



## NORTH COAST REGIONAL DISTRICT

**MINUTES** of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C. on Friday, August 23, 2019 at 7:00 p.m.

### PRESENT

Chair B. Pages, Village of Masset

Directors L. Brain, City of Prince Rupert  
B. Cunningham, City of Prince Rupert  
C. Mackenzie, Alternate, 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 (*via teleconference*)

Regrets D. Franzen, District of Port Edward

Staff D. Fish, Corporate Officer  
S. Landrath, Treasurer

Public 0  
Media 0

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

### 2. AGENDA

MOVED by Director Nobels, SECONDED by Director Daugert, that the August 23, 2019 North Coast Regional District Regular agenda be adopted as presented.

**420-2019**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regular meeting of the North Coast Regional District Board held June 21, 2019

MOVED by Director Nobels, SECONDED by Director Olsen, that the minutes of Regular meeting of the North Coast Regional District Board held June 21, 2019 be adopted as presented.

**421-2019**

**CARRIED**

- 3.2 Minutes of the Regular meeting of the Committee of the Whole held June 22, 2019
- MOVED by Director Brain, SECONDED by Director Nobels, that the minutes of Regular meeting of the Committee of the Whole held June 22, 2019 be adopted as presented.
- 422-2019** **CARRIED**
- 3.3 Minutes of the Special meeting of the North Coast Regional District Board held July 17, 2019
- MOVED by Director Brain, SECONDED by Director Young, that the minutes of Regular meeting of the North Coast Regional District Board held July 17, 2019 be adopted as presented.
- 423-2019** **CARRIED**
- 3.4 Rise and Report – June 21, 2019 & July 17, 2019 (*no motion required*)
- MOVED by Director Olsen, SECONDED by Director Cunningham, that the report from staff entitled “2019-2022 Collective Agreement” be received.
- ICo36-2019 **CARRIED**
- MOVED by Director Putterill, SECONDED by Director Nobels, that the Board of the North Coast Regional District agrees to ratify the agreement with CUPE Local 105-04 as outlined in the staff report entitled “2019-2022 Collective Agreement”, dated June 21, 2019.
- ICo37-2019 **CARRIED**
- MOVED by Director Olsen, SECONDED by Director Putterill, that the report from staff entitled “2019-2022 Residential Waste Collection Agreement – Haida Gwaii” be received;
- AND THAT the Board of the North Coast Regional District authorize staff to sign and enter into agreement with Big Red Enterprises Ltd. for the provision of residential solid waste collection on Haida Gwaii for the term July 1, 2019 to June 30, 2022 with a total contract value of \$621,396.
- ICo38-2019 **CARRIED**
- MOVED by Director Putterill, SECONDED by Director Nobels, that the report from staff entitled “Deputy Corporate Administrator Appointment” be received;
- Board of the North Coast Regional District appoint Sharon Landrath as Deputy Corporate Administrator to the North Coast Regional District.
- ICo39-2019 **CARRIED**
- MOVED by Director Putterill, SECONDED by Director Nobels, that the correspondence from Ms. Fowler with respect to her resignation from the Haida Gwaii Regional Recreation Commission be received;

AND THAT the Board of the North Coast Regional District send correspondence to Ms. Fowler to thank her for her service to the Haida Gwaii Regional Recreation Commission.

ICo40-2019

CARRIED

MOVED by Director Olsen, SECONDED by Director Putterill, that the correspondence from Mr. Ormond with respect to his request for appointment to the Haida Gwaii Regional Recreation Commission be received;

AND THAT the Board of the North Coast Regional District appoint Mr. Carlos Ormond to the Haida Gwaii Regional Recreation Commission, effective immediately.

ICo41-2019

CARRIED

MOVED by Director Brain, SECONDED by Director Nobels, that the report from staff entitled "Corporate Officer – Proposed Employment Agreement" be received;

AND THAT the Chief Administrative Officer be authorized to sign and enter into the employment agreement between the North Coast Regional District and Ms. Jessica Bagnall as presented;

AND FURTHER THAT, in accordance with s. 236 of the *Local Government Act*, the Board of the North Coast Regional District assign the responsibility of corporate administration to Ms. Jessica Bagnall, effective September 2<sup>nd</sup>, 2019.

