



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, January 25, 2019 at 7:00 p.m.

PRESENT

PRIOR TO ADOPTION

- Chair B. Pages, Village of Masset
- Directors B. Cunningham, City of Prince Rupert
 W. Niesh, Alternate, 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
 L. Budde, Alternate, Area C
 J. Young, Electoral Area D
 E. Putterill, Electoral Area E
- Regrets L. Brain, City of Prince Rupert
 K. Bergman, Electoral Area C
- Staff D. Chapman, Chief Administrative Officer
 D. Fish, Corporate Officer
 S. Gill, Treasurer
 S. Landrath, Deputy Treasurer
- Public 1
- Media 0

1. CALL TO ORDER 7:01 p.m.

2. AGENDA

MOVED by Director Nobels, SECONDED by Director Cunningham, that the January 25, 2019 North Coast Regional District Regular amended agenda be further amended and adopted as follows:

- 7.15 Coastal Community Network – CCN Membership and Support
- 11.5 Cellular Service in Sandspit

001-2019

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regular Meeting of the North Coast Regional District Board held December 14, 2018

MOVED by Director Nobels, SECONDED by Director Franzen, that the minutes of Statutory Meeting of the North Coast Regional District Board held December 14, 2019 be adopted as presented.

002-2019

CARRIED

3.2 Rise and Report – December 14, 2018 (no motion required)

MOVED by Director Putterill, SECONDED by Director Brain, that the report from staff entitled “Haida Gwaii Regional Recreation Commission Membership” be received;

AND THAT, in accordance with Bylaw 597, 2015, the Board of the North Coast Regional District appoint Mr. Jamie Polk to the Haida Gwaii Regional Recreation Commission, effective immediately.

IC050-2018

CARRIED

MOVED by Director Brain, SECONDED by Director Cunningham, that the report from staff entitled “Treasurer Appointment” be received;

AND THAT, in accordance with s. 237 of the *Local Government Act*, Sharon Landrath be appointed Deputy Treasurer of the North Coast Regional District effective January 14, 2019 to January 27, 2019;

AND THAT, in accordance with s. 237 of the *Local Government Act*, Sharon Landrath be appointed Treasurer of the North Coast Regional District effective January 28, 2019;

AND FURTHER THAT staff be authorized to sign and enter an employment contract with Sharon Landrath, as presented.

IC051-2018

CARRIED

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

4.1 Minutes of the Regular meeting of the Moresby Island Management Standing Committee held December 4, 2018

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

003-2019**CARRIED**

4.2 Minutes of the Regular meeting of the Highway 16/97 Electric Vehicle Network Study Advisory Committee held December 11, 2018

MOVED by Director Franzen, SECONDED by Director Putterill, that the minutes of the Regular meeting of the Highway 16/07 Electric Vehicle Network Study Advisory Committee held December 11, 2018 be received.

004-2019**CARRIED**

The Corporate Officer provided an update to the Board of the North Coast Regional District with respect to the Highway 16/97 Electric Vehicle Network Study Advisory Committee. The Corporate Officer indicated that the Community Energy Association will be seeking capital funding through the CleanBC grant and would be providing local governments with a level 2 funding requirement document for consideration in February 2019. Local governments will be asked if they are interested in hosting a charging station and, if so, will they be willing to contribute approximately \$2,000-5,000 toward its installation and contracted maintenance.

5. DELEGATIONS

None.

6. FINANCE**6.1 S. Gill, Treasurer – Cheques Payable over \$5,000 for December, 2018**

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

005-2019

CARRIED

7. CORRESPONDENCE**7.1 City of Prince Rupert – Request for Letter of Support to UBCM Child Care Planning Funding**

MOVED by Director Franzen, SECONDED by Director Olsen, that the correspondence from the City of Prince Rupert with respect to its request for a letter of support to accompany its application to the UBCM Child Care Planning funding program be received;

AND THAT the Board of the North Coast Regional District provide a letter of support to the City of Prince Rupert to accompany its application to the UBCM Child Care Planning program to support a child care inventory and assessment study for the City of Prince Rupert.

