

The Village of **PORT CLEMENTS**

"Gateway to the Wilderness"

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

36 Cedar Avenue West

7:00 PM Regular Meeting of Council, Monday, October 16th, 2023

AGENDA

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

- ADOPT AGENDA
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS
- 3. MINUTES
 - M-1—September 18th, 2023, Regular Council Meeting Minutes
 - M-2— September 22nd, 2023, Special Council Meeting Minutes
 - M-3—October 10th, 2023, Committee of the Whole Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS
- 5. ORIGINAL CORRESPONDENCE
 - C-1—INFORMATION September Board Highlights North Coast Regional District
 - C-2—INFORMATION Accessible Playground Project Office of MLA Jennifer Rice
 - C-3—INFORMATION VIRL 2024 Budget Vancouver Island Regional Library
 - C-4—INVITATION/INFORMATION— Okanagan Chinook potential listing under Species at Risk Act Fisheries and Oceans Canada.
 - C-5—INVITATION—Youth Parliament of British Columbia British Columbia Youth Parliament Alumni Society
- 6. FINANCE
 - F-1—3rd Quarter 2023 Financial Report Senior Finance Manager Bell
- GOVERNMENT
 - G-1 Recommendation from COTW
 - G-2 Grant Application for 2024 PCVFD Equipment Upgrade project
 - G-3— Grant Application for Boat Launch Upgrade project
- 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:
 - (c) labour relations or other employee relations;
- 13. ADJOURNMENT



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Minutes of the Regular Meeting of Council, Monday, September 18th, 2023

Present:

Councillor Brigid Cumming – via conference Councillor Kazamir Falconbridge – via conference Councillor Dennis Reindl Not Present: Mayor Scott Cabianca Councillor Wayne Nicol

Acting CAO Elizabeth Cumming

Members of the public: Sgt. Damon MacDonald (delegate), Tom Soames (delegate), Alannah Dickson (delegate).

Meeting Called to Order at 7:00 PM

Councillor Dennis Reindl: 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.

ADOPT AGENDA

2023-09-216—Moved by Councillor Falconbridge, seconded by Councillor Cumming THAT Council adopts the September 18th, 2023, Regular Council Meeting with the addition of the second quarterly policing report to the delegation of D-1. **CARRIED**

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1— Quarterly Policing Report/RCMP Role with Municipal Bylaw Enforcement -- Sergeant Damon MacDonald, RCMP Masset Detachment

Councillor Nicol joined the meeting at 7:12 PM in person Councillor Falconbridge left meeting at 7:27 PM

D-2 — BC Ambulance Service -- Tom Soames, BC Ambulance

Councillor Nicol left the meeting at 8:02 PM
Councillor Falconbridge rejoined the meeting at 8:03 PM
Councillor Nicol rejoined the meeting at 8:03 PM via conference
Mayor Scott Cabianca joined the meeting at 8:03 PM via conference

3. MINUTES

M-1—August 22nd, 2023, Regular Council Meeting Minutes 2023-09-217—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT the August 22nd, 2023, Regular Council Meeting Minutes be adopted as presented. **CARRIED**

M-2— August 29th, 2023, Special Council Meeting Minutes 2023-09-218—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT the August 29th, 2023, Special Council Meeting Minutes be adopted as presented. **CARRIED**

W

M-3—September 5th, 2023, Special Council Meeting Minutes 2023-09-219—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT the September 5th, 2023, Special Council Meeting Minutes be adopted as presented.

CARRIED

M-4—September 5th, 2023, Committee of the Whole Meeting Minutes 2023-09-220—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT the September 5th, 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 Board Highlights North Coast Regional District
- C-2—INFORMATION –NCRD Solid Waste Management Plan Consultation Update North Coast Regional District
- C-3—INFORMATION Quesnel Highway 97 North-South Interconnector Project Village of McBride
- C-4—INFORMATION/REQUEST New Tank Farm Terry Wallace
- 2023-09-221—Moved by Councillor Cumming, seconded by Councillor Falconbridge
- THAT Council receives C-1 to C-4 for information.

CARRIED

C-5—REQUEST – Support for Grant Application -- Misty Isles Economic Development Society 2023-09-222—Moved by Councillor Falconbridge, seconded by Councillor Cumming THAT the Village of Port Clements council supports an application by the Misty Isles Economic Development Society (MIEDS) to the Rural Economic Diversification and Infrastructure Program for up to \$50,000 towards the 2024 MIEDS Comprehensive Review and Strategic Plan"

CARRIED

C-6—REQUEST – Support for Grant Application – Haida Gwaii Regional Recreation Commission 2023-09-223—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT the Council of the Village of Port Clements supports an application by the Haida Gwaii Regional Recreation Commission for an application to the New Horizon's for Seniors grant program for \$25,000 in funding for their seniors transportation pilot project.

CARRIED

C-7—INVITATION—Heritage Conservation Act Transportation Project Sessions – HCA transformation Project Team

2023-09-224—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT Council receives for information.

CARRIED

C-8—INVITATION—Crown Land Application – FrontCounterBC 2023-09-225—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT Council receives for information.

CARRIED

C-9—RESPONSE— Bulkley Valley District Hospital in Smithers -- Honourable Minister Dix, Ministry of Health

2023-09-226—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT Council receives for information.

CARRIED

Pi

6. FINANCE

7. GOVERNMENT

G-1— Recommendation from COTW

2023-09-227—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT Council accept the recommendation from the Committee of the Whole meeting to invite the RCMP to a Council Meeting to discuss the RCMP's role and recommendations on bylaw enforcement, such as regarding dogs and fireworks issues, AND THAT Council will not pursue a dog park at this time. **CARRIED**

G-2—Request for Permissive Tax Exemption/Permissive Tax Exemption Bylaw, No. 482, 2023 2023-09-228—Moved by Councillor Falconbridge, seconded by Councillor Cumming THAT Council does 1st, 2nd, and 3rd reading of "Permissive Tax Exemption Bylaw No. 482, 2023" **CARRIED**

G-3—Berthage and Moorage Bylaw #483, 2023 2023-09-229—Moved by Councillor Falconbridge, seconded by Councillor Cumming THAT Council does 1st, 2nd, and 3rd reading of "Berthage and Moorage Bylaw #483, 2023" CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson R-1—INFO – Crown Land Purchase process

Mayor Cabianca: Currently in Vancouver attending UBCM, today dealing with introductions/registration and attending a housing forum. Before heading off, attended infrastructure tour with Councillor Reindl, informative but did not get very far into it – would like to schedule another tour to continue where it left off.

Councillor Cumming: Will be attending upcoming Community Futures meeting.

Councillor Falconbridge: Ongoings with Rangers and Ambulance. New Fire Tanker is on its way, should be arriving in new year. Will be away from September 19th until September 27th.

Councillor Nicol: Still waiting for Vibrant Community Commission to reach out, heard nothing so far and there has not been the requested report to Council yet.

Councillor Reindl: Attended infrastructure tour with Mayor Cabianca, will need to continue it when he is back on island. Will be gone at the end of the week and not back until October 15th. Will need alternates to attend the upcoming MIEDS and NDIT meetings.

2023-09-230—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT Council receives the verbal and written reports from Staff and Council as presented. **CARRIED**

2023-09-231 — Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT Council forward the report on the Crown Land Purchas Process to strategic planning for consideration to identify crown land within or adjacent to the Village that the Village might want to pursue.

CARRIED

W-1

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;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

2023-09-232—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT Council moves in-camera as per section 90(1)(a)(c)(g)(i) of the *Community Charter* at 8:30 PM. **CARRIED**

13. ADJOURNMENT

2023-09-233—Moved by Councillor Cumming, THAT Council adjourns this meeting at 9:51 PM. **CARRIED**

Councillor Dennis Reindl	Acting CAO Elizabeth Cumming





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Not Present:

Councillor Wayne Nicol

Minutes of the Special Meeting of Council, Friday, September 22nd, 2023

Present:

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

Acting CAO Elizabeth Cumming

Members of the public: none

Meeting Called to Order at 5:00 PM

Mayor Scott 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.

ADOPT AGENDA

2023-09-234—Moved by Councillor Reindl, seconded by Councillor Cumming THAT Council adopts the September 22nd, 2023, Special Council Meeting agenda as presented. **CARRIED**

GOVERNMENT

G-1— Permissive Tax Exemption Bylaw, No. 482, 2023
2023-09-235—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council reconsiders and adopts "Permissive Tax Exemption bylaw, No. 482, 2023"
CARRIED

G-2— Berthage and Moorage Bylaw #483, 2023 2023-09-236—Moved by Councillor Cumming, seconded by Councillor Reindl THAT Council reconsiders and adopts "Berthage and Moorage Bylaw #483, 2023" CARRIED

G-3— Application Review – Liquor and Cannabis Regulation Branch
2023-09-237—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council opts out of the review process for the submitted application for Liquor Primary Licence
#033193 and directs staff to respond accordingly.

CARRIED

ADJOURNMENT

2023-09-238—Moved by Mayor Cabianca
THAT Council adjourns this special meeting at 5:03 PM
CARRIED

Mayor Scott Cabianca Acting CAO Elizabeth Cumming

M. S.



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7:00 PM, Tuesday, October 10th, 2023 Minutes of Committee of the Whole

Present:

Councillor Brigid Cumming - via conferencing Councillor Kazamir Falconbridge Councillor Wayne Nicol – via conferencing Not Present:
Mayor Scott Cabianca
Councillor Dennis Reindl

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Maureen Bailey, Marilyn Bliss, Bev Lore, Linda Berston.

Meeting Called to Order at 7:04 PM

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

ADOPT AGENDA

2023-10-239—Moved by Councillor Cumming, THAT the Committee adopts the October 10th, 2023, Committee of the Whole Agenda as presented. **CARRIED**

2. REPORTS & DISCUSSIONS

D-1-Bayview/Dyson Corner

- Discussion began with identification of materials included in the agenda package and read out report
 aspects to public to clarify what the meeting is about, that it is looking for proposals/suggestions from
 the committee on the property that could be forwarded to strategic planning.
- The discussion brought up that people were pretty sure that the property is a brownfield, given its known history and it is suspected that it has old gas tanks on site. Even a concrete pad might be a challenge with brownfield potential; anything that disturbed the soil may be an issue, which limits development potential. Staff identified that it was important to have brownfield testing if the Village wanted to pursue development. However, discussion identified that it might be a big mistake to start digging/testing as it may take decades to remediate and lose access to the site while it is occurring (ex. it might take a while to test for volatile compounds and remove the waste). The chevron site (which has old gas tanks) started remediation in the 80s/90s and is still ongoing; the chevron site across from the pub had the top 2-3 metres of ground scrapped away and hauled to the landfill to sit (naturally removes itself over time). Might be able to get some funding to help with it but would prefer to feign ignorance unless forced to recognize it.
- The discussion touched on how the Vibrant Community Commission (VCC) previously put in a grant application to develop the property in the past but was unsuccessful. At the time the plan was a single-level building on the existing concrete slab on the property for a passive information centre/notice board and school bus shelter as the main priority. The plan was to have a few loads of soil, parking on perimeter (with highways to culvert the area on Dyson/Bayview). While there was an initial idea for a laundromat/shower facility, they moved away from that and amended the plan as they felt those facilities would be better located in the campground. They had architectural renderings of this proposal as well parking, roads and building were the main elements but plan to bring in materials to plant grass, to level without excavating and build and open building. Signs would be driven into the

- ground (no excavating). Idea was that there would be parking on 3 sides (on two entrances on property, and then in laneway). They had applied for the maximum amount in case they got it, but not projects that they applied for got grant funding (they were very competitive grants).
- Ideas brought up in the discussion: passive information kiosk (with poster spot), parking space (for overflow parking, carpooling using thick, seal coated crush), showers/laundromat facilities, electrical vehicle charging, table/kiosks, building some surface concrete (ex. two or three booths for farmer market or food truck slab on grade), picnic tables, benches, flowers/landscaping (in above ground planters that can be moved and general greenspace), large community map (showing locations and distances from location), simple shelter/bus stop, welcome sign (big one), information table (covered with plexi-glass and shows attractions, roads, parks, campgrounds), and Christmas lights. There was also identified that would like to see the long ditches around the property culverted and holes filled around the corner, as well as consideration of wind directions when it comes to location of things like bus stops. There was also discussion that some things like the idea of a bus shelter could be multipurpose doubling as a sign and map (one either side of the bus stop, on the inside/outside) rather than being separate structures. A bus stop shelter could be developed on the existing concrete slab (12 m x 6 m), and could be angled away from prevailing winds.
- Discussion also brought up identification of things that they did not want to see developed, due to safety (property is one of the worst corners for trucks/traffic) and maintenance cost concerns: do not want a park or children's playground area.
- There was some areas of debate on some of the ideas brought forward. Some people did not want to see a laundromat/shower facility at the property or generally being undertaken by the Village (some suggested that such facility would be better at campground, while others identified that campground is 1-2 metres above the tide without a sewer system in area and cannot do septic so the community park would be the better location for such as facility (maybe combined with building new, winterized, year-round washrooms or other development of the Community Park); but then it was questioned on how such a facility would be looked after by the Village and the maintenance/operational burden it would be, especially given that there is a history of private laundromats going out of business in the community and generally being misused by people). There was also some objection to the idea of charging stations (unless it could be done without digging holes), as such development could trigger permits/soil testing, but also that they may be more appropriate to be located closer to the town centre (such as at the Museum). It was identified that putting crush down can be an issue unless fabric liner and other steps are taken as weeds can grown through, and then there is ongoing maintenance with sediment buildup and weed management that way (however, it was countered that crush can be seal coated to help with weed management). There was also clarification that there are existing welcoming signs at the entrances to the Village at the highway turnouts (but with low visibility due to branches being in the way), as well as entrance/directional signage at Dyson corner (across the street from the property). Some identified preference for in-ground landscaping and not having planter boxes due to maintenance as they do not last long if they are not concrete.
- General discussion attitude was to keep the development minimal and simple so that it has minimal
 upkeep needs. Especially as previous survey of residents for the 5-year strategic plan overwhelmingly
 (63%) identified it as not important to develop the property.

