



<p>MOVED by Director Franzen, SECONDED by Director Cunningham, that the Board of the North Coast Regional District appoint Director Brain as the North Coast Regional District representative to the Northwest B.C. Resource Benefits Alliance.</p> <p>ICo41-2018 CARRIED</p> <p>MOVED by Director Putterill, SECONDED by Director Olsen, that the report from staff entitled “Appointments to the Moresby Island Management Committee” be received;</p> <p>AND THAT, in accordance with Bylaw 579, 2014, the Board of the North Coast Regional District appoint the following individuals to the Moresby Island Management Standing Committee, effective immediately:</p> <ul style="list-style-type: none"> • Gordon Usher, • Gail Henry, • Bill Quaas, • Stan Hovde, and • Director Evan Putterill. <p>ICo42-2018 CARRIED</p> <p>MOVED by Director Putterill, SECONDED by Director Olsen, that the North Coast Regional District advertise for vacant member positions on the Moresby Island Management Standing Committee and the Sandspit Community Hall Committee.</p> <p>ICo43-2018 CARRIED</p> <p>MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from Ms. Bowler with respect to her resignation from the Sandspit Hall Committee be received;</p> <p>AND THAT the Board of the North Coast Regional District send correspondence to Ms. Bowler to thank her for her service.</p> <p>ICo44-2018 CARRIED</p>	
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4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1 Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held November 6, 2018	Pg 14-15
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5. DELEGATION

5.1 Haida Gwaii SPCA – Request for Feedback on Draft Bylaws for Animal Regulation on Haida Gwaii	Pg 16-33
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6. FINANCE

6.1	S. Gill, Treasurer – Cheques Payable over \$5,000 for November, 2018	Pg 34
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7. CORRESPONDENCE

7.1	Queen Charlotte Heritage Housing Society – Letter of Support – Gwaii Trust Major Contributions Grant	Pg 35
7.2	TransCanada Yellowhead Highway Association – 2018 Member Update	Pg 36
7.3	Hon. Selina Robinson, Minister of Municipal Affairs and Housing – Foundational Principles of Responsible Conduct	Pg 37-40
7.4	Association of Vancouver Island and Coastal Communities – 2019 Call for Resolutions and Nominations for Executive	Pg 41-48
7.5	North Central Local Government Association – NCLGA 2018 Nominations	Pg 49-51
7.6	Jennifer Rice, MLA North Coast – Funding Opportunity – Building Infrastructure Projects in Small, Rural Communities Like Ours	Pg 52-53
7.7	Office of the Seniors Advocate BC – Congratulations!	Pg 54
7.8	Regional District of Kitimat-Stikine – RDKS Solid Waste Management Plan	Pg 55-57

8. REPORTS / RESOLUTIONS

8.1	D. Fish, Corporate Officer – Ports Modernization Review	Pg 58-59
8.2	D. Fish, Corporate Officer – Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018	Pg 60-68
<u>Add:</u> <u>8.3</u>	D. Fish Corporate Officer – Investing in Canada Infrastructure Program – Rural & Northern Communities and Community, Culture & Recreation Programs	Pg 69-92x
8.4	D. Chapman, Chief Administrative Officer – B.C. Natural Resources Forum	Pg 93-119
8.5	S. Gill, Treasurer – Elected Officials Remuneration	Pg 120-125
8.6	S. Gill, Treasurer – 2018-2022 Five Year Financial Plan Amendment Bylaw No. 622.1, 2018	Pg 126-127
8.7	S. Gill, Treasurer – Revenue Anticipation Borrowing Bylaw	Pg 128

9. BYLAWS

9.1	Bylaw No. 629, 2018 – Being a bylaw to provide for the borrowing of money during fiscal year 2019 in anticipation of revenue <i>Prior to being given first, second, third reading and adoption.</i>	Pg 129-130
9.2	Bylaw No. 622.1, 2018 – Being a bylaw to amend the 2018-2022 Five Year Financial Plan Bylaw No. 622, 2018 <i>Prior to being given first, second, third reading and adoption.</i>	Pg 131-158
9.3	Bylaw No. 469.3, 2018 – Being a bylaw to amend the <i>Skeena-Queen Charlotte Regional District Sandspit Water Service Establishment Bylaw No. 469, 2005</i> <i>Prior to being given first, second and third reading.</i>	Pg 159-162

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

None.	---
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11. NEW BUSINESS

11.1	Directors' Reports	Verbal
11.2	North Coast Regional District Draft 2019 Board Meeting Schedule	Pg 163

12. OLD BUSINESS

12.1	Local Government Leadership Academy – 2019 Elected Officials Seminar	Pg 164-165
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13. PUBLIC INPUT**14. IN-CAMERA**

That the public be excluded from the meeting according to section 90(2)(a) of the <i>Community Charter</i> “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”.	---
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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 16, at 7:00 p.m.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert (<i>via teleconference</i>) B. Cunningham, City of Prince Rupert D. Franzen, 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
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer
Public	1
Media	1

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 2019.

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 2019 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 2019.

Director Brain 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 2019 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 Nobels, SECONDED by Director Brain, that the Meeting be adjourned at 7:02 p.m.

390-2017

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 16, 2018 immediately following the North Coast Regional District Statutory Board meeting.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert <i>(via teleconference)</i> B. Cunningham, City of Prince Rupert D. Franzen, 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
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer
Public	1
Media	1

1. CALL TO ORDER 7:02 p.m.

2. AGENDA

MOVED by Director Cunningham, SECONDED by Director Franzen, that the November 16, 2018 North Coast Regional District Regular amended agenda be further amended and adopted to include the following:

- 11.3 Local Government Leadership Academy for Newly Elected Officials
- 11.4 Ridley Terminals
- 12.2 WCC LNG

391-2018

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regular Meeting of the North Coast Regional District Board held October 12, 2018

MOVED by Director Franzen, SECONDED by Director Nobels, that the minutes of Regular Meeting of the North Coast Regional District Board held October 12, 2018 be adopted as presented.

392-2018

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held September 4, 2018

MOVED by Director Putterill, SECONDED by Director Franzen, that the minutes of the Regular meeting of the Moresby Island Management Standing Committee held September 4, 2018 be received.

393-2018

CARRIED

- 4.2 Minutes of the Regular Meeting of the Regional Recycling Advisory Committee held January 24, 2018

MOVED by Director Franzen, SECONDED by Director Nobels, that the minutes of the Regular meeting of the Regional Recycling Advisory Committee held January 24, 2018 be received.

394-2018

CARRIED

The Chair recessed the Regular meeting at 7:08 p.m.

5. IN CAMERA DELEGATIONS

MOVED by Director Cunningham, SECONDED by Director Franzen, That the public be excluded from the **meeting according to section 90(2)(b) of the Community Charter** “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.”

395-2018

CARRIED

The Chair reconvened the regular meeting at 8:04 p.m.

6. FINANCE

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

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

396-2018

CARRIED

7. CORRESPONDENCE

- 7.1 Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation – 2018 UBCM Follow-Up

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence **from Minister Fraser with respect to the North Coast Regional District’s 2018 UBCM** meeting be received.

397-2018

CARRIED

- 7.2 Honourable Selina Robinson, Minister of Municipal Affairs and Housing – 2018 UBCM Convention Follow-Up

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from Minister **Robinson with respect to the North Coast Regional District's 2018 UBCM meeting** be received.

398-2018

CARRIED

- 7.3 Honourable Claire Trevena, Minister of Transportation and Infrastructure – 2018 UBCM Convention Follow-Up

MOVED by Director Cunningham, SECONDED by Director Franzen, that the correspondence from Minister Trevena with respect to the North Coast Regional **District's 2018 UBCM meeting** be received.

399-2018

CARRIED

MOVED by Director Putterill, SECONDED by Director Nobels, that the Board of the North Coast Regional District send correspondence to Claire Trevena, Minister of Transportation and Infrastructure and Carol James, Minister of Finance, to inquire into **the Province of B.C.'s intent to follow-up** on recommendations #96 and #97 of the **Select Standing Committee on Finance and Government Service's Report on the Budget 2019 Consultation**, November 2018;

AND THAT **correspondence reiterate the North Coast Regional District's request to see BC Ferries' service levels for routes 10, 11 and 26** reestablished to pre-2014 service levels.

400-2018

CARRIED

- 7.4 Honourable David Eby, Attorney General – Licenses for Retail Sale of Non-Medical Cannabis

MOVED by Director Franzen, SECONDED by Director Nobels, that the correspondence from the Attorney General with respect to licenses for retail sale of non-medical cannabis be received.

401-2018

CARRIED

- 7.5 Northern Development Initiative Trust – Appointments to the Northwest Regional Advisory Committee

MOVED by Director Cunningham, SECONDED by Director Brain, that the correspondence from Northern Development Initiative Trust with respect to its request for appointment to the Northwest Regional Advisory Committee be received.

402-2018

CARRIED

- 7.6 Association of Vancouver Island and Coastal Communities – October Update Nominations for Electoral Area Representative

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Association of Vancouver Island and Coastal Communities with respect to nominations for electoral area representative be received.

403-2018

CARRIED

- 7.7 BC Ferries Advisory Committee – October 2018 BC Ferries Advisory Committee Notes

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from BC Ferries with respect to the October 26, 2018 North and Central Coast ferry advisory committee meeting notes be received.

404-2018

CARRIED

- 7.8 Government of Canada – Oceans Protection Plan Pacific Dialogue Forums

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Government of Canada with respect to Oceans Protection Plan Pacific Dialogue forums be received.

405-2018

CARRIED

- 7.9 Emergency Management B.C. – Royal Canadian Marine Search and Rescue Request for Assistance Guide

MOVED by Director Putterill, SECONDED by Director Nobels, that the correspondence from Emergency Management B.C. with respect to the Royal Canadian Marine Search and Rescue request for assistance guide be received.

406-2018

CARRIED

- 7.10 BC SPCA, Haida Gwaii Branch – Draft Vancouver Foundation Grant Application for Review/Bylaw Review Meetings

MOVED by Director Putterill, SECONDED by Director Olsen, that the correspondence from the B.C. SPCA, Haida Gwaii Branch, with respect to its draft Vancouver Foundation grant application be received;

AND THAT the Board of the North Coast Regional District provide a letter of support to the BC SPCA, Haida Gwaii Branch, for its application to the Vancouver Foundation Grant program to support the development of animal control bylaws for Haida Gwaii.

407-2018

CARRIED

- 7.11 Union of B.C. Municipalities – Group Insurance for Elected Officials

MOVED by Director Daugert, SECONDED by Director Franzen, that the correspondence from the Union of B.C. Municipalities with respect to group insurance for elected officials be received.

408-2018

CARRIED

- 7.12 Westcoast Connector Gas Transmission Ltd. – Application for an Extension of Environmental Assessment Certificate #E14-05 Pursuant to Section 18(2) of the Environmental Assessment Act

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from Westcoast Connector Gas Transmission Ltd. with respect to an application for an extension to its environmental assessment certificate be received.

409-2018

CARRIED

MOVED by Director Nobels, SECONDED by Director Putterill, that the Board of the North Coast Regional District send correspondence to the BC Environmental Assessment Office to state its opposition to Westcoast Connector Gas Transmission Ltd.'s application for an extension to its environmental certificate given that there appears to be no viable project anticipated into the future.

410-2018

CARRIED

- 7.13 North Central Local Government Association – Geoscience BC Support Letter

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from the North Central Local Government Association with respect to its letter of support to allocate provincial funds to Geoscience BC be received.

411-2018

CARRIED

- 7.14 BC Assessment – Congratulations to Newly Elected

MOVED by Director Putterill, SECONDED by Director Nobels, that the correspondence from BC Assessment with respect to welcoming new Directors be received.

412-2018

CARRIED

- 7.15 City of Prince Rupert – Prince Rupert Airport Ferry

MOVED by Director Nobels, SECONDED by Director Cunningham, that the correspondence from the City of Prince Rupert with respect to its request for a letter of support to establish the Prince Rupert Airport Ferry as part of the BC Ferries network be received.

413-2018

CARRIED

Director Nobels indicated that he will be further discussing the matter of a ferry service to Dodge Cove at a community meeting scheduled to take place Sunday, November 18, 2018.

- 7.16 Royal Canadian Mounted Police, Masset Detachment – Haida Gwaii Regional Recreation

MOVED by Director Franzen, SECONDED by Director Nobels, that the correspondence from the Royal Canadian Mounted Police, Masset Detachment, with respect to the Haida Gwaii Regional Recreation service and coordinator be received.

414-2018

CARRIED

MOVED by Director Young, SECONDED by Director Nobels, that a copy of the correspondence be provided, and that the Board extend its congratulations to the Recreation Coordinator.

415-2018

CARRIED

- 7.17 Vancouver Island Regional Library – Appointment to the 2019 Vancouver Island Regional Library Board

MOVED by Director Franzen, SECONDED by Director Daugert, that the correspondence from the Vancouver Island Regional Library with respect to the an appointment to the Vancouver Island Regional Library Board for 2019 be received.

416-2018

CARRIED

8. REPORTS – RESOLUTIONS

- 8.1 D. Fish, Corporate Officer – 2018 Local General Election Results

MOVED by Director Putterill, SECONDED by Director Franzen, that the report from staff **entitled** “2018 Local General Election Results” **be received** for information.

417-2018

CARRIED

- 8.2 D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation: 2018 3rd Quarter Reporting

MOVED by Director Nobels, SECONDED by Director Putterill, that the report from **staff entitled** “Haida Gwaii Regional Recreation: 2018 3rd Quarter Reporting” **be received** for information.

418-2018

CARRIED

- 8.3 D. Fish, Corporate Officer – Investing in Canada Infrastructure Program – Rural & Northern Communities and Community, Culture & Recreation Programs

MOVED by Director Nobels, SECONDED by Director Olsen, that the report from staff **entitled** “Investing in Canada Infrastructure Program – Rural & Northern Communities and Community, Culture & Recreation Programs” **be received** for information.

419-2018

CARRIED

- 8.4 D. Fish, Corporate Officer – North Coast Regional District Strategic Planning

MOVED by Director Franzen, SECONDED by Director Olsen, that the report from staff **entitled** “North Coast Regional District Strategic Planning” **be received**;

AND THAT staff be directed to schedule a facilitated strategic planning session to be held in Masset, B.C. in April 2019.

420-2018

CARRIED

- 8.5 S. Gill, Treasurer – North Coast Regional District 2019 Budget Process

MOVED by Director Nobels, SECONDED by Director Franzen, that the report from staff **entitled** “North Coast Regional District 2019 Budget Process” **be received** for information.

421-2018

CARRIED

- 8.6 M. Williams, Planning Consultant – OCP and Zoning Amendment – Tourist Accommodation – Public Hearing Records

MOVED by Director Franzen, SECONDED by Director Young, that the report from the consultant **entitled** “OCP and Zoning Amendment – Tourist Accommodation – Public Hearing Records” **be received** for information.

422-2018

CARRIED

9. BYLAWS

- 9.1 Bylaw No. 627, 2018 – Being a bylaw to amend the *Rural Graham Island Official Community Plan Bylaw No. 532, 2011*

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 627, 2018 be given second reading.

423-2018

CARRIED

MOVED by Director Putterill, SECONDED by Director Franzen, that Bylaw No. 627, 2018 be given third reading.

424-2018

CARRIED

MOVED by Director Putterill, SECONDED by Director Nobels, that third reading of Bylaw No. 627, 2018 be rescinded.

425-2018

CARRIED

MOVED by Director Nobels, SECONDED by Director Nobels, that Bylaw No. 627, 2018 be amended and given third reading as follows:

Page 1, Par. 3 Remove: “NOW THEREFORE the Board of the North Coast Charlotte Regional District”; and

Page 1, Par. 3 Add: “NOW THEREFORE the Board of the North Coast Regional District”.

426-2018

CARRIED

MOVED by Director Franzen, SECONDED by Director Cunningham, that Bylaw No. 627, 2018 be adopted.

427-2018

CARRIED

- 9.2 Bylaw No. 628, 2018 – Being a bylaw to amend the *Graham Island Interim Zoning Bylaw No. 192, 1993* zoning map with respect to land uses permitted

MOVED by Director Nobels, SECONDED by Director Putterill, that Bylaw No. 628, 2018 be amended and given second reading as follows:

Page 1, Par. 3 Remove: “NOW THEREFORE the Board of the North Coast Charlotte Regional District”; and

Page 1, Par. 3 Add: “NOW THEREFORE the Board of the North Coast Regional District”.

428-2018

CARRIED

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 628, 2018 be given third reading.

429-2018

CARRIED

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 628, 2018 be adopted.

430-2018

CARRIED

10. LAND REFERRALS / PLANNING

- 10.1 M. Williams, Planning Consultant – Land Referral: Investigative License, Ocean Energy

MOVED by Director Putterill, SECONDED by Director Nobels, that the report from the consultant entitled “Land Referral: Investigative License, Ocean Energy” be received;

AND THAT the Board of the North Coast Regional District support approval of the project.

431-2018

CARRIED

- 10.1 M. Williams, Planning Consultant – Subdivision Referral – PID 008-423-865

MOVED by Director Young, SECONDED by Director Putterill, that the report from the consultant entitled “Subdivision Referral – PID 008-423-865” be received;

AND THAT the Board of the North Coast Regional District support the subdivision of Lot 2 DL 594 Queen Charlotte District Plan 12328 (PID 013-768-344) conditional on:

1. Site plans providing evidence of compliance with R2 zone;
2. Application for civic address once subdivision is complete; and
3. Notification of the Tlell Fire Department for emergency response services.

432-2018

CARRIED

11. NEW BUSINESS

- 11.1 **Director's Reports**

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

Director Cunningham – City of Prince Rupert

- Two new councilors at the City of Prince Rupert;
- The Federal government has dedicated a plaque to a former Japanese-Canadian resident of Prince Rupert after a federal work crew chopped down several cherry trees that were donated to the community nearly 60 years ago; and
- The City is seeking to form a health watch committee to gather information on needed medical services in outlying communities that could be provided at the Prince Rupert Regional Hospital.

Director Franzen – District of Port Edward

- New mayor and one new councilor at the District of Port Edward; and
- The District is almost complete its senior housing project in the community.

Director Young – Electoral Area D

- There is an interest in the community to review emergency planning and protective services provided in the area.

Director Olsen – Village of Queen Charlotte

- New mayor and two new councilors at the Village of Queen Charlotte;
- Voter turnout for the 2018 local general election was good;
- The Village has been approved \$400,000 to be used toward the conversion of the **community's mental health building into family housing**;
- The Village will soon be undertaking a strategic planning session; and
- There is a desire to reestablish the Haida Gwaii All Island Protocol group.

Director Putterill – Electoral Area E

- Pleased to see the announcement of additional grant funding opportunities for northern communities – will be bringing forward projects for consideration at the next meeting.

Director Daugert – Village of Port Clements

- One new councilor at the Village of Port Clements; and
- The community continues to look into residential hookups for Fiber Optics.

Director Brain – City of Prince Rupert

- The City has recently completed its second phase tender for a dam replacement project in the community;
- The Federal government recently announced an investment of \$21.9 million for three projects at the Port of Prince Rupert including Zanardi Rail Bridge replacement, designing new rail tracks for a proposed logistics park, and construction of a two lane road that will connect the Fairview Terminal to Ridley Island; and
- The City continues to work with partners on planning for downtown revitalization.

Chair Pages – Village of Masset

- Three new councilors at the Village of Masset.

433-2018**CARRIED**

- 11.2 E. Putterill, Director, Electoral Area E – Community Wildfire Protection Plan for the Community of Sandspit & Shoreline Erosion Along Shingle Bay in Sandspit

MOVED by Director Putterill, SECONDED by Director Olsen, that the North Coast Regional District submit and support an application to the UBCM Community Resiliency Investment program to support the development of a community wildfire protection plan in Sandspit.

434-2018**CARRIED**

MOVED by Director Putterill, SECONDED by Director Olsen, that the Board of the North Coast Regional District send correspondence to Claire Trevena, Minister of Transportation and Infrastructure, to reintroduce the issue of shoreline erosion along Shingle Bay in the community of Sandspit;

AND THAT correspondence sent request any plans developed to address the issue and invite Ministry staff to further discuss the issue with local representatives.

435-2018

CARRIED

11.3 Local Government Leadership Academy for Newly Elected Officials

MOVED by Director Putterill, SECONDED by Director Olsen, that decision making with respect to attendance at a proposed leadership session in January 2019 be tabled until the December 14, 2018 Regular meeting of the North Coast Regional District Board.

436-2018

CARRIED

11.4 Ridley Terminals

Director Nobels provided a verbal report to the Board of the North Coast Regional District with respect to the sale of Ridley Terminals. Director Nobels indicated that he intends to put forward a motion on the matter at the next Regular meeting of the North Coast Regional District Board.

12. OLD BUSINESS

12.1 Transport Canada – Engagement Opportunity with Transport Canada on the Ports Modernization Review

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from Transport Canada and North Coast Regional District submission to the Transport Canada's Ports Modernization Review be received.

437-2018

CARRIED

MOVED by Director Nobels, SECONDED by Director Olsen, that Sylvie Robitaille, Manager, Ports and Seaway Policy, Transport Canada, be invited to attend a future meeting of the North Coast Regional District Board to discuss the Ports Modernization Review.

438-2018

CARRIED

12.2 WCC LNG

MOVED by Director Franzen, SECONDED by Director Cunningham, that the verbal report from Director Nobels with respect to a November 1, 2018 meeting with WCC LNG and WCC LNG's notification of its departure from the community for lack of a viable project be received for information.

439-2018

CARRIED

13. PUBLIC INPUT

There were 0 comments from the public.

14. IN CAMERA

MOVED by Director Daugert, SECONDED by Director Franzen, That the public be excluded from the meeting according to section 90(2)(a) and (c) of the *Community Charter* “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality” and “labour relations and other employee relations.”

440-2018**CARRIED****15. ADJOURNMENT**

MOVED by Director Franzen, SECONDED by Director Cunningham, that the North Coast Regional District Regular Board meeting be adjourned at 10:04 p.m.

441-2018**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 6, 2018 at 7:00 PM.

Adopted December 4, 2018

PRESENT Bill Quaas, Behn Cochrane, Stan Hovde

ABSENT Gail Henry, Bill Beldessi

Chair Gail Henry (Absent)

Vice Chair Behn Cochrane

Staff Barb Parser

Public 8

1. CALL TO ORDER 7:09 PM

2. CONSIDERATION OF AGENDA (additions/deletions)

2.1 Agenda November 2018

045-2018 MOTION to accept agenda with the addition of item 4.1 moved by Bill Quaas, seconded by Stan Hovde, Carried

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes October 2018

046-2018 MOTION to adopt and file October minutes of meeting, moved by Stan Hovde, seconded by Bill Quaas, Carried

4. DELEGATIONS

4.1 GT, Warren Foster, Update

5. CORRESPONDENCE

None

6. REPORTS – RESOLUTIONS

6.1 Water Operators Report

6.2 Directors Report - None, Bill Beldessi absent

047-2018 MOTION to receive and file Water Operators Report moved by Bill Quaas, seconded by Stan Hovde, Carried

7. OLD BUSINESS

None

8. NEW BUSINESS

None

9. PUBLIC INPUT

10. IN CAMERA

11. ADJOURNMENT

048-2018 MOTION to Adjourn by Behn Cochrane, 7:28 PM, Carried

Approved and adopted:

Certified correct:

Chair

Secretary

DRAFT

Animal Responsibility Bylaws

June 2018

[Drafted from the BCSPCA Model Animal Responsibility Bylaws V. 3 September 2017]

Bylaw

I. Standards of Care - General

Definitions

“Animal” means any member of the Kingdom Animalia excluding humans;

“Enclosure” means a structure forming a pen suitable to confine an animal; and

“Owner” includes a person owning, possessing, harbouring or having charge of an animal or permitting an animal to remain about the persons’ house or premises or to whom a licence for an animal has been issued pursuant to this bylaw and where the owner is a minor, the person who is the legal guardian or has custody of the minor.

1. No person shall keep any animal in the municipality unless the animal is provided with:

1.1 clean potable drinking water and food in sufficient quantity and of a recognized nutritional quality to allow for the animal’s normal growth and the maintenance of the animal’s normal body weight;

1.2 food and water receptacles which are clean;

1.3 the opportunity for regular exercise sufficient to maintain the animal’s good health, including daily opportunities for social contact with people or animals, to be free of an enclosure and exercised under appropriate control; and

1.4 necessary veterinary care when the animal exhibits signs of pain, injury, illness, suffering, or disease.

2. No person may keep any animal which normally resides outside or which is kept outside for extended periods of time, unless the animal is provided with outside shelter:

2.1 which ensures protection from heat, cold and wet that is appropriate to the animal's weight and type of coat;

2.2 which provides sufficient space to allow the animal the ability to turn about freely and to easily stand, sit and lie in a normal position; at least one and a half (1.5) times the

length of the animal in all directions, and at least as high as the animal's height measured from the floor to the highest point of the animal when standing in a normal position plus 10%;

2.3 which provides sufficient shade to protect the animal from the direct rays of the sun at all times;

2.4 which contains dry bedding that will assist with maintaining normal body temperature; and

2.5 which is regularly cleaned and sanitized and all excreta removed at least once per day.

3. No person may cause, permit or allow an animal:

3.1 to be hitched, tied or fastened to a fixed object in such a way that the animal is able to leave the boundaries of the owner's property; or

3.2 to be hitched, tied or fastened to a fixed object where a choke, prong or shock collar forms part of the securing apparatus, or where a rope or cord is tied directly around the animal's neck; or be tethered other than with a collar that is properly fitted to the animal and attached in a manner that will not injure the animal or enable the animal to injure itself by pulling on the tether; or

3.3 to be hitched, tied or fastened to a fixed object except with a tether of sufficient length to enable the full and unrestricted movement of the animal; or

3.4 to be hitched, tied or fastened to a fixed object for longer than four (4) hours within a 24 hour period.

4. No person shall keep an animal confined in an enclosed space, including a motor vehicle, without sufficient ventilation to prevent the animal from suffering discomfort or heat or cold-related injury. Such enclosed space or vehicle (if stationary) shall be in an area providing sufficient shade to protect the animal from the direct rays of the sun at all times.

5. No person may transport an animal in a vehicle outside of the passenger compartment or in an uncovered passenger compartment, unless it is adequately confined to a pen or cage, or secured in a body harness or other manner of fastening to prevent it from jumping, falling off the vehicle or otherwise injuring itself.

6. No person shall permit an animal to suffer from thermal distress, dehydration, discomfort or exertion causing unnecessary pain, suffering or injury.

7. Notwithstanding any other provision of this bylaw, no person shall:

7.1 abandon any animal;

7.2 in any way use poison, air pellet guns, bows and arrows, slingshots and the like on any animal;

7.3 use choke, prong or shock collars or harsh physical or verbal corrections to train or restrain any animal;

7.4 tease, torment, provoke, punch, kick or choke an animal;

7.5 cause, permit or allow an animal to suffer; or

7.6 train or allow any animal to fight.

Bylaw

II. Standards of Care - Shelter Standards

Definitions

“Animal” means any member of the Kingdom Animalia excluding humans;

“Animal Shelter Manager” means any person appointed by the municipality as the animal shelter manager or any contractor who has entered into an agreement with the municipality to assume the responsibilities of the animal shelter manager pursuant to this bylaw, and includes the delegates of this person;

“Impounded” means seized, delivered, received, or taken into the custody of the municipality or in the custody of the animal shelter manager;

“Owner” includes a person owning, possessing, harbouring or having charge of an animal or permitting an animal to remain about the persons’ house or premises or to whom a licence for an animal has been issued pursuant to this Bylaw and where the Owner is a minor, the person who is the legal guardian or has custody of the minor; and

“Permanent Identification” means identification for an animal in the form of a traceable tattoo or a microchip that contains the current contact information of the owner.

1. The animal impoundment facility shall ensure all “must” and “unacceptable” statements set out in the *Canadian Standards of Care in Animal Shelters: Supporting ASV Guidelines* are addressed. This document is available at (<https://www.canadianveterinarians.net/documents/canadian-standards-of-care-in-animal-shelters>).

2. The animal shelter manager shall ensure that all animals impounded under this bylaw receive sufficient food, water, shelter, exercise, social interaction and, if necessary, reasonable veterinary attention, and that the animals are not mistreated during seizure and impoundment.

3. During the impoundment period, the animal shelter manager shall provide veterinary care and pain control for an injured or ill impounded animal as may be necessary to sustain its life and relieve distress.

4. If an animal shelter manager considers that an impounded animal requires:

4.1 a vaccination;

4.2 flea treatment;

4.3 worm treatment;

4.4 examination by a veterinarian; or

4.5 urgent veterinary care to alleviate any pain or suffering as recommended by a veterinarian, then the animal shelter manager can cause such care to be provided at the sole cost and expense of the animal's owner.

5. During or following the impoundment period, the animal shelter manager must, in consultation with a veterinarian, take an animal to a veterinarian for euthanasia, where s/he reasonably believes:

5.1 immediate veterinary treatment cannot prolong the animal's life, or;

5.2 prolonging the animal's life would result in the animal suffering unduly, and;

5.3 all reasonable efforts to contact the owner of the animal have failed.

6. Any euthanasia method used in a shelter must quickly induce loss of consciousness followed by death, while ensuring the death is as free from pain, distress, anxiety, or apprehension as possible. The euthanasia method must be reliable, irreversible and compatible with the species, age and health status of the animal. Any agent or method that is unacceptable according to the AVMA Guidelines on Euthanasia is also unacceptable for use in shelters.

7. The animal shelter manager is entitled to recover from the owner the cost of veterinary care provided while the animal was impounded, in addition to any other fees due to the municipality for the redemption of the animal.

Bylaw

III. Hoarding and Animal Limits

Definitions

“Animal Bylaw Officer” means any person appointed by council as an animal control officer or bylaw enforcement officer;

“Cat” means the domestic cat *Felis catus*;

“Community Cat” means any free-roaming cat that may be cared for by one or more residents of the immediate area who is/are known or unknown; a community cat may or may not be feral. Community cats are exempt from licensing and are not considered to be stray or at-large;

“Community Cat Caregiver” means a person who, in accordance with a good faith effort to conduct Trap-Neuter-Return, provides care. This care includes providing food, shelter, or medical care to a community cat. However, community cat caregivers are not the owner or keeper of a community cat (see section Cat population control and feral cat colonies);

“Dog” means the domestic dog *Canis lupus*;

“Licensee” means any person or business entity who obtains a licence to operate and does operate a business that involves providing care for animals, other than a veterinary clinic, including breeders, pet stores, animal kennels, animal daycares, dog walkers and animal groomers; and

“Small Animals” means domestic ferrets, domestic mice, domestic pigeons, domestic rats, European rabbits (*Oryctolagus cuniculus*), gerbils, guinea pigs, hamsters and small birds (e.g., budgies, canaries, cockatiels, lovebirds).

1. No person shall keep or allow to be kept on any real property more than a total of six (6) cats and dogs over the age of twelve (12) weeks, and a reasonable number of small and aquatic animals, unless they are a licensee, community cat caregiver, veterinary clinic or animal shelter.

2. If a person is providing temporary care for more than a total of six (6) cats and dogs over the age of twelve (12) weeks, they shall notify the animal bylaw officer with the number and species of animals, reason and estimated length of time they will be providing care.

Bylaw

IV. Dangerous Dogs and Aggression

Definitions

“Aggressive Behaviour” means any behaviour by a dog that demonstrates a threat or harm directed at a person or animal and includes snarling;

“Aggressive Dog” means a dog that:

- a) has without justifiable provocation displayed aggressive behaviour toward a person or animal; or
- b) has without justifiable provocation caused a minor injury to a person or animal;

“Animal” means any member of the Kingdom Animalia excluding humans;

“Animal Bylaw Officer” means any person appointed by council as an animal control officer or bylaw enforcement officer;

“At Large” means:

- a) an animal located elsewhere than on the premises of the person owning or having the custody, care or control of the animal that is not under the immediate charge and control of a responsible and competent person;
- b) an animal located upon a highway or other public place, including a school ground, park or public beach, that is not secured on a leash to a responsible and competent person; or
- c) a vicious dog or dangerous dog that is on the premises of the owner that is not contained in an enclosure or securely confined within a dwelling;

“Dangerous Dog” means a dog that:

- a) has killed or seriously injured a person;
- b) has killed or seriously injured an animal while in a public place or while on private property, other than property owned or occupied by the person responsible for the dog;
- c) has previously been deemed a vicious dog and has since attacked or caused injury to a person or animal after being deemed a vicious dog; or
- d) as defined in the Community Charter S.B.C. 2003 c. 26, as amended;

“Dog” means an animal of the canine species, irrespective of sex or age;

“Dangerous Dog Enclosure” means a fence or structure at least two (2) metres in height and two (2) metres in width, forming or causing an enclosure suitable to prevent unauthorized entry and suitable to confine a dog in conjunction with other measures taken by the owner. The enclosure must be securely enclosed and locked and designed with secure sides, top and bottom and must be designed to prevent the animal from escaping;

“Identification” means:

- a) a collar or tag worn by an animal which includes the name, current address and contact information of the owner;
- b) a traceable tattoo;
- c) a traceable microchip; or
- d) a valid licence tag issued by a local government in British Columbia;

“Impounded” means seized, delivered, received or taken into the custody of the municipality or in the custody of the animal shelter manager;

“Guard Dog” means a dog that is specifically trained for or used primarily for the purposes of guarding property, including residential, commercial and industrial property;

“Muzzle” means a humane basket-style fastening or covering device that is strong enough and well-fitted enough to prevent the dog from biting, without interfering with the breathing, panting or vision of the dog or with the dog's ability to drink;

“Neuter” means the sterilization of a male animal by removal of the testicles or by any method of pharmaceutical sterilization approved by the Canadian Veterinary Medical Association;

“Owner” includes a person owning, possessing, harbouring or having charge of an animal or permitting an animal to remain about the persons' house or premises or to whom a licence for an animal has been issued pursuant to this bylaw and where the owner is a minor, the person who is the legal guardian or has custody of the minor;

“Permanent Identification” means identification for an animal in the form of a traceable tattoo or a microchip that contains the current contact information of the owner;

“Seize” includes impound and detain;

“Serious Injury” means a physical injury to a person or animal that consists of deep punctures, lacerations in more than one direction, broken bones or an injury requiring stitches or cosmetic surgery;

“Spay” means the sterilization of a female animal by removal of the ovaries or by any method of pharmaceutical sterilization approved by the Canadian Veterinary Medical Association; and

“Vicious Dog” means a dog that:

- a) has without justifiable provocation caused a serious injury to a person or animal; or
- b) has a known propensity, tendency or disposition to attack without justifiable provocation; or
- c) has on more than one occasion caused a minor injury to a person or animal; or
- d) has while running at large, aggressively pursued or harassed a person without justifiable provocation, or has demonstrated a propensity, tendency or disposition to do so as deemed by an animal bylaw officer or animal shelter manager.

