



**NORTH COAST REGIONAL DISTRICT
REGULAR BOARD MEETING REGULAR**

AMENDED AGENDA

**Held at 344 2nd Avenue West in Prince Rupert, B.C.
Friday, November 24, 2017 at 7:00 PM**

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 October 20, 2017	Pg 1-8
3.2	Minutes of the Special Meeting of the North Coast Regional District Board held November 2, 2017	Pg 9-11
3.3	Rise and Report – October 20, 2017 <i>(to be read by Chair – no motion required)</i> MOVED by Director Racz, SECONDED by Director Kinney, that the report from staff entitled “BC Ferry Authority Appointment” be received; AND THAT the Board of the North Coast Regional District nominate Michael Pucci to be considered for the Northern Coastal and North Island appointment to the BC Ferry Authority Board of Directors for a term commencing April 1, 2018. IC056-2017 CARRIED	Verbal

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held October 3, 2017	Pg 12-13
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5. DELEGATIONS

5.1	Bob LaFleur, Consultant & Municipal Insurance Association of B.C. – Regulatory System for Building Inspection & Liability for the Provision of Building Inspection Services and the Core Building Bylaw Revision Project	Verbal
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6. FINANCE

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for October, 2017	Pg 14
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7. CORRESPONDENCE

7.1	BC Environmental Assessment Office – Aurora LNG Project Withdrawal	Pg 15-18
7.2	Old Massett Village Council – Consultation on Application for Wood Cutting Permit	Pg 19-27
7.3	Transport Canada – Sandspit Public Port Facility Demolition	Pg 28-29
7.4	BC Ferry Services Inc. – RE: Prince Rupert BC Ferries Terminal Customer Service	Pg 30-32
7.5	KPMG Forest Certification Services – Stakeholder Consultation: Recertification Audit of Nanaimo Forest Products Ltd.	Pg 33-43
7.6	Green Communities Committee – Climate Action Charter Commitments	Pg 44-46
7.7	Vancouver Island Regional Library – Moving Forward with a New Library on Leased School Board Land	Pg 47
7.8	Honourable Jinny Sims, Minister of Citizens' Services – Union of BC Municipalities Annual Convention	Pg 48-49
<u>Add:</u> <u>7.9</u>	Association of Vancouver Island and Coastal Communities – Resolutions Notice and Guidelines; Nominations for AVICC Executive Committee	Pg 49a-49h
<u>Add:</u> <u>7.10</u>	Prince Rupert Port Authority – RE: Prince Rupert Port Authority Emergency Preparedness Collaboration	Pg 49i-49l

8. REPORTS / RESOLUTIONS

8.1	D. Fish, Corporate Officer – PlaceSpeak	Pg 50-51
8.2	D. Chapman, Chief Administrative Officer – Cost of Living Increase for Directors	Pg 52-54
8.3	D. Fish, Corporate Officer & S. Gill, Treasurer – Results of Assent Voting Conducted for Bylaw No. 618, 2017	Pg 55-56
<u>Add:</u> <u>8.4</u>	D. Lomax, Recreation Coordinator – Update on Haida Gwaii Regional Recreation Operations	Verbal

9. BYLAWS

9.1	Bylaw No. 618, 2017 – Being a bylaw to establish a fire and rescue protection service within a portion of Electoral Area D to provide taxation funding for the operational costs of the Tlell Volunteer Fire Department <i>Prior to adoption.</i>	Pg 57-60
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10. LAND REFERRALS / PLANNING *(Voting restricted to Electoral Area Directors)*

None.	---
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11. NEW BUSINESS

11.1	Directors' Reports	Verbal
11.2	Tlell Fall Fair Committee application to Northern Development Initiative Trust's Community Halls and Recreation Facilities Program	Pg 61-74
11.3	Haida Gwaii Museum's application to Northern Development Initiative Trust's Marketing Initiatives Program	Pg 75-84
11.4	North Coast Regional District Sub-Branding Design Presentation	Pg 85-92

12. OLD BUSINESS

12.1	Subsistence Fisheries	Verbal
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13. PUBLIC INPUT**14. IN-CAMERA**

That the public be excluded from the meeting according to section 90(1)(k) of the <i>Community Charter</i> "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".	---
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15. ADJOURNMENT



NORTH COAST REGIONAL DISTRICT

MINUTES of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held via teleconference on Friday, October 20, 2017 at 7:00 p.m.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert N. Kinney, City of Prince Rupert 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 B. Beldessi, Electoral Area E
Regrets	D. Franzen, District of Port Edward
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer
Public	0
Media	1

1. CALL TO ORDER 7:03 p.m.

2. AGENDA

MOVED by Director Martin, SECONDED by Director Beldessi, that the October 20, 2017 North Coast Regional District Regular agenda be amended and adopted to include the following:

- 11.4 Association of Vancouver Island and Coastal Communities AGM
- 11.5 Dodge Cove Ferry Service
- 12.3 Marine Planning Partnership for Pacific North Coast

363-2017

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regular Meeting of the North Coast Regional District Board held September 22, 2017

MOVED by Director Martin, SECONDED by Director Nobels, that the minutes of Regular meeting of the North Coast Regional District Board held September 22, 2017 be adopted as presented.

364-2017

CARRIED

3.2 Rise and Report – September 22, 2017 (no motion required)

MOVED by Director Brain, SECONDED by Director Nobels, THAT the report from the Chief Administrative Officer entitled “Human Resources Update” be received;

AND THAT, in accordance with sections 234 and 237 of the Local Government Act, the Board of the North Coast Regional District assign powers, duties and functions of financial administration to Mr. Sukhraj Gill, effective immediately;

AND THAT, in accordance with sections 234 and 236 of the Local Government Act, the Board of the North Coast Regional District assign powers, duties and functions of deputy corporate administration to Mr. Sukhraj Gill, effective immediately;

AND FURTHER THAT, in accordance with sections 234 and 237 of the Local Government Act, the Board of the North Coast Regional District assign powers, duties and functions of deputy financial administration to Mr. Doug Chapman, effective immediately.

IC049-2017

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1 Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held September 5, 2017

MOVED by Director Beldessi, SECONDED by Director Nobels, that the minutes of the Regular meeting of the Moresby Island Management Standing Committee held September 5, 2017 be received as presented.

365-2017

CARRIED

4.2 Minutes of the Regular Meeting of the Committee of the Whole held September 23, 2017

MOVED by Director Martin, SECONDED by Director Thomas, that the minutes of the Regular meeting of the Committee of the Whole held September 23, 2017 be received as presented.

366-2017

CARRIED

4.3 Minutes of the Regular Meeting of the Electoral Area Advisory Committee held May 27, 2017

MOVED by Director Nobels, SECONDED by Director Racz, that the minutes of the Regular meeting of the Electoral Area Advisory Committee held May 27, 2017 be received as presented.

367-2017

CARRIED

5. DELEGATIONS

- 5.1 M. Pucci, Northern Coast and North Island Director, BC Ferry Authority Board of Directors – Update on the BC Ferry Authority Board of Directors

Michael Pucci, Northern Coast and North Island Director to the BC Ferry Authority Board, addressed the Board of the North Coast Regional District with respect to his appointment to the BC Ferry Authority Board. Mr. Pucci noted that his role on the Board is to represent the shareholder (residents of B.C.).

Mr. Pucci noted there has been significant turnover in executive staff for the B.C. Ferry Authority. The Board of Directors is responsible for setting compensation and bonuses for executive staff, which have been reduced overall throughout Mr. Pucci's tenure.

Mr. Pucci indicated that he, along with B.C. Ferry Authority CEO, would be willing and able to appear before the Board at a future meeting date into 2018 to answer further questions posed by the Board of Directors of the North Coast Regional District.

The Board thanked Mr. Pucci for his delegation.

6. FINANCE

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

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

368-2017

CARRIED

7. CORRESPONDENCE

- 7.1 Wolverine Terminals – Prince Rupert Marine Fuels Service Open House and Invitation to Comment

MOVED by Director Nobels, SECONDED by Director Racz, that the correspondence from Wolverine Terminals with regard to Prince Rupert marine fuels services be received.

369-2017

CARRIED

- 7.2 BC Ferry Services Inc. – Significant Service Request: Route 26 Evening Walk-On Service

MOVED by Director Martin, SECONDED by Director Racz, that the correspondence from BC Ferry Services Inc. with respect to a proposed evening walk-on service for Route 26 be received.

370-2017

CARRIED

- 7.3 BC Ferry Services Inc. – BC Ferries Executive

MOVED by Director Martin, SECONDED by Director Thomas, that the correspondence from BC Ferry Services Inc. with respect to the BC Ferries executive be received.

371-2017

CARRIED

- 7.4 Rainforest Alliance – Notice of Upcoming Surveillance Audit: Taan FSC Certificate (Haida Gwaii)

MOVED by Director Racz, SECONDED by Director Thomas, that the correspondence from Rainforest Alliance with respect to the upcoming surveillance audit on Haida Gwaii be received.

372-2017

CARRIED

- 7.5 North Central Local Government Association – NCLGA Board Report

MOVED by Director Nobels, SECONDED by Director Bedlessi, that the correspondence from the North Central Local Government Association with respect to an Board update report be received.

373-2017

CARRIED

- 7.6 North Central Local Government Association – Resolutions Deadline

MOVED by Director Nobels, SECONDED by Director Thomas, that the correspondence from the North Central Local Government Association with respect to the 2018 resolution deadline be received.

374-2017

CARRIED

8. REPORTS – RESOLUTIONS

- 8.1 D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation: 2017 3rd Quarter Reporting

MOVED by Director Thomas, SECONDED by Director Martin, that the staff report entitled “Haida Gwaii Regional Recreation: 2017 3rd Quarter Reporting” be received for information.

375-2017

CARRIED

- 8.2 D. Chapman, Chief Administrative Officer – Strategic Priorities and Local Services

MOVED by Director Nobels, SECONDED by Director Thomas, that the report from staff entitled “Strategic Priorities and Local Services” be received;

AND THAT that staff writes a response letter to Attachment A of the Chief Administrative Officer’s report, dated October 20, 2017, outlining why the Strategic Priorities are developed and the process for creating local services in rural areas.

376-2017

CARRIED

- 8.3 D. Fish, Corporate Officer – Alternative Approval Process Results for Vancouver Island Regional Library Borrowing Service Establishment Bylaw No. 614, 2017 & Vancouver Island Regional Library Loan Authorization Bylaw No. 615, 2017

MOVED by Director Nobels, SECONDED by Director Kinney, that the Board receives the staff report entitled “Alternative Approval Process Results for Vancouver Island Regional Library Borrowing Service Establishment Bylaw No. 614, 2017 & Vancouver Island Regional Library Loan Authorization Bylaw No. 615, 2017” be received for information.

377-2017

CARRIED

9. BYLAWS

- 9.1 Bylaw No. 614, 2017 – Being a bylaw to establish a service within the NCRD for the purpose of borrowing funds on behalf of the VIRL for the construction and renovation of library building facilities

MOVED by Director Martin, SECONDED by Director Racz, that Bylaw No. 614, 2017 be adopted.

378-2017

CARRIED

- 9.2 Bylaw No. 615, 2017 – Being a bylaw to authorize the borrowing of \$1.5 million for the purpose of borrowing funds on behalf of the VIRL for the construction and renovation of library building facilities

MOVED by Director Thomas, SECONDED by Director Martin, that Bylaw No. 615, 2017 be adopted.

379-2017

CARRIED

10. LAND REFERRALS / PLANNING

None.

11. NEW BUSINESS

- 11.1 Director's Reports

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

Director Bergman – Electoral Area C

- The roof and doors of the Oona River Community Hall have now been replaced.

Director Racz – Electoral Area D

- Received the test notification for the ePact Emergency Notification System on October 19th, 2017;
- Residents in the Towhill area have approached Director Racz with respect to support for construction/renovation of the Towhill community hall; and
- Director Racz attended the most recent Northern Development Initiative Trust Board of Directors meeting held in Williams Lake, B.C.

Director Martin – Village of Queen Charlotte

- Director Martin attended a tsunami preparedness workshop with stakeholders from other coastal communities; and
- The Village will be holding a by-election for a Councilor position – with two individuals seeking election.

Director Beldessi – Electoral Area E

- Director Beldessi attended the Vancouver Island Regional Library executive meeting held October 20, 2017; and
- Tourism and fishing in Sandspit have slowed down.

Director Brain – City of Prince Rupert

- The City has been awarded \$150,000 from the BC Rural Dividend Fund to assist with the Redesign Rupert project; and
- A townhall meeting will be held at the end of November to engage with residents on City-related projects and news.

Director Thomas – Village of Port Clements

- Tourism and fishing in Port Clements have slowed down;
- The Port Clements museum saw record visitor numbers in 2017; and
- The Village Council continues to work to identify priority projects into 2018.

Chair Pages – Village of Masset

- The Village is underway with its waterline replacement project with construction presently taking place throughout the community; and
- Chair Pages provided a summary of UBCM Minister Meetings at the 2017 annual UBCM convention.

380-2017**CARRIED**

- 11.2 Ministry of Forests, Lands and Natural Resource Operations and Rural Development – Aurora LNG Investigative Use Lease Cancellation Consultation

MOVED by Director Beldessi, SECONDED by Director Nobels, that the Aurora LNG Investigative Use Lease Cancellation Consultation package from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be received.

381-2017**CARRIED**

- 11.3 Vancouver Island Regional Library – Adopted 2018 Budget

MOVED by Director Beldessi, SECONDED by Director Martin, that the Vancouver Island Regional Library's 2018 adopted budget be received for information.

382-2017**CARRIED**

- 11.4 Association of Vancouver Island and Coastal Communities Annual General Meeting

MOVED by Director Nobels, SECONDED by Director Martin, that the verbal report from Director Nobels with respect to the Association of Vancouver Island and Coastal Communities Annual General Meeting to be held April 13-15, 2018 be received for information.

383-2017**CARRIED**

11.5 Dodge Cove Ferry Service

MOVED by Director Nobels, SECONDED by Director Racz, that the verbal report from Director Nobels with respect to a proposed ferry service for Dodge Cove be received;

AND THAT the Board authorize staff to attend a proposed community meeting in Dodge Cove, B.C. to discuss a proposed ferry service with residents.

384-2017**CARRIED****12. OLD BUSINESS****12.1 North Coast Regional District Rebranding Strategy**

MOVED by Director Nobels, SECONDED by Director Kinney, that the North Coast Regional District Rebranding Strategy be received;

AND THAT the Board of the North Coast Regional District approve the North Coast Regional District Rebranding Strategy.

385-2017**CARRIED****12.2 North Coast Regional District Rebrand Presentation: Design Updates**

MOVED by Director Nobels, SECONDED by Director Racz, that the North Coast Regional District Rebranding Presentation be received;

AND THAT the Board of the North Coast Regional District approve logo concept 2 in the North Coast Regional District Rebrand Presentation Design Updates document dated October 20, 2017.

386-2017**CARRIED****12.3 Marine Planning Partnership for the Pacific North Coast**

MOVED by Director Nobels, SECONDED by Director Racz, that the verbal report from Director Bergman with respect to the Marine Planning Partnership for the Pacific North Coast and subsistence fisheries be received;

AND THAT subsistence fisheries be included on the November 24, 2017 North Coast Regional District Regular agenda.

