



North Coast Regional District
RBA Funding Electoral Area Advisory Committee Meeting Agenda
Friday, June 19, 2026 10:00 AM

Held at the Highliner Hotel (815 1st Avenue, Prince Rupert, BC V8J 1B3)

Link: [Join Zoom Meeting](#)

Dial: 1 778 907 2071

Meeting ID: 690 464 2377

Page

1. CALL TO ORDER

- 1.1. Call to Order.
- 1.2. *The North Coast Regional District Electoral Area Advisory Committee acknowledges the traditional territory of the Haida and Tsimshian on which this meeting takes place.*

2. CONSIDERATION OF AGENDA (ADDITIONS/DELETIONS)

- 2.1. Adoption of Agenda

That the June 19, 2026 RBA Funding Electoral Area Advisory Committee meeting agenda be adopted as presented/amended.

3. CORRESPONDENCE

4. REPORTS / RESOLUTIONS

- 4.1. D. Fish, Chief Administrative Officer - Resource Benefits Alliance & Community Works Funds Funding

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That the report entitled "Resource Benefits Alliance & Community Works Funds Funding" be received;

And that the EAAC provide direction to staff with respect to RBA funding allocations.

[2026.06.19 Staff Report - EAAC RBA & CWF Fund Allocations Scoping\(1\)](#)

[2026.02.27 Community Works Funds CWF \(Gas Tax\) Eligible Project](#)

[Categories ATTACHMENT](#)

[FIN-04 Community Works Fund Allocation Policy](#)

[Digby Trail Concept Design - Proposal 03302026](#)

[BC900XL Spec Sheet](#)

5. NEW BUSINESS

6. OLD BUSINESS

- 6.1. Director Putterill, Electoral Area E - Sandspit Community Society Community Exercise Gym Project

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For direction.

[Sandspit Community Gym Project](#)

7. PUBLIC INPUT

8. ADJOURNMENT

8.1. Adjourn

That the Electoral Area Advisory Committee resolves to adjourn the June 19, 2026 meeting the time being _____ P.M.



Staff Report

Date: June 19, 2026
To: Electoral Area Advisory Committee
From: D. Fish, Chief Administrative Officer & S. Landrath, Treasurer
Subject: Resource Benefits Alliance & Community Works Funds Funding

Recommendation:

THAT the report entitled “Resource Benefits Alliance & Community Works Funds Funding” be received;

AND THAT the EAAC provide direction to staff with respect to RBA funding allocations.

PURPOSE:

The purpose of this report is to present to the Electoral Area Advisory Committee (EAAC) information pertaining to Resource Benefits Alliance (RBA) and Community Works Funds (CFW) funding in support of making allocations of RBA funding toward eligible projects and service reserves in advance of March 28, 2027.

BACKGROUND:

The NCRD received \$2,510,118 (years 2, 3, and 4 RBA Funds) on March 28, 2025. The NCRD has 24 months to allocate year 2, 3, and 4 funding toward service reserves or project work.

The 2024 RBA allocations for Capital Projects were as follows:

Project	Amount	Service Reserve
Sandspit Trail Development	\$272,720	Parks and Trails E
Sandspit Fire Truck Replacement (Contribution)	\$140,255 (\$900k in yr 5)	Sandspit Fire
Anvil Trail Development	\$155,840	Parks and Trails D
Dodge Cove Gazebo Project	\$19,480	Mainland Recreation A
Oona River Incinerator (Contribution)	\$38,960	Regional Solid Waste
Tlell Soccer Fields Parking Lot	\$23,375	Haida Gwaii Recreation
Community Woodchipper (Contribution)	\$38,960	Emergency Program D & E
ISW Asset Management Plan (Contribution)	\$38,960	Islands Solid Waste
TOTAL:	\$728,550	

The 2024 RBA allocations for operational funds are as follows:

Project	Amount	Service
Administration – project manager salary	\$108,156	General Administration
TOTAL:	\$108,156	

At its meeting held January 18, 2026, the EAAC directed staff to include information on CWF with future RBA reporting. This is intended to assist the EAAC in its decision-making by providing a more fulsome overview of available capital funds for proposed project work.

DISCUSSION:

Community Works Fund

The NCRD has received Gas Tax funds since 2005 through an Agreement with the Union of B.C. Municipalities (UBCM).

CWF funding may be used for capital and capacity building projects that fall within eligible project categories. The eligible categories have been included as Attachment A to this report.

The Board has adopted *Fin-04 Community Works Fund Allocation Policy* (Attachment B) that allocates total CWF funding toward regional (10%) versus electoral area (90%) priorities.

As at December 31, 2025, CWF funding is as follows:

Gas Tax Funding Balance at December 31, 2025	\$3,270,671.95
Less: Committed funds (not yet spent)	(\$646,539.30)
Total:	\$2,624,132.65

Resource Benefits Alliance

Based on staff’s understanding of previous EAAC discussion, the Years 2-4 RBA allocations identified to date are as follows:

Project	Amount	Service Reserve
Sandspit Fire Truck Replacement (years 2-4 contribution)	\$420,765	Sandspit Fire
Tlell Cemetery Site Assessment	\$8,000	EA D Cemetery
Sangan Bridge Assessment	\$15,000	EA D Parks & Trails
Sandspit Placemaking Project	\$49,800	EA E Parks & Trails
Unallocated Years 2-4 Funds	\$2,016,553	
TOTAL:	\$2,510,118	

Including unallocated operational funding from Year 1, total unallocated funding is \$2,016,553. There remains a total of \$484,673 eligible for use on operations rather than capital. In 2026, the 2026-2030 Financial Plan includes an allocation of \$50,000 of this funding toward the Treasurer’s salary, recognizing a more focused role in RBA capital project management. Staff’s understanding is that the same amount of funding will continue to be allocated toward salary in Years 3 and 4 unless otherwise directed by the EAAC. If this is the case, remaining operational funding totals \$384,673.

