

**NORTH COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING**

**AMENDED AGENDA**

Held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C.  
Immediately following the Statutory Meeting of the  
North Coast Regional District Board

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**1. CALL TO ORDER**

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

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

3.1	Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held November 25, 2016	Pg 1-8
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**4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING**

<u>Add:</u> <u>4.1</u>	Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held November 1, 2016	Pg 8a-b
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**5. DELEGATIONS**

None.	-----
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**6. FINANCE**

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for November, 2016	Pg 9
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**7. CORRESPONDENCE**

7.1	Northern Development Initiative Trust – Appointments to the Northwest Regional Advisory Committee	Pg 10
7.2	Municipal Finance Authority of B.C. – 2017 Member Appointment	Pg 11-12
7.3	Vancouver Island Regional Library – Appointment to the 2017 Vancouver Island Regional Library Board	Pg 13
7.4	Honourable Dominic LeBlanc, Minister of Fisheries, Oceans and the Canadian Coast Guard – RE: Pilot Proposal to Process Hake Catch at Sea	Pg 14-16
<u>Add:</u> <u>7.5</u>	District of Port Edward – Letter of Support to Designate North Pacific Cannery as UNESCO Site	Pg 16a-b

**8. REPORTS / RESOLUTIONS**

8.1	D. Fish, Corporate Officer & S. Gill, Treasurer – North Coast Regional District Community Works Funding	Pg 17-20
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**9. BYLAWS**

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

None.	-----
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**11. NEW BUSINESS**

11.1	Directors' Reports	Verbal
11.2	Correspondence to Ministers Garneau, LeBlanc & McKenna – RE: Implementing Canada's National Ocean Protection Program in the North Pacific	Pg 21-23
11.3	Coastal Community Network – Request for Letter of Support for Application to the BC Rural Development Fund	Pg 24-25
11.4	Misty Isles Economic Development Society's application to Northern Development Initiative Trust's Marketing Initiatives Program	Pg 26-33
11.5	North Coast Regional District 2017 Board Meeting Schedule	Pg 34

**12. OLD BUSINESS**

12.1	Misty Isles Economic Development Society's application to Northern Development Initiative Trust's 2017 Economic Development Capacity Building Program	Pg 35-40
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**13. PUBLIC INPUT**

**14. IN-CAMERA**

That the public be excluded from the meeting according to sections 90(1)(a) and (e) 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” and “the acquisition, disposition or expropriation of land or improvements, if the council consider that disclosure could reasonably be expected to harm the interests of the municipality.”

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**15. ADJOURNMENT**



## NORTH COAST REGIONAL DISTRICT

**MINUTES** of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C. on Friday, November 25, 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 D. Franzen, District of Port Edward I. Gould, Village of Port Clements G. Martin, Village of Queen Charlotte D. Nobels, Electoral Area A L Budde, Alternate, Electoral Area C M. Racz, Electoral Area D ( <i>teleconference</i> ) C. Wagner, Alternate, Electoral Area E
Regrets	K. Bergman, Electoral Area C B. Beldessi, Electoral Area E
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer
Public	2
Media	1

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

### 2. AGENDA

MOVED by Director Kinney, SECONDED by Director Franzen, that the North Coast Regional District November 25, 2016 Regular amended agenda be further amended and adopted to include the following:

12.4 Prince Rupert Airshed Study

**340-2016**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held October 21, 2016

MOVED by Director Martin, SECONDED by Director Nobels, that the minutes of the October 21, 2016 North Coast Regional District Regular Board meeting be adopted as presented.

**341-2016**

**CARRIED**

### 3.2 Rise and Report – October 21, 2016

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.

IC061-2016

CARRIED

MOVED by Director Martin, SECONDED by Director Nobels, that the Board send a letter of appreciation to Mr. Wier for his service.

IC062-2016

CARRIED

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

### 4.1 Minutes of the Committee of the Whole meeting held October 22, 2016

MOVED by Director Kinney, SECONDED by Director Franzen, that the minutes from the Committee of the Whole meeting held October 22, 2016 be adopted as presented.

**342-2016**

**CARRIED**

### 4.2 Minutes of the Moresby Island Management Standing Committee Regular meeting held October 4, 2016

MOVED by Director Franzen, SECONDED by Director Brain, that the minutes from the Moresby Island Management Standing Committee Regular meeting held October 4, 2016 be received as presented.

**343-2016**

**CARRIED**

### 4.3 Minutes of the Regular meeting of the Sandspit Water Service Review Advisory Committee held November 2, 2016

MOVED by Director Martin, SECONDED by Director Franzen, that the minutes from the Sandspit Water Service Review Advisory Committee Regular meeting held November 2, 2016 be received as presented.

**344-2016**

**CARRIED**

## 5. DELEGATIONS

### 5.1 Andrew Hamilton, Manager, Site Development & Jason Gouw, Community Consultation and Aboriginal Relations, Aurora LNG – Aurora LNG Project Update

Mr. Hamilton and Mr. Gouw addressed the Board with respect to an update on the proposed Aurora LNG project on Digby Island (Electoral Area A). Their presentation included a high level overview of the Aurora LNG and Nexen Energy ULC companies; information pertaining to site selection, shipping and its site investigation program; conceptual designs for a proposed LNG facility on Digby Island; an overview of the BC Environmental Assessment process as it relates to the Aurora LNG project; and consultation and engagement with the North Coast Regional District to date.

Mr. Hamilton and Mr. Gouw answered questions posed by the Board.

Director Nobels thanked Mr. Hamilton and Mr. Gouw for their presentation and indicated that the constituents of Dodge Cove are not supportive of the Aurora LNG project as proposed for Digby Island.

The Chair thanked Mr. Hamilton and Mr. Gouw for their presentation.

MOVED by Director Brain, SECONDED by Director Franzen, that the Board of the North Coast Regional District recess the November 25, 2016 Regular meeting at 8:25 p.m.

**346-2016**

**CARRIED**

## **6. IN CAMERA - DELEGATIONS**

MOVED by Director Nobels, SECONDED by Director Brain, that the public be excluded from the meeting according to section 90(2)(b) of the *Community Charter* "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."

**347-2016**

**CARRIED**

MOVED by Director Brain, SECONDED by Director Franzen, that the Board of the North Coast Regional District reconvene the November 25, 2016 Regular meeting at 9:31 p.m.

**348-2016**

**CARRIED**

## **7. FINANCE**

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

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

**349-2016**

**CARRIED**

## **8. CORRESPONDENCE**

8.1 Honourable Mary Polak, Minister of Environment – 2016 UBCM Follow-Up

MOVED by Director Franzen, SECONDED by Director Nobels, that the correspondence from the Honourable Mary Polak, Minister of Environment, with respect to the Board's 2016 UBCM meeting with the Minister be received and filed.

**350-2016**

**CARRIED**

8.2 Coast Tsimshian First Nations – Electoral Area A Land Use Planning – Dodge Cove Boundary Expansion

MOVED by Director Racz, SECONDED by Director Nobels, that the correspondence from the Coast Tsimshian First Nations with regard to the Electoral Area A Land Use Planning project and Dodge Cove Official Community Plan boundary expansion be received.

**351-2016**

**CARRIED**

- 8.3 District of Port Edward – RE: Standing Committee of North Coast Port Municipalities

MOVED by Director Nobels, SECONDED by Director Martin, that the correspondence from the District of Port Edward with regard to the proposed Standing Committee of North Coast Port Municipalities be received.

**352-2016**

**CARRIED**

- 8.4 Masset Marine Rescue Society – Request for Letter of Support

MOVED by Director Martin, SECONDED by Director Racz, that the correspondence from the Masset Marine Rescue Society requesting a letter of support for its Capacity and Infrastructure Upgrade Plan be received;

AND THAT the Board of the North Coast Regional District provide a letter of support to the Masset Marine Rescue Society for its Capacity and Infrastructure Upgrade Plan to be used for the Society's future grant funding applications.

**353-2016**

**CARRIED**

- 8.5 Union of B.C. Municipalities – Gas Tax Agreement Community Works Fund Payment

MOVED by Director Franzen, SECONDED by Director Brain, that the correspondence from the Union of B.C. Municipalities with regard to the North Coast Regional District's Gas Tax Agreement Community Works Fund payment in the amount of \$100,621.51 be received for information.

**354-2016**

**CARRIED**

*The Board directed staff to prepare a report on the North Coast Regional District's current community works funds and potential projects eligible for funding under the Gas Tax agreement.*

## **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

MOVED by Director Nobels, SECONDED by Director Brain, that the memorandum from staff entitled "Questions from the October 21, 2016 Regular Meeting of the NCRD Board to the B.C. Utilities Commission" be received for information.

**355-2016**

**CARRIED**

- 9.2 D. Fish, Corporate Officer – Prince Rupert Airshed Study Investigation

MOVED by Director Nobels, SECONDED by Director Franzen, that the memorandum from staff entitled "Prince Rupert Airshed Study Investigation" be received for information.

**356-2016**

**CARRIED**

- 9.3 D. Fish, Corporate Officer – Association of Vancouver Island and Coastal Communities

MOVED by Director Gould, SECONDED by Director Franzen, that the verbal report from staff entitled “Association of Vancouver Island and Coastal Communities” be received for information.

