A G E N D A
for

REGULAR COUNCIL MEETING
March 24, 2025

COUNCIL CHAMBERS 7:00 PM

CALL TO ORDER

The Village of Masset acknowledges the un-ceded traditional territory of the Haida Nation on which this meeting is held.

ADOPTION OF AGENDA

COUNCIL MEETING MINUTES

Council Meeting Minutes March 10, 2025

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

1. **NCRD Active Transportation**

CORRESPONDENCE

C-1   **Gwaii Tel Society Report**

C-2   **Village of Port Clements**

VERBAL REPORTS OF COUNCIL/CAO/CFO

NEW BUSINESS

NB-1   **Hazard, Risk and Vulnerability Assessment (HRVA)**

NB-2   **ATAP Infrastructure Management Ltd.**

NB-3   **NDIT Gwaii Tel Application Letter of Support**

NB-4   **NDIT Economic Development Capacity Building 2025**

NB-5   **Gwaii Trust Youth-Centred Grant 2025**

PUBLIC QUESTION PERIOD

ADJOURNMENT

Minutes of the Regular Council Meeting held March 10, 2025 in the Council Chambers.

Present:	Mayor:	S. Disney
	Councillors:	J. Currie, T. Carty, B. Johnston, B. Pages
	CAO:	J. Humphries
	CFO:	J. Brown
Absent:	Corporate Officer:	D. Grosse

CALL TO ORDER

The Village of Masset acknowledges the un-ceded traditional territory of the Haida Nation on which this meeting is held.

The meeting was called to order at 7:00 pm.

ADOPTION OF AGENDA

Moved by Councillor Johnston, seconded by Councillor Carty to adopt the agenda as amended with the addition of Northern Health – Healthy Communities Delegate and the removal of A Whaleboat for Masset.

<div align="center">CARRIED</div>

COUNCIL MEETING MINUTES

Council Meeting Minutes February 24, 2025

Moved by Councillor Currie, seconded by Councillor Johnston that the February 24, 2025 Council meeting minutes be adopted as amended.

<div align="center">CARRIED</div>

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

NCRD Board Highlights February 2025

Moved by Councillor Carty, seconded by Councillor Pages that the NCRD Board report be received and filed.

<div align="center">CARRIED</div>

PETITIONS AND DELEGATES

NDIT - Haida Gwaii Resiliency Fund

Delegates Sylvan Daugert and Sam Hall advised that Gwaii Tel Society has submitted an application to NDIT for a subsea cable for internet. They are looking for letters of support from the Village of Masset and other municipalities. The deadline is March 31, 2025. $25 million would be the maximum awarded. They are estimating $22 million. The cable could originate from the elephant cage, but they are considering three different routes.

Moved by Councillor Johnston, seconded by Councillor Currie that the request for a letter of support be put forward to the March 24, 2025 meeting.

CARRIED

Northern Health – Healthy Communities

Lana Pestaluky, Northern Health - Healthy Communities is a community centered public health organization which visits communities to discuss community health priorities, community health data needs, granting and more. She is visiting Haida Gwaii March 10-14, 2025, and looking for feedback regarding concern from the community and support for grant applications. Council raised the issue that there is more mental health programs needed.

CORRESPONDENCE

C-1   Haida Nation Flag Raising Ceremony

Moved by Councillor Johnston, seconded by Councillor Carty that the invitation to the Haida Nation Flag Raising Ceremony in Skidegate be received.

CARRIED

C-2   Water Quality Report 2024

The Public Works supervisor reviewed the Water Quality Report 2024. They are working on a couple of issues with chemicals that are slightly above normal such as manganese and HAA's.

Moved by Councillor Johnston, seconded by Councillor Currie that the 2024 Water Quality Report be received.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Councillor Johnston attended a Gwaii Trust Audit and Finance meeting.
Councillor Currie attended a Community Futures meeting.
Councillor Pages attended an NCRD meeting and an RBA meeting.
Councillor Carty attended a Gwaii Trust Audit and Finance meeting, an Island Protocol meeting, and a Gwaii Trust Allocation meeting.
CFO Brown attended an RBA meeting and a management meeting.
CAO Humphries attended an Island Protocol meeting, a management meeting and is working on year end reporting and audit preparation.
Mayor Disney met with the mayor of Port Clements, attended a VIRL planning meeting, an RBA meeting, wrote an article for the newspaper and visited the new Terrace hospital.

Moved by Councillor Carty, seconded by Councillor Currie that the verbal reports be accepted as presented.

CARRIED

NEW BUSINESS

NB-1 Fire Chief Appointment

John Ray Thorgeirson has been acting as Fire Chief and is being recommended to be the new Fire Chief with Ryan Thorgeirson as the Deputy Fire Chief.
Recruitment is up by 60%.
John Ray will be away commercial fishing May to September and Ryan will fill in while he's away.
They gave a brief report on the fire department fleet that has maintenance issues and are looking at short-term solutions until other vehicles can be purchased.

Moved by Councillor Johnston, seconded by councilor Carty to appoint John Ray Thorgeirson as the new Fire Chief and Ryan Thorgeirson as the new Deputy Fire Chief and to put the equipment request on at a future council meeting.

CARRIED

NB-2 Fire Department Donation

MVFD has acquired new SCBA's and bottles.

Moved by Councillor Pages, seconded by Councillor Currie that the Village of Masset donate their used SCBA's and bottles to the Tlell Fire Department.

CARRIED

NB-3 BC ACAP Funding for Airport Fuel Truck

The Village of Masset will be applying to BCAAP Major Projects stream for up to 90% funding towards a replacement fuel truck for the Masset Municipal Airport. The current truck is 37 years old, and it is getting too old to source parts. There have been numerous letters of support received so far.