Aggressive Dogs

1. If an animal bylaw officer receives a credible complaint that a dog has exhibited aggressive behaviour, that bylaw officer may issue the owner of that dog written notice of that complaint, such written notice to include the following:

1.1 the date, place and circumstances of the events alleged;

1.2 a warning that if the dog that is the subject of the complaint is found to have exhibited aggressive behaviour again, the dog could be deemed to be an aggressive dog; and

1.3 a copy of the bylaw relating to aggressive dogs.

2. Where the owner of a dog has received a notice in the form set out in section 1 above and a bylaw officer receives another credible complaint that the dog has exhibited aggressive behaviour, the dog may be deemed to be an aggressive dog. An animal bylaw officer may issue a written notice to the owner of that dog advising the owner of the requirements of this bylaw with respect to aggressive dogs and which deems that dog to be an aggressive dog.

3. Every owner of an aggressive dog shall:

3.1 secure the dog by a collar and leash that is a maximum length of one (1) metre when not on the owner's property;

3.2 ensure that the dog is not running at large within the municipality at any time;

3.3 within fourteen (14) calendar days of receiving notice that their dog is an aggressive dog, ensure the dog has permanent identification and provide the permanent identification information to the municipality.

4. An owner, following a period of at least one (1) year from the date stated on the written notice deeming their dog an aggressive dog, may apply to the municipality for relief from the requirements of Section 2 provided that:

4.1 the municipality has received no further complaints in regard to that dog's aggressive behaviour; and

4.2 proof and documentation is provided that the owner and the dog have successfully completed a humane, force-free training course, deemed acceptable by an animal bylaw officer as acting reasonably to address the dog's aggressive behaviour.

5. If a dog displays aggressive behavior again after relief has been granted, the requirements of section 2 shall apply in perpetuity.

Vicious Dogs

6. Where a dog meets the definition of a vicious dog, an animal bylaw officer may issue written notice to the owner of that dog advising the owner of the requirements of this bylaw with respect to vicious dogs and which deems that dog to be a vicious dog.

7. Every owner of a vicious dog shall:

7.1 secure the dog by a collar and leash that is a maximum length of one (1) metre when not on the owner's property;

- 7.2 ensure that the dog is not running at large within the municipality at any time;
- 7.3 ensure that the dog is not in a designated off-leash area in the municipality at any time;
- 7.4 keep the dog effectively muzzled to prevent it from biting another animal or human when not on the owner's property;
- 7.5 post a clearly visible sign at all points of entry onto any premises where the dog is being kept, temporarily or permanently, warning that there is a vicious dog on the premises;
- 7.6 at all times while the vicious dog is on the person's premises, keep the vicious dog securely confined indoors or confined outdoors in an enclosure; and
- 7.7 within fourteen (14) calendar days of receiving notice that their dog is a vicious dog, ensure the dog has permanent identification and provide the permanent identification information to the municipality.

Dangerous Dogs

- 8. Where a dog meets the definition of a dangerous dog, an animal bylaw officer may issue written notice to the owner of that dog advising the owner of the requirements of this bylaw with respect to dangerous dogs and which deems that dog to be a dangerous dog.
- 9. The owner of any dog that has been deemed a dangerous dog by written notice may, within fourteen (14) calendar days of issuance of that written notice, request in writing that the animal bylaw officer reconsider the decision. The request for reconsideration must be accompanied by:
 - 9.1 written reasons why the dog is not a dangerous dog; and
 - 9.2 a written assessment of the dog, prepared by a veterinarian.
- 10. If the written request for reconsideration referenced is received by the municipality within the time specified in Section 8, the animal bylaw officer may provide the owner and any complainant with an opportunity to make representations regarding the dangerous dog. The animal bylaw officer may confirm, reverse or amend the decision designating the dog as a dangerous dog and may cancel or modify any restrictions, requirements or conditions imposed by an animal bylaw officer and impose any new or additional restrictions, requirements or conditions as he or she deems necessary or appropriate in the circumstances.

11. No person shall own or keep any dangerous dog unless the dog is licensed as a dangerous dog with the municipality by an owner who is over nineteen (19) years of age, who has paid the applicable fee, and who keeps the dog in compliance with Sections 12-14.

12. The owner of a dangerous dog has fourteen (14) days to come into compliance with sections 12-13 of the bylaw, from the date the dog was deemed a dangerous dog.

13. In order to obtain a licence for a dangerous dog, an owner of a dangerous dog shall supply the following documentation to the municipality:

13.1 completion of the dog licence application;

13.2 written confirmation from a licensed veterinarian that this dog has been neutered or spayed, extensions possible with proof that a veterinary appointment could not be obtained within the stated period;

13.3 written confirmation from a humane animal trainer approved by the municipality that the services of such trainer have been retained for the purpose of providing behavioural remediation to the dog;

13.4 written confirmation that the owner has obtained a policy of liability insurance specifically covering any damages for injuries caused by the dog in an amount not less than five hundred thousand (500,000) dollars, and covering the twelve (12) month period during which licensing is sought;

13.5 written confirmation that the dog has permanent identification with the permanent identification information outlined on the application; and

13.6 payment of the dangerous dog licence fee.

14. Every owner of a dangerous dog shall:

14.1 secure the dog by a collar and leash that is a maximum length of one (1) metre when not on the owner's property;

14.2 ensure that the dog is not running at large within the municipality at any time;

14.3 ensure that the dog is not in a designated off-leash area in the municipality at any time;

14.4 keep the dog effectively muzzled to prevent it from biting another animal or human when not on the owner's property;

14.5 post a clearly visible sign at all points of entry onto any premises where the dog is being kept, temporarily or permanently, warning that there is a dangerous dog on the premises;

14.6 at all times while the dog is on the person's premises, keep the dog securely confined indoors or confined outdoors in an enclosure with a roof and locked entry; and

14.7 have the dangerous dog photographed and the photo retained by the animal bylaw officer for identification purposes.

15. The owner of a dangerous dog shall promptly notify the municipality's animal bylaw officer if:

15.1 the dog is found to be running at large; or

15.2 the dog's owner or place of residence changes; or

15.3 the dog is given away or dies.

16. If the owner of a dangerous dog is unwilling or unable to comply with the requirements of sections 12-14, the dog may be seized and impounded for a four (4) day holding period, after which the dog may be euthanized.

17. The owner of a dangerous dog may, within four (4) days of impoundment, request the release of a dangerous dog by submitting to the animal bylaw officer a letter providing proof of his or her actions of remediation to the contraventions of this bylaw. It will be at the discretion of the animal bylaw officer whether the owner meets the requirements of the bylaw. The animal bylaw officer must provide a written decision within five (5) days to the owner that, a. the dog may be released as the owner meets the requirements of the bylaw, b. the owner has additional time to meet the requirements of the bylaw and an assigned timeline, or c. the dog will be euthanized.

Guard Dogs

18. Every owner of a guard dog shall prevent the guard dog from leaving the property of the owner by ensuring:

18.1 the guard dog is confined within the premises and these premises are reasonably secure against unauthorized entry;

18.2 the premises are completely enclosed by means of a two (2) metre fence constructed in accordance with municipal bylaws and any gates in such fence are reasonably secured against unauthorized entry;

18.3 the guard dog is securely confined in an area within the premises that is adequate to ensure that the guard dog cannot escape;

18.4 warning signs advising of the presence of a guard dog on the premises are posted, with lettering clearly visible from the lesser of the curb line of the property and fifteen (15) metres from the premises, and posted at each driveway or entranceway to the property and at all exterior doors of the premises; and

18.5 before bringing the guard dog onto the premises under control of the owner, notify the animal bylaw officer, the Fire Department, the Bylaw Enforcement and Licensing Services Division and the police of the address of the property which the guard dog will be guarding, the approximate hours during which the guard dog will be performing guard duties, the breed, age, sex and licence number of the guard dog and the full names, addresses and telephone numbers of the owner and any other individual who will be responsible for the guard dog.

Dangerous Dog Enclosure

19. No person shall keep a dog in a dangerous dog enclosure unless all of the following requirements are met:

19.1 the enclosure shall be a fully enclosed structure with a minimum dimension of two (2) metres in width, by four (4) metres in length and two (2) metres in height from the grade upon which the enclosure is constructed;

19.2 the location of the enclosure shall be within a rear yard and shall meet the requirements for an accessory structure contained within the municipality's zoning bylaw, as amended from time to time;

19.3 the enclosure shall include an outside shelter that conforms to the Standards of Care section of this bylaw;

19.4 if the sides are not secured to the bottom of the enclosure, then the sides shall be embedded into the ground no less than thirty (30) centimetres or as deep as may be necessary to prevent the escape of the dog from the enclosure; and

19.5 the enclosure must be regularly cleaned and sanitized and all excreta removed at least once a day.

Bylaw

V. Pet Licensing and Identification

Definitions

“Animal Bylaw Officer” means any person appointed by council as an animal control officer or bylaw enforcement officer;

“Cat” means the domestic cat *Felis catus*;

“Dog” means the domestic dog *Canis lupus*;

“Neuter” means the sterilization of a male animal by removal of the testicles or by any method of pharmaceutical sterilization approved by the Canadian Veterinary Medical Association;

“Owner” includes a person owning, possessing, harbouring or having charge of an animal or permitting an animal to remain about the persons’ house or premises or to whom a licence for an animal has been issued pursuant to this bylaw and where the owner is a minor, the person who is the legal guardian or has custody of the minor; and

“Spay” means the sterilization of a female animal by removal of the ovaries or by any method of pharmaceutical sterilization approved by the Canadian Veterinary Medical Association.

Identification

1. Every owner of a cat or dog shall affix, and keep affixed, sufficient identification on the cat or dog by a collar, harness, traceable tattoo, microchip or other suitable device such that a person finding the cat or dog at large in the municipality can identify and contact the owner. The form of identification used must provide a means of determining the sterilization status of the cat or dog.
2. Every owner of a cat apparently over the age of three (3) months, shall provide evidence that the cat has identification that complies with this bylaw upon request by an animal bylaw officer.

Mandatory licensing

3. No person shall own, keep, possess or harbour any dog or cat over the age of three (3) months in the municipality unless a valid and subsisting licence for the current calendar year has been obtained for the dog or cat.
4. If a dog or cat is required to be licensed pursuant to this bylaw, the owner of the dog or cat shall apply to the municipality for a licence. Upon receipt of the application and payment of the prescribed fee, the municipality shall issue a licence and for that licence year.
5. Where a licence tag is issued, the owner of a dog or cat for which a licence has been issued under this bylaw shall affix, and keep affixed, the licence tag on the dog or cat by a safe collar, harness, or other suitable device.

6. Where this bylaw provides for a free or reduced fee licence fee for a dog or cat that is neutered or spayed, the application shall be accompanied by a certificate signed by a veterinarian indicating that the dog or cat has been neutered or spayed.
7. The owner of any licensed dog or cat shall, within thirty (30) days of the owner's change of address, notify the municipality of the change of address.

Mayor Urs Thomas and Council

Ruby Decock, CAO

March 12, 2018

I am writing to express my concern about a developing situation in Port Clements. A couple who have been living in Port Clements and breeding dogs for several years have recently started purchasing mixed-breed puppies. On a visit to their premises last week, I observed a male and a female adult dog, both sexually intact, living in an 8x16 foot shed with 6 puppies (not their own.) There was also another adult female with a litter of young puppies in a trailer on the property. No dogfood was being kept on the premises to feed these animals. I observed the couple's son (who had been left alone to care for the dogs) feed them a can of tomato soup during my visit. I did not gain entry to the buildings the animals were housed in, but did note that the son was standing in excrement in his bare feet at the threshold of the trailer when he answered the door.

This is clearly not simply a case of people not spaying and neutering their animals. Most of the puppies were acquired intentionally. I imagine what will happen in a few months' time when the puppies become mature and begin to reproduce. There are various old vehicles parked on the property, and this couple has a history of keeping dogs in their van with a litter. I fear this is a puppy mill in the making.

As the branch supervisor of the Haida Gwaii SPCA, you might imagine that it is my job to intervene in situations like this by seizing the animals. However, I do not have the authority to write warrants and seize animals; other SPCAs have Special Constables at their branches who can, but Haida Gwaii must rely on the RCMP for any such enforcement. Animal cruelty laws are not what I wish they were, and the RCMP is often reluctant to act unless the cruelty or neglect is very clear and extreme.

This is a case where municipal bylaws could be useful in preventing the situation from escalating. Bylaws could be enacted mandating spaying and neutering of pets, regulating breeding, and setting forth animal welfare standards. Of course, enforcement of bylaws is still a problem; all the communities on Haida Gwaii are facing this issue. I am hoping that the towns and reserves can come together and share resources to find a solution, and that this will be addressed at the meeting the HGSPCA is hosting on March 26th. However, having the bylaws enacted is a first step I would heartily endorse.

Shane Windatt

Haida Gwaii SPCA





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

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	14-Nov	\$ 17,255.70	October Garbage Collection
Pacific Blue Cross	14-Nov	\$ 8,536.84	November PBC & BC Life Premiums
Prince Rupert Archives	14-Nov	\$ 22,585.00	2018 Grant - 4th Quarter
Terrace Totem Ford Sales	14-Nov	\$ 16,287.09	ISW Haulage truck repairs
Municipal Pension Plan	15-Nov	\$ 6,912.82	Payroll Remittance (PP23-2018)
Receiver General	15-Nov	\$ 9,559.55	Payroll Remittance (PP23-2018)
Municipal Pension Plan	27-Nov	\$ 6,907.38	Payroll Remittance (PP24-2018)
Receiver General	27-Nov	\$ 12,029.09	Payroll Remittance (PP24-2018)
Collabria Payment Processing	15-Nov	\$ 8,538.18	October RD credit card transactions - Board & Staff travel (Elections, training, etc.)

CHEQUES OVER \$5,000: \$ 108,611.65

CHEQUES UNDER \$5,000: \$ 28,004.55

TOTAL CHEQUES: \$ 136,616.20

Queen Charlotte Heritage Housing Society
P.O. Box 84
Queen Charlotte, B.C. V0T 1S0

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

Nov 11, 2018

RE: Letter of Support – Gwaii Trust Major Contributions Grant – Jan. 2019

for

SENIOR AND FAMILY HOUSING PROJECT

Dear Directors of the North Coast Regional District;

The Queen Charlotte Heritage Housing Society is requesting your letter of support for a Gwaii Trust Major Contributions application for the renovation of the office building owned by the society in Queen Charlotte. It will provide two 2-bedroom family units and two 1 bedroom units for seniors. This project is co-funded by the B.C. Community Housing Fund, BC Housing, M'Akola Housing Society and the Aboriginal Housing Management Association. Your support would be greatly appreciated as the Queen Charlotte Heritage Housing Society strives to create affordable rental housing for independent families and seniors in need.

Thank you.

Yours truly,

Mecca Huston

Director, Queen Charlotte Heritage Housing Society



November 2018

Dear Member,

It's a pleasure to extend greetings on behalf of the Trans Canada Yellowhead Highway Association. We sincerely hope that 2018 has been a good year for you and that 2019 will meet and exceed any expectations.

The TCYHA has had another busy year. In British Columbia more passing lanes were constructed, cellular coverage was extended; in Alberta we have the construction of a new Jasper East Gate to accommodate flow-through traffic, planning started for passing lane construction west of Hinton, confirmation of funding support from both Federal and Provincial governments for the Yellowhead Trail free-flow through Edmonton; in Saskatchewan increased pavement upgrades, bridge rehabilitations; in Manitoba passing lanes and paved shoulders reconstruction, curve corrections.

Clearly we're having an impact. And this will trickle down to your community.

Our success is your success largely from the fact our membership spans across all four western Provinces. We wish to continue that influence. Tourism promotion is becoming an increasingly valuable economic tool; that will be ramped up in 2019. Our GoYellowhead Travel Guide, over 70,000 distributed by Visitor Information Centers in Western Canada and NW USA, is reaching new markets and this is being enhanced to also include our indigenous and cultural attractions. Let's make the Yellowhead Highway Canada's version of US Route 66 and make traveling it a true Canadian experience.

I would like to take this opportunity to invite you to participate in our 73rd Annual General Meeting to be held April 5th at our long-time corporate member the Rosslyn Inn and Suites, Edmonton. As at our last AGM, we will be having presentation from all four Western Provincial governments. We have vacancies in our Board Directors so please consider supporting your Association in a more direct way and ensure your Province and colleagues are effectively represented.

We appreciate your participation in the Association and we have included a membership renewal for 2019 for your consideration. We look forward to working with you in the future. Please contact the Association if you have any questions.

We wish you safe travels during the upcoming holiday season along with prospects for a Happy New Year and prosperous 2019.

Yours truly,

A handwritten signature in blue ink that reads "Paul Smith".

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



By working together we've come a long way ...



36 ... by continuing to work together we can do more !!



November 15, 2018

Ref: 242156

RECEIVED NOV 26 2018

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

Dear Board Members:

I am writing to congratulate you on your recent election. As you know, good local government depends on people willing to stand for office and serve their communities. Whether this is your first time as an elected official, or you are returning to office for another term, your contribution to public service is appreciated.

Our government is committed to working with local governments in making life more affordable, improving services people count on, and building a strong, sustainable economy that works better for everyone.

As a former municipal councillor, I recognize the opportunities, challenges and choices elected officials face every day. I fully appreciate that these roles are often difficult, with success determined both by the strength of your organizations and by the relationships elected colleagues build among themselves, with local government staff and with members of the public. Paramount to each local government's success is also the standard set by each elected official in conducting themselves with honesty and integrity.

As you are forming, I encourage you to review the attached document, Foundational Principles of Responsible Conduct, developed by a working group from the Union of BC Municipalities (UBCM), the Ministry of Municipal Affairs and Housing and the Local Government Management Association (LGMA). The four foundational principles - integrity, accountability, respect, and leadership and collaboration - can be used to guide the conduct of both individual elected officials and the collective council or board.

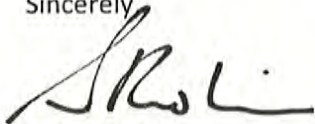
I also encourage you to explore the Working Group's Model Code of Conduct that sets out shared principles and standards of conduct to help local councils and boards start developing their own code of conduct. A Companion Guide is available to facilitate a local council or board's conversations as they go through the process. These materials are available on the UBCM website.

.../2

If you have questions about responsible conduct or other topics of education, training and advice for elected officials and local government staff, I encourage you to contact partner organizations such as the Local Government Leadership Academy, the UBCM and the LGMA. The Ministry of Municipal Affairs and Housing can also advise and support local governments to better serve their communities. In this context, I would like to introduce or re-introduce you to Jacqueline Dawes, Deputy Minister, who can be contacted at: Jacquie.Dawes@gov.bc.ca, and Tara Faganello, Assistant Deputy Minister, Local Government Division, who can be contacted at: Tara.Faganello@gov.bc.ca.

Thank you again for your commitment to public service. I look forward to working with you to make life better for all the people of British Columbia.

Sincerely

A handwritten signature in black ink, appearing to read 'Selina Robinson', with a stylized flourish at the end.

Selina Robinson
Minister

Enclosure

Foundational Principles Of Responsible Conduct

FOR BC'S LOCAL GOVERNMENTS

Key Foundational Principles

- ◆ INTEGRITY
- ◆ ACCOUNTABILITY
- ◆ RESPECT
- ◆ LEADERSHIP & COLLABORATION

PRODUCED BY THE WORKING GROUP ON RESPONSIBLE CONDUCT

January 2018

What are foundational principles?

This document outlines four key foundational principles -- *integrity, accountability, respect, and leadership & collaboration* -- to guide the conduct of local government elected officials in B.C.

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

"The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public."

How do the principles "fit" with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments¹, and nothing in this document should be interpreted as taking precedence over such legal obligations.

Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.



¹ Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.

Integrity: *being honest and demonstrating strong ethical principles.*

- Be truthful, honest and open in all dealings.
- Behave in a manner that promotes public confidence in local government, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Uphold the public interest, serving citizens diligently to make decisions in the best interests of the community.
- Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community, and correcting errors in a timely, transparent manner.

Accountability: *an obligation and willingness to accept responsibility or to account for one's actions.*

- Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out their duties.
- Ensure information is accessible, and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council/board members.
- Listen to and consider the opinions and needs of the community in all decision making, and allow for discourse and feedback.

Respect: *having due regard for others' perspectives, wishes, and rights; displaying deference² to the offices³ of local government, and the role of local government in community decision making.*

- Treat every person, including other members of council/board, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including by honouring people's values, beliefs, ideas, roles, contributions and needs.
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Value the role of diverse perspectives and debate in decision making.
- Act in a way that is respectful of the roles and responsibilities of the offices of Mayor/Chair and Councillor/Director.
- Value the distinct roles and responsibilities of local government staff and the community in local government considerations and operations, and commit to foster a positive working relationship between staff, the public and elected officials.
- Call for and expect respect from the community towards elected officials and staff, and their roles and responsibilities within the local government system.

² Displaying deference is acting in a way that is respectful of both the tradition and legacy enshrined in the various local government positions, as well as their intended functions.

³ 'Offices' of local government refers to the roles/responsibilities of the various roles and positions within the local government system, such as Mayor, Chair, Councillor or Director.

Leadership and Collaboration: *an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.*

- Demonstrate behaviour that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on the issues of the day, while empowering colleagues and staff to do the same.
- Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
- Accept that it is the equal responsibility of the individual elected official, the council/board as a collective, the community and stakeholders to work together to achieve common goals.
- Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g., including among elected officials, between council/board members and staff, with community members, with other orders of government, in the decisions of a council/board, and in services and other activities of the local government).



The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

Corporate Officer NCRD

From: AVICC <avicc@ubcm.ca>
Sent: Friday, November 16, 2018 11:43 AM
To: avicc@ubcm.ca
Subject: AVICC Call for 2019 Resolutions and Nominations for Executive
Attachments: 2019 Call for Resolutions with sample.pdf; 2019 Nominations Package.pdf

Flag Status: Flagged

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

Attached is a package outlining the Resolutions Process for the 2019 AVICC Convention to be held in Powell River from April 12-14, 2019.

Also attached are Nomination forms and procedures for the election of the 2019-2020 AVICC Executive Committee.

The deadline for resolutions and nominations is Thursday, February 7, 2019.

Please don't hesitate to get in touch if you have any questions about the process.

Liz Cookson
Secretary-Treasurer, AVICC
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8
(250) 356-5122



2019 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 7, 2019**

IMPORTANT SUBMISSION REQUIREMENTS

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

1. One copy submitted 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.
- Separate **background information explaining the resolution must** accompany each resolution submitted. This information will be shared on the AVICC website.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.
- Local government staff should check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance in drafting the resolution.

LATE 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 10th**.
- 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 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.

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. 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.

3. 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.

4. 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. Submit background information in one of the following formats:

i Supplementary Memo:

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

ii Council/Board Report:

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

Resolutions submitted without 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.

5. 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.

6. 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 the province. 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.



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.



2019 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 2019 Nominating Committee is Past President Mary Marcotte.

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 7, 2019**

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 Mary Marcotte, Chair, 2019 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca

NOMINATIONS FOR THE 2019-20 AVICC EXECUTIVE

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

Candidate Name: _____

Current Local Gov't 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 7, 2019**.

- Photo in digital format
- Biographical information of approximately 300 words

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 Mary Marcotte, 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.

NCRD INFO

From: admin@nclga.ca
Sent: Thursday, November 29, 2018 1:48 PM
To: admin@nclga.ca
Subject: Nominations Open-NCLGA Board of Directors
Attachments: NCLGA 2018 Nominations.pdf

Hello Members,

The NCLGA would like to invite nominations from the membership to fill two (2) positions of Director-at-Large on the Board of Directors. Please see attached memo for details. Completed nomination forms should be accompanied by a short biography and must be submitted by December 30th, 2018.

If you have any questions about the process please contact NCLGA President Gord Klassen, at president@nclga.ca or Terry Robert, Executive Director at 250-564-6585 or by email: admin@nclga.ca.

I hope you have a great evening.

Thanks

Regards,

Chakshu Sharma

Tel: 250-564-6585

Email: Admin@nclga.ca

TO: NCLGA MEMBERS

Attn: Elected Officials of Member Local Governments and First Nations

FROM: NCLGA BOARD OF DIRECTORS

RE: VACANCIES – NCLGA BOARD OF DIRECTORS

The purpose of this memo is to notify members of the direction taken by the Board of Directors at their meeting on November 16 & 17, 2018 with regards to Board vacancies as a result of the 2018 General Local Elections, and to invite nominations from the membership to fill two (2) positions of Director-at-Large on the Board of Directors.

At the meeting, directors were advised of four vacancies on the NCLGA Board of Directors:

- Director at Large (2)
- Regional District Appointee (2)

The process for filling these vacancies as outlined in the *NCLGA Constitution and Bylaws* (2018), and was discussed at the meeting, is as follows:

24 (4) The composition of the fourteen (14) directors shall be appointed or elected subject to the following:

- I. the immediate past president shall be a director;
- II. the president, vice-president and 2nd vice-president (to be elected from the members' delegates at large) shall each be a director;
- III. one representative as appointed by each regional district area shall be a director; and;
- IV. all remaining vacancies in the directorship shall be elected from the members' delegates at large.

And:

26 (1) The directors may at any time and from time to time appoint a delegate of a member as a director to fill a vacancy in the directors.

(2) A director so appointed holds office only until the conclusion of the next annual general meeting of the society, but is eligible for re-election at the meeting.

Next Steps:

At this time, the NCLGA Board of Directors invites nominations to fill two (2) positions of Director-at-Large on the Board of Directors. Nominations will be accepted until December 30, 2018.

The NCLGA Bylaws and Policies grant the Board discretion regarding the criteria upon which nominations will be considered. The Board, in consideration of these, endorsed the following direction:

- Notify the membership of the vacancies on the Board and seek expressions of interest for each of these positions by December 30, 2018.

Process

Eligible elected officials interested in applying for one of the two vacant Director-at-Large positions are encouraged to submit an expression of interest for **one** of these vacancies, as outlined below. We would ask that potential candidates complete the attached nomination form and return it by email to the attention of the President. Candidates are also encouraged to provide a short bio (not more than 300 words) with their nomination form. All materials can be sent to the attention of President, Councillor Gord Klassen, care of the following email address: president@nclga.ca

The submission deadline for expressions of interest (nomination form and bio) is: Sunday December 30, 2018.

The Board will consider all expressions of interest and make a decision regarding whom they will appoint to fill these two vacancies.

Following Board deliberations, all members will be notified of the Board's decision. Newly appointed board members will be invited to attend the January 2019 Board meeting in Prince George.

If you have any questions about the process please contact NCLGA President Gord Klassen, at president@nclga.ca or Terry Robert, Executive Director at 250-564-6585 or by email: admin@nclga.ca.

We welcome eligible interested candidates to apply. For further information about NCLGA and the Board of Directors please see the NCLGA website.

<https://www.nclga.ca/>



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA



Jennifer Rice MLA
North Coast

Chairperson Barry Pages
North Coast Regional District
14 - 342 3rd Avenue West
Prince Rupert BC V8J 1L5
ma-director@ncrdbc.com

November 27, 2018

Subject: Funding Opportunity - Building infrastructure projects in small, rural communities like ours.

Dear Chairperson Pages,

Local governments, First Nations and non-profits within our riding of North Coast have frequently told me how difficult it is to come up with the matching dollars required to participate in granting programs. It is not uncommon for small communities like ours to be left out, due to the fact that coming up with the usual one-half to one-third of matching dollars is more difficult.

I'm happy to say that building infrastructure projects in our small communities just got a little bit easier. The Governments of BC and Canada are teaming up to provide 95 to 100 per cent of funding for eligible infrastructure projects in small, rural communities like ours.

The newly launched programs: The Community, Culture and Recreation fund, and the Rural and Northern Communities fund – are part of the Investing in Canada Infrastructure Program and I want to make sure North Coast Communities are aware of these opportunities.

The Community, Culture and Recreation program will provide access to funding for projects that upgrade and build sports facilities, trails, local community centres and spaces for arts and culture. It will also support health and educational facilities that uphold the Truth and Reconciliation Commission's Calls to Action.

1 of 2

North Coast Constituency Office

818 3rd Avenue W
Prince Rupert BC V8J 1M6
T 250-624-7734 F 250-624-7737
Toll Free 1-866-624-7734

Legislative Office

East Annex Parliament Buildings
Victoria BC V8V 1X4
T 250-387-3655 F 250-387-4680
Jennifer.Rice.MLA@leg.bc.ca

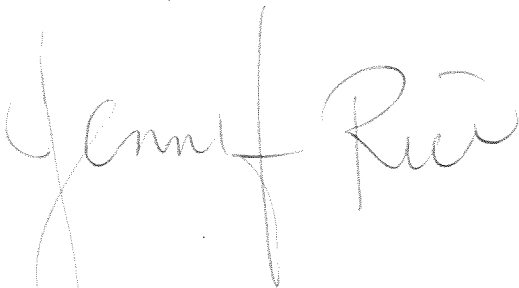
The Rural and Northern Communities fund will ensure the unique needs of British Columbia's small, rural and remote communities with populations under 25,000 are met. The fund will support communities' wide range of infrastructure priorities, including broadband connectivity, efficient and reliable energy, Indigenous health and educational facilities, local public transit and reliable road, air or marine infrastructure, as well as improved resilience to natural disasters and environmental quality. For communities of 5,000 people or less, combined provincial and federal funding will cover up to 100% for eligible projects.

First Nations, non-profits, municipalities, regional districts and other small communities are encouraged to visit the Investing in Canada funding portal to learn more about how to apply. Applications will be accepted until January 23, 2019 11:59p.m.

Opportunities such as these are infrequent, so I hope North Coast communities can take full advantage of them. It is my pleasure and honour to represent the unique needs and gifts of North Coast. Small, rural and remote communities like ours are an important part of the cultural, social and economic fabric of British Columbia. Programs like the Community, Culture and Recreation fund, and the Rural and Northern Communities fund can help us further thrive.

Feel free to reach out if I can be of further assistance providing info on these or other Government of B.C. programs.

Yours in Service,

A handwritten signature in cursive script, reading "Jennifer Rice". The ink is light grey or blue, and the signature is written over a faint, larger version of the same name.

Jennifer Rice, MLA North Coast
Parliamentary Secretary for Emergency Preparedness

cc: Doug Chapman – Chief Administrative Officer



Ref: 317203

November 30, 2018

Dear Mayors, Chairs, Councillors and Directors,

As the Seniors Advocate for British Columbia, I am very pleased to extend my sincere congratulations to each of you on your recent election to local government.

Whether you are newly elected or returning to serve as a municipal leader, the impact of your contributions to the quality of life in communities across British Columbia will be immense and will directly affect your constituents on a daily basis. This is particularly the case regarding the most vulnerable of our citizens, which often includes seniors.

My office, the first of its kind in Canada, was established in 2014 to monitor and analyze seniors' services and issues in BC, and recommend solutions to systemic challenges to government and service providers. Our monitoring spans five key areas: health care, housing, income supports, personal supports and transportation. All of these areas are of direct concern and consequence to local government. Whether allocating municipal funds for walkability corridors, sidewalk repairs and curb cuts, and transportation to regional health care, or developing policy around accessibility, age-friendliness and social inclusivity, municipal governments play a significant role in improving the lives of seniors in British Columbia.

Seniors are a rapidly growing demographic in Canada. Here in British Columbia, seniors currently comprise 19% of our total population (920,000 of 4.8M) and we expect to see a continued rise in the population over 65 in the years ahead. Seniors are forecast to constitute 25% of British Columbians by 2031 (1.4M of 5.63M). Research consistently shows that being a partner in helping seniors age well and in place is a solid investment economically and socially.

Please feel free to contact my office at any time as we work together to improve the lives of British Columbian seniors. [Please also check out our website for additional information.](#)

Thank you again for your commitment to municipal leadership. I wish you my very best for the duration of your term.

Sincerely,

Isobel Mackenzie
Seniors Advocate
Province of British Columbia

NCRD INFO

From: Nicki Veikle <nveikle@rdks.bc.ca>
Sent: Tuesday, December 4, 2018 10:51 AM
Cc: Solid Waste Plan
Subject: Regional District of Kitimat-Stikine Solid Waste Management Plan
Attachments: SWMP Plan Update 1_20180827_Rev.1.9.pdf

Good morning,

In September, the Regional District of Kitimat-Stikine mailed a letter to your office inviting your participation in our new Solid Waste Management Plan. Our last plan was developed in 1995, so we are now developing a new Plan that will provide direction for how waste materials will be reduced, reused, recycled and disposed within our region for the next decade. The main objectives of the new Plan will be to improve operational efficiencies, increase participation in waste segregation and diversion programs, continue monitoring new and upgraded solid waste management facilities and services, maintain and improve relationships with larger waste generators, and expand service delivery to rural communities.

