



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**7:00 PM Regular Meeting of Council, Monday, May 15<sup>th</sup>, 2023**

**AGENDA**

*This meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.*

**1. ADOPT AGENDA**

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

**3. MINUTES**

M-1—April 17<sup>th</sup>, 2023, Regular Council Meeting Minutes  
M-2—April 19<sup>th</sup>, 2023, Special Council Meeting Minutes  
M-3—April 27<sup>th</sup>, 2023, Special Council Meeting Minutes  
M-4—May 5<sup>th</sup>, 2023, Special Council Meeting Minutes  
M-5—May 8<sup>th</sup>, 2023, Special Council Meeting Minutes  
M-6—May 8<sup>th</sup>, 2023, Committee of the Whole Minutes

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

UB-1-- Potential Land Opportunities – Jen Ford, Union of BC Municipalities

**5. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION – 2023 Economic Development Capacity Building – Northern Development  
C-2—INFORMATION – 2022 Community Relations Annual Report – BC Hydro  
C-3—INFORMATION – Emergency Preparedness Resources – Ministry of Emergency Management and Climate Readiness.  
C-4—INFORMATION/INVITATION – Proposed Forest Service Roads Deactivation – Haida Gwaii Natural Resource District  
C-5—INFORMATION/INVITATION – Child Sex Trafficking, Sexual Exploitation – Cathy Peters  
C-6—REQUEST—Garbage/Debris Complaint on Neighbouring Property -- Gloria & Randy O'Brien  
C-7—REQUEST – Dog Park – Harmonie Blais  
C-8—REQUEST -- Use of Rainbow Wharf – O'Brien Road & Bridge Maintenance Ltd

**6. FINANCE**

**7. GOVERNMENT**

G-1—Grant Opportunities, Feasibility Study Consideration – Deputy CAO  
G-2—Community Policing Report – Sgt. Damon MacDonald, Masset RCMP  
G-3—1<sup>st</sup> Quarter 2023 Grants Report – Andrew Hudson, Grant Writer  
G-4—Recommendations from COTW

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson

R-2 -- INFO -- The Bidding Process – CAO Marjorie Dobson

R-3 – INFO -- Sunset Park Revitalization Project – Project manager- Kim Mushynsky

**10. ACTION ITEMS**

A-1—Action Item List

**11. QUESTIONS FROM THE PUBLIC & PRESS**

**12. IN-CAMERA**

**13. ADJOURNMENT**



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**7:00 PM Regular Meeting of Council, Monday, April 17<sup>th</sup>, 2023**

**Present:**

Mayor Scott Cabianca  
Councillor Brigid Cumming - via conferencing  
Councillor Dennis Reindl - via conference

**Not Present:**

Councillor Kazamir Falconbridge  
Councillor Wayne Nicol

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: Marilyn Bliss, Maureen Bailey, and Bev Lore

**Meeting Called to Order at 7:04 PM**

Mayor Cabianca: I call to order this meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. ADOPT AGENDA**

2023-04-077—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council adopts the April 17<sup>th</sup>, 2023, Regular Council Meeting Agenda as presented.  
**CARRIED**

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

**3. MINUTES**

M-1—March 20<sup>th</sup>, 2023, Regular Council Meeting Minutes  
2023-04-078—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the March 20<sup>th</sup>, 2023, Regular Council Meeting Minutes be adopted as presented.  
**CARRIED**

M-2—March 31<sup>st</sup>, 2023, Special Council Meeting Minutes  
2023-04-079—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the March 31<sup>st</sup>, 2023, Special Council Meeting Minutes be adopted as presented.  
**CARRIED**

M-3—April 3<sup>rd</sup>, 2023, Committee of the Whole Minutes  
2023-04-080—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the April 3<sup>rd</sup>, 2023, Committee of the Whole Meeting Minutes be adopted as presented.  
**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION – March Board Highlights – North Coast Regional District  
C-2—INFORMATION/INVITATION – Potential Land Opportunities – Jen Ford, Union of BC Municipalities  
C-3—INFORMATION/INVITATION – Athlii Gwaii Legacy Trust – Gwaii Trust Society/Athlii Gwaii Legacy Trust  
2023-04-081—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council receives C-1 March Board Highlights from the North Coast Regional District, C-2 potential land opportunities from Jen Ford, Union of BC Municipalities, and C-3 information/invitation on the Athlii Gwaii Legacy Trust meeting from the Gwaii Trust Society/Athlii Gwaii Legacy Trust for information.  
**CARRIED**

2023-04-082—Moved by Councillor Reindl, seconded by Mayor Cabianca

THAT Council directs staff to compile a list of municipal properties for Council review that could be potentially submitted to the potential land opportunities list identified by Jen Ford, Union of BC Municipalities, to list municipal land that may be available for development, and to bring this item back onto the next Regular Council Meeting Agenda.

**CARRIED**

**6. FINANCE**

F-1—1<sup>st</sup> Quarter 2023 Financial Report – Senior Finance Manager Bell

2023-04-083—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives the 1<sup>st</sup> Quarter 2023 Financial Report from Senior Finance Manager Bell.

**CARRIED**

**7. GOVERNMENT**

G-1—Cheque Signing Policy – Senior Finance Manager Bell

2023-04-084—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council approves and adopts the *Cheque Signing Policy No. 19, 2023* as amended.

**CARRIED**

G-2—Economic Development Grant Application – Misty Isles Economic Development Society

2023-04-085—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council supports the application to Northern Development Initiative Trust 2023 Economic Development Capacity Building Program.

**CARRIED**

G-3—1<sup>st</sup> Quarter 2023 Strategic Plan Progress Update

2023-04-086—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council receives the 1<sup>st</sup> Quarter 2023 Strategic Plan Progress Update.

**CARRIED**

G-4—Columbarium Requirements – Deputy CAO Cumming

2023-04-087—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council receives the report on the Columbarium Requirements from Deputy CAO Cumming.

**CARRIED**

G-5—Cemetery Potential of #20 Grouse Street—Deputy CAO Cumming

2023-04-088—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council receives the report on the Cemetery Potential of #20 Grouse Street from Deputy CAO Cumming.

**CARRIED**

G-6—Vyse Cemetery Status – Deputy CAO Cumming

2023-04-089—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council receives the report on the Vyse Cemetery Status from Deputy CAO Cumming.

**CARRIED**

G-7—Review of NCRD SWMP Update on Recycling – Deputy CAO Cumming

2023-04-090—Moved by Councillor Reindl, seconded by Councillor Cumming

THAT Council receives the report on the review of the NCRD SWMP Update on Recycling from Deputy CAO Cumming.

**CARRIED**

G-8—Set Topics for Next Three COTW Meetings

2023-04-091—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council sets the next three Committee of the Whole Meetings (May, June, July and/or August) with the possible topics for discussion of:

- Municipal Capacity
- M&B Subdivision
- Cemetery/Columbarium/Vyse Cemetery Status

**CARRIED**

2023-04-092—Moved by Mayor Cabianca, seconded by Councillor Cumming

THAT Council amends the 2023 Committee of the Whole Schedule to remove the July Committee of the Whole Meeting from the schedule.

**CARRIED**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson

Mayor Scott Cabianca: *Would like to recognize the passing of Mr. Craig Beachy. It is a sad event for the Village. He has had a very positive experience with him, and he was an attribute to the community of Port Clements. Called for a moment of silence.*

Councillor Brigid Cumming: *Attended the preliminary budget session and have a Community Futures meeting to be scheduled. There is a Recreation Commission meeting tomorrow night.*

Councillor Dennis Reindl: *Nothing to report.*

CAO Marjorie Dobson: *Community Workshop on the Official Community Plan on Saturday, May 13<sup>th</sup> at 1:00 PM.*

2023-04-093—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives the verbal and written reports from Staff and Council as presented.

**CARRIED**

**10. ACTION ITEMS**

A-1—Action Item List

**11. QUESTIONS FROM THE PUBLIC & PRESS**

**Question – Maureen Bailey:** Happy to see the work with Village Cleanup, will there be a place for electronic items/batteries?

**Answer:** Things like batteries/electronic items would have to be sorted out in the truck/loader if they were to be taken, uncertain if they would be able to take such things (maybe do separate loads for those materials). The dumpster will not be sorted so could not take those materials.

**Question – Maureen Bailey:** When/is there going to be a public information meeting on the results of the Erosion Study? I have seen Masset advertise for their community?

**Answer:** We have just advertised our meeting for Tuesday, May 2<sup>nd</sup>, 2023.

**Question – Bev Lore:** I think it is critical that the Village take back control of the Community Hall. It is critical infrastructure (the Multiplex was originally designed to have one, but it was dropped from its

plans due to costs), we need a place in the community for funerals, dances or dinners. Maintaining and taking control of that building should be a priority as there just are not enough volunteers for a society.

**Answer:** There is a transition right now with the Society, an attempt to revitalize with new volunteers. If the Society is not able to get back on its feet with things, then Village will go from there.

**12. IN-CAMERA**

**13. ADJOURNMENT**

2023-04-094—Moved by Councillor Cumming  
THAT Council adjourns this meeting at 8:14 PM.  
**CARRIED**

---

**Mayor Scott Cabianca**

---

**CAO Marjorie Dobson**



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**Minutes of the Special Meeting of Council, Wednesday, April 19<sup>th</sup>, 2023**

**Present:**

Mayor Scott Cabianca  
Councillor Brigid Cumming - via conferencing  
Councillor Kazamir Falconbridge – via conferencing  
Councillor Dennis Reindl

**Not Present:**

Councillor Wayne Nicol

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming  
Sr. Finance Manager Ronda Bell

Members of the public: none

**Meeting Called to Order at 1:05 PM**

Mayor Cabianca: I call to order this special meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. ADOPT AGENDA**

2023-04-095—Moved by Councillor Reindl, seconded by Mayor Cabianca  
THAT Council adopts the April 19<sup>th</sup>, 2023, Special Council Meeting Agenda as presented.  
**CARRIED**

**2. FINANCE**

F-1—2023 Budget – Discussion/Public Review/Finalization prior to Presentation of Financial Bylaw  
2023-04-096—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the 2023 Budget presentation for review and discussion.  
**CARRIED**

*Councillor Falconbridge left the meeting at 2:58 PM*

2023-04-097—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council approves the Vibrant Community Commission's and Recreation Commission's 2023 budget requests as received.  
**CARRIED**

2023-04-098—Moved by Councillor Reindl, seconded by Councillor Cumming  
THAT Council adopts the 2023 Budget with the recommended amendments.  
**CARRIED**

**3. ADJOURNMENT**

2023-04-099—Moved by Councillor Reindl  
THAT Council adjourns this meeting at 3:33 PM.  
**CARRIED**

---

Mayor Scott Cabianca

---

COA Marjorie Dobson



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**Minutes of the Special Meeting of Council, Thursday, April 27<sup>th</sup>, 2023**

**Present:**

Councillor Brigid Cumming - via conferencing  
Councillor Kazamir Falconbridge – via conferencing  
Councillor Dennis Reindl

**Not Present:**

Councillor Wayne Nicol  
Mayor Scott Cabianca

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: none

**Meeting Called to Order at 3:01PM**

Councillor Kazamir Falconbridge: I call to order this special meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. ADOPT AGENDA**

2023-04-100—Moved by Councillor Reindl, seconded by Councillor Cumming  
THAT Council adopts the April 27<sup>th</sup>, 2023, Special Council Meeting Agenda as presented.  
**CARRIED**

**2. GOVERNMENT**

G-1-- Amend Committee of the Whole Meeting Schedule for 2023  
2023-04-101—Moved by Councillor Reindl, seconded by Councillor Cumming  
THAT Council amends the 2023 Committee of the Whole Schedule to reschedule the May 1<sup>st</sup> meeting to May 8<sup>th</sup>.  
**CARRIED**

**3. ADJOURNMENT**

2023-04-102—Moved by Councillor Reindl,  
THAT Council adjourns this meeting at 3:03 PM.  
**CARRIED**

---

Councillor Kazamir Falconbridge

---

CAO Marjorie Dobson

11-2





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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**Minutes of the Special Meeting of Council, Friday, May 5<sup>th</sup>, 2023**

**Present:**

Mayor Scott Cabianca  
Councillor Brigid Cumming - via conferencing  
Councillor Dennis Reindl

**Not Present:**

Councillor Wayne Nicol  
Councillor Kazamir Falconbridge

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: none

**Meeting Called to Order at 10:01 AM**

Mayor Scott Cabianca: I call to order this special meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. ADOPT AGENDA**

2023-05-103—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council adopts the May 5<sup>th</sup>, 2023, Special Council Meeting Agenda as presented.  
**CARRIED**

**2. FINANCE**

F-1—Financial Plan for the years 2023-2027, Bylaw #480, 2023

2023-05-104—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council does 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading of "Financial Plan for the years 2023 – 2027, Bylaw #480, 2023"  
**CARRIED**

F-2—Tax Rates Bylaw #481, 2023

2023-05-105—Moved by Councillor Reindl, seconded by Councillor Cumming  
THAT Council does 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading of "Tax Rates Bylaw #481, 2023"  
**CARRIED**

**3. ADJOURNMENT**

2023-05-106—Moved by Councillor Reindl  
THAT Council adjourns this meeting at 10:04 AM  
**CARRIED**

---

Mayor Scott Cabianca

---

CAO Marjorie Dobson



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**6:45 PM Special Meeting of Council, Friday, May 8<sup>th</sup>, 2023**

**Present:**

Mayor Scott Cabianca  
Councillor Brigid Cumming - via conferencing  
Councillor Kazamir Falconbridge – via conferencing  
Councillor Dennis Reindl

**Not Present:**

Councillor Wayne Nicol

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: none

**Meeting Called to Order at 6:45 PM**

Mayor Scott Cabianca: I call to order this special meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. ADOPT AGENDA**

2023-05-107—Moved by Councillor Reindl, seconded by Councillor Cumming  
THAT Council adopts the May 8<sup>th</sup>, 2023, Special Council Meeting Agenda as presented.  
**CARRIED**

**2. FINANCE**

F-1—Financial Plan for the years 2023-2027, Bylaw #480, 2023  
2023-05-108—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council reconsiders and adopts "Financial Plan for the years 2023 – 2027, Bylaw #480, 2023"  
**CARRIED**

*Councillor Falconbridge joined the meeting at 6:47 PM*

F-2—Tax Rates Bylaw #481, 2023  
2023-05-109—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council reconsiders and adopts "Tax Rates Bylaw #481, 2023".  
**CARRIED**

F-3—2022 Audited Financial Statements - FBB Accounting  
2023-05-110—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council receives and approves the 2022 Audited Financial Statements as presented by FBB Accounting.  
**CARRIED**

**3. GOVERNMENT**

G-1—Community Events Grant Application

2023-05-111—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council supports the application to Gwaii Trust's Community Events Grant program for the Village of Port Clements' Canada Day Activities and directs CAO Dobson to provide a letter of support on behalf of the Village to Gwaii Trust to that affect.

**CARRIED**

**4. ADJOURNMENT**

2023-05-112—Moved by Councillor Cumming,

THAT Council adjourns this meeting at 6:56 PM.

**CARRIED**

---

Mayor Scott Cabianca

---

CAO Marjorie Dobson



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

7:00 PM, Monday, May 8<sup>th</sup>, 2023  
Committee of the Whole Minutes

**PRESENT:**

Mayor Scott Cabianca  
Councillor Brigid Cumming (via conference)  
Councillor Kazamir Falconbridge (via conference)  
Councillor Dennis Reindl

**NOT PRESENT:**

Councillor Wayne Nicol

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the Public: Marilyn Bliss and Maureen Bailey.

**Committee of the Whole Meeting Called to Order at 7:01 PM**

*Mayor Scott Cabianca: I call to order the committee of the whole meeting of the Village of Port Clements being held on the traditional territory of the Haida People.*

**1. ADOPT AGENDA**

2023-05-113—Moved by Councillor Reindl,  
THAT the Committee adopts the May 8<sup>th</sup>, 2023, Committee of the Whole Agenda as presented.  
**CARRIED**

**2. REPORTS & DISCUSSIONS**

**D-1-Municipal Capacity**

- Opening consideration that identified in the staff report is the fact that the Village has slightly less capacity compared with other communities of the same size, and quite a bit less capacity compared to the other municipalities on Island, while there has been a general push from residents and Council alike to do more than what the Village already does. It brings the question, "Do we have enough capacity to do what we need and want to do?" and requires Council to decide on how to move forward. Council has a responsibility to consider staff capacity and the issues that can arise when things are operating under capacity or when asking for more than current capacity can manage – overworking, overloading staff. Council needs to have a conversation on if they are going to increase staff capacity by providing extra funding for operational needs and how to find that funding (such as for ongoing maintenance after infrastructure is built, which is not typically eligible for grant funding). In addition, Council needs to figure out how to afford to do what they want to do.
- In terms of staff capacity, there are two different departments: administration and public works. Council asked if staff present at the meeting could identify their capacity concerns. The CAO identified that there has been an ongoing report to Council from public works over the last year on the lack of capacity and their concerns. While there is no excess capacity in administrative, there is an extreme lack of capacity in public works. It has often been brought up that years ago they did not need so much staff and there is a perspective that the Village is overstaffed as it is, however, there has been significant legislative changes over the years with additional legislative requirements that have to be met that put the same burdens of large communities onto small

11-6

communities that cannot be side-stepped. Public works is particularly burdened by these legislative demands. While it would be good if the office could get a summer student to do some minor things, the crucial area is Public Works. The Deputy CAO also echoed this assessment, identifying that public works is in a critical situation where it easily needs 1-2 additional positions to maintain and catch up with the demands of what we currently have operational, let alone additional things (infrastructure, services, etc). Currently administration can manage, though it would be nice to have additional capacity there too such as front desk personnel. The CAO identified that Public Works Superintendent was in favour of increasing public works capacity by adding a third permanent position.

- There are 2 full-time permanent public works positions, and typically there are 8-10 weeks in the summer when there is a youth worker. 60% of the public works capacity, 1.2 people, goes to attending to the sewer and water system from standard day-in-day-out maintenance and operational requirements. That leaves only 40% of their time available for everything else. Mid-May to mid-September, mowing the lawns and looking after various parks grounds take .8 of a person, so in that period between water, sewer, and mowing there is no capacity left over for anything else except for the two months where there is a youth worker. Then from November - March dealing with snow and ice utilizes the remaining 40%. Last year public works spent 14% of their time working on grant projects, where we put bids out to tender and had no contractor who was interested, or available so public works had to attend to it.
- It was discussed that historically prior to c. 2005 there was only one permanent full-time public works position, and afterwards they increased to 2 permanent positions. Roughly in 2008 this expanded to seasonally having a youth summer worker. It was suggested that communities like Granisle should be reached out to inquire if they feel pressure to increase their current capacity from the 10 that they have, as we are already in a position where we are playing catch-up compared to the other municipalities.
- The discussion generally resolved that there was a need to hire a third permanent public works position. Council has already accounted for the cost of hiring a full-time permanent position into this year's annual budget. If we increase our public works to three, we can see how it goes from there. It was discussed that in addition to a permanent third position, additional short-term solutions could also be looked at separately, such as hiring someone just to cut grass for the summer.
- It was brought up that the need for the third person is not just for current public works capacity issues, but an important consideration for succession planning for staff. There is the potential for people to move on or retire, or situations where there may be illness or even disability. It takes time to properly train someone to get the water/sewer tickets to operate those systems and other skills that public works utilizes, so it needs to be considered in advance of need. It was suggested that it would be good to get someone local who was in their 20s/30s looking for a career as it can be difficult to retain someone coming in from off-island.
- It was strongly recommended in the discussion that whatever decision Council makes, they should include public works in that decision and communicate the decision to the public beforehand. Concern expressed that without proper communication there may be negative backlash on staff, especially public works, from the public. They have experienced it in the past, in addition to it generally being a bit of a thankless job and underpaid.
- Contracting was brought up frequently in the discussion as a suggestion. Hiring contractors for things like ditching that may only need to be done once or twice a year in town, or like the painting/washing of Rainbow Wharf. Caution identified with this approach as Council has relied on the assumption of availability of contractors over the last few years with projects when contractors have either not been available or interested in undertaking the work. Often with grant projects the unavailability of contractors has resulted in aspects of grant projects being shifted onto public works, which has increased the workload and demands on staff to meet grant deadlines. Additionally, at times the cost of contracting out a service or maintenance aspect has been very expensive and is not affordable in the long-term. For example, when

Council was quoted for snow removal from contractors the cost was very high and thus Council ended up utilizing Public Works to provide the service.