Moved by Councillor Pages, seconded by Councillor Carty to approve the application to the BCAAP Major Projects stream for a Masset Airport Refueller Truck Replacement.

<div align="center">CARRIED</div>

PUBLIC QUESTION PERIOD

Dustin Rushworth advised that BC Bid has surplus equipment auctions.

ADJOURNMENT/TO CLOSED MEETING

Moved by Councillor Carty the meeting be adjourned at 8:28 pm.

_____   _____
Recording Secretary   Mayor

_____
Certified Correct, Administrator

NORTH COAST
REGIONAL DISTRICT

MASSET (VILLAGE)
PO BOX 68
MASSET BC
VoT 1Mo

February 28, 2025

Salutations,

The North Coast Regional District has been working on several projects over the last several years:

- Community Wildfire Resiliency and FireSmart
- Active Transportation Planning
- Sustainable Economic Development Strategy Planning
- Solid Waste Management Planning

Through these projects, we have heard from the community that more engagement is needed for ongoing project work; including upcoming Community Wildfire Resiliency Planning for Digby Island and Porcher Island; and Official Community Plan Revitalization for Rural Graham Island and Moresby Island. We have included some brochures and project information for you; and hope to see you later this Spring and Summer when we are out and about in the community.

You may notice we are testing some new tools, including the use of QR codes. QR codes, like barcodes on retail products; are uniquely generated codes which can be scanned using a phone camera. Simply open the camera on your phone and focus on the QR code: when a link appears on your screen, tap it and it will take you directly to a webpage or survey- reducing the need for long URLs! But don't worry- we will continue to also engage with more traditional media; including paper brochures, posters and mailouts.

730 2ⁿᵈ Avenue West
Prince Rupert BC, V8J 1H3

P: 250.624.2002
TF: 888.301.2002

W: www.ncrdbc.com
F: 250.627.8493

Short Term Rentals

By May 1, 2025, short-term rental hosts must have registered their short-term rentals with the provincial short-term rental registry to operate in B.C. Even where there is no requirement for a business license.

https://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals/registry/host-registration

Dodge Cove

Call Us.

P: 250.624.2002
T: 888.301.2002
F: 250.627.8493

Visit Our Office

730 2nd Avenue West
Prince Rupert

Visit Our Website

https://ncrdbc.com

LIVE EXTRAORDINARY

NORTH COAST
REGIONAL DISTRICT

Community Development
& Upcoming Projects

Summer 2025

Official Community Plans

Sandspit Regular Board Meeting & Workshop

North Pacific Cannery

Sandspit Mural "Relentless" Fiona Sample & Meredith Henry

In addition to our April 25 Board Meeting, we will be hosting a community workshop in the Sandspit Community Hall on **Saturday, April 26th beginning at 2 PM.**
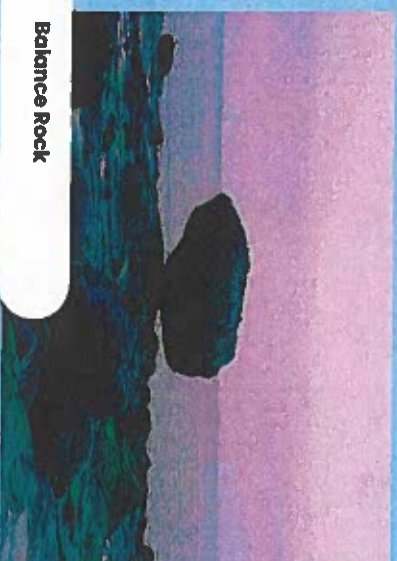
Virtual Surveys

Our first round of community surveys is officially LIVE! This round of virtual surveys will close on May 10th!

Tiell Workshop

Balance Rock

We will be hosting a community workshop in the Tiell Fire Hall on **Saturday, May 3rd beginning at 4 PM.** We will make sure to bring snacks and kids' activities!

Tow Hill Workshop

Sangan River Estuary

We will be hosting a community workshop in the Howard Philips Community Hall on **Sunday, May 4th beginning at 2 PM.** We will make sure to bring snacks and kids' activities!

Oona River Regular Board Meeting

The NCRD Board of Directors will be holding its June 20th Regular Board Meeting at the Oona River Community Hall, at 4pm.

Economic Development

Virtual Surveys for feedback on our Economic Development Objectives are open until May 10th!

GwaiiTel Society

Hello Members and Stakeholders,   March 10, 2025

GwaiiTel remains committed to maintaining and strategically investing in our network to ensure continued high reliability across our core microwave link and fibre optic infrastructure. To enhance our resilience, we are actively researching options for on-Island fibre optic repair equipment and additional component sparing. With more than a decade of operation, we have upheld strong network performance metrics, having experienced only a few network disruptions.

We continue to collaborate with Rogers in their efforts to bring much-needed cellular coverage to Haida Gwaii. This partnership involves navigating the complex steps of the project, including provisioning access to our transport network, dark fibre, and tower locations. As Rogers finalizes network locations and approvals, we appreciate the continued support of our Members in advancing this essential service.

The ongoing challenges with the Connected Coast Project and the repeated breaks in the Hecate Strait fibre line remain a significant concern. We recognize the uncertainty these disruptions create for both residents and service providers relying on the system, and we continue to monitor the situation closely. We are in the process of applying for Provincial resiliency funding to install an additional subsea fibre link to the mainland; we will be approaching our members to gauge your interest and level of support.