387-2017**CARRIED****13. PUBLIC INPUT**

There were 2 questions from the public.

14. IN CAMERA

MOVED by Director Beldessi, SECONDED by Director Nobels, that the Board move to the In-Camera meeting following the Regular meeting according to sections 90(1)(a) of the *Community Charter* "personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality".

388-2017**CARRIED**

15. ADJOURNMENT

MOVED by Director Nobels, SECONDED by Director Kinney, that the North Coast Regional District Regular Board meeting be adjourned at 8:45 p.m.

389-2017**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 Thursday, November 2, 2017 at 12:00 p.m.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	N. Kinney, City of Prince Rupert C. MacKenzie, Alternate, District of Port Edward G. Martin, Village of Queen Charlotte U. Thomas, Village of Port Clements M. Racz, Electoral Area D
Regrets	L. Brain, City of Prince Rupert D. Nobels, Electoral Area A K. Bergman, Electoral Area C B. Beldessi, Electoral Area E
Staff	D. Fish, Corporate Officer
Public	0
Media	0

1. CALL TO ORDER 12:06 p.m.

2. AGENDA

MOVED by Director Thomas, SECONDED by Director Racz, that the November 2, 2017 North Coast Regional District Special Agenda be adopted as presented.

390-2017

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.

5. DELEGATIONS

None.

6. FINANCE

None.

7. CORRESPONDENCE

None.

8. REPORTS – RESOLUTIONS

None.

9. BYLAWS

- 9.1 Bylaw No. 618, 2017 - Being a bylaw to establish a fire and rescue protection service within a portion of Electoral Area D to provide taxation funding for the operational costs of the Tlell Volunteer Fire Department

MOVED by Director Thomas, SECONDED by Director Racz, that 3rd reading of Bylaw No. 618, 2017 be rescinded.

391-2017

CARRIED

MOVED by Director Thomas, SECONDED by Director Racz, that 2nd reading of Bylaw No. 618, 2017 be rescinded.

392-2017

CARRIED

MOVED by Director Kinney, SECONDED by Director Thomas, that Bylaw 618, 2017 be given second reading as amended to included:

- Remove subsection 4(1): "Schedule A, attached hereto and forming part of this bylaw, defines the participating area.";
- Add subsection 4(1): "The participating area is apportion of Electoral Area D (Tlell) as identified in Schedule A.";
- Remove paragraph 6(1)(b): "For all subsequent years, the maximum annual amount that may be requisitioned for the cost of the service is the amount equal to \$30,000.";
- Remove Schedule A entitled "NCRD: Tow Hill Fire Service Boundary Area"; and
- Add Schedule A entitled "Schedule A: Bylaw 618, 2017 Electoral Area D (Tlell) Fire Protection and Rescue Service Area Boundary".

393-2017

CARRIED

MOVED by Director Thomas, SECONDED by Director Racz, that Bylaw 618, 2017 be given third reading.

394-2017

CARRIED

10. LAND REFERRALS / PLANNING

None.

11. NEW BUSINESS

None.

12.1 OLD BUSINESS

None.

13. PUBLIC INPUT

There were 0 questions from the public.

14. IN CAMERA

None.

15. ADJOURNMENT

MOVED by Director Racz, SECONDED by Director Kinney, that the North Coast Regional District Special Board meeting be adjourned at 12:11 p.m.

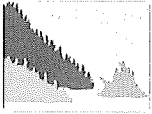
395-2017**CARRIED**

Approved and adopted:

Certified correct:

Chair

Corporate Officer



NORTH COAST REGIONAL DISTRICT

MORESBY ISLAND MANAGEMENT STANDING COMMITTEE

MINUTES of the Regular Meeting of the Moresby Island Management Standing Committee (MIMSC) held at Sandspit Lord of Life Church, Sandspit, B.C. on October 3, 2017 at 7:00 PM.

Adopted November 7, 2017

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

ABSENT Bill Beldessi

Chair Gail Henry

Vice Chair Behn Cochrane

Staff Barb Parser

Public 5

1. CALL TO ORDER 7:06 PM

2. CONSIDERATION OF AGENDA (additions/deletions)

2.1 Agenda October 3, 2017

052-2017 MOTION to adopt agenda as presented moved by Behn Cochrane, seconded by Bill Quaas, Carried

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes June 2017

053-2017 MOTION to adopt and file September Minutes, moved by Behn Cochrane, seconded by Stan Hovde, Carried

4. DELEGATIONS

4.1 Sgt.Terry Gillespie and Conservation Officer Sgt Ackles - 3rd Quarterly Report for 2017

5. CORRESPONDENCE

None

6. REPORTS – RESOLUTIONS

6.1 Water Operators Report

6.2 Directors Report - None

054-2017 MOTION to receive and file report 6.1 Water Operators report moved by Stan Hovde, seconded by Behn Cochrane, Carried

7. OLD BUSINESS

7.1 BC Ferries - Waiting for confirmation from Ivan Leung, tentative meeting date for Sandspit

8. NEW BUSINESS

None

9. PUBLIC INPUT

Evan Putterill - Report given for Gwaii Tel, also there will be an AGM in Skidegate in November, will advertise the time and place.

Barb Parser to add MIMSC meeting dates to Haida Gwaii Trader Calendar

10. IN CAMERA

11. ADJOURNMENT

055-2017 Motion to Adjourn by Behn Cochrane, 7:40 PM, Carried

Approved and adopted:

Certified correct:

Chair

Secretary

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

Payable To	Date	Amount	Purpose
Pacific Blue Cross	4-Oct	\$ 6,431.55	October PBC & BC Life Premiums
Worksafe BC	4-Oct	\$ 5,141.04	WCB - 3rd Quarter Payroll Remittance
Big Red Enterprises Ltd.	13-Oct	\$ 17,213.52	September Garbage Collection Contract
Rupert Wood N Steel	13-Oct	\$ 5,935.65	Foundation, Doors and Cladding - Recycling Depot
Ticker's Hauling & Storage	13-Oct	\$ 26,831.96	Sandspit Transfer Station cleanup, Transport recyclables, building/equipment/forklift rental and worker & porto toilet rental/cleaning (6 invoices)
Upanup Studios	13-Oct	\$ 5,985.00	RD Rebranding - Complete logo designs & RD website
Neilson-Welch Consulting Inc	31-Oct	\$ 6,553.46	Sub-Regional Revenue Sharing Project to Sept/17
Municipal Pension Plan	25-Oct	\$ 6,180.75	Payroll Remittance (PP21-2017)
Receiver General	13-Oct	\$ 9,220.44	Payroll Remittance (PP21-2017)

CHEQUES OVER \$5,000:	\$	89,493.37
CHEQUES UNDER \$5,000:	\$	55,226.67
TOTAL CHEQUES:	\$	<u>144,720.04</u>



File: 30050-20/ADIS-05-02

Reference: 312216

October 18, 2017

SENT VIA EMAIL

Lisa Walls
 Regional Director
 Canadian Environmental Assessment Agency
 410 - 701 West Georgia Street
 Vancouver BC V7Y 1C6
Lisa.Walls@ceaa-acee.gc.ca

Dear Ms. Walls:

On August 21, 2014, the Honourable Leona Aglukkaq, former federal Minister of the Environment, approved the request from the Honourable Mary Polak, former provincial Minister of Environment, to undertake a substituted environmental assessment (EA) for the Aurora LNG Digby Island Project (Aurora LNG Project). That decision included the provision that the Environmental Assessment Office (EAO) would conduct the procedural aspects of the consultation with Indigenous groups as set out in the *Memorandum of Understanding between the Canadian Environmental Assessment Agency and the British Columbia Environmental Assessment Office on the Substitution of Environmental Assessments* (2013).

On October 4, 2017, the EAO received a letter from Nexen Energy ULC (Nexen) requesting that the Aurora LNG Project be withdrawn from the provincial and federal EA processes.

On October 17, 2017, the EAO granted Nexen's request and the Aurora LNG Project was withdrawn from the EA process under the British Columbia's *Environmental Assessment Act* (letter enclosed). The EAO will, therefore, no longer be undertaking the substituted EA, as was agreed to by the former federal Minister of Environment.

...2

In closing, I want to thank the Canadian Environmental Assessment Agency (CEAA) team for the collaborative approach and support in undertaking the substituted EA for the Aurora LNG Project. The important relationship between the EAO and the CEAA continues to evolve and gain resilience through every EA project.

Yours truly,

<Original signed by>

Scott Bailey
Assistant Deputy Minister

Enclosure: Letter from EAO to Nexen Energy ULC

cc: Zoltan Fabian, Project Manager
Canadian Environmental Assessment Agency
Zoltan.Fabian@ceaa-acee.gc.ca

Sean Moore, Project Assessment Manager, Environmental Assessment Office
Sean.Moore@gov.bc.ca



File: 30050-20/ADIS-05-06

Reference: 312164

October 17, 2017

SENT VIA EMAIL

Megan Valvasori
Environmental Scientist
Nexen Energy ULC
801 - 7th Avenue SW
Calgary AB T2P 3P7
megan.valvasori@nexencnoocld.com

Dear Ms. Valvasori:

This letter is in response to the letter from Tracy Young, Regulatory Lead, Nexen Energy ULC, dated October 4, 2017, requesting the withdrawal of the Aurora LNG Digby Island Project (Aurora LNG Project) from the provincial and federal environmental assessment (EA) processes.

The Environmental Assessment Office (EAO) has granted the request and the Aurora LNG Project has been formally withdrawn from the environmental assessment process under the British Columbia *Environmental Assessment Act*.

If you later decide to pursue the Aurora LNG Project again, you will be required to start the EA process over, with the submission of a new Project Description and associated fees. In that case, the EAO will work with you to determine what work, already completed under the withdrawn EA, is still relevant and may be carried over to the new EA.

...2

The EAO will post this letter on our Project Information & Collaboration system at www.eao.gov.bc.ca.

Yours truly,
<Original signed by>

Sean Moore
Project Assessment Manager

cc: Zoltan Fabian, Project Manager, Canadian Environmental Assessment Agency
Zoltan.Fabian@ceaa-acee.gc.ca



OLD MASSETT VILLAGE COUNCIL

Economic Development

PO Box 175, Masset
Haida Gwaii, BC V0T 1M0
Tel: 1.250.626.3337 FAX 1.250.626.5440
Email: ecdev@mhtv.ca

October 15th, 2017

Dear SQCRD Directors:

The purpose of this letter is to inform you that we have applied for a new cutting permit for **Woodlot W1841** in order to harvest the remaining cut control volume before it expires in 2018 under **ABFAM400 (Gross: 17.5ha, Net: 15.4ha)**. This is an immature forest cover harvest area located just southeast of Port Clements along Hwy 16 within the old Tlell fire area.

It is important to note that this cut block has been developed under the current Land Use Order standards and meets the legal and regulatory requirement on Haida Gwaii. Attached you will find the Site Plan and Exhibit A map for your information. The two main values of note identified for ABFAM400 are the Visual Quality Reserve maintained adjacent to Hwy 16 and the conservation of the Pacific crabapple inventoried within the harvest area. As noted within the Site Plan, we will be retaining approximately a 50 m no harvest zone along the highway to maintain visual quality, along with an additional 50 m visual screen within the harvest area where the understory will remain intact to the greatest extent possible to further manage for visuals from the highway, for a total of a 100 m visual management reserve. Access to the harvest area will be achieved via a new industrial road being proposed as illustrated on the map provided.

We welcome your questions and comments for this application during the review period.

If you have any questions or concerns, please don't hesitate to contact me at any time,

Yours truly,

John Disney, EDO



ABFAM400

Old Massett Village Council

☒ **Site Plan**
(Development Areas & Damaged Timber Salvage ≥1ha)

☐ **Salvage Plan**
(Damaged Timber Salvage <1ha)
2017.06.30 (mm/dd/yyyy)
(mm/dd/yyyy)

☒ **Original:**
☐ **Amendment #**

A. Tenure Information

Forest Region		Forest District		License		Cutblock or Road ID	
Coast		Haida Gwaii		W1841		ABFAM400	
CP #		Timbermark(s)		Division		Geographic Location	
CE		W1841E		N/A		Port Clements, BC	
Authorizing WLP	Approval Date			Expiry Date		Amended Date	FDU
Haida Gwaii	2009			2019		As applicable on date of SP	N/A
Watershed ID	190	Available Ha	Pre	33.1	Post	29.9	
Watershed ID	569	Available Ha	Pre	123.0	Post	107.3	
Landscape Unit:	Lower Yakoun		Development Area		17.5 ha	NAR	15.4 ha
Mamu	Target	N/A	LU Total	LU Reserve	Harvest	Additional reserve	
Silviculture System							
<input type="checkbox"/> Clearcut <input checked="" type="checkbox"/> Clearcut w/ Reserve <input type="checkbox"/> Retention <input type="checkbox"/> Other:							
Tree Height Method							
<input checked="" type="checkbox"/> Site series <input type="checkbox"/> Tallest tree							
Harvesting Planned Within Cedar Stewardship Areas							
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
AIA Completed for the Proposed Harvesting							
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
PAS% = 7%							
Permanent Access structures are 0.6 ha							

B. Site Details

SU Description (Site Plan only)		
ID	NAR (ha)	Description (BEC, Site Series, Elevation, Slope position, aspect, etc.)
1	13.9	<p>CWH wh1 105 (Field Guide to Ecosystem Classification and Identification for Haida Gwaii), Site Index=17, Elevation=30m, Slope pos=Flat, Aspect=NW</p> <p>SU 1 can be characterized as mostly a western red cedar dominated forest type that has regenerated following a large forest fire that swept over the area approximately 150 years ago. Western hemlock is a secondary species throughout the area that becomes more dominant in the wetter sites along the NW portion of the block, where coastal pine also becomes more prevalent as a minor species in this forest type. Sitka spruce is noted as a minor species in the area with a small concentration of stems located mainly in the SW portion of the harvest area.</p> <p>The Western hemlock throughout the general area exhibit high rates of Dwarf mistletoe infection that has spread from veteran Hw trees that survived the fire. As a strategy to improve the forest health in this area, 3 m knock down will be conducted throughout the SU. No replanting of Hw will be undertaken within 25 m of the block boundary.</p>
2	1.5	<p>As per the current management plan, a 100 m Visual Quality Reserve has been established from Highway centerline. The portion of the VQR that falls within the harvest area is SU 2 with the same attributes as SU 1, with the exception that a portion of the SU between FC 1 and FC 14 likely burned hotter during the fire and has regenerated to dense stunted Hw saplings with interspersed veteran Cw and Plc. SU 2 will be harvested in a manner that maintains the shrub layer and any uninfected Hw or other non-merchantable stems to provide for visual management and wind throw mitigation within the harvest area.</p>
VQR	0.0	<p>A narrow skid trail will be established within SU 2 along the block boundary from the mainline to FC14 to allow for a 20% stem removal from the VQR that is external to the block to provide edge feathering for wind firming and volume recovery. This has been excluded from the NAR as there will be no openings greater than 0.1 ha that will require restocking.</p>