- General acknowledgement and discussion that over the last 10-20 years there has been an increase in the community's infrastructure. The trails, benches, gazebos, outhouses, biomass plant, etc. After being built they all need to be maintained and that impacts capacity. If the community wants to continue to have its infrastructure – Rainbow Wharf, Small Craft Harbour, Community Hall, Parks, Water System, Sewer System – then it must maintain them. As infrastructure ages, the maintenance burdens increases, and this has been highlighted in particular with the water and sewer systems which are aged. A significant amount of staff time is spent attending to this infrastructure now compared to when it was first built, and it should be reviewed to see if it should be replaced rather than just repaired. Potentially the water system will be the next big project for the community. There was some consideration that some infrastructure may not have been properly built in the first place, which has later impacted the ability to maintain it as it ages (ex. trails). If things are going to be built, they should be built with the end product in mind and staff trained on how to maintain it.
- Mowing was brought up as a frequent point of discussion. Mowing takes up a significant portion of public works capacity at the current frequency it normally occurs between May to September. Some suggest that there is too much mowing and that it could be left for longer periods between mowing. It was also countered that the current mowing frequency is because if it left to grow longer it becomes more time consuming to mow (mowing goes slower to get through the buildup). Suggested that things can be tested by letting things go a bit longer and then evaluate the results. Council could also consider contracting out mowing, with the suggestion that someone should be available to mow the lawn for less than the current operational cost of mowing activities. Council could also potentially look at replacing the grass with something else – letting it grow wild/natural, putting clover/other ground cover that does not require mowing, or requires less mowing.
- An idea was brought up that the Village should consider utilizing some of the funds that it has in reserves to potentially tap into, for the short term, to build capacity for maintenance and attend to these needs. Caution to this idea as those reserves as grant projects often require the Village to commit its own funds to projects, and usually when these projects have cost overruns the Village is responsible for paying those costs. We may need the money we have in reserves for major projects (sewer lagoon, well #3, etc). There are also many aspects to projects that happen before a grant application is submitted that are not grant funded. There may be also situations where grant funding for a project cannot be obtained or is denied, but the Village still wants to persist with the project. In addition, some of the money we receive now from the provincial or federal government, we may not continue to receive in the future, so having the cash reserves helps buffer the Village in such a situation. Council needs to carefully consider all the projects it wants to invest in first and see if spending the money is worthwhile/feasible to move ahead with these projects – this can be explored more in strategic planning.
- It was also brought up in discussion that there is the potential to explore other sources of external capacity for projects. For example, at the North Coast Regional District there was a presentation by the Mountain Biking Association (a non-profit society) for the constructing pump tracks. This society is looking for communities that are interested and can partner with them - they are looking for people from the community to join the association to help raise the funds to help fund and build the projects. There may be other societies that have similar focuses to assist communities to realize projects.

2023-05-114—Moved by Mayor Cabianca

THAT the Committee recommends to Council at the next Regular Council Meeting to find a means of financing or arranging a third full-time permanent Public Works position.

**CARRIED**

2023-05-115 – Moved by Councillor Reindl

THAT the Committee recommends to Council at the next Regular Council Meeting to look into the cost of using staff for mowing and make some determination of whether it is the financially responsible way to continue with mowing or an alternative measure (contracting) to be pursued.

**CARRIED**

2023-05-116—Moved by Mayor Cabianca,

THAT the Committee recommends to Council at the next Regular Council Meeting to consider a reduction in mowing frequency.

**CARRIED**

Meeting end at 8:17 PM

---

**Mayor Scott Cabianca**

---

**CAO Marjorie Dobson**

11-6



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: May 15<sup>th</sup>, 2023  
RE: Recommendations from COTW

---

### BACKGROUND:

At the May 8<sup>th</sup>, 2023, Committee of the Whole Meeting (COTW) on the topic of municipal capacity three motions of recommendations were made.

### DISCUSSION:

The three motions of recommendation made at the COTW meeting were:

“2023-05-114—Moved by Mayor Cabisanca

THAT the Committee recommends to Council at the next Regular Council Meeting to find a means of financing or arranging a third full-time permanent Public Works position.

**CARRIED**

2023-05-115 – Moved by Councillor Reindl

THAT the Committee recommends to Council at the next Regular Council Meeting to look into the cost of using staff for mowing and make some determination of whether it is the financially responsible way to continue with mowing or an alternative measure (contracting) to be pursued.

**CARRIED**

2023-05-116—Moved by Mayor Cabisanca,

THAT the Committee recommends to Council at the next Regular Council Meeting to consider a reduction in mowing frequency.

**CARRIED”**

Council can receive or accept these recommendations from the COTW. Council can then either make motions to fulfill the recommendation or to direct staff to investigate a matter of the recommendation and bring a report back to Council for Council to make a decision.

**STRATEGIC** (Guiding Documents Relevancy)  
N/A

**FINANCIAL** (Corporate Budget Impact)  
N/A

**ADMINISTRATIVE** (Workload Impact and Consequence)  
Staff's workload increases to provide reports to investigate recommendations. However, this would not be a significant increase compared to the normal staff reports that go to Council Meetings.

**Respectfully submitted:** Elizabeth Cumming, Deputy CAO.



## Elizabeth Cumming

---

**Subject:** FW: UBCM letter to local governments re: land opportunities  
**Attachments:** MuncipalLandLetter\_March 24, 2023[2].pdf

**From:** Raelene Adamson <[radamson@ubcm.ca](mailto:radamson@ubcm.ca)>  
**Sent:** Friday, March 24, 2023 11:50 AM  
**Subject:** UBCM letter to local governments re: land opportunities

Good morning,

Please find attached a letter to Mayor and CAO's from President Jen Ford conveying an information request from the Province regarding potential land opportunities for housing within your local government.

Have a lovely day and a fantastic weekend,

UBCM Secretariat

**CAUTION:** This email originated from outside of the Village of Port Clements Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

March 24, 2023

Dear Mayor and Chief Administrative Officer,

In a spirit of continued partnership with the provincial government to address the issue of housing, which is pressing in so many of our member communities both rural and urban, we are writing to convey a voluntary request on behalf of the Ministry of Housing. The Ministry is seeking your assistance with respect to documenting potential municipal land for housing as the Province rolls out and implements its refreshed housing strategy in the coming months and years.

The provincial government is currently undertaking an inventory of provincial lands that could potentially be used for the creation of affordable housing of all sorts: co-ops, non-profits, affordable home ownership and other opportunities to get more people into housing they can afford.

At the same time, the Ministry of Housing would like to invite willing local governments to provide a list of municipally owned land that could potentially be used for housing. This can include bare land. And they are also encouraging local governments to think ahead for the next five to ten years: in addition to potential bare land, is there a community centre, library, firehall or other municipal infrastructure that you plan to build or rebuild where, through partnership, housing could be part of the development or redevelopment?

Providing a list to the Ministry creates no obligation on behalf of the Province or the local government to take any further action. The purpose at this point is to get a sense of public land available for housing and understand which municipalities might be interested down the road in partnerships to create more housing in their communities. All information shared with the Province will be kept confidential.

To make it simple, the Ministry is providing an example (see Appendix A) of the kind of information they are seeking. All that is being requested at this point, as per the Appendix, is a simple description of the lot or lots and any maps or information easily available to share.

**Please submit any information you wish to share in confidence with the Ministry by July 31<sup>st</sup> 2023 by email to [housing.policy@gov.bc.ca](mailto:housing.policy@gov.bc.ca)**

In Minister Kahlon's words, "The Province and local governments have been working together to address the housing crisis and together we've had success. In 2017, our government committed \$7 billion to get housing built for people and today we see new affordable housing opening in communities across the province. Yet still with a strong economy and high quality of life, our province, and your communities, continue to grow. That's why in budget 2023 our government is

UB-1

committing another \$4.2 billion to continue to work with you to build housing that working people, families and seniors can afford, so they can make a good life and have a good home in your cities and towns."

Sincerely,

A handwritten signature in dark ink, appearing to read "Jen Ford". The signature is written in a cursive, flowing style.

Jen Ford  
UBCM President

UB-1

## **APPENDIX A**

770 Vernon Avenue (C-4 Office and Apartment Zoned) 366,775 sq ft. This property houses the District of Saanich Municipal Hall, Fire Station and Police Station, which would all need to be incorporated into a redeveloped building on the site (unless suitable alternate location(s) are found).

UB-1



# District of Saanich Property Information Report

Report generated 3/14/2023 2:01:10 PM



Property location within District of Saanich



Property Map

770 VERNON AVE

## Property Information

**Folio:** 65-2046-999

**PID:** 004-317-211

**Status:** ACTIVE

**Property Number:** 114568

**LTO Number:** EM6832

**Legal:** LOT A SECTION 33 VICTORIA DISTRICT PLAN 14934 EXCEPT PLAN 33545 AND PT IN 803RW.

## Land Attributes

<b>Exemption/ Taxation Code:</b>	SAANICH OWNED PROPERTY
<b>School District:</b>	SCHOOL DISTRICT 61
<b>BCAA Lot Size:</b>	366775 SQUARE FEET
<b>BCAA Manual Class:</b>	WAREHOUSE - STORAGE
<b>BCAA Neighbourhood Code:</b>	SWAN LAKE/CREASE-CADILLAC
<b>Development Cost Charge Area:</b>	----
<b>Municipal Parks DCC Area:</b>	----
<b>Year Built:</b>	1962
<b>Zoning:</b>	C-4 OFFICE AND APARTMENT
<b>Local Area:</b>	SAANICH CORE
<b>Development Permit Area:</b>	SAANICH CORE

UB-1

## Property Tax Levies and Assessments Summary

Notice Date	Total Levy	Class	Gross Land	Gross Improvement	Gross Assessment	Net Assessment
May 11, 2022	0.00	6-Bus/Other	41,627,000	175,000	41,802,000	0
May 11, 2021	0.00	6-Bus/Other	36,423,000	179,000	36,602,000	0

## Property Activity

Building Permits: (any)	YES
Engineering Permits: (any)	YES
Active Tree Permits:	NO
Active Development Applications:	NO
Active Business License:	NO
Active Bylaw Calls:	NO
Covenants on File With Saanich:	NO

It is the responsibility of the client to confirm through a title search at the Land Title Office whether there are covenants or other charges on title. A YES or NO in this field only indicates that the District of Saanich does or does not have a copy of a covenant on file.

If you require additional information, call 250-475-5457 (Inspection Enquiries).

## Local Service / Business Improvement Areas

There is no additional information.

## Additional Comments

Category	Date	Details
PLANNING	Dec 19, 2011	STREAMSIDE DP AREA
PLANNING	Jul 29, 2003	DEVELOPMENT PERMIT NUMBER DPR2003-00001 proposed construction of a single storey addition for vehicle maintenance bays, with basement, at the north end of the existing municipal fire hall.
PLANNING	Jul 29, 2003	VARIANCE PERMIT DVP97-00007; DVP93-00008 DVP99-00007
PLANNING	Mar 29, 2007	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	DEVELOPMENT PERMIT NUMBER DPR2003-00001 - PROPOSED CONSTRUCTION OF A SINGLE STOREY ADDITION FOR VEHICLE MAINTENANCE BAYS, WITH BASEMENT, AT THE NORTH END OF THE EXISTING MUNICIPAL FIRE HALL
PLANNING	Sep 02, 2008	VARIANCE PERMIT DVP97-00007 DVP93-00008 DVP99-00007

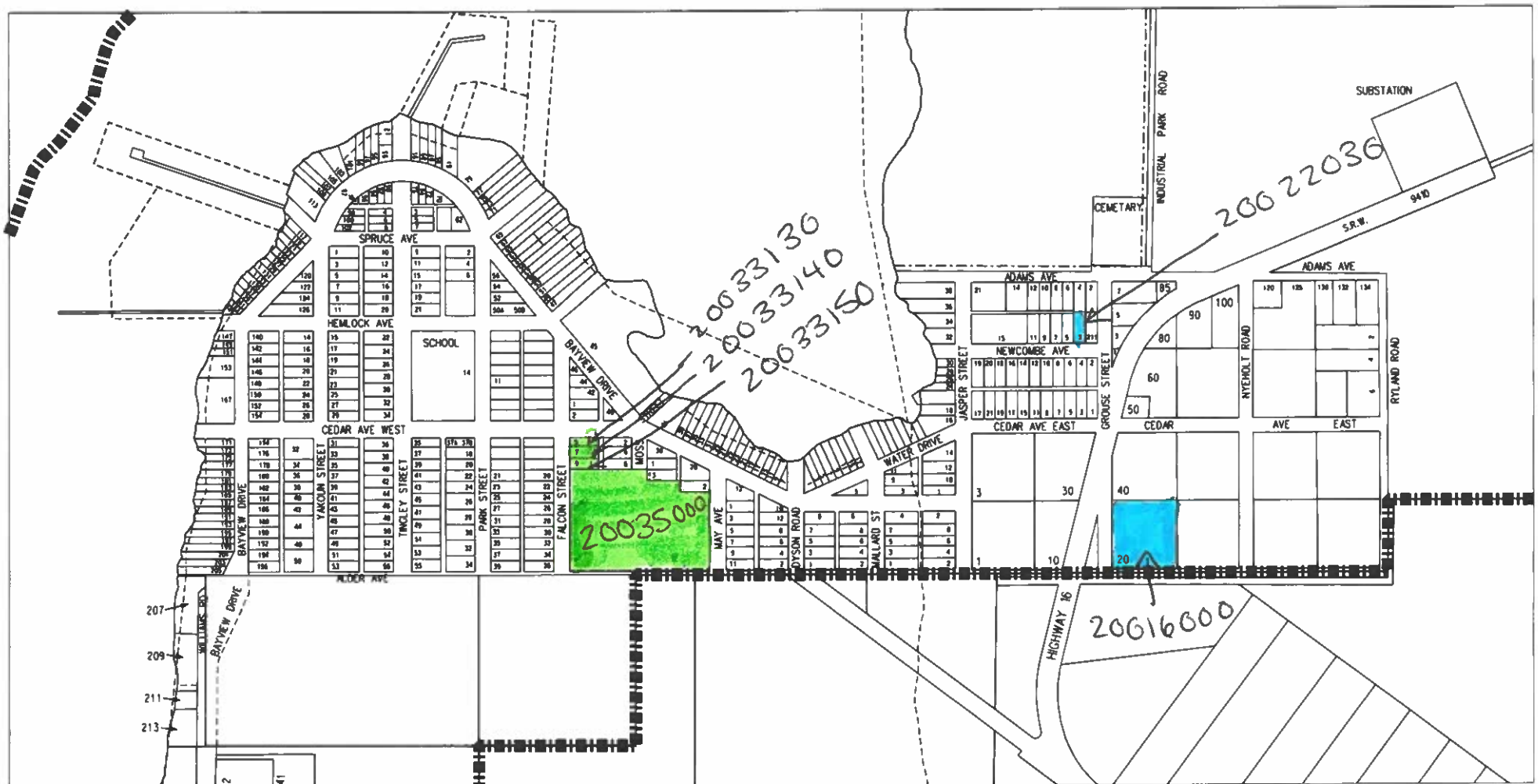
The information on this report is provided in good faith for the interest and convenience of the general public. The District of Saanich makes no representations as to, and does not warrant, the accuracy or completeness of any electronic data; you should confirm all information before making any decisions based on it. The District of Saanich disclaims all responsibility for accuracy and completeness or errors and omissions of the information contained herein

UB

**List of undeveloped Municipal Properties**

<b>Roll Number</b>	<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Street Number</b>	<b>Street Name</b>	<b>Name</b>	<b>Could if be developed for Housing?</b>
19069000	1		PRP42882			VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, heavy industrial zone currently)
19070000	2		PRP42882			VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, heavy industrial zone currently)
19071000	3		PRP42882			VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, heavy industrial zone currently)
20016000	16		1030			VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, commercial service zone currently)
20022030	3	22	1079	3	NEWCOMBE AVE	VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, commercial service zone currently)
20033130	13	33	1079	5	FALCON ST	VILLAGE OF PORT CLEMENTS	Recommended (undeveloped land, near M&B subdivision)
20033140	14	33	1079	7	FALCON ST	VILLAGE OF PORT CLEMENTS	Recommended (undeveloped land, near M&B subdivision)
20033150	15	33	1079	9	FALCON ST	VILLAGE OF PORT CLEMENTS	Recommended (undeveloped land, near M&B subdivision)
20033250			1079			VILLAGE OF PORT CLEMENTS	Recommended (M&B Subdivision, undeveloped land)
20080710	E				INDUSTRIAL PARK RD	VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, heavy industrial zone currently)

UB-1



...port\_clements\Clements\_b&w.dgn 3/19/2007 8:21:50 AM

recommended

could also be considered.

UB-1



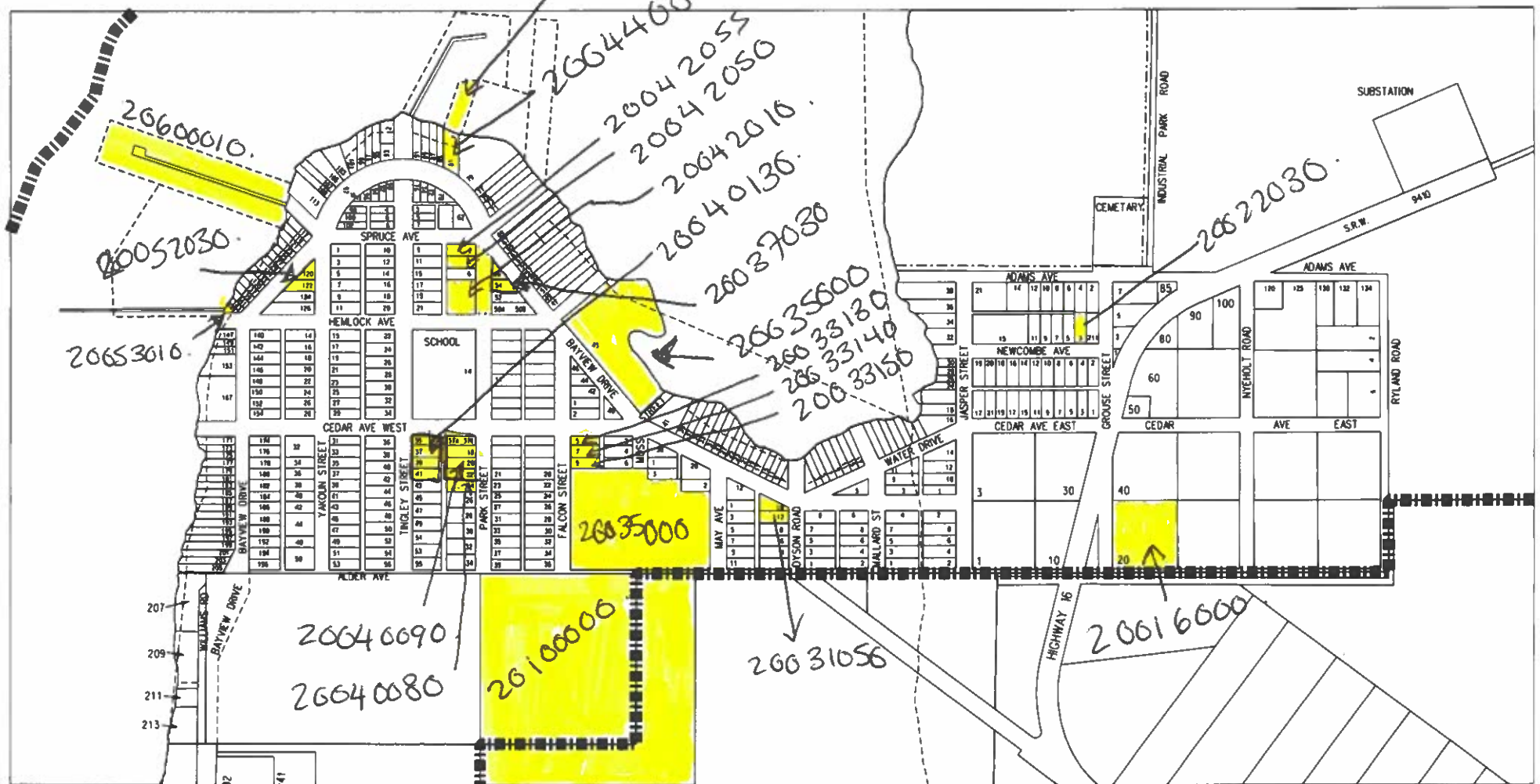


UB-1

## Full List of Municipal Properties

Roll Number	Lot	Block	Plan	Street Number	Street Name	Name	Could it be developed for Housing?
19069000	1		PRP42882			VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, heavy industrial zone currently)
19070000	2		PRP42882			VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, heavy industrial zone currently)
19071000	3		PRP42882			VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, heavy industrial zone currently)
20016000	16		1030			VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, commercial service zone currently)
20022030	3	22	1079	3	NEWCOMBE AVE	VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, commercial service zone currently)
20031050	5-6	31	1079	12	DYSON ST	VILLAGE OF PORT CLEMENTS	Not recommended (potentially contaminated site; erosion/flood risk area)
20033130	13	33	1079	5	FALCON ST	VILLAGE OF PORT CLEMENTS	Recommended (undeveloped land, near M&B subdivision)
20033140	14	33	1079	7	FALCON ST	VILLAGE OF PORT CLEMENTS	Recommended (undeveloped land, near M&B subdivision)
20033150	15	33	1079	9	FALCON ST	VILLAGE OF PORT CLEMENTS	Recommended (undeveloped land, near M&B subdivision)
20033250			1079			VILLAGE OF PORT CLEMENTS	Recommended (M&B Subdivision, undeveloped land)
20035000		35	1079	45	BAYVIEW DR	VILLAGE OF PORT CLEMENTS	Not recommended (currently lease with Port Clements Historical Society (Museum); erosion/flood risk area)
20037030	3-4	37	1079	54	BAYVIEW DR	VILLAGE OF PORT CLEMENTS	Not recommended (St. Mark's Church, part of Millennium Park Area)
20040080	8	40	1079	24	PARK ST	VILLAGE OF PORT CLEMENTS	Not recommended (currently Public Works Yard, water infrastructure)
20040090	9-12	40	1079	22	PARK ST	VILLAGE OF PORT CLEMENTS	Not recommended (currently Public Works Yard, water infrastructure, biomass plant)
20040130	13-16	40	1079	35	TINGLEY ST	VILLAGE OF PORT CLEMENTS	Not recommended (currently Fire Hall/Public Works Yard/Parking Lot area/water infrastructure)
20042010	A		12406		HEMLOCK/PARK	VILLAGE OF PORT CLEMENTS	Not recommended (currently has clinic/ambulance station)
20042050	5	42	1079	4	PARK ST	VILLAGE OF PORT CLEMENTS	Not recommended (Currently part of Millennium Park area)
20042055	6	42	1079	2	PARK ST	VILLAGE OF PORT CLEMENTS	Not recommended (Currently part of Millennium Park area)
20044080	A		11076	81	BAYVIEW DR	VILLAGE OF PORT CLEMENTS	Not recommended (Boat Launch)
20052030	3-4	52	PRP1079	120-122	BAYVIEW DR	VILLAGE OF PORT CLEMENTS	Not recommended (Community Hall)
20053010	1	53	1079	145	BAYVIEW DR	VILLAGE OF PORT CLEMENTS	No. (Sewer Outfall; erosion/flood risk area)
20060010		A	TWP 14 (sec 20)			VILLAGE OF PORT CLEMENTS	
20080400	1		9967	85	INDUSTRIAL PARK RD	VILLAGE OF PORT CLEMENTS	No. (Sewer Lagoon)
20080700		D		100	INDUSTRIAL PARK RD	VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, heavy industrial zone current; erosion/flood risk area)
20080710	E				INDUSTRIAL PARK RD	VILLAGE OF PORT CLEMENTS	Not recommended (zoning consideration, heavy industrial zone currently)
20090100	A		PRP41433	Dump	INDUSTRIAL PARK RD	VILLAGE OF PORT CLEMENTS	Not recommended (Old Dump Site)
20095000				Bt Launch	STEWART BAY	VILLAGE OF PORT CLEMENTS	No. (Boat Launch, water lot)
20100000				36	PARK ST	VILLAGE OF PORT CLEMENTS	Not recommended (Community Park)
20600010						VILLAGE OF PORT CLEMENTS	No. (Rainbow Wharf Lease)
20700100				Sewer outfall	STEWART BAY	VILLAGE OF PORT CLEMENTS	No. (Sewer Infrastructure in bay)
29000000				287 (PARK)	BAYVIEW DR	VILLAGE OF PORT CLEMENTS	Not recommended (Sunset Park)