**357-2016**

**CARRIED**

- 9.4 D. Fish, Corporate Officer – North Coast Regional District Procedure Bylaw No. 591, 2016

MOVED by Director Nobels, SECONDED by Director Brain, that the report from staff entitled “North Coast Regional District Procedure Bylaw No. 591, 2016” be received;

AND THAT the staff report entitled “North Coast Regional District Procedure Bylaw No. 591, 2016” be referred to the January North Coast Regional District Committee of the Whole meeting.

**358-2016**

**CARRIED**

## **10. BYLAWS**

None.

## **11. LAND REFERRALS / PLANNING**

- 11.1 M. Williams, Planning Consultant – Land Referral: Map Reserve Amendment, Naden Harbour

MOVED by Director Nobels, SECONDED by Director Racz, that the following land referrals be received:

- Map Reserve Amendment, Naden Harbour;
- Map Reserve, Yakoun River Estuary;
- Map Reserve, Kumdis Bay;
- Map Reserve, Boulton Lake;

AND THAT the Board of the North Coast Regional District has no objection to the following land referrals:

- Map Reserve Amendment, Naden Harbour;
- Map Reserve, Yakoun River Estuary;
- Map Reserve, Kumdis Bay;
- Map Reserve, Boulton Lake.

**359-2016**

**CARRIED**

- 11.5 M. Williams, Planning Consultant – Land Referral: Temporary, Lavoie Barge

MOVED by Director Racz, SECONDED by Director Nobels, that the report from staff entitled “Land Referral: Temporary, Lavoie Barge” be received;

AND THAT the Board of the North Coast Regional District support the Land Referral: Temporary, Lavoie Barge with no conditions.

**360-2016**

**CARRIED**

## 12. NEW BUSINESS

### 12.1 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 Redesign Rupert project continues to move forward with community engagement sessions having taken place in October and November of 2016;
- Included in the Redesign Rupert project is a risk plan commissioned to be included in the project scope.

#### Director Franzen – District of Port Edward

- Council hosted a delegation from the Mt. MacDonald Wind Project at its last regular meeting;
- The District donated funds to the Prince Rupert Basketball Association and the Prince Rupert Youth Soccer Association;
- As part of the Provincial Investment in Affordability Housing Program, a seniors' centre with 8 units has been approved for Port Edward.

#### Director Kinney – City of Prince Rupert

- As part of the Provincial Investment in Affordability Housing Program, 60 units have been confirmed for Prince Rupert and the area to provide seniors and low income housing.

#### Alternate Director Budde – Electoral Area C

- A community consultation session will be held by the North Coast Regional District and Urban Systems in Oona River on November 29, 2016 to seek feedback on the draft land use plans for Electoral Areas A and C.

#### Director Nobels – Electoral Area A

- A community consultation session will be held by the North Coast Regional District and Urban Systems in Dodge Cove on November 30, 2016 to seek feedback on the draft land use plans for Electoral Areas A and C;
- Director Nobels anticipates a response from the First Nations communities that have expressed concern with respect to the draft official community plan for Dodge Cove; and
- Director Nobels continues to participate in the Aurora LNG project BC Environmental Assessment process as a representative of the Regional District. The process is currently in the project screening phase.

#### Alternate Director Wagner – Electoral Area E

- The Sandspit Water Service Review Advisory Committee has been holding meetings in the community;
- The Moresby Island Management Standing Committee meeting was held on November 1, 2016; and
- The Sandspit Harbour Society was pleased to hear of the tax exemption granted by the BC Assessment Authority for 2017.

#### Director Martin – Village of Queen Charlotte

- The Queen Charlotte hospital held its official grand opening on November 24, 2016;
- A response was received from BC Hydro with respect to hydroelectric vs. diesel power generation on the south end of Haida Gwaii. Figures show that in 2015 hydroelectric power generation accounted for 81% of all power generated in the area, whereas in 2016, this figure was 96%;

- Director Martin continues to sit as a representative on the BC Ferries North and Central Coast Advisory Committee and continues to bring forward issues around terminal parking at the Skidegate terminal.
- Minister Stone will be following up with BC Ferries on the potential to include an additional sailing on Route 11 between April 1 and October 31 in 2017.
- BC Ferries is reviewing the morning sailing time for Route 26, as students are arriving late to school.

Director Gould – Village of Port Clements

- The Village has purchased land in the community to accommodate the construction of a community trail; and
- Director Gould will be resigning from his duties as Mayor of Village of Port Clements effective December 5, 2016.

Chair Pages – Village of Masset

- There continues to be issue with BC Ferries reservation system and it may be due to cargo space being used for fuel shipment.

**361-2016**

**CARRIED**

- 12.2 City of Prince Rupert – Request for Letter of Support for 2 Applications to the Clean Water and Wastewater Fund Program

MOVED by Director Martin, SECONDED by Director Franzen, that the City of Prince Rupert's request for a letter of support for its applications to the Clean Water and Wastewater Fund program be received;

AND THAT the Board of the North Coast Regional District provide a letter of support for the City of Prince Rupert's application to the Clean Water and Wastewater Fund Program in the amount of \$7,129,741 to support the Woodworth Lake Dam Replacement project.

AND FURTHER THAT the Board of the North Coast Regional District provide a letter of support for the City of Prince Rupert's application to the Clean Water and Wastewater Fund Program in the amount of \$4,206,929 to support the Fern Passage Submarine Waterline Replacement project.

**362-2016**

**CARRIED**

- 12.3 Northern Development Initiative Trust 2017 Economic Development Capacity Building Program

MOVED by Director Racz, SECONDED by Director Nobels, that the Board of the North Coast Regional District allocate 2017 economic development capacity building funding from Northern Development Initiative Trust equally (50/50) between Haida Gwaii and the mainland economic Development functions.

**363-2016**

**CARRIED**

- 12.4 Prince Rupert Airshed Study

MOVED by Director Nobels, SECONDED by Director Kinney, that the Board of the North Coast Regional District send correspondence to the Province of B.C. requesting that the Prince Rupert Airshed Study be peer reviewed.

**364-2016**

**CARRIED**

**13.1 OLD BUSINESS**

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

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

**365-2016**

**CARRIED**

**14. PUBLIC INPUT**

There were 0 questions from the public.

MOVED by Director Brain, SECONDED by Director Franzen, that the Board of the North Coast Regional District recess the November 25, 2016 Regular meeting at 10:01 p.m.

**366-2016**

**CARRIED**

**15. IN CAMERA**

MOVED by Director Franzen, SECONDED by Director Brain, that the public be excluded from the meeting according to section 90(2)(b) of the *Community Charter* “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.”

**367-2016**

**CARRIED**

MOVED by Director Brain, SECONDED by Director Franzen, that the Board of the North Coast Regional District reconvene the November 25, 2016 Regular meeting at 10:28 p.m.

**368-2016**

**CARRIED**

**16. ADJOURNMENT**

MOVED by Director Franzen, SECONDED by Director Brain, that the North Coast Regional District Regular Board meeting be adjourned at 10:29 p.m.

**369-2016**

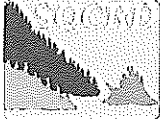
**CARRIED**

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 November 1, 2016 at 7:00 PM.

**Adopted December 6, 2016**

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

**ABSENT** Bill Beldessi

**Chair** Gail Henry

**Vice Chair** Behn Cochrane

**Staff** Barb Parser

**Public** 11

**1. CALL TO ORDER 7:04 PM**

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

2.1 Additions to Agenda, Letter from HGPAWS requesting letter of Support for their application for funding from Gwaii Trust for down payment on Dorothy and Mike's Guest House in Queen Charlotte

**063-2016** Motion to write letter of support for HGPAWS moved by Behn Cochrane, seconded by Carol Wagner, Carried

**064-2016** Motion to accept agenda with additions moved by Behn Cochrane, seconded by Stan Hovde, Carried

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

3.1 October 2016 Minutes

**065-2016** Motion to approve October minutes moved by Stan Hovde, seconded by Behn Cochrane, Carried

**4. DELEGATIONS**

**5. CORRESPONDENCE**

5.1 Supplemental Name Change

5.2 Heron Wier - Resignation

**066-2016** Motion to receive and file correspondence moved by Bill Quaas,  
seconded by Behn Cochrane, Carried

**6. REPORTS – RESOLUTIONS**

6.1 Water Operators Report

6.2 Directors Report - None

**067-2016** Motion to receive and file Reports moved by Behn, seconded by  
Bill Quaas, Carried

**7. OLD BUSINESS**

**8. NEW BUSINESS**

**9. PUBLIC INPUT**

**10. IN CAMERA**

**11. ADJOURNMENT**

**068-2016** Motion to adjourn 7:41 PM

**CARRIED**

Approved and adopted:

Certified correct:

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Chair

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Secretary

**North Coast Regional District**  
**Cheques payable over \$5,000 - NOVEMBER, 2016**

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Big Red Enterprises Ltd.	1-Nov	\$ 17,317.50	October Garbage Collection Contract
Pacific Blue Cross	1-Nov	\$ 5,201.39	November PBC & BC Life Premiums
Vancouver Island Regional Library (VIRL)	1-Nov	\$ 10,539.00	3rd Quarter Library Tax Assessment
C & C Beachy Contracting	7-Nov	\$ 6,321.00	Landfill maintenance-move/haul sand, metal, wood pile & make berm, etc.
Ticker's Hauling & Storage	15-Nov	\$ 8,867.25	Transport recyclables, forklift/excavator rental & worker, porto toilet rental and cleaning at Landfill
Urban Systems Ltd	15-Nov	\$ 5,585.11	Land Use Planning Bylaws-Electoral Areas A & C OCPs, services to Oct 31st
Tim DesChamp	1-Nov	\$ 5,611.96	Tim's travel & registration for UBC Executive Education
Receiver General	22-Nov	\$ 8,847.35	Payroll Remittance (PP23-2016)
Municipal Pension Plan	22-Nov	\$ 5,934.79	Payroll Remittance (PP23-2016)
CUETS Financial	29-Nov	\$ 6,679.15	Staff/Board travel and accommodation (a majority for the UBCM Convention)
Municipal Pension Plan	22-Nov	\$ 6,110.55	Payroll Remittance (PP24-2016)
Receiver General	22-Nov	\$ 10,970.62	Payroll Remittance (PP24-2016)

<b>CHEQUES OVER \$5,000:</b>	<b>\$ 97,985.67</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$ 56,925.68</b>
<b>TOTAL CHEQUES:</b>	<b><u>\$ 154,911.35</u></b>

**Daniel Fish**

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**From:** Doug Chapman <cao@sqcrd.bc.ca>  
**Sent:** Wednesday, November 30, 2016 9:12 AM  
**To:** Daniel Fish  
**Subject:** FW: Appointments for the Northwest Regional Advisory Committee

An item for the next Board agenda.

