



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE: 250-557-4295
Public Works: 250-557-4295
FAX: 250-557-4568
Email: office@portclements.ca
Web: www.portclements.ca

7:00 p.m. Regular Meeting of Council, Monday, October 7th, 2019

AGENDA

1. **ADOPT AGENDA**

2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**

T-1 – Opening of Rainbow Wharf Tenders

3. **MINUTES**

M-1— September 16th, 2019 Regular Council Meeting Minutes

M-2—September 18th, 2019 Special Council Meeting Minutes

4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**

UB-1 – Purchasing Policy No.03 -- Review & Amend – CAO Decock

5. **ORIGINAL CORRESPONDENCE**

C-1 – North Coast Regional District Board Highlights – NCRD

6. **FINANCE**

7. **GOVERNMENT**

G-1—Winter Holidays Grant – CAO Decock

Recommended Motion:

"THAT the Village of Port Clements supports an application to the Gwaii Trust Society's 2019 Winter Holidays grant for \$10,000 to support the annual 'Port Bucks' program, Seniors' Christmas dinner, Breakfast with Santa, and Tlell Christmas Party."

G-2—NDIT Fall Grants for MIEDS: Grant Writer and Economic Development Capacity Building Program Grant Applications -- MIEDS

Recommended Motions:

THAT the Village of Port Clements agrees to support a grant application to the Northern Development Initiative Trust for up to \$8,000 from the 2020 Grant Writing Support program and agree to fund \$4595 in administrative fees from the budget.

THAT the Village of Port Clements agrees to support a grant application to the Northern Development Initiative Trust for up to \$50,000 from the 2020 Economic Development Capacity Building program.

G-3 – Animal Welfare Representative – Jennifer Rutt

8. **NEW BUSINESS**

9. REPORTS & DISCUSSIONS

R-1 – Report on UBCM 2019 - Mayor Daugert

R-2 – NCRD Regional Meeting – Mayor Daugert

R-3--CAO Decock Updates:

UBCM Convention- Attended clinic on Emergency Health Services: Developing Municipal Agreements, Small Talk Forum (jointly presented with NCRD & VQC on the Tsunami Pole Project & attended luncheon). Attended the Trade Show and found valuable contacts on software, street lights, and municipal items (ie. water metering, plant containers, consulting firms, resource services, etc.); attended clinic Be Fair: Responding Effectively to Complaints, attended the NCLGA Luncheon. Attended the CAO Breakfast (discussion of upcoming new tools & papers for CAO's were presented and discussion on Local Government Benefit Programs); attended BC Hydro meeting with Mayor Daugert.

NDIT Intern – This program was from May 2019 and set to complete in April 2020. Intern Emily Welford gave her notice in September 2019 and her last day of work was September 30, 2019. This means that funding of \$40,000 from NDIT Intern Program budget and the Gwaii Trust Communities Innovation Grant will not be fully utilized. In discussions with NDIT, the program decided not to refill her position.

Vibrant Community Updates – Application for funding the Rainbow Wharf Maintenance through the Vibrant Communities Grant has been submitted to Gwaii Trust. Awaiting approval for the approval of the funding. If successful, the remaining budget in the Vibrant Communities Grant for Port Clements is approximately \$314,000. However, the remainder of the grant money has been allocated in capital projects in 2019 and 2020. Most of the 2019 budget is not going to be used because of the well project portion being used from the Northern Capital & Planning Grant.

Replacing Asbestos Cement Water lines -AC pipe replacement budgeted for replacement in 2020 through the Rural Dividends fund; however, as the VOPC was unsuccessful in the sewer lagoon funding all funding through sewer replacement costs will be acquired through another application being sought out by the current Sewer design and proposal works being completed by P.S. Turje & Associates. Anticipate replacement costs for the AC cement will be post poned until 2021

Clinic Heat Return Ventilation System – Budgeted and install proposed for October/November 2019.

BC Ambulance Trailer Install – In early October, BC Ambulance will be installing a trailer adjacent to the Ambulance Station. This trailer will provide sleeping quarters, bathroom & shower facilities for ambulance staff.

Fire Hall Exterior Renovations – Contract has been awarded to Shaaroon Services. Roof has been completed and siding has been commenced. Project has been delayed due to shipping of materials and specialty items (doors, windows, lights) not arriving. Original completion date was September 30, 2019; however an extension has been given to contractor to complete the project by the end of October 2019.

Sewer Lagoon Study & Engineering Work – P.S. Turje & Associates were contracted to assist VOPC in becoming compliant with the legislated Waste Water Effluent Discharge requirements. Work is on track with the necessary on site professional surveys being completed and a Licence of Occupation for adjacent lands has been acquired to expand the sewer treatment facilities. Funds for this portion of the project is being funded by the Northern Capital & Planning Grant. Submission for infrastructure grants will be submitted in early 2020.

Well Development – In August 2018, Council applied to the Green Infrastructure – Investing in Canada Infrastructure Program to obtain funds to develop a new well development, connect it to the Water Treatment Plant. The application was unsuccessful. In September 2019, Council agreed to drill two wells and hire Western

Water Associates hydrologist. Wells are scheduled to be drilled in November 2019 when Double D Drilling returns to Haida Gwaii. The Village will apply for grants that will fund connecting the wells to the Water Treatment Plant and all electrical monitoring requirements.