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Stocking Standards (Site Plan only)			Soil Disturbance Limits	
SU	Stocking Standard ID# Per Taan Forest SSID	Minimum Post Harvest Cedar Composition (sph)	Maximum Allowable Soil Disturbance within the NAR	Maximum Extent Soil Disturbance may be Temporarily Exceeded
1	1039574	250	10%	25%
2	1039574	250	10%	25%
Maximum allowable soil disturbance within NAR for roadside work area: 25%				
Special Forest Products Stocking Standards rationale: N/A				
Single Entry Dispersed Retention System Stocking Standards: (maximum level permitted is 10% of AAC each year): N/A				



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C. FSP Results & Strategies				
Results and Strategies Applicable to the Site (for amendments, the listed R/S apply only to the amended areas, unless otherwise stated. Refer to the original SP/ Salvage Plan to see how the R/S apply to the original harvest area).				
R/S ID#	R/S Title	Applicable (Y/N)	How Results or Strategies apply to the site (include rationale for not applicable, where required.)	
Cedar Stewardship Areas (CSA) <input checked="" type="checkbox"/> N/A				
6.2 a-e	If harvesting in a CSA has 6.2a-e been addressed	<input type="checkbox"/> Y <input type="checkbox"/> N	Outline the result or strategy applied	
Cultural Feature Identification <input type="checkbox"/> N/A				
6.3 and 6.4a	Has a Cultural Identification Survey been completed	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	A CFI survey was completed by Phil Bruce in June 2017. It identified mainly patches and individual Crabapple in several locations as shown on the map.	
Haida Traditional Heritage Feature (HF) <input checked="" type="checkbox"/> N/A				
6.4b, c 6.5, a-b 6.6 a-b	Have HF been identified	<input type="checkbox"/> Y <input type="checkbox"/> N	Distinguish Class of HF identified	
6.4b, c 6.5, a-b 6.6 a-b	If a HF has been identified are the appropriate reserve or retention been applied to site	<input type="checkbox"/> Y <input type="checkbox"/> N	Outline the result or strategy applied	
Forest Features <input type="checkbox"/> N/A				
6.7a 6.8 6.9	Have FF been identified	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Several occurrences of Class 2 and Class 3 FF were identified per the CFI report.	
6.7a 6.8 6.9	If a FF has been identified are the appropriate reserve or retention been applied to site	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Class 2 FF Pacific crabapple has been excluded from harvest wherever possible. Crabapple stems and patches found within the harvest area will be left standing where practicable to do so. Class 3 FF are managed for on a landscape level and where excluded from the harvest area.	
Cedar and Yew Retention <input type="checkbox"/> N/A				
6.10, (i), (ii)	Cedar retention required	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<p>Where development areas are calculated per the FSP to be:</p> <p><input checked="" type="checkbox"/> (i) >10ha, pre-harvest cedar >30%; or</p> <p><input type="checkbox"/> (ii) ≤10ha, pre-harvest cedar >60%</p> <p>If (i) or (ii) applies, then refer to 6.10 a through d.</p> <p>Retention of Western red cedar representative of 15% of the development area has been provided for within the visual buffer along the highway and externally to the block within the wind firm edges left adjacent to the more open salal-dominated forest types along the southern harvest boundary.</p> <p>The harvest area also contains significant numbers of smaller non-merchantable Cw that are of good form and vigour. In order to conserve these advanced stems and improve the short and long term cedar composition in this area, harvesting will be conducted in a manner that retains small diameter cedar within the harvest area as may be practicable and safe. Any damaged stems will felled concurrent with harvesting. It is anticipated that this will result in a "feathered" harvest boundary with some small internal patches and sporadic individual stems that will contribute to the cedar regeneration requirements for SU 1.</p>	



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6.13 6.14	Have appropriate amounts of yew been retained	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	N/A
Cultural Cedar Stands, CMTs & Monumental Cedar <input checked="" type="checkbox"/> N/A				
6.15 6.16	Was a Cultural Cedar Stand, CMT or Monumental Cedar identified and are the appropriate results and strategies being applied?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Distinguish feature(s) and how it was identified</i>
6.15, a-c 6.16, a-d	Is there a planned alteration or removal of cultural cedar stand, CMT or monumental cedar and/or reduction in MZ	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>
Type I, Type II Fish Habitat and Riparian Features <input type="checkbox"/> N/A				
6.17, a&b 6.18, a-c 6.19, 6.64, 6.65, 6.66, 6.67, 6.68	Have Type I, Type II or Riparian Features been identified	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<i>A small S1 creek was located external to the block adjacent to FC4.</i>
6.17, a&b 6.18, a-c 6.19, 6.64, 6.65, 6.66, 6.67, 6.68	Have the appropriate no harvest zones, forest retention and/or forest reserves been applied	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<i>The stream has been excluded from the block with the required RRZ.</i>
Active Fluvial Units <input checked="" type="checkbox"/> N/A				
6.20, 6.21, 6.22	Have Active Fluvial Unit been Identified	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Distinguish feature(s) and how it was identified</i>
6.20, 6.21, 6.22	Has the appropriate forest reserve been applied	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>
Upland Stream Areas <input checked="" type="checkbox"/> N/A				
6.23	Are harvest rates consistent with Watershed Analysis Results	<input type="checkbox"/> Y	<input type="checkbox"/> N	
6.27 6.28	Has sufficient vegetation and trees been retained in Upland stream areas	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>



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Sensitive Watersheds <input checked="" type="checkbox"/> N/A				
6.29 6.69 6.70	Is the area located within a sensitive or community watershed	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Distinguish feature(s) and how it was identified</i>
6.30 6.31 6.32 6.33	Is the appropriate rate of harvest being applied	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>
Biodiversity <input type="checkbox"/> N/A				
6.37 6.38	Is the proposed harvesting consistent with LUO Schedule 10	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<i>Site series for harvest area is a COMMON site according the Schedule 10 of the HG LUOO. Representation has been maintained through site level retention and landscape level planning of other tenure holders.</i>
6.34 6.41	Has a forest swamp or red and blue listed ecological community been identified	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<i>Distinguish feature(s) and how it was identified</i>
6.34 6.39 6.41	Has the appropriate retention strategy been applied	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<i>Representative ecosystem types have been retained external to the block, including the VQR and WTP that have been established.</i>
6.71 6.72	Is the cutblock total open including adjacent blocks <40 ha	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>
6.74	Is the Wildlife Tree Patch retention in accordance to the WLP	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<i>Larger old red cedar, hemlock, and pine have been maintained in external areas surrounding the block to achieve the WTP retention strategy. A more formal WTP has been established between FC 10 and FC 13 along the SE harvest boundary.</i>
Wildlife <input checked="" type="checkbox"/> N/A				
6.44	Has a bear den been identified	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Distinguish feature(s) and how it was identified</i>
6.45 6.47	Has the bear den, no harvest or management zone been altered	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>
6.46	Was bear den recruitment activities initiated	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>
6.49	Has a nesting inventory analysis been completed and if yes outline retention allocation strategy	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>
6.50 6.55	Has the appropriate LUO reserve been applied for Northern Goshawk and Northern Saw-whet Owl nesting habitat	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>



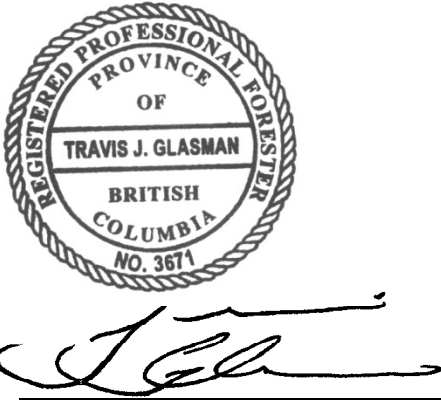
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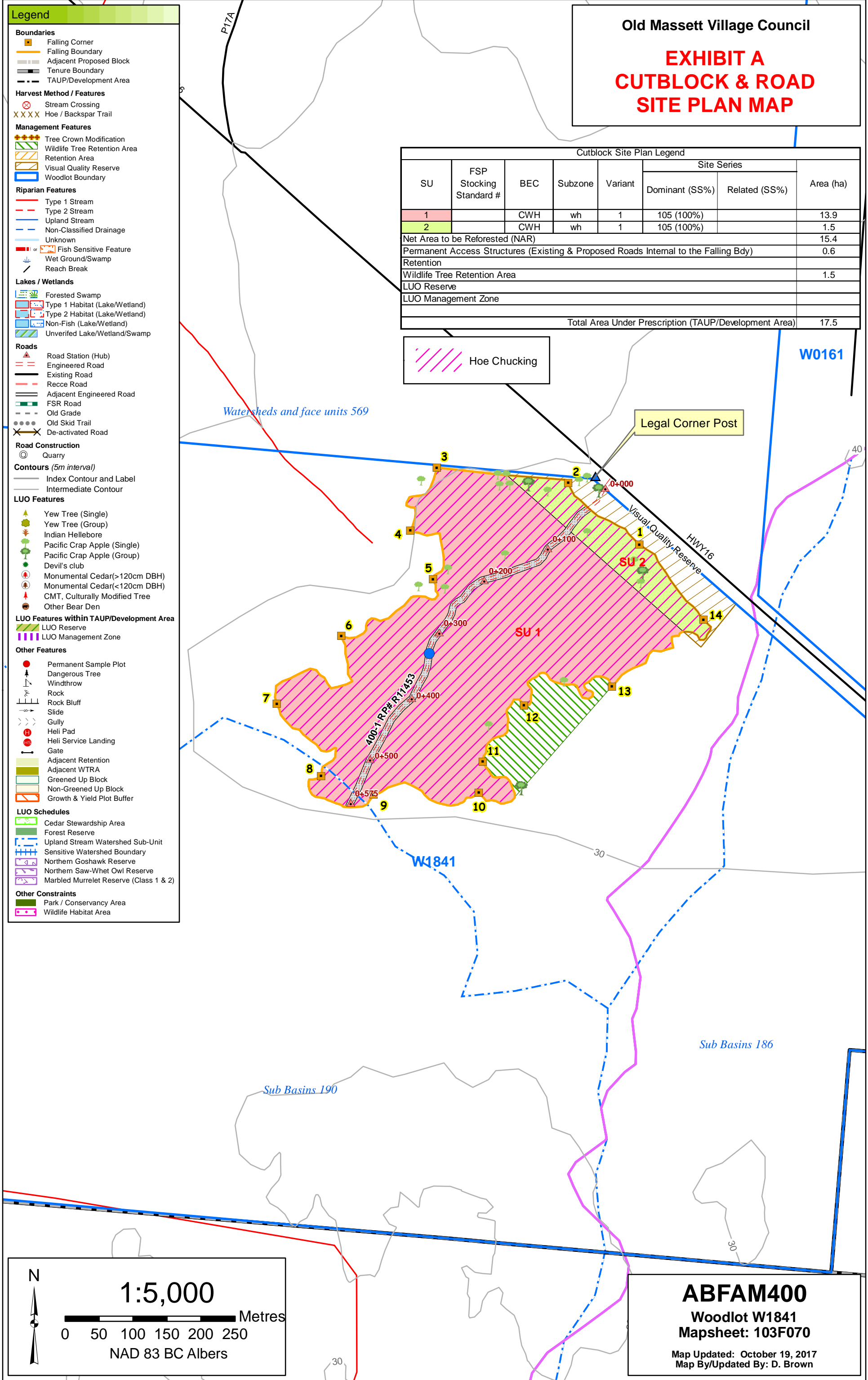
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6.51 6.53 6.55 6.56	Has a Northern Goshawk, Great Blue Heron or Northern Saw-whet Owl nesting habitat been identified outside a LUO reserve	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Distinguish feature(s) and how it was identified</i>
6.53 6.55 6.56	Have the appropriate reserve been applied to the distinguished feature	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>
Forest Reserves <input checked="" type="checkbox"/> N/A				
6.58 6.59 6.60	Is the forest reserve appropriate with LUO Schedule 8 or if altered is strategy consistent with 6.59 and 6.60.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<i>Outline the result or strategy applied</i>
Government Action Regulation (GAR) requirements				
6.77, a-b 6.78 6.80	Is the proposed harvesting consistent with Established GAR VIA Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Moresby Rec Sites Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Karst Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	<i>Distinguish GAR(s) and how it was identified</i> <i>Outline the result or strategy applied</i>		
Measures – Invasive Plants				
7.1 7.2 7.3 7.4 7.5 7.6	Have the potential presence or confirmed presence of invasive plants been managed in accordance to WLP Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	<i>Outline the result or strategy applied</i> <i>Exposed mineral soils (where contiguous area is greater than 0.1ha, with a contiguous minimum width of 5m, excluding the running surface of a road), the Plan Holder will do the following:</i> <input checked="" type="checkbox"/> a. re-vegetate the exposed area as climatic and soil conditions allow and within one year of disturbance, if: -the disturbed area is not to be reforested and is not the running surface of a road; and -the soil disturbance is likely to result in the introduction or spread of the established invasive plants; and -re-vegetating the site will materially reduce that likelihood of the spread of the invasive plants. <input checked="" type="checkbox"/> b. monitor the seeded areas for one year from the date of initial seeding to determine if the seed germinates to the extent necessary to occupy the areas of exposed soil; and <input checked="" type="checkbox"/> c. if within one year of the area being initially seeded, the seed does not germinate to the extent necessary to occupy the areas of exposed soil, the Plan Holder will re-seed the area as soon as practicable. Where seeding alone is not successful, fertilization and scarification treatments will be considered, where feasible		

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D. Supporting Information								
Soil Assessment:								
Hazard Ratings					Soil Characteristics			
SU	Soil Comp.	Soil Displ.	Surface Erosion	Forest Floor Displ.	Depth to Unfavorable Subsoil		Type of Unfavorable Subsoil	Sediment Delivery Risk (Community Watershed)
					Min (cm)	Max (cm)		
1/2	M-H	M	M	M	15	40	Compact Till	VL
Amendment Description/ Notes: <input checked="" type="checkbox"/> N/A								
Assessments:		Riparian - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		Terrain - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		Gully - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		
		Fish - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		Visual - Y <input checked="" type="checkbox"/> / Not req. <input type="checkbox"/>		Karst - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		
		Windthrow - Y <input checked="" type="checkbox"/> / Not req. <input type="checkbox"/>		Cultural Features ID - Y <input checked="" type="checkbox"/>		Arch. - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		
Attachments: (completed and reviewed, results incorporated into plans)		Site Plan or Salvage Plan Map: <input checked="" type="checkbox"/>						
		Other (specify):						
Administration:		<input checked="" type="checkbox"/> "I certify that the work described herein fulfills the standards expected of a member of the Association of British Columbia Forest Professionals and that I did personally supervise the work."						
		<input type="checkbox"/> "I certify that I have reviewed this document and, while I did not personally supervise the work described, I have determined that this work has been done to the standards expected of a member of the Association of British Columbia Forest Professionals."						
Prepared By: Travis J. Glasman Name (Printed)								
Signing RPF: Travis J. Glasman RPF Name (Printed)								
2017.10.11 Date Signed (mm/dd/yyyy)								
3671 RPF Number					RPF Signature and Seal			





Transport Canada Transports Canada

ITEM 7.3

Pacific Region
Suite 820
800 Burrard Street
Vancouver, B.C.
V6Z 2J8

Région du Pacifique
800, rue Burrard
Bureau 820
Vancouver, C.-B.
V6Z 2J8

Your file Votre référence

Our file Notre référence

RDIMS Number Numéro de SGDDI
13407453

October 19, 2017

Bill Beldessi
Skeena-Queen Charlotte Regional District
14-342 3rd Avenue West
Prince Rupert, BC
V8J 1L5

info@sqcrd.bc.ca

Dear Bill Beldessi,

I am writing to inform you of the next steps with respect to the Sandspit public port facility located in Sandspit, British Columbia.

