



## 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, December 14, 2018 at 7:00 p.m.

### PRESENT

### PRIOR TO ADOPTION

Chair            B. Pages, Village of Masset

Directors        L. Brain, City of Prince Rupert  
                       B. Cunningham, City of Prince Rupert  
                       D. Franzen, District of Port Edward  
                       K. Olsen, Village of Queen Charlotte (*via teleconference*)  
                       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            0  
 Media            1

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

**2. AGENDA**

MOVED by Director Cunningham, SECONDED by Director Brain, that the December 14, 2018 North Coast Regional District Regular amended agenda be further amended and adopted to include the following:

- 11.3 BC Wild Salmon Strategy Community Meeting
- 11.4 Bill C-48
- 11.5 Community Emergency Preparedness Fund
- 11.6 UBCM Coastal Forests
- 12.2 Bylaw 621, 2018

**442-2018**

**CARRIED**

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

3.1 Minutes of the Statutory Meeting of the North Coast Regional District Board held November 16, 2018

MOVED by Director Brain, SECONDED by Director Putterill, that the minutes of Statutory Meeting of the North Coast Regional District Board held November 16, 2018 be adopted as presented.

**443-2018**

**CARRIED**

- 3.2 Minutes of the Regular Meeting of the North Coast Regional District Board held November 16, 2018

MOVED by Director Cunningham, SECONDED by Director Brain, that the minutes of Regular Meeting of the North Coast Regional District Board held November 16, 2018 be adopted as presented.

**444-2018**

**CARRIED**

- 3.3 Rise and Report – November 16, 2018 (*no motion required*)

MOVED by Director Cunningham, SECONDED by Director Franzen, that the report from staff entitled “2019 Board Appointments” be received;

AND THAT the Board of the North Coast Regional District make the following appointments for 2019:

Haida Gwaii Museum	Director Olsen
Yellowhead Highway Association	Director Brain Alt: Director Franzen
Vancouver Island Regional Library	Director Putterill Alt: Director Young
Prince Rupert Regional Archives	Director Brain Alt: Director Cunningham
Municipal Insurance Association of B.C.	Director Bergman Alt: Director Nobels
Municipal Finance Authority of B.C.	Chair Pages Alt: Director Franzen
BC Ferries Advisory Committee	Director Putterill
Northern Development Initiative Trust	Director Young
Ground Fish Association	Director Nobels
Port Edward Historical Society	Director Bergman
North Central Local Government Association	Director Brain

IC040-2018

**CARRIED**

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.

IC041-2018

**CARRIED**

MOVED by Director Putterill, SECONDED by Director Olsen, that the report from staff entitled “Appointments to the Moresby Island Management Committee” be received;

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:

- Gordon Usher,
- Gail Henry,
- Bill Quaas,
- Stan Hovde, and
- Director Evan Putterill.

IC042-2018

CARRIED

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.

IC043-2018

CARRIED

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;

AND THAT the Board of the North Coast Regional District send correspondence to Ms. Bowler to thank her for her service.

IC044-2018

CARRIED

#### **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

MOVED by Director Franzen, SECONDED by Director Putterill, that the minutes of the Regular meeting of the Moresby Island Management Standing Committee held November 6, 2018 be received.

**445-2018**

**CARRIED**

#### **5. DELEGATIONS**

- 5.1 Haida Gwaii SPCA – Request for Feedback on Draft Bylaws for Animal Regulation on Haida Gwaii

Anna-Maria Husband, Chair of the Haida Gwaii BC SPCA, and Amy Morris, BC SPCA, addressed the Board of the North Coast Regional District with respect to a request for feedback on draft animal regulation bylaws that are being considered for Haida Gwaii.

Chair Pages indicated that the Village of Masset had resolved to submit an application to the Vancouver Foundation Systems Change Grant program on behalf of the Haida Gwaii SPCA to support the development of a feasibility study for animal control regulation on Haida Gwaii. The Chair indicated that this would be a first step in providing feedback on a proposed service.

Ms. Husband answered questions posed by the Board.

The Chair thanked the Haida Gwaii SPCA for its presentation.