006-2019

CARRIED

7.2 Union of BC Municipalities – Gas Tax Agreement Community Works Fund Payment

MOVED by Director Franzen, SECONDED by Director Putterill, that the correspondence from the Union of BC Municipalities with respect the North Coast Regional District's community works fund payment be received for information.

007-2019

CARRIED

7.3 Queen Charlotte Heritage Housing Society – Letter of Support – Gwaii Trust Major Contributions Grant

MOVED by Director Cunningham, SECONDED by Director Putterill, that the correspondence from the Queen Charlotte Heritage Housing Society with respect its request for a letter of support for its application to Gwaii Trust's major contributions grant be received;

AND THAT the Board of the North Coast Regional District provide a letter of support to the Queen Charlotte Heritage Housing Society to accompany its application to Gwaii Trust's major contributions grant program to support its office renovation project.

008-2019

CARRIED

- 7.4 Port Edward Historical Society – Grant Application – Investing in Canada Infrastructure Program

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Port Edward Historical Society with respect to its request for a letter of support to accompany its application to the Investing in Canada Infrastructure Program – Community, Culture and Recreation stream - be received;

AND THAT the Board of the North Coast Regional District provide a letter of support to the Port Edward Historical Society for its application to the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream – for the completion of capital upgrades to the North Pacific Cannery.

009-2019

CARRIED

- 7.5 Tow Hill Road Community Association – Request for Funding – Community Kiosk Improvement

MOVED by Director Young, SECONDED by Director Franzen, that the correspondence from the Tow Hill Road Community Association with respect to its request for funding to support improvements to the community kiosk be received.

010-2019

CARRIED

- 7.6 West Coast Environmental Law – Your Local Climate Change Impacts and the Fossil Fuel Industry

MOVED by Director Daugert, SECONDED by Director Franzen, that the correspondence from West Coast Environmental Law with respect to climate change impacts and the fossil fuel industry be received.

011-2019

CARRIED

MOVED by Director Nobels, SECONDED by Director Putterill, that the Board of the North Coast Regional District send climate action accountability letters to the fossil fuel companies outlined in the West Coast Environmental Law group's correspondence.

012-2019

CARRIED

- 7.7 Enbridge – Westcoast Connector Gas Transmission Ltd. Application for Extension to Environmental Assessment Certificate

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

AND THAT the Board of the North Coast Regional District extend invitation to Enbridge to appear as a delegation at a future 2019 North Coast Regional District Regular Board meeting.

013-2019

CARRIED

- 7.8 Association of Vancouver Island and Coastal Communities – AVICC January Update
- MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from the Association of Vancouver Island and Coastal Communities with respect to its January update be received.
- 014-2019** **CARRIED**
- 7.9 North Central Local Government Association -2019 Resolutions Package
- MOVED by Director Nobels, SECONDED by Director Olsen, that the correspondence from the North Central Local Government Association with respect to the 2019 resolutions package be received.
- 015-2019** **CARRIED**
- MOVED by Director Putterill, SECONDED by Director Olsen, that staff be directed to draft resolutions with regard to cannabis tax sharing revenue and BC Ferries for submission to the North Central Local Government Association, to be considered by the Board of the North Coast Regional District at its Regular meeting held February 22, 2019.
- 016-2019** **CARRIED**
- 7.10 Honourable Claire Trevena, Minister of Transportation and Infrastructure – BC Ferries
- MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Honourable Claire Trevena, Minister of Transportation and Infrastructure, with respect to BC Ferries funding be received.
- 017-2019** **CARRIED**
- 7.11 Honourable Jinny Sims, Minister of Citizens’ Services – UBCM Annual Convention
- MOVED by Director Franzen, SECONDED by Director Cunningham, that the correspondence from the Honourable Jinny Sims, Minister of Citizens’ Services, with respect to the 2018 UBCM ministerial meeting be received.
- 018-2019** **CARRIED**
- 7.12 Honourable Marc Garneau, Minister of Transport – RE: NCRD Response to Transport Canada’s Ports Modernization Review
- MOVED by Director Franzen, SECONDED by Director Cunningham, that the correspondence from the Honourable Marc Garneau, Minister of Transport, with respect to Transport Canada’s Ports Modernization Review be received.
- 019-2019** **CARRIED**
- 7.13 Lawnhill-Miller Creek Management Committee – 2019 Request for Funding
- MOVED by Director Nobels, SECONDED by Director Olsen, that the correspondence from the Lawnhill-Miller Creek Management Committee with respect to its request for funding be received.
- 020-2019** **CARRIED**

- 7.14 Ministry of Transportation and Infrastructure – RE: Shoreline Erosion along Shingle Bay Rd. in Sandspit, B.C.

