



**NORTH COAST REGIONAL DISTRICT
REGULAR BOARD MEETING AGENDA**
Held at 344 2nd Avenue West in Prince Rupert, B.C.
Friday, December 13th, 2019 at 7:00 P.M.

1. CALL TO ORDER

The North Coast Regional District acknowledges the traditional territory of the Tsimshian on which this meeting takes place.

2. CONSIDERATION OF AGENDA (additions/deletions)

3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES

3.1	Minutes of the Statutory meeting of the North Coast Regional District Board held November 15, 2019	Pg 1-2
3.2	Minutes of the Regular meeting of the North Coast Regional District Board held November 15, 2019	Pg 3-14
3.3	Minutes of the Committee of the Whole meeting of the North Coast Regional District Board held November 16, 2019	Pg 15-16
3.4	<p>Rise and Report – November 15, 2019 (<i>no motion required</i>)</p> <p>MOVED by Director Olsen, SECONDED by Director Young, that the staff report entitled “Haida Gwaii Recreation Coordinator – Proposed Employment Agreement” be received;</p> <p>AND THAT the Chief Administrative Officer be authorized to sign and enter into the Employment Agreement between the North Coast Regional District and Ms. Alissa MacMullin as presented in Attachment “A” to the report;</p> <p>AND THAT the Board of the North Coast Regional District budget funds in 2020 and subsequent years in accordance with the Recreation Coordinator employment agreement, dated November 15, 2019.</p> <p style="text-align: center;">ICo80-2019 CARRIED</p>	Verbal
3.5	<p>Rise and Report – November 15, 2019 (<i>no motion required</i>)</p> <p>MOVED by Director Nobels, SECONDED by Director Brain, that the staff report entitled “North Coast Regional District Signing Authorities” be received;</p> <p>AND THAT the Board of the North Coast Regional District remove Mr. Dan Franzen as a signing authority on the North Coast Regional District Northern Savings Credit Union account.</p> <p style="text-align: center;">ICo81-2019 CARRIED</p>	Verbal

3.6	<p>Rise and Report – November 15, 2019 (<i>no motion required</i>)</p> <p>MOVED by Director Brain, SECONDED by Director Cunningham, that the correspondence from Charge North BC regarding EV Network Study Advisory Committee Memo be received;</p> <p>AND THAT the board authorizes a contribution to Charge North from the professional fees budget in the amount of \$4,000.00 to continue the process of securing EV infrastructure capital.</p> <p>ICo84-2019 CARRIED</p>	Verbal
3.7	<p>Rise and Report – November 15, 2019 (<i>no motion required</i>)</p> <p>MOVED by Director Putterill, SECONDED by Director Young, that correspondence be sent to the Minister of Public Safety & Solicitor General to request funding for an officer in Sandspit and to request that the satellite detachment be staffed.</p> <p>ICo85-2019 CARRIED</p>	Verbal

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Minutes of the Regular meeting of the Moresby Island Management Standing Committee held November 4, 2019	Pg 17-19
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5. DELEGATION

5.1	Adam Keizer, Department of Fisheries and Oceans – Pacific Groundfish Trawl Fisheries	Pg 20-42
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6. FINANCE

6.1	S. Landrath, Treasurer – Supplier Payments over \$5,000 for November, 2019	Pg 43
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7. CORRESPONDENCE

7.1	List of Correspondence Supplied – For Information	Pg 44
7.2	City of Victoria – Request to Support Resolutions B171 Safer Drug Supply to Save Lives and B172 Observed Inhalation Sites for Overdose Prevention	Pg 52-53
7.3	Tow Hill Community Association – Exploring Options for Community Space Request for Assistance	Pg 54
7.4	Tow Hill Community Association – Telecommunications Services on Haida Gwaii	Pg 55-56
7.5	North Central Local Government Association – Resolution Submission Guidelines	Pg 57-61

7.6	Association of Vancouver Island and Coastal Communities – 2020 Annual General Meeting and Convention – Resolutions Notice	Pg 62-65
7.7	Association of Vancouver Island and Coastal Communities – Call for Nominations for AVICC Executive	Pg 66-68

8. REPORTS / RESOLUTIONS

8.1	D. Fish, Chief Administrative Officer – Northern Capital and Planning Grant Allocation	Pg 69-72
8.2	S. Landrath, Treasurer - NCRD Borrowing Power with the Municipal Finance Authority	Pg 73-74
8.3	S. Landrath, Treasurer - Gas Tax Funding – Eligible Projects	Pg 75-76
8.4	J. Bagnall, Corporate Officer - NDIT Local Government Management Intern Grant Application	Pg 77-91

9. BYLAWS

9.1	Bylaw No. 661, 2019 – Being a bylaw to establish a general reserve fund for Tlell Fires Service Prior first reading.	Pg 92-93
9.2	S. Landrath, Treasurer –Revenue Anticipation Borrowing Bylaw 663, 2019 Bylaw No. 663, 2019 – Being a bylaw to provide for the borrowing of money during fiscal year 2020 in anticipation of revenue Prior first reading.	Pg 94-97
9.3	Bylaw No. 631.1, 2019 – Being a bylaw to provide for the amendment of the North Coast Regional District Five-Year Financial Plan for the Years 2019 to 2023 Bylaw No. 631, 2019 Prior first reading.	Pg 98-133
9.4	Bylaw No. 664, 2019 – Being a bylaw to regulate the numbering of buildings and structures for the settlement of Sandspit, a portion of North Coast Regional District Electoral Area E. Prior first reading.	Pg 134-138
9.5	Bylaw No. 665, 2019 – Being a bylaw to regulate the numbering of buildings and structures for North Coast Regional District Electoral Area D Prior first reading.	Pg 139-143

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

10.1	M. Williams, Planning Consultant – Referral – Industrial Use (Prince Rupert)	Pg 144-162
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11. NEW BUSINESS

11.1	Director's Reports	Verbal
11.2	2020 Board Meeting Schedule	Pg 163
11.3	Application to Northern Development Initiative Trust's Grant Writing Support Program	Pg 164-167
11.4	Application to Northern Development Initiative Trust's Economic Development Capacity Building Program	Pg 168-173
11.5	Local Government Leadership Academy 2020 Leadership Forum	Pg 174

12. OLD BUSINESS

None.	---
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13. PUBLIC INPUT**14. IN-CAMERA**

That the public be excluded from the meeting according to section 90(1) (a) 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; (c) labour relations or other employee relations; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (g) litigation or potential litigation affecting the municipality; and section 90 (2) (b) 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 of the <i>Community Charter</i> .	---
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15. ADJOURNMENT



NORTH COAST REGIONAL DISTRICT

MINUTES of the Statutory Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2nd Avenue West in Prince Rupert, B.C. on Friday, November 15, 2019 at 7:00 p.m.

PRESENT

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert B. Cunningham, City of Prince Rupert K. Bjorndal, District of Port Edward K. Olsen, Village of Queen Charlotte D. Daugert, Village of Port Clements D. Nobels, Electoral Area A K. Bergman, Electoral Area C J. Young, Electoral Area D E. Putterill, Electoral Area E
Regrets	None.
Staff	D. Fish, Chief Administrative Officer (<i>Via Teleconference</i>) S. Landrath, Treasurer J. Bagnall, Corporate Officer
Public	0
Media	0

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

The Corporate Officer assumed the Chair and called the Board meeting to order.

2. ELECTION OF THE CHAIR

The Corporate Officer called for nominations for the position of Chair of the Regional District Board for 2020.

Director Nobels nominated Director Pages; Director Pages accepted the nomination.

Nominations were called for a second time.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

Director Pages was declared Chair of the North Coast Regional District Board for 2020 by acclamation.

3. ELECTION OF THE VICE CHAIR

The Corporate Officer called for nominations for the position of Vice Chair of the Regional District Board for 2020.

Director Bergman nominated Director Nobels; Director Nobels accepted the nomination.

Nominations were called for a second time.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

Director Nobels was declared Vice Chair of the North Coast Regional District Board for 2020 by acclamation.

4. ADDRESS BY NEWLY ELECTED CHAIR & VICE CHAIR

The newly elected Chair and Vice Chair thanked the Board for their support.

5. ADJOURNMENT

MOVED by Director Pages, SECONDED by Director Brain, that the Meeting be adjourned at 7:05 p.m.

514-2017

CARRIED

Approved and adopted:

Certified correct:

Chair

Corporate Officer



NORTH COAST REGIONAL DISTRICT

MINUTES of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2nd Avenue West in Prince Rupert, B.C. on Friday, November 15, 2019 at 7:00 p.m.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert B. Cunningham, City of Prince Rupert K. Bjorndal, District of Port Edward K. Olsen, Village of Queen Charlotte D. Daugert, Village of Port Clements D. Nobels, Electoral Area A K. Bergman, Electoral Area C J. Young, Electoral Area D E. Putterill, Electoral Area E
Regrets	None.
Staff	D. Fish, Chief Administrative Officer (<i>Via Teleconference</i>) S. Landrath, Treasurer J. Bagnall, Corporate Officer
Public	0
Media	0

1. CALL TO ORDER 7:06 p.m.

The North Coast Regional District acknowledges the traditional territory of the Tsimshian on which this meeting took place.

2. AGENDA

MOVED by Director Daugert, SECONDED by Direction Brain, that the November 15, 2019 North Coast Regional District Regular agenda be adopted as presented.

515-2019

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regular meeting of the North Coast Regional District Board held October 18, 2019

MOVED by Director Nobels, SECONDED by Director Brain, that the minutes of Regular meeting of the North Coast Regional District Board held October 18, 2019 be adopted as presented.

516-2019

CARRIED

3.2 Rise and Report – October 18, 2019 (*no motion required*)

MOVED by Director Putterill, SECONDED by Director Young, that the correspondence from Jen Rutt regarding Haida Gwaii Community Animal Welfare – Request for Area D & E Representation be received;

AND THAT the NCRD Board appoints Daniel Fish, Chief Administrative Officer with Director Young as an alternate to the Haida Gwaii Community Animal Welfare Working Group.

IC074-2019

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1 Minutes of the Regular meeting of the Electoral Area Advisory Committee held September 20, 2019

MOVED by Director Nobels, SECONDED by Director Cunningham, that the minutes of the Regular meeting of the Electoral Area Advisory Committee held September 20, 2019 be received as presented.

517-2019

CARRIED

4.2 Minutes of the Regular meeting of the Moresby Island Management Committee held October 7, 2019

MOVED by Director Putterill, SECONDED by Director Nobels, that the minutes of the Regular meeting of the Moresby Island Management Committee held October 7, 2019 be received as presented.

518-2019

CARRIED

5. DELEGATIONS

None.

6. FINANCE

6.1 S. Landrath, Treasurer – Supplier Payments over \$5,000 for October, 2019

MOVED by Director Cunningham, SECONDED by Director Putterill, that the staff report on Supplier Payments over \$5,000 issued by the North Coast Regional District for October 2019 be received and filed.

519-2019

CARRIED

7. CORRESPONDENCE**7.1 List of Correspondence Supplied – For Information**

MOVED by Director Putterill, SECONDED by Director Brain, that the list of correspondence supplied be received for information.

520-2019**CARRIED****7.2 Oona River Resources Association – Request for Letter of Support for an Application to Northern Development Initiative Trust's Community Hall's and Recreation Facilities Program - Education Centre**

MOVED by Director Putterill, SECONDED by Director Nobels, that the correspondence from the Oona River Resources Association with respect to a request for a letter of support for an application for the education center project to Northern Development Initiative Trust's Community Hall's and Recreation Facilities Program be received;

AND THAT additional financial information be requested for the Oona River Resources Association Education Centre project for their application to the Northern Development Initiative Trust's Community Hall's and Recreation Facilities Program;

AND THAT that the Board will postpone this request for reconsideration after receiving additional information regarding the Northern Development Initiative Trust NCRD nominal account at year end.

521-2019**CARRIED****7.3 Village of Queen Charlotte – Delayed Staffing of Kwuna for Route 26**

MOVED by Director Putterill, SECONDED by Director Olsen, that the correspondence from the Village of Queen Charlotte with respect to Delayed Staffing of Kwuna for Route 26 received;

AND THAT the Board support signing a joint-letter from the Haida Gwaii communities to Honourable Claire Trevena, Minister of Transportation and Infrastructure, with concerns around BC Ferries Route 26 and further delays to reinstatement of pre-2014 service levels.

522-2019**CARRIED****7.4 BC Emergency Health Services – Request for Funding for Tow Hill Road 911 Addresses**

MOVED by Director Young, SECONDED by Director Daugert, that the correspondence from BC Emergency Health Services with respect to a request for funding for Tow Hill Road 911 Addresses be received;

AND THAT the correspondence "BC Emergency Health Services – Request for Funding for Tow Hill Road 911 Addresses" be postponed for consideration until after civic addressing for this area has been considered by the Board.

523-2019**CARRIED**

8. REPORTS – RESOLUTIONS

- 8.1 D. Fish, Chief Administrative Officer – Northern Capital and Planning Grant Allocation

MOVED by Director Nobels, SECONDED by Director Putterill, that the staff report entitled “Northern Capital and Planning Grant Allocation” be received;

AND THAT the report “Northern Capital and Planning Grant Allocation” be postponed for consideration until the November 16, 2019 Committee of the Whole meeting.

524-2019

CARRIED

- 8.2 D. Fish, CEPF Flood Risk Assessment Mapping and Mitigation Planning

MOVED by Director Putterill, SECONDED by Director Young, that the staff report entitled “CEPF Flood Risk Assessment Mapping and Mitigation Planning” be received;

AND THAT staff prepare an application to CEPF Flood Risk Assessment Mapping and Mitigation Planning for the Boards consideration regarding project areas identified by Area Directors E and D for both risk assessment and mitigation;

AND THAT staff communicate the Board’s intent to submit an application to this program to municipalities and First Nation Communities on Haida Gwaii for their information and consideration of their individual applications to the CEPF Flood Risk Assessment Mapping and Mitigation Planning intake.

525-2019

CARRIED

- 8.3 D. Fish, Chief Administrative Officer – Update on TELUS Cellular Coverage in the NCRD

MOVED by Director Nobels, SECONDED by Director Cunningham, that the verbal staff report entitled “TELUS Cellular Coverage in the NCRD” be received for information.

526-2019

CARRIED

9. BYLAWS

- 9.1 D. Fish, Chief Administrative Officer – Oona River Community Hall Bylaw No. 632, 2019 – Assent Voting Results

MOVED by Director Bjorndal, SECONDED by Director Bergman, that Bylaw No. 632, 2019 be abandoned.

527-2019

CARRIED

- 9.2 J. Bagnall, Corporate Officer – Area D Parks and Trails Service Establishment Alternative Approval Process Results (Bylaw 633)

Bylaw No. 633, 2019 – Being a bylaw to establish a parks and trails service in Electoral Area D

MOVED by Director Young, SECONDED by Director Daugert, that Bylaw No. 633, 2019 be adopted.

528-2019

CARRIED

- 9.3 J. Bagnall, Corporate Officer – Mainland Recreation Area A Service Establishment Bylaw Alternative Approval Process Results (Bylaw 635)

Bylaw No. 635, 2019 – Being a bylaw to establish a recreation service in Electoral Area A

MOVED by Director Nobels, SECONDED by Director Putterill, that Bylaw No. 635, 2019 be adopted.

529-2019

CARRIED

- 9.4 J. Bagnall, Corporate Officer – Mainland Recreation Area C Service Establishment Bylaw Alternative Approval Process Results (Bylaw 636)

Bylaw No. 636, 2019 – Being a bylaw to establish a recreation service in Electoral Area C

MOVED by Director Bergman, SECONDED by Director Nobels, that Bylaw No. 636, 2019 be adopted.

530-2019

CARRIED

- 9.5 Bylaw No. 657, 2019 – Being a bylaw to establish a capital and planning reserve fund for Area D Parks and Trails Service

MOVED by Director Putterill, SECONDED by Director Brain, that Bylaw No. 657, 2019 be read a first time.

531-2019

CARRIED

MOVED by Director Putterill, SECONDED by Director Brain, that Bylaw No. 657, 2019 be read a second time.

532-2019

CARRIED

MOVED by Director Nobels, SECONDED by Director Putterill, that Bylaw No. 657, 2019 be read a third time.

533-2019

CARRIED

MOVED by Director Putterill, SECONDED by Director Nobels, that Bylaw No. 657, 2019 be adopted.

534-2019

CARRIED

- 9.6 Bylaw No. 658, 2019 – Being a bylaw to establish a capital and planning reserve fund for Mainland Recreation Area A Service

MOVED by Director Nobels, SECONDED by Director Brain, that Bylaw No. 658, 2019 be read a first time.

535-2019

CARRIED

MOVED by Director Putterill, SECONDED by Director Nobels, that Bylaw No. 658, 2019 be read a second time.

536-2019

CARRIED

MOVED by Director Young, SECONDED by Director Cunningham, that Bylaw No. 658, 2019 be read a third time.

537-2019

CARRIED

MOVED by Director Nobels, SECONDED by Director Putterill, that Bylaw No. 658, 2019 be adopted.

538-2019

CARRIED

- 9.7 Bylaw No. 659, 2019 – Being a bylaw to establish a capital and planning reserve fund for Mainland Recreation Area C Service

MOVED by Director Bjordnal, SECONDED by Director Young, that Bylaw No. 659, 2019 be read a first time.

539-2019

CARRIED

MOVED by Director Cunningham, SECONDED by Director Bergman, that Bylaw No. 659, 2019 be read a second time.

540-2019

CARRIED

MOVED by Director Putterill, SECONDED by Director Brain, that Bylaw No. 659, 2019 be read a third time.

541-2019

CARRIED

MOVED by Director Cunningham, SECONDED by Director Putterill, that Bylaw No. 659, 2019 be adopted.

542-2019

CARRIED

- 9.8 Bylaw No. 660, 2019 – Being a bylaw to establish a capital and planning reserve fund for Regional Solid Waste Management

MOVED by Director Cunningham, SECONDED by Director Nobels, that Bylaw No. 660, 2019 be read a first time.

543-2019

CARRIED

MOVED by Director Cunningham, SECONDED by Director Brain, that Bylaw No. 660, 2019 be read a second time.

544-2019

CARRIED

MOVED by Director Nobels, SECONDED by Director Bergman, that Bylaw No. 660, 2019 be read a third time.

545-2019

CARRIED

MOVED by Director Putterill, SECONDED by Director Brain, that Bylaw No. 660, 2019 be adopted.

546-2019

CARRIED

10. LAND REFERRALS / PLANNING

- 10.1 M. Williams, Planning Consultant - Civic Addressing for Sandspit

MOVED by Director Putterill, SECONDED by Director Bjordnal, that the staff report entitled “Civic Addressing for Sandspit” be received;

AND THAT staff be directed to prepare a new bylaw for Skeena-Queen Charlotte Regional District Settlement of Sandspit House Numbering Bylaw No. 323, 1997 with the following information:

- a) Descriptive approach for issuing civic addresses; and
- b) Language to encourage properties to post addresses that are visible from roadway;

AND THAT staff be directed to prepare a database and process to be used in conjunction with the replacement bylaw for issuing civic addresses.

547-2019

CARRIED

10.2 M. Williams, Planning Consultant - Civic Addressing for Graham Island

MOVED by Director Young, SECONDED by Director Putterill, that the staff report entitled "Civic Addressing for Graham Island" be received;

AND THAT staff be directed to prepare a new bylaw for Skeena-Queen Charlotte Regional District Graham Island House Numbering Bylaw No. 400, 2000 with the following information:

- a) Descriptive approach for issuing civic addresses; and
- b) Language to encourage properties to post addresses that are visible from roadway;

AND THAT staff be directed to prepare a database and process to be used in conjunction with the replacement bylaw for issuing civic addresses.

548-2019**CARRIED**

MOVED by Director Putterill, SECONDED by Director Young, direct staff to prepare a report to outline options and cost assessment for implementation of reflective street addressing on Haida Gwaii.

549-2019**CARRIED****10.3 M. Williams, Planning Consultant – BC Hydro Referral**

MOVED by Director Putterill, SECONDED by Director Young, that the staff report entitled "BC Hydro Referral" be received;

AND THAT the Board of the North Coast Regional District provide a response to the Ministry that the Board interests are unaffected by this project.

550-2019**CARRIED****10.4 M. Williams, Planning Consultant – General Commercial (Port Clements) Referral**

MOVED by Director Putterill, SECONDED by Director Bjordnal, that the staff report entitled "General Commercial (Port Clements) Referral" be received;

AND THAT the Board of the North Coast Regional District provide no response to the Ministry regarding land referral 116532095-003.

551-2019**CARRIED**

10.5 M. Williams, Planning Consultant – Weyl Power

**Ian Cater from Weyl Power joined the meeting by teleconference at 9:01 p.m.*

**Ian Cater from Weyl Power left the meeting at 9:15 p.m.*

MOVED by Director Putterill, SECONDED by Director Young, that the staff report entitled “Weyl Power” be received;

AND THAT the Board of the North Coast Regional District provide a response to the Ministry for South Masset Sound and North Masset Sound that the Board has no objection to approval of project subject to: 1) support of neighbouring communities such as the Council of Haida Nation, and 2) Weyl Power addressing potential concerns of the project areas related to fishing, shipping stake claims, and marine ecosystems.

552-2019

CARRIED

11. NEW BUSINESS

11.1 Director’s Reports

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

Director Putterill – Electoral Area E

- The annual Coho Salmon Fishing Derby in Sandpit was held September 15th – October 7th. The competition was won by the incumbent winners from last year. The completion dinner will be held on Saturday November 16th.
- The Fire Department is undergoing energy efficiency upgrades, including updating the light fixtures to LED and wiring for the HVAC system.

Director Daugert – Port Clements

- Two new wells were drilled in the Village of Port Clements.
- The funding and the contractor for upgrades to the Rainbow Wharf has been identified.
- The Firehall cladding project is still underway.