2023-10-240 — Moved by Councillor Cumming,

THAT the Committee recommends to Council that the Village looks at putting down seal-coated crush, make a bus shelter on the slab, and that the bus shelter include a map of Port, an information board, some directional signage and welcome signage and that the whole project include some landscaping and to not disturb the land.

CARRIED

Meeting end at 7:54 PM		
Councillor Kazamir Falconbridge	CAO Marjorie Dobson	
October 10 th , 2023, Committee of the Whole Minutes	Page 2 of 2	E.



Board Highlights

September 2023

Delegations:

Des Nobels provided an update of the Groundfish Development Authority. The Chair of the Board thanked Mr. Nobels for his delegation.

Board Business:

- 1. The Board resolved to provide a letter of support to the Misty Isles Economic Development Society for its application to the Rural Economic Diversification and Infrastructure Program for up to \$50,000.
- 2. The Board resolved to approve the use of 2022 Local Government Climate Action Program funding to fund the purchase of new recycling bins in Port Edward, B.C.
- 3. The Board resolved to direct staff to initiate and maintain an ongoing public education campaign for planning services in rural areas.
- 4. The Board resolved to support approval of renewing tenure for the operation of the Sandspit Harbour Marina.
- 5. The Board resolved to direct staff to prepare a grant application to the B.C. Active Transportation Infrastructure Grant Program for active transportation network planning at the Anvil Trail.
- 6. The Board appointed members to the Haida Gwaii Accessibility Committee.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.



Elizabeth Cumming

From: Rice.MLA, Jennifer < Jennifer.Rice.MLA@leq.bc.ca>

Sent: October 3, 2023 12:11 PM

To: Elizabeth Cumming

Cc: CAO

Subject: RE: Inquiry - Accessible Playground Project - Port Clements Elementary School

Hi Elizabeth, I hope you are well,

Here is the latest from the ministry about the progress of the Accessible Playground Project - Port Clements Elementary School.

- Since 2018, the provincial government has invested \$35 million towards building new playgrounds at 256 schools in BC, benefiting more than 63,000 students.
- Haida Gwaii School District (SD50) received \$105K in 2018/19 for a new playground at Tahayghen Elementary.
- SD50 received \$165K in 2022/23 for a new playground at Port Clements Elementary.
- Ministry discussions with SD50 staff have indicated there were project delays with the Port Clements
 playground project due to supplier issues related to geographical remoteness of Haida Gwaii.
- SD50 has recently worked through those issues and are currently tendering the project for supply and
 installation to be completed in the coming months, weather permitting.

If you have any further questions, please don't hesitate to ask. Kind Regards,

Georgia Riddell (She/Her)

Constituency Assistant | Jennifer Rice, MLA North Coast P:250-624-7734 | TF: 1-866-624-7734 | F: 250-624-7737 290 - 309 2nd Ave West, Prince Rupert, BC, V8J 3T1

Hours: Tuesday-Friday 9:00am-4:00pm

Georgia.Riddell@leg.bc.ca Newsletter | Facebook | Twitter | Website We respectfully acknowledge that the North Coast constituency is home to the unceded traditional territories of many nations, including the Tsimshian, Haida, Heiltsuk, Nuxalk, Wuikinuxv, and Kitasoo/Xai'xais Peoples.

From: Elizabeth Cumming <deputy@portclements.ca>

Sent: Tuesday, October 3, 2023 11:29 AM

To: Rice.MLA, Jennifer < Jennifer.Rice.MLA@leg.bc.ca>

Cc: CAO <cao@portclements.ca>

Subject: RE: Inquiry - Accessible Playground Project - Port Clements Elementary School

Good Morning Georgia,

6-2

Elizabeth Cumming

Subject:

FW: VIRL 2024 Budget Adopted - Port Clements

From: Mariah Patterson < MPatterson@virl.bc.ca > Sent: Tuesday, September 19, 2023 11:02 AM

To: CAO <cao@portclements.ca>; Scott Cabianca <s.cabianca@portclements.ca>

Cc: Kazamir Falconbridge <k.falconbridge@portclements.ca>; Jennifer Rice - North Coast (jennifer.rice.MLA@leg.bc.ca)

<iennifer.rice.MLA@leg.bc.ca>; Taylor Bachrach, MP, Skeena-Bulkley Valley (Taylor.Bachrach@parl.gc.ca)

<Taylor.Bachrach@parl.gc.ca>; Ben Hyman <BHyman@virl.bc.ca>; Eileen Gillette <EGillette@virl.bc.ca>

Subject: VIRL 2024 Budget Adopted - Port Clements

Greetings,

We are writing to inform you the VIRL Board adopted a 2024 Budget at its September 16 meeting.

Budget 2024 forecasts VIRL's projected economic year given continuing demand for services in an increasingly complex environment. The 2024 total budget is \$38M. Local government levies will contribute \$32.5M, an overall increase of 3.4% over 2023. The Budget was unanimously supported. Please know that a proposal to adjust VIRL's Reserves was also passed by the Board. The new reserves contributions and reporting framework will better align with Local Government practices. A technical briefing will be offered to member local government finance staff in September.

Per the legislated formula, the Village of Port Clements' total levy contribution for 2024 will be \$14,828. New for 2024: VIRL's member local governments can choose to be invoiced monthly rather than quarterly, if that is their preference.

VIRL delivers tremendous economies of scale and significant returns on investment, by working with 38 local governments across a 42K km² service area. Our collective services are a demonstrable commitment to livability and affordability, and are enjoyed by nearly a third of residents overall. These services include free access to dynamic programming and events, bookable meeting rooms, and 39 branches that are essential Third Spaces in communities large and small. VIRL has the third-largest public library collection in BC, featuring downloadable e-books, audiobooks, digital news, streaming services, children's materials, and much more.

The Budget 2024 commits to operating continuity and maintains major Capital commitments, including the completion of the Masset Library and Haida Language Immersion Lab. Budget 2024 also reflects VIRL's new vision - a thriving, connected, cohesive and empowered region of Island and coastal communities. To achieve this vision, VIRL is preparing to introduce its new strategic plan next month. We will write to you again then.

Thank you for your continuing support.

Sincerely,

Erin Hemmens Chair, VIRL Board of Trustees

And

Ben Hyman

6,3



2024 VIRL Budget

Adopted September 16, 2023 By Vancouver Island Regional Library Board of Trustees





Vancouver Island Regional Library Administration

Box 3333 = 6250 Hammond Bay Road Manaimo, BC Canada V9R 543 t: 250.758 4697 | e: info@virl.bc.ca

virl.bc.ca



2024 VIRL Budget

Overview

VIRL is funded primarily through operating levies from each member organization. The annual budget is constrained by the availability of revenues, which fund the annual operating expenditures. As communicated with the Board on June 3, 2023, the guiding principles for the 2024 budget development process are:

- Maintain VIRL's existing service level standards.
- 2. Reduce budgets for any maintained cost efficiencies and seek out additional cost efficiencies where it will not impact VIRL's overall service level standard.
- 3. A recognition the 2024 levies may increase above the historical guideline of 2 3% annual increase but any projected levy increases will be in line with the provincial or national projected inflation increase as at the timing of the presentation of the budget.

Budget Assumptions Process

For the 2024 budget process, staff developed preliminary estimates on a modified "needs based" approach for all operating expenses. This approach involved examining the year's variance reports, as well as historical spending patterns and inflation integration of 4% to project 2024 expenditure budget requirements. All department heads were involved in this participative budgeting model. This method provides a global picture of VIRL's cost pressures and allows for detailed discussion of where to prioritize spending.

Inflation Indicators and Impact on Revenue

Inflation will continue to be a considerable factor in the budget development process. Inflation indicators at the beginning of the budget process in April 2023 were suggesting a 12-month average inflation rate of 4.7% with projections that this will level out to 4% by the end of 2023. Updated inflation indicators show that inflation is starting to come down slightly, with newer projections for the country at around 3.4% for the next 12 months. The detailed budget includes an operating levy projection with a 3.4% increase over the 2023 levy. This reduced levy from the original high-level budget was achieved through identifying cost cutting measures.

Revenue

VIRL anticipates continuing to receive approximately 95% (2023 - 95%) of its revenue from member levies and approximately 5% (2023 - 5%) from government grants. The remaining <1% (2023 - <1%) is made up of ancillary revenues such as interest income and miscellaneous fees (photocopiers, sale of promotional items, room rentals, etc.).

Operating Expenditures

Assumptions and Analysis

The cost of operating library facilities continues to be a significant component of VIRL's overall budget at 18% (2023 – 20%). Utilities and other facilities related costs (such as security, landscaping, janitorial and telecommunications) are also projected to rise by more than inflation in 2024. This is a combination of enhanced services (such as security), as well as renegotiated fixed contracts (such as janitorial).



The individual impact of these projected increased costs can be seen in the business case summary below.

Lease fees, given their fixed nature, tend to increase at a rate more than inflation in the year of a renewal. VIRL is seeing the impact of accumulated inflation as long-term leases in both information technology and facilities as leases have been renewing at closer to market rates. The overall lease budget is represented by:

	2024 Budget	2023 Budget	2022 Actual
IT Lease Costs	\$ 122,200	\$ 94,098	\$ 130,601
Facilities Lease Costs	2,258,794	2,166,735	2,236,809
Total Lease Fees	\$ 2,380,994	\$ 2,260,833	\$ 2,367,410

VIRL occupies a total of 109,971 square feet (2023 – 109,971 sq ft) across 33 leased locations. The landlord groups can be split into three categories (1) private (2) public non-municipal and (3) public municipal. An analysis of the weighted average cost of rent per square foot shows that private and public municipal rental rates are similar, whereas public non-municipal rates tend to be substantively less expensive per square foot. Public municipal and private rates have been increasing faster than public non-municipal rates but are still in line with inflation with an approximate annual increase of 4%.

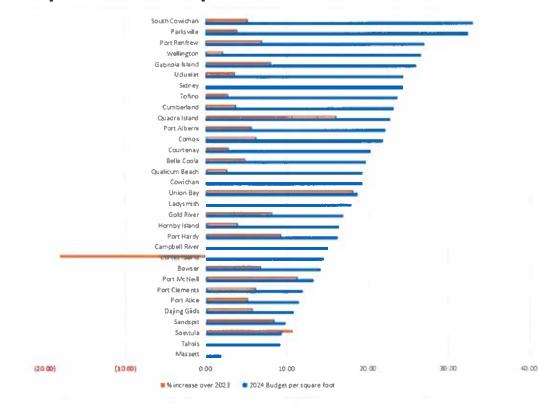
Analysis of Facility Lease Costs

(30.00)

	2024 Budget	Per SF	2023 Budget	per SF	2022 Actual	per SF
Private (10 locations)	\$	21.81	\$	20.90	\$	20.91
Public Non-Municipal (7 locations)		16.14		15.87		15.24
Public Municipal (15 locations)		20.29		19.43		19.99

Broken down by municipality, we can see that rates are generally increasing in the more rural and smaller locations at a quicker pace than larger and more urban locations.

Analysis of Facility Lease Increases by Location



c-3

Other changes in operating expenses, while larger in percentage, have a smaller overall impact on the total budget. Examples include an uplift to travel expenses to a pre-COVID level with a total impact of 0.6% (2023-0.6%) of the overall expenditures budget. Some other small budget changes are related to right-sizing budgets to historical spending patterns, such as promotion and programming at 0.8% (2023-0.7%) of the total expenditures budget.

Included in the draft 2024 budget are budget requests based on business cases to address the following budget lifts to historical spending patterns:

- HVAC maintenance (\$12,170 ongoing)
- Security guards (\$192,500 ongoing)
- Cleaning (\$86,816 ongoing)
- Offsite storage costs (\$11,348 ongoing)
- Insurance (\$58,906 ongoing)

In addition, there are business case requests for funds for new initiatives in the areas of:

- HVAC upgrade engineering design (\$10,000 one-time)
- Library cards (\$4,290 ongoing)
- Board meeting costs (\$37,727 ongoing)
- IT network remediation (\$259,000 capital + \$22,220 operating one-time)

Wages and Benefits

Assumptions and Analysis

Wages and benefits detailed modelling was undertaken, reflecting the expected 2024 staffing compliment. At the time of preparing the budget, initiatives such as the scheduling and operations review were still underway, therefore, no projections for any cost savings related to this initiative are included in this budget.

The wages and benefits budget line item represents \$15,182,979 in wages (2023 - \$14,711,349) and \$4,239,209 in benefits (2023 - \$4,037,742). The incremental cost in wages is a combination of the following components, each discussed in detail below.

- Cost of living wage increases
- Changes in staffing compliment
- Adjustments to the projected vacancy allowance
- · Changes in benefits entitlement

Cost of Living Wage Increases

Cost of living increments are budgeted across the unionized and exempt employee groups at a rate of 3% or 4% in line with the bargained collective agreements. Pages are projected to have a more substantial wage increase of 15%, made up of 9.5% as the minimum statutory requirement tied to ongoing provincially mandated increases in minimum wage and 5.5% to bring this wage category closer to a living wage.