As you may be aware, under the 1995 National Marine Policy, the Sandspit public port facility was one of a number of facilities in Canada identified for sale or divestiture. In 1996 under the Port Divestiture Program and again in 2016 under the Port Asset Transfer Program, a number of attempts were made to transfer the Sandspit public port facility to other interests including other federal departments, the Province of British Columbia, local municipal government(s), Indigenous communities, Canada Port Authorities, non-government organizations, the private sector and the general public. In 2016, circulation of the port for possible transfer was completed and no further expressions of interest have been received.

Transport Canada is committed to providing a transportation system that is safe and secure, efficient and environmentally responsible. Due to its condition, the Sandspit public port facility is not serviceable and is considered a health and safety risk. The port was closed to vehicular traffic in 2011 and fenced off in 2013 to prevent pedestrian access. Therefore, Transport Canada will demolish the Sandspit public port facility located in Sandspit, British Columbia to remove all potential safety hazards posed by aging infrastructure.

Transport Canada will be retaining a contractor to carry out the demolition of the facility and will ensure appropriate mitigation measures and best management

practices to be incorporated into the demolition plan. The project is expected to be executed during the course of 2018.

If you have any questions or concerns, please do not hesitate to contact me at thomas.kwan@tc.gc.ca or 604-666-5390.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas Kwan', with a stylized flourish extending from the top left.

Thomas Kwan
Regional Manager, Property & Divestiture

Cc:



British Columbia Ferry Services Inc.
The Atrium
Suite 500, 1321 Blanshard St.
Victoria, BC V8W 0B7
Tel (250) 978-2369
Fax (250) 388-9599
bcferries.com

October 20, 2017

RECEIVED OCT 26 2017

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

Dear Barry:

Thank you for your letter regarding customer service concerns at our Prince Rupert terminal.

BC Ferries holds very high standards related to customer service and our customer's experience. We expect staff to treat customers with dignity and respect at all times. In keeping with this commitment, please know that the experiences mentioned by yourself and the NCRD Board concern us as well.

When we fail to deliver on our customer's expectations, we encourage them to discuss the matter with our on-site management or contact our Customer Relations department (customer.relations@bcferries.com) immediately. Doing so allows us to resolve the matter as soon as possible. All concerns regarding employee behaviour are promptly shared with their manager and then reviewed with the employees involved as necessary.

In future, we encourage you or your Board members who experience or observe any negative behaviour to contact us with specific details of the incident so we may direct our attention to the appropriate persons.

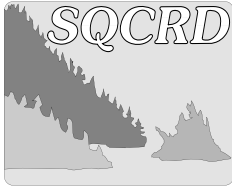
We take your feedback very seriously. I'd like to thank you for sharing this information with us and for providing us with the opportunity to improve our service.

Sincerely,

BRITISH COLUMBIA FERRY SERVICES INC.

A handwritten signature in black ink, appearing to read "Janet Carson", written in a cursive style.

Janet Carson
Vice President, Marketing & Customer Experience



NORTH COAST REGIONAL DISTRICT
14 – 342 West 3rd Avenue, Prince Rupert, B.C. V8J 1L5
Phone: (250) 624-2002 Fax: (250) 627-8493
Website: www.sqcrd.bc.ca

October 6, 2017

BC Ferry Services Inc.
500-1321 Blanshard Street
Victoria, B.C. V8W 0B7

Attention: Janet Carson, Vice President, Marketing & Travel Services

Dear Ms. Carson:

Re: Prince Rupert BC Ferries Terminal Customer Service

On behalf of the Board of the North Coast Regional District (NCRD), I am writing to you today with respect to the BC Ferry Services Inc. terminal in Prince Rupert, B.C. and on-going customer service issues at said terminal.

As community leaders, we often hear from residents their concerns with respect to various services provided throughout the region. While the main concern of residents in the NCRD with BC Ferries continues to be the route 11 and route 26 service schedule and fare increases, a growing number of residents have approached our Board with customer service complaints related to employees at the Prince Rupert terminal.

Our Board has not only heard of, but also experienced, accounts of BC Ferry employee misconduct related to disrespecting customers, use of excessive and unnecessary profanity and gross incompetence. In one instance, a resident wishing to travel with 5 gallons of paint to be used on the newly constructed Queen Charlotte Hospital, had those materials held in Prince Rupert as he was instructed that he was unable to travel with the goods. When arrangements were made to have those materials picked up by another resident at the Prince Rupert terminal, this particular resident was told "I don't have the time to go looking for the paint. You'll need to come back another time." Only to have an employee of the hospital return shortly thereafter and have no issue picking those materials up.

To that end, our Board is requesting the BC Ferry Services Inc. undertake a review of its customer service policies and best practices, particularly at the Prince Rupert terminal, as it appears there may be deficiencies. Our Board fears that the public service model in place by your organization is either not being followed, or does not adequately address the reality of operations at the Prince Rupert terminal.

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

Best regards,

NORTH COAST REGIONAL DISTRICT

A handwritten signature in blue ink, appearing to read 'B. Pages', is positioned above the printed name.

Barry Pages
Chair



KPMG Forest Certification Services Inc.
Box 10426, 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada

RECEIVED OCT 18 2017

Telephone (604) 691-3000
Fax (604) 691-3031
www.kpmg.ca

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

October 10, 2017

Dear Sir or Madam,

Stakeholder Consultation

KPMG Forest Certification Services Inc. (KPMG FCSI) to conduct an FSC® Chain and Custody/Controlled Wood Re-certification Audit of Nanaimo Forest Products Ltd. – Harmac Pacific Pulp Operations

KPMG Forest Certification Services Inc. (KPMG FCSI) will be conducting a re-certification audit of Nanaimo Forest Products Ltd. – Harmac Pacific Pulp Operations (Nanaimo Forest Products) against the requirements of the current Forest Stewardship Council® (FSC) chain of custody (CoC) and controlled wood (CW) standards. A stakeholder consultation process is planned for the fall of 2017, with the main assessment scheduled to begin on November 22, 2017 and conclude on November 24, 2017.

The supply area for Nanaimo Forest Products includes those portions of the WWF ecoregions listed below that are located as follows:

Canada

— British Columbia

NA0501, NA0502, NA0506, NA0507, NA0509, NA0510, NA0514, NA0518, NA0521, NA0522, NA0524, NA0525, NA0610, NA0613, NA0617, NA0802, NA1101, NA1117

USA

— Alaska (Coastal)

NA0520

— Oregon

NA0417, NA0505, NA0508, NA0510, NA0512, NA0516, NA0519, NA0813, NA1305, NA1309

— Washington

NA0417, NA0505, NA0506, NA0507, NA0508, NA0510, NA0512, NA0518, NA0522, NA0524, NA0813, NA1309

A map of the WWF ecoregions containing forest landscapes from which Nanaimo Forest Products procures fiber can be found at <https://www.worldwildlife.org/science/wildfinder>

The audit will be based on the current FSC CoC (FSC-STD-40-004 V3-0) and CW (FSC-STD-40-005 V3-1) standards.

This letter serves as an invitation to interested and affected stakeholders who wish to provide comments that are pertinent to Nanaimo Forest Products FSC CoC/CW certification. The comments received will be considered by KPMG FCSI in reaching its conclusions regarding Nanaimo Forest Products conformance with the applicable FSC CoC and CW standards.

About FSC and the CoC and CW standards

The FSC is an international non-profit organization founded in 1993 to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests. It supports the development of national and regional standards to be used to evaluate whether a forest is being well-managed.

It is an association of members consisting of a diverse group of representatives from environmental and social organizations, forest and product industries, Indigenous People's organizations, community forestry groups and certification bodies from around the world. Membership is open to all who are involved in forestry or forest products and share its aims and objectives.

FSC, with its head office in the city of Bonn, Germany, is governed by an elected Board which consists of people from industry, environmental, social and labor groups, Indigenous People's representatives and others.

FSC-STD-40-004 V3-0 and FSC-STD-40-005 V3-1 were recently released for use by FSC. Organizations holding certifications to the previous versions of these standards must be assessed against the current version by December 31, 2017 (in the case of FSC-STD-40-005 V3-1) and March 31, 2018 (in the case of FSC-STD-40-005 V3-1).

Your role

We would appreciate your comments on issues that are pertinent to Nanaimo Forest Products FSC CoC/CW certification. Such comments may include, but are not necessarily limited to, concerns or observations regarding the Company's due diligence system (i.e., the system of measures and procedures developed by the organization to minimize the risk of sourcing material from unacceptable sources), one component of which is the company risk assessment (which FSC has decided may continue to be used until an approved national risk assessment for Canada and USA are in place). Comments received will be considered by KPMG FCSI in assessing Nanaimo Forest Products' performance against the requirements of the applicable FSC CoC and CW standards. A summary of stakeholder comments will also be included in the Nanaimo Forest Products FSC CoC/CW certification audit summary report.

A questionnaire is provided with this letter for your comments on issues that are pertinent to Nanaimo Forest Products FSC CoC/CW certification. However, additional materials and other methods of communication will also be accepted. Upon request, arrangements may also be made to allow

stakeholders to meet with members of the audit team prior to or during the on-site portion of the audit.

Access to information

FSC requires that stakeholders be provided access to certain information as part of the consultation process, including:

- A description of the supply area and respective risk designation. This information is included within the body of this letter and the summary of the Nanaimo Forest Products Due Diligence System (DDS).
- A written summary of the Nanaimo Forest Products DDS. A copy of this document is available in the Nanaimo Forest Products FSC CoC stakeholder information package located on KPMG FCSI's website at <https://home.kpmg.com/ca/en/home/services/audit/sustainability-services/forest-management-consultations.html>.
- Copies of the applicable FSC CoC and CW standards. These can be obtained from FSC International document center located at: <https://ic.fsc.org/en/document-center>.
- A copy of the current approved (2016 version) Nanaimo Forest Products company risk assessment. This can also be obtained from FSC International at: <http://fsc.force.com/servlet/servlet.FileDownload?file=00P3300000d9akFEAQ>

Note: The 2017 version of the Nanaimo Forest Products company risk assessment is in the process of being reviewed at the time of writing. Once approved by KPMG FCSI it will be posted to the above FSC website.

- The procedure for filing complaints. A copy of KPMG FCSI's dispute resolution procedures are available on KPMG FCSI's website at: <https://home.kpmg.com/ca/en/home/services/audit/sustainability-services/kpmg-forest-certification-services-inc.html>.
- Contact information of the person or position responsible for addressing complaints. This can be obtained by visiting the KPMG FCSI website at: <https://home.kpmg.com/ca/en/home/services/audit/sustainability-services/kpmg-forest-certification-services-inc.html>

KPMG FCSI Contact information

All comments and requests for additional information should be directed to Craig Roessler at:

KPMG Forest Certification Services Inc.
PO Box 10426, Pacific Centre
Vancouver, B.C.
V7Y 1K3
Fax: (604) 691-3031

Skeena-Queen Charlotte Regional District
October 10, 2017
Page 4

Our commitments

- 1 The source of specific comments received will remain confidential unless the commenting party specifically indicates to the contrary.
- 2 We will respond to all stakeholders who provide comments and provide information on how their comments were taken into account.
- 3 A summary of stakeholder comments and how they were considered by KPMG FCSI will be included in the Nanaimo Forest Products FSC CoC/CW certification audit summary report.

Yours very truly,



Craig Roessler, RPF(BC), EP(EMSLA)
Senior Manager
(604) 691-3115

Enclosures

Stakeholder Questionnaire – 2017 Nanaimo Forest Products FSC® Chain of Custody/Controlled Wood Re-certification Audit

To: Craig Roessler, KPMG FCSI

Fax #: 604 691-3031

From: _____

Phone #: _____

Organization (if applicable): _____

KPMG Forest Certification Services Inc. (KPMG FCSI) will be conducting a re-certification audit of Nanaimo Forest Products Ltd. – Harmac Pacific Pulp Operations (Nanaimo Forest Products) against the requirements of the current Forest Stewardship Council® (FSC) chain of custody (CoC) and controlled wood (CW) standards. A stakeholder consultation process is planned for the fall of 2017, with the main assessment scheduled to begin on November 22, 2017 and conclude on November 24, 2017. This questionnaire is intended to obtain information from interested and affected stakeholders regarding issues that are pertinent to Nanaimo Forest Products' FSC CoC/CW certification. Such comments may include, but are not necessarily limited to, concerns or observations regarding the Company's due diligence system (i.e., the system of measures and procedures developed by the organization to minimize the risk of sourcing material from unacceptable sources), one component of which is the company risk assessment (which FSC has decided may continue to be used until approved national risk assessments for Canada and the USA are in place). Comments received will be considered by KPMG FCSI in assessing Nanaimo Forest Products' performance against the requirements of the applicable FSC CoC and CW standards. A summary of stakeholder comments will also be included in the Nanaimo Forest Products' FSC certification report. However, the identity of individuals/organizations providing comments will be kept confidential by KPMG FCSI unless the party providing comments specifically indicates in writing to the contrary.

NB: In order to be considered during the 2017 audit, comments must be received no later than November 24, 2017.

<p>1. Do you have any specific concerns regarding the Nanaimo Forest Products' due diligence system (DDS), company risk assessment or other issues that are pertinent to the Company's FSC CoC/CW certification?</p> <p><u>Comments:</u></p>	<p>YES</p> <p>NO</p> <p>NA</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------

**Stakeholder Questionnaire – 2017 Nanaimo Forest Products FSC
CoC/CW Audit**

To: Craig Roessler, KPMG FCSI

Fax #: 604-691-3031

From: _____

Phone #: _____

<p>2. If you answered yes to question 1 above, have you communicated your concerns to Nanaimo Forest Products?</p> <p><u>Comments:</u></p>	<p>YES</p> <p>NO</p> <p>NA</p>
<p>3. If you answered yes to question 2 above, in your opinion, has Nanaimo Forest Products made a reasonable attempt to address your specific concerns?</p> <p><u>Comments:</u></p>	<p>YES</p> <p>NO</p> <p>NA</p>

Stakeholder Questionnaire – 2017 Nanaimo Forest Products FSC CoC/CW Audit

To: Craig Roessler, KPMG FCSI

Fax #: 604-691-3031

From: _____

Phone #: _____

<p>4. Do you have any other concerns regarding Nanaimo Forest Products' FSC CoC/CW certification that have not been addressed in the above questions?</p> <p><u>Comments:</u></p>	<p>YES</p> <p>NO</p> <p>NA</p>
<p>5. Are there any specific issues or requirements of the FSC CoC or CW standard (FSC-STD-40-004 V3-0 and FSC-STD-40-005 V3-1) that you believe merit special attention during the 2017 Nanaimo Forest Products' FSC CoC/CW audit?</p> <p><u>Comments:</u></p>	<p>YES</p> <p>NO</p> <p>NA</p>

**Forest Stewardship Council®
(FSC®) Controlled Wood
Due Diligence System (DDS)
Public Summary**

**Harmac – Nanaimo Forest
Products**

April 2017



562 Colwyn Street, Campbell River, BC
V9W 2W9, Canada

www.zimmfor.com



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Introduction

Zimmfor Management Services Ltd. is a leader in providing consulting services to the resource management sector, with a focus on certification support related to forest management and chain of custody (CoC) for wood and wood fibre products.

