according to section 90(1)(e) and (k) of the <i>Community Charter</i> “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality” 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.”	---
---	-----

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 the Oona River Community Hall, Oona River, B.C. on Friday, June 15, 2018 at 4:00 p.m.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	B. Cunningham, City of Prince Rupert D. Franzen, District of Port Edward G. Martin Village of Queen Charlotte U. Thomas, Village of Port Clements (<i>via teleconference</i>) K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E (<i>via teleconference</i>)
Regrets	L. Brain, City of Prince Rupert D. Nobels, Electoral Area A
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer
Public	5
Media	1

1. CALL TO ORDER 4:10 p.m.

2. AGENDA

MOVED by Director Franzen, SECONDED by Director Racz, that the June 15th, 2018 North Coast Regional District Regular amended agenda be further amended and adopted to include:

- 11.3 BC Hydro
- 11.4 Rennell Sound Rural Dividend Application

265-2018

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regular Meeting of the North Coast Regional District Board held May 25, 2018

MOVED by Director Franzen, SECONDED by Director Martin, that the minutes of Regular Meeting of the North Coast Regional District Board held May 25, 2018 be adopted as presented.

266-2018

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Minutes of the Regular Meeting of the Moresby Island Advisory Planning Commission held May 1, 2018

MOVED by Director Beldessi, SECONDED by Director Franzen, that the minutes of Regular meeting of the Moresby Island Advisory Planning Commission held May 1, 2018 be received as presented.

267-2018

CARRIED

- 4.2 Resolution from the Regular Meeting of the Moresby Island Advisory Planning Commission held May 23, 2018

MOVED by Director Cunningham, SECONDED by Director Beldessi, that the resolution from the Regular meeting of the Moresby Island Advisory Planning Commission held May 23, 2018 be received.

268-2018

CARRIED

MOVED by Director Beldessi, SECONDED by Director Franzen, that the Board of the North Coast Regional District support the recommendations of the Moresby Island Advisory Planning Commission with respect to the tenure application submitted by the Mount Moresby Adventure Camp Society.

269-2018

CARRIED

Directors Martin and Bergman opposed.

- 4.3 Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held May 1, 2018

MOVED by Director Franzen, SECONDED by Director Beldessi, that the minutes of Regular meeting of the Moresby Island Management Standing Committee held May 1, 2018 be received as presented.

270-2018

CARRIED

S. Kietzmann, Carlyle Sheperd & Co. joined the meeting via teleconference.

5. DELEGATIONS

None.

6. FINANCE

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

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

271-2018

CARRIED

- 6.2 S. Gill, Treasurer – 2017 Statements of Financial Information/Audited Financial Statements

MOVED by Director Franzen, SECONDED by Director Racz, that the staff report entitled “**2017 Statements of Financial Information/Audited Financial Statements**” be received;

AND THAT the 2017 audited financial statements be approved as presented.

272-2018

CARRIED

MOVED by Director Racz, SECONDED by Director Franzen, that the 2017 statement of financial information be approved as presented.

273-2018

CARRIED

7. CORRESPONDENCE

- 7.1 Truck Loggers Association – **TLA’S Mayoral Forestry Dinner at UBCM**

MOVED by Director Martin, SECONDED by Director Franzen, that the correspondence from the Truck Loggers Association with respect to the **TLA’s mayoral forestry dinner** at UBCM be received.

274-2018

CARRIED

- 7.2 Canadian Wood Council – 2018 Community Recognition Awards

MOVED by Director Cunningham, SECONDED by Director Martin, that the correspondence from the Canadian Wood Council with respect to the 2018 community recognition awards be received.

275-2018

CARRIED

- 7.3 Union of BC Municipalities – Call for Nominations for UBCM Executive

MOVED by Director Martin, SECONDED by Director Cunningham, that the correspondence from the Union of BC Municipalities with its call for nominations to the UBCM executive be received.

276-2018

CARRIED

- 7.4 TransCanada – Notification Letter: Prince Rupert Gas Transmission Project

MOVED by Director Franzen, SECONDED by Director Martin, that the correspondence from TransCanada with respect to notification of the Prince Rupert Gas Transmission Project be received.

277-2018

CARRIED

- 7.5 Roy Northern Land and Environmental – PNG Ridley Island High Pressure Pipeline Relocation Project

MOVED by Director Franzen, SECONDED by Director Martin, that the correspondence from Roy Northern Land and Environmental with respect to consultation on the PNG Ridley Island high pressure pipeline relocation project be received.

278-2018

CARRIED

- 7.6 Honourable Selina Robinson, Minister of Municipal Affairs and Housing – 2018 UBCM Meeting Request

MOVED by Director Martin, SECONDED by Director Franzen, that the correspondence from the Honourable Selina Robinson, Minister of Municipal Affairs and Housing, with respect to 2018 UBCM meeting requests be received.

279-2018

CARRIED

- 7.7 Honourable John Horgan, Premier – 2018 UBCM Meeting Requests

MOVED by Director Cunningham, SECONDED by Director Raczyk, that the correspondence from the Honourable John Horgan, Premier, with respect to 2018 UBCM meeting requests be received.

280-2018

CARRIED

8. REPORTS – RESOLUTIONS

- 8.1 D. Fish, Corporate Officer – 2018 UBCM Convention – Resolutions & Meeting Requests

MOVED by Director Franzen, SECONDED by Director Cunningham, that the report from staff **entitled** “2018 UBCM Convention – Resolutions & Meeting Requests” **be** received;

AND THAT staff be directed to schedule the following Ministerial meetings at UBCM:

- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Annual Allowable Cut in North Coast and Campsites in Northern B.C.; and
- **Ministry of Citizen’s Services with Network BC** – Cell phone coverage on Haida Gwaii.

281-2018

CARRIED

- 8.2 D. Fish, Corporate Officer – Draft Social Media Policy

MOVED by Director Cunningham, SECONDED by Director Martin, that the report from **staff entitled** “Draft Social Media Policy” **be received**.

282-2018

CARRIED

8.3 S. Gill, Treasurer – Water Connection of Private Parcel

MOVED by Director Beldessi, SECONDED by Director Martin, that the report from staff **entitled “Water Connection of Private Parcel” be received;**

AND THAT the Board of the North Coast Regional District authorize staff to present an amendment to Bylaw No. 469, 2005 through a legal petition for service.

283-2018

CARRIED

8.4 D. Chapman, Chief Administrative Officer – The Proposed Cannabis Control and Licensing Act

MOVED by Director Racz, SECONDED by Director Bergman, that the report from staff **entitled “The Proposed Cannabis Control and Licensing Act” be received;**

AND THAT the staff report entitled “The Proposed Cannabis Control and Licensing Act” be referred to the Electoral Area Advisory Committee.

284-2018

CARRIED

9. BYLAWS

None.

10. LAND REFERRALS / PLANNING

10.1 M. Williams, Planning Consultant – Referral: BC Hydro

MOVED by Director Franzen, SECONDED by Director Martin, that the report from the **consultant entitled “Referral: BC Hydro” be received;**

AND THAT the North Coast Regional District deems its interests unaffected

285-2018

CARRIED

10.2 M. Williams, Planning Consultant – Land Referral: Subdivision (PID: 008-058-491)

MOVED by Director Racz, SECONDED by Director Beldessi, that the report from the **consultant entitled “Land Referral: Subdivision (PID: 008-058-491)” be received;**

AND THAT the Board of the North Coast Regional District support the subject subdivision referral contingent on the development of a public access plan for the proposed subdivision site prior to subdivision.

286-2018

CARRIED

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

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

Director Cunningham – City of Prince Rupert

- The City hosted a successful Seafest weekend June 8-10, 2018;
- There are a number of water main breaks throughout the City that are currently being worked on;
- **It appears the Senior's housing project on 7th Avenue East is moving forward;**
- The City presented its Sustainable City 2030 report to the community; and
- Prince Rupert Wood and Steel was awarded to contract for repairs and upgrades at the Earl Mah Aquatic Centre.

Director Martin – Village of Queen Charlotte

- The Village has been approved for 19 social housing units and BC Housing is currently working on an agreement with a local operator;
- On June 12, 2018, the Venture H vessel sunk off of deadtree point on Haida Gwaii;
- The Village will be holding a public hearing on June 18, 2018 with respect to amendments to its zoning bylaw; and
- Hospital Days will be held on June 23, 2018.

Director Franzen – District of Port Edward

- **The Senior's housing project in the District will be breaking ground soon;**
- The District has submitted a grant application for the construction of a **greenhouse at the proposed Senior's housing site;**
- Construction on a new fence to run along the CN Rail line in the District will commence next week; and
- The District is having an issue with a derelict home in the community.

Director Thomas – Village of Port Clements

- The Village is preparing for its Canada Day celebration; and
- Director Thomas attended the most recent Marine Planning sessions held in Prince Rupert, B.C.

Director Beldessi – Electoral Area E

- Tourism season in the community is underway with many guests in town and fishing lodges filling up; and
- The community is preparing for the 2018 Loggers Sports Day.

Chair Pages – Village of Masset

- Tourism seems to be increasing in the Village;
- The water main replacements project is now complete with only minor road repairs needing to be completed; and
- The Village hosted a successful Harbour Days celebration May 19-20, 2018.

287-2018**CARRIED**

- 11.2 News Release: Northern Health – Northern Health Connections Expands Eligibility to Improve Access to Health-Related Travel

MOVED by Director Martin, SECONDED by Director Franzen, that the news release from Northern Health with respect to improved access to health-related travel be received.

288-2018

CARRIED

- 11.3 BC Hydro

MOVED by Director Racz, SECONDED by Director Martin, that the report from **Director Racz entitled “BC Hydro” be received;**

AND THAT staff be director to contact the Central Coast Regional District with respect to its designation as a Rate 1 zone per BC Hydro rates.

289-2018

CARRIED

- 11.4 Rennell Sound Rural Dividend Application

MOVED by Director Racz, SECONDED by Director Martin, that the Rennell Sound Rural Dividend Application be received;

AND THAT the Board of the North Coast Regional District support its application to the Rural Dividend Fund for the completion of the Rennell Sound Redevelopment project;

AND FURTHER THAT the Board request letters of support from municipal and First Nations councils on Haida Gwaii to supplement its application to the Rural Dividend Fund.

290-2018

CARRIED

12. OLD BUSINESS

- 12.1 Electrical Vehicle Charging Network Collaboration Study Advisory Committee Appointment

MOVED by Director Cunningham, SECONDED by Director Franzen, that the Board of the North Coast Regional District appoint Daniel Fish, Corporate Officer, to the Highway 16 Electric Vehicle Charging Network Collaboration Study Advisory Committee.

291-2018

CARRIED

13. PUBLIC INPUT

There were 2 questions from the public.

14. IN CAMERA

None.

15. ADJOURNMENT

MOVED by Director Cunningham, SECONDED by Director Franzen, that the North Coast Regional District Regular Board meeting be adjourned at 5:56 p.m.

292-2018**CARRIED**

Approved and adopted:

Certified correct:

Chair

Corporate Officer



NORTH COAST REGIONAL DISTRICT

MINUTES of the Committee of the Whole (CoW) meeting held at the Oona River Community Hall in Oona River, B.C. on Saturday, June 16, 2018 at 1:00 p.m.

PRESENT

Chair	B. Pages, Village of Masset
Directors	B. Cunningham, City of Prince Rupert D. Franzen, District of Port Edward G. Martin Village of Queen Charlotte K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E (<i>via teleconference</i>)
Regrets	L. Brain, City of Prince Rupert U. Thomas, Village of Port Clements D. Nobels, Electoral Area A
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer
Public	0
Media	0

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

2. AGENDA

MOVED by Director Franzen, SECONDED by Director Cunningham, that the June 16, 2018 Committee of the Whole meeting agenda be adopted as presented.

001-2018

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS – RESOLUTIONS**6.1 Skeena-Queen Charlotte Regional District Strategic Priorities Tracking Report – June 2018**

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

Organizational Development

Staff provided an update to the Committee with regard to the status on the outcomes and objectives of Organizational Development which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated June 16, 2018.

- The Committee of the Whole directed staff to bring forward a staff report at the next North Coast Regional District Board meeting to review potential purchase options for an administration office site.
- The Committee of the Whole directed staff to prepare an invoice to be sent to the Province of B.C. for funding spent by the NCRD on the Electoral Area A and C Official Community Plan project.

Integrated Regional Planning

Staff provided an update to the Committee with regard to the status on the outcomes and objectives of Integrated Regional Planning which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated June 16, 2018.

- The Committee of the Whole directed staff to contact the project lead on the tsunami pole project to request project particulars and further detail.

Regional Collaboration

Staff provided an update to the Committee with regard to the status on the outcomes and objectives of Regional Collaboration which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated June 16, 2018.

Regional Leadership and Advocacy

Staff provided an update to the Board with regard to the status on the outcomes and objectives of Regional Leadership and Advocacy which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated June 16, 2018.

7. NEW BUSINESS

None.

8. OLD BUSINESS

None.

9. PUBLIC INPUT

There were ___ questions from the public.

10. IN CAMERA

None.

11. ADJOURNMENT

MOVED by Director Racz, SECONDED by Director Martin, that the Committee of the Whole meeting be adjourned at 1:53 p.m.

002-2018

CARRIED

Approved and adopted:

Certified correct:

Chair

Corporate Officer



NORTH COAST REGIONAL DISTRICT

MINUTES of the Special Meeting of the Board of Directors of the North Coast Regional District (NCRD) held via teleconference on Wednesday, July 25, 2018 at 12:00 p.m.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert B. Cunningham, City of Prince Rupert D. Franzen, District of Port Edward G. Martin Village of Queen Charlotte U. Thomas, Village of Port Clements D. Nobels, Electoral Area A K. Bergman, Electoral Area C M. Racz, Electoral Area D C. Wagner, Alternate, Electoral Area E
Regrets	B. Beldessi, Electoral Area E
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer
Public	0
Media	0

1. CALL TO ORDER 12:00 p.m.

2. AGENDA

MOVED by Director Nobels, SECONDED by Director Thomas, that the July 25th, 2018 North Coast Regional District Special agenda be adopted as presented.

293-2018

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.

5. DELEGATIONS

None.

6. FINANCE

None.

7. CORRESPONDENCE

- 7.1 Village of Port Clements – North Coast Regional District Application to the Rural Dividend Fund

MOVED by Director Nobels, SECONDED by Director Cunningham, that the correspondence from the Village of Port Clements with respect to its letter of support **for the North Coast Regional District's application to the BC Rural Dividend Fund** be received.

294-2018

CARRIED

- 7.2 Village of Queen Charlotte – North Coast Regional District Application to the Rural Dividend Fund

MOVED by Director Thomas, SECONDED by Director Franzen, that the correspondence from the Village of Queen Charlotte with respect to its letter of support **for the North Coast Regional District's application to the BC Rural Dividend Fund** be received.

295-2018

CARRIED

- 7.3 Misty Isles Economic Development Society – Gwaii Trust Special Proposal Fund Application

MOVED by Director Thomas, SECONDED by Director Cunningham, that the correspondence from the Misty Isles Economic Development Society with respect to its request that the North Coast Regional District be the lead applicant to the BC Rural Dividend Fund and Gwaii Trust Special Proposals Fund be received.

296-2018

CARRIED

MOVED by Director Thomas, SECONDED by Director Racz, that the North Coast Regional District, subject to final review, be the lead applicant on a proposed grant **funding application to the Gwaii Trust Society's Special Proposal fund to support the Rennell Sound Recreation Site project.**

297-2018

CARRIED

- 7.4 D. Olson & C. Figurreo, Residents, Electoral Area E – Petition for Amendment to the Sandspit Water Service Area

MOVED by Director Franzen, SECONDED by Director Thomas, that the petition for a service area amendment to the Sandspit Water Service Area from Mr. Olson and Ms. Figurreo, representing 50% of the property owners and 50% of the total taxable value in the proposed service area amendment, be received and certified as sufficient and valid.

298-2018

CARRIED

8. REPORTS – RESOLUTIONS

None.

9. BYLAWS

- 9.1 Bylaw No. 469.2 – being a bylaw to amend the SQCRD Sandspit Water Service Establishment Bylaw No. 469, 2005

MOVED by Director Franzen, SECONDED by Director Thomas, that Bylaw No. 469.2, 2018 be given first reading.

299-2018

CARRIED

MOVED by Director Thomas, SECONDED by Director Cunningham, that Bylaw No. 469.2, 2018 be given second reading.

300-2018

CARRIED

MOVED by Director Franzen, SECONDED by Director Thomas, that Bylaw No. 469.2, 2018 be given third reading.

301-2018

CARRIED

MOVED by Director Franzen, SECONDED by Director Thomas, that the Board of the North Coast Regional District, in accordance with subsection 337(3) of the *Local Government Act*, dispense with consent of the electoral area director and give participating area approval by consenting to adoption of Bylaw 469.2 on behalf of the electors in the proposed service area.

302-2018

CARRIED

MOVED by Director Thomas, SECONDED by Director Franzen, that Bylaw No. 469.2, 2018 be adopted.

303-2018

CARRIED

10. LAND REFERRALS / PLANNING

- 10.1 M. Williams, Planning Consultant – Land Referral: Metlakatla First Nation Road Closure Application

MOVED by Director Nobels, SECONDED by Director Franzen, that the report from the **consultant entitled** “Land Referral: Metlakatla First Nation Road Closure Application” be received;

AND THAT the North Coast Regional District deems its interests unaffected.

304-2018

CARRIED

- 10.2 M. Williams, Planning Consultant – Land Referral: Weyl Power Investigative Licence – Ocean Power

MOVED by Director Nobels, SECONDED by Director Bergman, that the report from **the consultant entitled** “Land Referral: Weyl Power Investigative Licence – Ocean Power” be received;

AND THAT staff contact the Metlakatla First Nation to inquire into and reflect its response to the subject land referral.

305-2018

CARRIED

11. NEW BUSINESS

None.

12. OLD BUSINESS

12.1 Rennell Sound Application to the BC Rural Dividend Fund

MOVED by Director Thomas, SECONDED by Director Nobels, that the Board of the North Coast Regional District authorize the submission of an application to the BC Rural Dividend Program for the Rennell Round Recreation Site;

AND THAT the Board of the North Coast Regional District support this project through its duration.

306-2018

CARRIED

13. PUBLIC INPUT

There were 0 questions from the public.

14. IN CAMERA

None.

15. ADJOURNMENT

MOVED by Director Cunningham, SECONDED by Director Bergman, that the North Coast Regional District Special Board meeting be adjourned at 12:20 p.m.

307-2018

CARRIED

Approved and adopted:

Certified correct:

Chair

Corporate Officer

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

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	13-Jun	\$ 17,189.34	May Garbage Collection
C & C Beachy Contracting	13-Jun	\$ 5,761.88	Landfill - Load & haul sand, rock and gravel (Phase 5A)
Pacific Blue Cross	13-Jun	\$ 7,068.55	May PBC & BC Life Premiums
Port Edward Historical Society (NP Cannery)	13-Jun	\$ 50,000.00	2018 Grant - 2nd (final) Installment
Prince Rupert Regional Archives	26-Jun	\$ 22,585.00	2018 Grant - 2nd Quarter Installment
Municipal Pension Plan	6-Jun	\$ 6,605.93	Payroll Remittance (PP11-2018)
Receiver General	6-Jun	\$ 23,128.09	Payroll Remittance (PP11-2018)
Municipal Pension Plan	28-Jun	\$ 6,880.22	Payroll Remittance (PP12-2018)
Receiver General	28-Jun	\$ 11,404.68	Payroll Remittance (PP12-2018)
Municipal Pension Plan	28-Jun	\$ 6,945.01	Payroll Remittance (PP13-2018)
Receiver General	28-Jun	\$ 13,590.77	Payroll Remittance (PP13-2018)

CHEQUES OVER \$5,000: \$ 171,159.47

CHEQUES UNDER \$5,000: \$ 59,651.46

TOTAL CHEQUES: \$ 230,810.93

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

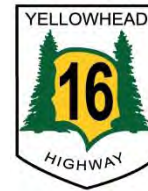
Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	12-Jul	\$ 17,196.66	June Garbage Collection
Pacific Blue Cross	12-Jul	\$ 7,086.41	July PBC & BC Life Premiums
Ticker's Hauling & Storage	12-Jul	\$ 9,633.75	Transport recyclables, building, forklift, excavator and porto toilet rentals & Skidegate Transfer Station cleanup
Delkatla Sanctuary Society	25-Jul	\$ 5,000.00	2018 Annual Grant
Dixon Entrance Maritime Museum Society	25-Jul	\$ 8,000.00	2018 Annual Grant
Haida Gwaii Museum	25-Jul	\$ 48,000.00	2018 Annual Grant
Haida Gwaii Regional Recreation Commission	25-Jul	\$ 57,265.00	2018 Annual Grant
Port Clements Historical Society & Museum	25-Jul	\$ 10,000.00	2018 Annual Grant
Prince Rupert Public Library	25-Jul	\$ 5,010.00	2018 Annual Grant
Sandspit Volunteer Fire Department	25-Jul	\$ 25,585.00	2018 Annual Grant
Municipal Pension Plan	17-Jul	\$ 7,080.01	Payroll Remittance (PP14-2018)
Receiver General	17-Jul	\$ 10,890.42	Payroll Remittance (PP14-2018)

CHEQUES OVER \$5,000:	\$ 210,747.25
CHEQUES UNDER \$5,000:	\$ 65,722.54
TOTAL CHEQUES:	\$ 276,469.79

Trans Canada Yellowhead Highway Association



SUMMER UPDATE



To Mayor/Reeve and Council

At the recent TCYHA Annual General Meeting the following Resolutions were passed and presented to the respective Government indicated:

TCYHA Resolution 2018-01:

SUBJECT: Additional Passing Lanes between Hazelton and Prince Rupert

WHEREAS traffic levels on the Yellowhead Highway 16 between Hazelton and Prince Rupert have increased significantly as a result of the Prince Rupert Port expansion;

AND WHEREAS as traffic levels increase, vehicle passing opportunities on this two lane highway become more restricted resulting in serious implications for traffic operation and safety;

AND WHEREAS the use of passing lanes on two lane highways are a less costly alternative of upgrading to a continuous four-lane highway;

THEREFORE BE IT RESOLVED that the TransCanada Yellowhead Highway Association call upon the Minister of Transportation and Infrastructure to construct additional passing lanes on Highway 16 between Hazelton and Prince Rupert.

TCYHA Resolution 2018-02:

SUBJECT: Wider Highway Shoulder to Safely Accommodate Cyclist and Pedestrians

WHEREAS Yellowhead Highway 16 is the only highway access connecting the communities between Prince George and Prince Rupert;

AND WHEREAS safety of all road users is of paramount concern and wider paved shoulders allow vehicles to pass cyclists and pedestrian without having to move into the lane of oncoming traffic;

AND WHEREAS wider highway lanes and paved shoulders have a positive effect by increasing opportunities for active transportation such as cycling and walking while dramatically reducing the occurrence of accidents;

THEREFORE BE IT RESOLVED that the TransCanada Yellowhead Highway Association call upon the Minister of Transportation and Infrastructure to add wider paved shoulders whenever Highway 16 is upgraded or resurfaced.

TCYHA Resolutions 2018-03 and 2018-04:

SUBJECT: Safety Concerns on Highway 16 at "Car Wash Rock" 45 Km west of Terrace

WHEREAS the overhanging cliff face known as Car Wash Rock on Highway 16 between Terrace and Prince Rupert continues to be a safety concern from rocks, ice and water falling directly onto the roadway;

AND WHEREAS rock and ice become dislodged from the cliff face damaging vehicles and putting the travelling public at risk;

AND WHEREAS this rock formation is situated on a sharp narrow 50 km advisory speed corner of the highway with obstructing site lines for vehicles travelling in both directions;

THEREFORE BE IT RESOLVED that the TransCanada Yellowhead Highway Association call upon the Minister of Transportation and Infrastructure to undertake a capital upgrade project at Car Wash Rock 45 km west of Terrace to remove this dangerous corner and address safety concerns with visibility, and falling rock, ice and water onto the highway.

AND

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

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

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

THEREFORE BE IT RESOLVED that TransCanada Yellowhead Highway Association urge the Ministry of Transportation and Infrastructure ensure that contracted road maintenance provided fulfill their contractual obligations through enhanced monitoring and maintenance along highway 16, particularly at Carwash Rock and Kasiks.

TCYHA Resolution 2018-05:

SUBJECT: Passing Lane Construction between Tete Jaune, BC and the Western Border of Jasper National Park

WHEREAS Hwy 5 and 16 is the new oversized route into northern BC and neighbouring Alberta and is seeing a significant increase in heavy transportation traffic; AND,

WHEREAS 703 reported vehicle incidents, including 15 fatalities and 138 injuries have occurred in the Valemount RCMP's local jurisdiction since 2013;

THEREFORE IT BE RESOLVED That the TransCanada Yellowhead Highway Association advocate the Federal Government to secure and deploy infrastructure funding for passing lane construction between Tete Jaune, BC and the western border of Jasper National Park.

TCYHA Resolution 2018-06:

SUBJECT: Safety along TC Hwy 16 Corridor Between Jasper and Tete Jaune

WHEREAS there is a high level of motor vehicle incidents along the Highway 16 Corridor between Jasper and Tete Jaune, more specifically from just east of Mt. Robson to Tete Jaune;

AND WHEREAS there is a significant amount of commercial transport and tour bus traffic through the Highway 16 corridor between Jasper and Tete Jaune;

AND WHEREAS the occurrence of a motor vehicle incident along that corridor blocks traffic travelling from Alberta to BC for lengthy periods of time;

THEREFORE BE IT RESOLVED that the Trans Canada Yellowhead Highway Association will lobby the Provincial and Federal Governments to address the safety issue on the Highway 16 Corridor between Jasper, AB and Tete Jaune, BC including road improvements and cellular service connectivity.

TCYHA Resolutions 2018-07:

SUBJECT: Safety Infrastructure Funding

WHEREAS Highway 16 creates a significant hazard to pedestrians, cyclists and other motorists where it passes through populated areas and incorporated communities;

AND WHEREAS municipalities require passing lanes and pedestrian crosswalks;

AND WHEREAS those communities incur significant costs and impacts to their residents due to the Highway 16 corridor passing through those communities;

THEREFORE BE IT RESOLVED that the Trans Canada Yellowhead Highway Association lobby the Provincial and Federal Governments to support those communities financially to offset the costs of mitigating hazards and support necessary for safety infrastructure on Highway 16.

AGM Elections:

The following were elected/appointed to these positions:

Table Officers:

President – Paul Smith, Councillor, Strathcona County, AB

Past President – Sandy Salt, Councillor, Valemount, BC

Secretary/Treasurer – Don Grimble, Edmonton, AB

Provincial Directors:

Manitoba Directors (4)

Merv Starzyk, Councillor, RM Yellowhead

Ray Orr, Mayor, Minnedosa

[other Directors still To Be Confirmed]

Saskatchewan Directors (5)

Randy Goulden, Councillor, Yorkton

[other Directors still To Be Confirmed]

Alberta Directors (7)

Paul Smith, Councillor, Strathcona County

Bert Journault, Councillor, Jasper

Daniel Warawa, Deputy Reeve, Lamont County

Dennis Roth, Deputy Mayor, Kitscoty

Chelsea Griffiths, Councillor, Wabamun

*Jerrold Lemko, Councillor, Vegreville * *subsequent Board appointment*

[other Directors still To Be Confirmed]

British Columbia Directors (6; min. 3 from #16, min. 2 from #5)

Sandy Salt, Councillor, Valemount

Rosemary Hruby, Councillor, McBride

[other Directors still To Be Confirmed]

Appointed Directors / Committee Chairs

Staff Relations Chair: Jack Wright, Life Member, Edmonton, AB

Chambers and Associations Chair: Todd Banks, Sherwood Park, AB

Planning Chair: Alan Cayford, Life Member

Secretary Treasurer: Don Grimble, Life Member

Ex-Officio

CAO John Wojcicki

Note: Numbers in brackets next to Province relates to maximum number of Directors as per Bylaws

NOTE: If you wish to fill a vacancy and add your voice as a Board member to ensure issues from your Province are kept front and center please contact the TYCYHA office by emailing admin@goyellowhead.com.

Recent Advocacy Summary:

Following are some announcements from Provincial / Federal Governments on areas the TCYHA has been advocating on your behalf:

- From Gov of BC: Pre-construction work has begun between Barriere and Little Fort in preparation for more new passing lanes along Highway 5 near Darfield. Contract awarded to construct passing lanes near Darfield / Barriere.
- From Gov of BC: Construction is nearing completion on the Vinsulla passing lanes project south of McLure (north of Kamloops). The Vinsulla project includes a 2.2 km northbound passing lane and a commercial vehicle pullout.
- From Gov of BC: construction will begin Spring 2018 to replace the rail level crossing on #16 at Mile 28 Duamont with a grade-separated fly-over.
- From Gov of BC: improvements being prepared for the intersection of #16 and #37
- From Gov of BC: resurfacing of Highway 16 between Josephine Road, west of Prince George, and Hillcrest Way, east of Vanderhoof and from West Twin Creek to Bell Mountain Road west of McBride.
- From Gov of Saskatchewan: An estimated \$52.4 million Highway 16 project east of Saskatoon that will improve safety and support the economy is targeted to open to traffic one year early.
- From Gov of Saskatchewan: New Highway 16 Twinning Project East of Saskatoon to Clavet completed; TCYHA invited to ribbon-cutting ceremony to open the section.
- From Gov of Canada Senate: Senator Black welcomes opportunity to discuss the role that Trans Canada Yellowhead Highway #16 can play in the Senate's "Tear Down These Walls" initiative.
- From Gov of Alberta: Alberta Government confirms it would cover its share of the cost of upgrading Yellowhead Trail in Edmonton. AB Minister Mason acknowledges TCYHA role in the decision in AB Transp social media, Fed Minister Sohi recognizes TCYHA's influence in Gov of Canada's decision during his speech at TCYHA 2017 AGM.
- From Gov of Manitoba: Completion of paving 34 kms of passing lanes west of Neepawa.
- From Gov of BC: Free, public Wi-Fi will soon be installed at the Highway 16 Mt. Terry Fox rest area six kilometers east of Tete Jaune. Wider cell coverage added along #16.
- From Gov of Alberta: Completed construction of a pass-holder's lane at Jasper Gate.
- From Gov of Alberta: Completed a functional planning study for twinning from Hinton to Jasper National Park boundary.
- From Gov of Manitoba: MIT confirms that renewing #16 through Neepawa remains one of MIT's priorities in the area.

If you have highway-related issues that you would like to bring to TYCHA's attention please email admin@goyellowhead.com with the details.



TCYHA 2018 Award Recipients

The TCYHA is proud to add the following names inducted at our 72nd Annual General Meeting/Awards Luncheon to our list of Award Recipients:



BUILDER of the YELLOWHEAD AWARD:

"The "Builder of the Yellowhead" award recognizes exceptional service to the Association. It is usually presented to people who have made special contributions as Directors or Committee members in the promotion of the Trans Canada Yellowhead Highway."

Recipient: **Paul Smith, Councillor, Strathcona County AB**



TÊTE JAUNE AWARD:

"The Tête Jaune Award is presented to people who have received the Builder of the Yellowhead Award and continued to support the Association. It is usually presented to people who have made special contributions as Director or Committee members, or in their work, towards the achievement of the objectives of the Yellowhead Highway Association."

Recipient: **Bev Dubois, Councillor, Saskatoon, SK**

Recipient: **Chateau Louis Hotel and Conference Centre, Julian and Barbara Koziak**



HONORARY LIFE MEMBER:

The "Honourary Life Member Award" is presented to people who have received the Builder of the Yellowhead Award, the Tête Jaune Award and who have served the Association for at least 10 years.

Recipient: **Clint McCullough, Councillor, Vermilion AB**

Recipient: **Don Grimble, Individual Member, Edmonton AB**

Recipient: **Miles Latimer, Councillor, County of Vermilion River AB**

Recipient: **Greg Pasychny, former Mayor, Edson AB**

These names have been added to a long list of individuals who over the 72 years of the TCYHA have given of their time to ensure that the highway continues to play an integral role in the economy of Western Canada in particular and Canada in general.



TCYHA Board 2018-2019

TABLE OFFICERS

President

Paul Smith, Councillor, Strathcona County, AB

Past President

Sandy Salt, Councillor, Valemount, BC

Secretary/Treasurer

Don Grimbale

DIRECTORS:

British Columbia Directors

Rosemary Hrubey, Councillor, McBride

Sandy Salt, Councillor, Valemount

Alberta Directors

Chelsea Griffiths, Councillor, Wabamun

Bert Journault, Councillor, Jasper

Dennis Roth, Deputy Mayor, Kitscoty

Paul Smith, Councillor, Strathcona County

Daniel Warawa, Deputy Reeve, Lamont County

Saskatchewan Directors

Randy Goulden, Councillor, Yorkton

Manitoba Directors

Ray Orr, Mayor, Minnedosa

Merv Starzyk, Deputy Mayor, RM Yellowhead

Appointed Directors / Committee Chairs:

Planning Chair:

Alan Cayford, Life Member, Lloydminster, SK

Staff Relations Chair:

Jack Wright, Life Member

Chambers/Associations Liaison Chair:

Todd Banks, Sherwood Park & District Chamber

Director Emeritus:

Ron Hayter, Life Member, Edmonton, AB

Resolutions Chair

Don Grimbale

~

C.A.O.

John Wojcicki



June 8, 2018

Honourable Marc Garneau
Minister of Transportation
House of Commons
Ottawa, ON K1A 0A6
Email: marc.garneau@parl.gc.ca

Honourable Amarjeet Sohi
Minister of Infrastructure & Communities
House of Commons
Ottawa, ON K1A 0A6
Email: Amarjeet.Sohi@parl.gc.ca

Honourable Claire Trevena
Minister of Transportation and Infrastructure
Parliament Buildings
Victoria, British Columbia V8V 1X4
Email: Minister.Transportation@gov.bc.ca

Honorable Ministers,

On behalf of the 100 some municipalities and the corporate members of the Trans Canada Yellowhead Highway Association we would like to bring to your attention the following Resolutions that were passed at our recent Annual General Meeting.:

TCYHA Resolution 2018-05:

SUBJECT: *Passing Lane Construction between Tete Jaune, BC and the Western Border of Jasper National Park*

WHEREAS Hwy 5 and 16 is the new oversized route into northern BC and neighbouring Alberta and is seeing a significant increase in heavy transportation traffic; AND, WHEREAS 703 reported vehicle incidents, including 15 fatalities and 138 injuries have occurred in the Valemount RCMP's local jurisdiction since 2013;

THEREFORE IT BE RESOLVED That the TransCanada Yellowhead Highway Association advocate the Federal Government to secure and deploy infrastructure funding for passing lane construction between Tete Jaune, BC and the western border of Jasper National Park.

TCYHA Resolution 2018-06:

SUBJECT: *Safety along TC Hwy 16 Corridor Between Jasper and Tete Jaune*

WHEREAS there is a high level of motor vehicle incidents along the Highway 16 Corridor between Jasper and Tete Jaune, more specifically from just east of Mt. Robson to Tete Jaune; AND WHEREAS there is a significant amount of commercial transport and tour bus traffic through the Highway 16 corridor between Jasper and Tete Jaune; AND WHEREAS the occurrence of a motor vehicle incident along that corridor blocks traffic travelling from Alberta to BC for lengthy periods of time;

THEREFORE BE IT RESOLVED that the Trans Canada Yellowhead Highway Association will lobby the Provincial and Federal Governments to address the safety issue on the Highway 16 Corridor between Jasper, AB and Tete Jaune, BC including road improvements and cellular service connectivity.

TCYHA Resolutions 2018-07:

SUBJECT: *Safety Infrastructure Funding*

[SUBMITTED BY: Regional District of BulkleyNechako]

WHEREAS Highway 16 creates a significant hazard to pedestrians, cyclists and other motorists where it passes through populated areas and incorporated communities;

TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION

~ est'd 1947 ~

#3, 9343 50 STREET

EDMONTON, AB, T6B 2L5

PH: (780) 761-3800 EMAIL: admin@goyellowhead.com

www.goyellowhead.com

*AND WHEREAS municipalities require passing lanes and pedestrian crosswalks;
AND WHEREAS those communities incur significant costs and impacts to their residents due to the Highway 16 corridor passing through those communities;*

THEREFORE BE IT RESOLVED that the Trans Canada Yellowhead Highway Association lobby the Provincial and Federal Governments to support those communities financially to offset the costs of mitigating hazards and support necessary for safety infrastructure on Highway 16.