Electoral Area Identified Priorities

Since its meeting held October 22, 2025, the EAAC has identified RBA eligible project priorities in electoral area communities. The following have been identified:

Electoral Area	Project	Status/Notes
A	Dodge Cove Gazebo Project	
A/C	EA A & C Ferry Service	

A	Transportation & Access Improvements	
A	Dodge Cove Water System Improvements	
C	Oona River Community Incinerator	
C	Oona River Community Hall Improvements	
D	Sangan River Pedestrian Bridge	
D	Anvil Trail & Soccer Field Project	
D	Ongoing Fire Department Capital	
D	Tlell Cemetery Site Planning	
E	Sandspit Water System Improvements	
E	Ongoing Fire Department Capital	
E	Sandspit Placemaking Project	
E/D	Community Woodchipper	
E	Onward Point Trail Enhancement Project	

At its last Regular meeting, the EAAC asked staff to identify current water system costs that may be eligible for allocation to demonstrate a current need for funding while planning is ongoing. The following are items identified in the Facility Condition Assessment and are eligible for RBA allocation:

- a. Repairs to Reservoir (\$85,000)
- b. Locate and mark well P99-05 (\$5,320)
- c. Develop new well near PW-005 (\$45,030)
- d. Network Chlorine upgrades (\$71,320)
- e. Reservoir Chlorine upgrades (\$74,510)
- f. Tree Assessment and Removals (\$36,950)

The Board has previously allocated reserve funding toward UV lighting project costs. There may be additional costs incurred this year

As part of this work, staff have been following up on identified priority projects to confirm eligibility with the Province of B.C., engage third parties, and update costing on priority items for discussion. Staff updates have been compiled below and will continue to be brought forward throughout the course of these discussions:

Electoral Area A

1. Gazebo Project

Outreach with the Dodge Cove Recreation Society (DCRS) has been completed. NCRD staff have requested that DCRS provide any costing information to the NCRD for

funding allocation purposes. NCRD staff have also advised that an agreement will need to be executed to account for the asset's ownership to remain eligible for funding.

On May 13, 2026, staff sent correspondence to the Dodge Cove Recreation Society to inquire into any updates on the gazebo planning project. The Society has indicated it will have further information for NCRD in early summer.

2. A & C Ferry Service

NCRD staff contacted the Province of BC to inquire into the possibility of undertaking a three-year pilot project that would see contracted services for ferry services in Electoral Areas A and C. The Province of B.C. indicated that funding would not support such a project, however, operational funding from the agreement could be allocated toward it.

On November 28, 2025, NCRD staff and the EA A and C Directors met with Minister Davidson to discuss ferry service issues. At that time, Minister Davidson's staff committed to engaging with MOTT staff on potential solutions to see a new BC Ferry service model explored to service Oona River and Dodge Cove. This work is ongoing.

At the January 14, 2026, EAAC meeting, discussions of engaging with the Nations included within the Ferry service to pose if partnership to improve ferry services would be of any interest. Staff are currently prioritizing ongoing conversations to finalize conceptual improvement frameworks prior to looping in additional third parties.

3. Transportation & Access Improvements

At the January 14, 2026 EAAC meeting, discussions regarding the limitations due to jurisdiction and costing of road development took place. This led to discussion of exploring improvements and enhancement of current Dodge Cove trails to create multi-use pathways via current trail enhancement. Staff have met with 43k Wilderness Solutions to seek cost estimates for the development of a trail design and costing report. Further updates will be brought forward when available.

43k Wilderness Solutions have provided a proposal to undertake a concept design and report for a proposed trail on Digby Island for an approximate 4km trail. This work would entail background review, concept design reporting, and site assessment.

The total cost of the proposal is \$32,000. The proposal is included as Attachment C to this report.

4. Dodge Cove Water System Improvements

NCRD staff have reached out to the Province of B.C. to determine whether or not the NCRD may allocated funding to the Dodge Cove Improvement District (DCID) water system. The Province has indicated that this would be possible through the execution of a third-party capital contribution agreement which would recognize the amount of the financial contribution, ongoing financial obligations, benefits to residents, and equitable access for rural residents. A similar agreement has been reached in the Peace River.

NCRD staff reached out to the City of Prince Rupert to begin an exploratory discussion on the possibility of running a subsea water line from the City's water system to Dodge Cove. City staff responded that it would be a significant engineering exercise with significant costs for construction. To provide context, the City indicated that a similar project to redo a short water line crossing near Wainwright is anticipated to cost \$7-9 million. With this in mind, and given funding available through the RBA, staff do not believe this to be feasible without significant additional funding.

Electoral Area C

1. A & C Ferry Service

NCRD staff contacted the Province of BC to inquire into the possibility of undertaking a three-year pilot project that would see contracted services for ferry services in Electoral Areas A and C. The Province of B.C. indicated that funding would not support such a project, however, operational funding from the agreement could be allocated toward it.

On November 28, 2025, NCRD staff and the EA A and C Directors met with Minister Davidson to discuss ferry service issues. At that time, Minister Davidson's staff committed to engaging with MOTT staff on potential solutions to see a new BC Ferry service model explored to service Oona River and Dodge Cove. This work is ongoing.

