



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
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**7:00 PM Regular Meeting of Council, Monday, July 17<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—June 19<sup>th</sup>, 2023, Regular Council Meeting Minutes  
M-2—June 30<sup>th</sup>, 2023, Special Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**  
UB-1—Grant Opportunities, Feasibility Study Consideration – Deputy CAO
- 5. ORIGINAL CORRESPONDENCE**  
C-1—INFORMATION—Grant Project Complete, Requirements Met - Union of BC Municipalities  
C-2—INFORMATION – May Board Highlights – North Coast Regional District  
C-3—INFORMATION – June Board Highlights – North Coast Regional District  
C-4—INFORMATION – Haico Letter to BC Ferries – Haida Enterprise Corporation  
C-5—INFORMATION – Public Works Appreciation -- Marilyn Bliss  
C-6—INFORMATION/REQUEST – Proclamation Request – lifesaving Society  
C-7—INFORMATION/REQUEST – Surrey Police Transition -- City of Surrey  
C-8—RESPONSE—Multiplex Building Insurance – Minister Rachna Singh, Ministry of Education and Child Care
- 6. FINANCE**  
F-1—2<sup>nd</sup> Quarter 2023 Financial Report – Senior Finance Manager Bell
- 7. GOVERNMENT**  
G-1—2<sup>nd</sup> Quarter 2023 Strategic Plan Progress Report
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**  
R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson
- 10. ACTION ITEMS**  
A-1—Action Item List
- 11. QUESTIONS FROM THE PUBLIC & PRESS**

**12. IN-CAMERA**

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;

**13. ADJOURNMENT**



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**7:00 PM Regular Meeting of Council, Monday, Jun 19<sup>th</sup>, 2023**

**Present:**

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

**Not Present:**

Councillor Kazamir Falconbridge

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: Jennifer Rutt (MIEDS delegate), Marilyn Bliss and Wayne Hann.

**Meeting Called to Order at 7:01 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**

2023-06-141—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council adopts the June 19<sup>th</sup>, 2023, Regular Council Meeting Agenda as presented.  
**CARRIED**

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

D-1-MIEDS Update, Strategic Planning – Jennifer Rutt, Misty Isles Economic Development Society

**3. MINUTES**

M-1—May 15<sup>th</sup>, 2023, Regular Council Meeting Minutes  
2023-06-142—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the May 15<sup>th</sup>, 2023, Regular Council Meeting Minutes with the correction of "Mayor Reindl" to "Councillor Reindl"  
**CARRIED**

M-2—June 5<sup>th</sup>, 2023, Committee of the Whole Meeting Minutes  
2023-06-143—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the June 5<sup>th</sup>, 2023, Committee of the Whole Meeting Minutes as presented.  
**CARRIED**

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

BA-1—SCH Opportunity – Follow Up – Deputy CAO  
2023-06-144—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council receives BA-1—SCH Opportunity—Follow Up.  
**CARRIED**

2023-06-145—Moved by Councillor Reindl, seconded by Councillor Nicol  
THAT the Village writes to the Small Craft Harbour program requesting an upgrade to the light posts at the Small Craft Harbour wharf.  
**CARRIED**

M-1

UB-1—Grant Opportunities, Feasibility Study Consideration – Deputy CAO  
2023-06-146—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council Tables UB-1-Grant Opportunities, Feasibility Study Consideration to the next Regular Council Meeting.

**CARRIED**

**5. ORIGINAL CORRESPONDENCE**

*Councillor Cumming left the meeting at 7:47 PM*

C-1—INFORMATION – Continuation Uncertainty Visitor Info Centre/Society - Port Clements Historical Society

2023-06-147—Moved by Councillor Reindl, seconded by Councillor Nicol  
THAT Council receives the letter from the Port Clements Historical Society.

**CARRIED**

2023-06-148—Moved by Councillor Reindl, seconded by Mayor Cabianca  
THAT Council directs staff to reach out to William Lore to see if there is a way the Village can assist the Port Clements Historical Society in their search for getting more volunteers for their society.

**CARRIED**

*Councillor Cumming returned to the meeting at 7:53 PM.*

*Councillor Falconbridge joined the meeting at 7:53 PM via conferencing.*

C-2—INFORMATION – Investment in Recycling Depot Upgrades – North Coast Regional District

C-3—INFORMATION – Board Highlights – North Coast Regional District

C-4—INFORMATION – 3 Year Agreement with CUPE – North Coast Regional District

C-5—INFORMATION – Coldstream Concern on Homes for People Action Plan – District of Coldstream

C-6—INFORMATION – 2022 Annual Report Announcement – Office of the Fire Commissioner

2023-06-149—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council receives items C-2 to C-6 for information.

**CARRIED**

2023-06-150—Moved by Councillor Nicol, seconded by Councillor Reindl  
THAT Council sends the announcement to the Fire Department and ask for their feedback on if the Council should look to do something or not to address the concern.

**CARRIED**

C-7—INFORMATION/REQUEST – 2023 Digital Permitting Update – Ministry of Housing

2023-06-151—Moved by Councillor Reindl, seconded by Councillor Cumming  
THAT Council receives items C-7 for information.

**CARRIED**

C-8—REQUEST— Rename Firehall – Lisa Waring

2023-06-152—Moved by Councillor Reindl, seconded by Councillor Nicol  
THAT Council receives the letter from Lisa Waring.

**CARRIED**

1-11

2023-06-153—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council renames the Port Clements Volunteer Fire Hall to the “Craig Beachy Memorial Fire Hall”,  
subject to the approval of his wife, Colleen Beachy.

**CARRIED**

C-9—REQUEST – Adopt Resolution and share with UBCM – Sharon Gregson, Coalition of Child Care  
Advocates of BC

2023-06-154—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council receives C-9 for information.

**CARRIED**

**6. FINANCE**

F-1—2022 Statement of Financial Information (SOFI) Report

2023-06-155—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council approves the 2022 Statement of Financial Information Report as presented.

**CARRIED**

**7. GOVERNMENT**

G-1—In-Kind Donation Request – Haida Gwaii Regional Recreation Commission

2023-06-156—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council provides an in-kind donation to Haida Gwaii Regional Recreation Commission for their 5-  
day programming intended to be held at the end of July/beginning of August 2023, with the contingency  
that if they do incur more than \$100 in janitorial charges that they be liable for those costs.

**CARRIED**

G-2— Recommendations from COTW

2023-06-157—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council accepts the recommendations from the June 5<sup>th</sup>, 2023, Committee of the Whole Meeting  
on the topic of the M&B Subdivision and directs staff to act on the recommendations.

**CARRIED**

G-3—Athlii Gwaii Fund – Councillor Cumming

2023-06-158—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council send a strongly-worded letter to the Provincial government demanding them to do  
whatever is necessary to make the Athlii Gwaii Fund available to Island residents.