Director Bergman – Electoral Area C

- Oona River Community Hall Bylaw No. 632, 2019 failed to get electors approval through an Asset Voting process held on October 9th and 19th, 2019.

Director Nobels – Electoral Area A

- Road improvements to install culverts have been completed in Electoral Area A.

Director Bjordnal – Port Edward

- Port Edward has been working with CN rail to discuss whistle abatement.
- A strategic planning session is planned for December 2019.
- A bylaw review process is underway to assess the status of the Districts bylaws.
- Port Edward has recently completed its asset management planning.
- A housing needs assessment for the area is reaching its final stages.

Director Young – Electoral Area D

- Director Young met with Area D residents on October 27, 2019. The Gwaii Trust Society also attended and discussed issues of emergency protection.
- On November 5th, the Towhill Community Association met to discuss poor telecommunications issues.

Director Brain – City of Prince Rupert

- On November 6, 2019 the City of Prince Rupert participated in a Redesign Rupert workshop for the Prince Rupert 2030 Vision alongside community stakeholders. The 2030 vision is the culmination of 18 different community engagement events in 2016-17 and two creative workshops in 2019 and community research to understand the biggest challenges facing residents.
- Redesign Rupert works in partnership with the city, Community Futures, the Prince Rupert Port Authority, DP World, Ray-Mont Logistics and Ridley Terminals Inc.
- The 2030 plan will include strategies to address housing, social infrastructure, urban design, parks and recreation, environment and wilderness, downtown revitalization and retail, placemaking and workforce recruitment.
- The *Prince Rupert 2030 Vision* will be unveiled on Dec. 12 at the Lester Centre of the Arts at 6:30 p.m.

Director Olsen – Village of Queen Charlotte

- Director Olsen updated the Board on plans for upgrading the downtown core.
- An event was scheduled for November 17, 2019, to consult about the possibility of officially changing the name of the Village of Queen Charlotte back to the Haida name Daajing Giids Llnagaay.
- The Village recently purchased a new dump truck.
- The Village of Queen Charlotte signed a five-year lease with the North Pacific Timber Corporation to establish a small-scale sawmill at the Kagan Bay Log Sort. The project will bring revenue to the Village, create jobs, add value to its forest resources and will provide local access to building materials through a locally owned and operated company.

Chair Pages – Village of Masset

- The Village of Masset continues to upgrade its waterlines as part of a 10 year project.
- On a visit to Haida Gwaii, former Minister of Citizens' Services Jinny Sims indicated a need for a detailed plan in order to obtain capital grants for Fibre Optic upgrades.
- A housing needs assessment is underway and will continue into spring 2020.
- The Village of Masset is in the final stages of its childcare assessment.
- School District #50 voted to close Tahayghen Elementary.

553-2019**CARRIED**

- 11.2 Director Putterill, Area E – Recreation Sites in the Kunx̱alas Heritage Site/Conservancy

MOVED by Director Putterill, SECONDED by Director Olsen, that correspondence be sent to the Minister of Environment and Climate requesting that BC Parks dedicate more resources to recreation sites in the Kunx̱alas Heritage Site/Conservancy.

554-2019**CARRIED**

- 11.3 Director Putterill, Area E – Ministry of Transportation and Infrastructure 2019 UBCM Follow-Up RE: Shoreline Erosion

* *Staff was directed to request a meeting with the Ministry of Transportation and Infrastructure District Manager to discuss shoreline erosion and other highway issues.*

- 11.4 Director Putterill, Area E - Emergency Preparedness Advisory Committee for Area E

MOVED by Director Putterill, SECONDED by Director Young, that staff be directed to prepare a report to outline options to establish an Emergency Preparedness Advisory Committee for Area E.

555-2019

CARRIED

- 11.5 Director Putterill, Area E - BC Ferries enhanced service levels for Route 26 and Route 11

MOVED by Director Putterill, SECONDED by Director Young, that correspondence be sent to the Minister of Transportation and Infrastructure to enhance service levels for Route 26 and Route 11.

556-2019

CARRIED

12. OLD BUSINESS

None.

13. PUBLIC INPUT

There were 0 questions from the public.

14. IN CAMERA

MOVED by Director Bjordnal, SECONDED by Director Bergman, that the public be excluded from the meeting according to section 90(1); (a)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, (k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and section 90 (2) (b)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; of the *Community Charter*.

557-2019**CARRIED****15. ADJOURNMENT**

MOVED by Director Bjordnal, SECONDED by Director Bergman, that the North Coast Regional District Regular Board meeting be adjourned at 10.07 p.m.

558-2019**CARRIED***Approved and adopted:**Certified correct:*

Chair

Corporate Officer



NORTH COAST REGIONAL DISTRICT

MINUTES of the Committee of the Whole (CoW) meeting held at 344 2nd Avenue West, Prince Rupert, B.C. on Saturday, November 16, 2019 at 10:00 a.m.

PRESENT

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert B. Cunningham, City of Prince Rupert D. Daugert, Village of Port Clements K. Olsen, Village of Queen Charlotte D. Nobels, Electoral Area A K. Bergman, Electoral Area C J. Young, Electoral Area D E. Putterill, Electoral Area E
Regrets	K. Bjorndal, District of Port Edward D. Fish, Chief Administrative Officer
Staff	S. Landrath, Treasurer J. Bagnall, Corporate Officer
Public	0
Media	0

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

2. AGENDA

MOVED by Director Nobels, SECONDED by Director Brain, that the November 16, 2019 Committee of the Whole meeting agenda be adopted as presented.

010-2019

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS – RESOLUTIONS

None.

7. NEW BUSINESS

None.

8. OLD BUSINESS**8.1 D. Fish, Chief Administrative Officer – Northern Capital and Planning Grant Allocation**

MOVED by Director Nobels, SECONDED by Director Cunningham, that staff be directed to prepare a report on the updated cost analysis of potential NCRD Building opportunities.

011-2019

CARRIED

MOVED by Director Brain, SECONDED by Director Cunningham that the Staff Report entitled “Northern Capital and Planning Grant (“NCPG”) Allocation” dated November 15, 2019 be received;

AND THAT the Board direct staff to prepare a report to the Board for its December 13, 2019 Regular meeting to confirm Northern Capital Planning Grant funding allocations to the various North Coast Regional District service capital and planning reserves;

AND FURTHER THAT an amended 2019-2023 Financial Plan be brought forward to the December 13, 2019 Regular meeting for Board consideration.

012-2019

CARRIED

9. PUBLIC INPUT

There were 0 questions from the public.

10. IN CAMERA

None.

11. ADJOURNMENT

MOVED by Director Nobels, SECONDED by Director Cunningham, that the Committee of the Whole meeting be adjourned at 11:20 a.m.

013-2019

CARRIED

Approved and adopted:

Certified correct:

Chair

Corporate Officer



NORTH COAST REGIONAL DISTRICT

MORESBY ISLAND MANAGEMENT STANDING COMMITTEE

MINUTES of the Regular Meeting of the Moresby Island Management Standing Committee (MIMSC) held at Sandspit Community Centre, Sandspit, B.C. on November 4, 2019 at 7:00 PM.

Adopted December 2, 2019

PRESENT Gail Henry, Evan Putterill, Stan Hovde, Gord Hovde

ABSENT Bill Quaas

Chair Gail Henry

Vice Chair

Staff Barb Parser

Public 4

1. CALL TO ORDER 7:04 PM

2. CONSIDERATION OF AGENDA (additions/deletions)

2.1 Agenda November 2019

050-2019 MOTION to accept agenda as revised moved by Gord Usher,
seconded by Stan Hovde, Carried

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes October 2019

051-2019 MOTION to adopt and file October minutes of meeting, moved by
Evan Putterill, seconded by Stan Hovde, Carried

4. DELEGATIONS

4.1 None

5. CORRESPONDENCE

5.1 GwaiiTel Society - Letter, License Of Use

052-2019 MOTION to receive and file correspondence moved by Stan Hovde, seconded by Gord Usher, Carried

6. REPORTS – RESOLUTIONS

6.1 Water Operators Report

053-2019 MOTION to receive and file Water Operators Report moved by Stan Hovde, seconded by Gord Usher, Carried

6.2 Directors Report - Verbal

RD applying for funding re: Shingle Bay erosion, flood protection

FAC, ferry visioning, calling on Minister for alternate scheduling, extra sailing

Harbor Society AGM later this month

6.3 Gwaii Trust Report - Representative Laurie Chisholm

Vibrant Communities funding, have year left to use funds, Laurie to provide information of what is left and available.

Christmas Allocation deadline to apply for grant is December 1, 2019

054-2019 MOTION to accept reports as presented moved by Gord Usher, seconded by Stan Hovde, Carried

7. OLD BUSINESS

7.1 RADIFICATION ON ELECTRONIC VOTE

MOTION that MIMSC write letter of support to the HG Islanders Hockey Club for GT Travel Assistance funding to travel to Prince Rupert for the Old Timers hockey tournament moved by Gord Usher, seconded by Evan Putterill, Carried

055-2019 Moved to ratify electronic vote by Evan Putterill, seconded by Stan Hovde, Carried

8. NEW BUSINESS

8.1 Election to appoint a Vice President for MIMSC - Tabled

9. PUBLIC INPUT

10. IN CAMERA

11. ADJOURNMENT

056-2019 Motion to Adjourn by Evan Putterill, 8:07 PM, Carried

Approved and adopted:

Certified correct:

Chair

Secretary



Pacific Groundfish Trawl Fisheries

Overview

- Fishery governance and management
- Management overview, fishing fleet profile
- Management priorities
 - Pacific Hake and processing at sea

Fishery governance and management

- Minister's discretionary powers set out in legislation, including *Fisheries Act*, *Species At Risk Act*, and *Oceans Act*
- Integrated Fisheries Management Plan (IFMP) identifies objectives and management measures to achieve these objectives
- Pacific Hake Agreement with the United States

Fishery governance and management

- Consult on a regular basis with advisory boards
 - Membership includes cross section of stakeholders, e.g. Indigenous representatives, harvesters, processors, union, coastal communities, conservation organizations
- Provide wide ranging advice to DFO to assist in the overall planning and management
- Groundfish Trawl Advisory Committee is the key board for groundfish trawl fisheries

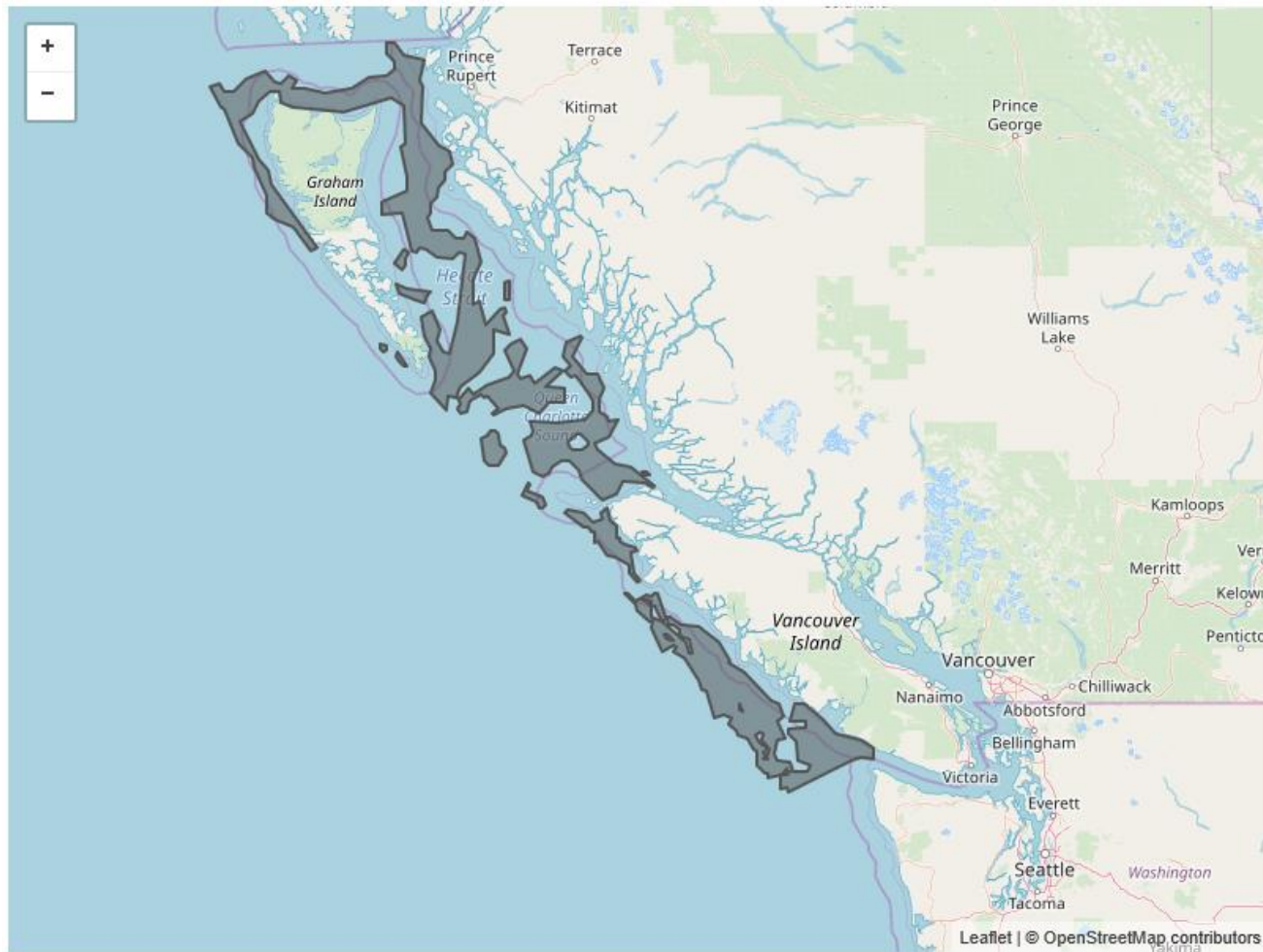
Management: Derby to Quotas

- Input controls limit fishing effort
 - Gear limits, season length, permitted species
- Increasingly restrictive with little ecological benefit and high social cost
- Output control that limits the amount of fish harvested by the licence via a quota
 - No longer racing to the fish; can rationalize capacity
 - Reduces need for complex management measures like gear and season restrictions

Management regime shift – 1996/97

- Individual Transferable Quotas (ITQs) for all major species
- Individual vessel accountability for all catch – whether retained or released, targeted or not
- Implemented comprehensive 100% at-sea and dockside monitoring and reporting program

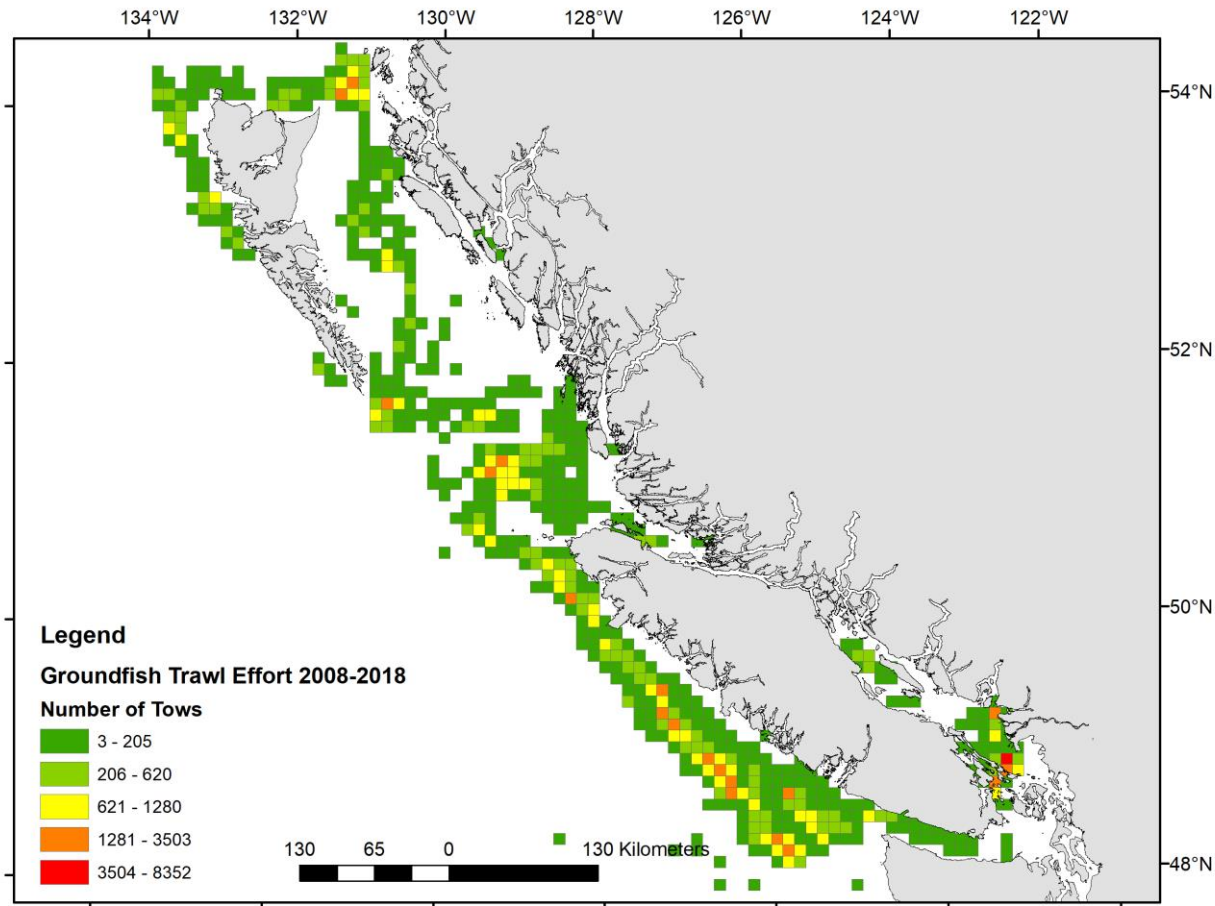
Bottom Trawl Permitted Fishing Areas



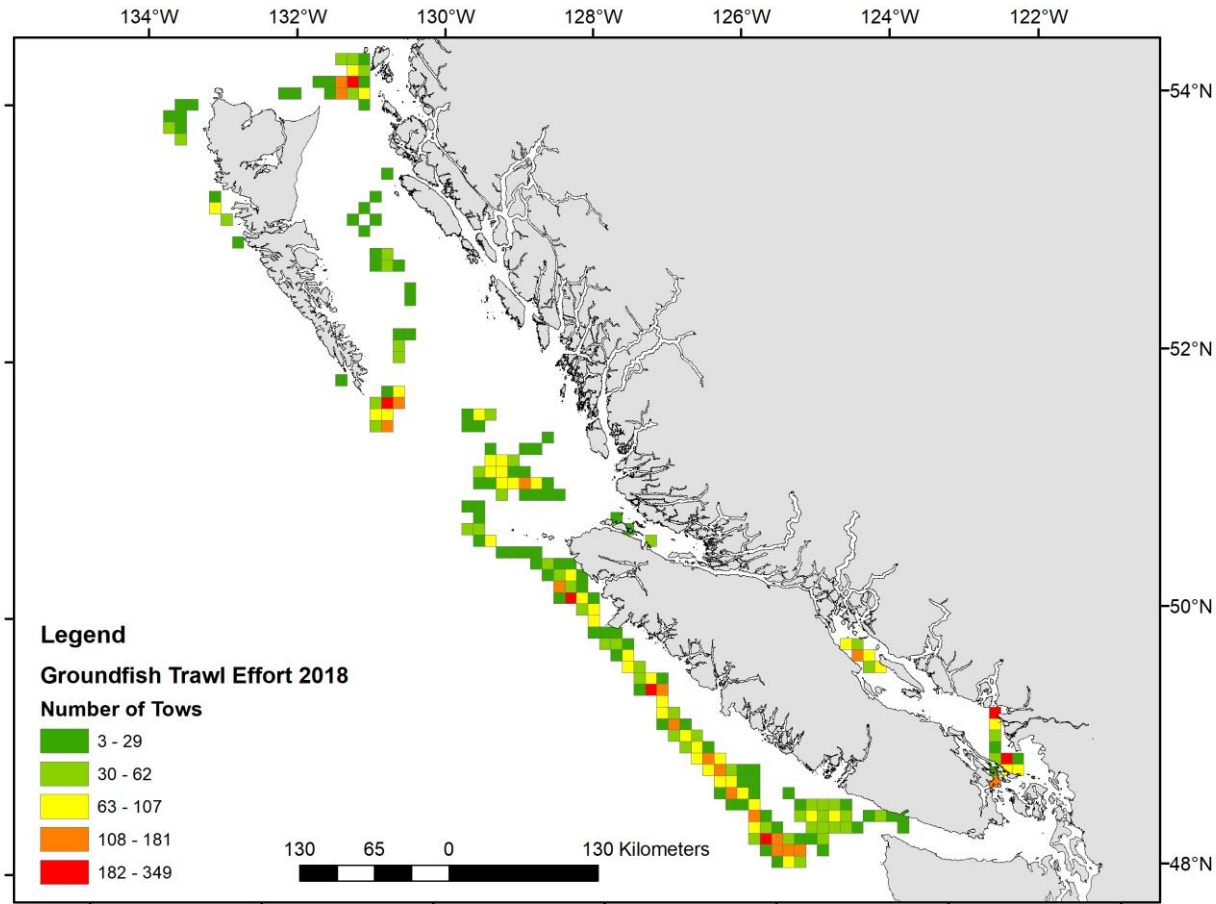
Fleet profile: Active vessels by fishery

	2019*	2018	2017	2016	2015
Lingcod	51	44	49	45	37
Dogfish	0	0	0	3	5
Sablefish	28	33	35	35	38
Rockfish Inside	5	2	5	7	8
Rockfish Outside	24	30	34	40	44
Halibut	102	148	167	161	155
Groundfish Trawl	48	51	53	52	52