Changes in Staffing Compliment

A detailed review of funded positions was undertaken this year to match the current staffing compliment with funded FTE's. This review, in combination with planned elimination or consolidation of vacant positions has resulted in a reduction of 3.7 funded FTE's. These adjustments are across all unionized and non-unionized categories as follows:

BCGEU -1 funded FTE CUPE +2.3 funded FTE Exempt - 5 funded FTE Pages + .1 funded FTE



Adjustments to the Projected Vacancy Allowance

In budgeting, a vacancy allowance reduces overall wages budgets for planned or anticipated vacancies, or to represent position which are budgeted at the top of scale where the incumbent is not paid at top of scale. Previously the vacancy allowance was planned to be upheld by holding positions vacant or with planned delays in recruitment, primarily in the exempt employment category.

An analysis of historical actual wages and benefits costs shows this vacancy allowance is unlikely to be fully achieved through cost savings in addition to the other adjustments mentioned throughout this discussion, therefore it was eliminated in the wages budgeting. Any differential between incumbents not paid at top of scale and positions budgeted at top of scale historically has been utilized in year to fund replacement costs for temporary workers for leave replacements. As a result of the detailed FTE and benefits modelling, the vacancy allowance of approximately \$2.3 million in 2023 was eliminated as part of the budget.

Changes in Benefits Entitlement

A detailed budget projection was developed for the 2024 budget. Benefits are becoming increasingly more expensive, some through statutory changes (such as Worksafe premium increases, changes to the Canada Pension Plan or statutory changes regarding sick leave benefits). Other cost increases to benefits are because of recent union negotiations. Inflation also impacts the cost of extended benefits, with the most recent contract renewal with the third-party benefits provider having cost increase of 0% in some categories (such as 0% on life or accidental death and dismemberment) upwards of 10% on dental coverage or 17% on extended health care. Cost of living increases also impact benefits costs as some benefits are tied to an overall wage level (such as employment insurance or pension plan contributions). The 2024 projected cost of benefits for employees is \$4,239,209 (2023 – \$4,037,742) representing a 5% increase.

As a reconciliation of the total impact of all changes in the wages budget:

2023 Wages and Benefits Budget	\$ 15,922,000	% of overall change
Cost of living wage increases	750,000	21%
Changes in staffing compliment	(292,000)	(8%)
Elimination of vacancy allowance	2,840,000	81%
Incremental cost of benefits	201,000	6%
2024 Wages and Benefits Budget	\$ 19,421,000	100%

Impact on Operating Levy

Combining all factors discussed above, the operating levy is projected to increase by 3.4%, which is below the targets discussed with Executive Committee at the May 5, 2023, meeting.

Capital

Appendix 3 lays out the capital plan for the 2024 fiscal year including proposed capital projects.

- Campbell River upgrade is projected to be funded by new borrowings entirely therefore is shown as a full recovery project.
- Furniture and equipment and end user computing refreshes are routine and are in line with previous year budget amounts for these items.
- Public computing computer lease initiative has previously been approved and appears as a capital expense because of accounting rules related to lease agreements of this nature.



- Masset project capital expenses reflect the portion of the overall approved project costs that will be incurred in 2024.
- Nanaimo Harbourfront HVAC refresh is on the capital plan for 2024 which was considered under separate cover.
- Network refresh is phase 2 of an ongoing project that was waylaid in progress due to restrictions on travel during COVID.

The capital levy does not fully cover the projected 2024 capital expenditures, with the remainder funded as a draw down on the reserves (appendix 4).

Conclusion

The detailed budget is presented to the Board of Trustees for review and approval. As outlined in the initial budget objectives, this is primarily an incremental (carryforward) budget with the most significant impacts explained throughout this memo.



Vancouver Island Regional Library 2024 Budget – High Level

Market	2024 Budget	% Change	2023 Budget	2022 Actuals
Revenues	· · · · · · · · · · · · · · · · · · ·			
Grant revenue	1,358,000	4%	1,308,000	1,207,000
Levies Revenue	28,437,000	3%	27,502,000	25,440,000
Other Revenues	140,000	-42%	240,000	127,000
Total Revenues	29.935.000	3%	29,050,000	26,774,000
10fgl VEAGURE2	25,535,000	3/6	23,030,000	20,7 7 4,000
Expenses				
Collections	3,320,000	2%	3,247,000	2,959,000
Contracts	1,089,000	9%	999,000	970,000
Debt Repayment	742,000	-3%	765,000	526,000
Freight and Postage	247,000	4%	238,000	276,000
Interest and Bank Charges	451,000	-24%	594,000	451,000
Lease fees	2,381,000	5%	2,261,000	2,367,000
Office Supplies	207,000	34%	155,000	215,000
Professional Development	123,000	-16%	147,000	98,000
Professional Services	286,000	-1%	288,000	231,000
Promotion and Programming	238,000	31%	181,000	182,000
Repairs and Maintenance	253,000	-12%	286,000	255,000
Travel	189,000	24%	153,000	102,000
Utilities and Facilities Related Costs	1,750,000	37%	1,278,000	1,599,000
Wages and Benefits	19,421,000	22%	15,922,000	16,679,000
Total Expenses	30,697,000	16%	26,514,000	26,910,000
Net income (loss) from operations	(762,000)	-130%	2,536,000	(136,000
Capital				
Capital Levies	4,080,000		0	0
Capital Expenditures	(6,089,000)	139%	(2,550,000)	(120,000
Net capital impact	(2,009,000)		(2,550,000)	(120,000
Contributions to reserves	(1,549,000)	-62%	(4,077,000)	(3,953,000
Draws from reserves	4,320,000	6%	4,091,000	1,974,000
Net draw (contribution) from reserves	2,771,000		14,000	(1,979,000
Net income (loss)	0	0%	0	(2,235,000

Vancouver Island Regional Library		1													
Appendix 1					3						- 1				
Expenditure Budget Detail by Departs	ment - 2024														
Departments		Board			Branches		<u> </u>	Callections			mmunicatio			cutive Direct	
	2024	2023	%	2024	2023	%	2024	2023	%	2024	2023	%	2024	2023	%
Expenses															
Collections				7.0			3,320,000	3,247,000							
Contracts	127	20		-	- 1		14	54		6,000	5,000		(X		
Debt Repayment	10	50		-			-								
Freight and Postage	2			-			<u> 21</u>	- 2		3.90	(1)				
Interest and Bank Charges	33	- 1		11,000	8,000			- 8		7 0.7	75				
Lease fees	14				4,000		179	40		5,000	5,000		52		
Office Supplies	-	* 1		74,000	41,000		3,000	F.		37,000	36,000		1,000	1,000	
Professional Development	4,000	10,000		-	- 1		-	4,000		22	5,000		13,000	7,000	
Professional Services				-	• 1		-	+0		1,000	1,000		23,000	3,000	
Promotion and Programming		-		34,000	37,000					106,000	100,000		8.	1125	
Repairs and Maintenance		-		13,000	26,000		-			15,000	5,000		28	100	
Travel	73,000	35,000		35,000	30,000		4,000	12,000		6,000	6,000		13,000	13,000	
Utilities and Facilities Related Costs	-	-		208,000	207,000			-		334	-5			(0)	
Wages and Benefits	-	•		13,068,000	11,682,000		974,000	964,000		647,000	805,000		505,000	895,000	
Total Expenses	77,000	45,000	71%	13,443,000	12,035,000	12%	4,301,000	4,227,000	2%	823,000	968,000	-15%	555,000	919,000	-40

Vancouver Island Regional Library			(
Appendix 1															
Expenditure Budget Detail by Depart	1														
Departments		Facilities			Finance		Hun	nan Resourc	es	Inform	ation Technolo	EA	Pu	blic Services	
	2024	2023	%	2024	2023	%	2024	2023	%	2024	2023	%	2024	2023	%
Expenses														100000000000000000000000000000000000000	
Collections	-	-		-	-		-			_	- [-	-]	
Contracts	6,000	6,000		252,000	183,000		75,000	55,000		743,000	744,000		7,000	6,000	
Debt Repayment	742,000	765,000		-	-		-	-		-	-		-	-	
Freight and Postage	247,000	238,000		•	-		-	-		-	-			-	
Interest and Bank Charges	428,000	575,000		12,000	11,000			-					-]	-	
Lease fees	2,259,000	2,252,000		-	-					117,000				-	
Office Supplies	3,000	3,000		1,000	1,000		8,000	9,000		26,000	1,000		1,000	20,000	
Professional Development	1,000	1,000		3,000	8,000		100,000	67,000		-	25,000		1,000	18,000	
Professional Services	-			107,000	103,000		75,000	83,000	- 9000	75,000	74,000		5,000	24,000	
Promotion and Programming	-	-			-		1,000	4,000		25,000			72,000	40,000	
Repairs and Maintenance	164,000	240,000		-	-					61,000	15,000		-	-	
Travel	3,000	5,000			2,000		7,000	9,000		27,000	15,000		21,000	24,000	
Utilities and Facilities Related Costs	1,469,000	1,015,000		-			-	-		50,000	45,000		-	-	
Wages and Benefits	577,000	511,000		687,000	641,000		523,000	690,000		897,000	1,119,000		1,334,000	1,150,000	
Total Expenses	5,899,000	5.611.000	5%	1,062,000	949,000	12%	789,000	917,000	-14%	2,021,000	2,038,000	-1%	1,441,000	1,282,000	129

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Vancouver Island Regional Library						
Appendix 1						
Expenditure Budget Detail by Depart	tı					
Departments		Purchasing		Total Exp	enditures	
	2024	2023	%	2024	2023	
Expenses						
Collections	(17)	W. (3,320,000	3,247,000	
Contracts		4.		1,089,000	999,000	
Debt Repayment	14.53			742,000	765,000	
Freight and Postage	-			247,000	238,000	
Interest and Bank Charges				451,000	594,000	
Lease fees	525	- 20		2,381,000	2,261,000	
Office Supplies	53,000	43,000		207,000	155,000	
Professional Development	1,000	2,000		123,000	147,000	
Professional Services				286,000	288,000	
Promotion and Programming				238,000	181,000	
Repairs and Maintenance	7.5	- 21		253,000	286,000	
Travel	1000	2,000		189,000	153,000	
Utilities and Facilities Related Costs	23,000	11,000		1,750,000	1,278,000	
Wages and Benefits	209,000	256,000		19,421,000	15,922,000	
Total Expenses	286,000	314,000	-9%	30,697,000	26,514,000	10



Topic: Security Guards

Background/Overview

VIRL facilities are open to the community. In some locations, however, this level of accessibility attracts persons that may pose a threat to property, themselves and/or others.

Current State

Static guards are in the Campbell River, Courtenay, and Nanaimo Harbourfrount branches while the branch is open. The static guard located on the grounds of Nanaimo North outside of branch hours, was replaced in early 2023 with periodic nightly patrols (frequency adjusted depending on number of reported occurrences).

Future State

This business case seeks to sustain and embed in the budget current service levels of security guards pending formal risk assessments, retendering, and exploration of partnership opportunities with other organizations facing similar security challenges.

Security guards in library spaces is not always an ideal solution. Security guards can often act as deterrents to marginalized individuals and communities. While security guards can, and do, play a pivotal role in de-escalating incidents, and provide much needed support to our library staff, they do require a significant amount of training so our security guards recognize that public libraries encourage people who do not have access to services to use our public space and services. Security guards that work in the library must recognize we welcome everyone and do not profile or discriminate.

Goals Addressed

Business cases must address at least 1 of VIRL's Strategic Plan Goals. Goal(s) are addressed by this business case.

Goal 4: Foster safe, inclusive, and welcoming spaces and collective services

Security guards play an important role in mitigating violence in the workplace and help create safe spaces for staff and patrons. They assist library staff with de-escalation, managing difficult patron behaviour, and assist staff with enforcing the Library Board's <u>Rules of Conduct policy</u>.

Proposal

Propose to continue Footprint Security Guard contracts at Campbell River, Courtenay, Nanaimo Harbourfront, and Nanaimo North.

This would continue the ongoing support needed at the branch dealing with the ongoing homelessness and drug crisis we are experiencing in many of our communities. Based on previous assessments, WorkSafeBC inspections, reports and JOHS Committee assessments, interviews, and recommendations, it is necessary to continue providing a security guard presence at the above locations to support a safe work environment for staff and patrons at urban branch locations.

To not continue providing security guards, without providing adequate replacement, would result in deteriorating workplace conditions that would prevent employees from performing their expected job roles and function, and pose risk to their health and safety.



Business Case: Security Guards

Branches Impacted

The following four branches are impacted:

- Campbell River
- Courtenay
- Nanaimo Harbourfront
- Nanaimo North

Cost Breakdown

Table 1 – Items to Purchase										
Item	Cost	Fiscal Year	Notes							
	N/A									
	N/A									
	N/A		1125.03 - 1.025							
	N/A									
Total cost	N/A									

	Table 2 – VIRL Staff	Time Required
Staff	Number of Hours	Notes
N/A		
Total hours		

Table 3 — Ongoing Costs										
Cost — Static Guard	Amount	Fiscal Year	Notes							
Campbell River	40,830	2024	Additional budget amount to fund existing service							
Courtenay	100,720	2024	Additional budget amount to fund existing service							
Nanaimo Harbourfront	75,950	2024	Additional budget amount to fund existing service							
Total increased annual cost	\$217,500									

Table 4 — Funding Sources								
Funding Source	Amount	Notes						
Budget Holder		Amount found through internal savings in existing budget holder budget (reduction in Nanaimo North budget to actual						
	25,000	anticipated contract amount)						
External Funding	0							
New Internal Funding	192,500	Amount requested as a budget lift through budget process						
Total increased								
annual cost	\$217,500							

Analysis of Alternative Approaches

VIRL has the following options:

Option 1: Status quo (Additional cost, but continuation of service) **Continue to Provide Security Services**



Vancouver Island Regional Library
Appendix 1
Business Case: Security Guards

Security guards are already present at the four locations (Campbell River, Courtenay, Nanaimo Harbourfront, Nanaimo North) and were an unfavourable budget variance in 2023.