**CARRIED**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

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

*Mayor Cabianca: Aware that the baseball team was able to get a liquor licence so there will be a beer  
garden at Canada Days. Would like to acknowledge the fire that happened in town (two weeks ago),  
thinks there is a will to rebuild and perhaps it will bring something new/or a different version to town.  
O'Brien's crew is taking a crack at cleaning Rainbow Wharf in the next couple of days.*

*Councillor Cumming: Attended many meetings – OCP, Special, COTW.*

*Councillor Falconbridge: Attended many meetings, including VIRC meeting (CUPE deal settled, and  
proceeding with the funding of the construction of a new library for Masset. Canada Days is quickly  
approaching, hoping that every Councillor will come out and do a rounds and visit the different  
vendors/having their eyes on things to have a considered opinion to future policy changes.*

17-1

*Councillor Nicol: Nothing to report.*

*Councillor Reindl: Attended a MIEDS meeting.*

2023-06-159—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council receives the verbal and written reports from Staff and Council as presented.

**CARRIED**

2023-06-160—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council appoints their CAO, Marjorie Dobson, as their representative on a regional accessibility committee.

**CARRIED**

**10. ACTION ITEMS**

A-1—Action Item List

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

**12. IN-CAMERA**

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (g) litigation or potential litigation affecting the community;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

2023-06-161—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council moves in-camera as per section 90(1)(c)(d)(g)(i) & (j) of the *Community Charter* at 9:14 PM.

**CARRIED**

**13. ADJOURNMENT**

2023-06-162—Moved by Councillor Falconbridge  
THAT Council adjourns this meeting at 9:56 PM.

**CARRIED**



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**Minutes of the Special Meeting of Council, Friday, June 30<sup>th</sup>, 2023**

**Present:**

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

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: none

**Meeting Called to Order at 1:02 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**

2023-06-163-Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council adopts the June 30<sup>th</sup>, 2023, Special Council Meeting Agenda as presented.  
**CARRIED**

**2. GOVERNMENT**

G-1—2022 Annual Municipal Report

2023-06-164—Moved by Councillor Cumming, seconded by Councillor Reindl

*THAT Council receives and approves the 2022 Annual Report with the following changes:*

- *In the table of contents change the references of "2021" to "2022"*
- *In the table of contents and on page 4, change "Chief Administrative Officer Report" from all caps to match the titling of other sections.*
- *Change date of Chief Administrative Officer Report from June 2022 to June 2023*
- *On page 12, remove the bracketed "all" from 'Employees under \$75,000'.*

**CARRIED**

**3. ADJOURNMENT**

2023-06-165—Moved by Councillor Cumming

THAT Council adjourns this meeting at 1:04 PM.

**CARRIED**

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Mayor Scott Cabianca

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CAO Marjorie Dobson

11-2



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: June 19<sup>th</sup>, 2023  
RE: Grant Opportunities Follow-up

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### BACKGROUND:

At the May 15<sup>th</sup>, 2023, Regular Council Meeting, staff brought a grant opportunity, *Local Government Infrastructure Planning Grant Program*, to Council's attention and identified that it could be potentially utilized for feasibility studies. Council identified interest in applying to this fund (this year or next year) and directed staff to bring a list of suitable projects back to Council to select from to potentially apply for this fund.

### DISCUSSION:

Staff reviewed the Council's current strategic plan, current Official Community Plan and recently completed studies to draw up a list of potential projects where the grant may be beneficial to pursue. Staff created the following list for Council's consideration:

- *Trail Network Expansion – Feasibility Study for Expanding Trails within Municipal Boundaries*  
This would essentially be the same format as the Golden Spruce Trail Extension Feasibility Study, except focused on the potential to expand the existing trails further within municipal boundaries. The Golden Spruce Trail Extension Feasibility Study cost less than \$15,000, with \$10,000 coming from the Rural Dividend Fund, and the remaining cost coming from the Village's own sources.
- *Sea-level Rise Adaptation/Mitigation Strategies – Plan/Feasibility Study*  
Council 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 on how the Village could potentially move forward except a general identification of different response strategies. In this suggested project, the project would be looking at potential adaptation/mitigation strategies the Village could pursue in a plan which may or may not include components like a seawall feasibility study.

However, this project is likely to be larger than what the grant covers, though the grant body identified that multi-phased projects would each be eligible for the funding and could count separately (so an application that had phase 1 and phase 2 could get approved for \$10,000 and another \$10,000 for phase 2). However, it may be better to find another funding stream if Council is considering this route. The grant body identified that their funding can be used for stacking with other grants (including other provincially or federally funded grants).

- *Land Development (M&B Subdivision) – Feasibility Study/Development Plan*  
Council has been very interested in considering the development of the M&B subdivision and there may be the potential to fit aspects of the planning under this grant. The grant identifies that its objectives are supporting a range of community infrastructure which "includes sustainable planning, design, and management" and "increases efficient use of infrastructure and other resources". It was clarified with the grant body that it would be possible to have a project to create a development plan/feasibility plan for developing municipal-owned property. Such as plan would help to determine the feasibility of proposed subdivision layout(s), installing hydro, streetlights, paved roads, other infrastructure considerations, and potentially identify and determine the costs of surveying, geotechnical assessments, and other development requires that may be required.

UB-1



This project may be better suited to an application in 2024, as Council needs to give more direction on what the vision for the development is intended and what potential layouts for lots is being considered to achieve that vision. Like with the previous project, this project may be larger than what the grant covers and it may be better to find another funding stream if Council is considering this route. However, the grant body did identify that multi-phased projects were acceptable, and stacking this grant with others was possible.

- *Infrastructure Review – Condition Assessments*

This grant identifies that infrastructure condition assessments are one of the eligible types of projects funded by this grant. The municipality has several pieces of infrastructure where a conditions assessment may be relevant to consider such as the Community Hall, Rainbow Wharf, Firehall, St. Mark's Church, Clinic/Ambulance Station. It may or may not be possible to have multiple buildings assessed in the same project, but the grant body identified that they were open to it.

- *Bypass Route – Feasibility Study*

This project would be a feasibility study to look at the potential of developing Alder Avenue between Dyson Street and Bayview Drive. Or it could potentially look at the feasibility of developing a bypass route further back from the community for an alternative connection to the highway and background/Bayview Drive. In this later option, the project may be in a similar format to how the Golden Spruce Trail Extension Feasibility Study was organized, such as looking at what jurisdictional requirements would need to be pursued in addition to potential costs and mapping out a specific route.

The bypass route has been identified in the current Official Community Plan for emergency purpose as well as improving livability and safety (potentially diverting logging trucks outside of the Village core). However, the Erosion Study also highlighted that developing a secondary route may be beneficial as there is the potential for parts of Bayview Drive to be impacted in flood events/tsunami inundation, cutting off parts of the community from being able to access the highway.

Staff confirmed with the grant body that all these listed projects had the potential to be eligible under their funding, though it is a competitive grant and whether the project received funding or not would be determined after an application was submitted and assessed. Surprisingly, the grant body clarified that the Village could submit multiple applications for different projects to be funded, there is no limit to just submitting one application to fund one project at a time. They gave the example that if the Village had 5 projects that it wanted to apply for then 5 applications could be submitted, and if 2 projects were approved the other 3 applications would be retained in their files for the next round of assessment without the Village having to resubmit anything.