In support of our client base, Zimmfor has developed a Due Diligence System (DDS) and FSC Controlled Wood Risk Assessment (RA), according to the requirements for Sourcing FSC Controlled Wood (CW) Standard (FSC-STD-40-005 v3-1).

FSC Controlled Wood supports the use of FSC Mix products and establishes minimum legal, environmental, and social requirements for non-certified fibre that can be mixed in with FSC certified fibre.

DDS Summary

Zimmfor has developed a DDS to support our FSC Chain of Custody (CoC) clients, consistent with FSC CW Standard requirements. The DDS consists of three elements:

- 1) Information Gathering – completed by clients using client specific “Supplier Declarations” or similar documents (e.g., Log Purchase Agreements; Timber Sale Contracts). Supplier Declarations provide information on products and species being sourced, geographic origins of timber harvesting, and includes a commitment from the supplier to assist in completing audits and confirmation of the legality of the wood being sourced.
- 2) FSC Controlled Wood Risk Assessment – completed by Zimmfor on behalf of participating clients, consistent with the FSC CW Standard. Source areas assessed are as indicated below.
- 3) Risk Mitigation – where source areas or suppliers are deemed to be not-low, or unspecified risk, risk mitigation procedures are developed to ensure that uncontrolled wood does not enter the client CoC system. Mitigation procedures may include physical segregation of uncontrolled material; implementation of verification procedures to confirm or alleviate risk concerns; and/ or exclusion of suppliers, supply areas, species, or products.

Supply Areas and Risk Designations

The Zimmfor Risk Assessment covers the Harmac source areas within Canada and the USA, listed in Tables 1 and 2, below. For analysis related to High Conservation Value Forests (HCVFs), Zimmfor has adopted the ecoregion definitions and mapping provided by the World Wildlife Fund (WWF - www.worldwildlife.org/science/wildfinder/).

Applicable FSC Risk Assessment(s)

As of April 2017, there are no completed/approved FSC National Risk Assessments for Canada or the USA, and the FSC Centralized National Risk Assessment is incomplete for Canada and the USA.

Therefore, Zimmfor has prepared Company/Simplified Risk Assessments, consistent with the FSC Controlled Wood Standard (v3-1), FSC Global Forest Registry (FSC Registry - www.globalforestregistry.org – current version), and known/ available sources of information.

Zimmfor Risk Assessment

The Zimmfor Risk Assessment covering the Harmac source areas within Canada and the USA, listed below (Tables 1 and 2), can be found at:

Harmac – [https://zimmfor.egnyte.com/dl/8tTNk3dxwU/FSC_RA_-_Harmac_\(Mar._'17\)_rev_2.pdf](https://zimmfor.egnyte.com/dl/8tTNk3dxwU/FSC_RA_-_Harmac_(Mar._'17)_rev_2.pdf)



Complaints and Contact Information

Complaints related to the Zimmfor Risk Assessment should be forwarded to the Zimmfor FSC Risk Assessment Manager at:

Fsc.ra.2017@zimmfor.com; or

Zimmfor Management Services Ltd.
562 Colwyn Street, Campbell River, BC V9W 2W9, Canada
Fax: (250) 287-9165
www.Zimmfor.com

All complaints and comments received related to the Zimmfor DDS will be managed consistent with the FSC CW Standard (40-005 v3-1, section 7).

Risk Assessment Summary Table – Applicable Source Areas

Table 1: Risk Summary - Canada

Supply Areas Assessed, including WWF Ecoregions	Overall Risk Rank by CW Category				
	1. Illegally Harvested Wood	2. Violation of Traditional or Civil Rights	3. HCVFs	4. Conversion	5. Genetically Modified Trees
British Columbia NA0501, NA0502, NA0506, NA0507, NA0509, NA0510, NA0514, NA0518, NA0521, NA0522, NA0524, NA0525, NA0610, NA0613, NA0617, NA0802, NA1101, NA1117	Low	Low	Low	Low	Low

Table 2: Risk Summary - USA

Supply Areas Assessed, including WWF Ecoregions	Overall Risk Rank by CW Category				
	1. Illegally Harvested Wood	2. Violation of Traditional or Civil Rights	3. HCVFs	4. Conversion	5. Genetically Modified Trees
Alaska (Coastal) NA0520	Low	Low	Low	Low	Low
Oregon NA0417, NA0505, NA0508, NA0510, NA0512, NA0516, NA0519, NA0813, NA1305, NA1309	Low	Low	Low	Low	Low
Washington NA0417, NA0505, NA0506, NA0507, NA0508, NA0510, NA0512, NA0518, NA0522, NA0524, NA0813, NA1309	Low	Low	Low	Low	Low



RECEIVED NOV 09 2017

Ref: 206633

September 1, 2017

Mr. Barry Pages and Board Members
North Coast Regional District
14 - 342 3rd Ave W
Prince Rupert BC V8J 1L5

Dear Chair Pages and Board Members:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your efforts to reduce greenhouse gas emissions in your corporate operations and community over the 2016 reporting year.

As a signatory to the Climate Action Charter (Charter) you have demonstrated your commitment to work with the Province and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has demonstrated progress on the fulfillment of one of more of your commitments, we are pleased to acknowledge your achievement of Level 1 recognition – 'Demonstrating Progress on Charter Commitments.'

.../2

Congratulations again on your progress. We wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing



Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures



GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for B.C. local governments for the 2016 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (*Charter*) signatory. Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

Level 1: Demonstrating Progress on Charter Commitments

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measuring GHG Emissions

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI) for their community receive a letter from the GCC and a 'BC Climate Action Community 2016' logo, for use on websites, letterhead, etc.

Level 3: Accelerating Progress on Charter Commitments (NEW this year)

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2016 – Climate Leader' logo, for use on websites, letterhead, etc.

Level 4: Achievement of Carbon Neutrality

Local governments that achieve carbon neutrality in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2016 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements of the Climate Action Revenue Incentive Program (CARIP) including reporting on their progress to carbon neutrality. The GCC will determine recognition levels for the *Recognition Program* based on the information included in each local government's annual CARIP public report. Further information on CARIP and the public reporting requirements is available online.



ITEM 7.7

Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

November 6, 2017

Attention: Bill Beldessi, Electoral Area Director & VIRL Trustee
North Coast Regional District
14 – 342 3rd Avenue West
Prince Rupert, BC V8J 1L5
Original sent via email: info@sqcrd.bc.ca

Dear Bill Beldessi,

Re: Moving Forward with a New Library on Leased School Board Land

Vancouver Island Regional Library (VIRL) is committed to building on the momentum generated this fall about a new library in Sandspit on land leased to us from School District 50.

I look forward to our ongoing discussions about this exciting initiative for the community of Sandspit.

Sincerely,

Rosemary Bonanno, BA MLS
Executive Director

CC: Doug Chapman, CAO, North Coast Regional District
VIRL Board of Trustees
Dawna Day, Superintendent, School District # 50 (Haida Gwaii)
Joel Adams, Director of Finance
David Carson, Divisional Manager, Corporate Communications and Strategic Initiatives

RB/hmz

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



November 8, 2017

RECEIVED NOV 15 2017

Ref: 107283

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

Dear Barry Pages:

Re: Union of British Columbia Municipalities Annual Convention

It was a pleasure to have met with the delegation from the North Coast Regional District at the 2017 Union of British Columbia Municipalities Convention in Vancouver. I really appreciated the opportunity to hear about the importance of increasing cellular coverage in Port Clements and along Highway 16.

The Province understands the significance of cellular connectivity along provincial highways and rural communities, especially for public safety and the role it plays in economic development and tourism. As you know, additional cellular coverage for Haida Gwaii is dependent on increasing network capacity for the island. There are projects currently envisioned for the region which, if successful in receiving federal funding, will provide additional network capacity for Haida Gwaii.

We encourage the Regional District to reach out to TELUS and Rogers to discuss where future opportunities may exist through cost sharing arrangements for additional cellular expansion projects. Please contact Aurora Sekela, TELUS Ambassador at (604) 836-8788 or at Aurora.Sekela@TELUS.com in this regard. For Rogers, please contact Glenn Alsaker, Manager of Wireless Access Planning at (604) 431-1504 or at glenn.alsaker@rci.rogers.com.

We also encourage the Regional District to write to the Canadian Radio-television and Telecommunications Commission to convey the importance of cellular services to your region. Please contact the Canadian Radio-television and Telecommunications Commission at http://crtc.gc.ca/eng/info_sht/g4.htm.

.../2

Thank you again, for taking the time to meet with me at UBCM 2017. I look forward to connecting again in the future to discuss ways to increase cellular capacity in your region.

Sincerely,

A handwritten signature in black ink, appearing to read "Jinny Sims". The signature is fluid and cursive, with the first name "Jinny" being more prominent than the last name "Sims".

Jinny Jogindera Sims
Minister

pc: Doug Chapman, Chief Administrative Officer,
North Coast Regional District

bcc: Network BC
networkbc@gov.bc.ca



TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Mary Marcotte

DATE: November 17, 2017

RE: **RESOLUTIONS NOTICE AND GUIDELINES;
NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Wednesday, February 14, 2018**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM.

Members are concerned that some of the resolutions being considered are too general or focus on topics that are not local government responsibilities. Another concern is that bringing forward too many resolutions detracts from debate on the most important issues.

Please continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest (refer to the UBCM Resolutions database at www.ubcm.ca). Resolutions that already support existing UBCM policy will normally be included in the resolutions block where they are not debated separately.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,

Director Mary Marcotte
President, AVICC



2018 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 14, 2018**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted as a Word document by email to avicc@ubcm.ca
 - The resolution should not contain more than two "whereas" clauses; and
 - Separate background documentation **must** accompany each resolution submitted, and will be shared with the membership on the AVICC website.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2018**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i **Supplementary Memo:**

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii **Council/Board Report:**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution. This could result in the resolution being returned and having to be resubmitted as a late resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. For resolutions that will be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca



2018 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central Coast and the North Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. **POSITIONS OPEN TO NOMINATIONS**

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. **NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE**

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

3. **NEXT STEPS**

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 14, 2018**

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Barbara Price, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: avicc@ubcm.ca



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

"The directors may exercise all the powers and do all the acts and things that the Society may exercise and do..."

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative

COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

OVERSEEING OF ASSOCIATION'S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria's Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday preceding the Annual Convention (afternoon)

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings via teleconference typically occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



Stuart D.B. (Bud) Smith
Chairman
Prince Rupert Port Authority

November 14, 2017

RECEIVED NOV 20 2017

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

Dear Mr. Pages:

Thank you for your correspondence dated September 25, 2017 regarding Prince Rupert Port Authority (PRPA) Emergency Preparedness Collaboration.

We agree with your sentiment that a collaborative approach to emergency planning and response in the region is crucial to the safety and well-being to all those who live, work and visit the region.

PRPA has a very comprehensive Emergency Management Plan (EMP) fully documented and updated on an ongoing basis, and Standard Operating Procedures include notification of the NCRD in several event scenarios. While not practical to attach the full document to this correspondence, it would be valuable to review with the NCRD and ensure your organization has a full understanding of, and comfort with, the EMP. PRPA is always open to seeking to improve upon its practices and procedures in all aspects of its operations.

In addition to the EMP review, we would also suggest the following:

- PRPA hosts a multi-agency Safety and Security Committee that meets quarterly to support collaboration with our port partners. We would be pleased to have the NCRD attend the Safety and Security Committee meetings.
- PRPA hosts an annual 'tabletop' security exercise that involves multiple industry and government partners directly engaged in potential emergency response scenarios. We would be pleased to have the NCRD participate in future exercises.

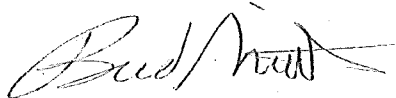
As requested, the Director of Port Operations and Harbour Master Dave Charlton will follow up with CAO Doug Chapman for further discussion on all of these items.

With regards to the incident that occurred at Fairview Container Terminal on September 3, it was discovered, managed and mitigated directly from the terminal operator DP World. DP World informed the Port of Prince Rupert that an incident had occurred and what actions were taken to deal with the situation. The Port offered support to DP World

and were kept informed of the situation and actions taken by the terminal and their direct response partners.

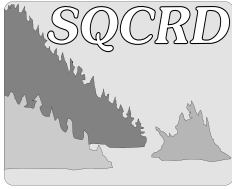
Accordingly, we have asked DP World to contact Mr. Chapman directly for further discussion.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bud Smith", with a long horizontal flourish extending to the right.

Bud Smith, QC

CC: Michael Pucci, Superintendent Compliance & Administration, DP World Prince
Rupert
Doug Chapman, CAO, North Coast Regional District
Joe Rektor, Interim President & CEO, PRPA



NORTH COAST REGIONAL DISTRICT
14 – 342 West 3rd Avenue, Prince Rupert, B.C. V8J 1L5
Phone: (250) 624-2002 Fax: (250) 627-8493
Website: www.sqcrd.bc.ca

September 25, 2017

Prince Rupert Port Authority
200-215 Cow Bay Rd.
Prince Rupert, B.C. V8J 1A2

Attention: Prince Rupert Port Authority Board of Directors

Dear Board of Directors:

Re: Prince Rupert Port Authority Emergency Preparedness Collaboration

On behalf of the Board of the North Coast Regional District (NCRD), I am writing to you today with respect to the Prince Rupert Port Authority and its emergency preparedness, and the need for collaboration between agencies in the region with respect to a concerted emergency response plan in the event of a spill or other emergency.

Please be advised that at its Regular meeting held September 22, 2017, the Board of the NCRD discussed the most recent “unspecified incident” that took place on September 3, 2017 at the Port’s container shipping terminal, in which 11 workers were hospitalized.

First and foremost, as an organization responsible for the provision of emergency planning within the region, the NCRD would like to formally request further detail and information pertaining to the “unspecified incident” that took place on September 3, 2017.

Secondly, in an effort to minimize risk to residents and workers into the future, the NCRD is also requesting that a multi-agency committee be formed to ensure that emergency response and planning efforts are developed collaboratively and shared with all agencies responsible for the provision of emergency planning within the region.

As the shipping container terminal operations continue to grow and volumes increase and, in light of the Port’s most recent “incident” it is becoming more and more evident that a collaborative approach to emergency planning and response in the region is crucial the safety and well-being to all those who live, work and visit the region.

I would ask that a member of your staff please follow-up with Doug Chapman, Chief Administrative Officer, at 250-624-2002, ext. 8 for further discussion around planning and implementation of a proposed emergency planning committee.

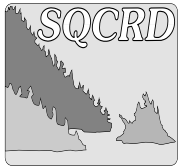
Should you have any questions, please do not hesitate to contact the office of the NCRD.

Best regards,

NORTH COAST REGIONAL DISTRICT

A handwritten signature in blue ink, appearing to read 'B. Pages', is positioned above the printed name.

Barry Pages
Chair



STAFF MEMORANDUM

DATE: November 24, 2017

TO: Doug Chapman, Chief Administrative Officer

FROM: Daniel Fish, Corporate Officer

SUBJECT: PlaceSpeak

Recommendation:

THAT the staff report entitled “PlaceSpeak” be received for information.