UB-1

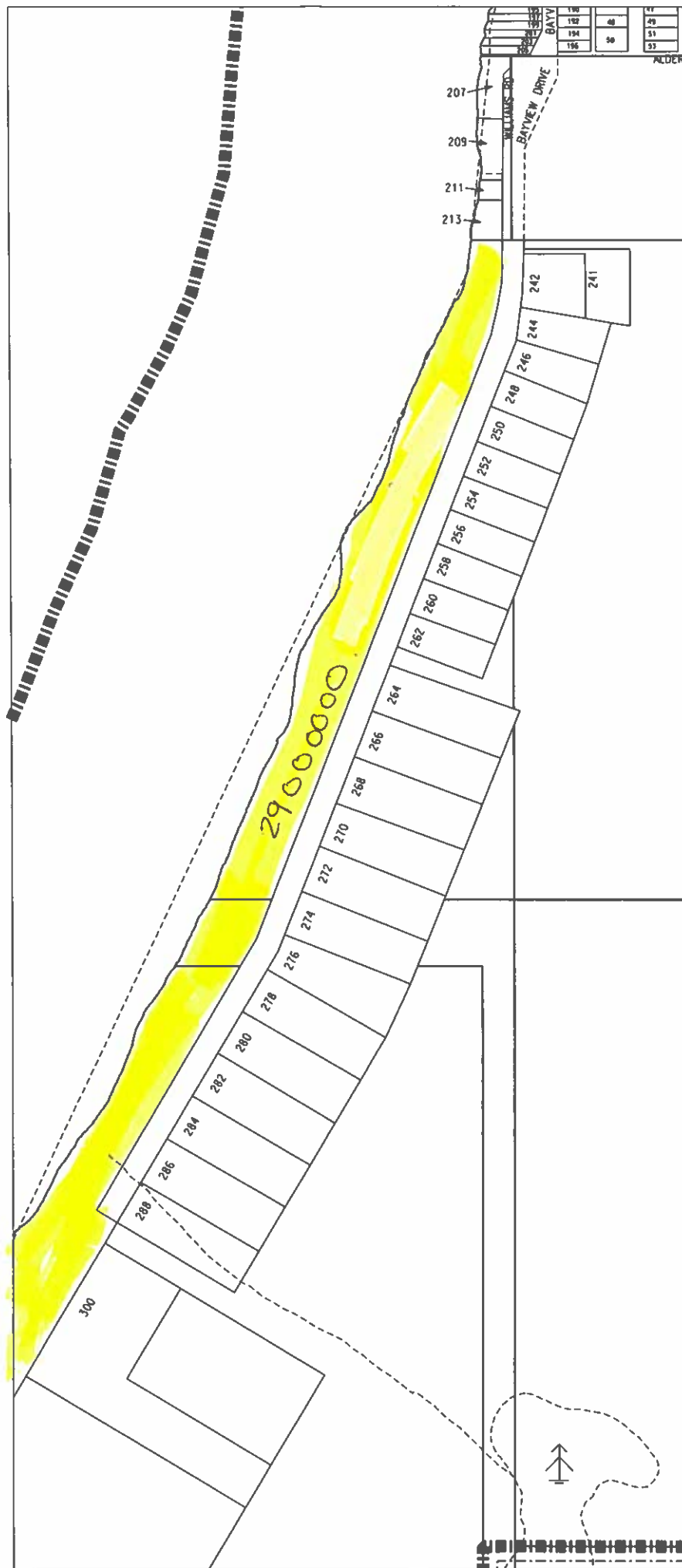


...port\_clements\Clements\_b&w.dgn 3/19/2007 8:21:50 AM

UB-1



198-1





301 - 1268 Fifth Avenue  
Prince George, BC V2L 3L2  
Tel: 250-561-2525  
Fax: 250-561-2563

info@northerndevelopment.bc.ca  
www.northerndevelopment.bc.ca

May 1, 2023

Village of Port Clements  
PO Box 198  
Port Clements, BC V0T 1R0

**Attention: Mayor Scott Cabianca**

**Subject: 2023 Economic Development Capacity Building  
Northern Development Project Number 8627 20**

Thank you for your application to the 2023 Economic Development Capacity Building program. Northern Development is pleased to advise you that your application has been approved up to \$50,000 to support Misty Isles Economic Development Society (MIEDS) 2023 operational expenses.

Funding under this program is provided as a reimbursement upon Northern Development's receipt of reporting documents. Complete reporting is due by February 28, 2024. Reporting materials can be found on Northern Development's website at [www.northerndevelopment.bc.ca/funding-programs/capacity-building/economic-development-capacity-building/](http://www.northerndevelopment.bc.ca/funding-programs/capacity-building/economic-development-capacity-building/).

The Northern Development Board wants to see the Village of Port Clements reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,  
Northern Development Initiative Trust

c: Marjorie Dobson, Chief Administrative Officer, Village of Port Clements

Building a  
**Stronger North**

C-1

## Elizabeth Cumming

---

**Subject:** FW: BC Hydro Northern Community Relations Annual Report  
**Attachments:** CS-3084-3-CRAnnualReports2022\_NORTH\_Compressed.pdf; CS-3084-3-CRAnnualReports2022\_NORTH-5.pdf

**From:** Kellett, Mike <[Mike.Kellett@bchydro.com](mailto:Mike.Kellett@bchydro.com)>  
**Sent:** Friday, April 14, 2023 9:22 AM  
**Subject:** BC Hydro Northern Community Relations Annual Report

Good morning,

BC Hydro is pleased to provide the attached 2020 Community Relations Annual Report for the northern region.

I have attached a compressed version for viewing online and a larger version for those who might prefer a printed copy.

If you have any questions, or would like more information, please do not hesitate to contact me.

I hope you have a great weekend!

Sincerely,

---

Mike Kellett, APR | Manager, Northern Community Relations

**BC Hydro**  
3333 – 22<sup>nd</sup> Avenue  
Prince George, BC V2N 1B4

**P** 250 561 4929  
**M** 250 613 9087  
**E** [mike.kellett@bchydro.com](mailto:mike.kellett@bchydro.com)

[bchydro.com](http://bchydro.com)

**Smart about power in all we do.**

---

This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.

**CAUTION:** This email originated from outside of the Village of Port Clements Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.



# Northern Community Relations 2022 Annual Report

March 2023

The W.A.C. Bennett Dam at left on September 11, 2022, with the Battleship Mountain Wildfire at right, burning along Williston Reservoir. Photo courtesy of: Kim Trask, a member of the Hudson's Hope Fire Department.

## Battleship at the Reservoir

The largest wildfire of 2022 was located just a few kilometres west of BC Hydro's largest hydroelectric facility.

Relative to recent years, the 2022 wildfire season was low key. However, in the week leading up to the Labour Day long weekend, several wildfires straddling Williston Reservoir were sparked by lightning.

By September 2, a fire on Battleship Mountain (south of the Reservoir and west of the dam and District of Hudson's Hope) had grown to nearly 10,000 hectares in size and was classified by B.C. Wildfire Service as "out of control" and "a fire of note." A week later, the blaze was more than 317 square kilometres – around twice the size of Salt Spring Island.

The Peace River region had enjoyed a long, hot summer and was entering fall with unseasonably warm weather, made worse by gusty winds blowing from the west and southwest that fanned flames closer to the dam and community, which is home to roughly 1,000 residents including 100 BC Hydro employees.

BC Hydro was actively monitoring the wildfire situation in the province in partnership with Emergency Management B.C. and the B.C. Wildfire Service. We activated our emergency coordination centre to support employees and operations at the W.A.C. Bennett and Peace Canyon Dams and other areas under threat.

On the evening of September 10, the District of Hudson's Hope issued an evacuation order, which included the Peace Canyon and W.A.C. Bennett Dams. Completed in 1968, the G.M. Shrum Generating Station, located at the Dam, can generate 2,730 MW of power for the province. Combined with the Peace Canyon Dam, the facilities on the Peace River supply almost a third of BC Hydro's electrical capacity.

"These dams and their generating stations are critical public infrastructure," said BC Hydro Media Relations during the wildfire. "Given this, both facilities will continue to be operated with limited staff. Understandably, BC Hydro has long-established plans to support the reliable supply of power to the province should the fire risk change to either



A view of the W.A.C. Bennett Dam from the Visitor Information Centre on July 12, 2022. Photo courtesy of: Mike Kellett, BC Hydro Community Relations.

the generation or transmission system."

Many staff remembered the Mount McAllister fire in July 2014, which resulted in a full evacuation of W.A.C. Bennett and Peace Canyon Dams. Fortunately, throughout the Battleship Wildfire emergency, no BC Hydro infrastructure was directly impacted. However, precautionary work was conducted to further protect BC Hydro's people, assets, and facilities.

At its peak, the Battleship fire came within five kilometres of the W.A.C. Bennett Dam and eight kilometres of Hudson's Hope – though much of the closest sections of the blaze were strategic backburns initiated by the B.C. Wildfire Service.

By mid-September the B.C. Wildfire Service re-classified the fire as being contained and the Evacuation Order was lifted on September 17. Residents of Hudson's Hope, including B.C. Hydro staff, returned to their homes and to work at these critical components of B.C.'s public infrastructure.

## Powered by Water

BC Hydro provides clean, reliable and affordable electricity to British Columbians. We generate about 98% clean energy for the province, mostly from our hydroelectric resources.

C-1



## Message from Chris O'Riley, President & CEO



Hi everyone,

BC Hydro is pleased to share our Community Relations annual report highlighting some of our work in your region. We're proud to serve communities in all parts of the province.

BC Hydro is one of the largest electric utilities in Canada. We generate and provide electricity to 95 per cent of B.C.'s population and serve approximately five million people. We are powered by water. We have 30 hydroelectric plants, which provide the foundation for our clean, reliable, low-cost power system. This ensures our hydroelectric supply can be used to help B.C. reduce its carbon footprint and mitigate the impacts of climate change both today and for future generations.

Climate change, technological advances, and evolving customer energy needs continue to transform our business. While we navigate these ongoing developments, we have the important responsibility of keeping electricity rates affordable for our customers and funding necessary investments in our system.

Within this report, you'll find many examples of how we're working with your communities on a range of initiatives – from regional capital projects and corporate programs, to our Electrification Plan. The plan has us pursuing electrification opportunities in three sectors that account for the most emissions in our province: homes and buildings, transportation, and industry. You can read more at: [bchydro.com/electrificationplan](https://bchydro.com/electrificationplan).

We'll continue to encourage conservation as it's an important part of the Province of B.C.'s climate plan. At the same time, we'll be offering new programs and incentives to help British Columbians make the switch from fossil fuels to clean hydroelectricity to power their homes, vehicles, and businesses. We'll also help attract new energy-intensive industries to B.C. and offer programs to reduce the time and costs for new customers to get connected to our grid.

We'll continue working closely with you to support your community. If you have any questions, please reach out to our Community Relations representatives in your region. We'd be pleased to help.

Sincerely,

Chris O'Riley



President & CEO

BC Hydro

### Quick Facts

#### PROVINCE-WIDE:

Approximately 5 million customers

Electricity is delivered through a network of:

- approximately 80,000 kilometres of transmission and distribution lines
- over 300 substations
- 1 million plus utility poles

#### NORTHERN REGION SUPPLY

##### Generating Stations Capacity:

GM Shrum	2,857 MW
Peace Canyon	694 MW
Falls River	7 MW
Clayton Falls	2 MW

##### Thermal:

Fort Nelson	73 MW
Prince Rupert	46 MW

##### Diesel:

16 Diesels	57.7 MW
------------	---------

MW = megawatt



## Site C update

Located in northeast British Columbia, BC Hydro's Site C Clean Energy Project will be the third dam and hydroelectric generating station on the Peace River.

Construction on the Site C project began in July 2015. The project is more than two-thirds complete and on schedule to have all six generating units fully in-service in 2025.

The Site C powerhouse building structure is finished, the new substation and transmission lines are already in-service and work on the earthfill dam is about 70 per cent complete. Over the next year, work will continue on the earthfill dam to reach the necessary elevation gains in preparation for reservoir filling.

The project hit peak construction in the summer of 2022 with more than 5,000 workers. Nearly 70 per cent of workers are from British Columbia and about 1,000 workers are from the local Peace region.

BC Hydro also continued to deliver on several commitments in the region this year. For example, we continued to provide grants to support non-profit organizations in the Peace region through the Generate Opportunities (GO) Fund. As of fall 2022, 73 projects had received more than \$638,000 since the fund was launched in 2016.

The Site C project plays a key role in British Columbia's plan to electrify its economy by encouraging customers to choose clean electricity powered by water over fossil fuels.

Once the project is up and running, Site C will provide British Columbians with 1,100 megawatts of firm capacity and produce about 5,100 gigawatt hours of clean electricity each year. This is the equivalent amount of energy needed to reliably power about 450,000 homes or 1.7 million electric vehicles per year in British Columbia.

## Our Plan to Electrify B.C.

BC Hydro will be instrumental in building a sustainable economy in B.C. We'll continue to support conservation efforts, while also offering new programs and incentives to help British Columbians make the switch from fossil fuels to clean hydroelectricity to power their homes, businesses, fleets, and vehicles.

We'll also help to attract new energy-intensive industries to B.C. and offer programs to reduce the time and costs for new customers to get connected to our grid.

Our business-to-business website, [choose.bchydro.com](https://choose.bchydro.com), is now live!

The Why Choose B.C.? site was created to promote the Load Attraction Program with businesses and industry – one of the key pillars of our Electrification Plan.

The site is geared towards clean tech and high-tech businesses interested in establishing operations in the province. BC Hydro is offering eligible new customers support and access to favourable industrial rates and funding/incentives for their businesses, as well as support to identify potential industrial sites.

At the same time, we are working with existing customers and municipalities to find capacity and identify suitable industrial sites for these customers. If you have questions about the Load Attraction Program, please contact **Business & Economic Development**.



This aerial view shows Site C's spillways, penstocks, powerhouse and operations building for BC Hydro's third dam along the Peace River.

6-2

# Regional Information

## Electrifying the North

In 2022, BC Hydro added new electric vehicle fast charging sites in northern B.C. with new units now operational in Houston, Fraser Lake, New Hazelton, and McLeod Lake.

The Houston, Fraser Lake, and New Hazelton sites include two 50-kilowatt charging units. Each unit can add 50 kilometres of driving to an average electric vehicle in about 10 minutes.

The New Hazelton site is also now the most northern location within the provincial network while the McLeod Lake site is the most northern location along Highway 97 in BC Hydro's electric vehicle fast charging network.

The Fraser Lake site is one of three in the province that can accommodate large electric trucks and trailers because of its "pull-through" design. The other two are in Powell River and Lillooet.

Meanwhile in 2022, BC Hydro doubled the capacity of its electric vehicle fast charging site in McBride with the addition of a new 50-kilowatt charging unit. The charging location in McBride makes public charging more convenient as a growing number of people in Northern British Columbia make the switch to electric vehicles.

Transportation accounts for about 40 per cent of greenhouse gas emissions in B.C. In 2021, BC Hydro revealed its Electrification Plan, with initiatives to encourage B.C. residents, businesses, and industries to switch to hydroelectricity from fossil fuels to help reduce carbon emissions. The plan encourages switching from gas-powered cars to electric vehicles.

BC Hydro's provincewide fast charging network includes 121 charging units at 80 sites in communities throughout B.C. The chargers are funded in a partnership with the Province of B.C. and Natural Resources Canada.



The recently upgraded electric vehicle fast charging site in McBride.  
Photo courtesy of: BC Hydro Media Relations.

## Working around ‘the Bulbous Toe’

Sometimes it is best to work around a difficult issue. This was certainly the case when a large, slow moving landslide began to threaten critical BC Hydro infrastructure in the province’s northwest region.

Northwest British Columbia is interconnected to the B.C. electrical grid by a series of 500 kilovolt transmission lines running between Prince George and Terrace. One of these circuits (built in 1973/74) is a radial line between Telkwa and Skeena substations that is essential for this large region of the province.

Previously, this line passed through a large landslide (known to locals, informally, as the Bulbous Toe Landslide) located on the north side of the Telkwa River, approximately 20 kilometres west of Telkwa. One of the towers is located in an unstable area and moving between 15 and 44 cm per year.

The movement of the slide was first detected in the late 1970s and BC Hydro has regularly monitored its activity. The movement of one of the electrical towers led to a growing risk of failure and posed a safety risk to maintenance crews.

Recently, BC Hydro engineers developed a solution through by-passing the slide area with a new section of line. Pre-construction commenced in 2021 and was completed by the end of 2022. Energization of the new section of line is planned for late summer 2023.

BC Hydro’s work force on the site averaged 40 persons monthly from May to October 2022, including members of contracted crews and staff at the Telkwa site.



## Complete! W.A.C. Bennett Dam spillway and safety boom projects

Earlier this year, BC Hydro completed two important upgrades at the W.A.C. Bennett Dam. Crews completed an operation on the spillway chute’s concrete surface to ensure continued safe operation of the spillway. The spillway is an important dam component, as it may be used to manage water levels in the Williston Reservoir as well as to maintain flows downstream of the dam.

The project follows the Spillway Chute Upgrade Project, which resurfaced the highest priority section in the inclined chute and identified areas throughout the entire length of the chute that required improvements to ensure its continued good performance. The specific sections of the spillway chute that were remediated as part of this project are the next highest priority sections, both above and below the previously resurfaced area.

During 2022, the W.A.C. Bennett Dam Reservoir Boom Replacement Project was also completed. This project involved the replacement of the aging and deteriorating debris boom at the dam with a new boom that meets both debris interception and public safety requirements.



The previous boom was a simple construction of logs and heavy chains linked together, forming a floating barrier near the spillway forebay. The new boom is made of galvanized steel and includes public safety signage. New boom anchors were also installed as part of the project. The project ensures BC Hydro continues to safely provide reliable, affordable, clean electricity to British Columbians.





## Community ReGreening Program

BC Hydro is proud to assist local governments through our Community ReGreening Program which supports the planting of trees and other vegetation that help enhance ecological networks across the province. The program also helps to ensure the right trees are planted near our powerlines.

Our ReGreening grants fund small-scale community planting projects and are open to all municipal and Indigenous Nations' governments within BC Hydro's service area. All applications are accepted through our online form.

The application intake for 2023 grant funding closed on January 31, 2023. All applicants will be notified of funding decisions by email within approximately four to six weeks. For more information, please select [bchydro.com/regreening](https://bchydro.com/regreening). Check back in November for updates on next year's funding cycle.

This past year, successful applications included:

Community	Project	Funding
Williams Lake	City Hall/Herb Gardner Park Tree Replacement Project	\$2,046
100 Mile House	Beautification of North End of Birch	\$2,849
Hudson's Hope	Cemetery ReGreening	\$7,500
Vanderhoof	Riverside Park	\$5,609
Fraser Lake	Fraser Lake ReGreening Project	\$4,733
Hazelton	Eagle Down Trail ReGreening	\$2,107
Telkwa	Riverside Park Beautification	\$3,000
Fort St. John	Pickell Park Revitalization	\$7,500
Dawson Creek (Peace River Regional District)	Blackfoot Regional Park ReGreening	\$7,500
Kitimat	Riverlodge Pollinator Gardens	\$3,020

## Decorative Wrap Grant Program

Our Decorative Wrap Grant Program provides financial assistance to municipal governments, regional districts and First Nations communities looking to improve the visual aesthetics of a neighbourhood by installing decorative wraps on BC Hydro-owned pad-mounted equipment boxes.