A Public and Technical Advisory Committee (PTAC) is being formed to guide the Plan development and advise on targets and strategies. Local governments are key stakeholders in the development and implementation of the regional Solid Waste Management Plan (SWMP) and have therefore been designated a seat on the PTAC committee. It is important for us to hear your community's perspective when developing new solid waste policies, bylaws and budgets. We invite you to appoint a member of your leadership team to join our PTAC Committee.

PTAC members will be asked to commit to attending regular (typically bi-monthly) meetings, review reports and information prior to each meeting, and provide feedback at the meetings. The meetings can be attended in person or by conference call and are expected to be held mainly in Terrace. The SWMP development process is expected to take 18 to 24 months.

There will also be opportunities to participate in the SWMP through workshops, open houses, and surveys over the next two years.

Please see the attached brochure for more information. Also, please feel free to call or email for details. I hope to connect with a member of your team soon.

Kind regards,

Nicki Veikle B.Sc., A.Sc.T.
 Environmental Services Coordinator

Regional District of Kitimat-Stikine
 Suite 300, 4545 Lazelle Avenue, Terrace, BC V8G 4E1
 250.615.6100
nveikle@rdks.bc.ca
www.rdks.bc.ca



Love this place.
 Reduce your waste.



WHAT IS A SOLID WASTE MANAGEMENT PLAN?

A Solid Waste Management Plan (SWMP) provides direction for how we will reduce, reuse, recycle and dispose of our waste for the next decade. All regional districts are required by the BC Ministry of Environment and Climate Change Strategy to have a SWMP. The Regional District of Kitimat-Stikine (RDKS) approved its first SWMP in 1995. Extensive stakeholder consultation was conducted during development of the 1995 SWMP. Additionally, a Plan Monitoring Advisory Committee (PMAC) was formed to advise on implementation. Most of the objectives of the 1995 SWMP have been met through the construction of three new landfill facilities, two new transfer stations, recycling depots, a compost facility and closure of four landfills. New supporting programs include: three-stream curbside collection in the Terrace Area (garbage, recyclables and organics), new disposal restrictions, and cost recovery models (i.e., taxes and tipping fees). Programs are supported by public education and outreach. A new SWMP is now needed to enhance existing programs and chart a path forward for the future of solid waste management in the RDKS.

WHAT WILL THE NEW PLAN COVER?

The anticipated intent of the new SWMP is to focus on improving operational efficiency to ensure that facilities and programs run as well as possible. The RDKS also intends to focus on maintaining and improving relationships with large waste generators and expanding service delivery to rural communities. The RDKS anticipates the major topics listed below will be addressed by the new SWMP. Additional topics may be suggested during early stages of consultation.

Anticipated Solid Waste Management Plan Topics	
Review of the cost recovery model for the Terrace Service Area	Single-use plastic bags - solutions
Review of the cost recovery model for the Hazelton and Highway 37 North Service Area	Expansion of the list of Prohibited Wastes
Dease Lake landfill ownership	Household hazardous waste collection
Telegraph Creek waste management solution	Landfill gas utilization/carbon credits
Limits on municipal-type solid waste from industry	Waste audits and enforcement strategy for Institutional, Commercial and Industrial (ICI) and residential sectors
Contaminated soil handling and use	Requirements for deconstruction (instead of demolition)
Recycling collection in the Hazelton and Highway 37 North Service Area	Limits on the cost of printed paper, plastic and cardboard recycling



WHAT DOES THE PLANNING PROCESS ENTAIL?

Development of the SWMP will be guided by the RDKS Board directive to improve facility and program efficiencies, and will follow the Guide to Solid Waste Management Planning (BC Ministry of Environment, 2016). The four-step process described in the guide has been adapted for use in the RDKS and has been reviewed and approved by both the existing PMAC committee and the RDKS Board.

Step 1 included initial consultation with PMAC regarding the proposed planning process, setting the plan area and background information, drafting the intended consultation plan and setting the Plan scope, budget and schedule. Step 1 is now complete, and we are currently starting Step 2.

Step 2 will include transition of PMAC to a Public and Technical Advisory Committee (PTAC), solicitation of new membership to PTAC, consultation with public, stakeholder and special interest groups, setting plan objectives and exploring waste management options. Steps 3 and 4 will include strategy development, drafting the plan, stakeholder engagement, review and revision of the plan. The planning and consultation process is expected to take about two years, with estimated completion in 2020.

HOW CAN I BE INVOLVED?

The public will have opportunities to provide input on plan goals and guiding principles through an online survey and open houses during the early planning stages. Public input will also be sought when a draft plan has been developed.

The RDKS may host meetings or focused workshops upon request for groups or organizations that are concerned about a particular waste management topic.

Individuals that would like to have a higher level of involvement in the planning process can apply to be part of the **Public and Technical Advisory Committee (PTAC)**.

PUBLIC AND TECHNICAL ADVISORY COMMITTEE

The SWMP will be drafted with input from a new Public and Technical Advisory Committee (PTAC), who will advise the Regional District Board of Directors on development of plan targets and strategies and will monitor implementation of the approved plan.

Solicitation for PTAC membership will start in September 2018, with a target membership of:

- Two representatives from the RDKS Board;
- Up to 10 members representing community interests (i.e., private waste management service providers, non-profit groups such as reuse/thrift organizations, large institutional or commercial waste generators, business associations, and members at large);
- Members representing a variety of government agencies (i.e., staff from member municipalities, First Nations governments, provincial agencies and federal agencies); and
- Three RDKS staff members (Environmental Services Coordinator and other solid waste services staff).

Applications to participate on the PTAC will be accepted until October 26, 2018. Application forms can be completed online or obtained from the RDKS office. The time commitment for PTAC members will include attendance at regular meetings (typically every two months) and review of supporting documents prior to meetings. PTAC will operate under terms of reference. The draft terms of reference are available for review online and may be revised by the PTAC at its first meeting before being adopted.



WHERE DO I GET MORE INFORMATION?

For information regarding the planning process or involvement in PTAC, please contact the RDKS Environmental Services Coordinator at (250) 615-6100 or solidwasteplan@rdks.bc.ca.

www.rdks.bc.ca/solidwasteplan





Staff Report

Date: December 14th, 2018

To: D. Chapman, Chief Administrative Officer

From: D. Fish, Corporate Officer

Subject: Ports Modernization Review

Recommendations:

THAT the staff report entitled “Ports Modernization Review”, dated December 14, 2018, be received for information.

PURPOSE:

The purpose of this report is to provide information to the Board of the North Coast Regional District (NCRD) with respect to Transport Canada’s **Ports Modernization Review**, and to seek direction from the Board with respect to scheduling a meeting with Transport Canada.

BACKGROUND:

At its Regular meeting held October 12, 2018, the Board of the NCRD resolved to make **submission to Transport Canada’s Ports Modernization Review consultation** (Attachment A). At that time, submission was made via an online platform, with a copy of the submission also being provided to the Hon. Marc Garneau, Minister of Transportation.

At its Regular meeting held November 16, 2018, the Board of the NCRD received correspondence from Transport Canada inviting the NCRD to participate in ongoing

Ports Modernization Review consultation. At that time, the Board directed staff to follow up with a proposed delegation from Transport Canada at a future meeting of the NCRD Board.

DISCUSSION:

In attempting to schedule a Transport Canada delegation, staff have been met with a scheduling challenge. Specifically, Transport Canada staff - those leading the consultation - are located in eastern Canada. Transport Canada staff have indicated that they are unable to attend a 7PM meeting of the NCRD Board, given the three hour time difference (10PM). As an alternative, Transport Canada has proposed a teleconference meeting to be held at a mutually agreeable time between both parties.

While scheduling a delegation at a Regular meeting of the NCRD Board does not seem feasible, given the time difference, there is opportunity to schedule a Special meeting of the Board, by resolution, to hear from Transport Canada on the Ports Modernization Review. Alternatively, should the Board wish, there is opportunity for staff to participate in **a meeting with Transport Canada to discuss the NCRD's submission to the Ports Modernization Review consultation and report back to the NCRD Board.**

RECOMMENDATION:

Staff is recommending to hold a Special meeting of the NCRD Board, via teleconference, with Transport Canada to discuss the Ports Modernization Review.



Staff Report

Date: December 14th, 2018

To: D. Chapman, Chief Administrative Officer

From: D. Fish, Corporate Officer

Subject: Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018

Recommendations:

THAT the staff report entitled “Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018”, dated December 14, 2018, be received;

AND THAT, in accordance with s. 342 of the *Local Government Act*, approval of the electors of Bylaw No. 626, 2018 be authorized in the entire service area, which is comprised of the City of Prince Rupert, District of Port Edward and Electoral Areas A and C;

AND THAT, in accordance with s. 86(3) of the *Community Charter*, February 28, 2019, be established as the deadline by which elector responses, under the alternative approval process for Bylaw No. 626, 2018 must be submitted to the North Coast Regional District by qualified electors within the service area;

AND THAT the elector response form be approved and established as the single response form attached as Attachment C to the Corporate Officer’s December 14, 2018 report entitled “Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018”;

AND THAT the notice of alternative approval process, attached as Attachment B of the Corporate Officer's December 14, 2018 report entitled "Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018" be approved;

AND FURTHER THAT, pursuant to s. 86(3) of the *Community Charter*, a fair determination of the total number of eligible electors of the service area is 9,164, with 10% of eligible electors amounting to 916.

PURPOSE:

The purpose of this report is to establish an Alternative Approval Process (AAP) for Bylaw No. 626, 2018 (Bylaw) by establishing the total number of electors, approving the notice of AAP and elector response forms, and setting the deadline to receive elector responses.

BACKGROUND:

At its Regular meeting held August 17, 2018, the Board of the NCRD supported an application to the Investing Canada Infrastructure Program (Environmental Quality Stream (ICIP)) for the completion of capital upgrades to the Regional Recycling facility (Project). The application requested \$1,298,475 from senior government to complete the \$1.8 million Project through 2019-2020. As per the program requirements, the NCRD must contribute approximately \$500,000 toward the Project, which is unable to be sourced from Gas Tax (Community Works), or any other federal or provincial grant funds. At that time, staff were directed to prepare a loan authorization bylaw to authorize the borrowing of funds from the Municipal Finance Authority of B.C. (MFA) to support the Project.

At its Regular meeting held September 21, 2018, the Board of the NCRD passed three readings to the Bylaw prior to its submission to the Inspector of Municipalities for approval.

On November 19, 2018, the NCRD received correspondence from the Ministry of Municipal Affairs and Housing indicating that the Bylaw had been approved under the provisions of s. 179 of the *Community Charter* [loan authorization bylaws for long term borrowing] and s. 403 of the *Local Government Act* [borrowing and liability].

DISCUSSION:

Financial Implications

A summary of MFA long-term borrowing of \$500,000 over a 20 year period is as follows:

Term (years)	Annual Principal Pmt	Annual Interest Pmt	Total Annual Pmt	Total Principal	Total Interest	Total Payment
20	\$18,608	\$15,000	\$26,108	\$372,157	\$300,000	\$672,157

This represents an amount to be requisitioned for the service equivalent to approximately \$0.20 for each \$1,000 of net taxable value of land and improvements in the entire service area.

The Bylaw has been included as Attachment A to this report.

The attached Notice of AAP (Attachment B) and Elector Response Form (Attachment C) have been prepared in accordance with s. 86 of the *Community Charter* [alternative approval process]. The total number of eligible electors in the service area has been estimated at 9,164. The Board may proceed with adopting the bylaws unless at least 10% of the electors (916) indicate that the Board must obtain the assent of the electors by way of assent voting (referendum). The proposed deadline to receive elector responses is February 28, 2019.

The Bylaw requires elector assent through an AAP in order to proceed with adoption or, if required, a referendum.

RECOMMENDATION:

1. That, in accordance with s. 342 of the *Local Government Act*, approval of the electors of Bylaw No. 626, 2018 be authorized in the entire service area, which is comprised of the City of Prince Rupert, District of Port Edward and Electoral Areas A and C;
2. That, in accordance with s. 86(3) of the *Community Charter*, the date of February 28, 2018 at 4:00 p.m. be established as the deadline by which elector responses, under the AAP for Bylaw No. 626, 2018, must be submitted by qualified electors within the service area of the NCRD;
3. That the attached Notice of Alternative Approval Process and the Elector Response Form be approved; and

4. That, pursuant to s. 86(3) of the ***Community Charter***, a fair determination that 10% of the total number of eligible electors of the service area, being the area to which the AAP applies, is 916.



Bylaw No. 626, 2018

A bylaw authorize the borrowing of half a million dollars (\$500,000) for the purpose of borrowing funds to complete capital upgrades to the Regional Recycling Facility

WHEREAS the authority to borrow under this loan authorization bylaw expires 5 years from the date on which it is adopted;

AND WHEREAS pursuant to Section 407 of the *Local Government Act*, participating area approval is required and shall be obtained by alternative approval process under Section 345 of the *Local Government Act*;

AND WHEREAS the approval of the inspector of municipalities is required under Section 403 of the *Local Government Act*.

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

1. The North Coast Regional District service for which this bylaw relates to is the Mainland Recycling Service.
2. The North Coast Regional District is hereby empowered and authorized to borrow upon the credit of the North Coast Regional District a sum not exceeding a half million dollars (\$500,000) for the capital upgrades of the North Coast Regional District Regional Recycling Facility.
3. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is twenty (20) years.
4. This bylaw may be cited as the “Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018”.

Read a first time this

21st day of September, 2018

Read a second time this

21st day of September, 2018

Read a third time this

21st day of September, 2018

Approval of the Inspector of Municipalities

9th day of November, 2018

Approval of the electorate received this

___ day of _____, 2018

Adopted this

___ day of _____, 2018

Chair

Corporate Officer

I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 626, 2018.



NORTH COAST REGIONAL DISTRICT

NOTICE OF ALTERNATIVE APPROVAL PROCESS

Proposed adoption of the Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018

NOTICE IS HEREBY GIVEN THAT the Board of the North Coast Regional District (NCRD) proposes to adopt the “Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018” to authorize the borrowing of up to a Half Million Dollars (\$500,000) for the purposes of borrowing funds, over a 20 year period, to complete capital upgrades to the Regional Recycling facility. The NCRD would service the \$500,000 debt for the construction of capital upgrades at the Regional Recycling facility. The proposed borrowing represents an amount to be requisitioned for the service equivalent to approximately \$0.20 for each \$1,000 of net taxable value of land and improvements in the entire service area.

FURTHER NOTICE IS HEREBY GIVEN THAT the Board of the North Coast Regional District may adopt the “Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018” if, after the deadline, elector response forms are certified by the Corporate Officer as having been signed by less than 10% of the eligible electors in the boundary of the participating area which is the whole of the City of Prince Rupert, District of Port Edward and Electoral Areas A and C. If, after the deadline, elector response forms are certified by the Corporate Officer as having been signed by at least 10% of the eligible electors in the participating area (calculated to be **916**), the Board may not proceed with the adoption of the “Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018” and may not proceed with the process unless the matter receives assent of the electors in a voting proceeding.

Elector Response Forms

The response of the electors must be in the form established by the NCRD. Forms are available at the NCRD office (14-342 3rd Avenue West, Prince Rupert). Blank forms can be mailed, faxed, or e-mailed, upon request. An accurate copy of the elector response form may be utilized, provided that it is made of the form prior to any electors signing such form, so that only elector response forms with original signatures are submitted. For an elector response to be accepted it must meet the following conditions:

- only eligible electors of the NCRD are entitled to sign an elector response form;
- the full name of the elector must be stated;
- the residential address of the elector must be stated;
- the elector must sign the elector response form;
- if applicable, the address of the property in relation to which the person is entitled to vote as a non-resident property elector must be stated; and,
- the elector response form must be submitted to the Corporate Officer before the deadline.

Forms may be submitted in person or by mail to be received by the Corporate Officer at the NCRD office located at 14-342 3rd Avenue West, Prince Rupert, BC V8J 1L5 **NO LATER THAN 4:00 P.M. ON Thursday, February 28, 2019.** Elector response forms must be in the possession of the Corporate Officer by this time, as postmarks **WILL NOT** be accepted as date of submission. **FORMS MAY NOT BE RETURNED BY FAX.**

Eligible Elector

An eligible elector for the purpose of this Alternative Approval Process is a person entitled to be registered as elector and who meets the following criteria:

- is age eighteen or older;
- is a Canadian citizen;
- has been a resident of British Columbia for at least six months;
- has been a resident of the Regional District for at least thirty days; and,
- is not disqualified from voting by the ***Local Government Act*** or any other act.

A non-resident property elector who meets the following criteria is also an eligible elector:

- is not entitled to register as a resident elector for the Regional District;
- is age eighteen or older;
- is a Canadian citizen;
- has been a resident of British Columbia for at least six months;
- has been a registered owner of the real property within the Regional District for at least thirty days; and,
- is not disqualified from voting by the ***Local Government Act*** or any other act.

Note: Corporations or land held in a corporate name are not entitled to vote. In the case of multiple owners of a parcel, only one person (with the consent of the majority of owners) may vote as a non-resident property elector.

What is an Alternative Approval Process?

On January 1st, 2004 the ***Community Charter*** came into force and prescribes two methods by which a local government may seek approval of the electors. These are ***Assent of the Electors*** (which is approval by voting) or ***Alternative Approval Process*** which allows a Board to proceed with an action unless at least 10% of the eligible electors state their opposition within a prescribed period. In this case, the Board has opted for the latter process. If at least 10% of the eligible electors state their opposition to the proposed action, the matter requires the ***Assent of the Electors*** if the Board wishes to proceed. The ***Alternative Approval Process*** under the ***Community Charter*** replaces the ***Counter Petition Opportunity*** under the ***Local Government Act*** that some may have been familiar with.

More information may be obtained by contacting Daniel Fish, Corporate Officer at the North Coast Regional District office at 14-342 3rd Avenue West, Prince Rupert, BC or by telephone at 250-624-2002.

Daniel Fish, Corporate Officer



NORTH COAST REGIONAL DISTRICT

ELECTOR RESPONSE FORM

North Coast Regional District proposed adoption of Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018

NOTE TO PETITIONERS

To be eligible to sign a petition opposing the adoption of Bylaw No. 626, 2018 you must be entitled to register as an elector within the boundary of the service area which are the City of Prince Rupert, District of Port Edward and Electoral Areas A and C.

Pursuant to the *Community Charter*, I certify that I am a person entitled to be registered as an Elector (pursuant to the *Local Government Act*) within the North Coast Regional District, that I have not previously signed an Elector Response Form with respect to this matter and I am **OPPOSED** to the Board of the North Coast Regional District's intention to adopt the Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018, which authorizes the borrowing of \$500,000 to be repaid over a period not exceeding twenty (20) years, in order to complete capital upgrades to the Regional Recycling facility at 251 Kaien Road, Prince Rupert, B.C.

Name of Elector _____
(please print)

Signature _____

Address _____

Date _____

To be completed by Non-Resident Property Electors only

I am entitled to register as a non-resident property elector as an owner of the property legally described as:



Staff Report

Date: December 14th, 2018

To: D. Chapman, Chief Administrative Officer

From: D. Fish, Corporate Officer

Subject: Investing in Canada Infrastructure Program – Rural & Northern Communities and Community, Culture, & Recreation Programs

Recommendations:

THAT the staff report entitled “Investing in Canada Infrastructure Program – Rural & Northern Communities and Community, Culture, & Recreation Programs”, dated October 12th, 2018, be received;

AND THAT staff submit an application for grant funding for the Regional Recycling Facility Asset Upgrade Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program;

AND THAT the Board support the project and commits to its share of the project.

PURPOSE:

The purpose of this report is to provide to the Board of the North Coast Regional District further information on the Investing in Canada Infrastructure Funding Programs (Rural & Northern Communities and Community, Culture & Recreation) and to seek support for identified project applications prior to the program intake deadline of January 23rd, 2019.

BACKGROUND:

On September 12, 2018, the Ministry of Municipal Affairs and Housing (MMAH) announced that the federal and provincial governments will deliver two new infrastructure programs – the Community, Culture and Recreation Fund (CCR), and the Rural and Northern Communities Fund (RNC) – designed to close the infrastructure gap in B.C.’s communities.

The CCR program will provide access to funding for projects that upgrade and build sports facilities, trails, local community centres and spaces for arts and culture. It will also support health and educational facilities that uphold the Trust and Reconciliation Commission’s Calls to Action.

The RNC fund will **ensure the unique needs of B.C.’s small, rural and remote communities** with populations under 25,000 are met. The fund is designed to support **communities’ wide range of infrastructure priorities including broadband connectivity**, efficient and reliable energy, indigenous health and educational facilities, local public transit and reliable road, air or marine infrastructure, as well as improved resilience to natural disasters and environmental quality.

Detailed program information for the CCR and RNC has been included as Attachment A to this report.

DISCUSSION:

Identified Projects

Regional Recycling Facility Capital Upgrades

In August 2018, the Board of the NCRD supported an application to the Investing in Canada Infrastructure Program (ICIP), Environmental Quality Stream (EQS), in the amount of \$1,298,475, to support a comprehensive capital upgrade project at the Regional Recycling Facility (251 Kaien Rd). Under the EQS, only 73.33% of total eligible project costs for successful applicants were funded. Conversely, under the RNC program, 90% of total eligible project costs for successful applicants are funded. In the case of the Regional Recycling Facility Asset Upgrade Project this amounts to \$1,593,657 in grant funding.

In conversation with staff at the MMAH, Infrastructure Branch, NCRD staff have been advised that a submission for the same project through both project streams is permissible and encouraged.

A draft application to the ICIP - RNC - to support the completion of the Regional Recycling Facility Asset Upgrade project is included as Attachment B to this report.

Oona River Community Hall Upgrades

The Oona River Community Association (ORCA) has requested that the NCRD submit an application, on its behalf, to the ICIP – RNC – to complete upgrades to the Oona River Community Hall. More specifically, the following have been identified as components to the upgrade project:

- Replacing exterior siding to improve durability and efficiency of the building
- Improving safety and accessibility to the community facility by building a sheltered entrance
- Drilling of a local well to secure reliable potable water for the community building

Estimated project cost: \$155,000

The ORCA has provided quotes to the NCRD for the identified project components.

The ORCA is eligible to apply for funding on its own behalf, however, total eligible project costs would only be funded at 75%, as opposed to at 100% should the NCRD choose to submit on its behalf. Alternatively, this project does align with the ICIP CCR program, which would fund a local government or non-profit society at 73.33% of total eligible costs.

Should the Board of the NCRD choose to support this application, it is anticipated that **funds will be received and disbursed through the Mainland Recreation Area ‘C’ service.**

A draft application to the ICIP - Northern & Rural Communities Stream - to support the completion of the Oona River Community Hall Upgrade project will be included as Attachment C to this report in the December 14, 2018 amended agenda package.

RECOMMENDATION:

Staff is recommending that the Board support the NCRD funding application to the ICIP - RNC - included as Attachment B to this report.

Community, Culture and Recreation Program

The Community, Culture and Recreation (CCR) stream will fund infrastructure projects **that will support projects that improve citizen's access to and quality of cultural, recreational and community spaces.**

A project must meet at least one of the following outcomes to be eligible:

1. Improved access to cultural, recreational and community infrastructure, or
2. Increased quality of cultural, recreational and community infrastructure.

Eligible applicants include local governments, indigenous applicants, and not-for-profit organizations. Eligible projects will be subject to a technical evaluation and ranked **according to the extent to which they meet the program's objectives and the eligibility criteria.**

Application deadline for the CCR program is January 23, 2019.

The CCR program provides funding for projects as follows:

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

The remaining eligible project costs, plus all ineligible project costs, and cost overruns are the responsibility of the local government. It is important to note that, as per the ICIP guidelines, the NCRD is unable to use Gas Tax Community Works Funding as its contribution toward the project.

A minimum project value has been set at \$150,000 total eligible project costs for applications. There is no cap on the maximum allowable funding amount per project, however, consideration will be given to a fair distribution of funding.

Regional districts may submit one application for each community in their area.

To be eligible for funding, a project must:

- a) Be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
- b) When a community hub and/or community centre, be publicly accessible, multi-purpose spaces that bring together a variety of different services, programs and/or social and cultural activities to reflect local community needs;
- c) If it is a health facility or a primary or secondary education facility, have specific benefit to indigenous peoples;
- d) Be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long-term;
- e) Meet one or more of the program outcomes;
- f) Be for the construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance and operation;

- g) Be supported by all requirements set out in the program application guide;
- h) Meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change where a building is constructed;
- i) For publicly accessible buildings, meet or exceed the requirement of the highest published accessibility standard in a jurisdiction;
- j) The application and supporting documents should be comprehensive, credible, and feasible;
- k) Stipulate a construction completion date of no later than March 31, 2024;
- l) Be duly authorized and endorsed by appropriate Board or Council;
- m) Be for broad public use or benefit and clearly demonstrate this within the application;
- n) Be located in the Province of B.C.; and
- o) Meet all of the program criteria identified in the program guide.

Example projects under the CCR program include:

- 1. Community
 - a. Community centres
 - b. Presentation space
 - c. Community facility
- 2. Culture
 - a. Galleries
 - b. Libraries
 - c. Museums
 - d. Performance space
- 3. Recreation
 - a. Arenas
 - b. Pools
 - c. Curling rink
 - d. Stadiums
 - e. Recreational trails

Rural and Northern Communities

The Rural and Northern Communities (RNC) program is a component of the wider Investing in Canada Infrastructure Program (ICIP) which provides funding toward projects that improve rural and northern communities; green; community, culture and recreation; and, public transportation infrastructure.

The core project outcomes specific to the RNC program are:

- 1. Improved food security,
- 2. Improved and/or more reliable road, air and/or marine infrastructure,
- 3. Improved broadband connectivity,
- 4. More efficient and/or reliable energy,
- 5. Improved education and/or health facilities,
- 6. Improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians,

7. Increased capacity to treat and/or manage wastewater and stormwater,
8. Increased access to potable water,
9. The project will increase capacity to reduce and/or remediate soil and/or air pollutants,
10. Increased structural capacity and/or increased natural capacity to adapt to climate change impacts, natural disasters and/or extreme weather events,
11. Improved capacity of public transit infrastructure,
12. Improved quality and/or safety of existing or future transit systems, or
13. Improved access to a public transit system.

Eligible applicants include local governments established by or under B.C. statute that are:

- An incorporated municipality that has a population of 25,000 persons or less;
- A regional district submitting an application for a community that has a population of 25,000 persons or less. A community, for the purpose of application to the program, is considered to be a settlement area within a regional district electoral area; and
- A local government located outside the boundaries of the Metro Vancouver and the Capital Regional District.

Application deadline for the RNC program is January 23, 2019.

The RNC program provides funding for projects as follows:

Ultimate Recipient	Federal Contribution	Provincial Contribution	Total Gov Contribution
Local Government projects (5,000 – 25,000 population)	50%	40%	90%
Local Government projects (<5,000 population)	60%	40%	100%

The remaining eligible project costs, plus all ineligible project costs, and cost overruns are the responsibility of the local government. It is important to note that, as per the ICIP guidelines, the NCRD is unable to use Gas Tax Community Works Funding as its contribution toward the project.

There is no cap on the maximum allowable funding amount per project, however, consideration will be given to a fair distribution of funding.

Regional districts may submit one application for each community in their area.

To be eligible for funding, a project must:

- a) Be situated within, and for the direct benefit of, rural and northern communities with a population of 25,000 or less based on 2016 Census data;

- b) Be located outside the boundaries of Metro Vancouver and the Capital Regional District;
- c) Be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long-term;
- d) Meet one or more of the program outcomes;
- e) Be for the, construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- f) Be supported by all requirements outlined in the program guide;
- g) Include an application and supporting documents that are comprehensive, credible, and feasible;
- h) Stipulate a construction completion date of no later than March 31, 2027;
- i) Be duly authorized or endorsed by a resolution from the appropriate governing **body of the applicant's organization;**
- j) Be for broad public use or benefit and clearly demonstrate this within the application;
- k) Meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change where a building is constructed;
- l) For publicly accessible buildings, meet or exceed the requirement of the highest published accessibility standard in a jurisdiction;
- m) If related to increased access for a community, be highway or trade corridor infrastructure that connects communities that do not already have year round road access;
- n) If it is a health facility or primary or secondary education facility, have specific benefit to indigenous peoples;
- o) Be located in the province of B.C.; and
- p) Meet the program criteria identified in the program guide.

Deadline: January 23, 2019

Section 1: Applicant Information

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

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

- a) Full Name: Daniel Fish
- b) Title of Primary Contact: Corporate Officer
- c) Phone Number: (250)624-2002, ext. 2
- d) Email Address: corporateofficer@ncrdbc.com

2. Applicant's Secondary Contact Information (optional)

Section 2: Project Information

- 3. Project Title (*Provide a short, concise plain language title.*): Regional Recycling Facility Asset Upgrade Project

4. Project Description:

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

The project aims to repair, renovate and upgrade a critical piece of infrastructure which supports waste diversion and environmental health in the north coast region of B.C., the Regional Recycling Facility located at 251 Kaen Road, Prince Rupert, B.C.

- b) Provide a detailed list of project works.

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

5. Describe why the project is needed and how need was assessed.

The Regional Recycling Facility serves as the main processor of recyclable materials collected in northwest B.C., serving the needs of not only the North Coast Regional District and its municipalities, communities and First Nations, but also the processing needs of nearby communities located in the Kitimat-Stikine Regional District. It is anticipated that, over the next few years, the Regional Recycling Facility will see an increase in its volumes related to economic activity stemming from LNG Canada, Prince Rupert Port, Pembina and other industrial projects. Additionally, in collaboration with the North Coast Regional District (NCRD), the City of Prince Rupert, the largest and closest city centre served by the Regional Recycling Facility, aims to implement curbside recycling with the goal of increasing diversion rates from the already strained Prince Rupert Landfill.

In 2016, the NCRD, working with Sperling Hansen Associates and McElhaney, through the **Province of B.C.'s Asset Management Capacity Building Program, completed comprehensive** asset management plan for the Regional Recycling Facility. The plan includes an inventory of current assets, asset condition evaluations and replacement timelines, an operational review, a maintenance review, and alternative ten year plans based on three varying community growth based volume predictions. The asset management plan quantified the total cost of needed replacement and upgrades to be \$1.8 million.

Federal Outcomes

6. Identify which outcome the project will support:

- The project will improve access to and increased quality of community infrastructure,
- The project will increase capacity to reduce and/or remediate air pollutants (through solid waste diversion)

7. Project Type:

- Buildings

Project Location

8. Project physical address

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

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

Yes

a) If Yes, provide the following:

- i. Program name : UBCM Strategic Priorities Fund, Capital Infrastructure Projects Stream & Investing in Canada Infrastructure – Environmental Quality Stream
- ii. Project title: Regional Recycling Facility Asset Upgrade Project
- iii. Status of application: successful/unsuccessful/under evaluation: Unsuccessful & Unknown, respectively.

Project Nature

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

New – 40%

Rehabilitation – 60%

11. Will the completed works be used by the general public?

Yes

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

12. If Yes, will accessibility standards be met?

Yes

- a) If yes, please confirm how accessibility standards will be addressed in the design and construction?

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

13. How will the design meet or exceed energy efficiency standards?

Through installation of a new roof and associated repairs, as well as repairs to walls and cracks in the concrete floor slab, energy efficiencies will be realized through increased insulation and an overall reduction in heating and cooling needs. Electrical code non-compliance corrections and energy efficiency upgrades to the indoor and outdoor lighting systems are also identified as project components to ensure that energy is delivered as efficiently as possible. With the installation of a new truck scale and loaded elevating dock, efficiencies in fleet operations will be realized to reduce the over carbon emissions needed to process the increasing amount of materials.

- a) Please list the energy efficient features that will be included in the project:

- Installation of a new roof;
- Repairs to damaged walls (including insulation);
- Repairs of the cracks in the concrete slab floor;
- Replacement to the aged electrical distribution equipment;
- Energy efficiency upgrades to the indoor and outdoor lighting systems;
- Construction of an elevated loading dock; and
- Installation of a truck scale.

14. What regulatory authorities must be contacted (engaged) to complete the project and what permits will be required for the project?

City of Prince Rupert Development Permit – Pending. This will include:

- Approval of building plans,
- Building inspector approval of building permit
- Inspection of construction upon completion to ensure compliance with the Zoning Bylaw, development regulations and the requirements of the BC Building Code.

Section 3: Eligibility Considerations

Projects that are eligible under the Rural and Northern Communities Program must be public infrastructure (capital assets) owned by a local government, indigenous applicant, not-for-profit or for-profit organization.

15. Do you have a Council/Board/Band Council resolution authorizing the project to proceed and committing your share of project funding? (For local government applicants, a Council/Board resolution is required. For Indigenous applicants, a Band Council resolution is required).
- a) If Yes, Submit copy of resolution.
- b) If No, when do you expect to submit the council/board resolution?: DD-MM-YYYY (*required within one month of application closing date*)

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

No

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

17. Percentage of project design completed to date.

100%

18. Estimated project start date: 2019-08-01

19. Estimated project completion date: 2021-10-31

20. Estimated construction start date: 2019-08-30

21. Estimated construction completion date: 2021-09-31

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

The North Coast Regional District (NCRD) Regional Recycling Facility services the North Coast mainland including Prince Rupert, Port Edward, and a number of indigenous communities including: Metlakatla, Gitxaala, Gitga'at, and Lax Kw'alaams First Nations and the six communities on Haida Gwaii including Masset, Port Clements, Queen Charlotte, and Sandspit, and the two First Nation's communities of Old Massett and Skidegate. The NCRD Recycling Depot also provides services to major community service and business clients in the area including the Regional District of Kitimat-Stikine, School District 52, Prince Rupert Hospital, shipping terminals such as Ridley Terminals Inc., DP World, Prince Rupert Grain,

as well as a variety of smaller local businesses. A total of approximately 18,249 people will be directly served by this project.

