



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. Special Meeting of Council, Monday, February 17th, 2020

AGENDA

- 1. Adopt the Agenda**
- 2. Community Emergency Preparedness Fund – Emergency Support Services Grant Program**
Recommended motion:
THAT the Village of Port Clements Council agrees to apply to the Community Emergency Preparedness Fund – Emergency Support Services 2020 Program for up to \$25,000 in order to develop the Village of Port Clements' Emergency Support Services.
- 3. Vibrant Haida Gwaii Communities Grant Application**
Recommended motions:
THAT the Village of Port Clements Council agrees to apply to the Vibrant Haida Gwaii Communities Grant to purchase a Public Works Truck with hydraulic box, sander, and snowplow attachment for up to \$100,000 plus 10% contingency, plus tax and shipping.
- 4. Canada Summer Job Program Application**
Recommended motion:
That the Village of Port Clements council agrees to apply to the Canada Summer Jobs program for \$2,336 to help fund an eight-week Public Works Summer Employee position starting in June 2020.
- 5. Signing Authority – Verbal - Acting CAO Cumming**
- 6. Adjournment**



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REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting CAO
Date: February 14, 2020
RE: Application to Community Emergency Preparedness Fund – Emergency Support Services Grant Program

BACKGROUND:

Port Clements' Emergency Social Services are aiming to increase their volunteer capacity and competency by pursuing ESS training and getting equipment to support their operations.

The Community Emergency Preparedness Fund is provided by the Province of BC and administered by the Union of BC Municipalities. Their Emergency Support Services program offers funding to build the capacity of Emergency Social Services for local governments.

Due to a confusion with the dates of other granting streams under this fund, it was believed that the application deadline had been missed earlier in the year. However, the deadline was actually February 14th, 2020. UBCM was contacted about the circumstances and have granted an extension for the application deadline to the end of the day on Tuesday, February 18th, 2020.

DISCUSSION:

The Village of Port Clements' Emergency Social Services would like to have an application submitted in order to cover the costs of their desired expansion for capacity and equipment.

ESS is an integral part of an emergency response and it is imperative that volunteers receive proper training, as well as have the necessary equipment and supplies that can enable them to perform crucial functions for the Village during an emergency at a competent level. This grant is an opportunity to have that desired expansion of the service and capacity-building fully funded.

IMPLICATIONS:

STRATEGIC

(Guiding Documents Relevancy – Strategic Plan, Official Community Plan)
Training allows better ability to implement the Emergency Response Plan during an emergency.

FINANCIAL

(Corporate Budget Impact)
This grant can contribute 100% of eligible costs, to a maximum of \$25,000. If only eligible costs were budgeted for in this project and no ineligible costs incurred, then this would have no impact on the budget. If ineligible costs were incurred, then there would be budgetary impacts.

2.

ADMINISTRATIVE

(Workload Impact and Consequence)

Administrative staff will need to submit the application and manage the grant reporting.

STAFF'S RECOMMENDATION

THAT the Village of Port Clements Council agrees to apply to the Community Emergency Preparedness Fund – Emergency Support Services 2020 Program in order to develop the Village of Port Clements' Emergency Support Services.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Elizabeth Cumming". The signature is written in a cursive style with a large, looping flourish at the end.

Elizabeth Cumming, Acting CAO

Elizabeth Cumming

From: Rebecca Bishop <rbishop@ubcm.ca>
Sent: February-14-20 11:21 AM
To: Elizabeth Cumming
Subject: Re: VOPC - Request for Application extension for Community Emergency Preparedness Fund - Emergency Support Services 2020 Program

Good morning Elizabeth,

Thank you for following up on your call. Based on circumstances, I will permit Port Clements to submit your ESS application on Tuesday February 18th by end of day. I cannot provide a further extension to be fair to all applicants.

Best,
Rebecca.

Rebecca Bishop, Program Officer
Union of BC Municipalities
525 Government Street, Victoria BC V8V 0A8
direct: 250 387-4470 rbishop@ubcm.ca
Grateful to be living, working and growing on the traditional territory of the Lekwungen peoples

CEPF has been renewed with two additional funding streams: 2019 – 2020 Program Materials are now posted.

