



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 24, 2020 at 7:00 p.m.

PRESENT

PRIOR TO ADOPTION

Chair B. Pages, Village of Masset

Directors L. Brain, City of Prince Rupert (*Via Teleconference*)
B. Cunningham, City of Prince Rupert
K. Bjorndal, District of Port Edward
K. Olsen, Village of Queen Charlotte
D. Daugert, Village of Port Clements
D. Nobels, Electoral Area A
K. Bergman, Electoral Area C
J. Young, Electoral Area D
E. Putterill, Electoral Area E

Staff D. Fish, Chief Administrative Officer
S. Landrath, Treasurer
J. Bagnall, Corporate Officer

Public 0
Media 0

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

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

2. AGENDA

MOVED by Director Olsen, SECONDED by Director Nobels, that the January 24, 2020 North Coast Regional District Regular amended agenda be adopted further amended and adopted as follows to include:

- 11.5 Correspondence to the Minister of Transportation and Infrastructure to Request a Pedestrian Walkway on Sangan River Bridge
- 11.6 Subsection 32(2) Complaint Against the 2020 Completed Assessment Roll in Accordance with paragraph 32 (1) (c) of the Assessment Act
- 11.7 Northern Development Initiative Trust Local Government Management Internship - Update

001-2020

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regular meeting of the North Coast Regional District Board held December 13, 2019

MOVED by Director Putterill , SECONDED by Director Bjordnal, that the minutes of Regular meeting of the North Coast Regional District Board held December 13, 2020 be adopted as presented.

002-2020

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Minutes of the Regular meeting of the Electoral Area Advisory Committee held November 7, 2019

MOVED by Director Putterill, SECONDED by Director Young, that the minutes of the Electoral Area Advisory Committee held November 7, 2019 be received as presented.

003-2020

CARRIED

- 4.2 Minutes of the Regular meeting of the Electoral Area Advisory Committee held November 15, 2019

MOVED by Director Nobels, SECONDED by Director Young, that the minutes of the Electoral Area Advisory Committee held November 15, 2019 be received as presented.

004-2020

CARRIED

- 4.3 Minutes of the Regular meeting of the Moresby Island Management Standing Committee held December 2, 2019

MOVED by Director Putterill, SECONDED by Director Young, that the minutes of the Moresby Island Management Standing Committee held December 2, 2019 be received as presented.

005-2020

CARRIED

- 4.4 Minutes of the Regional Recycling Advisory Committee held July 17, 2019

MOVED by Director Bjordnal, SECONDED by Director Cunningham, that the minutes of the Minutes of the Regional Recycling Advisory Committee held July 17, 2019 be received as presented.

006-2020

CARRIED

5. DELEGATIONS

None.

6. FINANCE

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

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

007-2020

CARRIED

- 6.2 S. Landrath, Treasurer – Supplier Payments over \$5,000 for November, 2019
MOVED by Director Cunningham, SECONDED by Director Nobels, that the amended staff report on Supplier Payments over \$5,000 issued by the North Coast Regional District for November 2019 be received and filed.

008-2020

CARRIED

7. CORRESPONDENCE

- 7.1 List of Correspondence Supplied – For Information
MOVED by Director Bjordnal, SECONDED by Director Olsen, that the list of correspondence supplied be received for information.

009-2020

CARRIED

- 7.1.8 Ministry of Environment and Climate Change Strategy - Kunx̄alas Heritage Site/Conservatory

MOVED by Director Putterill, SECONDED by Director Olsen, that the correspondence from the Ministry of Environment and Climate Change Strategy with respect to Kunx̄alas Heritage Site/Conservatory be received;

AND THAT the Board submit correspondence to Honourable George Heyman, Minister of Environment and Climate Change Strategy to request that Ministry staff revisit and update the NCRD Board on the process regarding road maintenance agreements for access to Sheldens Bay and for opportunities with the Ministry of Forests, Lands, Resource Operations, and Rural Development as indicated in the received correspondence.