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

Yes

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

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

24. Will the applicant own and operate the completed project?

Yes

Section 4: Mandatory Documents

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

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

- Project location .KML file (see directions on website)
- Detailed Cost Estimate (see template on website)
- Site Plan / Map (Asset Plan)
- Project Study or Plan (Asset Plan)

26. Additional Documentation

Additional documentation is optional and may be uploaded here to support your application.

Section 5: Project Costs and Project Delivery

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

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

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

36. Other Confirmed Funding Sources and amounts: None

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

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

38. Maximum Grant Amount (Estimated): \$1,593,657

39. Are you requesting less than the maximum grant amount? (Yes/No) No
i. If your detailed cost estimates do not directly correspond with these amounts, clarify the variance between the costs.

Fiscal Year Breakdown

Please fill in the costs below. The costs to be entered will represent how much money you expect to spend on eligible costs for the project each year.

40.

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

Funding Details

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

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

42. Can the project, as submitted, be broken into smaller phases if full funding is not available? Yes

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

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

capacity, all recommended upgrades would need to be completed. A slower approach to **these renovations may prevent the facility's ability to** fully accommodate the imminent growth demands currently emerging in and around Prince Rupert.

43. Do you intend to use your own workforce and/or equipment? No
44. At this stage, do you intend to directly award contracts (sole sourced contracts) during procurement for any aspect of the project? (Yes/No) No
- a) If Yes, Identify the estimated amount of the sole source contract, who will be conducting the work, the nature of the work and explain why sole source contracting will be used. ***Projects that require sole source contracts may need a Federal Treasury Board submission for project approval.***
45. Is the employment of apprentices; indigenous peoples; women; persons with disabilities; veterans; youth; recent immigrants; and small-sized, medium-sized and social enterprises to be considered during project procurement/construction? (Yes/No) Yes
- a) If yes, describe

Where possible, the NCRD will procure materials and labour from local workforce in Prince Rupert, Terrace, Kitimat and other northwest communities. All of which are home to a number of small to mid-size businesses and relatively high indigenous populations.

Section 6: Funding/Planning

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

46. Will the local government portion of the project come from borrowing? (Yes/No) Yes
- a) If yes, what portion of the local government share of the project funding is expected to be from borrowing?
10% and any additional project overrun costs and internal staff management.
- b) When and how will the borrowed funding be secured? Attach evidence of secured funds
MFA loan authorization bylaw – NCRD Bylaw 626, 2018
- c) Is public approval required to approve borrowing? Yes
- ii. If yes, please attach a scan of a signed and certified loan authorization bylaw that is at 3rd reading or adopted
- iii. If yes, please attach a completed liability servicing limit certificate that includes that anticipated borrowing costs necessary to finance the project.
- d) If No, Are all the funds readily accessible (Yes/No)
- i. If Yes, Please attach evidence of secured funds.
- ii. If No, what is the anticipated source of funds?

47. Is the project included in the 5 year financial plan bylaw? (Yes/No)

Attached is a North Coast Regional District Board resolution that the project and its cash flows will be included in the 5-year financial plan bylaw 2019-2023.

48. If there are cost overruns, what plans are in place, beyond contingencies to fund the unforeseen cost increases?

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

Furthermore, the financial plan developed for the NCRD Regional Recycling Facility supports the contingency of needing to transfer funds from Reserve or surplus funds to cover the costs of facility improvements, new infrastructure to meet future demand and improve efficiency such as the glass crusher dust control, building interior wall repairs, the concrete floor slab crack repairs, and electrical upgrades. Furthermore, should the project be funded at 90% of eligible costs, additional funds secured through longterm borrowing will provide ample capital to address any unforeseen project cost increases.

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

Local governments with a population under 5000

Approved projects for local government with a population under 5000 will be funded up to 100% and questions regarding funding the applicant portion of the project are not necessary

49. What plans are in place and where will funds be sourced from if project costs escalate beyond budgeted contingencies?

The NCRD believes that budgeting contingencies at 10% of the total project costs provides ample room with respect to any potential overrun costs. However, the NCRD is in the process of securing longterm borrowing in the amount of \$500,000 that may be used toward any additional or unforeseen project costs arising during development.

Project consultation considerations

62. How does this project align with the long term plans of your organization?

The NCRD has adopted the Regional Solid Waste Management Plan Bylaw 263, 1995, which identifies that “recycling services for residents in the areas according to 1. Equitable access to recycling services for all area residents, 2. Materials that will provide the greatest waste reductions, 3. Materials that would cause adverse environmental impacts if disposed of by alternative methods. The plan also speaks to the establishment of an “envirocenter” to combine local recycling services with provincially regulated recycling and reuse program. Lastly, the plan identifies that the operations manager will continuously monitor the performance of the recycling service and market conditions affecting it and will recommend

changes to the NCRD Board for approval. In this case, the market conditions and community demographics are changing and expansions to the existing service and facility are required.

Additionally, this project supports the policies outlined in the Prince Rupert Quality of Life Community Plan Bylaw 3236: This project will advance the long-term goals and vision of the community as identified in the Prince Rupert Quality of Life Community Plan Bylaw 3236 **Schedule “A” Dated January, 2015:**

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

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

63. What affected or interested groups or stakeholders have been consulted regarding the project? Please list

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

a) What were the results of these discussions?

The discussions yielded positive feedback from interested stakeholders. Stakeholders were in agreement that the volumes of recyclable materials processed at the Regional Recycling Facility were steadily increasing and that upgrades to the facility were needed to address capacity concerns. The City of Prince Rupert indicated its desire to implement curbside recycling in the community, which would see additional increases to volumes regardless of increases to the level of industrial activity taking place throughout the region.

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

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

Federal Checklist

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

Select ‘Yes’ for risks that are applicable to your project, and provide a brief description of the risk and mitigation strategies undertaken or planned. Select ‘No’ for risks that are not relevant to your project.

a) Project Complexity

i. Remote geographic location N/A

- ii. **Unpredictable weather** – medium: In terms of construction, the roof upgrade is the most weather dependent part of the project. This risk will be managed by the protracted start and completion dates that allow for some flexibility in meeting this timeline. This risk is also mitigated by having an anticipated start date in mid-summer, which provides the ability to schedule the renovation during the summer or early autumn months that have better weather.
- iii. **Untested or unproven technologies** N/A
- iv. **Highly technical or complex project** – medium: The Repairs to the roof were the most uncertain and costly component identified in the Asset Management Plan. To address this uncertainty, the NCRD obtained a focused Roof Inspection Report in 2016, which produced a detailed evaluation and cost estimate, and greatly reduced the likelihood of unexpected cost overruns.

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

- v. **Interdependencies between phases** – low: This project aims to implement all the recommendations outlined in the Asset Management Plan as part of a single project. Implementation will be guided by the Asset Management Plan prioritised action schedule, this should greatly reduce risk of interdependencies as each task can be completed in full before tackling the next potentially dependent task.
- vi. **Other (please describe)** N/A

b) Project Readiness

- i. **Project site hasn't been finalized** N/A
- ii. **Land hasn't been acquired** N/A
- iii. **Potential issues with permits or authorizations (federal, provincial, territorial and municipal)** - low: As this project is focused on upgrading the existing building owned by the NCRD, the only permit needed for this project is the City of Prince Rupert Development Permit. The City has a vested interest in seeing this project come to fruition and, ultimately, increase diversion rates from the landfill.
- iv. **Industry supply may not be able to meet demand** N/A
- v. **Funding sources are not secured for the entire project cost (excluding potential ICIP grant not being secured)** – low: the project will not be started until funding is secured and the timelines adjusted accordingly.
- vi. **Other (please describe)** – Securing a contractor for the work – medium. The NCRD has had some preliminary discussions, such as with Eby and Sons Construction, to prepare the Roof survey and improve the cost estimates. These initial discussions will support further engagement with potential contractors, once funding is secured. Other aspects of the work will require

potential contractors to be identified. However, NCRD has a strong network of possible local contractors that will help to reduce the risk and it is intended that a competitive bid process will be undertaken for all works related to this project.

c) Public Sensitivity

- i. The project has received positive media attention Yes
- ii. The project has achieved negative media attention No
- iii. Certain stakeholders have been vocal about the project No
- iv. Other (please describe) N/A

67. Identify other potential risks that are not included in the federal checklist. If there are no other potential risks, please type N/A

A broader project risk associated with this project is the securing of long-term borrowing from the MFA, should additional funds be required. In past, the NCRD is been successful in securing long-term borrowing funds from the MFA, with minimal opposition with respect to **public support. Constituents recognize the vital role the recycling depot plays in the region's** environmental sustainability, and often approach the NCRD with requests for additional service such as lengthened hours and additional infrastructure to support customer service and ease of recycling. The NCRD does not foresee that securing funds through borrowing will be an issue and the completion of an alternative approval process will be achieved by February 2019.

68. How will the assets associated with the completed project be managed and maintained over their life?

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

69. How will ongoing operating and maintenance costs be funded?

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

70. How does the project design support reduced operation, maintenance and related costs over the lifecycle of the infrastructure?

As identified in the Asset Management Plan, the greatest potential for cost savings is in improving operational efficiencies so that staff requirements can be reduced. The installation of a new high speed auto tie baler, and implementing other operational

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

71. Where the infrastructure will serve an ongoing need for the community, what activities will be carried out to ensure that the funds to replace the asset at the end of its life will be available?

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

The NCRD has also established operating and capital reserve funds to support any operating deficits within a given year and, ultimately, to set aside funds for the eventual replacement or rehabilitation of the Regional Recycling Facility at the end of its life in approximately 20-25 years.

For all infrastructure that your organization manages:

72. How do you keep track of the infrastructure assets you manage, including their condition and performance?

The NCRD tracks its assets through the use of an asset management database to identify owned assets, size, install date, expected life and condition, as well as an associated maintenance schedule to identify asset maintenance needs. These tools assist the NCRD with replacement decisions for catalogued assets. Condition assessments are evaluated on an ongoing basis.

73. What do you do to ensure that the service provided by infrastructure remains cost effective/cost efficient?

The NCRD provides ongoing maintenance to its assets to ensure that any assets useful life is extended to its fullest potential, mitigating the need for habitual rehabilitation or replacement.

74. Describe long term planning activities that are currently used to manage infrastructure.

The NCRD owns a limited number of assets. One of the largest and most costly assets owned by the NCRD is the Regional Recycling Facility. In 2016, recognizing the importance of maintaining and ameliorating the Regional Recycling Facility, the NCRD completed an asset management plan to identify performance, maintenance and replacement of the asset 10 years into the future.

75. What are your ongoing revenue sources and what planning is carried out to ensure that costs to maintain, operate, and replace infrastructure assets can be met over the long term?

Ongoing revenue sources for the NCRD recycling service are, for the most part, raised through property taxation in the service area. Additionally, the sale of materials and service contracts are also considerable, sustainable revenue sources for the service. As mentioned, **assets are managed in accordance with the NCRD's Tangible Capital Asset policy and funding is requisitioned each year and allocated to reserves to allow for the eventual replacement or rehabilitation of assets.**

Section 8: Climate Change and Environmental Considerations

91. How is your project design considering potential impacts from climate change?

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

The Regional Recycling Facility Asset Upgrade project will mitigate climate change by reducing solid waste-related greenhouse gas emissions. Greenhouse gas emissions will be lowered by reducing the demand **for new products and materials. As noted in BC's Climate Action Toolkit** (<https://www.toolkit.bc.ca/tool/recycling-and-waste-reduction>), there is a higher energy intensity and subsequent greenhouse gas emissions related to producing new materials than utilising materials recovered through recycling. Additionally, the Regional Recycling Facility will reduce transportation costs associated with waste management by lengthening the use of the local landfill to manage solid waste from Prince Rupert and surrounding areas by diverting a significant portion through recycling. This would reduce the costs of transporting waste to another landfill. The next closest landfill site to Prince Rupert is in Terrace, 140km away. Reduced transportation of solid waste will also result in reduced greenhouse gas emissions.

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

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

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

- b) If Yes, Estimate how much of a reduction in greenhouse gas emissions will be achieved (in tonnes CO2 equivalent per year).

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

93. Was the consumption of natural resources considered for this project during planning, design and construction?

The NCRD considered the consumption of natural resources in the development of the Regional Recycling Facility Asset Upgrade project through an overall reduction in energy usage required to process materials and deliver services and a corresponding reduction in air and soil pollutants through solid waste diversion.

Outcome Specific Questions

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

Outcome 10: The project will increase capacity to reduce and/or remediate air pollutants (through solid waste diversion)

Projects eligible under the Rural and Northern Communities Program, Environmental Quality outcomes must support public infrastructure (capital) assets for public use/and or benefit) owned by a First Nation or Local Government. The desired outcome of the Solid Waste Diversion category is to divert materials from entering landfills in order to reduce air pollution and to create increased capacity to process the diverted materials within the solid waste stream.

Program Targets & Benefits

1. Does the project reduce the amount of solid waste entering a landfill / increase the amount of waste diverted from disposal? (Yes /No) Yes
 - a) If Yes, what is the estimated amount of waste that will be diverted annually? Calculation will use the Generally Accepted Principles for Calculating Municipal Solid Waste Systems Flow and should be calculated in wet tonnes. *

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

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

202.75KG/capita/year

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

The entire population of the NCRD will be able to utilise the upgraded Recycling Facility, so the population of the NCRD (18,247) was used in the kg/capita/year calculation.

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

The project will directly contribute towards the waste diversion targets set out in the NCRD's Solid Waste Management Plan as reviewed by the Ministry of Environment, by diverting approximately 3,700 tonnes of recyclable material from the landfill each year. Landfill regulations as outlined in City of Prince Rupert Solid Waste Bylaw 3223 with Amendments A-E and Solid Water Amendment Bylaw 3341 outline a number of incentives that are used to reduce the amount of solid waste being landfilled including: bag limits, fee for extra bags, tipping fees, and material bans.

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

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

As noted, based on Environment Canada's Greenhouse Gas and Criteria Air Contaminants Calculator, it is anticipated that 2,596 tonnes of CO₂ greenhouse gases will be reduced annually. Additionally, it is anticipated that 6.3 tonnes of sulphur oxide, 1.2 tonnes of particulate matter, 2.8 tonnes of nitrogen oxide, 2.3 tonnes of volatile organic compounds, 15.1 tonnes of carbon monoxide, and 5 kilograms of ammonia emissions will be reduced.

Managing Demand

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

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

The Prince Rupert landfill received more than 10,036 tonnes of waste per year in 2016. It is currently close to maximum capacity and as a result, Prince Rupert has since 2014 been working on upgrades estimated at \$9.5 million, with a new cell anticipated to open in 2021 and provide about 54 years of capacity. By increasing the Regional Recycling Facility's capacity to 3,700 tonnes from 2,500 tonnes, this diversion infrastructure is estimated to increase the lifespan of the landfill by about 60 years if only estimating based on increased capacity. If the full capacity of the Regional Recycling Facility were to divert from the 12,000 tonnes of waste per year, the lifespan of the landfill would be increased to 78 years.

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

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

More recently, all communities on Haida Gwaii have resolved to become energy sovereign by 2023. Upgrades and enhancements to the Regional Recycling Facility will assist Haida Gwaii communities in reaching this goal through increased capacity to handle growing volumes of recyclable materials.

Environmental Benefits

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

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

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

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

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

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

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

The core aspect of the Regional Recycling Facility is to enable the recovery and reuse of resources that would otherwise be wasted. The project aims to maximise the capacity of the facility to handle projected waste generated under a high growth scenario, thereby ensuring that maximum volumes of materials can be recycled and diverted from landfill.

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

- b) The reduction of natural resources, and the estimated quantity reduced. N/A
- c) The use of natural assets utilized to deliver a service normally provided by built infrastructure. N/A
- d) Protection, enhancement or restoration of the natural environment.

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

Information entered and ok

Highlight: Outstanding/include supplemental info

Additional Info/FYI

INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP) GRANT

APPLICATION INSTRUCTIONS : <https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/investing-in-canada/application-instructions-tips.pdf>

This two-step process must be completed by December 21st, 2018 to allow time to complete and submit the application before the intake deadline January 23rd, 2019.

1. In order to access the LGIS online application you will need a Business BCeID user ID and password. If you already have a Business BCeID account, skip to step 5.
5. Navigate to LGIS <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS/> to access and submit the online ICIP application form.

If you have any questions regarding the application form, contact: Ministry of Municipal Affairs and Housing

Phone: 250-387-4060

Email: infra@gov.bc.ca

Projects from Local Governments with Populations Less Than 5,000

Funding is available up to 100% of eligible project costs (60% Government of Canada, 40% Province of British Columbia)

b) Regional Districts may submit **one** application for **each** community in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.

Deadline for submissions is January 23, 2019.

- [Online Application](#)
- [Application Instructions \(PDF, 221 KB\)](#)

For questions about this program contact the Ministry of Municipal Affairs and Housing, Infrastructure & Finance Branch

Office:

250 387-4060

Mailing:

PO Box 9838 Stn Prov Govt

Victoria, BC V8W 9T1

Street:

4th Floor 800 Johnson St.

Victoria, BC V8W 9T1

Email:
infra@gov.bc.ca

include:

- Council/Board/Band Council Resolution
- Detailed cost estimate
- Site plan
- Project plan: Oona River Community Hall Study Plan
- List and status of required licenses, permits and approvals (or indicate if not applicable)
 - Permitting and Well Registration (Provided as part of well driller service)
 - Northern Health testing (Yearly testing – once well established)
- Evidence of secured funds (NCRD Financials to give evidence of carrying capacity)

Supplemental information to be included:

- ORCA Support letter
- ORCA Financial Statement
- Community support letters
- Draft Oona River Water Conservation Plan
- Supplemental Potable Water in Oona River: Outcome 9
- Photographs of Oona River Community Hall

Investing in Canada Infrastructure Program Rural and Northern Communities Application Form Questions

Section 1: Applicant Information

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

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

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

2. Applicant's Secondary Contact Information (optional)

- a) Full Name: [Yvonne Christensen](#)
- b) Title of Secondary Contact: [Treasurer, Oona River Community Association](#)
- c) Phone Number: [250.615.7344](#)
- d) Email Address: ychristensen@gmail.com

Section 2: Project Information

3. Project Title (Please provide a short concise plain language title.)

Oona River Community Hall Completion Project

4. Project Description:

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

The Oona River Community Hall is a multipurpose facility that began as a gymnasium built by the community in the 1970's. It is a central space for recreational activities during inclement weather, which in a coastal rainforest, happens often. The gymnasium supports a number of activities including floor hockey, basketball, badminton and roller blades and is used frequently by the children of Oona River. Other recreational users include community artists engaging in woodworking, quilting, and other arts and craft projects. The community would like to set up additional activities such as table tennis, but this cannot happen until improvements are made to the community hall to improve the comfort and safety of the facility, particularly for the older population. In order for the facility to continue to operate over the long run as a gathering place for events for holding community gatherings, banquets and feasts and larger meeting sessions, with some level of self-sufficiency, it also needs to be able to attract visitors that can support the facility through rental fees.

Over the past decade, one third of the building has been renovated including: replacement of the floor and roof, energy efficiency and environmentally friendly improvements such as better insulation, use of natural lighting and utilizing rain water; and improvements to accessibility based on universal design. To help enable economic self-sufficiency, the facility was also developed to include a kitchen/serving area, furnished meeting space, shower, laundry and toilet facilities. The upper level contains a conference meeting room that can be used as additional accommodation room that is often rented out with a single unit bedroom suite for overnight and weekly stays. The facility continues to be a cornerstone of the community and also caters to visitors to Oona River.

The North Coast Regional District seeks funds to complete and ensure long-term viability of this important facility including:

- A) Replacing exterior siding and increasing ceiling insulation to improve durability and efficiency of the building,
- B) Improving safety and accessibility to the community facility, and
- C) Drilling of a local well to secure reliable potable water for the community building.

- b) Provide a detailed list of the project works.

(Example: Upgrading a community kitchen within the existing community centre including: Upgrading approximately 400 square feet of community kitchen space, including electrical and plumbing, replacement of all fixed appliances, and; related works to meet commercial kitchen standards.)

Part A Completing exterior renovations to the Oona River Community Hall, a structure that is 38 feet by 86 feet and 2 storeys high, including: removing the temporary tin roof siding covering a third of the building; removing board and baton siding from the rest of the building (roughly two-thirds of the structure), repairing pile caps and rim joists, repairing any rotten conditions present, covering all walls in Tyvek and a "Driwall" rainscreen mesh, and

finally installing a new metal cladding. The metal cladding will be profiled and sheared to the desired length and installed vertically to the exterior walls. The gym wall and ceiling will be upgraded to exceed code with Styrofoam and plywood, increasing the RValues to R32 and R58, respectively.

Part B: Improving safety and accessibility for the community building. This includes clearing the brush and undergrowth in and around the facility, leveling off the area to provide safe access around the perimeter of the building and building a covered entrance to the community hall to protect against the weather and elements. The work will also include: constructing a gravel pad, a concrete entrance pad, punching support posts into the ground and framing the walls, installing roofing and electrical systems including lighting.

Part C: Drilling of a local well to ensure potable water for the community building including: completing a groundwater survey to increase the likelihood of finding water, drilling the well, installing the pump and mechanical components (including backup generator for power outages), digging a trench from the well head to the hall and installing a waterline, installing a pressure tank and storage tank and filtration system, conducting water testing to ensure safety and completing the well registration process.

5. Describe why the project is needed and how need was assessed.

(Example: current facility needs replacement due to age, condition, increased service demands, a food security survey was completed and results include the need for the new facility)

The Oona River Community Centre has undergone significant repairs and renovation over the past decade such as interior improvements including a new kitchen, bathrooms and laundry facilities; as well as improved accessibility following the concepts of “Universal design” and to meet the highest standards and building code requirements in British Columbia. However, a number of outstanding items put at risk the medium to longer term operational capacity of this important community facility:

- The original old tin from the roof was used as temporary siding to protect the new improvements to one third of the building. Unfortunately, the material is full of holes and corrosion, and only protects a third of the building. The rest of the siding on the building is 50 year old untreated wood and started to fail two years ago.
- While the building was upgraded and met the building codes at the time, these codes regarding R values have changed to require R22 for walls and R50 for ceilings. The outside walls and interior wall to the gym are at R20 and ceiling is at R28 leaving lots of room to improve the building’s energy efficiency.
- Water is an important factor in the sustainability of the Oona River Community Hall. However, there is no main water line for the community of Oona River, whose properties rely on individual systems that supply mostly non-potable water. Providing a reliable supply of running water for the Hall has been an ongoing issue with the existing water system’s deteriorating infrastructure. Water is currently supplied by an open ground water system which is non-compliant to BC drinking water standards. As a result, the community hall often finds itself dealing with crisis management. For example, excessive sediment plugs the filtration system and causes the system to shut down, usually when a renter is taking a shower or making dinner. Interim repairs are made but this does not last and has caused loss in the suite rental income. It is becoming such a serious issue that we may not be able to rent out the facility until the

water system is addressed. Also, bottled water has to be brought in from town to supply potable water to visitors.

- A few wells have been drilled successfully at Oona River providing potable water to their households. If this well proves to have sufficient water, it could form the basis of a future potable water supply for the surrounding properties and form the beginning of providing a potable water supply to Oona River, by modern standards.
- The Oona River community hall is a central gathering area for the community in all kinds of weather including extreme weather, of which there is an abundance. Currently, the building is surrounded with growing undergrowth and old stumps that limit clear and safe access to the building. The ingrowth also makes it hazardous to apply the new siding. The facility needs a safe and accessible entrance shelter that can accommodate ongoing use by the local community and visitors.

This Community Hall has been an important project for the community and the NCRD. Starting in 2006, a number of renovations were discussed and supported at the NCRD (Previously Skeena Queen Charlotte Regional District) Board of Directors meetings including years: 2007, 2008, and 2016. Additionally, the Oona River Community Association has reached out to the NCRD on numerous occasions for support on this project, providing letters of support from themselves as well as individual community members in support of improving the quality of this important recreational community facility. The proposed renovations to replace the siding, increase the exterior wall and ceiling insulation and create a sheltered entrance would complete the building. This enhancement together with the establishment of a potable water supply would improve the long term operation and maintenance of the community hall, and ensure the ongoing functional existence of this much needed community recreational facility for the community of Oona River.

Federal Outcomes

6. Identify which outcome the project will support (one of either the core or additional outcomes eligible under the program):

Rural and Northern Communities Program Core Outcomes:

Additional outcomes that are eligible under the Rural and Northern Communities Program

Community, Culture and Recreation Outcomes:

1. The project will improve access to and/or increased quality of Cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations

Specifically explain how the project will meet this federal outcome.

Oona River is a small, isolated community located on Porcher Island that is only accessible by boat and seaplane. The small community, with about 83 people at peak, is dependent on the single community hall, which serves a community, recreational and cultural space. This project will improve access to and increase the quality of the Oona River Community Hall, a central multipurpose facility, for the isolated and vulnerable community of Oona River by: improving the efficiency, longevity and comfort of the building; improving access to the building structure itself; and improving quality of the facility through increasing access to a critical

source of safe potable water. Some specific benefits around the improvements include:

- Improved access to the central community and recreational hall by making access safer, sheltered and the building warmer especially during the harsh northern coastal weather and more comfortable to be in.
- Strengthened infrastructure through exterior renovations and increasing insulation improved the ability to protect and house equipment including recreational equipment (e.g. for hockey, basketball, badminton, and roller blading)
- Improved quality of life through the provision of a safe source of drinking water, which is a significant contributor to human health.
- Reduced operational and maintenance costs for community hall increases the financial capacity to enhance the facility and improve the quality of services. The project will also improve the capacity of the facility to attract visitors that can further contribute to sustainability of the community hall.

7. Project Type [selected from pick-list] (Example: buildings, food security, energy etc.)

Pick list

Project Location

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

#3 Schoolhouse Road, Oona River

Lot 3, DL2199, Range 3, Coast District, Plan 1420

Project Submission History

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

a) If yes, provide the following:

- I. Program name: **Enabling Accessibility Fund**
- II. Project title: **Oona River Community Hall: Barrier Free Access**
- III. Status of application: **successful/unsuccessful/under evaluation**

Renovation to improve accessibility to the hall

- IV. Program name: **Coast Sustainability Trust Fund**
- V. Project title: **Oona River Multipurpose Facility**
- VI. Status of application: **successful/unsuccessful/under evaluation**
- VII. Program name: **Northern Development Initiative Trust**
- VIII. Project title: **Oona River Multi-Purpose Facility**
- IX. Status of application: **successful/unsuccessful/under evaluation**

Project Works

10. Are the project works? (Indicate % for each relevant type)

New, Rehabilitation Expansion, Other

Part A: 57.6 % Rehabilitation

Part B: 6.8 % New

Part C: 35.6 % New

11. Will the completed works be used by the general public? (Yes/No)* **Yes**

*Projects that are used by the general public must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, in addition to applicable provincial codes and local government bylaws. Accessibility Standards are as defined in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment CAN/CSA B651-12)

12. If yes, will accessibility standards be met? (Yes/No) **Yes**

- a. If yes, please confirm how accessibility standards will be addressed in the design and construction?

In working towards their mandate of supporting the common good of the community in all aspects of community living, the project designers explored and integrated the concept of “Universal Design” following discussions with the community to ensure that the project would reflect the spirit of inclusiveness and avoid the stigma of "disability." The concept around "Universal design" is to produce buildings that are inherently accessible to older people, people without disabilities and people with disabilities. This concept links well to close knit ties of the people in Oona River and their reception of visitors. In 2016, the hall was upgraded to ensure that the building met accessibility and safety public building code requirements as defined in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment CAN/CSA B651-12. The exterior renovations to the Community Hall will also be built according to this standard.

13. How will the design meet or exceed energy efficiency standards? **

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

- a) Please list the energy efficient features that will be included in the project.

Through previous projects, the Oona River Community Hall has incorporated energy efficient features that aligns with the Pan-Canadian Framework on Clean Growth and Climate Change including making the building more energy efficient by:

- increasing insulation during roofing, flooring and building expansion to reduce heating requirements
- incorporating natural lighting to reduce electrical usage

This proposed project will advance these features by improving the durability and insulation to the Hall siding and the ceiling of the developed portion to exceed the building code requirements that have increased since the last round of renovations to the community hall. Specific features to be included are:

- Tyvec exterior breather paper, which provides a superior air barrier while at the same time enabling moisture transfer from within the frame to pass out to the exterior.
- The rain screen material provides two benefits. It provides a 10 mil air space which enhances wall thermal performance, while at the same time enabling any moisture that is able to penetrate the envelope through protrusions such as windows and vents to drain out freely.

- The Tyvek and rainguard applications will protect the building into the future.
- As per the building code at the time, the developed third of the building was insulated with R20 insulation in the walls and R30 in the ceiling during the 2007 renovations. Currently, building code requirements are R22 for walls and R50 for ceilings. To meet this new standard, a breathable insulation board will be added to the interior wall to increase the thermal capabilities of this wall exposed to the unheated gymnasium. The wall insulation will be increased by 50% from R20 to R30. This is 36% higher than building code.
- The insulation of the ceiling in the developed part of the hall will be increased by more than 100% from R28 to R58, which is 16% higher than building code.
- Installation of backup solar powered external lighting.

14. What regulatory authorities must be contacted (engaged) to complete the project and what permits will be required for the project?

(Example: Building permits for Community Kitchens must have Health Officer approval of the design prior to construction under the food security outcome.)

Oona River community is governed by the North Coast Regional District and therefore NCRD will not require permits for the installation the exterior renovations to the Community Hall. Obtaining the drilling permit is part of the services provided by the well driller. Once drilled, the North Coast Regional District will register the well with the BC Water Resources Agency.

Please Upload permits or licenses that have been obtained (document upload box)

Section 3: Is the Project Eligible

Projects that are eligible under the Rural and Northern Communities Program must be public infrastructure (capital assets) owned by a Local Government, Indigenous Applicant, Not-For-Profit or For-Profit* organization.

15. Do you have a Council/Board/Band Council or other appropriate governing body resolution authorizing the project to proceed and committing your share of project funding? (Yes/No) **Yes (Daniel to attach)**

a. If yes, please attach.

b. If no, when do you expect to submit the council/board/Band Council resolution?: DD-MM- YYYY

*The Council/Board/Band Council resolution is required to be received within one month of the application closing date.

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

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

17. What is the percentage of project design that has been completed as of application submission date? **100%**

18. Estimated project start date? **April 2019**

19. Estimated project completion date? **March 2020**

20. Estimated construction start date? May 2019

21. Estimated construction completion date? February 2020

22. What is the population that will be directly served by this project? 83 – If there is space, enter narrative below:

Note that the community populations are not reflective of the use of the community hall infrastructure. Oona River gets approximately 950 visitors from surrounding communities a year. These include visitors from Prince Rupert (about 50-75/yr), visiting groups such as the First Nations canoe groups (50-75 people/yr), Gitxaala hunters (about 5/yr), private and commercial kayak tours (up to 25/yr), visiting marine travelers (25/yr), UNBC eco tours(12 /yr), UNBC program (25-30 /yr) etc. The suite was also rented out for about 114 days in the last fiscal year, and averaging 3 people per night. These included BC Hydro, Telus, Logging, Mechanics, (include government agents, consulting engineers, helicopter pilots) as well as tourists. Additionally, use by the community is about 372 days/year.

23. Does the project benefit more than one community? (Yes/No) YES

a) List the communities that will use the infrastructure and their corresponding populations. (Table)

COMMUNITY	POPULATION
Oona River	83
Prince Rupert	12,220 (2016 Census)
Gitxaala	490 (NHS Survey)

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

North Coast Regional District owns the Oona River Community Hall and property. They provide an operating grant to the Oona River Community Association (non profit society) to operate the facility.

a) If no, provide additional information about the ownership of the completed project *For-profit entities please refer to section 9.1.2 REVENUE FROM ASSETS in the Program Guide

Section 4: Mandatory Documents

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

Local Governments

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

- ☒ Project location .KML file (see directions on website) (complete)
- ☒ Detailed Cost Estimate (see template on website) (complete)
- ☒ Site Plan (Complete)

- ☐ Project Study or Plan (see program guide for details) (status?) YVONNE developing
- ☐ For all Drinking Water or Wastewater projects: Water Conservation Plan and a copy of Council/Board/Band Council endorsement for the plan (Status?)

*Check to see if docs are ok – heads up to do this

26. Additional Documentation

Additional documentation is optional and may be uploaded here to support your application. Refer to program guide for additional information. Supporting document examples: Partnership/MOU agreement; Cost Benefit Analysis or Other Study; Design Drawings; Letters of Support; Community Energy Plan; Water Conservation Plan; Food Security Plan; Options Assessment; or, Asset Management Plan. Photos (4 photos Ready)

Section 5: Project Costs and Project Delivery

33. Total Gross Project Costs: \$204,359

34. Total Ineligible Project Costs: 0

35. Total Eligible Project Costs [Total Gross Project Costs less Total Ineligible Project Costs]: \$204,359

36. Other Funding Sources (Do not include internal sources) There are no other funding sources at this time.

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

37. Net Eligible Costs [Total Eligible Project Costs less Total Other Funding Sources]: \$204,359

38. Maximum Grant Amount (Estimated): \$204,359

* Grant amount may be adjusted after ministry review.