From: Elizabeth Cumming <deputy@portclements.ca>
Date: Friday, February 14, 2020 at 10:29 AM
To: Rebecca Bishop <rbishop@ubcm.ca>
Subject: VOPC - Request for Application extension for Community Emergency Preparedness Fund - Emergency Support Services 2020 Program

Good Morning,

As per our earlier phone call, I am sending in these email requesting an extension for submission of the Village of Port Clements' application to the Community Emergency Preparedness Fund's Emergency Support Services 2020 program.

Presently, the application date is today, February 14th, 2020. We would like to request an extension to Tuesday, February 18th, 2020 or later, if possible.

Thank you very much for your consideration of this request.

Regards,

Elizabeth Cumming

Deputy Clerk
Village of Port Clements
Ph: 250.557.4295
Fx: 250.557.4568
www.portclements.ca

Community Emergency Preparedness Fund

Emergency Support Services

2020 Program & Application Guide

1. Introduction

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

Starting in May 2019, the funding streams include:

- Indigenous cultural safety and cultural humility training
- Emergency operations centres and training
- Emergency support services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation planning
- Structural flood mitigation
- Volunteer and composite fire departments equipment and training

Background

British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive emergency support services. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. There may also be special services like first aid, child minding, pet care and transportation.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing emergency support services. Under the 10 year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide emergency support services to their residents.

Emergency Support Services Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency support services through training, volunteer recruitment and retention, and the purchase of ESS equipment. Starting in 2020, the focus of the ESS funding stream is to support the modernization of local ESS programs in order to move toward electronic registration and reporting.

2. Eligible Applicants

All local governments (municipalities and regional districts) and all First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Eligible Projects

In order to qualify for funding, applications must demonstrate the extent to which proposed projects will build local capacity to provide emergency support services.

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within one year from the date of grant approval

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Purchase of supplies and equipment in support of modernization (i.e. computers, printers and mobile devices)
- Purchase of supplies and equipment (i.e. reception centre kits, group lodging kits and storage containers for supplies and equipment)
- Training and exercises to increase capacity for the provision of emergency support services, including travel costs
- Volunteer recruitment and retention activities directly related to the provision of emergency support services

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Routine or ongoing operating costs (i.e. heating and lighting; security; software subscriptions or other subscription fees)

- Delivery of emergency support services during an emergency
- Activities intended to increase the capacity of third party organizations to deliver emergency support services on behalf of the approved applicant
- Training offered through the EMBC 2019/2020 ESS Training program
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities
- Purchase of vehicles
- Costs related to developing or submitting the application package

5. Grant Maximum

The Emergency Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is **February 14, 2020**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

| |
|---|
| Resolutions from partnering applicants must include the language above |
|---|

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Were not funded as part of the 2017 or 2018 Emergency Social Services intake
- Support the modernization of local ESS programs in order to move toward electronic registration and reporting
- Clearly demonstrate how the capacity of the eligible applicant to deliver emergency support services in their community will be increased
- Support recommendations or requirements identified in the local Emergency Plan
- Demonstrate transferability to other local governments and First Nations in BC
- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- Are cost-effective

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding. The CEPF Evaluation Committee will consider the provincial and regional distribution of all proposed projects. Funding decisions will be made on a provincial priority basis

All application materials will be shared with the Province of BC

7. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM. Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the CEPF Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee at the next scheduled meeting.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval. Under exceptional circumstances, an extension beyond this date may be requested in writing and is subject to approval by the CEPF Evaluation Committee.

8. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Copies of any training or capacity building materials that were produced with grant funding
- Optional: photos and/or media directly related to the funded project

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

| |
|--|
| All final report materials will be shared with the Province of BC. |
|--|

9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: cepf@ubcm.ca

Phone: (250) 387-4470

Community Emergency Preparedness Fund Emergency Support Services 2020 Application Form

Please complete and return the application form by February 14, 2020. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

| SECTION 1: Applicant Information | AP <i>(for administrative use only)</i> |
|---|--|
| Name of Local Government or First Nation: Village of Port Clements | Date of Application: February 13, 2020 |
| Contact Person*: Elizabeth Cumming | Position: Acting CAO/Deputy Clerk |
| Phone: 250-557-4295 | E-mail: deputy@portclements.ca |

* Contact person must be an authorized representative of the applicant.