At the January 14, 2026, EAAC meeting, discussions of engaging with the Nations included within the Ferry service to pose if partnership to improve ferry services would be of any interest. Staff are currently prioritizing ongoing conversations to finalize conceptual improvement frameworks prior to looping in additional third parties.

2. Oona River Community Incinerator

At the November 19, 2025, EAAC meeting, Staff brought forward revised and updated costing information for a series of incinerator options for the community. It was identified that a smaller, simpler to use model would best serve the community's needs.

On March 2, 2026, Staff and the EA C Director met with suppliers to discuss recommended incinerator equipment to meet the community's needs. Staff have begun

completing an application for a new authorization to discharge waste under the *Environmental Management Act*.

The EA C Director requested additional time to review the supplied quotes and specifications to determine best fit for the community. Staff will continue to follow up.

3. Oona River Community Hall Improvements

Staff have identified that a service needs to be established to make funding allocations toward the Oona River Community Hall asset. In discussion with the EA C director, it was identified that a community meeting would be held in Spring 2026 to begin engagement with the community on such a service to be established in Oona River. Planning discussions are underway with staff and the EA C Director.

Staff held a community meeting on May 2, 2026, in Oona River to discuss community hall service development. A proposed service establishing bylaw will be brought forward to the Regular Board meeting in June 2026.

Electoral Area D

1. Sangan River Bridge Crossing

At the January 16, 2026, NCRD Special Round 1 Budget Meeting, \$15,000 of RBA funds were recommended to be allocated to an engineering assessment of the Sangan River Bridge's potential to support a pedestrian walkway and discussed at the Round 2 Budget meeting. Additionally, the Board has sent correspondence to the Haida Nation to inquire into partnership opportunities to see this work done. To date, no response has been received. Staff have also corresponded with local MOTT staff concerning engineering assessments for the existing Sangan River bridge and will provide further updates. A response has been received and provides very limited information with respect to the structural integrity of the existing bridge.

Staff have engaged Coast Isle Engineering to undertake this work, among other projects, on a future trip to Haida Gwaii in summer/fall 2026.

2. Anvil Trail & Soccer Field Project

This project is awaiting a funding decision from UBCM's Strategic Priorities Fund program. It is anticipated that a funding decision will be made in Q1 2026. NCRD staff have begun engagement with the Haida Gwaii Youth Soccer Association (HGYSAs) on the project works. Tree clearing was undertaken by the HGYSAs in anticipation of this work taking place in 2026.

A draft agreement with the HGYSA has been provided to the HGYSA for consideration.

Terus construction has provided a cost estimate of \$238,434 for the paving of the Tlell Soccer Field parking lots. This work includes regrading and removal of unsuitable material, compacting imported base gravel to final grade, and compacting HMA to 65mm depth. This work also includes paving the access road from the highway. Additional mobilization costs of \$38,000 have been identified should this project not move forward while Terus is on island.

It is not anticipated that funding decisions on SPF will be made in the coming months. The Committee should consider whether it wishes to use RBA funds to complete this project in 2026. There is currently \$408,416 in Parks and Trails Reserve balances that could also be allocated toward this project.

A separate report has been provided to the EAAC and the Board for consideration in June. The report recommends the use of existing reserve fund balances to fund the costs currently associated with paving the parking lot and roadway entry.

3. Tlell Cemetery Site Planning

In 2026 budget, \$8,000 of RBA funds were allocated toward professional fees to complete a soil and drainage assessment at the site. This is a required assessment to be completed for Consumer Protection BC.

Northwest Hydraulic Consultants have been engaged to undertake this work and a site visit was completed on May 11, 2026. Reporting has indicated that the soil and drainage at site is suitable for cemetery purposes. Staff are working with the Tlell Cemetery Committee to complete a services agreement prior to making an application to Consumer Protection BC for a certificate of public interest.

Electoral Area E

1. Sandspit Water System Capital Improvements

Sandspit Water System capital improvements are ongoing. The NCRD has completed assessment condition and asset management reporting on the system, which has identified maintenance and upgrade recommendations into the future. These are typically accounted for in budgeting processes. Additional upgrades and improvements can also be considered and directed by the Board. It should be noted that reservoir maintenance is anticipated to take place in Q1 2026 and UV lighting disinfection solutions are ongoing in 2026. These costs may be covered by RBA funding at the direction of the Committee.

2. Ongoing Fire Department Capital

NCRD staff have left this with the EA E Director for follow up, per request. If there is a desire for staff to engage more formally with the VFD, please let us know.

3. Sandspit Placemaking Project (SuperValu)

NCRD staff reached out to the Province of BC to confirm eligibility of such a project and the Province has indicated that would be acceptable so long as the ownership of the land will rest with the NCRD and the paving is intended to be used as part of that project (for example, paving of the lot will provide parking space for access to the park lands). Staff have reached out to the private owner who has indicated a willingness to entertain such an agreement.

On March 4, 2026, Staff and the EA E Director met with the private owner to refine details on a proposed land-swap for paving at the site. Mutual agreement was reached on principles. NCRD Staff have reached out to Urban Systems to assist with planning activities for this project.

Urban Systems has provided a proposal to undertake a Sandspit Placemaking Project which will include detailed design of the parking lot, its layout, and costing; survey and other necessary investigations; agreements and negotiations for how the land can be used or transferred for public use; and exploration of potential alternatives for the use of neighbouring lots, including housing development.