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from the Ministry of Transportation and Infrastructure with respect to shoreline erosion along Shingle Bay Road in Sandspit, B.C. be received.

021-2019

CARRIED

Director Nobels declared a conflict of interest and left the meeting at 7:29 p.m.

- 7.15 Coastal Community Network – CCN Membership and Support

MOVED by Alternate Director Budde, SECONDED by Director Franzen, that the correspondence from the Coastal Community Network with respect to membership and support for the Coastal Community Network be received.

022-2019

CARRIED

Director Nobels rejoined the meeting at 7:31 p.m.

8. REPORTS – RESOLUTIONS

- 8.1 D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation 2018 4th Quarter Reporting

MOVED by Director Franzen, SECONDED by Director Nobels, that the report from staff entitled “Haida Gwaii Regional Recreation 2018 4th Quarter Reporting” be received for information.

023-2019

CARRIED

- 8.2 D. Fish, Corporate Officer – 2018 Grant Writing Activities

MOVED by Director Nobels, SECONDED by Alternate Director Budde, that the report from staff entitled “2018 Grant Writing Activities” be received for information.

024-2019

CARRIED

8.3 D. Fish, Corporate Officer – 2019 Parcel Tax Roll Review Panel Scheduling

MOVED by Director Cunningham, SECONDED by Director Nobels, that the report from staff entitled “2019 Parcel Tax Roll Review Panel Scheduling” be received;

AND THAT the Board of the North Coast Regional District appoint the following members of the Board as the Parcel Tax Roll Review Panel to meet and review the Sandspit Water Parcel Tax Roll:

- Director Putterill
- Director Olsen
- Director Young

AND THAT February 22, 2019 at 6:45 p.m. be scheduled as the sitting of the Review Panel;

AND THAT the Board designed Director Putterill as Chair of the Review Panel;

AND FURTHER THAT the Treasurer be designated as the “Collector” for the parcel tax roll.

025-2019

CARRIED

8.4 D. Fish, Corporate Officer - Community Emergency Preparedness Fund – EOC & Training

MOVED by Director Putterill, SECONDED by Director Nobels, that the report from staff entitled “Community Emergency Preparedness Fund – EOC & Training” be received;

AND THAT the Board of the North Coast Regional District support the North Coast Regional District’s application to the Community Emergency Preparedness Fund – EOC & Training Stream – to support the Sandspit Emergency Communications Equipment Project.

026-2019

CARRIED

8.5 D. Fish, Corporate Officer - Community Emergency Preparedness Fund – Flood Risk Assessment, Mapping & Mitigation Planning

MOVED by Director Nobels, SECONDED by Director Putterill, that the report from staff entitled “Community Emergency Preparedness Fund – EOC & Training” be received.

027-2019

CARRIED

MOVED by Director Putterill, SECONDED by Director Olsen, the Board of the North Coast Regional District extend an invitation to the Ministry of Transportation and Infrastructure District Manager to appear as a delegation at a future 2019 North Coast Regional District Regular Board meeting to discuss shoreline erosion along Shingle Bay Road in Sandspit, B.C.

028-2019

CARRIED

9. BYLAWS

- 9.1 Bylaw No. 621, 2018 – Being a bylaw to establish a service to provide a contribution to the cost of providing and operating arts and cultural centres

MOVED by Director Nobels, SECONDED by Director Cunningham, that Bylaw No. 621, 2018 be given second reading.