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

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

Fiscal Year Breakdown

Please fill in the costs below. The costs to be entered will represent how much money you expect to spend on eligible costs for the project each year.

40.

Fiscal Year	Forecasted Eligible Project Costs (April 1 to March 31)
2019-2020	\$204,359
2020-2021	
2021-2022	
2022-2023	
2023-2024	
Total	\$204,359

*Fiscal Year Breakdown Totals must equal Net Eligible Costs.

Funding Details

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

a) If Yes, please provide a description of the phases, including any funding for past and/or future phases and estimated timelines.

List of funds that have gone into hall

The Coast Sustainability Trust (3:1 funding on first \$50,000)	\$ 37,500
The Coast Sustainability Trust 50% of other project costs	\$ 75,500
Northern Development Initiative Trust	\$ 30,000
SQCRD (gas taxes)	\$ 28,065
Oona River Community Association	\$ 20,000
UBCM Community Tourism Fund	\$ 10,000
Enabling Accessibility Fund:	\$33,775
Northern Saving and Credit Union	\$ 500
Prince Rupert Port Authority	\$ 5000

Phases:

	\$	Timelines
Oona River Multipurpose Facility (CST & NDIT): Roof repair, adding insulation and environmentally friendly features (e.g. insulation), expanding to multipurpose facility to generate income to support ongoing services within not-for-profit model.	\$201,065	2007 - 2009
Oona River Community Hall: Barrier Free Access – Renovations to create barrier free entry to hall.	\$39,275	2016-2017
Oona River Oona River Community Hall Completion Project: to complete the renovations on the hall and ensure sustainability of the building.	\$204,359	2019-2020

42. Can the project, as submitted, be broken into smaller phases if full funding is not available? (**yes/no**)

a) If yes, please describe how it can be phased.

Each of the components in the project including:

A) Replacing exterior siding and increasing insulation to improve durability and efficiency of the building,

B) Improving safety and accessibility to the community facility, and

C) Drilling of a local well to ensure reliable potable water for the community building.

may be completed separately as it is not contingent on the other phases being completed. The budget has been broken down to allow for this. However, these are all critical components to ensure long term sustainability of the Oona River Community Hall. Partial completion of the project would limit the quality and capacity of this important community facility.

b) If no, please explain why it can't be phased.

43. Do you intend to use your own workforce and/or equipment? **No**

a) If yes, you must request and receive approval prior to work being carried out (please see program guide)

44. At this stage, do you intend to directly award contracts (sole sourced contracts) during procurement for any aspect of the project? (Yes/No) **Yes**

a) If Yes, the expectation is that project contracts are to be tendered. Projects that utilize directly awarded contracts (sole sourced) of over \$25,000 may need a Federal Treasury Board submission for project approval.

Identify the estimated amount of the directly awarded contract, who will be conducting the work, the nature of the work and explain why sole source contracting will be used.

Please consider: Oona River is an isolated community only accessible by boat or float plane, which makes the cost of importing services much more expensive than elsewhere. It is easier and more cost effective to use local skills when possible. Some specialised skills do have to be brought in, such as the well driller. Additionally, there is only one well driller that services our area and the contractor is based in Terrace. Unfortunately, the cost for well drilling exceeds \$25,000 but Oona River does not have an alternative option.

In terms of supplies, there are only two hardware stores in Prince Rupert that sell building supplies so materials will need to be purchased from either one.

Group Mills Ltd. performs multiple functions. They own and operate the heavy equipment and are also able to support Electrical contracts.

Siding contracts

Amount of directly awarded contract	Who will be conducting the work	Nature of the work
\$24,791.20	Home Hardware/Rona	supplies and materials
\$3,675	Tadpole Towing	Marine delivery of materials and supplies
\$6,790	Group Mills	Rentals - Equipment e.g. back hoes, excavators
\$3,852	B. Gilker	Metal Fabrication - panels and flashing
\$21,186	B. Letts	Install siding and flashings
\$3,638	Booth Mills	Installation of ceiling insulation
\$4044.60	L. Budde	Strip off old metal siding and old wood siding
\$4816	Home Hardware/Rona	Rentals - scaffolding

\$10,272	M. Rudderham	Scaffolding install and tear down
\$8,453	R. Colbert	Rot Repair, Prepare front wall, back and side walls
\$11,200	To be tendered	Signage

Covered entry area contracts

Amount of directly awarded contract	Who will be conducting the work	Nature of the work
\$1,575	Group Mills Ltd	Heavy equipment rental
\$5,243	Booth Mills	Supply of milled lumber plus construction
\$1,050	Tadpole Towing Ltd	Marine delivery of materials
\$ 262.50	Des Shearing	Supply of yellow cedar posts
\$4,026.40	Home Hardware/Rona	supplies and materials

Well contracts

Amount of directly awarded contract	Who will be conducting the work	Nature of the work
\$32,802	Sean and Doug Stanvick Doug Stanvick Box 766 Terrace B.C. V8G 4R1 250-635-7877 phone	Well Drilling. Only well driller west of Terrace BC. includes drilling of well, installation of pump, pressure tank, holding tank, initial flushing.
\$2625	Findwaterwell Ltd	Sole seismic water surveyor in western Canada
\$4200	Inlet Express	Only small barge that can transport seismic equipment efficiently
\$11,025	Group Mills	Build access for drill equipment, trenching, install water filtration system
\$7,350	Tadpole Towing Ltd.	Larger barge for transporting drilling equipment
\$856	R. Colbert	Waterline, wire from well head to hall, Trenching

45. Is the employment of apprentices; Indigenous peoples; women; persons with disabilities; veterans; youth; recent immigrants; and small-sized, medium-sized and social enterprises to be considered during project procurement/construction? **Yes**

a) If yes, describe.

Oona River is a small community of about 83 people that includes people across the listed categories. All community members are considered a valuable asset and the project will welcome the support from and aims to utilise all available people.

Section 6: Funding/Planning

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

Local Governments with a population under 5000

Approved projects for Local Governments with a population under 5000 will be funded up to 100% and questions regarding funding the applicant portion of the project are not necessary.

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

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

If project costs escalate beyond budgeted contingencies, ORCA has committed \$20,000 to cover any cost overruns as outlined in ORCA's attached letter. Additionally, the project consists of three distinct phases that can be undertaken sequentially such that if the project exceeds the budgeted amounts, it can be scaled back until additional funds are secured. Furthermore, the budget comprises a detailed breakdown of anticipated costs supported by quotes that reduce the likelihood of cost overruns beyond the budgeted contingency.

Project Consultation Considerations

62. How does this project align with the long term plans of your organization?

The North Coast Regional District (NCRD) provides services to member municipalities and electoral areas. The NCRD assists by preparing project proposals, applying for financial assistance, administering funding and coordinating projects. This project is being submitted in collaboration with the Oona River Community Association and will be administered by the NCRD.

Building community capacity is a core aspect of the NCRD goals. The project will build community capacity by making the facility more usable to the community (i.e. improving reliability of the potable water source) and expanding economic development opportunities. The economic development opportunities will be along the lines of enterprising non-profit endeavours and include meeting room rentals, shower rentals, internet usage, office space provisions and banquet facilities.

This project also fits with the regional tourism objective to attract more visitors in their community economic development strategy. It not only diversifies the economy the project supplements and complements regional tourism efforts. It also has direct economic benefits through using local labour, skills and businesses for undertaking the project and long term benefits of providing ongoing employment opportunities through meeting eco-tourism demand.

For the community of Oona River, this project brings to a close over 10 years of intense effort to save and protect this central facility for future generations. The Oona River Community Hall final improvements will significantly improve the quality of life at Oona River and as a multiuse facility supports the long term interest to continue to provide sustainable services for the community of Oona River and visitors to this beautiful part of the world.

63. What affected or interested groups or stakeholders have been consulted or will be consulted regarding the project? Please list

Affected and interested groups consulted regarding the project include:

- Oona River Community members
- Oona River Community Association
- Oona River Harbour Authority
- North Coast Regional District Board of Directors

Renovations to the Oona River Community Hall has been the outcome of many years of discussion and deliberation including with the community, the Oona River Community Association (ORCA), the Oona River Harbour Authority, and with the North Coast Regional District Board of Directors (Previously Skeena Queen Charlotte Regional District). For example prior to 2008, ORCA held a series of public meetings that identified the development of a versatile community centre to support both the existing community and promote growth into the eco-tourism industry. The Community Hall infrastructure needs were also discussed and various supporting funding approved during the NCRD Board of Director meetings starting in 2006 with the most recent being in 2016, to secure funds to enable barrier free access for the entrance of the community hall. The most recent renovations has been the subject of consultations with ORCA, who through their community involvement has received significant support and encouragement to complete the community hall project as a key priority for the community, as illustrated by the many letters of support included with this application.

a. What were the results of these discussions?

The results of these discussions were continued support for the proposed renovations to the Oona River Community Hall and a significant desire to complete the project and ensure the long term sustainability of this important community facility. Please see letters of support attached with this application.

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

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

Federal Checklist

66. The following elements are of interest to Infrastructure Canada.

Select "Yes" for risks that are applicable to your project, and provide a brief description of the risk and mitigation strategies undertaken or planned. Select "No" for risks that are not relevant to your project

Example: Describe risk and its probability (low/medium/high), impact, and mitigation response (will risk be avoided, mitigated, transferred, or accepted). Describe the planned actions and what the residual risk will be.

a. Project Complexity

i. Remote geographic location (Yes/No) **YES**

High probability, low risk: Oona River is located on Porcher Island and accessible only by boat or seaplane. Although a remote geographic location, all the elements needed for the project have been sourced with a sufficient window of time provided to complete the project.

ii. Unpredictable weather (Yes/No) **YES**

High probability, low risk: Located in a temperate rainforest and along the coast of BC, unpredictable weather is a given factor that is automatically considered and mitigated in any construction project. Contractors are experienced in setting up workplans that work around unpredictable weather. Again, a large window has been identified including across the summer and fall, when the weather is more stable and predictable.

- iii. Untested or unproven technologies (Yes/No) **NO**
- iv. Highly technical or complex project (Yes/No) **NO**
- v. Interdependencies between phases (Yes/No) **NO**
- vi. Other (please describe) (Yes/No)

b. Project Readiness

- I. Project site hasn't been finalized (Yes/No) **No**
- II. Land hasn't been acquired (Yes/No) **No**
- III. Potential issues with permits or authorizations (federal, provincial, territorial and municipal) (Yes/No) **No**
- IV. Industry supply may not be able to meet demand (Yes/No) **No**
- V. Funding is not secured for the entire project cost (assuming a grant is received through this program) (Yes/No) **No**
- VI. Other (please describe) (Yes/No)

b. Project Sensitivity

- I. The project has received positive media attention (Yes/No) **No**
- II. The project has received negative media attention (Yes/No) **No**
- III. Certain stakeholders have been vocal about the project (Yes/No) **No**
- IV. Other (please describe) (Yes/No)

67. Identify other potential risks that are not included in the federal risk checklist. If there are no other potential risks, please type N/A.

(Example: Public opposition expected, technology becoming outdated, usage not as expected, difficulties finding appropriately trained people to manage/maintain , seasonal limitations to construction, potential timing risks or delays, referendum required, unconfirmed grants (other than ICIP), siting not confirmed, environmental assessment/impacts, archaeological sites, cost overruns, etc.)

Two other risks to the project and mitigating responses:

- Seasonal limitation (**High probability, low risk**): similar in impact to unpredictable weather but best seasons can be identified to carry out the work. The mitigation planned for this is to start the project in early spring and allow for the window through the summer and fall months to complete the project.
- No finding water in well (**Low probability, med risk but project design mitigates this and results in low risk**): Mitigation actions have been built into the project where groundwater surveys and test wells will better ensure that a drilled well will hit water. Additionally, previous experience in drilling near to the site has been successful.

Section 7: Management & Planning

Local Governments

Questions relate to sustainable management and planning of infrastructure. Additional resources on infrastructure asset management can be found on the Asset Management BC website: www.assetmanagementbc.ca.

For the infrastructure applied for in this application:

68. How will the assets associated with the completed project be managed and maintained over their life?

The Oona River community hall is managed by the Oona River Community (ORCA) supported by an operating grant provided by the North Coast Regional District. Currently the Oona River Community Association long term planning activities are undertaken by an elected Board of Directors. The ORCA Board of Directors meets quarterly to review plans, to monitor activities and prioritize the needs of the community. As well it directs infrastructure expenditures and coordinates maintenance activities either volunteer or commercial on an ongoing as needed basis. Timelines for condition assessment, inspections and schedules of infrastructure are identified and reviewed on a semi-annual basis. Five year plans for proposed improvements and maintenance activities are updated on an annual basis.

69. How will ongoing operating and maintenance costs be funded?

Until the Oona River Community Hall builds up a sufficient clientele to become self-sufficient, ongoing operating and maintenance costs are funded through a combination of an NCRD annual grant, suite rental, hall rental, laundry facilities, gym rental, facility rental, donations, and fundraising. ORCA's financial statements are included with this application. Currently, yearly auctions raise about \$2500/year and about \$500/year in donations. Additionally, last year the facility earned \$9200 in rental income from visiting tree planters and hydro crew. ORCA has also reported seeing increased interest in renting the facilities. Once the building is completed, operational and maintenance costs will be reduced and those efficiency savings will enable the available funds to go further.

70. How does the project design support reduced operation, maintenance and related costs over the lifecycle of the infrastructure? *Operating and maintenance costs can be reduced over the lifecycle of the infrastructure through appropriate design. (Example: use of quality materials that require less maintenance, potential for remote monitoring, etc.)

This project will install metal cladding for the siding and thereby eliminates the need for continual painting, which is a significant maintenance cost as coastal weather is hard on paint. Additionally, the metal is weatherproof and durable, requiring little to no maintenance over the long-run. The added insulation to increase the ceiling and wall R-values will result in approximately 34% in energy savings (approximately \$816/yr) off relative to the energy bills from 2017. The well service will eliminate the need to maintain and manage a surface water dam system. The water line currently in use is very long and often breaking, resulting in the need for costly mitigating expenses such as filters and lost income. The well system is more efficient and more easily managed for less money and effort.

71. Where the infrastructure will serve an ongoing need for the community, what activities will be carried out to ensure that the funds to replace the asset at the end of its life will be available? (Example: set aside funds annually to allow for renewal, replacement or rehab in 20 yrs, funding through financial reserves, implementing a rate structure or user charges which include depreciation/replacement costs, etc.)

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

ORCA has a financial reserve that is being built over time to cover the long-term maintenance and replacement costs for the facility. Once the project is completed as planned, cost savings from improved operational efficiency and reduced maintenance costs can be put towards generating income to manage the facility in a financially sustainable manner over the long-run.

For all infrastructure that your organization manages:

72. How do you keep track of the infrastructure assets you manage, including their condition and performance? (Example:

The NCRD keeps track of the infrastructure assets we manage by...

ORCA keeps track of the infrastructure assets we manage for the NCRD by monitoring the the Hall facility weekly. Repairs are noted and commissioned immediately.

ORCA maintains a database of all the Community Hall assets with information such as ID number, size, install date, expected life and condition. Maintenance and performance is tracked within this database which is used to assist with replacement decisions. A condition assessment of critical assets is completed once a year and the results entered in the database.

73. What do you do to ensure that the service provided by infrastructure remains cost effective/cost efficient?

Bookkeeping is tracked on an ongoing basis, with quarterly reviews. A yearly report, past performance and proposed budget is reviewed by the North Coast Regional District accountant on an annual basis. Risk management strategies are developed in partnership with the Regional District Representative, the Small Craft Harbour Authority Harbour Master and individuals who have expertise in particular areas to offer suggestions for improvements. Longer term financial planning, fund raising and communications with potential funders are updated on a quarterly basis by the Oona River Community Association Board of Directors and vetted on an annual basis at the AGM.

74. Describe long term planning activities that are currently used to manage infrastructure. (Example: This might include schedules or timelines that identify when items need to be replaced, maintenance plans/strategies, risk management plans, condition assessment plans that set out when inspections will occur, long term financial plans)

Currently the Oona River Community Association long term planning activities are undertaken by an elected Board of Directors. The ORCA Board of Directors meets quarterly to review plans, to monitor activities and prioritize the needs of the community. As well it directs infrastructure expenditures and coordinates maintenance activities either volunteer or commercial on an ongoing as needed basis. Timelines for condition assessment, inspections and schedules of infrastructure are identified and reviewed on a semi-annual basis. Five year plans for proposed improvements and maintenance activities are updated on an annual basis.

Bookkeeping is tracked on an ongoing basis, with quarterly reviews. A yearly report, past performance and proposed budget is reviewed by the North Coast Regional District accountant on an annual basis. Identification of workers or contractors, supervision, fund raising, and additional administration activities are implemented on an as needed basis. Risk management strategies are developed in partnership with the Regional District Representative, the Small Craft Harbour Authority Harbour Master and individuals who have expertise in particular areas: construction, long-term planning, safety, administration, and public affairs.

Longer term financial planning, fund raising and communications with potential funders are updated on a quarterly basis by the Oona River Community Association Board of Directors and vetted on an annual basis at the AGM. Past visioning sessions with regard the Community Hall have resulted in a revitalized community centre. Currently a long term planning and envisioning sessions are underway for example, to designate the 100 year old Ralph Edwards Library and School House as a provincial historical building with the intent of restoration and preservation.

75. What are your ongoing revenue sources and what planning is carried out to ensure that costs to maintain, operate, and replace infrastructure assets can be met over the long-term?

Ongoing revenue sources for ORCA come from: Fundraising and Donations, Grants, Suite rental, Hall rental, Laundry, shower usage, Dividend (Credit Union), Interest on Savings account. We have been able to procure sufficient income on an ongoing basis to cover all operating expenses at minimum. As noted above, bookkeeping is tracked on an ongoing basis, with quarterly reviews. A yearly report, past performance and proposed budget is reviewed by the North Coast Regional District accountant on an annual basis. Risk management strategies are developed in partnership with the Regional District Representative, the Small Craft Harbour Authority Harbour Master and individuals who have expertise in particular areas including construction, long-term planning, safety, administration, and public affairs. Longer term financial planning, fund raising and communications with potential funders are updated on a quarterly basis by the Oona River Community Association Board of Directors and vetted on an annual basis at the AGM. Community assets such as the Oona River Community Hall are continually assessed and plans are made such as for this project to improve facilities and reduce the long term maintenance, operational and replacement costs.

(Example: We have a plan that outlines the anticipated costs of operations, maintenance and renewals over the next 10 years, and a long term financial plan that identifies secured and anticipated sources of funding over the next 10 years to levels that will enable these costs to be funded.)

North Coast Regional District – financial summary – to show that there is capacity for carrying time for funding as the project disburses funds through claims. Attach NCRD financial info.

Ongoing revenue sources include: NCRD annual grant, suite rental, hall rental, laundry facilities, gym rental, facility rental, donations, and fundraising. As detailed in the attached *Oona River Community Hall Study Plan 2018*, planning is done through ORCA Board of Director meetings to review previous years financial statements and project the next 5 year's costs. Through this work, the board identifies funding gaps, and works to fundraise accordingly.

Section 8: Climate Change and Environmental Considerations

91. How is your project design considering potential impacts from climate change? (Example: changing weather patterns, changing water availability, increased risk of hazard events such as wildfire and large flood events).

The Oona River Community Hall Completion Project design has taken into consideration unpredictable weather as a potential impact from climate change. For example, the metal

siding that will be used to clad the exterior of the building to protect against the elements was chosen because of its strength to withstand extreme wind and rain events that are likely to increase as a result of climate change. The car port addition is also intended to provide improved safety to the building during intense weather events that is anticipated to increase as a result of climate change.

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

a) If yes, briefly describe how the project will reduce greenhouse gas emissions.

The project will reduce greenhouse gas emissions through:

- a) increasing the insulation to improve building efficiency, which reduces GHG for heating
- b) use of sustainable materials leads to a reduction in GHG produced during production of replacement material and construction
- c) use of exterior solar lighting and natural lighting interiors, again means a reduced use of energy and GHG emissions during energy production
- d) local source potable water reduces the dependence on bottled water and therefore reduces GHG emissions for production of the plastic bottles, of the bottling the water, as well as the transportation by boat and other vehicles to get the bottles to Oona River.

b) If yes, estimate how much of a reduction in greenhouse gas emissions will be achieved (in tonnes CO2 equivalent per year).

The renovations to Oona River Community Hall will result in approximately 5105 kwh of energy savings yearly. Based on a conservative estimate, this equals about 34% in energy savings compared to the energy bills from 2017. This energy savings is equal to about 4.32 tonnes of CO2 per year. Additionally, the installation of the potable well water supply will also offset the need for plastic bottles. Carbon dioxide emissions are produced during both the processing of plastic resins and transporting the plastic bottles to Oona. Estimates show that one 500ml plastic bottle of water had a total carbon footprint of about 82.8g of CO2. By providing a source of potable water, we estimate a reduction of about 0.5 tonnes of CO2.

93. Was the consumption of natural resources considered for this project during planning, design and construction? (Example: reduced energy usage, reduction in or use of local materials, water conservation, or emissions production.) (Yes/No) **Yes**

a) If yes, please describe.

The Oona River Community Hall has integrated a number of environmentally sound elements to reduce the consumption of natural resources including:

- greater insulation to reduce heating requirements
- incorporating natural lighting to reduce electrical usage
- collecting rain water for non-potable water needs
- use of long-lasting materials to protect the integrity of the building over the long-run.

Outcome Specific Questions

Outcome 6: The project will improve access to and/or increased quality of Cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations

Community, Culture and Recreation Outcomes

Projects eligible under the Rural and Northern Communities Program must support public infrastructure (capital assets for public use/and or benefit) owned by a Indigenous Ultimate Recipient, Local Government or Not-For-Profit organization. The desired outcome of the category is to improve access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations.

Outcome 6: The project will improve access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations

Federal Risks Community Culture and Recreation Specific Criteria

1. What was the total number of visits to the Community, Culture, or Recreation facility that is the subject of this application? (number per week – number per year)* 0 visits would indicate facility did not previously exist.

The facility is used for approximately 950 people days/year (~18 people/week) including 372 days by the community of Oona River and about 578 days by visitors to Oona River per year.

More detail: Oona River gets approximately 950 visitors from surrounding communities a year. These include visitors from Prince Rupert (about 50-75/yr), visiting groups such as the First Nations canoe groups (50-75 people/yr), Gitxaala hunters (about 5/yr), private and commercial kayak tours (up to 25/yr), visiting marine travelers (25/yr), UNBC eco tours(12 /yr), UNBC program (25-30 /yr) etc. The suite was also rented out for about 114 days in the last fiscal year, and averaging 3 people per night. These included BC Hydro, Telus, Logging, Mechanics, (include government agents, consulting engineers, helicopter pilots) as well as tourists. Additionally, use by the community is about 372 days/year.

2. Does this project provide benefit to an official language minority community (OLMC)? This is in a community whose maternal or chosen official language is not the majority language in the province? (Y/N) **N**

a) If yes, what is the anticipated level of participation (% of total use)

3. Does this project provide benefit to Indigenous Peoples? (Y/N) **Y**

Indigenous people visit Oona River. Oona River is located within the traditional territory of Gitxaala Nation. Gitxaala hunters harvest game at Oona River. Also the First Nation Youth Canoeing group visits annually. Additionally, 2 members of the community are First Nation and one is Metis.

a) If yes, what is the anticipated level of participation on-reserve (% of total use) **0%**

b) If yes, what is the anticipated level of participation off-reserve (% of total use) **0.5%**

4. Does this project provide benefit to vulnerable populations? (Y/N) **Y**
 - a) If yes, what is the anticipated level of participation (% of total use) **90%**
5. Will this project result in an increased energy efficient building? **Y**
 - a) If yes, what is the total energy consumed in one year/total floor space of building? (GJ/m2
 $15519\text{kWh}/2500\text{ sq ft} = 55.87\text{Gj}/232.3\text{m}^2 = 0.24\text{GJ/m}^2$
 - b) Is a certification being achieved? **NO**
 - c) If yes, what certification will be achieved?
6. Were gender issues taken into consideration during the design and/or construction phases? (Y/N) **N**, *Oona River is a small community of about 83 people. The building and the project as designed supports inclusivity.*
7. Does the public facing built asset incorporate universal design? (Y/N) **Y**
8. The project is community-oriented, non-commercial in nature and open for use to the public. (Y/N) **Y** – *The facility is managed by Oona River Community Association, a not-for-profit community group. Any fees for use received are leaved on a not-for-profit basis and go towards supporting the operational and maintenance costs of the facility.*
9. This project includes dedicated spaces for tourism infrastructure; provincial or municipal services; for-profit uses; daycare facilities; places of assembly for religious purposes; healthcare facilities or education facilities. (Y/N) **N** *All of the spaces are multiuse spaces.*
10. The project is for semi-professional or professional sports teams. (Y/N) **N**
11. This project includes dedicated spacing for housing; early learning and childcare facilities, highways and trade corridor infrastructure, resource development infrastructure, healthcare facilities or education facilities. (Y/N) **N**
12. The project advances reconciliation with Indigenous communities. (Y/N) **Y**
The community hall is used for community cultural events that includes neighboring First Nation groups. For example First Nations canoe groups often use the facility as a cultural location.

Community: The project will improve access to or increase the quality of a community space

Program Targets & Community Benefits

13. What steps were completed to identify the need for the project in the community? Ex. An assessment was completed for the community and found that there is a lack of service available to the community.

Renovations to the Oona River Community Hall has been the outcome of many years of discussion and deliberation including with the community, the Oona River Community Association (ORCA), with the North Coast Regional District Board of Directors (Previously Skeena Queen Charlotte Regional District). For example prior to 2008, ORCA held a series of public meetings that identified the development of a versatile community centre to support both the existing community and promote growth into the eco-tourism industry. The Community Hall infrastructure needs were also discussed and various supporting funding approved during the NCRD Board of Director meetings starting in 2006 with the most recent being in 2016, to secure funds to enable barrier free access for the entrance of the community hall. The most recent renovations has been the subject of consultations with ORCA, who through their community involvement has received significant support and encouragement to complete the community hall project as a key priority for the community. The needs identified were to:

- A) Replace the exterior siding and increasing ceiling insulation to improve durability and efficiency of the building,
- B) Improve safety and accessibility to the community facility, and
- C) Drill a local well to secure reliable potable water for the community building.

Further details are provided in the Oona River Project Plan and supplemental document “Potable Water in Oona River” based on the ICIP RNC questions under the environmental quality outcome #9 regarding potable water.

14. How does this project improve quality of life in your community?

This project improves the quality of life in Oona River by providing a safe source of water, which is an essential contributor to human health. The project also greatly improves the central community and recreational hall by making it safer and more comfortable to be in. The welcoming space, created by this project will enable community members to come together to play, share and celebrate together and thus create an improved sense of community, and thus quality of life.

15. Who is the intended target user group for this project?

The intended target user group for this project is the community of Oona River. For the isolated and vulnerable community, the Oona River Community Hall is a focal point in the community. The Oona River Community Hall provides social and recreational opportunities to Oona River residents and visitors alike. Oona River receives a number of visitors as a tourist destination including for fishing, canoeing and kayaking, as a venue for College field trips, meetings, retreats, and workshops, and as popular place for summer vacations. Additionally, local First Nations hunters, tour operators utilize Oona as a launching base.

Below is list of the anticipated users of the community hall:

- a) Oona River Residents, their families and visiting relatives
- b) General public
- c) Tourists
- d) College and School education groups
- e) Logging Industry workers (tree planters, helicopter pilots)
- f) BC Hydro (line clearing crews)

1. Will there be a cost to access the new infrastructure **NO**

No, there is no cost for the community/public to access the recreational facilities.

However, there is a rental fee structure for the occasional exclusive (and often external) use of the facilities to support ongoing maintenance of the facility.

16.

- a) If yes, how much?

1 bedroom Suite rental	3 night minimum	\$200
	1 week	\$350
	1 month	\$900
Additional bunk room	1 week	\$100
	1 month	\$300
Community Hall facility	1 week	\$650

17. Does this project provide new capacity or increase quality of existing community, culture, recreation project? Describe how. **YES**

It provides both new capacity and increases the quality of the existing facility. The quality of the existing community hall is improved by providing access for users to a safe drinking water source, and a more comfortable, protected and reliable community recreational space. The improvements also increase capacity in term of supporting user groups such as community elders that haven't been comfortable in the drafty gymnasium during cold and windy days. Capacity is also increased in terms of improvements to the building that allow for better protection of recreational equipment (hockey, basketball, badminton, roller blades) and addition of activities such as table tennis that is susceptible to drafts through the building. The improvements made through this project will reduce the operational and maintenance costs for community hall, thereby increasing the financial capacity to enhance the facility. The project will also improve the capacity of the facility to attract visitors that can further contribute to sustainability of the community hall.

18. How does this project improve community attractiveness to attract and retain residents/business?

Factors contributing to community attractiveness include the safety of the community facilities, quality and stability of the services provided, and sense of community. This project will provide the community with access to safe potable water, improve the quality and aesthetics of the community hall infrastructure to support over the long-term community cultural events both within the community and in support of surrounding communities, and augment the sense of community and identity through supporting community and cultural events. These

improvements will improve the community attractiveness and retainment of residents/business. Additionally, the operational efficiencies created by this project will enable fundraising efforts to go towards attracting business to the community, thereby strengthening the ability to achieve economic sustainability.

19. What other benefits does this project have for your community?

Although not a direct intention of this project, spin off benefits include supporting food security in terms of providing the community with a source of safe potable water and community infrastructure that can enable safer community food processing. Additionally, the improved community hall with a safer and more reliable water source, will help to attract visitors to Oona River and increase the community's economic sustainability. This project also serves as the final piece of investment needed to complete work on the community hall that was started decades ago with limited resources. Once completed, the community will be able to leverage the operational efficiencies and fundraising efforts to go towards to other areas that need improvement.

The project will also improve community mobility. The community hall also functions as a recreational facility. By making the space more comfortable and safer space to be in especially in cold and rainy months, the project will help to attract increased use by the community and resulting in a more active community.

Please fill out the table below for Federal reporting
Include only assets that will be receiving investment

		Type (please check)	Quantity (Size in sq ft)	Physical Condition before investment 1(very poor) to 5 (very good)	Physical Condition after investment 1 (very poor) to 5 (very good)
Type and quantity	Community Centre exterior Siding + entrance Insulate ceiling (1254 sf)	(check)	3,268 sq ft	2	5
	Other: Potable Water supply	(check)	1	1	5



Staff Report

Date: December 14th, 2018
To: North Coast Regional District Board
From: D. Chapman, Chief Administrative Officer
Subject: B.C. Natural Resources Forum

Recommendation:

THAT the staff report entitled “B.C. Natural Resources Forum” be received;
AND THAT a decision of the Board to authorize travel to the BC Natural Resources Forum, will require that authorization to be made by a resolution as required by the “Directors – Reimbursement of Travel and Other Expenses” policy to authorize the travel and expenses and so that Staff can provide for the required amounts in the 2019 – 2023 Financial Plan.

Purpose of the Report:

This report introduces the BC Natural Resources Forum (Forum) to the new Directors and will remind the returning Directors of the Forum. There is a Forum scheduled to be held in Prince George on January 16 to January 18, 2019.

Background:

For the past 14 years, the C3 Alliance Corp has organized the Forum. This Forum serves as a platform for government and business leaders in the northern part of the province

to work together to strengthen the resource economy and to discuss the challenges in growing the economy. Typically ministers from the provincial government, who have responsibility for economic growth and the management of natural resources and mining, attend the Forum to discuss issues.

Discussion:

The 15th Annual BC Natural Resources Form is scheduled to be held in Prince George from January 16 to January 18, 2019. The brochure for the event is attached to this report as ‘Attachment A’.

The cost to attend the Forum would include the conference fees, travel, hotels, and meals while traveling. There are additional events the following week for a fee. Basically, the costs are:

Registration Options	Advance (up to Jan. 21)	On-Site (Jan 22 – 24)
Full Conference (meals incl)	\$629	n/a
Two-Day pass (no meals)	\$419	\$469
One-Day pass (no meals)	\$309	\$359

The full conference (meals included) is the complete package and included tickets to all meals (breakfast, lunches and the banquet), as well as access to all plenaries, tradeshow, nutrition breaks, refreshments & receptions.

The two-day pass (no meals) includes access to all plenary sessions both days, tradeshow, nutrition breaks, refreshments and both Tuesday and Wednesday evening receptions. This option offers maximum flexibility as you can combine this pass with tickets for the meal events you choose to attend. Breakfast, lunches and banquet tickets are sold separately.

The one-day pass (no meals) includes access to all plenaries Wednesday or Thursday, tradeshow, nutrition breaks, refreshments and access to the Wednesday evening reception. Breakfast, lunch and dinner tickets are sold separately.

Costs to attend the additional events are:

Additional Event Prices	
Event & Date	Price
Impact Benefit Agreements Wksp, Jan 22	\$499
Crisis Communications Wksp, Jan. 22	\$499
Banquet Dinner, Jan. 22	\$89
Ministers' Breakfast, Jan 23	\$49
Wed. Keynote Luncheon, Jan 23	\$59
Thu. Keynote Luncheon, Jan 24	\$59
Boxed Lunch, Jan 23 & 24	\$20

Policy Considerations:

The Board policy titled “Directors – Reimbursement of Travel and Other Expenses” (included as ‘Attachment B’) provides the requirement for the Board to approve “... **any travel approved by resolution of the Board...**” The policy provides for specific events for Board members such as the UBCM, NCLGA, and AVICC, etc. However, there is no specific authority for a Board member to attend the Forum. To attend the Forum, the Board would need to adopt a resolution authorizing a member(s) of the Board to attend.