Option 2: Cancel Security Services

Remove security from urban branches that do not receive a budget lift. Would significantly impact staff's ability to manage their branch environment during drug and homelessness crisis.

Recommended option: Option 1 (status quo)



Vancouver Island Regional Library							
Appendix 2							
Expenditure Budget Detail by Locat	ion - 2024						
1400	Operating Expenses	Facility Expenses	Wages and Benefits	Total 2024	% Change	Total 2023	2022 Actual
Bella Coola	2,000	38,000	59,000	99,000	2%	97,000	99,000
Bowser	1,000	37,000	49,000	87,000	14%	76,000	87,000
Campbell River	8,000	369,000	949,000	1,326,000	25%	1,059,000	1,063,000
	6,000	214,000	435,000	655,000	14%	575,000	624,000
Chemanius	7,000		393,000	540,000	9%	495,000	570,000
Comox	1,000	140,000 33,000	53,000	87,000	12%	78,000	83,000
Cortes Island		·			20%	1,168,000	1,218,000
Courtenay	9,000	449,000	943,000	1,401,000	9%		1,025,000
Cowichan	9,000	264,000	821,000	1,094,000		1,007,000	
Cowichan Lake	2,000	99,000	304,000	405,000	13%	358,000	336,000
Cumberland	1,000	92,000	126,000	219,000	5%	208,000	218,000
Dajing Giids	1,000	27,000	209,000	237,000	5%	225,000	233,000
Gabriola Island	2,000	123,000	319,000	444,000	9%	407,000	358,000
Gold River	1,000	29,000	55,000	85,000	8%	79,000	86,000
Hornby Island	1,000	19,000	64,000	84,000	9%	77,000	81,000
Ladysmith	5,000	113,000	329,000	447,000	7%	417,000	441,000
Massett	3,000	97,000	217,000	317,000	47%	216,000	217,000
Nanajmo	25,000	667,000	1,432,000	2,124,000	-2%	2,174,000	2,053,000
Nanaimo North	10,000	462,000	975,000	1,447,000	1%	1,430,000	1,308,000
Nanaimo Wellington	7,000	149,000	535,000	691,000	8%	641,000	653,000
Parksville	4,000	210,000	575,000	789,000	7%	735,000	735,000
Port Alberni	2,000	175,000	489,000	666,000	6%	628,000	615,000
Port Alice	3,000	32,000	50,000	85,000	9%	78,000	87,000
Port Clements	1,000	13,000	51,000	65,000	10%	59,000	64,000
Port Hardy	2,000	67,000	321,000	390,000	24%	315,000	382,000
Port McNeill	1,000	30,000	57,000	88,000	10%	80,000	98,000
Port Renfrew	1,000	23,000	46,000	70,000	8%	65,000	71,000
Quadra Island	1,000	106,000	196,000	303,000	6%	285,000	261,000
Qualicum Beach	7,000	179,000	493,000	679,000	7%	636,000	632,000
Sandspit	1,000	13,000	53,000	67,000	18%	57,000	63,000
Sayward	1,000	21,000	104,000	126,000	10%	115,000	134,000
Sidney	11,000	159,000	562,000	732,000	5%	697,000	719,000
Sointula	1,000	23,000	48,000	72,000	13%	64,000	79,000
Sooke	5,000	338,000	1,098,000	1,441,000	34%	1,073,000	1,043,000
South Cowichan	4,000	144,000	384,000	532,000	10%	483,000	493,000
Tahsis	1,000	10,000	47,000	58,000	7%	54,000	61,000
Tofino	1,000	42,000	52,000	95,000	4%	91,000	100,000
Ucluelet	1,000	32,000	52,000	85,000	6%	80,000	85,000
	1,000	11,000	39,000	51,000	16%	44,000	53,000
Union Bay		·					113,000
Woss	3,000	22,000	85,000	110,000	1% 24%	109,000	
Central Services	5,689,000	363,000	6,352,000	12,404,000	24%	9,979,000	10,269,000
Total Expenses	5,842,000	5,434,000	19,421,000	30,697,000	16%	26,514,000	26,910,000



Vancouver Island Regional Library Appendix 3 Capital Budget

Capital Revenues		2024	
Facilities Levy (@ .76%)		2,466,000	
FFE&S Levy (@ .61%)		1,614,000	
Total Capital Revenues		4,080,000	
Capital Expenditures			
Information Technology	Public computing - capital lease	200,000	
Information Technology	End user computing	400,000	
Information Technology	Network refresh	260,000	
Facilities	Furniture and equipment refresh	219,000	
Facilities	Nanaimo HVAC refresh	890,000	
Facilities	Masset facility	2,420,000	
	Amortization	1,700,000	
Total Capital Expenditures		6,089,000	
Net capital contribution		(2,009,000)	
Facilities	Campbell River upgrade	(1,200,000)	note 1
Net change in capital		(3,209,000)	

Note 1: Financed through debt

Business Case: Campbell River Branch

Topic: Campbell River Branch

Purpose: Provide business case and options to pursue new operating location

Background

VIRL leases the current 9,683 ft² Campbell River library facility at 1240 Shoppers Row from the City of Campbell River (CCR). The building dates from 1987. The facility is not in good condition and is significantly undersized for the community. It is acknowledged that library services in CCR are not optimal, as a result. In 2012, the Board of Trustees engaged with CCR to secure a site for a new branch, and the conversation has continued over the years – here is a select timeline:

2019: VIRL confirms razing the current building, and building on the site is its preferred option. Site identification and design / build exploration with CCR gets underway. Branch size of 20K ft² with \$14M budget established as benchmark.

2020: In partnership with VIRL, Strathcona Regional District (SRD) passes Bylaw 381 to finance construction of a new library in Campbell River. \$14M maximum. COVID delay; inflation; construction costs dramatically escalate.

2021: Status quo facility increasingly intolerable: VIRL's Executive Committee requests lease options, which get underway, but are ultimately postponed with leadership transition and continuing turbulence in construction sector.

2022: Exploration with CCR and BC Housing into mixed use partnership is ultimately not supportable by the existing site geotechnical. Staff work on Campbell River pauses pending review of VIRL's Facilities Master Plan (FMP).

2023: Wei Wai Kum First Nation correspondence in support of a new branch, and with reference to available lease space in Discovery Harbour Shopping Centre.

Discussion

The FMP finds the overall condition of the Campbell River branch to be poor, with numerous critical, ASAP and priority items to be addressed¹. The branch scores in the top 5 of existing VIRL sites, across all three FMP prioritization rubrics.



¹ Consultants recommended numerous critical and priority items to be addressed, all of which are within scope of Section 5.0 City's Responsibility and Expenses of the most recent License of Occupation Agreement, (dated June 1, 2015). Items of significance include:

Soffits: Cracking and separation of materials noted.

[•] Exterior Doors: Visible gaps below service room doors. Realign/adjust doors and install door sweeps and weather stripping.

Sidewalks (trip hazards): Some settling, resulting in unevenness. Moss-covered areas.

[•] Library area ceiling: Substantial checking, splitting and gaps in decking. Structural beams with visible deflection and slope, with gaps noted at structural steel connection plates.

[•] Library area walls: Cracking and water damage visible at skylight level.

Workroom ceilings: Water damage to wood structure observed in plenum space. Mould apparent in insulation. Asbestos inspection and remediation required.

Non-accessible washrooms.

[•] Natural gas piping: Exterior natural gas piping shows considerable corrosion.

[•] Electrical service: Existing equipment is at end of life and should be upgraded.

Business Case: Campbell River Branch

While substantial investment is urgently required by the City of Campbell River to address deficiencies at the current site, to prevent further degradation of the building, and maintain the viability of the facility as a public library, even with these investments, the facility remains a poor fit for VIRL.

The facility does not meet the physical and space needs of the community as indicated in the updated FMP. Nor does the current branch align with several design principles in the FMP. The branch is also undersized — per the FMP, CCR will be shifting categories from Large to Urban branch eligibility. CCR, inclusive of the Wei Wai Kum First Nation, and a component of SRD Electoral Areas C and D has a current population of ~38K, which is expected to increase by more than a third by 2040. Assuming a single branch will best service the community, the FMP recommends a target square footage of ~11K-15K ft².

Status quo is no longer an option for this project. Nor is new construction – the borrowing costs are too high at this time. Grants are potentially available.

Options

- 1. Pursue a standalone or mixed-use design/build solution for Campbell River.
- 2. Pursue a standalone or mixed-use lease or contributory solution for Campbell River. Allocate \$1.2M in F2024 (New long-term borrowings via SRD/MFA) to support one-time costs; work with CCR and partners to identify optimal siting as soon as practical.

Recommendation: Option 2

Strategic Goals Addressed

This business case addresses the following strategic goals:

- Goal 1: Increase the usage of library services in our region.
- Goal 2: Review, innovate and design service models in service to equity.
- Goal 3: Extend the impact and reach of our services through partnerships and reciprocity.
- Goal 4: Foster safe, inclusive, and welcoming spaces and collective services.



Vancouver Island Regional Library Appendix 3 Business Case: Campbell River Branch

Cost

	Estimated One-Time	Costs													
	Location	Sq Ft	6								95				
							Building								
				Misc F&E			Improvement	:		Property	Estimated		Total		
			Computer	Configuration			Allowance	Additional	Remodeling	identification	One-Time	20%	One-Time		
			Equipment	_	Shelving	Moving	(\$30/sq ft)	Furniture	Costs	& legal	Costs	Contingency	Costs		
	Existing CCR		SO	\$0	\$0	\$0	NA	\$0	\$0	\$	\$	\$	\$ -		
Option 2:	Proposed - ideal size	15000	\$ 69,082	\$ 44,395	\$220,635	\$ 2,407	\$ 450,000	\$ 184,118	NA	\$ 29,363	\$ 1,000,000	\$200,000	\$ 1,200,000		
	Annual projected co	sts - For	Information	n Only											
					Property										
			Base Rent	Additional	Taxes (\$/									Totals	%
	Location	Sq ft	(S/sq ft)	Rent (\$/sq ft)	sq ft)	Annual Co	ıst							Annual	change
		•								Garbage &	Snow				
						Rent	Utilities	Security	Custodial	Recycling	Removal	Staffing	Maintenance		
	Existing CCR	9683	\$16	\$0	\$0	Rent \$154,928		Security \$46,539	Custodial \$13,590	Recycling \$164	Removal \$9,048	Staffing \$629,940	Maintenance \$6,979	\$875,251	N/A



Vancouver Island Regional Library Appendix 4 Reserve Fund Continuity

		2023 Budget Reserve	2023 Budget Reserve	2023 Reserve		2024 Budget Reserve	2024 Budget Reserve	
	December 31, 2022	Contributions	Expenses	Expenses	2023 Reserve	Contribution	Expenses	December 31, 2024
Internally Restricted Funds	(Audited)	(approved)	(approved)	(projected)	Adjustment	(proposed)	(proposed)	(projected)
								G = A + B + C + D + E +
	A	В		С	D	E	F	F
Computer Systems & Network	1,203,714	250,000	(400,000)	(301,022)		250,000	(660,000)	742,692
Friends of the Library	16,297	-		-	-	-	-	16,297
Fundraising	715,390			-	-		-	715,390
Furniture and Equipment	406,933	150,000	(200,000)	(115,937)	(250,000)	200,000	(200,000)	190,996
Human Resources Issues	36,171	-	-	_	(36, 171)	-	-	-
ILS Replacement	100,003	50,000	-	-	-	50,000	-	200,003
Long-term Maintenance	3,216,622	1,124,616	(150,000)	(32,149)	(4,000,000)	1,018,585	(1,040,000)	287,674
Outfitting and New / Expanded Facilities	2,286,395	2,447,128	(3,340,511)	(1,694,621)	14	-	(2,420,000)	618,902 Note
Salaries	204,452	-	-	.00-01 93	(204,452)	-	•	-
Strategic Planning		25,000	-	-	-	-	-	25,000
Vehicles	72,973	30,000	1.5	(79,136)	1.7	30,000		53,837
Total	8,258,951	4,076,744	(4,090,511)	(2,222,865)	(4,490,623)	1,548,585	(4,320,000)	2,850,792

Note 1: New facilities financed through debt.