Eligible applicants can receive grant funding of \$350 or \$700 per unit, depending on the size of the equipment box to be wrapped. The funding amount will be determined by BC Hydro during the application review.

The application closing date for each year is September 30. For more information, please select [bchydro.com/wraps](https://bchydro.com/wraps).



Example of a decorative wrap on our pad-mounted equipment.

## Graffiti removal

Graffiti vandalism is a crime that affects everyone. BC Hydro prioritizes the removal of graffiti that is socially offensive (e.g. obscenities, racial or religious slurs) as well as graffiti that is located in high-profile or sensitive areas (e.g. adjacent to schools, churches, and community centres).

We rely on the public around B.C. to report graffiti on everything from pad-mounted transformer boxes to our buildings. As an alternative, graffiti removal agreements offer financial support to local governments or community groups to remove graffiti on our behalf. For more information on graffiti removal agreements, please contact your local Community Relations office (see last page of this report).

## Fish & Wildlife Compensation Program

The Fish & Wildlife Compensation Program (FWCP) is a partnership of BC Hydro, the Province of B.C., Fisheries and Oceans Canada, First Nations, and public stakeholders, to conserve and enhance fish and wildlife in watersheds impacted by BC Hydro dams.

In 2021–2022, the FWCP's Peace Region board approved funding for 26 projects – nine fish and 17 wildlife – across the Finlay, Peace, Parsnip and Dinosaur sub-regions, for approximately \$1.3 million.

The projects funded helped to enhance habitat for fish and wildlife, fill important data gaps to define what conservation actions come next, support at risk caribou, bats, bull trout and other species including Arctic grayling, moose, migratory birds, amphibians, and more.

With funding from the FWCP's Peace Region, seven new Motus stations were installed by Birds Canada that will detect birds and bats affixed with radio transmitters, including the at-risk northern long-eared bat, little brown bat, and the at-risk olive-sided flycatcher. All are priority species for the FWCP and the data generated will help determine what habitats they use within the Peace Region.

One of the Motus towers was installed at Mugaha Marsh bird banding station near Mackenzie. The station, located between central and western flyways for migratory birds, is operated by the Mackenzie Nature Observatory and has been funded by the FWCP for the last 25 years.

Banding is done during fall migration for about two months starting in late July, and relies on thousands of volunteer hours each season plus staff time.

More than 2,600 birds representing 56 species were banded in the fall of 2021 and contributed to the long-term data set for birds in Northern B.C., which is critical to inform future conservation efforts.

Since 1988, the FWCP has committed nearly \$42 million to support fish and wildlife in its Peace Region. Learn more at [fwcp.ca](https://fwcp.ca).

### Did you know?

BC Hydro has water licence obligations in the Columbia and Peace regions, and has made voluntary commitments to address the impacts of dams in the Coastal Region. BC Hydro fulfills the applicable obligations through the work of the FWCP.



A boreal owl was one of more than 50 species recorded at Mugaha Marsh banding station. Photo courtesy of: S. Johnston

## Grants-in-lieu

We pay net property tax and grant payments to local governments. The grant program is a provincial government initiative and the amounts paid are determined under the current legislation. Listed below are the grants paid to each community in the Northern region as of December 31, 2022.

Municipality/District	School taxes*	Grants	Other taxes	Total payments
District of 100 Mile House	\$90,034.79	\$65,895.07	0	\$155,929.86
Village of Burns Lake	41,466.67	\$99,935.35	\$(3.64)	\$141,398.38
Central Coast Regional District	0	\$4,761.00	0	\$4,761.00
District of Chetwynd	\$61,724.36	\$108,964.92	\$417.48	\$171,106.76
City of Dawson Creek	\$213,645.83	\$1,024,582.75	0	\$1,238,228.58
District of Fort St. James	\$30,891.79	\$36,929.48	0	\$67,821.27
City of Fort St. John	\$120,901.67	\$376,223.74	\$11.64	\$497,137.05
Fraser-Fort George Regional District	0	\$1,229,305.00	0	\$1,229,305.00
Village of Fraser Lake	\$11,469.62	\$35,253.62	0	\$46,723.24
Village of Granisle	\$12,087.82	\$12,241.75	0	\$24,329.57
Village of Hazelton	\$4,107.02	\$8,995.97	0	\$13,102.99
District of Houston	\$112,493.14	\$107,308.53	\$654.00	\$220,455.67
District of Hudson's Hope	\$1,670,793.29	\$1,935,974.75	\$7,866.06	\$3,614,634.10
District of Kitimat	\$172,870.54	\$154,702.89	0	\$327,573.43
District of Mackenzie	\$81,093.18	\$2,544,737.54	\$170.83	\$2,626,001.55
Village of Masset	\$35,693.26	\$26,992.33	0	\$62,685.59
Village of McBride	\$30,063.72	\$14,982.38	\$63.19	\$45,109.29
District of New Hazelton	\$32,809.16	\$16,909.99	\$632.80	\$50,351.95
North Coast Regional District	0	\$16,669.00	0	\$16,669.00
Northern Rockies Regional Municipality	\$380,277.63	\$304,431.60	\$1,915.13	\$686,624.36
Peace River Regional District	0	\$1,620,681.00	0	\$1,620,681.00
Village of Port Clements	\$4,755.58	\$5,205.21	0	\$9,960.79
District of Port Edward	\$144,580.61	\$180,532.69	0	\$325,113.30
Village of Pouce Coupe	\$4,617.36	\$11,775.40	0	\$16,392.76
City of Prince George	\$753,401.55	\$1,883,881.64	0	\$2,637,283.19
City of Prince Rupert	\$101,425.71	\$276,715.49	0	\$378,141.20
Village of Queen Charlotte	\$54,166.10	\$14,894.58	\$381.05	\$69,441.73
City of Quesnel	\$186,526.21	\$659,556.58	\$87.76	\$846,170.55
Town of Smithers	\$97,832.10	\$187,863.81	\$35.56	\$285,731.47
District of Stewart	\$50,816.97	\$119,104.52	\$9,259.60	\$179,181.09
District of Taylor	\$28,721.76	\$451,232.39	0	\$479,954.15



Municipality/District	School taxes*	Grants	Other taxes	Total payments
Village of Telkwa	\$9,486.58	\$9,994.52	0	\$19,481.10
City of Terrace	\$403,636.34	\$402,861.35	\$244.79	\$806,742.48
District of Tumbler Ridge	\$240,068.37	\$74,177.06	0	\$314,245.43
District of Vanderhoof	\$97,054.65	\$181,537.99	\$1,583.07	\$280,175.71
District of Wells	\$7,644.72	\$5,165.43	0	\$12,810.15
City of Williams Lake	\$112,612.15	\$264,771.28	\$249.08	\$377,632.51

\* Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

## Community Grants

By supplying electricity to the people and businesses of this province, we provide an essential and important service. But we also believe in doing more than that. We're offering two types of grants to support non-profit organizations and registered charities that are making a difference in their communities. In 2022, we supported over 60 community-based projects across every region of the province.

Our grants are given out in three focus areas: building the STEM workforce of tomorrow, safety education, and developing a clean and sustainable future. When planning for your project, please keep in mind that our grants have set criteria and application deadlines.

To learn more, please select [bchydro.com/grants](https://bchydro.com/grants).

Some of the organizations that we supported in the region this past year included:

Applicant	Project	Community	Grant
Fort St John Public Library Association	2022 Summer Reading Program	Fort St John	\$500
Northern B.C. Regional Science Fair Foundation	2022, Northern B.C. Regional Science Fair	Fort St. John, Dawson Creek, Chetwynd, Tumbler Ridge, Fort Nelson	\$2,000
School District No. 27	Heavy Metal Rocks – 100 Mile House	South Cariboo from 70 Mile House to Lac La Hache and from Bridge Lake to Canoe Creek	\$2,000
Prince Rupert Salmonid Enhancement Society (PRSES)	Oldfield Creek Hatchery Revitalization Project	Prince Rupert	\$3,000
SkeenaWild Conservation Trust	SkeenaWild's Explore Your Watershed Program	Terrace, Prince Rupert, Kitimat, New and Old Hazelton, Kitwanga, the Nisga'a communities in the Nass Valley, Smithers, Telkwa and Houston	\$8,000

# Reliability Performance



We recognize how important the reliable supply of electricity is to our customers. We'll continue to improve, reinforce and maintain the electrical system.

The information below provides a comparison between Fiscal 2021 and Fiscal 2022 for communities in the Northern region. These statistics include interruptions due to planned outages.

Community	Fiscal 2022 average customer interruption duration (hours)	Fiscal 2021 average customer interruption duration (hours)	Fiscal 2022 average number of interruptions per customer	Fiscal 2021 average number of interruptions per customer
100 Mile House	4.43	2.42	2.73	4.72
Atilin	3.18	3.72	9.07	6.88
Burns Lake	2.78	3.22	6.06	3.20
Chetwynd	2.27	2.98	6.34	5.97
Dawson Creek	1.50	1.75	3.57	3.88
Fort Nelson	2.73	3.53	4.63	3.93
Fort St. James	4.77	3.34	5.43	5.50
Fort St. John	6.90	2.91	2.26	2.05
Fraser Lake	1.55	1.31	3.63	1.75
Granisle	5.85	3.54	3.52	3.36
Hazelton	4.88	4.60	5.43	4.95
Houston	4.01	2.62	3.13	3.99
Hudson's Hope	2.54	3.81	1.42	1.68
Kitimat	2.96	7.17	1.35	4.83
Mackenzie	5.24	3.81	1.42	1.68
Masset	1.51	1.77	6.83	6.12
McBride	1.78	4.85	15.45	11.57
New Hazelton	5.36	5.66	4.52	3.06
Port Clements	2.73	3.49	15.46	20.07
Pouce Coupe	0.81	1.50	3.44	1.35
Prince George	2.06	3.51	1.78	1.58
Prince Rupert	1.46	2.66	6.52	3.50

6-2

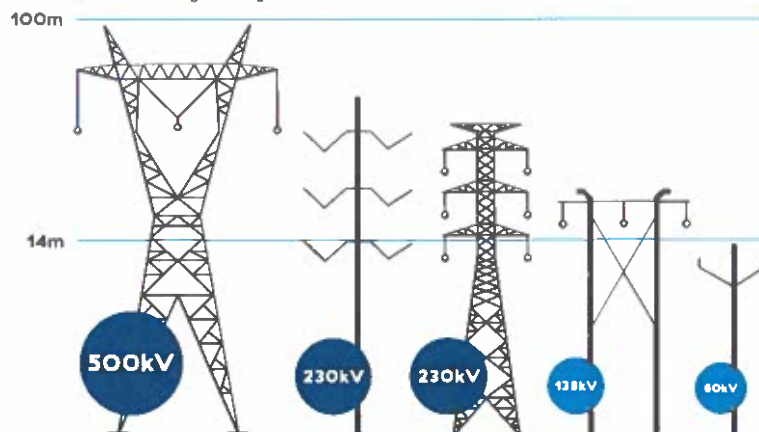
Community	Fiscal 2022 average customer interruption duration (hours)	Fiscal 2021 average customer interruption duration (hours)	Fiscal 2022 average number of interruptions per customer	Fiscal 2021 average number of interruptions per customer
Queen Charlotte	2.11	2.33	11.21	14.83
Quesnel	1.89	2.16	2.34	3.06
Smithers	5.54	3.84	4.77	4.32
Stewart	13.63	6.22	6.13	11.86
Taylor	5.38	1.89	0.54	1.19
Telkwa	5.68	2.93	6.08	5.07
Terrace	5.21	3.58	2.80	3.21
Tumbler Ridge	2.13	1.48	4.33	3.87
Vanderhoof	2.52	2.56	3.18	3.08
Wells	2.10	3.76	9.45	16.26
Williams Lake	3.01	2.32	2.16	4.28

## Types of power lines

We rely on a system of transmission towers and power lines to carry the electricity produced at our generating stations to the homes and businesses in B.C.

### Transmission lines

Transmission lines are the big, high voltage power lines that bring electricity from where it's made at our generating stations to substations near communities across B.C.



### What's a kV?

kV stands for kilovolt, which is a unit of potential energy. One kV is equal to 1,000 volts.

### Distribution lines

Distribution lines are the smaller, lower voltage lines that carry electricity from the substation to your home or business.



### Padmount box

Padmount transformers transfer electricity to underground power lines.

**BC Hydro**  
Power smart

62

# BC Hydro Community Relations

At BC Hydro we build strong relationships to support the unique needs and strengths of the communities we serve. Our Community Relations team does this by listening, providing information and working together with communities. Community Relations is the point of contact for local government, media, local business and community groups. Whether it's for capital projects, corporate initiatives and programs, local BC Hydro activities, significant planned outages, emergency response or unplanned power outages, we work hard to meet the needs of our stakeholders and ensure communities are kept informed.

## Northern Region

If you have questions or comments for us, please contact:

### Mike Kellett

Manager, Northern Community Relations  
250 613 9087  
[mike.kellett@bchydro.com](mailto:mike.kellett@bchydro.com)

### Dave Mosure

Community Relations Coordinator  
250 561 4906  
[dave.mosure@bchydro.com](mailto:dave.mosure@bchydro.com)

## BC Hydro Guide for Local Government

Quick access to key information on [bchydro.com](http://bchydro.com)

### My Hydro and Energy Savings initiatives

**My Hydro**  
[bchydro.com/myhydro/](http://bchydro.com/myhydro/)

Log in to manage your account.

**Energy Savings Programs**  
[bchydro.com/energysavings](http://bchydro.com/energysavings)

Learn how you can be smart with your power. Take advantage of rebates and programs.

### Projects

**Capital Projects**  
[bchydro.com/projects](http://bchydro.com/projects)

Learn more about major projects taking place in your region.

### Programs

**Decorative Wrap Grant Program**  
[bchydro.com/wraps](http://bchydro.com/wraps)

Learn about our program that provides financial assistance to municipal governments looking to install decorative wraps on BC Hydro pad-mounted equipment boxes.

**Community ReGreening Program**  
[bchydro.com/regreening](http://bchydro.com/regreening)

The regreening program assists municipalities with urban tree planting while helping to make sure appropriate trees are planted around power lines.

### Community Giving

**Grants for community groups**  
[bchydro.com/grants](http://bchydro.com/grants)

Learn about our grants for community groups and how to apply for them.

**Scholarships & Endowments**  
[bchydro.com/scholarships](http://bchydro.com/scholarships)

We look to build the next generation of engineers, electricians, and many other key roles who will help us deliver clean energy to our customers. Learn about our scholarships and endowments.

### Electric vehicles

**Fast charging stations**  
[bchydro.com/ev](http://bchydro.com/ev)

Learn more about how clean and affordable power makes B.C. a great fit for electric vehicles.

### Report an outage

**How to report a power outage**  
[bchydro.com/outages](http://bchydro.com/outages)

Check the outage map or list to see if we know your power is out. If not, call us at 1 800 BCHYDRO (1 800 224 9376) or \*HYDRO (\*49376) on your mobile phone to report it.

### Report graffiti

**How to report graffiti on our equipment**  
[bchydro.com/graffiti](http://bchydro.com/graffiti)

We rely on the public to report graffiti on everything from our pad-mounted transformer boxes to our buildings.





## BRITISH COLUMBIA

April 25<sup>th</sup>, 2023

Reference: 638875

### **British Columbia Municipalities and First Nations:**

I am writing to you today to discuss emergency preparedness and the resources that may assist your governments and residents in getting ready for potential emergencies. As we have observed over recent years, emergencies can be unpredictable, and it is never too early to be informed and prepared for the unexpected. We know that extreme weather events that impact British Columbians will increase in both frequency and intensity due to climate change, and the work of our new ministry to prepare for the impact of the climate crises has already begun.

I would first like to share a reminder that on February 21<sup>st</sup>, 2023, Premier David Eby and I jointly announced the launch of ClimateReadyBC, a new initiative led by the Ministry of Emergency Management and Climate Readiness (EMCR). This is an online hub designed to assist local authorities with climate readiness strategies and support; this includes guidance, mapping tools, information on funding programs, and more. ClimateReadyBC can be found at <https://climatereadybc.gov.bc.ca/>, and you can email any questions or concerns to [ClimateReadyBC@gov.bc.ca](mailto:ClimateReadyBC@gov.bc.ca).

The impacts of extreme temperatures in summer and winter can be severe, and it is important that they be given due consideration as emergencies that should be planned for and mitigated. While the establishment of cooling and warming centres are locally led, EMCR is able to provide support by reimbursing eligible costs and by amplifying information on centre availability and location to maximize public awareness. First Nations and local governments are encouraged to establish extreme weather emergency plans, and the ministry would be happy to provide guidance on available resources and eligible re-imbursements.

With the coming summer season, I wanted to remind you that the BC Heat Alert and Response System describes recommended actions for Indigenous communities and local authorities during extreme heat events. Additionally, the BC Centre for Disease Control has developed a guide for Municipal Heat Response Planning in British Columbia. You can find more information about supports during extreme heat events in the following links:

- [Extreme Heat Emergency Task Number Eligibility](#)
- [Extreme Heat Eligibility Assessment Supplement](#)

As a reminder, the [Community Emergency Preparedness Fund \(CEPF\)](#) is a suite of funding streams intended to enhance the resiliency of First Nations, local governments, and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM). In February 2023, the Province committed a further \$180 million to CEPF, bringing the total investment to \$369 million.

Page 1 of 2

Current open intakes for CEPF include:

- [Public Notification and Evacuation Route Planning](#): The intent of this funding stream is to support eligible applicants to develop Evacuation Route Plans and/or Public Notification Plans that provide information for local governments, First Nations, and community members in the event of an emergency. **This funding intake closes for applications on April 28<sup>th</sup>, 2023.**
- [Extreme Temperature Risk Mapping, Assessment, and Planning](#): The intent of this funding stream is to support eligible applicants to ensure they have accurate knowledge of the risks associated with extreme temperatures, and how these risks will change over time, and to develop effective response plans and strategies to prepare, mitigate, and adapt to those risks. This funding intake closes for applications on June 2, 2023.

British Columbia's emergency preparedness education program, known as PreparedBC, offers a variety of resources that you can access to help your residents and communities prepare for emergencies, which includes the Extreme Heat Preparedness Guide, as well as a variety of personal preparedness and hazard-specific guides. Visit [www.PreparedBC.ca](http://www.PreparedBC.ca) to access these resources, and find further information on preparedness programs, such as High Ground Hike and Master of Disaster, and ready-to-go social media toolkits.

Emergency Info BC is the provincial source for current emergency information. Active 24/7/365 both on Twitter [@EmergencyInfoBC](https://twitter.com/EmergencyInfoBC) and on the web at [EmergencyInfoBC.ca](http://EmergencyInfoBC.ca), it is the central resource for up-to-date information on all provincial-scale emergencies impacting the people of BC. Please consider encouraging residents in your community to follow Emergency Info BC in addition to your own information channels for the latest verified emergency updates.

Keeping British Columbians safe from emergencies and confident in our response readiness is a shared responsibility, and I thank you for your important work and collaboration on this. Please do not hesitate to reach out to me or my team if you have any questions.

Sincerely,



Bowinn Ma  
Minister of Emergency Management  
and Climate Readiness

6-21

## Elizabeth Cumming

---

**From:** Duke, Larry A FOR:EX <Larry.Duke@gov.bc.ca>  
**Sent:** April 18, 2023 3:51 PM  
**To:** CAO; Sandra Brown; Robert Williams; doris.rosang@skidegate.ca; 'Daniel Fish'; corporateofficer@ncrdbc.com; Office; Brigid Cumming; CAO; cao@masset.ca; cao@omvc.ca; admin@masset.ca; adminassist@omvc.ca; adminassist@omvc.ca  
**Subject:** Candidate Forest Service Roads for Permanent Deactivation  
**Attachments:** FSR Deactivation Engagement Letter.pdf; 2023 Surplus FSR Overview Map.pdf

Greetings,

A review of Forest Service Roads on Haida Gwaii has identified roads that are surplus to industrial needs. We invite you to review the attached letter and map and contact our office if you have any questions, comments or concerns by May 31, 2023.

Thank you.

Larry Duke RFT  
Engineering & Recreation Officer  
Haida Gwaii Natural Resource District

**CAUTION:** This email originated from outside of the Village of Port Clements Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.





File: 11250-30/ FSR General Administration

**BY EMAIL**

April 18, 2023

**RE: REVIEW AND COMMENT OPPORTUNITY – PROPOSED PERMANENT  
FOREST SERVICE ROAD DEACTIVATION**

A recent review of Forest Service Road inventories within the Haida Gwaii Natural Resource District has identified potential candidates for permanent deactivation. These roads have been found to be surplus to industrial requirements or contain structures that are approaching the end of their service life.

We invite you to review these roads and provide comments to the Haida Gwaii Natural Resource District. Surplus roads are located in the following operating areas:

**Proposed Forest Service Road Permanent Deactivation – Operating Areas**

- Bill Brown FSR (6.2km) – Rennell Sound
- Chinikundl FSR (9.3km) – Skidegate/Daajing Giids
- Kumdis 1 (3.4km) – Port Clements
- Kumdis 3000 (1.3km) – Port Clements

The ministry does not have the ability to maintain surplus roads. If any stakeholders identify roads that should remain open and be maintained, the ministry can reassign the maintenance obligations to them through the issuance of an applicable tenure. Roads which are not reassigned to new tenures will be scheduled for permanent deactivation.

