



**NORTH COAST REGIONAL DISTRICT
REGULAR BOARD MEETING AGENDA**
Held at 344 2nd Avenue West in Prince Rupert, B.C.
Friday, November 25, 2016 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 Skeena-Queen Charlotte Regional District Board held October 21, 2016	Pg 1-8
3.2	<p>Rise and Report – October 21, 2016 <i>(to be read by Chair – no motion required)</i></p> <p>MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from the Moresby Island Management Standing Committee with regard to the resignation of Member Wier be received.</p> <p>IC061-2016 CARRIED</p> <p>MOVED by Director Martin, SECONDED by Director Nobels, that the Board send a letter of appreciation to Mr. Wier for his service.</p> <p>IC062-2016 CARRIED</p>	Verbal

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Minutes of the Committee of the Whole meeting held October 22, 2016	Pg 9-12
4.2	Minutes of the Regular Moresby Island Management Standing Committee meeting held October 4, 2016	Pg 13-14
4.3	Minutes of the Regular Meeting of the Sandspit Water System Review Advisory Committee held November 2, 2016	Pg 15-16

5. DELEGATIONS

5.1	I. Mills, Community Relations Advisor & J. Gouw, Community, Consultation and Aboriginal Relations – Aurora LNG Project Update	Verbal
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6. IN CAMERA - DELEGATIONS

That the public be excluded from the meeting according to section 90(2)(b) of the <i>Community Charter</i> “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.”	-----
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7. FINANCE

7.1 J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for October, 2016	Pg 17
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8. CORRESPONDENCE

8.1 Honourable Mary Polak, Minister of Environment – 2016 UBCM Follow-Up	Pg 18
8.2 Coast Tsimshian First Nations – Electoral Area A Land Use Planning – Dodge Cove Boundary Expansion	Pg 19-22
8.3 District of Port Edward – RE: Standing Committee of North Coast Port Municipalities	Pg 23
8.4 Masset Marine Rescue Society – Request for Letter of Support (Capacity Upgrade Plan)	Pg 24-31

9. REPORTS / RESOLUTIONS

9.1 D. Fish, Corporate Officer – Questions from the October 21, 2016 Regular Meeting of the NCRD Board to the B.C. Utilities Commission	Pg 32-33
9.2 D. Fish, Corporate Officer – Prince Rupert Airshed Study Investigation	Pg 34-38
9.3 D. Fish, Corporate Officer – Association of Vancouver Island and Coastal Communities	Verbal
9.4 D. Fish, Corporate Officer – North Coast Regional District Procedure Bylaw No. 591, 2016	Pg 39-59

10. BYLAWS

None.	-----
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11. LAND REFERRALS / PLANNING *(Voting restricted to Electoral Area Directors)*

11.1	M. Williams, Planning Consultant – Land Referral: Map Reserve Amendment, Naden Harbour	Pg 60-62
11.2	M. Williams, Planning Consultant – Land Referral: Map Reserve, Yakoun River Estuary	Pg 63-65
11.3	M. Williams, Planning Consultant – Land Referral: Map Reserve, Kumdis Bay	Pg 66-68
11.4	M. Williams, Planning Consultant – Land Referral: Map Reserve, Boulton Lake	Pg 69-71
11.5	M. Williams, Planning Consultant – Land Referral: Temporary, Lavoie Barge	Pg 72-78

12. NEW BUSINESS

12.1	Directors' Reports	Verbal
12.2	City of Prince Rupert – Request for Letter of Support for 2 Applications to the Clean Water and Wastewater Fund Program	Pg 79-101

13. OLD BUSINESS

13.1	Prince Rupert Port Authority – RE: Standing Committee of North Coast Port Municipalities	Pg 102-104
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14. PUBLIC INPUT**15. IN-CAMERA**

None.	-----
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16. ADJOURNMENT



NORTH COAST REGIONAL DISTRICT

MINUTES of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2nd Avenue West, Prince Rupert, B.C. on Friday, October 21, 2016 at 7:00 PM.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert N. Kinney, City of Prince Rupert C. MacKenzie, Alternate, District of Port Edward I. Gould, Village of Port Clements (<i>teleconference</i>) G. Martin, Village of Queen Charlotte D. Nobels, Electoral Area A L. Budde, Alternate, Electoral Area C
Regrets	D. Franzen, District of Port Edward K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer
Public	2
Media	1

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

2. AGENDA

MOVED by Director Martin, SECONDED by Director Nobels, that the October 21, 2016 North Coast Regional District amended agenda be further amended and adopted to include the following:

11.3 Area Association Affiliation

312-2016

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held September 23, 2016

MOVED by Director Martin, SECONDED by Director Brain, that the minutes of the September 23, 2016 Skeena-Queen Charlotte Regional District Regular Board meeting be adopted as presented.

313-2016

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Minutes of the Regional Recycling Advisory Committee meeting held July 13, 2016

MOVED by Director Nobels, SECONDED by Director Kinney, that the minutes from the Regional Recycling Advisory Committee meeting held July 13, 2016 be received as presented.

314-2016

CARRIED

- 4.2 Minutes of the Moresby Island Management Standing Committee meeting held September 6, 2016

MOVED by Director Brain, SECONDED by Director Martin, that the minutes from the Moresby Island Management Standing Committee meeting held September 6, 2016 be received as presented.

315-2016

CARRIED

5. DELEGATIONS

- 5.1 D. Baker & T. Gill, Pacific Northwest LNG – Pacific Northwest LNG Project Update

Mr. Baker, Community Relations Advisor, and Ms. Gill, Head of External Affairs, for Pacific Northwest LNG, addressed the Board with regard to an update on the Pacific Northwest LNG project, which included an overview of the project milestones reached to date; the final investment decision process; approval from the Canadian Environmental Assessment Authority; future engagement with stakeholders; information on the TERMPOL review process and an analysis of Pacific Northwest LNG's quantitative risk assessment.

Mr. Baker noted that Pacific Northwest LNG intend to conduct an extensive review of the 190 conditions stipulated in the Canadian Environment Assessment Authority's review of the project, as well as its intent to engage with partners to review project economics and timing.

Mr. Baker answered questions posed by the Board.

The Chair thanked Mr. Baker for his presentation.

6. FINANCE

- 6.1 J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for September, 2016

MOVED by Director Kinney, SECONDED by Director Brain, that the staff report on Cheques Payable over \$5,000 issued by the North Coast Regional District for September, 2016 be received and filed.

316-2016

CARRIED

7. CORRESPONDENCE

- 7.1 Vancouver Island Regional Library – Adopted 2017 – 2021 Financial Plan

MOVED by Director Martin, SECONDED by Director Brain, that the correspondence from the Vancouver Island Regional Library with regard to its adopted 2017-2021 financial plan be received.

317-2016

CARRIED

- 7.2 Honourable Todd Stone, Minister of Transportation and Infrastructure – Nominations for New Stop of Interest Signs

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from the Honourable Todd Stone, Minister of Transportation and Infrastructure, with regard to the Ministry's call for nominations for new stop of interest signs be received.

318-2016

CARRIED

- 7.3 Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development – Ride Sourcing in B.C.: Stakeholder Engagement Summary

MOVED by Director Brain, SECONDED by Director Martin, that the correspondence from the Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development, with regard to the report findings of the Ride Sourcing in B.C. stakeholder engagement process be received.

319-2016

CARRIED

- 7.4 Green Communities Committee – Commitment to the Climate Action Charter

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from the Green Communities Committee with regard to the North Coast Regional District's commitment to the Climate Action Charter be received.

320-2016

CARRIED

- 7.5 Canadian Union of Postal Workers – Another Opportunity to Have Your Say in Canada Post Review

MOVED by Director Nobels, SECONDED by Director Martin, that the correspondence from the Canadian Union of Postal Workers with regard to the Government of Canada's review of Canada Post be received.

321-2016

CARRIED

MOVED by Director Nobels, SECONDED by Director Kinney, that the Board of the North Coast Regional District send correspondence to the Canadian Union of Postal Workers to outline the Board's concern with the service delivery to rural areas of Canada and its desire to see service levels maintained or enhanced.

322-2016

CARRIED

7.6 Local Government Management Association – 2015 Annual Report

MOVED by Director Brain, SECONDED by Director Martin, that the correspondence from the Local Government Management Association with regard to its 2015 annual report be received.

323-2016

CARRIED

7.7 British Columbia Utilities Commission – BC Hydro and Power Authority and Fortis BC Inc. – Residential Inclining Block Rate Report to the Government of B.C.

MOVED by Director Nobels, SECONDED by Director Martin, that the correspondence from the British Columbia Utilities Commission with regard to BC Hydro and Fortis B.C.'s residential inclining block rate report to the government of B.C. be received.

324-2016

CARRIED

MOVED by Director Nobels, SECONDED by Director Kinney, that the Board direct staff to further investigate the residential inclining block rate; specifically, how is the threshold calculated, is it reviewed; and has a seasonal structure been considered.

325-2016

CARRIED

7.8 Prince Rupert Port Authority – RE: Standing Committee of North Coast Port Municipalities

MOVED by Director Brain, SECONDED by Director Nobels, that the correspondence from the Prince Rupert Port Authority with regard to the Standing Committee of North Coast Port Municipalities be received;

AND THAT the correspondence be brought forward to the November 25, 2016 North Coast Regional District meeting.

326-2016

CARRIED

7.9 Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations – RE: Proposed Aurora LNG Project Footprint Incursion into the Dodge Cove Official Community Plan and Provincial Permitting Process

MOVED by Director Nobels, SECONDED by Director Martin, that the correspondence from the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations with regard to the proposed Aurora LNG project footprint incursion into the Dodge Cove Official Community Plan boundary and provincial permitting process be received.

327-2016

CARRIED

8. REPORTS – RESOLUTIONS

- 8.1 D. Fish, Corporate Officer – October 5, 2016 Correspondence Board – RE: Improved Passenger Ferry Service to Dodge Cove

MOVED by Director Nobels, SECONDED by Director Martin, that the report from staff entitled “October 5, 2016 Correspondence Board – RE: Improved Passenger Ferry Service to Dodge Cove” be received;

AND THAT the Board of the North Coast Regional District direct staff to complete the work necessary to prepare a financial analysis for a proposed passenger ferry service for Electoral Areas A and C.

328-2016

CARRIED

Director Nobels noted that a five day ferry service model for the community of Dodge Cove would be a preferred option.

- 8.2 D. Fish, Deputy Corporate Officer – Municipal Name Change to the North Coast Regional District

MOVED by Director Nobels, SECONDED by Director Kinney, that the report from staff entitled “Municipal Name Change to the North Coast Regional District” be received for information.

329-2016

CARRIED

- 8.3 D. Lomax, Recreation Coordinator – Haida Gwaii Recreation Quarterly Reporting: July – September, 2016

MOVED by Director Martin, SECONDED by Director Nobels, that the report from staff entitled “Haida Gwaii Recreation Quarterly Reporting: July – September, 2016” be received for information.

330-2016

CARRIED

- 8.4 S. Gill, Treasurer – Electoral Area Permissive Tax Exemptions

MOVED by Director Brain, SECONDED by Director Martin, that the report from staff entitled “Electoral Area Permissive Tax Exemptions” be received for information.

331-2016

CARRIED

- 8.5 D. Fish, Corporate Officer – Regional Recycling Facility Asset Management

MOVED by Director Nobels, SECONDED by Director Martin, that the verbal report from staff entitled “Regional Recycling Facility Asset Management” be received for information.

332-2016

CARRIED

9. BYLAWS

- 9.1 Bylaw No. 607, 2016 – Being a bylaw to exempt certain lands and improvements from regional district property taxation for the year 2017

MOVED by Director Brain, SECONDED by Director Nobels, that Bylaw No. 607, 2016 be abandoned.

333-2016

CARRIED

10. LAND REFERRALS / PLANNING

None.

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

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

Director Brain – City of Prince Rupert

- The City intends to move forward with a grant application to the Clean Water and Wastewater Fund (CWWF) to support the City's water system upgrade project.

Director Kinney – City of Prince Rupert

- City Council continues to review land use policies around the City and are reviewing zoning designations;
- The City continues to work on redevelopment plans for Third Avenue West in Prince Rupert; and
- Public works crews have been highly active in the community making needed repairs to aging infrastructure.

Alternate Director Budde – Electoral Area C

- The Oona River Community Association has submitted a grant application to assist with retrofitting of the community hall to accommodate universal access.

Director Nobels – Electoral Area A

- The gravel road in the community of Dodge Cove has now been laid and should alleviate erosion issues;
- Community members met with the Prince Rupert Port Authority (PRPA) to discuss the current foreshore lease issues between the PRPA and Dodge Cove residents;
- Friends of Digby held a fundraiser event at the Tom Rooney Playhouse in Prince Rupert;
- Aurora LNG has minimized its presence in and around Dodge Cove as it focuses its work toward the more southern end of Digby Island; and
- There is a home for sale in Dodge Cove.

Director Martin – Village of Queen Charlotte

- The Village continues to work on affordable housing issues in the community;
- Discussions with BC Ferries and the province seem positive and indicative of an increase in service delivery for BC Ferries Route 11 through peak months; and
- Director Martin will be attending the upcoming BC Ferries Advisory Committee meeting in November 2016.

Director Gould – Village of Port Clements

- The construction of a community trail in Port Clements is now underway and trail route options have been finalized; and
- The Village intends to undertake a water quality and system testing report for its community water system.

Chair Pages – Village of Masset

- In conjunction with the Great ShakeOut BC drill, the Village hosted an emergency evacuation exercise at its tsunami evacuation site;
- The Village is having trouble securing a contractor to undertake the removal of a derelict barge in the community's inlet.

334-2016**CARRIED**

11.2 Sandspit Water System Review Advisory Committee Term Extension

MOVED by Director Nobels, SECONDED by Director Martin, that the Board of the North Coast Regional District extend the term of the Sandspit Water System Review Advisory Committee to December 31, 2017.

335-2016**CARRIED**

11.3 Area Association Affiliation

MOVED by Director Nobels, SECONDED by Director Martin, that the verbal report from Director Nobels with regard to the North Coast Regional District's area association affiliation be received;

AND THAT the Board direct staff to investigate the feasibility and ramifications of changing the North Coast Regional District's area association affiliation.

336-2016**CARRIED**

The Board requested that, during its investigation, staff consider the ramifications to member municipalities and the Regional District's inclusion in the Northwest Regional Hospital District should the Regional District change its area association.

12.1 OLD BUSINESS

12.1 Ministry of Environment - Prince Rupert Airshed Study Summary

MOVED by Director Nobels, SECONDED by Director Brain, that the Ministry of Environment's Prince Rupert Airshed Study Summary be received.

337-2016**CARRIED****13. PUBLIC INPUT**

There was 2 questions from the public.

14. IN CAMERA

MOVED by Director Kinney, SECONDED by Alternate Director Budde, that the Board move to the In-Camera meeting following the Regular meeting according to section 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 or another position appointed by the municipality."

338-2016**CARRIED****15. ADJOURNMENT**

MOVED by Director Brain, SECONDED by Director Nobels, that the Skeena-Queen Charlotte Regional District Regular Board meeting be adjourned at 9:12 p.m.

339-2016**CARRIED**

Approved and adopted:

Certified correct:

Chair

Corporate Officer



NORTH COAST REGIONAL DISTRICT

MINUTES of the Committee of the Whole (CoW) meeting held at 344 2nd Avenue West in Prince Rupert, B.C. on Saturday, October 22, 2016 at 10:00 am.

PRESENT

PRIOR TO ADOPTION

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

1. CALL TO ORDER 10:05 a.m.

2. AGENDA

MOVED by Director Nobels, SECONDED by Director Kinney, that the October 22, 2016 Committee of the Whole meeting agenda be adopted as presented.

006-2016

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS – RESOLUTIONS

7. NEW BUSINESS

None.

8. OLD BUSINESS**8.1 Skeena-Queen Charlotte Regional District Strategic Priorities Tracking Report – June 2016**

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

Organizational Development

Staff provided an update to the Board with regard to the status on the outcomes and objectives of Organizational Development which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated October 22, 2016 (Strategic Priorities Report).

The Board discussed and provided staff with the following direction as it pertains to each item listed on the Strategic Priorities Report:

Organization Development 1:

- Continue to build capacity in the planning budget through steady growth in taxation; and
- Continue working and building relationship with contracted planner to meet current service needs of the Regional District.

Organization Development 2:

- Task mostly completed;
- Will continue to hire local and support employees in professional development.

Organization Development 3:

- Continue working with contract grant writer to identify and acquire grant funding for projects where possible;
- Ongoing discussion taking place within the Northwest BC Resource Benefits Alliance with respect to revenue sharing agreements with the province of B.C.; and
- Discussion to take place with the Honourable Fassbender, Minister of Community, Sport and Cultural Development during a fall 2016 tour of the northwest B.C. region.

Organization Development 4:

- Wishes to move forward with an annual Christmas staff party in a less formal setting;
- Budget for staff barbecue's to be held on Haida Gwaii, in conjunction with a meeting of the Board, and in Prince Rupert, at dates to be determined.

Organization Development 5:

- Staff to continue working on business case for administration building purchase and report to Board at a future meeting date; and
- Identified the old VIA Rail station building as a potential site which may present partnership opportunities with the City of Prince Rupert.

Organization Development 6:

- Task complete to change the name of the regional district to the North Coast Regional District; and
- Staff to prepare and RFP for a rebranding project, which is to include a new logo.

Organization Development 7:

- Bylaw infraction complaints within the regional district are minimal and the feasibility of establishing a service to handle complaints does not seem feasible.

Integrated Regional Planning

Staff provided an update to the Board with regard to the status on the outcomes and objectives of Integrated Regional Planning which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated October 22, 2016.

The Board discussed and provided staff with the following direction as it pertains to each item listed on the Strategic Priorities Report:

Integrated Regional Planning 1:

- Staff not to spend too much time on this item at this point in time.

Integrated Regional Planning 2:

- Staff provided an update to the Board with respect to the land use planning project for Electoral Areas A and C, noting that bylaws would be brought forward for consideration in the coming months.

Integrated Regional Planning 3:

- Staff to budget for a potential emergency response stakeholder meeting to be held in 2017;
- Possible theme at upcoming C2C meeting; and
- Staff to follow up on invite list from “Lessons from the Simushir” meeting held on Haida Gwaii to hold a stakeholder meeting with all concerned.

Regional Collaboration

Staff provided an update to the Board with regard to the status on the outcomes and objectives of Regional Collaboration which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated October 22, 2016.

The Board discussed and provided staff with the following direction as it pertains to each item listed on the Strategic Priorities Report:

Regional Collaboration 1:

- Desire to hold next C2C meeting in conjunction with a regular Board meeting to allow for full participation.

Regional Collaboration 2:

- Continue to seek opportunities to meaningfully engage with First Nations groups through the service structure of the regional district.

Regional Collaboration 3:

- Task is ongoing.

Regional Collaboration 4:

- Discussion around Standing Committee of North Coast Port Municipalities tabled to November meeting for further discussion; and
- Agreement that a structure as outlined above needs to be formed.

Regional Leadership and Advocacy

Staff provided an update to the Board with regard to the status on the outcomes and objectives of Regional Leadership and Advocacy which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated October 22, 2016.

The Board discussed and provided staff with the following direction as it pertains to each item listed on the Strategic Priorities Report:

Regional Leadership and Advocacy 1:

- Meeting and discussion with the Honourable Stone, Minister of Transportation and Infrastructure, at the 2016 UBCM convention seemed more positive than in years' prior.

Regional Leadership and Advocacy 2:

- Noted that the Northwest Regional Hospital District continues to meet and address many of the topics identified.

Regional Leadership and Advocacy 3:

- The City's current plan is to relocate the Digby Island airport ferry to the Kwinitsa station and minimize ferry travel time;
- Continue to monitor task.