PURPOSE:

The purpose of this memorandum is to familiarize the Board of the North Coast Regional District (NCRD) with a newly-subscribed online consultation tool, PlaceSpeak.

BACKGROUND:

At this year’s 2017 annual UBCM convention, staff won a free one-year subscription to PlaceSpeak. The subscription commenced October 2017.

PlaceSpeak is location-based civic engagement platform that is designed to facilitate high-quality, defensible public input prices. PlaceSpeak offers a unique geo-verification technology that connects participant’s digital identity to their physical location, ensuring that data collected is relevant and defensible for evidence-based decision making.

With PlaceSpeak, the NCRD can consult with residents via the online platform. Registered users of the platform are automatically notified of new consultations in the community based on their interests.

PlaceSpeak was architected with Privacy by Design principles in mind. The personal information of its users is not sold, exchanged, transferred, or given to any other organization for any reason. Storage and collection of data is in compliance with applicable legislation.

DISCUSSION:

As a trial, staff have initiated a socialization topic on the PlaceSpeak website (www.placespeak.com/ncrd). The socialization topic is designed to engage users and encourage the use of the platforms various capabilities such as polling, mapping and online forum discussions.

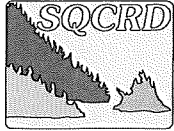
Given the geographic dispersion of the NCRD, staff see the potential value in an online engagement platform that may supplement more traditional means of civic engagement that are otherwise cost prohibitive given the geography and travel methods available to staff and residents.

It is anticipated that following the launch of the socialization topic, staff will prepare an additional topic with respect to the NCRD Board's 2018-2023 Financial Planning process, and will aim to gather citizen input through PlaceSpeak.

At this time, the NCRD is also engaging with member municipalities and other local organizations to promote PlaceSpeak in the various communities.

RECOMMENDATION:

Staff is recommending that the Board received the memorandum from staff entitled "PlaceSpeak" for information.



NCRD MEMO

DATE: December 1st, 2017

FROM: Doug Chapman, Chief Administrative Officer

SUBJECT: Cost of Living Increase for Directors

As per the copy of Bylaw No. 537, 2011, and subsequent amendments thereto:

1. Section 6: allows for an annual cost of living increase based on the BC CPI as of September and it is to be effective December 1st each year.

Effective December 1st, 2017: 2.0%

2. Spreadsheet as attached showing the increases.

Doug Chapman

Chief Administrative Officer

Director's Remuneration - Annual Increases

	2011		Effective December 2012		Effective December 2013*		Effective December 2014**		Effective December 2015**		Effective December 2016**		Effective December 2017**	
	Annual	per mtg	Annual	per mtg	Annual	per mtg	Annual	per mtg	Annual	per mtg	Annual	per mtg	Annual	Per Meeting
MUNICIPAL	\$ 9,898	\$ 166.00	\$ 10,046	#####	\$ 11,256	\$ 168.50	\$ 11,335	\$ 169.70	\$ 11,437	\$ 171.20	\$ 11,643	\$ 174.30	\$ 11,876	\$ 177.80
ELECTORAL AREA	\$ 11,554	\$ 166.00	\$ 11,727	#####	\$ 12,939	\$ 168.50	\$ 14,230	\$ 169.70	\$ 14,358	\$ 171.20	\$ 14,616	\$ 174.30	\$ 14,908	\$ 177.80
ALTERNATES		\$ 166.00	\$ -	#####	\$ -	\$ 168.50	\$ -	\$ 169.70	\$ -	\$ 171.20	\$ -	\$ 174.30	\$ -	\$ 177.80
CHAIR (additional)	\$ 6,504	\$ 166.00	\$ 6,602	#####	\$ 6,609	\$ 168.50	\$ 6,655	\$ 169.70	\$ 6,715	\$ 171.20	\$ 6,836	\$ 174.30	\$ 6,973	\$ 177.80
Vice Chair * per meeting chaired bylaw 537.1	\$ -	\$ 166.00	\$ -	#####	\$ -	\$ 168.50	\$ -	\$ 169.70	\$ -	\$ 171.20	\$ -	\$ 174.30	\$ -	\$ 177.40
BC CPI as of Sept			1.50% (BC CPI)		0.10% (BC CPI)		0.7% (BC CPI)		0.9% (BC CPI)		1.8% (BC CPI)		2.0% (BC CPI)	
			Monthly:		Monthly:		Monthly:		Monthly:		Monthly:		Monthly:	
			\$ 837.17		\$ 938.00		\$ 944.58		\$ 953.08		\$ 970.25		\$ 989.67	
			\$ 977.25		#####		\$ 1,185.83		\$ 1,196.50		\$ 1,218.00		\$ 1,242.33	
			\$ 550.17		\$ 550.75		\$ 554.58		\$ 559.58		\$ 569.67		\$ 581.08	

* An additional increase of \$1,200 to each Director effective December 1, 2013

** Subject to BC CPI as of September each year

<http://www.bcstats.gov.bc.ca/StatisticsBySubject/Economy/ConsumerPriceIndex.aspx>

"Consumer Prince Indes 12-month averages and percent change"

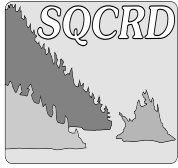
CONSUMER PRICE INDEX (2002 = 100) - 12-MONTH MOVING AVERAGE

Month- Year	CANADA		BRITISH COLUMBIA	
	12-Month	12-Month	12-Month	
	Average All- Items Index	Average % Change	Average All-Items Index	12-Month Average % Change
Sep-16	127.9	1.4	121.9	1.8
Oct-16	128.1	1.5	122.1	1.9
Nov-16	128.2	1.4	122.2	1.9
Dec-16	128.4	1.4	122.4	1.9
Jan-17	128.6	1.4	122.7	1.9
Feb-17	128.8	1.5	122.9	1.9
Mar-17	129.0	1.5	123.1	2.0
Apr-17	129.2	1.5	123.3	2.0
May-17	129.3	1.5	123.5	2.0
Jun-17	129.4	1.5	123.7	2.0
Jul-17	129.5	1.5	123.9	2.0
Aug-17	129.7	1.5	124.1	2.0
Sep-17	129.9	1.5	124.3	2.0

Produced by BC Stats using Statistics Canada CANSIM Table 326-0020

Note: The 12-month average % change is calculated using **unrounded** 12-month averages, not the rounded figures that appear in this document.

Note also: December figures are annual averages published by Statistics Canada; all other months are calculated by BC Stats.



STAFF REPORT

DATE: November 24, 2017

TO: Doug Chapman, Chief Administrative Officer

FROM: Daniel Fish, Corporate Officer & S. Gill, Treasurer

SUBJECT: Results of Assent Voting Conducted for Bylaw No. 618, 2017

Recommendation:

THAT the staff report entitled “Results of Assent Voting Conducted for Bylaw No. 618, 2017” be received for information.

PURPOSE:

To provide the results from Assent Voting conducted for Bylaw No. 618, 2017 on Saturday, November 11, 2017.

BACKGROUND:

In 2016, the North Coast Regional District (NCRD) was approached by the Tlell Volunteer Fire Department (TVFD) with respect to establishing a regional district service to fund the operations of the TVFD.

Following these initial discussions, NCRD staff have met with the TVFD and held a community information session with respect to a proposed service on September 19, 2017 in Tlell.

On September 22, 2017, the Board of the NCRD passed first reading of Bylaw No. 618, 2017 (Bylaw), with subsequent readings of the Bylaw passed on November 2, 2017. The Bylaw received approval of the Inspector of Municipalities on November 3, 2017.

At that same time, in accordance with s. 336 of the *Local Government Act (LGA)*, the Board adopted Bylaw 617, 2017 being a bylaw to authorize the NCRD to obtain, by referendum, the opinion of the electors in Tlell regarding establishing a service to provide taxation funding to assist the operations of the TVFD.

An assent voting opportunity (referendum) with respect to the following question was held in Tlell on November 11, 2017:

“Are you in favour of establishing a service within a portion of Electoral Area D to provide taxation funding to assist the operational costs of the Tlell Fire and Rescue Department?”

DISCUSSION:

S. 342 of the *LGA* states that an establishing bylaw has no effect unless, before its adoption, it receives the approval of the inspector and participating area approval by assent of the electors (s.344).

At the assent voting opportunity held November 11, 2017, a total of 94 ballots were cast. Of those 94 ballots, the responses to the question "Are you in favour of establishing a service within a portion of Electoral Area D to provide taxation funding to assist the operational costs of the Tlell Fire and Rescue Department?" were as follows:

Yes: 60 (63.8%)

No: 34 (36.2%)

As per paragraph 344(1)(a) of the *LGA*, participating area approval through assent of the electors has been obtained as a majority of the votes counted as valid is in favour of the bylaw.

The Board may now proceed with adoption of Bylaw No. 618, 2017.

RECOMMENDATION:

Staff is recommending that the Board, at the time it is considered, resolve to adopt Bylaw No. 618, 2017.

**NORTH COAST REGIONAL DISTRICT
BYLAW NO. 618, 2017**

Being a bylaw to establish a fire and rescue protection service within a portion of Electoral Area D to provide taxation funding for the operational costs of the Tlell Volunteer Fire Department

WHEREAS under section 332 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the North Coast Regional District wishes to establish a service for the purpose of providing taxation funding to operate the Tlell Fire Protection and Rescue Service Area;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*;

AND WHEREAS the Board has received the approval of the electors in the proposed service area by referendum in accordance with section 344 of the *Local Government Act* and section 85 of the *Community Charter*;

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

1. Citation

1. This bylaw may be cited as the "Tlell Fire Protection and Rescue Service Area Establishment Bylaw No. 618, 2017."

2. Service

1. The service established by this bylaw is for the purpose of establishing the Tlell Fire Protection and Rescue Service Area to provide funding for fire and rescue protection services within the specified area.
2. The North Coast Regional District is hereby authorized to enter into mutual aid agreements respecting the use of equipment and personnel to provide assistance inside or outside of the service area that may cause harm to persons or property, based on the recommendation of the Tlell Volunteer Fire Department.

3. Boundaries

1. Schedule A, attached hereto and forming part of this bylaw, forms the service area boundaries.

4. Participating Areas

1. The participating area is a portion of Electoral Area D (Tlell) as identified in Schedule A.

5. Cost Recovery

1. As provided for in Section 378 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- a) property value tax imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- b) fees and charges imposed under section 397 of the *Local Government Act*;
- c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- d) revenues received by way of agreement, enterprises, gift, grant or otherwise.

6. Maximum Requisition

1. In accordance with Section 378 of the *Local Government Act*:

- a) The maximum annual amount that may be requisitioned for the cost of the service is the amount equal to \$25,000.

READ A FIRST TIME this 22nd day of September, 2017.

READ A SECOND TIME this 2nd day of November, 2017

READ A THIRD TIME this 2nd day of November, 2017

APPROVED BY THE INSPECTOR OF MUNICIPALITIES

this 3rd day of November, 2017

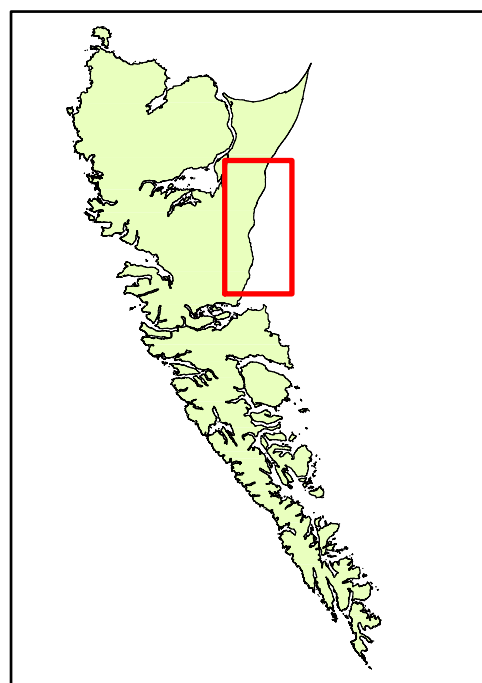
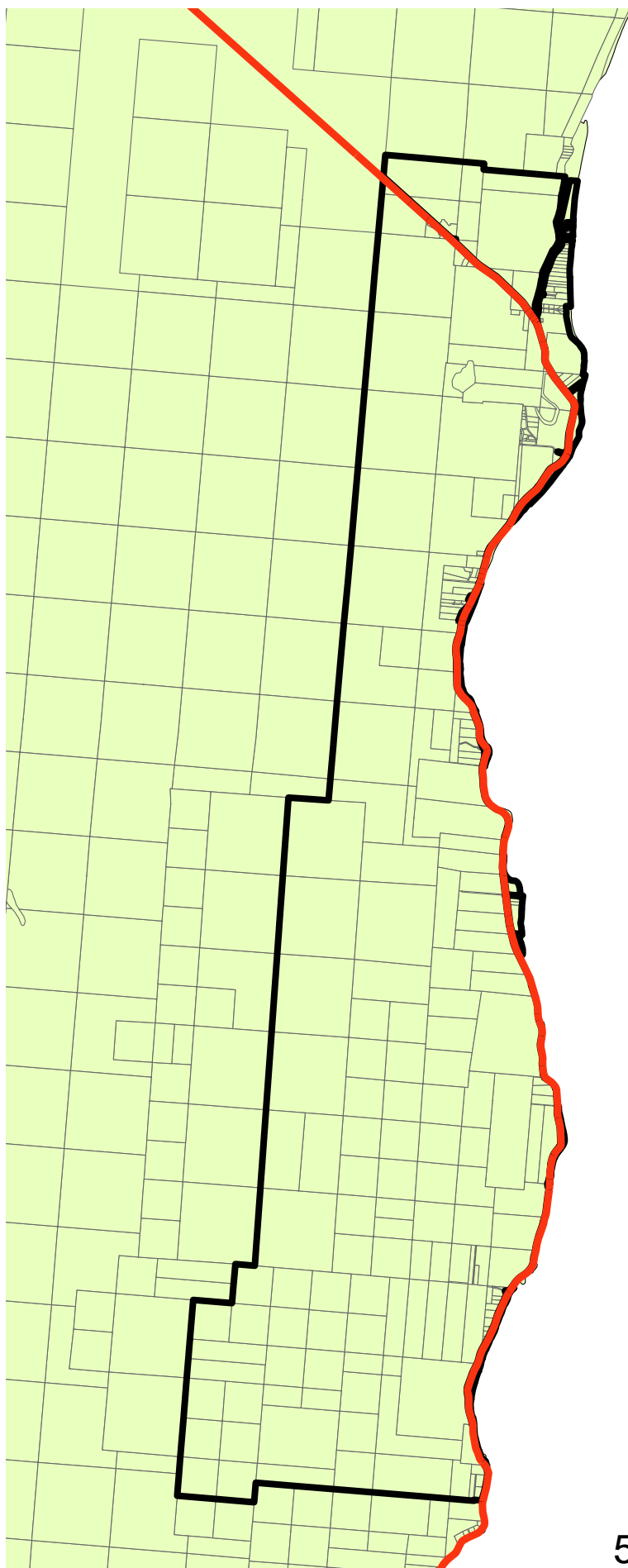
APPROVAL OF THE ELECTORS RECEIVED BY REFERENDUM

this 11th day of November, 2017




ADOPTED this ____ day of ____, 2017

Chair

Corporate Officer



Legend

-  Highway
 -  Service Boundary
- 0 3 6 Km
- 



Statutory Approval

Under the provisions of section 342

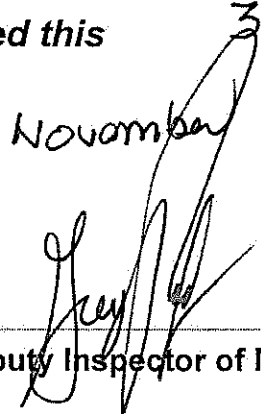
of the Local Government Act

I hereby approve Bylaw No. 618

of the North Coast Regional District,

a copy of which is attached hereto.