010-2020

CARRIED

- 7.1.9 Ministry of Transportation and Infrastructure – BC Ferries' Routes 11 and 26

MOVED by Director Putterill, SECONDED by Director Olsen, that the correspondence from the Ministry of Transportation and Infrastructure with respect to BC Ferries' Routes 11 and 26 be received;

AND THAT the Board submit correspondence to Honourable Claire Trevena, Minister of Transportation and Infrastructure to request that Ministry staff define more clearly the authority of jurisdiction and responsibilities between BC Ferries and Ministry of Transportation in regard to BC Ferries routes;

AND THAT the Board requests that any requests received regarding BC Ferries routes be included as input for consideration when undergoing public consultation processes.

AND FURTHER, that a copy of this correspondence be sent to Jennifer Rice, MLA for the North Coast.

011-2020

CARRIED

- 7.2 North Central Local Government Association – Resolution Submission Guidelines

MOVED by Director Nobels, SECONDED by Director Olsen, that the correspondence from North Central Local Government Association with respect to a Resolution Submission Guidelines be received for information.

012-2020

CARRIED

- 7.3 Association of Vancouver Island and Coastal Communities – 2020 Annual General Meeting and Convention – Resolutions Notice

MOVED by Director Nobels, SECONDED by Director Putterill, that the correspondence from Association of Vancouver Island and Coastal Communities with respect to a 2020 Annual General Meeting and Convention – Resolutions Notice be received for information.

013-2020**CARRIED**

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

MOVED by Director Nobels, SECONDED by Director Bjordnal, that the correspondence from Association of Vancouver Island and Coastal Communities with respect to Call for Nominations for AVICC Executive be received for information.

014-2020**CARRIED****8. REPORTS – RESOLUTIONS**

- 8.1 J. Bagnall, Corporate Officer - Bylaw 621 Alternative Approval Process (AAP)

MOVED by Director Nobels, SECONDED by Director Olsen, that the staff report entitled “Bylaw 621 Alternative Approval Process (AAP)” be received;

AND THAT, in accordance with s. 342 of the *Local Government Act*, approval of the electors of Bylaw No. 621, 2018 be authorized separately in each participating areas of the service area comprised of Prince Rupert, Port Edward, Electoral Area “A”, and Electoral Area “C”;

AND THAT, in accordance with s. 86(3) of the *Community Charter*, March 31st, 2020, at 4:00 p.m. be established as the deadline by which elector responses, under the alternative approval process for Bylaw No. 621, 2018 must be submitted to the North Coast Regional District by qualified electors within each participating 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 Mainland Arts and Culture Contribution Bylaw No. 621, 2018”;

AND THAT the notice of alternative approval process, attached as Attachment A of the staff report entitled “Alternative Approval Process for Mainland Arts and Culture Contribution Bylaw No. 621, 2018” be approved as amended to include 2020 completed roll assessment values;

AND FURTHER THAT, pursuant to s. 86(3) of the *Community Charter*, a fair determination of the total number of eligible electors of the Prince Rupert service area is 8,860, with 10% of eligible electors amounting to 886;

AND FURTHER THAT, pursuant to s. 86(3) of the *Community Charter*, a fair determination of the total number of eligible electors of the Port Edward service area is 390, with 10% of eligible electors amounting to 39;

AND FURTHER THAT, pursuant to s. 86(3) of the *Community Charter*, a fair determination of the total number of eligible electors of the Electoral Area “A” service area is 468, with 10% of eligible electors amounting to 47;

AND FURTHER THAT, pursuant to s. 86(3) of the *Community Charter*, a fair determination of the total number of eligible electors of the Electoral Area “C” service area is 270, with 10% of eligible electors amounting to 27.

015-2020**CARRIED**

- 8.2 J. Bagnall, Corporate Officer – Options for an Emergency Preparedness Advisory Committee for Area E

MOVED by Director Putterill, SECONDED by Director Young, that the staff report entitled “Options for an Emergency Preparedness Advisory Committee for Area E” be received for information.