Regional Leadership and Advocacy 4:

- Ongoing discussion taking place with the Northwest BC Resource Benefits Alliance around equitable distribution of wealth stemming from industrial development in the region; and
- Desire to see more effort put into bringing relevant Ministers and key provincial staff to the region to address pertinent issues.

9. PUBLIC INPUT

There were 0 questions from the public.

10. IN CAMERA

None.

11. ADJOURNMENT

MOVED by Director Kinney, SECONDED by Director Nobels, that the Committee of the Whole meeting be adjourned at 11:32 a.m.

007-2016

CARRIED

Approved and adopted:

Certified correct:

Chair

Corporate Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MORESBY ISLAND MANAGEMENT STANDING COMMITTEE

MINUTES of the Regular Meeting of the Moresby Island Management Standing Committee (MIMSC) held at Sandspit Community Hall, Sandspit, B.C. on October 4, 2016 at 7:00 PM.

Adopted November 1, 2016

PRESENT Gail Henry, Behn Cochrane, Bill Beldessi, Bill Quaas

ABSENT Stan Hovde

Chair Gail Henry

Vice Chair Behn Cochrane

Staff Barb Parser

Public 6

1. CALL TO ORDER 7:04 PM

2. CONSIDERATION OF AGENDA (ADDITIONS AND DELETIONS)

057-2016 No additions or deletions to agenda - Motion to accept agenda as is moved by Behn Cochrane, seconded by Bill Quaas, Carried

3. MINUTES & BUSINESS ARISING FROM MINUTES

058-2016 Motion to receive and file September 2016 minutes moved by Behn Cochrane, seconded by Bill Quaas, Carried

4. DELEGATIONS

5. CORRESPONDENCE

6. REPORTS – RESOLUTIONS

6.1 Water Operators Report

059-2016 Motion to receive and file water operators report moved by Behn Cochrane, seconded by Bill Quaas, Carried

6.2 Directors Report

060-2016 Motion to receive and file Directors report moved by Behn Cochrane, seconded by Bill Quaas, Carried

7. OLD BUSINESS

8. NEW BUSINESS

8.1 Letter of Thanks to Flavien Mabit or Sandspit Community Society

061-2016 Motion to write letter of appreciation and thank you to Flavien Mabit of the Sandspit Community Society on the success of the Sandspit Wild Harvest Festival for a job well done moved by Behn Cochrane, seconded by Bill Quaas, Carried

9. PUBLIC INPUT

Bill Beldessi to compose letter to the BC Emergency Health Services about community concerns of how and if the Paramedicine program will benefit the Sandspit community

10. IN CAMERA

11. ADJOURNMENT 7:33 PM

062-2016 Motion to adjourn moved by Behn Cochrane, Carried

Approved and adopted:

Certified correct:

Chair

Secretary



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
SANDSPIT WATER SYSTEM REVIEW ADVISORY COMMITTEE**

MINUTES of the Regular Meeting of the Sandpit Water Board Committee held at MIMSC Community Office, Sandspit, B.C. on November 2, 2016 at 7:00 PM.

Adopted November 15th, 2016

PRESENT Jim Henry, Gord Usher, Carol Wagner, Doug Gould

ABSENT Carole Bowler

Staff Barb Parser

Public 4

1. **CALL TO ORDER** 7:08 PM

2. **AGENDA, (additions/deletions) none**

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

004-2016 Motion to accept and approve minutes from Oct 22 meeting moved by Carol Wagner, seconded by Gord Usher, Carried

4. **DELEGATIONS - none**

5. **CORRESPONDENCE**

5.1 Audrey Putterill Email

005-016 Motion to circulate Audrey Putterill's email to board members and public and table to next meeting moved by Carol Wagner, seconded by Doug Gould, Carried

6. **REPORTS – RESOLUTIONS**

7. OLD BUSINESS

7.1 Bob Prudhomme/Stantec Correspondence

006-016 Motion to have any and all correspondence between Bob Prudhomme and Stantec pertaining to the water report be forwarded to all committee members as well as MIMSC office moved by Carol Wagner, seconded by Doug Gould, Carried

7.2 Stantec Community Water Supply System Interim Site Assessment Report and Recommendations

007-2016 Motion made: The Sandpit Water Committee recommends that the water system operator provide comments on the recommendations made in the Interim Site Assessment Report and Recommendations dated March 9, 2016. The water operator will provide the comments to the Sandpit Water Committee members in writing by November 15, 2016 or provide a date at which it will be provided, Sandpit Water Board will send the water managers report to Stantec for their response, moved by Doug Gould, seconded by Carol Wagner, Carried

8. NEW BUSINESS

9. PUBLIC INPUT

10. IN CAMERA

11. ADJOURNMENT 9:26 PM

008-2016 Motion to Adjourn made by Jim Henry, Carried

Approved and adopted:

Certified correct:

Chair

Secretary

**Skeena-Queen Charlotte Regional District
Cheques payable over \$5,000 - OCTOBER, 2016**

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	6-Oct	\$ 17,214.15	September Garbage Collection Contract
Pacific Blue Cross	6-Oct	\$ 5,405.19	October PBC & BC Life Premiums
Ticker's Hauling & Storage	6-Oct	\$ 9,228.10	Transport recyclables, forklift/excavator rental & worker, porto toilet rental and cleaning at Landfill
Municipal Pension Plan	18-Oct	\$ 6,129.38	Payroll Remittance (PP21-2016)
Receiver General	18-Oct	\$ 9,257.72	Payroll Remittance (PP21-2016)
Receiver General	27-Oct	\$ 10,714.37	Payroll Remittance (PP22-2016)
Municipal Pension Plan	27-Oct	\$ 5,853.17	Payroll Remittance (PP22-2016)

CHEQUES OVER \$5,000:	\$ 63,802.08
CHEQUES UNDER \$5,000:	\$ 53,039.32
TOTAL CHEQUES:	<u>\$ 116,841.40</u>



Reference: 304377

October 17, 2016

Mr. Chair Barry Pages
and Council representatives
Skeena-Queen Charlotte Regional District
14 - 342 3rd Avenue West
Prince Rupert BC V8J 1L5

Dear Chair Pages and Council representatives:

I am writing to follow up on my recent meeting with Skeena-Queen Charlotte Regional District representatives at the 2016 Union of British Columbia Municipalities (UBCM) Convention.

The annual UBCM convention offers an important opportunity for local governments to have conversations and outline priorities with the provincial government. These meetings help to inform ministries on issues that matter most to communities in British Columbia. I was pleased to have the opportunity to meet with you and discuss issues of mutual importance.

Ministry staff have committed to following up on the issues raised at this meeting.

Thank you again for taking the time to meet. I look forward to continuing to work closely with you.

Sincerely,

Mary Polak
Minister



Coast Tsimshian First Nations

Metlakatla First Nation
Lax Kw'alaams Indian Band



October 27, 2016

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

Re: Electoral Area A Land Use Planning – Dodge Cove Boundary Extension

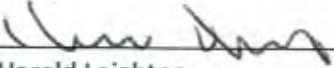
Mr. Pages –


Metlakatla and Lax Kw'alaams recently became aware of a proposal to extend the Dodge Cove boundary on Digby Island as part of the Electoral Area A Land Use Planning Project (see attached map). It is our understanding there is a proposal circulating internally that will be distributed for public comment sometime in November.

Historically, Digby Island was the geopolitical centre of Coast Tsimshian culture and life. The two communities have significant interests on Digby Island, including an existing Metlakatla Indian Reserve (S 1/2 Tsimpsean 2) and Treaty interests. Metlakatla and Lax Kw'alaams do not support a Dodge Cove boundary extension and furthermore are not comfortable with the proposal going out for public comment.

We would be pleased to meet with you in person to resolve this matter in a timely fashion.

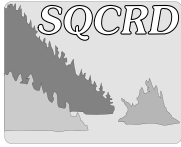
Regards,


Chief Harold Leighton,
Metlakatla First Nation


Mayor John Helin,
Lax Kw'alaams Indian Band

CC: Rich Coleman, Deputy Premier and the Minister of Natural Gas Development and Minister Responsible for Housing
Des Nobles, Vice Chair & Director (Electoral Area A), North Coast Regional District





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

November 8, 2016

Chief Harold Leighton
Metlaktla First Nation
PO Box 459
Prince Rupert, B.C. V8J 3R2

Mayor John Helin
Lax Kw'alaams Indian Band
206 Shashaak Street
Lax Kw'alaams, B.C. V0V 1H0

Attention: Chief & Mayor

Dear Mr. Leighton and Mr. Helin:

Re: Electoral Area A Land Use Planning – Dodge Cove Boundary Extension

Please be advised that I am in receipt of your correspondence, dated October 27, 2016, with respect to the Land Use Plan for Electoral Area A.

Firstly, I wish to provide you with an updated map of the boundary expansion (enclosed), which is reflective of the expanded boundary that was established by the Dodge Cove OCP Amendment Bylaw No. 312, 1996 (enclosed), plus additional extension with the intent of protecting the community's watershed.

It should be noted that the map provided in your correspondence was developed based on comments from the community and was created solely for the purposes of discussion. This map was from early on in the Regional District's consultation process and incorrectly shows a hypothetical boundary that encroaches on Metlakatla's reserve.

For your information, I've also enclosed meeting notes from the May 10th, 2016 First Nation consultation session held between the Regional District, Urban Systems and other stakeholder groups in the region.

The Regional District is in the process of preparing an agency referral package for circulation and comment that will include the up-to-date draft OCP. This will be provided to all First Nations in the region for comment.

Overall, the NCRD believes there is justification to the proposed expansion, such as protecting the watershed in its entirety and adding a modest buffer, and addressing the desire of Crippen Cove to be included in the Dodge Cove OCP boundary.

I would like to propose a meeting between myself, yourselves and any staff to further discuss your concerns as they relate to the Electoral Area A Land Use Planning project. I would ask that you please follow-up with Daniel Fish, Corporate Officer, at 250-624-2002 ext. 2 or dfish@sqcrd.bc.ca, to arrange scheduling.

Sincerely,

NORTH COAST REGIONAL DISTRICT

A handwritten signature in black ink, appearing to read 'Des Nobels'.

Des Nobels
Vice Chair
Director, Electoral Area A

;df



District of Port Edward

Clean, Neat & Green

RECEIVED OCT 31 2016

October 26, 2016

Don Krusel
Prince Rupert Port Authority
200-215 Cow Bay Road,
Prince Rupert, BC V8J 1A2

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

Mayor Lee Brain
City of Prince Rupert
424 3rd Ave West
Prince Rupert, BC V8J 1L7

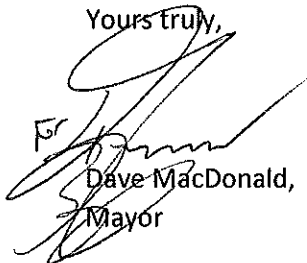
I wanted to follow up with you personally on our initiative to form a joint structure type of (committee).

This high level forum of dialogue, as explained in the original correspondence, dated September 15 2016, would offer an opportunity for relationship building and collaboration between our local governments and the Prince Rupert Port Authority. We have an amazing opportunity to engage in a committee format that would support collaboration and relationship building, in a proactive manner.

The time has come to get serious with regional discussions, that are so vital to this Region. I would strongly support an opportunity to meet with you and discuss mutually agreed upon issues that affect all of our collective interests.

I would propose an initial meeting for the evening of December 6th, time and location TBD. Please contact Bob Payette to confirm your attendance and Bob will confirm time and location for our initial meeting.

Yours truly,


For
Dave MacDonald,
Mayor



Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Masset

PO Box 971 • Masset BC • V0T 1M0

2016 November 17

RE: Request for Letter of Support (Capacity Upgrade Plan)

Dear Friends;

Masset Marine Rescue Society is currently undertaking a major Capacity Upgrade Plan. We are asking for a **Letter of Support** from your organization to assist our fundraising initiatives in the interest of the vital public safety role our organization provides. We have two important deadlines in January 2017 which will benefit from having proof of support from the community and the partnerships we have built.

Masset Marine Rescue operates Royal Canadian Marine Search & Rescue Unit 45, an entirely volunteer-run organization whose mandate is “Saving Lives on the Water”. The history of volunteer marine rescue in Masset goes back 30 years when owner-operated vessels and their crews stepped up to offer emergency marine rescue when called upon. In 2004 Massett Marine Rescue Society was incorporated as a non-profit organization and we revitalized volunteer marine rescue for northern Haida Gwaii. A used 723 Zodiac Hurricane dedicated fast-response rescue vessel was secured, a membership drive and training program was initiated, and the Greater Massett Development Corporation entered a partnership with the Society to provide an Operations Base. In 2006 the Society fundraised to acquire the NorthWard fast-response rescue vessel, a 753 Zodiac Hurricane, with a rescue truck. A strong new contingent of volunteers stepped forward and undertook professional training in marine search and rescue, first aid, and marine vessel operations. We are the only volunteer marine SAR group on Haida Gwaii. Our operational area stretches from the west coast of Haida Gwaii, all of Dixon Entrance, Masset Inlet, and northern Hecate Strait; it is the largest operational area for any RCMSAR unit on the coast.

Our Society is currently undergoing a major Capacity Upgrade Plan with a focus on two main goals – New Vessel Acquisition Project & Operations Base Acquisition Project. The NorthWard rescue vessel has aged to the point where a major refit and recertification will be required in order to maintain its legal status with Transport Canada. The Royal Canadian Marine Search & Rescue organization has instructed our Unit that we should begin the acquisition process for a new vessel that meets the organization’s Fleet Plan; specifically there is a mandate to standardize rescue vessel platforms which will improve operational effectiveness, range, first aid capabilities, and crew safety. BC Gaming has been very supportive of our Vessel Acquisition Project, and we require additional fundraising effort to successfully complete the project with an expected delivery date of the new vessel in 2018.

Greater Massett Development Corporation has informed us that we will lose access to our current Operations Base in the next couple of years. Our Base Acquisition Project is exploring options for a new base, which will include partnership with Archipelago Ground Search & Rescue, a Haida Gwaii volunteer organization which works closely with Emergency Management B.C. and the RCMP in locating and rescuing missing persons on the land and inland waterways.

Masset Marine Rescue Society has contributed to the safety of the marine community through dozens of rescue missions and assisting numerous mariners and vessels over the past twelve years. We have offered support and emergency services to assist local food gatherers, the fishing charter industry, commercial fishermen, logging crews, recreational boaters, community organizations & events, Fisheries and Oceans Canada, the RCMP, and the Canadian Coast Guard. Many of our volunteers who have received extensive, professional marine training have secured employment directly due to their experience and certifications acquired through their volunteer efforts. Our organization has spent over \$700,000 in the regional economy from our operations, maintenance, and equipment acquisitions since incorporating, and we anticipate our current capital acquisition plan to inject a further \$1 Million.

We are asking you for a formal **Letter of Support** to show your endorsement of our organization's volunteer work helping provide Haida Gwaii this critically important public safety role. I have attached a draft Letter of Support that may be used as a template for your organization. Please feel free to contact me at any time for more information.

Sincerely,



Chris Ashurst
President – Massett Marine Rescue Society
250-626-9463
chris.ashurst@gmail.com

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Masset
PO Box 971 • Masset BC • V0T 1M0



Haida Gwaii Observer - Sept 2, 2016

From left, Massett Marine Rescue volunteers Tim Wolthers, Douglas Black, and Ross Hayes pull up alongside the Canadian Coast Guard ship Tanu during a joint training exercise on Aug. 21.— image credit: Submitted photo

<http://www.haidagwaiiobserver.com/community/393289061.html>



NorthWard & crew assisting disabled recreational boater near Langara Island

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Masset
PO Box 971 • Masset BC • V0T 1M0



Towing a disabled & adrift commercial fishing vessel to safe harbour.



Masset Marine Rescue working together with RCMP & Haida Fisheries to assist disabled floatplane & passengers.

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Masset
PO Box 971 • Masset BC • V0T 1M0

They answer the call, will you?

By Andrew Hudson
Haida Gwaii Observer

It's a call that Masset Marine Rescue will answer day or night, any time of year:

"All I can hear is crashing waves and I have no idea where I am."

Volunteers with the northern Haida Gwaii search-and-rescue unit received a call like that the night before a joint training exercise in Masset Inlet.

A crew dropped everything and set out in the NorthWard, a red rigid-hulled Zodiac with a 40-knot top speed.

They found a boater lost in fog with failing navigation lights, and led him the way home.

The next day, some of the same volunteers met after work for an hours-long towing exercise.

Towing broken-down boats is their most common mission and it can be a long one — the longest so far involved a halibut vessel they found dragging anchor in big seas 12 miles west of Langara.

It took until 3 a.m. and the halibut boat dwarfed the NorthWard, but nine hours later they had the ship in dock — a whole day ahead of the nearest Coast Guard ship.

"We want to be out there," Meredith Adams, unit leader for Masset Marine Rescue, said.

"It's definitely not a drag for us to go out at two in the morning and tow a boat. That's why we all volunteer, because we want to help."

Since they received the NorthWard 10 years ago, Masset Marine Rescue has saved six people's lives and provided critical help to another 79, from stranded sport fishers to windblown surfers and sinking boaters firing flares.

Chris Ashurst, a former unit leader and president of the non-profit society that supports the unit, said he joined 12 years ago thanks to a persuasive surfing buddy, Bart DeFreitas, who also led the push for the NorthWard.

Many people still confuse Masset Marine Rescue with the Coast Guard, said Ashurst, and don't always realize the crew is unpaid.

People also tend to call on them for things they are not prepared for, such as fuel-spill cleanups or enforcing laws.

"Our mandate is saving lives at sea, and that's what we do," said Ashurst.

Like all new recruits, Ashurst received free First Aid, radio, and pleasure craft operations training — training that is now provided by the Royal Canadian

"Our mandate is saving lives at sea, and that's what we do."

— Chris Ashurst



Members of the Masset Marine Rescue tow a fishing vessel that broke down in northern Haida Gwaii waters. While the volunteer unit was formerly part of the Coast Guard Auxiliary, they are now among the 40 B.C. volunteer marine SAR units that get training and administrative support from the Royal Canadian Marine SAR. Across Canada, RCM-SAR is tasked with about a third of rescue calls, and while it retains some support from the Coast Guard it relies mainly on donations.

Marine SAR, a small federal agency with an office in Victoria and a training centre in Sooke.

It's a big perk, one that has helped several members in their careers, Ashurst added.

But while he and others enjoy putting that response training to use, Masset Marine Rescue Society also needs people best at fundraising and organizing.

"You don't need to be the person who gets up in the middle of the night in a howling southeaster to go rescue people," said Ashurst.

"There are lots of other jobs."

The society has two big jobs coming up on the horizon — a new base, and a new rescue boat.

Housed in a former base office owned by the Greater Masset Development Corporation, which is selling its properties, Masset Marine Rescue will need to find a new location in the next few years.

"The base is a big one, and it will take a couple years, but we need that," said Ashurst.

While GwaiiTrust has been a big supporter in the past — it helped Masset Marine Rescue buy the NorthWard — the society would like the B.C. or federal government to help fund the new base, given that Masset Marine Rescue not only helps local people but also tourists, fishers and anyone else passing through northern Haida Gwaii waters.

"It's not only about Masset," said Ashurst, or even Masset, Old Massett and Port Clements.

"It's a regional thing."

With its twin 150-horsepower engines, and a design well-suited for moving people from boat to boat, the NorthWard has served the unit well.

But the boat is limited by its open deck, which leaves everyone onboard exposed to weather, and its navigation and rescue gear could both be improved.

"We are dealing with some of the most treacherous waters in British Columbia," said Meredith Adams, an experienced mariner, who for 10 years piloted small Greenpeace boats in different places around the world.

"You don't need to be the person who gets up in the middle of the night in a howling southeaster to go rescue people."

— Chris Ashurst

"The Hecate Strait and Dixon Entrance can be pretty ferocious in winter."

Of their dozen missions this year, Adams said one of the most surprising came in summer, and right in Masset Inlet.

After landing on windy, choppy waters — the pilot had to make two attempts — the plane's rudder broke and the pilot was unable to turn out of the wind and into the harbour.