However, Council should be cautious when it comes to the volume of applications it submits, as there is limited capacity to undertake projects and the volume of applications submitted, and potential projects that possibly could be approved, should match what that capacity can reasonably undertake if they did all get approved.

The new Council has not yet gone through a strategic planning session and the Official Community Plan is going through a review and redevelopment. There is the potential that there could be more or better ideas/projects to consider for this grant after such processes are completed where feasibility studies may be appropriate tool to evaluate them.

#### **CONCLUSION:**

This grant accepts applications on a continuous basis throughout the year, but only has two rounds of assessment, one in the spring and one in the fall. It has been identified that July 12<sup>th</sup> is the deadline for the spring assessment. If Council is interested in aiming for this deadline, then a decision is needed on which project(s) to potentially apply for either at this meeting or a special meeting before the deadline. Applications require a council resolution supporting the project.

#### **STRATEGIC**

##### **(Guiding Documents Relevancy – Official Community Plan, Strategic Planning)**

Feasibility and other studies can be a strategic way to evaluate a proposal before committing significant capacity and resources on a project.

**FINANCIAL****(Corporate Budget Impact)**

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.

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

All projects, including feasibility studies, involve staff time and increase workload. However, undertaking a study or developing a plan 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.

UB-1



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## REPORT TO COUNCIL

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

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### 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.



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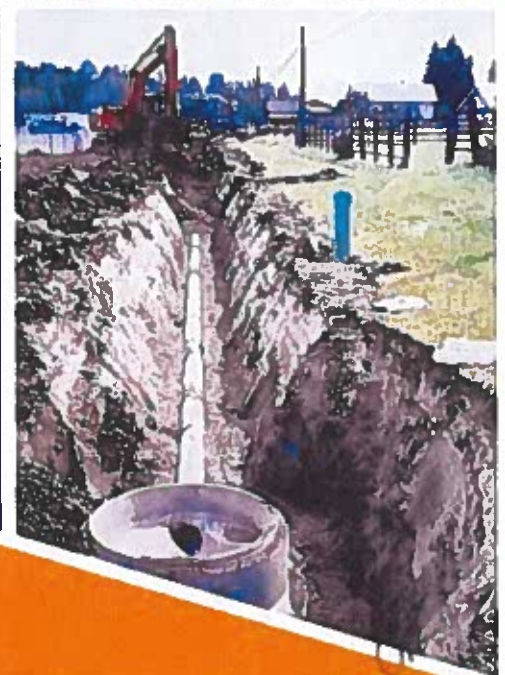
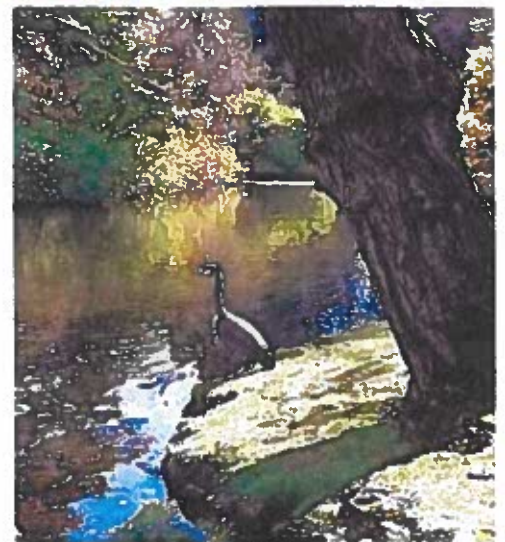
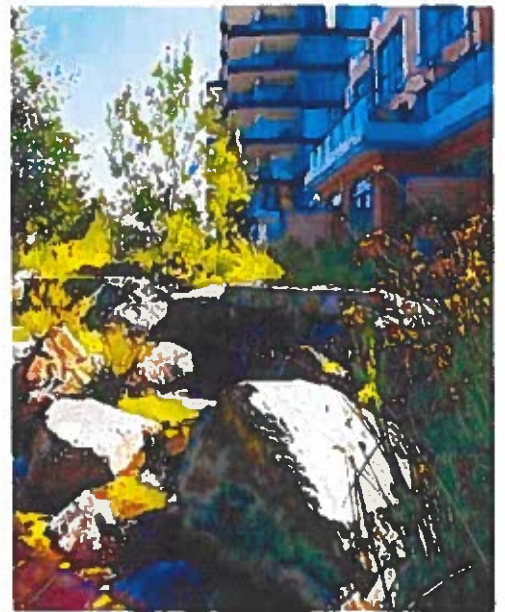
# Local Government Infrastructure Planning Grant Program

## PROGRAM GUIDE

Ministry of Municipal Affairs

Local Government Infrastructure and  
Finance Branch

March 2021



UB-1

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## 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

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### 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;

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

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- 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.

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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.

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### 3 Application Process

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#### 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.

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

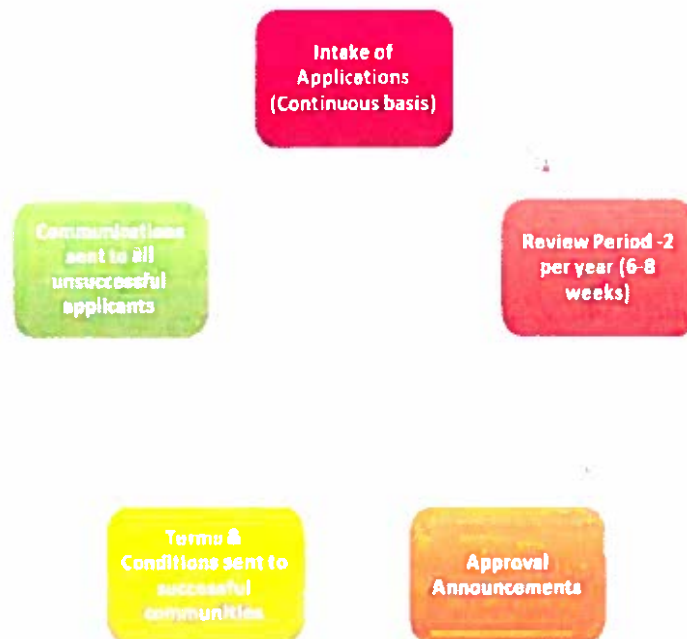
### 3.3. Application Deadline

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:



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## 4 Approval and Payment of Grants

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### 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>

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- **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
<b>Total Eligible Costs Incurred:</b>		<b>\$24,242.50</b>
100% of first \$5,000: <b>B</b>		\$5,000
50% of next \$10,000: <b>C</b>		\$5,000
<b>Grant calculation (B plus C): D</b>		<b>\$10,000</b>
<b>Claim A or D, whichever is less:</b>		<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.