| SECTION 2: For <u>Regional Projects Only</u> |
|---|
| <p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program & Application Guide for eligibility.</p> |
| <p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> |

| SECTION 3: Project Summary |
|--|
| <p>3. Name of the Project: Modernizing the Port Clements ESS</p> |
| <p>4. Project Cost & Grant Request: Total Project Cost: Total Grant Request: Have you applied for or received funding for this project from other sources? No</p> |

5. Project Summary. Provide a summary of your project in 150 words or less.

"Modernizing the Port Clements ESS" is a one-year program which intends to increase volunteer numbers; promote training by offsetting travel costs for off-island training & making online training more accessible; support the introduction of digital registration & record completion; increase on-hand emergency supplies; and to develop and support community outreach activities within the Village of Port Clements on Haida Gwaii. As an active Emergency Support Services group on Haida Gwaii, we want to be a well-trained and well-equipped group of volunteers capable of providing support during a disaster, and to model ESS team growth and enhancement for other communities.

6. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

The Village of Port Clements Emergency Preparedness Plan requires the ESS Coordinator and volunteers to open and staff a reception centre, register & provide for displaced persons during Level 2 and greater emergencies, and solicit emergency supplies door-to-door within the village as needed. This grant will provide equipment and improve access to training to ensure a core group of volunteers is available to respond to emergencies efficiently and effectively, to raise community awareness of the ESS, and to ensure sufficient on-hand supplies for 100 people. This is a key concern given the lack on Haida Gwaii of commercial outlets such as WalMart, CostCo, Canadian Tire or Cabelas, which could provide off-the-shelf supplies in an emergency, and difficulty in accessing supplies from elsewhere in BC in a timely manner due to isolation and probable transportation disruptions in an emergency.

SECTION 4: Detailed Project Information

7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

12 monthly ESS meetings (team-building, training review); sending 2 ESS volunteers to 2 off-island training events; 4 community mailouts; develop portable display to promote/introduce ESS at 4 separate community events and/or locations; staging a simulated emergency to assess ESS operation & readiness for deployment; purchase of supplies to support digitization; review current supplies & purchase of supplies to support up to 100 displaced persons.

8. Modernization of local ESS programs. How will the proposed activities support the modernization of the local ESS program?

The current program operation is pen and paper based. Adding laptop computers and printers will permit digitization and also support access to online training.

9. Capacity Building. Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

By recruiting and training more volunteers and expanding on-hand supplies the Port Clements ESS will be able to respond effectively to emergencies involving up to 100

displaced persons. Digitization resources will allow the Port Clements ESS to fully participate in the ESS Modernization Project underway in BC. Community outreach activities will help educate the public and other community groups on what services ESS provides when it is activated.

10. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (i.e. ESS volunteers, training resources, cots, blankets, etc.).

Port Clements is centrally located on Graham Island, where most residents of Haida Gwaii live. Trained volunteers here would be well positioned to respond to other communities as required. Other Haida Gwaii ESS groups would be able to attend our meetings and collaborate on training. Purchased resources could be deployed in other communities if required, and equipment lists will be provided to other community emergency management groups.

11. Partnerships. In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.

12. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (i.e. tracking the number of training events and recruitments, external evaluators, etc.)

The number of events will be tracked, along with participation levels for each event and requests for follow-up information generated by public outreach events. ESS volunteers will be asked to evaluate the program after six months and at its conclusion. The Port Clements Emergency Management Commission will be asked to review the program for impact and effectiveness at least once during and after its conclusion.

13. Progress to Date. If you received funding under the 2017 or 2018 Emergency Social Services funding stream, please describe the progress you have made in increasing ESS capacity.

N/A

14. Additional Information. Please share any other information you think may help support your submission.

In January 2017 when a tsunami alert was issued for Haida Gwaii, members of ESS attended and provided the public with coffee (those that evacuated to the Multiplex building) and were a needed support.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

Local government Council or Board resolution, Band Council resolution or Treaty First

Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name:

Title:

Signature:

Date:

An electronic or original signature is required.