The Masset RCMP managed to tow in the plane, escorted by local fishers, but the NorthWard was the only boat designed to safely disembark the passengers.

"We learned a lot about working together, and the limitations we had working together with different emergency services," said Adams, adding that the incident is one reason why they joined local RCMP and DFO officers for a joint towing exercise in June.

But whatever boat they are running, Adams said the best thing about Masset Marine Rescue is the people on board — among the 25 members are several professional mariners, lifelong boaters and three paramedics.

"Considering our population base, I think we've got really impressive search and rescue teams on Haida Gwaii."

To volunteer with Masset Marine Rescue, call Meredith Adams at 250-626-7737 or Chris Ashurst at 250-626-9463.

Members train on the first and 15th of each month, and have so far responded to anywhere from six to 20 call-outs a year.

Donations to the Masset Marine Rescue Society can be made by cheque, or by direct deposit at Northern Savings.



Local RCMP officers, DFO officers, and a crew of Masset Marine Rescue volunteers raft up during a towing exercise in Masset Inlet on June 22. Towing broken-down boats is the most common tasking for the volunteer marine rescue unit, which also handles everything from windblown surfers to lost boats and work-related injuries on crab and fishing vessels.



Chris Ashurst, left, joins other Masset Marine Rescue volunteers as they head out for a tow exercise with local RCMP and DFO officers in Masset Inlet on June 22. The exercise was partly inspired by a seaplane tow earlier this summer involving several local responders.

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Masset

PO Box 971 • Masset BC • V0T 1M0

A2 Friday, October 14, 2016

Haida Gwaii Observer

www.haidagwaiiobserver.com

Masset Marine Rescue delivers pumps to listing barge

By Andrew Hudson
Haida Gwaii Observer

Volunteers with Masset Marine Rescue helped the crew of a log barge that was taking on water north of Masset last Wednesday.

"It was a close thing," says Chris Ashurst, president of the Masset Marine Rescue Society.

"The logs on one side were in the water, and the logs on the other side were 10 or 15 feet out."

At about 9 p.m. on Wednesday, Masset Marine Rescue got a call asking them to deliver extra pumps to the barge, which was about 20 nautical miles away.

They gathered three pumps and hoses, then set out on the North Ward, the rescue unit's rigid-hull

"It was a close thing."

- Chris Ashurst

Zodiac, which has a top speed of 40 knots.

The sky was dark but clear at 11 p.m. when they reached the barge, which was listing badly to port.

"Those guys were working hard out there," said Ashurst, noting that the long barge was carrying a full load.

"Circling around that thing felt like circling around the ferry."

After delivering the pumps, Masset Marine Rescue stayed on scene as back-up until about 1 a.m., when all the crew were back safely in the tug that was pulling the barge.

With four pumps going, the crew set course to tow the damaged barge back to Masset.



MASSET MARINE RESCUE PHOTO

Workers set up de-watering pumps onboard a fully loaded log barge that was taking on dangerous amounts of water and listing badly in the waters north of Masset last Wednesday night. Volunteers with Masset Marine Rescue delivered extra pumps and a floater suit to the barge crew, who by 1 a.m. were able to get four pumps going on the barge and begin towing it back to Masset Inlet.

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Masset

PO Box 971 • Masset BC • V0T 1M0

Broken rudder strands seaplane passengers off port



By The Northern View

Published: **May 20, 2016 09:00 AM**

Updated: **May 20, 2016 09:29 AM**

No one was hurt last Monday morning when an Inland Air Charter seaplane broke its water rudder on landing in Masset Inlet.

But without a working rudder, the pilot tried and failed twice to steer the plane into Masset Harbour .

Passengers had a tense time in board as the plane was rocked by strong, gusty winds and a quick-moving tide that pushed the plane back out Masset Inlet.

Maryanne Wettlaufer was among the dozens watching nervously from shore.

"When I first saw it, the plane was tipping in the wind and I thought, 'Oh good lord, if it goes over, it's too far to swim'," said Wettlaufer.

"It was pretty hair-raising."

The seaplane pilot phoned for help sometime after 10 a.m., and Masset RCMP came to the rescue with two members in a patrol boat.

They secured a tow line, and towed the plane - crew and passengers still on board - into the Masset Harbour dock in Delkatla Slough. The passengers stepped safely onto the dock by about 11 a.m.

Working alongside the RCMP were several quick-acting volunteers.

The Masset Marine Rescue/Royal Canadian Marine SAR crew responded with their rescue boat, as did local fisher Stan Hansen and Haida Fisheries' Brad Setso, who stood by on the Haida Princess and Skilay.

"They were on hand to make sure everybody was safe, and that's very much appreciated," said Corporal Peter Dionne.

Wettlaufer said many of the passengers were on their cell phones as soon as they got off the plane, calling friends and family to say they were safe.

Once the passengers were off, the seaplane pilot set out into the inlet again, this time with help from the Masset Marine Rescue, who rigged their boat alongside it so they could move the plane into take-off position.

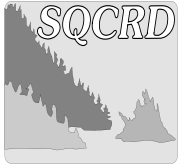
Wettlaufer said it was quite a dramatic thing to see the seaplane towed back to harbour in the stormy water, with escorts on either side.

"That was nice to see," she said.

"There was such group effort out there on the water, and fairly quick too."

Find this article at:

<http://www.thenorthernview.com/news/380271251.html>



STAFF MEMORANDUM

DATE: November 25, 2016

TO: D. Chapman, Chief Administrative Officer

FROM: D. Fish, Corporate Officer

SUBJECT: Questions from the October 21, 2016 Regular Meeting of the North Coast Regional District Board to the B.C. Utilities Commission

Recommendation:

THAT the memorandum from staff entitled “Questions from the October 21, 2016 Regular Meeting of the North Coast Regional District Board to the B.C. Utilities Commission” be received for information.

PURPOSE:

The purpose of this memorandum is to provide response to questions posed by the Board of the North Coast Regional District (NCRD) to the B.C. Utilities Commission (BCUC) at its Regular meeting held October 21, 2016.

BACKGROUND:

Following the receipt of correspondence from the BCUC with respect to BC Hydro and Fortis BC Inc.’s report on the residential inclining block rate to the province of B.C., the Board of the NCRD resolved to have staff research the following questions:

1. How is the threshold consumption amount determined in the residential inclining block rate system?
2. Is the threshold consumption amount reviewed? If so, how often?
3. Has there been any investigation into what a seasonal structure may look like? One that would account for differences in consumption between summer versus winter months.

DISCUSSION:

Staff followed up with Ms. Thorson, Director – Policy, Planning and Customer Relations, at the BCUC. Ms. Thorson provided the following response:

1. BC Hydro’s threshold was determined through a public hearing process which looked at: average and median household consumption; the impacts, including billing impacts, that different levels of thresholds would have on customers; and the conservation impact of different thresholds (e.g. would customers conserve more or less energy under different thresholds). Historical usage data was used to develop the average and median household consumption data. One threshold for all residential customers was adopted

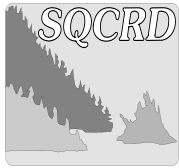
because it would be too administratively costly to have different thresholds for different customers.

2. The current threshold of 1,350 kWh per billing period has not been reviewed since the rate was established and the threshold set in 2008.
3. There has been no review or investigation into a season system.

At this point, staff have not followed up on any additional questions posed to Ms. Thorson, however, is happy to move forward with doing so at the direction of the Board.

CONCLUSION:

Staff is recommending that the Board of the NCRD receive this memorandum from staff for information purposes.



STAFF MEMORANDUM

DATE: November 25, 2016

TO: D. Chapman, Chief Administrative Officer

FROM: D. Fish, Corporate Officer

SUBJECT: Prince Rupert Airshed Study Investigation

Recommendation:

THAT the memorandum from staff entitled “Prince Rupert Airshed Study Investigation” be received for information.

PURPOSE:

The purpose of this memorandum is to provide further information to the Board of the North Coast Regional District (NCRD) with respect to the Ministry of Environment’s Prince Rupert Airshed Study (September 2016) and the NCRD.

BACKGROUND:

In September 2016, the Province of B.C. released the Prince Rupert Airshed Study commissioned by the Ministry of Environment. The report intends to provide high a level scoping study of the potential combined effects of emissions on human health, vegetation, soil and lakes in the Prince Rupert area.

At its Regular meeting held October 21, 2016 the Board of the NCRD received the Prince Rupert Airshed Study summary report. At that time, staff were directed to follow up with City of Prince Rupert staff on the analysis of the report being undertaken in-house.

DISCUSSION:

Attachment “A” of this memorandum includes correspondence with the Manager of Community Development and Civic Innovation, City of Prince Rupert, with respect to the Prince Rupert Airshed Study.

Attachment “B” of this memorandum includes correspondence with the Manager, Business Development, Northern Development Initiative Trust, with respect to the Prince Rupert Airshed Study.

CONCLUSION:

Staff is recommending that the Board of the NCRD receive this memorandum from staff for information purposes.

Daniel Fish

From: Hans Seidemann <Hans.Seidemann@princerupert.ca>
Sent: Monday, October 24, 2016 4:02 PM
To: Daniel Fish
Cc: Lee Brain
Subject: RE: Prince Rupert Airshed Study

Hi Daniel,

Sorry for the delay in getting back to you. I got swamped with a number of items last week and wasn't able to complete my review of the airshed study in time to send comments for the meeting on Friday. I haven't produced a synopsis yet for the study, though I have been reviewing since it was released. It may not be in time for your recent meeting, but I can summarize a few of my findings as they relate to the regional district below for future use.

As far as the quality of the study is concerned, I'm reasonably convinced that the methodology was well undertaken. I'm aware that some people familiar with the study were concerned about the revisions to the results from phase 1 & 2 used to produce the update. Having looked over those revisions, I can say with a good deal of confidence that the revisions do not appear to be politically motivated to influence decisions makers with regards to LNG. Though the revised emissions models do show lower emission concentrations and geographical distribution, this is mostly as a result of revised estimates for emissions from berthed vessels provided by the Port. These revisions were in line with updated federal regulations on marine vessel emissions, and account for the more strict standards applied to vessels in Canadian waters. In fact, in several instances, the projected emissions from LNG facilities increased under the updated model, which resulted in less drastic reductions than would have been concluded had their estimates remained constant.

The major takeaways from the report are that in the majority of areas, the potential impacts to human health, vegetation, and fresh water, are expected to be minor. With regards to the Regional District, the primary area of concern would be the communities of Dodge Cove and Crippen Cove. Due to their close location North of the Aurora LNG facility and Northwest of the Port operations, residents there are more at risk from emissions than residents of Prince Rupert, Metlakatla, or Lax Kw'alaams.

Because of the lack of local vehicle traffic compared to Prince Rupert, the risk from SO_x compounds in those communities is relatively low. The risk from particulate emissions however is projected to be higher, primarily as a result of the proximity to the Aurora LNG facility. The forecast value of 5.6 µg/m³ annually for Dodge Cove exceeds the Canadian Ambient Air Quality Standards for avoiding air quality deterioration, and approach the level of 6.4 µg/m² listed as an Air Quality Standard Exceedance. That being said, it should be noted that this estimate forms an worst case scenario, and that the particulate matter emissions estimates for the Aurora LNG facility appear to be very conservative. Despite having a planned capacity that is only 60% that of other LNG facilities in the area, the air emissions estimates provided by Aurora LNG were significantly higher than those for any of the other LNG facilities proposed for the region. It is likely that in obtaining an environmental approval certificate, Aurora LNG will be required to commit to much lower particulate emissions more in line with what is being expected of other proponents. Nevertheless, the regional district should exercise its due diligence during the environmental approval process for this project to ensure that these emissions do not negatively impact those nearby communities.

With regards to NO₂, though annual average concentrations of NO₂ aren't expected to approach health guideline levels, the 98th percentile hourly averages in some receptor locations do come close to or exceed the BC Interim Guideline levels. In Dodge Cove and Lax Kw'alaams, the level is expected to reach approximately 140 µg/m³, while on the Mount Hays trail it is expected to exceed the level of 188 µg/m³, reaching as high as 205 µg/m³. Again, it should be noted that these exceedances occur in the case where all industrial projects are approved and in operation, and makes use of the apparently very conservative estimates provided by Grassy Point, Aurora, and Prince Rupert LNG for their NO₂

emissions. It is likely that the majority of the risk posed to human health can be mitigated by ensuring that all LNG operations be required to meet similar standards for NO₂ emissions. For instance, if the three LNG facilities listed above were to have nitrogen emission estimates on a scale based on their relative capacity to those predicted by WCC or PNW LNG, the risk to human health in all receptor locations would be minimal.

For aquatic and soil receptors, neither nitrogen nor sulphur depositions are expected to produce significant acidification or eutrophication impacts at any locations except those directly adjacent to the most significant industrial activity at the Port and industrial park. Nevertheless, for any surface water bodies used as sources for potable water, communities would be well advised to gather baseline data on characteristics to compare with those shown in the report. Though small changes in acidity to sources may not affect habitats or human health, they can exhibit a degrading effect on water delivery infrastructure. If the surface water body is mischaracterized (inaccurate pH, alkalinity, etc.) then the effects on these bodies could be more severe than anticipated. Given the critical nature of potable water, taking precautions against this is advisable, even if no effects are predicted by the study.

Let me know if you have any questions about any of that, and I'll do my best to answer. My apologies again for not getting this to you in time for the meeting Friday.

Kind regards,

Hans



Hans Seidemann

Manager of Community Development and Civic Innovation
Administration

CITY OF PRINCE RUPERT

Tel: (250) 627 2825 | Mobile: (778) 996 4267



www.princerupert.ca

This message and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by telephone and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal. Thank you.

From: Daniel Fish [mailto:dfish@sqcrd.bc.ca]
Sent: Friday, October 14, 2016 11:07 AM
To: Hans Seidemann <Hans.Seidemann@princerupert.ca>
Subject: Prince Rupert Airshed Study

Hi Hans,

I hope that this email finds you well and you're enjoying your Friday.

Lee has asked that I get in touch with you with regard to the PR Airshed Study. Lee had mentioned that you're reviewing the report and providing a synopsis on the findings to Council. We'll be discussing the summary report at our meeting next Friday. If you have any information you've gathered that may be of use and that you're willing to share, that would be greatly appreciated.

Let me know if you have any questions or require clarification.

Daniel Fish

From: Sara Hipson <Sara@northerndevelopment.bc.ca>
Sent: Tuesday, November 1, 2016 12:07 PM
To: Daniel Fish
Subject: RE: Prince Rupert Airshed Study
Attachments: ScreenHunter_07 Nov. 01 11.53.jpg; ScreenHunter_08 Nov. 01 11.54.jpg; ScreenHunter_05 Nov. 01 11.52.jpg; ScreenHunter_09 Nov. 01 11.56.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Daniel,

I have had a read through a portion of the study (not nearly all 522 pages) from which I was able to address some of your questions around data quality. It is my understanding that the purpose of this report is to identify the potential impacts of development on the Prince Rupert Airshed.

Based on the information outlined in the report, the data was source solely within the Prince Rupert Area as shown by the attached maps (sourced from the report) and do not represent influences from other areas of development in the northwest region.

Additionally, this report should be interpreted as a worst case scenario. The table I have attached shows a number of modelled scenarios—these directly relate to the number of **actual** facilities operating in the Prince Rupert area. Scenario FRU is the absolute worst possible case and is only remotely possible if every proposed facility or development in the area were to be built and operated at full capacity. It is for this reason that it is advised that additional monitoring be issued for parts of Digby and other areas of the airshed. Typically, these studies are used to predict what may happen—what I would focus on is the Baseline column of the table as it represents the current situation in Prince Rupert. Once new developments come online, it may be worth it to work back through the proposed scenarios and then do some testing to ensure that the predictions are accurate—although I have a feeling that this testing will likely be conducted by MOE if development were to move forward.

You may want to contextualize this information a bit for your audience but that is my impression based on the data presented.

Please feel free to phone if you have any more questions or required any clarification.

Thanks,

Sara Hipson

Manager, Business Development

Phone 250-561-2525

sara@northerndevelopment.bc.ca



Northern Development Initiative Trust

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

northerndevelopment.bc.ca | lovenorthernbc.com



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From: Daniel Fish [mailto:dfish@sqcrd.bc.ca]
Sent: Monday, October 24, 2016 2:02 PM
To: Sara Hipson <Sara@northerndevlopment.bc.ca>
Cc: cao@sqcrd.bc.ca
Subject: Prince Rupert Airshed Study

Hey Sara,

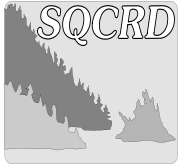
Thanks for the phone call this afternoon. Further to our discussion, I was hoping you wouldn't mind taking a read through the Prince Rupert Airshed Study for us and providing any highlights of your findings. Specifically, there has been some concern around the data that was used to form the report's recommendations, with one of those recommendations being to conduct monitoring in lakes and streams within the predicted plume of deposition particularly north of Digby Island, and in the Prince Rupert, Port Edward, Metlakatla, Dodge Cove and Lax Kw'alaams drinking water supply areas.

<http://www.bcairquality.ca/airsheds/docs/PR-Airshed-Study-Report-Summ.pdf>

If you have any questions, please don't hesitate to give me a call.

Again, much appreciated!

Daniel Fish
Corporate Officer
Skeena-Queen Charlotte Regional District
14-342 3rd Avenue West,
Prince Rupert, BC V8J 1L5
Telephone: 1-250-624-2002 ext 2
Toll free: 1-888-301-2002
Fax: 1-250-627-8493
www.sqcrd.bc.ca



STAFF REPORT

DATE: November 25, 2016

TO: D. Chapman, Chief Administrative Officer

FROM: D. Fish, Corporate Officer

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

Recommendation:

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

AND THAT the Board provide staff with further direction.

PURPOSE:

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

BACKGROUND:

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

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

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

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

- Bylaw No. 427, 2002, cited as an amendment bylaw, amends Bylaw No. 341, 1997 (not the establishing bylaw);
- Bylaw No. 449, 2003, cited as an amendment bylaw, amends Bylaw No. 427, 2002 (not the establishing bylaw); and
- Bylaw No. 470, 2006, cited as an amendment bylaw, amends Bylaw No. 449, 2003 (not the establishing bylaw).

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

A copy of draft Bylaw No. 591, 2016 has been included as "Attachment A" for the Board's consideration.

DISCUSSION:

Procedure Bylaw History

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

Statutory Definitions (s. 2)

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

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

Application of Rules of Procedure (s. 4)

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

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

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

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

Suspension of Rules of Procedure (s. 5)

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

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

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

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

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

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

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

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

Electronic Meetings (s.29)

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

Committee of the Whole (part 7)

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

Housekeeping Amendments

- Inclusion of an electronic notice board (www.sqcrd.bc.ca) in the “Public Notice Posting Place” (s. 2(j))
- Removal of provisions surrounding delegations and reference to NCRD policy (s. 49)
- Requirement to hold two Regular Meetings of the Board outside of the City of Prince Rupert (s. 22)
- Severability (s. 123)
- Repeal of past iterations of procedure bylaw (s. 124)

CONCLUSION:

In response to a number of questions pertaining to the current Board Procedure Bylaw over the course of time from staff members, a review of the current procedures bylaw has been undertaken. The proposed bylaw is an attempt to clarify the procedures relating to the conduct of the Board and Board established Committees.

Staff is recommending that, at this time, the Board consider Bylaw No. 591, 2016 and, at the December 11th, 2016 Regular meeting, introduce Bylaw No. 591, 2016 for further discussion.