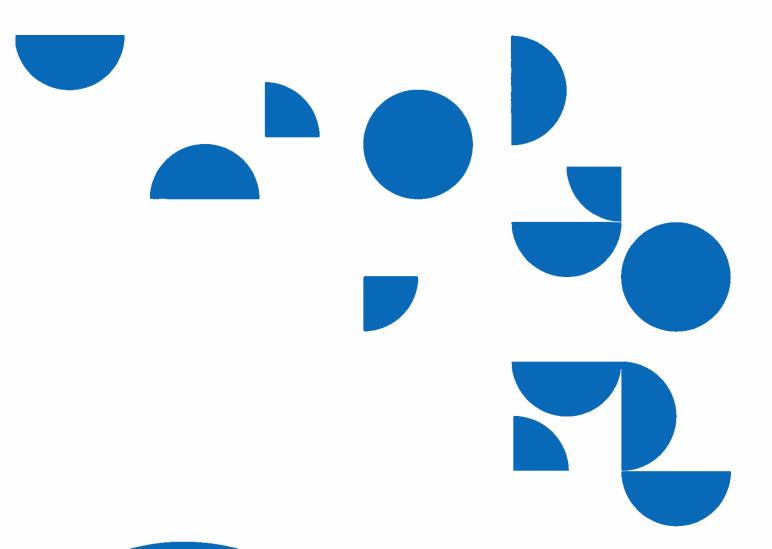


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Total Member Levy

		Apportionment							
	Total	Per \$100 of	2024	Change in	% Change in		Combined 2024	Per capita	Per capita
Municipalities	2023 Levy	Shared Cost	Operating Levy	Operating Levy	Operating Levy	Capital Levies	Levy	2024	2023
Campbell River	1,882,910	6.83	1,943,316	60,407	3.2%	278,828	2,222,144	59.76	51.41
Comox	813,945	2.92	830,526	16,582	2.0%	119,164	949,691	61.76	53.51
Courtenay	1,597,516	5.87	1,668,019	70,503	4.4%	239,328	1,907,348	63.83	55.27
Cumberland	246,532	0.90	256,898	10,366	4.2%	36,860	293,758	62.45	52.59
Daajing Giids	40,158	0.15	43,850	3,691	9.2%	6,292	50,141	49.94	43.13
Duncan	266,267	0.98	278,539	12,272	4.6%	39,965	318,504	59.39	52.00
Gold River	53,102	0.19	54,798	1,696	3.2%	7,862	62,660	49.38	42.24
Ladysmith	486,407	1.78	505,635	19,228	4.0%	72,549	578,184	61.94	52.80
Lake Cowichan	180,068	0.67	191,010	10,942	6.1%	27,406	218,416	60.47	50.02
Lantzville	250,085	0.92	262,245	12,160	4.9%	37,627	299,871	75.55	64.55
Masset	30,533	0.12	33,100	2,567	8.4%	4,749	37,850	49.80	42.17
Nanaimo	5,485,270	20.05	5,702,581	217,311	4.0%	818,209	6,520,790	62.66	53.78
North Cowichan	1,793,335	6.57	1,867,987	74,652	4.2%	268,020	2,136,007	64.05	54.59
North Saanich	978,113	3.55	1,009,195	31,082	3.2%	144,800	1,153,995	91.07	78.25
Parksville	840,614	3.07	873,039	32,425	3.9%	125,264	998,303	70.48	60.60
Port Alberni	913,661	3.30	938,103	24,442	2.7%	134,599	1,072,702	54.94	47.83
Port Alice	28,851	0.10	28,835	(16)	-0.1%	4,137	32,972	47.44	40.81
Port Clements	12,035	0.05	12,967	932	7.7%	1,861	14,828	55.74	43.76
Port Hardy	179,846	0.66	187,541	7,694	4.3%	26,908	214,449	48.45	41.33
Port McNeill	105,263	0.39	111,302	6,039	5.7%	15,970	127,271	50.54	43.12
Qualicum Beach	619,717	2.20	625,497	5,780	0.9%	89,747	715,243	76.11	66.02
Sayward	14,623	0.05	14,503	(121)	-0.8%	2,081	16,584	54.91	44.86
Sidney	851,776	3.14	892,519	40,743	4.8%	128,059	1,020,577	81.20	69.37
Sooke	841,127	3.10	882,822	41,695	5.0%	126,668	1,009,489	63.13	54.13
Tahsis	13,744	0.05	13,707	(37)	-0.3%	1,967	15,673	53.68	46.43
Tofino	234,156	0.82	234,519	362	0.2%	33,649	268,167	121.67	89.44
Ucluelet	153,668	0.63	180,062	26,394	17.2%	25,835	205,897	81.64	74.78
Zeballos	4,967	0.02	4,920	(47)	-1.0%	706	5,625	46.11	41.39
	18,918,289	69.09	19,648,034	729,745	3.7%	2,819,108	22,467,141	64.65	56.05
Regional Districts									
Alberni-Clayoquot	571,265	2.02	573,457	2,192	0.4%	82,280	655,737	78.29	69.14
Capital	334,052	1.21	345,081	11,029	3.3%	49,512	394,593	91.70	81.28
Central Coast	64,181	0.24	67,566	3,385	5.3%	9,694	77,260	54.56	46.11
Comox Valley	1,597,206	5.65	1,607,165	9,959	0.6%	230,597	1,837,761	72.89	62.35
Cowichan Valley	2,390,470	8.55	2,431,520	41,050	1.7%	348,876	2,780,396	76.50	61.90
Mount Waddington	160,851	0.61	172,583	11,732	7.3%	24,762	197,345	94.65	98.08
Nanaimo	2,773,748	10.15	2,885,855	112,107	4.0%	414,064	3,299,919	75.46	63.70
North Coast	55,335	0.20	55,566	231	0.4%	7,973	63,538	56.73	48.80
gathet	32,142	0.11	32,020	(122)	-0.4%	4,594	36,614	74.12	65.73
Strathcona	604,237	2.17	618,075	13,837	2.3%	88,682	706,756	72.58	62.55
	8,583,487	30.91	8,788,888	205,400	2.3%	1,261,034		75.67	66.04
TOTALS	27,502,000	100.00	28,437,000	935,000	3.4%	4,080,000	32,517,000	67.69	58.83





Vancouver Island Regional Library Administration

Box 3333 – 711 Poplar Street
Nanaimo, BC Canada V9S 5L8
t: 250.758.4697 | e: info@virl.bc.ca

virl.bc.ca





Species at Risk Program

Pacific Region

Suite 200 - 401 Burrard Street

Vancouver, British Columbia

V6C 3S4

October 5, 2023

To Whom it May Concern,

Pêches et Océans Canada

Programme sur les espèces en péril

Région du Pacifique Pièce 200 - 401 rue Burrard Vancouver (C.B.) V6C 3S4

Re: Engagement regarding the potential listing of Okanagan Chinook under the Species at Risk Act

The purpose of this letter is to inform you that Fisheries and Oceans Canada (DFO) is conducting engagement on the potential listing of Okanagan Chinook as Endangered under the *Species at Risk Act* (SARA).

DFO is conducting engagement with First Nations, Indigenous organizations, wildlife management boards, and stakeholders who may be potentially affected by a listing decision for Okanagan Chinook. Specifically, we are interested in hearing your feedback regarding the prohibitions, mitigation and management measures that will be implemented should the species be listed under SARA, as well as the management measures that would be implemented to promote the conservation and protection of Okanagan Chinook under existing legislation (e.g., the *Fisheries Act*), should Okanagan Chinook not be listed under SARA. We also welcome you to share your listing recommendation for this species.

ENGAGEMENT OPPORTUNITIES

The 60-day Online Engagement Period is now open from September 29th, 2023 to December 5th, 2023 We welcome your input at this time using the following links:

- Okanagan Chinook webpage: https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry/consultation-documents/chinook-salmon-2023.html
- Okanagan Chinook socioeconomic impact workbooks: https://survey.pra.ca/S2/1/DFOWorkbooks2023

Outcomes from engagement, along with COSEWIC Status Reports, DFO's Recovery Potential Assessment (RPA) and Socio-economic Analysis (SEA), and Indigenous Knowledge and Cultural Significance (where available and shared) will inform the Minister of Fisheries, Oceans and the Canadian Coast Guard's advice to the Minister of Environment and Climate Change on the listing process. More information on the Okanagan Chinook COSEWIC status report, RPA, and SARA Listing Decision Steps are included in Annex 1 below.

To aid in this engagement, a brochure is attached containing species-specific information. This brochure is also available at: https://www.canada.ca/en/environment-climate-



C,4



Pêches et Océans Canada

Species at Risk Program

Programme sur les espèces en péril

<u>change/services/species-risk-public-registry/consultation-documents/chinook-salmon-</u>2023.html.

If you are unable to provide feedback by this time, there will be an additional opportunity to provide comments during a 30-day public engagement period after the recommendation to list or not to list this species under SARA is published in *Canada Gazette*, Part I.

If you have any questions or would like to discuss the proposed listing of this species, please contact the Species at Risk Program at DFO_PACSAR-LEPPAC.MPO@dfo-mpo.gc.ca.

Thank you for your interest and input on this process. We look forward to hearing from you.

McCutchen, Nicole Digitally signed by McCutchen, Nicola Date 2023.07.07 16:04 21

-070

Nicole McCutchen Regional Manager, Species at Risk Program Fisheries and Oceans Canada 200-401 Burrard Street Vancouver, British Columbia, V6C 3S4

CC.

Evan Henderson, Salmon Team Lead, Species at Risk Program Dan Gillis, Recovery Planner, Species at Risk Program



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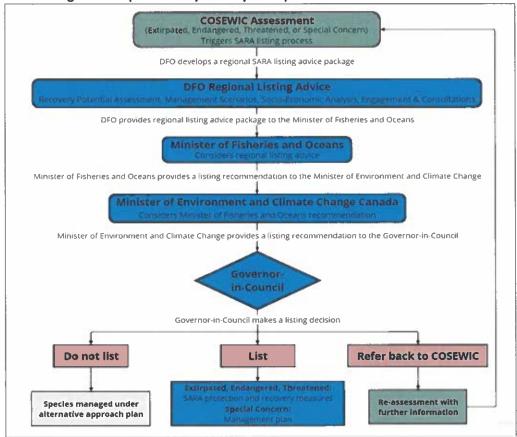
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Programme sur les espèces en péril

Annex 1: Supporting Material

SARA listing decision process steps for aquatic species



For more information on the listing process, please see the "Fisheries and Oceans Canada Species at Risk Act Listing Policy and Directive for "Do Not List" Advice," available online at https://species-registry.canada.ca/index-en.html#/documents/1712.

For further information on SARA and Okanagan Chinook, please see the Species at Risk public registry: https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html.

Supporting Material for Okanagan Chinook

Documents have been developed to help support the Government of Canada's decision on whether or not to list Okanagan Chinook under SARA, including:

DFO Species Profile for Okanagan Chinook: https://species-registry.canada.ca/index-en.html#/species/877-591





Pêches et Océans Canada

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Programme sur les espèces en péril

- COSEWIC Assessment and Status Report for Okanagan Chinook: https://wildlife-species.canada.ca/species-risk-registry/virtual-sara/files/cosewic/sr-Chinook%20Salmon-2017-e.pdf
- RPA for Okanagan Chinook: https://waves-vagues.dfo-mpo.gc.ca/library-bibliotheque/40872300.pdf
- DFO management scenarios summary for Okanagan Chinook: https://wildlife-species.az.ec.gc.ca/species-risk-registry/virtual-sara/files//public/Chinook management summary sc%C3%A9narios degestion EN.pdf
- DFO socio-economic analysis summary for Okanagan Chinook: https://wildlife-species.az.ec.gc.ca/species-risk-registry/virtual-sara/files//public/Chinook-socio-economic-socio-%C3%A9conomique-EN.pdf



C-4



Chinook Salmon (Okanagan Population)

Submit Your Comments Here

Information summary and survey for engagement related to potentially adding Chinook salmon (Okanagan Population) to the List of Species at Risk as Endangered - Please provide input by December 5, 2023.

Engagement

Let your opinion be heard

Canada's Species at Risk Act (SARA) provides legal protection for wildlife species at risk to conserve biological diversity. It also acknowledges that all Canadians have a role to play in the conservation of wildlife species.

Before deciding whether the Okanagan population of Chinook salmon (Oncorhynchus tshawytscha; hereafter Okanagan Chinook) should be added to the List of Species at Risk as Endangered, we would like to hear your opinion, comments, and suggestions regarding the possible ecological, cultural, social, and economic impacts of listing or not listing this species under SARA.

Adding a species to the List of Species at Risk

The process of listing a species under SARA consists of several steps: it begins with a status assessment by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and ends with a Government of Canada decision on whether or not to add a species to the List of Species at Risk. Public engagement is conducted to gather the opinions of Canadians, and is an important step in this process.

Facts about Okanagan Chinook

Chinook are the largest salmon species in British Columbia (BC), with adults sometimes exceeding one metre in length. Okanagan Chinook, a summer migrating ocean-type population, are the only remaining Columbia River Basin Chinook population in Canada. Okanagan Chinook spawn in the Okanagan River above Osoyoos Lake, and rear in surrounding lakes and rivers. Juveniles migrate downstream through the Okanagan River watershed, and the United States portion of the Columbia River watershed to the Pacific Ocean, where they feed.

Canada

Okanagan Chinook likely rear in coastal areas similar to other ocean-type Chinook populations. After returning to freshwater in summer as three- to sevenyear-old adults, Okanagan Chinook spawn in the fall and subsequently die.

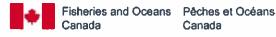
Minimum estimates for non-adipose-fin-clipped Okanagan Chinook spawners have averaged approximately nine individuals from 2008 to 2012, increased to approximately 50 individuals from 2013 to 2017, and decreased to 10 spawners in 2018.



Figure 1. Chinook salmon adult spawning phase (Source: Fisheries and Oceans Canada).

Who assigned the Endangered status to Okanagan Chinook?

COSEWIC is an independent committee of experts that assesses which wildlife species are in some danger of disappearing from Canada and assigns a status to these species. It conducts its assessments based on the best available information including scientific data, local ecological knowledge, and Indigenous Knowledge. COSEWIC assessed this population as Endangered in 2005 and re-examined it as Threatened in 2006. The Government of Canada declined Okanagan Chinook for SARA listing in 2010. Most recently, COSEWIC reassessed this population as Endangered in 2017, initiating the current SARA listing process for Okanagan Chinook. Under SARA, an







Endangered species is defined as one that is facing imminent extirpation or extinction.

Why are Okanagan Chinook at risk?