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## 5 Contact Information

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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>

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June 23, 2023

Mayor Scott Cabianca and Council  
Village of Port Clements  
PO Box 198  
36 Cedar Avenue West  
Port Clements, BC V0T 1R0

Reference: AP6205

**RE: 2021 CEPF: Flood Risk Assessment, Flood Mapping & Flood Mitigation  
Planning (Flood Risk Assessment and Mapping)**

Dear Mayor Cabianca and Council,

Thank you for providing a final report and financial summary for the above-noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$88,115. Based on this, a payment in the amount of \$43,860.50 will follow by electronic funds transfer. This payment represents final payment of the grant and is based on 100% of the total reported expenditure (to a maximum of the approved grant of \$88,509) minus the initial payment of \$44,254.50 made in November 2020.

I would like to congratulate the Village of Port Clements for undertaking this project and responding to the opportunity to ensure you have accurate knowledge of the flood hazards your community faces, and to develop effective strategies to mitigate and prepare for those risks.

If you have any questions, please contact Local Government Program Services at [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

Sincerely,



Sasha Pryn  
Program Officer

cc: *Marjorie Dobson, CAO, Village of Port Clements*  
*Elizabeth Cumming, D/CAO, Village of Port Clements*

*The Community Emergency Preparedness Fund is funded by the Province of BC*



## Board Highlights

May 2023

### Delegations:

The Ministry of Indigenous Relations & Reconciliation provided an update on B.C.'s ongoing treaty and reconciliation negotiations with Kitselas First Nation, Kitsumkalum First Nation, and Metlakatla First Nation. The Chair of the Board thanked the delegation.

Adam Clarke provided an update on Privacy Management Program Direction. The Chair of the Board thanked Mr. Clarke for his delegation.

### Board Business:

1. The Board resolved to approve the [Draft 2022 NCRD Audited Financial Statements](#).
2. The Board resolved to support sending a joint letter with the Village of Daajing Giids to request that the Province of B.C. fund forest service roads based on recreational and tourism values and request that the Ministry of Transportation and Infrastructure conduct repairs to the bridge on the Bill Brown forest service road.
3. The Board resolved to send a letter to Minister Popham, Minister of Tourism, Arts, and Culture and Sport requesting ongoing funding for the North Pacific Cannery Village Museum.
4. The Board provided a third reading to [Bylaw No. 683, 2023 – Mainland Arts and Culture Contribution](#).
5. The Board provided three readings to [Bylaw No. 280.3, 2023 – North Pacific Cannery Village Museum Grant-in-Aid Local Service Amendment](#).
6. The Board provided three readings and adopted [Bylaw No. 684, 2023 – A bylaw to authorize the expenditure of money for the Water Works Reserve Fund](#).
7. The Board provided three readings to [Bylaw No. 685, 2023 – Islands Solid Waste Management Regulation, Fees & Charges Amendment](#).
8. The Board resolved to publish the Haida Gwaii Coastal Flood and Erosion Study Planning for Sea-Level Rise and Tsunami Hazards [reports](#). The NCRD is in the process of planning for stakeholder engagement on the findings of the assessment reports. Please check this [web page](#) for updates around event planning.

***For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***



## Board Highlights

June 2023

### Delegations:

McElhanney provided an overview of the Sandspit Water System – Condition Assessment and Infrastructure Capital Plan. Sperling Hansen Associates provided an overview of the North Coast Regional District Solid Waste Management Plan update. The Chair of the Board thanked the delegations.

### Board Business:

1. The Board resolved to provide a letter of support for Rogers' Connectivity Project on Haida Gwaii.
2. The Board resolved to send a letter to request infrastructure upgrades to the land weather stations on Holland Rock and Lucy Islands.
3. The Board resolved to send a letter of support to the City of Prince Rupert for its application to the Federal Disaster Mitigation and Adaptation Fund in support of water infrastructure upgrades.
4. The Board directed staff to prepare a housing action plan for consideration.
5. The Board resolved to request meetings at the 2023 UBCM Convention with the Minister of Tourism, Arts, Culture and Sport; Minister of Environment and Climate Change Strategy; Minister of Transportation and Infrastructure; Minister of Forests; Minister of Indigenous Relations and Reconciliation; and the Minister of Health.
6. The Board resolved to adopt [Bylaw No. 685, 2023 – Islands Solid Waste Management Regulation, Fees & Charges Amendment](#).
7. The Board authorized an [alternative approval process](#) be held to seek approval to provide financial contributions to the Museum of Northern B.C. and the Lester Centre of the Arts.
8. The Board authorized an [alternative approval process](#) be held to seek approval to provide financial contributions to the North Pacific Cannery Village Museum.

***For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***

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Candace Dennis  
CEO  
Haida Enterprise Corporation  
Unit 1 Hwy 16 Commercial Centre  
Skidegate, BC  
V0T 1S0

BC Ferries  
Attention: Customer Relations  
Suite 500-1321 Blanshard Street  
Victoria, BC V8W 0B7

Dear BC Ferries Customer Service

June 30, 2023

RE: Transportation between Moresby Island and Graham Island, Haida Gwaii

Dear BC Ferries Customer Service,

I am writing on behalf of the Haida Enterprise Corporation and the HaiCo Board of Directors to request an increase in capacity on BC Ferries sailings between Moresby Island and Graham Island. This ferry service plays a crucial role in connecting Haida Gwaii's Sandspit Airport with Graham Island, where over 90% of the population resides and 90% of the business activities take place. In the last two years, there has been a dramatic increase in usage not just seasonally by the Haida, residents of Haida Gwaii, and visitors to the islands.

Despite this surge in demand, the capacity of the ferry service has remained unchanged. As a result, many Haida, local residents, and visitors are experiencing extended travel times of up to 1 to 2 hours.

Moreover, the existing peak times in the morning are causing delays for the Haida and residents of Haida Gwaii, making it challenging for them to arrive at work on time. Additionally, the ferry schedules often do not align with the arrival and departure times of Air Canada flights, leading to locals and travelers being left behind or when the small ferry is full and forced to wait for the next ferry where there is spotty and limited cellular signals.



Therefore, **we kindly request that BC Ferries replace the existing ferry with a larger ferry**, capable of accommodating the increased demand ensuring that Haida, residents of Haida Gwaii and all travelers from Sandspit Airport can conveniently reach their intended destinations.

If you have any questions or concerns, please do not hesitate to contact me directly at [candace.dennis@haico.ca](mailto:candace.dennis@haico.ca) or at 604-337-1579.

Thank you for your attention to this matter.