**6. FINANCE**

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

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

**446-2018**

**CARRIED**

**7. CORRESPONDENCE**

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

MOVED by Director Franzen, SECONDED by Director Olsen, that the correspondence from the Queen Charlotte Heritage Housing Society with respect to its request for a letter of support to accompany its application to the Gwaii Trust Major Contributions grant program be received.

**447-2018**

**CARRIED**

MOVED by Director Putterill, SECONDED by Director Nobels, that staff be directed to seek additional project information, such as detailed project costs and a project description from the Queen Charlotte Heritage Housing Society.

**448-2018**

**CARRIED**

- 7.2 TransCanada Yellowhead Highway Association – 2018 Member Update

MOVED by Director Putterill, SECONDED by Director Brain, that the correspondence from the TransCanada Yellowhead Highway Association with respect its 2018 member update be received.

**449-2018**

**CARRIED**

- 7.3 Hon. Selina Robinson, Minister of Municipal Affairs and Housing –Foundational Principles of Responsible Conduct

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from Minister Robinson with respect to foundational principles of responsible conduct be received.

**450-2018**

**CARRIED**

- 7.4 Association of Vancouver Island and Coastal Communities – 2019 Call for Resolutions and Nominations for Executive

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from the Association of Vancouver Island and Coastal Communities with respect to 2019 resolutions and nominations for executive be received.

**451-2018**

**CARRIED**

## 7.5 North Central Local Government Association – NCLGA 2018 Nominations

MOVED by Director Cunningham, SECONDED by Director Brain, that the correspondence from the North Central Local Government Association with respect to 2018 nominations be received.

**452-2018**

**CARRIED**

## 7.6 Jennifer Rice, MLA North Coast – Funding Opportunity – Building Infrastructure Projects in Small, Rural Communities Like Ours

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from Jennifer Rice with respect to the Investing in Canada Infrastructure programs be received.

**453-2018**

**CARRIED**

## 7.7 Office of the Seniors Advocate BC – Congratulations!

MOVED by Director Brain, SECONDED by Director Franzen, that the correspondence from the Office of the Seniors Advocate BC with respect to congratulating newly elected officials be received.

**454-2018**

**CARRIED**

## 7.8 Regional District of Kitimat-Stikine – RDKS Solid Waste Management Plan

MOVED by Director Nobels, SECONDED by Director Cunningham, that the correspondence from the Regional District of Kitimat Stikine with respect to its solid waste management plan be received;

AND THAT the Board of the North Coast Regional District appoint Tim Des Champs, Recycling Operations Manager, to the Regional District of Kitimat-Stikine's solid waste management plan public and technical advisory committee.

**455-2018**

**CARRIED**

**8. REPORTS – RESOLUTIONS**

## 8.1 D. Fish, Corporate Officer – Ports Modernization Review

MOVED by Director Nobels, SECONDED by Director Brain, that the report from staff entitled “Ports Modernization Review” be received;

AND THAT staff be directed to schedule a Special meeting of the North Coast Regional District Board with Transport Canada to discuss the ports modernization review.

**456-2018**

**CARRIED**

8.2 D. Fish, Corporate Officer – Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 2018

MOVED by Director Putterill, SECONDED by Director Nobels, that the report from staff entitled “Alternative Approval Process for Regional Recycling Facility Capital Upgrades Loan Authorization Bylaw No. 626, 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.

**457-2018**

**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 Daugert, that the report from staff entitled “Rural & Northern Communities and Community, Culture & Recreation Programs” 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.

**458-2018**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Bergman, that staff submit an application for grant funding for the Oona River Community Hall Completion 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.

**459-2018**

**CARRIED**

## 8.4 D. Chapman, Chief Administrative Officer – B.C. Natural Resources Forum

MOVED by Director Franzen, SECONDED by Director Nobels, that the report from staff entitled “B.C. Natural Resources Forum” be received.

**459-2018**

**CARRIED**

## 8.5 S. Gill, Treasurer – Elected Officials Remuneration

MOVED by Director Putterill, SECONDED by Director Brain, that the report from staff entitled “Elected Officials Remuneration” 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.

**460-2018**

**CARRIED**

*Director Olsen opposed.*

## 8.6 S. Gill, Treasurer – 2018-2022 Five Year Financial Plan Amendment Bylaw No. 622.1, 2018

MOVED by Director Brain, SECONDED by Director Young, that the report from staff entitled “2018-2022 Five Year Financial Plan Amendment Bylaw No. 622.1, 2018” be received for information.