We offer Resolution 2018-07 with the notation of its originator to help provide you with examples relevant to that community where the principle stated in the Resolution could be applied.

We hope that when considering your list of highway improvements that the need to address the above noted consideration be a part of those discussions.

Should you have any questions or wish to engage in further discussion we would be happy to make ourselves available.

Yours truly,



Paul Smith
TCYHA President
(Councillor, Strathcona County, AB)



Sandy Salt
TCYHA Past President
(Councillor, Valemount, BC)

TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION
~ est'd 1947 ~

#3, 9343 50 STREET
EDMONTON, AB, T6B 2L5
PH: (780) 761-3800 EMAIL: admin@goyellowhead.com
www.goyellowhead.com



TCYHA Board 2018-2019

TABLE OFFICERS

President

Paul Smith, Councillor, Strathcona County, AB

Past President

Sandy Salt, Councillor, Valemount, BC

DIRECTORS:

British Columbia Directors

Rosemary Hrubey, Councillor, McBride
Sandy Salt, Councillor, Valemount

Alberta Directors

Chelsea Griffiths, Councillor, Wabamun
Bert Journault, Councillor, Jasper
Dennis Roth, Deputy Mayor, Kitscoty
Paul Smith, Councillor, Strathcona County
Daniel Warawa, Deputy Reeve, Lamont County

Saskatchewan Directors

Randy Goulden, Councillor, Yorkton

Manitoba Directors

Ray Orr, Mayor, Minnedosa
Merv Starzyk, Deputy Mayor, RM Yellowhead

Appointed Directors / Committee Chairs:

Planning Chair:

Alan Cayford, Life Member, Lloydminster, SK

Staff Relations Chair:

Jack Wright, Life Member

Chambers/Associations Liaison Chair:

Todd Banks, Sherwood Park & District Chamber

Director Emeritus:

Ron Hayter, Life Member, Edmonton, AB

Secretary/Treasurer:

Don Grumble

~

C.A.O.

John Wojcicki



April 20, 2018

Hon. Honourable Claire Trevena
Minister of Transportation and Infrastructure
Parliament Buildings
Victoria, British Columbia V8V 1X4

Sent by email to: Minister.Transportation@gov.bc.ca

Honorable Minister,

We would firstly like to extend our appreciation for your Ministry making it possible to have one of your staff participate in our 72nd Annual Conference and provide an update on Ministry activities.

We also want to take this occasion to commend your Government on making key improvements on TC#16 Yellowhead and BC#5 Yellowhead. Passing lane construction on BC#5 near Darfield, McLure, the Vinsulla vehicle pullout, the rail grade-separation on TC#16 at Duamont, the plans for intersection improvements at TC#16 and #37 and the addition of cell service at the Mt. Terry Fox rest area all greatly enhance the safety of travelers. We thank you for working cooperatively to see these improvements come to fruition.

On behalf of the 100 some municipalities and the corporate members of the Trans Canada Yellowhead Highway Association we would like to bring to your attention the following Resolution that was passed at our recent Annual General Meeting.:

TCYHA Resolution 2018-01:

SUBJECT: Additional Passing Lanes between Hazelton and Prince Rupert

WHEREAS traffic levels on the Yellowhead Highway 16 between Hazelton and Prince Rupert have increased significantly as a result of the Prince Rupert Port expansion;

AND WHEREAS as traffic levels increase, vehicle passing opportunities on this two lane highway become more restricted resulting in serious implications for traffic operation and safety;

AND WHEREAS the use of passing lanes on two lane highways are a less costly alternative of upgrading to a continuous four-lane highway;

NOW, THEREFORE BE IT RESOLVED that the TransCanada Yellowhead Highway Association call upon the Minister of Transportation and Infrastructure to construct additional passing lanes on Highway 16 between Hazelton and Prince Rupert.

TCYHA Resolution 2018-02:

SUBJECT: Wider Highway Shoulder to Safely Accommodate Cyclist and Pedestrians

WHEREAS Yellowhead Highway 16 is the only highway access connecting the communities between Prince George and Prince Rupert;

AND WHEREAS safety of all road users is of paramount concern and wider paved shoulders allow vehicles to pass cyclists and pedestrian without having to move into the lane of oncoming traffic;

AND WHEREAS wider highway lanes and paved shoulders have a positive effect by increasing opportunities for active transportation such as cycling and walking while dramatically reducing the occurrence of accidents;

TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION

~ est'd 1947 ~

#3, 9343 50 STREET

EDMONTON, AB, T6B 2L5

PH: (780) 761-3800 EMAIL: admin@goyellowhead.com

www.goyellowhead.com

NOW, THEREFORE BE IT RESOLVED that the TransCanada Yellowhead Highway Association call upon the Minister of Transportation and Infrastructure to add wider paved shoulders whenever Highway 16 is upgraded or resurfaced.

TCYHA Resolutions 2018-03 and 2018-04:

SUBJECT: Safety Concerns on Highway 16 at "Car Wash Rock" 45 Km west of Terrace

WHEREAS the overhanging cliff face known as Car Wash Rock on Highway 16 between Terrace and Prince Rupert continues to be a safety concern from rocks, ice and water falling directly onto the roadway;

AND WHEREAS rock and ice become dislodged from the cliff face damaging vehicles and putting the travelling public at risk;

AND WHEREAS this rock formation is situated on a sharp narrow 50 km advisory speed corner of the highway with obstructing site lines for vehicles travelling in both directions;

NOW, THEREFORE BE IT RESOLVED that the TransCanada Yellowhead Highway Association call upon the Minister of Transportation and Infrastructure to undertake a capital upgrade project at Car Wash Rock 45 km west of Terrace to remove this dangerous corner and address safety concerns with visibility, and falling rock, ice and water onto the highway.

AND

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

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

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

THEREFORE BE IT RESOLVED that TransCanada Yellowhead Highway Association urge the Ministry of Transportation and Infrastructure ensure that contracted road maintenance provided fulfill their contractual obligations through enhanced monitoring and maintenance along highway 16, particularly at Carwash Rock and Kasiks.

We hope that when considering your list of highway improvements that the need to address the above noted consideration be a part of those discussions.

Should you have any questions or wish to engage in further discussion we would be happy to make ourselves available.

Yours truly,



Paul Smith
TCYHA President
(Councillor, Strathcona County, AB)



Sandy Salt
TCYHA Past President
(Councillor, Valemount, BC)

Copy: Ed Miska, Executive Director Ministry of Transportation and Infrastructure
Engineering Services

Scott Maxwell, Ministry of Transportation & Infrastructure
Regional Director – Northern Region

TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION
~ est'd 1947 ~

#3, 9343 50 STREET
EDMONTON, AB, T6B 2L5

PH: (780) 761-3800 EMAIL: admin@goyellowhead.com
www.goyellowhead.com



June 21, 2018

Dear Mayors, Chairs, Councillors and Directors,

RE: NCLGA STAFF SUCCESSION

As you are aware, the NCLGA Staff (Oliver Ray and Kaila Nielsen) will be completing their time with us at the end of June. We want to thank Oliver and Kaila again for their commitment and service to the NCLGA. We wish you all the very best in your future endeavours!

Meanwhile, the Board is pleased to announce that we have Staff in place, moving forward, beginning July 1, 2018! For your benefit and understanding, we want to provide you with following the background and process in getting to where we ended up.

Background

For several months, your NCLGA Board has been working diligently to ensure a smooth staffing transition. During NCLGA Board discussions, regarding staff succession planning, the Board identified several key qualities and qualifications that would best support the NCLGA's mandate, goals, and operations (including administration, finance, communication, event planning, etc.). The Board also discussed the idea that contracting this work may be a viable alternative to hiring an employee. It was expressed that perhaps a contractor would have the expertise and experience to provide the NCLGA with the level of professional service we require as we move forward.

A Request For Proposals (RFP) was issued in February for the Executive Director services, with a closing date of March 31, 2018. The Personnel Committee received many responses to the RFP. As the Committee examined the qualifications and experience of each respondent, it was recognized that finding one individual, who could fulfill our organization's diverse needs, was going to be a challenge. It was also understood that hiring several part-time people to fulfill the different roles was extremely unrealistic.

The Committee received a response to the RFP from Fraser Basin Council that addressed our needs, and clearly demonstrated that they could provide specific staff and services with the required expertise and experience to support and build our organization. In their proposal, the FBC included examples of where and how they have successfully provided similar services to other organizations.

The Personnel Committee initiated several interviews, discussions, and negotiations with FBC leadership and staff to ensure that this was the right move at this time. A Service Agreement was drafted that laid out the scope of work, the deliverables, as well as the performance standards and expectations. It was then sent to our lawyer to ensure that the NCLGA was well positioned and protected in both the intent and the content of the Contract.

At that point, a recommendation was made to the NCLGA Board, and approved by the Board, to enter into a Service Agreement (Contract) with Fraser Basin Council to provide our Executive Director and Secretariat Services, commencing July 1, 2018.

This unique Service Agreement between the FBC and the NCLGA will afford our organization a wide spectrum of expertise and experience, and will provide us with strong Executive leadership as well as an integral administrative foundation. Through this arrangement, in addition to the Executive Director role and responsibilities, FBC staff time will be allocated to our organization according to our needs. In essence, the NCLGA will have an entire team working for us, including a Senior Manager, Chief Financial Officer, Communications Manager, Coordinator, and Assistants.

About the Agreement

The Team of Staff will be located in Prince George, in the same office where NCLGA has been located for several years. The NCLGA Office will be staffed as per usual, which means there will be a receptionist to greet visitors to the office, answer telephone calls, and receive email correspondence, etc. The NCLGA email address will remain the same, as well as the NCLGA Office telephone number.

Terry Robert (FBC Senior Regional Manager, Prince George) is the FBC Team Lead and will essentially act and function as NCLGA Executive Director. He will be the primary NCLGA contact for members and others.

The term of this Agreement is 2 (two) years, with an option to extend the contract for an additional 3 (three) years. This Agreement also contains a termination clause that will enable either party to terminate the contract with 4 (four) week's written notice.

It is important to mention that this Contract for Services will fall within our current staffing budget. As we move forward, we anticipate that reduced office, equipment, administrative, and payroll expenses will likely result in additional financial savings.

It is also important to state that this is a contract to provide Executive and Secretariat (administrative) Services only, and has no relation to the purposes and work of Fraser Basin Council itself, nor does it have any bearing on current financial arrangements or other working relationships that Fraser Basin Council may have with any of our Local Governments or organizations.

Because this (contracted) Service Agreement is a departure from previous practice, we understand that this may be an adjustment for some members. If you have comments or questions, please do not hesitate to contact me directly.

We are looking forward to serving and representing you, our members, effectively and efficiently as we move forward, and we certainly appreciate your support during this time of transition.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gord Klassen".

Gord Klassen

President, NCLGA

Email: gord@gordklassen.ca

Cell: 250-794-7750

Corporate Officer NCRD

From: Liz Cookson <lcookson@ubcm.ca>
Sent: Wednesday, July 11, 2018 2:31 PM
To: AVICC
Cc: AVICC
Subject: Invitation to Host AVICC Convention in 2020 or 2021
Attachments: 2020 and 2021 Host Community Responsibilities.pdf

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

The dates for the 2020 and 2021 AVICC Conventions have been set, and now we are looking for the right location. The dates are:

2020 - April 17-19

2021 - April 16-18

The AVICC Executive is seeking expressions of interest from local governments that would like to be the host for our Conventions. This is a great opportunity to promote your community to the membership. A list of Host Community Responsibilities is attached that outlines the support needed from the host.

If your local government is interested in hosting the Convention for one of these years, please submit your expression of interest with a Council or Board resolution in support of the expression by August 22, 2018 to:

Association of Vancouver Island and Coastal Communities
525 Government Street
Victoria, BC
V8V 0A8

Or email to: avicc@ubcm.ca



2020 and 2021 AVICC AGM & CONVENTION HOST COMMUNITY RESPONSIBILITIES AND REQUIREMENTS

The following identifies the required meeting facilities and other supports that the AVICC AGM & Convention Host Community agrees to provide:

Meeting Facilities

Provide without charge to AVICC, meeting venues to the standard of a conference centre including round tables for the plenary session, table linens, room set up, stage, janitorial and security services.

- Executive meeting room – pre-Convention (Thursday afternoon)
- Pre-Convention Sessions – 3 meeting rooms for Friday morning, largest to accommodate up to 100
- Plenary Session – to accommodate up to 275 (Thursday morning for set up to Sunday 1 pm)
- 2 – 3 Break Out Rooms – to accommodate up to 100 people each (Saturday afternoon)
- Adequate trade show space in a permanent building for at least 20 exhibitors in close proximity to the Refreshment Break service area and Business Sessions (Friday am to noon Sunday)
- Space to hold Breakfasts Saturday and Sunday to accommodate up to 250 people
- Space to hold Refreshment Break service in conjunction with the trade show (Friday to Sunday)
- Welcome Reception (Friday evening) – to accommodate up to 300 people
- Delegates Lunch (Saturday noon) – to accommodate up to 275 people
- Annual Banquet and Dance (Saturday evening) – to accommodate up to 250 people
- 1 room to be used for AVICC Office with printer supplied (Wednesday afternoon to Sunday 1 pm)
- Free WiFi in the meeting rooms for delegates

Hotel Rooms

The host community must have capacity for 225 hotel rooms, and the host is responsible for contacting the hotels to obtain rates and information on availability. AVICC will contract with the individual hotels.

Miscellaneous

- Decorations and music for Welcome Reception, and decorations for the Annual Banquet
- 20 gifts for speakers representative of the Host Community
- Staff assistance on-site during the Convention, i.e. registration desk, ticket taking, study tours, signs
- 10 door prizes for delegates
- Use of local government, first nation, BC and Canada flags with stands
- Linens and skirting for registration tables, trade show tables, and others as required

Planning Assistance to Assist AVICC Executive and Staff

- Assist in identifying local suppliers for food and beverage service, audio visual equipment and support, banquet entertainment, piper, O'Canada singer, bus transportation, etc. and work with locally contracted suppliers and AVICC staff for purposes of logistical coordination
- Assist with identifying and providing a local liaison with local First Nations and local speakers that may positively contribute to the program
- Plan and administer any Partner Programs that the local host may want to offer and have been approved by the AVICC Executive



RECEIVED JUN 18 2018

RECEIVED JUN 18 2018

Your *link*™ to the World!
ABC Head Office
248 Reid Street
Quesnel, BC
V2J 2M2
250.992.1230
1.888.235.1174
info@abccomm.com

June 12, 2018

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

Dear Board of Directors,

We are writing to inform you of an important consultation currently underway by Innovation, Science and Economic Development Canada (ISED). As a strong supporter of broadband access, it is important to voice your support for the preservation of the spectrum that enables broadband connectivity in your region.

ABC Communications currently offers broadband internet service in rural communities across BC using fixed wireless networks, built on our 3500 MHz spectrum licences. ABC has invested heavily in our networks to provide reliable high-speed access that meets the growing demands of families and businesses.

ISED plans to reclaim a portion of the spectrum in the 3500 MHz band and offer this spectrum to mobile carriers at auction. Small regional carriers like ABC Communications, who are dedicated to providing services in rural communities, may be negatively impacted by this process, depending on the outcome of this consultation. You can read more about the consultation (reference SLPB-004-18) [here](#).

ISED proposes two methods of reclaiming spectrum. The first (Option 1) would diminish ABC's spectrum licences. If enacted, this measure would damage not only internet service availability in your area, but would damage service levels, consumer choice, and competition across Canada.

With reduced holdings of this spectrum, ABC cannot continue to provide reliable high-speed services to our customers. The speeds we offer would be reduced, and the number of customers we could serve would be reduced.



Proudly serving BC since 1989.
Prince George | Quesnel | Burns Lake | 100 Mile House | Vanderhoof | Penticton | Kelowna | Vancouver

The second method (Option 2) would not diminish ABC's spectrum holdings.

We ask you to lend your voice to the efforts of rural service providers across Canada to preserve rural broadband services. Please find attached two letters that you may use as templates for your response:

1. A letter addressed to the Minister of Innovation, Science and Economic Development, Navdeep Bains; and
2. A letter addressed to ISED in response to the consultation process.

We ask that you send these letters before July 12, 2018, the deadline for submissions.

If you have any questions about this consultation, or its implications for rural broadband connectivity, please do not hesitate to call me.

Kind regards,



Falko Kadenbach, Vice-President
ABC Communications



The Honourable Navdeep Bains, P.C., M.P.
Minister of Innovation, Science and Economic Development
House of Commons Ottawa, Ontario
K1A 0A6

Dear Minister,

We are writing to encourage you to support and promote broadband connectivity in rural Canada.

The Government of Canada has committed \$500 million to rural broadband through the Connect to Innovate program. The CRTC has established a universal service objective for internet access. And the Standing Committee on Industry, Science and Technology published a report of 12 recommendations for bridging the digital divide in Canada.

Despite these and other expressions of support for rural broadband access, Innovation, Science and Economic Development Canada (ISED) is contemplating a measure that will reduce service levels in rural communities across Canada, and discourage future private investment into rural broadband networks.

Spectrum is essential for rural broadband access, and ISED is considering a reduction of spectrum from rural broadband network operators. Rural broadband service providers require more spectrum, not less.

In Gazette Notice SLPB-004-18: Consultation on Revisions to the 3500 MHz Band to Accommodate Flexible Use and Preliminary Consultation on Changes to the 3800 MHz Band, ISED presents the possibility (Option 1) of reducing the spectrum holdings of existing licence-holders in order to auction this spectrum for mobile use. This would result in service deterioration in rural communities.

ISED presents the alternative (Option 2) of reducing spectrum holdings to 50 MHz. This option will protect the existing broadband access of rural British Columbians in communities that are served by regional carriers.

We hope that you will consider the investments and commitments that the Government of Canada has made to bridging the digital divide in rural Canada, and urge ISED to preserve the existing spectrum holdings of rural broadband service providers by choosing Option 2 over Option 1.

We would like to thank you and ISED for moving ahead with the re-allocation and long-term licensing of the 3500 MHz band. This will make Canada a leader in 5G mobile while preserving rural last-mile services for Canadians.

Yours Sincerely,

Senior Director, Spectrum Licensing and Auction Operations
Innovation, Science and Economic Development Canada
ic.spectrumauctions-encheresduspectre.ic@canada.ca

Re: Gazette Notice SLPB-004-18: Consultation on Revisions to the 3500 MHz Band to Accommodate Flexible Use and Preliminary Consultation on Changes to the 3800 MHz Band

Access to broadband connectivity is critical to rural households in Canada. The vitality of rural and remote communities depends on our ability to participate in the digital economy and engage with friends, family, educational opportunities, and government services over the internet. Fixed wireless spectrum is crucial to rural connectivity.

[Organization Name] is deeply concerned about the proposed reduction of spectrum described in Option 1 (paragraph 46). Reducing the spectrum available for rural broadband networks will adversely affect broadband services in rural communities across Canada.

We urge ISED to choose Option 2 (paragraph 48), which does not reduce the spectrum holdings of small rural service providers. Better yet, we urge ISED to not reduce any spectrum holdings that are currently used for providing service in rural communities, and to make more spectrum available for providing fixed wireless services in rural communities.

We appreciate ISED's ongoing efforts to support rural broadband connectivity in Canada through funding programs. We encourage ISED to leverage these investments by ensuring that adequate spectrum will be available for last-mile broadband services.

Thank you for considering our submission.

[Signature]

Corporate Officer NCRD

From: Janine North <janine@gohaidagwaii.ca>
Sent: Thursday, July 5, 2018 1:11 PM
To: Andrew Merilees; Doug Dauger; Michael Racz; Devin Rachar; Bill Beldessi; Ruby Decock; Lori Wiedeman; Trevor Jarvis; Daniel Fish; Simon Davies; Peter Lantin; Barbara Stevens; Billy.yovanovich@skidegate.ca
Cc: Alanah Mountifield
Subject: Fwd: the northern residents deductions
Importance: High

The letters form community and Haida leadership continue to circulate in Ottawa as they require a legislative amendment. Not an easy fix.

Warm regards,

Janine North ICD.D
 Janine.gohaidagwaii.ca
 (250) 614-8128

Begin forwarded message:

From: "Min.Mail / Courrier.Min (CRA/ARC)" <PABMINMAILG@cra-arc.gc.ca>
Subject: the northern residents deductions
Date: July 5, 2018 at 11:19:35 AM PDT
To: "'janine@gohaidagwaii.ca'" <janine@gohaidagwaii.ca>
Cc: "'Bill.Morneau@canada.ca'" <Bill.Morneau@canada.ca>

Ms. Janine North
 Executive Director
 Misty Isles Economic Development Society
 janine@gohaidagwaii.ca

Dear Ms. North:

Thank you for your correspondence, with which you included letters from the local and Indigenous governments of Haida Gwaii, British Columbia, regarding the northern residents deductions. Thank you also for your understanding regarding the delay of this response.

The community leaders are requesting that Haida Gwaii be considered part of the northern zone rather than the intermediate zone for the calculation of the northern residents deductions. The northern and intermediate zones are geographic regions that are described in the Income Tax Regulations.

While the Canada Revenue Agency is responsible for administering the tax system and applying the current tax legislation, the Department of Finance Canada is responsible for developing federal tax policy and amending legislation. As the letters you forwarded relate to tax policy and request a legislative amendment, I am sending a copy of our correspondence to the Honourable Bill Morneau, Minister of Finance, for his consideration.

I appreciate the opportunity to respond to your concerns and trust the information I have provided is helpful.

Sincerely,

The Honourable Diane Lebouthillier
Minister of National Revenue

c.c.: The Honourable Bill Morneau, P.C., M.P.

Corporate Officer NCRD

From: Greg Martin <mayor@queencharlotte.ca>
Sent: Friday, July 20, 2018 1:54 PM
To: Daniel Fish (corporateofficer@ncrdbc.com)
Cc: Devin Rachar; Michelle Pineault
Subject: FW: AEQs and capacity

Hi Daniel,

Please add this to our August NCRD agenda as an information item. My intent is to better inform the board about some of the inner workings of the BCF reservation system.

This email thread is from Brian Hollingshead, who is the head-“Chair of Chairs” for all of the BCF ferry advisory committees. The “AEQ” is the automobile equivalency unit, the metric that BCF uses to rate vehicle capacity of the 36 ships in the BCF fleet, so it has a large influence on reservations, Waitlisting and capacity.

Thanks,
 Greg

From: Brian Hollingshead [mailto:hollingshead@telus.net]
Sent: July-19-18 2:25 PM
To: John Hodgkins <jchodgkins1@gmail.com>
Cc: Kim Barton-Bridges <k.bartonbridges@gmail.com>; Eva Hage <emhage@mac.com>; Keith Rush <keithrush17@gmail.com>; Ian Cameron <ianc@uvic.ca>; Harold Swierenga <haroldswierenga@gmail.com>; Joyce Clegg <jaclegg@primesignal.com>; Paul Ryan <pryan@island.net>; Melissa Fletcher <fletchermelissa69@gmail.com>; Susanna Braund <susanna.braund@ubc.ca>; Diana Mumford <mumford@telus.net>; Frank Frketich <fdfrketich@hotmail.com>; Greg Martin <mayor@queencharlotte.ca>; Mark Schlichting <mark@shearwater.ca>; Steven Earle <steven.earle@viu.ca>
Subject: Re: AEQs and capacity

John, like you, the numbers I’m using as ‘nominal’ are the ones we’d used for years, and which worked. The length was adjusted, I gather, to make the rated and actual capacities closer on the major vessels, which it now does. The mistake, imho, is that they adjusted the wrong numbers. I suggest they should have adjusted the equivalency numbers, which they left as found. Not the average length. A useful average length, plus space between vehicles, could easily have been determined by counting all the vehicles on the car deck of a few major vessels with full sailings, and dividing by the available lane length. Period. Full stop. I don’t believe they ever did that.

Being of a right suspicious nature, I suspect the gap between theory and actual on the majors was someone didn’t account for the fact that they run the big trucks and buses as three lanes, and the cars as four lanes on the lower decks. Thus, the issue for them would have been in counting the working lanes, and applying an appropriate adjustment factor for the CVs, semis and buses. The suggestion was quickly dismissed, with the reminder that this had all been fixed by professionals. It’s now a non-issue, as far as BCF is concerned.

Seems they’re comfortable posting vehicle capacities that are totally meaningless.

Professionals.

Cheers,

Brian

On Jul 19, 2018, at 1:53 PM, John Hodgkins <jchodgkins1@gmail.com> wrote:

Brian et al

With traffic to and from Gabriola routinely peaking out at 70-75 AEQ on a vessel that used to have a capacity of 70, I saw no point in modifying the FAC's representation of capacity utilisation to accord with the new BCF measure of 63. It was totally meaningless and they know it. Some might say it was nothing more than a ploy to make utilisation figures look better.

On Gabriola, Quinsam is still regarded as having space for 70 AEQs.... and probably will be until the new vessel(s) arrive.

John

On 19 July 2018 at 21:40, Brian Hollingshead <hollingshead@telus.net> wrote:

FACChairs,

We were looking at traffic loads from last summer on a couple of our peak morning sailings to town, as an insight to what we might expect this summer. When it became evident that our loads were often well above the rated vessel capacities, I saw the makings of confusion. So decided to remind our members what this AEQ thing, and related capacities, was about. And why I now refer to 'nominal' capacity rather than the useless (in our case) 'rated' capacity. You may find it useful as a refresher for some in your own committees.

The numbers of course pertain to the SGI, but they're available, if you're interested, for your own routes in the data dump Darin hands out every six months.

And yes, we were surprised that Mondays run light.

Brian

Begin forwarded message:

From: Brian Hollingshead <hollingshead@telus.net>
Subject: AEQs and capacity
Date: July 19, 2018 at 8:14:07 AM PDT
To: SGIFAC

SGIFAC - I can see some confusion coming as we start showing the MQ and CUMB carrying many more AEQs than their rated capacities. So, a bit of clarification . . .

What is an AEQ?

For purposes of **defining a ship's capacity**, think of a sheet of plywood, 6.1m x 2.6m (20' x 8'6"), and how many of those BCF could plunk down on the deck of that ship. That's essentially how the capacity is determined. No allowance for partial space at the end of the lanes or in the curved sections that cut off some of the lanes. Using that criteria, the MQ has space for 58 AEQs and the CUMB, 112 AEQs. Until a couple of years ago, the length dimension was 5.2m (17'), which meant the MQ was rated at 70 AEQ, the CUMB at 120 AEQ.

For purposes of **determining how many AEQs are being carried**, it's a matter of counting actual vehicles (with a few wrinkles).

- Any underheight non-commercial vehicle is considered to be 1 AEQ, even if it's a car pulling an underheight trailer. Just 1 AEQ.
- An overheight non-commercial vehicle is counted as 1.5 AEQ, even if it's under 20' long
- Any commercial vehicle (with or without a trailer), as defined by BCF, is counted as 2.5 AEQ, regardless of length
- Any bus, regardless of length is counted as 3 AEQ.

These AEQ factors apply throughout the non-major routes. So while we may be routinely loading 70 AEQ and up to 80 AEQ on the MQ, that number would be significantly less from, say Port McNeill, where everyone and their grandma is spiritually wed to their 3/4 ton RAM.

So given the current 'rated' capacities are meaningless in terms of the number of AEQs actually being carried, I'm using the term 'nominal' AEQ capacity, that capacity our two ferries regularly carry when full loaded. 70 AEQ and 120 AEQ. In my mind, those capacities have meaning at to how full our two ferries actually are. And what the graphs mean.

So, in sharing the graphs with anyone, good you should be aware of what they actually mean. And what AEQs actually mean.

Brian



SKIDEGATE BAND COUNCIL

BOX 1301, SKIDEGATE, B.C. V0T 1S1 PHONE (250) 559-4496 FAX (250) 559-8247

July 17, 2018

Attention: Barry Pages
Chair
North Coast Regional District
14, 342 3rd Avenue West
Prince Rupert, B.C.
V8J 1L5

Via Email: corporateofficer@ncrdbc.com

To Whom It May Concern:

RE: RENNELL SOUND BC RURAL DIVIDEND APPLICATION

Skidegate Band Council is in total support of the North Coast Regional District submitting a proposal to BC Rural Dividend Fund to support the development of camping facilities at the Rennell Sound Recreation Site.

This is a much-needed service and will provide social, cultural and economic benefits to residents of all communities on Haida Gwaii and visiting tourists.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Babs Stevens
Chief Administrative Officer



Village of Masset

ITEM 7.8

wings . waves . wilderness www.massetbc.com
PO Box 68 (1686 Main Street) Masset, BC VoT 1Mo
Phone (250) 626-3995 Fax (250) 626-3968

July 18, 2018

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

Re: Support for Rennell Sound Recreation Site Improvements

The Village of Masset is pleased to offer this letter of support for the North Coast Regional District as it seeks funding for the proposed improvements to the Rennell Sound Recreation area. Council agrees that this unique location is an important part of the recreation network on Haida Gwaii and that improvements to these facilities would benefit the Islands as a whole.


Your proposal was discussed at the Council meeting of June 25, 2018 and the following motion was passed unanimously:

Moved by Councillor Johnston, seconded by Councillor Thompson, that the Village of Masset write a letter of support on behalf of the North Coast Regional District in its bid to seek funding for improvements to the Rennell Sound Recreation Site.

CARRIED

The Village of Masset looks forward to hearing of your successful fundraising efforts and seeing the improvements in place at the Rennell Sound Recreation site being used for many years to come.

Sincerely,



Trevor Jarvis
CAO



July 20, 2018

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

RECEIVED JUL 25 2018

Dear Chair Barry Pages:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$105,462.19 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Kind regards,

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

Wendy Booth
UBCM President

Pc: Sukhraj Gill, Treasurer



August 3, 2018

The Honourable Claire Trevena, Minister of Transportation and Infrastructure
 908 Island Highway
 Campbell River, BC
 V9W 2C3
 Via email: Claire.trevena.mla@leg.bc.ca

Re: BC Ferry Corporation (BCFC), MV Kwuna Schedule – Service Level Impacts to Tourism Economy

Dear Honourable Claire Trevena,

I am writing this letter on behalf of the Misty Isles Economic Development Society in support of the community of Sandspit, British Columbia. It is hoped that in good faith, the BC Ferry - MV Kwuna schedule and service levels [for access to Moresby Island and the community of Sandpit] will be immediately reviewed and revised.

While there are a number of social and humanitarian issues that are affected by the operation of the Kwuna, there are also important impacts to visitors, tourism and the seasonal tourism economy. The economies of our island communities have been transitioning from being predominantly resource based to being balanced by a tourism economy in recent years. A cornerstone of successful tourism is safe and reliable transportation services that enable access. The current Kwuna schedule for service between Skidegate Landing and Alliford Bay does not meet the needs of local users or our visitors.

As is known by residents of every community on Haida Gwaii, BCFC service has an impact on the quality of life, health and safety, and, economies of our island communities. The Kwuna is currently the only way for vehicle traffic to go between Graham Island and Moresby Island; and as such, BCFC operational decisions have a direct impact on the Sandpit economy, and on each and every person who resides there.



Thank you for the opportunity to be part of this important conversation. I am hopeful and optimistic that a solution that benefits all can be found.

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

Andrew Merilees
Chair, Misty Isles Economic Development Society

NCRD INFO

From: George Hillier <george@wainwrightmarine.com>
Sent: Tuesday, August 7, 2018 12:05 PM
To: info@ncrdbc.com
Subject: Derelict Boats
Attachments: paper notice.docx

Thank you for your time today concerning our project at Wainwright Marine. I am sending you the information on our proposed program for destroying the derelict boats in our area. Also it could be used to burn the waste trees you pick up in the harbor. This unit can be transported by truck to any location that has a small work area. The unit we propose is a S220 manufactured by a company out of Florida named (AIR BURNERS, INC. 4390 SW Cargo Way • Palm City, FL 34990). I am sending you the spec sheet on this unit. This unit is used world wide for pollution control, particular in reduction of smoke from open burning. BC Hydro has used these units on their projects with good results. It burns cleaner and faster then open fires. The ash that it produces from raw logs can be used for fertilizer or just left on the ground and will absorb back into the ground. In case of ideal combustion the only resultants from the burn process are CO2 and H2O Carbon Dioxide and gaseous water.

Here is a description on how the unit works. This unit does not burn anything it just controls something burning. Its more of a pollution control device for open burning. Wood is loaded into the fire box, an accelerant is added such as diesel fuel and the wood is ignited no other fuel is used. After 15 to 20 minutes the air curtain fan is engaged. The air curtain then runs at a steady state through out the burning process and the waste wood is located into the burner at a rate consistent with the rate of burn.

The purpose of the air curtain is to stall or slow down the smoke particles on their way out of the fire box. In doing this the particles (PM) are subjected to the highest temperature (2000 degrees) in the fire box Stalling the smoke particles in this region just under the air curtain causes them to re-burn, further reducing their size to an acceptable limit The result is a very clean burn with opacities well under 10%

This being stated that is why we are looking at this unit.

The process for destroying these boats are as follows. When we finish removing any material that will not burn or we cannot burn example insulation. The unit will be broken up and fed into the S220 Burner at a controlled rate. After finishing with the burn process or if the unit needs more than one day of burning (we clean the unit daily of ash). With the ash from the boats we will encapsulate it into cement and pour it into cement blocks.

This process I believe will accomplish three things one it gets rid of the derelict boats in the area, two it will cut down the filling up of the Prince Rupert landfill, and third it will reduce the pollution caused by landfilling or open burning.

I hope this information is what you require to be able to support our program . If for any reason you require further information please feel free to call me and we can further discuss this in depth.

George
 office 250-624-9858
 cell 1-780-799-0955

Thank you for your time

George Hillier

I am also sending you the add we are putting in the local paper. Please forward this add to any one who is interested.

Yours Truly

George Hillier

Sent from Mail for Windows 10

Environmental Protection Notice

Application for a Burn Permit under the Provisions of the Environment Management Act.

Wainwright Marine P.O. Box 10 Prince Rupert BC V8J 3P4, intend to submit this application to the Director to authorize the discharge of biogenic CO₂, NO_x approximately 1.51 lbs. per 20 tons of processed material, PM of less than 10 microns or less (PM_{2.5}) particles. From an Air Curtain Incinerator. The source of the discharge is from derelict wooden boats, waste from demolished housings and land clearing debris.

The land upon which this facility will be situated and the discharge will occur at 121 Duncan Road Lot 1, Plan PR10618, District Lot 251, Range 5, Coast Range 5 Land District PID:005-192-790.Prince Rupert BC.

The maximum rate of air Emissions is approx. per 1 ton of waste PM_{2.5}=1.1, PM₁₀=0.10 to 0.13, SO₂=0.00313, NO_x =0.03 to 0.05, CO=0.611 to 2.6, discharged from this facility. The operating period of this facility will be 8 hours a day, 5 days a week on a as needed basics. The characteristics of the waste discharge is burning wood by products CO₂, (Carbon Dioxide), H₂O (gaseous water) and Ash. The feed rate could be as high as 5 ton per hour. The type of treatment applied to the discharge (ash) is as follows. The ash will be encased in cement.

Any person who may be adversely affected by the proposed incineration of this wood product waste and wishes to provide relevant information may, within 30 days after the last day of posting, publishing, service or display, send written comments to Wainwright Marine, P.O. Box 10,Prince Rupert ,BC V8J 3P4 Attention George Hillier, with a copy to Eric Pierce, Environmental Protection Officer, Ministry of Environment and Climate Change Strategy, Box 5000, Smithers BC,V2J 2NO.The identity of any respondents and the contents of anything of anything submitted in relation to this application will become part of the public record.

Dated 7th day of August ,2018

George Hillier

george@wainwrightmarine.com

Phone

Office 250-624-9858

cell 250-624-9858

Corporate Officer NCRD

From: Doug Chapman <cao@ncrdbc.com>
Sent: Wednesday, August 8, 2018 3:46 PM
To: 'Daniel Fish'
Subject: FW: Northern BC Electric Vehicle Workshop at UBCM (Sept 10 at 1 pm) - Registration Information
Attachments: Northern BC EV Network - Project Overview.pdf

From: Patricia Dehnel <pdehnel@communityenergy.bc.ca>
Sent: Wednesday, August 8, 2018 3:44 PM
To: Janice Keyes <jkeyes@communityenergy.bc.ca>
Cc: Susan Chalmers <schalmers@communityenergy.bc.ca>
Subject: Northern BC Electric Vehicle Workshop at UBCM (Sept 10 at 1 pm) - Registration Information

Dear Regional District Chairs, Mayors, and CAOs: (Please share with your Board, Council and Senior Staff. This invitation is open for all those planning to attend UBCM).