Permanent road deactivation places a road in a self-maintaining state. Drainage structures are removed and natural water courses re-established. Vehicular access after the completion of deactivation works is not always possible.

Maps are available to view and download from the Provincial Governments web site at: [Haida Gwaii Natural Resource District Road Safety Information](#); posted under **Road Deactivation – Proposed New: April 14, 2023**

The opportunity to comment will end on May 31, 2023.

Unless reassigned to a new tenure, the Ministry of Forests will prepare road deactivation prescriptions during the summer of 2023, with potential deactivation of Kumdis 1 and

Page 1 of 2

Ministry of Forests

Haida Gwaii Natural Resource  
District

Location:  
1229 Oceanview Dr  
Daajing Giids BC V0T 1S0

Mailing Address:  
PO Box 39  
Daajing Giids BC V0T 1S0

Telephone: (250) 559-6200  
Fax: (250) 559-8342

C-4



Kumdis 3000 completed this calendar year. and Chinikundl and Bill Brown deactivation occurring during the summer of 2024.

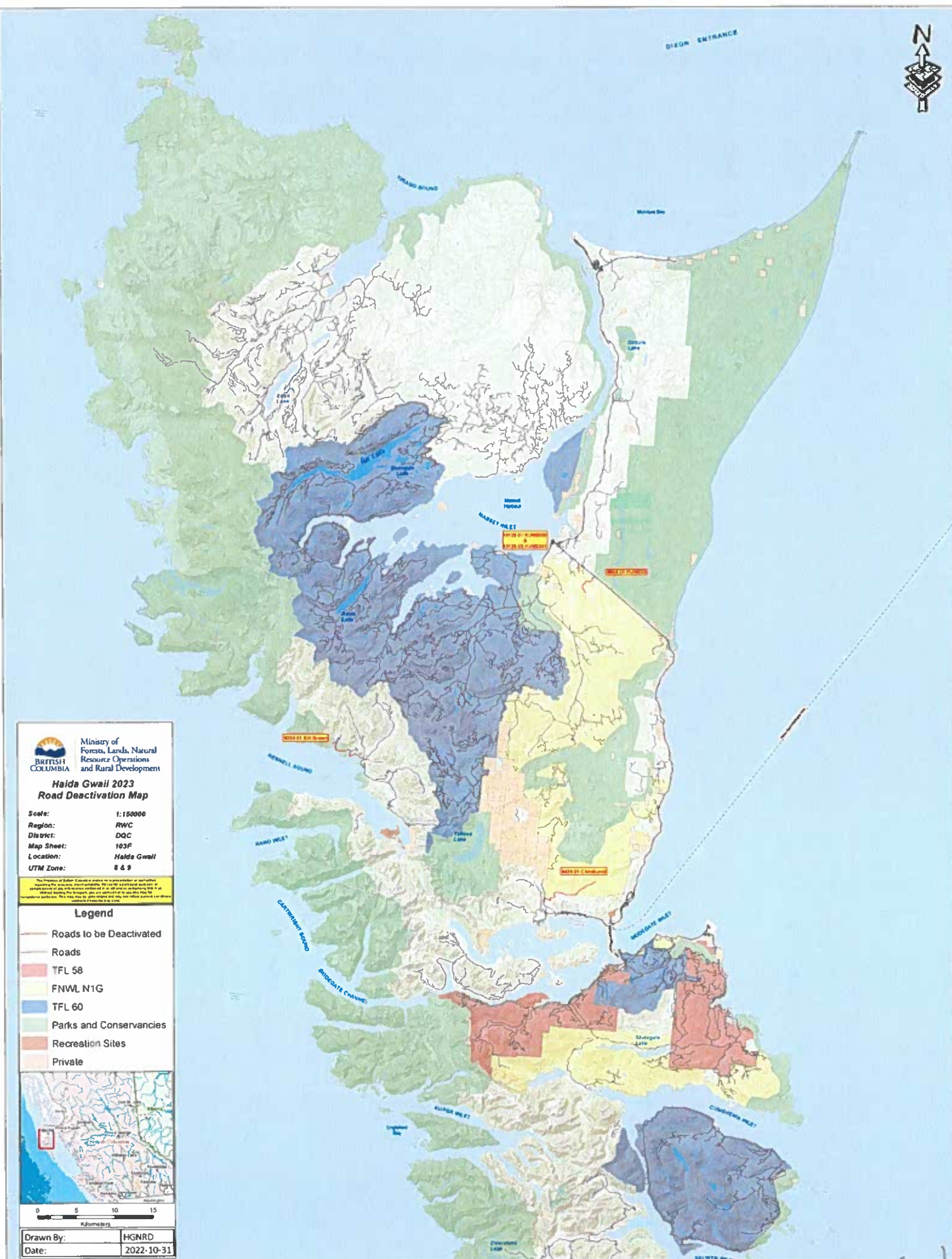
If you would like to provide comments or have questions, please contact the Haida Gwaii Natural Resource District Engineering Program at 250-559-6200 or by email at [frontcounterhaidagwaii@gov.bc.ca](mailto:frontcounterhaidagwaii@gov.bc.ca).

Yours truly,

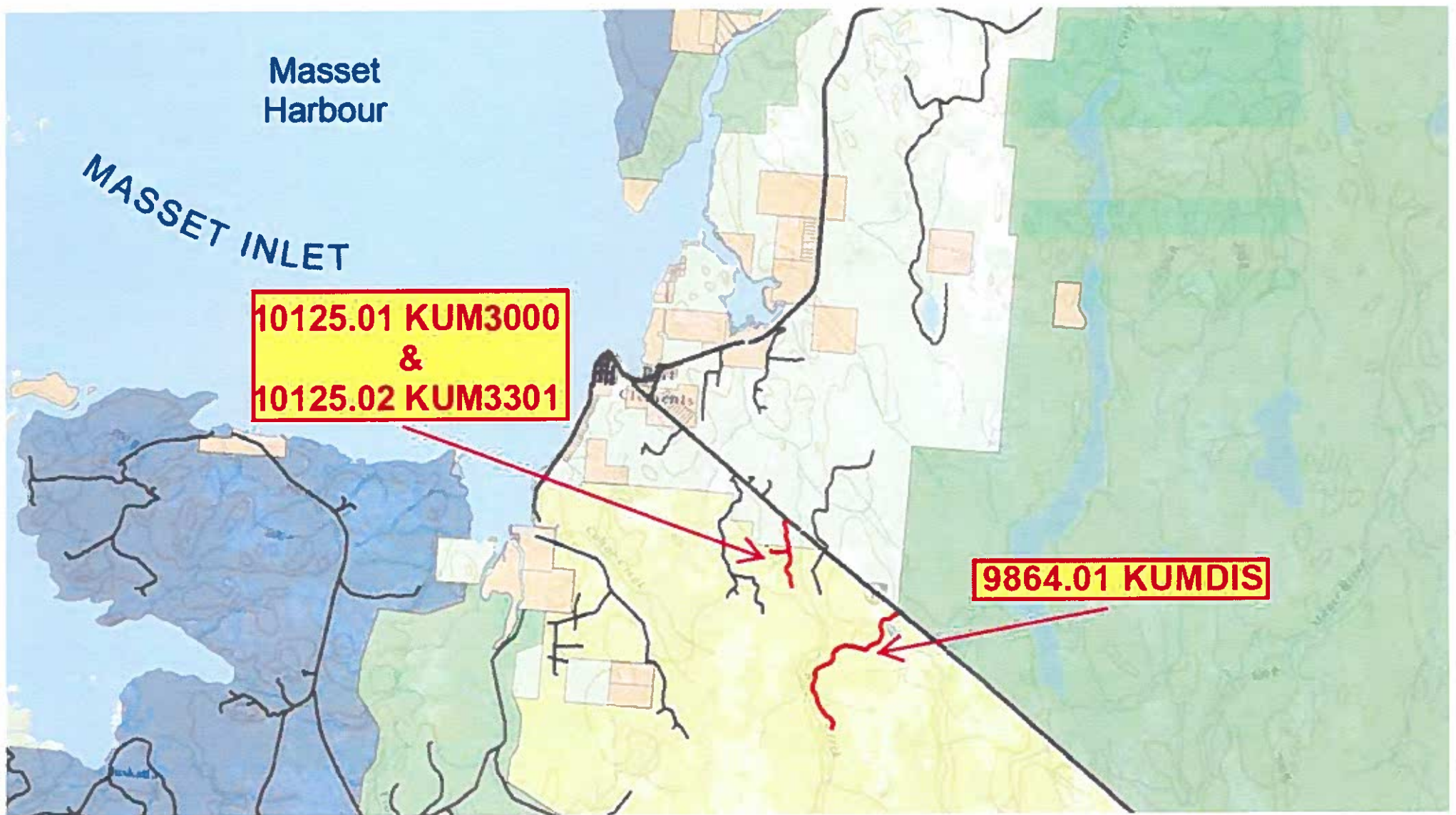
A handwritten signature in black ink, appearing to be 'RR' with a stylized flourish.

Risha Rushton  
District Manager

Attachment: 2023 Surplus FSR Overview Map







## Elizabeth Cumming

---

**Subject:** FW: Cathy Peters update- Child Sex Trafficking in BC and How To Stop It  
**Attachments:** Be Amazing Brochure - December 2022.pdf

**From:** [ca.peters@telus.net](mailto:ca.peters@telus.net) <[cathy@telus.net](mailto:cathy@telus.net)>  
**Sent:** Monday, April 24, 2023 9:00 AM  
**To:** CAO <[cao@portclements.ca](mailto:cao@portclements.ca)>  
**Subject:** Cathy Peters update- Child Sex Trafficking in BC and How To Stop It

Dear Mayor Scott Cabianca, Port Clements Village Council and staff,  
My name is Cathy Peters.

I have been raising awareness about Human Sex Trafficking, Sexual Exploitation and **Child Sex Trafficking and How to stop it**.

I have presented to BC politicians, police and the public for the past 10 years.

**BC has the most notorious cases in Canada:**

Amanda Todd (victim), Reza Moazami (sex trafficker) and Robert Pickton (sex buyer and serial killer).

British Columbia is a magnet for criminals, organized crime and International crime syndicates. The current Federal Law, "**The Protection of Communities and Exploited Persons Act**" is not enforced in BC, so sex buyers and sex traffickers act with impunity. BC urban centers have become sex tourism destinations. Indigenous women and girls are first casualties.

Attached is my updated brochure and biography.  
My website is upgraded. Please view.  
[beamazingcampaign.org](http://beamazingcampaign.org)

The **Canadian Sexual Exploitation Summit** is May 3-5. It is virtual and free. Global experts will be participating.  
<https://sexualexploitationsummit.ca>  
I will be presenting on "Child Sex Trafficking in Canada and How To Stop It".  
Please attend.

I will be at **UBCM in September with a booth** for the "Be Amazing Campaign- To Stop Sexual Exploitation".

Please alert the Provincial Government, Premier, Attorney General and Solicitor General that this issue is a priority in British Columbia.  
All emergency services staff need training in this area (police, fire, ambulance, etc).  
A Provincial public awareness program is needed.

**ASK: Please share this information with your staff, stakeholders, law enforcement, educators, health providers, emergency service and frontline service providers.**  
**Please contact me for follow up information. Please confirm you have received this email.**

Sincerely, Cathy Peters

BC anti human trafficking educator, speaker, advocate

[beamazingcampaign.org](http://beamazingcampaign.org)

1101-2785 Library Lane, North Vancouver, BC V7J 0C3

cell: 604-828-2689

Queen's Platinum Jubilee Medal Recipient for my anti human trafficking advocacy work

**CAUTION:** This email originated from outside of the Village of Port Clements Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Human sex trafficking and sexual exploitation for the purpose of prostitution is the fastest growing crime in the world. It is a lucrative crime targeting our youth, children, and the vulnerable.



You can help stop sexual exploitation starting in your community:

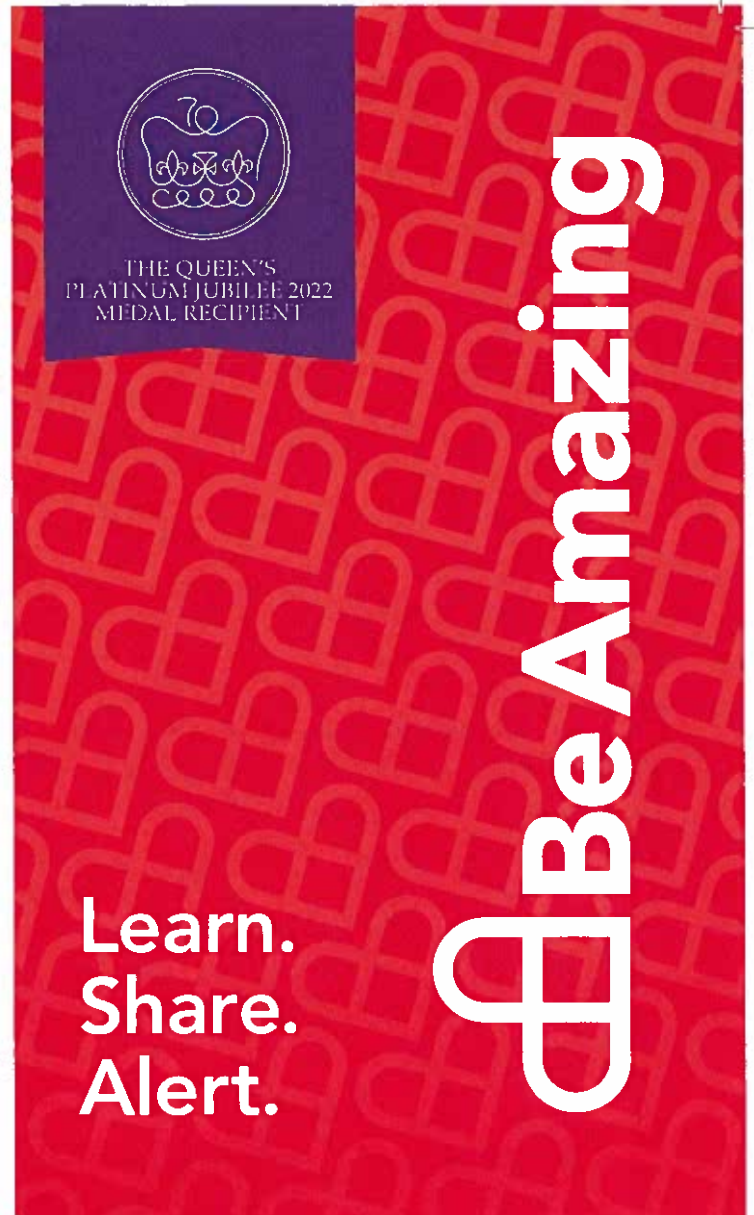
**Learn** about the issue.

**Share** it with others.

**Alert** your politicians that sexual exploitation must stop.

An Anti-Human Trafficking Initiative  
**BeAmazingCampaign.org**

.....  
Canadian National Human Trafficking Hotline  
**1-833-900-1010**



An Anti-Human  
Trafficking Initiative

PRESENTED BY

**Cathy Peters**  
BeAmazingCampaign.org

C-5



# A modern equal society does not buy and sell women and children.

Cathy Peters raises awareness about the issue of human sex trafficking, sexual exploitation and child sexual trafficking which is for the purpose of prostitution. She speaks and presents to politicians, police and the public.



Today's slavery has low costs and huge profits; a trafficker can make hundreds of thousands of dollars *per victim* per year.

The average age of entry into prostitution is 12–14 years of age in Canada, although traffickers are targeting children as young as 8. There has been a dramatic increase in child exploitation along with the production and consumption of child pornography. Unregulated technology has increased the demand for commercially paid sex.

The biggest problem in Canada is that the public is unaware of the issue. Women, youth, children, the marginalized and vulnerable will become potential targets and victims unless we do something to stop it.

**Learn. Share. Alert.**  
[BeAmazingCampaign.org](http://BeAmazingCampaign.org)

Cathy Peters is a former inner city high school teacher and, since 2014, has made over 600 presentations to more than 20,000 people.

She has received 14 Challenge Coins from Victoria, Kitimat, North Vancouver, Coquitlam, Richmond, Surrey, and Chilliwack RCMP detachments, RCMP HQ Counter Exploitation Unit, New Westminster Police Department after presenting at the Justice Institute, Federal Corrections, Delta, Abbotsford, and the Vancouver Police Department.

Cathy's work was introduced in the BC Legislature and she was asked to three Federal Justice Committees on human trafficking. She has been a speaker to three MMIWG gatherings, numerous Indigenous groups, and had a booth at the July 2022 Assembly of First Nations Convention where she met hundreds of Indigenous leaders.

Cathy was nominated for an Order of BC Award and for the Carol Matusicky Distinguished Service to Families award. In 2022 she presented at the Global Summit *Connecting to Protect: Addressing the Harms of Porn on Youth from a Public Health Perspective* (University of Calgary) and presented at the first RCMP Human Trafficking webinar for law enforcement across Canada. Cathy received a Queen's Platinum Jubilee Medal for her anti-human trafficking advocacy work.

Mayor and Council

Village of Port Clements  
P.O. Box 198  
Port Clements, B.C. V0T 1R0

April 17, 2023

Dear Sirs/Madams:

We own a lot described as 8 Tingley St in Port Clements. We have a neighbour who is continuing to collect a huge amount of garbage and debris on his property that extends to our property line.

This lot is situated in a residential zone and has potential as a building site however because of the situation that has been allowed to continue resulting in this unsightly premise our property value has been severely impacted.

This situation should not be allowed to continue, Council must find a way to stop this squalor thereby protecting my property value as a tax paying citizen.

I urge you to address this issue as soon as possible.

Thank you,



G.J. O'Brien  
R.C. O'Brien

C-6



MAY 3/23

Att: Mayor + Council.

---

This is a formal request for a proper dog park in Port Clements. Requirements include:

- 6' Fencing
- Solid gates
- parking close to gate
- Shade!

Please let me know if a petition is reg'd and I will collect signatures.

Harmonie 250.922.4306



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: May 15<sup>th</sup>, 2023  
RE: Request to Establish a Dog Park in Port Clements

---

### BACKGROUND:

Council has received a request for a dog park to be established in Port Clements from Harmonie Blais.

### DISCUSSION:

When submitting the correspondence to be put on the agenda, Harmonie identified that she was thinking that the undeveloped portion of Hemlock Avenue's Road Right of Way, between the School property and private properties near the Clinic/Ambulance Station area, would be a good location to develop a dog park.

To develop the Road Right of Way into a park then that part of the road would need to be deactivated and no longer be a road right of way, but a property. While more information needs to be sought to determine the exact process, from previous records when the Village has previously closed and deactivated Road Right of Ways (last done in 2001 under the *Local Government Act* to close the end of Park Street for the Millennium Park area), it appears the process would involve petitioning the Minister of Municipal Affairs to abandon the section of the Road Right of Way, vest title to the new property to the Village of Port Clements, and the Village to adopt a bylaw to stop up and close the road (and authorize staff to petition the Minister and vest title). In addition, as the area is not a park zone the property would have to be rezoned.

It is generally not recommended to close Road Right of Ways without consideration of the potential impact on current and later development in the area if the road right of way was removed. In addition, there may be a need for public consultation with the neighboring properties (ex. the School District) for their input into the proposed dog park. If Council is interested in the suggestion to develop a dog park in this particular area, it would be best to direct staff to investigate the matter more and report back to Council before finalizing a decision. It may be easier, if Council was interested in a dog park, to look at the Community Park for this proposed development.

Discussion of a dog park has come before Council in the past. The result of those discussions has been that over the last several years (5-10+), the Baseball Field in the Community Park has been used for a dual purpose as a baseball field and as a dog park area. For a time, a poop bag dispenser/depositor was installed at the field though it was not regular used by dog owners. Unfortunately, an issue in using the sports field as a joint dog park has been the high volume of dog waste left behind on the playing field or along the fence by owners who do not pick up after their animals and dispose of it in the garbage. It not only impacts the baseball players or other user's ability to use the field, but also is a biohazard when public works is attending to field maintenance (a similar issue experienced with general mowing and ditch maintenance around the community). A separate dog park may be more ideal given this situation; however, it would be added infrastructure that would need to be maintained which would be an increase in cost and workload.

As the Village is undertaking a review and redevelopment of its Official Community Plan, where the discussion of development and long-term visions for the community are considered, it may be that process is the better place to consider and discuss this request. Otherwise, this request could be forwarded to strategic planning or as a topic of a future Committee of a Whole Meeting if Council wanted to consider it further.

### STRATEGIC

**(Guiding Documents Relevancy – Official Community Plan, Strategic Planning)**  
Improving the livability of the community is identified in the current OCP.

### FINANCIAL

**(Corporate Budget Impact)**

Developing a dog park would have its own costs and they may be significant to first clear an area, fence it, seed it. There would also be ongoing maintenance costs once installed. It is not known what the exact costs for closing a Road Right of Way would be, if that were pursued, but it would likely to at least involve surveying costs and application/registration fees to land titles.

**ADMINISTRATIVE****(Workload Impact and Consequence)**

Developing an area into a dog park would likely be a grant project (maybe a phased, multi-application, multi-grant project), which would be an increase to staff's workload (overseeing the project, grant applications, etc). This would be in addition to any work needed to deactivate a Road Right of Way, if pursued.