Yours sincerely,

Candace Dennis  
HaiCo CEO

Cc: Council of the Haida Nation [chn.skidegate@haidanation.com](mailto:chn.skidegate@haidanation.com); [chn.hts@haidanation.com](mailto:chn.hts@haidanation.com)  
Skidegate Band Council; [cao@skidegate.ca](mailto:cao@skidegate.ca) [haida@skidegate.ca](mailto:haida@skidegate.ca)  
Old Massett Village Council [cao@omvc.ca](mailto:cao@omvc.ca) [gwen.davis@omvc.ca](mailto:gwen.davis@omvc.ca)  
Mayor and CAO for the Village of Masset [cao@masset.ca](mailto:cao@masset.ca)  
Mayor and CAO for the Village of Port Clements [cao@portclements.ca](mailto:cao@portclements.ca)  
Mayor and CAO for the Village of Daajing Giids [cao@queencharlotte.ca](mailto:cao@queencharlotte.ca)  
MIMC/Community of Sandspit [mimc@ncrdbc.com](mailto:mimc@ncrdbc.com)  
North Coast Regional District via [areae-director@ncrdbc.com](mailto:areae-director@ncrdbc.com)  
BC Ferry North Coast Advisory Committee via [areae-director@ncrdbc.com](mailto:areae-director@ncrdbc.com)

TO MAYOR AND COUNCIL

JULY 7, 2023

I would like to give kudos to our public works.

Often we hear questions or comments on the negative side. Folks can be quick to complain or that we can do a better job.

Water pipes don't burst monday to friday between 9 to 5 nor does a snowfall.

One example - this weekend public works set up our rainbow wharf for the fishing derby. Then late in the evening took down the tents and chairs to relocate to the park. Public works regularly cleaned out the garbage cans and kept the park looking its best. We could not have had such a successful celebration without the work of both public works and our volunteers.

While we think public works should be doing what we think are the priorities, we have to remember delegations of work do come thru the office...easy for us to judge.

Communications and transparency between council, office and public works is important.

Thanks,



MARILYN BLISS



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## Elizabeth Cumming

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**Subject:** FW: Proclamation Request - National Drowning Prevention Week  
**Attachments:** NDPW 2023 - Proclamation Template.docx

**From:** Kaelan D'Sena <[kaeland@lifesaving.bc.ca](mailto:kaeland@lifesaving.bc.ca)>  
**Sent:** Friday, July 7, 2023 2:03 PM  
**Cc:** Lenea Grace <[leneag@lifesaving.bc.ca](mailto:leneag@lifesaving.bc.ca)>  
**Subject:** Proclamation Request - National Drowning Prevention Week

Hello,

Canada faces a major problem – and a preventable one: Almost 500 people die every year from drowning. With summer upon us and more people flocking to our beautiful lakes, rivers, and coastlines, it is essential that we prioritize water safety. **On behalf of the BC & Yukon Branch of the Lifesaving Society, I am writing to ask that you proclaim July 16 – 22, 2023 as NATIONAL DROWNING PREVENTION WEEK in British Columbia.** Please see a proclamation template attached.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada's National Lifeguards and is the leading provider of swim lessons in the country.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from drinking alcoholic beverages while participating in aquatic activities.
- Wear a personal flotation device (PFD) or lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate. A proclamation from your office would give greater exposure to our lifesaving efforts to residents of British Columbia and Yukon. I hope you will consider our request.

If you have any questions, please contact Lenea Grace, Executive Director, Lifesaving Society BC & Yukon Branch at [leneag@lifesaving.bc.ca](mailto:leneag@lifesaving.bc.ca) or 604-299-5450.

Thank you for your support.

Kindly,

Kaelan D'Sena  
Communications

Lifesaving Society - BC & Yukon Branch  
604.299.5450 ext. 103 | @LifesavingBCYK  
[lifesaving.bc.ca](http://lifesaving.bc.ca)

*I respectfully acknowledge that I live, work, and learn on the unceded, traditional and ancestral xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Salilwataʔ/Selilwitulh (Tsleil-Waututh) territories.*

## NATIONAL DROWNING PREVENTION WEEK PROCLAMATION 2023

WHEREAS the mission of Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in [province/territory] is one too many; and

WHEREAS most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we genuinely enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS the Lifesaving Society urges Canadians and residents of [city/municipality/province] to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to always wear a lifejacket when boating; and

WHEREAS the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25<sup>th</sup> of each year as World Drowning Prevention Day; and

WHEREAS Lifesaving Society Canada has declared July 16<sup>th</sup>-22<sup>nd</sup>, 2023 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, I, [Name and Title] do hereby proclaim July 16<sup>th</sup> – 22<sup>nd</sup>, 2023 **NATIONAL DROWNING PREVENTION WEEK** in [city/municipality/province] and do commend its thoughtful recognition to all citizens of our [city/municipality/province].

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# CITY OF SURREY

OFFICE OF THE MAYOR

July 4, 2023

Port Clements (Village)  
36 Cedar Avenue West  
Port Clements, BC VoT 1Ro

By email: [cao@portclements.ca](mailto:cao@portclements.ca)

Dear Mayor and Council,



BRENDA LOCKE  
MAYOR

MAYOR@SURREY.CA

604.591.4126

It is important for local governments to know the impact of the Surrey Police Transition on your city, town or regional district, should it go ahead.

As you may know, Surrey Council voted to keep the RCMP as the police of jurisdiction (POJ). We communicated our decision to the Solicitor General (SG) who, continued to "recommend" that the city stay with the transition to the Surrey Police Service (SPS), but asked that the City choose between two options,

- 1) To continue the transition to the SPS with no evaluation of the SPS model.
- 2) To stay with the RCMP as the POJ with conditions.

The Premier, the SG and the Ministry's report recognize that it is the role of municipalities to choose their policing model. The SGs' authority under the Act is a safety net if the "adequate and effective" policing standard is not met. It does not grant the SG the authority to impose hundreds of millions of dollars' worth of costs into the municipal budget on a political whim.

I am writing to you today for two reasons.

**Firstly**, is to express my deep concern for the statements made by the provincial government and the Solicitor General suggesting that should Surrey remain with the RCMP would create a public safety crisis; this is not truthful.

In fact, the ministry's own report states *"It is not based on a failure by police to deliver adequate and effective policing nor a failure in public safety. Quite the opposite is true, front-line officers in the SPS and the RCMP are working hard to serve those who reside in and visit Surrey"*. It went on to say *"This Director's Report is not a comparative assessment of the two police models. It is also not intended to provide a comprehensive assessment of the impacts of continuing with the current police transition to the SPS."*

This interference should have significant concern to local government if the SG establishes a precedent of indiscriminately imposing massive costs onto



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municipal government with no rationale other than vaguely referencing public safety concerns. Adequate and effective policing is in place in our city and our province, and for the Premier and the Solicitor General to infer there is a public safety crisis is not supported by data.

The central fear articulated by the premier and SG is the sudden dissolution of the SPS may lead to a walk out. The SPS Board has provided assurances that the SPS officers will remain on duty. Because the SPS Board reports to the province (not the city), they will take its instructions from the Ministry of the Solicitor General and Public Safety. One simple mandate letter from the province would remove the only concern for this public safety threat.