I would like to let you know about an exciting new project starting up in your area. Community Energy Association (CEA) is currently working with five Regional Districts, including North Coast, Kitimat-Stikine, Bulkley-Nechako, Fraser-Fort George and Cariboo RD, on an FCM funded feasibility study to create a network of electric vehicle charging stations connecting Kamloops to Haida Gwaii.. We are facilitating a workshop at UBCM to bring together Mayors, Councillors, Regional Directors, CAO and senior staff from the study area and hope you might join us. Details are below and please see the attached project overview for information on the Highway 16/97 Electric Vehicle (EV) Network Feasibility Study. Please feel free to share this invitation and document with your colleagues. Hope to see you there. Janice

Get involved in EV planning in your region!
 Learn more at the 2018 UBCM EV workshop for local government elected officials and staff...

Monday, September 10 from 1:00 – 3:00 pm
 at the Tantalus Lodge in Whistler

- Meet the project team and Advisory Committee
- Understand the basics of EV charging, vehicle types and where the market is headed in BC
- Provide input on a draft network map for Highways 16 and 97
- Share local knowledge and identify key sites for EV charging stations in your community
- Register for this free workshop at <https://northernbcevworkshop.eventbrite.ca>



Janice Keyes, Senior Manager, Community Energy Engagement



Connecting Communities, Energy & Sustainability

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

Connect with me: [Email](#)

Electrifying Northern BC for EV Travel

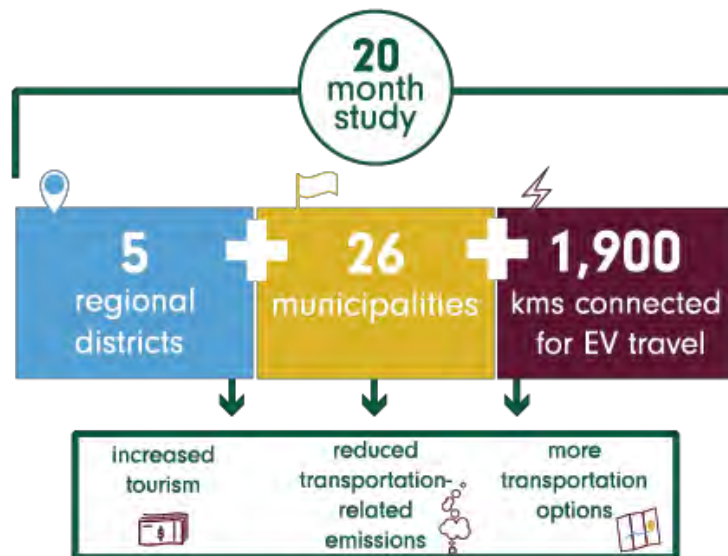


A Feasibility Study for a Highway 16/97 EV Charging Network

Background

The **Highway 16/97 Electric Vehicle (EV) Network Feasibility Study** is a community-led project, directed by five regional governments, with planning and implementation facilitated by the Community Energy Association. The project engages 31 local governments from Kamloops to Haida Gwaii in order to develop an electric vehicle (EV) charging station network of over 1,900 kms.

QUICK FACTS

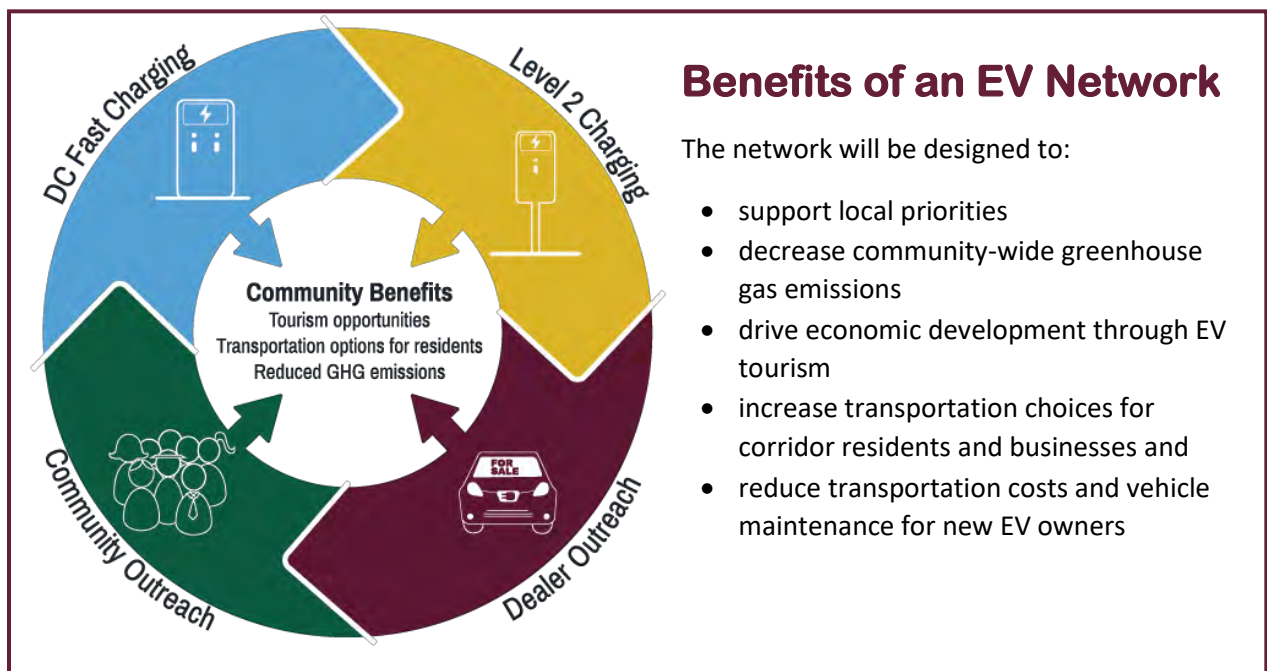


The project builds upon lessons learned from both Accelerate Kootenays and Southern Alberta EV Collaboration, both community-driven approaches to electrifying rural areas. Check out www.acceleratekootenays.ca....

Project Timeline and Future Deployment

From May 2018 to December 2019, this planning study will lay the foundation for accelerating EV adoption in Northern BC. This will include evaluating a comprehensive charging network of both Current Fast Charger (DCFC) and Level 2 charging stations, car dealership outreach, and public awareness and education.





Individual communities will decide the best locations for EV charging stations based on local priorities and feasibility, the capital structure, the ownership and operation model, and overall project direction. This collaborative approach recognizes that northern BC's rural and dispersed population demands customized, innovative transportation solutions that reflect the region's unique geography and climate conditions. Integration with regional tourism marketing as well as public and car dealership outreach will be key components of the project.

Northern BC EV Network Study Area



Project Partners

The following organizations are proudly supporting the study: The Federation of Canadian Municipalities' Municipal Climate Innovation Program (MCIP) and five Regional Districts - North Coast, Kitimat-Stikine, Bulkley-Nechako, Fraser-Fort George and Cariboo.

The project Advisory Committee is chaired by the Community Energy Association and includes members from the five Regional Districts, BC Hydro and the Ministry of Transportation and Infrastructure (MoTI).

The committee is also working closely with neighbouring Regional Districts, BC Hydro and the Ministry of Transportation and Infrastructure as they plan for the addition of DCFCs along Highways 16, 97 and 5. The study will consider BC Hydro's proposed DCFC stations in communities and MoTI's planned DCFC and possible Level 2 stations at provincial rest areas.



Regional District of
Kitimat-Stikine



What is Next?

Get involved in EV planning in your region!

Learn more at the 2018 UBCM EV workshop for local government elected officials and staff...

Monday, September 10 from 9:00 – 11:00 am

- Meet the project team and Advisory Committee
- Understand the basics of EV charging, vehicle types and where the market is headed in BC
- Provide input on a draft network map for Highways 16 and 97
- Share local knowledge and identify key sites for EV charging stations in your community
- Register for this free workshop at <https://northernbcevworkshop.eventbrite.ca>



Contact Us

For more information about this project, contact Janice Keyes of the Community Energy Association at jkeyes@communityenergy.bc.ca or 604-628-7076, ext. 705.

August 8, 2018

North Coast Regional District

14, 342 3rd Avenue West,
Prince Rupert BC, V8J 1L5

Dear Directors:

Re: Regional Recycling Advisory Committee

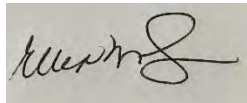
I am writing to request that I be considered for an appointment to the Regional Recycling Advisory Committee as I understand that there is a current vacancy.

I have lived in Prince Rupert for over 40 years and was an early adopter and user of recycling facilities when they became available. I have experience sitting on and working with volunteer boards. I am currently the Vice President of the Prince Rupert & Region Music Society and volunteer in many different capacities throughout our community.

I am interested in sitting on the advisory committee to further my own knowledge so that I may be a more effective advocate for recycling in our community.

I want to make the Board aware that I am related to a city staff member of the board (Hans Seidemann) and Representative (J. Martin).

Thank you for your consideration,



Ellen M. Witherly
1111-6th Ave E
Prince Rupert, BC
V8J 1X7

778-884-5171



BY EMAIL

August 13, 2018

Chair Barry Pages and Directors
North Coast Regional District

Dear Chair Pages,

Re: 2018 UBCM Official Opposition Meeting Opportunities

With the 2018 Union of BC Municipalities (UBCM) Convention in Whistler fast approaching, the Members of the Official Opposition would like to extend an invitation to meet during the UBCM Convention. As the Official Opposition, we value the positive working relationships we have with local governments and will continue to strongly advocate for you in Victoria. As the Opposition Critic for Municipal Affairs, I look forward to learning more about the unique challenges and opportunities facing your community. To set up a time to meet with me or any of our opposition critics at UBCM Convention, please contact Parveen Sandur at Parveen.Sandur@leg.bc.ca or via telephone at 250-953-4759.

Our Caucus is once again hosting several roundtable discussions which will offer an opportunity for community leaders such as yourself to share your valuable knowledge and experience with the issues as well as provide any strategic recommendations. All three roundtables will be held at the Aava Whistler Hotel on Thursday, September 13:

TOPIC	CRITIC(S)	TIME	ROOM
Downloading onto Local Communities	Todd Stone	2:30-3:15pm	Summit A
Speculation Tax	Shirley Bond Tracy Redies	3:30-4:15pm	Summit A
Housing/Mental Health/Opioids	Todd Stone Jane Thornthwaite	4:30-5:15pm	Summit A

On Friday, September 14 we will be hosting the Official Opposition Breakfast at the Hilton Whistler in the Mount Currie Ballroom for all delegates from 6:30am to 7:55am and I invite you to join us for a hot breakfast to continue the conversation with our Caucus Members.



LEGISLATIVE ASSEMBLY

of BRITISH COLUMBIA

Serving as an MLA for the past five years, I have developed tremendous respect for the work of local governments. The passion you have for bettering your communities is inspiring. Local governments are often thought of as the “boots on the ground” when it comes to government interaction with our shared constituents. While times of crisis allow you to demonstrate the responsiveness and flexibility of your governments, your consistent and reliable delivery of services such as water, solid-waste collection, and arts and recreation programs, are essential to the quality of life we all enjoy as BC residents. It is my job to ensure you are receiving the necessary Provincial resources and supports to continue to provide these quality-of-life services to your residents.

In the spirit of this year’s convention theme of *Communication, Collaboration and Cooperation*, I hope each of you will take the time to meet with me and my caucus colleagues during the UBCM Convention so we can connect directly, learning of your greatest needs and opportunities. Solutions are possible when we work together towards creative and positive outcomes for our communities.

Sincerely,

Todd G. Stone, MLA
Official Opposition Critic for Municipal Affairs



Staff Report

Date: June 15th, 2018

To: D. Chapman, Chief Administrative Officer

From: D. Fish, Corporate Officer

Subject: Draft Social Media Policy

Recommendations:

THAT the staff report entitled “Draft Social Media Policy”, dated June 15th, 2018, be received;

AND THAT the Board of the North Coast Regional District adopt the Social Media Policy as presented.

BACKGROUND:

At its Regular meeting held January 26th, 2018, the Board of the North Coast Regional District (NCRD) directed staff to draft a social media policy for consideration of the Board at a future meeting date. More specifically, the Board directed Staff to contact the City of Prince Rupert to request a copy of its social media policy to provide direction with respect to the development of a draft NCRD social media policy.

DISCUSSION:**Social Media and Local Government**

Social media is defined as “applications that offer services to communities of online users: blogs, social bookmarking, wikis, media sharing, and social networks that promote collaboration, joint-learning, and the exchange of information between users”.

An increasing number of local governments are incorporating social media into their approaches to communicating with the public. In 2013, a survey of 178 local governments revealed that, of those 178, 98.3% had active websites, 35.4% used Facebook, 19.7% used Twitter, and 11.2% used YouTube.

Benefits of Social Media

Social media offers a variety of benefits to local governments including increased participation and engagement by providing participative dialogue on issues where feedback is desired; access to networks that are created over time; crowd-sourcing solutions and innovation; improved transparency by building trust through engagement with citizens; and customer interaction cost-savings.

Drawbacks of Social Media

Social media does have its drawbacks. For instance, social media channels provide the opportunity for malicious or destructive comments being posted by users, which leads to the more broad consideration of choosing between censorship and freedom of speech in those instances. Additionally, low participation in participative dialogues, participation by biased users and quality of content all present challenges to fostering open and constructive discussion through social media channels.

Recently, more attention is being placed on the privacy of social media and the security implications of improperly publishing sensitive information (Zuckerberg ☹).

Perhaps most importantly, consideration should be given to the resources required to maintain a successful social media profile. With relatively limited resources to develop and maintain a successful online presence, consideration should be given to the scalability of, and the flexibility required to maintain, a social media presence.

It is Staff's belief that the proposed social media policy takes into consideration those drawbacks outlined above.

Current NCRD Social Media

At present, the NCRD uses the following online tools as a means of communicating with the public:

- North Coast Regional District website (www.ncrdbc.com);
- Haida Gwaii Regional Recreation website (www.hgrec.com); and
- PlaceSpeak (www.placespeak.com).

Draft Social Media Policy

A draft social media policy has been included as Attachment A to this report for consideration by the Board. Below summarizes the intent of the policy.

1. Establish corporate standards for communication online;
2. **Assist with the management of the NCRD's online reputation;**
3. Ensure consistency and professionalism in how the NCRD conducts business online;
4. Establish various protocols for creating and maintaining social media channels; and
5. Ensuring appropriate records management and protection of privacy.

The policy applies to all NCRD employees, volunteers, contractors and consultants engaged in social media in an official capacity for the NCRD. This policy does not apply to social media channels individually operated by Directors.

The policy states that the NCRD shall use social media channels for the following four (4) purposes:

1. To create awareness of NCRD services and programs;
2. To provide additional means of public consultation;
3. **To drive traffic to the NCRD's websites;** and
4. To disseminate time-sensitive information.

Consideration has been given to managing records produced by social media channels. This includes provision that posts to social media channels are not to be considered official records of the NCRD and should only be used as a secondary source of information distribution, meaning information will be sourced from a primary record before being posted. This will ensure compliance with the ***Freedom of Information and Protection of Privacy Act***.

The policy designates the authority to the Corporate Officer, or his or her designate, to create and maintain social media channels. This is to limit control with respect to the creation of social media channels and to ensure that new channels are developed consistently and maintained **centrally. The policy does allow for the Corporate Officer to designate additional staff as "Site Moderators" to allow more flexibility in providing updates and responses** to queries received through social media channels. Site Moderator responsibility is outlined on Page 3 of the policy.

A Terms of Use has been included in the policy which outlines the application to managing the **content posted by others to the NCRD's** social media channels. This provides the NCRD with the oversight to remove any submissions that are not relevant to the posting, defamatory or derogatory; discriminatory; promote commercial services not affiliated with the NCRD or illegal activity, spam or that are confidential.

The policy acknowledges that employees may wish to use social media for personal reasons. Provision has been included to ensure that employees participating in social media shall not

purport to represent the NCRD as a spokesperson or conduct NCRD business on a personal social media channel.

Lastly, responsibility for the maintenance of the policy has been designated to the Chief Administrative Officer, whereas responsibility for the general oversight of the policy has been designated to the Corporate Officer.

RECOMMENDATION:

Staff is recommending that the Board of the North Coast Regional District adopt the ***Social Media Policy*** as presented.



NORTH COAST REGIONAL DISTRICT

BOARD POLICY

Title:	Social Media Policy
---------------	---------------------

1.0 PURPOSE

This policy is intended to:

- 1.1** Establish corporate standards and principles for communicating online intended to support the use of social media by the North Coast Regional District and its employees;
- 1.2** Assist with management of the Regional District's online reputation;
- 1.3** Ensure consistency and professionalism in how the Regional District conducts business online;
- 1.4** Establish protocols for:
 - 1.4.1** Creating social media channels for Regional District business;
 - 1.4.2** Adopting new channels for Regional District business;
 - 1.4.3** Monitoring and maintain those channels;
 - 1.4.4** Addressing controversial or sensitive topics or comments; and
 - 1.4.5** Scope of use.
- 1.5** Ensure appropriate records management and retention efforts related to online forums; and
- 1.6** Ensure appropriate protection of privacy of the public who engage or interact with the Regional District via social medial channels.

2.0 TERMS/DEFINITIONS

- 2.1** ***“Employee”*** refers to an employee, whether full-time, part-time, seasonal, auxiliary, temporary, seasonal, etc., of the Regional District.
- 2.2** ***“Message or Post”*** includes, but is not limited to, online communications such as blog posts, wall posts, tweets, document posting, video posting, comments, replies, direct messages, events, invitations and other similar communications.
- 2.3** ***“Social Media”*** means websites and application that enable users to create and share content or to participate in social networking.
- 2.4** ***“Regional District”*** refers to the North Coast Regional District.

3.0 POLICY APPLICATION

- 3.1** This policy applies to all Regional District employees, volunteers, contractors, and consultants engaged in social media in an official capacity on behalf of the Regional District or as it relates to Regional District business.
- 3.2** Social media channels individually representing the Chair and Board of Directors are considered to be their personal accounts and are exempt from this policy.
- 3.3** This policy is in addition to and complements all existing or future Regional District policies regarding the use of technology, computers, email and the interest of the Regional District.

4.0 PURPOSE FOR USING SOCIAL MEDIA

- 4.1** The Regional District shall use official Regional District social media channels for the following purposes:
 - 4.1.1** To create awareness of Regional District services, programs, events, initiatives and employment opportunities;
 - 4.1.2** To provide additional means of engaging with the community and **encouraging participation in the Regional District's public consultation** activities;
 - 4.1.3** **To drive traffic to the Regional District's websites** for official further information on any topic; and
 - 4.1.4** To disseminate time-sensitive information quickly.

5.0 GENERAL GUIDELINES

- 5.1** **All information posted to the Regional District's social media channels is** considered public information.
- 5.2** All communication on behalf of the Regional District shall adhere to the highest professional standards.
- 5.3** Social media sites are not a primary distribution method for Regional District information.
- 5.4** All information the Regional District posts to social media must also be available elsewhere, such as the Regional District websites.
- 5.5** Social media posts are not considered official records of the Regional District.
- 5.6** **The Corporate Officer, or his or her designate, will monitor the Regional District's** social media sites and will remove objectionable material in accordance with the Terms of Use outlined in this policy.

- 5.7** The Regional District will not actively monitor, moderate or engage in third party pages or online forums, however, the Regional District may correct erroneous information posted to the **Regional District's social media channels**.
- 5.8** The *Freedom of Information and Protection of Privacy Act* applies to social media content and, as such, content must be able to be managed, stored and retrieved to comply with legislation.
- 5.9** All Regional District social media channels shall adhere to applicable provincial, federal and local laws, regulations and policies.

6.0 CREATION OF SOCIAL MEDIA CHANNELS

- 6.1** The Corporate Officer, or his or her designate, is responsible for the creation of any new or additional Regional District social media accounts, tools or channels, **and shall maintain a list of the Regional District's social media accounts and** designated employees authorized to post to Regional District social media.
- 6.2** New requests for social media channel creation shall be submitted to the Corporate Officer, or his or her designate, and will be considered on the basis of alignment with corporate and strategic priorities, and must be supported by a sound business case.
- 6.3** Failure to inform the Corporate Officer, or his or her designate, of the creation of a social media tool or channel representing the Regional District may result in the channel being unpublished immediately.
- 6.4** The Corporate Officer, or his or her designate, may designate specific employees as **"Site Moderators"** to utilize social media in an official capacity to ensure that communications through social media channels are accurate, consistent and flexible.
- 6.5** Site moderators shall be responsible for:
 - 6.5.1** Ensuring social media use is consistent with Regional District policy.
 - 6.5.2** Correcting misinformation and ensuring content is up to date.
 - 6.5.3** Ensuring responses to online user inquiries are made within forty-eight (48) hours of being posed.
 - 6.5.4** Denying access to users who post content prohibited by the Terms of Use outlined in this policy.
 - 6.5.5** Removing posts deemed inappropriate.
 - 6.5.6** Responding to any concerns or questions, or forwarding queries to the appropriate employee for response.
 - 6.5.7** Ensuring all content is in adherence with the federal, provincial and local law, regulation and policy.

7.0 TERMS OF USE

7.1 The following shall apply to managing the content posted by others to the **Regional District's social media channels**:

7.1.1 The Regional District acknowledges that outside users may post **comments or content to the Regional District's social** media channels.

7.1.2 **All comments on the Regional District's social media channels shall be** moderated and are subject to the Terms of Use described in this policy.

7.1.3 The Regional District reserves the right to delete or remove any submissions on Regional District social media channels that fall into the following categories:

7.1.3.1 Comment not relevant to the particular posting;

7.1.3.2 Defamatory or derogatory remarks, obscenities, profane language or sexual content;

7.1.3.3 Content that endorses, promotes, or perpetuates discrimination on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, sex, physical or mental disability, sexual orientation, age, political belief, gender identity or expression, or source of income;

7.1.3.4 Promotion of commercial services or products other than sponsors, affiliations, or corporate partnerships;

7.1.3.5 Promotion or denouncement of political candidates or political parties;

7.1.3.6 Promotion of illegal activity;

7.1.3.7 Spam or irrelevant links;

7.1.3.8 Information that may compromise the safety or security of the public or public systems; and

7.1.3.9 Content that violates a legal ownership interest of any other party.

7.1.4 Where possible, these Terms of Use shall be clearly set out on the regional **District's social media channels as well as post to the Regional District's** corporate website.

8.0 PERSONAL USE OF SOCIAL MEDIA BY EMPLOYEES

8.1 The Regional District recognizes that employees may wish to use social media in their personal life. This policy does not intend to discourage or unduly limit personal expression or online activities.

8.2 Employees participating in social media for personal use shall not:

8.2.1 Purport to represent the Regional District as a Regional District spokesperson directly or indirectly; or

8.2.2 Conduct Regional District business through their personal social media account, rather than using an official business channel.

8.3 All employees are expected to use sound judgment to ensure that their use of personal social media that does not compromise the professional, respectful and non-partisan performance of their official duties.

9.0 RESPONSIBILITY

9.1 The Chief Administrative Officer, or his or her designate, is responsible for maintaining this policy.

9.2 The Corporate Officer, or his or her designate, is responsible for the general oversight of this policy.

10.0 ENFORCEMENT

10.1 Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

10.2 The Regional District reserves the right to restrict or remove any content from Regional District social media channels that are deemed to be in violation of this policy or any applicable law.

Approval Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



Staff Report

Date: August 17th, 2018

To: Haida Gwaii Regional Recreation Commission

From: D. Lomax, Haida Gwaii Regional Recreation Coordinator

Subject: Haida Gwaii Regional Recreation: 2018 2nd Quarter Reporting

Recommendation:

THAT the staff report entitled “Haida Gwaii Regional Recreation: 2018 2nd Quarter Reporting” be received for information.

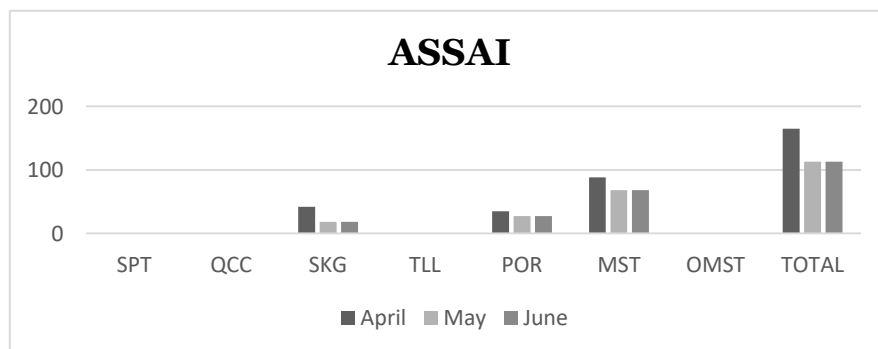
BACKGROUND:

Throughout April to June 2018 (Q2 2018), Haida Gwaii Regional Recreation (HGR) offered support for programs in varying degrees of capacity, which included the operation of registered HGR programs; coordination and support for drop-in sports programs; and participation and support for community events across Haida Gwaii. These programs are categorized as being either: ran/led; cooperative/partnership; or supporting.

DISCUSSION:

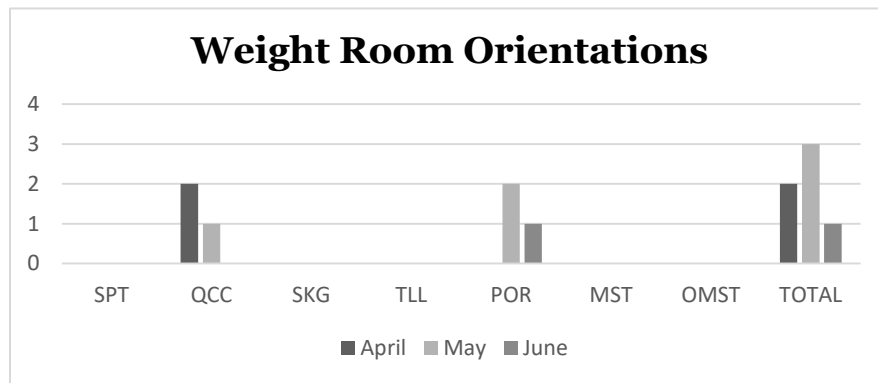
After School Sport and Art Initiative (ASSAI)-All Islands (Ran/Led Program)

In September 2017, the Haida Gwaii ASSAI program began its 8th year of programming on Haida Gwaii. The ASSAI program offers a wide variety of free sport, art and cultural programs across the islands to youth ages 5-18. Please note, Old Masset/Masset and Skidegate/Queen Charlotte numbers are combined.



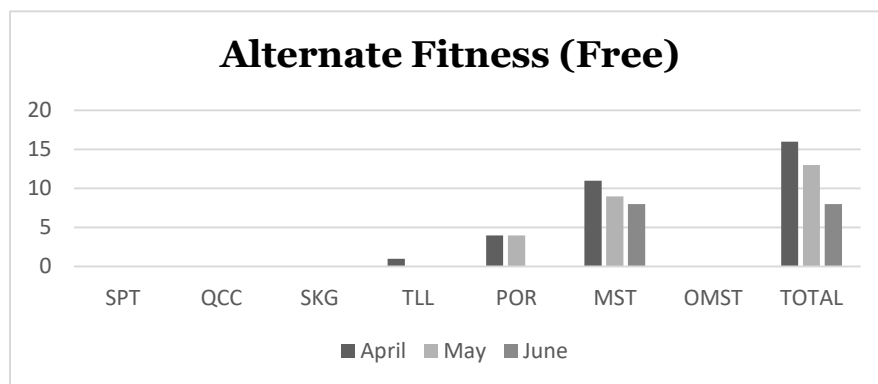
Weight Room Orientations-Port Clements, Queen Charlotte and Sandspit (Ran/Led Program)

Throughout Q2 2018 HGR held a total of 6 weight room orientation sessions: 4 in Queen Charlotte, 2 in Port Clements with a total of 6 participants.



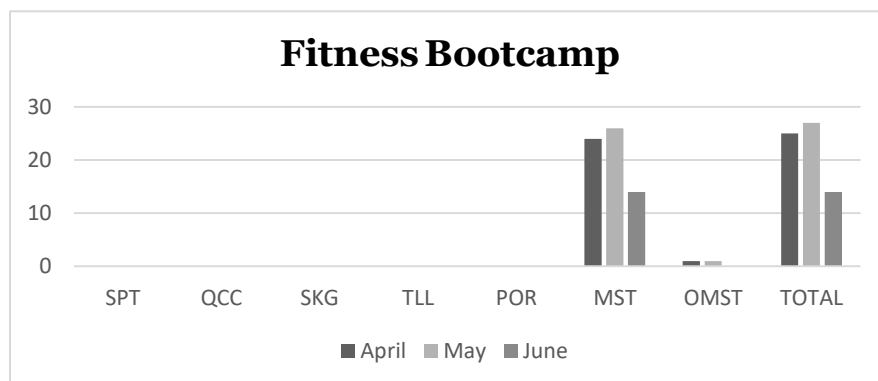
Alternate Fitness-Masset and Port Clements (Ran/Led Program)

Alternate Fitness, held in Masset, runs every Tuesday and Thursday and runs in Port Clements every Tuesday. The class had a total of 37 participants between both programs.



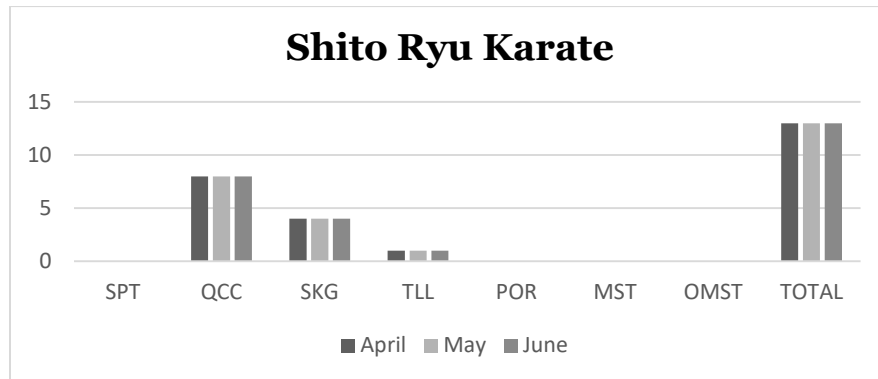
Fitness Bootcamp-Masset (Ran/Led Program)

The Fitness Bootcamp provides a mixture of exercises and cardiovascular training designed to work the heart and lungs and give almost every muscle in the body a workout. This class is suitable for novice exercisers and fitness enthusiasts alike, because individuals can work at their own personal level and intensity. The Fitness Bootcamp runs 3 classes every Monday, Wednesday and Friday and had a total of 66 participants from the months of April to June. The program only ran the morning classes for the month of June.



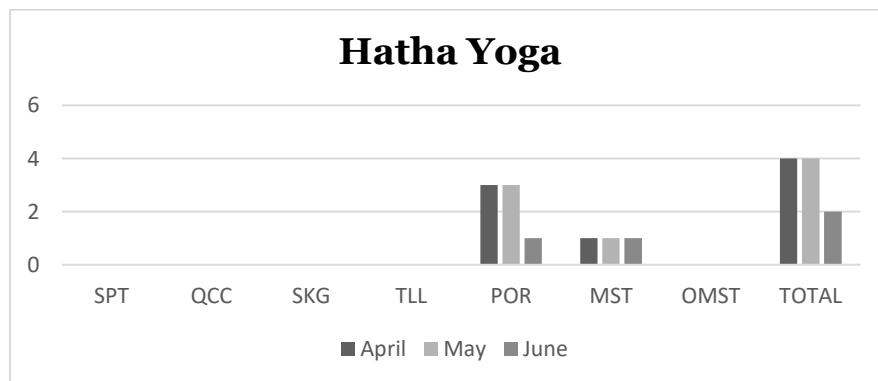
Shito Ryu Karate-Skidegate (Ran/Led Program)

Shito Ryu Adult and Youth Karate is in its 6th consecutive year and runs twice-weekly. Shito Ryu Karate is attended by youth and adults ages 7-57. Q2 saw a total of 39 participants (the same 13 participants each month) all ranging from Queen Charlotte to Tlell.



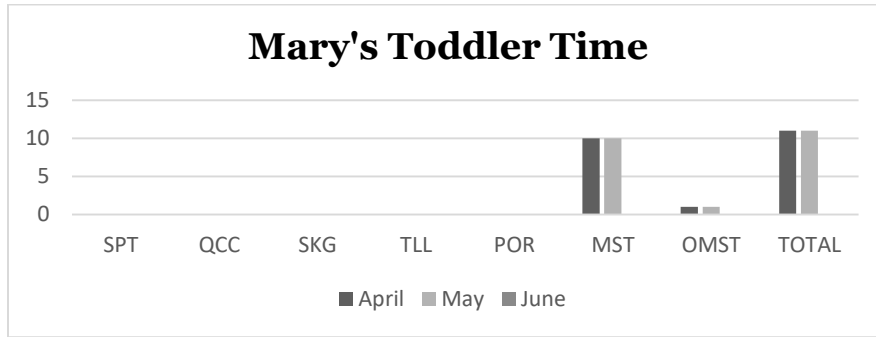
Hatha Yoga-Port Clements (Ran/Led Program)

The Hatha Yoga program ran from April to June. The series consists of postures (asanas) focused on stretching, conscious breathing and relaxation. This practice is open to all levels, but the postures are designed induce relaxation and increase flexibility/mobility rather than promote cardiovascular fitness or muscular strength. Students are guided to learn and work in poses safely, with subtle physical and verbal adjustments offered when needed. Reminders to work through the postures with **compassion and to take the time needed to progress within one's strengths & weaknesses** are given throughout the classes.



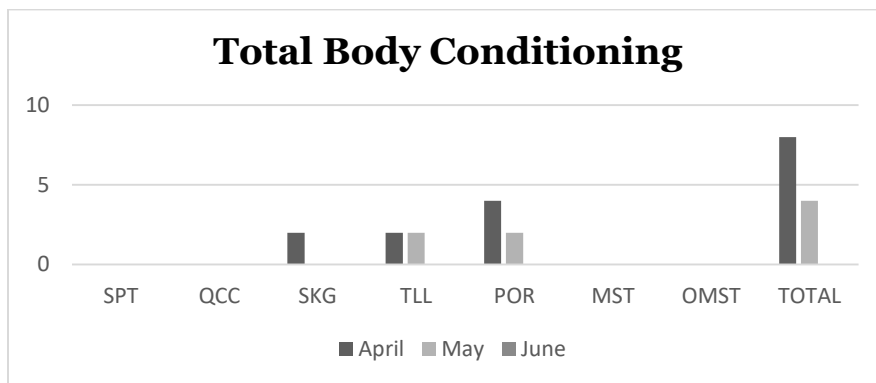
Mary's Toddler Time-Masset NEW (Ran/Led Program)

Mary's Toddler Time is geared towards getting toddlers together to further their learning through play with gym activities, outdoor walks and adventures, as well as in class creating and exploring with crafts, circle time and social emotional skills with stories and activities. Giving children time to move and be creative with their peers.



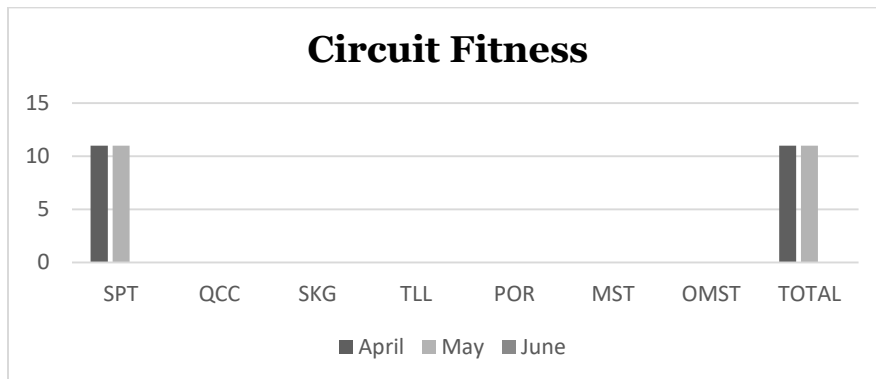
Total Body Conditioning-Port Clements (Ran/Led Program)

This is a full-body circuit program that ran twice weekly at the Port Clements Elementary gym; the program includes interval-style circuit and strength training, as well as elements of Pilates and yoga. This program had a total of 8 registered participants.