Bylaw No. 591, 2016

North Coast Regional District Procedure Bylaw

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NORTH COAST REGIONAL DISTRICT

BYLAW NO. 591, 2016

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

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

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

PART 1 - INTRODUCTION

TITLE

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

DEFINITIONS

2. In this Bylaw:

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

APPLICATION OF RULES OF PROCEDURE

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

SUSPENSION OF RULES OF PROCEDURE

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

PART 2 – BOARD MEETINGS

INAUGURAL MEETING

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

ELECTION OF CHAIR AND VICE CHAIR

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

TIE VOTES

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

TIME AND LOCATION OF MEETINGS

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

NOTICE OF REGULAR MEETINGS

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

NOTICE OF SPECIAL MEETINGS

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

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

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

ELECTRONIC MEETINGS

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

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

PART 3 – BOARD PROCEEDINGS

ATTENDANCE OF PUBLIC AT MEETINGS

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

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

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

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

MINUTES

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

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

CALLING MEETING TO ORDER

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

AGENDA

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

ORDER OF PROCEEDINGS AND BUSINESS

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

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

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

VOTING AT MEETINGS

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

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

DELEGATIONS

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

CONDUCT AND DEBATE

50. A Member may speak to a question or motion at a Board meeting only if that Member first addresses the presiding member.

51. Members shall address the presiding member by that person's title of Chair, Vice Chair or Director.

52. Members shall address non-presiding Members by the title Director (Surname).
53. Members shall not interrupt a Member who is speaking except when to raise a point of order.
54. If more than one member speaks, the presiding member shall call on the Member who, in the presiding member's opinion, first spoke.
55. A Member who is called to order by the presiding member:
- a) Shall immediately stop speaking;
 - b) May explain their position on the point of order; and
 - c) May appeal to the Board for its decision on the point of order in accordance with section 132 of the *Charter*.
56. A Member speaking at a Board meeting:
- a) Shall use respectful language;
 - b) Shall not use offensive gestures or signs;
 - c) Shall speak only in connection with the matter being debated;
 - d) May speak about a vote of the Board only for the purpose of making a motion that the vote be rescinded; and
 - e) Shall adhere to the rules of procedure established under this bylaw and to the decisions of the presiding member and the Board in connection with the rules and points of order.
57. If a Member does not adhere to section 56, the presiding member may order the Member to leave the Member's seat, and:
- a) If the Member refuses to leave, the presiding member may cause the Member to be removed from his or her seat by a peace officer; or
 - b) If the Member apologizes to the Board, the Board may, by resolution, allow the Member to retake his or her seat.
58. A Member may require the question being debated at a Board meeting to be read at any time during the debate, provided that Member does not interrupt another Member who is speaking.
59. The following rules apply to limit speech on matters being considered at a Board meeting:
- a) A Member may speak more than once in connection with the same question only:
 - i. With the permission of the Board; or
 - ii. If the Member is clarifying a material part of a previous speech without introducing a new matter.
 - b) A Member who has made a substantive motion to the Board may reply to the debate.
 - c) A Member may speak to a question, or may speak in reply, for longer than a total of five (5) minutes only with the permission of the Board.

MOTIONS

60. The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another Member.

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

AMENDMENTS

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

RECONSIDERATION

- 70. Subject to section 73, a Member may, at the next Board meeting:
 - a) Move to reconsider a resolution on which a vote has been taken; or
 - b) Move to reconsider an adopted bylaw after an interval of at least twenty-four (24) hours following its adoption.
- 71. A Member who voted affirmatively for a resolution adopted by the Board may, at any time, move to rescind that resolution.
- 72. The Board shall not discuss the main matter referred to in section 70 unless a motion to reconsider that matter is adopted in the affirmative.
- 73. The Board may only reconsider a matter that has not:
 - c) Had the approval or assent of the electors and been adopted;
 - d) Been reconsidered under section 70 or section 217 of the *Act*; or
 - e) Been acted on by an officer, employee or agent of the Regional District.
- 74. If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Board within six (6) months except by way of a new and substantively different motion.
- 75. A vote to reconsider shall not be reconsidered.
- 76. A bylaw or resolution that is reconsidered under section 70 of this bylaw or section 217 of the *Act* is as valid and has the same effect as it had before reconsideration.

ADJOURNMENT

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

PART 4 – BYLAWS

COPIES OF BYLAWS TO MEMBERS

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

FORM OF BYLAWS

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

BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY

82. The Board may consider a proposed bylaw at a Board meeting either:
- a) Separately when directed by the presiding member or requested by another Board member; or
 - b) Jointly with other proposed bylaws in the sequence determined by the presiding member.

READING AND ADOPTING BYLAWS

83. The Board shall consider bylaws in accordance with Part 6 Division 6 of the *Act*.
84. The presiding member of a Board meeting may:
- a) Have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and
 - b) Request a motion that the proposed bylaw or group of bylaws be read.
85. The readings of a bylaw may be given by stating its title and object.
86. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by legislation.
87. Subject to section 477 of the *Act*:

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

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

BYLAWS MUST BE SIGNED

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

PART 5 - RESOLUTIONS

COPIES OF RESOLUTIONS TO MEMBERS

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

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

FORM OF RESOLUTION

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

INTRODUCING RESOLUTIONS

92. The presiding member of a Board meeting may:

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

PART 6 - COMMITTEES

DUTIES OF COMMITTEES

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

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

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

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

95. Select Committees shall be established by resolution of the Board pursuant to section 218 of the *Act* to consider, inquire into, report, and make recommendations to the Board with respect to the matter referred to the Committee by the Board.
96. Select Committees shall report and make recommendations to the Board at the next Board meeting unless the Board specifies a different date and time.

SCHEDULE OF COMMITTEE MEETINGS

97. At its first meeting after its establishment, a Standing or Select Committee must establish a regular schedule of meetings.
98. The Chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

NOTICE OF COMMITTEE MEETINGS

99. Subject to section 101, after the Committee has established the regular schedule of Committee meetings, including the times, dates and places of the Committee meetings, the Corporate Officer shall give notice of the schedule by:
- a) Posting a copy of the schedule at the Public Notice Posting Place; and
 - b) Providing a copy of the schedule to each Member of the Committee.
100. If revisions are necessary to the annual schedule of Committee meetings, the Corporate Officer shall, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a Committee meeting.
101. The Chair of a Committee shall cause a notice of the day, time and place of a meeting called under section 99 to be given to all Members of the Committee at least twelve (12) hours before the time of the meeting.

MINUTES OF COMMITTEE MEETINGS

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

QUORUM

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

CONDUCT AND DEBATE

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

VOTING AT MEETINGS

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

PART 7 – COMMITTEE OF THE WHOLE

GOING INTO COTW

107. At any time during a Board meeting, the Board may resolve to convene as a COTW.
108. In addition to section 107, a meeting, other than a Standing or Select Committee meeting, to which all Board Members are invited to consider but not to decide on matter of the Regional District's business, is a meeting of the COTW.

NOTICE OF COTW MEETINGS

109. Subject to section 110, the Corporate Officer shall give notice of the day, time and place of a COTW meeting at least twenty-four (24) hours before the time of the meeting by:
- a) Posting a copy of the notice at the Public Notice Posting Place; and
 - b) Mailing one copy of the notice for each Member to the address provided to the Corporate Officer for that purpose.
110. Section 109 does not apply to a COTW meeting that is called in accordance with sections 107 and 108.

MINUTES OF COTW MEETINGS

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

PRESIDING MEMBER AND QUORUM AT COTW MEETINGS

112. Any Board Member may preside in COTW.
113. Board Members attending a meeting of COTW shall appoint a presiding Member for the COTW meeting.
114. The quorum of COTW shall be the majority of Board Members.

CONDUCT AND DEBATE

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

VOTING AT MEETINGS

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

117. The presiding member shall declare the results of voting.

REPORTS

118. COTW may consider reports and bylaws only if:

- a) They are printed and the Members each have a copy; or
- b) A majority of the Board Members present decide without debate that the requirements of subsection 118(a) do not apply.

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

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

RISING WITHOUT REPORTING

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

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

122. If a motion to rise without reporting is adopted by COTW at a meeting constituted under sections 107 or 108, the Board meeting must resume and proceed to the next order of business.

PART 8 – GENERAL

SEVERABILITY

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

REPEAL

124. "For certainty, the following bylaws are repealed:

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

Read a FIRST TIME this

___ day of ___, 2016.

PUBCLI COMMENT this

___ day of ___, 2016.

Read a SECOND TIME this

___ day of ___, 2016.

Read a THIRD TIME this

___ day of ___, 2016.

ADOPTED this

___ day of ___, 2016.

Corporate Officer

Chair

Referral Memo

Date: 16 November 2016
To: Doug Chapman, CAO
From: Morganne Williams, Consultant

Regarding: Forests, Lands and Natural Resource Operations, Map Reserve Amendment

Location: Naden Harbour, Graham Island

Summary of the Referral:

Proponent: Ministry of Forests, Lands and Natural Resource Operations

Tenure Type: Map Reserve
 Map Reserved are established under s. 15 & 16 of the *Land Act* to reserve Crown land from disposition under this Act for any purpose that the Lieutenant Governor in Council considers advisable in the public interest.

Area: 1299.8 ha

Term: Long-term

Comments from Graham Island APC:

APC members felt that there was inadequate amount of information provided for the referral. After discussing with the applicant to ensure that the map reserve will not prohibit all future land use and those adjacent lands are existing protected areas, members did not have any objection to the map reserves.

Background Information:

With operations at Colnett Point ceasing, the applicant identified this area to be protected from destruction of lands within the estuary. The estuary provides critical migratory bird, salmon, and wildlife habitat. Proposed map reserve will replace existing s. 17 reserve and comprise the Needan Wildlife Management Area (WMA). This was missed in a 2010 study conducted on the estuary. Similar to other map reserves, compatible uses will be considered. The intention of this is to pursue the establishment of a Wildlife Management Area (section 4 of *Wildlife Act*).

No active tenure exists within the proposed map reserve and adjacent tenures are unaffected. Conservation certainty will help support current and proposed habitat initiatives. Conservation is consistent with the Haida Gwaii Marine Area Plan.

Zoning Designation: A-1

Attachments:

1. Application 1 Page
2. Map 1 Page



Proposal for Reserves Notations Designations Transfer of Administration

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

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

AGENCY NAME:

Ministry of Forests, Lands, and Natural Resource Operations

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

Alvin Cober, Ecosystem Biologist

AGENCY ADDRESS:Haida Gwaii Natural Resource District
P.O. Box 39, Queen Charlotte, B.C. V0T 1S0**PHONE NO:**

250-559-6247

LAND PURPOSE:

Fish and Wildlife Management

LAND LOCATION:

Naden Harbour - Northwestern Graham Island, Haida Gwaii

LAND DISTRICT:

Queen Charlotte

AREA (ha):

1299.8

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

CROWN LAND IS:

- ☐ SURVEYED
- GIVE LEGAL
DESCRIPTION

OR

- ☒ UNSURVEYED
- GIVE METES
AND BOUNDS
DESCRIPTION

Unsurveyed foreshore areas outlined in red on the attached map which includes the estuaries of Stanley, Davidson, Lignite Creeks and Naden River.

The subject area in red in 2 polygons as follows:

- Needen subunit: 1080.8 ha
- Tee Is. subunit: 219.0 ha.

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

Term Required

- ☐ 1 YEAR ☐ 2 YEARS ☐ 3 YEARS ☐ 4 YEARS ☐ 5 YEARS ☒ OTHER Long term

RATIONALE FOR PROPOSAL (ATTACH SEPARATE SHEET IF NECESSARY)

Naden Harbour wetlands are the largest and most significant estuarine complex on Haida Gwaii. This estuary provides critical migratory bird, salmon, and wildlife habitat. The proposed map reserve will replace the existing S. 17 reserve (025027291) and comprise the proposed Needan Wildlife Management Area.

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

No active tenures exist within the proposed map reserve and adjacent tenures are unaffected. Conservation certainty will help support current and planned habitat restoration initiatives. Conservation of this estuary is consistent with the Haida Gwaii Marine Area Plan. A draft management plan is in place for the area.

AGENCY

AUTHORIZATION

Date

Sept 21/2016

Signature

Title

Ecosystem BiologistFOR OFFICIAL
USE ONLY

DATE RECEIVED (D/M/Y)

1 / 1

FILE NO.

ADMINISTRATIVE REGION

LAND INSPECTION REQUIRED

☐ YES ☐ NO**PROPOSAL FOR**

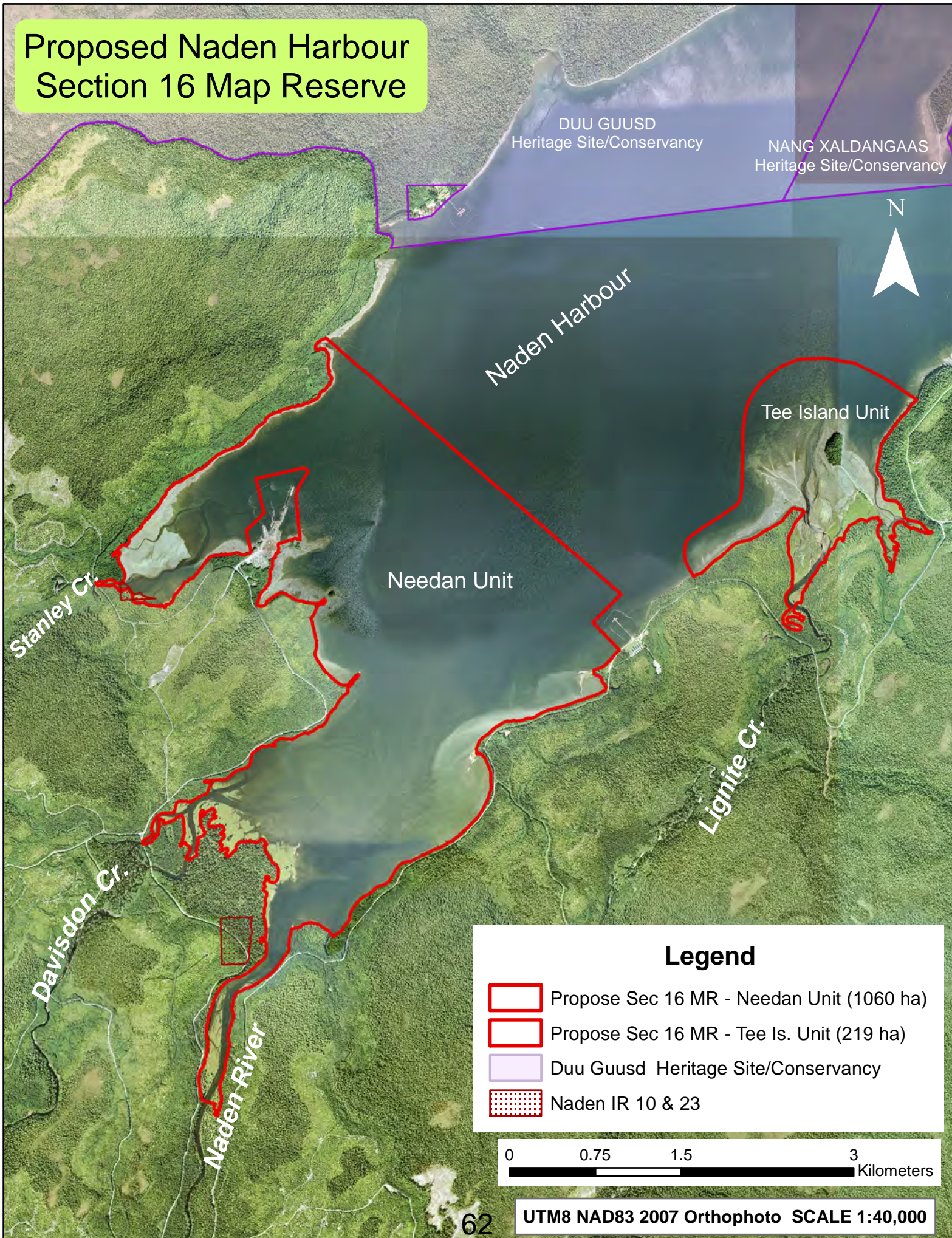
- ☒ FORESHORE ☐ OTHER

LAND IN


- ☐ PLANNED AREA ☐ UNPLANNED
AREA ☐ PROVINCIAL
FOREST

ESTIMATE OF LAND VALUE
\$

Proposed Naden Harbour Section 16 Map Reserve



Legend

-  Propose Sec 16 MR - Needan Unit (1060 ha)
-  Propose Sec 16 MR - Tee Is. Unit (219 ha)
-  Duu Guusd Heritage Site/Conservancy
-  Naden IR 10 & 23

0 0.75 1.5 3 Kilometers

UTM8 NAD83 2007 Orthophoto SCALE 1:40,000

Referral Memo

Date: 16 November 2016
To: Doug Chapman, CAO
From: Morganne Williams, Consultant

Regarding: Forests, Lands and Natural Resource Operations, Map Reserve Amendment

Location: Yakoun River estuary

Summary of the Referral:

Proponent: Ministry of Forests, Lands and Natural Resource Operations

Tenure Type: Map Reserve
 Map Reserved are established under s. 15 & 16 of the *Land Act* to reserve Crown land from disposition under this Act for any purpose that the Lieutenant Governor in Council considers advisable in the public interest.

Area: Amendment to increase from 35.1ha to 54.3ha

Term: Long-term

Comments from Graham Island APC:

APC members felt that there was inadequate amount of information provided for the referral. After discussing with the applicant to ensure that the map reserve will not prohibit all future land use and those adjacent lands are existing protected areas, members did not have any objection to the map reserves.

Staff Comments:

The Yakoun River Estuary within the s. 16 proposal was identified by the North Coast Wetlands Programs as high value habitat for fish and wildlife in 1993. The Regional Protected Areas Team also flagged the estuary as a conservation gap comprising critical migratory bird, salmon, and wildlife habitat on Haida Gwaii in 1998 (Goal 2). The intention of this is to pursue the establishment of a Wildlife Management Area (section 4 of *Wildlife Act*).

Policy:

Zoning Designation: A-1, RS-1
Province: ALR

Attachments:

1. Application 1 Page
2. Map 1 Page



Proposal for Reserves Notations Designations Transfer of Administration

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

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

AGENCY NAME:

Ministry of Forests, Lands, and Natural Resource Operations

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

Alvin Cober, Ecosystem Biologist

AGENCY ADDRESS:Haida Gwaii Natural Resource District
P.O. Box 39, Queen Charlotte, B.C. V0T 1S0**PHONE NO:**

250-559-6247

LAND PURPOSE:

Fish and Wildlife Management

LAND LOCATION:

Port Clements - Graham Island

LAND DISTRICT:

Queen Charlotte

AREA (ha):

155.1

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

CROWN LAND IS:

- ☐ SURVEYED
- GIVE LEGAL
DESCRIPTION

OR

- ☒ UNSURVEYED
- GIVE METES
AND BOUNDS
DESCRIPTION

Unsurveyed foreshore outlined in red over the portion of the Yakoun River estuary seaward of the Yaaguun Gandlaay Heritage Site/Conservancy.

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

Term Required

- ☐ 1 YEAR ☐ 2 YEARS ☐ 3 YEARS ☐ 4 YEARS ☐ 5 YEARS ☒ OTHER Long term

RATIONALE FOR PROPOSAL (ATTACH SEPARATE SHEET IF NECESSARY)

The Yakoun River estuary (Yaaguun T'aay) within the S. 16 proposal was identified by the North Coast Wetlands Programs as high value habitat for fish and wildlife in 1993. The Regional Protected Areas Team also flagged the estuary as a conservation gap comprising critical migratory bird, salmon, and wildlife habitat on Haida Gwaii in 1998. The proposed map reserve will replace the existing S. 17 reserve (025027291). The southern portion of the estuary in the Yaaguun Gandlaay Heritage Site/Conservancy is also zoned as IUCN PMZ 1b in the HG MaPP plan.

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

No active tenures occur within proposed S. 16 map reserve and adjacent tenures are unaffected. Conservation certainty will help support current and planned habitat restoration initiatives. Conservation of this estuary is consistent with the Haida Gwaii MaPP Plan IUCN PMZs of 1b and V (over Masset Inlet).