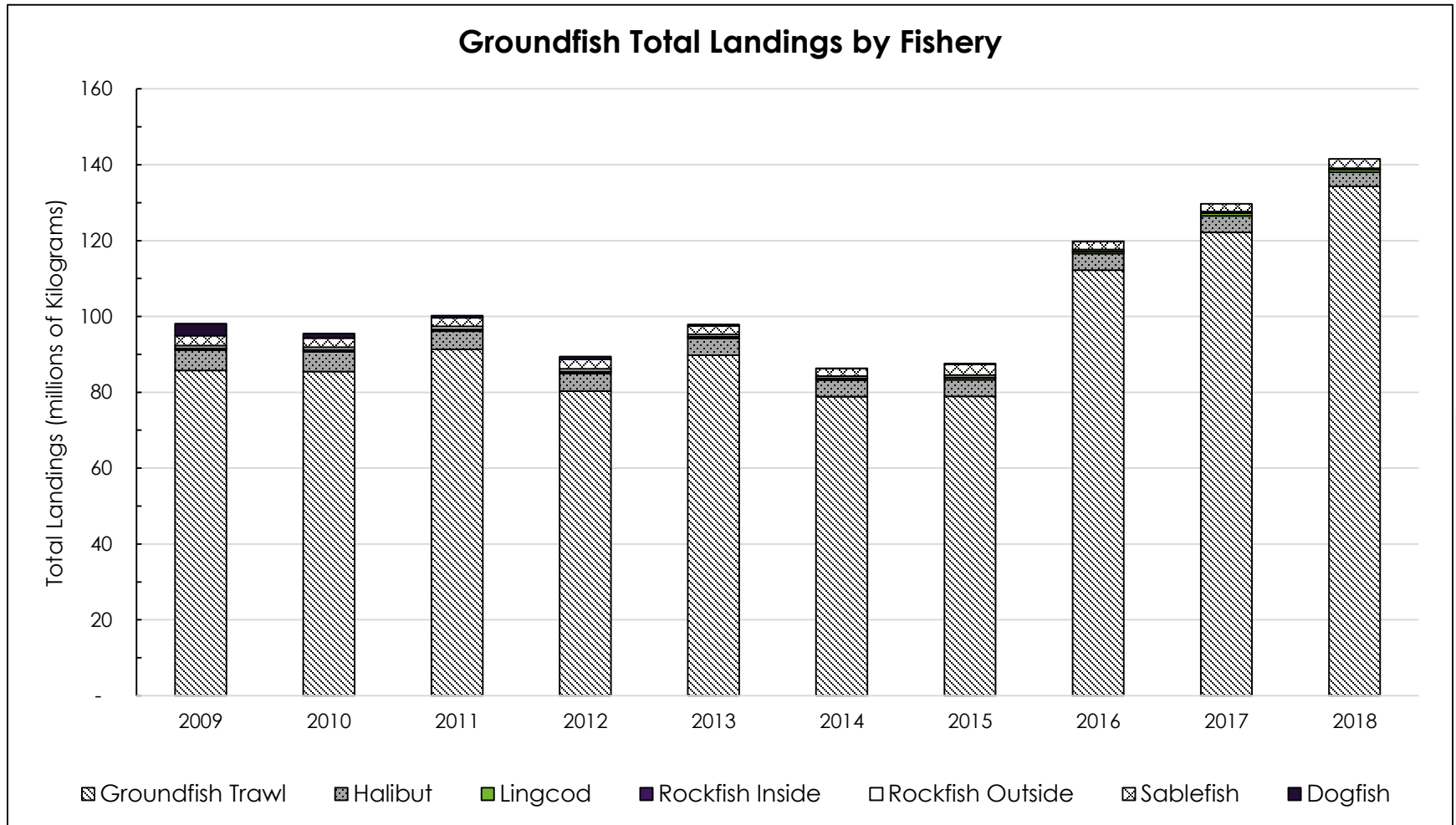
Groundfish Trawl Effort 2008-2018



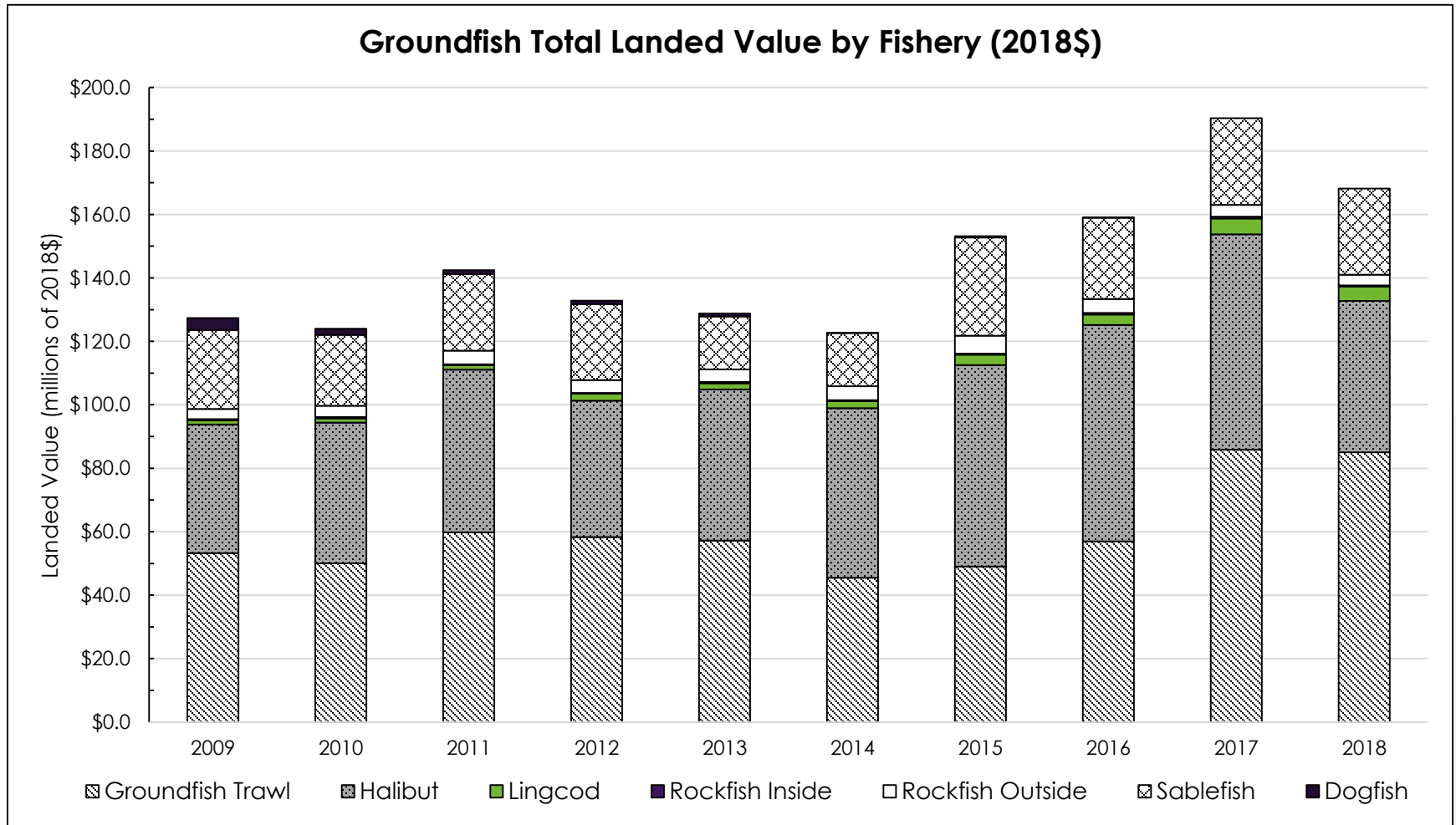
Groundfish Trawl Effort 2018



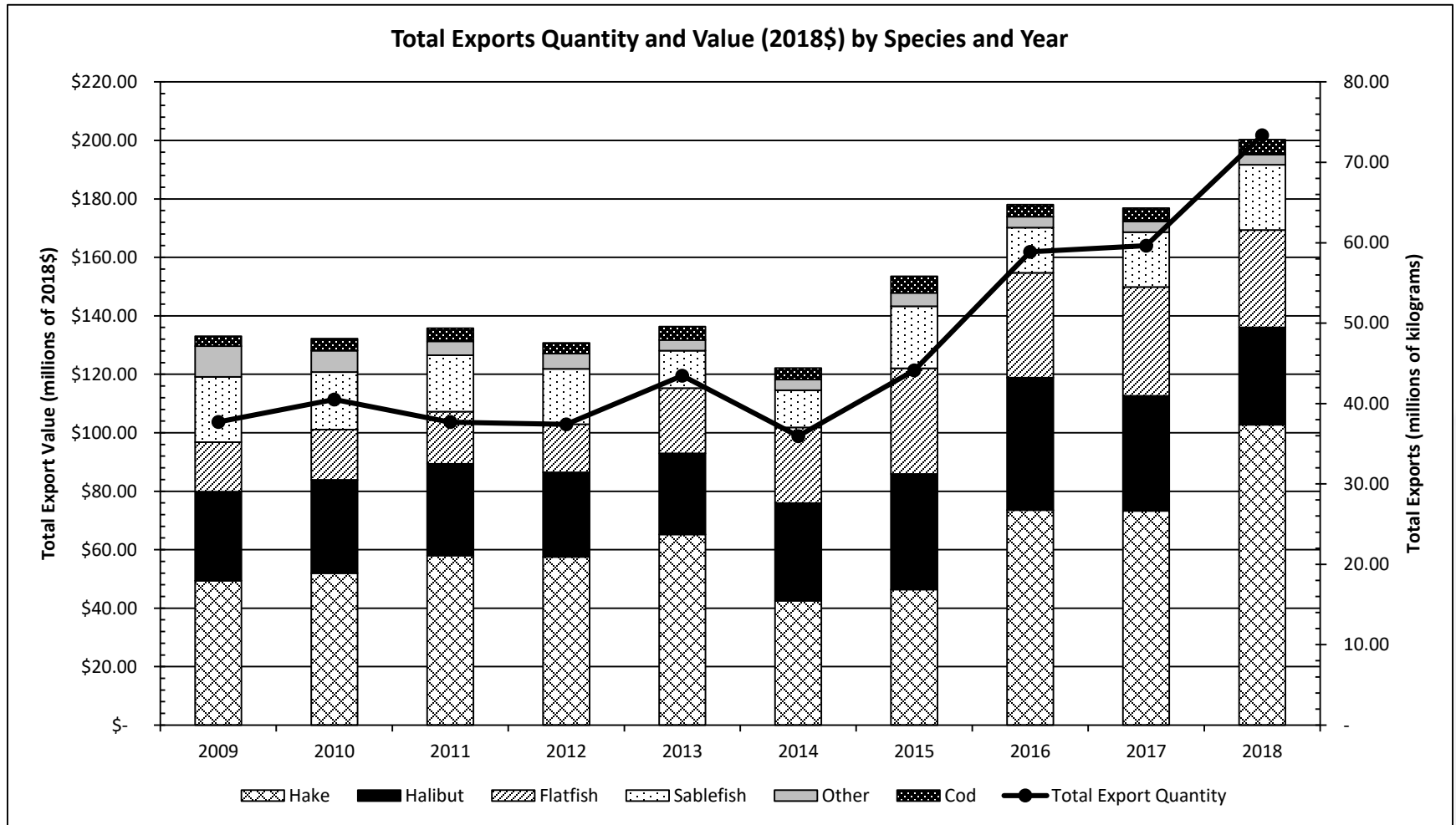
Landed catch



Landed value



Export value



Key management priorities and GTAC

- Changing fleet composition
- Catch monitoring program
- Offshore Hake fishery

Changing fleet composition

- Composition of fleet and fishing practices have changed since 1996
 - now includes vessels capable of operating at all hours
 - handling of catch, including releases, can occur above and below deck
 - new markets and product forms

Electronic monitoring

- In response to changing fleet composition, electronic monitoring is being evaluated to supplement at-sea observer coverage
 - Cameras, GPS, and gear sensors collect data for the duration of each fishing trip
 - Cameras above and below the deck to capture all fishing activity
- Initial focus on Pacific Halibut and Sablefish released catch

Processing at-sea

- Neither type of vessel processes catch at sea. However, freezer trawlers do head, gut, and tail catch prior to freezing to improve product quality
- The 2016 proposal to process at-sea and referenced in the Board's 27 March 2019 letter was withdrawn in 2016.

Pacific Offshore Hake

- Offshore Hake assessed and managed in collaboration with the US
 - Canada allocated 26.12% of the coastwide TAC
- Current stock biomass is estimated to have been no less than 51% of unfished biomass since 2013
 - large estimated recruitment events in 2010, 2014, and 2016

Canadian Offshore Hake Fishery

- 1960s - 1970s harvested almost exclusively by foreign factory vessels
- Late 1970s, after introduction of the 200 mile extended jurisdiction, Canadian vessels caught and delivered hake to contracted foreign factory vessel i.e., JV fleet
- Early 1990s a shore-based hake processing sector emerged
 - Canadian trawl vessels – the onshore wet boat fleet – delivered fresh whole hake to Canadian plants
 - plants produced mostly surimi with specialized equipment

Canadian Offshore Hake Fishery

- early 2000s the plants transitioned to producing frozen headed and tailed (H&T) product; new processors of hake emerged.
- 2005 the first two Canadian freezer trawlers started operation in British Columbia
 - Freezer trawlers catch, cut and freeze hake into frozen blocks onboard the vessel
- Six freezer trawlers replaced six onshore boats between 2013-2019

Offshore Hake Landings (tonnes)

Year	Joint Venture	Onshore	Freezer	Total	Onshore Proportion	Freezer Proportion
2014*	0	13,326	21,787	35,113	38.0%	62.0%
2015*	0	16,775	22,903	39,678	42.3%	57.7%
2016	0	35,012	34,729	69,740	50.2%	49.8%
2017	5,608	43,427	37,679	86,713	50.1%	43.5%
2018	2,724	54,447	38,241	95,412	57.1%	40.1%

*Russian Embargo significantly impacted onshore processed product

2017 Economic Analysis Summary

- Onshore and freezer vessels each contribute about half their wage income and employment to Vancouver Island and the Lower Mainland regions
- Although much of the wet hake is landed on Vancouver Island, a significant share is transported to Greater Vancouver for processing
 - First Nations individuals comprise 20% of the total employment base

2017 Economic Analysis Summary

- Jobs on both onshore wet boat vessels and freezer boats are high paying but the freezer sectors average wage rate is higher.
- Each segment has advantages:
 - Onshore fleet can process a wide variety of products including value-added products such as fillets; freezer fleet can only produce frozen H&T or round product due to policy prohibiting processing at sea
 - Freezer fleet is more mobile, and can follow the schools of hake, and because they cut and freeze at sea, there is no imperative to land the fish quickly due to perishability concerns.

North Coast Regional District
Supplier payments over \$5,000 - NOVEMBER, 2019

Payable To	Amount	Purpose
Accent Wire	\$ 5,406.91	40 Bundles Bale Ties
Big Red Enterprises Ltd.	\$ 17,691.93	October Garbage Collection
Harbour Machining	\$ 9,677.20	Remove Transfer Station, remove shed, install fence and hang new signs
Municipal Pension Plan	\$ 7,233.11	PP23 Payroll Remittance
Pacific Northwest Electric and Controls	\$ 5,996.59	Lighting Upgrade (parking lot)
Receiver General	\$ 10,912.84	PP23 Payroll Remittance
Ticker's Hauling & Storage	\$ 8,247.75	Pick up Wire in Port Coquitlam & Deliver, Transport recyclables, building & equipment rental, porto toilet rental & cleaning - Oct
Vancouver Island Regional Library	\$ 15,178.00	2019 Fourth Quarter Total Levy

PAYMENTS OVER \$5,000:	\$ 80,344.33
PAYMENTS UNDER \$5,000:	\$ 61,922.06
TOTAL PAYMENTS	\$ 142,266.39

Now includes vendors paid via credit card



NORTH COAST REGIONAL DISTRICT
List of Correspondence Supplied – For Information
Friday December 13th, 2019

- | | |
|-------|---|
| 7.1.1 | October 31, 2019 – Alberni-Clayoquot Regional District – Deadline Extension Request – Community Child Care Space Creation Program |
| 7.1.2 | November 13, 2019 – Minister of Agriculture – Request for Short Term Financial Relief for the Commercial Salmon Industry |
| 7.1.3 | November 27, 2019 – UBCM – Gas Tax Agreement Community Works Fund Payment |
| 7.1.4 | December 5, 2019 – Trans Canada Yellowhead Highway Association – Haida Gwaii Bridge Replacements |
| 7.1.5 | Municipal Finance Authority – Notice of Annual General Meeting |



October 31, 2019

Honourable Katrine Conroy
Minister of Children & Family Development
PO Box 9422 STN PROV GOVT
Victoria, BC, V8W 9V1

Honourable Katrina Chen
Minister of State for Childcare
PO Box 9422 STN PROV GOVT
Victoria, BC, V8W 9V1

Re: Deadline Extension Request - Community Child Care Space Creation Program

Dear Ministers,

The Alberni-Clayoquot Regional District (ACRD) Board of Directors were very pleased with the recent announcement for the second grant intake for the Community Child Care Space Creation Program and Community Child Care Planning Grant Program.

The ACRD, City of Port Alberni, District of Ucluelet and District of Tofino applied for and were successful in receiving funding for the Child Care Planning Project in 2019. Work on the regional Child Care Action plan commenced as soon as the grant funds were released. The project was initiated in May 2019 with project activities spanning a six-month timeline. The final report will be presented to the ACRD Board in November 2019, which includes recommendations as well as short and long-term opportunities for space creation. Through this process, local communities have heard the need for affordable and accessible childcare in the region and plan to expedite action to ensure progress is made where possible. The Community Child Care Space Creation grant program will assist us to continue the work we began earlier this year to address childcare needs in the region.

At the October 23, 2019 ACRD Board of Directors meeting, the Board of Directors passed the following motion:

"THAT the Alberni-Clayoquot Regional District Board of Directors write a letter to Minister Conroy, Ministry of Childcare and Family Development and Minister Chen, Ministry of State for Childcare requesting the application deadline for the Community Child Care Space Creation Program be extended from November 22, 2019 until the end of January, 2020 allowing communities additional time to implement their Child Care Planning Action Plans and to develop local partnerships AND FURTHER a copy of this letter be forwarded to Scott Fraser, MLA, Mid-Island- Pacific Rim and all other Regional District's in British Columbia."

The ACRD Board of Directors is requesting the application deadline for the Community Child Care Space Creation Program be extended from November 22, 2019 until the end of January 2020 allowing communities additional time to implement their Child Care Planning Action Plans and develop local partnerships.

Your consideration of our request is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "John Jack". The signature is fluid and cursive, with the first name "John" and last name "Jack" clearly distinguishable.

John Jack,
Chairperson

CC Honourable Scott Fraser, MLA (Mid Island-Pacific Region)
 BC Regional Districts & Municipalities



NOVEMBER 13, 2019

File: 0280-30

Ref: 191071

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

Dear Barry Pages:

Thank you for your letter of September 30, 2019 to the Honourable Harry Bains, Minister of Labour, regarding your request for short term financial relief for the commercial salmon industry in the North Coast of British Columbia. Minister Bains has asked me to respond directly to you on his behalf and as the lead Minister responsible for marine fisheries and aquaculture.

As you highlighted in your correspondence, the 2019 Pacific salmon season has been challenging for several sectors in British Columbia. I want to assure you that I have heard your concerns and remain committed to working with both my provincial and federal colleagues to help address the issues you have raised.

As a government, we have taken a number of actions so far to address the immediate impacts regarding the lack of harvest opportunity and the request for relief funding:

- I have been in contact with the recent Minister of Fisheries, Oceans and the Canadian Coast Guard Jonathan Wilkinson and he has assured me that Fisheries and Oceans Canada is working to find solutions within their areas of jurisdiction regarding the 2019 salmon season, and beyond.
- Additionally, on August 20, 2019 my colleague, Minister of Social Development and Poverty Reduction, Shane Simpson, the provincial lead on providing British Columbians in need with a system of supports to help them, wrote to his federal counterpart, Minister of Employment, Workforce Development and Labour, Patricia Hajdu, to strongly encourage the federal government to provide targeted assistance to the sector. I have been informed he is following up on that request.
- The B.C. government is also investing heavily in wild salmon restoration to work towards ensuring salmon seasons like 2019 do not become the norm:
 - We have partnered with the federal government to establish the \$143 million B.C. Salmon Restoration and Innovation Fund to focus on projects on innovation, infrastructure and science partnerships to ensure that B.C.'s wild fisheries are environmentally and economically sustainable.

- The fund will help protect and restore priority wild B.C. fish stocks, including Pacific salmon.
- We have also provided \$5 million contribution to the Pacific Salmon Foundation to help support their science, conservation and habitat restoration initiatives for wild salmon.

I look forward to working with the new federal Cabinet and I will be sure to bring this and other B.C. priority issues to the new Ministers, once they are sworn in. I remain committed to advocating for our fisheries sectors and communities that depend on them and will continue to work with the industry on protecting and restoring salmon habitat and ensuring the fish and seafood sector in British Columbia is positioned for long-term environmental and economic sustainability.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Lana Popham'.