The cost of this proposal is \$49,800, and a recommendation to allocate RBA funds toward project costs will be brought forward to the June 19, 2026 Regular Board meeting for consideration.

4. Community Wood Chipper

NCRD staff confirmed that we are unable to allocate CRI funding into a reserve for the purchase of this equipment following the close out of the program and funding. As a result, it will need to be purchased with RBA funding or the NCRD will need to make application for a new proposal. At the last meeting, the EA E Director indicated he would resend staff information on a proposed model. The NCRD will need to consider training on the equipment, and storage of the equipment.

Staff have received quotes from Vermeer Canada for both a new and used BC900XL models. A new model will cost \$60,000 and a used model will cost \$35,000. A specification sheet for the BC900XL unit is included as Attachment D to this report.

5. Onward Point Trail Enhancement

This project is awaiting a funding decision from UBCM's Strategic Priorities Fund program. It is anticipated that a funding decision will be made in Q1 2026. NCRD staff have begun engagement with the Haida on a potential longhouse structure to replace a gazebo. Staff have also reached out to the Ministry of Forests to provide an update on this project and inquire into any partnership opportunities.

In February 2026, Staff received a report from the Haida Nation detailing archeological considerations within the proposed project site and recommendations for archeological inspection and project monitoring.

On April 1, 2026, the Sandspit Parks and Trails Advisory Committee met and discussed the project scope and costs given these archaeological considerations. The Committee was joined by 43k Wilderness Solutions and it was determined that a gazebo feature would be temporarily removed from the project scope to allow for the remainder of the minimally disruptive works to move forward.

Staff are followed up with the Ministry of Environment and the Haida Nation to share the revised project scope. The authorization permit will be provided to the Solutions Table for further comment.

6. Additional Items

On April 27, 2026, the EA E Director brought forward the following items for consideration in the RBA allocation discussions:

7. Speed reader boards in Electoral Areas D and E (in partnership with ICBC programming)
8. A \$25,000 grant to the Sandspit Community Society for a community exercise gym (intended to supplement additional grant applications totaling approximately \$150,000)
9. A \$50,000 grant to the Sandspit Rod and Gun Club for a new weigh shake and gathering place (in partnership with the Skidegate Band Council)
10. Purchase and siting of three 20 foot sea containers
 - a. 1 intended for storage
 - b. 1 intended as a workshop
 - c. 1 intended to be used at the Sandspit transfer station
11. Purchase of a Bobcat toolcat with a snowplow, lifting forks, general purpose bucket, and mower (will also require a trailer)

12. A \$250,000 grant to the Sandspit Harbour Society for dock and piling replacement (contingent on Society raising \$500,000 through other revenue sources)

Meeting Scheduling

Over the next few months, the EAAC has agreed to meet the same morning of the NCRD’s monthly Regular Board meeting. This results in the following EAAC schedule for RBA purposes:

February 27, 2026 at 10:00 a.m.
March 20, 2026 at 10:00 a.m.
April 21, 2026 at 7:00 p.m.
May 15, 2026 at 10:00 a.m.
June 19, 2026 at 10:00 a.m.

ATTACHMENTS:

- Attachment A – CWF Eligible Project Categories
- Attachment B – *FIN-04 Community Works Fund Allocation Policy*
- Attachment C – 43k Wilderness Solutions Digby Island Proposal
- Attachment D – BC900XL Specification Sheet

STRATEGIC PRIORITIES:

Housing	Board Governance	Shared Services
Economy	North Coast Community	

Continue participation in the RBA revenue sharing agreement negotiations.

RECOMMENDATION:

Staff is recommending that the EAAC discuss potential options for RBA fund allocation and provide direction for follow up to staff. Staff is also recommending that the EAAC consider the proposed meeting schedule for RBA allocation meetings.

Category	Description	Examples
PRODUCTIVITY & ECONOMIC GROWTH		
Local Roads, Bridges, & Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	<ul style="list-style-type: none"> • New construction and rehabilitation of local roads, bridges, cycling lanes, sidewalks, paths and hiking trails • Intelligent transportation systems • Additional capacity for high occupancy/transit lanes, grade separations, interchange structures, tunnels, intersections, and roundabouts
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	<ul style="list-style-type: none"> • Construction projects that enhance airports and are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc). • Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities
Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	<ul style="list-style-type: none"> • High-speed backbone • Point of presence • Local distribution within communities • Satellite capacity
Public Transit	Infrastructure which supports a shared passenger transport system, which is available for public use	<ul style="list-style-type: none"> • Transit infrastructure such as rail and bus rapid transit systems, and related facilities • Buses, rail cars, ferries, para-transit vehicles, and other rolling stock and associated infrastructure • Intelligent transport systems such as fare collection, fleet management, transit priority signalling, and real time traveler information system at stations and stops • Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security

Category	Description	Examples
Short-Sea Shipping	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	<p>enhancement, and transit passenger terminals</p> <ul style="list-style-type: none"> • Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities • Capitalized equipment for loading/unloading required for expansion of short-sea shipping • Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation System (ITS) • Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation, and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding
Short-Line Rail	Railway related infrastructure for carriage of passengers or freight	<ul style="list-style-type: none"> • Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal • Construction, rehabilitation or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel • Construction, development, or improvement of facilities to improve interchange of goods between modes • Procurement of technology and equipment used to improve the interchange of goods between modes • Operators must offer year-round service
CLEAN ENVIRONMENT		
Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment, and distribution systems	<ul style="list-style-type: none"> • Drinking water treatment infrastructure • Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports	<ul style="list-style-type: none"> • Wastewater collection systems and/or wastewater treatment facilities