**Respectfully submitted:** Elizabeth Cumming, Deputy CAO.



P.O. BOX 280, Highway 16 West, Port Clements, B.C. V0T 1R0  
Telephone: (250) 557-4282 Fax: (250) 557-4306 E-Mail: obrien@qcislands.net

April 17, 2023

Mayor and Council  
Ms. Marjorie Dobson, CEO  
Village of Port Clements,  
P.O. Box 198,  
Port Clements, B.C. V0T 1R0

Dear Sirs/Madams:

We are writing to request permission to offload highways road salt at the Rainbow Wharf this summer when weather allows. We would offer that the agreement follow the prodical for use as agreed per our last delivery.

We are prepared to follow this past agreement and its obligations as agreed to facilitate this delivery.

I respectfully request that you agree to this request in order for us to plan pickup and delivery at your earliest convenience.

Thank you,

Yours truly,

A handwritten signature in dark ink, appearing to read 'G. O'Brien'.

G.J. O'Brien

C-8



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: May 15<sup>th</sup>, 2023  
RE: Request for Use of Rainbow Wharf

---

### BACKGROUND:

Over the last three years, after a non-binding referendum was held and access to the Rainbow Wharf was closed, O'Brien Road & Bridge Maintenance Ltd has submitted requests to the Village for use of the Rainbow Wharf for unloading the highways road salt for their contract. Historically they had been the only regular user of Rainbow Wharf for moorage purposes for several years. Due to changes in insurance coverage and the unaffordability of the quoted cost to maintain insurance coverage for Rainbow Wharf to be used commercially, in addition to the engineer's recommendations, at the end of 2021 and at the beginning of 2022, the Village adopted a new *Berthage and Moorage Bylaw #471, 2021* that removed the ability for vessels to be moored at any other municipal operated or owned facility or infrastructure for berthage (moorage) except for the Small Craft Harbour.

After consideration of their last request submitted later in 2022, at the October 19<sup>th</sup>, 2022, Special Council Meeting, Council rose and reported on the following motion made at the October 14<sup>th</sup>, 2022, In-Camera Special Council Meeting on how the Village will handle further requests for use:

"BA-1 —Rise & Report – In Camera Special Council Meeting on October 14<sup>th</sup>, 2022

THAT Council affirms that they are continuing to operate Rainbow Wharf as a non-commercial facility with no barge berthage/moorage permitted based on our engineer's current recommendations, and will not be giving permission to O'Briens Road and Bridge for their requested usage of the wharf, AND THAT future requests of this nature to be considered will require:

1. Provision of a report from a qualified engineering firm or engineer experienced in wooden structures authorizing a specific use and workplan as safe and reasonable for the requested usage of the wharf
2. Adequate time to consider amending or repealing applicable bylaw(s)
3. Adequate time to obtain one-time insurance for the event
4. An agreement that covers all applicable costs to the Village for this usage including but not limited to the engineering costs, an indemnification agreement for all liability, and any such other agreements or conditions that the Village may require."

### DISCUSSION:

Staff need direction from Council on how they would like to proceed. If Council is interested in considering the request any further, then direction should be given to staff to follow the process that has been previously established by resolution. However, Council is also not obligated to consider this request further. The request has not substantially changed from previous requests that were turned down after evaluation from engineers and advice from Village's insurance providers and legal, nor have the circumstances of Rainbow Wharf changed from when decided not to continue to permit moorage usage and went through the bylaw process, and the discussions and considerations in that process. If Council is not interested in considering the request further, then direction would only need to be given to respond to O'Brien Road & Bridge maintenance Ltd notifying them of this.

### STRATEGIC

#### (Guiding Documents Relevancy – Council Resolutions)

Council has a motion determining how requests of this nature will be handled for them to be considered by Council, if Council is interested in considering them further.

### FINANCIAL

#### (Corporate Budget Impact)

If Council is interested in considering this request, while there will be substantial cost, if Council is following the process set by the previous motion, all those costs should be recoverable from the applicant. It is not advisable for the Village to take on any additional costs itself given the expenses the Village has already incurred up to this point on the topic.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

Significant staff time has been involved over several years on this topic. Staff time would continue to be involved and would be an increase in staff workload if Council would like to consider this request further.

**Respectfully submitted:** Elizabeth Cumming, Deputy CAO.



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: May 15<sup>th</sup>, 2023  
RE: Grant Opportunities – Feasibility Study Consideration

---

### BACKGROUND:

It has been brought to staff's attention that there is a grant, the *Local Government Infrastructure Planning Grant Program*, that may be worthwhile to consider applying to for feasibility or other studies for infrastructure planning considerations.

### DISCUSSION:

Staff were alerted to this program when the program administrator reached out to find out why the Village had not applied for this grant in several years (the last application apparently being in 2016). Apparently, this grant program is under prescribed, and they are very interested in seeing applications and were wanting to find out why organizations that previously applied stopped applying.

The grant itself is very small, for projects that are \$15,000 they offer a grant for up to \$10,000 of the cost, so the Village would have to contribute \$5,000 from its own or other sources. In conversation staff identified that this was a very small grant amount compared to the costs involved, especially to get consultants/contractors to Haida Gwaii, and after consideration and discussion internally they got back to staff identifying that larger multi-phase projects could also be submitted/considered, and they suggested that potentially a project of \$30,000 could see a grant up to \$20,000 if it was submitted in two phases. However, there would be more discussion with the grant body to confirm what was specifically acceptable in this phasing.

Potentially the Village could also stack this grant with the Gwaii Trust's *Community Innovations Grant*, or similar grants. The Community Innovation Grant has many eligibilities which may be more relevant to pursue than for studies, but it permits up to \$10,000 per year per organization.

It is uncertain how long this grant program will continue to be offered, especially if they are under prescribed, however, currently it is offered annually, and it was identified to be offered on a continuous basis throughout the year with two rounds of assessments each year (one in the Spring and the second in the Fall). The next deadline is July 12, 2023. While there are many eligible uses, one use is for feasibility studies.

A concern has been brought up in the past when it comes to undertaking feasibility or other studies if they are beneficial to pursue. Like any tool, they can bring benefit if they are used properly and strategically. Their most important function is to answer the essential question "how much will this project likely cost?", though they also can help answer questions like "what are all the components that would be involved in this project?", which is then compared with Village capacity and evaluated to answer the question "can we afford to undertake this project?".

A feasibility study is a commitment of capacity and resources to undertake the study, but typically it is a far lesser cost compared to committing to undertake a project that requires substantial resources to be devoted to it that were not realized or considered before committing to it. This can be extremely beneficial to small communities where there is extremely limited capacity and resources available, especially for ongoing operational costs, and where projects must be prioritized as not all projects can be undertaken. Feasibility studies are an evaluation tool for decision making, that provides more in-depth, solid information than is often otherwise available that Council can then rely on when making decisions in strategic planning or other planning processes.

It is not recommended to undertake a feasibility study for every possible project, but for larger infrastructure or service proposals, a feasibility study has value, especially if Council has specific projects it is interested in pursuing, as feasibility studies can offer additional support to a grant application to access funding to realize a project.



They can also be used to consider projects frequently proposed to Council to pursue (such as by the public). Even in a situation where the project was confirmed as infeasible, it would provide information on why it was currently infeasible. If circumstances changed the proposal could always be revisited later, but in the meantime Council would be able to clearly prioritize its resources and planning to other areas without having its attention further split to consider the infeasible idea. It can also be easier to communicate with the public why Council was not interested or willing in pursuing a proposed project further if the decision not to pursue came as a result of information received from a feasibility study.

Council has recently completed the joint Haida Gwaii Coastal Flood and Erosion Study project, which produced two reports for the community and several maps for coastal flood and erosion and tsunami risk potential with 1 and 2 metre sea-level rise. While the study assesses and establishes the potential risks to the community, it does not have specific recommendations at how the Village could potentially move forward except a general identification of different response strategies (see attached pages 56 – 61 of the main report). Council may want to consider further study to look at the feasibility of different strategies the Village could consider undertaking. For example, there have been informal suggestions of the Village looking at a building a seawall, which would be a protective strategy. If Council was interested in the concept, it may be better to do a seawall feasibility study to assess its viability and potential costs before considering it further. This might be a larger study, so it may not necessarily fit in with this grant program.

Alternatively, Council also recently completed the Golden Spruce Trail Extension Feasibility Study which provided critical information on the potential costs involved in such a project, legislative considerations, and potential trail route. This study was funded through a grant from the Rural Dividend Fund for \$10,000, which the Village contributing an additional \$3000 (excluding GST which the Village is reimbursed from the province) on this amount. At one point in the project, it was suggested that Council should consider changing the scope of the study to look at the potential to expand the trail network within Village boundaries (such as on existing undeveloped Road Right of Ways). Ultimately, it was decided to continue with the focus on an extension to the Golden Spruce Trail and the Old Swimming Hole. However, if Council was interested in another feasibility study to look at trails within the Village boundaries, this grant offers a funding opportunity for such a study. It may be a better investment to focus on inland trail development over the long-term given that the Coastal Flood and Erosion Study has identified that the current shorefront, where most of the Village trail infrastructure is currently located, is at risk of flooding/eroding with 1 and 2 metre sea-level rise.

These two potential topics for studies are suggested here because there are currently funding streams for such projects that may be applied for. However, as the Village is undertaking a review and redevelopment of its Official Community Plan, where the discussion of development and long-term visions for the community are being considered, it may bring out other ideas where a feasibility study would be an appropriate tool to evaluate them.

<b>STRATEGIC</b>	<b>(Guiding Documents Relevancy – Official Community Plan, Strategic Planning)</b> Feasibility and other studies can be a strategic way to evaluate a proposal before committing significant capacity and resources on a project.
<b>FINANCIAL</b>	<b>(Corporate Budget Impact)</b> For a project worth \$15,000 the grant would fund \$10,000 of costs. However, there may be the potential to get additional grant funding, such as through Gwaii Trust, to cover the Village's contribution amount.
<b>ADMINISTRATIVE</b>	<b>(Workload Impact and Consequence)</b> All projects, including feasibility studies, involve staff time and increase workload. However, undertaking a study can be beneficial in decreasing workload over the long-term by either making grant applications a smoother process for a project, or by finding a proposal infeasible and removing it from further consideration before more staff is undertaken to explore it.

**Respectfully submitted:** Elizabeth Cumming, Deputy CAO.



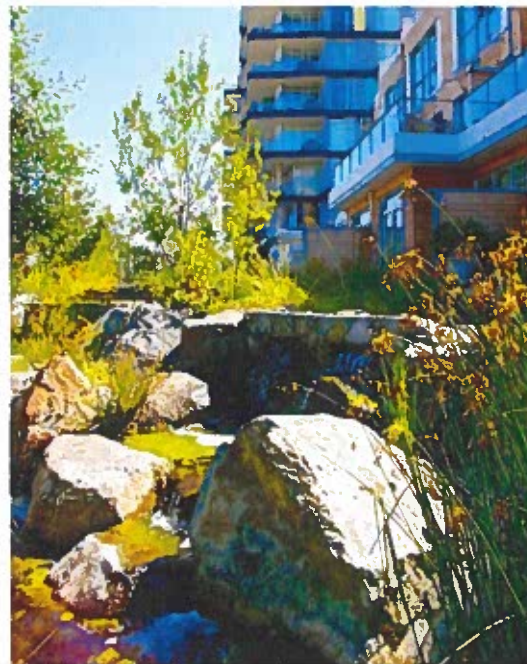
# Local Government Infrastructure Planning Grant Program

## PROGRAM GUIDE

Ministry of Municipal Affairs

Local Government Infrastructure and  
Finance Branch

March 2021



## Table of Contents

<b>1 Table of Contents .....</b>	<b>i</b>
1.1. Purpose .....	1
1.2. Amount of Grant .....	1
<b>2 Eligibility .....</b>	<b>2</b>
2.1. Project Selection .....	2
2.2. Eligible Applicants .....	2
2.3. Eligible Projects .....	2
2.4. Ineligible Projects .....	3
2.5. Eligible Costs .....	3
2.6. Ineligible Costs .....	4
<b>3 Application Process .....</b>	<b>5</b>
3.1. Application Guidelines .....	5
3.1.1. Required Materials: .....	5
3.1.2. Freedom of Information and Protection of Privacy Act .....	5
3.2. How to Apply .....	5
3.3. Application Deadline .....	6
<b>4 Approval and Payment of Grants .....</b>	<b>7</b>
4.1. Announcements .....	7
4.2. Terms and Conditions .....	7
4.3. Claim Period and Expiry of Grant .....	7
4.4. Transfers between Projects and Scope Changes .....	7
4.5. Grant Payment .....	7
<b>5 Contact Information .....</b>	<b>9</b>
Mailing Address .....	9
Location Address .....	9



## 1. Program Overview

---

### 1.1. Purpose

The Infrastructure Planning Grant Program (Program) assists local governments in developing well planned community infrastructure that will improve public health and safety, encourage resilient communities, protect the natural environment while strengthening local and regional economies

### 1.2. Amount of Grant

The Province of B.C. will provide a maximum grant amount of \$10,000 for each approved project. Each approved grant amount is arrived at through the funding formula illustrated below:

Approved Eligible Project Costs		Provincial Grant
First \$5,000 of costs or less	→	100% of approved costs
Next \$10,000 or less	→	50% of approved costs

One hundred percent of the first \$5,000 in approved eligible project costs will be paid. Those approved eligible costs over the first \$5,000, will be calculated at 50% funding and paid up to a maximum total grant amount of \$10,000. The following example shows how the formula works:

Total Incurred Approved Eligible Costs = \$8,000		
<b>Formula:</b>		
Approved Eligible Project Costs		Provincial Grant
100% of the first \$5,000 of costs	→	\$5,000
50% of the remaining \$3,000	→	\$1,500
<hr/>		
<b>Total Provincial Funding (Grant Amount) = \$6,500</b>		

## 2 Eligibility

---

### 2.1. Project Selection

Project selection criteria are focused on the principles of sustainability and resilience. Those applications that will lead to a capital project and effectively demonstrate long-term planning that supports ecological delivery, climate change adaptation, and community wellness will have the greatest opportunity in being considered for approval. The Program supports a range of community infrastructure that meets one or more of the following objectives:

- increases access to and/or the quality of municipal services, such as drinking, sewers, stormwater, waste disposal;
- improves public health and safety;
- dissolves an existing improvement district;
- provides environmental protection and enhancement;
- supports asset management;
- includes sustainable planning, design, and management;
- includes energy efficiency and greenhouse gas emission reductions;
- fosters climate resiliency planning;
- increases efficient use of infrastructure and other resources;
- applies conservation and demand-side management approaches;
- integrates ecological services and natural assets to manage climate change;
- integrates resource recovery<sup>1</sup> (creation/capture of gas, heat recovery, reclamation and reuse of treated wastewater effluents, rainwater as a resource);
- optimizes levels of service through sustainable service delivery; and,
- fosters partnership and collaboration with First Nations, organizations, and/or local governments.

### 2.2. Eligible Applicants

An eligible applicant is a local government (municipality or regional district). Local governments can submit applications on behalf of improvement districts, or other small water system operators and must include the letter of request from that organization.

### 2.3. Eligible Projects

Eligible projects are those that promote sustainable infrastructure including, and not limited to:

- natural asset management plans;
- renewable energy plans;
- integrated stormwater management plans;
- water master plans;
- watershed management plans;
- liquid waste management plans;
- climate adaptation plans;

---

<sup>1</sup> For more information about resource recovery visit <https://closingtheloop.ca>

- infrastructure condition assessments;
- integrating asset management data into capital planning;
- rainwater recharge studies;
- urban forest assessments;
- local flooding assessments;
- storm surcharge/surcharging studies;
- green roof feasibility studies;
- swales/raingarden planning;
- ecological accounting studies;
- daylighting feasibility studies;
- economic evaluations of universal water metering;
- demand management strategies;
- water audits and development of water demand management strategies;
- water budget calculations/studies;
- fish passage assessments;
- community centre technology feasibility studies; and,
- demand studies for services.

## 2.4. Ineligible Projects

Applications will be deemed ineligible if the project:

- has already begun prior to the submission of the application;
- is for a privately-owned development;
- is considered routine maintenance or repair;
- main objective is modelling, or GIS based (Note: if a project that includes a modelling component has a long-term planning goal that surpasses the modelling piece, the project may be considered eligible); and,
- deliverable is water main/pipe testing.

## 2.5. Eligible Costs

Eligible costs are those direct costs properly and reasonably incurred in relation to the proposed project.

Eligible costs include:

- consultant fees (e.g. travel costs, engineer assessment of phasing of project);
- local government staff time (for projects using in-house resources); and,
- in-kind contributions.

For projects that involve in-kind contributions or are to be directly carried out by local government staff:

- a detailed cost estimate must be attached to the online application in the Local Government information System (LGIS); and,
- cost estimates must identify the charge-out rate for each participant, including:
  - fair market value costs;
  - time commitment for each task; and,
  - an outline of each participant's role (e.g. project manager, coordinator) and their qualifications pertaining to the project.

Eligible costs are net of any contributions from other grant programs. Approved funding will be calculated once all other grant contributions have been deducted from the total cost of the project.

## **2.6. Ineligible Costs**

Ineligible costs include:

- administrative overhead charges (e.g. office salaries, wages and commissions, office supplies, administration travel and entertainment, food);
- local government staff time for general administration of a project (e.g. reviewing consultant's report)
- capital project cost (e.g. construction costs, purchase of land or buildings or equipment used in the production of goods or in the rendering of services);
- routine maintenance and repair costs;
- GST (as of February 2004, municipalities receive a 100% federal government rebate on GST paid);
- costs incurred prior to the date of the application; and,
- local government staff time or consultant fees for completing grant applications.



## 3 Application Process

---

### 3.1. Application Guidelines

#### 3.1.1. Required Materials:

- completed Application Supplementary Form;
- council or board resolution supporting the project;
- public health / regulatory agency order if applicable;
- letter of request, if applicable. (See section 2.2 for details); and,
- completed Application Supplementary Form.

#### **Full and Accurate Information**

Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry of Municipal Affairs and any applicable supporting information has also been submitted. If a question in the Application Supplementary Form is not applicable to the project, provide a brief explanation of why it is not applicable.

#### 3.1.2. Freedom of Information and Protection of Privacy Act

Applicant information collected during the application process is subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being collected is for the purpose of administering the Program and will be used for the purpose of evaluating eligibility under the Program. Any questions about the collection, use or disclosure of this information can be directed to Ministry staff (refer to Section 5. Contact Information).

### 3.2. How to Apply

Applications for the infrastructure planning grant funding must be completed and submitted online using the [Local Government Information System \(LGIS\)](#).

A Business BCeID credential and password are required to access the LGIS online application system. After receiving your Business BCeID credentials, you must request access to the online application system in LGIS (these processes can take up to three weeks).

After gaining access to the LGIS system, please visit the [LGIS Learning Centre](#) for step-by-step instructions to completing the application forms. Please review [Accessing the Online Application \(PDF\)](#) on the [website](#) for further details.

Once you have obtained access to LGIS, follow these steps:

- **Step 1.** Log in LGIS.
- **Step 2.** Complete the LGIS online application and ensure you have attached the Application Supplementary Form and required materials.
- **Step 3.** Submit your application. Changes cannot be made once an application is submitted.



Once an application is submitted, the application status can be viewed online using LGIS.

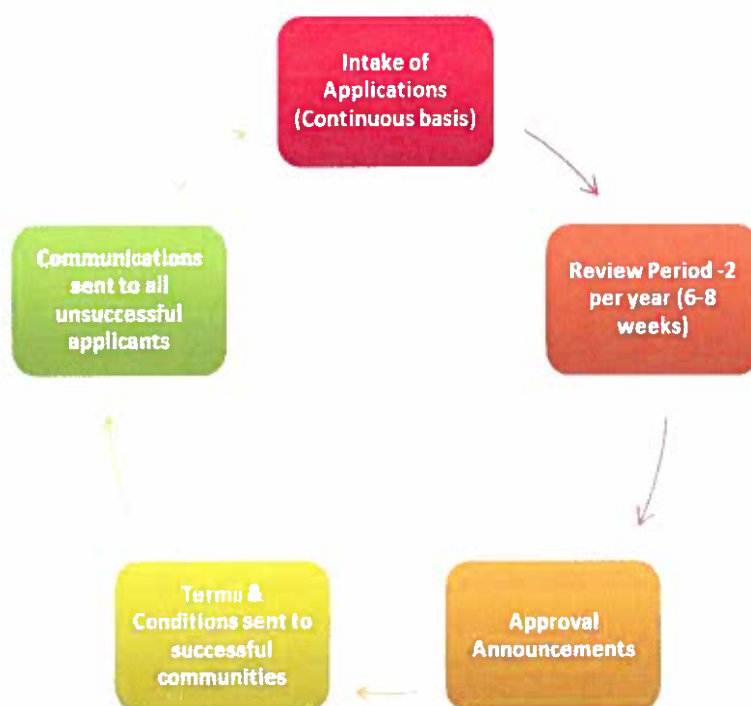
### 3.3. Application Deadline

Applications are received on a continuous basis throughout the year. Ministry staff generally complete two rounds of assessments each year – one in the Spring and the second in the Fall.