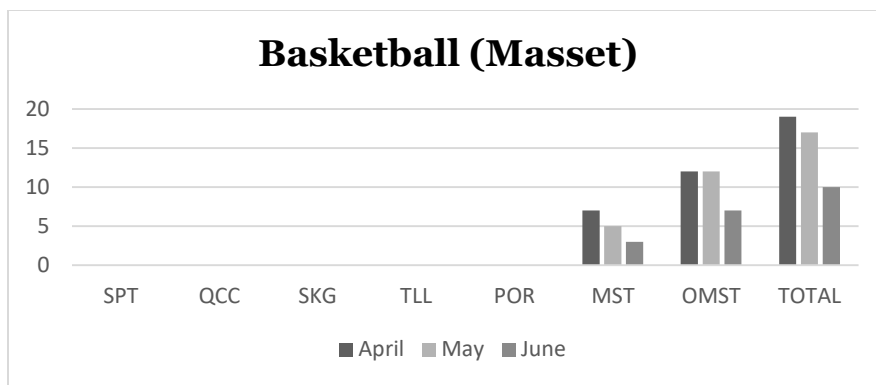
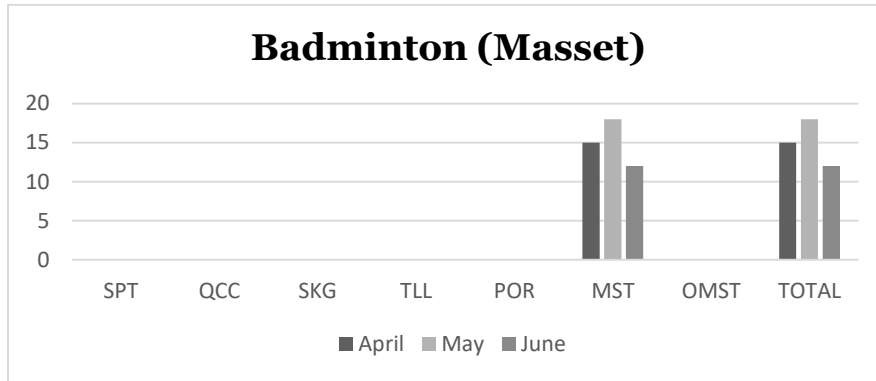


Circuit Fitness-Sandspit (Ran/Led Program)

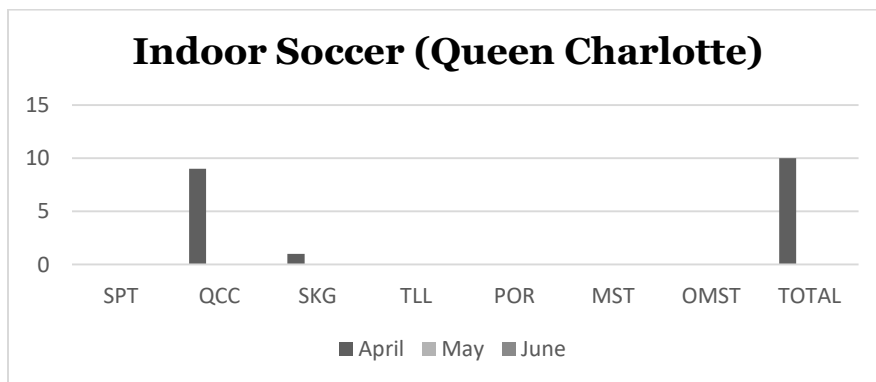
This is a full-body circuit program that ran twice weekly at the ALM Elementary gym as soon as the gym was available post construction; the program includes interval-style circuit and strength training, as well as elements of Pilates and yoga. This program had a total of 11 participants.

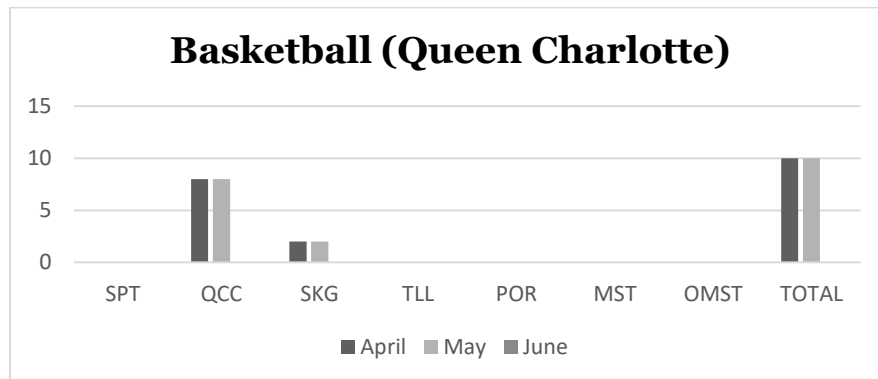
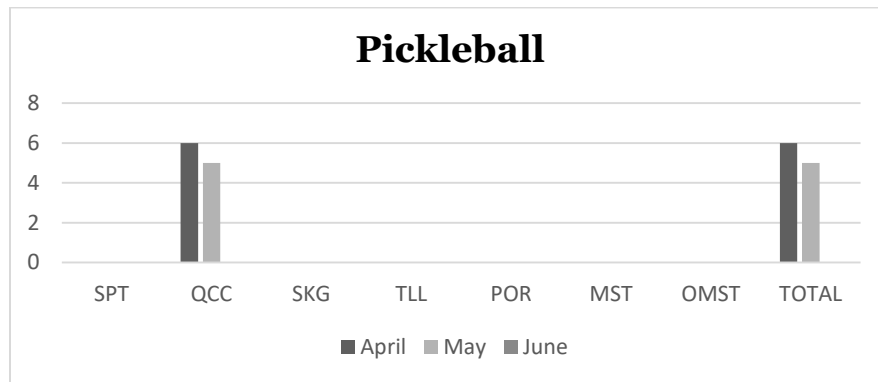
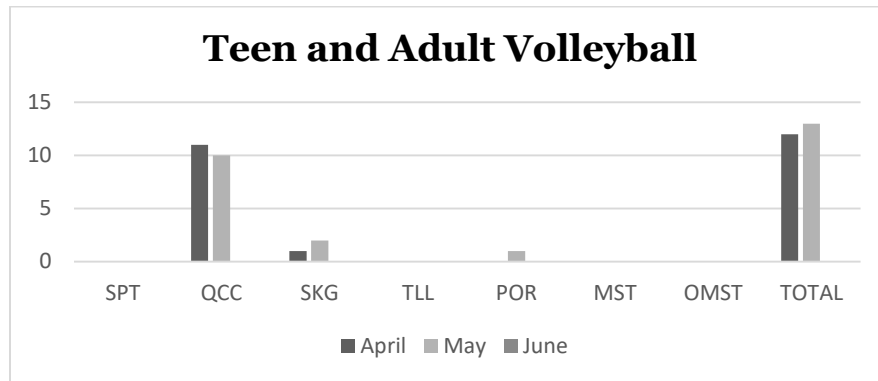


“Drop-in” Programs- Gudangaay Tlaats’gaa Naay Secondary School, Masset (Ran/Led Programs)



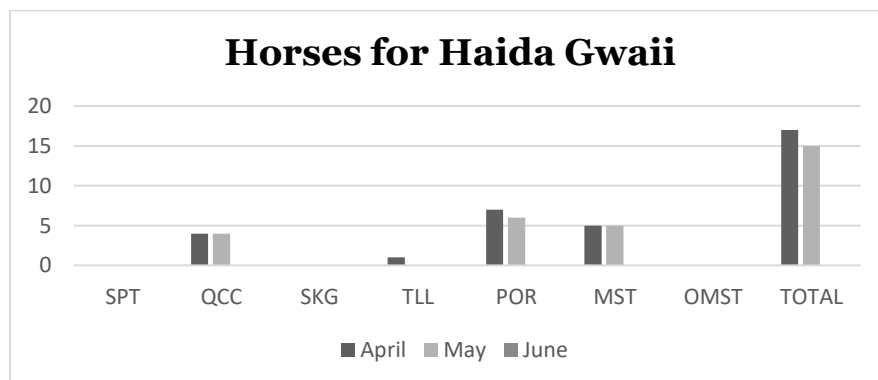
“Drop-in” Programs- GidGalang Kuuyas Naay Secondary School, Queen Charlotte (Ran/Led Programs)





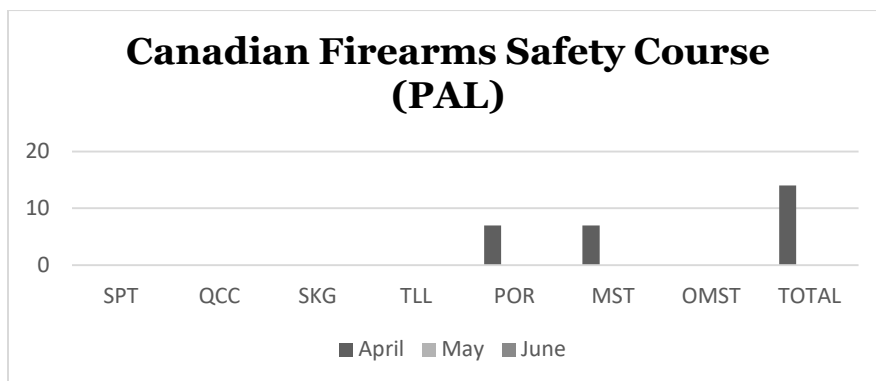
The Horses for Haida Gwaii Project, Port Clements (Supporting)

The Horses for Haida Gwaii Project is all about sharing the equine experience. This program offers riding lessons to beach rides, tailored horse experiences to meet both skill sets and comfort levels. While the horses are based out of Port Clements put the program can be mobile as well.



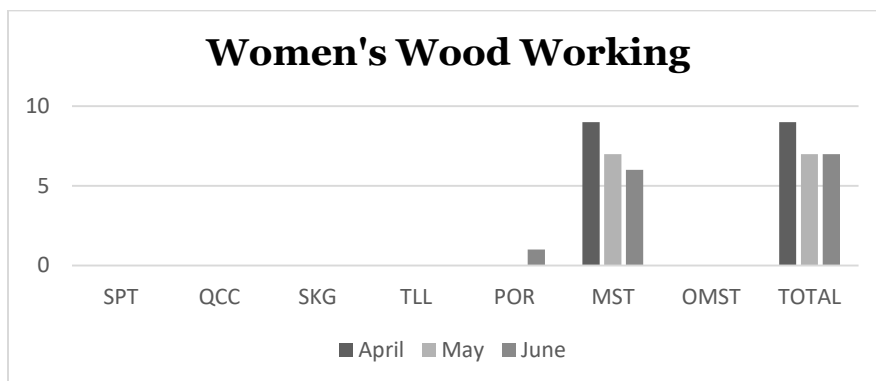
Canadian Firearms Safety (PAL) Course (Supporting)

Long-time Haida Gwaii Recreation instructor, Ron Haralson, concluded 2 pre-requisite licensing courses in April in Port Clements and Masset. The certification is required for all hunters as part of the foundation for the Possession and Acquisition License and had a total of 14 registered participants.



Women's Woodworking Course-Masset (Supporting)

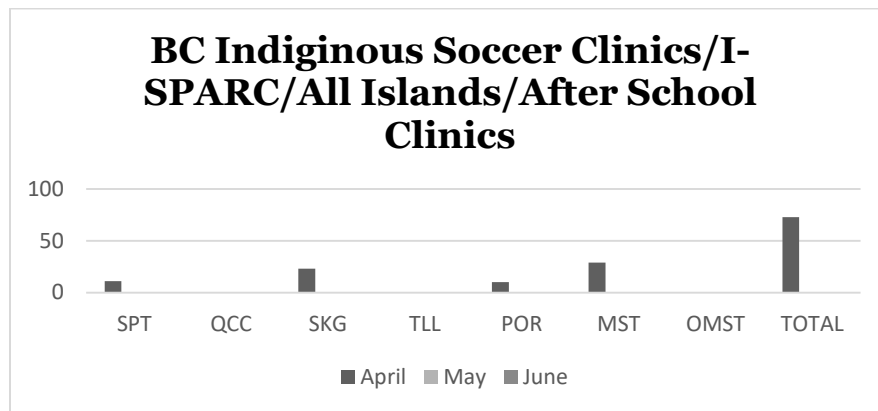
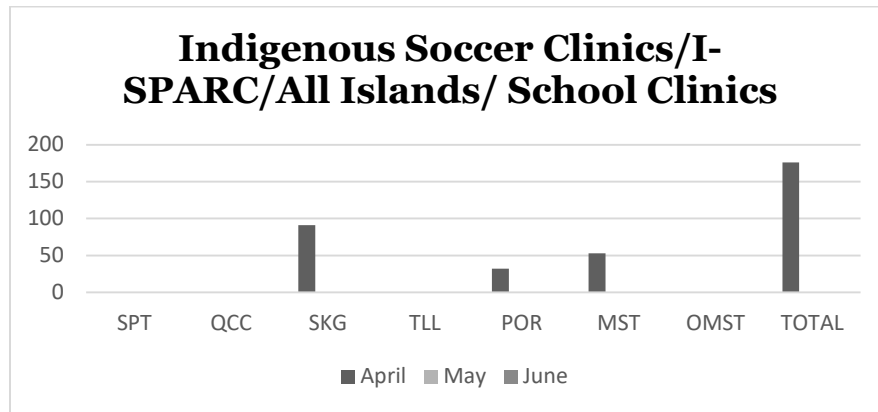
Gudangaay Tlaats'gaa Naay Secondary School is teaching a woodworking program for women only.



BC Indigenous Soccer Clinics-All Islands (Cooperative/Partnership)

The Indigenous Sport, Physical Activity and Recreation Council (I-SPARC) were pleased to present this provincial athlete development camp in partnership with Haida Gwaii Recreation, BC Soccer and the Terrace Youth Soccer Association, GOALLINE NETWORK. This camp was open to all the youth of Haida Gwaii from grades K-12.

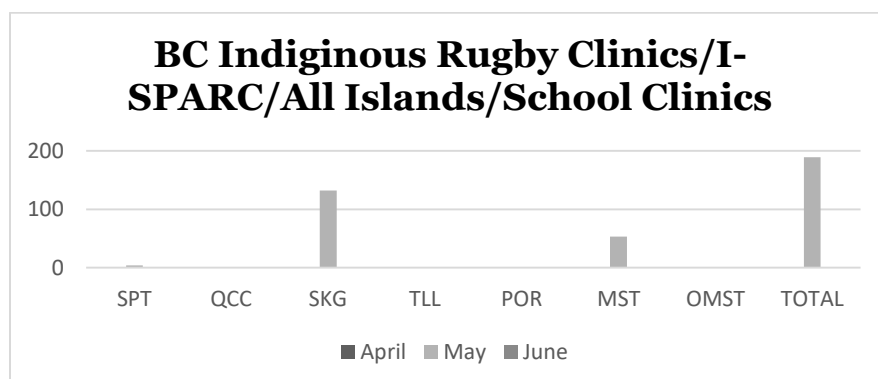
The clinics took place in 3 different communities on islands and were executed during school PE times along with a 2-hour clinic after school which was open to all ages from K-12. The school clinics had a total of 176 participants and the after-school clinics drew 73 participants. The cost of the program was FREE thanks to the support of the Province of BC!



BC Aboriginal Rugby Clinics -All Islands (Cooperative/Partnership)

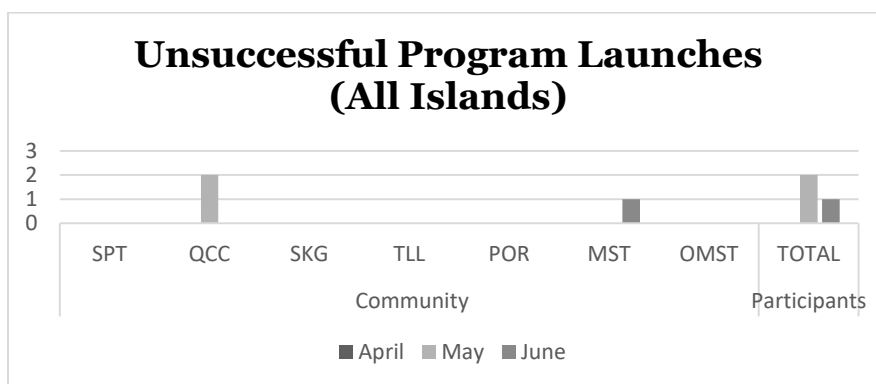
The Indigenous Sport, Physical Activity and Recreation Council (I-SPARC) was pleased to present this provincial athlete development camp in partnership with Haida Gwaii Recreation and Thunder Rugby. This camp was open to all the youth of Haida Gwaii from grades K-12.

The clinics took place in multiple communities on islands and will be executed during school PE times and we hosted a 2-hour clinic after school open to all ages from K-12. The school clinics had a total of 189 participants. Masset is a combination of Tahayghen Elementary School and GTN Secondary School. Unfortunately, the he after-school clinics drew 0 participants islands wide. A key factor to the lack of participation for the after-school clinics would be the fact that the Haida Gwaii Youth Soccer League (HGYSL) was still active and practices were happening islands wide. The cost of the program was FREE thanks to the support of the Province of BC!



Unsuccessful Program Launches -All Islands (Ran/Led, Supporting or Cooperative/Partnership)

During Q2 HGR was unsuccessful to execute 3 programs on islands, 2 in QC and 1 in Masset. The programs were unsuccessful due to below or 0 pre-registrations in order to make the program(s) sustainable. The programs were; Spring Detox/QC, Creative Writing/QC and a 2 day Rugby Coaching clinic in MST.



Additional Reporting:

- HGR has finally signed a 3-year contract with SD50 which will guarantee HGR to run the ASSAI program as long as funding is available for the program and to be renewed every 4 years.
- **Cat Leaps Gymnastics** will be coming back to Haida Gwaii this fall for another 4-6 weeks executing gymnastics programs for all ages islands wide.
- HGR will be finishing up on 2 dance camps that took place at Sun Studio, Queen Charlotte for the first time ever. Driftwood Dance Academy from Vancouver and Spectrum Dance from Prince Rupert.
- The annual Agate Man Triathlon date has been set for Saturday, August 18, 2018. All permits have been approved and we are at **40** online registrations so far with a few registrations from off islands.
- Continue to build on program growth for 2018.
- HGR has implemented our marketing and communications plan. Approximately 200 stainless water bottles, tote bags along with a marketing table cloth and banner (images included) will be distributed during summer events i.e. Canada Days-Port Clements, Skidegate Days-Skidegate and the Agate Man Triathlon-Masset.
- HGR has now included a link for Canadian Tire Jumpstart to help make the funding more accessible for families who need a financial boost to apply directly online.
- HGR Annual Summer Camp is currently underway with 2 communities almost complete, Sandspit and Queen Charlotte. The next 2 camps will be held in Port Clements and Old Massett.





Staff Report

Date: August 17, 2018

To: Doug Chapman, CAO

From: Justina Musgrave, Administrative Assistant

Subject: Annual Support for Participation of the “ShakeOut BC” Drill

Recommendations:

THAT the Board receives the staff report entitled “Support for Participation of the ShakeOut BC Drill”;

AND THAT the Board hereby approves participating in the “Great BC ShakeOut” annual event in 2018 and all subsequent years following, so long as the “ShakeOut BC” drill is held.

Background:

The BC Earthquake Alliance Society is organizing a province-wide earthquake drill to be held on October 18, 2018 at 10:18am, to enhance public awareness of the earthquake hazard and encourage personal preparedness. During the drill, participants will be asked to “Drop, Cover and Hold On” for up to two minutes, in response to a simulated earthquake event.

The “Great BC ShakeOut” is being led by the BC Earthquake Alliance Society and the ShakeOut BC Organizing Committee, a coalition of local, provincial, federal and non-governmental organizations working together to promote earthquake preparedness to British Columbians. The drill, which is intended to be an annual event, is modeled after the highly successful “Great California ShakeOut”. The drill was originally scheduled for January 26th each year to mark the 311th anniversary of the last magnitude 9 earthquake in BC (January 26, 1700). As this date conflicted with Secondary Schools provincial exams, the date has now been changed to the third Thursday of each October.

The largest Canadian earthquake occurred on Haida Gwaii in 1949, registering at a magnitude 8.1. Canada’s second largest earthquake occurred on Haida Gwaii in 2012, registering at a magnitude 7.8.

British Columbia is located in one of the most seismically active regions in the world with more than 3,000 earthquakes occurring every year. While most are too small to be felt, the risk of a major one causing significant damage is real.

Please refer to the ShakeOut BC website at www.shakeoutbc.ca for valuable information. The ShakeOut BC Organization Committee is encouraging individuals and organizations to register, promote the drill within their community and have staff participate on drill day.

For Information:

EARTHQUAKE MAGNITUDE SCALE		
Magnitude	Earthquake Effects	Estimated # Each Year
2.5 or less	Usually not felt, but can be recorded by seismograph	900,000
2.5 to 5.4	Often felt, but only causes minor damage	30,000
5.5 to 6.0	Slight damage to buildings and other structures	500
6.1 to 6.9	May cause a lot of damage in very populated areas	100
7.0 to 7.9	Major earthquake – Serious damage	20
8.0 or greater	Great earthquake – Can totally destroy communities near the epicenter	One in every 5 to 10 years

Each number increase on the Richter scale indicates an intensity ten times stronger, ie)

Magnitude 6 = **10** times stronger than a magnitude 5 earthquake

Magnitude 7 = **100** times stronger than a magnitude 5 earthquake

Magnitude 8 = **1000** times stronger than a magnitude 5 earthquake

THE 10 LARGEST EARTHQUAKES EVER RECORDED		
Location	Date	Magnitude
Valdivia, Chile	May 22, 1960	9.5
Prince William Sound, Alaska	March 28, 1964	9.2
Sumatra, Indonesia	December 26, 2004	9.1
Sendai, Japan	March 11, 2011	9.0
Kamchatka, Russia	November 4, 1952	9.0
Bio-bio, Chile	February 27, 2010	8.8
Ecuador coast	January 31, 1906	8.8
Rat Islands, Alaska	April 2, 1965	8.7
Sumatra, Indonesia	March 28, 2005	8.6
Assam, Tibet	August 15, 1950	8.6



Staff Report

Date: August 17th, 2018

To: D. Chapman, Chief Administrative Officer

From: D. Fish, Corporate Officer & S. Gill, Treasurer

Subject: Regional Recycling Depot Asset Upgrade Project
Investing in Canada Infrastructure Program

Recommendations:

THAT the staff report entitled “Regional Recycling Depot Asset Upgrade Project – Investing in Canada Infrastructure Program” be received;

AND THAT the Board support the North Coast Regional District’s application to the Investing in Canada Infrastructure Program, Environmental Quality Stream, in the amount of \$1,298,475, for the completion of the Regional Recycling Depot Asset Upgrade Project;

AND THAT the Board of the North Coast Regional District allocate \$_____ of reserve funding and \$_____ of surplus funding toward the completion of the Regional Recycling Depot Asset Upgrade Project;

AND THAT staff be directed to prepare a loan authorization bylaw for consideration at the next Regular meeting of the North Coast Regional District Board to fund the remainder of the North Coast Regional District’s share of the Regional Recycling Depot Asset Upgrade project costs;

AND FURTHER THAT the Regional Recycling Depot Asset Upgrade project and its cash flows be included in the North Coast Regional District Five Year Financial Plan Bylaw 2019-2023.

PURPOSE:

The purpose of this report is to present to the North Coast Regional District's (NCRD) proposed application to the Investing in Canada Infrastructure Program (ICIP) – Environmental Quality Sub-Stream – for the completion of the Regional Recycling Depot Asset Upgrade Project (Project).

BACKGROUND:

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

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

The ICIP funds infrastructure projects that support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation.

The ICIP provides funding for projects as follows:

Ultimate Recipient	Federal Contribution	Provincial Contribution	Total Gov Contribution
Local Government projects	40%	33.33%	73.33%

The remaining eligible project costs, plus all ineligible project costs, and cost overruns are the responsibility of the local government. **Under this funding structure, the NCRD's contribution** toward the Project is approximately \$480,000.

It is important to note that, as per the ICIP guidelines, the NCRD is unable to use Gas Tax Community Works Funding as its contribution toward the project. Meaning, additional funds needed in 2019-2021 need to be raised through either, or any combination thereof: (1) taxation, (2) short or long term borrowing, or (3) use of reserve funds.

A review of MFA longterm borrowing terms for an amount of \$500,000 are as follows:

Term (years)	Annual Principal Pmt	Annual Interest Pmt	Total Annual Pmt	Total Principal	Total Interest	Total Payment
5	\$94,178	\$15,000	\$101,678	\$470,589	\$75,000	\$545,887
10	\$43,615	\$15,000	\$51,115	\$436,153	\$150,000	\$586,152
15	\$26,883	\$15,000	\$34,383	\$403,249	\$225,000	\$628,249
20	\$18,608	\$15,000	\$26,108	\$372,157	\$300,000	\$672,157

To put this into perspective, in 2016, the NCRD completed its final payments to MFA for its outstanding debenture issue in the amount of \$400,000, which was originally borrowed for the purchase of the building.

Should the Board wish to consider expending surplus or reserve funding to support the Project, Regional Recycling reserve and surplus funds are as follows:

Regional Recycling Balances	
Surplus	\$225,644
Building Reserve	\$118,904
Other Reserve	\$37,308

Should the Board wish to consider a combination of use of surplus and reserve funding in conjunction with MFA borrowing, as an example, terms for the borrowing of \$250,000 are as follows:

Term (years)	Annual Principal Pmt	Annual Interest Pmt	Total Annual Pmt	Total Principal	Total Interest	Total Payment
5	\$47,089	\$7,500	\$50,839	\$235,443	\$37,500	\$272,943
10	\$21,808	\$7,500	\$25,558	\$218,076	\$75,000	\$293,076
15	\$13,442	\$7,500	\$17,192	\$201,625	\$112,500	\$314,125
20	\$9,304	\$7,500	\$13,054	\$186,079	\$150,000	\$336,079

It should be noted that securing funding through MFA's long term borrowing structure will require approval of the electors to be sought in accordance with the *Local Government Act*. As has been done in the past, most recently with securing long term funding for the loan to VURL, staff would recommend an alternative approval process.

The application deadline to the ICIP Environmental Quality Sub-Stream is August 29th, 2018.

Staff is seeking further direction from the Board with respect to its financial contribution toward the Project, as this will need to be incorporated into a final grant application to be submitted to ICIP.

DISCUSSION:

Staff has prepared an application to the ICIP for the completion of the Project, as identified in the Plan. The application has been included as Attachment A to this report.

The funding application requests \$1,298,475 from the ICIP to cover 73.33% of total Project costs over a period of two years, commencing March 2019 and ending March 2021. Funding would be used for the following components identified in the Plan:

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

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

RECOMMENDATION:

Staff is recommending that the Board provide a resolution in support of the NCRD's application to the ICIP for the completion of the Project.

Deadline: August 29, 2018

Section 1: Applicant Information

Applicants will access the application through their client record in the Local Government Information System (LGIS). Please see the Application Instructions & Tips (PDF, 93 KB) for setting up access to LGIS if your organization does not already have this.

Applicant's Primary Contact Information (from the applicant organization)

- a) Full Name: Daniel Fish
- b) Title of Primary Contact: Corporate Officer
- c) Phone Number: (250)624-2002
- d) Email Address: corporateofficer@ncrdbc.com

Applicant's Secondary Contact Information (optional)

Section 2: Project Information

- 3. Project Title (*Provide a short, concise plain language title.*): Regional Recycling Depot Asset Upgrade Project
- 4. Project Category (for tracking only) (*i.e. wastewater, drinking water, etc.*): Solid Waste Diversion

Project Description and Rationale

5. Project Description:

- a) Provide a general, brief description of the project.

The project aims to repair and renovate the Regional Recycling Depot located at 251 Kaien Road, in the Prince Rupert Industrial Park.

- b) Provide a detailed list of project works.

- replace the entire roof and resealing 4 fan units;
- repair interior walls and protecting structural columns;
- repair the cracks in the concrete floor;
- install a lock block storage bunker;
- perform Electrical code non-compliance repairs;
- upgrade the emergency lighting system;
- replace electrical distribution equipment;
- upgrade the fire alarm system, indoor and outdoor lighting, and building security system;
- install a high-speed auto tie baler;
- construct an elevated loading dock;
- and, install a truck scale and small vertical baler.

6. Project Rationale: Provide a brief project rationale outlining why the project is needed and how the project meets an existing and or future need.

The rationale for the Regional Recycling Depot Asset Upgrade Project is to repair, renovate and upgrade the important but aging Recycling facility that services the North Coast and helps to alleviate the pressure on Prince Rupert's strained landfill. The project will ensure that the North Coast Regional District's Recycling Depot meets building and safety codes, improves operational efficiency and increases the capacity of the facility to address the imminent and increasing demands in the region for recycling and to support the need to divert solid waste from landfills.

Federal Outcomes

7. Identify which outcome the project will support:

- The project will increase capacity to reduce and/or remediate air pollutants (through solid waste diversion)

Project Location

8. Project physical address (and/or start and end points)

The Regional Recycling Depot is located at 251 Kaien Road, in the Prince Rupert Industrial Park.

9. Has this project (or related components or phases) been the subject of another infrastructure grant application? (Yes/No)

Yes

a) If Yes, provide the following:

- i. Program name : UBCM Strategic Priorities Fund, Capital Infrastructure Projects Stream
- ii. Project title: Regional Recycling Depot Asset Upgrade Project
- iii. Status of application: successful/unsuccessful/under evaluation: Unsuccessful

Project Nature

10. Nature of the project works: Percentage of project works which is New, Rehabilitation, Expansion, Other

New – 35%

Rehabilitation – 65%

11. Does the project involve public facing infrastructure? (Yes/No) Yes

a) If Yes, Will the public facing infrastructure meet the highest published accessibility standards (defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment CAN/CSA B651-12)? (Yes/No) Yes

Projects must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, in addition to applicable provincial building codes and relevant local government bylaws.

- i. If Yes, Briefly describe how the design will meet the accessibility standards

The NCRD Regional Recycling Facility meets the requirement of the highest published accessibility standard as set out in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12). The Recycling Depot design also follows the “Accessibility Standard for Real Property” in Canada including power door entrances, public areas, washrooms, and tactile signage. The project will meet British Columbia Building Code 2006 requirements as ordained under the Prince Rupert Building Bylaw No.3314, 2012.

12. Will the highest published applicable energy efficiency standards in the jurisdiction be met or exceeded? (Yes/No) Yes

Projects must meet or exceed any applicable energy efficiency standards for buildings outlined in the *Pan-Canadian Framework on Clean Growth and Climate Change*.

Section 3: Eligibility Considerations

13. Do you have a Council/Board/Band Council resolution authorizing the project to proceed and committing your share of project funding? (For local government applicants, a Council/Board resolution is required. For Indigenous applicants, a Band Council resolution is required). (Yes/No)

a) If Yes, Submit copy of resolution. Yes

b) If No, when do you expect to submit the council/board resolution?: DD-MM-YYYY
(required within one month of application closing date)

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

**Projects that have started (construction tender awarded) are ineligible.*

15. Percentage of project design completed to date. 100%

16. Estimated project start date: 2019-04-01

17. Estimated project completion date: 2021-03-31

18. Estimated construction start date: 2019-05-01

19. Estimated construction completion date: 2021-02-28

20. What is the population that will be directly served by this project?

The North Coast Regional District (NCRD) Regional Recycling Depot services the North Coast mainland including Prince Rupert, Port Edward, and a number of indigenous communities including: Metlakatla, Gitxaala, Gitga'at, and Lax Kw'alaams First Nations and the six communities on Haida Gwaii including Masset, Port Clements, Queen Charlotte, and Sandspit, and the two First Nation's communities of Old Massett and Skidegate. The NCRD Recycling Depot also provides services to major community service and business clients in the area including School District 52, Prince Rupert Hospital, shipping terminals such as Ridley Terminals Inc. and Prince Rupert Grain, as well as a variety of smaller local businesses. A total of about 18,249 people will be directly served by this project.

21. Does the project benefit a wider geographic area? (Yes/No) Yes

a) List any communities that will benefit from this project and the corresponding populations.

Prince Rupert (2016 Census:12,220), Port Edward (2016 Census:467), Metlakatla (NHS survey:185; Registered Population: 976)), Gitxaala (NHS Survey: 490, Registered Population 2,000), Gitga'at (NHS Survey: 155; Registered Population 771), Lax Kw'alaams (Registered on reserve: 645, Registered Population: 3,883) and the six communities on Haida Gwaii including Masset (793), Old Masset (2016 Census:555; Registered Population: 3,077), Port Clements (282), Queen Charlotte (852), Sandspit (296), and Skidegate (2016 Census:837; Registered Population: 1,665), and well as Rural Graham Island (Haida Gwaii Area D) (539)

22. Will the project support Indigenous populations? (Yes/No) Yes

a) If Yes, Please estimate the Indigenous population that the project will directly serve.

About 2,800 people based only on the on-reserve populations.

b) If Yes, Please estimate the Indigenous population that the project will indirectly support.

About 12,372 people based on total registered populations.

23. Will the applicant own and operate the completed project? (Yes/No) Yes

a) If No, Provide additional information about the ownership of the completed project and who will be responsible for its operation and maintenance.

Applications from improvement districts or water utilities must be made by the sponsoring municipality or regional district. If the application is successful in obtaining funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring local government.

24. Is there infrastructure related to the project that is owned, managed, or maintained by others (besides the main applicant organization)? (Yes/No) No

a) If Yes, Please describe.

Section 4: Mandatory Documents

In all cases, relevant information should be included within the completed application form itself, as this will form the basis of the assessment. Please make specific reference within the application to sections of attached documents that you wish to be included in the review. Attachments should be clearly labelled, organized, and succinct.

25. Please attach each of these mandatory documents (15 MB limits per documents):

- Project location .KML file (see directions on website)
- Detailed Cost Estimate (see template on website)
 1. File name: icip-detailed-cost-estimate_August132018_clean_MP (CHANGE FILE NAME)
- Site Plan / Map (Asset Plan)
- Feasibility Study (Asset Plan)
 1. File name: (Attach Electronic Version)

- List and status of required licenses, permits and approvals. Indicate if they have been “obtained” or are “pending”. Upload a copy of those obtained.
 - City of Prince Rupert Development Permit – Pending. This will include:
 - Approval of building plans,
 - Building inspector approval of building permit
 - Inspection of construction upon completion to ensure compliance with the Zoning Bylaw, development regulations and the requirements of the BC Building Code.

26. Please attach other supporting documents you wish to be considered (optional, see the Program Guide for guidance):

- Partnership agreement/Letter of Support/MOU between project partners if applicable
- Options Assessment
- Business Plan
- Cost Benefit Analysis or Other Study
- Design Drawings or Details
- Letters of Support: Make note if possible that they can be requested if needed.

Section 5: Project Costs and Project Delivery

27. Total Gross Project Costs: \$1,813,728.03

28. Total Ineligible Project Costs: \$43,000

29. Total Eligible Project Costs [Total Project Costs less Total Ineligible Project Costs] \$1,770,728.03

30. Other Confirmed Funding Sources and amounts:

Please note: Other federal and/or provincial grants may affect the total grant requested as per stacking rules. See the Program Guide for information on stacking rules.

a) Gas Tax – Strategic Priorities Fund

b) Gas Tax – Community Works Fund

c) New Building Canada Fund – Small Communities Fund

d) Clean Water and Wastewater Fund

e) Other

31. Net Eligible Costs [Total Eligible Project Costs less Total Other Funding Sources]: \$1,770,728.03

32. Maximum Grant Amount (Estimated): \$1,298,474.86

33. Are you requesting less than the maximum grant amount? (Yes/No) No

34. If your detailed cost estimates do not directly correspond with these amounts, clarify the variance between the costs.

Fiscal Year Breakdown

35.