**461-2018**

**CARRIED**

*Chair Pages declared a conflict of interest and left the meeting at 7:59 p.m.*

*Vice Chair Nobels assumed the position of Chair.*

## 8.7 S. Gill, Treasurer – Revenue Anticipation Borrowing Bylaw

MOVED by Director Franzen, SECONDED by Director Brain, that the report from staff entitled “Revenue Anticipation Borrowing Bylaw” be received for information.

**462-2018**

**CARRIED**

**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

MOVED by Director Brain, SECONDED by Director Franzen, that Bylaw No. 629, 2018 be given first reading.

**463-2018**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Franzen, that Bylaw No. 629, 2018 be given second reading.

**464-2018**

**CARRIED**

MOVED by Director Putterill, SECONDED by Director Brain, that Bylaw No. 629, 2018 be given third reading.

**465-2018**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Brain, that Bylaw No. 629, 2018 be adopted.

**466-2018**

**CARRIED**

*Chair Pages rejoined the meeting at 8:02 p.m.*

- 9.2 Bylaw No. 622.1, 2018 – Being a bylaw to amend the 2018-2022 Five Year Financial Plan Bylaw No. 622, 2018

MOVED by Director Nobels, SECONDED by Director Brain, that Bylaw No. 622.1, 2018 be given first reading.

**467-2018**

**CARRIED**

MOVED by Director Daugert, SECONDED by Director Brain, that Bylaw No. 622.1, 2018 be given second reading.

**468-2018**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Nobels, that Bylaw No. 622.1, 2018 be given third reading.

**469-2018**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Brain, that Bylaw No. 622.1, 2018 be adopted.

**470-2018**

**CARRIED**

- 9.3 Bylaw No. 469.3, 2018 – Being a bylaw to amend the *Skeena-Queen Charlotte Regional District Sandspit Water Service Establishment Bylaw No. 469, 2005*

MOVED by Director Franzen, SECONDED by Director Putterill, that Bylaw No. 469.3, 2018 be given first reading.

**471-2018**

**CARRIED**

MOVED by Director Cunningham, SECONDED by Director Franzen, that Bylaw No. 469.3, 2018 be given second reading.

**472-2018**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Putterill, that Bylaw No. 469.3, 2018 be given third reading.

**473-2018**

**CARRIED**



**10. LAND REFERRALS / PLANNING**

None.

**11. NEW BUSINESS**

## 11.1 Director's Reports

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

Director Cunningham – City of Prince Rupert

- The City of Prince Rupert Council adopted an amendment to its zoning regulation bylaws to allow for the sale of retail cannabis in designated areas of the community;
- The Metlakatla senior housing project is well underway with construction and moving quickly; and
- The Park Avenue supportive housing project is also well underway with construction.

Director Brain – City of Prince Rupert

- Industrial activity on Watson Island continues to remain steady, generating income for the City;
- The City is engaging with an architect on design work identified in the Redesign Rupert plan; and
- Director Brain continues to work with the Northwest BC Resource Benefits Alliance as the North Coast Regional District representative.

Director Franzen – District of Port Edward

- The District donated \$750 toward the Sugar Shack Festival event planned to take place in Prince Rupert, B.C. in January 2019; and
- The newly constructed senior housing units in the community have now been rented out.

Director Putterill – Electoral Area E

- Director Putterill is engaging with a number of community groups to identify priority projects for the community.

Director Nobels – Electoral Area A

- Residents in Dodge Cove met to discuss the potential of a proposed ferry parking area in the community to support a proposed BC Ferries sailing from Prince Rupert to Digby Island. The community requested additional time into 2019 to come to a decision.

Director Daugert – Village of Port Clements

- The TELUS cell tower is currently under construction in the Village;
- The Village held its annual Christmas concert, which was well attended; and
- The Village is patiently waiting on a number of engineering studies to complete prior to submitting for infrastructure grant funding in the new year.

Director Young – Electoral Area D

- Director Young attended a meeting at the Haida Gwaii Museum on November 23<sup>rd</sup>, 2018 to hear presentation from officials from Samso, Denmark with regard to energy efficiency;
- Director Young attended the regular meeting of the Misty Isles Economic Development Society Board of Directors in December 2019; and
- Director Young attended the last meeting of the GwaiiTel Society.