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Emergency Support Services supplies and training for Port Clements

Village of Port Clements

14-Feb-20

| Income | Amount | Type | Confirmed? | Notes |
|---|---------------------|----------------|---------------|---|
| Community Emergency Preparedness Fund (Emergency Support Services) | \$ 15,815.50 | Grant | N | Administered by UBCCA |
| Total Funding | \$ 15,815.50 | | | |
| Expenses | Amount | Charge? | Funder | Notes |
| Training (EMBC course in Vancouver/NESST conference in Prince George for two) | \$ 480.00 | Y | | April 24 to 26 in Prince George, B.C. |
| Northern Emergency Support Services Training Conference registration for two | \$ 1,200.00 | | | |
| Eight nights accommodation for two (\$150 per room per night) | \$ 800.00 | | | |
| Meals for two for 8 days (\$50 per day) | \$ 1,500.00 | | | |
| Return airfare between Masset and Prince George for two | \$ 600.00 | | | |
| Ferry fare for return Prince Rupert/Skidgate trip for two | \$ 920.00 | | | |
| Mileage from Prince Rupert to Prince George (\$0.59 per km for 1,560 km) | \$ | | | |
| Volunteer recruitment | | | | |
| Room rental for 12 monthly meetings | \$ 360.00 | | | Donated by the Village of Port Clements |
| Refreshments for volunteer meetings (\$30 per meeting) | \$ 250.00 | | | |
| Office supplies for training sessions | \$ | | | |
| Modernization | | | | |
| Laptops (3) | \$ 2,690.64 | | | Pricing from Staples, plus 12% in taxes |
| Laptop storage cases (3) | \$ 151.77 | | | Pricing from Best Buy, tax included |
| Printer | \$ 290.17 | | | Pricing from Amazon, plus 12% in taxes |
| Public Information | | | | |
| Tabletop folding panel display, with case | \$ 750.00 | | | |
| Pamphlets (four rounds of 250 mail-out pamphlets) | \$ 51.00 | | | |
| Postage | \$ 202.00 | | | |
| On-land travel for promoting ESS at community events | \$ 300.00 | | | |
| Table rental | \$ 100.00 | | | |
| Emergency Support Services supplies | | | | |
| Foam sleeping pads (90) | \$ 2,313.36 | | | Pricing from Mountain Equipment Co-op |
| Wool blankets (44) | \$ 539.62 | | | Pricing from Pacific First Aid |
| Toothbrushes (75) | \$ 84.00 | | | Pricing from Walmart |
| Toothpaste (30) | \$ 19.08 | | | Pricing from Walmart |
| Hand soap bars (86) | \$ 44.46 | | | Pricing from Walmart |
| Volunteer safety vests (8) | \$ 134.40 | | | Pricing from FullSource |
| First Aid kits (15) | \$ 273.00 | | | Pricing from Pacific First Aid |
| Storage cabinet (48 x 24 x 74) | \$ 1,630.00 | | | Pricing from Uline, plus \$250 shipping |
| Vinyl sign | \$ 132.00 | | | Pricing from Banner Buzz |
| Total expenses | \$ 15,815.50 | | | |
| Difference | \$ 0.00 | | | |



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REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting CAO
Date: February 14, 2020
RE: Application to Vibrant Haida Gwaii Communities Grant

BACKGROUND:

At strategic planning it was identified that purchasing a new vehicle was a 2020 priority for Public Works.

DISCUSSION:

Public Works needs a new truck and has been looking at purchasing a vehicle to replace the aged public works truck. In this purchase they have also been looking at finding a vehicle replacement that will additionally assist with capacity issues due to the lack of sufficient existing equipment and the limited staff size, in order to improve public works ability to meet existing operational needs and quality of services provided. Such as with a vehicle with a hydraulic box, sander and snowplow attachment.

IMPLICATIONS:

STRATEGIC (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)

It is a priority for Public Works to get a new vehicle in order to maintain current operations and improve the quality of services provided.

FINANCIAL (Corporate Budget Impact)

The Vibrant Haida Gwaii Communities Grant can provide 100% funding of eligible costs, to a maximum of the remaining balance in the community's account. If only eligible costs are budgeted for and incurred with this project, then it would not have an impact on the budget (as it would be fully funded). If ineligible costs were incurred, then there would be budgetary impacts.

ADMINISTRATIVE (Workload Impact and Consequence)

Administrative staff will need to submit the application and manage the grant reporting. Staff will need to make the purchase and sort out the logistics of getting the vehicle to Port Clements.