Doug

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**From:** Tamara Davidson [mailto:tamara@northerndevelopment.bc.ca]  
**Sent:** November-30-16 9:12 AM  
**To:** Anne Yanciw; Bob Marcellin; Bob Payette; Cheryl Anderson; Darla Blake ; Debbie Joujan; Dianna Plouffe; Doug Chapman (cao@sqcrd.bc.ca); Gregg Drury (cao@districtofstewart.com); Heather Avison; Kim Mushynsky; Linda Wilson; Lori Wiedeman ; Michael Glavin; Polly Pereira; Rebecca Billard; Rory Mandryk; Sharon Smith; Sheryl Worthing; Trevor Jarvis ; Warren Waychesen; Wendy Hunt  
**Subject:** Appointments for the Northwest Regional Advisory Committee

Good morning,

Can you please provide us with the names of your appointments and/or re-appointments and alternates (if applicable) for the Northern Development Initiative Trust Northwest Regional Advisory Committee for the 2017 calendar year.

**It is important that you advise our office by December 20<sup>th</sup>, 2016 so that we can send an agenda package to the appropriate representative prior to the first scheduled regional advisory committee meeting in January 2017. Please send your email responses to: [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)**

The first meeting of the Northwest Regional Advisory Committee is scheduled for January 13<sup>th</sup>, 2017. At that meeting, committee members will elect a Chair and Vice Chair for the Northwest Regional Advisory Committee, as well as appoint two regional advisors to represent them on the Northern Development Board of Directors. The Northern Development Initiative Trust Board of Directors meeting is scheduled for Wednesday, February 15<sup>th</sup>, 2017.

Many thanks and please do not hesitate to contact our office if you have any questions.

**Tamara Davidson**

Manager, Corporate Services

Phone 250-561-2525

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



**Northern Development Initiative Trust**

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

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



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**Daniel Fish**

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**From:** Doug Chapman <cao@sqcrd.bc.ca>  
**Sent:** Thursday, December 1, 2016 2:08 PM  
**To:** Daniel Fish  
**Subject:** FW: 2017 Member Appointment and Municipal Finance Authority of BC Annual General Meeting Notice  
**Attachments:** Member Alternates Votes 2016.docx; Member and Alternate Contact Info Form.pdf; MFA Notice of AGM - March 30 2017.docx

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**From:** MFA [mailto:mfaemail@mfa.bc.ca]  
**Sent:** December-01-16 2:10 PM  
**To:** Alberni-Clayoquot Regional District; Capital Regional District; Cariboo Regional District; Central Coast Regional District; Columbia Shuswap Regional District; COMOX VALLEY - Debra Oakman; Cowichan Valley Regional District; East Kootenay; Fraser Valley Regional District; FRASER-FORT GEORGE - Jim Martin; Metro Vancouver; NORTH OKANAGAN - David Sewell; Northern Rockies Regional Municipality; Peace River Regional District; Powell River Regional District; Regional District of Bulkley-Nechako ; Regional District of Central Kootenay; Regional District of Central Okanagan; Regional District of Kitimat-Stikine; Regional District of Kootenay Boundary; Regional District of Mount Waddington; Regional District of Nanaimo; Regional District of Okanagan-Similkameen; Skeena-Queen Charlotte Regional District; Squamish-Lillooet Regional District; Strathcona Regional District; Sunshine Coast Regional District; Thompson-Nicola Regional District  
**Subject:** 2017 Member Appointment and Municipal Finance Authority of BC Annual General Meeting Notice

December 2, 2016

VIA EMAIL

**Attention: Regional District, Chief Administrative Officer**

Re: Municipal Finance Authority of BC Appointment of Member(s)

Dear Sir/Madam,

This letter is a reminder of the requirement to appoint a Member to the Municipal Finance Authority of BC (MFA) for a period of approximately one year (from date of appointment until a successor is appointed for 2018). The regional district may also appoint an alternate Member to act in the case of necessary absence from a meeting of the Authority.

Under our Act, the number of Members to be appointed and votes held by each Regional District are dependent on population, numbers for which are derived from the official census. All regional districts have at least one Member appointed, with Fraser Valley and Capital having two and Metro Vancouver having ten for a total of 39 Members of the Authority. At the current time, there is no change to that used last year; however, 2016 census population results are due to be released in early February. We will be communicating to all Regional Districts as to what, if any, changes will be contemplated considering those results once this information has been received and processed by our team.

Please provide your Member and Alternate appointments on letterhead and attach the completed Member/Alternate contact form. Both items are to be emailed to [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca).

Although our Act states the appointment is to be made no later than February 28<sup>th</sup>, we strongly recommend this be completed at your earliest opportunity. This will ensure that Members can make their accommodation arrangements for the MFA Financial Forum & AGM on March 30, 2017.

For your reference, please see attached 2016 listing of Members of the Authority and alternates, as well as the 2017 Notice of MFA Financial Forum/AGM & Semi-Annual Meeting.

Please email any questions to [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca).

Regards,

Peter Urbanc  
Chief Administrative Officer

Shannon E. Cottrell  
Business Support Officer  
Unit 217 – 3680 Uptown Boulevard, Victoria, BC V8Z 0B9  
P: 250.419.4767 | Web: [mfa.bc.ca](http://mfa.bc.ca)



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## ITEM 7.3

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

November 2, 2016

**Original sent via email**

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

Dear Chair Pages,

### **Re: Appointment to the 2017 Vancouver Island Regional Library Board**

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2016. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2017 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member. Also attached is a nominations form, should your appointed Board member be interested in running for a position on the VIRL Executive Committee.

**Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2016 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: [hminkzuvich@virl.bc.ca](mailto:hminkzuvich@virl.bc.ca) or fax: 250.758.2482.**

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS  
Executive Director

Cc: Doug Chapman, CAO, Skeena - Queen Charlotte Regional District

Encs.

**Strong Libraries ■ Strong Communities**

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



Ottawa, Canada K1A 0E6

RECEIVED DEC 05 2016

NOV 28 2016

Barry Pages  
Chair  
Skeena-Queen Charlotte Regional District  
14-342 3<sup>rd</sup> Avenue West  
Prince Rupert, BC V8J 1L5

Dear Mr. Pages:

Thank you for your correspondence of September 28, 2016, regarding the pilot proposal to process hake catch at sea.

Fisheries and Oceans Canada (DFO) understands the importance of this issue for coastal communities. I note your concerns regarding the potential effects to shoreside processing if the proposal is adopted. I am also sharing your correspondence with DFO officials so that your concerns regarding the scale of the investment by shoreside processors and the importance of the processing jobs to the communities may be appropriately conveyed to the Groundfish Trawl Advisory Committee (GTAC). Input received from First Nations and stakeholders will be considered for this proposal.

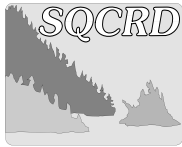
DFO anticipates that the industry will submit a revised proposal for on-vessel processing of hake at the next upcoming GTAC meeting on December 2, 2016. Consultation on that revised proposal will include discussions with the Groundfish Industry Advisory Board (GIAB) where the coastal communities are represented. I urge your representative on the GIAB to be aware of your concerns so that these may be made known during the discussion on the proposal.

GTAC meetings are also open to observers, with advance notice of attendance provided to DFO to ensure adequate space for the meeting. If you wish to attend the next GTAC or to see a copy of the tentative meeting agenda, please contact Barry Ackerman, Pacific Region Trawl Coordinator, at either 604-666-3991 or [barry.ackerman@dfo-mpo.gc.ca](mailto:barry.ackerman@dfo-mpo.gc.ca).

Thank you for writing.