Key reasons for COSEWIC's assessment of Okanagan Chinook as Endangered include: reduced population size due to construction of multiple dams along the Columbia River and historical overfishing in the Columbia River and ocean; poor marine survival; deterioration in the quality of Canadian spawning habitat; and non-native predators and competitors.

Fisheries and Oceans Canada's Recovery Potential Assessment identified the following high ranking threats: population decline due to biological resource use (i.e., fishing, harvesting), habitat impacts due to transportation and service corridors, natural system modification (dams and water management/use, other ecosystem modifications), pollutants, invasive species and genes, and geological events (i.e., landslides).



Figure 2. The Okanagan River, British Columbia (Source: Fisheries and Oceans Canada Recovery Potential Assessment for Okanagan Chinook, 2019).

At this time Okanagan Chinook are not managed as a stock of concern in the Pacific Region Southern Salmon Integrated Fisheries Management Plan, and there are no directed fisheries in Canada for this population. Okanagan Chinook were prescribed as a

major fish stock of the Fisheries Act in April 2022 will likely require a Rebuilding Plan by April 2024. If SARAlisted, a Rebuilding Plan would not be required.

If a species is listed under the Species at Risk Act If this population is listed as Endangered under SARA, prohibitions would immediately come into effect in Canada, making it illegal to kill, harm, harass, capture, take, possess, collect, buy, sell, or trade Okanagan Chinook. Activities affecting the species or its critical habitat may be permitted or exempted under SARA, provided certain purposes and conditions are met. A recovery strategy would be developed, and based on this, further measures to address known threats may be identified in a subsequent action plan. Critical habitat (the habitat necessary for the survival and recovery of Okanagan Chinook) would be identified, to the extent possible, in a recovery strategy and protected from destruction. Regardless of the SARA listing decision, Okanagan Chinook will continue to receive protection under the Fisheries Act.

We would like to receive your comments on the potential impacts of adding or not adding Okanagan Chinook to the List of Species at Risk under SARA, designated as Endangered.

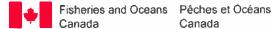
Please fill out the <u>survey by December 5, 2023</u>: we want to hear from you.

Before completing this survey, you may wish to review the following background information found at the links below:

- COSEWIC Assessment and Status Report (2017)
- Recovery Potential Assessment (2019)
- Management Scenarios Summary
- Socioeconomic Analysis Summary
- Other information can be found on the Species at Risk Public Registry.

Thank you for completing this survey.

Fisheries and Oceans Canada Species at Risk Program, Pacific Region 200-401 Burrard Street Vancouver, British Columbia, V6C 3S4 DFO.PACSAR-LEPPAC.MPO@dfo-mpo.gc.ca







Columbia Youth Parliament (BCYP)

ve to make a positive impact r communities. BCYP is a non-non-partisan, parliamentary tion and service organization.

s an extraordinarily unique zation - for youth and by youth.

full year, 97 members pool their ces, creativity and determination for a on purpose: to advance, better and we the youth of British Columbia. brings together youth from across rovince and unites them to fulfill the of "Youth Serving Youth". The youth YP reach out and make a difference British Columbia.

se they Can!

ore importantly, because they care.





BCYP is unique in that it is not simply a "mock" or model parliament - the legislation members debate translates into real action in the community.

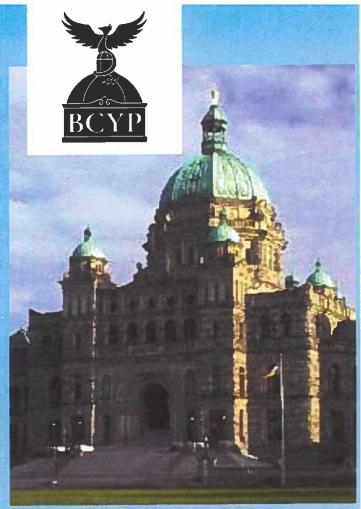
BCYP Session and all BCYP events will follow all BC COVID-19 safety protocols.

CONTACT US

For more information on BCYP and its projects visit our website:

www.bcyp.org or contact the Premier:

premier@bcyp.org
For application info contact our Registra
registrar@bcyp.org



BRITISH COLUMBIA YOUTH PARLIAMENT

Youth Serving Youth

1-5

Why We Are a Parliament

British Columbia Youth Parliament began as the TUXIS Older Boys' Parliament in 1924. It became the BC Youth Parliament in 1974, upon the admittance of girls, and 2018 marked its 90th Session.

Each year, between December 27th and 31st, 95 young people from across BC gather at the

Legislative Chambers in Victoria for BCYP's annual session. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The debate is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament - the legislation members pass translates directly into positive action in the community.





Youth Serving Youth

BCYP members plan and participate in group service events organized around the province. Members come together to volunteer with different organizations or special events, or provide service to the community in ways of their own devising. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

As well, all over throughout British Columbia the year, individual members of BCYP perform solo acts of service in their and lend a communities hand through their involvement with other organizations. Across the province, BCYP members help others in myriad ways, limited only by their imaginations and the will to carry out the projects they envision.



Community Fundraising

Each year BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise the funds required to run BCYP's projects and cover its operational expenses. They also engage in service-related fundraising, working in groups and individually to raise money for a variety of causes.

Members participate in a variety of fundraisers such as pledge events, car washes, and BCYP's annual auction Members also solicit donations from local

Regional Youth Parliaments

To increase the number of youths who are abl participate in Youth Parliament activities, & members organize and run Regional Y Parliaments in various regions of the prov Through these events, BC Youth Parliament furl its goals of promoting community service, educa in the parliamentary process, and training in preparations of the process, and training in preparations are process.

More local in scope than BCYP, Regional Y Parliaments hold weekend-long Sessions aime high school students between the ages of 14 an Regional Youth parliament members gito discuss local, national, and internat issues in a parliamentary setting.



Camp Phoenix

Camp Phoenix is BCYP's most ambitious pr It involves BCYP members organizing running a summer camp for children across BC who would otherwise be unable to the summer camp experience. It is about pu our limits and redefining terms like "hard work" "commitment". It is about truly making a huge diffe in the community.

This project is fully initiated, developed, staffed by volunteer members of organization. Our fundraising and efforts through the year come together to send up to children aged 8-12 to enjoy a very special week their summer and their lives. Camp Ph moves to different campsites across BC so that provides the opportunity for children from regions of the Province to attend. This is project can comprise almost half of BCYP's a

Youth Parliament of British Columbia



Alumni Society Victoria, BC V8Z 2X8

registrar@beyp.org

14 September 2023

Dear Mayor and Council:

Re: British Columbia Youth Parliament, 95th Parliament

The British Columbia Youth Parliament will hold its 95th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2023.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. Youth Parliament is a one-year commitment.

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a \$425 registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member, (See https://bcyp.org/session)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at https://bcyp.org/session.

All applications must be received by October 27, 2023. Applicants will be notified whether they have been selected in mid-November. If you require more information, please contact me by telephone or e-mail as indicated above or visit our website at www.beyp.org.

Yours truly,

Ambrose Yung

Registrar, Youth Parliament of B.C. Alumni Society

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British Columbia Youth Parliament

Application Package & Background
Information

95th Parliamentary Session December 27-31, 2023 - Victoria, BC

WHAT IS BCYP?

British Columbia Youth Parliament (BCYP) is a youth organization that recognizes every young person's potential to lead and serve in the community. Since 1924, BCYP has provided a forum for young people to develop skills in leadership, organization, public speaking, and the parliamentary process, and to put these skills into practice through service to youth in their local communities.

BCYP is not affiliated with any political party and is a non-profit organization.

Membership in BCYP begins with attending the Parliamentary Session in Victoria and continues throughout 2024. For detailed information about BCYP's activities, visit our website, www.bcyp.org.

BCYP'S ACTIVITIES

BCYP's year begins with the Parliamentary Session from December 27-31, 2023. Members sit in the Legislative Assembly in Victoria and use the parliamentary style of debate to plan educational and service projects, establish BCYP's financial commitments, and amend BCYP's governing legislation.

At Session, Members:

- Meet young people from all over the province;
- Debate Cabinet's legislation which sets out BCYP's activities for 2024;
- Debate current local, national, and international issues;
- Learn about debating and the rules of parliamentary procedure;
- Elect BCYP's Premier, Deputy Speaker, and Leader of the Opposition for the 96th Parliament.

After Session, Members put into action the plans made at Session, which usually include:

- Volunteer service projects in their home communities;
- Group volunteer service projects with summer camps, food banks charity walks, soup kitchens, and other service groups;
- Special projects which vary depending on annual legislation but have included summer festivals, children's day camps and Camp Phoenix;
- Regional Youth Parliaments;
- Fundraising events;
- Social activities with other Members.

WHO CAN ATTEND?

Each year 97 youth are "elected" to BCYP as representatives of their communities. Each applicant must be nominated by an organization committed to youth (i.e. a school, community group, club, Municipality or church). Five members of that group must indicate their support by signing the application form.

To be eligible for membership you must be:

- Age 16 21 (inclusive) as of Dec. 31, 2023;
- · A resident of British Columbia;
- · Nominated by an organization committed to youth;
- Willing and able to participate in BCYP's activities for one year.

Due to the limited number of seats in the Provincial Legislature and public health guidelines, only 97 applicants will be selected to become Members this year.

SESSIONAL ARRANGEMENTS

Accommodations: Accommodation at the Marriott Hotel Inner Harbour, Victoria is provided for all Members for the nights of December 27 – 30 (inclusive). Members will share hotel rooms. BCYP will follow all Provincial public health orders.

Transportation: Transportation for Members residing outside the Victoria area is included in the registration fee. Members living in the Interior, North, or North Island will be required to travel on December 26 and January 1.

Meals: Each Member is responsible for the cost of meals in Victoria. Some dinners will be at assigned restaurants, others free-choice.

PRE-SESSIONAL INFORMATION

The Registrar will notify all applicants by email or mail as to their acceptance status by mid-November. Accepted Members are provided with an orientation package prior to Session and are invited to attend one of the Pre-Sessional Workshops held in different regions of the province. The details of the workshops as well as travel and health & safety info will be announced in the acceptance letters.

FOR MORE INFORMATION

Inquiries from applicants, parents, teachers and nominating organizations are welcomed.

Please contact: Ambrose Yung, Registrar registrar@bcyp.org

APPLICATION PROCEDURE

Complete the attached application form (pages 3 and 4 of this package) and forward it with your personal statement and registration fee. Members who require financial support can email to request a Financial Aid Application.

Ambrose Yung, Registrar Unit B — 1211 Roy Road Victoria, BC. V8Z 2X8

e-mail: registrar@bcvp.org

Applications must be *RECEIVED* by Tuesday, October 27, 2023 by mail or email attachment. If you send the application by email attachment, please mail the original signed copy with your application fee.

Please print clearly. Illegible or incomplete applications may be rejected. You email a LEGIBLE scan of your form BY THE DEADLINE and send your hard copy of your form and cheque by other means such as courier. Original signed hard copies must be received to consider your application complete.

REGISTRATION FEE

The registration fee for each member is \$425. A cheque or money order made payable to the Youth Parliament of B.C. Alumni Society must be sent with the application form or follow an e-mail with the original signed application as soon as possible (any acceptance is not final until a registration fee is received). An eTransfer can be sent to payment@bcyp.org. Be sure to include the full name of the applicant in the comments section and email us your password. Registration fees will be held onto (but not cashed) for those on the waitlist and returned to those not accepted. NSF cheques are subject to a \$45 fee.

Applicants who are in financial need are first encouraged to approach school and community groups to contribute to the cost of the application fee. For those who are not able to secure outside funding, a limited amount of financial support is available from BCYP. For more information, please contact the Registrar before the October 27 application deadline to request a financial Aid application form. Requests for financial assistance will not impact membership selection. So that we can provide support for as many members as possible, we encourage applicants to submit a cheque for whatever portion of the application fee they can afford. Requests for financial assistance cannot be considered after applicants have been accepted as members.

CANCELLATION

Accepted individuals who cancel on or before **December 1** will be refunded their registration fee minus a **\$25** administration fee and minus the price of a non-refundable travel already purchased for them. No refunds will be issued for cancellations after December 1.

THANKS TO OUR SPONSOR

British Columbia Youth Parliament is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

Please keep this information page for future reference



APPLICATION FORM - NINETY FIFTH BC YOUTH PARLIAMENT

LAST	name:	FIRST name:	<u> </u>	GENDER:	Room with: M F
□ I	identify as someone with indigenou	s ancestry			
CUR	RENT ADDRESS (including temp	orary/University re	esidence):		
STRE	ET / PO BOX:		<u> </u>	CITY:	52. 22.2
POST	AL CODE:		PHONE: ()	
E-MA	IL:		CELL PHONE: ()	
PER	MANENT ADDRESS (i.e. parents) of	or STREET ADDRESS I	f DIFFERENT fro	m above:	
STRE	ET / PO BOX:			CITY:	
POST	AL CODE:		HOME PHONE: (_)	····
	NSPORTATION TO VICTORIA RE				
	RENT/TEMPORARY ADDRESS		RESS 🗍 OTHE	:R:	
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MOM	INATING ORGANIZATION:				
STRE	ET:		CITY:	1.	
POST	AL CODE:	×	PHONE: ()	94
CON	FACT TEACHER / COORDINATOR NA	ME:	E-M	IAIL:	
SIGN	ATURE OF TEACHER / GROUP COOF	RDINATOR:			
	d you (teacher/coordinator) like to re		nail copy of the ap		
THE F	OLLOWING MEMBERS/STUDENTS of		day on the list		AIGMANATE
	83 ·s	2.49	(NAME OF ORGANI	•	NOMINATE
	, A M	ember/student of Ol	JR ORGANZATION/S	CHOOL TO SIT AS A BCY	'P MEMBER.
	FIVE NOMINATING SIGNATU		other members/stu		tion/school)
1	Name	Signature		email	
	. **				93
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4					
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APPLICATIONS MUST BE RECEIVED BY OCTOBER 27, 2023

PERSONAL STATEMENT

At the Parliamentary Session in Victoria, Members of BCYP participate in parliamentary debating and plan activities and community service for the upcoming year. During the year, Members are responsible for service and fundraising in their communities, and organize and participate in projects such as Regional Youth Parliaments, fundraising events, community outreach projects, and other service and debating activities.