Dated this 3 day
of November, 2017



Deputy Inspector of Municipalities

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

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

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

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

1. Project Name

Provide a name for the project that is proposed in this funding application:	Have you previously received any Northern Development funding for this facility?
Tlell Fall Fairgrounds 2017/18 Upgrades	<input type="radio"/> Yes <input checked="" type="radio"/> No

2. Applicant Profile

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

3. Primary Contact Information

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

Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:
PO Box 497 Queen Charlotte, BC, V0T 1S0	doug.louis@hgqci.org	250 559-8975

4. Resolution of Support

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

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

North Coast Regional District

The resolution of support is:

☐ Attached.

☒ Not yet secured. The scheduled council meeting date is: November 24 2017

★ 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 project name) from the (insert regional development account name).

5. Project Overview

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

- ☒ Agriculture
 ☐ Energy
 ☐ Mining
 ☐ Pine Beetle Recovery
 ☐ Tourism
☐ Economic Development
 ☐ Forestry
 ☐ Olympic Opportunities
 ☐ Small Business
 ☐ Transportation

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

Provide a description of the project:

Fencing:

Currently there are two major events within the Tlell Fall Fairgrounds. These events are the Tlell Fall Fair (TFF) and the Edge of the World Music Festival and both rely on paid attendance to continue to operate. Each year snow fencing is installed prior to the fair and is removed after the fest to reduce the number of unpaid attendees to each event. Temporary posts are placed in the ground to hold the fencing up and removed along with the fencing. We propose to install permanent post along an agreed to line to make it easier for the installation and removal of the fencing. This will require approximately 75 fence posts to be pounded into the ground. No holes will be dug. 75 @ \$9.50 = \$712.5 with taxes \$798.00

Quick Release Gas (Propane Fittings)

Install three quick release fittings inside the exhibit hall on the north wall near the electrical panel. Also install a permanent roof vent and stack for exhausting large hot water tank.

Work to be completed by Wayne Melney at a total cost of approximately \$1900.

Pit Toilets

Replace four Pit Toilets with three new pre-fab "Wishbone Pit Toilets" each unit is \$3995 for the structure plus Toilet/throne = \$410 and Plumbing/vent stack = \$185. We have been asked by BC Parks to replace the units in the Southeast corner of the Fairgrounds and have been granted \$2500 towards a new pit Toilet under a volunteer program. We will be required to have cement bases for all units. The estimated cost for all three units is \$18,400 plus shipping less the \$2,500 BC Parks will give us. The first Pit toilet needs to be completed by March 31 2018.

Explain the rationale for the project:

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

All three of the projects as mentioned above will increase the usability and safety of the Tlell Fall Fairgrounds and the facilities within it.

The fencing Posts will make it easier to install the barrier fence each year to increase the security during admission based events by eliminating people from making there way into the event without paying as well as stopping children from accessing the highway from inside the fairgrounds.

Installing quick release propane fittings will make it safe for users of the facility to bring in propane hot water heater, stoves or fridges for events. With the quick release in place there will not be a need for an annual \$600 fee to install and remove the fittings each year after the prime event times.

There are currently five Pit Toilets within the fairgrounds, One is a handicap pit toilets constructed of recycled plastic lumber made by Wishbone Site Furnishings. The other four pit toilets are wood construction requiring annual staining and repair. Each Wooden Pit Toilet costs approximately \$3500 and need to e replaced every five to eight years. Buying three Wishbone Pit Toilets can save the Fall Fair Committee upwards of \$11000 every five to eight years.

6. Sustainability

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

Revenue is collected by the Fall Fair Committee through renting out the facilities throughout the year as well as raising some funds from our annual Tlell Fall Fair. We have been running the Fall Fair for over 35 years and foresee the fall fair continuing for many more. We also have an agreement with the Edge Of The World Music Festival for four years which can be renewed for another five year or more thereafter. Rentals for the facilities has increased over the past two years including but not limited to Weddings, School Groups and family/group events.

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

Unknown

Describe how the project will contribute to environmental sustainability:

The use of the recycled materials in the Pit Toilets will eliminate the need for wood products in the construction of the Facility as well all of the metal components are weather resistant reducing the need for annual painting. All of the posts used for the fencing are argrade treated and will last ten plus years.

7. Direct Economic Benefits

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

The better our facilities the more rentals we can have.

8. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:	0	35+ hours/week	12 months/year	
Direct permanent part-time jobs:	0	0 hours/week	12 months/year	
Direct permanent seasonal jobs:	0	0 hours/week	0 months/year	

9. New Employment (job creation)

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

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent full-time jobs:	0	35+ hours/week	12 months/year	
Direct permanent part-time jobs:	0	0 hours/week	12 months/year	
Direct permanent seasonal jobs:	0	0 hours/week	0 months/year	
Direct temporary jobs (construction or consulting):	3	8 hours/week	3 months/year	
TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:				0.2
★ Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				

10. Increased Revenue Generation

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

Current annual revenues:	Projected annual revenues		
	Year 1	Year 2	Year 3
\$ 8,000	\$ 9,000	\$ 9,500	\$ 10,000
INCREASED REVENUE EXPECTED OVER THREE YEARS: ✦ Incremental revenue expected is the sum of the projected annual revenues for the three years after the project, minus the current annual revenues over the same three year period.			\$ 4,500.00
Describe how the revenue will be generated and the sources of revenue: Revenue is obtained through the annual fall fair and through rentals of the facilities. Currently all the money raised goes directly into Maintenance of the fairgrounds.			

11. Operational Cost Savings

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

Current costs:	Projected costs		
	Year 1	Year 2	Year 3
\$ 8,000	\$ 8,000	\$ 3,000	\$ 3,000
COST SAVINGS EXPECTED OVER THREE YEARS: ✦ Cost savings expected is the sum of the projected costs for the three years after the project, minus the current costs over the same three year period.			\$ (10,000)
Describe how the operational cost savings will be generated (for example, energy efficient upgrades): We need to spend money now to save money over the long term. Over a ten year period we should save approximately \$11000 on the pit toilets alone.			

12. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date	1-Oct-2017	Estimates of all materials has been obtained.
2) Estimates Obtained	24-Oct-2017	
3) Purchase and shipping of materials to Haida Gwaii	1-Feb-2018	
4) Construction and/or installation	30-Mar-2018	
5)		
6)		
7)		
8) Project completion date	1-May-2018	

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

13. Project Budget

✦ Quotes must outline the proposed scope of work, the vendor and all pre-tax costs.

Expense item:	Amount (\$):	Vendor:	Verification:
three pit toilets	\$ 18,970.00	Wishbone Site Furnishings	<input checked="" type="checkbox"/> Quote(s) attached
Hand sanitizer and toilet paper dispenser	\$ 143.00	Uline	<input type="checkbox"/> Quote(s) attached
Fence Posts	\$ 798.00	Ranch Feeds	<input checked="" type="checkbox"/> Quote(s) attached
Propane Fittings	\$ 1,900.00		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
TOTAL PROJECT BUDGET: \$ 21,811.00			

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

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

14. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 15,267	✦ Maximum allowable grant is \$30,000 per community hall or recreation facility project, with the remainder available in the form of a loan.
Loan	\$ 0	✦ For term of 1-7 years, interest rate = prime. For term of 8-10 years, interest rate = prime+1%. Prime is taken at the time of initial release of funds.
Length of repayment term requested:	0 years (max 10)	
TOTAL REQUESTED:	\$ 15,267	

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

15. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Tlell Fall Fair Committee	\$ 4,044.00	Applicant contribution	<input checked="" type="checkbox"/> Confirmation letter attached
Ministry of Environment, BC Park Partnership	\$ 2,500.00	<input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
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	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
TOTAL OTHER FUNDING: \$ 6,544.00		TOTAL PROJECT FUNDING: \$ 21,811.00 (Northern Development + Other Sources)	

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

16. Leveraging

Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: **70.00** %

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

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

17. Attachments

List all documents attached to this application:

Document name:	
<input checked="" type="checkbox"/>	1) Required: Local government resolution
<input checked="" type="checkbox"/>	2) Required: Detailed quotes <i>(as outlined in section 13. Project Budget)</i>
<input type="checkbox"/>	3) Required (if applicable): Funding approval letters <i>(as outlined in section 15. Other Funding Sources)</i>
<input type="checkbox"/>	4) Required (if applicable): Society incorporation document <i>(not applicable for local governments or First Nations)</i>
	5)
	6)
	7)
	8)
	9)
	10)

18. Authorization

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

Name (organization signing authority): ✦ Please type name.	Position/title:	Date:
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19. Submitting Your Application

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

Email: info@northerndevlopment.bc.ca

To the Board of the North Coast Regional District

The Tlell Fall Fair Committee requests a Resolution of approval to apply for \$15,267 for Replacement of existing Pit Toilet on the Tlell Fall Fairgrounds, installation of permanent fence posts for safety fencing for major events around the event field portion of the fairgrounds and the installation of a permanent quick release propane system in the large hall within the fairgrounds.

We are looking to replace the existing pit toilet with Wishbone Site Furniture structures. Each unit is \$5000 with bases. These structures are made of recycled materials and only require through cleaning on a regular basis. They are warrantied for 10 years but with proper upkeep will last two or more times longer. The current wooden pit toilets require annual staining and need to be replaced every three to eight years at a cost of approximately \$3500 each time. There are currently three of five units that must be replaced before summer of 2018. BC Parks has agreed to provide a grant of \$2500 for the replacement of one unit.

We are also looking to install fence posts to make it easier to install the barrier fence each year to increase the security during admission based events by eliminating people from making their way into the event without paying as well as stopping children from accessing the highway from inside the fairgrounds. Approximate cost \$800.

As well we plan on installing quick release propane fittings to make it safe for users of the facility to bring in propane hot water heater, stoves or fridges for events. With the quick release in place there will not be a need for an annual \$600 fee to install and remove the fittings each year after the prime event times. Approximate cost \$1900.

We just received our last estimate on the 24th of October, and must have our request in by the 30th of October. Can you please have us placed on your next meeting agenda and we can let Northern Development know we have requested a motion of approval?

Thank you

Doug Louis

President Tlell Fall Fair Committee



September 12, 2017

File: 98000-90/Naikoon

Doug Louis
East Coast Graham Island Farmer's Institute
Tlell Fall Fair Committee

Via Email: doug.louis@hgqci.org

Dear Doug Louis:

Thank you very much for your application for funding through BC Parks Park Enhancement Fund.

Each year the West Coast Region receives a fixed amount of funding (\$40,000) to support volunteer projects that enhance the conservation and/or recreation values of provincial parks and protected areas. We are excited to be able to fund your project to a total of \$2,500 and look forward to working with you and your team as the project progresses.

Please contact myself at 250 557-4390 to discuss the project details and next steps. As a reminder, all projects must be completed by March 31, 2018.

Thank you again for your application and your ongoing commitment to BC Parks.

Yours truly,

Lucy Stefanyk
Haida Gwaii Area Supervisor

cc: Andy Macdonald, PPA Section Head-Haida Gwaii/South Island, BC Parks, Ministry of Environment and Climate Change Strategy

Daniel Fish

From: Scott (Wishbone .CA) <scott@sitefurniture.ca>
Sent: Monday, July 31, 2017 11:34 AM
To: 'Douglas Louis'
Subject: RE: Pricing on your Pit Toilet Structures - Wishbone

Hi Doug,

I have some pricing for you now...

<https://wishboneltd.com/site-furnishings/pit-toilet-building>

Pit toilet shell, Suntuf roof = \$5995 for the larger wheel chair accessible unit, \$3995 for the standard unit
Toilet/throne = \$410
Plumbing/vent stack = \$185

We recommend getting the other accessories locally, such as the paper dispenser, hand brace, corner urinal etc.:
<https://www.acklandsgrainger.com/en/category/Toilet-Paper-Dispensers/Paper-Products-and-Dispensers/c/3131>

I'm just waiting on a freight rate to ship 3 of the unassembled wheel chair accessible units to Tlell... I'll get back to you on this.

Do you have a contractor nearby that can assemble and take care of the installation (and excavation/concrete/vault)?

Thanks.

Scott Hutchinson

w 250-404-8699 | c 250-462-6250 | [in](#)



From: Douglas Louis [mailto:douglasmarklouis@gmail.com]
Sent: Friday, July 28, 2017 4:48 PM
To: scott@sitefurniture.ca
Subject: Pricing on your Pit Toilet Structures

Good Day Scott

Sorry I have not got back to you for a while. The past year has been pretty bad but things are a little better now.

I am interested in getting a formal quote for three PTR-6H. Once I get the quote I can then pursue more funding. These units are for a not for profit organization, Graham Island East Coast Farmers Institute, Tlell Fall Fairgrounds. We would be looking at purchasing them sometime between this fall and next spring dependant on funding.

We would also require the toilet, dispensers and stack.

Can you provide the costs?

Thank you

Doug Louis

President, Graham Island East Coast Farmers Institute

President, Tlell Fall Fair

Get [Outlook for iOS](#)

Daniel Fish

From: Leslie Richardson <rfeeds@qcislands.net>
Sent: Thursday, September 14, 2017 1:17 PM
To: 'Doug Louis'
Subject: RE: Price on fence posts for fairgrounds

Sorry I guess I should total that and add tx
So 70@ \$9.50 =\$665.00
Pst-46.55
Gst-33.25
Total \$744.8
Les

From: Doug Louis [mailto:doug.louis@hgqci.org]
Sent: Thursday, September 14, 2017 12:21 PM
To: rfeeds@qcislands.net
Subject: Price on fence posts for fairgrounds

Hi all.
I am looking for a quote on 70 fence posts for the fairgrounds. I think we were looking for 2/3s ?? 6 to 7 feet long??
I am working on a funding submission so I require the info fairly quickly.

Thanks
Doug

MARKETING INITIATIVES

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

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

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



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

1. Project Name

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

Social Media Marketing Project

2. Applicant Profile

Applicant organization (legal name): Haida Gwaii Museum	Non-profit society registration no. (if applicable): S-9297
Mailing address: PO Box 1373	Telephone: 250-559-4643 ext 245
Email: museum@haidagwaii.net	Website (URL): haidagwaiimuseum.ca

3. Primary Contact Information

Primary contact (for this application): Scott Marsden	Position/title: Executive Director
----------------------------------------------------------	---------------------------------------

Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:

4. Resolution of Support

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

North West-Queen Charlotte

The resolution of support is:



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 project name) from the (insert regional development account name).

5. Project Overview

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



Agriculture



Energy



Mining



Pine Beetle Recovery



Tourism



Economic Development



Forestry



Olympic Opportunities



Small Business



Transportation

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

Provide a description of the project:

★ Clearly define how the project is distinct and separate from any regular/annual marketing initiatives.