CAO Decock's plans for October 2019 – 5 year Strategic Planning Session with Council at end of October or beginning of November; October 19 – 25th attending Statutory Approving Officers Training in Kamloops. Developing Adjudication Bylaw, Human Resource Policy development and revision

10. ACTION ITEMS

A-1 – see Action Items list.

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

13. ADJOURNMENT



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REPORT TO COUNCIL

Author: Ruby Decock, CAO & Emily Welford, Municipal Management Intern
Date: October 3, 2019
RE: Rationale for Amending the *Purchasing Policy, No. 3, 2016*

ISSUE:

Council has been providing exceptions to *Purchasing Policy No.3, 2016* without providing rationale to the public. Also, the process for receiving Request for Proposals causes delays in business processes.

BACKGROUND:

The Village of Port Clements has a *Purchasing Policy, No. 3* which stipulates how the municipality will procure goods and services through the approved financial plan.

DISCUSSION:

1.0 Direct Awarding

There are currently no reporting standards for when Council of staff award a contract without going through the standard operating procedure. While the awarding is justifiable in certain circumstances, to ensure transparency and accountability, the municipality should provide a documented explanation or rationale as to why exceptions to the policy were made.

Although it is not ideal to have standard operating procedures not followed, sometimes there are restrictions and situations that do not permit for the proper procedures to be followed. Three situations where the policy may not be followed:

1. Not enough quotes/tenders/proposals submitted;
2. Not enough time for the formal Request for Proposal (RFP), such as emergency work; and/or
3. A contractor proposes to do unplanned, unsolicited work that is needed in the municipality, and it is unclear when that contractor's availability will be available in future (typically an off-island contractor). This unsolicited work will save the municipality a large sum of money if they were to hire them later due to the increased mobilization and living out allowances the contractor would incur if solely coming to Port Clements to complete work.

For example, the Village may only receive one quote after putting out an RFP, which is under the 3-quote minimum rule. The reasons for only getting one quote may be because of geographic restrictions, financial restrictions, lack of desire to submit a quote for services, and expertise restrictions for contractors or companies relocating to the island to complete the contract.

The Village cannot control these situations, nor that policy cannot be followed given them, but having reporting standards gives the public the ability to also recognize these circumstances and follow council's reasonings for why

UB-1

the policy was not followed. Identifying the reasoning behind an exception and communicating it to the public also avoids the appearance of favoritism, nepotism, or willfully ignoring policy. Furthermore, where time constraints and efficiencies are necessary for the interest of the municipality, documentation provides the background information to why direct awarding was necessary.

This rationale report would be similar to a rise and report after a decision is made in an in-camera meeting. These reports can be requested by the public, just remain on file, or requested by Council as a Rise & Report section in the Council Regular meeting. The reporting is only to increase accountability and transparency around purchasing and procurement of services.

2.0 Request for Proposal Process

The current policy requires that all Request for Proposals be first opened and received in the regular Council meeting. This process delays the awarding of the contract because Staff must wait for the opening of the RFP'S prior to analyzing the proposed services and writing a report with recommendations to Council. This current process delays projects by 2 -3 weeks. By re-organizing the method of receiving RFP's there are efficiencies in contract awarding by reducing the number of times Council must receive the information on the RFP.

CONCLUSION:

Purchasing Policy No.3 does not identify processes that must be completed when exceptions to the policy are being made. By not including a process on how to address these exceptions, there is no accountability to the public on how purchasing and procurement of services are being managed. In addition, the current Request for Proposals process delays the contract award process by 2-3 weeks. If the submission requires sufficient evaluation by Staff to provide the appropriate recommendations and proper information that Council can make an educated decision without delaying the award of the contract.

IMPLICATIONS:

STRATEGIC (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)
Changing the RFP process increases efficiencies in completing the Strategic Plans.

FINANCIAL (Corporate Budget Impact)
No impact to the budget.

ADMINISTRATIVE (Workload Impact and Consequence)
Increased administrative time preparing reports. Should not take too long as the analysis of the situation and the contractor should have already been done by Council and staff, it is merely putting it on paper. If there is a standardized form, it would take less time by reducing formatting.

RECOMMENDATIONS:

THAT Council approves the recommended changes to the Purchasing Policy No. 3, 2016.

Respectfully Submitted:



Ruby Decock, CAO

Enclosure – Purchasing Policy, No. 3, 2016 with suggested edits

UB-1

**Village of Port Clements
Purchasing Policy
Policy No. 03**

Originally prepared by Clerk/Treasurer Heather Nelson-Smith - 2009
Updated by CAO Kim Mushynsky - 2017
Updated by CAO Ruby Decock & Intern Emily Welford 2019

Adopted: 2009 by Mayor and Council
Last Reviewed and amendments approved by Council: October XX, 2019
Next Review: October 2021

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- 6.0 EXCEPTIONS TO THE POLICY
- 7.0 SOLE SOURCE/SINGLE SOURCE SUPPLY
- 8.0 SUPPLIER PREQUALIFICATION

1.0 OBJECTIVE:

To set guidelines for the procurement of goods and services for the Village and in pursuit of its commitment, and in order to promote effective, economic, efficient and responsible acquisition of goods and services, the Municipality has established this policy which will enable staff to maintain a customer service focus while meeting the needs and protecting the interests of the Municipality and the public.