Lana Popham
Minister

cc: Honourable Harry Bains
Minister of Labour

November 27, 2019



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

RECEIVED DEC 6 2 2019

Dear Chair Barry Pages:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2019/2020. An electronic transfer of \$101,625.24 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

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

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

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

Yours truly,

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

Maja Tait
UBCM President

PC: Sharon Landrath, Treasurer



TCYHA Board 2019-2020

OFFICERS

President

Paul Smith, Councillor, Strathcona County, AB

Past President

Sandy Salt, Valemount, BC

Secretary/Treasurer

Don Grimbale, Life Member

DIRECTORS:

British Columbia Directors

Rosemary Hrubey, Councillor, McBride

Pete Pearson, Councillor, Valemount

Sandy Salt, Individual Member, Valemount

Alberta Directors

Gean Chouinard, Councillor, Edson

Bert Journault, Councillor, Jasper

Dennis Roth, Deputy Mayor, Kitscoty

Paul Smith, Councillor, Strathcona County

Daniel Warawa, Deputy Reeve, Lamont County

Saskatchewan Directors

Randy Goulden, Councillor, Yorkton

Manitoba Directors

Merv Starzyk, Mayor, RM Yellowhead

Appointed Directors / Committee Chairs:

Planning Chair:

Alan Cayford, Life Member, Lloydminster, SK

Staff Relations Chair:

Jack Wright, Life Member

Chambers/Associations Liaison Chair:

Todd Banks, Sherwood Park & District Chamber

~
C.A.O.

John Wojcicki



December 5, 2019

Honourable Claire Trevena

Minister of Transportation and Infrastructure

Parliament Buildings

Victoria, British Columbia V8V 1X4

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

Honorable Minister,

On behalf of those municipalities on or along the Trans Canada Yellowhead #16 highway, and its users, we would like to acknowledge your Government's recent announcements concerning the replacement of two older bridges along Highway 16 on Haida Gwaii.

We applaud your Ministry's continued efforts to bring Trans Canada Yellowhead #16 to the standard that would be compatible with a much-needed Canadian National Highway Policy for which we have been advocating.

This improvement announcement, along with previous announcements regarding scheduled and completed improvements along both BC#5 Yellowhead and TC#16 Yellowhead Highways definitely shows a commitment from your Ministry to continue addressing those key infrastructure investments.

The announcements coming from your Ministry over the past number of months are being received by TCYHA members with great appreciation and we look forward to working with you to ensure that travel on these two significant routes provide the measure of safety that will encourage economic growth.

We take this opportunity to extend to you and your staff season's greetings and best regards for a festive holiday season and a fulfilling new year.

Yours truly,

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

Sandy Salt
TCYHA Past President
(Valemount, BC)

Copy: Directors of North Coast RD

TCYHA Directors

Scott Maxwell, BC MOIT Regional Director – Northern Region

TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION

~ est'd 1947 ~

#3, 9343 50 STREET

EDMONTON, AB, T6B 2L5

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

www.goyellowhead.com



**Municipal Finance
Authority of BC**



2020 ANNUAL GENERAL MEETING & FINANCIAL FORUM

MFA's 50th Annual General Meeting & Financial Forum will be held on March 25 & 26 at the Hotel Grand Pacific, 463 Belleville Street, Victoria. We invite Regional District CAOs and appointed MFA members to join us at our milestone anniversary event. We will host topical panel discussions during our Financial Forum sessions and a celebratory dinner reception the evening prior to the AGM, which will be held off-site at the Fairmont Empress.

Registration:

Please register online through Eventmobi: register.eventmobi.com/MFA2020

The event schedule and updates will be shared via the downloadable mobile app. Full event details including guest speakers will be available in January 2020.

Please note: One MFA representative, either the appointed member or alternate member, will be reimbursed for expenses related to their attendance at the Annual General Meeting. Please inquire about registration for additional guests to attend Financial Forum Sessions and/or Welcome Reception and Dinner, which will be determined by venue capacity.

Accommodations:

MFA has a block of rooms available at Hotel Grand Pacific at a group rate until **February 22, 2020**. Please contact the hotel at 1-800-663-7550 or email reserve@hotelgrandpacific.com and quote "**Municipal Finance Authority AGM**" or "**MAR20MFA**" to get the discounted offer. We recommend booking accommodations early as a limited number of rooms are available.

2020 SEMI-ANNUAL MEETING

MFA Semi-Annual Meeting of the Members will be held on Tuesday, September 22th, 2020 at 4:00 P.M. (location TBD), in conjunction with the Annual UBCM Conference in Vancouver. For convenient accommodations, a list of hotels is available on the [UBCM website](#).

If you have any questions about these meetings please email: mfa@mfa.bc.ca

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

November 12, 2019

Dear UBCM Member Local Governments,

I am writing on behalf of Victoria City Council, requesting favourable consideration of these resolutions and that you share this support with the Provincial Government for the following resolutions. Unfortunately, despite the fact that we are have an opioid crisis across the Province, these resolutions did not make it onto the floor of the UBCM at this year's convention as the resolutions session ran out of time.

(B171) Safer Drug Supply to Save Lives

Whereas It has been two years since BC declared a public-health emergency due to increased overdoses, yet the death toll for those consuming substances continues to rise due to an unpredictable and highly-toxic drug supply;

And whereas people with opioid use disorder, a chronic relapsing medical condition, are at high risk of overdose- related harms including death and an estimated 42,200 people inject toxic substances in British Columbia, it is not possible for the treatment system to rapidly increase services fast enough to manage this number of people as "patients" within a medical treatment model given the many challenges in achieving and retaining the people on opioid use disorder treatment, people at risk of overdose in British Columbia do not have access to a safer alternative to the unpredictable, highly-toxic drug supply:

Therefore be it resolved that in an effort to save lives and reduce harm due to an unpredictable and highly-toxic drug supply, and as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery, that the Province of British Columbia work with local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions, and the Ministry of Health ensure that people at risk of overdose harm have access to safer alternatives.

(B172) Observed Inhalation Sites for Overdose Prevention

Whereas British Columbia is currently experiencing an unprecedented public health emergency due to an unpredictable and highly-toxic drug supply, and smoking or inhalation is the second most common mode of consumption among all people who have died from a suspected illicit drug overdose and the most common mode of consumption among men and those between the ages of 15 and 29;

And whereas observed consumption services (i.e. supervised consumption services and overdose prevention services) are evidence-based harm reduction approaches shown to reduce overdose-related harm, and there is not adequate access to observed consumption services that provide space for inhalation where communities are facing crisis:

Therefore be it resolved that to ensure that people at risk of overdose across BC have access to observed consumption services that provide space for inhalation, that the Province of British Columbia fund and work through local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions and the Ministry of Health to provide these services as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery.

We eagerly look forward to your support on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Helps', written over the printed name and title.

Lisa Helps
Victoria Mayor

Tow Hill Community Association

PO Box 83 • Masset BC • V0T 1M0

Johanne Young
Area D Director
North Coast Regional District
aread-director@ncrdbc.com

RE: Exploring Options for Community Space

Ms Young;

The Tow Hill Community Association represents the community along Tow Hill Road in Area D of the North Coast Regional District in matters of community engagement, development, planning, and events. Our volunteer non-profit Association is governed by a Board of Directors selected by the community at our Annual General Meeting.

During a General Meeting of the THCA on November 5, 2019 the subject of planning for community space was once again brought up. The idea of a community space has been discussed for at least 15 years by various community organizations. Ideas have ranged from purchasing land and building a Community Hall with various amenities and services, to a simple shelter suitable for picnics. There are several examples on Haida Gwaii that show a range of investment and purpose. Currently, the community does not have a preferred plan but would like to explore what options are out there, how to fund them, and how to make them sustainable. Once we have answers to these general questions then the community can be properly engaged and work towards a common goal.

We would like to seek the North Coast Regional District's assistance in understanding what options exist for a community space in our community. Any help would be appreciated.

Feel free to contact the Tow Hill Community Association at any time.

Respectfully,



Chris Ashurst
President, Tow Hill Community Association

dated: Monday November 11, 2019

December 5, 2019

Michael Galin

Director, Risk Management

TELUS

Via email: Michael.Galin@telus.net

Re: Telecommunications Services on Haida Gwaii

The communities of Haida Gwaii are writing to Telus in support of the Tow Hill Community Association's concern about access to reliable telecommunications services.

The Tow Hill Community Association represents the community along Tow Hill Road in Area D of the North Coast Regional District on matters of community engagement, development, planning and events.

At their November 5, 2019 meeting, a presentation was made to bring attention to the issue of poor and degrading telecommunications coverage for residents from Telus and Telus Mobility. At that meeting, they passed a formal motion to follow up with these concerns with the NCRD and the All Islands Emergency Planning Committee. It is in our roles as members of the All Islands Emergency Planning Committee that we are writing this letter.

Concerns:

- Telus has advised residents that they are no longer offering new landlines in this area and that residents will have to wait until another household disconnects to free up a line.
- Telus has advised that when Telus increased our bandwidth (speeds) it also increased the frequency. This has resulted in areas on the fringe of cell service, such as Tow Hill, no longer being able to access cell service as the higher frequency doesn't have the range of a lower frequency.

The communities of Haida Gwaii have been working towards improving our ability to contact residents during emergencies, including through improving cell coverage for many years. From an Emergency Management perspective, it is

vitally important that every home have access to either a landline or a viable cell service.

We are requesting that Telus work with our communities to develop a solution that at minimum restores the ability for our low cell service areas to have landline service, restores cell service to the level previously achieved prior to the increased frequency/bandwidth, or preferably improves service so that reliable cellular coverage extends throughout the islands.

Yours truly,

Jason Alsop
President

Council of the Haida Nation

Billy Yovanovich
Chief Councillor

Skidegate Band Council

Duffy Edgars
Chief Councillor

Old Massett Village Council

Kris Olsen
Mayor
Queen Charlotte

Doug Daugert
Mayor
Port Clements

Barry Pages
Mayor
Masset

Barry Pages
Chair
NCRD

cc: Jennifer Rice, Parliamentary Secretary for Emergency Preparedness

Resolution Submission Guidelines

2020 Deadline for Submitting Resolutions

For resolutions to be included in the Annual Report and Resolutions Book, they must be submitted to NCLGA Staff no later than **4:30 PM on Friday, March 13, 2020.**

Resolutions Submitted After the Deadline

Resolutions received after the submission deadline of March 13th, 2020 will not be printed in the Annual Report and Resolutions Book and may only be admitted for debate by special motion during Convention. The process for handling resolutions received after the deadline is outlined below:

- **Late Resolutions**
 - Late resolutions will be accepted until noon on the Friday two weeks prior to Convention week but the topic must have arisen since the March deadline.
 - 2/3 majority of voting delegates in attendance must vote in favour of considering late resolutions. These resolutions will not be considered until all emergency and regular resolutions have been considered.
- **Emergency Resolutions**
 - A resolution may be deemed emergency in nature only if the topic has arisen since the March 13th deadline. The Board has the ability to make sure it is considered with the regular resolution session.
 - The NCLGA will ensure that copies of the emergency resolution(s) are circulated to all delegates.
- **Off-the-Floor Resolutions**
 - A sponsor may put forth resolutions from the floor during the Resolutions Debate however they will only be discussed after all regular, late and emergency resolutions have been debated.
 - It is the responsibility of the sponsor to ensure that a copy of the resolution is sent to NCLGA Staff and the parliamentarian prior to debating the resolution.
 - 2/3 majority of voting delegates in attendance must vote in favour of considering off-the-floor resolutions.

How to Submit Your Resolutions

Please submit your resolutions ELECTRONICALLY to: admin@nclga.ca. You will receive a confirmation email from Staff that your resolution was received.

Resolutions Electronic Submission Checklist

- ✓ Does the resolution address a **local government/provincial issue** and clearly identify a **lead agency** for whom action should be directed? (i.e. NCLGA/UBCM/Province of BC)
- ✓ Does the operative clause state a **specific action** for NCLGA to take? (i.e. “Be it resolved that NCLGA urge/endorse/petition/lobby....”)
- ✓ Does the submission include **endorsement** from the sponsoring local government?
- ✓ Does the resolution have a **title** (ideally no more than four words)?
- ✓ Optional: Does the submission include **background information** (2 pages max.), such as a Council or Board report which explains the rationale for the resolution?
- ✓ Is it ready to submit **electronically** to admin@nclga.ca? ¹

Resolutions which do not meet the above criteria may not be admitted for debate at the Annual General Meeting.

Resolution Committee Members:

Area Director Steve Forseth, Chair
Councillor Judy Greenaway, Vice Chair

Staff Support:

Hannah Wasstrom, Executive Coordinator
admin@nclga.ca | 250-564-6585

¹ Resolutions Off-the-Floor follow a different submission process. See Page 1.

Resolution Writing Guidelines

The Structure of a Resolution

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

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

The Preamble:

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

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

Enactment clause:

The **enactment clause** begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a **specific action** for the NCLGA that is within our jurisdiction.

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

Tips for Writing a Resolution

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

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

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

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

Resolution Writing Guidelines

3. Construct a brief, descriptive title.

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

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

4. Check legislative references for accuracy.

Where necessary, identify:

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

5. Focus on issues that are province-wide.

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

6. Recommendation: Provide factual background information.

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

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

i. Supplementary Memo:

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

ii. Council/Board Report:

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

Examples of Well-written Resolutions

Medical Transportation in Rural BC

DISTRICT OF STEWART

Whereas the current lack of adequate medical transportation for people who need access to regular specialized medical services located in hub communities throughout the NCLGA Region;

And whereas accessible transportation is key to the effective treatment and recovery of British Columbians in small rural and remote communities:

Therefore be it resolved that NCLGA and UBCM lobby the Provincial Government to further support the development of medical transportation services that meet the needs of all rural British Columbians.

Wireless High Speed Internet

DISTRICT OF HUDSON'S HOPE

Whereas the lack of access to high-speed internet adversely affects the economic wellbeing of communities;

And whereas the unused spectrum formerly needed by stations transmitting analog television signals could be used to transmit internet service:

Therefore be it resolved that NCLGA and UBCM petition the federal government (Industry Canada) to approve a portion of the unlicensed spectrum for use as wireless regional area networks at the earliest possible date.



2020 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **Thursday, February 6, 2020**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca; AND
2. One copy of the resolution by regular mail to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. Local government staff must check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 15th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

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

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

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

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

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

HOW TO DRAFT A RESOLUTION

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

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

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

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

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

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

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.



Sample Resolution

CURTAIL JUMPING OVER DOGS
[SHORT TITLE]

City of Green Forest
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

Semicolon precedes
"WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

Colon precedes
"THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

Your resolution should follow the structure of this sample resolution.

Draft your resolution to be as readable as possible within these guidelines.



2020 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

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

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2020 Nominating Committee is Past President Edwin Grieve.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by February 6, 2020**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

Past President Edwin Grieve, Chair, 2020 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca

NOMINATIONS FOR THE 2020-21 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **Thursday, February 6, 2020**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Edwin Grieve, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

“The Executive shall manage or supervise the management of the Society”

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

2. AVICC EXECUTIVE STRUCTURE

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

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria's Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

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

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

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

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



Staff Report

Date: December 13th, 2019

To: North Coast Regional District Board

From: D. Fish, Chief Administrative Officer

Subject: Northern Capital and Planning Grant (“NCPG”) Allocation to Reserves

RECOMMENDATION:

THAT the Staff Report entitled “Northern Capital and Planning Grant (“NCPG”) Allocation to Reserves” dated December 13, 2019 be received;

AND THAT the Board of the North Coast Regional District authorize the following allocation to reserve funds:

AND THAT \$7,000 be allocated to the General Administration Capital and Planning Reserve Fund;

AND THAT \$282,800 be allocated to the Electoral Area Administration Capital and Planning Reserve Fund;

AND THAT \$20,000 be allocated to the Sandspit Fire Capital and Planning Reserve Fund;

AND THAT \$40,000 be allocated to the Electoral Areas “A” and “C” Emergency Program Capital and Planning Reserve Fund;

AND THAT \$137,749 be allocated to the Electoral Area “D” Emergency Program Capital and Planning Reserve Fund;

AND THAT \$20,000 be allocated to the Electoral Area “E” Emergency Program Capital and Planning Reserve Fund;

AND THAT \$65,275 be allocated to the Tlell Fire Protection and Rescue Service Area Reserve Fund;

AND THAT \$240,000 be allocated to the Island Solid Waste Capital and Planning Reserve Fund;

AND THAT \$46,246 be allocated to the Regional Solid Waste Management Reserve Fund;

AND THAT \$212,000 be allocated to the Regional Recycling Capital and Planning Reserve Fund;

AND THAT \$30,000 be allocated to the Rural Land Use Planning Capital and Planning Reserve Fund;

AND THAT \$40,000 be allocated to the Haida Gwaii Recreation Capital and Planning Reserve Fund;

AND THAT \$80,000 be allocated to the Sandspit Community Hall Capital and Planning Reserve Fund;

AND THAT \$11,066 be allocated to the Mainland Recreation Area A Service Reserve Fund;

AND THAT \$55,108 be allocated to the Mainland Recreation Area C Service Reserve Fund;

AND THAT \$125,700 be allocated to the Area D Parks and Trails Service Reserve Fund;

AND THAT \$187,500 be allocated to the Electoral Area “E” Parks and Trails Reserve Fund;

AND THAT \$100,000 be allocated to the Sandspit Water Capital and Planning Reserve Fund;

AND THAT all interest earned on the NCPG funding before the transfers to reserves were authorized be allocated to the Electoral Area Administration Capital and Planning Reserve Fund;

AND FURTHER THAT \$11,556 of NCPG funding be allocated toward the 2019 costs of assent and alternative approval processes held in support of service proposal planning.

BACKGROUND:

NCRD received a \$1.712 million Northern Capital and Planning (“NCPG”) conditional grant from the BC Government on April 1, 2019. This funding must be fully allocated to various regional services and the grant money put into a capital and planning reserve fund relating to that service before December 31, 2019.

The following allocations were approved by the NCRD Board at the November 16, 2019 Committee of the Whole meeting.

Proposed NCRD NCPG Allocations	
Service	Allocation
*Electoral Area Administration	\$302,800
Mainland Recycling	\$212,000
Island Solid Waste	\$200,000
Parks and Trails E	\$187,500
Emergency Planning D	\$137,749
Parks and Trails D	\$125,700
Sandspit Water	\$100,000
Sandspit Comm Hall	\$80,000
Tlell Fire	\$65,275
Mainland Recreation C	\$55,108
Regional Solid Waste	\$46,246
Haida Gwaii Recreation	\$40,000
Island Solid Waste	\$40,000
Emergency Planning A & C	\$40,000
Land Use Planning	\$30,000
Sandspit Fire	\$20,000
Emergency Planning E	\$20,000
Mainland Recreation A	\$11,066
General Administration	\$7,000
AAP & Assent Costs	\$11,556
Total Priorities:	\$1,732,000

** includes allocation of ~\$20,000 in interest revenue earned on NCPG funds throughout 2019.*

The Board directed staff to prepare a report to the Board for its December 13, 2019 Regular meeting to confirm the NCPG funding allocations to the Various NCRD Service Capital and Planning Reserves.

RECOMMENDATION:

Staff is recommending that this report be received and that the Board of the NCRD authorize the NCPG funding allocations to the Various NCRD Service Capital and Planning Reserves as presented.



Staff Report

Date: December 13, 2019

To: D. Fish, Chief Administrative Officer

From: S. Landrath, Treasurer

Subject: NCRD Borrowing Power with the Municipal Finance Authority

Recommendation:

THAT the staff report entitled “NCRD Borrowing Power” be received for information.

PURPOSE:

At the November 16, 2019 North Coast Regional District (NCRD) Committee of the Whole meeting, staff was directed by the Board to investigate whether the NCRD’s borrowing power would be impacted by the City of Prince Rupert’s proposed \$65M borrowing from the Municipal Financial Authority (MFA).

BACKGROUND:

Member municipalities of the NCRD borrowing funds from the MFA must do so through the NCRD. Legislation relating to expenditures and liabilities for Regional Districts and Municipalities is outlined in Division 6 of the *Local Government Act* and Division 3 of the *Community Charter*.

Municipalities

Municipalities may incur liabilities to fund services; however, the amount of liabilities a municipality may undertake is subject to the liability servicing limit.

The *Municipal Liabilities Regulation* sets the liability service limit at 25% of specific municipal revenues. The revenues used in the calculation relate to those that are primarily within the municipality's control, such as taxes and fees, unconditional grants and payments in place of taxes.

Regional District

The NCRD does not have an overall borrowing power/limit. Any borrowing by the NCRD must be for a specific service and must be authorized by a regional district loan authorization bylaw.

Therefore, any borrowing by the municipal members of the NCRD will not impact the borrowing power of the NCRD.

RECOMMENDATION:

Staff is recommending that this report be received for information.



Staff Report

Date: December 13, 2019

To: D. Fish, Chief Administrative Officer

From: S. Landrath, Treasurer

Subject: Gas Tax Funding – Eligible Projects

Recommendation:

THAT the staff report entitled “Gas Tax Funding – Eligible Projects” be received for information.

PURPOSE:

At the November 15, 2019 North Coast Regional District (NCRD) Board meeting, Staff was directed to investigate whether the Gas Tax Funds can be used to finance the roof repair for the Regional Recycling Depot; the landfill closure costs for Island Solid Waste; or a new NCRD building.

BACKGROUND:

The 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 job and long-term prosperity.

The BC Gas Tax Agreement is delivered through the Community Works Fund (CWF) which is 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.

UBCM manages the CWF fund on behalf of the Province.

DISCUSSION:

Staff contacted UBCM and asked whether these three projects would be considered eligible expenditures under the CWF.

Landfill closure costs

- Eligible project under the “Solid Waste” Category – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- The UBCM Analyst specifically mentioned that the landfill closure project is eligible for use by the CWF.

Recycling depot renovations/roof project

- Eligible project under the “Solid Waste” Category
- Renovations and capital projects are eligible costs - the recycling depot renovations/roof project is an allowable project under the CWF.
- Routine repairs and maintenance costs are not eligible costs.

Administration Building

- These costs are not eligible.

It should be noted that the NCRD has adopted the “Approval for the Use of UBCM CWF and NDIT Funds” which provides that “decisions regarding spending or granting of funds should be the responsibility of the EA Directors” and that “all requests for the use/allocation of UBCM CWF funds should be referred to the EA Directors for a recommendation to the Board. Consistent with this policy, in the event that the Board wishes to use these funds, this matter should be referred to the EAAC for a recommendation.

RECOMMENDATION:

Staff is recommending that this report be received for information.