Financial Considerations:

A Director living on the mainland would require approximately \$1,900 to attend for two days. Traveling from Haida Gwaii would require approximately an additional \$790 for an estimated total of \$2,690. These estimated amounts do not include the additional events.

Conclusion:

After reviewing ‘Attachment A’, Board members should be able to determine if their attendance to this Forum is warranted. If it is warranted, then an authorizing resolution from the Board is required.



15TH ANNUAL



BC NATURAL RESOURCES FORUM

Our Resources - Our Future

January 16 - 18, 2018

Prince George, BC

Proudly managed by C3 Alliance Corp



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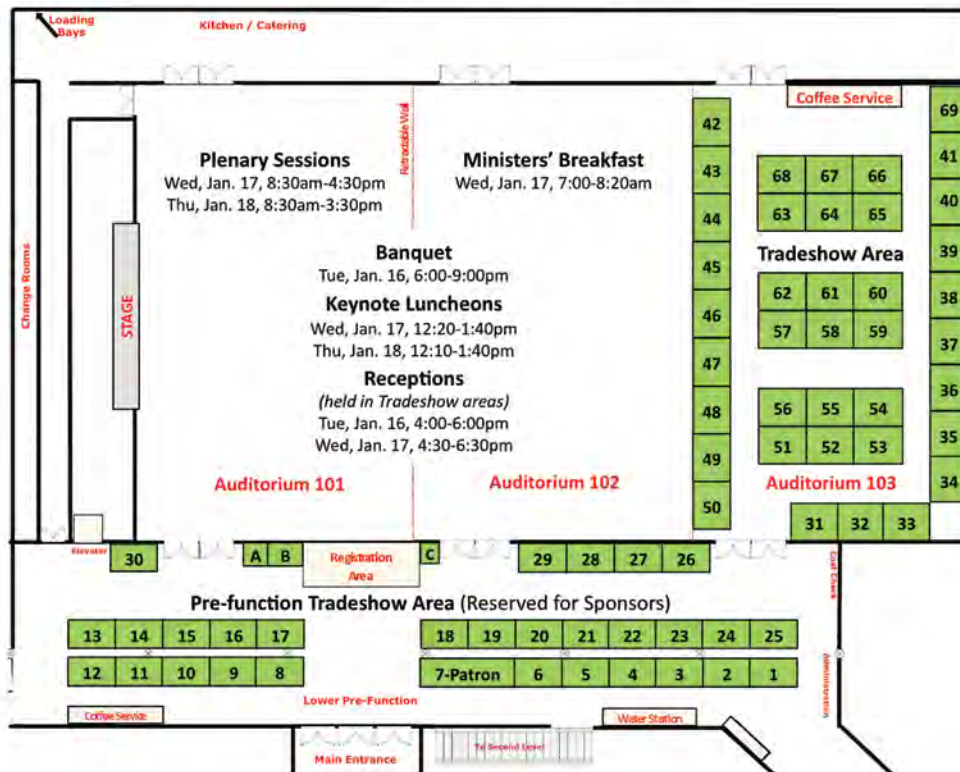


Tradeshow Schedule & Map Prince George Conference and Civic Centre

Tuesday: Set-up 1:00-4:00 pm | Pre-Banquet Tradeshow Reception 4:00-6:00 pm

Wednesday: Tradeshow 8:30-4:30 pm | Wine & Cheese Reception 4:30-6:30 pm

Thursday: Tradeshow 8:30-3:30 pm | Take down 3:30 pm



PRE-FUNCTION AREA - Sponsors

A. Resources for Future Generations International Conference
B. Mining For Miracles – in support of BC Children's Hospital
C. C3 Alliance Corporation

- 1 BC Trappers Association
- 2 BC Council of Forest Industries
- 3 New Relationship Trust Navigator Initiatives
- 4 Northern Metallic Lubricants
- 5 BC Hydro
- 6 Canadian Association of Petroleum Producers
- 7 Rio Tinto
- 8 Shawcor Company
- 9 Petroleum Services Association of Canada
- 10 Centerra Gold
- 11 Canadian Energy Pipeline Association
- 12 EDI Environmental Dynamics Inc.
- 13 Ecofor Consulting Ltd.
- 14 First Nations Major Projects Coalition
- 15 City of Prince George
- 16 Stantec
- 17 ABC Recycling
- 18 CGI
- 19 Woodfibre LNG
- 20 LHI Tutl'it Services Inc.
- 21 Triton Environmental Consultants
- 22 Port of Prince Rupert
- 23 Indigenous Business and Investment Council
- 24 Remote Waste
- 25 Canadian Forest Products Ltd.
- 26 CLAC
- 27 Teck Resources Ltd.
- 28 TransCanada
- 29 Applied Science Technologists and Technicians of BC
- 30 Chinook Scaffold Systems Ltd.

AUDITORIUM 103 - Exhibitors

- 31 LandSea Camp Services
- 32 Allteck Line Contractors Inc.

- 33 Engineers and Geoscientists BC
- 34 Northern Regional Construction Association/BidCentral
- 35 BC Construction Safety Alliance
- 36 Zenco Hydrovac Excavation Ltd.
- 37 Independent Contractors and Businesses Association (ICBA)
- 38 Resource Works Society
- 39 BC Forest Safety Council
- 40 Armtec LP
- 41 BC Oil and Gas Commission
- 42 Geotech Drilling Service Ltd.
- 43 Prince George Airport Authority
- 44 College of New Caledonia Community & Continuing Education
- 45 Central Mountain Air
- 46 Western Water Associates Ltd.
- 47 McElhanney Consulting Services Ltd.
- 48 DWB Consulting Services Ltd.
- 49 Northern Development Initiative Trust
- 50 Jim Pattison Broadcast Group
- 51 Pinnacle Renewable Energy Inc.
- 52 Industry Training Authority
- 53 BCCA-Skilled Trades Employment Program
- 54 University of Northern British Columbia
- 55 St. John Ambulance
- 56 Brock White Canada ULC
- 57 MNP LLP
- 58 Magna IV Engineering
- 59 Capacity Forest Management Ltd.
- 60 Panasonic Canada Inc.
- 61 North Cariboo Air
- 62 Domcor Health & Safety
- 63 RME Geomatics
- 64 Prince George Nechako Aboriginal Employment & Training Association
- 65 ABC Communications
- 66 WSP Canada Inc.
- 67 Construction Maintenance and Allied Workers
- 68 Summit Camps
- 69 NATS Nursery Ltd.





Welcome Address by Gareth Manderson, Rio Tinto, Patron Sponsor

As the founding sponsor of the inaugural BC Natural Resource Forum in 2002 and the Patron Sponsor for the 2018 Forum, Rio Tinto, welcomes you to this impressive gathering of leaders from across BC's natural resource sector. In reviewing the 2018 program, many of the new discussion topics parallel what we are focused on in our aluminum manufacturing business in Kitimat - in particular 'Balancing Socio-Economic, Cultural and Environmental Values' and 'Employment, Technology and Innovation'. At Rio Tinto we are building a sustainable business for our employees, shareholders, customers and host communities - a strong business for today and one that delivers benefits for many decades to come. To achieve this goal you need to be bold, dynamic and innovative. As we embark on a new year, we have set our sights on achieving ambitious goals to become a company British Columbians are proud to host in the communities of northwest BC. We know many of the forum participants have established standards for themselves to ensure the natural resource industry continues to evolve in a responsible way. Over the coming days, Rio Tinto looks forward to connecting with you to listen and learn, and to build lasting relationships and partnerships. We thank all the sponsors and the organizers who make this event a success and provide the opportunity to learn from each other to build a prosperous natural resource industry. In particular, we extend our gratitude to the Breakfast Club of Canada, who are dedicated to providing a healthy environment, so every child has an equal chance for success. Rio Tinto is proud to support this important organization and the 15 northwest BC schools they provide breakfast to each morning. I look forward to meeting many of you and welcome you to meet our team at the Rio Tinto booth.



Message from Premier John Horgan, Government of British Columbia

As Premier of the Province of British Columbia, it gives me great pleasure to welcome everyone to the 15th Annual BC Natural Resources Forum (BCNRF). British Columbia's natural resources are integral to our province's economy and livelihood. BCNRF provides an important platform for continuing to work together with northern and rural communities to strengthen the resource economy and build a better BC. The Forum is a great way to unite us, and to make sure everyone has a voice in our common future while we continue to grow our economy. The BCNRF drives this momentum by highlighting successes, opportunities, and key challenges within the resource sector - all in a neutral, non-partisan and positive arena. The Forum is an exceptional opportunity for First Nations, community leaders, industry and business experts, and key cabinet members to come together to share ideas and strategies that are of major importance to our province. The forestry, mining, energy, trade and employment sectors face obstacles that can be overcome through innovation, diversification, and collaboration. This ultimately leads to sustainability and job creation for families across British Columbia. I would like to acknowledge the Forum organizers for working so tirelessly to ensure a successful gathering. My colleagues and I look forward to participating in these discussions. Here's to a great forum!



Message from Dan Jepsen, Forum Host Committee Chair

On behalf of the 2018 BC Natural Resources Forum Host Committee and C3 Alliance Corp, it is my sincere pleasure to welcome you to the 15th Annual Forum. We are extremely proud and honoured to have managed the Forum for the past five years as it has evolved from 150 dedicated and interested delegates to the 2017 Forum which hosted a record 850 delegates, 66 trade show booths, and sold out keynote speeches. The Forum has firmly established the reputation as the most diverse and important resource sector conference in the North each year. It highlights the many exciting opportunities in the North, with unprecedented opportunities to learn first-hand the latest news and trends linked to the resource sector and emerging businesses. The conference continues to attract a vast contingent of First Nations leaders, federal, provincial, and local government leaders, representatives from over 100 resource development companies, and service and supply sectors that are the foundation of our important and vital resource economy. There is no other annual gathering that provides the diversity of topics, speakers, delegates, and leaders under one roof to discuss the issues and challenges unfolding in BC. It is a pleasure to work with the dedicated Host Committee, the many generous sponsors, and the large contingent of people that have helped guide the development of one of the most exciting Forums to date. We hope you enjoy the Forum!



Tuesday, January 16

8:30 - 4:00 pm Workshops: 1. Crisis Communications, 2. Let's Talk Impact Benefit Agreements

4:00 - 6:00 pm **Pre-Banquet Tradeshow Reception** | *Sponsored by TransCanada*

6:00 - 9:00 pm **Celebrating Natural Resources Banquet** | *Sponsored by Pinnacle Renewable Energy*
(ticket required)
Dr. Daniel Muzyka, President and CEO, *The Conference Board of Canada*
Hon. James Gordon Carr, Minister, *Natural Resources Canada*

Wednesday, January 17

6:45 - 8:30 am Registration; Coffee & Muffins | *Sponsored by Geoscience BC*

7:00 - 8:20 am **Ministers' Breakfast** | *Sponsored by Woodfibre LNG*
(ticket required)
Hon. Bruce Ralston, BC Minister of Jobs, Trade & Technology
Hon. Doug Donaldson, BC Minister of Forests, Lands, Natural Resource Operations & Rural Dev.
Hon. Michelle Mungall, BC Minister of Energy, Mines & Petroleum Resources
Hon. George Heyman, BC Minister of Environment & Climate Change Strategy
Hon. Scott Fraser, BC Minister of Indigenous Relations & Reconciliation

8:30 - 8:45 am **Conference Blessing and Welcome**
MC: **Dan Jepsen**, President & CEO, *C3 Alliance Corp.*
Chief Dominic Frederick, Lheidli T'enneh First Nation
Mayor Lyn Hall, City of Prince George
Mike Morris, MLA, Prince George-Mackenzie
Todd Doherty, MP, Cariboo-Prince George
Gareth Manderson, General Manager *BC Works, Primary Metal, Rio Tinto, Patron Sponsor*

8:45 - 9:15pm **Opening Keynote Address**
National Chief Perry Bellegarde, Assembly of First Nations

9:15 - 10:25 am **Panel 1: Balancing Socio-Economic, Cultural and Environmental Values**
Moderator: **Dr. John Thompson**, Chair, *Resources for Future Generations*
Panelists: **Megan Leslie**, President & CEO, *World Wildlife Fund*
Dr. 'Lyn Anglin, Chief Scientific Officer & VP Environmental Affairs, *Imperial Metals Corporation*
Dr. Pascal Spothelfer, President & CEO, *Genome BC*
Dallas Smith, Board President, *Nanwakolas Council*

10:25 - 10:45am Morning Nutrition Break | *Sponsored by Chevron Kitimat LNG*

10:45 - 11:55am **Panel 2: Forestry and Forest Products** | *Sponsored by Association of BC Forest Professionals*
Moderator: **Susan Yurkovich**, President & CEO, *BC Council of Forest Industries*
Panelists: **TJ Rosengarth**, President & CEO, *Northwest Hardwoods*
Karen Brandt, *Brandt Strategy Inc.*
Derek Orr, Business Development Manager, *Carrier Lumber Ltd.*
Mark Feldinger, Senior VP, Energy, Environment, Transportation & Sourcing, *Canfor*

12:20 - 1:40 pm **Keynote Luncheon** | *Sponsored by CGI*
(ticket required)
Hon. John Horgan, Premier of British Columbia

2:00 - 3:00 pm **Panel 3: International Trade**

Moderator: **Val Litwin**, President & CEO, *BC Chamber of Commerce*

Panelists: **Hon. George Chow**, Minister of State for Trade, *Government of British Columbia*
Stewart Muir, Executive Director, *Resource Works Society*
Ken Veldman, Director, Public Affairs, *Port of Prince Rupert*

3:00 - 3:20 pm Afternoon Nutrition Break | **Sponsored by Enbridge Inc.**

3:20 - 4:30 pm **Panel 4: Employment, Technology and Innovation**

Moderator: **John Leech**, CEO, *Applied Science Technologists & Technicians of BC*

Panelists: **Gary Herman**, Chief Executive Officer, *Industry Training Authority*
Karin Hunt, Executive Director, *PG Nechako Aboriginal Employment & Training Association*
Gareth Manderson, General Manager, *BC Works, Primary Metal, Rio Tinto*
Wayne Prins, Executive Director, *CLAC*

4:30 - 6:30 pm **Wine & Cheese Reception | Sponsored by Ecofor Consulting Inc.**

Thursday, January 18

8:00 - 8:30 am Registration; Coffee & Muffins | **Sponsored by United Steelworkers 1-2017**

8:30 - 8:45 am **Conference Day Two Opening Remarks**

MC: **Dan Jepsen**, President & CEO, *C3 Alliance Corp.*

8:45 - 10:00 am **Panel 5: Finance and Business**

Moderator: **Iain Black**, President & CEO, *Vancouver Board of Trade*

Panelists: **Dr. Daniel Muzyka**, President & CEO, *The Conference Board of Canada*
Jock Finlayson, Executive VP & Chief Policy Officer, *Business Council of BC*
Joel McKay, CEO, *Northern Development Initiative Trust*

10:00 - 10:30 am Morning Nutrition Break | **Sponsored by Pretivm Brucejack Mine**

10:30 - 11:45 am **Panel 6: Minerals and Mining | Sponsored by Seabridge Gold**

Moderator: **Edie Thome**, President & CEO, *Association for Mineral Exploration*

Panelists: **Nalaine Morin**, Principal, *ArrowBlade Consulting Services*
Mark Bartkoski, CEO, *Conuma Coal Resources*
Walter Coles Jr., President & CEO, *Skeena Resources Ltd.*
Mike Tilson, General Manager, *Chu Cho Environmental LLP*, representing *Tsay Keh Dene Nation*

12:10 - 1:40 pm **Keynote Luncheon | Sponsored by CLAC**

(ticket required) **Ellis Ross**, Member of the Legislative Assembly, *Skeena*

2:00 - 3:15 pm **Panel 7: Energy, Oil and Gas | Sponsored by Encana Corporation**

Moderator: **Tim McMillan**, President & CEO, *Canadian Association of Petroleum Producers*

Panelists: **Byng Giraud**, VP Corporate Affairs, *Woodfibre LNG*
Mayor Lori Ackerman, City of Fort St. John, BC
Chris O'Riley, President & CEO, *BC Hydro*
Chief Donald Van Somer, *Kwadacha Nation*
Susannah Pierce, External Relations Director, *LNG Canada*

3:15 - 3:30 pm **Conference Closing Remarks**

MC: **Dan Jepsen**, President & CEO, *C3 Alliance Corp.*

Gareth Manderson, General Manager *BC Works, Primary Metal, Rio Tinto, Patron Sponsor*





Message from Chief Dominic Frederick, Lheidli T'enneh First Nation

Lheidli T'enneh welcomes all Hereditary Chiefs, Chiefs, representatives from visiting nations and visitors to the 2018 BC Natural Resources Forum to their Homelands. Lheidli T'enneh has used the natural resources in its traditional territory for thousands of years. Natural resources sustained our communities and provided trade opportunities with other First Nations in the region. Today, Lheidli T'enneh is involved with the forestry, mining and energy sectors. Our involvement in these natural resource industries provides jobs for our community members and business opportunities for our companies.

Lheidli T'enneh welcomes the recent shift by governments and industry to engage us early and engage us often in conversations about resource use in our Homelands. However, there are still some situations where we have not been consulted properly. We encourage governments and resource industries to continue down the path towards reconciliation with First Nations, and we welcome every opportunity to discuss projects and proposals aimed at achieving economic reconciliation.

Our hope is for all visitors to the 2018 BC Natural Resources Forum to have a positive and memorable experience while you are in Prince George. We also encourage everyone to visit The Exploration Place Museum and Science Centre to learn more about our history.

WELCOME TO OUR TRADITIONAL TERRITORY "Ts'uhoont'l Whuzhadel", the vision to reality.



Message from Mike Morris, MLA Prince George-Mackenzie

It is my pleasure to welcome you to the 15th Annual BC Natural Resources Forum. It was my vision when I took over and hosted the forum from 2013 - 2017 to use the Resource Forum as a catalyst to showcase to the world what British Columbia has to offer with our diverse resource base, our transportation infrastructure and our support structures. It has been amazing to see the Forum grow into the most popular and successful networking event of its kind in BC. The conference brings together First Nations, all levels of Government, the resource and service and supply sectors to learn first-hand the incredible opportunities that exist in our northern resource economy. On behalf of my team and our proud, dedicated and hard-working northerners, we wish you an enjoyable and successful Forum.

All the best!



Message from Mayor Lyn Hall of Prince George

On behalf of City Council, it is my pleasure to welcome you to the BC Natural Resources Forum in Prince George, which is in the traditional territory of the Lheidli T'enneh. We are proud to be one of the event sponsors.

Prince George reached an all-time high in private sector construction according to the value of building permits issued in 2016. Records indicate that 96 percent (\$122.5 Million) of the total value of the permits issued (\$128 Million) came from private investment. This reinforces the results of the City's first-ever Business Outreach Program, conducted last year, which indicated a high level of confidence in the city's economic prospects among the 65 businesses interviewed as part of the program.

Natural resources are an integral component of Prince George's economy. As a service and supply hub, Prince George businesses provide products and services locally and export goods and services to mining, oil and gas, and forestry-related companies across Canada and around the world.

During your stay, I encourage you to get out and explore our city, visit our fine shops and restaurants, and partake in all Prince George has to offer.



Tuesday Banquet Keynote Speakers | Sponsor: Pinnacle Renewable Energy
Dr. Daniel Muzyka | President & CEO, *The Conference Board of Canada*

Dr. Muzyka was previously the Dean and the RBC Financial Group Professor of Entrepreneurship at the University of British Columbia's Sauder School of Business. Prior to 1999, Dr. Muzyka taught and held senior administrative positions at a number of universities and institutions, including the Harvard Business School, INSEAD, Babson College, Northeastern University, Wharton School (University of Pennsylvania) and Williams College. Dr. Muzyka has extensive experience in academics, business, and public policy and has participated on a number of boards of companies, venture capital funds, as well as not-for-profit and government organizations and committees. He worked in industry with General Electric in finance and strategy and was a strategy consultant, with Braxton Associates.



Hon. James Gordon Carr | Minister of Natural Resources, Government of Canada

James Gordon Carr has been a dedicated business and community leader in Winnipeg for more than 30 years. He began his career as a musician, as an oboist and trustee with the Winnipeg Symphony Orchestra. He then moved on to journalism, working as an editorial writer and columnist for the Winnipeg Free Press as well as a reporter for CBC Radio. Jim entered public life in 1988, when he was elected to represent Fort Rouge in the Legislative Assembly of Manitoba. He was also the deputy leader of his party. Jim later went on to become the founding CEO of the Business Council of Manitoba, where he worked alongside business leaders to address issues critical to Manitobans and Canadians.



Wednesday Opening Keynote Speaker
National Chief Perry Bellegarde | Assembly of First Nations

Perry Bellegarde was elected as the National Chief of the AFN on December 10, 2014 after a career spent making measurable progress on the issues that matter most to First Nations people. First elected as Councillor and then Chief of Little Black Bear First Nation, Treaty 4 Territory, he also served as Tribal Chair of the Touchwood-File Hills-Qu'Appelle Tribal Council, and as Chief of the Federation of Saskatchewan Indian Nations (FSIN) and Saskatchewan Regional Chief for the Assembly of First Nations. National Chief Bellegarde is a strong advocate for the implementation of Inherent Aboriginal and Treaty Rights. He has made presentations at the national and international levels in many forums, including the United Nations Committee for Elimination of Racial Discrimination (CERD) and various United Nations bodies on the subject of the UN Declaration on the Rights of Indigenous Peoples.



Wednesday Luncheon Keynote Speaker | Sponsor: CGI
Hon. John Horgan | Premier of British Columbia

Premier John Horgan is the MLA for the new riding of Langford-Juan de Fuca. He was first elected to the Legislature in 2005 as MLA for Juan de Fuca, and has been re-elected three times. In 2014, he became the leader of the BC New Democratic Party, and on July 18, 2017, he became Premier of British Columbia. John is the first to tell you that much of his success in life comes from the faith others had in him — a generous gift he's committed to giving back to the people of BC. A husband and father, John and his wife Ellie have two grown sons. John earned his Bachelor's and Master's degrees at Trent University in Ontario and Sydney University in Australia.



Thursday Luncheon Keynote Speaker | Sponsor: CLAC
Ellis Ross | Member of the Legislative Assembly, *Skeena*

Ellis was elected MLA for Skeena in 2017 and currently serves as the Critic for Natural Gas and Petroleum Resources. He has served as the Minister of Natural Gas Development and Minister Responsible for Housing and has worked in both the private and public sectors, and has business experience in hand logging, beachcombing, and construction. Ellis worked full time as a taxi boat operator until the Haisla Nation Council requested that he become their first full-time councillor. Ellis served in this position for eight years, from 2003 to 2011. In 2011, Ellis was elected Chief Councillor of the Haisla Nation, and was re-elected by acclamation in 2013. In 2012, Ellis was appointed the inaugural chair of the Aboriginal Business and Investment Council. In recognition of his community service, Ellis was awarded the Queen Elizabeth II Diamond Jubilee medal in 2013 and the Order of BC in 2014.





Hon. Doug Donaldson | BC Minister of Forests, Lands, Natural Resource Operations and Rural Development

Prior to becoming an MLA, Doug worked for Storytellers' Foundation, a non-profit organization focusing on community economic development in the region, including local food action initiatives. His previous work in Stikine included jobs in forestry, tourism, education, communications and journalism. He has worked as a biologist with a forestry consulting business, as a reporter and columnist with a weekly newspaper, and communications director with the Gitxsan Treaty Office.



Hon. Scott Fraser | BC Minister of Indigenous Relations and Reconciliation

Scott was elected MLA for Mid Island-Pacific Rim in 2017. Prior to that he was elected as the MLA for Alberni-Qualicum in 2005, and MLA for Alberni-Pacific Rim in 2009 and 2013. Scott served as the Official Opposition spokesperson for Aboriginal Relations and Reconciliation, and Caucus Deputy Whip. From 1996 to 1999 Scott served as the mayor of the District of Tofino and was involved in the creation of the first UNESCO World Biosphere designation in British Columbia.



Hon. Michelle Mungall | BC Minister of Energy, Mines and Petroleum Resources

Michelle was first elected MLA for Nelson-Creston in 2009, and re-elected in 2013 and 2017. In 2002, Michelle was the youngest person ever elected to Nelson city council, and seven years later, at age 31, Michelle became the first woman elected as MLA in Nelson-Creston. Michelle served as the Official Opposition spokesperson for social development. She also served as the Caucus Deputy House Leader. As a passionate speaker and volunteer, Michelle is a strong voice for the Kootenays. Michelle's university studies and her career in community development have led her to champion social justice and financial security both in her community and internationally.



Hon. Bruce Ralston | BC Minister of Jobs, Trade and Technology

Bruce was first elected MLA for Surrey-Whalley in 2005. He was re-elected in 2009, 2013 and 2017. Bruce served as the Official Opposition spokesperson for Natural Gas Development, Trade, Immigration, and Multiculturalism, and also served as Opposition critic for finance, agriculture, international trade, the Asia Pacific strategy, and intergovernmental relations. Bruce served as chair of the Legislature's Select Standing Committee on Public Accounts from 2009 to 2017, and as a member of the Select Standing Committee on Finance and Government Services from 2006 to 2013.



Hon. George Heyman | BC Minister of Environment and Climate Change Strategy

George was elected as the MLA for Vancouver-Fairview in 2013, and re-elected in 2017. Born and raised in Vancouver, George has lived and worked in Vancouver and throughout northwest B.C. George served as the Official Opposition spokesperson for the Environment, the Green Economy, and Technology. George was the executive director of Sierra Club BC, one of the province's oldest environmental advocacy and education organizations.

Balancing Socio-Economic, Cultural and Environmental Values



SESSION MODERATOR:

Dr. John F. H. Thompson | Chair, *Resources for Future Generations*; Consultant, *PetraScience Consultants Inc.* and Professor, *Cornell University*

John has a BA from Oxford University and M.Sc. and Ph.D. degrees from the University of Toronto. In 1982, he joined BP Minerals group (Rio Tinto) initially in Australia, followed by positions in the UK and Salt Lake. In 1991, John became Director of the Mineral Deposit Research Unit (MDRU) at UBC. He returned to industry in 1998 as Chief Geoscientist for Teck, and then Vice President Technology and Development.

PANELISTS:



Dr. C.D. ('Lyn') Anglin | Chief Scientific Officer & VP Environmental Affairs, *Imperial Metals Corporation*

'Lyn joined Imperial in September 2014 as Chief Scientific Officer, and was appointed Vice President Environmental Affairs in April 2017. Her extensive experience in geoscience research and engagement with the public will guide research activities and studies of the impact of the tailings breach at the Mount Polley mine. 'Lyn was the inaugural President and CEO of Geoscience BC responsible for providing overall leadership and conducting applied geoscience work to attract exploration and development investment to BC. 'Lyn has held various positions with the federal government, including Associate Director of the Pacific Division of the Geological Survey of Canada in Natural Resources Canada.



Megan Leslie | President & CEO, *World Wildlife Fund Canada*

Megan Leslie, former parliamentarian and current vice-president of ocean conservation for World Wildlife Fund Canada, will be the next president and CEO of World Wildlife Fund Canada beginning December 1. Alex Himelfarb, Chair of the Board of Directors of WWF-Canada said Megan "brings to the role incredible passion and considerable experience in achieving meaningful change for the environment." Environmental issues have been a passion for Megan since high school and throughout her political career. "Leading WWF-Canada gives me an opportunity to continue environmental work across Canada, by helping stop wildlife loss while building community resilience and economic strength in the midst of a warming climate," she said.



Dallas Smith | Board President, *Nanwakolas Council*

Dallas is a Vancouver Islander harking from First Nations communities outside Alert Bay and Port Hardy. With his wife Toni and young daughters Amelia and Lucy, he now divides his time between Campbell River and Duncan. As the son of a hereditary Chief, Dallas grew up listening to the stories of his people from his parents and elders and learning what it takes to become a leader who works for his community and country and takes his responsibilities to heart.



Dr. Pascal Spothelfer | President & CEO, *Genome BC*

Pascal is a seasoned leader who has held several senior management roles in both Europe and Canada. Pascal's capabilities cross sectors ranging from technology, not for profit organizations and academia. His experience spans general and change management to broad based stakeholder relations and the intersection of the corporate sector and academia in innovation and commercialization.



Forestry and Forest Products



SESSION MODERATOR:

Susan Yurkovich | President & CEO, *BC Council of Forest Industries*

Susan was appointed President and CEO of the BC Council of Forest Industries (COFI) in June 2015. COFI advances the strategic interests of the BC interior forest industry, Canada's largest lumber producing region. Susan also serves as President of the BC Lumber Trade Council representing the interests of the BC forest industry on trade matters, including the Canada-U.S. Softwood Lumber Agreement. Prior to joining COFI, Ms. Yurkovich was Executive Vice-President at BC Hydro responsible for the Site C Clean Energy Project, an \$8 B hydroelectric dam and generating station on the Peace River in Northeast BC.



PANELISTS:

Karen Brandt | Owner, *Brandt Strategy Inc.*

Karen is a results-oriented strategic communications professional who has strengthened reputations for companies, governments and non-profits across North America. She has a passion for sustainability and for the past 25 years has built common positions and partnerships with First Nations, environmental groups, customers and governments. Before opening up her own consulting company in 2017, she held Vice President roles at Interfor Corporation, the Sustainable Forestry Initiative, and Forestry Innovation Investment. Karen was born and raised in Winnipeg and holds an Honours Bachelor of Journalism and Political Science from Carleton University in Ottawa.



Mark Feldinger | Senior Vice President, Energy, Environment, Transportation and Sourcing, *Canfor*

Mark was appointed Senior Vice President, Energy, Environment, Transportation and Sourcing on May 6, 2011. Mark began his career at Canfor in 1984, a year after obtaining his Bachelor's degree in Forestry from the University of British Columbia. Throughout his 30 years with the company, he has held a variety of roles in woodlands and manufacturing divisions of the Company.



Derek Orr | Business Development Manager, *Carrier Lumber Ltd.*

Derek received his college diploma in Business Management in 2007 and after working for the McLeod Lake Indian Band since 2002, was elected Chief in 2008. He achieved successful re-elections in 2011 and 2014. While Derek was Band Chief, McLeod Lake Indian Band was able to eliminate \$18 million of debt. One of Derek's primary goals as Chief of McLeod Lake Indian Band was to reach a stable economic platform.



TJ Rosengarth | President & CEO, *Northwest Hardwoods*

Northwest Hardwoods, based in Tacoma, Washington, is the largest producer of North American hardwood lumber with 31 operating locations in the U.S. (Washington, Oregon, California, Michigan, Wisconsin, West Virginia, Virginia, North Carolina, Pennsylvania, Ohio, and Alabama). A graduate of Portland State University with a degree in Business Administration, Mr. Rosengarth has over 30 years of wood products manufacturing experience with Northwest Hardwoods, Flakeboard, Weyerhaeuser and Willamette industries.

International Trade



SESSION MODERATOR:

Val Litwin | President & CEO, *BC Chamber of Commerce*

Val has a substantial business and social enterprise background as well as strong Chamber of Commerce leadership experience. In 2007, Litwin co-founded Blo Blow Dry Bar, which has since grown to more than 50 locations worldwide. In 2011, as vice-president of Franchise Operations at Nurse Next Door, he helped drive the franchise system's fast growth into the U.S. market. Litwin also knows the social enterprise space. In 2002, he co-founded Extreme Kindness and launched volunteer tours and a web series based on committing random act of kindness across Canada and the U.S. The tours evolved into a best-selling book on corporate social responsibility and the power of communities to build social capital. Since 2013, Litwin has served as CEO of the Whistler Chamber of Commerce, where he has grown its membership, launched a world-class educational partnership with the Gustavson School of Business at the University of Victoria and reinvigorated the Chamber's brand.



PANELISTS:

Hon. George Chow | Minister of State for Trade, *Government of British Columbia*

George Chow was sworn in as British Columbia's Minister of State for Trade on July 18, 2017, and was elected MLA for Vancouver-Fraserview on May 9, 2017. The Minister of State for Trade is responsible for helping execute provincial trade initiatives and the delivery of trade programs in support of the mandate for the Ministry of Jobs, Trade and Technology. The Minister of State's role includes aiding in the promotion of global opportunities for B.C. businesses, unlocking new markets, creating jobs for British Columbians, and ensuring the future prosperity of B.C.'s economy. Minister of State Chow was born in China and completed primary school in Hong Kong prior to settling in Vancouver in 1965. He graduated from UBC in mechanical engineering in 1975 and had a 30-year career with BC Hydro in power generation before serving two terms on Vancouver City Council from 2005 to 2011. The Minister of State is a member of the Association of Professional Engineers and Geoscientists of BC and a Fellow of Engineers Canada.



Stewart Muir | Executive Director, *Resource Works*

Stewart is a historian and award-winning journalist with a passion for the natural legacies of British Columbia. A graduate of Simon Fraser University and the University of British Columbia, he was a director of The Nature Trust of British Columbia from 2006 until 2014. During a fellowship at the renowned Centre for the Study of European Expansion at Leiden University in The Netherlands, he studied economic botany and the long-term consequences of deforestation and climate change. Stewart was a contributing author to *The Sea Among Us: Life and History of The Strait of Georgia*, an award-winning book edited by Richard Beamish and Sandy McFarlane. In April 2015, the title was awarded the BC Book Prize. As lead writer of a civic-provincial review of Vancouver's 2011 Stanley Cup riot, Stewart helped to frame recommendations to prevent such incidents in future. In his work as a public historian, Stewart has shed light on incidents of racism and censorship from British Columbia's past.