Regarding local fibre expansion, we understand that CityWest has applied to complete fibre installation on Tow Hill Road. This development will bring service to one of the last remaining unserved areas. However, communities along Nadu Road, the Northwestern end of Tlell, and a few additional households still lack access to high-speed internet.

Looking ahead, we plan to send a representative to the British Columbia Broadband Association (BCBA) Conference. Industry events such as this one are an important opportunity to assess the evolving political landscape of internet access in the province.

Additionally, we continue to explore options for a strategic planning session to define our long-term goals and vision. We welcome your input—whether through suggestions or expressions of interest in attending. If you'd like to participate, please share your preferred timing.

Your feedback and engagement are essential to our work. Thank you for your continued support.

Sylvan Daugert (Mar 10, 2025 14:55 PDT)

Sylvan Daugert, Secretary Treasurer

.cc GwaiiTel Board

March 15, 2025

Joshua Humphries
Chief Administrative Officer
Village of Masset, 1686 Main Street
Masset, BC, VOT 1M0

RE: Port Clements Elementary School Configuration

Dear Joshua

We write to express our gratitude for your letter of support regarding the Port Clements Elementary School Configuration options.

We are convinced that the letters of support from the Haida Gwaii community were instrumental in the decision-making process of School District 50 Board of Education ruling in favour of the recommendation put forward by Port Clements Parents Advisory Committee (PAC). The recommendation reads as follows – 'That the Board of Education delay the configuration decision to provide the PAC twelve months to create a new School Learning Plan with district guidance, and the reconfiguration decision to be debated again in March 2026.'

Thank you once again for your invaluable support.

Sincerely

Marjorie Dobson, Chief Administrative Officer
Village of Port Clements

VILLAGE OF MASSET

Staffing Report

To:	Council
From:	Josh Humphries, CAO
Date:	March 24th , 2025
Subject:	Hazard, Risk, Vulnerability Assessment (HRVA)

Description: B.C.'s new Emergency and Disaster Management Act (EDMA) is the modernized provincial emergency legislation inclusive of engagement provisions that promote relationship-building and collaboration across jurisdictions, specifically between neighboring municipalities and Indigenous Nations. This includes consultation and cooperation with Indigenous governing bodies, incorporating available Indigenous knowledge into emergency plans and risk assessments, and considering cultural safety across emergency management practices.

Daniel Fish, the CAO for the North Coast Regional District, has proposed a shared HRVA for Haida Gwaii communities that could be funded by the Indigenous Engagement Requirements Funding Program (IERFP) that communities received in 2024. The Village has an unallocated balance of $30,000 that needs to be accounted for by March 31, 2025. Other communities have similar balances.

Also attached is Daniel Fish's proposal, CAO—North Coast Regional District, for a Joint Project to Develop a Shared HRVA for Haida Gwaii Communities.

Recommendation 1: Support the proposal for a Shared HRVA for Haida Gwaii Communities as proposed by Daniel Fish in principle, subject to it being supported by other communities (Village of Daajing Giids, Port Clements)

Recommendation 3: Look for other opportunities to use the balance of the Indigenous Engagement Requirements Funding Program (IERFP) grant.

NORTH COAST
REGIONAL DISTRICT

Staff Report

Date: **February 21, 2025**

To: **NCRD Board of Directors**

From: **D. Fish, Chief Administrative Officer**

Subject: **Indigenous Engagement Requirement Funding Project Proposal – Hazard, Risk and Vulnerability Assessment (HRVA)**

Recommendation:

THAT the report entitled "Indigenous Engagement Requirement Funding Project Proposal – Hazard, Risk and Vulnerability Assessment (HRVA)" be received;

AND THAT the Board of the North Coast Regional District support, in principle, the undertaking of a joint-project on Haida Gwaii to develop Hazard, Risk and Vulnerability Assessments, subject to confirmation of project partners and project funding.

PURPOSE:

The purpose of this report is to seek support from the Board of the North Coast Regional District (NCRD) with respect to a proposed project proposal to undertake a joint-project with the Villages on Haida Gwaii. The proposed project is to develop a shared, and community specific, HRVAs for project partners. The Electoral Area Advisory Committee (EAAC) has recommended support of this resolution.

BACKGROUND:

The BC Local Authority Emergency Management Regulation mandates conducting a HRVA, Section 2(1) of the regulation requires local authorities to prepare emergency plans that reflect the local authority's assessment of the relative risk of occurrence of emergencies or disasters and the potential impact on people and property.

At its Regular meeting held February 9, 2024, the Board authorized staff to sign and enter into the Indigenous Engagement Requirements Funding (IERF) contribution agreement with the Province. Under this agreement, the NCRD has received $48,000 to be used for eligible project work by March 31, 2025.

On June 21, 2024, the Board of the NCRD approved the use of Indigenous Engagement Requirements Funding and allocated $24,000 of the NCRD's $48,000 in funds, in combination with $40,000 from the City of Prince Rupert (City) and $14,000 from the District of Port Edward (District) toward a shared Cultural Safety curriculum, as well as the development of a Communications Protocol for our respective Emergency Response Plans with Metlakatla, Lax Kw'alaams, and Gitxaala, the nearest Nations that rely heavily on our communities for essential services and would be most impacted by a local emergency.

The NCRD has a total of $24,000 to support Communications Protocols and Cultural Safety training with the Haida Nation and civic communities on Haida Gwaii.

The EAAC held a Regular meeting on February 12, 2025 and has recommended that the Board endorse the resolution proposed with this report.