Category	Description	Examples
	wastewater and storm water collection, treatment, and management systems	<ul style="list-style-type: none"> • or systems • Separation of combined sewers and/or combined sewer overflow control, including real-time control and system optimization • Separate storm water collection systems and/or storm water treatment facilities or systems • Wastewater sludge treatment and management systems
Solid Waste	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclable, compostable materials, and garbage	<ul style="list-style-type: none"> • Solid waste diversion projects including recycling, composting and anaerobic digestion facilities that are clearly linked to a solid waste management plan or sustainability plan. • Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery <p>Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan</p>
Community Energy Systems	Infrastructure that generates or increases the efficient use of energy	<ul style="list-style-type: none"> • Renewable electricity generators • Electric vehicle infrastructure/fleet vehicle conversion • Hydrogen infrastructure (generation, distribution, storage) • Wind/solar/thermal/geothermal energy systems • Alternative energy systems that serve local government infrastructure • Retrofit of local government buildings and infrastructure not captured in any other eligible category.
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other eligible project category under the	<ul style="list-style-type: none"> • New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement <p>New construction of municipal use public parks and affordable housing</p>

Category	Description	Examples
	GTF, and/or the construction of municipal use public parks and publicly-owned social housing.	
STRONG CITIES & COMMUNITIES		
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home for professional sports teams or major junior hockey teams)	<ul style="list-style-type: none"> • Sport infrastructure for community public use • Sport infrastructure in support of major amateur athletic events
Recreation Infrastructure	Recreational facilities or networks	<ul style="list-style-type: none"> • Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball, or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale • Community centres that offer programming to the community at large, including all segments of the population • Network of parks, fitness trails and bike paths
Cultural Infrastructure	Infrastructure that supports arts, humanities and heritage	<ul style="list-style-type: none"> • Museums • The preservation of designated heritage sites • Local government owned libraries and archives • Facilities for the creation, production, and presentation of the arts • Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attract travelers for recreation, leisure, business or other purposes	<ul style="list-style-type: none"> • Convention centres • Exhibition hall-type facilities • Visitor centres
Fire Halls & Fire Trucks	Firehalls and fire trucks	<ul style="list-style-type: none"> • New fire hall (building) for housing fire-fighting apparatus and staff

Category	Description	Examples
		<p>(may include attached dorms, basic training facilities, and administration areas)</p> <ul style="list-style-type: none"> • Retro-fit and modernization of existing fire halls and attached building space • Acquisition of a fire truck as a stand-alone project.
Resilience	<p>Infrastructure that increases a community’s capacity to withstand, respond to, and rapidly recover from damage and disruptions caused by changing climate conditions. Eligible projects include new construction of public infrastructure and/or modification or reinforcement of existing public infrastructure including natural infrastructure that prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather.</p>	<ul style="list-style-type: none"> • Building dams and dikes to reduce the risk of flooding • Restoring wetlands and other natural infrastructure to redirect and capture rainwater • Seismic upgrades • Installing retaining walls, gabions, and revetments to control erosion
CAPACITY BUILDING PROJECTS		
Asset Management	<p>Increase local government capacity to undertake asset management planning practices</p>	<ul style="list-style-type: none"> • Asset Management Practices Assessment • Current State of Assets Assessment • Asset Management Policy • Asset Management Strategy • Asset Management Plan • Long-term Financial Plan • Asset Management Practices Implementation Plan

Category	Description	Examples
		<ul style="list-style-type: none"> • Asset Management Plan Annual Report
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> • Integrated community sustainability plans • Regional growth strategies • Community development plans • Community plans
Long-term infrastructure plans		<ul style="list-style-type: none"> • Transportation plans • Infrastructure development plans • Liquid waste management plans • Solid waste management plans • Long-term cross-modal transportation plans • Water conservation/demand management plans • Drought management contingency plans • Air quality plans • GHG reduction plans • Energy conservation plans
Housing Needs Reports		

The following projects have been deemed ineligible uses of Community Works funding:

- City halls, public works buildings and other administrative buildings
- Child care centres
- Social housing
- Seniors care facilities and housing
- Health care related infrastructure
- Small equipment purchases as stand-alone projects

- Feasibility studies and detailed design plans (without additional capital spending)



North Coast Regional District

BOARD POLICY

Title:	Community Works Fund Allocation	FIN-04
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1. Purpose

- 1.1 To establish guidelines for the North Coast Regional District's use of Community Works Gas Tax Funding and to implement a process to ensure compliance with the Community Works Fund Agreement.

2. Definitions

- 2.1 The following definitions are used in the interpretation of this policy:
- a) **"Agreement"** refers to the CWF agreement signed between the NCRD and UBCM.
 - b) **"Annual Funding"** means the annual amount received from UBCM in two installments in each year.
 - c) **"Board"** is the elected officials that make up the NCRD Board of Directors.
 - d) **"CAO"** is the Chief Administrative Officer of the NCRD, or their deputy.
 - e) **"Chair"** means the Chair of the Board elected pursuant to the Local Government Act, or the person appointed as the Chair.
 - f) **"Community Works Fund (CWF)"** means those funds received annually by the NCRD from the Federal Gas Tax - Community Works Fund, overseen by UBCM. Excluded from the definition for the purposes of this policy are any funds other than the Community Works Fund that may otherwise come under the Federal Gas Tax umbrella of Funds.
 - g) **"Directors"** are the elected representatives of the NCRD.
 - h) **"EAAC"** is the Electoral Area Advisory Committee of the NCRD.
 - i) **"Electoral Area Directors"** are Directors from the NCRD Electoral Areas A, C, D, and E.
 - j) **"Member Municipalities"** means the incorporated local governments in the NCRD including the City of Prince Rupert, the District of Port Edward, the Village of Daajing Giids, the Village of Masset, and the Village of Port Clements.
 - k) **"Non-Profit"** means a non-profit organization in good standing and registered with the Province of British Columbia.
 - l) **"Staff"** means an employee or contract employee of the NCRD.