Fiscal Year	Forecasted Eligible Project Costs (April 1 to March 31)
2019-2020	\$1,039,228.03 [Engineering, Roof, electrical, loading dock, building permit,+10% contingency]
2020-2021	\$731,500.00 [Auto Tie Baler, Truck scale, Small Vertical Baler,+10% contingency]
2021-2022	N/A
2022-2023	N/A
2023-2024	N/A

Funding Details

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

a) If Yes, Is this phased approach reflected in the cost estimates and/or supporting documentation you have provided? *Please provide additional details on the phases, including funding for past and/or future phases and estimated timelines.*

37. Can the project as submitted be broken into separate phases? Yes

a) If Yes, how? Would part of this project be able to move forwards if full funding was not available? *See Program Guide section regarding funding allocations.*

This project aims at carrying out, in full, the recommendations identified in the Regional Recycling Depot Asset Management Plan. The cost estimates for construction and materials described in the NCRD Regional Recycling Depot Asset Management Plan are presented within a staged approach. A longer duration is outlined based on a low growth scenario as well as to accommodate the gradual repair and upgrading of the facility within its financial budget and limitations. The initial priority will be to complete the general building repairs and maintenance in order to retain current capacity. Additional upgrades recommended regarding the electrical and infrastructure components will improve operational efficiency and enhance recycling capacity. While the two aspects may be phased separately depending on availability of funds, in order to bring the Recycling facility to full capacity, all recommended upgrades would need to be completed. A slower approach to these renovations may prevent the facility's ability to fully accommodate the imminent growth demands currently emerging in and around Prince Rupert.

38. Is there the intent to submit a request for the use of own force labour and equipment for this project? (Yes/No) No

39. At this stage, is there the intent to use sole source procurement for any aspect of the project? (Yes/No) No

a) If Yes, Identify the estimated amount of the sole source contract, who will be conducting the work, the nature of the work and explain why sole source contracting will be used. *Projects that require sole source contracts may need a Federal Treasury Board submission for project approval.*

Section 6: Project Risks Project Financing

Applicants should have their share of the capital costs secured prior to application to the program.

40. Will the project require the borrowing of funds to pay for your organization's portion of the costs? (Yes/No) Yes – in part

If No,

a. If No, Are all the funds readily accessible from another source? (Yes/No)

i. If Yes, Please attach evidence of secured funds.

(Example: Bank statements, staff reports or resolutions of board / council directing the use of reserve funds)

ii. If No, What is the anticipated source of funds? Funds will be raised through a combination of loan funds secured through the Municipal Finance Authority over the course of the project period, as well as use of NCRD reserve and surplus funds.

(Example: Donations, collected through specific rates or fees, development cost contributions)?

If Yes,

- b. If Yes, What proportion of your organization's share of project funding is expected to be from borrowing? 50%
- c. If Yes, If borrowing is less than 100% of your organization's share, please specify the other source(s) and attach evidence of secured funds. *(Example: surplus, reserve funds, DCC reserve funds, etc.)* Surplus and reserve funds.
- d. If Yes, Was (is) public approval required to approve borrowing? Yes
 - i. If No, describe why approval is not required in order to borrow.
 - ii. If Yes, Please attach a scan of a signed and certified loan authorization bylaw that is at 3rd reading or adopted.
- e. If Yes, Municipalities, please attach a completed Liability Servicing Limit Certificate that includes the anticipated borrowing costs necessary to finance the project.
- f. If Yes, Non local-government applicants please attach evidence that borrowing has been secured.

41. Local governments, please attach evidence that the project and its cash flows have been or will be included in the 5-year financial plan bylaw.

Attached is a North Coast Regional District Board resolution that the project and its cash flows will be included in the 5-year financial plan bylaw.

42. What plans are in place and where will funds be sourced from if project costs escalate beyond budgeted contingencies (cost overruns)?

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

Furthermore, the financial plan developed for the NCRD Regional Recycling Depot supports the contingency of needing to transfer funds from Reserve or surplus funds to cover the costs of facility improvements, new infrastructure to meet future demand and improve efficiency such as the glass crusher dust control, building interior wall repairs, the concrete floor slab crack repairs, and electrical upgrades. The NCRD is of the belief that a 10% contingency is more than adequate to cover project overrun costs as they arise. However, as stated, surplus, reserve and loan funding will be used, where required.

Note: ICIP does not provide additional funds to cover cost overruns. Also note stacking rules in the Program Guide.

Project Identification

43. How is this project a community priority?

This project aligns with the North Coast Regional District (NCRD) efforts towards long-term sustainability. The NCRD Regional Recycling Depot services the North Coast mainland including Prince Rupert, and Port Edward, First Nations communities including Metlakatla, Gitxaala, Gitga'at and Lax Kw'alaams and the six communities on Haida Gwaii including Masset, Old Massett, Port Clements, Queen Charlotte, Sandspit, and Skidegate. The NCRD Recycling Depot also provides services to major community service and business clients in the area including School District 52, Prince Rupert Hospital, shipping terminals such as Ridley Terminals Inc. and Prince Rupert Grain, as well as a variety of smaller local businesses. Prince Rupert and surrounding areas are currently facing a significant level of industrial development such as port expansion that adds pressure to the valuable but aging Recycling Depot. This pressure is further compounded by the need to diverge solid waste from the local Prince Rupert landfill, which is rapidly reaching full capacity.

The beauty and quality of the environment in and around Prince Rupert, as well as the efforts to sustain it forms a large basis of the marketing strategy many community businesses employ to their advantage. The communities take immense pride in the environment and it is considered a key quality of life indicator as noted in the 2010 Prince Rupert Quality of Life Community Plan. Recycling has been identified as a key strategy to improve Prince Rupert's quality of life and to ensure clean air, water quality and a sustainable environment. The NCRD also has a Recycling Division whose efforts received the "Leader in Sustainability" designation from Call2Recycle Canada.

44. How would this project proceed without grant funding?

Without grant funding, the NCRD will only be able to cover maintenance items outlined in the NCRD Regional Recycling Depot Asset Management Plan and progress very slowly in upgrading the asset. In the absence of grant funds, the NCRD aims to complete the recommended upgrades to the Recycling Depot over a longer period of 10 or more years

starting with the Roof replacement and repairs as a first priority. Unfortunately, as an aging facility, without grant funding it will be difficult to sustain the asset in such a manner to support the current demands let alone handle the emerging needs for solid waste diversion.

45. Is the project included in a long term plan for the community? (Yes/No) **Yes**

a) Identify the long term plan in which it is included and how it is identified within the plan.

Prince Rupert Quality of Life Community Plan Bylaw 3236: This project will advance the long-term goals and vision of the community as identified in the Prince Rupert Quality of Life Community Plan Bylaw 3236 Schedule "A" Dated January, 2015:

<http://www.princerupert.ca/sites/default/files/Bylaws/OCP%20March%206%2C%202015.pdf> (page 5).

The plan identifies "working with the Regional District to increase recycling opportunities" as one of the three issues identified in public consultation meetings. There has also been increased activity by the City to divert solid waste where possible to recycling facilities such as through the introduction of new transfer stations. The project will ensure that the Recycling Depot is fully equipped to manage current and emerging recycling needs for the City and surrounding areas.

46. What alternative options for the project were considered?

Alternative options based on varying industrial and economic growth scenarios were explored in the Asset Management Plan developed in 2016. The information was used to determine future recycled waste quantities and compared to the existing capacity of the facility to determine the infrastructure improvements required to meet projected demand. A maintenance review addressed the maintenance requirements necessary for the long-term protection of both the building and the equipment. The ability to support the gradual repair and upgrading of the asset within the facilities' financial budget and limitations was also considered.

47. How were they compared or analyzed? Please explain how and why the chosen option was selected.

Alternative options were explored in the Asset Management Plan developed in 2016 based on Low, Medium and High growth scenarios. Under each scenario, population, projected recyclable quantities, the current capacity and infrastructure required of the recycling depot, and maintenance requirements were analysed. Ten-year asset management plans were developed for the three scenarios followed by a cost analysis and financial plan for each. Noting the recent increasing demand on the facility coupled with the deteriorating state of the building, the NCRD has decided that the best option for the community and region will be to rebuild the asset sooner rather than later in order to divert the maximum possible amount of solid waste from landfills and reduce impacts the environment. The ICIP funding stream provides the opportunity to implement, in full, all of the recommendations outlined in the Asset Management Plan and result in a Recycling facility upgraded and equipped to handle both existing demand as well as imminent increases anticipated from industrial expansions in and around Prince Rupert.

48. How does the selected option represent the most efficient solution to address the objectives or levels of service identified as related to the project?

The selected option represents the most efficient solution because it will ensure that the facility is equipped to divert the most amount of waste anticipated while reducing the longer-term operation and infrastructure costs. Improvements from this project include an integration and coordination of services, minimizing operating, maintenance and replacement costs, and ensuring a longer lifespan of the asset and asset infrastructure. The project will streamline the performance currently undertaken through five vertical balers into one single auto-tie baler. New equipment such as the Truck scale will enable commodities to be weighed in as they enter the facility rather than having separate steps of storing and then estimating weight of loads based on the bales. This will save both time and costs for the facility from limiting the need for double-handling of the material. Similarly, the elevated loading dock will enable trailers to be loaded directly with bales and used for storage. Operating costs will also be reduced with the auto-tie baler by eliminating the significant time and costs currently needed to support a manual labour-intensive operation. The project will also create a larger pit that will make it easier to feed material into the unit and therefore reduce labour requirements. The ability to directly load and store bales on the trailers will also improve operational efficiency and reduce maintenance costs through reducing the management of the space available for storage. Much of the current equipment is well-worn and aging, some over 35 years old. These equipments face the risk of imminent failure and may result in a significant shortfall in the capacity to handle current and increasing demands, as well as significant potential costs for repair. Replacement of units also takes time and may result in restricted provision of services. Implementation of this project helps to avert these longevity concerns and potentially costly shortfalls by installing back-up equipment such as the truck scale as a replacement for the 22 year old scale and the new auto tie baler that can replace the operational capacity of the five small 37 year old vertical balers.

Note: The provincial technical reviewer will not be re-assessing project options. The purpose of this question is to demonstrate that the scope of the project was carefully considered

Project Consultation Considerations

49. What affected or interested groups have already been consulted with regarding the project? What was the feedback from consultation?

Member municipalities and First Nations were consulted throughout the development of the Regional Recycling Depot Asset Management Plan including to develop an understanding of the volume of solid waste going to the landfill and services needed from the recycling facility. The North Coast Regional District also relies on a regional Recycling Advisory Committee for feedback. The Recycling Advisory Committee was formed under the NCRD and is made up of stakeholders including the City of Prince Rupert, District of Port Edward, and environmental groups. This Committee, with links to city council, also plays the role of providing a forum to report back to the represented groups.

50. What groups will be consulted with prior to the project proceeding and/or in conjunction with the project? Describe your engagement strategy for consulting with these groups regarding the project.

As noted above, the NCRD Recycling Advisory Committee provides a check in point to inform the Project. They were engaged throughout the development of the Asset Management Plan and continue to provide direction in the development of the NCRD recycling services. This committee meets quarterly and are engaged in the project within an advisory role.

Once funding is secured, this committee will be re-engaged to provide guidance during implementation of this project.

51. Will Indigenous groups be consulted about the project? (Yes/No/Not Yet Started) Yes

a) At what stages?

As noted earlier, First Nations were consulted throughout the development of the Regional Recycling Depot Asset Management Plan. NCRD is also planning to host a community-to-community forum in 2019. During this meeting, NCRD may present the work underway including progress on the Regional Recycling Depot Asset Upgrade Project.

52. Is any part of the project located on federal lands? (Yes/No) No

53. Is the project subject to a federal environmental assessment? (Yes/No) No

54. Will the project or any activities associated with the project occur in water, over water or could alter the course of a waterway? (Yes/No; if yes please provide details) No

Long Term Management

55. Does your organization have experience with owning and managing similar infrastructure?

a) If Yes, Briefly describe infrastructure and experience.

The NCRD has owned the Regional Recycling Depot building since 1996 and has significant experience owning and managing this facility. The NCRD successfully completed payments for the Regional Recycling Depot in 2016, following repayment of a 20 year mortgage. Additionally, the NCRD owns other similar facilities such as a landfill on Haida Gwaii (owned and managed since the 1980s) and a water system in Sandspit (owned and managed since 2004). The NCRD, through its financial planning process, ensures that funds are annually allocated toward the eventual repair and/or replacement of aging assets. Senior staff at the NCRD also participate in ongoing asset management planning workshops and conferences to ensure that asset management planning principles are refreshed and incorporated into NCRD operations.

Federal Risk Checklist

56. The following risk elements are of interest to Infrastructure Canada.

Please select all that apply. For each item selected, provide a brief description of the risk and mitigation strategies undertaken or planned.

1. a) Project Complexity

- i. Remote geographic location N/A
- ii. Unpredictable weather – medium: In terms of construction, the roof upgrade is the most weather dependent part of the project. This risk will be managed by the protracted start and completion dates that allow for some flexibility in meeting this timeline. This risk is also mitigated by having an anticipated start date in early spring, which provides the ability to schedule the renovation during the spring/summer or early autumn months that have better weather.
- iii. Untested or unproven technologies N/A
- iv. Highly technical or complex project – medium: The Repairs to the roof were the most uncertain and likely costly component identified in the Asset Management

Plan. To address this uncertainty, the North Coast Regional District obtained a focused Roof Inspection Report in 2016, which produced a detailed evaluation and cost estimate, and greatly reduced the likelihood of unexpected cost overruns.

Additionally, while this is a complex project, the components have been well thought out and ordered within a prioritized action schedule to support systematic implementation. The schedule also allows the project to be carried out in discrete sections as outlined in the cost breakdown, which will allow the project managers to predict, plan for, and address any issues before they become significant.

- v. **Interdependencies between phases – low:** This project aims to implement all the recommendations outlined in the Asset Management Plan as part of a single project. Implementation will be guided by the Asset Management Plan prioritised action schedule, this should greatly reduce risk of interdependencies as each task can be completed in full before tackling the next potentially dependent task.
 - vi. **Other (please describe)** N/A
 - vii. **No risk identified** N/A
2. b) **Project Readiness**
- i. **Project site hasn't been finalized** N/A
 - ii. **Land hasn't been acquired** N/A
 - iii. **Potential issues with permits or authorizations (federal, provincial, territorial and municipal) - low:** As this project is focused on upgrading the existing building owned by the NCRD, the only permit needed for this project is the City of Prince Rupert Development Permit. The City has a vested interest in seeing this project come to fruition and, ultimately, increase diversion rates from the landfill.
 - iv. **Industry supply may not be able to meet demand**
 - v. **Funding sources are not secured for the entire project cost (excluding potential ICIP grant not being secured) – low:** the project will not be started until funding is secured and the timelines adjusted accordingly.
 - vi. **Other (please describe) – Securing a contractor for the work – medium.** The North Coast Regional District has had some preliminary discussions, such as with Eby and Sons Construction, to prepare the Roof survey and improve the cost estimates. These initial discussions will support further engagement with potential contractors, once funding is secured. Other aspects of the work will require potential contractors to be identified. However, NCRD has a strong network of possible contractors that will help to reduce the risk.
 - vii. **No risk identified**

c) **Public Sensitivity**

i. **The project has received positive media attention**

- ii. **The project has achieved negative media attention** N/A
- iii. **Certain stakeholders have been vocal about the project** N/A
- iv. **Other (please describe)** N/A
- v. **No risk identified** N/A

57. **Identify broader project risks (excluding those already identified in the federal risk checklist) such as those related to project feasibility, scope, public support, social and environmental impacts, technology, and its long term management. Please list all that are known, and include your evaluation and proposed mitigation for each risk.**

A broader project risk associated with this project is the securing of long-term borrowing from the MFA, should additional funds be required. In past, the NCRD is been successful in securing long-term borrowing funds from the MFA, with minimal opposition with respect to public support. Constituents recognize the vital role the recycling depot plays in the region's environmental sustainability, and often approach the NCRD with requests for additional service such as lengthened hours and additional infrastructure to support customer service and ease of recycling. The NCRD does not foresee that securing funds through borrowing will be an issue.

58. Identify project risks as related to implementation and construction. Please list all that are known, and include your evaluation and proposed mitigation for each risk.

Example: seasonal limitations to construction, potential timing risks or delays, referendum required, unconfirmed grants (other than ICIP), siting not confirmed, environmental assessment/impacts, archaeological sites, cost overruns, etc.)

- No additional risks - all captured above. The greatest risk is the securing of funds. However, without funds secured, this project will not move forward, which, in itself, mitigates any further risk.

Section 7: Management and Planning

Asset Management for Sustainable Service Delivery

The Asset Management BC Framework provides context and can be found on Asset Management BC's website: www.assetmanagementbc.ca. The Asset Management BC Roadmap (found in the "Resources" section of the website) provides a brief summary of the basic building blocks of asset management for sustainable service delivery.

For the infrastructure applied for in this application:

59. Describe how operation and maintenance will be managed over the lifecycle of the infrastructure which is the subject of this application, including how it will be funded.

With the bulk of the capital expenditures covered under this application, the operational and maintenance costs associated with the Facility will be covered under the NCRD Operating Budget. General revenues in this budget include property tax requisitions, sale of materials, and recycling agreements. As shown in Table 8.9 of the NCRD Regional Recycling Depot Asset Management Plan: Past and Projected Operating Budgets, the Total generated revenue (\$732,529 in 2015) exceeds the anticipated expenditures (\$665,577 in 2015), leaving room to support an additional annual maintenance cost of (currently anticipated at \$43,000).

60. Operating and maintenance costs can be reduced over the lifecycle of the infrastructure through appropriate design. How does the project design support efficiencies in operation, maintenance and related costs over the lifecycle of the infrastructure?

As noted in the Asset Management Plan, the greatest potential for cost savings is in improving operational efficiencies so that staff requirements can be reduced. The installation of a new high speed auto tie baler, and implementing other operational improvements such as the loading dock with truck scale, will reduce the facility staffing requirement. Upgrades to electrical distribution equipment and lighting will also reduce the

operational costs of the infrastructure. This project will also reduce the maintenance costs by replacing older units with newer, more efficient models. Improvements such as the truck scale also support longer term reductions in operational costs by creating more efficient work environments. Additionally, as in the case of the new truck scale and auto-tie baler, the project will prevent potential revenue losses caused by failure of old equipment. By completing the improvements as soon as possible, the project also enables there to be cost savings that add up sooner and that can be put towards the long term operating and maintenance costs of the Recycling Depot.

61. Describe the plans in place for the renewal, replacement or rehabilitation of the infrastructure (which is the subject of this application) at the end of its life, including how the renewal will be financed / funded.

Note: proponents are expected to manage the completed project in a financially sustainable manner, including planning for the eventual renewal of the infrastructure without grant support.

The Asset Management Plan details the plans in place for the upgrades outlined in this application. The Regional Recycling Depot Asset Management Plan (attached) includes a thorough review of the existing recycling depot, an Efficiency Review, Condition Evaluation, and Operational and Maintenance Review, Ten Year Asset Management Plans defined for three growth scenarios including facility upgrading strategies based on anticipated serviced population and recyclable quantities. Also included is External Benchmarking to allow for performance comparisons, and a Prioritized Action Schedule for implementing the plans within limited operational capacity, but will be fast-tracked pending approval of this application.

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

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

Lower cost facility improvements are expected to be covered through a Transfer from Reserve. In the absence of a grant, the higher cost items such as the roof membrane replacement, baler, loading dock and scale will require the NCRD to borrow funds from the

NC Municipal Finance Authority and would be implemented at a slower rate with diminished gains from cost savings. Funds for renewal of the Recycling Depot may also be generated through Property Tax Requisitions.

62. What measures will be taken to extend the life of the assets constructed by the project?

Example: preventative maintenance

As shown on the Asset Management Plan Annual Maintenance and Building Repair Budgets (Table 6.1), an annual general maintenance budget of \$12,000/year and an annual vehicle and equipment maintenance budget of \$21,000/year has been included in the plan to enable ongoing preventative maintenance to extend the life of the Recycling Depot assets.

63. How will human resource capacity be supported to enable proactive planning related to sustainable service delivery?

The Regional Recycling Depot has one department head and 5 full-time staff, as well as 2 casual employees. The upgrades will help create operational efficiencies through more efficient and integrated systems that will also help to create an improved and more stable work environment for staff.

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

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

For the Asset Class subject to this application:

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

Does the asset management plan include:

- ☐ ☐ Assets owned and their condition?
- ☐ ☐ Gaps between the current and desired levels of service?
- ☐ ☐ Risks to service delivery?
- ☐ ☐ Practices, projects, and programs required to meet organizational asset management objectives, manage risks, and achieve the desired level of service in the most cost effective way?
- ☐ ☐ An embedded or linked long term financial plan for greater than 5 years that supports ongoing lifecycle costs (capital, operations, and maintenance)?
- ☐ ☐ A maintenance strategy or links to a long term maintenance plan?

- ☐ ☐ A timeline for implementation, resources required, and necessary future improvements to the plan?
- ☐ ☐ A planning timeframe of 10 years or greater?

66. Are renewal dates (and/or the expected lives) of infrastructure assets revised on a frequent basis within the asset inventory/registry based on condition assessment or review of performance data? Describe processes carried out to keep information on assets current, accurate and useful.

As per the North Coast Regional District Tangible Capital Asset Policy, the NCRD uses a tangible capital asset working paper to review renewal dates of infrastructure assets on annual basis. Annual funding allocated toward maintenance in the department is used to offset renewal dates where warranted. The NCRD updates and maintains a registry of all NCRD-owned assets to keep information current, accurate and useful. The annual financial audit provides additional accuracy.

67. Is the renewal of assets planned and prioritized to ensure that service outcomes are met, risks are managed, and costs are optimized? Explain the decision process used for creating short and long term renewal programs (or capital works plans) and identify what information is used to aid decision making for all assets within the class

The renewal of assets is accounted and planned for in the NCRD annual financial planning process to ensure that service outcomes are met, risks are managed and costs are optimized. The decision process for creating short and long-term renewal programs is generally guided by a risk assessment of NCRD infrastructure and operating equipment. Coordination between the Treasurer and the Manager ensures that equipment nearing the end of its useful life is either replaced, maintained to extend the assets life, or transferred to another NCRD department where the useful life can be extended. This is determined by performing a cost-benefit analysis. Asset and operating equipment renewal forecasts are also used, annually, as part of the financial planning process, to gauge useful life of assets and operations, which are adjusted accordingly to meet useful life expectancy.

Climate Change

68. How does the project design incorporate climate change considerations to adapt infrastructure to climate change occurring over its life?

The project incorporates climate change considerations by being responsive to the need to reduce greenhouse gas emissions through its function as a Regional Recycling Facility. The project design is also aimed at improving operational efficiencies such as lighting and electrical upgrades that will also enable less energy use and therefore a reduced production of greenhouse gases.

68. How will the project mitigate climate change?

The Regional Recycling Depot Asset Upgrade project will mitigate climate change by reducing solid waste-related greenhouse gas emissions. Greenhouse gas emissions will be lowered by reducing the demand for new products and materials. As noted in BC's Climate Action Toolkit (<https://www.toolkit.bc.ca/tool/recycling-and-waste-reduction>), there is a higher energy intensity and subsequent greenhouse gas emissions related to producing new materials than utilising materials recovered through recycling. Additionally, the Regional Recycling Facility reduce transportation costs associated with waste management by lengthening the use of the local landfill to manage solid waste from Prince Rupert and surrounding areas by diverting a significant portion through recycling. This would reduce the costs of transporting waste to

another landfill. The next closest landfill site to Prince Rupert is in Terrace, 140km away. Reduced transportation of solid waste will also result in reduced greenhouse gas emissions.

70. Will the project achieve a reduction in greenhouse gas emissions? (Yes/No) Yes

- a) If Yes, Estimate how much of a reduction in greenhouse gas emissions will be achieved (in tonnes CO2 equivalent per year). [See website for methodology]

Following implementation of the changes recommended in the Asset Management Plan, the NCRD anticipates an additional 1,200 tonnes/year of recyclable material to be diverted from the City of Prince Rupert landfill. A GHG equivalent amount of approximately 2,596 tonnes of CO2/year.

- b) If Yes, Briefly describe how the project will reduce greenhouse gas emissions.

As noted above, the project will reduce greenhouse gas emissions by enabling the utilisation of materials recovered through recycling and therefore reducing the demand for new products and materials that require a higher energy intensity and result in higher greenhouse gas emissions related to production. Additionally, through diverting solid waste from the local landfill, the Regional Recycling Facility will lengthen the use of the local landfill and thereby reduce greenhouse gas emissions associated with transportation of waste to alternative and potentially further landfills (At present, the nearest alternative is in Terrace, which is 140Km away).

Outcome Specific Questions

Depending upon the federal Outcome selected in Question 7, the applicant will be asked to answer ONE of the corresponding sets of Outcome Specific Questions on the following pages.

Outcome 1: The project will increase the capacity to treat and/or manage wastewater

Outcome 2: The project will increase the capacity to treat and/or manage stormwater

Outcome 3: The project will increase access to potable water

Outcome 4: The project will increase capacity to reduce and/or remediate air pollutants (through solid waste diversion)

Outcome 5: The project will increase capacity to reduce and/or remediate soil pollutants

Outcome 4: The project will increase capacity to reduce and/or remediate air pollutants (through solid waste diversion)

Projects eligible under the Environmental Quality sub-stream must be public infrastructure (capital assets) owned by a First Nation or Local Government. The desired outcome of the Solid Waste Diversion category is to divert materials from entering landfills in order to reduce air pollution and to create increased capacity to process the diverted materials within the solid waste stream.

Program Targets & Benefits

1. Does the project reduce the amount of solid waste entering a landfill / increase the amount of waste diverted from disposal? Examples include: recycling, composting or anaerobic digestion infrastructure. (Yes /No) Yes

- a) (If Yes) What is the estimated amount of waste that will be diverted annually? Calculation will use the Generally Accepted Principles for Calculating Municipal Solid Waste Systems Flow and should be calculated in wet tonnes. *

As noted in the Asset Management Plan, as of 2015, the Recycling Depot diverts 2,499 tonnes, a significant amount, of solid waste from the landfill. The Recycling Depot Upgrade Project will increase the capacity of the Depot to manage 3,700 tonnes of recyclables a year, which is an increase of almost 50% in capacity to handle recyclables.

- b) What is the diverted amount in Kg/capita/year? **

202.75KG/capita/year

- c) Describe the service area that was used to estimate the waste diversion amount.

The entire population of the Regional District will be able to utilise the upgraded Recycling Facility, so the population of the Regional District was used in the kg/capita/year calculation.

2. Solid waste infrastructure is regulated under the Environmental Management Act. Describe how the project relates to and aligns with a Solid Waste Management Plan and waste diversion targets. Describe any local regulations and bylaws which will apply to or affect the project.

The project will directly contribute towards the waste diversion targets set out in the regional district's Solid Waste Management Plan as reviewed by the Ministry of Environment, by diverting approximately 3700 tonnes of recyclable material from the landfill each year. Landfill regulations as outlined in Solid Waste Bylaw 3223 with Amendments A-E and Solid Water Amendment Bylaw 3341 outline a number of incentives that are used to reduce the amount of solid waste being landfilled including: bag limits, fee for extra bags, tipping fees, and material bans.

3. How does the project reduce air emissions from being introduced to the environment? Include the targeted pollutants/chemicals and estimated reductions, as well as describing methods used to reduce the amount or the effects of pollutants.

The project reduces air emissions from being introduced to the environment through reducing the generation of emissions from new materials, and reduced emissions related to transportation. The Recycling Depot will also support the diversion and recycling of potentially harmful materials such as batteries, refrigerators, and waste oils.

As noted, based on Environment Canada's Greenhouse Gas and Criteria Air Contaminants Calculator, it is anticipated that 2,596 tonnes of CO₂ greenhouse gases will be reduced annually. Additionally, it is anticipated that 6.3 tonnes of sulphur oxide, 1.2 tonnes of

particulate matter, 2.8 tonnes of nitrogen oxide, 2.3 tonnes of volatile organic compounds, 15.1 tonnes of carbon monoxide, and 5 kilograms of ammonia emissions will be reduced.

Managing Demand

4. What will be the effect of the project on landfill lifespan within the service area?

Example: The expected closure date of the regional landfill was 2035, but with this diversion infrastructure, the lifespan of the landfill will be extended to 2050.

The Prince Rupert landfill received more than 12,000 tonnes of waste per year in 2014. It is currently close to maximum capacity and as a result, Prince Rupert has since 2014 been working on upgrades estimated at \$9.5 million, with a new cell anticipated to open in 2021 and provide about 54 years of capacity. By increasing the Recycling Depot's capacity to 3700 tonnes from 2500 tonnes, this diversion infrastructure is estimated to increase the lifespan of the landfill by about 60 years if only estimating based on increased capacity. If the full capacity of the Recycling Depot were to divert from the 12,000 tonnes of waste per year, the lifespan of the landfill would be increased to 78 years.

4. Does the community have a zero-waste initiative, and how does the project apply or support zero waste?

The North Coast Regional District signed the 2011 B.C. Climate Action Charter, with the commitment to take actions to become carbon neutral in their corporate operations and reduce community-wide emissions. While the North Coast Regional District does not have a specific zero-waste initiative, a stated goal in the Regional Solid Waste Management Plan, S3, 1996 is to manage solid waste in a way that will have minimal impact on the environment. This project supports zero waste by building the capacity in the North Coast region to collect and enable the reuse of materials that would otherwise be wasted. The project will also reduce waste from production of new materials.

Environmental Benefits

6. How is the management of solid waste integrated with other services in the community?
How will the project integrate with the other services?

Management of solid waste in the North Coast region takes an integrated effort. Locally, the City of Prince Rupert, owns and manages the Prince Rupert landfill and the NCRD owned North Coast Regional Recycling Depot. Through landfill regulations outlined in the Solid Waste Bylaw 3223 with Amendments A-E and Solid Waste Amendment Bylaw 3341, the City of Prince Rupert provides incentives for the reduction of waste to the landfill and redirection to the recycling facility. The City of Prince Rupert points to the NCRD Regional Recycling Depot under their Garbage and Recycling services.

Additionally, a number of collection locations are provided in the community as outlined in the NCRD Recycling webpage (www.ncrdbc.com). For example, collection locations are provided at the two major grocery stores in Prince Rupert. Drop off bin locations are also located in all communities serviced on Haida Gwaii including at the Islands Solid Waste Landfill, thereby providing an integrated and easy access point of use for NCRD residents.

The NCRD recycling page also makes note of the related bottle depots in Prince Rupert, Queen Charlotte and Masset, as well as retail returns which, through the ability to obtain a refund, provides additional incentives to recycle solid waste. Additionally, through service agreements with local First Nations, recycling receptacles are located throughout each First Nation reserve, which in turn are collected and shipped by the NCRD, to be processed at the regional recycling depot.

7. If your organization also operates a landfill, how is leachate recovered and treated at the landfill and how is it disposed of or discharged to the environment? Describe the collection and treatment systems and identify the final location for disposal or natural receiving environment for discharge.

The NCRD uses a leachate collection system that consists of leachate collector pipes installed under the progressive closure area liner with tie-ins to allow for future expansions. The leachate breakouts have been small enough that the NCRD collects the leachate pipes into a system of two leachate tanks with natural attenuation. When one tank fills, it then flows to the second tank to create a hold area in two tanks that are covered with a decking material to allow evaporation. There is an outflow to a leachate infiltration pit, which then flows into a natural pond prior to leaving the landfill site. Due to the low volumes of leachate, the NCRD has two access points to allow rain water to enter the pipes to maintain levels in tanks and keep the flow in pipes to prevent clogging. The NCRD employs a regular monitoring regime of the leachate tanks with lab testing completed regularly.

8. Describe how the following are applied through the project:
 - The recovery and reuse of resources (the capture and reuse of materials that would otherwise be wasted)

The core aspect of the Recycling Depot is to enable the recovery and reuse of resources that would otherwise be wasted. The project aims to maximise the capacity of the facility to handle projected waste generated under a high growth scenario, thereby ensuring that as much as possible recycled.

Specific to the renovations, during asset management planning, the Regional Recycling Facility was evaluated to assess whether the condition of the building and interior components remained suitable for its current use. The structural steel building frame was found to be in good condition with no indication of rust or deterioration. However, some components including the interior walls and roof were found to be in significant need of repair. The recommended approach was to repair and renovate the existing building and address any deterioration concerns while upgrading key components to improve operational efficiency.

- The reduction of natural resources, and the estimated quantity reduced.

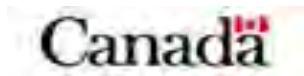
N/A

- The use of natural assets utilized to deliver a service normally provided by built infrastructure.

N/A

- Protection, enhancement or restoration of the natural environment.

The project will result in the protection of the natural environment. The NCRD Regional Recycling Depot and the upgrade project will enable the diversion of a significant quantity of solid waste from the landfill. This waste includes material that contains components harmful the environment such as batteries, waste oil, fridges and freezers. Additionally, as noted in previous sections, this project will reduce greenhouse gas emissions by reducing the need for production of new material, as well as reducing emissions as a result of needing to transport material to new further landfill sites.



Investing in Canada Infrastructure Program



Green Infrastructure - Environmental Quality

Detailed Cost Estimate

Applicant Name: North Coast Regional District

Project Number: PRJ15050

Project Title: Regional Recycling Depot Asset Upgrade Project

Project Category: Solid Waste Diversion

Sperling Hansen Associates with McElhanney Consulting
Services Ltd. and Carney's Waste Systems; additional roofing

Cost Estimate Developed By: cost estimate completed by AASE Roof Inspection Ltd.

Date of Cost Estimate (DD-MM-YYYY): 01-12-2016

Cost Estimate Class: (A,B,C,D) Roof replacement is a Class A cost estimate. All other costs are Class D cost estimates.

ELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
Project Planning				
For example, costs associated with environmental assessment, aboriginal consultation, climate lens assessments, community employment benefit plans	Engineering of the loading dock and truck scale			15000.00
Planning Sub-Total:				\$15,000
Design / Engineering				
(Note max 15% of construction project costs should be engineering/consulting fees)				
Design / Engineering Sub-Total:				\$0
Construction / Materials				

	Description	Quantity	Per Unit Amount	Total Cost
Items should reflect the major components in your project without going into specific detail, add lines as necessary	Material Storage Bunkers			
	Subtotal for building repair and upgrading:			
	- Glass Dust Control			
	-Roof Replacement and Repairs			492,946.00
	-Building Interior Wall Repairs			
	-Column Barriers/Protection			
	-Concrete Floor Slab Crack Repairs			
	Electrical Upgrades:			
	-Electrical Code Non-Compliance			
	-Emergency Lighting Design and Upgrade			
	-Replacement of Electrical Distribution Equipment			127,500.00
	-Fire System Design and Upgrade			
	-Indoor & Outdoor Lighting Efficiency Upgrade			
	-Security System Design and Upgrade			
	Infrastructure Improvement:			
	-Auto Tie Baler			400,000.00
	Infrastructure Improvement:			
	-Loading Dock			300,000.00
	Infrastructure Improvement:			
	-Truck Scale			225,000.00
	Infrastructure Improvement:			
	-Small Vertical Baler			40,000.00
Construction / Materials Sub-Total:				\$1,585,446

Other Eligible Costs				
For example (communications, testing)	Building permits and inspection			10,237.43
Other Eligible Costs Sub-Total:				\$10,237.43

Contingency				
	10% Contingency			160,044.60
Contingency Sub-Total:				\$160,044.60
TOTAL ELIGIBLE COSTS*:				\$1,770,728.03

INELIGIBLE COSTS				
------------------	--	--	--	--

	Description	Quantity	Per Unit Amount	Total Cost
	Description	Quantity	Per Unit Amount	Total Cost
Land Acquisition Cost				
Leasing Land, Building and Other Facilities				
Financing Charges				
Legal Fees				
In-kind Contribution				
Tax Rebate				
Other	Routine repair and maintenance costs			43000.00
TOTAL INELIGIBLE COSTS*:				\$43,000.00

TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*:		\$1,813,728.03
--	--	-----------------------

***Totals must match totals in the Project Costs section of the Application Form.**

Cost Estimate Comments

Please add any information that you feel is relevant to your cost estimate



Staff Report

Date: August 17th, 2018

To: D. Chapman, Chief Administrative Officer

From: S. Gill, Treasurer

Subject: Elected Officials Remuneration

Recommendations:

THAT the staff report entitled “Elected Officials Remuneration”, dated August 17th, 2018, be received;

AND THAT the Board of the North Coast Regional District direct staff to bring forward an amendment to Bylaw 537, as per option 2 of this report, for consideration at the next regular meeting of the North Coast Regional District Board.