DISCUSSION:

The purpose of the HRVA is to help the NCRD make risk-based decisions to address vulnerabilities, mitigate hazards and prepare for response to, and recovery from, a range of hazard events. An HRVA assists in answering the following questions:

- What hazards are likely to occur in my community?
- How resilient is my community?
- How is climate change affecting the likelihood of hazards occurring?
- How severe will the impact be on the community's population, infrastructure, property and environment?
- What risk reduction strategies can be implemented?

A completed HRVA will provide an assessment of the risks that may exist within a community and provide recommendations for action.

Attachment A to this report includes a preliminary project proposal that has been shared with member municipalities on Haida Gwaii for their consideration. At this time, the Villages of Daajing Giids and Port Clements have supported this project, in principle, subject the confirmation of project partners and additional project funding.

Next Steps

Following confirmation of participation from the other local governments, it will be critical to have a conversation with Haida nations to discern the level of involvement they would like to have in this project. There is opportunity to welcome them on as project partners or, if requested, to keep project work on an engagement level. Either scenario will meet the requirements of the IERF funding program.

From there, staff will need to further refine project costs and a project work plan, once all partners are known. A procurement process for consulting services will ultimately need to be undertaken to support this project. Additional funding may need to be sought through conditional grant opportunities, as needed to meet budgetary needs.

STRATEGIC PRIORITIES:

Housing	Board Governance	Shared Services
Economy	**North Coast Community**	

The NCRD will invest in enhanced emergency preparedness, including efforts directed at wildfire protection.

ATTACHMENTS:

- Attachment A – Draft Haida Gwaii HRVA Project Proposal

RECOMMENDATION:

Staff is recommending that the the Board approve, in principle, a proposed joint-project on Haida Gwaii to develop HRVAs, as outlined in this report.

March 10, 2025
File: P24-01896

QUOTE

ATTN: Sylvan Daugert
Public Works Superintendent
Village of Masset
P.O. Box 68,
Masset, BC V0T 1M0

[via email: publicworks@masset.ca]

RE: VILLAGE OF MASSET WATER SYSTEM ASSESSMENT AND SUPPORT

Dear Sylvan

Further to our initial discussion on October 30, 2024, and our follow-up on March 4, 2025, this proposal outlines the intended scope of the site visit and associated technical services to assess the operational status of the Village of Masset's Water System. The scope focuses on identifying operational gaps, evaluating system documentation, and recommending necessary follow-up actions. The work is estimated to require a minimum of 40 onsite assessment hours structured around three key deliverables:

DESCRIPTION	TOTAL

ATAP will Utilize a minimum of a Class 3 Certified Operator to provide the following:

I. Operator Competency Assessment and Training Support

Purpose: Evaluate current operator skills and system understanding, identify gaps, and recommend targeted training to support effective system operation and succession planning.

Key Actions:
- Conduct **interviews and on-the-job assessments** with current operators to evaluate:
  - Operational knowledge of system processes and equipment.
  - Familiarity with emergency procedures and troubleshooting.
  - Proficiency with monitoring tools (e.g., SCADA/HMI interfaces).
- Review current training records, certifications, and identify ongoing training needs.
- Provide **operator mentoring and hands-on knowledge transfer during the site visit.**
- Deliver actionable recommendations for operator development, including:
  - **Competency gaps and targeted training topics.**
  - Succession planning considerations.

DESCRIPTION	TOTAL

II. Standard Operating Procedures (SOPs) and Operations & Maintenance (O&M) Documentation Review

Purpose: Assess and identify gaps in existing operational and maintenance documentation, including SOPs, O&M manuals, and safety procedures, to ensure robust system management and regulatory compliance.

Key Actions:
- **General facility inspection and system assessment, covering:**
    - Exterior condition, site drainage, safety & security, infrastructure, housekeeping.
    - System equipment and components: HVAC, electrical, backup power, raw water supply, storage reservoirs, chemical dosing, treatment (clarification & filtration), mechanical/valve systems, pumping, disinfection.
- **Detailed process review:**
    - **Clarification and filtration processes**, including **chemical dosing and optimization.**
    - **Process P&ID and narrative review** for alignment with current system operations.
    - Assessment of **existing SOPs, emergency protocols, and operator logs.**
    - Review of safety programs, Safe Work Procedures (SWPs), and related documentation.
- Deliver a **list of prioritized SOPs for development or revision**, including critical areas such as emergency response, disinfection, system flushing, and mechanical maintenance.
- Provide recommendations on:
    - **Equipment redundancy** and **critical spare parts inventory.**
    - **System improvements or upgrades (if warranted)** for safe and efficient operation.

III. Data Management and SCADA/Control Systems Backup Solutions

Purpose: Assess data management practices, SCADA system operation, and backup/recovery solutions to support system reliability, regulatory reporting, and emergency response.

Key Actions:
- Evaluate **current data management and operational record-keeping practices**, including system logs, compliance reporting, and data quality.
- Conduct a **review of existing SCADA, HMI, and PLC systems**, focusing on:
    - Operator interaction with control interfaces.
    - Alarm management and event logging.
    - Reliability and responsiveness of process control.

DESCRIPTION	TOTAL

- **Assess backup and recovery systems for:**
    - Control system failures.
    - Power outages (backup power review).
    - Data retention and restoration capacity.
- Provide recommendations for:
    - **Improving SCADA/HMI usability and operator training.**
    - **Backup solutions for SCADA and data management systems.**
    - Enhancements to **data logging and compliance documentation** for operational transparency and accountability.