Yours sincerely,

Dominic LeBlanc, P.C., Q.C., M.P.  
Minister of Fisheries, Oceans and the Canadian Coast Guard



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

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

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: [www.sqcrd.bc.ca](http://www.sqcrd.bc.ca)

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September 28, 2016

Honourable Dominic LeBlanc  
Minister of Fisheries, Oceans and the Canadian Coast Guard  
House of Commons  
Ottawa, Ontario K1A 0A6

Honourable Norm Letnick  
Minister of Agriculture  
PO Box 9043 Stn Prov Govt  
Victoria, B.C. V8W 9E2

**Attention: Honourable Dominic LeBlanc & Honourable Norm Letnick**

Dear Ministers:

**Re: Pilot Proposal to Process Hake Catch at Sea**

At its Regular meeting held September 23, 2016 the Board of the Skeena-Queen Charlotte Regional District (SQCRD) received information pertaining to a pilot proposal for at-sea hake processing by domestic harvesters.

As you may be aware, at the June 16<sup>th</sup>, 2016 meeting of the Groundfish Integrated Advisory Committee (GIAB), trawl representatives presented a proposal for at-sea processing of hake catch by domestic harvesters. The pilot proposal was presented within a very short-time frame that did not allow for consultation to take place with First Nations and coastal community representatives.

The provincial representative on the GIAB is on the record indicating that the Province of B.C. is supportive of the proposal to process hake at sea. With First Nations and industry representatives going on to express concerns around the potential loss of shore-based processing jobs and unfair cost advantages for at-sea processors relative to shore-based processors, and further that such processing may not result in greater utilization of the hake total allowable catch (TAC) by the domestic industry.

The Board has expressed concern with the pilot proposal as it believes it will have negative impacts on shore based employment and, perhaps, endanger investment in shored based processing plants. These points are of particular concern given the high number of jobs in coastal processing plants that may be adversely impacted by this proposal. Further to this, the Board has also expressed concern with the term of the proposal which indicates a ten year pilot proposal. The Board feels that this is too long a period to be considered a “pilot” proposal and should be decreased should this proposal move forward following a meaningful consultation

period with all stakeholders affected.

The Board of the SQCRD would like to, respectfully, request that you develop and conduct a consultation process to take place between senior levels of government and coastal local governments and First Nations, and that further consideration of this proposal be delayed until such a time that meaningful consultation between stakeholders has taken place.

Should you have further questions or require further information, please do not hesitate to contact the office of the SQCRD.

Yours truly,

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**



Chair  
Barry Pages

Cc: Nathan Cullen, Skeena-Bulkley Valley MP  
Jennifer Riche, North Coast MLA  
Neil Davis, Regional Manager, Fisheries and Oceans Canada

:df



Clean, Neat & Green

RECEIVED DEC - 9 2016

December 6, 2016

North Coast Regional District  
14-342 3rd Ave W  
Prince Rupert BC V8J 3R4

**RE: Letter of Support to designate North Pacific Cannery as UNESCO site**

To Whom It May Concern,

The District of Port Edward, as the owner of the North Pacific Cannery (NPC), is asking for you to support the Port Edward Historical Society's pursuit to have the North Pacific Cannery become part of the Tentative List for World Heritage Sites. North Pacific Cannery is a big part of the history of the north coast and by preserving this interactive historic canning facility, we are ensuring the story of what once was the livelihood of this region is told.

The local population either worked or have had family members that worked in one of the canneries in the area, First Nations, European, Japanese and Chinese decedents. Sites like North Pacific Cannery will continue the story telling of life in the cannery, how fish was processed over the evolution of time and what life was like for the season while living at the Cannery. We know the stories and it's very important that the world learns and remembers these stories as well.

Established in 1889, North Pacific Historic Cannery is the oldest remaining intact salmon cannery on the West Coast of North America, and possibly the Pacific region. Designated a National Historic Site by Parks Canada in 1985, North Pacific Cannery commemorates the role of the fishing industry in the economic and cultural development of Northwestern British Columbia, Canada, and the continent. The North Pacific Cannery site, which consists of 30+ buildings and structures, including the salmon factory operations and employees housing is significant in its culturally diverse workforce that contributed to the shaping of the early and historic salmon industry in British Columbia. Today, operated by the Port Edward Historical Society, North Pacific Cannery also acts as a community hub, hosting many local events each year, and is a significant tourist attraction for the region seeing thousands of visitors every season. North Pacific Cannery has thus become an important heritage site for the ongoing preservation, conservation, and protection of the identity and culture of the peoples of the Skeena and Pacific Northwest Coast region of British Columbia.

The District of Port Edward Mayor and Council are so proud of the North Pacific Cannery and we know that the North Coast Region shares in the enthusiasm and support of this National Historic Site.

Over the past few years, much effort has gone into the restoration of the site, and the good work continues. Notable restoration work includes;

- The full rebuild of the working dock,
- Restoring the main canning building,
- Re-establishing the original canning line and equipment, and
- Restoring many of the auxiliary building.

The Cannery is once again attracting serious attention Regionally and Nationally.

Needless to say, the economic benefits to the Region are impressive. In collaboration with our business partners at the Port Authority, the North Coast Regional District and the Prince Rupert Chamber of Commerce, we can deliver a very attractive and interactive point of interest for thousands of visitors to the Region.

Also of note, are the financial benefits of garnering significantly more funding through the UNESCO designation. This kind of funding will assist in maintaining and preserving the Natural Heritage of this amazing location, our most iconic attraction on the Coast.

Therefore, our next major step in the evolution and ultimate success of this National Treasure will be UNESCO World Heritage Designation, and a window of opportunity has developed for us to collectively submit a serious application to this effect.

"It takes a community to raise a Heritage Site", Michael Gurney, Director NPC

Achieving this coveted level as a World Heritage Site, is no small task. That being said, we firmly believe that our Region exhibits the pride and required submission elements to meet the criteria and standards for this level of recognition.

I am writing to request a letter of support, from your organization, to support the Port Edward Historical Society with their UNESCO Application, nominating the North Pacific Cannery National Historic Site for consideration to be placed on the World Heritage Site Tentative List. We appreciate your support in this endeavour and would sincerely appreciate and look forward to receiving your letter at your earliest convenience.

Please share your excitement and support in this endeavour, by submitting your organization's letter of support by January 15, 2017 addressed to:

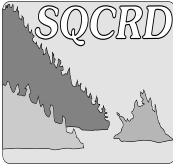
Port Edward Historical Society  
1889 Skeena Drive, PO Box 1107  
Port Edward, BC V0V 1G0

Yours truly,



Dave MacDonald,  
Mayor





## STAFF MEMORANDUM

**DATE:** December 9, 2016

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

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

**SUBJECT:** North Coast Regional District Community Works Funding

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### Recommendation:

**THAT the Board receives the memorandum from staff entitled “North Coast Regional District Community Works Funding”;**

**AND THAT the report entitled “North Coast Regional District Community Works Funding” be referred to the Electoral Area Advisory Committee.**

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### PURPOSE:

At its Regular meeting held November 25, 2016 the Board of the North Coast Regional District (NCRD) directed staff to prepare a report on current community works funds held by the NCRD. This report includes the requested community works figures, as well as an overview of eligible project categories under the community works fund.

### BACKGROUND:

As part of the New Building Canada Plan, the renewed federal Gas Tax Fund (GTF) is intended to provide predictable, long-term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating jobs and long-term prosperity.

The renewed Gas Tax Agreement in B.C. is delivered through three program streams:

- **Community Works Fund:** available to all local governments; supports the achievement of local priorities through an allocation based on population and a funding floor; and is delivered to local governments semi-annually with local choice about which eligible projects to fund.
- **Strategic Priorities Fund:** available to all local governments outside of the Greater Vancouver Regional District; provides funding for strategic investments that are larger in scale or regional in impact, or innovative; and is an application based process with payments on reimbursement basis.
- **Greater Vancouver Regional Fund:** available to the Greater Vancouver Regional District and its member municipalities.

Funding is provided twice a year to provinces and territories that, in turn, flow this funding to their municipalities to support local infrastructure priorities. Municipalities can pool, bank and borrow against this funding, providing significant financial flexibility.

## **DISCUSSION:**

The NCRD currently holds \$1,324,768 of unallocated community works funds. Attachment A of this report provides a summary of current NCRD community works funds, as well as past community works funds expenditures.

## **Policy**

In August 2013, the Board of the NCRD adopted the *Approval for the Use of UBCM Community Works Fund and Northern Development Initiative Trust Funds*, which states:

“Decisions regarding spending or granting of funds should be the responsibility of the Electoral Area Directors.

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

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

## **Eligible Project Categories**

- **Local roads and bridges** - roads, bridges and active transportation infrastructure (ie. Cycling lanes and bike paths, sidewalks, hiking and walking trails);
- **Highways** – highway infrastructure;
- **Short-Sea Shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean;
- **Short-Line Rail** – railway related infrastructure for carriage of passengers or freight;
- **Regional and Local Airports** – airport-related infrastructure (excluding national airports);
- **Broadband Connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities;
- **Public Transit** – infrastructure that supports a shared passenger transport system that is available for public use;
- **Drinking Water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems;
- **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems;

- **Solid Waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclable, compostable materials and garbage;
- **Community Energy Systems** – infrastructure that generates or increases the efficient usage of energy;
- **Brownfield Redevelopment** – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the development includes:
  - The construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
  - The construction of Local Government public parks and publicly-owned social housing.
- **Sport Infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of the professional sports teams or major junior hockey teams);
- **Recreational Infrastructure** – recreational facilities or networks;
- **Cultural Infrastructure** – infrastructure that supports arts, humanities and heritage;
- **Tourism Infrastructure** – infrastructure that attract travelers for recreation, leisure, business or other purposes;
- **Disaster Mitigation** – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters;
- **Capacity Building** – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

#### **RECOMMENDATION:**

Staff is recommending that this report be referred to the Electoral Area Advisory Committee for further consideration at its next Regular meeting.