STAFF'S RECOMMENDATION

THAT the Village of Port Clements Council agrees to apply to the Vibrant Haida Gwaii Communities Grant to purchase a Public Works Truck with hydraulic box, sander and snowplow attachment for up to \$100,000 plus 10% contingency, plus tax and shipping.

Respectfully Submitted:

Elizabeth Cumming, Acting CAO

SEARCH

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

Vibrant Haida Gwaii Communities Grant

APPLY NOW

Reminder: 2020 is the final year for communities to access the Vibrant Haida Gwaii Communities Grant. The final application deadline is November 1, 2020 at 4 pm.

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 be available.
- [Equity](#) requirement 0%

Application deadline

- Applications must be received by 4 pm on the 1st of each month.
- There is no intake August 1st, and the last intake of the year is November 1st 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.

AT A GLANCE

Application Deadline:

Applications must be received by 4 pm on the 1st of each month.

There is no intake August 1st, and the last intake of the year is November 1st at 4 pm.

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

Note: Dana is on a leave of absence. In her absence this grant is being managed by Carla Lutner. [Email Carla](#)
Ph: [250.559.5807](#)

DOWNLOADS

[Workplan Template](#)[Budget Template](#)

QUICK LINKS

[I Have a Grant](#)[I Need a Grant](#)[I Need Help](#)[Contact](#)

Ineligible uses of the grant

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

Already have a grant?

LOGIN

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.

Quick Links

[I Need Help](#)

[Directory](#)

[News & Events](#)

[Logo Download](#)

Old Massett Office:

PO Box 588,
Masset BC, V0T 1M0
162 Raven Ave, Old Massett
Toll Free: [1-800-663-2388](tel:1-800-663-2388)
Local: [250-626-3654](tel:250-626-3654)

Skidegate Office:

PO Box 1257,
Skidegate BC, V0T 1S1
226 Front Street, Skidegate
Toll Free: [1-877-559-8883](tel:1-877-559-8883)
Local: [250-559-8883](tel:250-559-8883)

Elizabeth Cumming

Subject: FW: Preliminary Truck equipment pricing for strategic planning.

From: Sean O'Donoghue <publicworks@portclements.ca>
Sent: February 3, 2020 3:28 PM
To: Ruby Decock <cao@portclements.ca>
Subject: Preliminary Truck equipment pricing for strategic planning.

Hi Ruby,

Please use the following table as a guide for strategic planning regarding Truck/box/plow/spreader.

It is derived from various quotes that we have received, as well as communication with VOM and the package they recently purchased. It is not a full finished quote but just a ballpark range of pricing.

| Supplier | Truck/Chassis | Box | Spreader | Plow | Option Pkg | Total |
|-------------------------------------|------------------------------|------------------------------|------------------------------|----------|--|-----------|
| Masset | \$53,000 (4500 reg cab) | \$9000 (non-dump) | \$6400 (problems with it) | \$10,000 | (inclusive) | \$78,400 |
| Rainbow Chrysler | \$54,076 (4500 reg cab, gas) | | | | | |
| Work Truck West | \$63,000 (5500 Ram Diesel) | \$15,300 (Crysteel 9' Dump) | \$11,000 (Lg. Poly Spreader) | \$10,000 | \$19,050 (see complete list, attached) | \$118,350 |
| Neids (Terrace, built Masset's box) | | \$17,500 (Aluminum 11' Dump) | | | | |
| Del Equipment | | | \$7735 (Poly Spreader) | | | |

I have included all supporting info printed in a file, should anyone want to review what is on hand at this point.

Regards,

Sean O'Donoghue
Public Works Superintendent
Village of Port Clements
Ph: 250.557.4295
Fx: 250.557.4568
www.portclements.ca



| | | | |
|-----------------|------------------------------------|-----------------|--------------------------|
| To: | Village of Port Clements | Quote# | MR20-026B |
| Attn: | Sean O'Donoghue | Date: | February 13, 2020 |
| Address: | Port Clements, BC | Phone: | 1-250-557-4272 |
| Email: | publicworks@portclements.ca | Sent by: | Mike Rolleman |

2020 Ford F550 with 9' Crysteel E-Tipper Dump Box

"The Evolutionary E-Tipper from Crysteel is ingeniously designed to give you all of the most desired features in a dump body – Style, Strength and Value. From the sculpted front and rear pillars to the one piece seamless sides, the E-Tipper combines good looks and durability with superior design, and is only available from Work Truck West (a div of West Coast Machinery Ltd)."