2.0 SCOPE:

This policy governs the acquisition of goods and services, by purchase or by lease, using Municipal funds from all sources, including operating, capital or other funds. Interpretation and administration of this policy is the responsibility of the Chief Administrative Officer who will establish all procedures and controls necessary to comply with all relevant statutory and legal obligations. The Chief Administrative Officer will ensure that all acquisitions are made according to this policy, sound business practices, and will employ appropriate accountability measures, thereby making procurement decisions defensible.

3.0 PROCUREMENT PRINCIPLES:

1. Efficient - after consideration of needs, alternatives, timing and availability of funds, acquire necessary quality and quantity of goods and services in an efficient and cost-effective manner.
2. Ethical - act in a manner which provides potential suppliers equal opportunity to participate the business of the Municipality and to ensure open and transparent procedures that withstand public scrutiny at all times. The Municipality will implement appropriate procedures to avoid perception of conflict of interests.
3. Accountable - The Municipality will publicly post the outcome of any publicly posted supply request within 20 days of contract signing and/or issue a report to Council.
4. Impartial - the process of open competitive bidding on the acquisition and disposal of goods and services will be fair, transparent and non-discriminatory.

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5. Economical - consider the total cost of ownership as defined by the Municipality in all contracts for goods and services.

6. Co-operative - participate with other governmental entities in co-operative purchasing programs and Supply Agreements where the best long-term interests of the Municipality will be served

7. Lawful - comply with all applicable laws, municipal policies, domestic and international trade agreements.

8. Social - use procurement practices to promote social and economic development.

9. Where practical the Village will endeavor to shop locally. Preference will be given to local suppliers and contractors up to a premium of 10%.

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4.0 AUTHORITY:

The CAO, Deputy Clerk, and Public Works Superintendent are hereby appointed by Council the "purchasers" of the Municipality to purchase goods and services within the scope of this policy.

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The Purchasers may expend within the approval of the current adopted financial plan and the limits imposed by the current Establishing Officer Positions Bylaw's spending limitations.

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5.0 PURCHASING THRESHOLDS

Value of Goods or Services	>5000 to <\$15,000	> \$15,000
Requirements	3 written quotes	Invitation to Tender Request for Proposal Invitation to Quote Council Approval

Deleted: Where practical the Village will endeavor to shop locally. Preference will be given to local suppliers and contractors up to a premium of 10%.

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Contracting out for goods or services valued at \$5000.00 to \$15,000.00 (excluding tax) requires written quotes. The Purchasers shall seek to obtain a minimum of three written quotations from Contractors, recognizing that we may not always succeed in receiving three quotes.

Commented [CA01]: Staff have not been doing this. It has not been completed for years. Considerations - Advertising costs, and time for staff to notify all on the list (group emails?) See SUPPLIER PREQUALIFICATION Section which is partially applicable to this.

Deleted: Annually the Village of Port Clements will put out a call for a list of services and/or equipment by contractor's island wide. The Village will ensure that anyone included on this list is notified either by regular mail or electronically of any quotes. tenders or request for proposals the Village puts out...

Contracting for works valued in excess of \$15,000.00 shall be done via tender or request for proposals. The Tender process is utilized when specifications and conditions to a contract known. The contract is built into the tender document.

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Tenders will be evaluated on but not limited to the following:

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a) Price
b) Equipment and related experience and suitability
c) Time frame of works

- i) The lowest of any price may not necessarily be accepted.
- ii) Must have evidence of successful performance for similar works.

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Requests for proposals are used for the purchase of goods, services, equipment and materials when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected.

Request for Proposals will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Must have evidence of successful performance for similar works.

Request for Proposals will be evaluated based on the following:

- a) Price
- b) Equipment and related experience and suitability
- c) Time frame of works
- d) Innovation of project
- d) Description of works
- e) Reference checks
- f) Inclusion of applicable supporting documentation or information included in the submitted proposal.

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All submission of RFPs, ITT's, ITQ's will be date and time stamped. In the circumstances where items are received via email, the time the emails are received (time stamped) will be used as the time received. Mailed submissions will be checked ½ hour prior to the closing time. Faxed submissions will be checked at the time of closing.

The Village of Port Clements reserves the right to offset any outstanding debts owed to the Village by the Contractor against any amounts owing to the Contractor in regards to contracted works.

All Tenders will be opened during a Council meeting, reviewed by staff and approved by Council at the next Council meeting unless an exception requires a quicker response. RFP's will be received by staff, reported to Council, and approvals and awarding proposed works will be made by Council

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Commented [CA02]: If it is a simple tender document, it may not need to be acted upon at the next Council meeting. If we are to purchase 10 Ram 1500 4 x 4 trucks SLR models, we can pick the base price and any additional add on features, such as box liner costs, can be determined in discussion session of the issue.