AGENCY

AUTHORIZATION

Date

Sept. 23/2016

Signature

Title

Ecosystem BiologistFOR OFFICIAL
USE ONLYDATE RECEIVED (D/M/Y)
/ /

FILE NO.

ADMINISTRATIVE REGION



LAND INSPECTION REQUIRED

☐ YES ☐ NO**PROPOSAL FOR**☒ FORESHORE ☐ OTHER**LAND IN**☐ PLANNED AREA ☐ UNPLANNED
AREA ☐ PROVINCIAL
FOREST**ESTIMATE OF LAND VALUE**

\$

Proposed Yakoun Estuary Section 16 Map Reserve

Legend

-  Proposed Yakoun Estuary Sec 16 Map Reserve (160 ha)
-  Indian Reserve

0 0.25 0.5 1 Kilometers

Village of
Port Clements

Yaaguun Gandlaay
Heritage Site/Conservancy

N

UTM8 NAD83 2007 Orthophoto SCALE 1:20,000

Referral Memo

Date: 16 November 2016
To: Doug Chapman, CAO
From: Morganne Williams, Consultant

Regarding: Forests, Lands and Natural Resource Operations, Map Reserve Amendment

Location: Kumdis Bay, Graham Island

Summary of the Referral:

Proponent: Ministry of Forests, Lands and Natural Resource Operations

Tenure Type: Map Reserve
 Map Reserved are established under s. 15 & 16 of the *Land Act* to reserve Crown land from disposition under this Act for any purpose that the Lieutenant Governor in Council considers advisable in the public interest

Area: Amendment to increase from 35.1ha to 54.3ha (see attached map)

Term: Long-term

Comments from Graham Island APC:

APC members felt that there was inadequate amount of information provided for the referral. After discussing with the applicant to ensure that the map reserve will not prohibit all future land use and those adjacent lands are existing protected areas, members did not have any objection to the map reserves.

Staff Comments:

Kumdis Bay was identified by the North Coast Wetlands Program and Regional Protected Areas Team as a conservation gap compromised of important riparian buffer habitat to protect the estuarine foreshore of the Kumdis Bay and Slough area on Haida Gwaii. The proposed amendment will add additional crown lands to existing FLNR administered conservation lands outside the conservancy with the intent to peruse the establishment of a Wildlife Management Area (section 4 of *Wildlife Act*).

An initial s 16 reserve excluded some of the lands around the bay. These lands were identified as desirable areas to be included, which triggered this application. Compatible uses for the land will be considered through a permitting process.

Zoning Designation: A-1

Attachments:

- | | |
|----------------|--------|
| 1. Application | 1 Page |
| 2. Map | 1 Page |



Proposal for Reserves Notations Designations Transfer of Administration

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

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

AGENCY NAME:
Ministry of Forests, Lands, and Natural Resource Operations

AGENCY FILE NO:
6401282

RESPONSIBLE OFFICIAL FOR CONTACT:
Alvin Cober, Ecosystem Biologist

AGENCY ADDRESS:
Haida Gwaii Natural Resource District
P.O. Box 39, Queen Charlotte, B.C. V0T 1S0

PHONE NO:
250-559-6247

LAND PURPOSE:
Fish and Wildlife Management

LAND LOCATION:
Kumdis Bay - Graham Island

LAND DISTRICT:
Queen Charlotte

AREA (ha):
106.6 ha

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

CROWN LAND IS:

- ☒ SURVEYED
- GIVE LEGAL DESCRIPTION

OR

- ☐ UNSURVEYED
- GIVE METES AND BOUNDS DESCRIPTION

Amend the existing S.16 Map Reserve comprised of DL339 and DL422 to also include DL419 and unencumbered portions of DL 412 and DL 412 Blk A.

Area of Existing Section 16: 145.8 ha

Area to Amend into Section 16 Reserve:

- DL419: 48.4 ha
- DL412/412 Blk A (not excluding Hwy 16 and crown tenure encumbrances): 58.2 ha

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

Term Required

- ☐ 1 YEAR ☐ 2 YEARS ☐ 3 YEARS ☐ 4 YEARS ☐ 5 YEARS ☒ OTHER Long term

RATIONALE FOR PROPOSAL (ATTACH SEPARATE SHEET IF NECESSARY)

The Kumdis Bay S. 16 area was identified by the North Coast Wetlands Program and Regional Protected Areas Team as a conservation gap comprised of important riparian buffer habitat to protect the estuarine foreshore of the Kumdis Bay and Slough areas on Haida Gwaii. The proposed map reserve amendment will add additional crown lands to existing FLNR administered conservation lands outside the Conservancy with the intent to pursue establishment of a WMA.

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

DL421 should be statused to ensure proposal does not impact existing tenures and the Highway 16 ROW (exclude?). Conservation certainty will help support current and planned habitat restoration initiatives in the Kumdis Bay/Slough areas adjacent to the Kamdis Heritage Site/Conservancy. Conservation of the Kumdis Bay estuary and riparian forest land buffer is consistent with PMZ zonation in the Haida Gwaii Marine Area Plan.

AGENCY
AUTHORIZATION

Date

Signature

Title

FOR OFFICIAL
USE ONLY

DATE RECEIVED (D/M/Y)
/ /

FILE NO.

ADMINISTRATIVE REGION

LAND INSPECTION REQUIRED
☐ YES ☐ NO



PROPOSAL FOR
☒ FORESHORE ☐ OTHER

LAND IN
☐ PLANNED AREA ☐ UNPLANNED AREA ☐ PROVINCIAL FOREST

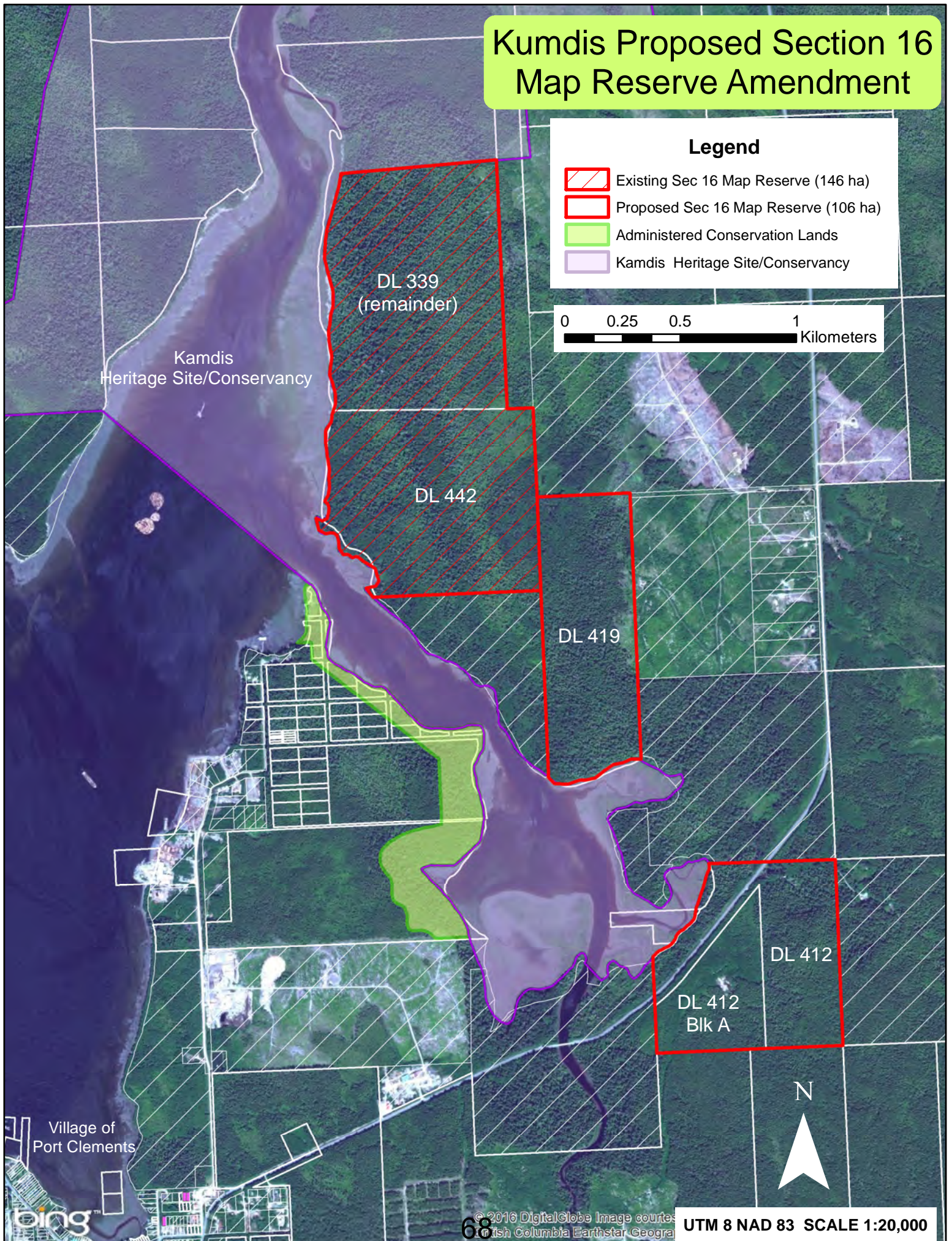
ESTIMATE OF LAND VALUE
\$

Kumdis Proposed Section 16 Map Reserve Amendment

Legend

-  Existing Sec 16 Map Reserve (146 ha)
-  Proposed Sec 16 Map Reserve (106 ha)
-  Administered Conservation Lands
-  Kamdis Heritage Site/Conservancy

0 0.25 0.5 1 Kilometers



UTM 8 NAD 83 SCALE 1:20,000

Referral Memo

Date: 16 November 2016
To: Doug Chapman, CAO
From: Morganne Williams, Consultant

Regarding: Forests, Lands and Natural Resource Operations, Map Reserve Amendment

Location: Boulton Lake, Graham Island

Summary of the Referral:

Proponent: Ministry of Forests, Lands and Natural Resource Operations
Tenure Type: Map Reserve
Area: Amendment to increase from 35.1ha to 54.3ha (see attached map)
Term: Long-term

Comments from Graham Island APC:

APC members felt that there was inadequate amount of information provided for the referral. After discussing with the applicant to ensure that the map reserve will not prohibit all future land use and those adjacent lands are existing protected areas, members did not have any objection to the map reserve amendment.

Staff Comments:

Map Reserves are established under s. 15 & 16 of the *Land Act* to reserve Crown land from disposition under this Act for any purpose that the Lieutenant Governor in Council considers advisable in the public interest. Boulton Lake was original reserved as part of the Protected Area Strategy Goal 2 Cabinet Approved Study area in 1998. The amended is requested as it was identified that this land was not considered during government-to-government discussions regarding Conservancies in 2008-10 (following the Haida Gwaii Strategic Land Use Agreement).

Staff have confirmed with the applicant that the map reserve will not exclude all uses from the land but will add a permit process to review any potential impacts to the land. The intention of this is to pursue the establishment of a Wildlife Management Area (section 4 of *Wildlife Act*).

Zoning Designation: A-1

Attachments:

1. Application 1 Page
2. Map 1 Page



Proposal for Reserves Notations Designations Transfer of Administration

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

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

AGENCY NAME:

Ministry of Forests, Lands, and Natural Resource Operations

AGENCY FILE NO:

6401279

**RESPONSIBLE OFFICIAL FOR
CONTACT:**

Alvin Cober, Ecosystem Biologist

AGENCY ADDRESS:Haida Gwaii Natural Resource District
P.O. Box 39, Queen Charlotte, B.C. V0T 1S0**PHONE NO:**

250-559-6247

LAND PURPOSE:

Fish and Wildlife Management

LAND LOCATION:

Boulton Lake - Graham Island

LAND DISTRICT:

Queen Charlotte

AREA (ha):

54.3 ha

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

CROWN LAND IS:

- ☒ SURVEYED
- GIVE LEGAL
DESCRIPTION

OR

- ☐ UNSURVEYED
- GIVE METES
AND BOUNDS
DESCRIPTION

Amend the existing S.16 Map Reserve established over a part of the Boulton Lake watershed in the southeast portion of DL 430 as part of the Protected Areas Strategy Goal 2 Cabinet Approved Study area in 1998 to include areas previously excluded but not logged in DL 430 as well as parts of District Lots 427, 428, 429 and 430.

Area of Existing Section 16: 35.1 ha

Area to Amend into Section 16 Reserve: 54.3 ha

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

Term Required

- ☐ 1 YEAR ☐ 2 YEARS ☐ 3 YEARS ☐ 4 YEARS ☐ 5 YEARS ☒ OTHER Long term

RATIONALE FOR PROPOSAL (ATTACH SEPARATE SHEET IF NECESSARY)

The Boulton Lake S. 16 MR area was identified by the Regional Protected Areas Team in the early 1990's as a candidate for Ecological Reserve designation (ERP #107) to protect the lake and its genetically unique population of three-spined sticklebacks. Prior to that the Graham Island Land Use Planning table recommended the area for protection and an U.R.E.P and map reserve was established over portions of the SE 1/4 of DL 430 (47.3 ha) in 1986. Shortly thereafter the map reserve was amended/reduced in size by 22.5 ha in 1986 to facilitate a timber sale. The area reduction was for a 250 m wide strip on the west side of the map reserve however only a portion of the strip was logged. The unlogged areas from the original deletion (approx. 14.9 ha) are included in the Section 16 amendment. The proposed map reserve amendment will add additional crown lands to the existing S. 16 reserve with the intent to pursue establishment of a WMA over Boulton Lake and the surrounding watershed area.

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

The area of the map reserve amendment covering portions of DL 427, 428, 429 and 430 should be statused to ensure proposal does not impact existing tenures and the Highway 16 ROW (exclude?). Most of the lands covered by the proposed amendment are open bog and wetlands and coastal pine and cedar/salal forest on poorer growing sites.

AGENCY
AUTHORIZATION

Oct. 4, 2016
Date

Alvin Cober
Signature

ECOSYSTEM BIOLOGIST
Title

FOR OFFICIAL
USE ONLY

DATE RECEIVED (D/M/Y)
/ /

FILE NO.

ADMINISTRATIVE REGION

LAND INSPECTION REQUIRED

☐ YES ☐ NO

PROPOSAL FOR

☒ FORESHORE ☐ OTHER

LAND IN




☐ PLANNED AREA ☐ UNPLANNED
AREA ☐ PROVINCIAL
FOREST

ESTIMATE OF LAND VALUE

\$

Boulton Lake Proposed Section 16 Map Reserve Amendment

Legend

-  Boulton Lk. S. 16 MR Amendment
-  Boulton Lk. S. 16 MR (6401279)
-  ICF District Lots

0 0.1 0.2 0.4
Kilometers



DL 430

DL 429

DL 427

DL 428

Referral Memo

Date: 16 November 2016
To: Doug Chapman, CAO
From: Morganne Williams, Consultant

Regarding: Forests, Lands and Natural Resource Operations, Industrial – Misc

Location: South of Masset; Crown land on the bed of Masset Inlet in the vicinity of DL 8 within Queen Charlotte District

Summary of the Referral:

Proponent: Mr. Norm Lavoie
 Tenure Type: Industrial – Misc.
 Area: 1.6 ha +/-
 Term: Temporary License (5 years)

Comments from Graham Island APC:

APC members felt that there was inadequate amount of information provided for the referral. One member identified two concerns with the application include:

- Aggregate is an important resource for communities, with it's very high transportation costs, it is thought that the best used locally; and
- Breakwater in a tidal area may cause erosion elsewhere.

Background:

This application is for a Temporary Licence of Occupation to investigate the construction of a barge loading and unloading facility. This application is for the foreshore adjacent to privately owned upland. The main product is initially intended to be gravel from a privately owned quarry across Highway 16.

Zoning Designation: RS-1

Attachments:

1. Application 1 Page
2. Map 1 Page

Investigative Plan

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

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

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

1.0 Background

1.1 Project Overview

Describe the potential project, including proposed work for the investigative stage and any phased development details:



I am seeking support as I start the process of building a barge and container loading facility on my family's property at the edge of Lot 8, next to CBI Fisheries in Masset.

The barge loading facility will be used by my company to load gravel and will be made available to the local businesses. I believe this facility will increase jobs for local people and will strengthen our local infrastructure. It will be made available to those wanting to ship finished products via containers off island.

I am first seeking your support as I start the process of making application for engineering and environmental approvals. I am attaching maps of the proposed barge loading site.

I have the full support of my family in this endeavor.

1.2 Current Zoning / Land Use

Are there any management plans, zoning or use restrictions in place that limit or preclude your proposed use of the land?



☐ Yes ☒ No

1.4 First Nations Consultation

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



Consultation will be done by Haida Gwaii Natural Resource District at the Solutions Table.

2.0 Location

2.1 Description

Provide a general description of the location of any proposed activities shown on the accompanying Detailed Site Map:



A foreshore parcel adjacent to District Lot 8, Queen Charlotte District, Except Plan 10376 11220 PRP13496 & PRP13661; PID 014-900-297.

This parcel is on the south side of CBI Fisheries dock, and west of Highway 16, at the southwest corner of the Village of Masset.

2.2 Location Justification

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



This location provides access for barge loading and unloading for businesses in the Village of Masset, and is directly across Highway 16 from my gravel pit.

3.0 Infrastructure

3.1 Improvements

Describe any improvements to existing infrastructure, as well as any planned construction or installations:



This parcel is undeveloped at this time.

A portion of the CBI Fisheries dock is incorrectly located in this application area, rather than to the north where it is legally surveyed.

The purpose of this application is to investigate the engineering and cost of installing rock breakwaters to the north and south, and a rock bulkhead along the shoreline to enable barges to safely load and unload in the future.

3.2 Access

How are you planning to provide access to the site during the investigative phase?



This site can be accessed from Highway 16. A highway access permit will be applied for.

3.3 Water Use

Identify water requirements and sources for the Investigative Phase. Include any agreements outside of *Water Act* permits identified above, such as Municipal water supply.

No water is required at this facility during the investigative phase.

4.0 Schedule

4.1 Investigative Schedule

Please complete the table showing what types of activities are proposed, which season(s) they will be conducted, the potential impacts of the activity and any mitigation or management of potential impacts.



Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Engineering and costing	Planning bulkhead and breakwaters.	All year	No impact to foreshore	No impact

Add Field

5.0 Diligent Use

5.1 Evidence of On-going Diligent Use (For Replacements Only)

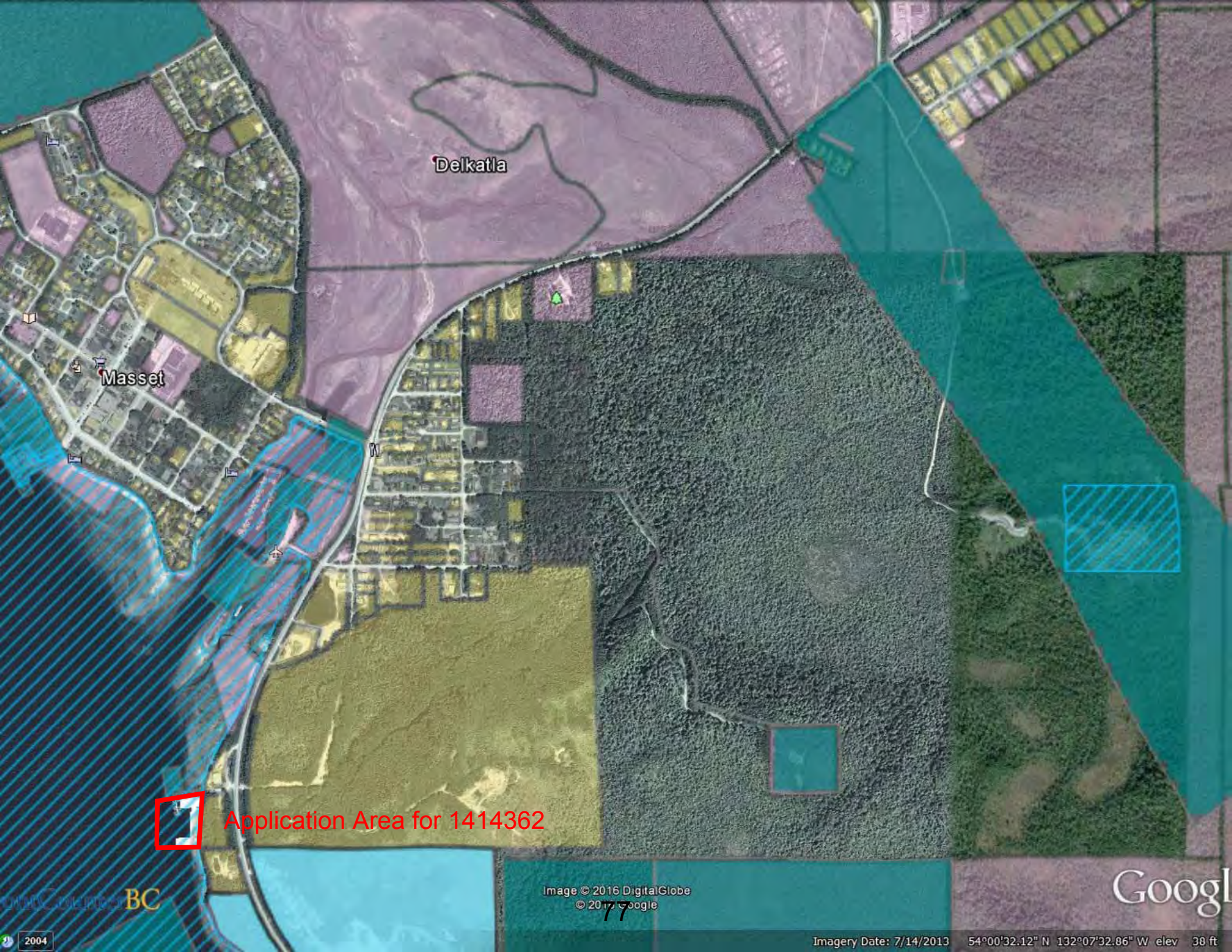
Review the investigative schedule information and table provided in your previously submitted Investigative Plan for this site, during the previous term of tenure. Provide a report on investigative work completed, incomplete or ongoing.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones

Add Field

END OF FORM



Delkatla

Masset

Application Area for 1414362

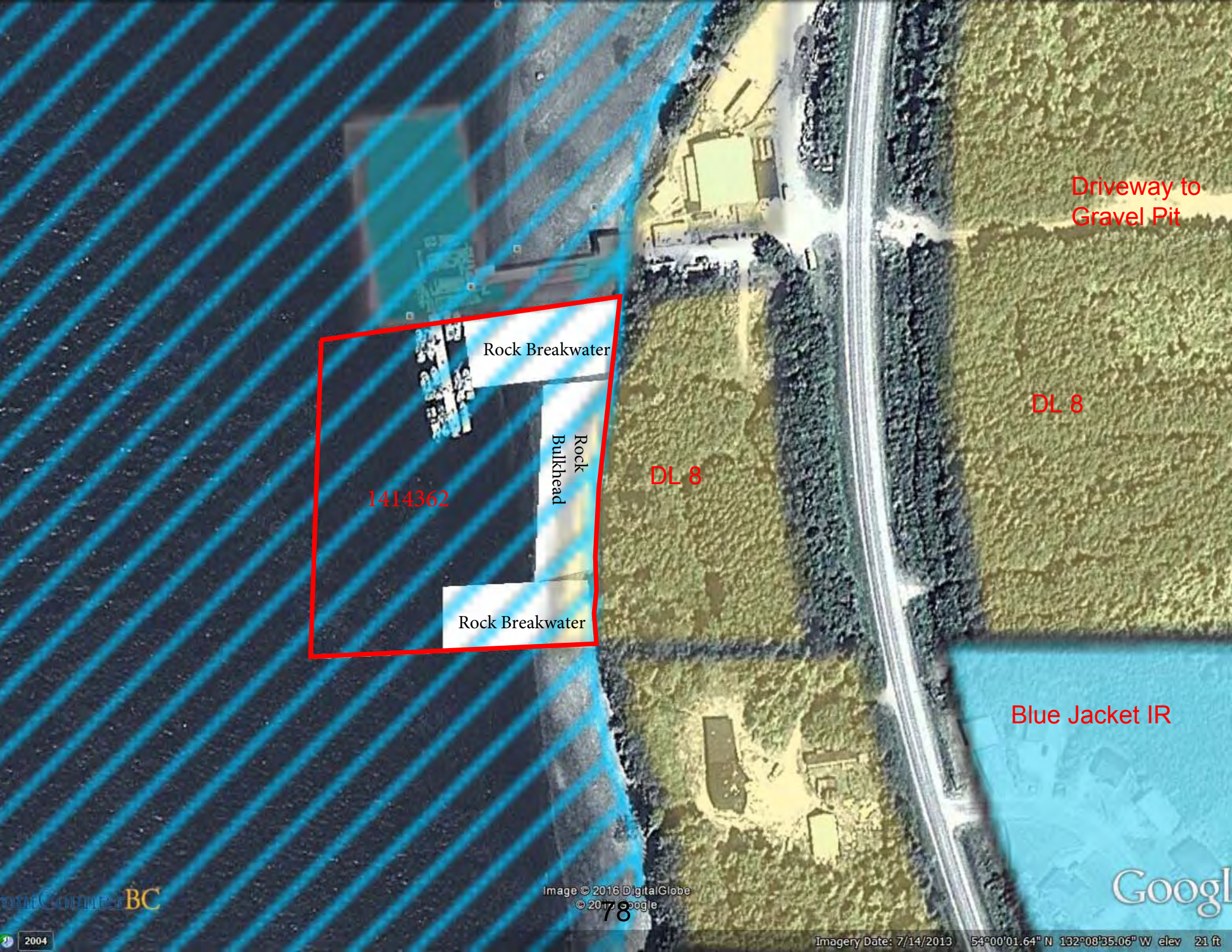
Image © 2016 DigitalGlobe
© 2017 Google

Google

BC

2004

Imagery Date: 7/14/2013 54°00'32.12" N 132°07'32.86" W elev 38 ft



Driveway to
Gravel Pit

DL 8

DL 8

Blue Jacket IR

Rock Breakwater

Rock
Bulkhead

Rock Breakwater

1414362

Daniel Fish

From: Richard Pucci <Richard.Pucci@princerupert.ca>
Sent: Monday, October 31, 2016 8:40 AM
To: Daniel Fish
Subject: Letters of Support
Attachments: City of Prince Rupert Water System.docx

Good morning Daniel,

The City of Prince Rupert is submitting applications under the CWWF Grant for 2 projects. (applications due Nov. 23)

1. Woodworth Lake Dam Replacement Project
2. Fern Passage Submarine Line Replacement

On behalf of the City of Prince Rupert we are requesting Letters of Support for the aforementioned Projects.

Please see an overview of the City water supply system. We are proposing to replace the 2 critical points, the Dam and the Submarine Line

Please call with any questions or concerns.

Thanks for your consideration.



Richard Pucci CET, AS&T

Director of Operation
Operations Department
CITY OF PRINCE RUPERT
Tel: (250) 627 0934 | Dir: (250) 627 0956



www.princerupert.ca

This message and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by telephone and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal. Thank you.

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City of Prince Rupert Water System

Overview:

The City of Prince Rupert collects its raw water from a 100 year old Dam at the mouth of Woodworth Lake. The Woodworth Lake Dam was built in 1912 and is constructed of cemented rubble with a shotcrete spillway and wooden splashguards. Operation of the Dam is controlled by a 45 inch gate valve that can only be operated manually. Access to the Dam is limited to a 2.2 km walking trail, or helicopter, therefore it is not accessible in all weather conditions. From the Dam, the raw water is fed by gravity through a 100 year old, 45inch Supply Line to the Treatment Facility located at the lower end of Shawatlans Lake. This ground laid Supply Line is a rolled steel, bell and spigot pipe with lead and oakum joints. The Supply Line is deteriorating and vulnerable to slides and wind thrown trees due to its age and placement. A failure of the Dam and/or the supply main would be catastrophic.

Shawatlans Lake, The City of Prince Rupert's secondary water supply is located just in-land from Fern Passage and Sunshine Bay. This large, natural, stream fed Lake is not influenced by tidal action due to its elevation from sea level. Shawatlans Lake is used for surface intake secondary water supply only during upstream gravity line repairs, dam maintenance or extreme low flows. Additionally, this water supply is only operational by the City's pump station, so any use of it is a cost to the City unlike the primary supply Woodworth gravity line which is essentially free.

The City of Prince Rupert has 3 submarine water mains that cross Fern Passage from our watershed to the City, 2 of which are operational. The Pipes in include:

1. 350mm Cast Iron (CI) – 1912 (no longer in service)
2. 500mm Ductile Iron (DI) – 1967 (secondary)
3. 600mm Steel (S) – 1987 (primary)

Fern Passage itself is narrow with high tidal current velocities. The Passage is not normally used for access of large marine vessels, but there is some barge and marine traffic. Over the many decades of operation, there has been no reported damage to the pipelines due to marine vessel activities.

These under water lines have a service life of 40 to 50 years due to the harsh marine environment. Over the last 5 years we have had to make a major under water repair to the DI line using divers. The inspection and subsequent repairs confirmed that this submarine waterline needs to be replaced for a secure secondary source of potable water to the community.

The City of Prince Rupert is proposing to complete the Raw Water Supply Line Replacement Project in the near future that would require installation of a new HDPE gravity pipeline and the

construction of an access road. This project would take the better part of a year to complete and would require pumping from Shawatlans Lake during it's construction.

Once completed, the Raw Water Supply Rehabilitation Project would ensure a safe and secure potable water conveyance system to serve the future growth of the community. This project would guarantee all weather access to the Supply Line and Dam for operation and maintenance and make essential upgrades to the community's water infrastructure.

Woodworth Dam Replacement Project

Executive Summary

The Woodworth Dam is the most important component of the municipal water supply for the City of Prince Rupert, providing the intake to the city's water supply through an existing 1143mm diameter steel raw water supply line. The existing dam is located approximately 7km northeast of Prince Rupert, BC, on the main land and is only accessible by helicopter or via a walking trail which runs alongside the pipeline, therefore it is not accessible in all weather or emergency conditions.

The Dam was constructed between 1910 and 1912 using rubble filled concrete. Originally owned by BC Hydro, the Dam was transferred to City ownership in 1984 after the Dam was modified to its current configuration. The most recent dam safety review (DSR) was completed in 2011. Deficiencies noted in the DSR include deterioration of the fibre-reinforced shotcrete which is intended to protect the downstream face of the spillway. The shotcrete is deteriorating and falling off, exposing the original rubble-filled concrete to scour when spilling. The review also noted erosion of the upstream face of the structure at the water line, which was likely caused by freeze-thaw. Seepage near the right abutment and downstream face is evident and appeared to be increasing. The DSR also noted operational issues such as the difficulty in operating the flapper valves once the pipeline is dewatered and the difficulty in managing the accumulation of debris in the upstream water channel. Additionally, the DSR identified that there is no power or fail safe mechanism at the Dam. So in the wake of a catastrophic event, there is no way to shut off the Dam without staff present, which poses challenges and risks due to its isolated location.

Following the 2011 DSR, and after poor core testing results of the Dam, it was determined that rehabilitation would not be a cost effective option and that this piece of essential water infrastructure would need replacement in the very near future.

Full replacement of the Woodworth Dam and extension of the access road to the dam provides a number of advantages, including:

- Improved ability to access the Dam for operation, maintenance and surveillance;
- A significantly longer design life;
- Improved access for emergency response;
- Elimination of existing concrete and abutment deficiencies;
- Updated spillway capacity;
- Increased reservoir capacity;
- Improved debris removal capability;
- Opportunity to install SCADA communications;
- Accessibility across the top of the Dam for maintenance, inspection and future repairs; and,
- Potential for hydroelectric energy generation.

The support and completion of this Project would see this key component of the City of Prince Rupert's water supply infrastructure replaced for the next 100 years. This would include a new concrete reinforced Dam that is structurally and seismically sound with the ability to increase capacity for future development of the community. Additionally, the City will have options for energy generation to use onsite and distribute back to the hydro electric grid. Overall this project secures the source of reliable potable water to our reservoir and the entire community.



CLEAN WATER AND WASTEWATER FUND

APPLICATION FORM

PLEASE READ THE PROGRAM GUIDE in order to ensure you submit all required information before completing this Application Form.

The Application Form must be completed in full and submitted with all mandatory supporting documentation. See the [Program Guide](#) for more details. Applicants should be aware that information collected is subject to provincial freedom of information legislation.

All sections of the application form must be completed. If a question is not relevant to your specific project, enter N/A. Where possible we have provided examples to assist you in the completion of the Application Form.

Please provide only specific concise project information.

* Item is required to save or submit the form.

Application Number: **23**

A. Applicant Information

Legal Name of Applicant: City of Prince Rupert		
Applicant Mailing Address: 424 3rd Avenue West	City/Town: Prince Rupert	
Province: BC	Postal Code: V8J 1L7	
Primary Contact First Name: Richard	Phone Number:	(250) 627-0956 Ext:
Primary Contact Last Name: Pucci	Email Address: richard.pucci@princerupert.ca	
Title of Primary Contact: Director of Operations	Alternate Contact Name: Corinne Bomben	

B. Project Information

Project Title *:		Woodworth Lake Dam Replacement Project
1.	Select the Project Type that describes the largest percentage of capital works or asset management/design & planning work being undertaken in this project. Water	
2.	a) Nature of the project. New b) Select the eligible investment categories that describes the proposed project. See the Program Guide for full description. New construction projects	
3.	Provide a brief description of the project (1,000 characters or less). Prince Rupert collects its water from a 104 year old Dam at Woodworth Lake. The Dam is degrading rapidly and is in need of replacement before an imminent failure. The City of Prince Rupert is applying under the CWWF for the design and construction of a new Dam at Woodworth Lake. The dam will be designed in partnership with the Provincial Dam Safety Branch using all current codes, specifications and regulations. The design will also incorporate an increase in capacity to serve an anticipated increase in demand and will review the potential of hydroelectric power generation. As the successor to the Raw Water Supply Project (BCF supported) and the predecessor to the Fern Passage Submarine Line Replacement Project (CWWF applicant), the Woodworth Lake Dam Replacement Project is a key component in the supply of potable water to the City. Supporting this Project will be the next step in investing in the longevity and success	

of Prince Rupert as a host to global industry.

4. Provide the rationale of why the project is needed and the objectives it will achieve.

The Woodworth Dam is the most important component of the municipal water supply for the City of Prince Rupert, providing the intake to the city's water supply through an existing 1143mm diameter steel raw water supply line. The existing dam is located approximately 7km northeast of Prince Rupert, BC, on the main land and is only accessible by helicopter or via a walking trail which runs alongside the pipeline, therefore it is not accessible in all weather or emergency conditions.

The Dam was constructed between 1910 and 1912 using rubble filled concrete. Originally owned by BC Hydro, the Dam was transferred to City ownership in 1984 after the Dam was modified to its current configuration. The most recent dam safety review (DSR) was completed in 2011. Deficiencies noted in the DSR include deterioration of the fibre-reinforced shotcrete which is intended to protect the downstream face of the spillway. The shotcrete is deteriorating and falling off, exposing the original rubble-filled concrete to scour when spilling. The review also noted erosion of the upstream face of the structure at the water line, which was likely caused by freeze-thaw. Seepage near the right abutment and downstream face is evident and appeared to be increasing. The DSR also noted operational issues such as the difficulty in operating the flapper valves once the pipeline is dewatered and the difficulty in managing the accumulation of debris in the upstream water channel. Additionally, the DSR identified that there is no power or fail safe mechanism at the Dam. So in the wake of a catastrophic event, there is no way to shut off the Dam without staff present, which poses challenges and risks due to its isolated location.

Following the 2011 DSR, and after poor core testing results of the Dam, it was determined that rehabilitation would not be a cost effective option and that this piece of essential water infrastructure would need replacement in the very near future.

Full replacement of the Woodworth Dam and extension of the access road to the dam provides a number of advantages, including:

- Improved ability to access the Dam for operation, maintenance and surveillance;
- A significantly longer design life;
- Improved access for emergency response;
- Elimination of existing concrete and abutment deficiencies;
- Updated spillway capacity;
- Increased reservoir capacity;
- Improved debris removal capability;
- Opportunity to install SCADA communications;
- Accessibility across the top of the Dam for maintenance, inspection and future repairs;
- and,
- Potential for hydroelectric energy generation.

The support and completion of this Project would see this key component of the City of Prince Rupert's water supply infrastructure replaced for the next 100 years. This would include a new concrete reinforced Dam that is structurally and seismically sound with the ability to increase capacity for future development of the community. Additionally, the City will have options for energy generation to use onsite and distribute back to the hydro electric grid. Overall this project secures the source of reliable potable water to our reservoir and the entire community.

5. Provide a detailed list of the physical works of the project.

Example:

Project Works:

- Treated wastewater effluent pipeline and outfall;
- Approximately 10km of effluent forcemain;
- Pumping system for the forcemain;
- Outfall structure for discharge to a river;
- Civil, mechanical and electrical works and supplies

Project Works:

The City of Prince Rupert is applying under the Clean Water and Wastewater Fund for the design and construction of a new Dam at the mouth of Woodworth Lake. The Project is broken down into 2 Parts.

The detailed design will involve taking the preliminary design through to a complete set of construction drawings. The design will be in accordance with all applicable codes and standards. The dam will be analyzed as a concrete gravity section and will be evaluated for global stability, strength and serviceability.

Part 1

Preliminary/Detailed Design (In Progress - Awarded Nov 07, 2016)

Project Initiation & creation of stakeholders group;

Initial Site Inspection & Hazard Classification;

Topographical Survey & Geotechnical Site Reconnaissance;

Preliminary Geotechnical Assessment & Preliminary Design and Drawings;

Constructability and Optimization Review;

Preliminary Design Report;

Execution of a geotechnical scope of work to determine the detailed design;

Review and design hydroelectric power generation capacity for onsite use and grid pay back opportunities;

Complete detailed design drawings in accordance with all applicable codes and standards;

Review proposed design with all stakeholders including the Provincial Dam Safety Branch;

Finalize drawings as ready for construction.

Part 2

Construction (summer of 2017)

Erection of a new concrete dam with increased capacity;

Extend and marry the new pipeline to the new intake;

Install hydroelectric equipment and construct a small powerhouse;

Install new security, monitoring, communication and operational equipment as required;

Remove and/or decommission existing dam as required.

The Woodworth Lake Dam Replacement Project would ensure a safe and secure potable water conveyance system to serve the future growth of the community. This project will provide unencumbered manageability for the operation and maintenance and make essential upgrades to the community's water infrastructure.

6. a) Provide physical address of project. *

There is no physical address - at the South end of Woodworth Lake

b) Project Latitude:

54 21' 06" N

c) Project Longitude:

130 11' 42" W

* Map of project location is mandatory. See the [Program Guide](#) for a list of mandatory documents.

7. a) What is the population of the community?

13500

b) What is the population that will be served by this project?

13500

c) List the communities below that will benefit from the project:

The City of Prince Rupert (entire population including commercial and industrial sectors)

8. a) Estimated Project Start Date: 07/11/2016 12:00:00 AM
- b) Estimated Project End Date: 31/03/2018 12:00:00 AM
- c) Estimated Construction Start Date: 01/07/2017 12:00:00 AM
- d) Estimated Construction End Date: 31/03/2018 12:00:00 AM
- e) Identify project risks. Please list all that are known and include your evaluation and proposed mitigation for each risk. See below for example. (i.e. seasonal limitations to construction; detailed design work; public oppositions expected; referendum required; Environmental Assessment/Aboriginal Consultation; etc...)