- m) **“Federal Gas Tax Funds”** means those funds received annually by the Federal Gas Tax – Community Works Fund, overseen by UBCM.
- n) **“Financial Administrator”** is an officer position established under the Local Government Act and assigned the responsibility of financial administration, or their deputy.
- o) **“NCRD”** is the North Coast Regional District.
- p) **“UBCM”** is the Union of British Columbia Municipalities.

3. Scope

- 3.1 Proposed projects or initiatives must meet the eligible criteria and guidelines outlined by the Agreement.
- 3.2 For funds to be expended, the NCRD must have an established service under which an eligible project can be undertaken.

4. Authority

- 4.1 The CAO is responsible for implementing and administering this policy.
- 4.2 Staff is responsible for determining whether specific projects or proposed expenditures meet eligibility criteria but may consult with the UBCM as necessary in making such determination.
- 4.3 The EAAC is responsible for reviewing and evaluating all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF to provide recommendations to the Board.
- 4.4 The Board is responsible for reviewing and evaluating all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF and making decisions on funding.

5. Allocation of Funds

- 5.1 The NCRD receives CWF annual funding under the terms of the Agreement. These funds are allocated for use in the electoral areas of the Regional District.
- 5.2 No portion of these funds shall be allocated to member municipalities as they receive their own share of CWF under separate agreements with the UBCM.
- 5.3 The CWF annual funding received by the NCRD is to be allocated as follows:
 - a) The first ten percent (10%) of funds are allocated to a regional ‘pooled fund’ available for use on projects with broad regional benefits; and

- b) The remaining ninety percent (90%) of funds are allocated to an electoral area 'pooled fund' available for use on projects with benefits to electoral areas.

- 5.4 Subsequent changes in population will not cause unspent funds to be reallocated.
- 5.5 Interest earned on unspent balances will be allocated annually to the respective balances of each fund.
- 5.6 Despite this allocation process, CWF's belong to the NCRD. The EAAC is free to recommend redistribution of funds allocated to any other CWF fund or to the regional 'pooled' fund as it desires.

6. Use of Funds

- 6.1 All CWFs must be used in accordance with eligibility criteria contained in the Agreement, and any subsequent changes or updates thereto.

7. Application and Approval Process

- 7.1 To best ensure that proper information is gathered to determine eligibility of third party projects and associated expenditures, a written application process will be established for any third party project.
- 7.2 Applications will be submitted to Staff to assess eligibility and to ensure applications are complete.
- 7.3 Internal NCRD service projects must be reviewed by Staff against eligibility criteria of the Agreement and requests will be presented as a staff report.
- 7.4 Funding applications and reports will be presented to the EAAC along with review findings for consideration and referral of eligible projects to the Board for approval.
- 7.5 The EAAC will consider eligible project proposals that are associated with any of the NCRD services and from non-profit organizations within the NCRD.
- 7.6 Where possible, the EAAC will strive to achieve consensus on CWF approval recommendations to the Board.
- 7.7 Only projects approved by a motion of the Board indicating the amounts approved shall proceed.
- 7.8 The following project areas shall be given priority:
 - a) Projects that align with the strategic priorities of the NCRD;

- b) Projects which address critical infrastructure needs, capacity building, capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and asset management plans for the NCRD;
 - c) Infrastructure projects that are owned or leased by the NCRD; and
 - d) Projects that are regionally focused or benefit a large portion of the population.
- 7.9 To be included in the current year financial plan, third party proposals must be received before January 1st of that year. Proposals received after this date will be considered at the Board's discretion.

8. Third-Party Organization Applications

Eligibility for Third-Party Organizations

- 8.1 Third-party organizations may apply for CWF funding if they meet the eligibility criteria outlined in the Agreement and any additional requirements set by the NCRD.
- 8.2 Applications from third-party organizations must align with the strategic priorities and funding objectives of the NCRD.

Referral Program

- 8.3 The EAAC may establish a referral program to facilitate applications from third-party organizations. This program will outline the process for referral, eligibility criteria, and evaluation standards.
- 8.4 Third-party organizations interested in applying for RBA funding must first be referred by a member of the EAAC.
- 8.5 The referral process will involve an initial review by Staff and the EAAC to ensure that the third-party organization's project aligns with the NCRD's priorities and funding guidelines.

Application Process

- 8.6 Once referred, third-party organizations must submit a detailed project proposal and budget to the NCRD, including information on the project's alignment with NCRD priorities, budget, and expected outcomes.

Reporting

- 8.7 Third-party organizations awarded CWF funding must adhere to the NCRD's reporting requirements and provide regular updates on project progress and financial expenditures.