6.0 EXCEPTIONS TO THE POLICY:

1. Where goods, services or construction are urgently required and delay would be injurious to and/or property, the Chief Administrative Officer or their designate will authorize any and all actions to be taken and these will be considered as an exception to this policy.

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- i. At the conclusion of the Emergency conditions, the Chief Administrative Officer or designate will report back to Council with the cost implications and summary of actions taken to mitigate the event.

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7.0 SOLE SOURCE/SINGLE SOURCE SUPPLY

The Municipality may contract with a sole or single source, as defined below, in the following instances:

- 1. Low value purchases made by purchase card;
- 2. When an ITQ, RFP, or ITT has been publicly issued and either none or only one acceptable response is received;
- 3. When a Notice of Intent (NOI) has been publicly posted and no reasonable objection has been received in accordance with the terms of the NOI;
- 4. When utilizing a co-op group contract with other local governments or first nations in Haida Gwaii;

Commented [CA03]: This is when a joint project is advertised and managed by another municipality. (For example: This could have been used when completing a joint RFP for the Community Wildfire Protection Plan contract issued by all communities on Haida Gwaii). The lead on the advertisement was the Regional District and the decision to hire the consultant for the project could be determined jointly by an existing working agreement.

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5. Upon written approval of the Chief Administrative Officer or designate, if requested, Council to enter into a Direct Award Contract.

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If the Village must award a contract without following the procedures set out in this policy, a "Notice of Intent to Direct Award a Contract" Report must be presented to Council and made available to the public. Reasons for a direct awarding of contract include, but are not limited to:

- i. Insufficient quotes received for an RFP or RFT.
- ii. Emergency projects or work.
- iii. Unsolicited offering of services not regularly available on Haida Gwaii.

Commented [FD4]: e.g. that guy that came in to clean out the firetrucks... we didn't ask him to do it but we're going to take the opportunity and get the work done. Or when the road painting guys came through...

The "Notice of Intent to Direct Award a Contract" Report must include the reasons for direct award including an internal and external analysis, which details the strategic, financial and administrative impacts of the direct award, and also the consequences had the contract not been directly awarded. In the event of an Emergency project or works, the report will be provided to Council after the occurrence of the direct award. All Direct Award reports will remain on file as suggested by the Freedom Of Information and Privacy Protection Act (FOIPPA), for 7 years.

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8.0 SUPPLIER PREQUALIFICATION

1. The Municipality may choose to prequalify service providers where there is a probability of services being required on an ongoing and when required basis or as part of a multi-stage procurement process.
2. A supplier not currently on a prequalification list may submit their qualifications once a year for consideration.
3. The Municipality may remove a supplier from the prequalification list where performance is not satisfactory or does not comply with the contracted terms and conditions.

Doug Dauger,
Mayor

Ruby Decock

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5. Upon written approval of the Chief Administrative Officer or designate, if requested by Council to enter into a Direct Award Contract.

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- iii. Unsolicited offering of services not regularly available on Haida Gwaii.

The "Notice of Intent to Direct Award a Contract" Report must include the reasons for the direct award including an internal and external analysis, which details the strategic, financial and administrative impacts of the direct award, and also the consequences had the contract not been directly awarded. In the event of an Emergency project or works, the report will be provided to Council after the occurrence of the direct award. All Direct Award reports will remain on file as suggested by the Freedom Of Information and Privacy Protection Act (FOIPPA), for 7 years.

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2. A supplier not currently on a prequalification list may submit their qualifications once a year for consideration.
3. The Municipality may remove a supplier from the prequalification list where performance is not satisfactory or does not comply with the contracted terms and conditions.

Doug Daugert
Mayor

Ruby Decock,

CA

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NORTH COAST

REGIONAL DISTRICT

Board Highlights

September 20, 2019

Board Business:

1. The Board of the NCRD received a delegation from WEYL Power regarding an application for Investigative License for Ocean Energy near Skidegate.
2. The Board of the NCRD resolved to support signing a letter to Minister Wilkinson, M.P, Minister of Fisheries, Oceans and the Canadian Coast Guard, requesting the Ministry to conduct a study to identify the underlying scientific causes for the fishing related concerns in our area and to identify the underlying causes for the identified impacts.
3. The Board of the NCRD resolved to adopt Bylaw No. 653 to establish a parks and trails service within Electoral Area "E".
4. The Board of the NCRD resolved to support the Sandspit Community Society's application to Northern Development Initiative Trust's Fabulous Festivals and Events program for the 5th Annual Sandspit Wild Harvest Festival.
5. The Board of the NCRD resolved to support an application to the Community Resiliency Investment Program for the Electoral Area D Community Wildfire Protection Plan.
6. The Board of the NCRD resolved to appoint members to the Haida Gwaii Regional Recreation Commission.
7. The Board of the NCRD resolved to appoint members to the Regional Recycling Advisory Committee.
8. The Board of the NCRD adopted its 2019-2022 Strategic Plan.
9. The Board of the NCRD resolved to close the Regional Recycling Transfer Station located at 251 Kain Road as a result of concerns related to employee health and safety. The NCRD continues to work with all stakeholders to bring residential curbside recycling to Prince Rupert.