Example Timeline Risks:

Issue/Risk	Timing or Impact	Mitigation
Fisheries construction window	Construction allowed October to March. If the fisheries window is missed, construction will be delayed a full year.	Project requires only one year of construction which allows for 3 construction seasons within program period.

Timeline Risks:

Issue/Risk	Timing or Impact	Mitigation
Delays in proceeding project	delays will be mirrored	Hold contractors accountable for delays
Permit delays (if required)	60 days	Work closely with all agencies to mitigate
Weather	60 days	account for the 60 upfront in schedule
Reservoir height	30 days	Pre-draw down reservoir prior to construction

f) Other project timeline comments:

The City will work with all agencies and stakeholders involved to stream line the design and construction process.

9. a) Does the project involve federal owned asset?
No

- If yes, please provide detail:

- b) Does the project involve provincial owned asset?
No

- If yes, please provide detail:

- c) Has tender on design work been awarded?
Yes

- If yes, date work started:
07/11/2016 12:00:00 AM

- d) Has tender on construction work been awarded?
No

- If yes, date work started:
01/01/0001 12:00:00 AM

- e) Has physical work on construction been started?
No

- If yes, date work started:
01/01/0001 12:00:00 AM

- f) Does the project involve lands within the Agricultural Land Reserve?
No

C. Financial Details

In addition to the financial information below, a Detailed Cost Estimate template has been provided on the website and is part of your mandatory documents.

10. Cost Estimate Summary
You will be required to fill out and submit the [Detailed Cost Estimate](#) template provided on the website. The totals below must match the Detailed Cost Estimate template.

a)	Total Gross Project Costs (Eligible + Ineligible):	\$ 8590050
b)	Total Ineligible Project Costs:	\$ 0
c)	Total Eligible Project Costs:	\$ 8590050
d)	Maximum Grant Amount (Provincial 33% + Federal Share 50%):	\$ 7129741
e)	Requested Grant Amount (if less than question 10.d):	\$ 7129741

11. Provide detailed list of Other Funding Sources.
Please note: Other federal and/or provincial grants will affect the total grant requested as per stacking limit. See the [Program Guide](#) for information on stacking rules.

Other Funding Sources	Amount of Funding
City of Prince Rupert - Legacy Inc.	\$ 1460309
	\$
	\$
	\$

12. If this project involves a partnership, provide the legal name of all partner organizations and describe how they are supporting this project.
 N/A

13. Indicate how the local share of capital costs have been secured and show evidence of secured funds i.e. audited financial statement, bank statement, etc.
 The City of Prince Rupert has provided evidence of secured funds attached.

Legacy Inc. is a wholly owned subsidiary of the City of Prince Rupert. Legacy's surplus is committed to investing in City of Prince Rupert Infrastructure. This Project has been approved by the Legacy Inc. Board of Directors.

14. Will the project require the borrowing of funds?
 No

- If yes, provide details on borrowing:

15. Who will own the completed project?
 The City of Prince Rupert will own the asset upon completion of the Project

16. Who will be responsible for operating and maintenance?
 The City of Prince Rupert will operate and maintain the asset upon completion of the Project

- Do you have a plan to fund, operate and maintain the asset over its lifecycle?
 Yes
- What are the expected annual operation & maintenance costs of the project [including depreciation]?
 85000
- How will the operation, maintenance and renewal of this capital project be funded?
 The Woodworth Lake Replacement Project is the replacement of an existing asset. The current dam's operation and maintenance is funded out of the City of Prince Rupert's Water Utility Bylaw and the new Dam will be funded the same way. There will be no additional funds required for operation and maintenance of this capital asset.

17. Do you have council/board resolution authorizing the project to proceed and commit your share of project funding?
 Yes

- If no, when do you expect to submit the council/board resolution:
 01/01/0001 12:00:00 AM

18. a) Indicate how the program funding will have an incremental impact on the project (this funding will advance this project by X years or will not go forward without program funding).
 The replacement of the Woodworth Lake Dam is necessary in order to continuously provide the City of Prince Rupert with a safe and secure primary water source. If the existing Dam fails, the City's primary source of potable water would be removed and the secondary source would be tainted and unusable for an extended period of time. If this disaster occurred, it would be catastrophic and life threatening to the community. If external contributions are not received or less than anticipated, the City will have to look towards long term maintenance to keep the structure active, long term financial planning

and other funding contributions. As this Dam is well past its useful life, extended performance of this asset is a gamble.

- b) Will this project build to or meet a recognized standard/regulation (Drinking or Wastewater) or Green Building Standard?

Yes

- If yes, identify the standard or regulation:

The design of the new Dam will be completed in conjunction with the Provincial Dam Safety Branch and will be in accordance with all applicable codes and standards. The Dam will be analyzed as a concrete gravity section and will be evaluated for global stability, strength and serviceability.

19.	Eligible Project Costs Forecast - Project cost estimates are based on work completed or goods and services received, and are for all contributions (Provincial, Federal, and Applicant Share):	
	Eligible Project Costs - work expected to be completed by March 31, 2017	\$ 650000
	Eligible Project Costs - work expected to be completed by March 31, 2018	\$ 7915000
	Total (must equal Total Eligible Project Costs (Question 10 c.))	\$ 8565000

20. Asset Management

- a) Do you have a long-term financial plan that exceeds a 5 year horizon (if yes, over how many years)?

- b) How does the financial plan relate to your Asset Management plan, Capital Works plan, OCP, and any other strategic community and corporate plans?

The City of Prince Rupert is in the process of developing a GIS/Asset Management Plan. The City has engaged an engineering consultant funded through the Northern Readiness Initiative to set up a system and train our staff once complete. The City has hired dedicated staff to develop, operate and update the system once complete. The City will incorporate this Plan into Financial/Capital Works/Planning/Strategic and Corporate Plans.

- c) What proportion (%) of infrastructure replacement are you able to fund through current financial revenues?

5

For the asset class that you are applying for:

- d) Do you have an asset inventory/registry - complete? Up to date?

In Process

- e) Condition assessment?

In Process

- f) An asset management plan? If yes, is the plan linked to a long term financial plan?

In Process

- g) Using the AM BC Roadmap available at www.assetmanagementbc.ca, identify which 'Basic Level' practice modules/building blocks your local government has achieved (for the asset category applied for)?

Level 1

- h) What effect will the proposed project have on service levels and how will these be measured, e.g. *The water treatment plant upgrade will improve water quality in the community - Measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.*

The completion of this Dam will increase the capacity and secure present and future service levels.

D. Project Objectives and Benefits

Increased capacity or lifespan of the asset (economic growth), improved environmental outcomes (cleaner environment) and enhanced service (building stronger communities).

21. a) Will this project increase capacity or lifespan of the asset?

Yes

- If yes, please explain:

The construction of a new Dam will both increase the capacity and extend the life span of the asset. The City of Prince Rupert is looking to increase the capacity of the reservoir which will increase the capacity of the asset. Furthermore, by replacing the asset, the life span will be reset. The City is designing this Dam to have a 100 year minimum lifespan.

b) Will this project result in enhanced services?

Yes

• If yes, please explain:

The construction of a new Dam will enhance and increase the level of service. The current Dam services the entire population and industry of Prince Rupert; however, if the City expands with potential hyper economic growth, the City is unsure if the capacity would be able to service all of the potential industrial needs. The construction of the new Dam with the increase in capacity will be able to fulfil the servicing needs of any hyper economic growth including large industrial users, while still providing service to existing users.

c) Will this project result in improved environmental outcomes?

Yes

• If yes, elaborate in question 22 below.

Economic growth

22. a) Describe the economic benefits of the project and how the project improves economic growth in the community.

This Project will result in considerable job creation during the development and construction of the Dam. Additionally, through promoting an open bid process, the results will be a combination of micro-economic and macro-economic local financial benefit.

This Project will also result in substantial economic development by creating an increase of potable water capacity. As new commercial enterprises are attracted to the community and surrounding region, the City must be able to supply the increasing demand for water. Additional economic benefits identified include maintenance cost savings that will be injected into the City's Asset Management Plan for life-cycle renewal.

In short, the new higher capacity Dam will increase the potential for commercial, residential and resource developments around the community. It will also enhance the attractiveness of Prince Rupert as a great place to live, work and invest.

b) Do you have an economic development plan?

No

• If yes, when was it updated?

01/01/0001 12:00:00 AM

Cleaner environment

c) Describe the environmental benefits and contribution of the project (e.g. reduced resource consumption, reduction in greenhouse gas emissions, etc.):

Construction of the new Woodworth Lake Dam will result in a number of environmental benefits. Securing Woodworth Lake as the City's potable water supply ensures that for the lifetime of the dam, the City will have the benefit of a gravity-fed water distribution system. Taking advantage of this geographical feature significantly reduces the need for pumping, and its associated energy use and carbon emissions. The construction of a new dam will also allow for the installation of more intelligent flow control systems for the upper Shawatlan River. Those improvements would allow for remote real-time monitoring of flows in the upper Shawatlan River, and the ability to ensure that flows are maintained to preserve fish spawning and other riparian habitats.

d) Describe any energy efficient features included in this project.

The power required to operate these features is intended to be generated through the capture of excess flows in the system after large rainfall events, allowing the operation of the dam to be energy neutral or energy positive. The potential also exists for excess power to be delivered back into the grid, further reducing the need for fossil-fuel energy production and associated carbon emissions in the province.

e) Do you have a council endorsed water conservation plan?

Yes

• If yes, when was it last updated:

30/03/2011 12:00:00 AM

f) Does the project consider climate related risks, and if so what adaptation/mitigation measures will be taken?

This Project does consider climate related risks. The design will incorporate raising the height of the dam in order to facilitate more storage of water. The additional storage of

water will sustain the community through any drought situation, allow for future growth and allow for additional water to be released into the creeks during dry events.

Stronger communities

- g) Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans.

A secure source of potable water is the infrastructure mainstay of every community. Above and beyond the replacement of critical infrastructure, the City of Prince Rupert will use the replacement of our 100 year old dam to further our goals to capitalize on local sources of sustainable energy. The replacement of the dam will be accompanied by a micro hydro project that will make better use of our natural assets, contributing to the City's vision to be a more resilient sustainable community.

- h) Will this project increase capacity, and/or enhance service, and/or improve environmental outcomes. (A project may do one or all three, please briefly describe which your project does and how.)

This Project will increase the physical capacity of the Woodworth Lake Reservoir to enable grow of the community, accommodate for increased needs of industry and provide assurances for future requirements of global change.

This Project will enhance service by providing safe, secure and reliable potable water to the City. The new Dam will be accessible in all weather and emergency conditions and be built to all current specifications of the Provincial Dam Safety Branch.

This Project will improve environmental outcomes by enhancing fish habitat downstream from the Dam and creating a carbon neutral/negative asset. This carbon neutral/negative outcome will be achieved by providing hydroelectric power at the Dam for onsite use and possible grid pay back.

Investing in Clean Water Infrastructure is not just about facilitating industry and economic growth, it's also about building communities that residents and industry are proud to do business in and call home.

E. Environmental Assessment and Aboriginal Consultation

23.	Is any part of the project located on federal lands? No, this Project is not located on Federal Lands
24.	Will aboriginal groups be consulted about the project? Yes, Please see attached Letters of Support
25.	Is the project subject to an environmental assessment? Under review by Parks BC. The City holds a Permit in the Watershed Conservancy. This Work may not require an Amendment.

F. Mandatory and Supporting Documents

All mandatory documentation* is to be emailed or mailed to: Please include your project number.

Ministry of Community, Sport and Cultural Development
PO Box 9838 Stn Prov Govt
4th Floor 800 Johnson St.
Victoria, BC V8W 9T1
Phone: 250-387-4060
Email: infra@gov.bc.ca

* Please see the [Program Guide](#) for a list of documentation.

Applicant Name: City of Prince Rupert

Project Number: Application 023

Project Title: Woodworth Lake Dam Replacement Project

Project Category: Water

Cost Estimate Developed By: City of Prince Rupert

Date of Cost Estimate (DD-MM-YYYY): 15-01-2015

Cost Estimate Class: D

ELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
Construction / Materials				
Construction of New Woodworth Lake Dam	Construct New Dam			
	Mobilization/Demobilization	L/S		540,150
	Geotechnical Investigations			300,000
	Geotechnical Field Monitoring			180,000
	Access Road	900m2	450	405,000
	Supply and install new culvert (1200mm dia assumed)	20m	1,200	24,000
	Install new 1200 mm dia discharge pipe	30m	1,200	36,000
	Install new 1200 mm dia. reservoir pipe	80m	1,200	96,000
	Gates, guides, and control valves	2	75,000	150,000
	Prepare bedrock Surface	1000m2	83	83,000
	Roller Compacted Concrete	3800m3	750	2,850,000
	Spillway Chute slab, walls, basin and Baffle Concrete	960m3	750	720,000
	Spillway Reinforcement	60000kg	7	420,000
	Spillway Formwork	400m2	750	300,000
	Dowel Installation	500	150	75,000
	Security Cameras and Automatic Shut Off			50,000
	Refuge/Safety Structure			15,000
	Hydro Electric Components			400,000
	Demo Old Dam			
	Remove access catwalks	L/S		15,000
	Remove timber wall	L/S		15,000
	Remove and Dispose of concrete rubble Spillway	149m3	675	100,575
	Remove and Dispose of concrete rubble Upper Section	233m3	675	157,275
Construction / Materials Sub-Total:				\$6,932,000

Design / Engineering				
Design of the new Woodworth lake Dam	Preliminary & Detailed Design	1.00	475,000.00	475,000
(Note max 15% of construction project costs can be engineering/consulting fees)				
Design / Engineering Sub-Total:				\$475,000

Environmental Assessment				
EA as per Parks BC Permit	Phase 1 Environmental Assessment	1.00	25,000.00	25,000
	Old Growth Tree and Species Review	1.00	15,000.00	15,000
Environmental Assessment Sub-Total:				\$40,000

Other Eligible Costs				
For example (communications, surveying, testing, Aboriginal Consultation)	Consultation with Stakeholders Group			10,000
Other Eligible Costs Sub-Total:				\$10,000

Contingency				
Design Contingency			15.00	78,250
Construction + Northern/Remote Contingency			15.00	1,054,800
Contingency Sub-Total:				\$1,133,050
TOTAL ELIGIBLE COSTS*:				\$8,590,050

INELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
	Land Acquisition Cost			0
	Leasing Land, Building and Other Facilities			0
	Financing Charges			0
	Legal Fees			0
	In-kind Contribution			0
	Tax Rebate			0
	Other			0
TOTAL INELIGIBLE COSTS*:				\$0

TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*:			\$8,590,050
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*Totals must match Section 10 of the Application Form.

Cost Estimate Comments

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

Fern Passage Submarine Waterline Replacement Project

Executive Summary

The City of Prince Rupert has 3 submarine waterlines that cross Fern Passage. These submarine waterlines are the only means to convey the City's treated potable water from the watershed on the mainland to the community on Kaien Island. Of these 3 submerged waterlines, 2 are operational.

These submarine waterlines include:

1. 350mm Cast Iron – 1912 (no longer in service)
2. 500mm Ductile Iron – 1967 (secondary)
3. 600mm Steel – 1987 (primary)

Fern Passage itself is narrow with high tidal current velocities. The Passage is not normally used for access of large marine vessels, but there is some barge and marine traffic. Over the many decades of operation, there has been no reported damage to the pipelines due to marine vessel activities; however, with the potential increase in industry, there is a threat.

The cast iron and ductile iron pipes traverse the northern route where it is approximately 280m across the channel. The steel pipe is located about 300m to the south where the channel width is approximately 360m. The cast iron pipe is not operational while the ductile iron pipe is showing signs of leakage due to corrosion. The more recent steel pipe is reportedly in fair condition.

These under water lines have a service life of 40 to 50 years due to the harsh marine environment. Over the last 15 years the City has had to make major under water repairs to the ductile iron line using divers. The inspection and subsequent repairs confirmed that this submarine waterline needs to be replaced for a secure secondary source of potable water to the community.

These submarine lines are the life line to the community as they are the only link to City's potable water source on the mainland.

The support and completion of this Project would see this key component of the City of Prince Rupert's water supply infrastructure replaced for the next 50 years. This would include a new high density polyethylene submarine waterline to secure the City's potable water source and accommodate for future development of the community.



CLEAN WATER AND WASTEWATER FUND

APPLICATION FORM

PLEASE READ THE PROGRAM GUIDE in order to ensure you submit all required information before completing this Application Form.

The Application Form must be completed in full and submitted with all mandatory supporting documentation. See the [Program Guide](#) for more details. Applicants should be aware that information collected is subject to provincial freedom of information legislation.

All sections of the application form must be completed. If a question is not relevant to your specific project, enter N/A. Where possible we have provided examples to assist you in the completion of the Application Form.

Please provide only specific concise project information.

* Item is required to save or submit the form.

Application Number: **24**

A. Applicant Information

Legal Name of Applicant: City of Prince Rupert	
Applicant Mailing Address: 424 3rd Avenue West	City/Town: Prince Rupert
Province: BC	Postal Code: V8J 1L7
Primary Contact First Name: Richard	Phone Number: (250) 627-0956 Ext:
Primary Contact Last Name: Pucci	Email Address: richard.pucci@princerupert.ca
Title of Primary Contact: Director of Operations	Alternate Contact Name: Corinne Bomben

B. Project Information

Project Title *: Fern Passage Submarine Waterline Replacement Project	
1.	Select the Project Type that describes the largest percentage of capital works or asset management/design & planning work being undertaken in this project. Water
2. a)	Nature of the project. New
b)	Select the eligible investment categories that describes the proposed project. See the Program Guide for full description. New construction projects
3.	<p>Provide a brief description of the project (1,000 characters or less). Prince Rupert collects its potable water from Woodworth Lake on the mainland. As a result, the City owns and operates 2 deteriorating submarine waterlines that convey the treated potable water from the mainland to the community on Kaien Island.</p> <p>The City of Prince Rupert is applying under the CWWF for the design and replacement of the failing Fern Passage Submarine Line. The new line will be designed using all current codes, specifications and regulation in conjunction with the Department of Fisheries and Oceans and the Northern Health Authority.</p> <p>As the successor to the Raw Water Supply Project (BCF supported) and the Woodworth Lake Dam Replacement Project (CWWF applicant), the Fern Passage Submarine Line Replacement Project is the final component in the supply of potable water to the City.</p>

Supporting this Project will be the next step in investing in the longevity and success of Prince Rupert as a host to global industry.

4. **Provide the rationale of why the project is needed and the objectives it will achieve.**
The City of Prince Rupert has 3 submarine waterlines that cross Fern Passage. These submarine waterlines are the only means to convey the City's treated potable water from the watershed on the mainland to the community on Kaien Island. Of these 3 submerged waterlines, 2 are operational.
- These submarine waterlines include:
1. 350mm Cast Iron – 1912 (no longer in service and decommissioned)
 2. 500mm Ductile Iron – 1967 (secondary)
 3. 600mm Steel – 1987 (primary)
- Fern Passage itself is narrow with high tidal current velocities. The Passage is not normally used for access of large marine vessels, but there is some barge and marine traffic. Over the many decades of operation, there has been no reported damage to the pipelines due to marine vessel activities; however, with the potential increase in industry, there is a threat.
- The cast iron and ductile iron pipes traverse the northern route where it is approximately 280m across the channel. The steel pipe is located about 300m to the south where the channel width is approximately 360m. The cast iron pipe is not operational while the ductile iron pipe is showing signs of leakage due to corrosion. The more recent steel pipe is reportedly in fair condition.
- These under water lines have a service life of 40 to 50 years due to the harsh marine environment. Over the last 15 years the City has had to make major under water repairs to the ductile iron line using divers. The inspection and subsequent repairs confirmed that this submarine waterline needs to be replaced for a secure secondary source of potable water to the community.
- These submarine lines are the life line to the community as they are the only link to the City's potable water source on the mainland.
- The support and completion of this Project would see this key component of the City of Prince Rupert's water supply infrastructure replaced for the next 50 years. This would include a new high density polyethylene submarine waterline to secure the City's potable water source and accommodate future development of the community.
5. **Provide a detailed list of the physical works of the project.**
Example:
- Project Works:**
- Treated wastewater effluent pipeline and outfall;
 - Approximately 10km of effluent forcemain;
 - Pumping system for the forcemain;
 - Outfall structure for discharge to a river;
 - Civil, mechanical and electrical works and supplies
- Project Works:**
The City of Prince Rupert is applying under the Clean Water and Wastewater Fund for the design and replacement of a failing submarine waterline that traverses Fern Passage. The Project is broken down into 2 Parts.
- The detailed design will involve taking the preliminary design through to a complete set of construction drawings. The design will be in accordance with all applicable codes and standards and in conjunction with the Department of Fisheries and Oceans and the Northern Health Authority.