9. Application and Approval Process

- 9.1 NCRD projects must be reviewed by Staff against eligibility criteria of the Agreement and requests will be presented as a staff report.
- 9.2 Project proposals will be presented to the EAAC along with review findings for consideration and referral of eligible projects to the Board for approval.
- 9.3 The EAAC will consider eligible project proposals that are associated with any of the NCRD services.
- 9.4 Where possible, the EAAC will strive to achieve consensus on RBA funding approval recommendations to the Board.
- 9.5 Only projects approved by a motion of the Board indicating the amounts approved shall proceed.
- 9.6 The following project areas shall be given priority:
 - e) Projects that align with the strategic priorities of the NCRD;
 - f) Projects which address critical infrastructure needs, capacity building, capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and asset management plans for the NCRD; and
 - g) Infrastructure projects that are owned or leased by the NCRD.

10. Payment of Funds

- 10.1 Non-profit organizations who are third party recipients of CWF funding must abide by NCRD procurement standards.
- 10.2 In general, the NCRD will work with third party recipients to ensure NCRD procurement standards are met.
- 10.3 Funds may be paid to suppliers directly by the NCRD or may be reimbursed to the non-profit organization upon receipt of supporting supplier invoices, so long as they continue to meet the eligibility requirements for the CWF. Funds will not be advanced to third parties ahead of such supporting documents being received and reviewed.
- 10.4 Supplier invoices for costs that do not meet eligibility criteria will not be paid. This will be the case regardless of what the initial project eligibility review had indicated.
- 10.5 Where a non-profit project is approved for a project to be undertaken by a non-profit organization, a contribution agreement must be signed between the NCRD and the non-

profit organization. The agreement must include the following commitments from the non-profit organization:

- a) Compliance with all applicable regulations including obtaining proper building permits;
- b) Responsibility for sourcing any remaining project funds needed for the proposed project;
- c) Submission of an annual report in a form prescribed by the Financial Administrator for each year in which the project is being funded;
- d) Submission of a final report in a form prescribed by the Financial Administrator including the outcomes and deliverables of the project;
- e) To provide to the Financial Administrator a copy of an unaudited Balance Sheet and Statement of Income and Expenses for the year the funds were dispersed to finance the project; and
- f) To maintain all records associated with the project and retain these records for at least five (5) years following the project completion.

11. Time Limits

- 11.1 Where a gas tax funded project is on behalf of a third party, the approval shall expire, and any unspent funds be returned 24 months following the Board approval date. This expectation will be communicated to the third party recipients upon approval, within the body of the funding agreement.
- 11.2 Extensions to the 24-month term may be considered and approved by the Financial Administrator.

12. Reporting

- 12.1 The NCRD is required to provide annual reporting to the UBCM, including measured outcomes on recent past projects.
- 12.2 Third party recipients must agree to provide necessary information to enable that reporting upon request.
- 12.3 Third party recipients who do not meet reporting requirements may be subject to a requirement to repay the gas tax funds previously provided for the project and will not be considered eligible for future funding.

Approval Date:	July 16, 2021	Resolution No.	244-2021
Amendment Date:	October 18, 2024	Resolution No.	245-2024



43K Wilderness Solutions Inc.
6863 Railway Ave
Courtenay BC, V9J 1N4

March 30, 2026

Daniel Fish
Chief Administrative Officer, North Coast Regional District
730 2nd Avenue West, Prince Rupert, B.C. V8J 1H3

Dear Daniel,

Please accept this proposal to provide a concept design and report for a proposed trail on Digby Island to connect Dodge Cove to the Airport.

Project Background

It is 43K Wilderness Solutions Inc. (43K) understanding that the North Coast Regional District (Client) is requesting a proposal to prepare a concept design and report for a proposed trail on Digby Island to connect Dodge Cove to the Airport. The approximate trail length is 4km and is expected to consist primarily of gravel surfaced trail and short span bridges.

Proposed Contract Term

June 1 - September 30, 2026.

This proposed timeline may be adjusted based on client requirements and our availability.

Proposed Scope of Services

43K proposes to complete this project in the following manner:

- Review available background information, including maps, satellite imagery and LiDAR (if available).
- Prepare an options report for up to 3 concept alignments, including high level route alignments, construction methodology, class D cost estimates, and a pro's/ con's list.
- Verify concepts in the field by walking the alignments to review field conditions, bridge crossings, subsurface conditions (shallow hand dug test pits) and overall suitability of the alignment. Drone flights are not permitted due to the restricted airspace. The options report will be updated and finalized after this phase.

We have assumed that the Client will provide rough alignments to start from and the desired geometry and finish of the trail. Due to limited scheduled flights to/from Prince Rupert (Digby), we have budgeted for a 3 day trip, with one full field day and a day of travel on either side. We have assumed a 2 person field team.

We propose to subcontract Onsite Engineering for engineering services and drawings.

Cost Estimate

A cost estimate is given below for the works described above. This proposal is for concept options only, further survey, detailed IFT design and construction management or engineering construction services/reviews would be quoted at a later stage upon request.