On the other hand, approving the SPS would create massive pressure on policing in the province, which would not exist if we remained with the RCMP. The only police training facility in the province, the JIBC, was past its capacity to meet the needs of municipal policing in BC even before the SPS was established. It is also important to recognize that police officer training at the JIBC has been under scrutiny. In order to properly address the police training needs in British Columbia would require expanding the JIBC. To date, the provincial budget has not addressed this expensive and time-consuming need. Waiting years for the JIBC training to fill the SPS cadet requirement will not only cost Surrey millions in time delays, but it will also impact other municipal police forces who cannot get seats at the JIBC.

Therefore, the only other route to full capacity for the SPS is hiring experienced police officers from your communities as they have done to date.

If the SG were to impose the SPS on Surrey, I would strongly recommend you communicate directly to the SG that you expect him to impose the same "public safety" restrictions on the SPS hiring from LMD communities as he has placed on the RCMP.

**Secondly**, and perhaps more important to local governments, is the financial and human resource impact that continuing with the Surrey Police Transition will have on every city, town, transit police and regional district in the province.

The SG's plan to move forward with the SPS will cost you financially if you are currently an RCMP jurisdiction. As RCMP divisional administrative costs are shared costs among all RCMP jurisdictions, so far it is estimated that because of the size of the Surrey detachment, your policing costs will increase by up to 7%.

If you are served by a municipal police force, it is important to know that the provincially appointed Surrey Police Board signed the richest collective agreement in Canada. This agreement will likely impact all future municipal police board negotiations.

The Surrey RCMP requires approx. 170 officers to return to full complement. Over 80 SPS officers have expressed interest in making this move according to the Officer in Charge. Further, the RCMP has stated that they can and will accommodate the human resource needs, not only to Surrey, but throughout the region, with the new recruiting and experienced officer programs.

In contrast, the Surrey Police Service (SPS) requires over 400 additional officers beyond those hired to date, to get to full strength. Although the province recognized the scope of the Surrey police transition from the beginning, they did not increase the funding to the Justice Institute of British Columbia (JIBC) in order to accommodate the officer training needed. The reality is that, just as the SPS has done to date, the vast majority of the SPS hires will come by recruiting from the RCMP, TransLink and other municipal forces throughout the province.



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**In closing,**

My concern is the duplicity of the provincial government on this matter. The Ministry report and SG explicitly stated that we had two choices - to remain with the RCMP or the SPS - and conditions to meet with either option.

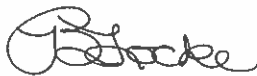
Based on the facts we examined, we chose the RCMP - with a more significant majority of council than we had originally - and we have committed to meeting the binding conditions.

The SGs' response is to move the goalposts and claim the need to review the plan and potentially overturn the council decision. I have offered to work with the province to ensure the requirements are met, and the province refuses to acknowledge the offer.

As local government leaders, we need to stand up for our authority under the Police Act. Like with your municipality, Surrey Council knows our community best. We cannot allow a "manufactured crisis" to drive a significant and costly public safety decision that will impact generations to come.

Please do not hesitate to contact me if you have any questions, I look forward to hearing from you.

Sincerely,



Brenda Locke  
Mayor



C-7



June 27, 2023

Ref: 290198

Marjorie Dobson  
Chief Administrative Officer  
The Village of Port Clements  
**Email:** [coa@portclements.ca](mailto:coa@portclements.ca)

Dear Marjorie Dobson:

Thank you for your letter of May 2, 2023, regarding the multi-purpose building located at the Port Clements Elementary School site.

I can confirm that the multi-purpose building will remain under the Optional Property Program coverage as it has been for years. The Ministry of Education and Child Care would not unilaterally decide on the outcome in the unlikely event that a building loss occurs. The Optional Property Program coverage would provide compensation for the building if it were destroyed by an event covered by the agreement.

I hope this letter addresses your concerns. Again, thank you for writing.

Sincerely,

Rachna Singh  
Minister

pc: Capital Management Branch



## REPORT TO COUNCIL

Author: Ronda Bell  
Date: July 13<sup>th</sup>, 2023  
RE: 2<sup>nd</sup> Quarter Financial Report

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**BACKGROUND:** Supporting information regarding 2<sup>nd</sup> Quarter financial report.

**DISCUSSION:** Following is the explanation for any areas that had a material difference between actual and budget or actual and previous year.

**CONCLUSION:** Informational purposes only.

**IMPLICATIONS:**

**STRATEGIC** N/A

**FINANCIAL** No concerns as of Q2

**ADMINISTRATIVE** N/A

Respectfully submitted:

Ronda Bell  
Sr. Finance Manager

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	2022	2023	Jan - Jun 2023	
Revenue Gen Operating	Previous Year Actual	Annual Budget	Current Period	% to Date
Description				
Total Taxes	- 136,002.00 -	136,000.00 -	135,982.00	99.99%
Total Payment in Lieu of Taxes	- 8,335.00 -	8,750.00 -	7,109.00	81.25%
Total Sales of Service	- 31,851.00 -	31,550.00 -	5,333.00	16.90%
Total Revenue from Own Sources	- 120,387.00 -	107,819.00 -	106,566.00	98.84%
Total Multipurpose Building Rental	- 13,028.00 -	13,500.00 -	7,973.00	59.06%
Total Unconditional Transfers	- 483,000.00 -	766,422.00 -	361,000.00	47.10%
Total Conditional Grants	- 627,272.00 -	2,202,532.00 -	668,108.00	30.33%
Total Reserves	- - -	313,807.00	-	
Total Collections for Other Agencies	- 232,374.00 -	255,065.00 -	292,601.30	114.72%
<b>Total Gen Revenues</b>	<b>- 1,652,249.00 -</b>	<b>3,835,445.00</b>	<b>1,584,672.30</b>	<b>41.32%</b>
Expenses Gen Operating				
Total Legislative Expenses	27,683.00	55,400.00	20,634.00	37.25%
Total General Administration	324,868.00	421,500.00	200,911.00	47.67%
Total Fire Department	33,531.00	52,000.00	14,941.00	28.73%
Total Emergency Services	655.00	2,500.00	-	0.00%
Total Common Services	36,897.00	71,075.00	20,370.00	28.66%
Total Wharf	560.00	10,480.00	570.00	5.44%
Total Small Craft Harbour	11,924.00	24,700.00	5,374.00	21.76%
Total Roads	56,167.00	76,700.00	19,928.00	25.98%
Total Environmental Health	-	-	-	
Total Environmental Development	1,785.00	4,500.00	717.00	15.93%
Total Parks and Recreation	59,785.00	104,400.00	25,312.00	24.25%
Total MPBC Operating Expenses	57,371.00	71,300.00	39,150.00	54.91%
Total Debt Services	1,252.00	2,000.00	600.38	30.02%
Total Contributions to Reserves	-	-	-	
Total Grants & Misc	387,927.00	2,790,954.00	317,220.00	11.37%
Total Amortized Asset	122,921.00	122,921.00	-	0.00%
Total Taxes Levied-Other Gov't	237,969.00	243,655.00	104,446.00	42.87%
<b>Total Gen Expenses</b>	<b>1,361,295.00</b>	<b>4,054,085.00</b>	<b>770,173.38</b>	<b>19.00%</b>