For complete details of the September 20th, 2019 Board meeting, the Agenda and Minutes are posted online at www.ncrdbc.com.





The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
Public Works :250-557-4326
FAX :250-557-4568
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Web : www.portclements.ca

REPORT TO COUNCIL

Author: Ruby Decock, CAO
Date: October 2, 2019
Re: Winter Holidays Grant

BACKGROUND

Each year, a \$10,000 Gwaii Trust Winter Holidays Grant (formerly Christmas Allocation Grant) can be claimed by the Graham Island Central region. The Village of Port Clements is the municipality that submits the grant application and submits the reporting. The regular disbursement is 60% for the Port Clements Community and 40% for Tlell Community (Regional District Area).

DISCUSSION

The CAO requires a motion from the Village of Port Clements identifying Council supports the grant application for the Gwaii Trust Winter Holidays Grant.

The disbursement for the grant will be as follows:

- \$1,200 Seniors (This group includes the Senior's from Tlell and surrounding area).
- \$3,000 Tlell Fire Department
- \$1,100 Breakfast with Santa (Open to community members and adjacent communities).
- \$4,700 Port Bucks based on \$30/household. (This includes disbursement for the residents north of Port Clements to before Nadu Road and South of Port Clements to Eli Tingley Bridge).

The CAO has received a support letter from the Gwaii Trust Board Representative for this disbursement of funds.

RECOMMENDED MOTION:

"THAT the Village of Port Clements supports an application to the Gwaii Trust Society's 2019 Winter Holidays grant for \$10,000 to support the annual 'Port Bucks' program, Seniors' Christmas dinner, Breakfast with Santa, and Tlell Christmas Party."

Respectfully submitted:

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REPORT TO COUNCIL

Author: Ruby Decock, CAO

Date: October 3, 2019

RE: Application for NDIT Economic Development & Grant Writer Application

BACKGROUND:

The Misty Isles Economic Development Society (MIEDS) was established in 2008 following the initialing of the Land Use Plan. A non-profit society dedicated to economic development, MIEDS represents the communities of Masset, Port Clements, Queen Charlotte, Sandspit, and NCRD Area D (rural Graham Island). The organization was created to enable coordinated efforts between island communities and pursue joint economic development activities. MIEDS is funded through Northern Development Initiative Trust's Economic Capacity Building Grants and Grant Writer Grants that is applied for by the civic communities and passed through to the society.

Economic development accords were signed by the communities and the Haida Nation, and represent shared economic development priorities that provide direction in moving our island communities forward (Economic Development Accord & Economic Development Understanding). The economic development activities taken on by MIEDS focus on four strategies as outlined in the annual workplan and include: tourism marketing, small business promotion and advocacy, community forest negotiation and community grant writing services. MIEDS staff work collaboratively to meet the goals identified in their annual work plan and look for ways to ensure value for each civic community and Area. Some of the projects taken on include the 2019 Visitor Exit Survey, 'This is Haida Gwaii' magazine, Go Haida Gwaii and Love Haida Gwaii website administration and client service, a small business trade show planned for mid-October, business walks, liaising with Northern Development Initiative Trust and Destination BC Staff to maximize the grant monies available to Haida Gwaii. There is a focus on negotiating and establishing a community forest as well a goal for community grant writing with service provided by the Grants Manager.

The Grants Manager is an employee of MIEDS, who reports to the Economic Development Manager (EDM) and provides grant writing support to the three municipalities on Haida Gwaii; Masset, Port Clements, and Queen Charlotte and the rural areas represented by the regional district. Funding for this position is provided through grants from the Northern Development Initiative Trust (NDIT) and contributions from the municipalities and MIEDS. The performance goal for the Grants Manager is to write grants valued collectively at \$250,000.00 for each community. In 2019, the Grants Manager

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wrote 10 grant applications for the Village of Port Clements. The overall value of the applications is \$589,824.00 and support project initiated by the village that include:

Port Clements Firehall Exterior Renovations
Community Economic Development
Municipal services summer assistants (2)
Museum attendant, machine restoration assistants (2)
Village of Port Clements Housing Needs Assessment 2019
Graham Island Central Community Events 2019
Golden Spruce Trail Extension Study
Sunset Trail Improvement Project
Rainbow Wharf Repairs Project

The Grants Manager works on grant applications for projects related to infrastructure, social services, recreation, arts, culture, heritage, economic development, and other areas.

The Grants Manager works with the Corporate Administration Officer's and civic administrators to identify projects, match them with grant funding opportunities, and develop grant applications. Maintaining relationships with the Corporate Administration Officer's and civic administrators is integral to the position. The Grants Manager will normally work out of the MIEDS office in Queen Charlotte, but may work elsewhere on Haida Gwaii by mutual agreement.