Ken Veldman | Director, Public Affairs, *Prince Rupert Port Authority*

Ken is responsible for leading the Port's relationships with governments, communities and stakeholders. His focus is on ensuring this vital network is aware and engaged in the Port of Prince Rupert's expanding role as Canada's natural trade gateway to Asia Pacific markets. Ken has over 20 years of experience in economic development, including senior roles in the Terrace Economic Development Authority, Initiatives Prince George, and Vancouver Economic Development Commission. Most recently, Ken played a key role for the B.C. Olympic Winter Games Secretariat by engaging BC companies in the business of Vancouver 2010 and global sport. Born and raised in British Columbia, Ken has a degree in Finance and Economics from Simon Fraser University.



Employment, Technology and Innovation



SESSION MODERATOR:

John Leech | Chief Executive Officer, *Applied Science Technologists & Technicians of BC*

The ASTTBC, with 10,000 members, is BC's 8th largest professional association. John has championed the role of technology professionals as they help develop and sustain BC's economy and the environment. He has also traveled in Asia and Africa where he worked in support of technology careers. During his career John has initiated leading-edge programs that enable British Columbians: First Nations Careers Council that supports technology careers; BC Women in Technology to enhance awareness of technology careers; for new immigrants as they seek credential recognition and build careers; and, many programs that promote Science, Technology, Engineering and Math.



PANELISTS:

Gary Herman | Chief Executive Officer, *Industry Training Authority (ITA)*

Gary is responsible for the governance, expansion and improvement of B.C.'s industry training system. After joining the organization as Chief Operating Officer in January 2013, he was appointed interim CEO in August the same year, then permanent CEO in August 2014. Prior to ITA, Gary has served in executive management positions including ThyssenKrupp Fabco, VAE Nortrak and Ebco Industries. Gary began his career by apprenticing for seven years in three trades and is certified as a Tool & Die Maker and as a Die Sinker (forging). He is also a Certified Manufacturing Engineer and has a Business Administration Diploma and an Executive MBA. In addition, he has recently completed a Directors Education Program through the Institute of Corporate Directors and received his ICD.D designation.



Karin Hunt | Executive Director, *PG Nechako Aboriginal Employment & Training Association*

Karin joined the Prince George Nechako Aboriginal Employment & Training Association (PGNAETA) in 1993 as one of the principle architects in the design of an Aboriginal labour market delivery strategy. At that time Karin was seconded to the association by the federal government. This experience led to an employment offer to implement the key components of the strategy. As the Executive Director of PGNAETA, Karin seeks every opportunity to support learning cultures, share information and build knowledge networks. Karin is currently a member of the Assembly of First Nations National Technical Working Group on Human Resource Development and has served on the Economic Experts Task Force.



Gareth Manderson | General Manager BC Works, Primary Metal, *Rio Tinto*

Gareth leads Rio Tinto Aluminium's business in BC, incorporating the operations of the Kitimat Smelter, Kemano Power Generation Facility and the Nechako Watershed. Prior to this he led the Weipa Bauxite Business in Australia comprising two mining operations, a port and the local town of Weipa. Gareth has lived and worked in Australia, Canada, the USA and Italy, and completed assignments in several other countries.



Wayne Prins | Executive Director, *CLAC*

Wayne began working for CLAC in 2003 after becoming acquainted with the union as an operator working in the Northwest Territories. In 2004 Wayne moved to Fort McMurray, Alberta to open a new CLAC office to service the union's rapidly growing presence in the region. He would spend the next 12 years in Fort McMurray before recently moving to Edmonton where he currently serves as CLAC's Executive Director. Wayne is passionate about advancing the rights and interests of workers within the context of vibrant, stable and healthy work places. Wayne completed a Bachelors degree in Environmental Studies at The King's University and an MBA from Queen's University.

Finance and Business



SESSION MODERATOR:

Iain Black | President & CEO, *Greater Vancouver Board of Trade*

Iain has lead the Greater Vancouver Board of Trade since October 2011. Over these five years, the iconic 129-year-old organization has experienced a modern renaissance, with dramatic membership growth and a rediscovered relevancy for 21st-century business, government and thought leaders. Iain came to the Board of Trade directly from the ranks of government, where he was elected twice to the provincial legislature and served as a cabinet minister in three different cabinet posts. Iain's history before politics, however, is all private sector. His core strengths of communication, strategy development, and operational analysis and execution, were developed over 15 years in the technology and new economy sectors through increasingly complex and high-profile CEO assignments across both publicly traded and private companies. Iain is married with three teenagers and a West Highland White Terrier.

PANELISTS:



Dr. Daniel Muzyka | President & CEO, *The Conference Board of Canada* and Vice-President and Chair of the *Natural Sciences and Engineering Research Council of Canada*

Dr. Muzyka was previously the Dean and the RBC Financial Group Professor of Entrepreneurship at the University of British Columbia's Sauder School of Business. Prior to 1999, Dr. Muzyka taught and held senior administrative positions at a number of universities and institutions, including the Harvard Business School, INSEAD, Babson College, Northeastern University, Wharton School (University of Pennsylvania) and Williams College. Dr. Muzyka has extensive experience in academics, business, and public policy and has participated on a number of boards of companies, venture capital funds, as well as not-for-profit and government organizations and committees. He worked in industry with General Electric in finance and strategy and was a strategy consultant, with Braxton Associates.



Jock Finlayson | Executive Vice President and Chief Policy Officer *Business Council of British Columbia*

The Business Council of British Columbia is an organization representing 260 large and mid-size BC companies and affiliated industry associations that together account for approximately one-quarter of all jobs in the province. Mr. Finlayson directs the Business Council's work on economic, fiscal, tax, environmental, regulatory and human capital issues of interest to the province's business community. Mr. Finlayson holds a master's degree in business from Yale University, undergraduate and M.A. degrees from UBC, and a post-graduate diploma in economics from the University of London. He received an honorary doctorate of laws from Royal Roads University in 2014. He is the author/co-author of two books and more than 50 published articles, book chapters and monographs. A frequent commentator on economic, business, and public policy issues, Mr. Finlayson writes regularly for the *Vancouver Sun*, *Troy Media*, and a number of other media outlets.



Joel McKay | CEO, *Northern Development Initiative Trust*

Northern Development Initiative Trust is a quarter billion dollar regional development corporation focused on building a stronger economy across central and northern British Columbia. Joel joined Northern Development in June 2012, where he handled the Trust's communications and marketing, economic research and analysis and Fabulous Festivals and Events grant program. Joel was previously Assignment Editor at *Business in Vancouver Newspaper* where he was responsible for leading a team of journalists. Prior to that, Joel was the natural resources reporter at *Business in Vancouver* covering forestry, mining, oil and gas, fisheries and First Nations issues across the province. For the past four years with Northern Development, Joel led a successful communications services program that provided public relations capacity to small local governments and First Nations throughout rural B.C. Joel is editor of the *Small Town P.R. Playbook*, a Jack Webster award winning journalist, was named one of Prince George's Top 40 Under 40 business leaders in 2013, an alumni of the 2015 Governor General's Canadian Leadership Conference and a regular columnist for *Business in Vancouver* focusing on economic and northern issues.



Minerals and Mining



SESSION MODERATOR:

Edie Thome | President & CEO, *Association for Mineral Exploration*

Edie brings a wealth of experience in government relations, permitting and public affairs as well as on-the-ground experience working with stakeholders, First Nations, elected officials and land owners on projects in the resource sector. Through her work, she is familiar with advocacy efforts at both the provincial and federal levels and, specifically, how the legislative and regulatory framework can support or hinder productive, responsible resource development within British Columbia and Canada.



PANELISTS:

Mark Bartkoski | President, *Conuma Coal Resources*

Mark, a registered Professional Engineer, is a 37 year veteran of the mining industry. He began his career with a couple of engineering degrees from Virginia Tech and then spent the next 10 years working his way up the operation ranks from an underground equipment operator, to all phases of production support. During the next 20 years Mark has started-up two new mining companies, and lead the rebuild of numerous others. His style is known to be aggressive, process-oriented, value-driven, and very employee-empowering. At that point in his career, he wrote a book called Building Integrity, taught its fundamentals in numerous universities, and started international consulting work helping companies through the reorganization process. In 2015, he syndicated with four other mining executives to purchase a number of distressed metallurgical coal companies. Walters Canada was one of those purchases.



Walter Coles, Jr. | President & CEO, *Skeena Resources Ltd.*

Mr. Coles has served as CEO and President for several Toronto Venture Stock Exchange listed junior mining exploration and development companies, throughout the past seven years. Mr. Coles entered the mining business as part of an effort to develop a mineral resource discovered on family farmland in Virginia. He was previously an analyst for Cadence Investment Partners, from 2005 through to 2007. Prior to that Mr. Coles worked for UBS Investment Bank in New York as a Senior Research Analyst in the bank's High Yield Group. Mr. Coles started at UBS Investment Bank in 1999 as an Associate reporting to the bank's Global Head of Fixed Income Strategy. Mr. Coles holds a B.A. in Economics from the University of Richmond.



Nalaine Morin | Principal, *ArrowBlade Consulting Services*

Nalaine is nationally recognized for her work in environmental assessment. She provides services in technical review, regulatory support, negotiations, community consultation and environmental resource management. Nalaine has led and managed the environmental reviews of several large resource development projects on behalf of First Nations. Her deep technical background in both mining and environmental assessment processes combined with being of Tahltan descent has enabled her to understand and to identify methods for the connection and support of both First Nation traditional knowledge and western science in a way that bridges cultural understanding on both sides. In 2006, Nalaine helped establish the Tahltan Heritage Resources Environmental Assessment Team on behalf of the Tahltan Nation.



Mike Tilson | General Manager of Chu Cho Environmental LLP, *representing Tsay Keh Dene Nation*

Mike has worked for Tsay Keh Dene Nation for 10+ years alongside a team of incredibly talented and driven individuals pushing hard to build, expand and evolve a Nation-owned group of business enterprises. Mike is currently the General Manager of the Tsay Keh Dene's Chu Cho Environmental LLP, where he sees his role as being driven by the need to create and maintain opportunities for exceptional growth and development for the employees, the business and most importantly for Tsay Keh Dene Nation and its citizens. Mike is thrilled to have such an important role with Tsay Keh Dene Nation and is proud of the truly collaborative approach that Tsay Keh Dene takes with each and every proponent for each and every potential resource development.



Energy, Oil and Gas



SESSION MODERATOR:

Tim McMillan | President & CEO, *Canadian Association of Petroleum Producers*

Tim McMillan was appointed President and incoming CEO of the Canadian Association of Petroleum Producers (CAPP) on October 1, 2014. The Saskatchewan native is responsible for leading activities in education and communications as well as policy and regulatory advocacy on behalf of CAPP member companies, which represent over 80 per cent of Canada's upstream oil and natural gas production.



PANELISTS:

Lori Ackerman | Mayor of Fort St. John

Lori was born in Manitoba and raised in all four western provinces. She has lived in the Peace region since 1980 and in Fort St. John since 1988. She is the mother of three children and step-mom of three. She is married to Andy and together they have 10 grandchildren. Prior to getting involved in politics, Lori was very active in nonprofit organizations.



Byng Giraud | Country Manager & Vice President Corporate Affairs, *Woodfibre LNG Limited (a Pacific Oil & Gas Company)*

Woodfibre LNG Limited is proposing to build a natural gas liquefaction and export facility in the District of Squamish. The Woodfibre LNG Project is licenced to export approximately 2.1 million tonnes of LNG per year for 40 years. The Project cost is \$1.4 - 1.8 billion (CAD 2014). Byng joined Woodfibre LNG Limited in April 2013 as the company's first North American employee.



Chris O'Riley | President & Chief Operating Officer, *BC Hydro*

Chris was appointed President and Chief Operating Officer of BC Hydro in July 2017. Chris leads BC's largest Crown corporation, a clean energy utility serving 4 million customers with 98% renewable and clean electricity generation, and \$5.5 billion in annual revenues. BC Hydro is currently investing in an unprecedented capital program of refurbishment and expansion of its electricity assets, spending approximately \$2 billion per year over the next 10 years.



Susannah Pierce | External Relations Director, *LNG Canada*

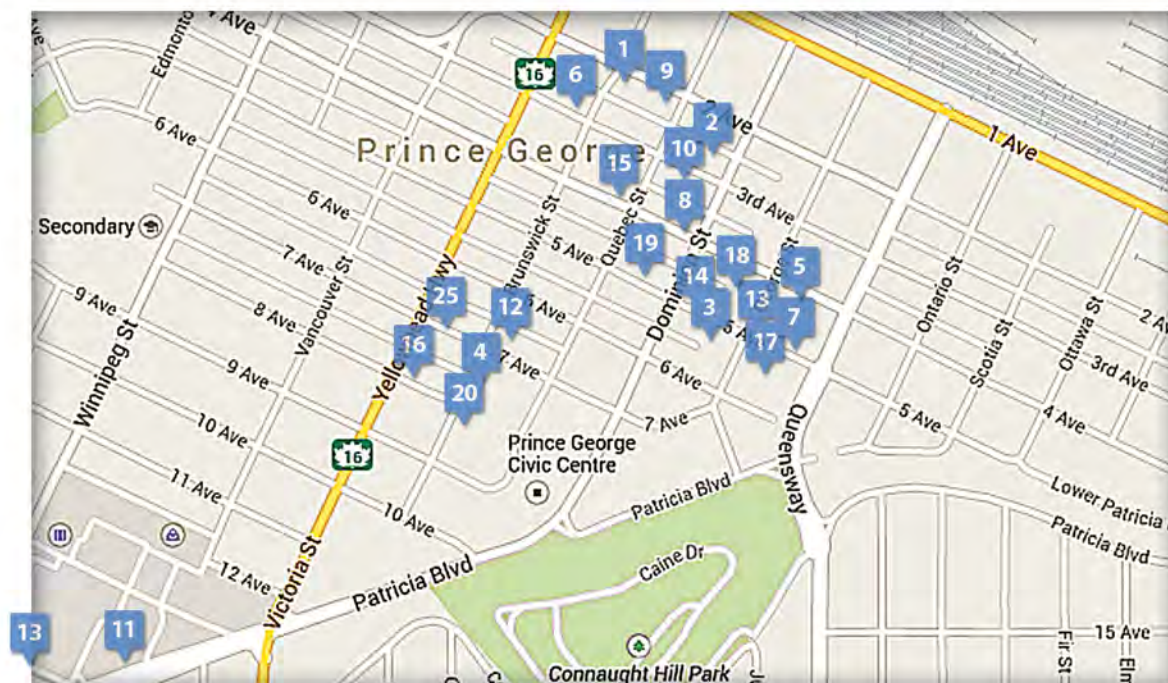
Susannah Pierce is External Relations Director of LNG Canada – a joint venture of Shell, Mitsubishi, PetroChina and Kogas. In this role, Susannah has been responsible for the Environment, Regulatory, First Nations, Community Consultation, Social Performance, Communications and Government Relations aspects of the project. Prior to this position, Susannah served as Vice President, Value Chain Integration, Shell Canada. In this capacity, she was responsible for identifying and driving commercial opportunities along the value chain between Shell's multiple businesses in Canada.



Chief Donald Van Somer | Kwadacha Nation

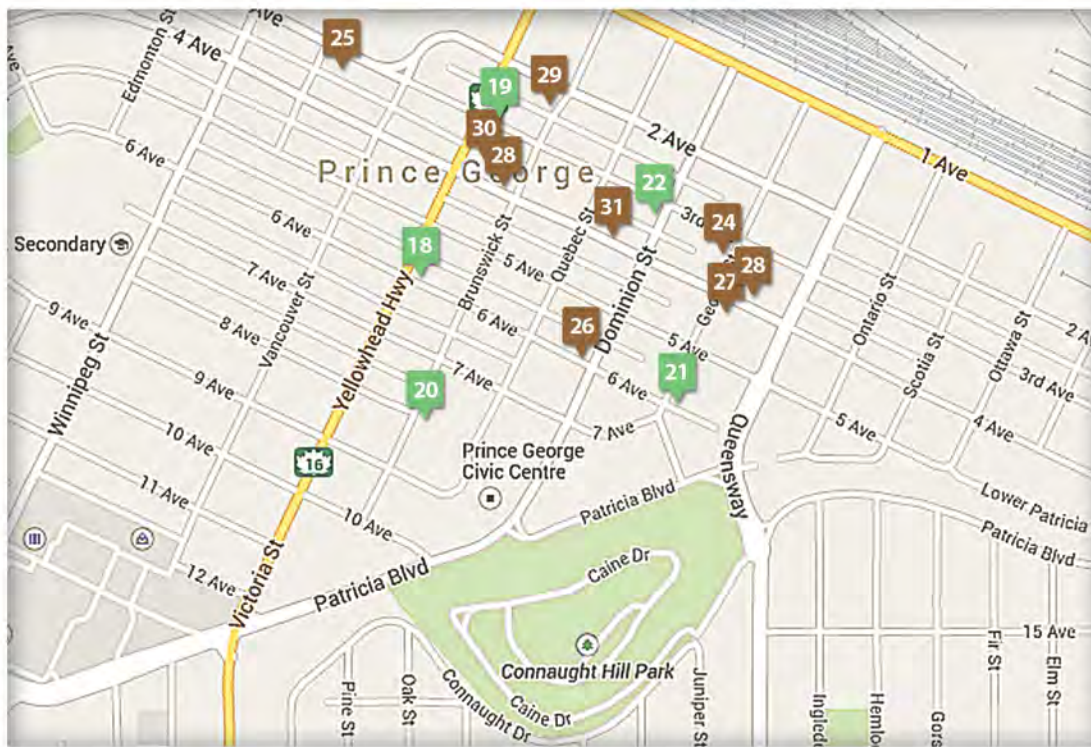
Donald has lived most of his life in Fort Ware. He went to the local school to the highest grade available at that time, and then took high school grades through correspondence school. Donald went to work locally in the forest industry, working for Tsay Tay Forestry and other companies in the area. He worked in forestry as a crew leader for the Fort Ware unit crew traveling throughout the Province fighting Forest fires.





- 1. Amigo's Taco Shop**
 229 Brunswick St • (250) 562-8226
Choose from a full menu of Mexican cuisine in a fun, relaxed atmosphere.
- 2. Betulla Burning**
 1253, 3rd Ave • (250) 563-8061
A short walk from the Ramada, Coast Hotel and Conference Center. A Neopolitan Pizzeria with a focus on local sourcing and curing meats in-house and cooking only in our authentic wood-fired oven.
- 3. Black Clover**
 1165 5th Ave • (250) 564-4441
An Irish Pub House with an exclusive list of authentic Irish culinary offerings and an extensive list of ethnic spirits and beverages.
- 4. Coffee Garden Restaurant**
 771 Brunswick St • (250) 563-0121
This casual dining room provides a relaxed atmosphere for all guests to dine on café-style fare.
- 5. Cornerstone Kitchen & Lounge**
 444 George St. (inside the Ramada Plaza Hotel Downtown)
Internationally inspired menu, discover new tastes in our festive wine selection.
- 6. Fuji Japan**
 1505 3rd Ave • (250) 596-9452
Eat in or take out at this casual sushi and bento restaurant.
- 7. Karahi King**
 1063 5th Ave • (250) 564-2129
The finest of Indian cuisine. Serving deliciously traditional dishes in a karahi, a type of heavy sided cooking pot.
- 8. Kask**
 1230 4th Ave • (250) 564.6046
A test kitchen and craft beer tasting room featuring a rotating food selection with flavours and inspiration from around the world
- 9. The Celt Family Restaurant**
 1375 2nd Ave • (250) 563-8999
Featuring Irish-style cuisine in a friendly inviting atmosphere.
- 10. Nancy O's**
 1261 3rd Ave • (250) 562-8066
Offers fresh, made to order, deliciously amazing meals.
- 11. Red Robin Restaurant**
 #101-1600 15th Ave • (250) 614-0800
The Gourmet Burger expert since 1969. Red Robin offers craveable, high-quality menu items for families and burger lovers alike.
- 12. Sassafras Savouries**
 693 Brunswick St • (250) 563-9941
With a focus on organic and fresh ingredients, this local café style restaurant has everything from full breakfasts to take out lunches and sit down dinners.
- 13. The Copper Pig**
 363 George St • (250) 596-2006
Fantastic food and unique beverages to create an enjoyable social atmosphere. Family style dining and the true Canadian staple of barbeque.
- 14. Twisted Cork**
 #101-1157 5th Ave • (250) 561-5550
Upscale home cooking, comfort food with a 'twist'. For those of you that love a great meal and a quality glass of wine, the Cork has the same idea.
- 15. Wasabi Sushi and Wonton Noodle House**
 395 Quebec St • (250) 562-8111
A small local establishment known for quick and friendly service that serves a variety of sushi and noodle menu items. Pre-packaged quick lunch options available for pick up, or you can sit down and enjoy fresh, made-to-order food.
- 16. White Spot Restaurant**
 820 Victoria St • (250) 563-5550
This BC legend with a passion for using only the freshest and finest quality ingredients. For breakfast, lunch, dinner or a late night snack White Spot is the place.
- 17. CrossRoads Brewing**
 508 George St • 250-614-2337
Fresh handcrafted beer from a new craft brewery with a casual menu featuring snacks, soups, salads, sandwiches, pizza, mains and dessert to suit all tastes.
- 18. North City Donair + Poutine**
 415 George St - (236) 423-0444
Authentic Greek style beef and chicken donairs with mouth-watering poutines all made fresh with real ingredients.
- 19. Mai Tai Restaurant**
 1238 5th Ave - (250) 563-7779
Enjoy our curries, pad thai and other delicious local favourites made daily by chefs who have lived and trained in Thailand.
- 20. Winston's Resto Bar**
 770 Brunswick St - (250) 563-0121
Join us for refreshing cocktails or simply indulge in the diversity of our food selections for a casually sophisticated food and beverage experience.





Fine Dining

18. Cimo Mediterranean Grill

601 Victoria St • (250) 564-7975

Known for delicious dishes that use the freshest ingredients and stunning presentation, this fully licensed restaurant. Reservations recommended.

19. North 54

1493 3rd Ave • (250) 564-5400

Fresh creations are offered daily, as well as the opportunity to try a three, four, five or six course meal upon your request. Their executive Chef and his team can create a dinner designed especially for you.

20. Shogun Japanese Steakhouse

770 Brunswick St • (250) 563-0121

An authentic Japanese Steak House, featuring the art of Teppan style cooking and a wide variety of sushi.

21. The Keg Steakhouse and Bar

582 George St • (250) 563-1768 • Dinner Only

Quality, comfort and value are three key ingredients that make The Keg an experience like no other.

22. White Goose Bistro

1205 3rd Ave • (250) 561-1002

While the menu speaks for itself, the most intriguing offering does not exist on the menu. Chef Cyre specializes in five or seven course dinners, catered to each client's own whimsy and tastes.

Cafe

24. Black Donkey Cafe

1085 3rd Ave • (250) 596.7276

A large selection of smoothies and coffees, plus fresh soups and sandwiches.

25. Cafe Voltaire (inside Books & Company)

1685 3rd Ave • (250) 563-6637

Serve fresh homemade sandwiches, salads, wraps, soups, and other goodies. Gluten-free, vegan, vegetarian, lactose-intolerant, carnivore.

26. Ohh Chocolat

565 George St. • (250) 564-2464

We have handcrafted chocolate. Enjoy a hearty breakfast of scrumptious OHHmelettes and OHH benny's. We also offer smashing soups, salads, wraps, panini & of course desserts!

27. Margo's Café

361 Victoria St • (250) 614-0088

Homemade breakfast and lunch. Muffins, scones, full breakfast menu, homemade soups, salads, sandwiches and wraps are available.

28. Starbucks George St.

444 George St • (250) 561-5680

Since 1971, Starbucks Coffee Company has been committed to ethically sourcing and roasting the highest quality arabica coffee in the world.

29. Pastry Chef

380 George St • (250) 564-7034

Freshly baked goods are sold and served in store on a daily basis.

30. Tim Hortons Victoria St

880 Victoria St.

Tim Hortons' focus on top quality, fresh product, value, great service.

31. Zoe's Java House

1259 4th Ave • (250) 563-4369

Hot soup, sandwiches, paninis, salads, fresh baked goodies, coffee, espresso and more!



We would first like to respectfully acknowledge that this event is held on the Traditional Territory of the Lheidli T'enneh First Nation, and we thank Chief Dominic Frederick for his welcome and blessing.

Thank you to the 2018 BC Natural Resources Forum Host Committee, conference management staff, consultants, the Prince George Conference & Civic Centre, hotels, and the northern service and supply sector and the many individuals who assisted in guiding the program and securing moderators and speakers.

- **Dan Jepsen**, President & CEO, *C3 Alliance Corp.*, Forum Host Committee Chair
- **Kathi Zimmerman**, Projects & Event Manager, *C3 Alliance Corp.*, Forum Manager
- **Sarah Weber**, Chief Operating Officer, *C3 Alliance Corp.*
- **Sandra Webb Smith**, Registration Coordinator, *Bighorn Communications Inc.*
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- **Kim Royle**, Speaker Liaison, *Royle Events*
- **Heather Oland**, General Manager, *Ramada Hotel*
- **Kim Louis**, Director of Sales, *Coast Inn of the North*
- **Iain Black**, President & CEO, *Vancouver Board of Trade*
- **Val Litwin**, President & CEO, *BC Chamber of Commerce*
- **Bryan Cox**, President & CEO, *Mining Association of BC*
- **Edie Thome**, President & CEO, *Association of Mineral Exploration*
- **Dan Adamson**, *R. Radloff & Associates, Inc.*
- **John Thompson**, PetraScience Consultants, *Resources for Future Generations 2018*
- **Dallas Smith**, Board President, *Nanwakolas Council*
- **Susan Gagnon**, Vice President, Communications & Research, *Coast Forest Products Association*
- **Mina Lauden**, Vice President, Public Affairs, *BC Council of Forest Industries*
- **Geoff Morrison**, Manager of BC Operations, *Canadian Association of Petroleum Producers*
- **Colleen Giroux-Schmidt**, Senior Director, Governmental and Regulatory Affairs, *Innergex*
- **Tim McMillan**, President & CEO, *Canadian Association of Petroleum Producers*
- **John Leech**, CEO, *Applied Science Technologists & Technicians of BC*
- **Susan Yurkovich**, President & CEO, *BC Council of Forest Industries*
- **Mike Morris**, MLA, *Prince George – Mackenzie*
- **Charlotte Groot**, Office Manager, *Mike Morris MLA*
- **Jean McCorquodale**, *C3 Alliance Corp.*
- **Denise Lear**, *C3 Alliance Corp.*
- **Magdalena Kelly & Flavio Caron**, *National Aboriginal Energy and Power Association*
- **Bob Lalonde & Lindsay Timmermans**, *Prince George Conference and Civic Centre*
- **Brent & Melanie Blake**, *Blake Productions*
- **Sheldon White**, *Central Display and Tents*
- **Mike Carruthers & Amber LeMay**, *Conexsys Registration*
- **Joel McKay & Kim Hayhurst**, *Northern Development Initiative Trust*
- **Stewart Muir**, Executive Director, *Resource Works*
- **Prince George Chamber of Commerce**
- **City of Prince George**

With so many individuals involved in the planning and management of this event, we apologize to anyone we may have missed. Please know that your support is greatly appreciated.



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North Coast Regional District

BOARD POLICY

Title:	Directors – Reimbursement of Travel and Other Expenses	
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1. PURPOSE

To establish guidelines for the reimbursement of expenses incurred by Directors while traveling on Regional District business.

2. POLICY

The North Coast Regional District will provide reimbursement for reasonable out-of-pocket transportation, accommodation, food and other expenses, while traveling on Regional District business, in accordance with the attached Schedule of Allowable Expenses.

3. SCOPE

This policy applies to all Directors of the Regional District while on authorized travel including:

- 3.1 Regional District Board meetings;
- 3.2 Regional District Committee meetings;
- 3.3 Regional District Public Hearings;
- 3.4 Regional Hospital District Board meetings;
- 3.5 Union of BC Municipalities annual convention for Electoral Area Directors;
- 3.6 North Central Local Government Association annual convention for Electoral Area Directors;
- 3.7 Travel to a meeting of any agency or organization for a Director appointed by the Board as a representative to that agency or organization (Board-Appointed Representative);
- 3.8 Protocol meetings for Haida Gwaii Electoral Area Directors;
- 3.9 Any travel approved by resolution of the Board; and
- 3.10 Association of Vancouver Island and Coastal Communities annual convention for Electoral Area Directors and Directors whose municipality is not a member within the Association of Vancouver Island and Coastal Communities.

4. DEFINITIONS

“Authorized Travel” is the travel identified within the Director Remuneration Bylaw as “authorized” or is otherwise approved by resolution of the Board and subject to available funding within the approved Financial Plan.

“Destination” is the location of meeting as designated by the Regional District or, in the case of conventions or other non-Regional District meetings, the location of that event.

“Director” means both Directors and Alternate Directors

“Out of Pocket” means those expenses requiring an outlay of funds.

“Regional District” is the North Coast Regional District.

“Regular Point of Origin” is the normal place of occupation or place of business from which a Director would regularly travel to and from meetings on behalf of the Regional District.

5. RESPONSIBILITY:

5.1. Directors are responsible for ensuring that travel is authorized and that expenses are claimed in a timely manner and consistent with this policy.

5.2. All travel other than the regular travel to and from Board meeting be approved by the Chief Administrative Officer in advance.

5.3. The Treasurer is responsible for administering this policy.

5.4. The Chief Administrative Officer is responsible for reviewing and approving Directors expense claims in a manner consistent with this policy, the Schedule of Allowable Expenses and the Travel Expense Procedures.

5.5. Where a Director is entitled to claim for reimbursement from another organization the amount claimed from the Regional District must be reduced by that amount, or;

Where the Regional District is entitled to claim for a portion of the travel costs from another organization, the Director must notify the Regional District of any recovery to be made from the third party.

5.6. Directors are responsible for ensuring the most cost-effective and cost-efficient mode of travel is used, including booking air travel in advance to avoid premium rates.

If travel arrangements are expected to be more than regular airfare, Directors shall obtain CAO approval in advance.

5.7. Whenever possible, Directors will travel the day of the meeting; however, when necessary, the Regional District will reimburse for accommodation and pay the per diem for the day before and day after the meeting and/or convention.

5.8. Where travel is required to attend non-Regional District meetings on behalf of the Regional District and the cost of that travel is covered by the hosting organization, Directors will, if possible, book the travel through the hosting organization or seek reimbursement directly from that organization (RHD meetings are expected under this article as cost recovery is by special arrangement).

5.9. When staff assistance is required to make travel arrangements, Directors are responsible to provide staff with adequate notice.

6. PROCEDURES:

This policy will be managed in conjunction with the Finance Procedures for Travel Expenses Claims

7. REFERENCES:

- Director Remuneration Bylaw
- Expense Claim Form

Amendment Date:	February 23, 2018	Resolution No.	091-2018
Amendment Date:	December 13, 2013	Resolution No.	411-2013
Amendment Date:	October 18, 2013	Resolution No.	371-2013
Approval Date:	September 21, 2012	Resolution No.	326-2012

Schedule of Allowable Expenses

Transportation:

The **most economical mode** of transportation is to be used, unless there is a specific practical reason to choose otherwise; i.e. flying may be preferable to driving long distances.

1. Travel by Private Vehicle – reimbursed at a per kilometer rate, based on the “**Reasonable Per-Kilometre Allowance**” rate as set by the Canada Revenue Agency.
2. Ferry – at actual cost and may include the cost of an onboard cabin when traveling on the ferry.
3. Air Transportation – at actual cost, not to exceed regular economy fare
4. Parking and Taxis – at actual cost
5. Car Rental – at actual cost, where its use is deemed necessary.

Accommodation:

6. Commercial Accommodation – at actual cost.
7. Private Accommodation - \$30 per night

Food:

8. Per Diem - where the travel requires an overnight stay, a per diem, including the cost of incidentals and gratuities, of \$80.00 per night may be claimed. Incidentals include items such as coffee, water, use of cellphone, laundry, etc.
9. Meal Allowance – the following rates, including gratuities, will apply where use of the Per Diem rate is not applicable and meals were required:

Breakfast	\$15.00;	Lunch	\$20.00;	Dinner	\$35.00
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10. Where meals are otherwise provided, the per diem for those meals must be deducted from the per diem.

Other Expenses:

11. Conference fees – at actual cost
12. Course Registration and Materials – at actual cost
13. Telephone, Facsimile & Internet Connectivity charges – at actual cost

Partner Participation:

When traveling with a Director to an authorized conference or event, the following will apply:

14. Banquets –Regional District will cover the cost for a Director’s partner to attend the banquet
15. Other costs –Regional District will not cover other costs for partners including food, transportation and participation in partner events.

Exclusions:

The following expenditures will not be reimbursed by the Regional District:

1. When transportation is otherwise provided and a Director chooses to travel by alternate means;
2. Travel Insurance;
3. Personal telephone calls;
4. Liquor; and
5. Fines or penalties related to personal misconduct ie: traffic violations.
6. Travel that is not between the Destination and Regular Point of Origin and that is not official Regional District business.