Staff Report

Date: December 13, 2019

To: D. Fish, Chief Administrative Officer

From: J. Bagnall, Corporate Officer

Subject: NDIT Local Government Management Intern Grant Application

RECOMMENDATION:

THAT the NCRD Board supports the application to Northern Development Initiative Trust for a grant of up to \$35,000 to host an intern under the Local Government Internship Program from the North Coast Regional District Nominal Funding Account;

AND THAT that the North Coast Regional District is committed to providing sufficient financial and staffing resources, training and exposure opportunities to host an intern;

AND THAT that the Board resolves to include an expenditure of \$10,000 plus overhead employment costs in the 2020-2024 Financial Plan.

BACKGROUND:

The Local Government Internship Program (“the program”) provides grant funding of \$35,000 to Local Governments to hire an intern, supported by a minimum \$10,000 funding commitment from the Local Government. The program aims to address the skills gap that challenges succession planning for local government management positions in

northern British Columbia. Northern Development Initiative Trust (“NDIT”) programs have supported more than 80 internship placements throughout the region since 2009. Of these placements, 93% of the interns found employment in northern B.C. during or immediately following their internship, with many taking senior positions in northern local governments.

DISCUSSION:

The proposed 2020 intern workplan will see the intern gain exposure to Legislative and Corporate Services, Financial Management, Communications/Marketing, and Human Resource Management.

Internship opportunities are not intended for positions otherwise covered by collective agreements, and it is expected that the duties of the Intern will provide exposure to management duties and responsibilities.

The internship program objectives are to:

- accelerate operational learning and permanent career placement in local government;
- provide results focused professional training with Northern Development Initiative Trust and host communities;
- make local government a career of choice by financially supporting internship opportunities for post-secondary graduates;
- promote career development, advancement opportunities, and quality of life in Northern B.C.; and
- help interns develop competencies essential to local government administration.

Host local governments are required to provide a minimum of \$10,000 toward the salary of the intern to support a minimum base salary of \$40,000 as well as pay statutory benefits that include CPP, EI premiums and 4% vacation pay (or provide vacation days) in addition to the salary. The host local government may choose to offer additional benefits (medical, dental, etc.) to the intern.

Interns must also attend the program orientation session with NDIT and the MATI (Municipal Administration Training Institute) Foundations session, which is covered by the \$5,000 professional development allocation included in the \$35,000 grant.

Host local governments are required to submit their completed host local government application package by January 7, 2020 to be considered. If authorized to apply to this program, staff would submit an intern work plan to be submitted with the grant application. If the NCRD is awarded this grant, the prospective intern would be contracted to start their 12-month term in May 2020.

RECOMMENDATION:

That the NCRD Board authorizes staff to apply to the Northern Development Initiative Trust Local Government Management Internship program for \$35,000, and that the NCRD Board allocate \$10,000 plus overhead into the financial plan for this initiative.

ALTERNATIVES:

The NCRD may choose to partner with other municipalities or First Nations communities in the region to share an intern and the costs associated with this project.

**North Coast Regional District
NDIT Local Government Management Internship Application
2020-2021 Proposed Intern Work Plan**

The North Coast Regional District proposes the following work plan, providing the potential intern with training and experience in managing a municipality's administrative, financial and communications functions.

The potential intern would be supervised by the Chief Administrative Officer and collaborate on projects with the appropriate department head from time to time.

This proposed work plan may be altered to allow the intern to develop their skills and abilities in a specific area, such as Administration, Finance, Human Resources, etc. This alteration would be done in consultation with the potential intern and based on their skills, abilities, and interests. Additionally, the aim of this "specialized learning experience" is to further enhance the intern's employability within a general area of local government, after the employment term.

Learning Outcomes

Administration:

1. Gain a thorough understanding of the relationship between regional district staff, the Chief Administrative Officer and the regional district Board;
2. Develop a general understanding of the organization and governance of local governments and the delegation of duties and responsibilities;
3. Develop an understanding of the legislative authority under which regional district governments operate;
4. Develop an understanding of how regional districts interact with other levels of government;
5. Develop a thorough understanding of local government decision making processes;
6. Develop a basic understanding of the employee recruitment and retention process;
7. Develop a basic understanding of human resource management and conflict resolution within a unionized environment; and
8. Develop an understanding of the challenges faced by small regional districts.

Corporate Services/Human Resources:

1. Develop a general understanding of the role of the Corporate Officer within a municipal setting;
2. Develop an understanding of the *Community Charter*, *Local Government Act*, and *Freedom of Information and Protection of Privacy Act*;
3. Prepare and develop bylaws and policies;
4. Prepare and develop procedures and directives for other staff; and
5. Develop a basic understanding of records management and access to information and protection of privacy within a government setting.

Economic Development:

1. Develop an understanding of the roles local governments and community groups play within community economic development; and
2. Develop a general understanding of grant applications, administration, and reporting requirements.

Finance:

1. Develop a general understanding of the role that the Financial Officer plays within a local government setting;
2. Develop a general understanding of the legislative framework for regional district finance;
3. Develop a general understanding of the relationship between revenue generation, expenditure, and reporting;
4. Develop a basic understanding of the requirements for local government financial management and reporting requirements; and
5. Assist in the preparation of the Five Year Financial Plan.

Communications/Marketing:

1. Develop an understanding of communications tools and applications are used; and
2. Assist with marketing and communications projects.

Proposed Work Plan Schedule

Dates	Area/Field	Activities
May 2020	NDIT Training	<ul style="list-style-type: none">• Participate in NDIT training
2020-2021	General	<ul style="list-style-type: none">• Welcome tour• Introduction to senior & office staff• Introduction to the Board• Participation in senior staff meetings
Summer 2020	Training & Education	<ul style="list-style-type: none">• MATI Foundations• JIBC courses
2020-2021	Corporate Services	<ul style="list-style-type: none">• Assist with records management program and digitization• Assist in a review of policies, bylaws and procedures• Update central tracking sheet to record history of amendments, repeals• Assist with social media platforms
2020-2021	Human Resources	<ul style="list-style-type: none">• Assist in research for human resource management projects• Assist in developing corporate culture initiatives
2020-2021	Economic Development/Finance	<ul style="list-style-type: none">• Assist with grant research, applications, and reporting

2020-2021	Finance	<ul style="list-style-type: none"> • Assist with budget preparations and planning • Assist in preparation of 2021-2026 financial plan bylaw • Assist in finance committee meetings
2020-2021	Communications	<ul style="list-style-type: none"> • Spearhead marketing projects on regional district initiatives • Develop understanding of regional district communications tools.
	Specialized Learning Experience	<ul style="list-style-type: none"> • Determine goals and objectives for specialized learning experience
April 2021	Administration	<ul style="list-style-type: none"> • Prepare final report to NDIT on intern activities and results.



Job Description

Job Title: LOCAL GOVERNMENT MANAGEMENT INTERN

EXEMPT:	Yes	DIVISION:	Administration
SALARY LEVEL:		DEPARTMENT:	N/A
LOCATION:	Prince Rupert, British Columbia	SUPERVISOR:	Chief Administrative Officer
APPROVED BY:	Chief Administrative Officer	DATE:	November 27, 2019

SUMMARY: The Local Government Management Intern performs specialized and confidential administrative work in the areas of Administration, Corporate Services, Human Resources, Communications, and Finance. This position is directly mentored by the Chief Administrative Officer and assists with tasks assigned by Department Heads.

KEY RESPONSIBILITIES:

- As per the approved Local Government Management Intern workplan; and
- May be assigned other duties as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

Formal Education and Training:

- Completion of post-secondary education in business, general studies or public administration or related discipline.



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



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

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

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

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

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

1. Lead Applicant Profile

Local government:	Is this a joint application with another local government or First Nation?
	Yes ✦ If Yes, please complete section 2. No
Telephone:	Website:

2. Partner Applicant Profile (if applicable)

✦ *Note: The lead applicant is responsible for project and financial reporting. Upon submission of complete reporting, the cheque(s) will be made payable to the lead applicant.*

Partner applicant (if applicable):	
Telephone:	Website:
If this is a joint application, please indicate how you plan to work together to provide opportunities for the intern.	

4. Position Details

What are the specific key duties and responsibilities that the intern will undertake during the course of the placement?

What educational backgrounds or fields of study are best suited for the internship position?

What approach would you use to provide interns with exposure to key aspects of local government structure, management and operations and develop competencies in local government administration?

5. Budget and Funding

How will you allocate the program grant and what will your local government be contributing towards salaries and expenses?

Expense item:	Program grant:	Community contribution:	Total:
Salary	\$	\$	\$
CPP, EI, and other benefits	\$	\$	\$
Training and Travel (Professional Development)	\$	\$	\$
TOTAL BUDGET:	\$	\$	\$

★ *Host local governments are required to provide a minimum of \$10,000 toward the salary of the intern to support a minimum base salary of \$40,000 as well as pay statutory benefits that include CPP, EI premiums and 4% vacation pay (or provide vacation days) in addition to the salary. The host local government may choose to offer additional benefits (medical, dental, etc.) to the intern.*

★ *Interns must attend the program orientation session with Northern Development and the MATI Foundations course.*

6. Authorization

I have read and understand the [Local Government Internship – Host Local Government Application Guide](#).

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

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

If approved, I agree to enter into a grant contract with the Northern Development Initiative Trust governing the use of the grant and the terms and conditions.

If approved, I agree to submit reporting using [Northern Development's Reporting Form](#).

Lead Applicant:

Name (CAO or equivalent): ★ Please type name.	Position/title:	Date:

Partner Applicant (if applicable):

Name (CAO or equivalent): ★ Please type name.	Position/title:	Date:

7. Required Attachments

★ Please ensure each of the following are included in your host local government grant application package:

Completed Local Government Internship grant application form.

Copy of 12-month intern work plan.

Copy of position description.

Copy of local government workplace standards or completed Appendix 1: host local government code of conduct policy statement.

Local government resolution.

Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust for a grant of up to \$35,000 to host an intern under the Local Government Internship Program from the (insert regional development account name). The (insert local government name) is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern.

8. Submitting Your Application

Completed host local government grant application forms (with all required attachments) should be provided to Northern Development by email or mail no later than **January 7**: ★ Please do not scan this form.

Email: info@northernddevelopment.bc.ca

Appendix 1: Host Local Government Code of Conduct Policy Statement

A safe and healthy work environment for all employees is vitally important to the successful operation of the local government. The employer supports a policy of providing a safe work environment that is designed, constructed, operated, and maintained in accordance with established occupational health and safety standards. The employer is committed to the principle that no job or task is so important that it cannot be performed without taking full account of the health and safety risks involved and protecting against these risks by taking every precaution reasonable in the circumstances.

The employer will comply with all applicable legal requirements relating to occupational health and safety. The employer and all employees must jointly make all reasonable efforts to provide a safe and healthy work environment.

The employer promotes a work environment that is free from discrimination and sexual harassment where all employees are treated with respect and dignity. Employees have the right to employment without discrimination.

Discrimination includes incidences of harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or conviction of a criminal or summary conviction offence unrelated to an individual's employment.

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.

Discrimination and sexual harassment violate the fundamental rights, dignity and integrity of the individual. Where discrimination or sexual harassment is found to have occurred, the employer may implement remedial action.

I hereby certify that I have read and will comply by this code of conduct.

Name (CAO or equivalent): ✦ Please type name.	Position/title:	Date:

Local Government Internship

Host Local Government Application Guide



Program Overview

The Local Government Internship program provides grant funding for municipalities and regional districts within Northern Development's service area to assist with the cost of hosting a local government intern for a 12-month period.

The internship program provides a high level of professional development and training that will prepare recent graduates for a career in local government.

The internship program objectives are:

- Accelerate operational learning and permanent career placement in local government
- Provide results focused professional training with Northern Development Initiative Trust and host communities
- Make local government a career of choice by financially supporting internship opportunities for post-secondary graduates
- Promote career development, advancement opportunities, and quality of life in Northern B.C.
- Help interns develop competencies essential to local government administration

Internship opportunities are not intended for positions otherwise covered by collective agreements. Host local governments are responsible for undertaking consultation with their respective unions to clarify the objectives of this program.

Funding Terms

Local governments are eligible to receive up to \$35,000 from Northern Development to assist with the cost of hosting a local government intern for a 12-month period.

- Up to \$30,000 will go toward the salary of the intern. Host communities are required to provide a minimum of \$10,000 toward the salary of the intern to support a minimum base salary of \$40,000. The local government must pay statutory benefits that include CPP, EI premiums and 4% vacation pay (or provide vacation days) in addition to the salary and may choose to offer additional benefits (medical, dental, etc.) to the intern
- There is a \$5,000 allowance to support registration and travel costs related to training and professional development for the intern. Participation in the Municipal Administrators Training Institute (MATI) Foundations course is a requirement of the internship. Northern Development will pay the MATI registration fee. The remaining balance of the training and travel allowance can be used to support further training and professional development opportunities identified by the host local government.

Key Dates

November	Northern Development begins intern recruiting process
January 7	Deadline for interested local governments to submit their application package
January 15	Grant applications reviewed and host local governments are shortlisted
January 30	Deadline for interested internship candidates to submit their intern application package
Mid March	Northern Development and host local governments will conduct interviews
March 27	Host local government deadline to extend offers to successful applicants
May 1	Interns begin with a two-week orientation and training at Northern Development's office in Prince George, followed by the remainder of the 12-month placement with their host local government

Host Community Eligibility and Criteria

All municipalities and regional districts within the Northern Development Initiative Trust region are eligible to apply to host an intern.

Northern Development staff will review all applications from local governments for this program to ensure that all criteria are met. The criteria are:

- Demonstrated willingness to provide training in, and exposure to, a range of local government duties/responsibilities
- A 12-month work plan, submitted with the application, that demonstrates exposure to multiple departments and proposed projects to be undertaken by the intern
- Position description submitted with the application
- Demonstrated organizational commitment to the vision and goals of the program
- Strong council/board and administration relationship exists
- Chief administrative officer or senior manager has agreed to serve as the mentor throughout the internship
- Financial contribution toward the intern's salary and expenses
- Commitment to provide mentoring, training and professional development opportunities for the intern and a commitment to a positive work environment
- Host local government agrees that any disciplinary issues will be managed in collaboration Northern Development
- Provide an interim and/or final report to Northern Development using the provided template

Position Description and Work Plan

Host local governments are expected to create and carry out an agreed upon work plan. The objectives of the work plan include:

- Demonstrate the host local government's commitment to the intern's mentoring, training and learning
- Indicate the extent to which the intern will be exposed to the key aspects of local government administration and operations
- Clearly articulate the duties to be performed and qualifications required by the host local government for the position
- Assist in the recruitment and selection of applicants that are well aligned with the roles, responsibilities and key duties outlined by the host local government
- Form the basis of performance reviews and help determine professional development opportunities
- Help prospective interns understand the duties and responsibilities associated with the position

Reporting

Host local governments may provide an interim report halfway into the internship to receive a partial reimbursement.

A final report is required within 30 days of the end of the internship from both the host local government and the intern. These forms are available on Northern Development's [website](#).

To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Host local governments interested in hosting an intern must submit a completed [application form](#) with all supplementary materials to info@northerndevelopment.bc.ca by **January 7th**.

Resources

- [Funding Program Matrix](#): Available funding programs and eligibility criteria.

Questions?

Northern Development Initiative Trust

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

250-561-2525

info@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca



Bylaw No. 661 2019

A bylaw to establish a reserve fund for General Tlell Fire Service

WHEREAS, pursuant to s. 377 of the *Local Government Act*, the Board of the North Coast Regional District may, by bylaw, establish a reserve fund under s. 188 of the *Community Charter*;

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

1. Citation

This bylaw may be cited for all purposes as the *North Coast Regional District Tlell Fire Service General Reserve Fund Establishment Bylaw No. 661, 2019*.

2. Reserve

- 2.1** There shall be and is hereby established a reserve fund to be known as the North Coast Regional District Tlell Fire Service General Reserve Fund (the "Reserve Fund").
- 2.2** Monies from current revenues or, as available from general revenue support of Regional District Solid Waste Management, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3** Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4** Monies in the Reserve Fund shall be used for the any of the following purposes:
 - (a) Unanticipated expenditures for operations;
 - (b) Funding one time projects;
 - (c) Mitigation of sudden and marked increases to taxation and/or fees; and
 - (d) Capital acquisition and maintenance.

Read a first time this _____ **day of** _____, **20**__

Read a second time this _____ **day of** _____, **20**__

Read a third time this _____ **day of** _____, **20**__

Adopted this _____ **day of** _____, **20**__

Chair

Corporate Officer

I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 661, 2019.



Staff Report

Date: December 13, 2019

To: D. Fish, Chief Administrative Officer

From: S. Landrath, Treasurer

Subject: Revenue Anticipation Borrowing Bylaw 663, 2019

Recommendations:

THAT the staff report entitled “Revenue Anticipation Borrowing Bylaw 663, 2019” be received;

AND THAT Bylaw 663, 2019 be given first, second and third reading;

AND FURTHER THAT Bylaw 663, 2019 be adopted.

PURPOSE:

The bylaw authorizes the Regional District to borrow funds needed to continue its operations until the annual requisition is received.

BACKGROUND:

Section 404 of the *Local Government Act* permits that a board may, by bylaw:

- 1) Provide for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, from all sources, to pay for those expenditures has been received.

- 2) Money borrowed under this section must be repaid when the anticipated revenue with respect to which the borrowing was authorized is received.

DISCUSSION:

Bylaw 663, 2019 authorizes the NCRD to borrow up to \$950,000 from the Northern Savings Credit Union (NSCU).

The NCRD is approved for a line of credit up to \$950,000; however, has immediate access to \$250,000. If the NCRD needs access to any part of the remaining \$700,000, NSCU requires minutes of a board meeting to approve the increase in the line of credit (up to the \$950,000).

If the NCRD requires access to funds in a line of credit over \$950,000, it will need to formally apply for an increase to our line of credit from the NSCU.

RECOMMENDATION:

That the North Coast Regional District give three readings to Bylaw No. 663, 2019 and adopt as presented.



Bylaw No. 663, 2019

A Bylaw to provide for the borrowing of money during fiscal year 2020 in anticipation of revenue

WHEREAS it is deemed necessary, in anticipation of revenue, to borrow certain sums of money to meet the current lawful expenditures of the Regional District;

AND WHEREAS it is provided by Section 404 of the Local Government Act that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Regional District;

AND WHEREAS the member municipalities and the Surveyor of Taxes are not required to make payment from taxation revenues of amounts requisitioned by the Regional District until August 1, 2020;

AND WHEREAS there are no liabilities outstanding under Section 404;

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

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

1. This bylaw may be cited as the "Revenue Anticipation Borrowing Bylaw No. 663, 2019".
2. The Board shall be and is hereby empowered and authorized to borrow upon the credit of the North Coast Regional District from the Northern Savings Credit Union, Prince Rupert, BC an amount, or amounts, not exceeding the sum of Nine Hundred & Fifty Thousand (\$950,000.00) Dollars as the same may be required and to pay interest at the current bank rate.
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or a credit agreement bearing the corporate seal and signed by the Chair of the Board and Chief Administrative Officer.
4. The revenues of the Regional District, when received, shall first be used to repay the borrowing under this bylaw.

Read a first time this _____ day of _____

Read a second time this _____ day of _____

Read a third time this _____ day of _____

Adopted this _____ ***day of*** _____

Chair

Corporate Officer

I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 663, 2019.



Staff Report

Date: December 13, 2019

To: D. Fish, Chief Administrative Officer

From: S. Landrath, Treasurer

Subject: Amended Five-Year Financial Plan for the Years 2019 to 2023
Bylaw No. 631.1, 2019

Recommendation:

THAT the staff report entitled “Amended Five-Year Financial Plan for the Years 2019 to 2023 Bylaw No. 631.1, 2019” be received;

AND THAT Bylaw No. 631.1, 2019 be given first, second and third readings;

AND FURTHER THAT Bylaw No. 631.1, 2019 be adopted.

BACKGROUND:

NCRD received a \$1.712 million Northern Capital and Planning (“NCPG”) conditional grant from the BC Government on April 1, 2019. This funding must be fully allocated to various regional services and the grant money put into a capital and planning reserve fund relating to that service before December 31, 2019.

The NCPG allocation has been presented earlier on the agenda for approval. The Five-Year Financial Plan for the Years 2019 to 2023 has been amended to include the NCPG funding allocated to the various services and the transfers out to the NCPG reserves.

RECOMMENDATION:

Staff is recommending that this report be received and that the Board of the NCRD give 1st, 2nd and 3rd readings and adoption of Bylaw 631.1, 2019.



Bylaw No. 631.1, 2019

A bylaw to provide for the amendment of the North Coast Regional District Five-Year Financial Plan for the Years 2019 to 2023 Bylaw No. 631, 2019

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

1. The North Coast Regional District Five Year Financial Plan Years 2019 to 2023 Bylaw No. 631, 2019, is hereby amended by replacing Schedule “A’ of Bylaw 631, 2019 and replacing it with Schedule “A” of this Bylaw No. 631.1, 2019 attached to and forming part of this bylaw.
2. This Bylaw shall be cited as the “North Coast Regional District Five-Year Financial Plan Years 2019-2023 Amendment Bylaw No. 631.1, 2019”.

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

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

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

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

Chair

Corporate Officer

I hereby certify that this is a true copy of the North Coast Regional District Amended Bylaw No. 631.1, 2019.