Phase	Item	Rate (\$)	Units	Qty	Total (\$)	Section Totals
Background Review and Project Admin	Senior Engineer/Geoscientist	\$ 225	hr	4	\$ 900	
	Project Engineer/Geoscientist	\$ 175	hr	4	\$ 700	
	Engineering Coordinator	\$ 120	hr	4	\$ 480	
	43K Consultant/Project Manager	\$ 120	hr	16	\$ 1,920	
					Section Total	\$ 4,000
Concept Design Report	Senior Engineer/Geoscientist	\$ 225	hr	8	\$ 1,800	
	Project Engineer/Geoscientist	\$ 173	hr	20	\$ 3,460	
	Engineering Technologist	\$ 161	hr	20	\$ 3,220	
	43K Consultant/Project Manager	\$ 120	hr	20	\$ 2,400	
					Section Total	\$ 10,880
Site Assessment	Senior Engineer/Geoscientist	\$ 225	hr	36	\$ 8,100	
	43K Consultant/Project Manager	\$ 120	hr	36	\$ 4,320	
	Flights	\$ 1,380	return	2	\$ 2,760	
	Vehicle Day	\$ 115	day	3	\$ 345	
	Accommodation	\$ 288	night	4	\$ 1,152	
	Meals/LOA	\$ 74	day	6	\$ 444	
						Section Total
					Estimate Total	\$ 32,001

Estimate notes:

- This is a cost estimate and not a fixed price quotation.
- It has been prepared to the best knowledge available to 43K at the time of preparation of this proposal.
- All work will be billed as actual time and expenses spent to complete the work.
- All expenses, subconsultants and travel will be marked up 15% from cost.

Please feel free to contact me anytime to discuss this proposal in more detail.

Sincerely,



43K Wilderness Solutions
Shaun Korman, General Manager

Item 4.1.
BC900XL
BRUSH CHIPPER



OPERATOR SAFETY. Combined with the patented bottom feed stop bar is the four-position upper feed stop bar with dual stop positions and forward/reverse feed positions. Mounted over the feed table, it enables the operator to stop the feed rollers and select forward or reverse operations. Dual reset/hold-to-run buttons allow the operator to readily reset the bottom feed stop bar.



SMARTFEED. This patented feed system helps increase operator productivity while reducing strain on vital engine parts. The feed-sensing control system monitors engine rpm and automatically stops and reverses the feed roller when feeding larger hardwood material.



35-HP (26-kW) GAS ENGINE. The BC900XL is equipped with a Briggs & Stratton Vanguard gas engine, providing high torque in a compact and lightweight size to process branches and material up to 9 in (22.9 cm) in diameter.



LARGE RECTANGULAR FEED OPENING. The large 9 in x 14 in (22.9 cm x 35.6 cm) feed opening helps boost productivity by reducing the need to trim heavily branched material before feeding it into the chipper.



MANUAL CLUTCH. Manual clutch engagement transfers belt tension from the disk to the engine smoothly to help prevent premature wear.



EASE OF SERVICE. This machine offers direct access to all parts of the chipper for routine maintenance without having to remove any shields. A dripless oil filter and five grease points are provided to reduce work effort and speed up service time.

BC900XL BRUSH CHIPPER

GENERAL

Length (feed table up): 140.4 in (356.6 cm)

Length (feed table down): 154.8 in (393.2 cm)

Width: 79.5 in (201.9 cm)

Height: 97 in (246.3 cm)

Weight: 3,060 lb (1,387.9 kg)

ENGINE

Make/model: Briggs & Stratton Vanguard

Gross horsepower: 35 hp (26 kW)

Max torque: 53 ft-lb (71.9 Nm)

Fuel type: Gasoline

Number of cylinders: 2

Cooling medium: Air

FEED SYSTEM

Max chipping capacity: 9 in (22.9 cm)

Infeed opening height: 29 in (73.6 cm)

Infeed table width: 48 in (121.9 cm)

Feed roller orientation: Horizontal

Feed hopper height: 32 in (81.3 cm)

Max feed speed: 140 fpm (42.7 m/min)

Feed roller dimensions: 13.5 in long x 15.8 in diameter
(34.3 cm x 40.1 cm)

CUTTING SYSTEM

Disc dimensions: Thickness of 1 in (2.5 cm) and 33 in (83.8 cm) diameter

Disc speed: 1,500 rpm

Knives: Two knives – 5 in x 11.8 in (12.7 x 30 cm) dual-edge reversible

Bedknives: Two with two usable edges and the following size:
5 in x 12.1 in (12.7 cm x 30.7 cm) horizontal and
5 in x 8.8 in (12.7 cm x 22.4 cm) vertical

Engagement system: Manual clutch

CHASSIS/BRAKES

Frame: 3/16 in x 5-5/8 in (5 mm x 14.3 cm) Z-channel

Tires: ST215/75R14

Axle/suspension: 3,500 lb (1,587.6 kg)

Optional axle/suspension: 3,500 lb (1,587.6 kg) with electric brakes

Hitch: Pintle or ball

CAPACITIES/ELECTRICAL

Fuel tank: 16 gal (60.6 L)

Hydraulic tank: 6.8 gal (25.7 L)

Max hydraulic flow: 5 gpm (18.9 L/min)

Electrical: 12 V with Group 24 – 580 CCA battery

Lights: LED trailer lights

OPTIONS

Extended coverage

Special paint

Engine cover

Cone storage mount

Side markers

Planned maintenance

Vermeer Confidence Plus® asset protection program

NOTES:

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Hi Guys,

I would like to add this to our RBA/Gas Tax discussions.

The Sandspit Community Society has applied twice to NDIT for funding for an exercise gym and were denied; they applied to Gwaii Trust for 100k but were only awarded 80k.

I would like for us to invite them to apply for up to \$20k from RBA and/or Gas Tax for this project to allow it to go forward.

Right now, the community gym is in the school; however, it is in a tiny space and there are always security and access problems with it being on SD-50 property. The society now has an agreement to move into one of the units at Super Valu. This is a much bigger space and it is a lot better suited for purpose.

Regards,

Evan Putterill

Electoral Area E Director

North Coast Regional District

M: 250-637-1443