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	2022	2023	Jan - Jun 2023	
<b>Revenue Water Operating</b>	<b>Previous Year Actual</b>	<b>Annual Budget</b>	<b>Current Period</b>	<b>Current Period %</b>
Total Fees & Taxation Revenue	- 116,867.00	- 116,320.00	- 85,519.00	73.52%
Total Grants	-	-	-	
<b>Total Water Revenues</b>	<b>- 116,867.00</b>	<b>- 116,320.00</b>	<b>- 85,519.00</b>	<b>73.52%</b>
Total Expenses	84,619.00	98,010.00	44,910.00	45.82%
Amortized asset expense	17,043.00	17,043.00	-	
<b>Total Water Expenses</b>	<b>101,662.00</b>	<b>115,053.00</b>	<b>44,910.00</b>	<b>0.46</b>
<b>Revenue Sewer Operating</b>				
Total Fees & Taxation	- 69,015.00	- 69,015.00	- 52,893.00	76.64%
Total Grants & Transfers	-	-	-	
<b>Total Sewer Revenues</b>	<b>- 69,015.00</b>	<b>- 69,015.00</b>	<b>- 52,893.00</b>	<b>76.64%</b>
Total Operating Expenses	52,621.00	60,000.00	22,973.00	38.29%
Total Contributions to Reserves	-	587.00	-	
Amortized asset expense	8,428.00	8,428.00	-	0.00%
<b>Total Sewer Expenses</b>	<b>61,049.00</b>	<b>69,015.00</b>	<b>22,973.00</b>	<b>33.29%</b>
<b>Total Revenue</b>	<b>- 1,838,131.00</b>	<b>- 4,020,780.00</b>	<b>- 1,723,084.30</b>	<b>42.85%</b>
<b>Total Expense</b>	<b>1,524,006.00</b>	<b>4,238,153.00</b>	<b>838,056.38</b>	<b>19.77%</b>
	<b>- 314,125.00</b>	<b>217,373.00</b>	<b>- 885,027.92</b>	

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## REPORT TO COUNCIL

Author: Marjorie Dobson, CAO  
Date: July 17, 2023  
RE: 2023 2<sup>nd</sup> Quarter Progress Report on the Strategic Plan

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### **RECOMMENDATION(s):**

That Council receives this report on the goals, objectives and targets outlined in the Village of Port Clements 2021 – 2025 Strategic Plan.

### **BACKGROUND:**

Council requires regular updates to review progress on their Strategic Plan to make any adjustments needed to ensure deliverables can be accomplished within identified timelines.

On April 19, 2021, Council adopted their 2021-2025 Strategic Plan outlining their targets and capital priorities for the next five years. On January 17, 2022, Council adopted their Updated Strategic Plan 2021-2025. Council has not otherwise reviewed or updated their strategic plan, but all not-started or in-progress priorities identified from 2022 have been rolled over into priorities identified for 2023. This report does not list or include the projects that were targeted for and completed in prior years, so this report does not serve as a progress report on the entire 2021-2025 Strategic Plan overall. This report provides updates on each of the Council's Strategic Priorities as of the 2<sup>nd</sup> quarter of 2023 from the beginning of 2023.

### **SUMMARY OF RESULTS:**

For 2023, in the Strategic Plan, Council set a total of 15 core services targets and 9 Council initiative targets to be completed this year (i.e. by the end of 2023). Of those, **4% (1) are COMPLETE**, **54% (13) are IN PROGRESS**, and **42% (10) are NOT STARTED or ON HOLD**.

### **DETAILED RESULTS:**

#### **Creating Stability and Capacity in the Village Office**

**GOALS:** *To increase staff capacity to maintain municipal operations, operate infrastructure and manage existing and future projects while supporting the Village Council.*

*To ensure Council has the knowledge and training to provide effective, efficient and transparent governance for the municipality.*

To be Completed in 2023	Ongoing
CORE SERVICES	<ul style="list-style-type: none"><li>• Senior Finance Manager training for Chief Financial Officer (CFO) role</li><li>• Training for Village Staff</li></ul>
COUNCIL INITIATIVES	

## Village of Port Clements - Report to Council

	<ul style="list-style-type: none"><li>• Focus on operational efficiencies in the Village office</li><li>• Council governance training</li></ul>
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### Maintaining and Improving Existing Infrastructure

**GOALS:** *To develop short and long term plans to ensure our assets are well-maintained and the community is a good place to live.*

*To ensure that infrastructure projects include an assessment of ongoing operating and maintenance costs.*

*To complete projects/initiatives within their scope, schedule and budget, involving Council at all key decision points.*

*To improve community safety and ability to respond to emergencies.*

To be Completed in 2023
<b>CORE SERVICES</b> <ul style="list-style-type: none"><li>• Sewer Lagoon, lift station(s) compliance upgrade – <b>IN PROGRESS</b></li><li>• Water Treatment Plant upgrades:<ul style="list-style-type: none"><li>○ Well # 3 connection – <b>IN PROGRESS</b></li><li>○ Chlorine shed repairs – <b>IN PROGRESS</b></li><li>○ Asbestos cement water line replacement – <b>IN PROGRESS, PRELIMINARY</b></li><li>○ Operating System Upgrades – <b>NOT STARTED</b></li></ul></li><li>• Clinic heat return ventilation system &amp; heat pumps, drainage, building assessment – <b>IN PROGRESS, LOOKING FOR GRANTS</b></li><li>• Heat pumps for St. Marks, Community Park Bathroom, Water Pump House – <b>IN PROGRESS, LOOKING FOR GRANTS</b></li><li>• Public Works Salt/Sand Shed/Pellet Storage – <b>IN PROGRESS</b><ul style="list-style-type: none"><li>○ Biomass Supply – <b>NOT STARTED</b></li><li>○ Fire Hall Heat Supply – <b>NOT STARTED</b></li></ul></li></ul>
<b>COUNCIL INITIATIVES</b> <ul style="list-style-type: none"><li>• Sunset Park Campground upgrade – <b>IN PROGRESS</b></li><li>• Community Park improvements:<ul style="list-style-type: none"><li>○ Tennis Court Revitalization -- <b>IN PROGRESS</b></li><li>○ Soccer Field – <b>NOT STARTED</b></li><li>○ Bathroom Security -- <b>IN PROGRESS, GRANT APPROVED</b></li><li>○ Playground Fencing – <b>NOT STARTED</b></li><li>○ Playground Equipment – <b>NOT STARTED</b></li></ul></li></ul>

### Improving Livability and Revitalizing the Economy

**GOALS:** *To encourage island governments working together for the betterment of all island communities.*

*To support and encourage local industries and businesses to grow through new opportunities and partnerships.*

*To support and encourage volunteers and volunteer organizations and their contributions to the local economy.*

*To develop community recreation options and promote a healthy lifestyle for all ages.*



## Village of Port Clements - Report to Council

*To maintain and operate our Parks and Recreation facilities and spaces for the benefit of the community and make improvements as budget and staff capacity allow.*