North Coast Regional District
Amended Financial Plan for 2019 - 2023
General Government Administration

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	450,000	450,000	450,000	450,000	450,000
Provincial Basic Grant	120,000	120,000	120,000	120,000	120,000
Conditional Grant	13,000	13,000	13,000	13,000	13,000
Unconditional Grant	30,000	30,000	30,000	30,000	30,000
Northern Capital and Planning Grant	17,325	-	-	-	-
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	8,600	8,600	8,600	8,600	8,600
Other	-	-	-	-	-
Transfer from Other Services	361,240	361,240	361,240	361,240	361,240
Use of Prior Year Surplus	125,965	158,747	194,444	230,636	266,947
Total Revenue	1,126,130	1,141,587	1,177,284	1,213,476	1,249,787
Expenditures					
Program Expenditures	1,108,805	1,141,587	1,177,284	1,213,476	1,249,787
Planning Expenditures	10,325				
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	7,000	-	-	-	-
Total Operating Expenditures	1,126,130	1,141,587	1,177,284	1,213,476	1,249,787

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Mainland Recycling

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	249,524	249,524	249,524	249,524	249,524
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	1,298,475	-	-	-	-
Debt proceeds	500,000	-	-	-	-
Unconditional Grant	25,000	25,000	25,000	25,000	25,000
Northern Capital and Planning Grant	212,000	-	-	-	-
Sales of Services	62,950	62,950	62,950	62,950	62,950
Sales of Materials	333,000	333,000	333,000	333,000	333,000
Investments	-	-	-	-	-
Rental Income	10,500	10,500	10,500	10,500	10,500
Other	1,500	1,500	1,500	1,500	1,500
Transfer from Other Services	-	-	-	-	-
Use of Prior Year Surplus	113,015	160,219	181,576	204,002	227,548
Total Revenue	2,805,964	842,693	864,050	886,476	910,022
Expenditures					
Program Expenditures	704,581	724,927	746,284	768,710	792,256
Debt Interest	8,488	16,738	16,738	16,738	16,738
Debt Principal	8,820	27,428	27,428	27,428	27,428
Transfer to Capital	1,798,475	-	-	-	-
Transfer to Reserves	73,600	73,600	73,600	73,600	73,600
Transfer to Capital and Planning Reser	212,000	-	-	-	-
Total Operating Expenditures	2,805,964	842,693	864,050	886,476	910,022
Capital					
Sources of Funding					
Operations	1,798,475	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Total Capital Funding	1,798,475	-	-	-	-
Capital Purchases	1,798,475	-	-	-	-
Unused Capital Funding	-	-	-	-	-

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Island Solid Waste

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	170,000	170,000	170,000	170,000	170,000
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	4,600	4,600	4,600	4,600	4,600
Northern Capital and Planning Grant	240,000	-	-	-	-
Sales of Services	845,216	845,216	845,216	845,216	845,216
Sales of Materials	900	900	900	900	900
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	1,000	1,000	1,000	1,000	1,000
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	111,782	130,827	150,855	171,882	193,963
Total Revenue	1,373,498	1,152,543	1,172,571	1,193,598	1,215,679
Expenditures					
	-				
Program Expenditures	1,025,498	1,044,543	1,064,571	1,085,598	1,107,679
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	81,000	81,000	81,000	81,000	81,000
Transfer to Reserves	27,000	27,000	27,000	27,000	27,000
Transfer to Capital and Planning Reserve	240,000	-	-	-	-
Total Operating Expenditures	1,373,498	1,152,543	1,172,571	1,193,598	1,215,679
Capital					
Sources of Funding					
Operations	81,000	81,000	81,000	81,000	81,000
Transfer from Reserves	-	-	-	-	-
Total Capital Funding	81,000	81,000	81,000	81,000	81,000
Capital Purchases	81,000	81,000	81,000	81,000	81,000
Unused Capital Funding	-	-	-	-	-

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Electoral Area Administration

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	95,960	95,960	95,960	95,960	95,960
Provincial Basic Grant	80,000	80,000	80,000	80,000	80,000
Conditional Grant	-	-	-	-	-
Unconditional Grant	3,600	3,600	3,600	3,600	3,600
Northern Capital and Planning Grant	282,800	-	-	-	-
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	20,000	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	43,926	48,124	52,531	57,158	62,017
Total Revenue	526,286	227,684	232,091	236,718	241,577
Expenditures					
Program Expenditures	223,486	227,684	232,091	236,718	241,577
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	302,800	-	-	-	-
Total Operating Expenditures	526,286	227,684	232,091	236,718	241,577

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Electoral Area Administration - Area E

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	12,700	12,700	12,700	12,700	12,700
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	970	970	970	970	970
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	2,170	2,170	2,170	2,170	2,170
Total Revenue	15,840	15,840	15,840	15,840	15,840
Expenditures					
Program Expenditures	15,840	15,840	15,840	15,840	15,840
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	15,840	15,840	15,840	15,840	15,840

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Elections

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	5,000	5,000	5,000	5,000	5,000
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	200	200	200	200	200
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	-	-	-	-	-
Total Revenue	5,200	5,200	5,200	5,200	5,200
Expenditures					
Program Expenditures	5,200	5,200	5,200	5,200	5,200
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	5,200	5,200	5,200	5,200	5,200

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Grants in Aid - All

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	2,120	2,120	2,120	2,120	2,120
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	230	230	230	230	230
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	120	120	120	120	120
Total Revenue	2,470	2,470	2,470	2,470	2,470
Expenditures					
Program Expenditures	2,470	2,470	2,470	2,470	2,470
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	2,470	2,470	2,470	2,470	2,470

North Coast Regional District
Financial Plan for 2019 - 2023
Amended Grants in Aid Area A

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	640	640	640	640	640
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	20	20	20	20	20
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	40	40	40	40	40
Total Revenue	700	700	700	700	700
Expenditures					
Program Expenditures	700	700	700	700	700
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	700	700	700	700	700

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Grants in Aid Area C

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	1,400	1,400	1,400	1,400	1,400
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	5,095	5,095	5,095	5,095	5,095
Unconditional Grant	30	30	30	30	30
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	1,345	1,345	1,345	1,345	1,345
Total Revenue	7,870	7,870	7,870	7,870	7,870
Expenditures					
Program Expenditures	7,870	7,870	7,870	7,870	7,870
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	7,870	7,870	7,870	7,870	7,870

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Grants in Aid Area D

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	2,500	2,500	2,500	2,500	2,500
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	20	20	20	20	20
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	3,500	3,500	3,500	3,500	3,500
Total Revenue	6,020	6,020	6,020	6,020	6,020
Expenditures					
Program Expenditures	6,020	6,020	6,020	6,020	6,020
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	6,020	6,020	6,020	6,020	6,020

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Grants in Aid Area E

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	4,361	4,361	4,361	4,361	4,361
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	100	100	100	100	100
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	-	-	-	-	-
Total Revenue	4,461	4,461	4,461	4,461	4,461
Expenditures					
Program Expenditures	4,461	4,461	4,461	4,461	4,461
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	4,461	4,461	4,461	4,461	4,461

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Member Municipality Debt

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	-	-	-	-	-
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	-	-	-	-	-
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	1,412,665	1,412,665	1,412,665	1,412,665	1,412,665
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	-	-	-	-	-
Total Revenue	1,412,665	1,412,665	1,412,665	1,412,665	1,412,665
Expenditures					
Program Expenditures					
Debt Interest	723,460	723,460	723,460	723,460	723,460
Debt Principal	689,205	689,205	689,205	689,205	689,205
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	1,412,665	1,412,665	1,412,665	1,412,665	1,412,665

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Vancouver Island Regional Library Debt

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	-	-	-	-	-
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	-	-	-	-	-
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	103,074	103,074	103,074	103,074	103,074
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	-	-	-	-	-
Total Revenue	103,074	103,074	103,074	103,074	103,074
Expenditures					
Program Expenditures					
Debt Interest	47,250	47,250	47,250	47,250	47,250
Debt Principal	55,824	55,824	55,824	55,824	55,824
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	103,074	103,074	103,074	103,074	103,074

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Sandspit Fire Department

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	27,500	27,500	27,500	27,500	27,500
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	1,100	1,100	1,100	1,100	1,100
Northern Capital and Planning Grant	20,000				
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	25,333	25,333	25,333	25,333	25,333
Total Revenue	73,933	53,933	53,933	53,933	53,933
Expenditures					
Program Expenditures	53,933	53,933	53,933	53,933	53,933
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reser	20,000	-	-	-	-
Total Operating Expenditures	73,933	53,933	53,933	53,933	53,933

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Emergency Planning Area A & C

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	5,000	5,000	5,000	5,000	5,000
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	120	120	120	120	120
Northern Capital and Planning Grant	40,000				
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	33,528	33,528	33,528	33,528	33,528
Total Revenue	78,648	38,648	38,648	38,648	38,648
Expenditures					
Program Expenditures	38,648	38,648	38,648	38,648	38,648
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	40,000	-	-	-	-
Total Operating Expenditures	78,648	38,648	38,648	38,648	38,648

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Emergency Planning Area D

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	5,000	5,000	5,000	5,000	5,000
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	100	100	100	100	100
Northern Capital and Planning Grant	137,749				
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	43,738	43,738	43,738	43,738	43,738
Total Revenue	186,587	48,838	48,838	48,838	48,838
Expenditures					
Program Expenditures	48,838	48,838	48,838	48,838	48,838
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	137,749	-	-	-	-
Total Operating Expenditures	186,587	48,838	48,838	48,838	48,838

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Emergency Planning Area E

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	19,320	19,320	19,320	19,320	19,320
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	250	250	250	250	250
Northern Capital and Planning Grant	20,000				
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	26,638	26,638	26,638	26,638	26,638
Total Revenue	66,208	46,208	46,208	46,208	46,208
Expenditures					
Program Expenditures	46,208	46,208	46,208	46,208	46,208
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	20,000	-	-	-	-
Total Operating Expenditures	66,208	46,208	46,208	46,208	46,208

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Tlell Fire Department

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	25,000	25,000	25,000	25,000	25,000
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	836	836	836	836	836
Northern Capital and Planning Grant	65,275				
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	-	-	-	-	-
Total Revenue	91,111	25,836	25,836	25,836	25,836
Expenditures					
Program Expenditures	25,836	25,836	25,836	25,836	25,836
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	65,275	-	-	-	-
Total Operating Expenditures	91,111	25,836	25,836	25,836	25,836

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Regional Solid Waste

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	-				
Provincial Basic Grant	-				
Conditional Grant	-				
Unconditional Grant	-				
Northern Capital and Planning Grant	46,246				
Sales of Services	-				
Sales of Materials	-				
Investments	-				
Rental Income	-				
Other	-				
Transfer from Other Services	-				
Transfer from Reserves	-				
Use of Prior Year Surplus	-				
Total Revenue	46,246	-	-	-	-
Expenditures					
Program Expenditures	-	-	-	-	-
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	46,246	-	-	-	-
Total Operating Expenditures	46,246	-	-	-	-

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Rural Land Use Planning

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	64,940	64,940	64,940	64,940	64,940
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	1,900	1,900	1,900	1,900	1,900
Northern Capital and Planning Grant	30,000	-	-	-	-
Sales of Services	3,500	3,500	3,500	3,500	3,500
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	19,915	19,915	19,915	19,915	19,915
Total Revenue	120,255	90,255	90,255	90,255	90,255
Expenditures					
Program Expenditures	90,255	90,255	90,255	90,255	90,255
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	30,000	-	-	-	-
Total Operating Expenditures	120,255	90,255	90,255	90,255	90,255

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Economic Development

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	27,330	27,330	27,330	27,330	27,330
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	50,000	50,000	50,000	50,000	50,000
Unconditional Grant	40	40	40	40	40
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	7,765	7,765	7,765	7,765	7,765
Total Revenue	85,135	85,135	85,135	85,135	85,135
Expenditures					
Program Expenditures	75,135	85,135	85,135	85,135	85,135
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	10,000	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	85,135	85,135	85,135	85,135	85,135
Capital					
Sources of Funding					
Operations	10,000	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Total Capital Funding	10,000	-	-	-	-
Capital Purchases	10,000	-	-	-	-
Unused Capital Funding	-	-	-	-	-

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Archives

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	91,780	91,780	91,780	91,780	91,780
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	6,166	6,166	6,166	6,166	6,166
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	8,840	8,840	8,840	8,840	8,840
Total Revenue	106,786	106,786	106,786	106,786	106,786
Expenditures					
Program Expenditures	106,786	106,786	106,786	106,786	106,786
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	106,786	106,786	106,786	106,786	106,786

North Coast Regional District
Amended Financial Plan for 2019 - 2023
North Pacific Cannery

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	95,000	95,000	95,000	95,000	95,000
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	5,500	5,500	5,500	5,500	5,500
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	5,585	5,585	5,585	5,585	5,585
Total Revenue	106,085	106,085	106,085	106,085	106,085
Expenditures					
Program Expenditures	102,085	102,085	102,085	102,085	102,085
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	4,000	4,000	4,000	4,000	4,000
Total Operating Expenditures	106,085	106,085	106,085	106,085	106,085

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Haida Gwaii Museum

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	82,880	82,880	82,880	82,880	82,880
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	2,100	2,100	2,100	2,100	2,100
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	924	924	924	924	924
Total Revenue	85,904	85,904	85,904	85,904	85,904
Expenditures					
Program Expenditures	85,904	85,904	85,904	85,904	85,904
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	85,904	85,904	85,904	85,904	85,904

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Vancouver Island Regional Library

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	62,343	62,343	62,343	62,343	62,343
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	1,200	1,200	1,200	1,200	1,200
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	-	-	-	-	-
Total Revenue	63,543	63,543	63,543	63,543	63,543
Expenditures					
Program Expenditures	63,543	63,543	63,543	63,543	63,543
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	63,543	63,543	63,543	63,543	63,543

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Haida Gwaii Recreation

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	138,720	138,720	138,720	138,720	138,720
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	6,500	6,500	6,500	6,500	6,500
Northern Capital and Planning Grant	40,000	-	-	-	-
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	4,395	8,280	12,352	16,627	21,116
Total Revenue	189,615	153,500	157,572	161,847	166,336
Expenditures					
Program Expenditures	149,615	153,500	157,572	161,847	166,336
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	40,000	-	-	-	-
Total Operating Expenditures	189,615	153,500	157,572	161,847	166,336

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Sandspit Community Hall

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	18,926	18,926	18,926	18,926	18,926
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	100	100	100	100	100
Northern Capital and Planning Grant	80,000	-	-	-	-
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	2,500	2,500	2,500	2,500	2,500
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	5,490	5,490	5,490	5,490	5,490
Total Revenue	107,016	27,016	27,016	27,016	27,016
Expenditures					
Program Expenditures	27,016	27,016	27,016	27,016	27,016
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	80,000	-	-	-	-
Total Operating Expenditures	107,016	27,016	27,016	27,016	27,016

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Mainland Recreation Area A

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	5,930	5,930	5,930	5,930	5,930
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	735	735	735	735	735
Northern Capital and Planning Grant	11,066	-	-	-	-
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	600	600	600	600	600
Total Revenue	18,331	7,265	7,265	7,265	7,265
Expenditures					
Program Expenditures	7,265	7,265	7,265	7,265	7,265
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reser	11,066	-	-	-	-
Total Operating Expenditures	18,331	7,265	7,265	7,265	7,265

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Mainland Recreation Area C

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes	7,000	7,000	7,000	7,000	7,000
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	204,358	-	-	-	-
Unconditional Grant	90	90	90	90	90
Northern Capital and Planning Grant	56,339				
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Investments	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	95	95	95	95	95
Total Revenue	267,882	7,185	7,185	7,185	7,185
Expenditures					
Program Expenditures	7,185	7,185	7,185	7,185	7,185
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	204,358	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Transfer to Capital and Planning Reserve	56,339	-	-	-	-
Total Operating Expenditures	267,882	7,185	7,185	7,185	7,185
Capital					
Sources of Funding					
Operations	204,358	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Total Capital Funding	204,358	-	-	-	-
Capital Purchases	204,358	-	-	-	-
Unused Capital Funding	-	-	-	-	-

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Parks and Trails Area D

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes					
Provincial Basic Grant	-				
Conditional Grant	-				
Unconditional Grant					
Northern Capital and Planning Grant	125,700				
Sales of Services	-				
Sales of Materials	-				
Investments	-				
Rental Income	-				
Other	-				
Transfer from Other Services					
Transfer from Reserves	-				
Use of Prior Year Surplus					
Total Revenue	125,700	-	-	-	-
Expenditures					
Program Expenditures					
Debt Interest	-				
Debt Principal	-				
Transfer to Capital					
Transfer to Reserves	-				
Transfer to Capital and Planning Reserve	125,700	-	-	-	-
Total Operating Expenditures	125,700	-	-	-	-
Capital					
Sources of Funding					
Operations	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Total Capital Funding	-	-	-	-	-
Capital Purchases	-	-	-	-	-
Unused Capital Funding	-	-	-	-	-

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Parks and Trails Area E

	2019 Amended	2020	2021	2022	2023
Revenue					
Property Taxes					
Provincial Basic Grant	-				
Conditional Grant	-				
Unconditional Grant					
Northern Capital and Planning Grant	187,500				
Sales of Services	-				
Sales of Materials	-				
Investments	-				
Rental Income	-				
Other	-				
Transfer from Other Services					
Transfer from Reserves	-				
Use of Prior Year Surplus					
Total Revenue	187,500	-	-	-	-
Expenditures					
Program Expenditures					
Debt Interest	-				
Debt Principal	-				
Transfer to Capital					
Transfer to Reserves	-				
Transfer to Capital and Planning Reserve	187,500	-	-	-	-
Total Operating Expenditures	187,500	-	-	-	-
Capital					
Sources of Funding					
Operations	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Total Capital Funding	-	-	-	-	-
Capital Purchases	-	-	-	-	-
Unused Capital Funding	-	-	-	-	-

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Feasibility Study Reserve

	2019	2020	2021	2022	2023
Revenue					
Property Taxes	4,830	4,830	4,830	4,830	4,830
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	140	140	140	140	140
Sales of Services	-	-	-	-	-
Sales of Materials	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Use of Prior Year Surplus	10,000	10,000	10,000	10,000	10,000
Total Revenue	14,970	14,970	14,970	14,970	14,970
Expenditures					
Program Expenditures	14,970	14,970	14,970	14,970	14,970
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Total Operating Expenditures	14,970	14,970	14,970	14,970	14,970

North Coast Regional District
Amended Financial Plan for 2019 - 2023
Sandspit Water

	2019 Amended	2020	2021	2022	2023
Revenue					
Parcel Tax	50,000	50,000	50,000	50,000	50,000
Provincial Basic Grant	-	-	-	-	-
Conditional Grant	-	-	-	-	-
Unconditional Grant	10,000	10,000	10,000	10,000	10,000
Northern Capital and Planning Grant	100,000				
Sales of Services	45,000	45,000	45,000	45,000	45,000
Sales of Materials	-	-	-	-	-
Rental Income	-	-	-	-	-
Other	-	-	-	-	-
Transfer from Other Services		-	-	-	-
Transfer from Reserves	11,200	11,200	11,200	11,200	11,200
Use of Prior Year Surplus	22,570	22,570	22,570	22,570	22,570
Total Revenue	238,770	138,770	138,770	138,770	138,770
Expenditures					
Program Expenditures	120,570	120,570	120,570	120,570	120,570
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Transfer to Capital	11,200	11,200	11,200	11,200	11,200
Transfer to Reserves	7,000	7,000	7,000	7,000	7,000
Transfer to Capital and Planning Reserve	100,000	-	-	-	-
Total Operating Expenditures	238,770	138,770	138,770	138,770	138,770
Capital					
Sources of Funding					
Operations	11,200	11,200	11,200	11,200	11,200
Transfer from Reserves	-	-	-	-	-
Total Capital Funding	11,200	11,200	11,200	11,200	11,200
Capital Purchases	11,200	11,200	11,200	11,200	11,200
Unused Capital Funding	-	-	-	-	-



Staff Report

Date: December 13th, 2019

To: D. Fish, Chief Administrative Officer

From: M. Williams, Planning Consultant

Subject: Civic Addressing – Electoral Area E

Recommendations:

THAT three readings be given to North Coast Regional District Electoral Area E Civic Addressing Bylaw No. 664, 2019;

AND THAT Bylaw 664, 2019 be advertised to the residents of Sandspit seeking feedback prior to consideration of adoption of Bylaw 664, 2019 on February 21, 2020.

BACKGROUND

NCRD Board directed staff to review civic address bylaws for Rural Graham Island and Sandspit (Bylaw 400 and 323, respectively). In August 2019, NCRD Planning Consultant went to Haida Gwaii to ground-truth existing civic addressing Schedules (maps) of bylaws and propose amendments. The following motion was made following the Board's consideration of reports outlining findings from consultant's work.

MOVED by Director Putterill, SECONDED by Director Bjordnal, that the staff report entitled "Civic Addressing for Sandspit" be received;

AND THAT staff be directed to prepare a new bylaw for Skeena-Queen Charlotte Regional District Settlement of Sandspit House Numbering Bylaw No. 323, 1997 with the following information:

- a) *Descriptive approach for issuing civic addresses; and*
- b) *Language to encourage properties to post addresses that are visible from roadway;*

AND THAT staff be directed to prepare a database and process to be used in conjunction with the replacement bylaw for issuing civic addresses. (547-2019)

BYLAW 664

Bylaw 664 was prepared using existing principles for civic addressing. The most significant amendment was removing Schedule A from Bylaw 323, which allows assignment of civic addresses without further amendments to the bylaw. Clauses are also included to encourage property owners and tenants displaying addresses in visible and appropriate locations.

A repeal clause for the existing Sandspit House Numbering Bylaw 323, 1997 has been included in Bylaw 664, 2019. This will effectively replace the existing house numbering framework in place.

PUBLIC NOTICE

Bylaw 664 is not anticipated to create significant changes to current addresses as the existing principles are recommended. As this will have minimal impact, it is recommended that public notice be issued to invite comment on proposed bylaw prior to consideration of adoption at January Board Meeting.

NCRD staff will prepare notice of Bylaw 664, which will be communicated with the service area. Notification will include:

- Letter to property owners;
- Advertisement in local newspaper;
- Bulletins for local gathering spaces; and
- Posted on RD website.

SUMMARY

It is recommended that Bylaw 323 be replaced with Bylaw 664, which uses existing principles and omits having a fixed registered attached to the bylaw. Public notice will be issued prior to consideration of adoption to seek residents' feedback.