ICo46-2019

CARRIED

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

- 4.1 Minutes of the Regular meeting of the Regional Recycling Advisory Committee held April 24, 2019

MOVED by Director Putterill, SECONDED by Director Nobels, that the minutes of the Regular meeting of the Regional Recycling Advisory Committee held April 24, 2019 be received as presented.

**424-2019**

**CARRIED**

- 4.2 Minutes of the Regular meeting of the Electoral Area Advisory Committee held May 17, 2019

MOVED by Director Nobels, SECONDED by Director Brain, that the minutes of the Regular meeting of the Electoral Area Advisory Committee held May 17, 2019 be received as presented.

**425-2019**

**CARRIED**

#### **5. DELEGATIONS**

None.

**6. FINANCE**

- 6.1 S. Landrath, Treasurer – Cheques Payable over \$5,000 for June, 2019

MOVED by Director Brain, SECONDED by Director Daugert, that the staff report on Cheques Payable over \$5,000 issued by the North Coast Regional District for June, 2019 be received and filed.

**426-2019**

**CARRIED**

- 6.2 S. Landrath, Treasurer – Cheques Payable over \$5,000 for July, 2019

MOVED by Director Brain, SECONDED by Director Young, that the staff report on Cheques Payable over \$5,000 issued by the North Coast Regional District for July, 2019 be received and filed.

**427-2019**

**CARRIED**

**7. CORRESPONDENCE**

- 7.1 BC Liberal Official Opposition – 2019 UBCM Official Opposition Meeting Opportunities

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from the BC Liberal Official Opposition with respect to meeting opportunities at the 2019 UBCM convention be received.

**428-2019**

**CARRIED**

- 7.2 Union of B.C. Municipalities – 2019 Resolutions

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from the Union of B.C. Municipalities with respect to the North Coast Regional District's resolution submission be received.

**429-2019**

**CARRIED**

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

MOVED by Director Cunningham, SECONDED by Director Brain, that the correspondence from the Union of B.C. Municipalities with respect to the North Coast Regional District's community works fund payment be received.

**430-2019**

**CARRIED**

*The Board of the North Coast Regional District directed staff to prepare a report on the Federation of Canadian Municipalities request to federal parties to commit to permanently double the Gas Tax fund transfer to municipalities.*

- 7.4 CN Rail – CN In Your Community: 2019

MOVED by Director Brain, SECONDED by Director Olsen, that the correspondence from CN Rail with respect to its annual reporting be received.

**431-2019**

**CARRIED**

7.5 Municipal Insurance Association of B.C. – Summer 2019 Board Highlight

MOVED by Director Brain, SECONDED by Director Cunningham, that the correspondence from the Municipal Insurance Association of B.C. with respect to its 2019 board highlights be received.

**432-2019**

**CARRIED**

7.6 Honourable Katrine Conroy, Minister of Children and Family Development – Childcare BC New Spaces Fund

MOVED by Director Brain, SECONDED by Director Young, that the correspondence from the Honourable Katrine Conroy, Minister of Children and Family Development, with respect to the Childcare BC New Spaces fund be received.

**433-2019**

**CARRIED**

7.7 City of Prince George – Regional Collaboration on Evacuee Emergency Support Services

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from the City of Prince George with respect to regional collaboration on evacuee emergency support be received.

**434-2019**

**CARRIED**

7.8 British Columbia Utilities Commission – An Inquiry into the Regulation of Municipal Energy Utilities – Regulatory Timetable Establishment

MOVED by Director Daugert, SECONDED by Director Brain, that the correspondence from the British Columbia Utilities Commissions with respect to its inquiry into the regulation of municipal energy utilities be received.

**435-2019**

**CARRIED**

*The Board of the North Coast Regional District directed staff to register for updates on the BCUC inquiry into the regulation of municipal energy utilities.*

7.9 BC Hydro – Amendment Application for Air Emissions Permit – Sandspit Diesel Generating Station

MOVED by Director Cunningham, SECONDED by Director Young, that the correspondence from BC Hydro with respect to its amendment application for its air emissions permit at the Sandspit diesel generating station be received.

**436-2019**

**CARRIED**

- 7.10 Thompson-Nicola Regional District – ICI Recycling Letter to Minister Heyman

MOVED by Director Nobels, SECONDED by Director Young, that the correspondence from the Thompson-Nicola Regional District with respect to a proposed joint-letter to Minister Heyman with respect to ICI recycling be received;

AND THAT the Board of the North Coast Regional District support signing the joint-letter to Minister Heyman with respect to ICI recycling challenges for local governments.