Final Deliverable: Technical Assessment Report

- **Comprehensive technical report** summarizing:
    - **Findings, conclusions, and identified risks or gaps.**
    - **Recommended SOPs and documentation needs.**
    - **Process and operational improvements (with rationale).**
    - **Estimated costs for recommended improvements.**
    - **Implementation plan and prioritized next steps for the** Village of Masset.

Village of Masset will provide:

- WQ Reports, System documentation, process narrative, O&M manuals – AE to assist
- Onsite support for conducting system assessment

QUOTED PRICE: **Lump Sum Price** **Plus applicable taxes**	**$14,800.00**

ATAP can only provide these services for the benefit of the Village of Masset if the Village agrees to indemnify and hold harmless ATAP, ATAP's employees and contractors against any and all claims arising from, or as a result of, the provision or non-provision of the services, except to the extent that same is attributable or caused by the sole negligence of ATAP, its officials, employees and volunteers, or any of them.

ATAP INFRASTRUCTURE MANAGEMENT LTD.

Mark Keller, P. Eng.
ATAP Manager

Scott Miller, P. Eng.
General Manager

At ATAP, we pride ourselves on our safety culture. Since 2008, we have been **COR (Certificate of Recognition) certified** with the Saskatchewan Construction Safety Association (SCSA).

Our affiliated company, Associated Engineering, has for the past sixteen consecutive years been recognized as one of **Canada's Best Managed Companies**. This award recognizes innovation, sustained growth, dedication to our staff, and high level of business performance.

BEST MANAGED COMPANIES
Platinum member

ATAP INFRASTRUCTURE MANAGEMENT LTD.
AUTHORIZATION TO PROCEED

**RE: VILLAGE OF MASSET
          WATER SYSTEM ASSESSMENT**

Village of Masset *(Signature)*

(Date of Signed Agreement)

(Print Name)

Please call (306) 244-8828 if you have any questions or require further clarification. If this quote meets with your requirements and you wish to proceed, please sign the authorization above and fax or email it back to our office as soon as possible.

  ATAP is a leader in delivering operation, maintenance, management, training and consultative services for municipal, Indigenous, and industrial utility partners. Our practical approach, using cost-effective solutions with technical expertise, ensures professional results and trusted relationships.

MK/th

Connecting British Columbia Program

Haida Gwaii Resiliency
Application Guide

Table of Contents

1. Intake Overview

The Connecting British Columbia program ("Program") is a province-wide program administered by Northern Development Initiative Trust (Northern Development) and is available to all eligible applicants. The Program is funded by the Province of British Columbia.

The Haida Gwaii Resiliency Intake ("Intake") is a one-time commitment that will fund connectivity infrastructure projects that provide a resilient telecommunications link between Haida Gwaii and mainland British Columbia.

This guide is intended to help applicants apply for funding to the Intake and as such, the criteria outlined is based on an applicant applying to this as a stand-alone Intake only.

1.1　Intake Objectives

The Intake is intended to help accelerate investments to provide a resilient telecommunications link between Haida Gwaii and mainland British Columbia. The infrastructure should achieve the following:

- Employ technology and construction techniques to achieve as close to 99.999% telecommunications services availability as possible.
- Enhance the capacity and performance of telecommunications services on the island to provide multiple 10Gbps transport capability
- Provide open access transport capabilities that allow telecommunications providers to purchase services between Haida Gwaii and mainland BC.

Projects are expected to be completed by March 31, 2027.

1.2　Project Scope

The purpose of this project is to design, construct, and implement a resilient telecommunications link between Haida Gwaii and mainland British Columbia.　This link will provide high-capacity, reliable connectivity and offer open access for other service providers to foster competition and digital inclusion.

Solutions should be capable of providing sufficient capacity to support services to the 2400 households on Haida Gwaii as well as emergency communications, cellular services and a number of anchor institutions.

The Applicant must demonstrate that:

- The Project follows the relevant (e.g. ITU-T G.971) industry standards and best practices for optical fibre submarine cable systems design, deployment, maintenance and monitoring.
- Alternate technologies (optical satellite, wireless etc.) may be employed in the design to deliver the highest possible service availability.
- The Project prioritizes high reliability and long lifespan while ensuring a sustainable, viable and realistic technical solution.
- The proposed infrastructure solution considers route design and selection to avoid areas of risk; employ armored and burial cable as necessary to reduce risks posed by environmental and human factors.

- The solution includes network open design including:
    - o Access Points: Include Points of Presence (PoP) on Haida Gwaii and a point on the mainland that are located near areas of existing telecommunications infrastructure.
    - o Neutral Access: Design the system to allow any licensed service provider to connect without preference or exclusivity at market commercial rates up to a minimum of 10 Gbps.
    - o Interconnection: Provide interconnection facilities at both PoP sites, including racks, power supply, and cross-connects.
    - o Regulatory Compliance: Comply with Canadian telecommunications regulations regarding open access.
- The Applicant has the managerial and financial capacity to deliver the Project and to maintain the infrastructure and services on an ongoing basis for five years after Project Completion.
- The Project will be financially sustainable.

1.3   Application Process Overview

The intake will receive applications through an open intake. Applications will be accepted until March 28, 2025.

The Applicant must demonstrate the ability to successfully implement the project on time and within budget, as well as to assess how the resulting Network will be sustained once in operation. Applicants will need to describe how they, alone or in partnership, are prepared to implement, manage, and operate the proposed Service.

The Applicant must demonstrate that the Project will be delivered through strong project management, financial control and technical development skills.

A financial forecast will be used to assess the financial viability of the Project and to understand what revenues and other income will be generated to operate the Network over the longer term. Minimally, Applicants must demonstrate that they will have sufficient financial resources to operate their Network and provide Services at the price(s) specified in their application for a period of five years from the Project Completion Date.