PURPOSE:

Effective January 1, 2019 there will be changes to the one-third tax free exemption local government officials currently receive as part of their salary. The intent of this report is to provide details on the financial impact of the legislated changes to the North Coast Regional District (NCRD) and its Board of Directors. This report also provides options that the Board may wish to consider.

BACKGROUND:

The NCRD Board of directors currently receive a non-accountable allowance for expenses which equates to 1/3 of the Directors’ remuneration being exempt from income tax and Canada Pension Plan (CPP).

The 2017 Federal Budget received royal assent on June 22, 2017 (Bill C 44). This legislation removed the allowance for 1/3 non-taxable expenses effective January 1, 2019. As a result, Directors will see a reduction in net take-home pay in the next fiscal year. This is because additional source deductions will be withheld and remitted to the Canada Revenue Agency (CRA).

Furthermore, the NCRD is currently able to claim a GST credit based 1/3 of total remuneration paid. This results in a refund of roughly \$2,400 per annum. However, due the changes outlined above the NCRD will no longer be able to claim these allowances on the quarterly GST return.

DISCUSSION:

Generally, employment contracts and salary grids are typically established on gross pay and not net pay. Therefore, any changes to legislation that **affect an employee's take home pay** are not considered during a salary review or negotiation. For example, if the federal government changes employment insurance (EI) rates, CPP rates, or income tax rates, **an employee's gross wages** are not changed to maintain the same net take-home pay.

However, it should be recognized that elected officials can argue that they are not fairly compensated for their time, effort and out of pocket expenses. Therefore, establishing a discussion on remuneration based on net take home pay rather than gross pay is defensible.

Option 1: Do Nothing

Appendix 1 provides details on the estimated 2019 gross remuneration and net remuneration for the Directors. The first table in Appendix 1 provides specifics under the current rules, whereas the second table shows the results of what the net pay will be under the new legislation. As a result of these changes, the Directors net take-home pay will decrease by **\$13,386**. Furthermore, NCRD will be required to make additional employer paid CPP Contributions of roughly \$2,649. This is a **\$16,035** total impact to the taxpayers in the NCRD. This equates to roughly **60 cents** in additional property taxes for the average valued residential property in the NCRD

<i>Stakeholder</i>	<i>Financial Impact of Option 1</i>
<i>Board of Directors</i>	\$13,386 in lost net pay
<i>Tax Payers</i>	\$16,035 in additional taxes
<i>Increase in Property Tax</i>	60 cents in additional property taxes on avg residential property

Option 2: Equalize Net Take-Home Pay

Appendix 2 provide details on the estimated 2019 gross remuneration and net remuneration for the Directors. A \$17,850 increase in gross pay equalizes the net pay to directors, which can be seen on the second table in Appendix 2. The gross up on remuneration would mean **zero**

changes to their take-home pay. However, the impact to taxpayers in NCRD would be an additional **\$21,383** or approximately **80 cents** in additional property taxes for the average valued residential property in the NCRD.

<i>Stakeholder</i>	Financial Impact of Option 2
<i>Board of Directors</i>	No impact on net pay
<i>Tax Payers</i>	\$21,383 in additional taxes
<i>Increase in Property Tax</i>	80 cents in additional property taxes on avg residential property

The difference between option 1 and option 2 is **20 cents** in additional property taxes for the average valued residential property in the NCRD.

Option 3: Provide Directors with T2200

This option would provide directors with a T2200 form which would be included in their personal taxes. This form would be used to allow elected officials to track and claim expenses. The intent here is that Directors could track and account for expenses that the previous 1/3 allowance was intended to cover.

The expenses claimed on the T2200 would be a direct deduction as opposed to a credit on Directors' personal taxes.

This option would require a lot of effort and additional time on the part of each Director to keep clear records and support each item claimed by retaining receipts in the event CRA audits any of the claims. It should also be noted that meals and entertainment expenses are limited to only a 50% deduction.

Option 4: Decide after Election

The Board may wish to defer any decision making until after the October election. This option puts the decision on the new elected officials as they would be most affected by the change in legislation.

RECOMMENDATION:

Option 2 will ensure that Directors will have zero financial impact when the new legislation becomes effective on January 1, 2019. Furthermore, the financial impact on taxpayers in the NCRD between option 1 and option 2, is minimal, at approximately **20 cents** per average household.

Option 2 will also reduce the risk of CRA audits and the time needed to track and account for expenses incurred for the NCRD as opposed to option 3.

Based on the above factors staff recommends that option 2 be adopted in order to offset the elimination of tax exemptions that apply for non-accountable expenses paid to elected municipal Directors, effective January 1, 2019

Option 1: Do Nothing

2019 Net Board Remuneration Prior to Legislative Change, with Regular CPI Increase:

<i>Total Estimated 2019 Board Remuneration with 2% CPI Increase</i>		160,568
<i>1/3 Tax Exemption</i>		(53,523)
<i>Total Taxable Income</i>		107,045
<i>Less: Combined Federal & Provincial Tax rate on first \$39,676</i>	20.06%	(21,473)
<i>Less: CPP Deduction</i>	4.95%	(5,299)
<i>Add: Tax Free Remuneration</i>		53,523
<i>Estimated Net Pay to Directors</i>		133,796

2019 Net Board Remuneration with to Legislative Change, with Regular CPI Increase:

<i>Total Estimated 2019 Board Remuneration with 2% CPI Increase</i>		160,568
<i>1/3 Tax Exemption</i>		
<i>Total Taxable Income</i>		160,568
<i>Less: Combined Federal & Provincial Tax rate on first \$39,676</i>	20.06%	(32,210)
<i>Less: CPP Deduction</i>	4.95%	(7,948)
<i>Estimated Net Pay to Directors</i>		120,410

Option 2: Equalize Net Take-Home Pay

2019 Net Board Remuneration Prior to Legislative Change, with Regular CPI Increase:

Total Estimated 2019 Board Remuneration with 2% CPI Increase		160,568
<i>1/3 Tax Exemption</i>		(53,523)
<i>Total Taxable Income</i>		107,045
<i>Less: Combined Federal & Provincial Tax rate on first \$39,676</i>	20.06%	(21,473)
<i>Less: CPP Deduction</i>	4.95%	(5,299)
<i>Add: Tax Free Remuneration</i>		53,523
Estimated Net Pay to Directors		133,796

2019 Net Board Remuneration with to Legislative Change, with Regular CPI Increase:

Total Estimated 2019 Board Remuneration with 2% CPI Increase		160,568
<i>1/3 Tax Exemption</i>		
<i>Increase wage to equalize net pay</i>	11.12%	17,850
<i>Total Taxable Income</i>		178,418
<i>Less: Combined Federal & Provincial Tax rate on first \$39,676</i>	20.06%	(35,791)
<i>Less: CPP Deduction</i>	4.95%	(8,832)
Estimated Net Pay to Directors		133,796



Staff Report

Date: August 17th, 2018

To: D. Chapman, Chief Administrative Officer

From: D. Fish, Corporate Officer & S. Gill, Treasurer

Subject: Gas Tax – Funding for the Rennell Sound Recreation Site

Recommendations:

THAT the staff report entitled “Gas Tax – Funding for the Rennell Sound Recreation Site” be received;

AND THAT the Electoral Area Advisory Committee provide further direction to the North Coast Regional District Board with respect to the use of community works funds, in the amount of \$100,000, to be allocated to the Rennell Sound recreation site project.

PURPOSE:

Staff has been directed to bring forward a report with respect to the use of Gas Tax (CWF) funding, in the amount of \$100,000, to be allocated toward the Rennell Sound recreation site redevelopment project. This report summarizes current NCRD CWF funding available and eligible CWF project categories, as well as lays out particulars on the use of funding with respect to the Rennell Sound project.

BACKGROUND:

At its Special meeting held July 25, 2018, the Board of the NCRD resolved to submit an application to the BC Rural Dividend Fund to support the Rennell Sound recreation site project. At that same meeting, the Board also resolved to submit an application to the Gwaii Trust Society's Special Projects Fund to fund additional costs not covered by the BC Rural Dividend Fund.

In addition to the BC Rural Dividend and Gwaii Trust Special Proposal funds, the Misty Isles Economic Development Society (MIEDS) is requesting that the NCRD allocate \$100,000 of CWF toward the Rennell Sound recreation site project. Funding from the NCRD is earmarked to be used as follows:

Use of Funding	Funding Amount
Inter-campsite roads: vegetation removal, subgrade construction, surfacing	\$70,377
Campsites: vegetation removal, subgrade construction, surfacing, amenities	\$7,155
Miscellaneous infrastructure: outhouses, group shelters, signage, information kiosk	\$18,968
Day use area: vegetation removal, subgrade construction, surfacing, amenities	\$3,500
Total:	\$100,000

DISCUSSION:

The CWF provides semi-annual funding to local governments so that they may make choices about which eligible projects to fund. Appendix A of this report includes current NCRD CWF. Appendix B of this report outlines the various eligible project categories under the CWF program.

CWF provides funding for 'recreation infrastructure' such as large facilities or complexes which support physical activity; community centers that offer programming to the community at large; and/or networks of parks, fitness trails and bike paths. While the Rennell Sound recreation site project meets the project eligibility requirements of the CWF, the Board may wish to consider the nature of the request for funding.

Typically, CWF is used by local governments to support projects, mainly infrastructure, in which the local government has a vested (ownership) interest in the project. This project in particular requests CWF from the NCRD, with no ownership or express interest in the development, outcome or operation of facilities and infrastructure related to the Rennell Sound recreation site project.

An agreement struck between the NCRD and MIEDS indicates that management of the Rennell Sound recreation site project will be overseen by MIEDS and the Province of B.C., and further specifies that the NCRD will not assume responsibility for any unforeseen, ongoing or project overrun costs, including operational and capital costs arising from completion of the Rennell Sound recreation site project.

As per NCRD Board policy, *Approval for the Use of UBCM Community Works Fund and NDIT Funds*, the choice of whether or not to allocate CWF toward the Rennell Sound recreation site rests with the EAAC, and will require recommendation to the NCRD Board for enactment.

It should also be noted that, should the NCRD Board resolve to support this request, a financial plan amendment to account for the expenditure will be required.

RECOMMENDATION:

Staff is seeking a recommendation from the Electoral Area Advisory Committee with respect to the use of Community Works Funding, in the amount of \$100,000, to be allocated toward the Rennell Sound recreation site project, as outlined above.

NORTH COAST REGIONAL DISTRICT												
GAS TAX FUNDING												
(As of August 3, 2018)												
	2005 to 2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Opening Balance	\$ -	\$ 255,892.75	\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 759,319.36	\$ 977,871.43	\$ 1,120,653.52	\$ 1,324,768.00	\$ 1,456,161.44	1,681,194.53
Revenue												
UBCM Contribution	\$ 255,892.75	\$ 115,867.88	\$ 211,483.66	\$ 209,007.96	\$ 208,989.44	\$ 208,989.44	\$ 208,915.35	\$ 194,687.08	\$ 194,687.08	\$ 201,243.02	\$ 203,310.24	\$ 105,462.19
Interest		\$ 16,107.68	\$ 19,072.08	\$ 10,182.22	\$ 14,321.02	\$ 10,671.51	\$ 9,636.72	\$ 13,595.01	\$ 9,427.40	\$ 10,150.42	\$ 21,722.85	\$ 10,861.43
Total	\$ 255,892.75	\$ 387,868.31	\$ 544,052.13	\$ 725,664.20	\$ 778,247.66	\$ 746,621.99	\$ 977,871.43	\$ 1,186,153.52	\$ 1,324,768.00	\$ 1,536,161.44	\$ 1,681,194.53	\$ 1,797,518.15
Used		\$ (74,371.92)	\$ (37,578.11)	\$ (170,727.00)	\$ (251,286.62)	\$ 12,697.37	\$ -	\$ (65,500.00)	\$ -	\$ (80,000.00)	\$ -	
Total Available	\$ 255,892.75	\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 759,319.36	\$ 977,871.43	\$ 1,120,653.52	\$ 1,324,768.00	\$ 1,456,161.44	\$ 1,681,194.53	\$ 1,797,518.15
Expended	2005 to 2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Area D OCP *		\$ 74,371.92	\$ 9,443.11	\$ 16,185.00	\$ 6,893.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area A & C OCP										\$ 80,000.00	\$ -	\$ -
Area A Dodge Cove Water System *		\$ -	\$ -		\$ 17,613.29	\$ (17,613.29)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area C Oona River Community Hall *		\$ -	\$ 28,135.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Haida Gwaii Progressive Landfill Closure **				\$ 154,542.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area E Sandspit Community Hall *		\$ -	\$ -	\$ -	\$ 226,780.33	\$ 4,915.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mainland Recycling Transfer Station								\$ 65,500.00	\$ -	\$ -	\$ -	\$ -
Total		\$ 74,371.92	\$ 37,578.11	\$ 170,727.00	\$ 251,286.62	\$ (12,697.37)	\$ -	\$ 65,500.00	\$ -	\$ 80,000.00	\$ -	\$ -
GL 01-6-000-2404 Gas Tax		\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 512,640.02	\$ 748,647.85	\$ 943,242.18	\$ 1,072,429.26	\$ 1,267,116.34	\$ 1,388,359.36	\$ 1,591,669.60	\$ 1,697,131.79
GL 01-6-000-2405 Interest		\$ -	\$ -	\$ -	\$ 14,321.02	\$ 24,992.53	\$ 34,629.25	\$ 48,224.26	\$ 57,651.66	\$ 67,802.08	\$ 89,524.93	\$ 100,386.36
		\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 773,640.38	\$ 977,871.43	\$ 1,120,653.52	\$ 1,324,768.00	\$ 1,456,161.44	\$ 1,681,194.53	\$ 1,797,518.15

Examples of Eligible Projects

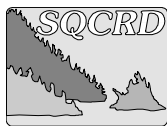
Project Category	Description	Examples
Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	<ul style="list-style-type: none"> • Transit infrastructure such as rail and bus rapid transit systems, and related facilities • Buses, rail cars, ferries,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

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

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

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

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



Skeena-Queen Charlotte Regional District

BOARD POLICY

Title:	Approval for the Use of UBCM Community Works Fund and Northern Development Initiative Trust Funds	
---------------	---	--

1. PURPOSE

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

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

2. POLICY

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

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

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

3. TERMS/DEFINITIONS

N/A

4. SCOPE

This policy applies to the following:

- a) UBCM
 - i) Community Works Fund

b) Northern Development Initiatives Trust

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

5. RESPONSIBILITY

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

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

6. PROCEDURE

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

7. REFERENCES – Not applicable

Approval Date:	August 9, 2013	Resolution No.	312-2013
Amended:			



Staff Report

Date: August 17, 2018

To: D. Chapman, Chief Administrative Officer

From: M. Williams, Planning Consultant

Subject: Referral – Ferry Service

Recommendations:

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

BACKGROUND

The North Coast Regional District received a Land Referral from the Province of BC for a license of occupation for the wharf adjacent to the existing BC Ferry site at Skidegate Landing.

The Ministry of Transportation and Infrastructure 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.

APC COMMENT

The Graham Island APC did not provide comment on this referral.

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.

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

The BC Ferries Skidegate terminal property and ferry berths are split by the existing timber wharf which has small boat access float. BC Ferries would like to gain custody of this wharf so that it can be used for a potential future water taxi service, to augment the existing ferry service, and/or be removed to allow for terminal expansion in the future if required. Having custody of this wharf allows for future flexibility on a constrained site and allows for simplification of security gates at this terminal.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
None			
Add Row			

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



A meeting was held with the Skidegate Band Council / Haida Nation regarding terminal development.

2.0 Location

2.1 Description

Provide a general description of the location of the project:



Skidegate ferry terminal on Haida Gwaii.

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



Current ferry terminal.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Unknown at this time.		
Add Row		

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
Unknown at this time.		
Add Field		

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
N/A						
Add Field						

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



Unknown at this time.

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
As per existing					
Add Field					

3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:



Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
As per existing.					
Add Field					

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☐ Yes ☒ No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?



☒ Yes ☐ No

Identify all works that may affect the Riparian zone, the impacts, and proposed mitigations:

Work Type	Impacts	Proposed Mitigations
If repairs or removal are required at some point in the future.	Minimal	As per an Environmental Management Plan and/or permitting requirements.
Add Field		

4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes ☒ No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☒ Yes ☐ No

Please include information or reports generated:

An AOA and AIA were conducted for previous projects at the Skidegate ferry terminal and artifacts were not found in and around the existing wharf. The area is known as a previous landing for fishing activities for the local First Nations prior to BC Ferries terminal being built.

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Unknown at this time.		
Add Field		

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? ☐ Yes ☒ No

Odor? ☐ Yes ☒ No

Gas? ☐ Yes ☒ No

Fuel Emissions? ☐ Yes ☒ No

4.3 Water or Land Covered by Water Impacts

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

4.4 Fish and Wildlife Habitat Impacts

4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

([BC Wildlife Act](#))

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ Yes ☒ No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

This timber wharf is surrounded by the BC Ferries terminal and is locked behind a gate currently.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)

☐ Yes ☒ No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

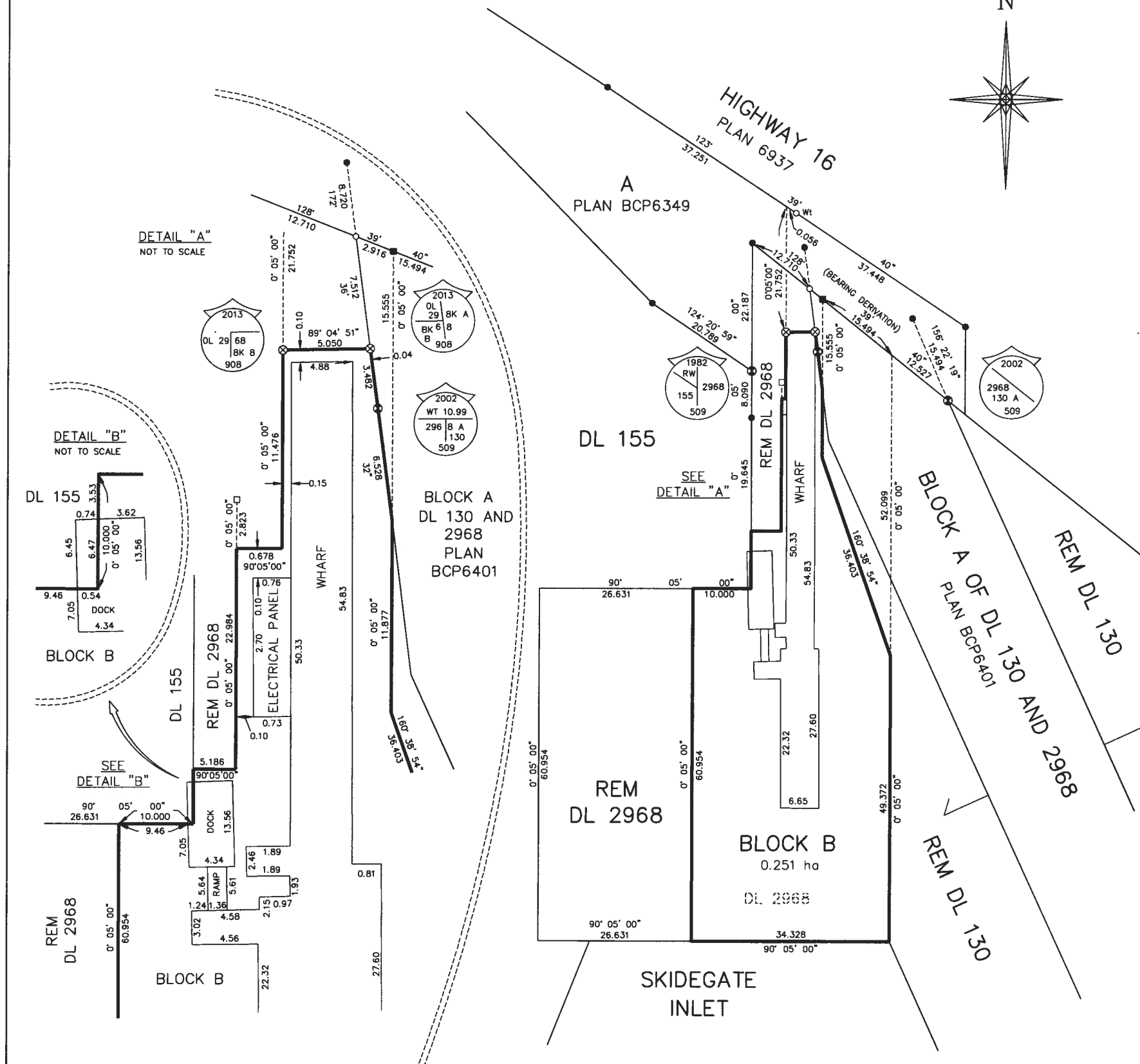
5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



No change currently planned.

BCGS 103 F 030



THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH
BY 432mm IN HEIGHT (SHEET SIZE C) WHEN PLOTTED AT
A SCALE OF 1:500

DISTANCES ARE HORIZONTAL GROUND LEVEL DISTANCES EXPRESSED
IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE SPECIFIED

BEARINGS ARE ASTRONOMIC AND ARE DERIVED FROM PLAN 8CP6401


LEGENO :

FOUND	PLACED	DESCRIPTION
■	□	LEAD PLUG
⊗	⊗	STANDARD CAPPED POST
●	○	STANDARD IRON POST

THIS PLAN LIES WITHIN THE SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED BY
AARON G SHUFLETOSKI, 8CLS, ON THE 12TH DAY OF MARCH, 2013

CAD FILE: T01318-BLOCK B.OWG(MAR 26/13)

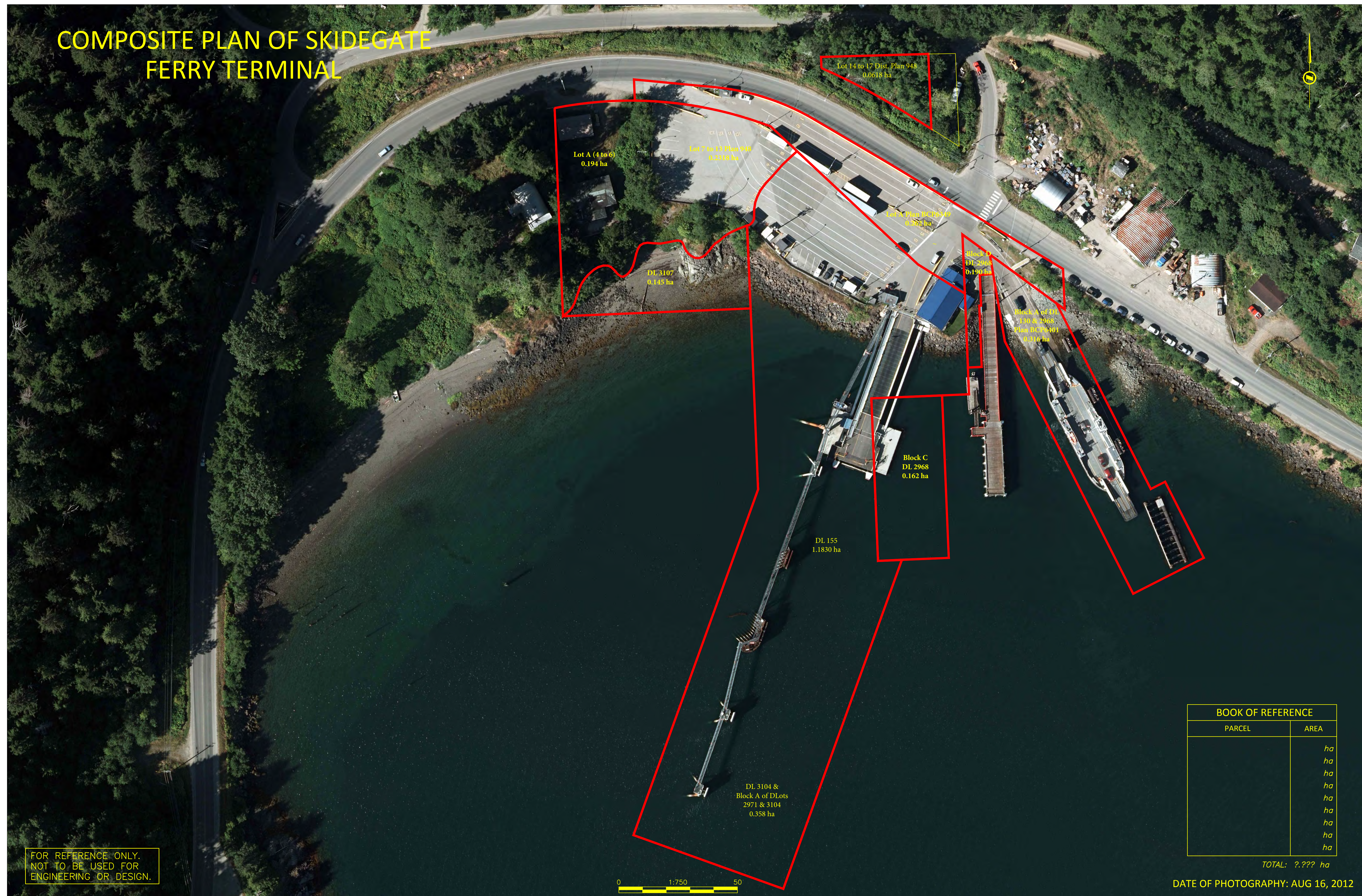
UNDERHILL & UNDERHILL
PROFESSIONAL LAND SURVEYORS
 204-153 SEYMOUR STREET
KAMLOOPS, B.C. V2C 2C7
TEL (250) 372-8835

CROWN LANDS FILE #0129931

DRAWN BY: 8MR F.B. 630 Pg. 25-39 FILE NO. K13-041/V12079-1

THIS PLAN SHOWS ONE OR MORE WITNESS POSTS
WHICH ARE NOT SET ON THE TRUE CORNER(S)

COMPOSITE PLAN OF SKIDEGATE FERRY TERMINAL



FOR REFERENCE ONLY.
NOT TO BE USED FOR
ENGINEERING OR DESIGN.

BOOK OF REFERENCE	
PARCEL	AREA
	ha
	ha
	ha
	ha
	ha
	ha
	ha
TOTAL: ???? ha	

DATE OF PHOTOGRAPHY: AUG 16, 2012

E				K			
D				J			
C				H			
B				G			
A				F			
REVISIONS				REVISIONS			
Y/M/D				Y/M/D			
BY				BY			

REVIEWED FOR
USE IN CONSTRUCTION _____

DRAWN BY: DS _____ DESIGN BY: _____

DATE: 2017/09/27 _____ CHECKED BY: _____

FILE No.: FILE_NO _____ SCALE: 1:500 _____

PAGE SIZE: A1 (841x594mm)



SKIDEGATE	
COMPOSITE PLAN	
DESCRIPTION	DRAWING No.: SKID-TDP-V01
CANCEL PRINTS BEARING EARLIER REVISION	



Staff Report

Date: August 17, 2018

To: D. Chapman, Chief Administrative Officer

From: M. Williams, Planning Consultant

Subject: Referral – Lagace Lumber

Recommendations:

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

BACKGROUND

The North Coast Regional District received a Land Referral from the Province of BC for a lease for industrial purposes (saw milling and minor log handling). The property is within the Village of Queen Charlotte.

The Ministry of Transportation and Infrastructure 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.

APC COMMENT

The Graham Island APC did not provide comment for this referral.

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.

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

Lagace Lumber is a small business based out of the Village of Queen Charlotte. We provide Marine Tugboat and booming services, operate a small sawmill, along with other activities related to our mill operations. We are a successful local business that has been in operation for 35 years.

We started out as a boat logging operation, selling logs - however soon found this work to be only seasonal. We expanded our business to include a sawmill to keep our operations going year-round. Today we provide marine services with our tugs, supply local markets with lumber from our mill, salvage logs and do value added projects with our lumber.

We are presently active on the property and the foreshore.

We supply seasonal storage for dock floats which we also build, and engage in maintenance and repairs as they arise.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Not Applicable - Existing site see background information above			
Add Row			

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



This management plan is being submitted to the District's Solutions Table for consultation with the Haida Nation. I have however had other peripheral contact with CHN in the past through supplying lumber for paddles for canoes, etc. When this operation first began, this was one of the only small mills on Haida Gwaii, and we have therefore supported a number of clients.

Presently we have provided services for first nation run corporations like Taan Forest within the marine logging sector as well as marine services to Haico with for the set up of various fishing and Eco-tourism lodges. Lagace Lumber Ltd has assisted both parties since their conception. This shows a long standing positive relationship with first nations.

2.0 Location

2.1 Description

Provide a general description of the location of the project:



Bearskin Bay, Haida Gwaii

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



Please take into consideration that we are set up on the site and have been set up there for 30 + years, having to relocate our business at this time would cause significant negative impacts to our local business.

We sought property with beach access to conduct our operations. Beach access property was needed to get our logs to the mill and to do our value added projects such as building dock floats, or bring floats in, and deliver/set up anchors. With access to the beach we can load cement blocks/anchors/can buoys etc out to be placed in the aquatic area. We also needed beach access property to do repairs and maintenance to the floats and to small vessels.

There is no place in Queen Charlotte to pull boats out to complete repairs other than in the tidal grid. This is the only parcel with beach access located in the Industrial zone of Queen Charlotte viable for our business.

The upland property is the necessary land base for our business. It is located in the industrial zone consistent with zoning bylaws, in the Village of Queen Charlotte. It is occupied by our sawmill, tool shed, equipment, and storage facility necessary for our operations. Lagace Lumber has had a legal survey done on the property in 1986, and holds a \$1000 security deposit. We have always paid the property taxes to the Province, and to date are current.

Environmental - We have always maintained a buffer zone around the perimeter of the property to minimize environmental impacts. Environmental impacts from our mill is nil. Saw dust is mainly kept and used in front of the mill as a ramp to access to the mill, and a small portion has been hauled away from the property. There has been no controlled burning for a number of years, however we would like to have the ability to have small controlled burns one to two days a year to dispose of some of this material. We are always very careful to burn hot, and limit any atmospheric impacts to neighboring properties. We do not burn any prohibited materials.

Much of the tenure area is a former landfill site, it has been previously disturbed. When the landfill was closed, the area was all covered in dirt. I have cleared a portion of the tenure area that is in use (as can be seen on the ortho imagery of the tenure area) and covered this in about 1 foot of rock as can be seen on the mapping. There are no excavation activities planned and no disturbance to the subsurface, as noted even the surface of the land has been covered with numerous layers as much of the site is a brownfield.

We schedule our activities to avoid acoustic impacts to neighboring properties, etc. (even when this involves changing our business hours, and/or working odd hours on the weekends) out of respect. The general area is industrial in nature located near the existing log sort which is a much greater source of noise. There are numerous industrial businesses across the road from our tenure site as well including Parks Canada, Highlander Marine, and Skidegate Inlet Construction Ltd.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Year-Round	Sawmill, tug and booming, and activities related to our small mills operations	All Seasons
Add Row		

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
small sawmill	wood structure over the mill (roof)	
Small shed adjacent to the mill/roof of the mill	8X12 wooden shed	
Existing container on site	approximately 8-10X 40	
Add Field		

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Hwy 16	Existing	Provincial Public Highway	MOTI		minimal	
Add Field						

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



The site is not currently hooked into hydro or municipal utilities, however there is a fire hydrant located across the road from the parcel in case of fire. There is also a dump truck with a water tank on it of approximately 500 gallon tank. This is not full right now, however it is kept full during operations to ensure access to water. There are services paralleling the property that could be hooked into (ex. Hydro/municipal water)

--

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
please see above					
Add Field					

3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:



Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
see above sections					
Add Field					

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☒ Yes ☐ No

Disturbance Type	Impacts	Proposed Mitigations
minor grubbing of alders (regrowth)		
Add Field		

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?



☒ Yes ☐ No

Identify all works that may affect the Riparian zone, the impacts, and proposed mitigations:

Work Type	Impacts	Proposed Mitigations
the site is located on the foreshore, and adjacent to unnamed creek	There is a buffer zone between the creek and the industrial operations, conversations with previous fisheries officer indicated the stream was not fish bearing and dries up in the summer	No industrial activity happens in the buffer zone next to the creek, there is no run-off from the tenure, and no flooding in the area.
Add Field		

4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes ☒ No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ Yes ☒ No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Add Field		

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

[\(Best management practices for sound\)](#)

Sound? ☐ Yes ☒ No

Odor? ☐ Yes ☒ No

Gas? ☐ Yes ☒ No

Fuel Emissions? ☐ Yes ☒ No

4.3 Water or Land Covered by Water Impacts

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

4.4 Fish and Wildlife Habitat Impacts

4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

([BC Wildlife Act](#))

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☒ Yes ☐ No

Describe the fish habitat on or near the project site, include potential impacts of the Project (e.g. stream crossings, water diversions, etc), including seasonal considerations, and plans to manage/mitigate effects.

Project Phase	Impacts	Proposed Mitigations / Management
		the tenure area is always clean, the land area is kept clean to avoid any spoilage of the marine environment. Attention is paid to ensure that equipment is not left on the land that could impact these habitats.
Add Field		

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

* located within the Village of Queen Charlotte, close to the Haida Gwaii Natural Resource District Office, the Parks Canada shop is located across the street. Highlander Marine, and Skidegate Inlet Construction Ltd. are located near by. This is an industrial use area, also near by the skidegate sort.