The Marketing Roadmap is a community document that will provide broad and ongoing support to those tasked with managing and marketing Haida Gwaii as an island destination. The Marketing Roadmap, was completed December 2017, and provided a series of 19 recommendations across four key areas, which would support marketing decision-making. One of the focuses of the Marketing Roadmap is to develop and implement a social media strategy. Social media marketing is fast becoming the tourism standard for creating user generated content. Social media is the tool of choice for visitors seeking to share their experience with others of looking for information on available visitor services. While the museum has considerable expertise and experience in museum management, there remains a critical need to develop greater social media capacity to take full advantage of the marketing opportunities in the promotion of programming services.

It is critical that we know who the key industry stakeholders are and how the museum can work with them to support marketing initiatives; recognize emerging and changing trends within the industry, and the industry sectors and associations that serve the larger visitor industry, for example, travel trade. Knowledge of consumer and visitor behaviour will allow management to understand more clearly what drives the travel behaviour of visitors: decision-making, social influencers, and managing destinations.

This project will focus on developing and implementing a social media marketing plan focused on the museum's programming and collections. Broadly, the objectives are to; 1) develop practical knowledge of consumer and visitor behaviour to understand more clearly what drives the travel behaviour of visitors decision-making, social influencers, and managing destinations using social media, 2) to develop a social media marketing campaign that will create user generated content utilizing Facebook, Trip Advisor, smart phone applications aimed at visitors sharing their experiences aimed at visitor services, broaden visitor appeal and engagement and expand new and existing revenue streams.

Explain the rationale for the project:

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

One of the museum's strategic initiatives is to develop and implement a comprehensive social media strategy to increase awareness and visibility of the Museum at local, regional, national and international levels – to increase visitor numbers, develop new audiences through specialized cultural programming that will help ensure the long-term well-being of the museum. The strategy we developed identifies and addresses a range of promotional issues, while at the same time supporting best practices in social media marketing. The objectives of the this project will include;

-Develop and streamline social media visitor options

-Develop visitor review & engagement practices

✦ Develop social marketing program with a focus on on-line content and materials targeted at visitor engagement and cultural programming targeted at visitors

-Implement training and capacity workshops in social media program and visitor engagement

-Initial research and development of video shorts to increase length of time online

-Initial research and development of an electronic rack card featuring the museum and its programming

-Initial research and development of customized on-line promotion

-Establish social media marketing channels with BC Ferries, existing visitor market (Airports, Info Centres, Events) and Destination BC (Membership / Marketing / Branding)

6. Key Deliverables

✦ *The following will be reported on by the applicant organization approximately one year after completion of the project.*

Outline the projected economic benefits to the local and/or regional economy:

This project will help the museum bring together a number of components to support the implementation of key marketing and management strategies aimed at maintaining the position as the island's premiere tourism destination. We believe this project will serve the needs of management and staff at the Haida Gwaii Museum and the aspiration of community members who will benefit from a long-term and sustainable cultural tourism program. Economic benefits will be placed on tracking visitor on-line inquiries, social media activity, number of tours booked, and admissions. Qualitative data will be comprised of visitor comments, staff feedback on training, level of community participation through social media and engagement with visitors.

Outline the specific outcomes of the project that will be measured to determine its effectiveness:

✦ *The following are some examples of measurable outcomes: page views, foot traffic, revenues, or visitors to a site.*

The following are specific outcomes of this project:

-Present workshops with staff to develop the skills and capacities to managing websites, communicating with users, and ensuring new and emerging trends are taken advantage of in future.

-Develop engaging online content and materials to encourage visitor engagement online and promote in-house, local, and community events of interest to visitors. Content will target key traveller types, i.e., Cultural Explorers and Authentic experiencers. (The aim is build word-of-mouth referrals through social media forums.)

-Develop short info segments for use on social media (E.g., Facebook) aimed at managing visitor expectations. These are to prepared in advance to ensure content is regularly available on social media throughout the visitor season. Topics can include: frequently asked questions, working at the museum, visitor quotes, sharing local language, and other issues that will inform the visitor experience.

-Develop and test various social media strategies for evaluation and implementation.

-Implement a regular marketing program that will promote the Museum using social media.

7. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)
1) Project start date	1-Mar-2018
2) Review social media objectives	2-Mar-2018
3) Develop social media workplan	2-Mar-2018
4) Begin social media marketing workshops and sessions	1-Apr-2018
5) Develop test project using social media to promote tours and engage with visitors	1-May-2018
6) Implement social media project throughout summer	1-Jun-2018
7) Evaluate social media strategy and workplan	30-Sep-2018
8) Project completion date	30-Sep-2018

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

8. Project Budget

✦ Quotes must outline the proposed scope of work, the vendor and all pre-tax costs.

Expense item:	Amount (\$):	Vendor:	Verification:
Project Manager	\$ 50,000.00		<input type="checkbox"/> Quote(s) attached
Marketing Assistant	\$ 10,000.00		<input type="checkbox"/> Quote(s) attached
Social Media	\$ 30,000.00		<input type="checkbox"/> Quote(s) attached
Training and capacity workshops	\$ 40,000.00		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
TOTAL PROJECT BUDGET: \$ 130,000.00			

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

✦ Please refer to the [Marketing Initiatives Application Guide](#) for eligible and ineligible costs.

9. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 20,000	★ Maximum allowable grant is \$20,000 per marketing project.

10. Other Funding Sources

Funding source: ★ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Haida Gwaii Museum	\$	Applicant contribution	<input type="checkbox"/> Confirmation letter attached
BC Rural Development	\$ 100,000.00	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
Young Canada Works	\$ 10,000.00	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
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	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
TOTAL OTHER FUNDING: \$ 110,000.00		TOTAL PROJECT FUNDING: \$ 130,000.00 (Northern Development + Other Sources)	

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

11. Leveraging

Northern Development's funding leverage for the project:	
The funding request as a percentage of total project funding is:	15.38 %
<p>+ Leverage % = (Northern Development funding request) ÷ (Total project funding)</p> <p>+ Northern Development provides funding up to a maximum of 50% of an eligible project budget.</p>	

12. Attachments

List all documents attached to this application:

Document name:	
<input type="checkbox"/>	1) Required: Local government resolution
<input type="checkbox"/>	2) Required: Detailed quotes (as outlined in section 8. Project Budget)
<input checked="" type="checkbox"/>	3) Required (if applicable): Funding approval letters (as outlined in section 10. Other Funding Sources)
<input type="checkbox"/>	4) Required (if applicable): Society incorporation document (not applicable for local governments or First Nations)
<input type="checkbox"/>	5)
<input type="checkbox"/>	6)
<input type="checkbox"/>	7)
<input type="checkbox"/>	8)
<input type="checkbox"/>	9)
<input type="checkbox"/>	10)

13. Authorization

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

Name (organization signing authority): ★ Please type name.	Position/title:	Date:
Scott Marsden	Executive Director	November 3 2017

14. Submitting Your Application

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

Email: info@northerndevlopment.bc.ca

Implementation Marketing Roadmap

Overview

One of the museum's strategic initiatives is to develop and implement a comprehensive marketing strategy to increase awareness and visibility of the Museum at local, regional, national and international levels – to increase visitor numbers, develop new audiences through specialized cultural programming that will help ensure the long-term well-being of the museum. The strategy we developed is called the *Marketing Roadmap* which identifies and addresses a range of management and product development issues, while at the same time supporting best practices in marketing, requires a comprehensive planning framework. This project differs significantly from operational activities. To date, only three tours are offered through the Haida Heritage Centre and are provided as part of the entry fee -- limiting the available revenue streams. The opportunity to develop exclusive cultural tours considered appropriate by the broader community has been explored but never executed. These tours and the associated training is a strategic move to broaden visitor appeal and engagement and expand new and existing revenue streams. The expansion of tourism services to include highly experiential and educational tours, combined with what has the potential to be an exiting international exhibit. The *Marketing Roadmap* will provide a transitional and progressive planning framework that goes beyond that of typical strategic marketing plans, which are given to a relatively narrow range of issues and considerations.

Needs Assessment

The *Marketing Roadmap*, was completed December 2017, and provided a series of 19 recommendations across four key areas, which would support improved management and marketing decision-making. An analysis was also completed on previous visitor industry reports, which supported the identified need for (a) new tourism products and experiences and (b) the critical need for capacity building. Research done by Destination Canada and Destination BC provided support for the development of cultural tours most suited to those typically found to visit destinations such as Haida Gwaii. The development of a Layperson's Archaeology Tour, Educational Archaeology Tour, and Haida Gwaii / Hawaii Exhibit will attract increased local, national, and international visitor attention. Successful implementation will require ongoing work with local, regional, and provincial industry partners in addition to targeted training for management and staff in: social media marketing, consumer behaviour, and the visitor industry management.

Overview of Tours and Activities

1) Layperson Archaeology Tour:

The museum holds an extensive collection of archaeological artifacts that could be used to develop a layperson's program. Independent travelers and tour groups would enjoy a mini-course delivered by cultural experts—possibly taking part in an actual dig or cataloging artifacts. Developing an exclusive tour will offer an opportunity to get behind the scenes at the Haida Gwaii Museum. New tours will expand existing revenue streams and enable the museum to develop partnerships with other service providers.

2) Half Day Archaeology Education Excursion (e.g., grade 4):

Field trips are a popular way to facilitate engaging and highly participatory learning experiences. Program material developed to support the multi-day travel experience for laypeople can be revamped to develop a children's educational program. Once established, the program could be expanded to include other grades and potentially create educational opportunities for off-island educational markets. Developing educational tours will provide a wider range of opportunities for teachers to engage with students on cultural issues – providing hands-on experiences is critical to effectively meeting the needs of a range of learner types.

3) Exhibit Linking the Histories of Haida Gwaii and Hawaii:

Developing a permanent exhibit in Haida Gwaii would be of interest to visitors here and Hawai'i. The adventures of Captain Cook are well known around the world. The opportunity to link this to the sailings of Captain George Dixon who sailed with Cook on his third voyage would be highly advantageous: drawing on this historical connection to generate visitor interest. The objective of this exhibit would be to establish the museum in a significant international market based on historical, ancestral, and familial ties to Native Hawaiians. The purpose would be to establish an exhibit with international appeal linked to the three journeys of Captain Cook and those of Dixon. The Haida narratives and myths around their ties with the people and islands of Hawaii are not well known and this part of their shared heritage needs to be told.

4) Training and Capacity Building (Tourism Industry / Marketing & Consumer Behaviour / Social Media Marketing):

While the museum has considerable expertise and experience in museum management, there remains a critical need to develop greater capacity regarding the visitor industry to take full advantage of the marketing and destination management opportunities available. It is critical to know who the key industry stakeholders are and how the museum can work with them to support marketing initiatives; recognize emerging and changing trends within the industry, and the industry sectors and associations that serve the larger visitor industry, for example, travel trade. Knowledge of consumer and visitor behaviour will allow the museum to understand more clearly what drives the travel behaviour of visitors. Social media marketing is fast becoming the industry standard for creating user generated content. Facebook, TripAdvisor, and smart phone applications are the tool of choice for visitors seeking to share their experience with others or looking for information on available visitor services. The museum needs to be familiar with these tools to take full advantage of the marketing choices available.

Objectives of the Marketing Roadmap

The Museum is strongly positioned to take advantage of existing on-island opportunities in addition to key off-island opportunities that will increase visitor numbers and increase the number of range of high quality products and services offered to expand revenue streams. The development of built attractions and the expression cultural heritage on display at the Museum is grounded in the belief that the value of place is ultimately reflected in the people and communities served once the visitors leave. Current research into planning effective cultural tourism development on Haida Gwaii suggests that implementation must support a range of projects aimed at capacity building, management practices, and the production of experiential tourism products and services. Marketing cultural tourism on Haida Gwaii is intrinsic to ensuring that the rich and diverse culture heritages of the islands are preserved for future generations. Our plan is to implement the *Marketing Roadmap* to support the implementation of key marketing and management strategies aimed at maintaining our position as the island's premiere tourism destination. While there are no comparable facilities in the northwest coastal region of British Columbia, the need to implement a strategy that will address a range of management and product development issues, while at the same time supporting best practices in marketing, requires a comprehensive planning framework—a roadmap to encourage progress.

The *Marketing Roadmap* is a community document that will provide broad and ongoing support to those tasked with managing and marketing this amazing island destination. The *Marketing Roadmap* will review marketing approaches and tools, develop progressive marketing strategies that would incorporate and support capacity building, and implement those strategies with the greatest potential to increase visitor numbers and expand revenue streams. The next step is to implement the recommendation by hiring Dr. Kelly Whitney-Gould as the Project Manager to implement the following recommendations; 1) critical business management opportunities, 2) targeted training and capacity building, 3) experiential tourism products and services, and 4) implementing clear best practices in marketing.

Dr. Kelly Whitney-Gould-Project Manager

Dr. Kelly Whitney-Gould received a doctorate in Tourism Management from the University of Otago and went on to complete a Postdoctoral Fellowship at the University of Northern British Columbia. Her research interests relate to the use of community-based tourism initiatives to support the development and revitalization of Indigenous languages and has worked extensively with communities in New Zealand, Hawaii, and Haida Gwaii. As a tourism consultant (DimenZions), Kelly has worked with destination communities to develop culturally appropriate tourism products and services founded on heritage values and principles of sustainability to build organizational capacity and economic stability. Kelly is committed to a community-centric approach to tourism development that serves the needs and aspirations of Indigenous peoples and has first-hand experience working within community governance structures.

NORTH COAST REGIONAL DISTRICT
SUB-BRANDING

Design Presentation

NOVEMBER 10, 2017

UPANUP

What is a sub-brand?

A sub-brand is a secondary brand (*Haida Gwaii Rec, Mainland Recycling, Island Solid Waste*) within a main brand (*NCRD*) that helps to differentiate a product line or service to a desired target group.

Our Sub-Branding Approach:

- Sub-brands will be consistent in their use of the *NCRD* icon and *TheSans* font. This ensures the public can easily relate them to the *NCRD* without having to specifically include *NCRD* in the logo.
- Sub-brand icons will each utilize a different color from the *NCRD* logo icon to give them a unique identity from one another.
 - With this approach there is the potential to introduce more sub-brands utilizing complimentary colours to the existing *NCRD* logo.
- Font colour for all brands will remain as *Deep Navy* for the full-colour versions. This ensures adequate contrast for viewers, and further ties the branding together.

Reminder - North Coast Regional District Logo:

The *NCRD* logo includes a negative space salmon within 4 coloured regions.



NORTH COAST
REGIONAL DISTRICT



NORTH COAST
REGIONAL DISTRICT



NORTH COAST
REGIONAL DISTRICT

Haida Gwaii Recreation:

This logo uses *Ocean Blue* as its predominant color.



HAIDA GWAI
RECREATION



HAIDA GWAI
RECREATION



HAIDA GWAI
RECREATION

Mainland Recycling:

This logo uses *Mossy Green* as its predominant color.



Island Solid Waste:

This logo uses *Sky Blue* as its predominant color.



An aerial photograph of a coastal archipelago, featuring numerous small, forested islands and rocky shorelines. The water is a deep blue-grey, and the islands are covered in dense green trees. The text "Thank you!" is overlaid in the center in a white, serif font.

Thank you!