1.3.1 Project Timelines

Applications should demonstrate that the project is to be completed by March 31, 2027, in accordance with the funding agreement signed between the applicant and Northern Development.

Applications for projects with an immediate start date will be ranked more favourably in the assessment and review process.

2.   Applicant Eligibility

Eligible applicants:

- Local, regional or national service providers.
- Local governments as established by British Columbia legislation.
- First Nations or First Nations organizations (i.e. band council or a corporation controlled by a First Nation).
- Registered not-for-profit organizations, registered and active in B.C.

Ineligible applicants:

- Individuals cannot apply to the Program.

Eligible applicants must meet the following General Conditions:

- Eligible applicants must agree to own and operate the proposed network for five years after the project is complete.
    - If the applicant does not maintain and operate the network for five years, a pro-rated repayment of the funds would be required.
- All eligible applicants should have experience deploying and operating the proposed technology solution for a minimum of five years in Canada. Entities without sufficient experience may partner with an established service provider to complete a project.
    - For partnership arrangements, an agreement should be established outlining how the two parties will work together with the ongoing and active involvement of the ISP for the initial 5-year duration of the network.

3. Funding

Applicants may apply for funding up to a **maximum of 90% of total eligible project costs**. The remaining funds will come from other sources such as the applicant, other connectivity funding programs, or other levels of government.

General Conditions:

- Applications that request a lower percentage of Program funding will be viewed more favourably.
- Applicants who received funding from previous intakes are not restricted from applying.
- Provide value for money utilizing public funding to leverage investments from other sources.
- All funding decisions are final.

3.1 Awarding of Funding

Approval of funding to successful applicants will be conditional upon signing of a funding agreement that sets out the terms and conditions of the project. The Program reserves the right to award partial contributions towards the total funding request.

General Conditions:

- Funding agreements will require the applicant to follow the Intake guidelines and requirements, including submitting progress and final reports and financial reporting documents.
- Failure to meet the requirements of the grant agreement could result in the requirement for the repayment of funding to the Program and disqualify the applicant from further applications.

3.2 Eligible/Ineligible Costs

Northern Development will then assess the eligibility of the costs.

3.2.1 Eligible Costs

Eligible costs under the Program are the reasonable and essential expenses required to complete the project and include, but not limited to, the following:

- Equipment hardware and software (including licenses) which can be specifically identified and measured as having been used or will be used in the implementation of the project including servers, switches, fibre-optic cable, repeaters, radio equipment, towers, poles, shelters and enclosures, back-up power supplies, network broadband connectivity devices including upgrades and adaptations.
- Material which can be specifically identified and measured as having been used or will be used in the implementation of the project including cost of materials which can be specifically identified and measured as having been used or to be used in the performance of the project.
- Direct satellite capacity costs: the portion of the direct purchase or lease of bandwidth or capacity delivered over the physical medium of satellite which can be specifically identified and measured as having been used or to be used on the implementation of the project. These costs will be measured in units of Mbps, MHz, or a quantity of satellite transponders.
- Direct labour including gross wages or salaries, work that can be specifically identified and measured as having been performed on the project.
- Contracted services related to the build of the network.
- Project management (PMP).
- Third party project validation (P. Eng).
- Engineering and design: network architecture and systems design and integration.
- Travel: cost of travel which is deemed necessary to the performance of the project
    - Travel expenses, at economy rates, shall be charged at actual costs. To be eligible, travel costs must clearly document the purpose of each trip and be considered reasonable by the Program.
- Freight and/or shipping.
- Other direct costs: related to development and implementation of the project
- PST

3.2.2 Ineligible Costs

Funding will not be provided under the Program to cover ineligible costs including, but not limited to, the following:

- Costs incurred prior to the date of written conditional approval of the application by Northern Development.
- Costs related to funding application development.
- GST.
- Customer-Premises Equipment (CPE).
- Radio and spectrum licensing fees.
- Insurance (e.g. construction, general liability, commercial, etc.)
- Financing or carrying costs, loan costs, and interest payments.
- Legal fees, survey fees, right-of way/access fees, audit fees, rent, land applications and co-location.
- Land acquisition and/or leasing buildings, and other facilities, including permanent shelters for housing network-related equipment (except for temporary facilities directly related to project construction).

- Purchase of capital assets including: land, buildings, and vehicles, as well as other indirect, fixed, and/or capital costs.
- Overhead administration and labour costs including: administration, management, finance, general business overhead.
- Vacation pay, overtime, shift differential, bonuses, stock shares, allowances CPP, EI, WCB, and other benefits.
- Operational costs to run infrastructure built as a result of the project; general repairs and ongoing maintenance resulting from the project and related structures.
- All software except software to operate the network of the project.
- Warranties including warranties for equipment, software and hardware.
- Ongoing operation expenses such as vehicle leases, general office space, office equipment (e.g. photocopiers, furniture, telephones, computers, printers and office software).
- Project administration including: maintenance costs, research and development of pilot projects, operational costs resulting from the project such as customer service, progress reports, etc.
- Fees paid to members of a Board of Directors for their time.
- Advertising and/or promotional activities related to the project.
- Project contingency costs.
- Any goods and services that are received through donations or in-kind.

4.   Application Process

Applicants can apply for this intake directly on Northern Development's website.

4.1   Required Attachments

All attachments must be specific to the legal entity applying for funding and may not be from a related organization such as a parent company of subsidiary. If information is missing from the application, the application will not be reviewed.