This is the only industrially zoned area with beach access in the Village of Queen Charlotte under their Zoning bylaw.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)

☐ Yes ☒ No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

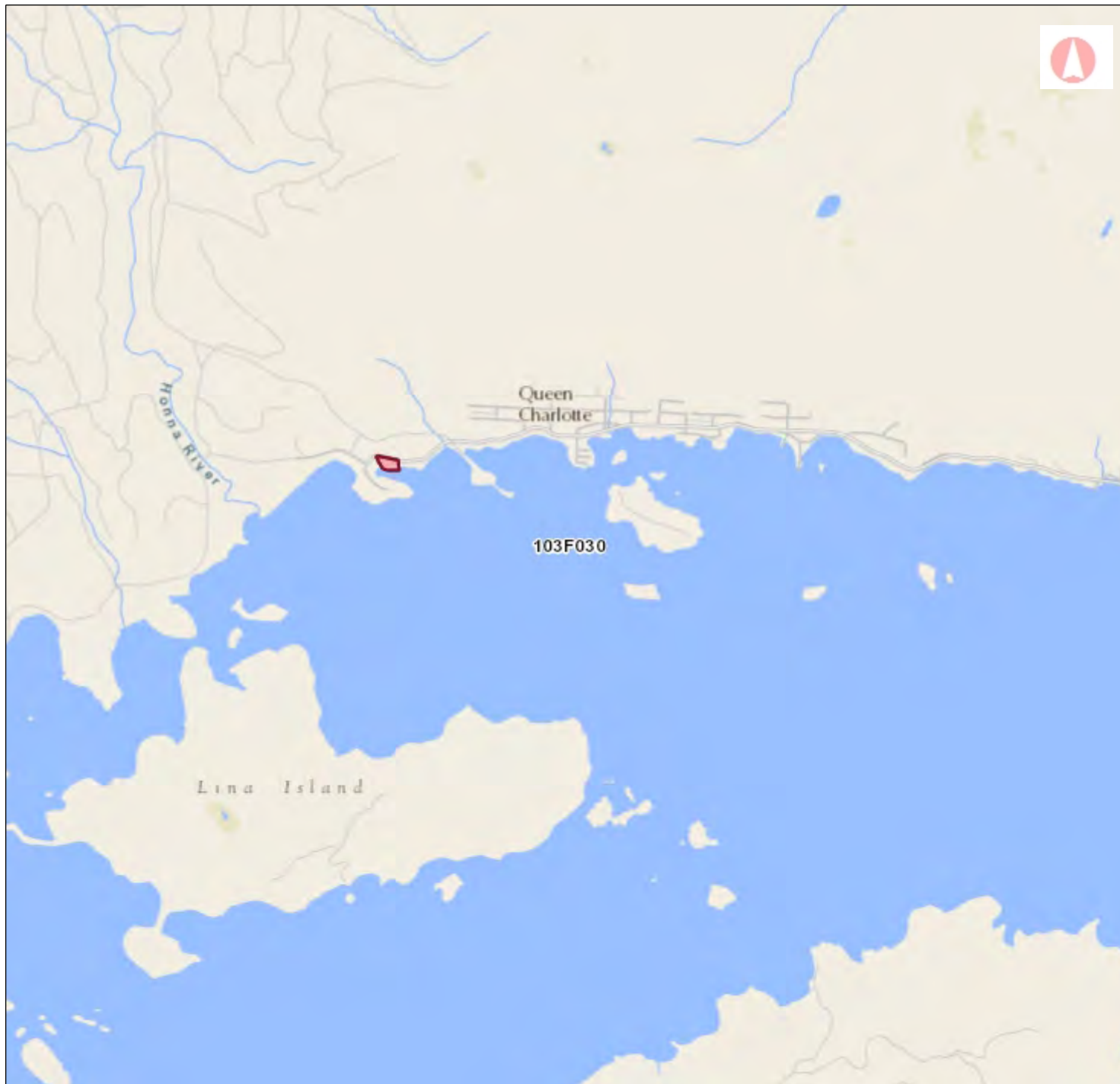
☐ Yes ☒ No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



Not applicable - this tenure site is close to town and health services, and across from a fire hydrant. A helicopter would be able to land in the area if this was necessitated.



iMapBC Mapping

Legend

☐ Mapsheet Grid - 20K

0 1.47 2.94 km

1: 72,224

Copyright/Disclaimer

The material contained in this web site is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or redistributed without the prior written permission of the Province of British Columbia. To request permission to reproduce all or part of the material on this web site please complete the Copyright Permission Request Form which can be accessed through the Copyright Information Page

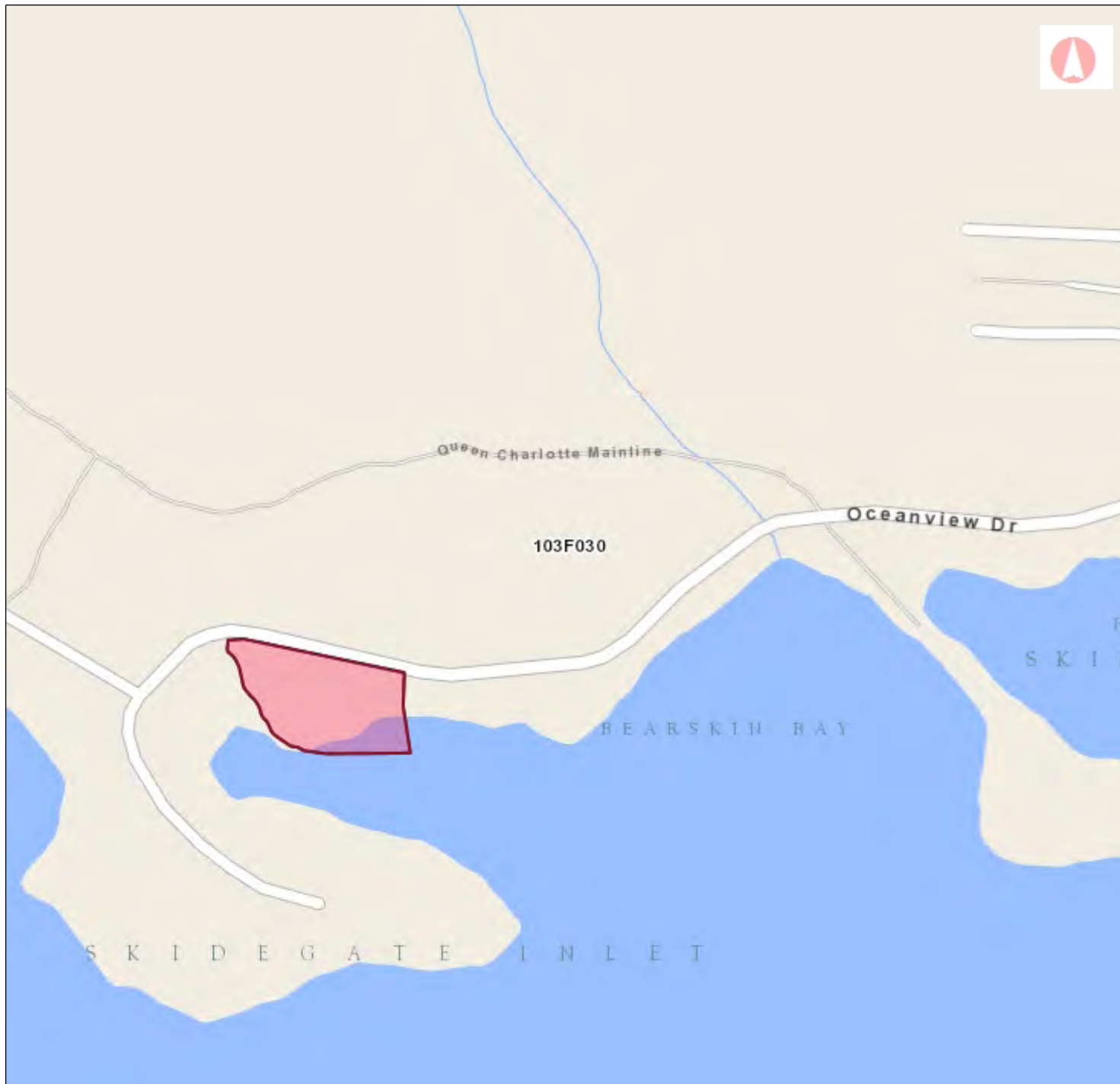
CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum: NAD83

Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere

Key Map of British Columbia

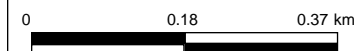




iMapBC Mapping

Legend

☐ Mapsheet Grid - 20K



1: 9,028

Copyright/Disclaimer

The material contained in this web site is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or redistributed without the prior written permission of the Province of British Columbia. To request permission to reproduce all or part of the material on this web site please complete the Copyright Permission Request Form which can be accessed through the Copyright Information Page.
CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum: NAD83
Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere

Key Map of British Columbia





June 7, 2018

The Honourable Selina Robinson
Minister of Municipal Affairs and Housing
PO Box 9056, STN PROV GOV
Victoria, BC
V8W 9E2

Dear Minister:

Re: Alternate “unelected” Electoral Area Directors

In April 2017 UBCM established an Ad-Hoc Committee to discuss the issue of alternate “unelected” electoral area directors. Committee members were asked to identify possible courses of action for addressing the challenges faced by regional district boards when elected directors are unable to serve and alternates take on a more permanent role.

After reviewing UBCM policy, previous Regional District review documents and reports, Committee members proceeded to develop a discussion paper in an effort to seek feedback from members on proposed courses of action. Link to the paper is:

<http://www.ubcm.ca/assets/Events/EAD~2018/AEAD%20Discussion%20Paper%20-%20EA%20FORUM%20Jan%2031.pdf>

The paper was the subject of discussion at the Electoral Area Directors Forum in January 2018 as well as the CEO/CAO Forum in March 2018. Excellent feedback was provided and members of the Ad-Hoc Committee have developed a summary of proposed actions that we would ask the Province to consider. The proposed actions reflect both a legislative stream and best practices stream. The summary is attached.

We were fortunate to have guidance from Ministry staff support Gary Paget, and wish to acknowledge and thank him and Michelle Dann for their advice in our early discussions. That being said, the final recommendations are solely that of the UBCM.

We would welcome the opportunity to discuss these recommendations with you or your staff in the near future, and look forward to your earliest response.

Kind Regards,

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

Wendy Booth
UBCM President

cc: Gary Paget, Ministry of Municipal Affairs and Housing

ATT.

REPORT FROM THE AD-HOC COMMITTEE ON ALTERNATE 'UNELECTED' ELECTORAL AREA DIRECTORS

SUMMARY RECOMMENDATIONS

Endorsed by the UBCM Executive on May 18, 2018

Recommendations for Legislative Change

a) Remove the “requirement” to appoint an alternate director

For those regional districts who are concerned that an ‘unelected’ alternate is not democratic, a legislative amendment could be requested to remove the requirement to appoint an alternate and amend it to “may”. The decision would be left to the discretion of the regional district to determine if they wish to have alternates appointed.

b) Require that a by-election be held if a director does not attend meetings for 6 months.

c) Permit an appeal to the Minister should a 2/3 majority of the board feel more time should be given to the director, beyond the 6 months.

These two recommendations are in tandem to address the critical problem identified to the Executive by regional district members; and to ensure that there is a remedy for the current situation of long-serving alternates due to the illness / injury of an elected EA director. The second bullet provides the ability to extend the 6 months time limit in those circumstances when the ill or injured director is communicating with the board administration and / or their alternate and fully intends and has the ability to return to office.

d) Establish a quorum for regional board meetings that requires a 2/3 majority of elected officials thereby eliminating a situation where unelected alternate board members make up the majority and are therefore able to make decisions.

This recommendation is intended to address the situation encountered by one regional district that resulted in a majority of unelected alternate directors making decisions that have created significant financial obligations to the successive boards.

e) Align regional districts with councils in regards to filling vacancies so that a by-election is not necessary if the vacancy occurs in the year of a general local election.

Currently s. 54(3) of the Local Government Act permits a council to defer holding a by-election if the vacancy occurs in the year of the local general election. This same provision is not in place for regional boards, who are required under s. 54(2) to hold a by-election if the vacancy occurs after June 1 in the year of a general local election. This change would create a level playing field between councils and regional boards, and reduce costs by softening the requirements for holding a by-election when the vacancy occurs in the year of a local general election.

Recommendation for a Best Practice:

f) Stipulate within regional district remuneration bylaws that only an elected official can receive the director's stipend, thereby eliminating the potential compensation of two directors for an area when the elected director is ill or injured.

One of the challenges of having alternates is the issue of compensation. The Committee is not recommending legislative changes because it respects local government autonomy in setting its own remuneration rates and does not wish the Province to get involved in this area of local government jurisdiction. However, the Committee would encourage establishing a best practice on this matter. It would suggest that regional boards adopt remuneration bylaws that do not result in both the elected and the alternate receiving a stipend for serving. The Committee may wish to encourage regional boards to establish a remuneration bylaw that provides an annual stipend to the elected director for their board and constituency responsibilities. Alternates would only be available for compensation to attend a board or committee meeting and for expenses such as mileage. In those instances where the alternate is fully acting in the absence of the elected director due to illness or injury, the board could consider other compensation options such as deducting from the elected director's stipend to cover the alternate director's meeting stipend.

It should be noted that if the 6-month limit is enacted then the issue of compensating long-serving alternates may be non-existent.

Corporate Officer NCRD

From: Doug Chapman <cao@ncrdbc.com>
Sent: Tuesday, July 24, 2018 10:43 AM
To: 'Daniel Fish'
Subject: FW: Evacuation Safe House Proposal
Attachments: Evacuation Safe Homes Proposal.pdf

From: Lori Wiedeman <cao@queencharlotte.ca>
Sent: Monday, June 4, 2018 3:42 PM
To: Ruby Decock - Village of Port Clements (cao@portclements.ca) <cao@portclements.ca>; Trevor Jarvis <vom@mhtv.ca>; 'Barbara Stevens' <babs@haidagwaii.net>; Florence Lockyer (omvcadmin@mhtv.ca) <omvcadmin@mhtv.ca>; Doug Chapman - Skeena Queen Charlotte Regional District (cao@ncrdbc.com) <cao@ncrdbc.com>
Cc: 'Caitlin Blewett' <caityblue@gmail.com>
Subject: Evacuation Safe House Proposal

Good afternoon,

At our last All Islands Emergency Planning Team meeting, we discussed the attached Evacuation Safe House Proposal. While the proposal is mainly targeted at Queen Charlotte, Skidegate and Port Clements, I am including the other communities in case you feel it would be applicable.

If it is applicable, please approach your Council to see if they would be supportive of moving forward on this initiative. If they are supportive, please let me know and I will start working on the next steps. Cheers.

Lori Wiedeman

Chief Administrative Officer

Village of Queen Charlotte

PO Box 580, 903A Oceanview Drive V0T1S0

Phone: 250 559 4765 | Cell: 250 637 1782 | Fax: 250 559 4742

Email: cao@queencharlotte.ca | Web: www.queencharlotte.ca





Haida Gwaii All Island Emergency Planning Team

Safe Evacuation House Proposal

Last updated: March 9, 2018

ISSUE:

In recent years, there have been multiple evacuation events in response to seismological activity within Haida Gwaii and nearby. During these events, the vast majority of community members are required to leave their homes for long stretches of time across the archipelago. In the communities of Queen Charlotte, Skidegate and Port Clements, community members in low-lying areas are able to evacuate to higher elevation within their own community.

Though in many cases evacuees are able to remain in-community, they are often left waiting in their cars or outside for four or five hours at a time, typically at night and most often in winter. If individuals end up outside of their home communities, they often don't know where to go.

Local emergency responders set-up evacuation areas where evacuees can gather, but it can be challenging to relay accurate, timely information regarding the current level of risk to evacuees, especially if power, cellular service or Internet is compromised, as is often the case.

PROPOSAL:

To meet the needs of evacuees the All Islands Emergency Planning Team has developed the **Safe Evacuation House Program**. Through this program, households in safe areas of each community, outside of the inundation zone, will be able to register with their local government office as a safe, welcoming home for evacuees during emergency events.

Each household will be given a **large green sign** they can place in a prominent window or on their front door during an evacuation. This will signal to evacuees that a cup of coffee and a warm place to wait out the emergency are available within. In addition, registered homes will be provided with a radio tuned to the emergency frequency for each community, and thus will become a communications relay point for the public.

These homes will serve as key communications nodes for accurate, timely relay of information regarding the current level of risk throughout the community. This program will also include an extensive public awareness campaign, with materials provided (e.g. fridge magnets) to ensure new community members, visitors from other on island communities, and tourists have a thorough understanding of what to do and where to go in the event of a tsunami evacuation.

SUMMARY:

Many informal supports for evacuees already exist, but it is still easy for individuals to fall through the cracks. During the most recent evacuation in January 2018, a family with a four-month-old baby who were new to Queen Charlotte sat in their car for four hours before they were able to identify a home they felt comfortable approaching for some relief.

With the **Safe Evacuation House Program** in place, this family would easily be able to identify a registered home where someone was ready to receive evacuees, providing a warm place to stay and up-to-the-minute evacuation information.

By developing a unified, multi-community program, Queen Charlotte, Skidegate and Port Clements will also be able to ensure that individuals who are outside their home community during an emergency event like an evacuation or landslide will be able to identify homes where they can seek shelter until the roads are safe for them to make their way back to their home community.

NEXT STEPS:

- Seek support from local government Councils
- Design Safe Evacuation House sign
- Seek grant funding for a supply of signs and radios
- Develop marketing materials, registration process and communication strategy
- Roll out Program
- Monitor implementation through annual confirmation with participating residents
- Make adjustments to program as necessary following annual review

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:	
Wild Harvest Festival	
Provide the date(s) of the festival or event:	Have you previously received any Northern Development funding for this festival or event?
September 7 - 8 2018 <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): Sandspit Community Society	Non-profit society registration no.: 821767100
Mailing address: P.O. BOX 459 SANDSPIT, BC V0T 1T0	Telephone: 250-637-5475
Email: sandspitcs@gmail.com	Website (URL): www.sandspitinn.com/community-society

3. Primary Contact Information

Primary contact (for this application): Quinn Smail	Position/title: Community Engagement Co-ordinator
--	--

Complete the following if different from applicant organization contact information:

Mailing address: same as organization	Email: sandspitwildharvest@gmail.com	Telephone: 6136624259
--	---	--------------------------

4. Resolution of Support

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

Skeena-Queen Charlotte 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 from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before an application can be considered for funding.

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

5. Eligibility Confirmation

Please check all that apply:

- ☒ I have filled out the [pre-qualification form](#) available online. (If not, you must fill out this form before submitting an application.)
- ☒ The event is not in its first year of operation.
- ☒ The event is held in a concentrated time period.
 + For example, the event is not a series of summer music concerts, multi-weekend regional mountain bike race, etc.
- ☒ The event is not a fundraiser.
 + For example, Terry Fox Run, Relay For Life, Festival of Trees, etc.
- ☒ The event is not political in nature.
 + For example, a partisan rally or gathering, an issue-based fundraiser, etc.
- ☒ The event is not religious in nature.
 + For example, Christmas, Halloween, Thanksgiving, or Easter event, etc.
- ☒ The event is not held annually in communities across the province or country.
 + For example, Canada Day celebrations, Remembrance Day memorials, May Day parades, etc.
- ☒ The event is not a league or club event.
 + For example, sports training camps, provincial sport tournaments, bonspiels, etc.
- ☒ The event is not solely an artisan and craft fair.
- ☒ 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 Wild Harvest Festival is a partial day and full day event dedicated to celebrating all things wild harvest. the event celebrates and shares information on wild products such as wild plants, animals, and marine life. During the event vendors and experts set up tables with displays and give talks sharing their craft and expertise with attendees. There are also nature walks giving participants the opportunity to learn about wild harvest products by seeing them in the natural environment. There is also a wild harvest dinner along with a wild harvest cocktail party. The event aims to showcase wild harvest on Haida Gwaii and share information among experts and each attendee.

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

The event promotes and showcases the unique character of Sandspit by showing the local wild Harvest. Sandspit is a unique destination and the strength of the area is in the nature which through talks and nature walks we are able to illustrate and point out what makes the natural beauty of Sandspit so unique. Another strength of Sandspit is in the local artisans who use wild harvest products to develop unique products the event allows them to share their expertise and for attendees to learn about their work creating a stronger connection from visitors to local arts.

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

2016
2017

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

There are no Paid Staff for this Event.

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

The event has about 10 volunteers

7. Direct Economic Benefits

<p>Outline the economic benefits to the local or regional economy:</p> <p>This event provides many economic benefits for the local economy first of all it is a signature event of the community that brings in large amounts of tourism which means there are more people staying in local accommodation, eating at local restaurants, visiting and buying at local shops, and using the local transportation systems (Airport & Ferry). Along with the short term benefits the event also provides long term benefits. Since people are discussing and learning about wild harvest products from experts those experts will be able to showcase their skills and knowledge to potential customers who may buy their products after the event and the attendees will learn more about wild harvest and can then improve their wild harvest skills which may result in them selling their products whether it is hides, art or maybe fresh produce which will all generate healthy economic flow.</p>	
<p>Outline how the festival or event will attract tourism to the community:</p> <p>The Wild Harvest Festival</p>	
<p>Does your festival or event feature artistic performances?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>If yes, do you compensate artists and arts professionals by paying fees at industry standards and adhere to international intellectual property rights standards?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>Number of people who attended or participated in the previous festival or event:</p> <p>300</p>	<p>Number of people projected to participate or attend the festival or event this year:</p> <p>350</p>
<p>Do you track where attendees and participants are from (e.g. their home community)?</p> <p><input type="radio"/> Yes <input checked="" 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>mostly from Graham island</p>

8. Festival/Event Financials

Actual expenses for last year's festival or event:	Actual revenue for last year's festival or event:
\$ 10 139.10	\$ 10 757.20
Budgeted expenses for this year's festival or event:	Estimated revenue for this year's festival or event:
\$ 12 257.00	\$ 13 000.00

+ 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	★ <i>Maximum allowable grant is:</i> • \$2,500 per festival or event with a total project budget less than \$50,000. • \$5,000 per festival or event with a total project budget of \$50,000 or greater.
Describe how will the funding be used to increase the event hosting capacity:		
<p>The funding will be used to invite a mycology expert from Seattle to participate which will entail paying for their traveling and accommodation expenses. This will attract more mushroom and nature enthusiasts and turn the event into an event that even experts would attend not just wild harvest novices. The hope is that this development will make the event a part of an already existing wild harvest style event circuit which will help the event acquire more credibility from the naturalist crowds. Another use would be used to hire a videographer and photographer to take pictures and record some of the talks which can be used as promotion content for the event and can be used as educational tool on our website and be used for youtube content. This will increase the turnout for future years and will likely be relayed in social media.</p>		

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

10. Other Funding Sources (if applicable)

Funding source:	Amount (\$):
Previous years revenue	\$ 10,757.20
	\$
	\$
	\$
	\$
TOTAL OTHER FUNDING: \$ 0	

11. Attachments

List all documents attached to this application:

Document name:
<input checked="" type="checkbox"/> 1) Required: Financial statements from the last festival or event.
<input checked="" type="checkbox"/> 2) Required: A copy of the most recent festival or event brochure.
<input checked="" type="checkbox"/> 3) Required: Society incorporation document.
<input type="checkbox"/> 4) Required (if applicable): Local government resolution.
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.	Position/title:	Date:

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@northernddevelopment.bc.ca

Wild Harvest Festival 2017 Financial Statement

Expenses

Payee	Payment for	Amount bfr Tax	Tax	TOTAL
BC liquor board	Special occasions licence	CA\$205.00		CA\$205.00
Sandspit Community Hall	Hall rental	CA\$300.00	CA\$15.00	CA\$315.00
HG Observer	Ad	CA\$100.00	CA\$5.00	CA\$105.00
HG trader	Poster and Ad	CA\$700.00	CA\$35.00	CA\$735.00
Susan Musgrave	Travel expenses	CA\$178.00	CA\$8.90	CA\$186.90
Supervalu	Alcohol	CA\$1,000.00	CA\$150.00	CA\$1,150.00
Supervalu	Food for resale	CA\$400.00	CA\$20.00	CA\$420.00
Supervalu	Food for volunteers	CA\$400.00	CA\$20.00	CA\$420.00
Amber Fatktor	Payment for work	CA\$170.00	CA\$8.50	CA\$178.50
Edi Szasz	Payment for work	CA\$4,920.00	CA\$246.00	CA\$5,166.00
Volunteers	Volunteer Donations from VC	CA\$600.00	CA\$30.00	CA\$630.00
Government	Taxes for dinner	CA\$276.75	NA	CA\$276.75
Government	Taxes for Bar and cafe sales	CA\$350.95	NA	CA\$350.95
			CA\$538.40	

Total Expenses: CA\$10,139.10

Revenue

Revenue from	For	Amount Bfr Tax	total
Dinner Sales	Dinner ticket sales	CA\$5,831.75	CA\$5,831.75
Bar	Drinks Sales	CA\$2,328.00	CA\$2,328.00
Cafe	Food sales	CA\$597.45	CA\$597.45
Gwali trust	Grant	CA\$2,000.00	CA\$2,000.00
Donations?			

Total Revenue: CA\$10,757.20

Profit

Total Profit: CA\$618.10

Gwaii Trust Special Projects Fund Application

Letter to the Board

To: The Directors of the Gwaii Trust

The North Coast Regional District is formally applying to the Gwaii Trust Special Projects Fund for the amount of \$600,000.00 for the Rennell Sound Recreational Area Upgrades Project. This project is large in scope and beneficial to all communities of Haida Gwaii making its relevance and impact ideal for this particular grant stream. Based on the wide community reach and the location of the project, the North Coast Regional District is taking the role as lead applicant on this project with assistance from Misty Isles Economic Development Society and BC Parks and Trails representative, Larry Duke, who will act as the project manager. If funding for this project is approved, all cheques will be made payable to the North Coast Regional District at:

North Coast Regional District
14 – 342 3rd Avenue West
Prince Rupert BC
V8J 1L5
corporateofficer@ncrdbc.com
T – 888 301 2002

The organization is a first time applicant.

Contact Info:

Daniel
Fish
corporateofficer@ncrdbc.com
Corporate Officer

Project Information:

Project Name:

Rennell Sound Recreational Site Upgrades

Project Location:

Rennel Sound recreational area, Haida Gwaii

Project Manager's Name:

Larry Duke

Amount requested:

\$600,000.00

Total Project Cost:

\$1,097,737.50

Project Start Date:

Start – Spring 2019

Project Completion Date:

Completion – Spring 2020

Project Description:

The Rennel Sound Recreational Area Upgrades Project is a “large in scope” project that will address the ongoing issues of campsite availability and boat access in the Rennel Sound Recreational area.

The Rennel Sound Recreational Area is located within the Duu Guusd conservancy area on the West Coast of Graham Island and aligns with the Duu Guusd management plan purposes of “managing visitor use” and “establishing long term strategic direction” (see the Duu Guusd Management Plan July 2011.)

The project will add:

- 6 single party sites
- 4 large party sites
 - 3 sites of 2 parties
 - 1 site of 4 parties
- 6 – 2 person tent sites
- Day use areas with 4 tables and fire rings
- Parking for an estimated 10 vehicles with boat trailers

The proposed additions will allow for 108 additional users to the site.

The importance of this project’s impact on the lives of locals and visitors cannot be understated. The need to develop Haida Gwaii’s recreational infrastructure aligns with many of the long term economic strategies identified by the municipalities and band councils of these islands. By investing in recreational infrastructure, visitor experiences are heightened, local needs are met and the opportunity for local businesses to grow and thrive increases. As Haida Gwaii moves towards an economy grounded in diversification, small businesses, local proprietorship and tourism, the ability to offer services and facilities that entice off-island money and serve local interests is essential.

As a gateway to prime fishing grounds, wind swept beaches and majestic coastal mountain peaks, Rennel Sound has a special place in the minds and memories of all who are lucky enough to travel there. Weekends filled with families gathered around campfires or cozied up inside a dry tent or warm camper are scenes most locals can envision easily. But unfortunately, recollections of arriving to campsites occupied by empty caravans and campers or parking lots overcrowded with trucks and trailers permeate the collective consciousness far too often. By addressing this shortfall with an improved capacity and overall facility upgrade, Rennel Sound can once again become the jewel destination for local families friends visitors and generations to come.

History

For many years, Rennell Sound has been a destination for locals and visitors as a means of accessing the rich fishing grounds and the many beaches and hiking trails in the area. In 2017, a user survey was conducted to develop a strategy that would ensure the facility met the needs of users and to determine a long-term goal of improving and maintaining this site.

User Survey Summary:

Based on the feedback from users, it was established that many local users occupied sites with recreational vehicles for extended periods of time but were not actually on site camping. Instead, they would leave their recreation vehicles on site in order to retain the site for weekend use. This behavior was directly attributed to two facts regarding the site: no reservations for campsites and a lack of campsites. These two factors contributed to a decrease in local use, as there was a high level of uncertainty that a site would be available after the long drive to the area. By creating more sites, it is expected that local use of the facilities will increase for both locals and visitors.

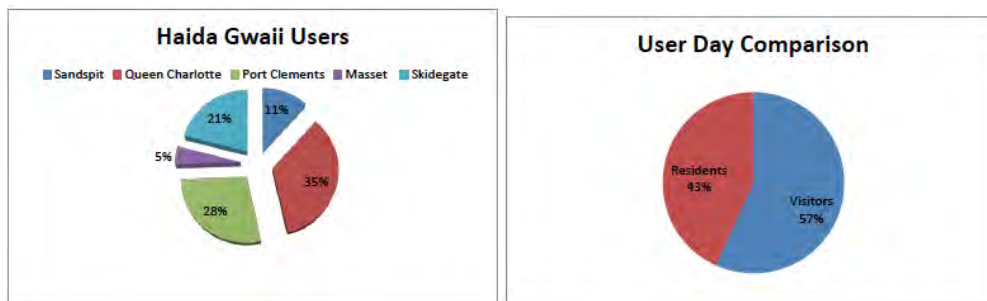
Total number of users surveyed: 183

Local users surveyed: 43

Visitors surveyed: 140

Total number of user days (# of campers multiplied by days on site): 1199

- * - These numbers do not include sport fishing day users or long term parking of boats
- Local residents typically established their campsite and visited sporadically with varying number of campers on site, therefore, the confidence in the number of local users is low.



Breakwater and Boat Launch:

In 2015 Northwest Hydraulic Consultants Ltd. were hired to conduct a feasibility study for a new breakwater for the Rennel Sound boat launch. Many different sizes and types of breakwater were considered for this site with the 40m rock breakwater considered the best option. A 40m breakwater provides improved protection of the boat launch through most tides (including low tide.) Due to a change in sea floor slope, breakwaters beyond 30m in length become exponentially more expensive due to the volume of rock required. The volume of rock required to construct a 40m breakwater is feasible. A positive feature of this style of breakwater is the ability to add-on in the future as funds become available.

Campsites:

Currently, the Rennel Sound Recreation Area has 10 single-use camping sites and an extremely exposed and vulnerable boat launch. The limited number of existing facilities at the site has created problems over the years such as limited access for locals and visitors as well as an accelerated deterioration of the boat launch and camping facilities. To address these issues, this project will add 10 single use campsites, 4 large group campsites, new outhouses and 310m of new roads. Each campsite will be equipped with a picnic and fire ring.

The proposed improvements will provide a recreation site that will accommodate current user needs now and well into the future. Once these upgrades are completed, all management and maintenance costs will continue to be covered by Recreation Sites and Trails BC.

Project Benefit to Communities

From the Rural Island Community Plan –

“11.4 Parks, Trails and Recreation - The availability of open-space and other recreation-amenities is important to the social sustainability of the communities on Graham Island. Further, it is important to preserve large tracts of land in a natural state – free of development or subdivision – so as to maintain a representative sample of pristine environmental areas on Graham Island. **The Regional District recognizes the need to further enhance those areas already existing and to ensure that park and outdoor recreation facilities meet community needs as these evolve with a change in demographics.”**

Upgrading and increasing the number of camping sites at Rennell Sound directly impacts the ability of Haida Gwaii to accommodate the growing number of visitors to these islands. The project will also address the issue of a lack of services for locals as outlined in the findings from the survey conducted by Pioneer Forest Consulting Ltd. Access to fishing grounds and availability of camping sites encourages and nurtures economic development as it pertains to tourism and recreational services. The activities facilitated by this site support local guides, local sporting good and fishing gear businesses, local accommodation business, local transportation businesses and develop Haida Gwaii's overall tourism potential as a world class tourist destination.

The Rennell Sound Recreational Area has long been a prime destination for on island and off island campers and anglers. The impact of this facility on local business and fishing guides cannot be understated.

- For over 25 years, sport fishers and campers wishing to access the rich fishing grounds and natural beauty of the west coast would camp in Clap Basin and use a boat launch located there, just south of the current facilities. As the popularity of the location increased, issues of liability, overuse and a lack of maintenance forced the owner of the property to discontinue access to the area. In response to this, BC Sites and Trails built a new boat launch and campsite for locals to access within the designated recreational area of Rennell Sound. This facility serves many boaters and campers every year from on island and off island.

Rennell Rec Site Information:

- Number of Sites: 10 + 3 tent sites
- There are no camping fees
- There is no potable water or garbage collection
- 2017 is the first year a volunteer site host was onsite
- The site is maintained under a contract with the Old Massett Village Council with weekly visits to the site to carry out basic cleaning, brushing, and outhouse servicing.

Findings and Comments:

- Many local users occupied sites with recreational vehicles for extended periods of time but were not actually on site camping. Many would camp on site only through the weekends. The local user data has been estimated and accounts for the actual time camping, not occupying a site.
- Off island visitor data was easier to collect as compared to local user data. Visitors typically arrived at the site, camped and then departed within a set time frame without the number of campers changing.
- Local residents typically established their campsite and visited it sporadically with varying numbers of campers on site.

- Availability of camping sites is limited especially to locals. Increasing the number of sites will benefit the availability of camp sites for local and non local users
- Confidence in the visitor user data is high.
- Confidence in the number of local users is low.
- Confidence in the breakdown of Island Community use is high.

Summary of Data:

- Total number of users: 183
- Total number of Haida Gwaii users: 43
- Total number of visitors: 140
- Total number of user days (# of campers X number of days on site): 1199

The long-term vision for the new facilities will be to incorporate a caretaker position to manage the site and collect user fees. Although the site does not currently charge a user fee, this type of position has been discussed and is based on the model currently used by the Village of Queen Charlotte's municipal campground. This model would have the caretaker collect user fees to pay for their own wage. This model motivates the caretaker to responsibly manage the site and to maximize usage as greater and more efficient usage directly benefits the caretaker. Having an on-site caretaker also mitigates any potential vandalism and/or misuse of the site.

Project Management Structure:

Project Manager – Lawrence (Larry) Duke, RFT

RFT - Registered Forest Technologist - Association of BC Forest Professionals.

Engineering and Recreation Officer - Haida Gwaii Natural Resource District - Min of Forests, Lands, Natural Resource Operations

March 2009 to Present

Responsible for planning (budget and operational), financial administration, contact management, professional oversight of program projects including:

- Resource Road bridge replacements
- Resource Road and Recreation Site inspection and maintenance
- preparation and oversight of program contracts

9 years of project management on resource roads and recreation sites with individual values towards \$350K.

Highlights:

- Major bridge replacement projects (multiple projects)
- Boat launch design and installation (Rennell Rec Site)
- Boat launch dock design and installation (Moresby Camp Rec Site)
- Resource Road Deactivation (+200 km)

Project Objectives:

Well Being – As evidenced by the letters of support, the Rennell Sound recreational area holds a particular importance to everyone on Haida Gwaii and is accessed and used by people island-wide. When visitors travel up and down the island from Masset to Sandspit, they frequent the small shops and services in all of these communities. Facilities of this nature are directly responsible for bringing visitors to Haida Gwaii as well as meeting the recreational needs of locals. The natural environment is one of Haida Gwaii's greatest resources for economic recovery and health. Ensuring that this resource is accessible, maintained and adequately equipped with facilities of this nature creates a healthy

culture of respect and appreciation from visitors and the knowledge for local business owners that their investments have not been in vain. These facilities deliver measurable community benefits that penetrate far beyond political borders and influence.

Economic Development – Haida Gwaii, like many areas of northern BC, has worked hard to transition from a resource extraction based economy to a more diverse, locally owned small business based economy focusing on ecotourism, locally produced value-added products and accommodation services. Upgrading the camping facilities at Rennell Sound is completely in line with this area's long-term economic vision. Having the ability to offer recreational facilities such as these, with access to prime fishing grounds, beautiful wind swept beaches and mountainous hiking trails draws visitors and their dollars to Haida Gwaii in increasing numbers every year. These dollars get spent in local fishing supply stores, grocery stores, accommodation rentals, coffee houses and hardware stores just to name a few. As more and more new businesses are created to meet this demand, the need to maintain and upgrade services becomes paramount to establishing a healthy local economy.

As mentioned earlier, the impact this project and others like it will have on local employment and entrepreneurial opportunities cannot be understated. Recreational access is quickly becoming the backbone of business development and opportunity on Haida Gwaii. Each year Haida Gwaii residents see an increase in kayaking outfits, cultural tourism operators, backcountry hiking and recreational camping enthusiasts. Ferries are bringing an increasing number of visitors each year *and* throughout the year, extending beyond the traditional summer months. Evidence of this can be seen by the introduction of an "off season," locally produced trip planner. Businesses that were once wholly dependent on the summer season to generate revenue now generate revenue well into the fall, winter and spring months. Accommodation rentals are reporting record reservations and continue to pop up across the archipelago. Recreational infrastructure of the type being proposed at Rennell Sound directly feeds these industries. As visitor numbers rise and more people visit Haida Gwaii with intentions of experiencing and participating in camping, fishing and cultural tourism, it is important to create a culture in which local business can increasingly benefit from this influx of off-island money.

Youth - Improvements to Rennell Sound campsite facilities will allow local youth groups such as the Rangers, the QC Youth Centre, the Masset Youth Centre and the Living and Learning School (as well as groups that have potential presence on island like Sea Cadets and Scouts) the opportunity to hold events at this facility as part of the proposed improvements and the inclusion of a multi party/use site. This type of potential inclusion perpetuates the narrative of a community's relationship to its environment and the economic opportunities that this type of relationship bolsters. By using and benefiting from sites like the Rennel Sound Recreational Area, youth learn the value behind proper maintenance and planning of such infrastructure. These youth are the youth of our local business owners, employees and politicians. Incorporating spaces of "multi-site use" and encouraging their use by local youth groups strengthens their understanding of the environment and the recreational and economic opportunities that reside therein.

Community Support:

See attached letters of support.

Measurable Outcomes:

Beyond the obvious measurable outcomes of completed campsites, outhouses, picnic tables, fire rings, roads and protective breakwaters are the more important long-term measurable outcomes such as user satisfaction, availability to locals and users, improved experiences and the overall benefit to quality of life for residents. These outcomes can and will be measured through continued user surveys and feedback, but the more important measurable outcome, and one that should certainly be tied to projects such as this, is the continued increase in overall economic prosperity and quality of life for

residents. Haida Gwaii's recreational capacity is slowly growing, as it should be, and the ability of these islands to continue to offer and provide facilities that allow us to access and enjoy the incredible beauty and intimacy of these areas is paramount to a strong and vibrant economy, sense of civic pride and bright futures.