016-2020

CARRIED

MOVED by Director Putterill, SECONDED by Director Young, that the Board direct staff to contact the Sandspit Emergency Preparedness Planners (SEPP) to request input from volunteers on potential of the formalization of the committee from its current structure.

017-2020

CARRIED

- 8.3 J. Bagnall, Corporate Officer – 2020 Parcel Tax Roll Review Scheduling

MOVED by Director Bjordnal, SECONDED by Director Nobels, that the staff report entitled “2020 Parcel Tax Roll Review Panel Scheduling” be received;

AND THAT the Board appoint Director Putterill, Director Olsen, and Director Young as members of the Board as the Parcel Tax Roll Review Panel to meet and review the Sandspit Water Parcel Tax Roll;

AND THAT February 21, 2020 at 6:45 p.m. be scheduled as the sitting of the Review Panel;

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

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

018-2020

CARRIED

- 8.4 S. Landrath, Treasurer - Northern Development Initiative Trust 2020 Nominal Funding Allocation

MOVED by Director Putterill, SECONDED by Director Nobels, that the staff report entitled “Northern Development Initiative Trust 2020 Nominal Funding Allocation” be received for information.

019-2020

CARRIED

9. BYLAWS

None.

10. LAND REFERRALS / PLANNING

10.1 M. Williams, Planning Consultant - Referral – Hartley Bay, Research and Education

MOVED by Director Bergman, SECONDED by Director Young, that the staff report entitled “Hartley Bay, Research and Education” be received;

AND THAT the Board of the North Coast Regional District provide no response to the Ministry regarding land referral 117670623-004.

020-2020**CARRIED****11. NEW BUSINESS**

11.1 Director’s Reports

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

021-2020**CARRIED**Director Putterill – Area E

- The Kwuna ferry scheduled to be restored on January 28th, 2020.

Director Daugert – Port Clements

- There are two new water wells in Port Clements, which will provide for more secure water access in addition to the existing wells. The new wells are not hooked up at this point but could be accessed in temporary situations.
- The current freezing weather highlighted a number of new leaks in the water system.
- Director Daugert worked with another member of Port Clements’ Council to make recommendations to the Haida Gwaii Management Council of the Annual Allowable Cut.
- The Village of Port Clements acknowledges the sale of Gwaii Communications to Telus and is assessing how that change will impact its current agreement with Gwaii Communications.

Director Bjordnal – Port Edward

- Director Bjorndal reported on a water main break to the port of Prince Rupert.
- The District of Port Edward recently received new process control equipment for their water system, which will provide easier monitoring for the public works department.
- The North Pacific Cannery received a \$100,000 grant for cannery and renewed its long term lease with the province. The Cannery is in the process of fundraising for a number of identified improvements.

Director Young – Area D

- Director Young reported on working with community members regarding accessing grants through the Gwaii Trust
- Attended the Northern Development Initiative Trust North West Regional Advisory Committee meeting and updated the Board that several program initiatives and changes are being discussed and will be announced as they are more finalized.
- It’s exciting to see the All Island Protocol initiative and joint project application to the UBCM Community Emergency Preparedness Fund.

Director Olsen – Queen Charlotte

- Attended the Haida Gwaii Museum meeting, the Museum expresses appreciation for financial support. The Museum will also be having new exhibits which is very exciting.
- There is a salt shortage facing Haida Gwaii because of the need to salt roads.

Director Pages

- Director Pages reported on the recent cold snap that impacted the Village of Masset, and that they did the best with the limited equipment and resources.