Part 1

Preliminary/Detailed Design (Winter of 2016/2017)

Project Initiation & creation of stakeholders group;

Initial Site Inspection & Hazard Classification;

Hydro-graphical Survey & Site Reconnaissance;

Preliminary Design and Drawings;

Constructability and Optimization Review;

Preliminary Design Report;

Execution of scope of work to determine the detailed design;

Complete detailed design drawings in accordance with all applicable codes and standards;

Review proposed design with all stakeholders including DFO & NHA;

Finalize drawings as ready for construction.

Part 2

Construction (summer of 2017)

Purchase Material and create lay-down yard and work area;

Prep both shore lines for execution;

Prep inflow and outflow marriage points for pipe;

Fuse, install and sink high density polyethylene pipeline;

Tie in and commission new pipeline as primary line.

The Fern Passage Submarine Waterline Replacement Project would ensure a safe and secure potable water conveyance system to serve the existing population and future growth of the community.

6. a) Provide physical address of project. *

There is no physical address - at the South end of Sunshine Bay across to Kaien Island

b) Project Latitude:

54 32' 02"

c) Project Longitude:

130 26' 76"

* Map of project location is mandatory. See the [Program Guide](#) for a list of mandatory documents.

7. a) What is the population of the community?

13500

b) What is the population that will be served by this project?

13500

c) List the communities below that will benefit from the project:

The City of Prince Rupert (entire population including commercial and industrial sectors)

8. a) Estimated Project Start Date:

22/01/2017 12:00:00 AM

b) Estimated Project End Date:

31/03/2018 12:00:00 AM

c) Estimated Construction Start Date:

01/07/2017 12:00:00 AM

d) Estimated Construction End Date:

31/03/2018 12:00:00 AM

e) Identify project risks. Please list all that are known and include your evaluation and proposed mitigation for each risk. See below for example. (i.e. seasonal limitations to construction; detailed design work; public oppositions expected; referendum required; Environmental Assessment/Aboriginal Consultation; etc...)

Example Timeline Risks:

Issue/Risk	Timing or Impact	Mitigation
Fisheries construction window	Construction allowed October to March. If the fisheries window is missed, construction will be delayed a full year.	Project requires only one year of construction which allows for 3 construction seasons within program period.

Timeline Risks:

Issue/Risk	Timing or Impact	Mitigation
Permit delays (if required)	60 days	Work closely with all agencies to mitigate
Weather	60 days	Account for the 60 upfront in schedule
f) Other project timeline comments: The City will work with all agencies and stakeholders involved to stream line the design and construction process. This Project is standalone; therefore, is not affected by delays from other Projects		

9. a) Does the project involve federal owned asset?
No

- If yes, please provide detail:

b) Does the project involve provincial owned asset?
No

- If yes, please provide detail:

c) Has tender on design work been awarded?
No

- If yes, date work started:
01/01/0001 12:00:00 AM

d) Has tender on construction work been awarded?
No

- If yes, date work started:
01/01/0001 12:00:00 AM

e) Has physical work on construction been started?
No

- If yes, date work started:
01/01/0001 12:00:00 AM

f) Does the project involve lands within the Agricultural Land Reserve?
No

C. Financial Details

In addition to the financial information below, a Detailed Cost Estimate template has been provided on the website and is part of your mandatory documents.

10. Cost Estimate Summary
You will be required to fill out and submit the [Detailed Cost Estimate](#) template provided on the website. The totals below must match the Detailed Cost Estimate template.

a) Total Gross Project Costs (Eligible + Ineligible):	\$ 5068590
b) Total Ineligible Project Costs:	\$
c) Total Eligible Project Costs:	\$ 5068590
d) Maximum Grant Amount (Provincial 33% + Federal Share 50%):	\$ 4206929
e) Requested Grant Amount (if less than question 10.d):	\$ 4206929

11. Provide detailed list of Other Funding Sources.
Please note: Other federal and/or provincial grants will affect the total grant requested as per stacking limit. See the [Program Guide](#) for information on stacking rules.

Other Funding Sources	Amount of Funding
City of Prince Rupert - Legacy Inc.	\$ 861661
	\$
	\$
	\$

12. If this project involves a partnership, provide the legal name of all partner organizations and describe how they are supporting this project.
N/A

13. Indicate how the local share of capital costs have been secured and show evidence of secured funds i.e. audited financial statement, bank statement, etc.
The City of Prince Rupert has provided evidence of secured funds attached.

Legacy Inc. is a wholly owned subsidiary of the City of Prince Rupert. Legacy's surplus is committed to investing in City of Prince Rupert Infrastructure. This Project has been approved by the Legacy Inc. Board of Directors.

14.	Will the project require the borrowing of funds? No • If yes, provide details on borrowing:
15.	Who will own the completed project? The City of Prince Rupert will own the asset upon completion of the Project
16.	Who will be responsible for operating and maintenance? The City of Prince Rupert will operate and maintain the asset upon completion of the Project • Do you have a plan to fund, operate and maintain the asset over its lifecycle? No • What are the expected annual operation & maintenance costs of the project [including depreciation]? 50000 • How will the operation, maintenance and renewal of this capital project be funded? The Fern Passage Submarine Water Main Replacement Project is the replacement of an existing asset. The current submarine line's operation and maintenance is funded out of the City of Prince Rupert's Water Utility Bylaw and the new line will be funded the same way. There will be no additional funds required for operation and maintenance of this capital asset.
17.	Do you have council/board resolution authorizing the project to proceed and commit your share of project funding? Yes • If no, when do you expect to submit the council/board resolution: 01/01/0001 12:00:00 AM
18. a)	Indicate how the program funding will have an incremental impact on the project (this funding will advance this project by X years or will not go forward without program funding). The replacement of the Fern Passage Submarine Line is necessary in order to continuously provide the City of Prince Rupert with a safe and secure water source. If the existing submarine line fails, the City's cleanest source of potable water would be cut off as the secondary submarine line is leaking and would not be sanitary. The water would be tainted and unusable for drinking and the entire town would be on a boil water advisory until a new line could be installed. If this disaster occurred, it would be catastrophic and life threatening to the community.
b)	Will this project build to or meet a recognized standard/regulation (Drinking or Wastewater) or Green Building Standard? Yes • If yes, identify the standard or regulation: The design of the new submarine line will be completed in conjunction with all necessary Federal and Provincial Departments/Agencies and will be in accordance with all applicable codes and standards.
19.	Eligible Project Costs Forecast - Project cost estimates are based on work completed or goods and services received, and are for all contributions (Provincial, Federal, and Applicant Share): Eligible Project Costs - work expected to be completed by March 31, 2017 \$ 250000 Eligible Project Costs - work expected to be completed by March 31, 2018 \$ 4818590 Total (must equal Total Eligible Project Costs (Question 10 c.)) \$ 5068590
20.	Asset Management a) Do you have a long-term financial plan that exceeds a 5 year horizon (if yes, over how many years)? b) How does the financial plan relate to your Asset Management plan, Capital Works plan, OCP, and any other strategic community and corporate plans? The City of Prince Rupert is in the process of developing a GIS/Asset Management Plan. The City has engaged an engineering consultant funded through the Northern Readiness Initiative to set up a system and train our staff once complete. The City has hired dedicated staff to develop, operate and update the system once complete. The City will incorporate this Plan into Financial/Capital Works/Planning/Strategic and Corporate Plans. c)

What proportion (%) of infrastructure replacement are you able to fund through current financial revenues?

5

For the asset class that you are applying for:

d) Do you have an asset inventory/registry – complete? Up to date?

In Process

e) Condition assessment?

In Process

f) An asset management plan? If yes, is the plan linked to a long term financial plan?

In Process

g) Using the AM BC Roadmap available at www.assetmanagementbc.ca, identify which 'Basic Level' practice modules/building blocks your local government has achieved (for the asset category applied for)?

Level 1

h) What effect will the proposed project have on service levels and how will these be measured, e.g. *The water treatment plant upgrade will improve water quality in the community – Measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.*

The completion of the new Fern Passage Submarine Water Line will secure the present and future service levels as it is the key component in the conveyance of potable water to the City of Prince Rupert.

D. Project Objectives and Benefits

Increased capacity or lifespan of the asset (economic growth), improved environmental outcomes (cleaner environment) and enhanced service (building stronger communities).

21. a) Will this project increase capacity or lifespan of the asset?

Yes

• If yes, please explain:

The installation of a new Fern Passage waterline will sustain the capacity and extend the life span of the asset. By replacing the asset, the life span will be reset. The City is designing this submarine waterline to have a 50 year minimum lifespan.

b) Will this project result in enhanced services?

Yes

• If yes, please explain:

The installation of a new Fern Passage waterline will enhance and increase the level of service. The current waterline services the entire population and industry of Prince Rupert. The installation of a new waterline will provide surety and reliability to fulfil the servicing needs of any hyper economic growth including large industrial users, while still providing service to existing users.

c) Will this project result in improved environmental outcomes?

Yes

• If yes, elaborate in question 22 below.

Economic growth

22. a) Describe the economic benefits of the project and how the project improves economic growth in the community.

This Project will result in considerable job creation during development and construction. Additionally, through promoting an open bid process, the results will be a combination of micro-economic and macro-economic local financial benefit.

This Project will also result in substantial economic development by securing the reliability of the City's potable water. As new commercial enterprises are attracted to the community and surrounding region, the City must be able to supply the demand for water.

Additional economic benefits identified include maintenance cost savings that will be injected into the City's Asset Management Plan for life-cycle renewal.

Reliability of the City's potable water service will increase the potential for commercial, residential and resource developments around the community. It will also enhance the attractiveness of Prince Rupert as a great place to live, work and invest.

b) Do you have an economic development plan?

No

- If yes, when was it updated?

01/01/0001 12:00:00 AM

Cleaner environment

- c) Describe the environmental benefits and contribution of the project (e.g. reduced resource consumption, reduction in greenhouse gas emissions, etc.):

The installation of a new Fern Passage waterline will continue to result in environmental benefits. Installing the new waterline will continue to secure the City's benefit of a gravity-fed water distribution system. Taking advantage of this geographical feature significantly reduces the need for pumping, and its associated energy use and carbon emissions.

- d) Describe any energy efficient features included in this project.

The installation of a new Fern Passage waterline will continue to secure the City's benefit of a gravity-fed water distribution system. Taking advantage of this geographical feature significantly reduces the need for pumping, and its associated energy use and carbon emissions.

- e) Do you have a council endorsed water conservation plan?

Yes

- If yes, when was it last updated:

30/03/2011 12:00:00 AM

- f) Does the project consider climate related risks, and if so what adaptation/mitigation measures will be taken?

This Project does consider climate related risks. The design will incorporate consideration for a larger diameter pipeline to facilitate more supply of potable water. The consideration for additional supply of water will sustain the community through any drought situation and allow for future industrial growth.

Stronger communities

- g) Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans.

A secure source of potable water is the infrastructure backbone of every thriving community. Above and beyond the replacement of critical infrastructure, the City of Prince Rupert will use the replacement of the Fern Passage waterline to further it's goals to capitalize on being a more resilient sustainable community.

- h) Will this project increase capacity, and/or enhance service, and/or improve environmental outcomes. (A project may do one or all three, please briefly describe which your project does and how.)

This Project will consider a larger diameter pipeline to review an increase the capacity. This will enable grow of the community, accommodate for increased needs of industry and provide assurances for future requirements of global change.

This Project will enhance service by providing safe, secure and reliable potable water to the City. The new Fern Passage waterline will be built to all current specifications of the Department of Fisheries and Oceans and the Northern Health Authority.

This Project will improve environmental outcomes by taking advantage of the gravity fed water system and its associated zero energy use and zero carbon emissions.

Investing in Clean Water Infrastructure is not just about facilitating industry and economic growth, it's also about building communities that residents and industry are proud to do business in and call home.

E. Environmental Assessment and Aboriginal Consultation

23.	Is any part of the project located on federal lands? Yes, however the City of Prince Rupert has a Right of Way across Fern Passage
24.	Will aboriginal groups be consulted about the project? Yes, Please see attached Letters of Support
25.	Is the project subject to an environmental assessment? Yes, this Project does require a Level 1 Environmental Assessment with DFO

F. Mandatory and Supporting Documents

All mandatory documentation* is to be emailed or mailed to: Please include your project number.

Ministry of Community, Sport and Cultural Development
PO Box 9838 Stn Prov Govt
4th Floor 800 Johnson St.
Victoria, BC V8W 9T1
Phone: 250-387-4060
Email: infra@gov.bc.ca

* Please see the [Program Guide](#) for a list of documentation.

Applicant Name: City of Prince Rupert

Project Number: Application 024

Project Title: Fern Passage Submarine Line Replacement Project

Project Category: Water

Cost Estimate Developed By: City of Prince Rupert

Date of Cost Estimate (DD-MM-YYYY): 15-01-2015

Cost Estimate Class: D

ELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
Construction / Materials				
Installation of New Fern Passage Submarine Line	Install New Submarine Line			
	Mobilization/Demobilization	L/S		141,000
	Temporary Works	L/S		141,000
	Site Overhead	20 weeks	7,050	141,000
	Tyrod Office and Storage	1	21,150	21,150
	Fusion Machine	5 weeks	7,191	35,955
	Fusion Technician	4 weeks	3,525	14,100
	HDPE Pipe Supply	930m	846	786,780
	Foreshore Preparation (City/Mainland)	480m	2,820	1,353,600
	Land Preparation (City/Mainland)	150m	987	148,050
	Barge Rental and Crew	20 weeks	2,115	42,300
	Supply/Install Ballast Weights	320	2,115	676,800
	Pipeline Installation	1 week	28,200	28,200
	Dive Crew and Boat	4 weeks	17,100	68,400
	Valve Chamber (City/Mainland)	2	98,700	197,400
	Tie In (City/Mainland)	2	21,150	42,300
Construction / Materials Sub-Total:				\$3,838,035

Design / Engineering				
Design of the new Submarine Line	Preliminary & Detailed Design	1.00	539,000.00	539,000
(Note max 15% of construction project costs can be engineering/consulting fees)				
Design / Engineering Sub-Total:				\$539,000

Environmental Assessment				
EA as per DFO	Phase 1 Environmental Assessment	1.00	25,000.00	25,000
Environmental Assessment Sub-Total:				\$25,000

Other Eligible Costs				
For example (communications, surveying, testing, Aboriginal Consultation)	Consultation with Stakeholders Group			10,000
Other Eligible Costs Sub-Total:				\$10,000

Contingency				
Design Contingency			15.00	80,850
Construction + Northern/Remote Contingency			15.00	575,705
Contingency Sub-Total:				\$656,555
TOTAL ELIGIBLE COSTS*:				\$5,068,590

INELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
Land Acquisition Cost				0
Leasing Land, Building and Other Facilities				0
Financing Charges				0
Legal Fees				0
In-kind Contribution				0
Tax Rebate				0
Other				0
TOTAL INELIGIBLE COSTS*:				\$0

TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*:				\$5,068,590
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*Totals must match Section 10 of the Application Form.

Cost Estimate Comments

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



**PRINCE RUPERT
PORT AUTHORITY**

LINKING A WORLD OF OPPORTUNITY

September 15, 2016

Chair Barry Pages and Board of Directors
Skeena-Queen Charlotte Regional District
14 – 342 3rd Avenue West
Prince Rupert, BC
V8J 1L5

Dear Chair and Board of Directors:

In July of 2014, the District of Port Edward invited the Regional District of Skeena-Queen Charlotte, the City of Prince Rupert and the Prince Rupert Port Authority to form an ongoing "Standing Committee of North Coast Port Municipalities".

As the District noted in its correspondence, "The formalization of such a (committee) mechanism would continue to improve working relationships between PRPA and North Coast municipalities. We believe the joint structure would promote collaboration, understanding and even dispute resolution between PRPA and North Coast municipalities..."

We agree. We also feel that the concept is worth revisiting.

I have attached a copy of the letter in which the District provides suggestions with regards to membership, schedule and potential topics.

Please indicate your interest in investigating this proposal at your earliest convenience, and the Port will offer to coordinate an initial meeting of the interested parties with the objective of defining the Terms of Reference for an ongoing information sharing initiative.

Sincerely,

PRINCE RUPERT PORT AUTHORITY

Don Krusel
President & Chief Executive Officer

Attachment

CC: Mayor Lee Brain and Council, City of Prince Rupert
Mayor Dave MacDonald and Council, District of Port Edward
Mr. Robert Long, CAO, City of Prince Rupert
Mr. Bob Payette, CAO, District of Port Edward
Mr. Doug Chapman, CAO, Skeena-Queen Charlotte Regional District

PRINCE RUPERT PORT AUTHORITY
200 – 215 COW BAY ROAD, PRINCE RUPERT, BRITISH COLUMBIA CANADA V8J 1A2
TEL. 250 627 8899 FAX. 250 627 8980 EMAIL. pcorp@rupertport.com

ADMINISTRATION PORTUAIRE DE PRINCE-RUPERT
200 – 215 CHEMIN COW BAY, PRINCE RUPERT, COLOMBIE-BRITANNIQUE CANADA V8J 1A2
TEL. 250 627 8899 FAX. 250 627 8980 EMAIL. pcorp@rupertport.com



District of Port Edward

Clean, Neat & Green

July 23, 2014

Prince Rupert Port Authority
Attn: Ken Veldman
Suite 200 – 215 Cow Bay Road
Prince Rupert, BC V8J 1A2

Re: Standing Committee of North Coast Port Municipalities

Local communities and governments on the North Coast have generally been supportive of the port industry and its related activities, and recognize its important contribution to the economic health of our region.

From a municipal point of view, Port activity has a large impact on our municipal property tax base, and municipalities have a common interest in working with the industry to enhance predictability and stability. However, there are often concerns and issues that impact municipal interests, and many of these are likely best dealt with on a collective local government basis.

The District of Port Edward would like to propose the formation of a standing committee of North Coast port municipalities. We would suggest that the committee require equal representation from the City of Prince Rupert, Skeena Queen Charlotte Regional District, and the District of Port Edward. We would also propose that the Prince Rupert Port Authority be requested to attend as a permanent ex-officio member, with other port and transportation-related organizations invited to attend to discuss specific issues as required.

The formalization of such a mechanism would continue to improve working relationships between PRPA and North Coast municipalities. We believe the joint structure would promote collaboration, understanding and even dispute resolution between PRPA and North Coast municipalities with respect to many regional issues, including fiscal issues, land use and infrastructure planning.

On a practical level, the joint committee structure would provide a fixed schedule to ensure regular port updates and ongoing communication between elected officials and senior staff of the organizations involved. It would also provide a forum that would allow issues to be discussed in



a more engaged and detailed manner before reporting formally back up to the respective organizations. Like any other committee, its recommendations would not be binding.

The District of Port Edward does not envision this committee as replacing bilateral meetings, discussions or negotiations between its member municipalities and PRPA, or any other port-related organization. Instead, it would provide a more timely and more engaged context for those discussions to occur in.

I would like to suggest that the committee be made up of the Mayors/Chair, one senior staff representative from each Community and Regional District and one senior staff person from the Prince Rupert Port Authority. The meetings should be held quarterly.

Yours truly,

Ron Bedard,
Chief Administrative Officer