DISCUSSION:

Funding for both the Grants Manager and MIEDS Economic Development office provides supportive services for the Village of Port Clements (VOPC). The Village of Port Clements does not have the capacity to carry out grant writing and economic development projects. Supporting these applications provides support to VOPC in these departments.

MIEDS has requested a small increase to the amount the civic governments contribute to the Grant Manager salary. In 2019, they requested \$4522.87 and requesting it to be increased to 4595.00 in 2020. If approved, the increase will contribute towards a 2% raise for the Grants Manager in 2020 as the remainder of the 2% would be covered through MIEDS and other local governments.

CONCLUSION:

Without this additional support from MIEDS in grant writing and economic development services, the VOPC staff's workload would be required to increase to complete their work. This would not be manageable with current staffing levels and existing staff responsibilities for regular business, so retaining the MIEDS' support is essential.

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IMPLICATIONS:

- STRATEGIC** (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)
Impacts the time it takes to carry out strategic plans and meet the goals of Official Community Plan.
- FINANCIAL** (Corporate Budget Impact)
Will impact the budget if grants and economic development are not a continued service. Will increase the administrative budget associated with hiring a grant writer.
- ADMINISTRATIVE** (Policy/Procedure Relevancy, Workload Impact and Consequence)
Staff will have more time to deal with VOPC regular business.

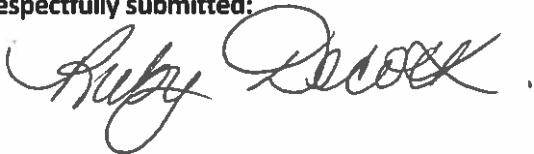
RECOMMENDATION

THAT Council supports the application to Northern Development Initiative Trust (NDIT) 2019 Grant Writer Support Program.

THAT Council approves that the 2020 administrative budget for the Grants Manager be \$4595.00.

THAT Council supports the application to Northern Development Initiative Trust (NDIT) 2019 Economic Development Capacity Building Program.

Respectfully submitted:



Ruby Decock

From: Jennifer Rutt <jenrutt@gmail.com>
Sent: September-26-19 3:00 PM
To: Trevor Jarvis; vfdavis1@gmail.com; Ruby Decock; michelle.mcdonald@skidegate.ca; aread-director@ncrdbc.com; Lori Wiedeman; cao@skidegate.ca; bret.johnston@gwaitrust.com; areae-director@ncrdbc.com
Subject: Haida Gwaii Community Animal Welfare Initiative - Request for Representation

Haida Gwaii Community Leaders,

I am looking forward to getting started on the animal welfare project and working together to make positive change possible.

The first step for each community is to choose both a representative and an alternate representative for the working group. We are requesting an alternate because the goal is to have at least one representative from every community at each meeting. We encourage you to continue representation from the first group of individuals involved in the project if possible. The project will run from October - March.

If someone from each community could get back to me directly by the end of next week with the two names, positions, phone numbers, and email addresses I will then send a poll out to secure a date during October.

The first meeting we will be striving to choose a date where we can all meet in person. Subsequently, we will be more open to having people join via phone if it is impossible for someone to join the meeting in person.

Thank you and please don't hesitate to contact me with any questions.

Sincerely,
Jen

Jennifer Rutt
250-559-8064
206-930-0845 (mobile)
Connect with Me: [LinkedIn](#)

NCRD REG. MEETING Sept 20, 2019

The Agenda began with a presentation by WEYL Power asking for an investigative permit to look at tidal power in the skidegate offshore area. As an investigative permit, they would be limited to mounting various recording instruments and taking readings, and would have to make another application for a test or trial installation of any equipment. This passed conditional on CHN approval and transport Canada approval.

We adopted the strategic plan that had passed at the last Board Meeting.

A great portion of the meeting was taken up by UBCM preparations.

Three different Booming ground applications were presented with approximately 130 pages of documentation. All passed the Board with no comment

A subdivision application in Sandspit (to accommodate existing housing) caused a request for more information asking if there were rights-of-way to accommodate the sewer system.

REPORT ON UBCM 2019

Resiliency and Change

Monday September 23

- **B C Mayors Caucus**— The two main themes this year were **A Strong Fiscal Framework** and **The Opioid Crisis**. Under the Fiscal Framework we had presentations by Mayor Lee Brain of Prince Rupert which was very interesting, and another by McBride. While both were interesting accounts of projects big and small to develop the economies in their jurisdictions and were delivered with conviction and good videos, they both lacked any data. I was not convinced that either community had established the strong fiscal framework, but appeared to have committed to a course of action that *could* result in revenues if their planning was accurate and outside events did not appreciably change. Presentations on The Opioid Crisis had just begun when I had to leave for a meeting with **MOTI** called by the Village of Queen Charlotte.
- **Ministry of Transportation and Highways**—The main issues here were Kwuna service levels, which have still not reached the desired hours due to difficulties in staffing, and hospital helipads. All subjects were well spoken to by members of the delegation, but it was only a 15 minute session.
- **Truck Loggers Association reception and dinner**— This was an excellent opportunity to speak informally with other communities about forestry and Community Forests, and to hear Minister Doug Donaldson speak on his vision for the future. While nothing new was said, I did get the opportunity to speak with the Minister in a non-hostile setting and set the stage for our requests at later meetings, and to explain how hard hit our village is by the curtailment of market logging. I also appreciated the opportunity to discuss issues with other Mayors and forestry Businesses in attendance.