All **new** applicants must attach a **one-page** personal statement, outlining:

- 1. Why you would like to be a Member of BCYP;
- 2. What community service have you been/are, or intend to become, involved with in your community;
- 3. Any activities you have been/are involved with that relate to debate or public speaking;
- 4. With reference to the preceding paragraphs, how you believe you can personally contribute to BCYP, including debate at Session AND its projects and other activities throughout the Sessional year.

YOUTH PARLIAMENT EXPERIE	NCE			
Have you attended BCYP before?	Yes	☐ No		
If yes, do you wish to become a mer	mber of the Alumn	i Society?		
	Yes	□ No □	Already on the list	
If "Yes" or "Already on the list" a may include requests for donations or receive any e-mails, including the Alu	r other items of a	commercial nature?	'(Note: answering "No" bek	ow means you will not
	Yes	☐ No		
Have you attended a Regional Youth Parliamen	nt as a Member or	Ambassador?		
☐ Yes (as a member) ☐ Yes (as an	ambassador); If y	es, which one(s)? _		☐ No
How did you first hear about BCYP? (Please c	hoose one option)			
From a teacher From a gro	oup leader 🔲	Saw a poster/brock	hure (where?)
☐ Through a Regional Youth Parliame	nt 🔲	From a member or	r of BCYP or RYP alumni	
(which one?		(name of individua	al:)
☐ Facebook ☐ Instagram ☐ Twit	ter 🔲	Other (please spec	cify:)
	w	AIVER		
In consideration for acceptance to British Colu executors and administrators, waives any and Society, and their directors, officers, and agen with any BCYP Session, trip, or any other activ	all claims for dam ts for any and all i	ages against BCYP a njuries or loss which	and the Youth Parliament of h the Applicant may suffer o	f British Columbia Alumr
Applicant's Signature:	(App	licant should sign ev	ven if a parent or guardian i	is also required to sign.)
If under 19, Signature of Parent or Guardian:				
Printed Name of Parent or Guardian Signing: _		 		
Please remember to:				
Save a legible scan of this form for your	records. As a bad	kup, please email th	he scan to:	
registrar@bcyp.org				
Mail or courier a signed hard copy of the hard copies for anyone under the age of received.	is completed form of 19. Your app	along with a chequication will not be	e for \$425. We must rece e considered complete u	ive original signed ntil the hard copy is

Unit B - 1211 Roy Road Victoria, BC V8Z 2X8

5



Author:

Ronda Bell

Date:

October 12th, 2023

RE:

3rd Quarter Financial Report

BACKGROUND: Supporting information regarding 3rd 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 Q3

ADMINISTRATIVE

N/A

Respectfully submitted:

Ronda Bell

Sr. Finance Manager

F1

		2022	2023	Jan - Sep 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 -	8,804.00	100.62%
Total Sales of Service	-	31,851.00	31,550.00 -	33,066.00	104.81%
Total Revenue from Own Sources	-	120,387.00	107,819.00	158,852.00	147.33%
Total Multipurpose Building Rental	-	13,028.00	13,500.00	11,967.00	88.64%
Total Unconditional Transfers	-	483,000.00	766,422.00	361,000.00	47.10%
Total Conditional Grants	-	627,272.00	2,202,532.00	770,073,00	34.96%
Total Reserves		-	313,807.00		
Total Collections for Other Agencies	-	232,374.00	255,065.00	292,601.00	-114.72%
Total Gen Revenues		1,652,249.00	3,835,445.00	1,187,143.00	30.95%
xpenses Gen Operating Total Legislative Expenses		27,683.00	55,400.00	30,172.00	54.46%
Total General Administration		324,868.00	421,500.00	281,368.00	66.75%
Total Fire Department		33,531.00	52,000.00	20,049.00	38.56%
Total Emergency Services		655.00	2,500.00	-	0.00%
Total Common Services		36,897.00	71,075.00	28,844.00	40.58%
Total Wharf		560.00	10,480.00	992.00	9 47%
Total Small Craft Harbour		11,924.00	24,700.00	7,053.00	28.55%
Total Roads		56,167.00	76,700.00	31,643.00	41.26%
Total Environmental Health				214.03	#DIV/0!
Total Environmental Development		1,785.00	4,500.00	1,178.00	26.18%
Total Parks and Recreation		59,785.00	104,400.00	42,563.00	40.77%
Total MPBC Operating Expenses		57,371.00	71,300.00	44,408.00	62,28%
Total Debt Services		1,252.00	2,000.00	1,410.00	70.50%
Total Contributions to Reserves			727		
Total Grants & Misc		387,927.00	2,790,954.00	328,020.00	11.75%
Total Amortized Asset		122,921.00	122,921.00	7.4	0.00%
Total Taxes Levied-Other Gov't		237,969.00	243,655.00	184,927.00	75.90%
Total Gen Expenses		1,361,295.00	4,054,085.00	1,002,841.03	24.74%



	2022	2023	Jan - Sep 2023	
Revenue Water Operating	Previous Year Actual	Annual Budget	Current Period	Current Period
Total Fees & Taxation Revenue	- 116,867.00	- 116,320.00	102,289.00	87.94%
Total Grants	-	e	-	
Total Water Revenues	- 116,867.00	- 116,320.00	- 102,289.00	87.94%
Total Expenses	84,619.00	98,010.00	74,290.00	75.80%
Amortized asset expense	17,043.00	17,043.00	-	
Total Water Expenses	101,662.00	115,053.00	74,290.00	0.76
Revenue Sewer Operating				
Total Fees & Taxation	- 69,015.00	- 69,015.00	69,015.00	100.00%
Total Grants & Transfers	-	-	-	
Total Sewer Revenues	- 69,015.00	- 69,015.00	- 69,015.00	100.00%
Total Operating Expenses	52,621,00	60,000.00	43,412.00	72.35%
Total Contributions to Reserves	-	587.00	-	
Amortized asset expense	8,428.00	8,428.00	-	0.00%
Total Sewer Expenses	61,049.00	69,015.00	43,412.00	62.90%
Total General, Water & Sewer Revenue	- 1,838,131.00	- 4,020,780.00	- 1,358,447.00	33.79%
Total General, Water & Sewer Expense	1,524,006.00	4,238,153.00	1,120,543.03	26,44%
	- 314,125.00	217,373.00	- 237,903.97	COLUMN TWO





REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO

Date: October 16th, 2023

RE: Recommendations from COTW

BACKGROUND:

At the October 10th, 2023, Committee of the Whole Meeting (COTW) on the topic of Dyson/Bayview Corner recommendations were made for Council's consideration.

DISCUSSION:

The motion of recommendations made at the COTW meeting regarding the development of the property were:

"2023-10-240-Moved by Councillor Cumming,

THAT the Committee recommends to Council that the Village looks at putting down seal-coated crush, make a bus shelter on the slab, and that the bus shelter include a map of Port, an information board, some directional signage and welcome signage and that the whole project include some landscaping and to not disturb the land.

CARRIED"

Council can receive or accept these recommendations from the COTW. Council could also forward the recommendations from the COTW to Strategic Planning.

STRATEGIC (Guiding Documents Relevancy)

N/A

FINANCIAL (Corporate Budget Impact)

The recommendation from the COTW is for the Village to undertake a project to develop the

property which will have financial costs and considerations.

ADMINISTRATIVE (Workload Impact and Consequence)

Undertaking a new project will add to staff workload, and there are already many strategic projects underway, as well as substantial undertakings such as the sewer lagoon project that

are planned to begin within the next year.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

G-1

Elizabeth Cumming

From: Andrew Hudson <andrew@gohaidagwaii.ca>

Sent: October 13, 2023 7:03 AM

To: CAO; Elizabeth Cumming

Subject: Draft grant application--2024 PCVFD Equipment Upgrade

Attachments: Draft application--2024 PCVFD Equipment Upgrade (VPC for UBCM, 20 October

2023).pdf

Hi Marjorie and Elizabeth,

Attached is a draft application and budget for the 2024 PCVFD Equipment Upgrade.

We will need two council resolutions. One is to support the grant application. Note that this grant program offers up to \$30,000 in 100% funding. The grants will be awarded in January, and the village will have one year to spend and report on the grant.

The second resolution is to formally declare that the PCVFD is an exterior-only fire service. I couldn't find a formal declaration of the PCVFD's service level in the current village bylaws or policies. The UBCM will accept a council resolution declaring the service level.

For background, here is a <u>provincial webpage</u> outlining the Office of the Fire Commissioner's minimum training standards for exterior and interior fire service. All fire departments on Haida Gwaii are trained to exterior-level only, meaning that firefighters are only trained to fight fires from the outside of a building.

Below is suggested text for the two resolutions:

THAT Council supports applying for a grant of up to \$30,000 from the 2023-2024 UBCM Volunteer and Composite Fire Departments Equipment and Training Grant program to equip the Port Clements Volunteer Fire Department with new turnout gear, portable radios, and ladders.

THAT Council declares the Port Clements Volunteer Fire Department to be an Exterior Operations Level fire service.

Thank you, Andrew

Andrew Hudson

Grant writer, Misty Isles Economic Development Society (MIEDS) 250-626-9150

MIEDS.ca | GoHaidaGwaii.ca | LoveHaidaGwaii.com

Facebook: @misty.isles.ec.dev Instagram: @gohaidagwaii YouTube: @hgtourism

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.





Volunteer and Composite Fire Departments Equipment and Training 2023 Application Form

Please complete and return the application form by October 20, 2023.

Applicants will be advised of the status of their application within 90 days of the application deadline.

Please complete and return the application form in advance of the deadline. All questions must be answered by typing directly in this form. As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Applicant Information	(for administrative use only)
Name of Applicant (Local Government, First Nation or Fire Department): Village of Port Clements	Date of Application:
Primary Contact Person*: Marjorie Dobson	Position: Chief administrative officer
Phone: 250-557-4295	E-mail: cao@portclements.ca
Secondary Contact Person*: Elizabeth Cumming	Position: Deputy clerk
Phone: 250-557-4295	E-mail: deputy@portclements.ca

^{*} Contact persons must be an authorized representative of the applicant (i.e. staff member or elected official)

SECTION 2: For Regional Projects Only

- 1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering applicants included in this application. Refer to Sections 2 and 4 in the *Program and Application Guide* for eligibility.
- 2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.

SECTION 3: Project Summary

3. Project Information

- a. Project Title: 2024 PCVFD Equipment Upgrade
- b. Proposed start and end dates. Start: 18 January 2024 End: 18 January 2025

4. Project Cost and Grant Request:

- a. Total proposed project budget: \$29,455.00
- b. Total proposed grant request: \$29,455.00
- Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.
 No, we have not applied for funding from other sources for this particular project.
- 5. Project Summary. Provide a summary of your project in 150 words or less.

The project will address some core equipment needs of the Port Clements Volunteer Fire Department, including new portable radios, turnout gear, and ladders. Our top priority is to replace our existing set of 15 portable VHF radios and chargers, which are nearing the end of their serviceable life. We have new recruits, so another high priority is to order three new sets of turnout gear and related personal protective equipment so that all our firefighters are equipped with certified PPE that is no more than 10 years old. Finally, we need to replace one 24' extension ladder and add a new 14' roof ladder to fully equip our pumper trucks.

SECTION 4: Detailed Project Information

- **6.** Requirement to be Volunteer or Composite Fire Department. For each eligible fire department that is included in this application:
 - a. Name of each fire department: Port Clements Volunteer Fire Department
 - b. Composition (volunteer or composite) of each department: Volunteer
 - c. Declared level of service of each department: Exterior Operations Level

Copies or extracts of the available evidence of declared level of service is required to be submitted with the application.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation, and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not



required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

7. Operating Budget(s).

a. Please indicate the annual operating budgets of each fire department included in this application.

\$52,000

b. Describe the extent to which that budget enables each fire department to purchase essential equipment and/or obtain training.

The PCVFD annual budget enables the department to cover ongoing maintenance costs, purchase essential equipment, and keep a small capital reserve. Typically, the budget is sufficient to purchase two sets of turnout gear per year, but that is not enough to keep up with recent recruitment. Training is primarily provided in-house at weekly practice nights to meet the BC Minimum Training Standards for exterior-level firefighters.

- 8. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5 and 6 of the *Program and Application Guide* for eligibility.
 - a. Purchase of equipment.

We will buy new portable VHF radios and chargers, new turnout gear, one new extension ground ladder and one new roof ladder to better equip our volunteer firefighters with the NFPA-certified tools and personal protective equipment they need.

b. Training. <u>Note</u>: training is for fire department members only and not community members. All proposed training activities must include the name of course.

The project does not involve training.

9. Resiliency. Describe how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

The project will build the resiliency of the PCVFD, first and foremost by ensuring all members are equipped with fitted and certified personal protective equipment (PPE). Second, the project will replace our ageing set of 15 portable radios, which are nearing the end of their serviceable life and cannot be easily repaired. Finally, the project will replace one 24' extension ladder and add a new 14' roof ladder to maintain improve our fire response capacity.