Staff Report

Date: December 14th, 2018

To: D. Chapman, Chief Administrative Officer

From: S. Gill, Treasurer

Subject: Elected Officials Remuneration

Recommendations:

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

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

PURPOSE:

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

BACKGROUND:

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

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

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

DISCUSSION:

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

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

Option 1: Do Nothing

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

the taxpayers in the NCRD. This equates to roughly **60 cents** in additional property taxes for the average valued residential property in the NCRD

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

Option 2: Equalize Net Take-Home Pay

Appendix 2 provide details on the estimated 2019 gross remuneration and net remuneration for the Directors. A \$17,850 increase in gross pay equalizes the net pay to directors, which can be seen on the second table in Appendix 2. The gross up on remuneration would mean **zero changes** to their take-home pay. However, the impact to taxpayers in NCRD would be an additional **\$21,383** or approximately **80 cents** in additional property taxes for the average valued residential property in the NCRD.

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

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

Option 3: Provide Directors with T2200

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

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

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

Option 4: Decide after Election

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

RECOMMENDATION:

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

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

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

Option 1: Do Nothing**2019 Net Board Remuneration Prior to Legislative Change, with Regular CPI Increase:**

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

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

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

Option 2: Equalize Net Take-Home Pay

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

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

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

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



Staff Report

Date: December 14, 2018

To: D. Chapman, Chief Administrative Officer

From: S. Gill, Treasurer

Subject: 2018-2022 Five-Year Financial Plan Amendment Bylaw No. 622.1, 2018

Recommendations:

THAT the report from the Treasurer entitled “2018-2022 Five-Year Financial Plan Amendment Bylaw No. 622.1, 2018” be received for information.

PURPOSE:

This purpose of this report is to bring forward two amendments to Bylaw 622, 2018 (2018-2022 Five-Year Financial Plan Bylaw.)

BACKGROUND:

At its Regular meeting held May 25th, 2018 the Board of the NCRD resolved to approve allocating additional funding of \$4,100 towards the wages and insurance expense of the Haida Gwaii Recreation Program. The amendment made to program expenditures and is specifically for will be drawn from surplus.

The opening surplus balance for 2017 is \$16,400 and the total use of surplus as it is currently stated in the 2018 budget is \$7,527. With the additional use of the surplus of \$4,100, the total use of surplus in the 2018 budget will be \$11,627.

DISCUSSION:

Section 374 of the *Local Government Act* (Act) requires that a regional district adopt a five-year financial plan by March 31st of each year. Subsection 374(2) of the Act prescribes that a financial plan may also be amended by bylaw at any time.

The above noted changes have been incorporated into Bylaw No. 622.1, 2018. This bylaw will amend the NCRD Five-Year Financial Plan Bylaw No. 622, 2018.

CONCLUSION:

Staff is recommending that, at the December 14th, 2018 NCRD Regular Board meeting Bylaw No. 622.1, 2018 be given three readings and adoption.



Staff Report

Date: December 14, 2018

To: D. Chapman, Chief Administrative Officer

From: S. Gill, Treasurer

Subject: Revenue Anticipation Borrowing Bylaw

Recommendations:

THAT the staff report entitled “Revenue Anticipation Borrowing Bylaw”, dated December 14, 2018, be received for information.

PURPOSE:

The bylaw authorizes the Regional District 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.

RECOMMENDATION:

That the North Coast Regional District give three readings to Bylaw No. 629, 2018 and adopt as presented.



Bylaw No. 629, 2018

A Bylaw to provide for the borrowing of money during fiscal year 2019 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, 2019;

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. 629, 2018".
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.

- Read a first time this* _____ **day of** _____, **2018**
- Read a second time this* _____ **day of** _____, **2018**
- Read a third time this* _____ **day of** _____, **2018**
- Adopted this*** _____ **day of** _____, **2018**

Corporate Officer

I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 629, 2018.



Bylaw No. 622.1, 2018

A bylaw to amend the 2018-2022 Five-Year Financial Plan Bylaw No. 622, 2018

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

1. **Schedule “A” attached hereto and made part of this bylaw is hereby adopted as the Five-Year Financial Plan for the North Coast Regional District for the years 2018-2022, inclusive.**
2. **This Bylaw shall be cited as the “North Coast Regional District Five-Year Financial Plan 2018-2022 Amendment Bylaw No. 622.1, 2018”.**

Read a first time this **day of** , **2018**

Read a second time this **day of** , **2018**

Read a third time this **day of** , **2018**

Adopted this **day of** , **2018**

Chair

Corporate Officer

I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 622.1, 2018.



North Coast Regional District
 Financial Plan for 2018 - 2022
 General Government Administration

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	450,000	352,447	352,580	352,580	352,580
Provincial Basic Grant	120,000	120,000	120,000	120,000	120,000
Conditional Grant	13,000				
Unconditional Grant	30,000	26,200	26,200	26,200	26,200
Sales of Services					
Sales of Materials					
Investments	8,640	7,000	7,000	7,000	7,000
Other	331,270				
Transfer from Other Services		332,474	332,470	332,470	332,470
Use of Prior Year Surplus	14,567				
Total Revenue	967,477	838,121	838,250	838,250	838,250
Expenditures					
Program Expenditures	967,477	838,121	838,250	838,250	838,250
Debt Interest	-				
Debt Principle	-				
Transfer to Reserves					
Total Operating Expenditures	967,477	838,121	838,250	838,250	838,250



North Coast Regional District
Financial Plan for 2018 - 2022
Mainland Recycling

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	226,840	236,316	236,340	236,340	236,340
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	19,000	13,000	13,000	13,000	13,000
Sales of Services	62,980	65,717	65,730	65,730	65,730
Sales of Materials	344,216	341,656	341,660	341,660	341,660
Investments					
Rental Income	21,680	21,680	21,680	21,680	21,680
Other	1,500	6,250	7,250	7,250	7,250
Transfer from Other Services					
Use of Prior Year Surplus	98,970				
Total Revenue	775,186	684,619	685,660	685,660	685,660
Expenditures					
Program Expenditures	688,585	650,619	651,660	651,660	651,660
Debt Interest	1,405	-	-	-	-
Debt Principle	21,196	-	-	-	-
Transfer to Reserves	64,000	34,000	34,000	34,000	34,000
Total Operating Expenditures	775,186	684,619	685,660	685,660	685,660



North Coast Regional District
Financial Plan for 2018 - 2022
Island Solid Waste

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	140,000	193,678	193,680	193,680	193,680
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	4,600	4,600	4,600	4,600	4,600
Sales of Services	795,500	793,684	793,750	793,750	793,750
Sales of Materials	900	900	900	900	900
Investments					
Rental Income					
Other	1,000	750	750	750	750
Transfer from Other Services					
Transfer from Reserves	16,000				
Use of Prior Year Surplus	139,040				
Total Revenue	1,097,040	993,612	993,680	993,680	993,680
Expenditures					
Program Expenditures	993,072	942,962	943,030	943,030	943,030
Debt Interest	11	2,150	2,150	2,150	2,150
Debt Principle	4,027	21,500	21,500	21,500	21,500
Transfer to Capital	16,000	-	-	-	-
Transfer to Reserves	83,930	27,000	27,000	27,000	27,000
Total Operating Expenditures	1,097,040	993,612	993,680	993,680	993,680
Capital					
Sources of Funding					
Operations	16,000	-	-	-	-
Transfer from Reserves					
Total Capital Funding	16,000	-	-	-	-
Capital Purchases	16,000	-	-	-	-
Unused Capital Funding	-	-	-	-	-



North Coast Regional District
Financial Plan for 2018 - 2022
Electoral Area Administration

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	95,960	103,440	103,440	103,440	103,440
Provincial Basic Grant	80,000	80,000	80,000	80,000	80,000
Conditional Grant					
Unconditional Grant	3,600	2,600	2,600	2,600	2,600
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves	-				
Use of Prior Year Surplus	86,020				
Total Revenue	265,580	186,040	186,040	186,040	186,040
Expenditures					
Program Expenditures	204,420	186,040	186,040	186,040	186,040
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves	61,160				
Total Operating Expenditures	265,580	186,040	186,040	186,040	186,040



North Coast Regional District
Financial Plan for 2018- 2022
Electoral Area Administration - Area E

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	12,700	14,760	14,760	14,760	14,760
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	2,790				
Total Revenue	16,460	15,730	15,730	15,730	15,730
Expenditures					
Program Expenditures	16,460	15,730	15,730	15,730	15,730
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	16,460	15,730	15,730	15,730	15,730



North Coast Regional District
Financial Plan for 2018 - 2022
Elections

	2018	2019	2020	2021	2022
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	-	20,800	20,800	20,800	20,800
Use of Prior Year Surplus	13,000				
Total Revenue	18,200	26,000	26,000	26,000	26,000
Expenditures					
Program Expenditures	18,200	26,000	26,000	26,000	26,000
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves	-				
Total Operating Expenditures	18,200	26,000	26,000	26,000	26,000



North Coast Regional District
Financial Plan for 2018 - 2022
Grants in Aid - All

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	2,120	2,250	2,250	2,250	2,250
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	230	150	150	150	150
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	120				
Total Revenue	2,470	2,400	2,400	2,400	2,400
Expenditures					
Program Expenditures	2,470	2,400	2,400	2,400	2,400
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	2,470	2,400	2,400	2,400	2,400



North Coast Regional District
Financial Plan for 2018 - 2022
Grants in Aid Area A

	2018	2019	2020	2021	2022
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				
Total Revenue	700	660	660	660	660
Expenditures					
Program Expenditures	700	660	660	660	660
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	700	660	660	660	660



North Coast Regional District
Financial Plan for 2018 - 2022
Grants in Aid Area C

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	1,400	1,400	1,400	1,400	1,400
Provincial Basic Grant					
Conditional Grant	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				
Total Revenue	7,870	1,430	1,430	1,430	1,430
Expenditures					
Program Expenditures	7,870	1,430	1,430	1,430	1,430
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	7,870	1,430	1,430	1,430	1,430



North Coast Regional District
Financial Plan for 2018 - 2022
Grants in Aid Area D

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	1,500	2,000	2,000	2,000	2,000
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	1,970				
Total Revenue	3,490	2,020	2,020	2,020	2,020
Expenditures					
Program Expenditures	3,490	2,020	2,020	2,020	2,020
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	3,490	2,020	2,020	2,020	2,020



North Coast Regional District
Financial Plan for 2018 - 2022
Grants in Aid Area E

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	3,900	3,900	3,900	3,900	3,900
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	4,000	4,000	4,000	4,000	4,000
Expenditures					
Program Expenditures	4,000	4,000	4,000	4,000	4,000
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	4,000	4,000	4,000	4,000	4,000



North Coast Regional District
Financial Plan for 2018 - 2022
Sandspit Fire Department

	2018	2019	2020	2021	2022
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
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	155				
Total Revenue	28,755	28,600	28,600	28,600	28,600
Expenditures					
Program Expenditures	28,755	28,600	28,600	28,600	28,600
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	28,755	28,600	28,600	28,600	28,600



North Coast Regional District
Financial Plan for 2018- 2022
Emergency Planning Area A & C

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	5,000	5,000	5,000	5,000	5,000
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	120	240	240	240	240
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	25,250				
Total Revenue	30,370	5,240	5,240	5,240	5,240
Expenditures					
Program Expenditures	30,370	5,240	5,240	5,240	5,240
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	30,370	5,240	5,240	5,240	5,240



North Coast Regional District
Financial Plan for 2018 - 2022
Emergency Planning Area D

	2018	2019	2020	2021	2022
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
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	34,100				
Total Revenue	39,200	5,100	5,100	5,100	5,100
Expenditures					
Program Expenditures	39,200	5,100	5,100	5,100	5,100
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	39,200	5,100	5,100	5,100	5,100



North Coast Regional District
Financial Plan for 2018 - 2022
Emergency Planning Area E

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	10,000	10,000	10,000	10,000	10,000
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	250	250	250	250	250
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	23,820				
Total Revenue	34,070	10,250	10,250	10,250	10,250
Expenditures					
Program Expenditures	34,070	10,250	10,250	10,250	10,250
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	34,070	10,250	10,250	10,250	10,250



North Coast Regional District
Financial Plan for 2018 - 2022
Rural Land Use Planning

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	61,850	69,855	71,599	75,179	75,179
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	1,900	1,900	1,900	1,900	1,900
Sales of Services	3,500	7,000	7,000	7,000	7,000
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	56,090				
Total Revenue	123,340	78,755	80,499	84,079	84,079
Expenditures					
Program Expenditures	86,450	78,755	80,499	84,079	84,079
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves	36,890				
Total Operating Expenditures	123,340	78,755	80,499	84,079	84,079



North Coast Regional District
Financial Plan for 2018 - 2022
Economic Development

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	27,330	27,100	28,000	28,000	28,000
Provincial Basic Grant					
Conditional Grant	50,000	50,000	50,000	50,000	50,000
Unconditional Grant	40	90	90	90	90
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	6,200				
Total Revenue	83,570	77,190	78,090	78,090	78,090
Expenditures					
Program Expenditures	83,570	77,190	78,090	78,090	78,090
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves	-				
Total Operating Expenditures	83,570	77,190	78,090	78,090	78,090



North Coast Regional District
Financial Plan for 2018 - 2022
Archives

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	81,780	80,180	80,180	80,180	80,180
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	6,000	4,200	4,200	4,200	4,200
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	4,660				
Total Revenue	92,440	84,380	84,380	84,380	84,380
Expenditures					
Program Expenditures	92,440	84,380	84,380	84,380	84,380
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	92,440	84,380	84,380	84,380	84,380



North Coast Regional District
Financial Plan for 2018 - 2022
North Pacific Cannery

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	90,720	97,582	97,590	97,590	97,590
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	5,500	4,900	4,900	4,900	4,900
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	9,360				
Total Revenue	105,580	102,482	102,490	102,490	102,490
Expenditures					
Program Expenditures	102,100	102,482	102,490	102,490	102,490
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves	3,480				
Total Operating Expenditures	105,580	102,482	102,490	102,490	102,490



North Coast Regional District
Financial Plan for 2018 - 2022
Haida Gwaii Museum

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	73,880	69,559	69,560	69,560	69,560
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	2,620				
Total Revenue	78,600	71,659	71,660	71,660	71,660
Expenditures					
Program Expenditures	78,600	71,659	71,660	71,660	71,660
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	78,600	71,659	71,660	71,660	71,660



North Coast Regional District
Financial Plan for 2018 - 2022
Vancouver Island Regional Library

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	60,000	43,400	43,500	43,500	43,500
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	1,000	1,000	1,000	1,000	1,000
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	3,292				
Total Revenue	64,292	44,400	44,500	44,500	44,500
Expenditures					
Program Expenditures	64,292	44,400	44,500	44,500	44,500
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	64,292	44,400	44,500	44,500	44,500



North Coast Regional District
Financial Plan for 2018 - 2022
Haida Gwaii Recreation

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	126,110	138,247	138,260	138,260	138,260
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	6,500	3,700	3,700	3,700	3,700
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	11,627				
Total Revenue	144,237	141,947	141,960	141,960	141,960
Expenditures					
Program Expenditures	144,237	141,947	141,960	141,960	141,960
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	144,237	141,947	141,960	141,960	141,960



North Coast Regional District
Financial Plan for 2018 - 2022
Sandspit Community Hall

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	15,000	17,500	17,510	17,510	17,510
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	100	100	100	100	100
Sales of Services					
Sales of Materials					
Investments					
Rental Income	2,500	3,000	3,000	3,000	3,000
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	6,080				
Total Revenue	23,680	20,600	20,610	20,610	20,610
Expenditures					
Program Expenditures	23,680	20,600	20,610	20,610	20,610
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves	-				
Total Operating Expenditures	23,680	20,600	20,610	20,610	20,610



North Coast Regional District
Financial Plan for 2018 - 2022
Mainland Recreation Area A

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	5,210	5,325	5,340	5,340	5,340
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	170	170	170	170	170
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	220				
Total Revenue	5,600	5,495	5,510	5,510	5,510
Expenditures					
Program Expenditures	5,600	5,495	5,510	5,510	5,510
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves	-				
Total Operating Expenditures	5,600	5,495	5,510	5,510	5,510



North Coast Regional District
Financial Plan for 2018 - 2022
Mainland Recreation Area C

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	6,100	6,165	6,170	6,170	6,170
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	140	140	140	140	140
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	90				
Total Revenue	6,330	6,305	6,310	6,310	6,310
Expenditures					
Program Expenditures	6,330	6,305	6,310	6,310	6,310
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	6,330	6,305	6,310	6,310	6,310



North Coast Regional District
Financial Plan for 2018 - 2022
Sandspit Water

	2018	2019	2020	2021	2022
Revenue					
Property Taxes					
Parcel Tax	50,000	50,000	50,020	50,020	50,020
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	10,000				
Sales of Services	45,000	45,000	45,000	45,000	45,000
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves	11,200				
Use of Prior Year Surplus	21,330				
Total Revenue	137,530	95,000	95,020	95,020	95,020
Expenditures					
Program Expenditures	119,330	95,000	95,020	95,020	95,020
Debt Interest					
Debt Principle					
Transfer to Capital	11,200				
Transfer to Reserves	7,000				
Total Operating Expenditures	137,530	95,000	95,020	95,020	95,020
Capital					
Sources of Funding					
Operations	11,200	-	-	-	-
Transfer from Reserves					
Total Capital Funding	11,200	-	-	-	-
Capital Purchases	11,200	-	-	-	-
Unused Capital Funding	-	-	-	-	-
Unused Capital Funding	-	-	-	-	-



North Coast Regional District
Financial Plan for 2018 - 2022
Feasibility Study Reserve

	2018	2019	2020	2021	2022
Revenue					
Property Taxes	4,830	4,860	4,860	4,860	4,860
Provincial Basic Grant					
Conditional Grant					
Unconditional Grant	140	140	140	140	140
Sales of Services					
Sales of Materials					
Investments					
Rental Income					
Other					
Transfer from Other Services					
Transfer from Reserves					
Use of Prior Year Surplus	10,000				
Total Revenue	14,970	5,000	5,000	5,000	5,000
Expenditures					
Program Expenditures	14,970	5,000	5,000	5,000	5,000
Debt Interest					
Debt Principle					
Transfer to Capital					
Transfer to Reserves					
Total Operating Expenditures	14,970	5,000	5,000	5,000	5,000



Bylaw No. 469.3, 2018

A bylaw to amend the *Skeena-Queen Charlotte Regional District Sandspit Water Service Establishment Bylaw No. 469, 2005*

WHEREAS the Board of Directors of the North Coast Regional District has established a water service in a portion of Electoral Area “E”;

AND WHEREAS, pursuant to section 337 of the *Local Government Act*, the Board of Directors of the North Coast Regional District has received a sufficient petition for services;

AND WHEREAS, pursuant to section 347(2) of the *Local Government Act*, the electoral area director has given participating area approval by consenting, in writing, to the adoption of the bylaw on behalf of the electors in the proposed participating area;

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 “Skeena-Queen Charlotte Regional District Sandspit Water Service Amendment Bylaw No. 469.3, 2018”.

2. Repeal

The “Skeena-Queen Charlotte Regional District Sandspit Water Service Amendment Bylaw No. 469.2, 2018” is hereby repealed.

3. Amendment

- a) Schedule “A” of the *Skeena-Queen Charlotte Regional District Sandspit Water Service Establishment Bylaw No. 469, 2005* is hereby by rescinded and replaced with the attached Schedule “A”, attached hereto and forming part of this bylaw.

- b) Schedule “A” of this Bylaw is hereby amended to include the hatched property in Schedule “B” of this Bylaw, attached hereto and forming part of this bylaw.

Petition for service received this **25th day of July, 2018**

Read a first time this _____ **day of** _____, **2018**

Read a second time this _____ **day of** _____, **2018**

Read a third time this _____ **day of** _____, **2018**

Participating Area Approval received this _____ **day of** _____, **2018**

Inspector of Municipalities Approval received this

_____ **day of** _____, **2018**

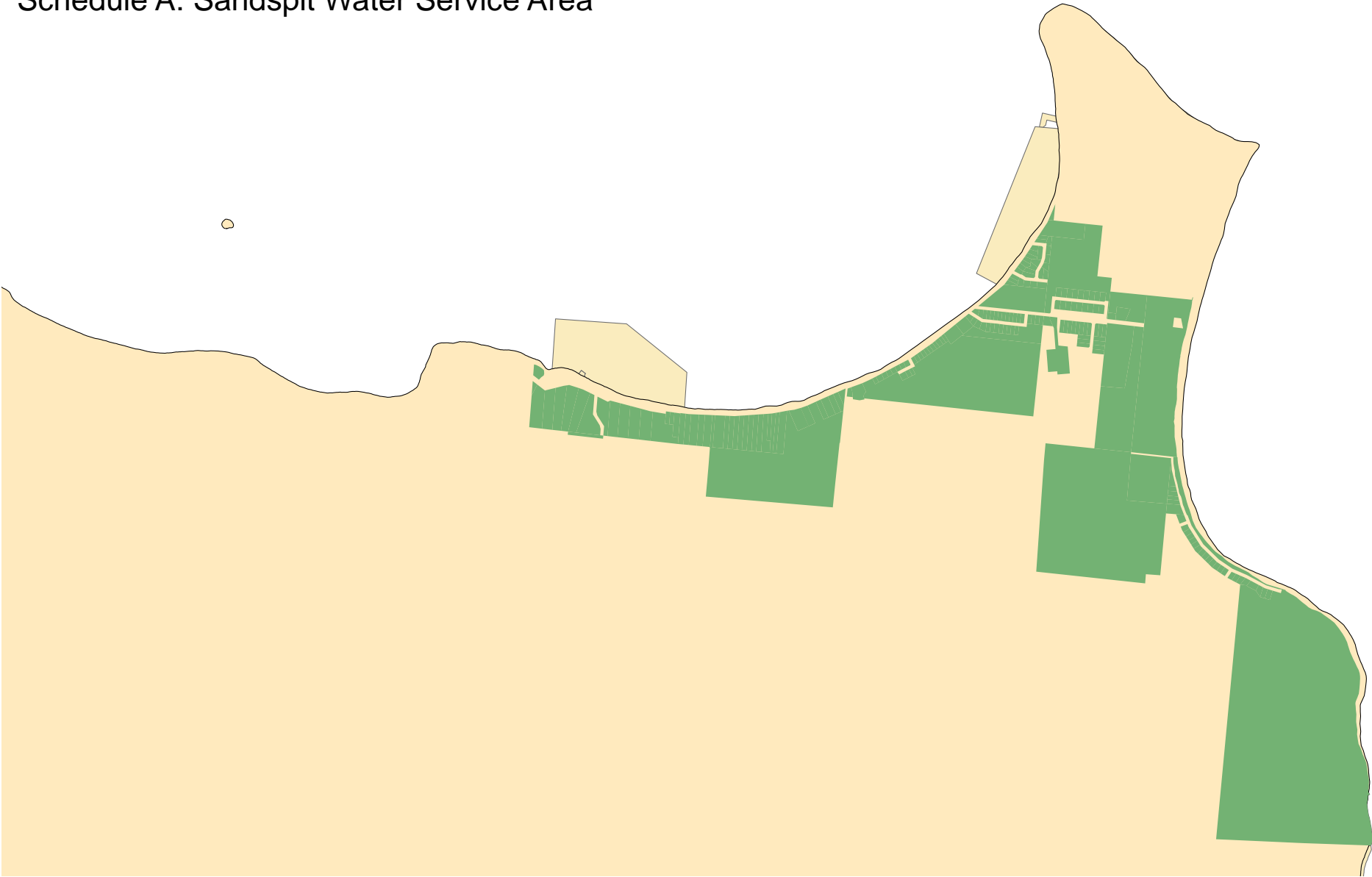
Adopted this _____ **day of** _____, **2018**

Chair


Corporate Officer

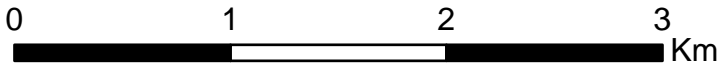
I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 469.3, 2018.

Schedule A: Sandspit Water Service Area

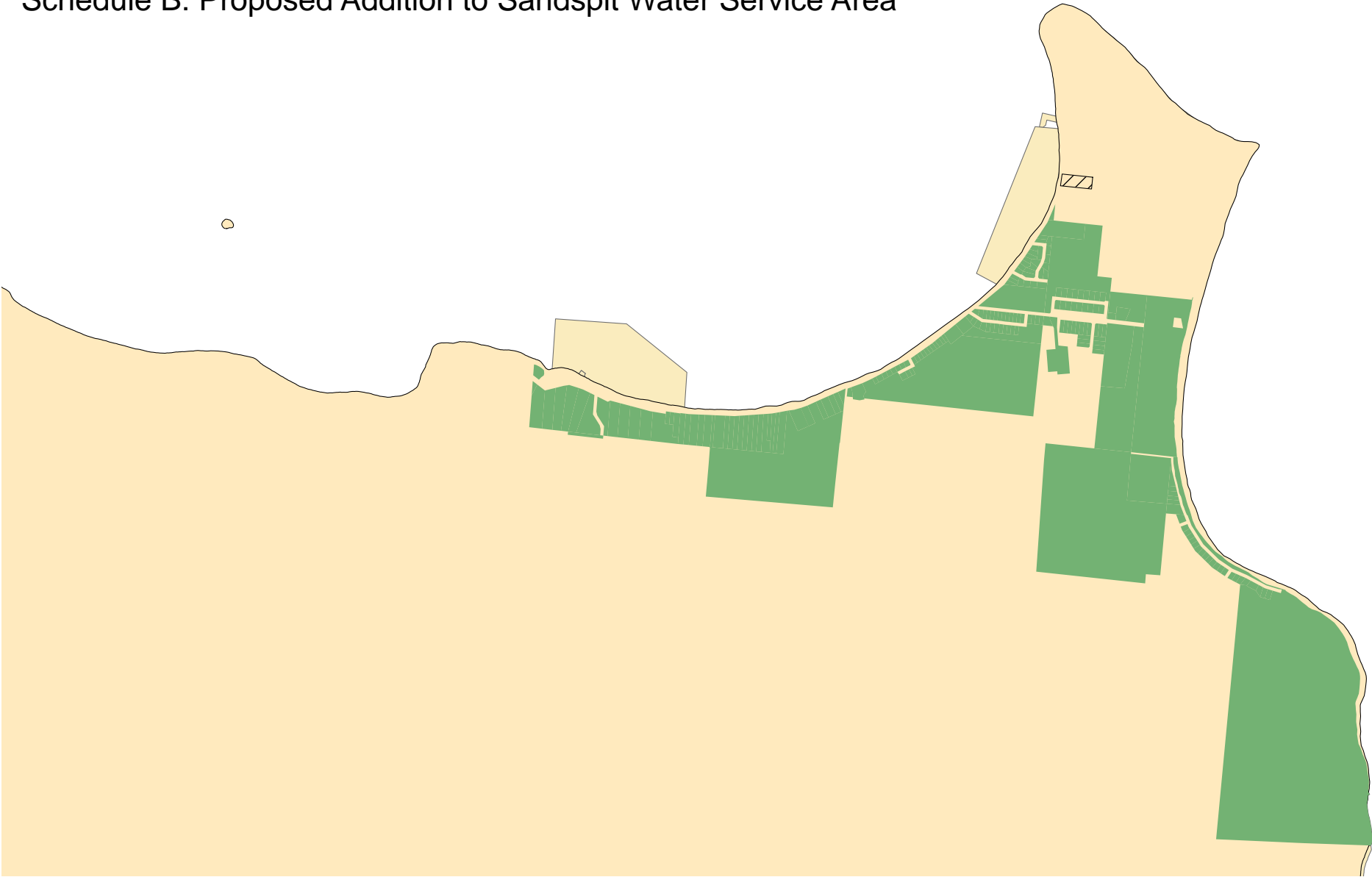


Legend



 Water Service Area

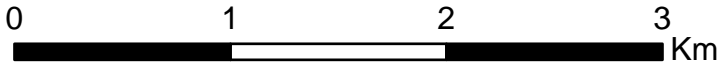


Schedule B: Proposed Addition to Sandspit Water Service Area



Legend

-  Water Service Area
-  Proposed Addition to Service Area





NORTH COAST REGIONAL DISTRICT
DRAFT
2019 BOARD MEETING SCHEDULE

	<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>	<u>Location</u>
*	January 25	NCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
Sat	January 26	NCRD Special Board (Budget)	10:00 AM	Prince Rupert
*	February 15	NCRD Regular Board	7:00 PM	Prince Rupert
Sat	February 16	NCRD Special Board (Budget)	10:00 AM	Prince Rupert
Thurs	March 14	NCRD Special Board (Budget)	7:00 PM	Teleconference
*	March 22	NCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
	April 12 - 14	AVICC AGM and Convention		Powell River
*	April 26	NCRD Regular Board	7:00 PM	Masset
	May 7 - 10	NCLGA AGM and Convention		Williams Lake
*	May 17	NCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
*	June 21	NCRD Regular Board	7:00 PM	Port Edward
	July	No meeting scheduled		
*	August 23	NCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
*	September 20	NCRD Regular Board	7:00 PM	Prince Rupert
	September 23 - 27	UBCM Convention		Vancouver
*	October 18	NCRD Regular Board	7:00 PM	Teleconference
*	November 15	NCRD Statutory Board	7:00 PM	Prince Rupert
	November 15	NCRD Regular Board	Following RD stat	Prince Rupert
		NW Regional Hospital District		Terrace
*	December 13	NCRD Regular Board	7:00 PM	Prince Rupert



2019 ELECTED OFFICIALS SEMINAR

LMLGA

Radisson Hotel Vancouver Airport • Richmond
January 15 to 17

PROGRAM-AT-A-GLANCE

Tuesday, January 15, 2019		
5:30-6:30 pm		Registration
6:30-6:45 pm	Plenary	Opening and Welcome – LGLA President and Honoured Guests
6:45-8:00 pm	Plenary	Keynote – Greg Moore
8:00-9:00 pm	Plenary	Ask the Local Government Experts A panel of experienced elected officials field local government trivia questions from our celebrity game show host. Audience participation encouraged!
9:00-10:00 pm		Networking Reception

Wednesday, January 16, 2019		
7:00-8:30 am		Breakfast
7:30-8:30 am	Plenary	LGLA Partners Clinic: UBCM, LGMA, MAH <i>Learn about the key local government organizations supporting your community.</i>
8:30-10:00 am	Plenary	Dynamics and Decision Making – Tracey Lorenson <i>Effective decision making in the council/board context. Maintaining role clarity, dealing with difficult people and situations, and working as a team in the interest of the community.</i>
10:00-10:30 am		Refreshment Break
10:30 am-12:00 pm	Plenary	We've Got to Stop Meeting Like This - Eli Mina, Lisa Zwarn, David Weber, Mayor Malcolm Brodie <i>Discussion on practical tools to make your meetings orderly, focused, efficient, and inclusive, while seeking to produce quality outcomes that earn public trust and confidence.</i>
12:00-1:00 pm		Lunch – Sponsor Remarks
1:00-2:00 pm	Breakout	Newly Elected: Local Government Law 101 - Rights, Risks & Responsibilities <i>Local law firms will cover CC & LGA, and focus on rights of elected officials and how they can work within legislation to serve their constituents and get things accomplished.</i>
	Breakout	Returning Elected: Topical Legal Issue(s) <i>Local law firms presenting on current day legal issues with possible topics including cannabis legalization and regulations, short term rentals, or other topics. To demonstrate examples of communities that have taken different approaches and current status.</i>
2:00-3:00 pm	Plenary	Public Hearings 101 <i>To cover procedures and protocols at public hearings; how to tactfully & respectfully handle typical and atypical situations.. Lawyer will facilitate a panel of experienced elected/staff. Various scenarios presented; audience input encouraged.</i>
3:00-3:30 pm		Refreshment Break
3:30-4:30 pm	Breakout	Newly Elected: Municipalities & RDs - An Overview of a Unique BC System <i>Learn about BC's unique regional district system - how it works, what it does, and how municipalities and regional districts can be an effective team within a region.</i>
	Breakout	Returning Elected: Working Together to Manage Emergencies - EMBC regional training personnel <i>This session will provide you with an orientation to your responsibilities during the planning and declaration of a local emergency, and what you can leave to trained operational personnel.</i>

4:30-5:30	Plenary	Local Governments & Indigenous Communities Working Together <i>This session will bring together local government and indigenous community leaders to discuss regional efforts to work together for mutual benefit.</i>
5:30-7:00 pm		DINNER ON OWN
7:00-8:00 pm	Plenary	Post-election Assessment – Results, Turnout & Trends – Todd Pugh, CivicInfo BC <i>Hear the stories behind the local government election results.</i>

Thursday, January 17, 2019		
7:00-8:30 am	All Guests	Breakfast
7:30-8:30 am	Plenary	LGLA Partners Clinic: MFABC, MIABC, BC Assessment
8:30-10:00 am	Breakout	Newly Elected Session: Local Government Finance 101 <i>Your budget communicates your council or board priorities. Get to know the basics of local government finance - everything you want to ask, need to know, and more...</i>
8:30 - 10:30 am	Breakout	Returning Elected Session: Asset Management – Christina Benty <i>Go beyond the basics of local government finance and learn about asset management - why it's important and how it's done.</i>
10:00-10:30 am		Refreshment Break
10:30 am-12:00 pm	Breakout	Newly Elected Session: Local Government Community Planning 101 <i>Learn why and how we plan, statutory requirements, council/board, staff and public roles and responsibilities.</i>
	Breakout	Returning Elected Session: Sustainable Community Planning <i>Learn how to introduce and implement strategies for sustainability into your community planning efforts.</i>
12:00-1:00 pm		Lunch - Minister of Municipal Affairs and Housing
1:00-2:15 pm	Plenary	Media Relations – Peak Communicators <i>Communication experts cover everything from key dos and don'ts when being interviewed for the local paper, how to conduct yourself effectively and safely online.</i>
2:15 - 2:30 pm	Plenary	Closing Comments and Adjourn

Draft October 22, 2018 SUBJECT TO CHANGE