To be Completed in 2023	Ongoing
<b>CORE SERVICES</b> <ul style="list-style-type: none"><li>• Update Emergency Preparedness Plan – <b>NOT STARTED</b></li><li>• Review Community Wildfire Protection Plan – <b>NOT STARTED</b></li></ul> <b>COUNCIL INITIATIVES</b> <ul style="list-style-type: none"><li>• Vibrant Community Commission<ul style="list-style-type: none"><li>○ Downtown core beautification projects – <b>IN PROGRESS</b></li><li>○ Tourism Signage – <b>NOT STARTED</b></li><li>○ Sunset Trail Improvement Project – <b>IN PROGRESS</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Community Forest Development</li></ul>

### Encouraging and Supporting Land Development

**GOALS:** *To encourage and support the development of residential properties within the municipality.*

*To support the development of senior's housing options.*

*To encourage and support the sale and development of industrial properties for job creation.*

*To increase the number of young families living in the community.*

To be Completed in 2023
<b>CORE SERVICES</b> <ul style="list-style-type: none"><li>• OCP/Zoning/Subdivision modernization – <b>IN PROGRESS</b></li><li>• Coastal Erosion and Flood Mapping study (Regional partnership) – <b>COMPLETE</b></li><li>• Document Village Rights-of-Way (ROW)/ Roads &amp; ROW upgrade design study – <b>NOT STARTED</b></li></ul> <b>COUNCIL INITIATIVES</b>

### IMPLICATIONS:

**STRATEGIC:** The 2023 Strategic Plan was developed at Council's direction and incorporated resident feedback in the initial 2021-2025 Strategic Plan.

**FINANCIAL:** The completion and adoption of the 5-year Strategic Plan has informed Budget Development for the 5 Year Financial Plan and provided direction for grant applications.

**ADMINISTRATIVE:** The adoption of the 5 -year Strategic Plan has formed the basis of the annual work plan for administrative and public works staff.

Respectfully submitted  
Marjorie Dobson, CAO

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# REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: July 17, 2023

RE: Regular Report on Current Operations

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## 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:

#### **Prospective Personnel**

To date, we have received one application, and one enquiry. We are hoping to have the position filled before the contract for the Canada Summer Jobs worker ends.

#### **Drought Conditions**

Drought and water scarcity continues to affect BC, and Port Clements is no exception. Conditions in town are extremely dry and the adverse effects on our water supply cannot be ignored. The reduced rainfall and the continued dry weather forecast are likely to affect our aquifers.

To bring further awareness to water users, the Village will be placing a special brochure in residents' mailbox during the week.

#### **Canada Days Celebrations**

For the second consecutive year, the Village had a booth at the Community Park with the aim among other things to:

- Promote village property popularly known as the M&B sub-division and get residents insight as to how they would want the area to be developed. These ideas will be collated for reference when the planning phase of the development begins.
- Bring awareness of the new Accessibility British Columbia Legislation which becomes effective September 2023, and to encourage residents to be a part of the Port Clements accessibility committee.

**Washroom Facilities:** In preparation for the festival, the washrooms at the Community Park were examined, and their functions were limited and therefore not adequate to serve the expected crowd. Staff secured portable toilets for the occasion.

The washrooms are plagued with structural issues, resulting in constant plumbing and freeze-up problems. In addition, there is evidence of occasional vandalism.

#### **Land Development**

The Village has submitted application to the Federation of Canadian Municipalities for a Planning Grant and is awaiting their response. The aim is to secure a professional to assist in the planning process of this property development.

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## **Federal Legislation**

Amendments are being made to Wastewater Systems Effluent Regulations (WSER). The Department of Environment and Climate Change Canada has identified implementation issues that are impacting the ability of regulatees to comply with regulations. The objective of the proposed amendment is to strengthen environmental protection, improve transparency, and regulatory oversight in the management of wastewater effluent. The proposed amendment aims to support regulatees in meeting the objectives and address administrative and operational challenges that have been identified. The suggested amendments were developed from consultations with key stakeholders including municipalities, and indigenous communities, and is scheduled to come into effect during the fall of 2024.

## **The Official Community Plan**

Work continues with the Official Community Plan (OCP) as the consultant and staff work on the recommendations from stakeholders including focus groups, and the Advisory Committee.

## **Critical Infrastructure**

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

The staff continue to search for external sources of funding to offset the budget imbalance due to increased costs. To date there has been no response from within the province. Staff has contacted the Federal government for assistance. In addition, the political representatives for Port Clements have been informed of the budget deficit situation.

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

The outfitting of Well #3 for incorporation into the existing water system continues to be affected by delays in supplies of materials.

## **Other Infrastructure: & Projects**

The process of completing other Capital projects continues These including.

- The Community Park upgrade- installing new fencing, repairing tennis court, washroom murals, security etc
- Improvement of the Public Works Yard – Storage Building for Public Works
- Sunset Park Revitalization- bird tower, trails, bridges etc.

## **Community Gardens**

The contractor has started the work on the flower gardens. However the process of revitalizing the gardens is slow and definitely requires more than a year due to their present conditions.

## **Public Works**

- Shout out to the few dedicated volunteers that enabled a return to Port Days during the Canada Day long weekend a wild success this year.
- Sports court rehabilitation project continues. Fencing continues under a combination of own forces and contract labour. Court resurfacing continues.
- Sewer: Continued support of engineers and administration towards wastewater system upgrades. Monthly effluent tests show an improving trend, though still out of compliance with Provincial MOE permit requirements. PW is targeting summer months

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of July and August to fulfil requirements of recent lift station pump maintenance assessment.

- Water: Awaiting report from Northern Health Authority following up after June 21<sup>st</sup> site inspection. This was performed by an NHA Environmental Health Officer as well as a new drinking water Engineer, who was very thorough and supportive of current operations, with a particular understanding of pressures faced by small communities where permit compliance is concerned.
  - Special mention should go to water supply during the current unprecedented June/July dry spell: We are producing water at our current maximum, running both wells at maximum capacity, and during the day this is not enough to either sustain or replenish reserves, requiring recovery during nighttime hours. Not a great situation, as this also affects our ability to flush distribution system and backwash the treatment filters, let alone sustain adequate reserves for firefighting. A request for voluntary water conservation has been made with apparent limited uptake. This situation can only be alleviated long term by fulfilling the entire strategic priority of our Well Completion program, which is suffering from ongoing delays due to apparent supply chain issues, as well as more onerous requirements around permit compliance.
- Mowing: PW has reduced mowing frequency as requested, in greenspaces where appropriate. Combination of cold spring followed by a severe continuing dry spell has resulted in a heavily reduced requirement for mowing, freeing up PW staff for other projects and operations.
- Industrial Road: Road edges have been thoroughly brushed of encroaching Alders, as well as Sewer Lagoon overgrowth. This is, roughly speaking, performed as needed, approximately every second year, by contractor. Cost of this service has doubled in the past 4 years.

Respectfully submitted:

Marjorie Dobson, CAO

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**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	

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