Tuesday September 24

- **Workshop on Remuneration for Elected Officials—best practices** An interesting clinic based on the *Council and Board Remuneration Guide* UBCM developed which is available on their website. Key points were on determination using comparables, both in size and in your area. Timing the review to take place a year before an election avoids it being the election issue, and implementing any new regime for the next Council takes away the perception of impropriety.
- **NCRD meeting with MOTI**—This meeting covered the Cranberry Connector, a gravel road connecting from highway 37, carwash rock on highway 16 between Terrace and Rupert, and shoreline erosion.
- **MOFLRORD**-This meeting was requested by Carla Lutner of Gwaii Trust to discuss delays in the release of Athlii Gwaiifunds so projects may begin. In addition of civic community leaders, Jason Alsop attended and spoke in favor. By the end of the meeting Minister

Doug Donaldson was nodding sympathetically and directing staff to look into things. Very positive feeling. Appeared very reserved when the Community Forest was brought up in the meeting

- **Small talk Forum and small talk Lunch**—I missed this event, as it overlapped the previous two meetings
- **Meeting with Minister Donaldson called by Village of Masset**—a 15 minute meeting where the Village of Masset expressed their frustration in dealing with the local Forestry office on issues ranging from cutting permits to acceptance of community values.
- **Resiliency and Change in BC Forests**—A speech by Doug Donaldson with slides stressed the changes and the need for further adjustment to the use and expectations around our forests. Lively discussion around the role of BCTS and stumpage rate determination ensued. Interesting to hear discussion from other communities, some with working Community Forests. The benefits and problems of various log exports were discussed.
- **MIABC AGM**—I attended this because the **Municipal Insurance Association of BC** is our Village Insurer. Like many AGMs, it was mostly scripted and motions were generally passed by acclamation. We elected a chair from 2 people I was unfamiliar with. The question session was very short, and a keynote address by MLA Rice did not occur as she was called into another urgent matter.
- **Welcome Reception**- I find these receptions difficult, as they are extremely noisy and crowded. Difficult to network at a volume level equivalent to running several chainsaw nearby.

Wednesday September 25

- **Workshop-Elected Officials Must themselves be Resilient**—This was a workshop hosted by a lawyer and a head of a Human Resources firm. Very good presentations on handling of social media and managing your responses. Stressed that the law is not your friend, and there is very little legal recourse to defamatory statements or even veiled threats. Some best practices were discussed, which I am sharing with staff.
- **Ministry of Education meeting on student travel for sporting and cultural events**—called by the Regional District to point out the necessity of travel to expose rural students to a broader range of opportunities and the added cost to small and remote School Districts.
- **UBCM Plenary Sessions**—Here we heard speeches from various leaders and voted on the many resolutions (about 250) proposed by Municipal Governments. It lasted 2 days, and kept going while other meetings took place. Most of the motions were divided up into blocks, and in some cases a block vote took place on resolutions recommended by the executive. In other cases, individual motions were flagged for debate and amendments. I noted that some of these motions and many of the amendments were badly worded and unclear or simply not possible to execute.

- **Area Association Lunches NCLGA**—A networking event with a background of speeches. I met with Councillors from McKenzie and Kaslo, but had difficulty hearing the speeches due to background noise levels.
- **Cabinet Town Halls “A Place Worth Protecting”**—This meeting was somewhat of a recap of the Forestry forum with the emphasis on regulation. When the panel expressed how difficult it was to regulate and enforce marine tenures, they hit one of my trigger points, and I stood and spoke to how this was a choice government made in the 1980’s to uncouple water tenures from upland tenures where the Province had significant ability, along with local and regional jurisdictions, to impose zoning and regulation. Prior, zoning on the required upland tenure would also apply to the associated water lot. This legislation was removed to make way for big aquaculture, resulting in an inability for the Province to manage Fishing Lodges, Aquaculture, or booming grounds. That situation appeared to suit the Province very well.
- **Trade Show Reception**—I spent little time at the trade show, focusing my time and energy on the meetings.
- **CUPE Reception**-- The largest reception, this was in the largest venue covering much of the third floor of the Vancouver Convention Center West. Because of the size of the venue the noise level was tolerable. Conversations were generally quite shallow due to the fluid nature of the large crowd. I met up with a number of former Port Clements residents now making their way serving other communities, including 3 CAO’s from other Villages.

Thursday September 26

I limited my participation in other events so I could adequately prepare for the two meetings where I was to be the main presenter.