- 11.2 J. Bagnall, Corporate Officer - Community Investment Fund Application for Phase 1 Roof Replacement
- MOVED by Director Nobels, SECONDED by Director Olsen, that the staff report entitled "Community Investment Fund Application for Phase 1 Roof Replacement" be received;
- AND THAT the Board authorizes staff to apply to the Community Investment Fund for up to 50% of the eligible project costs for Phase 1: Roof Replacement of the Regional Recycling Depot Asset Upgrade Project;
- AND THAT the Board authorizes staff to contact agencies for letters of support for the North Coast Regional Districts application to the Community Investment Fund for up to 50% of the eligible project costs for Phase 1: Roof Replacement of the Regional Recycling Depot Asset Upgrade Project.
- 022-2020** **CARRIED**
- 11.3 Director Putterill, Area E - Motor Vehicle Act Pilot Projects
- MOVED by Director Putterill, SECONDED by Director Olsen, that the correspondence be received for information.
- 023-2020** **CARRIED**
- 11.4 Director Putterill, Area E - Trails Strategy Review
- MOVED by Director Putterill, SECONDED by Director Nobels, that staff be directed to prepare a report for the February 21st, 2020 Regular Board Meeting to present draft comments to the Trails Strategy Review outlining Official Community Plan rural area policy objectives and the Board Strategic Plan.
- 024-2020** **CARRIED**
- 11.5 Correspondence to the Minister of Transportation and Infrastructure to Request a Pedestrian Walkway on Sangan River Bridge
- MOVED by Director Young, SECONDED by Director Putterill, that the Board send correspondence to the Minister of Transportation and Infrastructure, Honourable Claire Trevena, to request a pedestrian walkway on Sangan River Bridge.
- AND THAT a copy of correspondence be sent to North Coast – MLA Jennifer Rice, Deputy Minister of Transportation and Infrastructure Grant Main, and District Manager of Transportation Brian Lomas.
- 025-2020** **CARRIED**
- 11.6 Director Nobels, Area A – Subsection 32(2) Complaint Against the 2020 Completed Assessment Roll in Accordance with paragraph 32 (1) (c) of the Assessment Act
- MOVED by Director Bjordnal, SECONDED by Director Young, that the staff draft correspondence entitled "Subsection 32(2) Complaint Against the 2020 Completed Assessment Roll in Accordance with paragraph 32 (1) (c) of the Assessment Act" be received;
- AND THAT the Board authorizes staff to submit the correspondence titled "Subsection 32(2) Complaint Against the 2020 Completed Assessment Roll in Accordance with paragraph 32 (1) (c) of the Assessment Act" to BC Assessment Authority.
- 026-2020** **CARRIED**

11.7 Northern Development Initiative Trust Local Government Management Internship - Update

MOVED by Director Nobels, SECONDED by Director Putterill, that the Board of the North Coast Regional District supports the application to Northern Development Initiative Trust for a grant of up to \$50,000 to host an intern under the Local Government Internship Program from the North Coast Regional District Nominal Funding Account;

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

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

027-2020

CARRIED

12. OLD BUSINESS

12.1 D. Fish – Chief Administrative Officer - Areas D and E Coastal Erosion Risk Assessment CEPF Application

MOVED by Director Putterill, SECONDED by Director Olsen, that the report from staff entitled “Electoral Areas D & E Coastal Erosion Risk Assessment – Application to the Community Emergency Preparedness Fund” 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 – Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning stream in support of a coastal erosion risk assessment and mapping project to be undertaken in Electoral Areas D and E;

AND FURTHER THAT the North Coast Regional District provide overall grant management in support of the project.

028-2020

CARRIED

13. PUBLIC INPUT

There were 0 questions from the public.

14. IN CAMERA

MOVED by Director Nobels, SECONDED by Director Young, that the public be excluded from the meeting according to section 90(1); (a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (c)labour relations or other employee relations; (i)the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (j)information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*; and (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the *Community Charter*.

029-2020

CARRIED

15. ADJOURNMENT

MOVED by Director Nobels, SECONDED by Director Young, that the North Coast Regional District Regular Board meeting be adjourned at 8:35 p.m.

030-2020

CARRIED

Approved and adopted:

Certified correct:

Chair

Corporate Officer