029-2019

CARRIED

MOVED by Director Nobels, SECONDED by Director Cunningham, that staff be directed to prepare an updated report on the public approval process for Bylaw No. 621, 2018 for the Board of the North Coast Regional District's consideration at its Regular meeting held February 22, 2019.

030-2019

CARRIED

- 9.2 Bylaw No. 630, 2019 – Being a bylaw to provide for Directors' Remuneration

MOVED by Director Putterill, SECONDED by Director Franzen, that Bylaw No. 630, 2019 be given first reading.

031-2019

CARRIED

MOVED by Director Nobels, SECONDED by Director Franzen, that Bylaw No. 630, 2019 be given second reading.

032-2019

CARRIED

MOVED by Director Franzen, SECONDED by Alternate Director Budde, that Bylaw No. 630, 2019 be amended and given third reading as follows:

- Section 3(a)
 - Delete: "thirteen thousand five hundred and forty-nine"; and
 - Replace: "thirteen thousand five hundred and fifty".
- Section 3(b)
 - Delete: "seventeen thousand and nine"; and
 - Replace: "seventeen thousand and ten".
- Section 5(a)
 - Delete: "eight thousand three hundred and fifty-five"; and
 - Replace: "eight thousand three hundred and fifty-six".
- Section 5(b)
 - Delete: "one hundred and eighty-two and forty cents"; and
 - Replace: "one hundred and eighty-three".
- Section 6(a)
 - Delete: "one hundred and eighty-two"; and
 - Replace: "one hundred and eighty-three".
- Section 6(b)
 - Delete: "one hundred and eighty-two"; and
 - Replace: "one hundred and eighty-three".

033-2019

CARRIED

MOVED by Director Franzen, SECONDED by Director Franzen, that Bylaw No. 630, 2019 be adopted.

034-2019

CARRIED

10. LAND REFERRALS / PLANNING

10.1 M. Williams, Planning Consultant – Land Referral: YCS Holdings

MOVED by Director Young, SECONDED by Director Daugert, that the report from the consultant entitled “Land Referral: YCS Holdings” be received;

AND THAT the Board of the North Coast Regional District provide no objection to approval of the project subject to the comments submitted by the Graham Island Advisory Planning Commission and the following:

- Notice is provided to residents when hauling is expected to take place; and
- Operations are limited to daylight hours.

035-2019**CARRIED****11. NEW BUSINESS**

11.1 Director’s Reports

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

Director Cunningham – City of Prince Rupert

- The City’s boil water advisory has been lifted; and
- Director Cunningham indicated a desire to see more educational programming completed for recycling operations in the City.

Director Franzen – District of Port Edward

- The District donated \$500 toward the North Coast Veteran’s Association and \$750 toward the Youth Soccer Association; and
- The District will be increasing bus fare from \$2 to \$3.

Alternate Director Budde – Electoral Area C

- Oona River residents are thankful for the Regional District’s assistance in submitting an application to Investing in Canada Infrastructure program to support capital upgrades to the Oona River Community Hall; and
- TELUS employees are working in the community.

Director Olsen – Village of Queen Charlotte

- The new 19 units of assisted living in the Village are underway with construction;
- The Village is liaising with Leonard Munt, District Manager FLNRO, to organize an islands-wide forestry meeting with elected officials for March 5, 2019;
- Oil is no longer being recycled on Haida Gwaii and the Village is now looking for a water separator; and
- Director Olsen attended the Local Government Leadership Academy’s elected officials training in January 2019.

Director Nobels – Electoral Area A

- Director Nobels attended the January 23, 2019 Environmental Assessment meeting for the Vopak project which included discussion around updating the process and development of a terms of reference. Issues with rail transport and GHG emissions calculation were identified; and
- Director Nobels provided information on a presentation from Bruce Campbell on rail transportation safety to be held in the City of Prince Rupert on January 26, 2019.

Director Putterill – Electoral Area E

- Director Putterill attended the Local Government Leadership Academy’s elected officials training in January 2019;
- The Vancouver Island Regional Library meeting went well, and included identification of potential construction locations for the proposed new Masset and Queen Charlotte Library buildings;
- Director Putterill indicated that he is now a member of the GwaiiTel Society Board of Directors and that GwaiiTel has submitted a \$6 million application to the Connecting BC funding program to support last mile solutions on Haida Gwaii;
- GwaiiTel finalized contribution agreements for upgrades to the radio transistor link on Moresby Island; and
- Director Putterill is meeting with community user groups of the Sandspit Community Hall to identify their needs and any concerns.