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT											
GAS TAX FUNDING											
	2005 to 2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total Funds
Opening Balance	\$ -	\$ 255,892.75	\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 759,319.36	\$ 977,871.43	\$ 1,120,653.52	\$ 1,324,768.00	
Revenue											
UBCM Contribution	\$ 255,892.75	\$ 115,867.88	\$ 211,483.66	\$ 209,007.96	\$ 208,989.44	\$ 208,989.44	\$ 208,915.35	\$ 194,687.08	\$ 194,687.08	\$ 201,243.02	\$ 1,808,520.64
Interest		\$ 16,107.68	\$ 19,072.08	\$ 10,182.22	\$ 14,321.02	\$ 10,671.51	\$ 9,636.72	\$ 13,595.01	\$ 9,427.40	\$ 8,641.78	\$ 103,013.64
Total	\$ 255,892.75	\$ 387,868.31	\$ 544,052.13	\$ 725,664.20	\$ 778,247.66	\$ 746,621.99	\$ 977,871.43	\$ 1,186,153.52	\$ 1,324,768.00	\$ 1,534,652.80	\$ 1,911,534.28
Used		\$ (74,371.92)	\$ (37,578.11)	\$ (170,727.00)	\$ (251,286.62)	\$ 12,697.37	\$ -	\$ (65,500.00)	\$ -	\$ (80,000.00)	\$ (586,766.28)
Total Available	\$ 255,892.75	\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 759,319.36	\$ 977,871.43	\$ 1,120,653.52	\$ 1,324,768.00	\$ 1,454,652.80	\$ 1,324,768.00
Expended	2005 to 2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total Expended
Area D OCP *		\$ 74,371.92	\$ 9,443.11	\$ 16,185.00	\$ 6,893.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,893.03
Area A & C OCP										\$ 80,000.00	
Area A Dodge Cove Water System *		\$ -	\$ -		\$ 17,613.29	\$ (17,613.29)	\$ -	\$ -	\$ -	\$ -	\$ -
Area C Oona River Community Hall *		\$ -	\$ 28,135.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,135.00
Haida Gwaii Progressive Landfill Closure **				\$ 154,542.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,542.00
Area E Sandspit Community Hall *		\$ -	\$ -	\$ -	\$ 226,780.33	\$ 4,915.92	\$ -	\$ -	\$ -	\$ -	\$ 231,696.25
Mainland Recycling Transfer Station								\$ 65,500.00	\$ -	\$ -	\$ 65,500.00
Total		\$ 74,371.92	\$ 37,578.11	\$ 170,727.00	\$ 251,286.62	\$ (12,697.37)	\$ -	\$ 65,500.00	\$ -	\$ 80,000.00	\$ 586,766.28
GL 01-6-000-2404 Gas Tax		\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 512,640.02	\$ 748,647.85	\$ 943,242.18	\$ 1,072,429.26	\$ 1,267,116.34	\$ 1,388,359.36	\$ 1,388,359.36
GL 01-6-000-2405 Interest		\$ -	\$ -	\$ -	\$ 14,321.02	\$ 24,992.53	\$ 34,629.25	\$ 48,224.26	\$ 57,651.66	\$ 66,293.44	\$ 66,293.44
		\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 773,640.38	\$ 977,871.43	\$ 1,120,653.52	\$ 1,324,768.00	\$ 1,454,652.80	\$ 1,454,652.80

November 29, 2016

The Honourable Marc Garneau  
Minister of Transport

The Honourable Dominic LeBlanc  
Minister of Fisheries, Oceans and the Canadian Coast Guard

The Honourable Catherine McKenna  
Minister of Environment and Climate Change

Via email: [mintc@tc.gc.ca](mailto:mintc@tc.gc.ca); [Min@dfo-mpo.gc.ca](mailto:Min@dfo-mpo.gc.ca); [ec.ministre-minister.ec@canada.ca](mailto:ec.ministre-minister.ec@canada.ca)

**Dear Ministers:**

**Re: Implementing Canada's National Ocean Protection Program in the North Pacific**

We are writing to applaud your government's new \$1.5B investment in the National Ocean Protection Program. As community representatives and stakeholders in Canada's Pacific Coast must play a key role in implementation of the Ocean Protection Plan in Canada's Pacific. We need for this to be done in as integrated and collaborative manner as possible.

To accomplish this your program needs a regional home, a home where diverse stakeholders and governments can discuss implementation. The Integrated Ocean Advisory Committee (IOAC), initiated in 2010, should be activated in Canada's Pacific North Coast Area to give collaborative advice on how this program is implemented, and insure the investment is accounted for.

The IOAC has built an Ecosystem-Based Management (EBM) framework for Canada's Pacific North Coast that has the support of stakeholders, almost all First Nation Governments, all Regional Districts, the government of BC, and Federal agencies. This agreed on framework should be the foundation for sustainable ocean development and protection in the region.

The Oceans Protection Plan has four main priority areas:

- creating a world-leading marine safety system that improves responsible shipping and protects Canada's waters, including new preventive and response measures;
- restoring and protecting the marine ecosystems and habitats, using new tools and research, as well as taking measures to address abandoned boats and wrecks;
- strengthening partnerships and launching co-management practices with Indigenous communities, including building local emergency response capacity; and,
- investing in oil spill cleanup research and methods to ensure that decisions taken in emergencies are evidence based.

We agree that it is vital that Canada has a plan to ensure that our coasts are protected in a modern and advanced way that ensures environmental sustainability, safe and responsible commercial use, and collaboration with coastal and Indigenous communities.

Community and stakeholders in this region must play a key role in implementing the Ocean Protection Plan in Canada's Pacific North Coast Area.

Regards

Signed by:

Tony Bennett  
Coastal Community  
Network  
250-726-1224  
[tonben1@telus.net](mailto:tonben1@telus.net)

Phil Nelson,  
Council of Marine Carriers  
[pnelson@comc.ca](mailto:pnelson@comc.ca)

Darlene Winterburn  
BC Shellfish Growers  
Association  
250-702-7645  
[darlene@bcsga.ca](mailto:darlene@bcsga.ca)

Jim Abram  
Strathcona Regional District  
250-285-3355  
[jimabram@xplornet.ca](mailto:jimabram@xplornet.ca)

Nick Heath, Coastal  
Recreation  
[nheath@sfu.ca](mailto:nheath@sfu.ca)

Jim McIsaac  
BC Commercial Fishing  
Caucus  
250-818-1114  
[jamcisaac@shaw.ca](mailto:jamcisaac@shaw.ca)  
Warren Warttig  
Coastal Forestry  
[warren.warttig@interfor.com](mailto:warren.warttig@interfor.com)

Scott Benton  
BC Wilderness Tourism  
[dscottbenton@gmail.com](mailto:dscottbenton@gmail.com)

Kim Wright  
Marine Conservation  
604-732-4228x1266  
[kwright@davidsuzuki.org](mailto:kwright@davidsuzuki.org)

Richard Opala,  
Aquaculture,  
250-850-9085,  
[Richard.Opala@marineharvest.com](mailto:Richard.Opala@marineharvest.com)

Barry Pages, Chair  
North Coast Regional District  
250-624-2002  
[info@sqcrd.bc.ca](mailto:info@sqcrd.bc.ca)

Cc: [Delphine.Denis@tc.gc.ca](mailto:Delphine.Denis@tc.gc.ca); [Sebastien.belliveau@dfo-mpo.gc.ca](mailto:Sebastien.belliveau@dfo-mpo.gc.ca)

## **Background information:**

National Ocean Protection Plan: <http://pm.gc.ca/eng/news/2016/11/07/prime-minister-canada-announces-national-oceans-protection-plan>

Pacific North Coast Integrated Management Area Plan (Drafted IOAC 2013)  
<http://www.pncima.org/media/documents/pdf/draft-pncima-plan-may-27--2013.pdf>

Objective 2.6: Support marine safety, marine security and accessible waters.

2.6.1 Clarify jurisdictional roles and responsibilities with respect to marine safety, security and accessible waters. Short term

2.6.2 Assess and consider marine safety and security issues at a community scale when developing management measures. Ongoing

2.6.3 Maintain and enhance navigational aids and communications systems and infrastructure. Ongoing

2.6.4 Minimize potential adverse impacts of marine transportation and related activities on marine ecosystems and coastal communities while protecting accessible waters. Ongoing

2.6.5 Assess and enhance marine emergency response training, preparation and equipment for effective response to spills or accidents at multiple scales. Long Term

2.6.6 Assess and enhance management measures to prevent accidents or spills. Ongoing

2.6.7 Assess and enhance existing marine emergency response monitoring, information and data to develop geographic marine response plans. Short Term

**Daniel Fish**

---

**From:** tonben1 <a5a85528@telus.net>  
**Sent:** Friday, October 28, 2016 9:43 AM  
**To:** Capital EDC | Patrick  
**Cc:** gfletcher@rdmw.bc.ca; rdyson@acrd.bc.ca; dfish@sqcrd.bc.ca; Cheryl 'Mah'; Dianne St. Jacques; Des Nobles; Hank Bood; Harold Steves  
**Subject:** Re: Rural Dividend Fund Application Submitted | Coastal Basin Sustainability Charter Stage 1

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

At the request of the CCN Chair I would ask each of your Regional Districts to pass a motion to receive for information and provide a letter of support for CCN's application to the BC Rural Development Fund.