- **Minister of Health**—This was a very brief meeting called by the Regional District to stress the problems caused by the pharmacist technician shortage and the lack of specialists such as ophthalmologists in all but the largest centers. Also brought up were the cutbacks in clinic hours in Sandspit and the necessity of having ill people undertake the drive from Prince Rupert to Terrace and return in winter. Using the Northern Health bus service usually turned it into a 2 day trip for a patient and a companion.
- **BC Hydro**—This was our (VOPC) meeting with Dave Mosure to stress our concerns about power interruptions in Port Clements. Ruby and I were the only attendants, so had ample time to get our points across. Just that week BC Hydro had installed two monitoring devices in Port Clements to try and track the problem. It seems the power has been pretty stable since then, so some of this may have been temporary from construction on the lines. When asked about further tree removal to protect the lines, Dave Mosure explained that BC Hydro had a fixed schedule on how far to

clear brush with both horizontal and vertical clearances specified according to the transmission voltage in the line. It would be very difficult to obtain some form of right of way to exceed those clearances.

- **Meeting with Minister of FLNRORD**—This was our big opportunity to discuss the Community Forest with the Minister, and I prepared about a 10 minute presentation that was intended to add information and detail to the briefing notes we provided. The Minister was attentive throughout, asking specific questions and nodding to acknowledge some points. He seemed amenable to the idea of perhaps granting a larger share of the revenues to the Communities, and aligning BCTS objectives with the common goals of the Communities. After we had discussed this matter quite thoroughly and we had been given opportunity to provide some examples, which he could understand from a visit to Haida Gwaii in July, I had an opportunity to read the letter which Council had requested on the release of Athlii Gwaii Trust funds. I felt this meeting went very well and likely will result in more flexibility when we actually have the results of the Timber Supply Review and can seriously negotiate on the Community Forest offer.

Doug Daugert September 30, 2019



[Home](#) > [Grants & Programs](#) > [Vibrant Haida Gwaii Communities Grant](#)

Vibrant Haida Gwaii Communities Grant

The Vibrant Haida Gwaii Communities grant was established to fund community infrastructure projects. This includes items such as the basic physical systems of a community, clean water, sewers, transportation, communication, waste management, recreation facilities, and community safety initiatives. These systems are vital to a community's economic development and prosperity

Who can apply?

- Local [non-profit organizations](#)
- Local governments

How much money is available?

- A total of \$1 million for each of the [Gwaii Trust Communities](#), with \$250,000 allocated each year between 2016 and 2019.
- The maximum application amount is the remaining balance of each community's allocation. Each community's Vibrant funds will be available until their allocation has been fully approved by the Board. **If an individual community's allocation has not been fully approved by the end of 2020, the remaining allocation will be decommitted and will no longer available.**
- [Equity](#) requirement 0%

Application deadline

- Applications must be received by 4 pm on the 1st of each month.
- Last intake of the year is November 1 at 4 pm.
- Applications must be received a minimum of two months before the project is planned to start.

Eligible uses of the grant

- Almost any expense that supports community infrastructure is eligible.
- Communities can save their allocation for future years, until the end of 2020.
- [Core funding](#) is eligible.

Ineligible uses of the grant

- Expenses incurred prior to approval.
- Other items as outlined in the General Grant Guidelines.

How to apply

Full details of the Vibrant Haida Gwaii Communities Grant can be found in the Application Guide.

Applications must be submitted online through our grant management system. You will need to create an account to access application forms, save drafts, and submit your application. If you don't have access to a computer or need assistance with your application, please call or visit our offices

Approval process

The Gwaii Trust Board of Directors will review complete applications to make funding decisions by consensus. Funding decisions usually take two months after any scheduled intake deadline.

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APPLY NOW

AT A GLANCE

Application Deadline:

Must be submitted on the 1st of each month at 4pm. Last intake of the year is Nov 1 at 4pm.

Amount Available:

A total of \$1 million for each of the Gwaii Trust Communities, with \$250,000 allocated each year between 2016 and 2019

Equity Requirement: 0%

[Application Guidelines](#)



Dana Bellis

Project Officer

✉ [Email Dana](#)

☎ Cell: [250.626.3918](#)

DOWNLOADS

[Workplan Template](#)

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Old Massett Office:

PO Box 588,
Masset BC, V0T 1M0
162 Raven Ave, Old Massett

R-3

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire distributed on equipment use - Several Turned in. Grant Writer to look for opportunities Ruth Bellamy & CAO toured facilities to determine what improvements should be made. Grant Writer searching out funding.
	14-03-2019			Councillor Kish contacted Grant Writer about grants. She also spoke to Ruth Bellamy about equipment and removal of non-essential items. Plan to dispose of these items during free tipping day
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.
	16-04-2019			Draft plan circulated to Council for review.
	03-06-2019			Motion made to hold public hearing and then adopt Management Plan. Staff dealing with scheduling.
	31-07-2019			Requested date for Aug 20/20 - waiting for confirmation
	22-08-2019			Public Meeting held to receive comments on proposed plan and Berry Maze
A-41	2018-09-260	Amend the Campground Bylaw fees		Still in Progress - Still needs to be reviewed
A42	03-09-2019	Interference with Telus Tower		CAO to write letter explaining issue to Telus
A43	03-09-2019 19-09-2019	Energy Monitoring Services BC Hydro		CAO to write back to BC Hydro; insist on meeting Letter completed and meeting scheduled at UBCM

A-1