- Completed Template 1 – Project Plan
- Completed Template 2 – Application Workbook
- Financial forecast demonstrating operating sources of revenue and expenses resulting from the project for a five-year period post project completion.
- Corporate Profile of Service Provider
- Financial statement (2023 fiscal year or newer):
    - Must be specific to the legal entity applying for funding and may not be from a related organization.
    - Statements submitted must be in the final approved form, including signatures from the organization's representatives.
    - Statements must be submitted in their entirety; partial documents will not be accepted.
    - The following types may be submitted:
        - Notice to reader financial statements
        - Review engagement financial statements
        - Audited financial statements

- Mapping Data in a geo-coded format *(i.e. Google Earth KMZ, ESRI shp file, or similar. **NOTE: Not accepted - PDF maps or static images)***
  - ✦ *Note: information will be used for assessing applications and used for internal purposes only*
    - Mapping must include the following layers and information:
      - Current Network Infrastructure:
        - All applicant-owned or operated fibre lines within British Columbia. Fibre data must show long-haul, regional and core community lines; applicants do not need to show fibre drops to the premise.
        - All applicant-owned or operated PoPs, COs, towers, and microwave links within British Columbia.
        - Identify available speeds and capacity.
        - The location of project specific backhaul/backbone access points.
        - PTP microwave paths between towers within the project area *(if applicable)*.
      - Proposed or Upgraded Network Infrastructure (project specific):
        - Identify transport capacity.
        - Locations (colour differentiated) of new and upgraded: towers, PoPs, fibre, PTP microwave links, COs.
        - New PTP microwave paths (colour differentiated) between towers.
- Logical network diagram of the project
  - Diagrams must include the following items and information:
    - All current and proposed network devices (colour differentiated) from the point of transport to the ISP Open access interface on each end.
    - All current and proposed links between devices (colour differentiated) from the point of transport to the ISP Open access interface on each.
    - Labelled throughput capacity between devices.
    - Labeling should match labels found within the application workbook and mapping layers.

5. Application Assessment

Applications will be assessed on the following categories and criteria.

5.1 Connectivity Benefits

- The application must demonstrate that communities along the route, endpoints and general area will benefit from greater reliability and potential for future services not currently available through existing infrastructure.
- The application provides evidence of wholesale rates to provide for last-mile services at prices comparable to large urban areas in BC.

5.2 Corporate Capability

- The applicant has demonstrated they have selected or are an experienced telecommunications service provider with the expertise and qualifications to implement the project.
- The applicant has demonstrated project management expertise and experience with overseeing telecommunications infrastructure projects.
- The project can start quickly.

- The applicant has addressed rights-of-ways and permits in the timelines of the project.
- The project milestones are reasonable.

5.3   Technology Used

- The technical solution describes the type of network being installed, the type of technology to be deployed, where it will be used, and how it will be installed.
- The technical solution will demonstrate how high availability services will be provided and supported throughout the life of the service.
- The technical solution adequately services the area for which it is designed (i.e., makes use of the right technology for the geographical and environmental conditions).
- The solution can be scaled and supported to address future needs, including breakout points and end-equipment to allow expansion as needed.
- The project will construct and provide Open Access to Points-of-Presence (PoPs), and/or offer competitive prices to access these PoPs.

5.4   Funding Request

- Applications that request less than 90% of eligible costs will be assessed more favourably.
- Is the funding requested by the applicant necessary to build a viable business case for the project.

6.   Successful Applicant Information

Successful applicants must review and comply with the criteria outlined in this section.

6.1   Site Visits and Audits

Recipients may be subject to project, financial and performance evaluations or site inspections at any time during the term of the grant agreement and for up to five years following distribution of the Program funds to the recipient, so that Northern Development can examine project progress, documentation, and stated results.

Annually, for five years after the project has been completed, eligible applicants must sign a declaration confirming that they still own and operate the network resulting from the project.

6.2   Progress and Final Reporting Requirements

Quarterly Reports are required during the duration of the project.

Upon completion of the project, recipients are required to provide final reporting. This includes a complete final reporting form along with all required attachments.

Required attachments include:
- A reconciliation of all expenses and funding sources, supported by documentation from your accounting system.
- Spreadsheet detailing all project expenses, using the template provided by Northern Development.

Final reporting required attachments include:
- Finalized report, using the Report Workbook Template to be provided.

- Letter of attestation, after project completion, from an external third-party professional engineer (P.Eng) *that includes the following:*
  - *Confirmation that the project was completed as described in the application/contract*
  - *Confirmation that any equipment noted in the application/contract is now in place and operational and was the actual equipment used in the project*
  - *Confirmation that transport capacity provides multiple 10Gbps throughput circuit capability*
  - *Include OTDR and other standard industry measurements.*
- Mapping Data in a geo-coded format *(i.e. Google Earth KMZ, ESRI shp file, or similar. NOTE: Not accepted - PDF maps or static images)*
  - *Mapping must include actual upgraded network infrastructure (project specific) with the following layers and information:*
    - *Coverage for the communities resulting from the project; identify available speeds*
    - *Locations (colour differentiated) of new and upgraded: towers, PoPs, fibre, PTP microwave links, COs.*
    - *New PTP microwave paths (colour differentiated) between towers (required for fixed wireless and LTE projects)*

Final payments will be withheld until project is validated by an external professional engineer or consultant.

6.3   Events and Communications

Throughout the project there may be a number of occasions that require communication support for events and/or publications. As such, the following is required:

- Funding recipients must keep the Program contact person(s) informed in advance (with a minimum notice period) of any promotional activities or events related to the project.
- The Program funder (the Province of British Columbia) and Northern Development Initiative Trust be acknowledged in project communications, events and signage.
- The Province is required to provide consent to publish project details in reports and in promotion of the Program (e.g. on websites and in public material). Please contact Northern Development

6.4   Freedom of Information

Applications submitted under the Program are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the Program and evaluating eligibility of the proposal.