Chassis: 2020 Ford F550, Gas Engine, 4x4, Regular Cab,

Dump Box:

- Crysteel E-Tipper 9' Dump Box
- Top quality construction and finish
- Single lever fold down sides and quick drop 3-way tailgate. (DO NOT need to go to either side of the dump box to release sides or tailgate)
- 42" Bulkhead with screened window for viewing with cab shield and cab protector
- Sideboard pocket extensions with wood Sideboards painted black
- Western Style Understructure – Made up of long beams on the undercarriage of the dump box. (NO CROSSMEMBERS. Crossmembers cause the floor to roll over time.)
- Painted with 2 part urethane paint. Slate Grey in color.
- 18" Side height (Plus 6" Wood Sideboard), and 24" Tailgate height
- Body Capacity = 3.0 – 4.4 cubic yards
- Eye catching, aerodynamic design enhances form and function.
- 5 Year Warranty!!

Hydraulics:

- Crysteel LB510 Hoist
- Scissor lift style design with 9 ton capacity (Single cylinder design with low maintenance)
- Electric / Hydraulic Power pack with in cab controls

Additional Specifications: (Supplied and Installed)

- Class IV (2") trailer hitch with 7-way plug



YOUR TRUCK. YOUR WAY.



- LED Amber strobe light with switch in cab
- Manual tarp system
- Tool holder (holds 6 tools)
- 24" Aluminum Cross Box between dump body and cab
- Step on either side of dump with grab handle
- Undercoat underside of dump body
- CVI (Commercial Vehicle Inspection)
- (4) Tie down hooks in box floor
- 9' Front mount snow plow
- 8' 2 cubic yard Sander / Salter

Total package price equipped as above: **\$99,700.00 (Plus Tax) (FOB Langley, BC)**

Additional Specifications: (Supplied and Installed)

| | |
|--|------------|
| • 24" Aluminum Underbody tool cabinet | \$1,100.00 |
| • Asphalt chute in rear tailgate (Factory Installed in Center) | \$725.00 |
| • Electric tailgate release | \$1,300.00 |
| • Upgrade to Powder Coat Finish | \$925.00 |
| • Cone holder on front bumper | \$250.00 |
| • Traffic sign holder between cab and cross box | \$325.00 |
| • 7 point manual grease system | \$695.00 |
| • (2) Amber flashers in front grill | \$750.00 |
| • (2) amber flashers in rear of box | \$750.00 |
| • (2) LED worklights mounted on bulkhead of dump body | \$525.00 |
| • LED amber traffic director stick | \$1,825.00 |

Thank You for the opportunity to submit this BUDGET proposal!

Best Regards;

Mike Rolleman (Accounts Manager)
Work Truck West (a div of West Coast Machinery Ltd)
Cell: 1-604-835-1394
E-Mail: mike@worktruckwest.com

Elizabeth Cumming

Subject: FW: Truck deck quote
Attachments: IMG_4771.jpg; IMG_4773.jpg; IMG_4913.jpg; IMG_4916.jpg

From: Mark Neid <weldshop@neidenterprises.com>
Sent: January 13, 2020 2:36 PM
To: Sean O'Donoghue <publicworks@portclements.ca>
Subject: Truck deck quote

Hi Shawn, here are a four pics of some decks we have built in the last year. All have wood decks, but none of these are tilting decks. I will send a few pics of a couple decks that tilted in another email. All these decks are built out of aluminum. Two big advantages of going with aluminum are: 1) lighter than steel and more importantly 2) no maintenance (aluminum doesn't rust like steel so no painting every other year). All of these decks have stake pockets built into frame of deck and the one truck has stake pockets across the back. All these decks are custom built to customer's specifications so they all have slight differences.

So for Dodge 4500 (84" back of cab to axle – works out to about a 11ft deck +/-) with tilting center post deck (all aluminum frame with treated wood deck) the price is \$17,500 plus applicable taxes.