Grant applications that are **not successful in the first round of assessment** will be considered for a subsequent evaluation in the next round of approvals. **Applications that are not successful within two rounds of approvals are withdrawn** from further assessment. Applicants are notified after first and second rounds of assessment. Applicants would have the opportunity to request Ministry's feedback and update their application before the application is considered for the second round of review.

The application submission date becomes your eligible cost date and you can begin your project; however, funding is not guaranteed. If the application is successful in a subsequent round of review, any eligible costs incurred after submission date will be reimbursed through an approved grant.

The following diagram illustrates the general intake and approval process for all applications:



## 4 Approval and Payment of Grants

---

### 4.1. Announcements

Successful applicants will receive written notification of approved funding. Grant announcements are usually made within three months following a posted deadline.

Unsuccessful applicants will receive email notification of their status, as per **Section 3.4.** of this Guide.

### 4.2. Terms and Conditions

Successful applicants will receive the Terms and Conditions associated with their approved grant. This acts as a contract that confirms all parties' understanding of the project, the maximum grant amount to which the applicant is entitled and the grant's expiry date. Certain conditions may be attached to successful contracts in order to ensure that sustainability goals are met.

It is the responsibility of the successful applicant to sign the Terms and Conditions and send it back to the Ministry at [infra@gov.bc.ca](mailto:infra@gov.bc.ca). Signed Terms and Conditions are required before payment can be made.

### 4.3. Claim Period and Expiry of Grant

The claim period is approximately two years from the announcement date. Requests for an extension of this claim period will only be considered where there are unforeseen or extenuating circumstances. Such requests must be received before the expiry date of the grant. Extensions are granted in one-year increments. Grants are only eligible for two extensions.

### 4.4. Transfers between Projects and Scope Changes

Grants are project-specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by the initial application, a consultant's proposal or a detailed work program, may be considered only with the prior agreement of the Ministry. Any substitute project must produce similar results to that for which the original grant was approved.

The Ministry must be notified of any changes to the project description prior to completion of the project, which could then be eligible for a formal scope change process for approval of proposed changes.

### 4.5. Grant Payment

The total amount of the grant payable will not exceed either the amount noted in the approval letter or the approved percentage of the actual cost, whichever is less. To request payment, the grant recipient must be submitted online using LGIS: <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS>

- **Step 1:** Complete the online Claim using LGIS. The Program allows for one claim to be submitted at the completion of the project, when no further expenses will occur. (See Section 4.5.2. of this Guide for details on the Claim Form).
- **Step 2:** Attach all invoices and Final Report under the "Attachment" tab for all eligible expenses. The invoices should include details of all times and charges, or, a schedule detailing the cost (time and charges) for in-house resources used to prepare the report. The Final Report is the final product that has resulted from the awarded grant. If the attachment is larger than 15Mb please contact the Ministry to discuss how to submit the Final Report.
- **Step 3:** Submit the Claim. Note: No changes can be made once a Claim is submitted. Status of a claim post-submission can be viewed online using LGIS.

**\*Note:** For projects that did not generate invoices (e.g. used in-house resources or in-kind contributions), the Claim must be accompanied by a schedule detailing the costs (time and charges) for the project. Should the schedule show unreasonable or ineligible costs, grant claims may be denied or reduced.

The Ministry may publish, release, or otherwise disseminate information related to the plan or study, including the Final Report. Should the Final Report be different than shown in contract description and deliverables, the proponent shall be held responsible and grant funding may be withdrawn. See Section 4.4. of this Guide for information about changes to project scope.

Final Reports prepared by a registered engineer and/or geoscientist, must be sealed or stamped with a signature and date clearly showing the report author and responsible professional.

The following is an example of how the financial section of the claim form is calculated. The example uses a total project cost of \$24,242.50 and no financial contributions from others:

<b>Total Amount of Grant Approved:</b>	<b>A</b>	<b>\$10,000</b>
<b>Total Eligible Costs Incurred to Date:</b>		<b>\$24,242.50</b>
Less Contributions or Grants from Others:		\$0
Total Eligible Costs Incurred:		\$24,242.50
100% of first \$5,000:	<b>B</b>	\$5,000
50% of next \$10,000:	<b>C</b>	\$5,000
Grant calculation ( <b>B plus C</b> ):	<b>D</b>	\$10,000
Claim <b>A</b> or <b>D</b> , whichever is less:		<b>\$10,000</b>

Refer to **Section 1** of this Guide for further explanation on the breakdown of costs and the formula used by the Ministry to determine the grant amount per community.

## 5 Contact Information

---

Ministry staff are available to discuss potential applications.

### **Mailing Address**

Ministry of Municipal Affairs  
Local Government Infrastructure and Finance Branch  
PO Box 9838 Stn Prov Govt  
Victoria BC V8W 9T1

### **Location Address**

4th Floor - 800 Johnson Street, Victoria, BC

Phone: 250 387-4060

Email: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca)

Website: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/infrastructure-planning-grant-program>

## 5 PLANNING FOR ADAPTATION AND SOLUTIONS

The following sections discuss general approaches for planning applicable to all communities. The reader is referred to community reports for further information specific to individual areas.

### 5.1 General Approaches

In recognition of the significant challenges that existing and potential future hazards pose to many coastal communities, five broad adaptation and mitigation approaches are commonly considered: (1) avoid, (2) accommodate, (3) retreat, (4) protect, and (5) advance (**Figure 5.1**). In practice, a combination of these approaches is often required as noted below.



**Figure 5.1** Five main approaches to coastal flood and erosion hazard adaptation and mitigation.

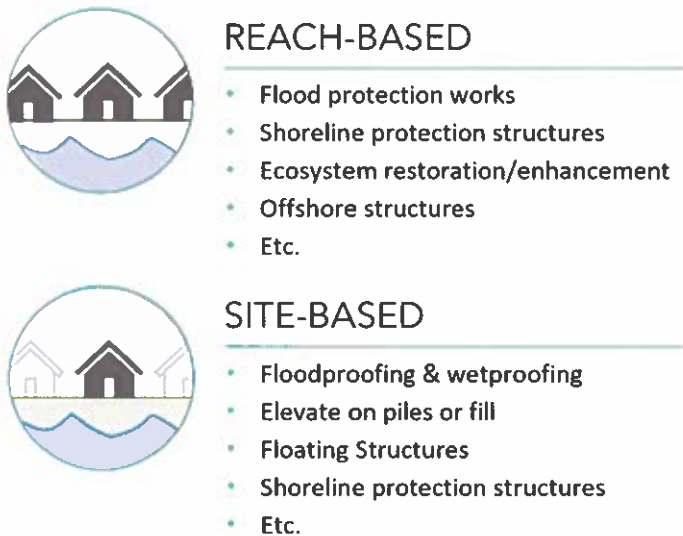
Avoiding development in hazardous areas through 'no-build' areas is often the most effective approach to mitigating coastal flood and erosion hazards. Retreat involves the strategic relocation of people, buildings, and infrastructure outside of high-risk areas. Retreat has the benefit of making space for natural systems to migrate inland to match the pace of sea level rise (i.e. avoiding coastal squeeze), but frequently has perceived negative impacts to traditional, recreational, residential, or commercial uses of the land. Further, some community shoreline areas are already intensely utilized and require access to the shoreline (i.e. for marinas, fish processing, etc), meaning that this approach may not be feasible everywhere.

Advance involves strategically extending the land into the sea, creating trade-offs between sub-tidal, intertidal, and upland areas. Often, advance creates new 'at risk' land, but helps to protect existing inland areas from erosion and flooding. Protect, accommodate, and advance type approaches all typically involve implementing structural measures to mitigate flood or erosion risk and may have negative impacts on shoreline ecology and natural coastal processes. Protect and accommodate approaches may also be carried out in partial combination with the retreat approach. Protect and accommodate type approaches often include:

- Raising the elevation of low areas
- Building floodwalls (bulkheads, seawalls, revetments, Dikes)
- Groynes
- Headlands
- Offshore breakwaters and islands
- Beach nourishments
- Wetlands and salt marsh enhancements
- Building submerged reef

Accommodate and protect approaches may be split further into 'reach-based' and 'site-based approaches' as per **Figure 5.2**.





**Figure 5.2 Site-based vs reach-based approaches to accommodate and protect coastal hazards.**

Notably, many of these approaches can be constructed together to enhance benefits. For example, beach nourishment and headlands could be constructed to raise beach profiles and reduce wave runoff. Additional elements may also be added to many of the approaches to enhance ecological, social and ceremonial, and recreational values. For example, benches can be added to a rock revetment to enhance intertidal habitat and buffers may be established at the crest of beach nourishments and rock revetments to provide space for riparian vegetation.

## 5.2 Timeline for Adaptation to SLR

Coastal Flood Hazards exist in low lying areas at present, and future SLR will increase the frequency at which coastal flooding occurs. However, SLR is a slowly occurring process and the hazards from 1 m and 2 m of SLR as depicted on the hazard maps will not occur for some time. This provides opportunities for community level planning and adaptation to occur to reduce the risks associated with the hazards.

The timing of when various levels of SLR will occur is highly uncertain. The latest science (IPCC WGI, 2021) suggests that 2 m of SLR could occur (low probability) as soon as year 2100 but is much more likely to occur sometime after 2150. Similarly, there is a high confidence that based upon present trends 1 m of SLR will occur, but again the timing is uncertain. There is no means at this time to provide more accurate estimates given the uncertainties in both the science and future anthropogenic behaviours. Planning must occur now with acceptance and understanding of the uncertainty.

From a discussion on planning opportunities, it is worth considering infrastructure and development as:

1. Critical Community Infrastructure (Key transportation networks, Emergency Services, water and sewer, utility corridors, etc.)
2. Residential and Commercial Development zones

5-1

### 3. Parks and community spaces

Critical community infrastructure is of high value to communities and deserves long range planning to ensure that future investments in upgrades support increased resiliency to climate change. Investments in new infrastructure should not occur in hazard zones if possible, while upgrades to existing infrastructure should consider the hazard exposure.

One example for discussion is the highway that is exposed to erosion and coastal flood hazards in the Tlell area. A decision will need to be made on whether to keep this infrastructure in its present alignment and protect against erosion and flood hazards, or to retreat to an alignment corridor that is removed from coastal flood hazards. This is not an easy decision and will involve many trade-offs given the existing infrastructure. The decision on whether to protect or retreat (or other options) requires community consultation and planning and coordination with other levels of government which will require time, and for that reason alone suggests planning studies to support such decisions should begin in the near future. Major infrastructure can take upwards of 10 to 20 years from initial planning to actual construction which would put the timeframe for mitigation of risk in the 2050 time horizon for project completion.

Residential and commercial infrastructure tends to have service lives on buildings of 30 to 80 years. One tool commonly used to reduce future risk from flood hazard is through zoning and building by-laws that discourage (or prevent) new development in hazardous areas. In this way, as existing infrastructure ages out and requires replacement over time there is a reduction in the general community risk. Such strategies can lead to a gradual retreat from shorelines and allow for community level benefits of increased shoreline access (flood prone areas can become public park spaces). However, such strategies can also have financial impacts to property owners who are in hazardous areas. Shoreline properties that will flood due to future SLR will not have future land value unless protected (either individually or at community scale), and for this reason property owners in hazardous areas typically advocate for protection of such properties. It is thus important at a community level that the trade-offs and economic benefits are considered against the long-term costs to the entire community of protection strategies.

In summary, we have the following high-level recommendations for planning:

#### 5-15 years (~ 2027-2042)

- Undertake reviews of the viability of critical Infrastructure with respect to coastal flood and erosion hazards. For infrastructure at risk, or approaching end of service life, begin planning as required with other levels of government for replacements that will mitigate climate risks in the future.
- Update Community long-term plans.
- Refine zoning and development by-laws to encourage actions in future development that will reduce risk to coastal flood hazards.
- Undertake a coastal process study to provide a technical basis to support decision making related to future approvals of new seawalls and revetments to protect against coastal flooding and erosion. Depending upon the sediment transport processes and the complexity of the intertidal ecology, such structures may not work efficiently (cause scour and require significant

maintenance) or cause harm to the local environment. Such a study would help to inform decision making in specific areas on the viability of future adaptation pathways.

- Identify co-benefit projects that can reduce erosion and flood hazard risks while also improving habitat and intertidal ecology. Begin implementation as opportunity allows.
- Establish a climate adaptation working group specific to coastal flood hazards for Haida Gwaii communities to allow for sharing of ideas, and for coordination on regional issues with Provincial agencies (such as Ministry of Transportation and Infrastructure).

#### 15-30 years (~ 2040-2055)

- Review and update flood hazard maps with latest SLR science predictions (i.e., is SLR occurring faster or slower than predicted at the time of this study?)
- Undertake projects to improve shoreline resilience to erosion as and where appropriate.
- Begin implementation of plans to mitigate the coastal flood hazard to communities for 1 m of SLR and continue long-term climate adaptation planning.

### **5.3 Tsunami Preparation**

Tsunami hazards present a different risk in that there is a low probability of occurrence, but high consequence from an event. Further, the chance of occurrence does not change in time in the way that climate change will worsen in time. In this manner, tsunami present an immediate hazard.

Planning to mitigate consequences of tsunami should begin as soon as practical. In the short term:

- Update Emergency Management Plans to include tsunami response. Plans should address:
  - Planning and Community engagement
  - Notifications
  - Evacuation Routes & shelters.

The path to preparedness is an 'all-of-society' responsibility that is community driven and collaborative in nature.

At the neighbourhood level, recommendations for action-based approaches that support overall community development and create safe spaces for difficult conversations about tsunami risk. Preparedness activities can be promoted at community gatherings, enhance existing volunteer group capability, and be linked to local schools, mariners, cultural groups, and businesses as well as connecting with other communities across the globe with tsunami experience.

## **6 SUMMARY AND CONCLUSIONS**

This study found that the shorelines of Haida Gwaii communities are exposed to coastal flood and erosion hazards from both extreme storm events and from tsunamis. The study involved extensive analysis to determine the spatial extents of the hazard areas. Maps showing the results of the analysis

0-1

have been prepared to assist communities in developing plans to mitigate future risks. Main conclusions and recommendations are summarized as follows:

- Planning for adaptation to 1 m of future SLR is recommended and prudent based on the presently available science on climate change.
- The future rate of SLR and timing estimates on when various levels of SLR will occur in the future remain uncertain; however, 1 m of SLR at year 2100 is possible and may not be conservative depending on the rate of ice loss in Arctic regions of the planet (IPCC WGI, 2021).
- Low areas of Haida Gwaii shorelines are at risk of coastal flooding from both storm events and tsunamis, and this risk increases with SLR.
- Adaptation planning should begin soon to mitigate the risks of coastal flood hazards, as implementation of various adaptation pathways may take many years to undertake and complete.

It is important to consider that the risk of coastal flooding from storm events is an annual occurrence, and the likelihood of severe flooding that causes damages will increase over time as SLR increases. In contrast, the probability of a large tsunami is less likely to occur at any given time but may occur at any time. The planning and mitigation strategies for these flood events is thus different. Long-term community changes to improve resilience against coastal flooding can occur on a similar time scale to the rate of SLR. The slow pace of SLR currently allows for a planning and implementation response window. This pace allows time for design and construction of new infrastructure that is either more resilient or located in less hazardous areas to replace existing infrastructure as it reaches the end of its life. In contrast, tsunami hazards are immediate and represent a risk to life for people living and working near shorelines. Plans should therefore be developed for communication and evacuation procedures, safe refuge during a tsunami event and for a suitable period following the event, and for recovery operations. Of note for the entire Haida Gwaii community is that a major tsunami may cause significant damages to all major transportation infrastructure, including airports, harbours and marinas, ferry docks, and roadways near the coasts. Such damage will inhibit emergency response following a tsunami and subsequent recovery efforts and will require communities to be self-reliant for some time and capable of supporting their citizens. It is also noted that the hospital in Masset is located in a tsunami hazard zone and more detailed analysis of the level of potential risk to this specific structure is warranted as evacuation of medical facilities may pose greater harm than remaining in place if the flood level at the facility is very low.

Planning new developments in hazardous areas can create **infrastructure-traps** in which future generations are financially obligated to maintain protection works for these areas. The long-term costs of providing protection against coastal flooding in the context of rising sea levels can far exceed the initial capital costs of such projects. For this reason, community planning must consider the financial risks to protecting infrastructure and community assets in hazardous areas. In the very long term, strategies to avoid, accommodate, and retreat tend to yield the greatest overall benefit as they reduce the requirements for active protection and maintenance (such as for seawalls).

The community reports provide more specific analysis of results and findings for each individual community and should be referenced in addition to this main report.

# Village of Port Clements

## Community Policing Report

**\*\*Hand deliver original to Mayor and Council\*\***

<b>To:</b> Mayor and Council Village of Port Clements 36 Cedar Avenue West P.O. Box 198 Port Clements, BC V0T 1R0	<b>From:</b> Sgt. Damon MacDonald Masset RCMP-GRC 2042 Collison Avenue P.O. Box 39 Masset, BC V0T 1M0	<b>Month of</b> January 2023 to March 2023
		<b>Date Prepared:</b> 2023-05-085
		<b>Phone No.</b> (250) 626-3991

### OFFENCES REPORTED AND/OR COMMITTED IN THE VILLAGE OF PORT CLEMENTS

<b>A) Criminal Code</b>		<b>C) Liquor</b>	
1. Sexual Assaults	0	1. Liquor offences	0
2. Assaults – Spousal/Other	1	2. Prevention efforts	0
3. Mischief	5	<b>D) Traffic</b>	
4. Break & Enter & Theft	0	1. Accidents	3
5. Theft	0	2. Charges	2
6. Impaired Operation	1	<b>E) Assistance/Services</b>	
7. Disturbing the Peace	0	1. Missing Persons	0
8. Harassing Communications	0	2. Sudden Deaths	1
<b>B) Drugs</b>		3. Assistance-General Public	0
1. Possession of Drugs	0	4. Town By-laws	0
2. Trafficking	0	5. Other (Wildlife Act)	0

Sgt. Damon MacDonald  
 Detachment Commander

Mayor Scott Cabianca  
 Mayor and Council

2023-05-08  
 Date

6-2

## **NARRATIVE INTERPRETATION OF ABOVE STATISTICS**

### **1. Crime trends / problems:**

Masset Detachment responded to 21 calls for service within the community of Port Clements between January 1<sup>st</sup> and March 31<sup>st</sup>, 2023. Calls for service are monitored to identify any developing trends or issues.

During the fourth quarter the detachment received one report of impaired driving. Members will respond to all complaints of impaired driving and extensive efforts were made by members to locate the vehicle, however, efforts were unsuccessful. Helpful information includes a description of the vehicle (including make, model and licence plate number if possible), number of occupants (identity of driver if known), direction of travel and anything that makes the vehicle unique (such as decals, after market rims/effects, etc). Members have continued proactive patrols as feasible.

During the fourth quarter the detachment continued their proactive traffic enforcement initiatives. These initiatives resulted in numerous vehicles being stopped to ensure that the vehicle were insured and that the drivers were sober and properly licenced.

Other significant investigations included:

2023-01-20 – Masset RCMP members received a third hand request to investigate a complaint of an assault. It was disclosed to members that, in one instance, a woman at an isolated farming community had assaulted one of the farm hands by slapping the farm hand across the face. In another instance, the same woman physically removed a male visitor from the homestead. Members spoke with the victims involved and learned that they did not wish to proceed with the investigation. Both of the victims were satisfied that the woman had apologized.

2023-01-27 – Masset RCMP members responded to a complaint of a fraudulent occurrence. It was reported that the female victim that her RBC account information had been changed to a different name without her authorization. The female victim believed the occurrence was related to a series of scam phone calls received back in November where she was advised she had won a car. No money was lost in this instance but Masset RCMP would like to remind to be mindful of safeguarding their personal information.

67-2



2023-03-23 – Masset RCMP responded to a complaint of mischief. It was reported that the bathrooms at the public park were vandalized sometime over the winter. When staff opened the bathrooms for the season they found that lights were shot out by a BB gun and that the space had been vandalized by graffiti.

**2. Crime Prevention Initiatives:**

Detachment members conduct proactive traffic enforcement when feasible and use these initiatives not only for enforcement efforts but also as educational opportunities.

**3. Feed Back from Community Consultative Groups / Justice Committees / Community Leadership:**

Sgt. MacDonald arrived at the end of June 2021 and to his knowledge the Village of Port Clements does not have a CCG or a Justice Committee.

No performance issues have been brought to Sgt. MacDonald's attention by community leadership.

**4. Other Significant Issues:**

Masset RCMP is currently under-staffed. Our full compliment is 1 Sgt, 1 Cpl and 7 Csts with 2 of those positions being assigned to the FNP.

**5. Document Feedback and indicate delivery method:**

Report delivered via email to Mayor and Council by Sgt. Damon MacDonald and addressed during general council meeting.

**6. APP update to community:**

Priority initiatives continue to be actioned by Masset members.

**7. Community Familiarization:**

A familiarization package is available at the detachment and is reviewed by all new incoming members.