Director Young – Electoral Area D

- Director Young attended the Local Government Leadership Academy’s elected officials training in January 2019;
- Director Young attended various meetings including those for the Misty Isles Economic Development Society, the SPCA, and Northern Development Initiative Trust; and
- Director Young continues to familiarize herself with policy adopted by the Board of the North Coast Regional District.

Chair Pages – Village of Masset

- The Village is busy with lots of construction taking place including at the Northern Savings Credit Union, the RCMP detachment, and various façade improvements;
- Proponents have approached the Village for a letter of support towards applications in support of fiber connectivity on Haida Gwaii;
- The Village met with Northern Health Authority; and
- TELUS employees have been sited at telephone hill and are intending to build new technology and a facility to improve internet speeds and connections on island.

036-2019**CARRIED**

- 11.2 North Coast Regional District 2019 Application to Northern Development Initiative Trust’s Economic Development Capacity Building Program

MOVED by Director Olsen, SECONDED by Director Nobels, that the North Coast Regional District 2019 Application to Northern Development Initiative Trust’s Economic Development Capacity Building Program be received;

AND THAT the Board of the North Coast Regional District support the North Coast Regional District’s 2019 application to Northern Development Initiative Trust’s Economic Development Capacity Building program.

037-2019**CARRIED**

11.3 North Coast Regional District 2019 Application to Northern Development Initiative Trust's Grant Writing Support Program

MOVED by Director Nobels, SECONDED by Director Franzen, that the North Coast Regional District 2019 Application to Northern Development Initiative Trust's Grant Writing Support Program be received;

AND THAT the Board of the North Coast Regional District support the North Coast Regional District's 2019 application to Northern Development Initiative Trust's Grant Writing Support program.

038-2019

CARRIED

11.4 Director Putterill, Electoral Area "E" – Traffic Enforcement on Moresby Island

Director Putterill indicated that traffic enforcement in Sandspit remains an issue, with many drivers neglecting posted speed signage. Director Putterill indicated that he wished to flag this issue with the Ministry of Transportation and Infrastructure District Manager, Darrell Gunn.

11.5 Cellular Service in Sandspit

MOVED by Director Putterill, SECONDED by Director Olsen, that the Board of the North Coast Regional District send correspondence to TELUS and the Honourabl Jinny Sims, Minister of Citizens' Services, to indicate that there are still areas within Sandspit that are not covered under the cellular network.

039-2019

CARRIED

12. OLD BUSINESS

12.1 Revised North Coast Regional District 2019 Board Meeting Schedule

MOVED by Director Franzen, SECONDED by Director Nobels, that the revised 2019 North Coast Regional District Board Meeting Schedule be adopted.

040-2019

CARRIED

12.2 Letter of Support for the Village of Port Clements' Application to the Gwaii Trust Major Contributions Grant Program

MOVED by Director Olsen, SECONDED by Director Cunningham, that the Board of the North Coast Regional District provide a letter of support to the Village of Port Clements for its application to the Gwaii Trust Major Contributions funding program to support the Port Clements Fire Hall Exterior Renovations project.

041-2019

CARRIED

12.2 D. Chapman, Chief Administrative Officer – Update on April 2019 Strategic Planning Session

The Chief Administrative Officer indicated that Mr. Allan Nielson, Nielson Strategies Inc., had been retained for his services as a facilitator to the strategic planning session to be held April 27-28, 2019.

13. PUBLIC INPUT

There was 1 comment from the public.

14. IN CAMERA

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

042-2019**CARRIED****15. ADJOURNMENT**

MOVED by Director Putterill, SECONDED by Director Nobels, that the North Coast Regional District Regular Board meeting be adjourned at 9:59 p.m.

043-2019**CARRIED**

Approved and adopted:

Certified correct:

Chair

Corporate Officer