**437-2019**

**CARRIED**

- 7.11 Honourable Marc Garneau, Minister of Transport – RE: Land Availability for the Proposed Construction of a Vancouver Island Regional Library Facility in the Community of Sandspit

MOVED by Director Putterill, SECONDED by Director Brain, that the correspondence from the Honourable Marc Garneau, Minister of Transport, with respect to land availability for the proposed construction of a Vancouver Island Regional Library facility in the community of Sandspit be received.

**438-2019**

**CARRIED**

- 7.12 Honourable Marc Garneau, Minister of Transport – RE: Assessment of Oil Spill Risk from Port Anchorages

MOVED by Director Cunningham, SECONDED by Director Brain, that the correspondence from the Honourable Marc Garneau, Minister of Transport, with respect to conducting an assessment of oil spill risk from port anchorages be received.

**439-2019**

**CARRIED**

- 7.13 C3 Alliance Corp. – Invitation to the 6<sup>th</sup> Annual Resource Breakfast Series

MOVED by Director Brain, SECONDED by Director Cunningham, that the correspondence from the C3 Alliance Corp. with respect to its invitation to attend the 6<sup>th</sup> annual resource breakfast series be received.

**440-2019**

**CARRIED**

- 7.14 Pacific Northern Gas – Notification Proposed Pipeline Amendment

MOVED by Director Putterill, SECONDED by Director Brain, that the correspondence from Pacific Northern Gas with respect to its notification of a proposed pipeline amendment be received.

**441-2019**

**CARRIED**

**8. REPORTS – RESOLUTIONS**

- 8.1 D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation: 2019 2<sup>nd</sup> Quarter Reporting

MOVED by Director Daugert, SECONDED by Director Olsen, that the report from staff entitled “Haida Gwaii Regional Recreation: 2019 2<sup>nd</sup> Quarter Reporting” be received for information.

**442-2019**

**CARRIED**

- 8.2 S. Landrath, Treasurer – Authority for Financial (Banking) Transactions Policy Amendment

MOVED by Director Olsen, SECONDED by Director Brain, that the report from staff entitled “Authority for Financial (Banking) Transactions Policy Amendment” be received;

AND THAT the *Authority for Financial (Banking) Transactions Policy* be amended as follows:

Add under Section 2.2.1:

- Employer Health Tax
- Teleset

Add under Section 2.2.2:

- North West Fuels
- Morganne Williams
- Bob Prudhomme

Remove under Section 2.2.2:

- Chevron

**443-2019**

**CARRIED**

- 8.3 D. Fish, Chief Administrative Officer – Haida Gwaii Animal Welfare – Request for Contribution

MOVED by Director Young, SECONDED by Director Putterill, that the report from staff entitled “Haida Gwaii Animal Welfare – Request for Contribution” be received;

AND THAT the Board of the North Coast Regional District provide grant funding to the Village of Masset (on behalf of the Haida Gwaii Animal Welfare Group), in the amount of \$2,078.01, to support further investigation into an animal welfare strategy on Haida Gwaii;

AND FURTHER THAT grant funding be drawn from Electoral Area D Grant-in-Aid, Function 173, in the amount of \$1,274.23, and Electoral Area E Grant-in-Aid, Function 174, in the amount of \$803.78.

**444-2019**

**CARRIED**

8.4 D. Fish, Chief Administrative Officer – Alternative Approval Process for Electoral Area ‘D’ Parks and Trails Service Establishing Bylaw No. 633, 2019

MOVED by Director Young, SECONDED by Director Olsen, that the report from staff entitled “Alternative Approval Process for Electoral Area ‘D’ Parks and Trails Service Establishing Bylaw No. 633, 2019” be received;

AND THAT, in accordance with s. 342 of the Local Government Act, approval of the electors of Bylaw No. 633, 2019 be authorized in the entire service area, which is comprised of Electoral Area “D”;

AND THAT, in accordance with s. 86(3) of the Community Charter, October 16, 2019, at 4:00 p.m. be established as the deadline by which elector responses, under the alternative approval process for Bylaw No. 633, 2019 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 B to the staff report entitled “Alternative Approval Process for Electoral Area ‘D’ Parks and Trails Service Establishing Bylaw No. 633, 2019”;

AND THAT the notice of alternative approval process, attached as Attachment A of the staff report entitled “Alternative Approval Process for Electoral Area ‘D’ Parks and Trails Service Establishing Bylaw No. 633, 2019” 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 1,245, with 10% of eligible electors amounting to 125.