Director Olsen – Village of Queen Charlotte

- The Village is conducting site inspection for a proposed new assisted living building location;
- Director Olsen attended an introductory meeting with the School District 50 Board of Trustees;
- The Village is currently exploring the feasibility of connecting the Village's sewer system to the Skidegate sewerage system;
- The Village intends to make application to the Investing In Canada Infrastructure Program, Rural and Northern Communities stream, to support the development of a new firehall in the community; and
- Director Olsen welcomed two new elected officials to the Council of the Haida Nation – Jason Alsop, President, and Trevor Russ, Vice President.

Chair Pages – Village of Masset

- The Village of Masset Council resolved so submit an application to the Vancouver Foundation System Change program, on behalf of the Haida Gwaii SPCA, to support the development of a feasibility study for animal control on Haida Gwaii;
- There appears to be a number of renovation or new construction projects taking place in the community, including a new garage in the downtown core; and
- Chair Pages attending the community's annual Christmas concert.

**474-2018****CARRIED**

## 11.2 North Coast Regional District Draft 2019 Board Meeting Schedule

MOVED by Director Nobels, SECONDED by Director Brain, that the draft 2019 North Coast Regional District Board meeting schedule be received;

AND THAT the 2019 North Coast Regional District Board meeting be adopted as presented.

**475-2018****CARRIED**

## 11.3 BC Wild Salmon Strategy Community Meeting

MOVED by Director Franzen, SECONDED by Director Young, that the verbal report from Director Nobels with respect to the BC Wild Salmon Strategy meeting being held in Prince Rupert, B.C. on December 17, 2018 be received for information.

**476-2018****CARRIED**

## 11.4 Bill C-48

MOVED by Director Franzen, SECONDED by Director Putterill, that the verbal report from Director Nobels with respect to Bill C-48 and the federal government's request for witness testimony be received for information.

**477-2018****CARRIED**

## 11.5 Community Emergency Preparedness Fund

MOVED by Director Putterill, SECONDED by Director Nobels, that staff be directed to work with local emergency preparedness groups to identify community projects that align with the fund;

AND THAT staff prepare a report on its findings in January 2019.

**478-2018**

**CARRIED**

MOVED by Director Putterill, SECONDED by Director Nobels, that staff be directed to investigate the Flood Risk and Mitigation funding stream and potential alignment with projects related to shoreline erosion and flood inundation along Shingle Bay Road in Sandspit, B.C.;

AND THAT staff prepare a report on its findings in January 2019.

**479-2018**

**CARRIED**

## 11.6 UBCM Coastal Forests

*Director Brain noted that he had been contact by the North Central Local Government Association with respect to engagement with local governments to discuss forestry policy, impacts on communities, and potential changes to policy. Staff were directed to respond to the North Central Local Government Association and participate in the proposed engagement.*

## 12. OLD BUSINESS

## 12.1 Local Government Leadership Academy – 2019 Elected Officials Seminar

MOVED by Director Putterill, SECONDED by Director Young, that the Board of the North Coast Regional District sanction the travel of Directors Putterill and Young to attend the Local Government Leadership Academy’s elected officials seminar in Richmond, B.C. on January 15-17, 2019.

**480-2018**

**CARRIED**

## 12.2 Bylaw 621, 2018

MOVED by Director Putterill, SECONDED by Director Nobels, that staff be directed to bring forward Bylaw No. 621, 2018 to the January 25, 2018 Regular Board meeting for further consideration.

**481-2018**

**CARRIED**

## 13. PUBLIC INPUT

There were 0 questions from the public.

## 14. IN CAMERA

MOVED by Director Franzen, SECONDED by Director Brain, that the public be excluded from the meeting according to section 90(2)(a) 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”.

**482-2018**

**CARRIED**

**15. ADJOURNMENT**

MOVED by Director Cunningham, SECONDED by Director Brain, that the North Coast Regional District Regular Board meeting be adjourned at 9:58 p.m.

**483-2018**

**CARRIED**

*Approved and adopted:*

*Certified correct:*

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***Chair***

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***Corporate Officer***