7.   Application Support/Contact Information

If you have a question that is not addressed in this Program guide, support is available from Program staff at:

Northern Development Initiative Trust
301-1268 Fifth Avenue
Prince George, BC V2L 3L2
250-561-2525
www.northerndevelopment.bc.ca

8. Appendix 1 – Definitions

Backhaul: A network connection that transports data traffic from one Point-of-Presence to another or from a Point-of-Presence to a location that contains the internet gateway.

Bandwidth: The capacity for transferring data over a network as measured in bits per second (bps), kilobits per second (Kbps) or megabits per second (Mbps).

Breakout: A location in a transport line where additional transport(s) can be connected or branched out without compromising the integrity of the main or existing line.

Central Office: A building structure in a locality to which subscriber home and business lines are connected on what is called a local loop. The term is also known as an end office or exchange.

Customer Premise Equipment: Refers to any telecommunications equipment located at a subscriber's premises that is connected to a service provider's telecommunications network at a demarcation point. Examples include wiring, modems (DSL, cable, wireless) as well as antennae or other wireless equipment.

Dependencies: Also known as order of build, this is where separate projects depend on the completion of other projects in order to proceed.

Demarcation Point: A point that separates the customer premise equipment from the service provider's network infrastructure equipment. In other words, a "Demarcation Point" is the point where the local loop (the network transmission equipment) ends and the inside wire (which is the responsibility of the customer) begins.

Download: Data traffic travelling from the internet to the end user.

Facilities-based provider: A provider that owns and operates transmission facilities as defined by the CRTC.

Monetized donations: Means contributions of goods or services, other than cash from third-parties.

Internet Gateway: A network connection that provides access to the internet for the service provider's last-mile distribution system.

Last-Mile Infrastructure: The components used to connect homes and businesses to the service provider's Point-of-Presence. This may include routers, towers, antennae, fibre optical, cable, Digital Subscriber Line (DSL) equipment, cable modems, wireless radios and so on.

Locale: Can refer to a neighbourhood, community, subdivision, town site, reserve or village in a rural or remote area.

Long-Term Evolution or LTE: A standard for wireless communication.

Milestones: Significant stages of completion for your project(s).

National Service Providers: Service providers who also provide service outside British Columbia.

Point-of-Presence (PoP): A facility where service providers house servers, routers, switches and other communications equipment. A PoP is where an service provider's last-mile infrastructure connects to an internet gateway.

Risks: When projects depend on outside factors to proceed. This can include order of build, grants from other sources, matching funding, Crown Land applications and so on. For the purposes of the Connecting British Columbia program, any risks must be clearly stated in your application.

Scalability: The ability of a network to expand service to a larger area around the vicinity of the existing connected locale and/or ability to expand service or evolve changing technology.

Service Provider: An organization that offers its customers connectivity services.

Settlement: An unincorporated area/community, for the purpose of application to the Program, is considered to be a settlement area within a regional district electoral area.

Single End User: Where a single customer or business is the only user of the network.

Transport: The "pipeline" that carries information between different points within a network, utilizing dedicated connections to ensure reliable transmission of data between specific locations

Unincorporated Area: An unincorporated area/community, for the purpose of application to the Program, is considered to be a settlement area within a regional district electoral area.

VILLAGE OF MASSET
Staff Report

To:	Council
From:	Andrew Hudson, grant writer
Date:	20 March 2025
Subject:	NDIT Economic Development Capacity Building 2025

Description

The Northern Development Initiative Trust (NDIT) Economic Development Capacity Building Grant offers up to $50,000 towards an economic development officer, so long as at least half their workload is economic development. Applications are due March 31.

Eligible economic development work can include:
- Developing plans and strategies (ex. business retention/expansion, downtown revitalization, marketing, workforce attraction)
- Research and analysis (ex. sector/economic analysis, feasibility studies, market research)
- Sector development and diversification (ex. projects to diversify the economy, expand current sectors, or attract new businesses)
- Marketing and promotion (ex. promoting a specific economic opportunity for investment)
- Business retention/expansion projects
- Business and investor hosting, up to $5,000 (ex. hosting of trade missions and/or investor tours)

Recommendation

That council approve an application to the NDIT's Economic Development Capacity Building Grant for $50,000 to help fund a corporate officer/economic development officer position for 2025.

VILLAGE OF MASSET
Staff Report

To:	Council
From:	Andrew Hudson, grant writer
Date:	20 March 2025
Subject:	Gwaii Trust Youth-Centred Grant 2025

Description

The Gwaii Trust Society's Youth Centred-Grant offers up to $10,000 in 100% funding to local governments to help run a youth centre if the community has one, or else to help organize activities for K to 12 youth on Haida Gwaii. Applications are due April 1.

A local teacher recently met with members of the village Parks and Rec committee to propose a disc golf course in the Masset community park. The teacher already has a set of 10 disc-golf posts and baskets ready to install, and has agreed to help map out a course layout north of the sports field.

With installation help from public works staff, some or all the baskets can be installed to make a free disc-golf course for local youth and residents — a park improvement called for in the Masset Park to Pier revitalization plan. Costs include materials to fix the posts in place, gravel and wood framing for tee boxes, and tee signs.

Recommendation

That council approve an application for a Gwaii Trust Youth Centred Grant of up to $10,000 to install a disc-golf course in the Masset community park.