**445-2019**

**CARRIED**

8.5 D. Fish, Chief Administrative Officer – Alternative Approval Process for Electoral Area ‘A’ Recreation Service Establishing Bylaw No. 635, 2019

MOVED by Director Nobels, SECONDED by Director Young, that the report from staff entitled “Alternative Approval Process for Electoral Area ‘A’ Recreation Service Establishing Bylaw No. 635, 2019” be received;

AND THAT, in accordance with s. 342 of the Local Government Act, approval of the electors of Bylaw No. 635, 2019 be authorized in the entire service area, which is comprised of Electoral Area “A”;

AND THAT, in accordance with s. 86(3) of the Community Charter, October 16, 2019, at 4:00 p.m. be established as the deadline by which elector responses, under the alternative approval process for Bylaw No. 635, 2019 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 B to the staff report entitled “Alternative Approval Process for Electoral Area ‘A’ Recreation Service Establishing Bylaw No. 635, 2019”;

AND THAT the notice of alternative approval process, attached as Attachment A of the staff report entitled “Alternative Approval Process for Electoral Area ‘A’ Recreation Service Establishing Bylaw No. 635, 2019” 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 379, with 10% of eligible electors amounting to 38.

**446-2019****CARRIED**

- 8.6 D. Fish, Chief Administrative Officer – Alternative Approval Process for Electoral Area ‘C’ Recreation Service Establishing Bylaw No. 636, 2019

MOVED by Director Bergman, SECONDED by Director Nobels, that the report from staff entitled “Alternative Approval Process for Electoral Area ‘C’ Recreation Service Establishing Bylaw No. 636, 2019” be received;

AND THAT, in accordance with s. 342 of the Local Government Act, approval of the electors of Bylaw No. 636, 2019 be authorized in the entire service area, which is comprised of Electoral Area “C”;

AND THAT, in accordance with s. 86(3) of the Community Charter, October 16, 2019, at 4:00 p.m. be established as the deadline by which elector responses, under the alternative approval process for Bylaw No. 636, 2019 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 B to the staff report entitled “Alternative Approval Process for Electoral Area ‘C’ Recreation Service Establishing Bylaw No. 636, 2019”;

AND THAT the notice of alternative approval process, attached as Attachment A of the staff report entitled “Alternative Approval Process for Electoral Area ‘C’ Recreation Service Establishing Bylaw No. 636, 2019” 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 258, with 10% of eligible electors amounting to 26.

**447-2019****CARRIED**

- 8.7 D. Fish, Chief Administrative Officer – Assent Voting for Oona River Community Hall Service Establishing Bylaw No. 632, 2019

MOVED by Director Bergman, SECONDED by Director Brain, that the report from staff entitled “Assent Voting for Oona River Community Hall Service Establishing Bylaw No. 632, 2019” be received;

AND THAT, pursuant to section 342 of the Local Government Act, participating area approval in respect of Bylaw No. 632, 2019 be obtained via assent voting;

AND THAT, pursuant to subsection 58(1) of the Local Government Act, Daniel Fish be appointed as Chief Election Officer and Jessica Bagnall as Deputy Chief Election Officer for conducting the assent voting, with power to appoint other election officials as required for the administration and conduct of such assent vote;

AND THAT the following question be placed on the ballot for assent voting in respect of Bylaw No. 632, 2019:

“Are you in favour of the of the Board of the North Coast Regional District adopting the Oona River Community Hall Service Establishment Bylaw No. 632, 2019, which

will permit the North Coast Regional District to establish a service within the community of Oona River to fund, annually, \$15,000 toward the operation, maintenance and capital improvement of the Oona River Community Hall and its associated properties”;

AND THAT, pursuant to subsection 176(4) of the Local Government Act, the Notice of Assent Voting, included as Attachment A to the staff report entitled “Assent Voting for Oona River Community Hall Service Establishing Bylaw No. 632, 2019”, dated August 23, 2019, be approved;

AND FURTHER THAT the Board allocate Northern Capital and Planning Grant funds, in the amount of \$6,900, toward the cost to hold assent voting in respect of Bylaw No. 632, 2019.