Outcome - Increased usage of boat launch by local and non-local boaters

Measurable indicator - Survey data and observed usage

Outcome - Increased usage of camping facilities by local and non-locals

Measurable indicator - Survey data and observed usage

Outcome - Sustainability of proposed caretaker position

Measurable indicator - Accrued funds and data collected by caretaker

Budget:

Please see attached budget

Quotes and Estimates

Please see attached Construction Details

Additional Project Income

Please see attached budget

Project Management

Lawrence (Larry) Duke will manage the project.

RFT - Registered Forest Technologist - Association of BC Forest Professionals

Engineering and Recreation Officer - Haida Gwaii Natural Resource District - Min of Forests, Lands, Natural Resource Operations

March 2009 to Present - Responsible for planning (budget and operational), financial administration, contact management, professional oversight of program projects including:

- Resource Road bridge replacements
- Resource Road and Recreation Site inspection and maintenance
- Preparation and oversight of program contracts

Larry has 9 years of project management experience on resource roads and recreation sites with individual values of over \$350K.

Highlights:

- Major bridge replacement projects (multiple projects)
- Boat launch design and installation (Rennell Rec Site)
- Boat launch dock design and installation (Moresby Camp Rec Site)
- Resource Road Deactivation (+200 km)

Ongoing Operational Costs

Recreation Sites and Trails BC has been covering the operating costs for this site and will continue to do so after the project is completed.

Presentation to the Board

On May 31st, 2018, Larry Duke and Mike Racz met with the Gwaii Trust Board to discuss the project.

Rennell Sound Recreational Area Expansion and Breakwater Budget

Item	Description	Cost	Who will pay	Funding Sources
Inter-campsite trails	Vegetation removal	\$2,775.00		
	Subgrade contruction	\$2,600.00		Gwaii Trust \$600,000.00 Pending
	Surfacing	\$13,527.50		Rural Dividend \$250,000.00 Pending
				North Coast Regional District \$100,000.00 Unconfirmed
	Total	\$18,902.50	Gwaii Trust	NDIT \$50,000.00 Pending
				Other Sources \$97,737.50 Unconfirmed
Inter-campsite roads	Vegetation Removal	\$21,755.00		
	Subgrade contruction	\$30,575.00		
	Surfacing	\$40,760.00		
	Total	\$93,090.00	Gwaii Trust (\$22,713.0)	Total \$1,097,737.50
			NCRD (\$70,377)	
Parking	Vegetation removal	\$21,420.00		
	Subgrade contruction	\$12,285.00		
	Surfacing	\$35,955.00		
	Total	\$69,660.00	NDIT (\$21,923.00)	
			Other Sources (\$47,737)	
Campsites	Vegetation removal	\$104,760.00		
	Subgrade contruction	\$79,698.00		
	Surfacing	\$91,497.00		
	Amenitie (Firepit, Picnic tables, etc..)	\$31,200.00		
	total	\$307,155.00	Rural Dividend (\$250,000.00)	
			NCRD (\$7,155.00)	
			Other Sources (\$50,000.00)	
Miscellaneous Infrastucture	Outhouses	\$9,600.00		
	Group Shelters	\$24,900.00		
	Signage	\$9,445.00		

	Information Kiosk	\$3,100.00	
	Total	\$47,045.00	NCRD (\$18,968.00)
			NDIT (\$28,077)
Day Use Area	Vegetation removal	\$510.00	
	Subgrade contruction	\$435.00	
	Surfacing	\$0.00	
	Amenitie (Firepit, Picnic tables, etc..)	\$5,200.00	
	Total	\$6,145.00	Gwaii Trust (\$2645.00)
			NCRD (\$3500.00)
Rock Quarry	Vegetation removal	\$9,050.00	
	Soil Stipping and Organics	\$24,990.00	
	Blasting	\$15,000.00	
	New Waste Area	\$8,700.00	
	Wood Waste	\$20,000.00	
	Total	\$77,740.00	Gwaii Trust
Breakwater	Rip Rap	\$398,000.00	
	Placement	\$80,000.00	
	total	\$478,000.00	Gwaii Trust
	Total	\$1,097,737.50	
	Project Total	\$1,097,737.50	

Corporate Officer NCRD

From: Michael Racz <mikeracz3@gmail.com>
Sent: Friday, August 10, 2018 9:02 AM
To: Corporate Officer NCRD
Subject: Fwd: June 12 Animal Welfare Working Group Meeting
Attachments: BCSPCA Five Year Plan Article Spring 2018.pdf; Untitled attachment 00039.html; DRAFT Haida Gwaii Animal Responsibility Bylaws_June 2018.pdf; Untitled attachment 00042.html; Haida Gwaii Animal Welfare Working Group Meeting Draft Agenda June 12 2018.docx; Untitled attachment 00045.html; DRAFT Haida Gwaii Animal Responsibility Bylaws_June 2018.pdf; Untitled attachment 00048.html

Hi Daniel,

Please see below meeting notes that will give the board a sense of what this group is doing. In short, at the last meeting we discussed this I think there was some misrepresentation that they had a 300K budget to support an animal welfare society island wide on HG. This wasn't accurate information. They are not that far along yet. They do have island wide representation in their group and are looking to apply out for feasibility money to see what it would take and cost to make this happen. Currently they are looking for 20K from Vancouver Foundation. They need a sponsor applicant for this. This would be their ask for now as I understand it. I can give more of a verbal update as well next week. There are a couple attachments on this email. Let me know you got them ok.

Have a good weekend.

Mike

Hi all - first off, I would like to express my appreciation to Freda, Adeana, Andrew, Betty, Shane, Julia, Jennifer, Graeme, Amy, and Adrian for participating in Tuesday's meeting!

I did not prepare meeting minutes, but am sending everyone action items from the meeting. I have highlighted the name(s) of the person(s) responsible for the action item. For those who attended the meeting, I would be grateful if you could correct any errors or omissions in this summary.

- **All Community Representatives (Freda, Adeana, Andrew, Mike, Betty, Missy, Sabrina)** will follow up with their respective councils to determine if there is general agreement on the draft bylaws, and if not, identify any concerns or deficiencies.

An incident that occurred a few days ago with a loose dog attacking a resident's cat in Old Massett. The owners of the dog has been of long-standing concern for many people for not properly caring and controlling their animals over the years. Following discussions with Dorothy, Anne Marie, and Leila, I

reviewed the draft bylaws and think that one deficiency in the draft is a provision that enables a community to prevent individuals, who are incapable or unwilling to properly care for and manage their animals, from owning animals for a certain period of time, or for the duration that the individual lives in a community. Please consider this in your review with your councils.

- **Amy Morris** will provide Jennifer and Anna Maria with the contact information for James from Coastal Animal Rescue and Education Network (CARE) about a contract that the communities of Tofino and Ucluelet have partnered in to provide enforcement of animal bylaws in several communities in that Region.
 - Thanks for connecting us with James via email, Amy. We haven't yet heard from James. I did find the enforcement position posted, and the application period just closed on Friday: <https://avemployment.ca/job-posting/18110>
- **Eileen Drever** (senior Special Provincial Constable, BC SPCA) will provide an update on when the next Special Provincial Constable will be able to return to Haida Gwaii.
- **All Community Representatives (Freda, Adeana, Andrew, Mike, Betty, Missy, Sabrina)** will follow up with their respective councils to determine if there is general agreement to collaborate in creating a single humane education centre and animal adoption facility in the Greater Massett area, where there is closer access to Pacific Coastal Airlines, who will transport animals off Islands for free whenever they have the space.
 - After the meeting, I followed up with Andrew about the Massett Pound. Anne Marie kindly provided me with photos of the facility, and I was able to view the exterior and yard on Friday. My opinion is that the pound location is the most logical location for the all-Islands facility. I can envision a two storey building replacing the existing pound, with facilities for animals on the ground floor, and office & humane education & perhaps a enriched area for cats on the second storey. The lot is very small, however. **Andrew**, could you also follow up with Massett Council to determine if there would be a willingness to give up a portion of the adjoining public works yard to allow for a bit more space for outdoor kennels and a small yard where staff/volunteers/prospective adopters could interact with/train dogs in a fenced yard?
- Regarding a fund to assist low-income residents with help for veterinary care for their animals, Adeana, Betty, and Andrew were all in general support of the concept. Andrew and Betty said that their communities may be willing to make a contribution but would not be able to fully fund such a support grant. Adeana said that OMVC is interested, but needed a value to be able to comment further, and wondered where other funds would come from. Given that everyone needs a target before making any commitments, I suggest \$15,000 per year, and that communities approach the Gwaii Trust to cover the balance not covered by all the communities. **All Community Representatives (Freda, Adeana, Andrew, Mike, Betty, Missy, Sabrina)** could you please follow up with your respective councils to determine (1) how much per year each community could contribute towards this fund, and (2) if they would be willing to collaborate with all other communities and approach the Gwaii Trust to cover the amount not covered by the communities to ensure that \$15,000 is available annually?
- Dr. Adrian Walton was invited by Freda to participate in the call to discuss the possibility of a spay-neuter clinic (thank you, Adrian!). After the meeting, I spoke with both Anne Marie and Leila. Both were of the opinion that this subject had been discussed a number of times over the years with Dr. Don Richardson, who remains opposed to the idea of a temporary clinic being run for spay-neuters. Given that none of the organizations who run mobile spay-neuter clinics will come without the permission of the local vet, I think we need to look at a different model. **Freda and Adeana**, could you please have a look at this Petsmart Charities grant?

This grant is open for applications from August 1 - 29, with decisions made on funding by December 31. Anne Marie and I would be happy to work with you and the Haida Gwaii Animal Hospital to apply for this grant if you are interested. I think that the program would be most effective if Old Massett Village Council was the lead i.e. community-lead, rather than organizations coming from the outside to run the program. Anne Marie was successful in obtaining funds from the Gwaii Trust for a spay-neuter program for the Greater Massett Area a number of years ago, and has valuable insight on how to successfully implement such a grant.

- Graeme provided a quick overview of the BC SPCA's five-year plan process. The next plan is being written now and is targeted for completion in September. I suggested that it would be useful for all the communities to contact BC SPCA's board of directors to encourage them to increase the level of support to Haida Gwaii Communities. All community reps who were present were in agreement, but asked for contact information and some background information to assist with preparing the letter. I agreed to provide that information, and will follow up with all the community representatives to provide that once I have completed this email.
- Jennifer and I discussed our current efforts to apply for systems change funding from the Vancouver Foundation to fund a coordinator to work with all the communities to move our joint efforts on bylaws, enforcement, facility, and low-income vet care funding faster than I can in a volunteer role. Jennifer was initially told that the BC SPCA would allow our branch to apply for this funding. However, in discussion with Amy, and with follow-up after, it has been confirmed that it will not be possible to apply through the BC SPCA for this grant. Thus, our only option is if one of the communities is willing to sponsor the application. **All Community Representatives (Freda, Adeana, Andrew, Mike, Betty, Missy, Sabrina)** could you please follow up with your respective councils to determine if your community would be willing to sponsor such an application?
- Betty mentioned that she had spoken with Gwaii Trust representative. Bret Johnson, after our first meeting in March. Bret said that he would follow up with the Gwaii Trust, but she hasn't heard back on whether that conversation happened. I will follow up with Bret on this subject.

At the end of the meeting, I proposed that we continue to communicate throughout the summer on these action items, and meet again in early September. Thus, I encourage everyone to continue to move forward with actioning any items for which you have been named, and continue to communicate by email as required to keep the ball rolling, so to speak. I will send out a call-out for the next meeting in mid-August.

I did not mention it at the meeting, but representatives from Haida Gwaii Pro-Animal Welfare Society (HGPAWS) met with Village of Queen Charlotte Chief Financial Officer, Lori Wiedeman on Monday, June 11. The Village has given HGPAWS right of first refusal to purchase the old firehall once the new firehall is complete. An appraisal was completed on the property. The results of the appraisal was shared with HGPAWS reps, and concepts for use of that facility for running a social enterprise to fund animal welfare initiatives were discussed. At this time, it is estimated that the new firehall will not be completed until 2020. In the meantime, HGPAWS will continue to look for social enterprise opportunities that could be run out of that space.

Thank you for your continued support to collectively work to improve animal welfare on Haida Gwaii!

Anna Maria

On 6 June 2018 at 21:17, Anna Maria Husband <annamariahusband@gmail.com> wrote:

Hi all - our meeting is scheduled for 2 - 4 PM on Tuesday in the Port Clements Council Chambers. I have attached a draft agenda for your review. If you are unable to attend the meeting in person, please call in on this BC SPCA teleconference line:

Toll Free call-in number: 1-866-715-6499

Participant Code: 5441059838

I have also attached an article from the most recent issue of the BC SPCA's magazine, Animal Sense, discussing the organization's new 5-year plan development. Graeme Wright, who is the BC SPCA's regional manager for Vancouver Island and Haida Gwaii, has asked to participate in our meeting. Graeme is keen to understand the community representative's concerns and how the BC SPCA can work with Haida Gwaii communities to improve animal welfare on the Islands.

Prior to the meeting, we will also distribute draft bylaw based on those that Shane discussed at the March 26 meeting. Below are links to two dog bylaws developed by the Ermineskin Cree Nation Siksika Nation in Alberta, both of which were discussed at the National Animal Welfare Conference, which I attended in April (https://conference.humanecanada.ca/2018?mc_cid=94c83ae877&mc_eid=cf24d6ebef):

<https://www.erminekin.ca/index.php/departments/item/856-erminekin-dog-by-law>

<http://siksikanation.com/wp/wp-content/uploads/2016/06/SIKSIKA-DOG-BY-LAW-POLICY-MANUAL.pdf>

If you have any questions prior to the meeting, please do not hesitate to contact me via email or phone 250-559-8548.

Regards,

Anna Maria Husband
Chair, Haida Gwaii Branch Community Council
BC SPCA

DRAFT

Animal Responsibility Bylaws

June 2018

[Drafted from the BCSPCA Model Animal Responsibility Bylaws V. 3 September 2017]

Bylaw

I. Standards of Care - General

Definitions

“Animal” means any member of the Kingdom Animalia excluding humans;

“Enclosure” means a structure forming a pen suitable to confine an animal; and

“Owner” includes a person owning, possessing, harbouring or having charge of an animal or permitting an animal to remain about the persons’ house or premises or to whom a licence for an animal has been issued pursuant to this bylaw and where the owner is a minor, the person who is the legal guardian or has custody of the minor.

1. No person shall keep any animal in the municipality unless the animal is provided with:

1.1 clean potable drinking water and food in sufficient quantity and of a recognized nutritional quality to allow for the animal’s normal growth and the maintenance of the animal’s normal body weight;

1.2 food and water receptacles which are clean;

1.3 the opportunity for regular exercise sufficient to maintain the animal’s good health, including daily opportunities for social contact with people or animals, to be free of an enclosure and exercised under appropriate control; and

1.4 necessary veterinary care when the animal exhibits signs of pain, injury, illness, suffering, or disease.

2. No person may keep any animal which normally resides outside or which is kept outside for extended periods of time, unless the animal is provided with outside shelter:

2.1 which ensures protection from heat, cold and wet that is appropriate to the animal's weight and type of coat;

2.2 which provides sufficient space to allow the animal the ability to turn about freely and to easily stand, sit and lie in a normal position; at least one and a half (1.5) times the

length of the animal in all directions, and at least as high as the animal's height measured from the floor to the highest point of the animal when standing in a normal position plus 10%;

2.3 which provides sufficient shade to protect the animal from the direct rays of the sun at all times;

2.4 which contains dry bedding that will assist with maintaining normal body temperature; and

2.5 which is regularly cleaned and sanitized and all excreta removed at least once per day.

3. No person may cause, permit or allow an animal:

3.1 to be hitched, tied or fastened to a fixed object in such a way that the animal is able to leave the boundaries of the owner's property; or

3.2 to be hitched, tied or fastened to a fixed object where a choke, prong or shock collar forms part of the securing apparatus, or where a rope or cord is tied directly around the animal's neck; or be tethered other than with a collar that is properly fitted to the animal and attached in a manner that will not injure the animal or enable the animal to injure itself by pulling on the tether; or

3.3 to be hitched, tied or fastened to a fixed object except with a tether of sufficient length to enable the full and unrestricted movement of the animal; or

3.4 to be hitched, tied or fastened to a fixed object for longer than four (4) hours within a 24 hour period.

4. No person shall keep an animal confined in an enclosed space, including a motor vehicle, without sufficient ventilation to prevent the animal from suffering discomfort or heat or cold-related injury. Such enclosed space or vehicle (if stationary) shall be in an area providing sufficient shade to protect the animal from the direct rays of the sun at all times.

5. No person may transport an animal in a vehicle outside of the passenger compartment or in an uncovered passenger compartment, unless it is adequately confined to a pen or cage, or secured in a body harness or other manner of fastening to prevent it from jumping, falling off the vehicle or otherwise injuring itself.

6. No person shall permit an animal to suffer from thermal distress, dehydration, discomfort or exertion causing unnecessary pain, suffering or injury.

7. Notwithstanding any other provision of this bylaw, no person shall:

7.1 abandon any animal;

7.2 in any way use poison, air pellet guns, bows and arrows, slingshots and the like on any animal;

7.3 use choke, prong or shock collars or harsh physical or verbal corrections to train or restrain any animal;

7.4 tease, torment, provoke, punch, kick or choke an animal;

7.5 cause, permit or allow an animal to suffer; or

7.6 train or allow any animal to fight.

Bylaw

II. Standards of Care - Shelter Standards

Definitions

“Animal” means any member of the Kingdom Animalia excluding humans;

“Animal Shelter Manager” means any person appointed by the municipality as the animal shelter manager or any contractor who has entered into an agreement with the municipality to assume the responsibilities of the animal shelter manager pursuant to this bylaw, and includes the delegates of this person;

“Impounded” means seized, delivered, received, or taken into the custody of the municipality or in the custody of the animal shelter manager;

“Owner” includes a person owning, possessing, harbouring or having charge of an animal or permitting an animal to remain about the persons’ house or premises or to whom a licence for an animal has been issued pursuant to this Bylaw and where the Owner is a minor, the person who is the legal guardian or has custody of the minor; and

“Permanent Identification” means identification for an animal in the form of a traceable tattoo or a microchip that contains the current contact information of the owner.

1. The animal impoundment facility shall ensure all “must” and “unacceptable” statements set out in the *Canadian Standards of Care in Animal Shelters: Supporting ASV Guidelines* are addressed. This document is available at (<https://www.canadianveterinarians.net/documents/canadian-standards-of-care-in-animal-shelters>).

2. The animal shelter manager shall ensure that all animals impounded under this bylaw receive sufficient food, water, shelter, exercise, social interaction and, if necessary, reasonable veterinary attention, and that the animals are not mistreated during seizure and impoundment.

3. During the impoundment period, the animal shelter manager shall provide veterinary care and pain control for an injured or ill impounded animal as may be necessary to sustain its life and relieve distress.

4. If an animal shelter manager considers that an impounded animal requires:

4.1 a vaccination;

4.2 flea treatment;

4.3 worm treatment;

4.4 examination by a veterinarian; or

4.5 urgent veterinary care to alleviate any pain or suffering as recommended by a veterinarian, then the animal shelter manager can cause such care to be provided at the sole cost and expense of the animal's owner.

5. During or following the impoundment period, the animal shelter manager must, in consultation with a veterinarian, take an animal to a veterinarian for euthanasia, where s/he reasonably believes:

5.1 immediate veterinary treatment cannot prolong the animal's life, or;

5.2 prolonging the animal's life would result in the animal suffering unduly, and;

5.3 all reasonable efforts to contact the owner of the animal have failed.

6. Any euthanasia method used in a shelter must quickly induce loss of consciousness followed by death, while ensuring the death is as free from pain, distress, anxiety, or apprehension as possible. The euthanasia method must be reliable, irreversible and compatible with the species, age and health status of the animal. Any agent or method that is unacceptable according to the AVMA Guidelines on Euthanasia is also unacceptable for use in shelters.

7. The animal shelter manager is entitled to recover from the owner the cost of veterinary care provided while the animal was impounded, in addition to any other fees due to the municipality for the redemption of the animal.

Bylaw

III. Hoarding and Animal Limits

Definitions

“Animal Bylaw Officer” means any person appointed by council as an animal control officer or bylaw enforcement officer;

“Cat” means the domestic cat *Felis catus*;

“Community Cat” means any free-roaming cat that may be cared for by one or more residents of the immediate area who is/are known or unknown; a community cat may or may not be feral. Community cats are exempt from licensing and are not considered to be stray or at-large;

“Community Cat Caregiver” means a person who, in accordance with a good faith effort to conduct Trap-Neuter-Return, provides care. This care includes providing food, shelter, or medical care to a community cat. However, community cat caregivers are not the owner or keeper of a community cat (see section Cat population control and feral cat colonies);

“Dog” means the domestic dog *Canis lupus*;

“Licensee” means any person or business entity who obtains a licence to operate and does operate a business that involves providing care for animals, other than a veterinary clinic, including breeders, pet stores, animal kennels, animal daycares, dog walkers and animal groomers; and

“Small Animals” means domestic ferrets, domestic mice, domestic pigeons, domestic rats, European rabbits (*Oryctolagus cuniculus*), gerbils, guinea pigs, hamsters and small birds (e.g., budgies, canaries, cockatiels, lovebirds).

1. No person shall keep or allow to be kept on any real property more than a total of six (6) cats and dogs over the age of twelve (12) weeks, and a reasonable number of small and aquatic animals, unless they are a licensee, community cat caregiver, veterinary clinic or animal shelter.

2. If a person is providing temporary care for more than a total of six (6) cats and dogs over the age of twelve (12) weeks, they shall notify the animal bylaw officer with the number and species of animals, reason and estimated length of time they will be providing care.

Bylaw

IV. Dangerous Dogs and Aggression

Definitions

“Aggressive Behaviour” means any behaviour by a dog that demonstrates a threat or harm directed at a person or animal and includes snarling;

“Aggressive Dog” means a dog that:

- a) has without justifiable provocation displayed aggressive behaviour toward a person or animal; or
- b) has without justifiable provocation caused a minor injury to a person or animal;

“Animal” means any member of the Kingdom Animalia excluding humans;

“Animal Bylaw Officer” means any person appointed by council as an animal control officer or bylaw enforcement officer;

“At Large” means:

- a) an animal located elsewhere than on the premises of the person owning or having the custody, care or control of the animal that is not under the immediate charge and control of a responsible and competent person;
- b) an animal located upon a highway or other public place, including a school ground, park or public beach, that is not secured on a leash to a responsible and competent person; or
- c) a vicious dog or dangerous dog that is on the premises of the owner that is not contained in an enclosure or securely confined within a dwelling;

“Dangerous Dog” means a dog that:

- a) has killed or seriously injured a person;
- b) has killed or seriously injured an animal while in a public place or while on private property, other than property owned or occupied by the person responsible for the dog;
- c) has previously been deemed a vicious dog and has since attacked or caused injury to a person or animal after being deemed a vicious dog; or
- d) as defined in the Community Charter S.B.C. 2003 c. 26, as amended;

“Dog” means an animal of the canine species, irrespective of sex or age;

“Dangerous Dog Enclosure” means a fence or structure at least two (2) metres in height and two (2) metres in width, forming or causing an enclosure suitable to prevent unauthorized entry and suitable to confine a dog in conjunction with other measures taken by the owner. The enclosure must be securely enclosed and locked and designed with secure sides, top and bottom and must be designed to prevent the animal from escaping;

“Identification” means:

- a) a collar or tag worn by an animal which includes the name, current address and contact information of the owner;
- b) a traceable tattoo;
- c) a traceable microchip; or
- d) a valid licence tag issued by a local government in British Columbia;

“Impounded” means seized, delivered, received or taken into the custody of the municipality or in the custody of the animal shelter manager;

“Guard Dog” means a dog that is specifically trained for or used primarily for the purposes of guarding property, including residential, commercial and industrial property;

“Muzzle” means a humane basket-style fastening or covering device that is strong enough and well-fitted enough to prevent the dog from biting, without interfering with the breathing, panting or vision of the dog or with the dog's ability to drink;

“Neuter” means the sterilization of a male animal by removal of the testicles or by any method of pharmaceutical sterilization approved by the Canadian Veterinary Medical Association;

“Owner” includes a person owning, possessing, harbouring or having charge of an animal or permitting an animal to remain about the persons' house or premises or to whom a licence for an animal has been issued pursuant to this bylaw and where the owner is a minor, the person who is the legal guardian or has custody of the minor;

“Permanent Identification” means identification for an animal in the form of a traceable tattoo or a microchip that contains the current contact information of the owner;

“Seize” includes impound and detain;

“Serious Injury” means a physical injury to a person or animal that consists of deep punctures, lacerations in more than one direction, broken bones or an injury requiring stitches or cosmetic surgery;

“Spay” means the sterilization of a female animal by removal of the ovaries or by any method of pharmaceutical sterilization approved by the Canadian Veterinary Medical Association; and

“Vicious Dog” means a dog that:

- a) has without justifiable provocation caused a serious injury to a person or animal; or
- b) has a known propensity, tendency or disposition to attack without justifiable provocation; or
- c) has on more than one occasion caused a minor injury to a person or animal; or
- d) has while running at large, aggressively pursued or harassed a person without justifiable provocation, or has demonstrated a propensity, tendency or disposition to do so as deemed by an animal bylaw officer or animal shelter manager.

Aggressive Dogs

1. If an animal bylaw officer receives a credible complaint that a dog has exhibited aggressive behaviour, that bylaw officer may issue the owner of that dog written notice of that complaint, such written notice to include the following:

1.1 the date, place and circumstances of the events alleged;

1.2 a warning that if the dog that is the subject of the complaint is found to have exhibited aggressive behaviour again, the dog could be deemed to be an aggressive dog; and

1.3 a copy of the bylaw relating to aggressive dogs.

2. Where the owner of a dog has received a notice in the form set out in section 1 above and a bylaw officer receives another credible complaint that the dog has exhibited aggressive behaviour, the dog may be deemed to be an aggressive dog. An animal bylaw officer may issue a written notice to the owner of that dog advising the owner of the requirements of this bylaw with respect to aggressive dogs and which deems that dog to be an aggressive dog.

3. Every owner of an aggressive dog shall:

3.1 secure the dog by a collar and leash that is a maximum length of one (1) metre when not on the owner's property;

3.2 ensure that the dog is not running at large within the municipality at any time;

3.3 within fourteen (14) calendar days of receiving notice that their dog is an aggressive dog, ensure the dog has permanent identification and provide the permanent identification information to the municipality.

4. An owner, following a period of at least one (1) year from the date stated on the written notice deeming their dog an aggressive dog, may apply to the municipality for relief from the requirements of Section 2 provided that:

4.1 the municipality has received no further complaints in regard to that dog's aggressive behaviour; and

4.2 proof and documentation is provided that the owner and the dog have successfully completed a humane, force-free training course, deemed acceptable by an animal bylaw officer as acting reasonably to address the dog's aggressive behaviour.

5. If a dog displays aggressive behavior again after relief has been granted, the requirements of section 2 shall apply in perpetuity.

Vicious Dogs

6. Where a dog meets the definition of a vicious dog, an animal bylaw officer may issue written notice to the owner of that dog advising the owner of the requirements of this bylaw with respect to vicious dogs and which deems that dog to be a vicious dog.

7. Every owner of a vicious dog shall:

7.1 secure the dog by a collar and leash that is a maximum length of one (1) metre when not on the owner's property;

- 7.2 ensure that the dog is not running at large within the municipality at any time;
- 7.3 ensure that the dog is not in a designated off-leash area in the municipality at any time;
- 7.4 keep the dog effectively muzzled to prevent it from biting another animal or human when not on the owner's property;
- 7.5 post a clearly visible sign at all points of entry onto any premises where the dog is being kept, temporarily or permanently, warning that there is a vicious dog on the premises;
- 7.6 at all times while the vicious dog is on the person's premises, keep the vicious dog securely confined indoors or confined outdoors in an enclosure; and
- 7.7 within fourteen (14) calendar days of receiving notice that their dog is a vicious dog, ensure the dog has permanent identification and provide the permanent identification information to the municipality.

Dangerous Dogs

- 8. Where a dog meets the definition of a dangerous dog, an animal bylaw officer may issue written notice to the owner of that dog advising the owner of the requirements of this bylaw with respect to dangerous dogs and which deems that dog to be a dangerous dog.
- 9. The owner of any dog that has been deemed a dangerous dog by written notice may, within fourteen (14) calendar days of issuance of that written notice, request in writing that the animal bylaw officer reconsider the decision. The request for reconsideration must be accompanied by:
 - 9.1 written reasons why the dog is not a dangerous dog; and
 - 9.2 a written assessment of the dog, prepared by a veterinarian.
- 10. If the written request for reconsideration referenced is received by the municipality within the time specified in Section 8, the animal bylaw officer may provide the owner and any complainant with an opportunity to make representations regarding the dangerous dog. The animal bylaw officer may confirm, reverse or amend the decision designating the dog as a dangerous dog and may cancel or modify any restrictions, requirements or conditions imposed by an animal bylaw officer and impose any new or additional restrictions, requirements or conditions as he or she deems necessary or appropriate in the circumstances.

11. No person shall own or keep any dangerous dog unless the dog is licensed as a dangerous dog with the municipality by an owner who is over nineteen (19) years of age, who has paid the applicable fee, and who keeps the dog in compliance with Sections 12-14.

12. The owner of a dangerous dog has fourteen (14) days to come into compliance with sections 12-13 of the bylaw, from the date the dog was deemed a dangerous dog.

13. In order to obtain a licence for a dangerous dog, an owner of a dangerous dog shall supply the following documentation to the municipality:

13.1 completion of the dog licence application;

13.2 written confirmation from a licensed veterinarian that this dog has been neutered or spayed, extensions possible with proof that a veterinary appointment could not be obtained within the stated period;

13.3 written confirmation from a humane animal trainer approved by the municipality that the services of such trainer have been retained for the purpose of providing behavioural remediation to the dog;

13.4 written confirmation that the owner has obtained a policy of liability insurance specifically covering any damages for injuries caused by the dog in an amount not less than five hundred thousand (500,000) dollars, and covering the twelve (12) month period during which licensing is sought;

13.5 written confirmation that the dog has permanent identification with the permanent identification information outlined on the application; and

13.6 payment of the dangerous dog licence fee.

14. Every owner of a dangerous dog shall:

14.1 secure the dog by a collar and leash that is a maximum length of one (1) metre when not on the owner's property;

14.2 ensure that the dog is not running at large within the municipality at any time;

14.3 ensure that the dog is not in a designated off-leash area in the municipality at any time;

14.4 keep the dog effectively muzzled to prevent it from biting another animal or human when not on the owner's property;

14.5 post a clearly visible sign at all points of entry onto any premises where the dog is being kept, temporarily or permanently, warning that there is a dangerous dog on the premises;

14.6 at all times while the dog is on the person's premises, keep the dog securely confined indoors or confined outdoors in an enclosure with a roof and locked entry; and

14.7 have the dangerous dog photographed and the photo retained by the animal bylaw officer for identification purposes.

15. The owner of a dangerous dog shall promptly notify the municipality's animal bylaw officer if:

15.1 the dog is found to be running at large; or

15.2 the dog's owner or place of residence changes; or

15.3 the dog is given away or dies.

16. If the owner of a dangerous dog is unwilling or unable to comply with the requirements of sections 12-14, the dog may be seized and impounded for a four (4) day holding period, after which the dog may be euthanized.

17. The owner of a dangerous dog may, within four (4) days of impoundment, request the release of a dangerous dog by submitting to the animal bylaw officer a letter providing proof of his or her actions of remediation to the contraventions of this bylaw. It will be at the discretion of the animal bylaw officer whether the owner meets the requirements of the bylaw. The animal bylaw officer must provide a written decision within five (5) days to the owner that, a. the dog may be released as the owner meets the requirements of the bylaw, b. the owner has additional time to meet the requirements of the bylaw and an assigned timeline, or c. the dog will be euthanized.

Guard Dogs

18. Every owner of a guard dog shall prevent the guard dog from leaving the property of the owner by ensuring:

18.1 the guard dog is confined within the premises and these premises are reasonably secure against unauthorized entry;

18.2 the premises are completely enclosed by means of a two (2) metre fence constructed in accordance with municipal bylaws and any gates in such fence are reasonably secured against unauthorized entry;

18.3 the guard dog is securely confined in an area within the premises that is adequate to ensure that the guard dog cannot escape;

18.4 warning signs advising of the presence of a guard dog on the premises are posted, with lettering clearly visible from the lesser of the curb line of the property and fifteen (15) metres from the premises, and posted at each driveway or entranceway to the property and at all exterior doors of the premises; and

18.5 before bringing the guard dog onto the premises under control of the owner, notify the animal bylaw officer, the Fire Department, the Bylaw Enforcement and Licensing Services Division and the police of the address of the property which the guard dog will be guarding, the approximate hours during which the guard dog will be performing guard duties, the breed, age, sex and licence number of the guard dog and the full names, addresses and telephone numbers of the owner and any other individual who will be responsible for the guard dog.

Dangerous Dog Enclosure

19. No person shall keep a dog in a dangerous dog enclosure unless all of the following requirements are met:

19.1 the enclosure shall be a fully enclosed structure with a minimum dimension of two (2) metres in width, by four (4) metres in length and two (2) metres in height from the grade upon which the enclosure is constructed;

19.2 the location of the enclosure shall be within a rear yard and shall meet the requirements for an accessory structure contained within the municipality's zoning bylaw, as amended from time to time;

19.3 the enclosure shall include an outside shelter that conforms to the Standards of Care section of this bylaw;

19.4 if the sides are not secured to the bottom of the enclosure, then the sides shall be embedded into the ground no less than thirty (30) centimetres or as deep as may be necessary to prevent the escape of the dog from the enclosure; and

19.5 the enclosure must be regularly cleaned and sanitized and all excreta removed at least once a day.

Bylaw

V. Pet Licensing and Identification

Definitions

“Animal Bylaw Officer” means any person appointed by council as an animal control officer or bylaw enforcement officer;

“Cat” means the domestic cat *Felis catus*;

“Dog” means the domestic dog *Canis lupus*;

“Neuter” means the sterilization of a male animal by removal of the testicles or by any method of pharmaceutical sterilization approved by the Canadian Veterinary Medical Association;

“Owner” includes a person owning, possessing, harbouring or having charge of an animal or permitting an animal to remain about the persons’ house or premises or to whom a licence for an animal has been issued pursuant to this bylaw and where the owner is a minor, the person who is the legal guardian or has custody of the minor; and

“Spay” means the sterilization of a female animal by removal of the ovaries or by any method of pharmaceutical sterilization approved by the Canadian Veterinary Medical Association.

Identification

1. Every owner of a cat or dog shall affix, and keep affixed, sufficient identification on the cat or dog by a collar, harness, traceable tattoo, microchip or other suitable device such that a person finding the cat or dog at large in the municipality can identify and contact the owner. The form of identification used must provide a means of determining the sterilization status of the cat or dog.
2. Every owner of a cat apparently over the age of three (3) months, shall provide evidence that the cat has identification that complies with this bylaw upon request by an animal bylaw officer.

Mandatory licensing

3. No person shall own, keep, possess or harbour any dog or cat over the age of three (3) months in the municipality unless a valid and subsisting licence for the current calendar year has been obtained for the dog or cat.
4. If a dog or cat is required to be licensed pursuant to this bylaw, the owner of the dog or cat shall apply to the municipality for a licence. Upon receipt of the application and payment of the prescribed fee, the municipality shall issue a licence and for that licence year.
5. Where a licence tag is issued, the owner of a dog or cat for which a licence has been issued under this bylaw shall affix, and keep affixed, the licence tag on the dog or cat by a safe collar, harness, or other suitable device.

6. Where this bylaw provides for a **free or reduced fee** licence fee for a dog or cat that is neutered or spayed, the application shall be accompanied by a certificate signed by a veterinarian indicating that the dog or cat has been neutered or spayed.
7. The owner of any licensed dog or cat shall, within thirty (30) days of the owner's change of address, notify the municipality of the change of address.