Sincerely  
 Tony Bennett  
 Chair CCN Board  
 Director ACRD Long Beach

---

**From:** "Capital EDC | Patrick" <patrick.marshall@capitaledc.com>  
**To:** gfletcher@rdmw.bc.ca, rdyson@acrd.bc.ca, dfish@sqcrd.bc.ca, "Cheryl 'Mah'" <cmah2@richmond.ca>  
**Cc:** "Tony Bennett 2" <a5a85528@telus.net>, "Tony Bennett" <tonben1@telus.net>, "Dianne St. Jacques" <dstjacques@ucluelet.ca>, "Des Nobles" <dnobels@citytel.net>, "Hank Bood" <hankbood@gmail.com>, "Harold Steves" <haroldsteves.savefarmland@gmail.com>  
**Sent:** Thursday, October 27, 2016 2:58:25 PM  
**Subject:** RE: Rural Dividend Fund Application Submitted | Coastal Basin Sustainability Charter Stage 1

Hi Greg, Russell, Daniel and Cheryl,  
 I apologize. The deadline for submissions is Monday. Technically, CCN should have requested a letter of support from each of your organizations. I would appreciate it if you could get it on your next agenda for receipt so that CCN has some evidence of having communicated.  
 There is no cost to any of your organizations, and we have budgeted to pay ACRD for financial services in terms of managing the budget.

Thank you  
 Patrick N. Marshall  
 Victoria | British Columbia | Canada  
 +1 250 507-4500 Mobile

---

**From:** Capital EDC | Patrick [mailto:patrick.marshall@capitaledc.com]  
**Sent:** Wednesday, October 26, 2016 3:58 PM  
**To:** Tony Bennett 2; 'Tony Bennett'; Dianne St. Jacques; 'Des Nobles'; Hank Bood; Harold Steves; Milne@sechelt.ca; mnoel@ucluelet.ca; 'john.j@huuayaht.org'; wilfred.cootes@uchucklesaht.ca  
**Cc:** gfletcher@rdmw.bc.ca; 'rdyson@acrd.bc.ca'; dfish@sqcrd.bc.ca; 'Mah, Cheryl'; 'gmacisaac@ubcm.ca'  
**Subject:** Rural Dividend Fund Application Submitted | Coastal Basin Sustainability Charter Stage 1

Dear Directors,  
 FW: We have received your request (Ref#2016100026)

As directed at the September meeting, I have submitted the Fund Application.  
I will also meet with ICET and approach Northern Trust to see if they will participate as well.

Respectfully

Patrick N. Marshall  
Victoria | British Columbia | Canada  
+1 250 507-4500 Mobile

**From:** BC Rural Dividend [<mailto:grants@benevity.com>]

**Sent:** Wednesday, October 26, 2016 3:25 PM

**To:** [patrick.marshall@capitaledc.com](mailto:patrick.marshall@capitaledc.com)

**Subject:** We have received your request (Ref#2016100026)

\*\*\* This email is for notification purposes only. Please do not respond to this email.\*\*\*

Patrick Marshall  
Volunteer Business and Economic Developer  
Coastal Community Network

Re: Coastal Sustainability Charter program stage 1

Dear Patrick Marshall,  
Thank you for submitting your application to the BC Rural Dividend.

Decisions on applications are expected within four months after the application intake deadline.  
Applicants will not be notified of the ongoing status of their applications during the review and assessment process. We thank you in advance for your patience.

Sincerely,

BC Rural Dividend Program Office



Virus-free. [www.avast.com](http://www.avast.com)

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

If you are using an earlier version, you will not be able to save any information you enter into the form.  
 Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

**1. Project Name**

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

Haida Gwaii Collaborative Tourism Marketing Initiative

**2. Applicant Profile**

Applicant organization (legal name): Misty Isles Economic Development Society dba 'Go Haida Gwaii'	Non-profit society registration no. (if applicable): S-0053173
Address (mailing address including street, city, postal code): Box 652, 113 Oceanview Drive, Queen Charlotte BC V0T 1S0	
Telephone: 250 559-8050	Fax:
Email: Janine@gohaidagwaii.ca	Website (URL):

**3. Primary Contact Information**

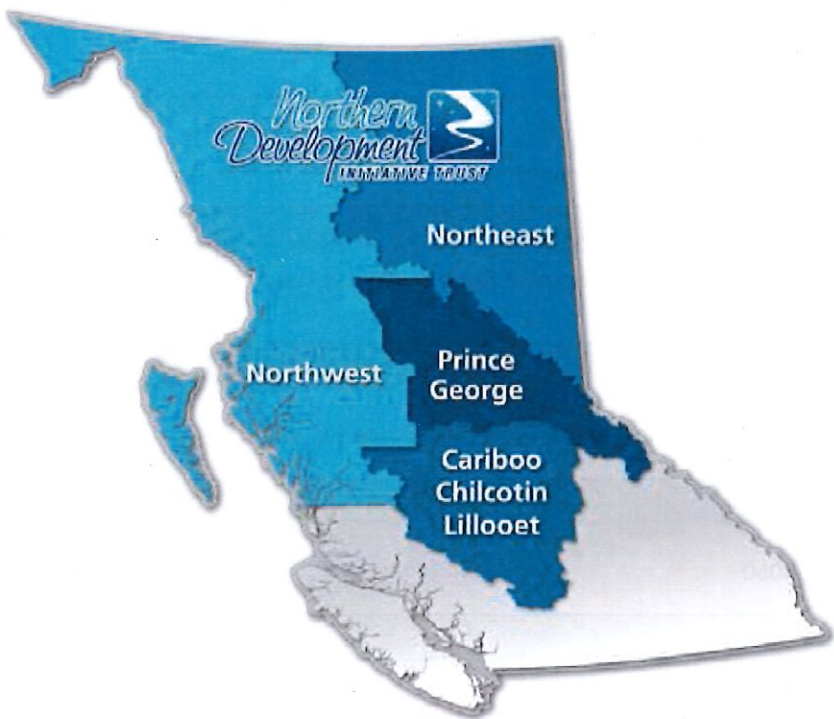
Primary contact (for this application): Janine North Mary Lou von Neissen	Position/title: Executive Director Administrator
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Complete the following if different from applicant organization contact information:

Address (mailing address including street, city, postal code): same	Email:
Telephone:	Fax:

## 4. Select the Appropriate Account

Northern Development accepts Marketing Initiatives funding applications to each of the following trust accounts. See the application guide for more information on the advisory review and approval process.

Select <b>one</b> of the following regional development accounts:	
<input type="radio"/> <u>Cariboo-Chilcotin/Lillooet</u>  <input type="radio"/> <u>Northeast</u>  <input checked="" type="radio"/> <u>Northwest</u>  <input type="radio"/> <u>Prince George</u>	
Identify the municipality or regional district that is providing a resolution of support for this funding application:	
North Coast Regional District	
Resolution of support:	
<input type="radio"/> A resolution of support from the municipality or regional district is attached.  <input checked="" type="radio"/> A resolution of support has not yet been secured from the municipality or regional district.	
The date when this funding application is scheduled for review is: December 9, 2016	

★ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before an application can be considered for funding.

### Sample Resolution:

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

## 5. Project Overview

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

- |  |   |
|--|---|
| <input type="radio"/> Agriculture          | <input type="radio"/> Olympic Opportunities |
| <input type="radio"/> Economic Development | <input type="radio"/> Pine Beetle Recovery  |
| <input type="radio"/> Energy               | <input type="radio"/> Small Business        |
| <input type="radio"/> Forestry             | <input checked="" type="radio"/> Tourism    |
| <input type="radio"/> Mining               | <input type="radio"/> Transportation        |

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

Provide a description of the project:

For the first time in eight years, the Council of Haida Nation, Go Haida Gwaii (destination marketing through Misty Isles Economic Development Society) tourism sector venues, Gwaii Haanas National Park, service businesses to the sector, aligned not-for-profits, and Community Futures will be aligned with a common goal to collaborate to increase tourism revenues into the local economy. The 2016 Royal Visit, Rick Mercer show, Still Standing Show and Great Canadian Race have provided exposure for Haida Gwaii that we need to capitalize on as an isolated population without a strong economy.

We will ramp up collaborative efforts through social media, including an innovative social media web cam project, where instead of a typical eagles nest, you will be able to watch the shoreline / totem pole / tourist vista in front of the Haida Heritage Centre and the activity in and about the Queen Charlotte Harbour. A comprehensive visitor survey (attached) will give us more information about tourist spending and how to target and grow the market. Blogging about tourism experiences has shown to be a better draw of potential visitor interest than print ads except for the Haida Gwaii information guide, so blogging will be ramped up on social channels. New pop up banner stands will cross-market local visitor attractions and serve as an inexpensive trade show backdrop. Social media advertising will also increase the Go Haida Gwaii Brand that cross-markets all Haida Gwaii tourism experiences. Short promotional videos aligned with the new Destination BC branding are trending well on social media channels and we will increase content.

Complementary activities that are not eligible for Destination BC or Northern Development funding like the Community Futures offering of World Host training modules will increase the professionalism and service quality of the industry.