Bylaw No. 664, 2019

A bylaw to regulate the numbering of buildings and structures for the settlement of Sandspit, a portion of North Coast Regional District Electoral Area E.

WHEREAS the Extended Service House Numbering Bylaw No. 244, 1994 authorizes the North Coast Regional District to number buildings within the District;

AND WHEREAS the Board of the North Coast Regional District wishes to establish a bylaw that regulates the numbering of buildings;

AND WHEREAS, pursuant to section 329 of the *Local Government Act*, the Board of the North Coast Regional District may, by bylaw, require owners or occupiers of real property to place building or structure numbers assigned by the regional district in a conspicuous place;

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

1. CITATION

- a) This bylaw may be cited as “*North Coast Regional District Electoral Area E Civic Addressing Bylaw No. 664, 2019*”.

2. GEOGRAPHICAL AREA

- a) A system of house numbering is hereby adopted for the settlement of Sandspit.

3. NUMBERING

- a) Odd house numbers are located on the east and north side of the road.
- b) Even house numbers are located on the west and south side of the road.

- c) House numbers increase from north to south and east to west.
- d) House numbers are assigned by driveway access to the street.
- e) Civic addresses will only use numerical values, not alphanumerical.
- f) Strata and multi-family developments will be assigned a single civic address; units of development will then be assigned numerical unit numbers.
- g) Multi-storey buildings shall have the unit numbers correlate to the floor on which the units are located. Units on the first floor or ground level are to be numbered in the 100 series, units on the second floor in the 200 series and so forth. Any exceptions to this are to be approved in advance by the North Coast Regional District in consultation with the relevant local fire department.
- h) For every 30 metres of distance measured along the centre line of any road, there shall be allocated one odd and one even number.

4. DISPLAYING ADDRESSES

- a) Numbers assigned to buildings and structures that are displayed shall be so placed as to be easily read from the road upon which such building or structure is deemed to front as indicated by the numbers assigned.
- b) Displayed civic addresses must be displayed as numbers; not text or roman numerals.
- c) The numerals used to display the civic number shall have a contrasting background and be clearly visible from the road both day and night.

5. REPEAL

- a) The “*Skeena-Queen Charlotte Regional District Settlement of Sandspit House Numbering Bylaw 323, 1997*” and all subsequent amendments thereto are hereby repealed.

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

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

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

Adopted this **___ day of _____, 2020**

Chair

Corporate Officer

I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 664, 2019.



Staff Report

Date: December 13th, 2019

To: D. Fish, Chief Administrative Officer

From: M. Williams, Planning Consultant

Subject: Civic Addressing – Electoral Area D

Recommendations:

THAT three readings be given to North Coast Regional District Electoral Area D Civic Addressing Bylaw No. 665, 2019;

AND THAT Bylaw 665, 2019 be advertised to the residents of Sandspit seeking feedback prior to consideration of adoption of Bylaw 665, 2019 on February 21, 2020.

BACKGROUND

NCRD Board directed staff to review civic address bylaws for Rural Graham Island and Sandspit (Bylaw 400 and 323, respectively). In August 2019, NCRD Planning Consultant went to Haida Gwaii to ground-truth existing civic addressing Schedules (maps) of bylaws and propose amendments. The following motion was made following the Board's consideration of reports outlining findings from consultant's work.

MOVED by Director Young, SECONDED by Director Putterill, that the staff report entitled "Civic Addressing for Graham Island" be received;

AND THAT staff be directed to prepare a new bylaw for Skeena-Queen Charlotte Regional District Graham Island House Numbering Bylaw No. 400, 2000 with the following information:

- a) Descriptive approach for issuing civic addresses; and*
- b) Language to encourage properties to post addresses that are visible from roadway;*

AND THAT staff be directed to prepare a database and process to be used in conjunction with the replacement bylaw for issuing civic addresses. (548-2019)

BYLAW 665

Bylaw 665 was prepared using existing principles for civic addressing. Significant amendment was removing Schedule A from current bylaw, which allows assignment of civic addresses without further amendments. Clauses are also included to encourage property owners and tenants displaying addresses in visible and appropriate locations.

A repeal clause for the existing Graham Island House Numbering Bylaw 400, 2000 has been included in Bylaw 665, 2019. This will effectively replace the existing house numbering framework in place.

PUBLIC NOTICE

Bylaw 665 is not anticipated to create significant changes to current addresses as the existing principles are recommended. As this will have minimal impact, it is recommended that public notice be issued to invite comment on proposed bylaw prior to consideration of adoption at the Regular Board meeting to be held February 21, 2020.

NCRD staff will prepare notice of Bylaw 665, which will be communication with the service area. Notification will include:

- Letter to property owners;
- Advertisement in local newspaper;
- Bulletins for local gathering spaces; and
- Posted on RD website.

SUMMARY

It is recommended that Bylaw 400 be replaced with Bylaw 665, which uses existing principles and omits having a fixed registered attached to the bylaw. Public notice will be issued prior to consideration of adoption to seek residents' feedback.



Bylaw No. 665, 2019

A bylaw to regulate the numbering of buildings and structures for North Coast Regional District Electoral Area D.

WHEREAS the Extended Service House Numbering Bylaw No. 244, 1994 authorizes the North Coast Regional District to number buildings within the District;

AND WHEREAS the Board of the North Coast Regional District wishes to establish a bylaw that regulates the numbering of buildings;

AND WHEREAS, pursuant to section 329 of the *Local Government Act*, the Board of the North Coast Regional District may, by bylaw, require owners or occupiers of real property to place building or structure numbers assigned by the regional district in a conspicuous place;

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

1. CITATION

- a) This bylaw may be cited as “*North Coast Regional District Electoral Area D Civic Addressing Bylaw No. 665, 2019*”.

2. GEOGRAPHICAL AREA

- a) A system of house numbering is hereby adopted for Electoral Area D excluding member municipalities.

3. NUMBERING

- a) Odd house numbers are located on the east and north side of the road.

- b) Even house numbers are located on the west and south side of the road.
- c) House numbers increase from fixed zero starting points:
 - i. Skidegate Landing Ferry Dock is the zero start for Highway 16 Corridor
 - ii. Masset causeway is the zero start for Tow Hill Road
- d) House numbers are assigned by driveway access to the street.
- e) Civic addresses will only use numerical values, not alphanumerical.
- f) Strata and multi-family developments will be assigned a single civic address; units of development will then be assigned numerical unit numbers.
- g) Multi-storey buildings shall have the unit numbers correlate to the floor on which the units are located. Units on the first floor or ground level are to be numbered in the 100 series, units on the second floor in the 200 series and so forth. Any exceptions to this are to be approved in advance by the Regional District in consultation with the relevant local fire department.
- h) New addresses will be assigned by measuring distance in metres to property access

4. DISPLAYING ADDRESSES

- a) Numbers assigned to buildings and structures that are displayed shall be so placed as to be easily read from the road upon which such building or structure is deemed to front as indicated by the numbers assigned.
- b) Displayed civic addresses must be displayed as numbers; not text or roman numerals.
- c) The numerals used to display the civic number shall have a contrasting background and be clearly visible from the road both day and night.

5. REPEAL

- a) The “*Skeena-Queen Charlotte Regional District Rural Graham Island House Numbering Bylaw 400, 2000*” and all subsequent amendments thereto are hereby repealed.

Read a first time this day of _____, 2019

Read a second time this day of _____, 2019

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

Adopted this **__ day of ____, 2020**

Chair

Corporate Officer

I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 665, 2019.



Staff Report

Date: December 13th, 2019

To: D. Fish, Chief Administrative Officer

From: M. Williams, Planning Consultant

Subject: Referral – Industrial Use (Prince Rupert)

Recommendations:

THAT the NCRD Board not respond to Land Referral 115973419 - 005.

BACKGROUND

O'Brien & Fuerst Logging Ltd. is constructing a structure for storage of mechanical repair equipment and office space. During construction, it was identified that a portion of the shop encroaches on crown land (0.064 ha). The Ministry has asked for comments regarding this referral. Standard responses:

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

CONSIDERATIONS

Staff has recommended that the NCRD Board not provide comment. Industrial use should follow Prince Rupert's *Official Community Plan* and Zoning Bylaws. Staff do not anticipate an encroachment of 0.064ha in a member municipality to impact NCRD business.

ALTERNATIVES

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

1. Providing formal response; or
2. Another option as identified through Board discussion.



Crown Land Tenure Application

Tracking Number: 100260693

Applicant Information

If approved, will the authorization be issued to an Individual or Company/Organization? Company/Organization
What is your relationship to the company/organization? Employee

APPLICANT COMPANY / ORGANIZATION CONTACT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: O'Brien & Fuerst Logging Ltd.
Doing Business As:
Phone: 250-557-4282
Fax:
Email: brock@obrienlogging.com
BC Incorporation Number:
Extra Provincial Inc. No:
Society Number:
GST Registration Number:
Contact Name: Brock Bjorn Storry
Mailing Address: PO BOX 293
Port Clements BC V0T 1R0

CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

Email:
Contact Name: Brock Storry

ELIGIBILITY

Question	Answer	Warning
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Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
---	-----	--

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? Yes

Please specify your file number:

If you have several file numbers, please make a note of at least one of them above. Example numbers: 1234567, 153245, others

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Industrial General Storage and general shop use for Highway Maintenance materials and equipment	Licence of Occupation	Ten to thirty years

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: This is a small area of crown land adjacent to and accessible by our private property on Shawatlans Road, Prince Rupert, BC

INDUSTRIAL GENERAL

Specific Purpose: Storage and general shop use for Highway Maintenance materials and equipment
Period: Ten to thirty years
Tenure: Licence of Occupation

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Please specify the area: .0615 hectares

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other materials? No

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? No

Does your operation fall within a park area?

No

LOCATION INFORMATION

LAND DETAILS

DRAWINGS

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I will add one or more GeoMarks

GEOMARKS

Do you already have the URL of a GeoMark? If you do please add it here. You can add one or more GeoMark URLs.

Geomark URL	Description	Purpose
gm-83F732426AE945ABA256E458453054C9	GeoMark	Industrial General

☒ I will upload a PDF, JPG or other digital file(s)

MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
Site Map	Site Map.pdf	Industrial General

☒ I will upload files created from a Geographic Information System (GIS)

SPATIAL FILES

Do you have a spatial file from your GIS system? You can upload it here.

NOTE: If uploading a .shp, please ensure that it is a polygon that has been projected in BC Albers in NAD83 format.

Description	Filename	Purpose
Polygon.dbf	Polygon.dbf	Industrial General
Polygon.shp	Polygon.shp	Industrial General
polygon.prj	Polygon.prj	Industrial General
polygon.shx	Polygon.shx	Industrial General

ATTACHED DOCUMENTS

Document Type	Description	Filename
General Location Map	General Location Map	Shawatlans Road project Gen...
Management Plan	Management Plan	management_plan (8).pdf
Site Plan	Site Plan Map	Site Map.pdf

PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

Company / Organization: O'Brien & Fuerst Logging Ltd.
Contact Name: Brock Storry
Contact Address: PO Box 293
Port Clements, BC V0T 1R0
Contact Phone: 250-557-4282
Contact Email: brock@obrienlogging.com

☒ I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$500.00	GST @ 5%: \$25.00	\$525.00	\$0.00

OFFICE

Office to submit application to: Smithers

PROJECT INFORMATION

Is this application for an activity or project which
requires more than one natural resource
authorization from the Province of BC? No

OFFICE USE ONLY

Office Smithers	File Number	Project Number
	Disposition ID	Client Number

Management Plan

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

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

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

1.0 Background

1.1 Project Overview

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

Several years ago O'Brien's began construction on a shop to house mechanical repair equipment, office area, etc. for their sister company O'Brien Road & Bridge Maintenance Co. to do business in the Prince Rupert and surrounding area as the Maintenance Contractor to the BC Ministry of Transportation. Recently, after many years of leasing a building in Prince Rupert, the project was renewed, and there was interest to complete the facility.

It was brought to our attention by the Prince Rupert Building Inspector that there was a very small encroachment onto Crown land by a corner of the building. We are hoping to complete the building on the same footprint, and thus we ask for a LOO for this very small overlap.

1.2 Investigative Work

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



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Contact City of Prince Rupert	Looking for Building Permit	Ongoing/pending approval of this application	
Add Row			

1.4 First Nations Consultation

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



None

2.0 Location

2.1 Description

Provide a general description of the location of the project:



Shawatlans Road, Prince Rupert, BC

2.2 Location Justification

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



We have a building that has a very small encroachment on vacant Crown Land

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Completion of existing structure	Completion of existing structure	All seasons

Add Row

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
Completion of existing structure	Wood frame, steel cladding, concrete foundation	ASAP

Add Field

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Through our private lot on Shawatlans Road	Private lot/Prince Rupert roadways	Private lot/Prince Rupert roadways	n/a	n/a	n/a	n/a

Add Field

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



Only a small portion of the building is on Crown Land, and we would like to have access around the building for pedestrian/vehicular/equipment access.

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
Completion of existing structure	none				

Add Field

3.5 Waste Collection Treatment and Disposal

Identify any waste disposal (note septic system required), sewage, sanitation facilities and refuse disposal proposed.



Project Phase (Construction/Operation)	Is there a water requirement (e.g. Surface water or ground water, etc)	Discharge distance to closest body of water (well, lake, etc.)	Volume of daily discharge	Infrastructure Description	Existing Agreements
Completion of existing structure	none				

Add Field

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☐ Yes ☒ No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

☐ Yes ☒ No



4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes ☒ No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ Yes ☒ No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Completion of existing structure	none	
Add Field		

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? Yes ☒ No

Odor? Yes ☒ No

Gas? Yes ☒ No

Fuel Emissions? ☐ Yes ☒ No

4.3 Aquatic Lands

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

4.4 Fish and Wildlife Habitat

4.4.1 Disturbance to Fish/Wildlife and Fish/Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ Yes ☒ No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

The area in question is adjacent to our lot on Shawatlans Road in the Industrial area of Prince Rupert.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

☐ Yes ☒ No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

5.2.2 Existing Services

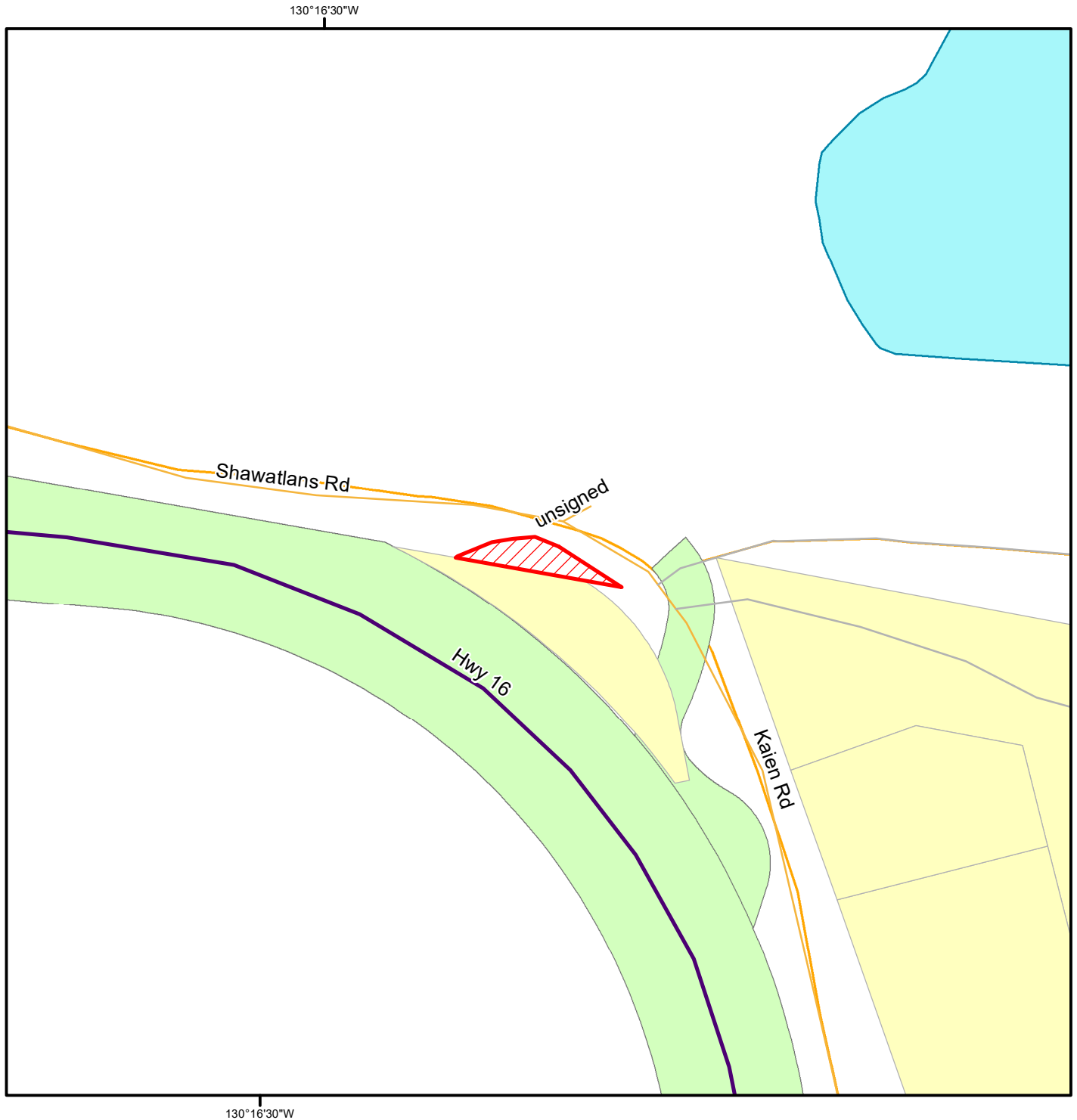
Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



None

END O F FORM


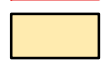

Referral Map



File No: 6409169

Scale: 1:2,500

Date: 12 Sep 2019

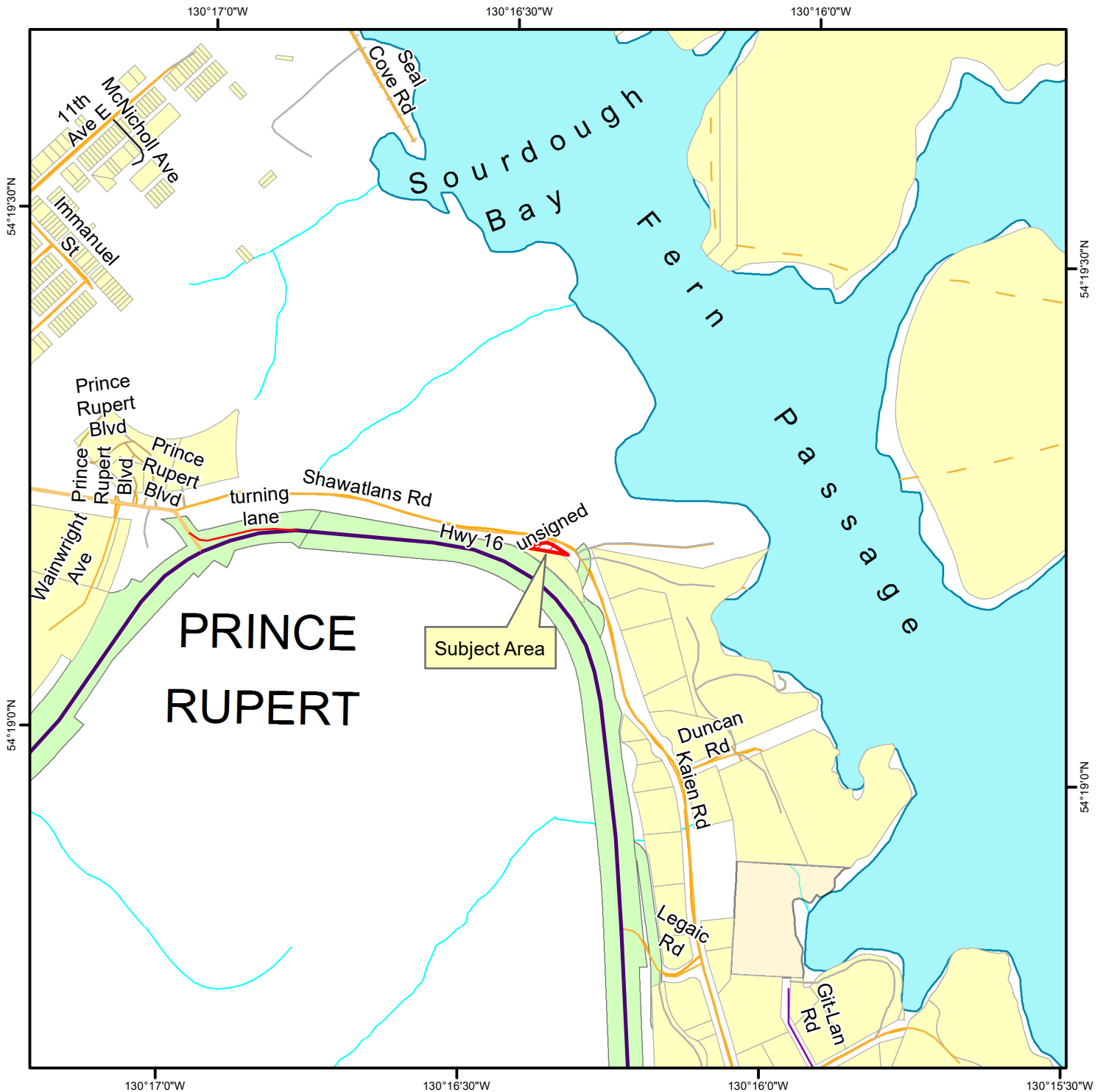
-  Tenure Area
-  Indian Reserves
-  Parks and Protected Area