**448-2019**

**CARRIED**

**9. BYLAWS**

None.

**10. LAND REFERRALS / PLANNING**

None.

**11. NEW BUSINESS**

**11.1 Director’s Reports**

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

Director Brain – City of Prince Rupert

- The City hosted Mr. Larry Beasley as a facilitator for the Redesign Rupert initiative;
- Development on Watson Island is ongoing and the outlook for the site is positive; and
- The City is undertaking a number of needs assessment studies for the community including housing and child care needs.

Alternate Director Mackenzie – District of Port Edward

- A new Chief Administrative Officer has been hired and will commence work at the District on September 3, 2019.

Director Young – Electoral Area D

- Director Young met with Northern Development Initiative Trust staff to participate in community development roundtable discussions hosted on Haida Gwaii; and
- Director Young continues to meet with residents on local issues.

Director Olsen – Village of Queen Charlotte

- The Village is working on a community renewable energy strategy;
- The Village will be developing a 10-year child care strategy;
- Director Olsen continues to circulate a joint-letter from elected officials to Gwaii Trust with respect to governance funding to support the all-island protocol table; and
- The Village continues to engage with the public and stakeholders on a proposed municipal name change.

Director Nobels – Electoral Area A

- Director Nobels participated in the Groundfish Development Authority's meeting held August 7, 2019 to make recommendation to the Minister on quotas;
- In May 2019, Director Nobels participated in discussions hosted by UBC around thriving coastal communities. More recently, this group has received Vancouver Foundation grant funds to study how coastal communities can be more resilient and sustainable;
- The community of Dodge Cove received a shipment of gravel from O'Brien's Road and Bridge; and
- The Vopak d'AIR was accepted and will form the basis for the ongoing environmental assessment taking place for the terminal project in Prince Rupert.

Director Daugert – Village of Port Clements

- The Village continues to wait on notification of grant funds for the Village's well replacement project;
- The Village has issued an RFP for repair works to Rainbow Wharf; and
- The Village is experiencing design challenges with its sewer lagoon – the federal government is not recognizing the shadow population in the Village.

Director Putterill – Electoral Area E

- Director Putterill attended 2 VIRL executive meetings throughout the summer – a 2020 budget will be presented to local governments shortly;
- GwaiiTel has upgraded the radio link between Old Massett and Mt. Hayes; and
- Director Putterill met with the Skidegate Band Council to discuss a variety of community issues.

Chair Pages – Village of Masset

- The Village was approved grant funding to complete a childcare needs assessment for the community;
- The Village was approved grant funding to complete a housing needs assessment, which the Village intends to partner with Old Massett on;
- The new co-op in Skidegate has opened; and
- Haida Gwaii has seen a busy tourism season over the summer.

**449-2019****CARRIED**

- 11.2 Recycle BC Packaging and Paper Product Extended Producer Responsibility Plan

MOVED by Director Nobels, SECONDED by Director Cunningham, that the Recycle BC Packaging and Paper Product Extended Producer Responsibility Plan be received.

**450-2019****CARRIED**

- 11.3 D. Fish, Chief Administrative Officer – Electoral Area D Proposed Application to the Community Resiliency Investment Program

MOVED by Director Nobels, SECONDED by Director Brain, that the verbal report from staff entitled "Electoral Area D Proposed Application to the Community Resiliency Investment Program" be received for information.

**451-2019****CARRIED**

**12. OLD BUSINESS**

None.

**13. PUBLIC INPUT**

There were 0 questions from the public.

**14. IN CAMERA**

MOVED by Director Brain, SECONDED by Director Young, that the public be excluded from the meeting according to section 90(1)(a)(c) and (k) 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”, “labour relations or other employee relations”, and “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”.

**452-2019**

**CARRIED**

**15. ADJOURNMENT**

MOVED by Director Brain, SECONDED by Director Nobels, that the North Coast Regional District Regular Board meeting be adjourned at 9:25 p.m.

**453-2019**

**CARRIED**

*Approved and adopted:*

*Certified correct:*

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***Chair***

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***Corporate Officer***