Explain the rationale for the project:

Haida Gwaii is an archipelago of remote islands off the northern BC coast that is well positioned to make a global footprint in the growing tourism industry. Awareness of Haida Gwaii as a visitor destination has grown in recent years but there has been a huge gap in collaborative marketing from all organizations involved in the tourism industry across the island. This application is the first time that Gwaii Haanas (Parks Canada and the Council of Haida Nation), Visitor Information Centres, the Haida Heritage Centre and Haida Gwaii Museum (Gwaalagaa Naay Corporation in Skidegate), and Go Haida Gwaii (Misty Isles Economic Development Society representing the four local governments on Haida Gwaii) will work together to develop strategies, tactics and research ways to increase cross-marketing of the tourism assets on Haida Gwaii. An example of a growth opportunity is that in 2015, 20,000 tourists visited the Queen Charlotte Visitor Information Centre, but only 6,000 visitors were recorded at the world class Haida Museum and Heritage Centre. The partners are re-invigorating a Tourism Advisory Committee that shares research, resources, and marketing collateral to encourage visitors to plan a trip to Haida Gwaii. This hasn't been active since 2009 and the group will undertake a destination development planning exercise in 2017 that is led by the Council of Haida Nations, Go Haida Gwaii, Destination BC and Northern BC Tourism. The partner's primary goal is to grow Haida Gwaii's economy through increasing year round traffic and visitor spend on the islands, and improving the quality of visitor experience. We will continue to focus on increasing destination offerings and awareness, inspiring potential visitors with engaging content, and driving potential visitors to the Go Haida Gwaii, Gwaii Haanas and Haida Heritage Centre websites. Love Haida Gwaii, Haida House and Westcoast Resorts websites are also key assets for tourism visitors. From these websites visitors can find destination information and contact information for local service providers to plan their trip. The partners are implementing tactics that will strengthen our position in the coastal tourism market despite the isolated and constrained transportation services to Haida Gwaii. Tactics will come from the Haida Heritage Centre Tourism Strategy (Nov. 2016)

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

## 6. Key Deliverables

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

Outline the projected economic benefits to the local or regional economy:		
<p>Visitor numbers with a multiplier effect in the local economy gained from the tourist supplied information in the exit survey</p> <p>The average visitor with a one week stay and one water-based excursion spends \$250 per day.</p> <p>Tourism numbers are approximately 20,000 per year with an average 4 day stay. With a more comprehensive visitor exit survey we want to validate the spending, establish more accurate baseline data and measure growth of visitor numbers accurately with spending. We anticipate 10% growth per year which would mean</p>		
	Projected annual revenues	
Current annual revenues:	Year 1	Year 2
\$ 20,000,000	\$ 22,000,000	\$ 24,200,000
<b>INCREASED REVENUE EXPECTED OVER TWO YEARS:</b>		<b>\$ 6,200,000</b>
<p>+ Increased revenue expected is the sum of the projected annual revenues for the two years after the project, minus the current annual revenues over the same two year period.</p>		
Describe how the revenue will be generated and the sources of revenue:		
10% annual increase in tourist visits spending an average of four days and spending \$250 per day.		

## 7. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date	15-Feb-2017	Project planning is being done between November 2016 and February 2017
2) Social media ads and blogging	1-Mar-2017	
3) 3 Videos for HG social channels & museum visitor promotion	1-Sep-2017	
4) Image bank for local and Dest.BC use	1-Oct-2017	
5) Webcam pilot (based on Nova Scotia Tourism webcam network)	1-Mar-2017	
6) Banner stands for Visitor Information Centres and Museums	15-Feb-2017	
7) Four Month visitor exit survey at Masset and Sandspit airports & BC Ferry terminals	1-May-2017	
8) Project completion date	30-Dec-2017	

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

## 8. Project Budget

Expense item:	Amount (\$):	Verification:
Website Architecture & Landing Portal for Partnered Dest.Brand	\$ 5,000	<input type="checkbox"/> Quote(s) attached
Social Media Ads & blogging content	\$ 7,760	<input checked="" type="checkbox"/> Quote(s) attached
4 month visitor exit survey at 3 locations (airports/ferry)	\$ 15,000	<input type="checkbox"/> Quote(s) attached
2 short videos for social channels and 1-2 videos for museum	\$ 20,000	<input checked="" type="checkbox"/> Quote(s) attached
Image bank, Print advert, 7 banner stands, rack card	\$ 13,900	<input checked="" type="checkbox"/> Quote(s) attached
Multi location web cam pilot	\$ 4,000	<input type="checkbox"/> Quote(s) attached
other NDIIT ineligible activities detailed in applic.to Destination BC	\$ 91,743	<input checked="" type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$ 157,403</b>		

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

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

## 9. Funding Request

The following funding is requested from Northern Development:

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

## 10. Other Funding Sources

Funding source:	Amount (\$):	Identify funding terms:		Identify funding confirmation:
Destination BC	\$ 71,626	<input checked="" type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: 01/02/2017
Go Haida Gwaii/ MIEDS budget	\$ 19,577	<input checked="" type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
Haida Gwaii Heritage Centre	\$ 32,050	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
Haida Gwaii Community Futures	\$ 14,150	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING: \$ 137,403</b>		<b>TOTAL PROJECT FUNDING: \$ 157,403</b> (Northern Development + Other Sources)		

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

## 11. Leveraging

Northern Development's funding leverage for the project:	
The funding request as a percentage of total project funding is:	<b>12.71</b> %
<p>+ Leverage % = (Northern Development funding request) ÷ (Total project funding)</p> <p>+ Northern Development provides funding up to a maximum of 28.57% of an eligible project budget (a leveraging ratio of \$1.00 from Northern Development to \$2.50 from other sources).</p>	

## 12. Attachments

List all documents attached to this application:

Document name:
1) Application to Destination BC for Coop Marketing grant
2) Quotes
3) Haida Gwaii Heritage Centre and Haida Gwaii Museum Marketing Road Map
4)
5)
6)
7)
8)
9)
10)

## 13. Authorization

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I have read and understand the [Marketing Initiatives Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name: Janine North  
*Organization signing authority*

Title: Executive Director

Date: November 30, 2016

## 14. Submitting Your Application

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Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email.

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



## NORTH COAST REGIONAL DISTRICT

2017 BOARD MEETING SCHEDULE

	<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>	<u>Location</u>
*	<b>January 20th</b>	<b>NCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
Sat	January 21st	NCRD Special Board (Budget)	10:00 AM	Prince Rupert
*	February 17th	NCRD Regular Board	7:00 PM	Prince Rupert
Sat	February 18th (1/2 day)	NCRD Special Board (Budget)	10:00 AM	Prince Rupert
Wed	March 8th	NCRD Special Board (Budget)	7:00 PM	Teleconference
*	<b>March 17th</b>	<b>NCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
*	April 21st	NCRD Regular Board	7:00 PM	Haida Gwaii
	April 22nd	Committee of the Whole Meeting	10:00 AM	Haida Gwaii
	May 3rd - 5th	NCLGA AGM and Convention		Terrace
*	<b>May 26th</b>	<b>NCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
*	June 16th	NCRD Regular Board	7:00 PM	Dodge Cove
	July	No meeting scheduled		
*	<b>August 18th</b>	<b>NCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
	August 19th	Committee of the Whole Meeting	10:00 AM	Prince Rupert
*	September 22nd	NCRD Regular Board	7:00 PM	Prince Rupert
	September 25th - 27th	UBCM Convention		Vancouver
*	October 20th	NCRD Regular Board	7:00 PM	Teleconference
*	<b>November 17th</b>	<b>NCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
	November 18th	Committee of the Whole Meeting	10:00 AM	Prince Rupert
	December 8th	NCRD Statutory Board	7:00 PM	Prince Rupert
	December 8th	SQC Reg. Hospital Dist. Board	Following RD Stat	Prince Rupert
*	December 8th	NCRD Regular Board	Following RHD	Prince Rupert

Notes:

\* Depicts the Regular SQCRD Board meetings.

Dates in bold coincide with the North West Regional Hospital District Board meetings and are subject to change following the adoption of the NWRHD meeting schedule.

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

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

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



## 1. Applicant Profile

Community name (local government):

Misty Isles Economic Development Society on behalf of the Villages of Masset, Port Clements, Queen Charlotte & NCRD

## 2. Primary Contact Information

Primary contact (for this application): Janine North	Position/title: Executive Director
Telephone: 250 614-8128 cell, 250 559-8050 office	Email: janine@gohaidagwaii.ca

## 3. Planned Economic Development Goals and Activities

Briefly describe the economic development goals you will be focused on this year and the activities you will be undertaking to achieve those goals.