0 30 60 120 Meters

Page: ____ of ____




Referral Map



File No: 6409169

Scale: 1:10,000

Date: 12 Sep 2019

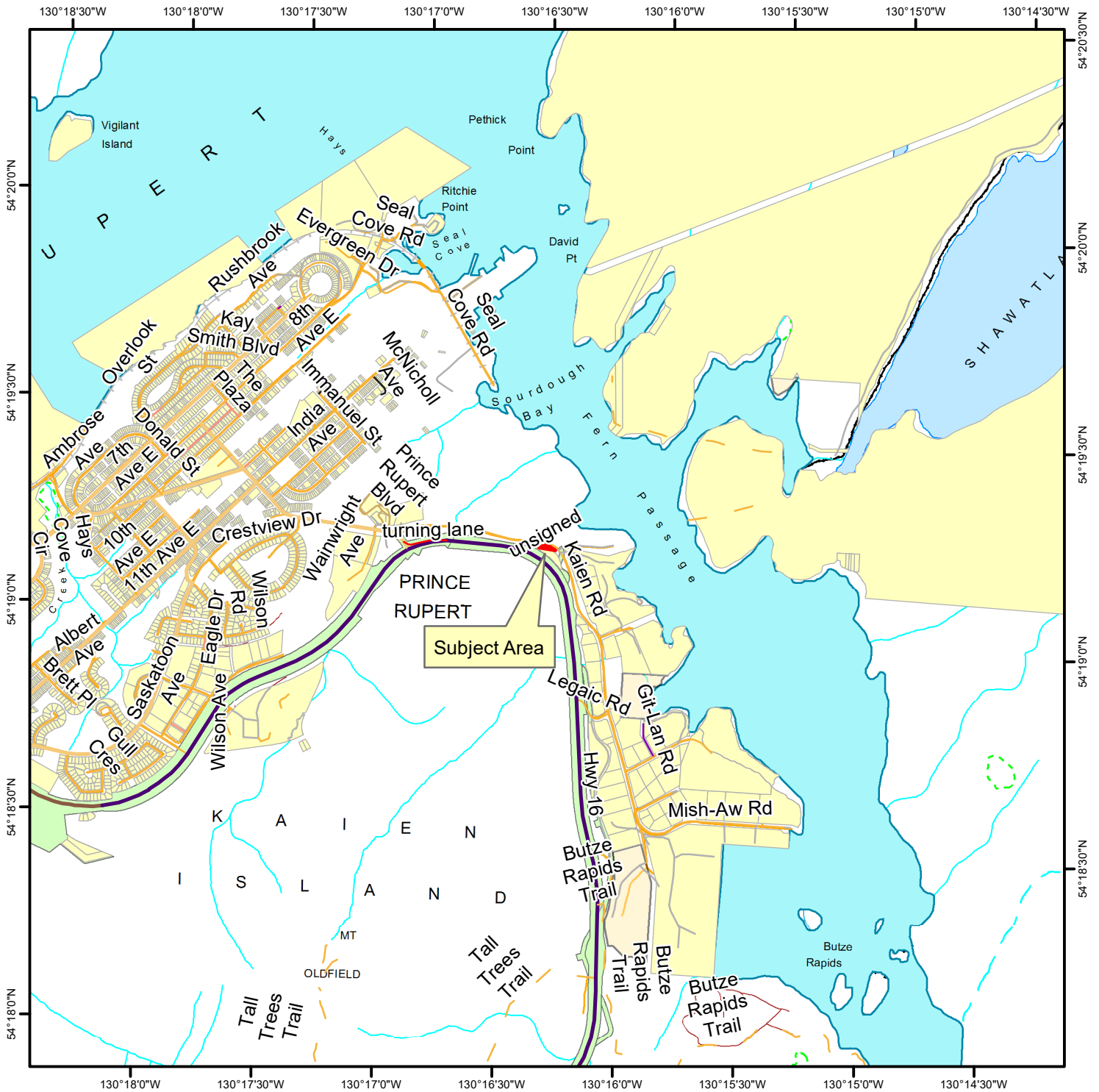
-  Tenure Area
-  Indian Reserves
-  Parks and Protected Area



0 130 260 520 Meters

Page: ____ of ____

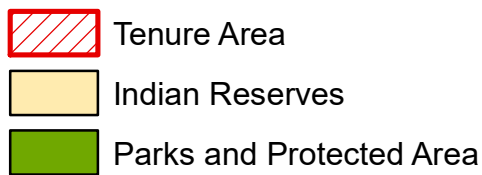
Referral Map



File No: 6409169

Scale: 1:25,000

Date: 12 Sep 2019



0 315 630 1,260 Meters

Page: _____ of _____



**NORTH COAST REGIONAL DISTRICT
2020 BOARD MEETING SCHEDULE**

	<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>	<u>Location</u>
*	January 24	NCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
*Sat	January 25	NCRD Special Board (Budget)	10:00 AM	Prince Rupert
*	February 21	NCRD Regular Board	7:00 PM	Prince Rupert
*Sat	February 22	NCRD Special Board (Budget)	10:00 AM	Prince Rupert
*Weds	March 11	NCRD Special Board (Budget)	7:00 PM	Teleconference
*	March 20	NCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
	April 17 - 19	AVICC AGM and Convention		Nanaimo
*	April 24	NCRD Regular Board	4:00 PM	Queen Charlotte
	May 13 - 15	NCLGA AGM and Convention		Prince George
*	May 22	NCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
*	June 19	NCRD Regular Board	4:00 PM	Dodge Cove
	July	No meeting scheduled		
*	August 14	NCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
*	September 18	NCRD Regular Board	7:00 PM	Prince Rupert
	September 21 - 25	UBCM Convention		Victoria
*	October 16	NCRD Regular Board	7:00 PM	Teleconference
*	November 20	NCRD Statutory Board	7:00 PM	Prince Rupert
*	November 20	NCRD Regular Board	Following RD stat	Prince Rupert
		NW Regional Hospital District		Terrace
*	December 11	NCRD Regular Board	7:00 PM	Prince Rupert

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

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

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



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

1. Applicant Profile

Community name (local government or First Nations band):	
North Coast Regional District	
Mailing address:	Telephone:
14-342 3rd Avenue West, Prince Rupert, BC, V8J 1L5	250-624-2002 (ext. 8)
Email:	Website (URL):
cao@ncrdbc.com	www.ncrdbc.com

2. Primary Contact Information

Primary contact (for this application):	Position/title:
Daniel Fish	Chief Administrative Officer
Email:	Telephone:
cao@ncrdbc.com	250-624-2002 (ext. 8)

3. Grant Writer Supervisor

+ Please identify the staff member that is directly responsible for supervising the proposed grant writer position:

Supervisor:	Position/title:
Alanah Mountifield	Economic development manager, Misty Isles Economic Development Society
Email:	Telephone:
alanah@gohaidagwail.ca	250-559-8050

4. About the Position

✦ Please refer to the [Grant Writing Support Application Guide](#) for eligible positions and ineligible positions/costs.

The grant writer will work or provide services on the following basis:	
<input type="radio"/> Full-time (100% dedicated grant writing position)	
<input checked="" type="radio"/> Part-time (100% dedicated grant writing position)	
<input type="radio"/> On-demand contract position or consultant (100% dedicated to grant writing)	
<input type="radio"/> Full-time (combined position)	Annual wage:
✦ Job title:	% of time dedicated to grant writing (minimum 30%): 0.00%
<input type="radio"/> Part-time (combined position)	Annual wage:
✦ Job title:	% of time dedicated to grant writing (minimum 30%): 0.00%

5. Required Attachment (if applicable)

If applicable, confirm the required document is attached to this application:

☐ For combined position(s), job description specifying % spent on grant writing

6. About the Grant Writer

✦ If the community has a preferred candidate for the grant writer position, please provide the following:

Grant writer name: Andrew Hudson	The grant writer is based in the community: <input type="radio"/> Yes <input checked="" type="radio"/> No ✦ If no, please identify location: Masset, B.C.
Telephone: 250-626-9150	Email: andrew@gohaidagwaii.ca
Briefly describe the grant writer's background and qualifications: Andrew Hudson was hired in January 2019 as a shared grant writer working for the North Coast Regional District Areas D & E and the three municipalities on Haida Gwaii: the Village of Masset, the Village of Port Clements, and the Village of Queen Charlotte. Together, the four local governments co-manage the grant writer position through the Misty Isles Economic Development Society — a non-profit society of which they are all members. Since mid 2019, Mr. Hudson has also been providing grant writing services for the NCRD's mainland Electoral Areas, A & C. For three years before taking on the grant-writer role, Hudson reported for a weekly newspaper on Haida Gwaii, where he closely followed the work of the regional district and municipalities. Besides working as a reporter in Toronto and B.C.'s Bulkley Valley, Hudson has held several other positions that require attention to detail and clear writing. Those include work as a copy editor for Desjardins Capital Markets, as a transcriptionist for post-secondary students who are hard of hearing, and as a teacher of English as a Second Language. Hudson holds an honours Bachelor of Arts degree from the University of Toronto and a Journalism Certificate from Langara College.	
✦ If the preferred candidate is not located in the community, please provide the rationale.	

✦ If the community does not have a preferred candidate at this time, the above information must be provided to Northern Development prior to the grant writer starting employment.

7. Grant Writer Funding/Budget

Amount requested:	Community contribution:	Budget for grant writing wages:
\$8,000 grant rebate	\$ 2,500 (minimum \$2,500)	\$ 10,500 (minimum \$10,500)

8. Community Priorities

★ *The grant writer is required to apply for a minimum of \$200,000 to support community projects.*

★ *List the priority projects in the community that the grant writer will be focused on supporting:*

Project name:	Funding required:	Estimated total project value:
1) Haida Gwaii Telecommunications Needs Assessment	\$ 15,000	\$ 20,000
2) Flood Risk Assessments for Tlell and Shingle Bay	\$ 150,000	\$ 150,000
3) Haida Gwaii animal shelter	\$ 150,000	\$ 600,000
4) Haida Gwaii Community Energy Plan	\$ 16,666	\$ 200,000
5) Tlell Community Hall	\$ 250,000	\$ 250,000
6) Tlell Farmers Market Upgrades	\$ 60,000	\$ 60,000
7) Wildfire protection treatments for Areas D & E	\$ 25,000	\$ 25,000
8)	\$	\$
9)	\$	\$
10)	\$	\$
TOTAL	\$ 666,666	\$ 1,305,000

9. Application Confirmation

- ☒ I have read and understand the [Grant Writing Support Application Guide](#) including the eligible positions and ineligible positions/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 grant writing support funding, our organization agrees to submit a report by February 28 of the following year to verify the following performance measures for the program:
 - a. Pay stub(s) for the grant writer employee or invoice(s) for the contractor verifying a minimum of \$10,500 in wages and a minimum of 400 hours of employment.
 - b. Verification of \$200,000 grants applied for by the grant writer during the term of employment and approved calendar year (using Northern Development's template).
 - c. Verification of grants approved from those applied for during the term of the program.
 - d. Upon request, updates on funding applications made in prior years that was financially supported under Northern Development's Grant Writing Support program.

Name (organization signing authority): ★ Please type name.	Position/title:	Date:
Daniel Fish	Chief Administrative Officer	December 5, 2019

10. Submitting Your Application

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

Email: info@northerndevlopment.bc.ca

ECONOMIC DEVELOPMENT CAPACITY BUILDING**Adobe Reader 8.0+ is required to complete this application form.**

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

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



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

1. Applicant Profile

Community name (local government):	
North Coast Regional District	
Primary contact (for this application):	Position/title:
Daniel Fish	Chief Administrative Officer
Telephone:	Email:
250-624-2002 (ext. 8)	cao@ncrd.bc.com

2. Economic Development Budget and Funding Request

★ Local governments may apply for economic development staff wages, economic development activities, or a combination of each to a maximum annual grant of \$50,000.

★ Based on the information provided within this application, the breakdown of the budget and funding request is as follows:

	Budget:	Funding request:
Economic development wages:	\$ 0.00	\$ 0.00
Economic development activities:	\$ 50,000.00	\$ 50,000.00
TOTAL:	\$ 50,000.00	\$ 50,000.00 (Max \$50,000)

3. Planned Economic Development Goals

Provide an overview of the economic development goals your community is focused on this year.

The North Coast Regional District, together with the Village of Masset, the Village of Port Clements, and the Village of Queen Charlotte, incorporated the non-profit Misty Isles Economic Development Society (MIEDS) in 2008 to provide economic development, tourism marketing, and grant writing services on Haida Gwaii. In 2020, MIEDS' goals include securing an agreement for a Haida Gwaii Community Forest, promoting small business through the Love Haida Gwaii website and tradeshow, and promoting tourism through the recently updated Go Haida Gwaii website and the annual Tadswii/This Is Haida Gwaii magazine. MIEDS will also produce a new hiking brochure and continue year two of an in-depth visitor exit survey that will guide future tourism initiatives. MIEDS regularly works together on projects with the Skidegate Band Council, the Old Massett Band Council and the Council of the Haida Nation. MIEDS also provides grant-writing assistance to local non-profit groups and collaborates with local visitor information centres, economic development corporations, and the local business-development offices of Community Futures. Additional funds will be used toward an economic development contract to support Electoral Areas A and C economic development initiatives including participation ongoing environmental assessments for large scale industrial development projects in the region and further feasibility investigation toward a proposed ferry service for these regions.

4. Economic Development Wages and Workplan

★ Fill out sections 4 if your community is applying for any portion of the grant to support wages for an economic development position.

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

Employee name (first and last):	Position/title:	
Alanah Mountifield	Economic development manager	
Telephone:	Email:	
250-559-8050	alanah@gohaidagwaii.ca	
Annual salary:	% dedicated to economic development:	If not yet hired, anticipated hire date:
\$	100.00% (minimum 50%)	
Action item:	Expected outcome(s):	
1) Publish the 2020 edition of the Tadswii/This is Haida Gwaii tourism magazine.	To co-publish and distribute 20,000 copies of a tourism magazine and trip-planner that promotes Haida Gwaii experiences and local businesses. The magazine is co-published together with the Council of the Haida Nation.	
2) Co-ordinate year two of the Haida Gwaii Visitor Exit Survey	To produce a comprehensive visitor-exit survey for Haida Gwaii that provides valuable data to local businesses, governments, the Council of the Haida Nation, funding agencies and visitor information centres.	
3) Champion local businesses through Love Haida Gwaii	Grow the number of businesses listed on the Love Haida Gwaii website, and boost participation in related initiatives such as Plaid Friday and the Love Haida Gwaii tradeshow.	
4) Work with partner organizations	Work with Community Futures, Gwaalagaa Naay Corporation, the Gwaii Trust Society, Hecate Strait Employment Development Society to maximize economic-development activities.	
5)		
<p>Will the employee be involved in leading or promoting any of Northern Development's programs in the community? If so, please describe how and which programs.</p> <p>Yes, the economic development manager will lead Love Haida Gwaii, part of NDIT's Love Northern B.C. program by 1) recruiting more local businesses to join Love Haida Gwaii 2) promote Love Haida Gwaii to the wider public through Plaid Friday and other shop-local promotions and 3) organizing the annual Love Haida Gwaii tradeshow, which showcases local businesses to the public and offers valuable workshops for business owners.</p>		

5. Economic Development Activities

★ Fill out section 5 if your community is applying for any portion of the grant to support economic development activities.

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

Name of Activity:	Activity start date:	Activity completion date:
MIEDS Budget 2020		
Provide a description of the activity:		
<p>The Misty Isles Economic Development Society is co-funded by the North Coast Regional District and the Villages of Masset, Port Clements, and Queen Charlotte. With a head office in Queen Charlotte, MIEDS employs a full-time economic development manager, a full-time tourism co-ordinator, a part-time community forest co-ordinator, and a part-time grant writer. In 2020, MIEDS will continue its work to secure an agreement for a Haida Gwaii Community Forest, to promote small business through the Love Haida Gwaii website and trade show, and to promote tourism through the recently updated Go Haida Gwaii website and the annual Tadswii/This Is Haida Gwaii magazine. Special projects for 2020 include production of a new hiking brochure and year two of an in-depth visitor exit survey that will guide future tourism initiatives on Haida Gwaii.</p>		
What are the expected outcomes of the activity:		
<p>MIEDS will continue to promote Haida Gwaii's economic development on behalf of its four founding communities in a co-ordinated way, and to ensure those activities represent the shared priorities outlined in the economic-development accords signed between the MIEDS communities and the Council of the Haida Nation.</p>		

Lead contact responsible for delivery:	Position/title:
Alanah Mountifield	Economic development manager
Telephone:	Email:
250-559-8050	alanah@gohaidagwaii.ca

Expense item:	Amount (\$):	Vendor:	Verification:
MIEDS 2020 operations and personnel (\$281,289)	\$ 25,000.00	Misty Isles Economic Development Society	<input checked="" type="checkbox"/> Quote(s) attached
MIEDS 2020 projects (\$182,845)	\$	Misty Isles Economic Development Society	<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
ACTIVITY BUDGET: \$ 25,000.00			

ECONOMIC DEVELOPMENT CAPACITY BUILDING

APPLICATION FORM

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

Name of Activity:	Activity start date:	Activity completion date:
Electoral Areas A and C Economic Development Contract	1-Jan-2020	31-Dec-2020

Provide a description of the activity:

At present, large scale industrial projects such as the Vopak site development and proposed Prince Rupert port modernization require the NCRD to regularly engage in environmental assessment processes. The NCRD lacks staffing capacity to undertake this engagement and proposes the hiring of an economic development contractor to provide representation from the NCRD into these various economic development projects slated for the region. Additionally, the NCRD continues to engage with residents and other stakeholders on a proposed ferry service for the communities of Dodge Cove and Oona River. It is anticipated that these works will be undertaken in 2020.

What are the expected outcomes of the activity:

The expected outcomes include NCRD representation and input toward the significant industrial projects that are currently taking place in the region. This will better position industry and the NCRD to work collaboratively on projects of shared concern. Additionally, the intended outcome of the ferry service project is a duly established ferry service for those areas identified, which would follow thorough feasibility studying on the matter.

Lead contact responsible for delivery:	Position/title:
Daniel Fish	Chief Administrative Officer
Telephone:	Email:
250-624-2002 (Ext 8)	cao@ncrdbc.com

Expense item:	Amount (\$):	Vendor:	Verification:
2020 Economic Development Capacity Building	\$ 25,000.00	To be determined. Proposed agreement attached.	<input checked="" type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
ACTIVITY BUDGET: \$ 25,000.00			

ECONOMIC DEVELOPMENT CAPACITY BUILDING

APPLICATION FORM

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

Name of Activity:	Activity start date:	Activity completion date:	
Provide a description of the activity:			
What are the expected outcomes of the activity:			
Lead contact responsible for delivery:	Position/title:		
Telephone:	Email:		
Expense item:	Amount (\$):	Vendor:	Verification:
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
ACTIVITY BUDGET: \$ 0.00			

6. Required Attachments

Confirm all required documents attached to this application:

- ☐ Local government's latest economic development strategic plan.
✦ Please contact Northern Development staff should you require clarification.
- ☐ If applying for wages: Job description.
✦ Combined positions should specify the % of time allocated to economic development.
- ☒ If applying for activities: Copies of quotes.
✦ If quote(s) cannot be obtained, a detailed budget breakdown must be provided.

7. 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 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.
- ☒ 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.
- ☒ If approved for economic development capacity building funding, our organization agrees to submit a report by February 28 of the following year using Northern Development's reporting form and provide the required attachments. After May 31, no additional reporting documentation will be accepted.
- ☒ I understand that this application will not be approved until reporting on the prior year has been received and processed by Northern Development.

Name (organization signing authority): ✦ Please type name.	Position/title:	Date:
Daniel Fish	Chief Administrative Officer	December 5, 2019

8. Submitting Your Application

Applications are accepted starting November 1 and must be received prior to midnight on March 31 to be eligible for consideration in that funding year.

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

Email: info@northernddevelopment.bc.ca



LGLA 2020 Leadership Forum Announcement

The Local Government Leadership Academy's Leadership Forum will be held Wednesday to Friday, **February 5-7, 2020** at the Radisson Hotel Vancouver Airport in Richmond. Please consider attending this great learning and networking event!

2020 theme is: ***Inclusive Leadership: Respectful, Collaborative, Engaged***

The LGLA Forum is preceded by the UBCM *Electoral Area Directors Forum* held at the same venue February 4-5. Electoral Area Directors have an opportunity to attend both events and save on travel costs.

Following up on the spring Elected Officials Seminar series, ***Inclusive Leadership*** will focus on helping people build skills with the idea of inclusivity. An exciting line-up of professional speakers, elected officials and staff will deliver a mixture of plenary workshops, clinics, and concurrent sessions to offer practical examples in leadership. Elected officials participating will leave with practical tools to help them work with one another, staff and the public in collaborative ways that recognize the diversity of people and perspectives that make up BC communities.

The Forum is a great opportunity for delegates from all corners of BC to network, to learn from and to support each other. Forum participants can also obtain credits towards their LGLA certification.

Rates:

\$350/person + GST for registration by January 20, 2020 or until Forum is filled.

Registration:

Please follow the link to register: <https://www.civicinfo.bc.ca/event/2020/LGLA>

Accommodation:

Radisson Hotel Vancouver Airport (Venue of the 2020 Forum)-8181 Cambie Road
\$159/night/plus 16% Taxes – Rates are based on single or double occupancy, and additional guests up to 4 may be booked for \$15 per person per night.
Rates will be honored by the hotel up to and including January 6, 2020, or until the LGLA room block is filled.

Reservation can be made over the phone by calling the hotel at 1-800-333-333, or by calling directly at 604-279-8384. Guests can also reserve by email:

reservations@radissonvancouver.com

Updates and Contact Information:

Visit the LGLA website for periodic updates on the 2020 Forum Program. For any questions related to registration, [LGLA Certificate Program](#), or the [Cathy Watson Memorial Award](#), please contact LGLA Executive Coordinator Gabi Vindisch any time at gvindisch@ubcm.ca or by phone at 250-514-9237.