Breakdown of deck:

- Approximate dimensions 8ft wide by 11ft long.
- All aluminum construction with treated wood decking(either 2X8 or 2X10 depending on price/availability)
- LED lighting wired to truck, includes all marker lights, tail lights, back-up lights, license plate light and trailer light plug-in
- Hydraulic cylinder, hoses, control harness and all mounting hardware.
- Aluminum steps and handles to gain access to deck
- Small aluminum box to hold hydraulic motor and oil reservoir mounted under deck

Does not include:

- Trailer hitch and/or installation
- Aluminum box under deck
- Running boards on truck
- Light mount on headache rack
- Hooks to hold rakes, shovels, bars, etc.

Please Note: This quote is good for 30 days

Cheers,
Mark Neid
Neid Enterprises Ltd.
Ph: 250-635-4843 Extension 2
Fax: 250-635-5050



RAINBOW CHRYSLER DODGE JEEP LTD.
 1105 CHAMBERLIN AVENUE
 PRINCE RUPERT, BC V8J4J5

Configuration Preview

Date Printed: 2020-01-22 2:58 PM VIN: Quantity: 1
 Estimated Ship Date: VON: Status: BA - Pending order
 FAN 1: B3548 Village Of Port Clements
 FAN 2:

Sold to: RAINBOW CHRYSLER DODGE JEEP LTD. (C9017)
 1105 CHAMBERLIN AVENUE
 PRINCE RUPERT, BC V8J4J5

Ship to: RAINBOW CHRYSLER DODGE JEEP LTD. (C9017)
 1105 CHAMBERLIN AVENUE
 PRINCE RUPERT, BC V8J4J5

Bid Number:
 PO Number:

Vehicle: 2020 4500 REG CAB CHASSIS (168.5 IN WB - CA of 84 IN) (DP9L64)

| | Sales Code | Description | MSRP(CAD) | FWP(CAD) |
|---------------------|------------|--|---------------|---------------|
| Model: | DP9L64 | 4500 REG CAB CHASSIS (168.5 IN WB - CA of 84 IN) | 55,570 | 50,457 |
| Package: | 27A | Customer Preferred Package 27A | 0 | 0 |
| | ESB | 8.4L HEMI(R) V8 engine | 0 | 0 |
| | DF3 | 6-speed AISIN(R) heavy-duty automatic | 0 | 0 |
| Paint/Seat/Trim: | PW7 | Bright White Clear Coat | 0 | 0 |
| | APA | Monotone Paint | 0 | 0 |
| | *TX | HD Vinyl 40/20/40 Split Bench Seat | 0 | 0 |
| | -X8 | Black/Diesel Gray | 0 | 0 |
| Options: | XHC | Trailer brake control | 375 | 330 |
| | TBB | Full-size spare tire | 395 | 348 |
| | LBN | Power Take Off Prep | 300 | 264 |
| | TY5 | 225/70R19.5G All Traction Tires | 150 | 132 |
| | AHD | Heavy-Duty Snowplow Prep Group | 525 | 462 |
| | ACL | DOT Certified Roadside Safety Kit | 100 | 88 |
| | 5N6 | Easy Order | 0 | 0 |
| | 4FM | Fleet Option Editor | 0 | 0 |
| | 4FT | Fleet Sales Order | 0 | 0 |
| | 125 | Zone 25-Canada-Alberta | 0 | 0 |
| | 4EA | Sold Vehicle | 0 | 0 |
| Non Equipment: | 4FN | Fleet Commercial Sale | 0 | 0 |
| Discounts: | 4CP | Federal A/C Excise Tax | 100 | 100 |
| Destination Fees: | | | 1,895 | 1,895 |
| Total Price: | | | 58,410 | 54,078 |

Order Type: Fleet PSP Month/Week:
 Scheduling Priority: 1-Sold Order Build Priority: 99
 Salesperson:
 Customer Name:
 Customer Address:

CAN

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

3

RAINBOW CHRYSLER DODGE JEEP LTD.
 1105 CHAMBERLIN AVENUE
 PRINCE RUPERT, BC V8J4J5

Configuration Preview

Date Printed: 2020-01-22 2:58 PM
 Estimated Ship Date:

VIN:
 VON:

Quantity: 1
 Status: BA - Pending order
 FAN 1: B3548 Village Of Port Clements
 FAN 2:

Sold to:
 RAINBOW CHRYSLER DODGE JEEP LTD.
 (C9017)
 1105 CHAMBERLIN AVENUE
 PRINCE RUPERT, BC V8J4J5

Ship to:
 RAINBOW CHRYSLER DODGE JEEP LTD. (C9017)
 1105 CHAMBERLIN AVENUE
 PRINCE RUPERT, BC V8J4J5

Bid Number:
 PO Number:

Vehicle: 2020 4500 REG CAB CHASSIS (168.5 IN WB - CA of 84 IN) (DP9L64)

| | Sales Code | Description | MSRP(CAD) | FWP(CAD) |
|-------------------|------------|--|-----------|----------|
| Model: | DP9L64 | 4500 REG CAB CHASSIS (168.5 IN WB - CA of 84 IN) | 55,570 | 50,457 |
| Package: | 27A | Customer Preferred Package 27A | 0 | 0 |
| | ESB | 6.4L HEMI(R) V8 engine | 0 | 0 |
| | DF3 | 8-speed AISIN(R) heavy-duty automatic | 0 | 0 |
| Paint/Seat/Trim: | PW7 | Bright White Clear Coat | 0 | 0 |
| | APA | Monotone Paint | 0 | 0 |
| | *TX | HD Vinyl 40/20/40 Split Bench Seat | 0 | 0 |
| | -X8 | Black/Diesel Gray | 0 | 0 |
| Options: | XHC | Trailer brake control | 375 | 330 |
| | TBB | Full-size spare tire | 395 | 348 |
| | LBN | Power Take Off Prep | 300 | 284 |
| | TY5 | 225/70R19.5G All Traction Tires | 150 | 132 |
| | AHD | Heavy-Duty Snowplow Prep Group | 525 | 462 |
| | ACL | DOT Certified Roadside Safety Kit | 100 | 88 |
| | 5N6 | Easy Order | 0 | 0 |
| | 4FM | Fleet Option Editor | 0 | 0 |
| | 4FT | Fleet Sales Order | 0 | 0 |
| | 125 | Zone 25-Canada-Alberta | 0 | 0 |
| | 4EA | Sold Vehicle | 0 | 0 |
| Non Equipment: | 4FN | Fleet Commercial Sale | 0 | 0 |
| Discounts: | 4CP | Federal A/C Excise Tax | 100 | 100 |
| Destination Fees: | | | 1,895 | 1,895 |

Total Price: 59,410 54,076

Order Type: Fleet
 Scheduling Priority: 1-Sold Order
 Salesperson:
 Customer Name:
 Customer Address:

PSP Month/Week:
 Build Priority: 99

CAN

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

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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
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting CAO
Date: February 14, 2020
RE: Application to Canada Summer Job Program

BACKGROUND:

Every year the Village of Port Clements applies to the Canada Summer Job Program in order to hire one or more summer Public Works employee.

DISCUSSION:

During the summer Public Works' workload increases due to the environmental effect of the change of season (ex. increased mowing) and increase in activities and events (ex. Canada Days) that occur at that time of the year.

IMPLICATIONS:

STRATEGIC

(Guiding Documents Relevancy – Strategic Plan, Official Community Plan)

This helps facilitate Public Works ability to meet objectives, priorities and operational needs

FINANCIAL

(Corporate Budget Impact)

As an application is submitted every year, it is built into the budget to hire these additional summer employees for public works. Though the summer job program does not offer 100% funding, it substantially offsets the cost of the additional employee.

ADMINISTRATIVE

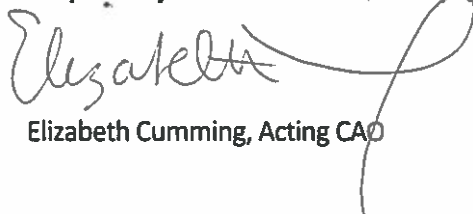
(Workload Impact and Consequence)

Administrative staff will need to submit the application, manage the reporting, put out the advertising, review the job applicants and other steps of the hiring process if the application is approved. Public Works workload increases with training and supervising the new employee.

STAFF'S RECOMMENDATION

That the Village of Port Clements council agrees to apply to the Canada Summer Jobs program for \$2,336 to help fund an eight-week Public Works Summer Employee position starting in June 2020.

Respectfully Submitted:



Elizabeth Cumming, Acting CAO