# Grants report

January to March 2023

**27 APRIL 2023**

Andrew Hudson, grant writer  
Misty Isles Economic Development Society (MIEDS)  
[andrew@gohaidagwaii.ca](mailto:andrew@gohaidagwaii.ca)

# New or upcoming grants

## Asset Management Planning Program

*Union of B.C. Municipalities (UBCM)*

Up to \$25,000 in 50% funding

Open intake with reviews on 12 May and 15 September 2023

- Helps local governments fund asset management plans, long-term financial plans, corporate capacity assessments, risk assessments, condition assessments
- Does not cover routine planning, feasibility studies, or purchasing capital assets
- Canada Community Building Fund and FCM Municipal Asset Management Program grants can be used to cover the 50% community contribution

## Community Buildings Retrofit grants

*Federation of Canadian Municipalities*

Up to \$25,000 in 80% funding for Community Building Monitoring and Analysis

Up to \$55,000 in 60% funding for Community Building Recommissioning

Up to \$65,000 for one building, \$200,000 for many in 80% funding for Feasibility Studies

Up to \$5 million in grant/loan (25% grant) for GHG Impact Retrofit

Up to \$5 million in grant/loan (25% grant) for GHG Reduction Pathway Retrofit

Open until exhausted

- Suite of grants and loans to fund emissions-reducing retrofits of public buildings
- Eligible applicants include municipalities and municipal partners, including Indigenous communities, private-sector entities, NGOs, non-profits, and regional organisations delivering municipal services
- Buildings must be owned by a municipality or not-for-profit, widely accessible, and mainly used for recreational, cultural, or community programs
- Community Building Monitoring and Analysis grants fund monitoring systems that track and analyze a building's energy performance (supports business case)
- Community Building Recommissioning grants fund building operations improvements that reduce its overall energy use by 5 to 15 per cent (requires professional contractor)
- GHG Reduction Pathway Feasibility Study grants fund studies that aim to cut GHG emissions by 50% in 10 years and 80% in 20 years
- GHG Impact Retrofit Capital Projects fund projects that aim to cut GHG emissions by 30% — up to a third of emissions reductions can come from renewable energy generated onsite
- GHG Reduction Pathway Capital Projects must be supported by a feasibility study and support the timelines in that study
- Small and rural municipalities are particularly encouraged to apply
- Slide presentation [here](#)

## Complete Communities

*Union of B.C. Municipalities (UBCM)*

100% funding up to \$150,000 (\$500,000 for regional projects)

12 June 2023 and 12 January 2024 (Notice in 90 days, second intake not guaranteed)

- Funds studies and plans that cover three of the four following topics: housing, transportation, daily needs, infrastructure
- Eligible applicants include local governments and modern Treaty First Nations
- Ineligible costs include implementation, feasibility studies, routine or ongoing planning costs, routine operating costs, monitoring/reporting on implemented actions
- Recipients must report study findings and make an implementation plan within a year
- "Complete communities" meet housing needs; accommodate young and old; and provide a range of job opportunities, amenities and services within a 15-minute walk



- Proposals score higher if they 1) align with complete communities goal 2) show First Nations engagement 2) engage other affected parties 3) show alignment with existing community goals 4) are cost-effective

### Infrastructure Planning Grant

*BC Ministry of Municipal Affairs*

Up to \$10,000. First \$5,000 is 100% funding, next is 50%

Ongoing intake with regular reviews (next one 12 July 2023)

- Offers planning grants toward feasibility/technology/location/cost studies of sewer, water, drainage, transportation, or other local government infrastructure
- Can fund community energy plans, or energy-related feasibility studies

### Rural Economic Diversification and Infrastructure Program (REDIP)

*BC Ministry of Jobs, Economic Recovery and Innovation (JERI)*

Up to \$100,000 in 100% funding over two years for Economic Capacity (\$50,000/year)

Up to 80% funding and \$100,000/\$1M for soft/hard infrastructure

Up to \$500,000 in 100% funding for areas in forestry decline (Forest Impact Transition)

Second intake expected spring 2023 (Program to run from 2022/23 to 2024/25)

- Eligible lead applicants for Economic Capacity and Economic Diversification projects include local and regional governments; non-profit organisations; and Indigenous communities, organisations, development corporations in communities of less than 25,000 and 2,500, respectively
- Eligible lead applicants for Forest Impact Transition projects are local and regional governments, and Indigenous communities
- Examples of Economic Capacity projects include community economic development studies; staff training in economic development; community consultations on economic development; and staff recruitment/retention projects
- Examples of Economic Diversification projects include "soft infrastructure" projects such as feasibility studies, business plans, program designs, service planning, as well as programs/services that improve the workforce, develop business and industry, retain or expand existing businesses
- Economic Diversification projects involving "hard" infrastructure include architecture/engineering/assessment/planning costs as well as building or renovating buildings and other hard infrastructure
- Note that regular maintenance and traditional municipal infrastructure (roads, sewers, sidewalks, etc.) is ineligible for funding
- Applicant contributions can include up to 10% in-kind contributions such as staff time or use of applicant's space or equipment
- All projects must finish within two years
- A list of 2022-23 projects funded by the first intake is [available here](#)

### Rural Transit Solutions Fund

*Infrastructure Canada*

Up to \$50,000 in 80% funding for planning and design (100% for Indigenous)

Up to \$3M in 80% funding for conventional capital projects (100% for Indigenous)

Up to \$5M in 80% funding for zero-emissions capital projects (100% for Indigenous)

Ongoing

- Funds planning and design studies for rural transit programs, and for capital projects (ex. Vehicles, charging stations, software purchases)
- Eligible applicants include local and Indigenous governments, and non-profits applying on their behalf (partnerships encouraged)
- Not for private companies, although applicants can partner with one
- Can be stacked with provincial grants to provide 100% funding

# Grants list

For a regularly updated list of Haida Gwaii grant options, [please bookmark this link](#).

## Questions?

Email [andrew@gohaidagwaii.ca](mailto:andrew@gohaidagwaii.ca) or phone 250-626-9150.

## Grant applications to March 31

### Masset

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
4-Jan-2023	Village of Masset	Masset Recreation Centre Renovation	BC Ministry of Jobs, Economic Recovery and Innovation	Rural Economic Diversification and Infrastructure Program (REDIP)	\$ 741,305	\$ -	Declined
12-Jan-2023	Village of Masset	Summer jobs program	Employment and Social Development Canada	Canada Summer Jobs	\$ 24,190		Pending
1-Mar-2023	Village of Masset	Masset Covered Plaza	Gwaii Trust Society	Major Contributions	\$ 250,000	\$ 104,885	Approved
1-Mar-2023	Haida Gwaii Fitness Association	HGFA Equipment Upgrade Phase II	Gwaii Trust Society	Major Contributions	\$ 57,379	\$ -	Declined
1-Mar-2023	Dixon Entrance Maritime Museum	Windows and Doors Replacement	Gwaii Trust Society	Major Contributions	\$ 67,115	\$ 67,115	Approved
23-Mar-2023	Village of Masset	Towed Runway Sweeper	Transport Canada	Airports Capital Assistance Program	\$ 491,500		Pending
31-Mar-2023	Village of Masset	Emergency Operations Centre Development Project	Union of B.C. Municipalities	Emergency Operations Centre and Training Program	\$ 29,772		Pending
31-Mar-2023	Village of Masset	2023 Village of Masset Economic Development Capacity Building	Northern Development Initiative Trust	Economic Development Capacity Building	\$ 50,000		Pending
Totals to March 31					\$1,711,261	\$172,000	

### Port Clements

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
31-Mar-2023	Village of Port Clements	2023 Village of Port Clements Economic Development	Northern Development Initiative Trust	Economic Development Capacity Building	\$ 50,000	\$ 50,000	Approved

		Capacity Building					
Totals to March 31					\$50,000	\$50,000	

## Daajing Giids

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
27-Jan-2023	Village of Daajing Giids	ESS Storage and Supplies	Union of B.C. Municipalities	Emergency Support Services	\$ 29,965	\$ 29,965	Approved
15-Feb-2023	Queen Charlotte Heritage Housing Society	IT equipment and training	BC Housing	Housing Provider IT Grant	\$ 3,069		Pending
1-Mar-2023	QCC Fire Prevention Society	Equipment for Daajing Giids Volunteer Firefighters	Gwaii Trust Society	Major Contributions	\$ 42,989	\$ 28,000	Approved
31-Mar-2023	Village of Daajing Giids	2023 Village of Daajing Giids Economic Development Capacity Building	Northern Development Initiative Trust	Economic Development Capacity Building	\$ 50,000	\$ 50,000	Approved
Totals to March 31					\$126,024	\$107,965	

## North Coast Regional District

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
20-Jan-2023	North Pacific Cannery National Historic Site	Summer student positions (8)	Employment and Social Development Canada	Young Canada Works	\$ 46,864		Pending
3-Mar-2023	Edge of the World Music Festival Society	2023 Edge of the World Music Festival (Performers' fees)	BC Ministry of Tourism, Arts, Culture and Sport	BC Fairs, Festivals and Events Fund	\$ 22,950	-	Declined
31-Mar-2023	North Coast Regional District	2023 North Coast Regional District Economic Development Capacity Building	Northern Development Initiative Trust	Economic Development Capacity Building	\$ 50,000	\$ 50,000	Approved
Totals to March 31					\$119,814	\$50,000	





## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: May 15<sup>th</sup>, 2023  
RE: Recommendations from COTW

---

### BACKGROUND:

At the May 8<sup>th</sup>, 2023, Committee of the Whole Meeting (COTW) on the topic of municipal capacity three motions of recommendations were made.

### DISCUSSION:

The three motions of recommendation made at the COTW meeting were:

"2023-05-114—Moved by Mayor Cabianca

THAT the Committee recommends to Council at the next Regular Council Meeting to find a means of financing or arranging a third full-time permanent Public Works position.

**CARRIED**

2023-05-115 – Moved by Councillor Reindl

THAT the Committee recommends to Council at the next Regular Council Meeting to look into the cost of using staff for mowing and make some determination of whether it is the financially responsible way to continue with mowing or an alternative measure (contracting) to be pursued.

**CARRIED**

2023-05-116—Moved by Mayor Cabianca,

THAT the Committee recommends to Council at the next Regular Council Meeting to consider a reduction in mowing frequency.

**CARRIED"**

Council can receive or accept these recommendations from the COTW. Council can then either make motions to fulfill the recommendation or to direct staff to investigate a matter of the recommendation and bring a report back to Council for Council to make a decision.

**STRATEGIC** (Guiding Documents Relevancy)  
N/A

**FINANCIAL** (Corporate Budget Impact)  
N/A

**ADMINISTRATIVE** (Workload Impact and Consequence)  
Staff's workload increases to provide reports to investigate recommendations. However, this would not be a significant increase compared to the normal staff reports that go to Council Meetings.

**Respectfully submitted:** Elizabeth Cumming, Deputy CAO.

COPY

## Comparison of Municipal Staff size

Municipality	Population (2021 census)	number of staff (total) 2022	# permanent admin staff	# permanent public works staff
Daajing Giids	964	10	5	4
Masset	836	13-14	4	4
Port Clements	340	5-7	*3	2
Granisle	337	7-10	4	3
Tahsis	393	14 -18+	6	5
Hazelton	257	6	3	3
Sayward	334	10-12	3	3
Slocan	379	6	3	2
		Average from peers	3.8	3.2
		Average of peers and neighbours	4	3.3
		Average of neighbours	4.5	4
		Port Clements comparison	3	2

**\*\*These figures are from research in 2022\*\***

\* one part-time staff

Compared with other municipalities on island and other locations within BC, Port Clements ranks the lowest when compared with permanent staffing.

Does size matters? Case in point are the Provincial and Federal legislations relating to Potable water & Wastewater treatment. Although Port Clements is smaller in both population and staff compliment than say Masset, and Victoria, Port is not exempt from these legislative requirements. In other words, the same responsibilities and obligations apply. In these cases, the size of the population does not influence the Regulations that must be followed by these municipalities. From the largest population to the smallest the requirements are the same.

From an administrative staffing perspective, smaller communities may process invoices of less value on a biweekly basis, but it requires staff to process anyway, and the processing must be done in accordance with accounting principles and accounting standards. Since municipal operations are governed to a large extent by higher government regulations, and Port Clements is no exception, population size is irrelevant.

Over the years, legislations have been changing with more responsibilities being downloaded on municipalities. Despite the added responsibilities, no provision is made for increased funding to employ additional staff. These added responsibilities make it more burdensome on small municipalities staff. At the same time, residents demand for services have also changed. In Port Clements the demand for improved standard of service, and more services have increased. Despite these changes, the staff complement has not changed pace to match the increased demand.

Some Port Clements residents are of the opinion that the Village is presently overstaffed, compared with operations 30 to 40 years ago. Back in those days there were little or no regulations. Port Clements did not require permits which come with stipulations to provide certain services, neither were there requirements to demonstrates the Village commitment to the

5-4

good stewardship of municipal infrastructure, and to improve accountability and transparency to the community. The primary argument is that the workload then and now is not comparable.

The term "lack of capacity" has been quite popular among staff in Port Clements and other communities on island. This is logical from the point of view where an operational task may require technical expertise, and or the equipment that is not readily available in the community or on island. Because of the limitations both in house and on island, the task may take several months before its completed. In other cases, here in Port Clements the demand for municipal services outweighs the capacity of staff, and as such will be prioritized instead of being addressed as they arise. Given the frequency of these situations, it would be imperative to analyse the staff capacity relative to the services demanded.

Respectfully submitted: Marjorie Dobson

COPY



# REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: May 15, 2023

RE: Regular Report on Current Operations

---

## BACKGROUND:

The CAO/Acting CAO updates Council at the Regular Council Meetings on current operations and challenges.

## DISCUSSION:

The report is not an exhaustive list of operational activities that have occurred since the last update or are occurring, but to provide a general update and identify notable occurrences in current operations for Council.

### Administration:

#### Office Business Hours

The Office Business Hours are now Monday to Friday 9:00 AM to 3:00 PM, a gradual extension from 9:30 AM to 1:00 PM Tuesday to Friday. The extended hours will help to meet the service and support that customers expect and deserve.

**WorkSafe BC:** The Village continues to work towards addressing the deficiencies outlined by WorkSafe BC. In our last meeting with representatives of WorkSafe BC. May 10, 2023, the Village was commended for being quite proactive in addressing work orders. However, we continue to struggle with the Confined Space Entry Programme due to the technical requirements involved. The Village continues to seek professional help in this regard.

#### Coastal Flooding & Erosion Study

The Haida Gwaii Coastal Flooding & Erosion Study included the Civic communities and the North Coast Regional District. The consultants presented the Port Clements section of the study to the community on May 2, 2023. The results of this study can be utilized by the Village and private property owners to plan mitigation measures against Sea-level rise and Tsunami Hazards.

#### Customer Payment Options

Within the next two weeks, customers will have access to increased payment options. This includes a 'point-of-sale machine' capable of processing debit cards and credit card transactions. Apart from improving our service and overall customer experience, locally, this new payment option will specifically facilitate visitors who often travel without cash.

#### Weight room

Based on the frequency in which the office was receiving complaints/constructive criticism from weightroom users, the Village conducted a survey targeting users and potential users to determine how the Village could make their experience a remarkable one. Most of the responses were practical and concentrated around equipment needs improvement. The village is in the process of prioritizing these needs and seeking funding accordingly.

## **Critical Infrastructure**

### **(i) Sewage Lagoon**

PS Turge & Associates has indicated that the tender package for the Construction phase of the project is essentially complete, with just minor changes that would need to be modified to define schedules etc. It is expected that the document will be ready for the Council review soon. In the interim, staff continue to search for external sources of funding to help to ease the burden on the Village.

### **(ii) Water System Upgrade**

Well #3.- The progress of the project continues to be hampered by delays. The contractor has indicated that some items have been delivered, ready to ship, but the radio package is further delayed until the end of June.

## **Other Infrastructure:**

Work continues on the Community Park upgrade and the Improvement of the Public Works Yard projects.

(See special report on Sunset Park Revitalization Project)

## **Finance:**

- Audited Financial Statements for 2022 are completed and adopted
- Financial Plan and Tax rate bylaws for 2023 are adopted
- Utility Bills and Tax Notices will be out during this month of May
- Received extensions from funding agencies for Public Works Yard Improvement, Community Park Upgrade, Sunset Park Revitalization projects.
- Routine activities in accounts payable, accounts receivable, payroll and bank reconciliations continue.

## **Public Works**

- Requested specific parameters have been received from lab and passed on to P Turge and Asc. for their analysis towards stated goals.
- Assessment completed by electrician identifying which pumps need replacement with pumps currently in our inventory, as well a recommendation for 2 pumps to be sent out for further assessment for rebuild or replacement options. Pump swap to be completed as time/equipment permits.
- Grass cutting now underway with first cut almost complete everywhere. It should be noted that grass cutting has been delayed approximately one month due to unseasonably cold weather, should positively affect budgets. Also, sports turf rehab almost complete with aerating and overseeding of soccer and baseball fields complete, school turf aerated but not overseeded. These areas have not received this recommended treatment in over 5 years. Should be observable improvement to the turf in these specific areas by Canada Day long weekend. Awaiting direction for any changes to grass cutting activity. Currently, PW will do as we have always done.
- Potable water leaks main running along Bayview drive within Highways ROW. This leak has been resolved, not without its own difficulties. Repair/reseeding of area now complete.
- Awaiting direction as to how to resolve capacity issues.

Respectfully submitted:

Marjorie Dobson, CAO



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

**REPORT FOR REGULAR COUNCIL MEETING**

Author: Marjorie Dobson, CAO  
Date: MAY 15, 2023  
RE: Council requested staff to get legal opinion on the Bidding Process

---

**BACKGROUND:**

The request was made in relation to the Sewage Lagoon project. The construction phase of the Sewage Lagoon should have started but has been hampered by delays due to issues being experienced in Construction Industry resulting in price escalations among other things.

PS Turje and Associates, the engineering firm contracted to manage the project made a presentation to Council outlining a revised budget that required an additional \$1.2 million to complete the project. He also identified the challenges being experienced due to the lack of bidders for this type of project. The discussion that ensued led the presenter to caution about the nature of 'Bid Shopping.'

**Discussion:**

Bid shopping can be defined as a practice in which a contractor tries to reduce their own costs by revealing the bid of one supplier to others and asking for a lower price. The practice is unethical, and not allowed. However, it happens sometimes deliberately, other times out of ignorance.

Staff sought legal opinion on the bidding process and was told that it was acceptable to reject tenders and readvertise if the Village includes a condition in the tender document stating the right to reject and readvertise in certain conditions.

Legal representative indicated that this condition could be broad based such as referenced in Master Municipal Construction Documents (MMCD) instruction section 15.1.1 which states "The Owner reserves the full right, in its sole discretion and according to its own judgement of its best interest to reject any or all tenders". Or the condition could be more specific and specifically state that if only one response is received, the Village can retender the project.

R-



If the Village do reject and re-advertise, there is one concern associated with 'bid shopping'. This occurs when the owner views the prices submitted and then cancels the tender, but in the process the prices get publicized (i.e., either because it was a public opening, or the amounts got shared informally with other parties). In such cases, if the tender is readvertised and newer bidders come in with even lower prices, the original bidder(s) may challenge the second tender as being "bid shopping".

The legal representative recommends that in order to mitigate this concern, the Village should have a mechanism in place such that tender prices are kept sealed until the Village makes a decision to move forward. If the Village decides to cancel and readvertise, then the responses received originally should be destroyed/deleted without anyone viewing the prices.

**RECOMMENDATION:** A copy of this report be forwarded to PS Turje & Associates.

**STRATEGIC** A guiding principle to protect the Village from embarrassment, and other detrimental results

**Respectfully submitted:**

**Marjorie Dobson, CAO**

## **Report to Council – Sunset Park Revitalization project – May 1, 2023**

This project consisted of three grants.

1. Gwaii Trust grant for \$51,515 which was almost exclusively to provide improvements to the Sunset Trail area known as the “swim hole” as well as provide some start up infrastructure for St. Mark’s church for a business that was contemplated to be operated out of there as well as some social media work. This project was completed in 2022 and all funds have been received and expended and final reporting requirements for Gwaii Trust have been met.
2. Community Development grant for \$99,951. This grant covered the replacement (or removal) of all the bridges along the Sunset Park Trail as well as some basic trail maintenance work. This project was completed in 2022 and all funds have been received and expended and final reporting requirements for the Province have been met.
3. CERIP grant for \$269,746. This grant covered brushing and clearing around the bird tower and along the trail and opening up vistas to the ocean in various locations along the trail. It also covered improved bear proof garbage bins in the park, a dangerous tree assessment and repairs to the bird tower. At this point a large percentage of the work has been completed. We still have to put asphalt shingles down on the bridges and the ramp at the bird tower for slip prevention, replace the hand railing on the bird tower and, per the instructions of the engineer who assessed the bird tower, fortify the one structural support which is showing signs of degeneration. The grant also stipulated the purchase of a picnic table which would be placed in the newly cleared area by the bird tower and the design and printing of brochures to showcase the trail and bird tower. When these last pieces of work have been concluded a final evaluation will be done of the money spent and it will be determined if there are any funds to do additional work. This particular grant has the requirement of purchasing signage once it is completed to indicate the grant funding received from the Province for this. We should also notify Jennifer Rice once the work is concluded, although initially I did say that we would probably not have a ceremony of any sort to mark the completion of the work. This grant has a deadline of March 31, 2024 but the goal is to complete the work before the end of summer with a hope that we may be able to get the vast majority of it completed before the Canada Days celebration in Port Clements. Initial reporting and claims have been made to the Province with the final reporting and claims to be done before the end of 2023.

Respectfully submitted – Project manager, Kim Mushynsky

**Village of Port Clements**  
**Council Meeting Action Items List**

<u>Action #</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A-4	2022-12-05	Council to investigate and report back to Council on options for the winter sanding going forward	CAO	

A-1