The Society provides services in grant writing, and economic development and tourism marketing for the communities of Masset, Port Clements, Queen Charlotte the electoral areas of the North Coast Regional District (D,E,A,C). The Society also collaborates with the communities of Skidegate, Old Massett, and the Council of the Haida Nation on tourism and economic development initiatives which include:

- \*the promotion of Northern Development, ViaSport, Invest Agriculture, Coast Opportunities Fund, New Relationship, Gwaii Trust and other funding source opportunities and programs, including writing grant applications
- \*The growth and maintenance of the Love Haida Gwaii site and local business marketing campaigns including at least one annual connector trade show, as well as support for Areas A,C, (Oona River and Dodge Cove) artisans, entrepreneurs and services to be promoted on the Love Northern BC website
- \*Tourism marketing campaign capitalizing on the Royal Visit (2016) and the television 'shows 'Still Standing' and 'Rick Mercer Report' and 'Amazing Race Canada'
- \*Completing the obligations of an offer by the Province of BC for a Community Forest on Haida Gwaii with revenues that would flow to the local governments comprising the society
- \*Opportunities to showcase island and regional district areas A and C supplier businesses on the 'Supply Chain Connector' website
- \*Maximising grant opportunities to the non-for-profit societies and local governments of Haida Gwaii
- \*Mentoring a local government management intern that will be supporting collaborative governance opportunities and would receive mentoring and job shadowing opportunities with the CAO's of the Villages of Masset, Port Clements, Queen Charlotte, Skidegate, and potentially Old Massett
- \*managing and promoting a Volunteer Haida Gwaii website
- \*collaboration with visitor information centres and economic development corps on Haida Gwaii and area A and C
- \*business support in collaboration with Community Futures offices that serve Haida Gwaii and areas A and C
- \*business retention surveys and tourist exit surveys

✦ Please attach a copy of your economic development plan to this application (please contact Northern Development staff if you require more information)

#### 4. Eligible and Ineligible Costs

##### Eligible costs

- Staff salaries or consulting fees to support economic development officer position(s)
  - Up to \$45,000 to support dedicated economic development officer position(s)
  - Up to \$22,500 to support a combined position where the economic development portion is at least 50% of the workload e.g., economic development/deputy corporate officer, economic development/planning officer, economic development/grant writing. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate
- Operational costs directly supporting an economic development office
- Costs associated with hosting Northern Development economic development interns during community work placements (does not include local government management or planning interns)
- Development/update of a formal economic development plan (a copy of the completed plan must be provided to Northern Development)
- Implementation of activities in an economic development plan (as long as they do not conflict with ineligible costs)
- Collaboration with another local government, First Nations band, non-profit organization, or tourism or industry association (as long as they do not conflict with ineligible costs)

##### Ineligible costs

- Local government operational costs including:
  - Visitor centre, info centre, chamber of commerce, and community forest costs
  - Grants in aid or sponsorships
  - Repairs, maintenance, and beautification
  - Postage, phone, office space rental, and photocopying
  - Regular website maintenance and website hosting (other than Love Northern BC website hosting which can be claimed as a collaborative cost)
  - Memberships (other than BC Economic Development Association)
  - Remuneration and travel of elected officials and non-economic development staff
  - Office equipment or office furniture
  - Costs related to recruiting, hiring, relocating, or terminating economic development staff
- Salary costs for combined chief administrative officer/economic development and chief financial officer/economic development positions
- Salary costs for local government staff that are not dedicated to economic development or where economic development is less than 50% of the total workload for a combined position
- Grant writer wages or contract fees
- Costs being claimed under any other Northern Development funded project
- Costs associated with projects that would be eligible and qualify for funding under other Northern Development programs
- Hospitality costs including meals or alcohol, lodging, clothing and uniforms and all giveaways
- Purchases of equipment or tools
- In-kind labour or monetized donations
- GST and PST
- Costs incurred for electoral areas outside of Northern Development's region
- Costs incurred in time periods outside the year approved for funding support

## 5. Economic Development Staffing

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Economic development staffing – dedicated position(s):		% Economic Development:	Proposed budget/amount:
#1 Name: Mary Lou von Niessen Job title: Administrator responsible for Love Haida Gwaii and Go Haida Gwaii sites		100 %	\$ 54,500
#2 Name: Janine North Job title: Executive Director		100 %	\$ 78,704
#3 Name: Payroll expenses for staff excluding grantwriter & LGMI proposed position Job title:		100 %	\$ 13,796
Economic development staffing – combined position:	Total Salary:	% Economic Development:	Proposed budget/amount:
Name:	\$ 0	50.00%	\$ 0
Job title:		(minimum 50%)	
<b>SUBTOTAL</b>			<b>\$ 146,999</b>
<b>Potential Rebate</b> ✦ If the calculated potential rebate is \$45,000, please do not enter any information in section 6 and skip to section 7.			<b>\$ 45,000</b>

## 6. Economic Development Activities

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Economic development activity description: ✦ Please do not enter collaborative projects that will be identified in Section 7. ✦ Activities identified below must support item(s) specified in the economic development plan (required attachment).	Lead contact name responsible for delivering the activity: (staff member/consultant/organization)	Proposed budget/amount:
2017 project budget (not including salaries, other Northern Development grants and collaborative funding) as per attached		\$ 68,760
		\$ 0
		\$ 0
		\$ 0
		\$ 0
		\$ 0
		\$ 0
<b>SUBTOTAL</b>		<b>\$ 68,760</b>

## 7. Economic Development Collaboration

✦ Applicants may collaborate with another local government, First Nations band, non-profit organization, tourism or industry association on economic development projects and initiatives. Please outline any specific projects or initiatives that will be undertaken this year.

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Partner(s):	Concise description of collaborative project or initiative:	Lead contact name responsible for delivering the activity: (staff member/consultant/organization)	Proposed budget/amount:
1) Destination BC	Tourism Marketing	Janine North	\$ 19,000
2) Local Government and First Nations local governments	Volunteer Haida Gwaii -promoting opportunities to provide in-kind effort and services to the islands economy	Janine North	\$ 1,000
3)			\$ 0
4)			\$ 0
5)			\$ 0
<b>SUBTOTAL</b>			<b>\$ 20,000</b>

## 8. Economic Development Spending Summary

	Proposed budget/amount:
Economic development staffing:	\$ 146,999
Economic development activities:	\$ 68,760
Economic development collaboration:	\$ 20,000
<b>TOTAL PROPOSED/BUDGETED SPEND:</b>	<b>\$ 235,759</b>

## 9. Total Funding Request

✦ A maximum annual grant of \$50,000 is available under the Economic Development Capacity Building program per local government. Based on the information provided within this application, the breakdown of the funding request is as follows:

	Amount (\$):
Collaborative funding:	\$ 20,000
Economic development funding:	<del>\$ 30,000</del> \$ 180,000
<b>TOTAL FUNDING REQUEST:</b>	<b>\$ 50,000</b> <del>\$ 200,000</del> *

Four local governments including North Coast Regional District Areas A, C, D, E, + Villages of 38 Masset, Port Clements and Queen Charlotte.

## 10. Attachments

+ Please list all documents attached to this application:

Document name:	
<input checked="" type="checkbox"/> 1) <b>Required: Economic development plan</b>	
+ Please contact Northern Development staff should you require more information prior to submitting this application.	
<input type="checkbox"/> 2) <b>Required (if applicable): Job description for combined position(s) specifying % spent on economic development</b>	
3)	
4)	

## 11. Application Confirmation

I have read and understand the [Economic Development Capacity Building Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, including attachments.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants.

If approved for economic development capacity building funding, our organization agrees to submit a report by January 31<sup>st</sup> of the following year including:

1. Provide reporting on the impacts of economic development activities for the year of this application.
2. Provide financial reporting using Northern Development's reporting form, including a project/economic development ledger demonstrating costs were incurred with invoice copies as requested and pay stub(s) if applicable.

By checking the box, the local government confirms the above information:



Date: November 18, 2016

## 12. Submitting Your Application

Completed funding application forms with required attachments should be provided electronically to Northern Development by email.

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

**MIEDS 2017 Budget**



	2017 Budget
<b>Revenues</b>	
MIEDS Contribution	4,100.00
Communities - (Economic Development Funding)	200,000.00
Northern BC Tourism Co-op Marketing Program)	17,000.00
NDIT Grant Writer Funding	24,000.00
NDIT Tourism Marketing Grant	20,000.00
Communities - Grant Writer	7,500.00
Love Haida Gwaii - New Signups	500.00
Office Rental (CFDC)	4,200.00
Other Funding (GST Reimb)	1,500.00
Love Haida Gwaii Funding (NDI)	1,200.00
<b>Total Revenue</b>	<b>280,000.00</b>
<b>Personnel</b>	
Personnel / Salary Expense (Executive Director, Admin, Grant Writer, Local Gov't Management Intern, Employer Contribution)	191,239.00
<b>Total Personnel Expense</b>	<b>191,239.00</b>
<b>Operational</b>	
Admin Fees & Legal	600.00
Advertising/Promotion	500.00
Website (MIEDS)	100.00
AGM	300.00
Insurance	1,600.00
Interest & Bank Charges	400.00
Equipment & Furnishings Purchase	3,000.00
Office Supplies	1,000.00
Photocopying/Printing/Postage	1,500.00
Telephone/Internet	4,200.00
Meetings & Functions	1,000.00
Travel	9,260.80
Utilities	1,400.00
Rent/Utilities	16,200.00
Repairs/Maintenance	1,200.00
GST Expense	3,000.00
<b>Total Operations</b>	<b>45,260.80</b>
<b>Total Personnel &amp; Operations</b>	<b>236,500</b>
<b>Projects</b>	
Tourism	37,000.00
Love HG Trade Show & Advertising	6,500.00
Visitor Exit Survey	
Business Retention Survey	
Van OATS	
Supply Chain Connector	
Community Forest Offer from BC Govt	
Agriculture Support	
Community Specific Projects	
Volunteer Haida Gwaii	
<b>Total Projects</b>	<b>43,500.00</b>
<b>Total Expenses</b>	<b>279,999.80</b>
<b>Surplus/-Deficit</b>	<b>0</b>