10. Physical and Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

The proposed project does not involve training.



11.Partnerships and Transferability. Describe the extent to which the proposed project will provide partnerships, transferability or mutual aid to neighbouring jurisdictions. The PCVFD has a long history of providing mutual aid on major fires and other emergencies in Tlell together with the neighbouring Tlell Volunteer Fire Department. The PCVFD has also provided mutual aid for major calls in Old Massett, Masset, and rural areas across northern Haida Gwaii. Given its central location on Graham Island, the PCVFD is also ready to offer mutual aid when necessary for major calls in Daajing Giids and Skidegate.
12. Additional Information. Please share any other information you think may help support your submission.
SECTION 5: Required Application Materials
Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application.
All applicants are required to submit:
Evidence of declared service level (e.g. bylaw, resolution).
Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
First Nation, local government, or improvement district applicants must submit:
□ Band Council resolution, Treaty First Nation resolution, local government Council or Board resolution, or improvement district Trustee resolution indicating support for the current proposed activities and willingness to provide overall grant management.
Legally incorporated society-run fire department applicants must submit:
Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management.
Current Certificate of Good Standing.
Regional project applicants are required to submit:
Resolution or motion from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf. Resolutions or motions from partnering applicants must include this language.
SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Marjorie Dobson

Title: Chief administrative officer

Signature:

An electronic or original signature is required.

Submit applications to Local Government Program Services, Union of BC Municipalities E-mail: cepf@ubcm.ca

^{*} Signatory must be an authorized representative of the applicant (i.e. an employee or elected official)

2024 Port Clements Volunteer Fire Department Equipment Upgrade Village of Port Clements

13-Oct-23

Income	Amount	Туре	Notes
Volunteer and Composite Fire Departments Equipment and Training Grant	\$ 29,4	55 Grant	Administered by the Union of B.C. Municipalities (UBCM)
Total funding	\$ 29,4	55	
Expenses	Amount	Quote	Notes
Personal protective equipment (PPE)			
Turnout gear (3 sets)	\$ 7,999	98 Associated Fire Safety	Turnoat coat, pants, and suspenders. GST extra
HexArmor 8180 structural firefighting gloves (3 pairs)	\$ 435	00 Associated Fire Safety	
SLL Protective Fire Hood P823 (3)	\$ 180	00 Associated Fire Safety	
Subtotal	\$ 8,614	98	La Britania de la Carta de la
Ladders			
24' solid aluminum extension ladder (3 1/4" rail)	\$ 1,336	31 Duo-Safety Ladder Corporation	
14' solid aluminum roof ladder (2 3/4" rail)	\$ 623	76 Duo-Safety Ladder Corporation	
Subtotal	\$ 1,960	07	
Portable radios			
CP100D 136-174MHz Analog, 16CH, No Display, 5W Portable VHF radios (12)	\$ 4,406	76 B.C. Communications	
CP100D 136-174MHz, 5W, Full keypad portable VHF radios (3)	\$ 2,264	55 B.C. Communications	
CP100d, CP200, CP200d, CP185 Radio mics (15)	\$ 1,705	80 B.C. Communications	
Charging banks (3)	\$ 1,920	00 B.C. Communications	
Programming fee	\$ 50	00 B.C. Communications	
Subtotal	\$ 10,347	11	
Taxes			
GST	\$ 1,046	11	
PST	\$ 724	30	
Subtotal	\$ 1,770	41	Maria de Sinte de
Shipping			
Shipping estimated at 18% of estimated total cost	\$ 4,084	66	
Subtotal	\$ 4,084	66	The state of the s
Contingency			
Contingency of 10% for price or shipping cost rises	\$ 2,677	72	
Subtotal	\$ 2,677	72	
Total expenses	\$ 29,4	55	





Elizabeth Cumming

From:

Andrew Hudson <andrew@gohaidagwaii.ca>

Sent:

October 13, 2023 8:51 AM

To:

CAO

Cc:

Elizabeth Cumming

Subject:

Support resolution for boat launch upgrade

Attachments:

TO_Targets_Haida Gwaii TSA.pdf; redip_program_quide_2023-24.pdf

Hi Marjorie,

I spoke about plans to improve the public boat launch in Port Clements with <u>Gwaii Engineering</u>. They are a civil engineering firm in Victoria whose principal engineer, Corey Brown, grew up in Masset and is familiar with the small craft harbour in Port Clements.

Gwaii Engineering can provide a quote for a boat-launch engineering and project-management plan by Oct. 24. The grant application is due Oct. 30. Unfortunately, I can't provide a draft application until I have the quote.

The boat-launch plan from Gwaii Engineering could include a condition assessment of the existing boat launch, an environmental assessment of the site, community consultation on the upgrade options, and a business plan for the upgraded launch. Upgrade options may include installing a floating bulkhead for easier loading/unloading of boats, as well as improvements to the concrete launch itself, the approaching driveway and the adjacent parking area.

The <u>Rural Economic Diversification and Infrastructure Program</u> offers up to \$100,000 in 80% funding for development grants under its Economic Diversification stream, meaning that applicants are normally required to contribute 20% of the total project cost.

But if the village can demonstrate it is experiencing a downturn in forestry, it would actually be eligible for up to \$100,000 in 100% funding for a development grant under the Forest Impact Transition stream.

Given that Port Clements is home to a forestry company and a sawmill, I believe the village could apply for 100% funding under the Forest Impact Transition stream and avoid having to contribute its own funds for the boat-launch plan. Attached is a summary report from the Ministry of Forests showing the recent decline in forestry activity on Haida Gwaii. Across the Haida Gwaii Timber Supply Area, the annual allowable cut (AAC) fell from close to 800,000 m3 in 2012 to less than 400,000 m3 in 2021. The actual scaled volume dropped from about 400,000 m3 to under 200,000 m3 over the same time.

If successful in this grant application, the village would have up to two years to complete the boat-launch plan. Another intake of the REDIP grant program is scheduled for October 2024. If the boat-launch plan is done by then, the village could re-apply to REDIP for up to \$500,000 in 100% funding or up to \$1 million in 80% funding to complete the upgrade.

Below is a suggested support resolution for the Monday council meeting.

THAT Council supports applying for up to \$100,000 in 100% funding from the Rural Economic Diversification and Infrastructure Program—Forest Impact Transition stream to develop an engineered plan to upgrade the public boat launch for improved safety and accessibility.

Thank you, Andrew

(3)

Provincial Timber Management Goals, Objectives & Targets Management Unit Targets Haida Gwaii TSA

Overview

To make provincial goals and objectives a reality, local timber management targets and strategies are required at the management unit level. It is key that local-level planning (e.g., integrated silviculture strategies), supported by risk and scenario-based analysis, assist with the selection of targets and the integration of management strategies for both timber and non-timber resource values. Local-level planning also provides the venue for continuous monitoring of the achievement of local targets, which facilitates adaptive management and the refinement of effective and efficient targets and/or strategies.

This summary of management unit targets has been developed as a starting point to support local-level planning. These reports represent a current "state of affairs" for the timber management targets and allow the initiation of a conversation at the TSA committee level amongst ministry, industry and First Nations, to collaborate on solutions in reaching the intent of the provincial goals and objectives. It is important to incorporate assumptions and outcomes from the most recent Timber Supply Review (TSR) and associated forward-looking strategies wherever possible to set targets that fit the management unit of interest. Additional targets should be identified, documented and periodically monitored to support management unit specific resource values.

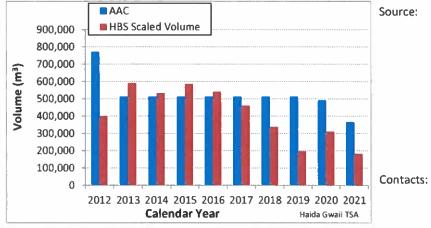
Timber Volume Flow Over Time

Description - Timber volume flow over time describes what has traditionally been the focus of sustainable forest management. The provincial aim is not a strict even flow regime, but rather predictable and reliable flows to support economic and social objectives. Timber flow will be managed in an integrated manner with other key forest values.

Provincial Goal - Promote resilient and diverse forest ecosystems to provide a sustainable flow of economically valuable timber that generates public revenue, and supports robust communities and healthy economies for a vigorous, efficient and world competitive timber processing industry.

Local Targets:

Harvest Billing System (HBS) harvest volumes relative to Annual Allowable Cut (AAC) volumes.



Source: - The HBS Scaled Volume is all scaled volume reported to HBS on 07/07/2022.

> - AAC, Apportionment and Commitment Reports website reviewed 20/07/2022-

https://www2.gov.bc.ca/gov/content/industry/forestry /managing-our-forest-resources/timber-supply-reviewand-allowable-annual-cut

For more information on AAC, apportionments and cut control periods, contact FLNRO regional tenures staff.

Comments: Management units often include several licences on different cut control periods so it may not be an issue if

any one year is above or below the AAC. It is

important to look at the trends.





PROGRAM GUIDE





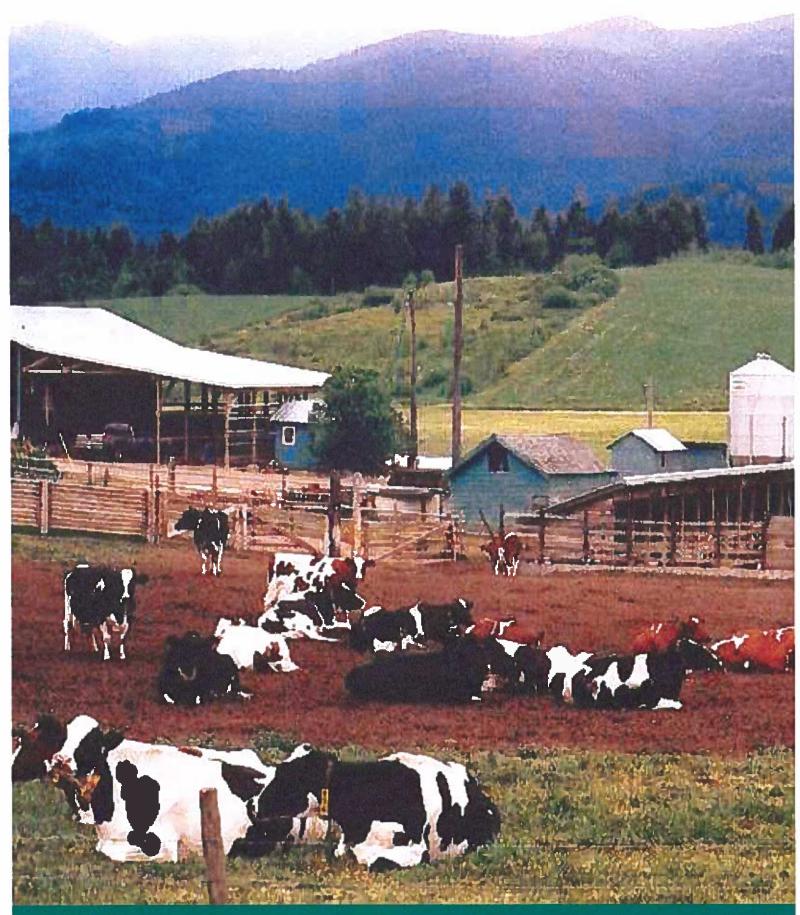
Rural Economic Diversification and Infrastructure Program

REDIP







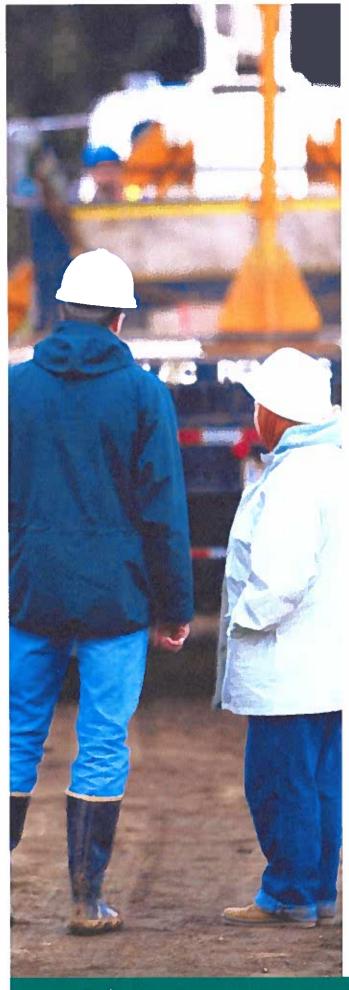




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Program Overview

The Rural Economic Diversification and Infrastructure Program (REDIP) supports rural economic development projects that promote economic capacity building, economic diversification, resilience, clean economy opportunities, and infrastructure development.

Application Process

Applications must be submitted through the online system at gov.bc.ca/REDIP.

Both MS Word and PDF versions of the application form is available to help with preparing an application.

The program recommends scheduling a project review session prior to preparing an application. Please review page 5 for information.

Intake Dates

The 2023-24 Intake opens July 4, 2023.
Complete application packages must be submitted through the online system by 11:59PM PST on October 30, 2023.
Applications will not be accepted after this date. Funding decisions will be announced Spring 2024.

The 2024-25 Intake will run from July to October 2024.



Program Support & Contacts

Schedule a Review of The Project Idea

Prior to preparing an application, it is strongly recommended to connect with REDIP or regional economic development staff. Staff can ensure the project idea is eligible for funding and provide detailed information regarding the application process.

REDIP Program Staff

Program staff can help determine whether the proposed project aligns with the program's scope and criteria. They can also provide clarification regarding requirements in the application form and budget template.

REDIP Contact Information

Email: ruraldevelopment@gov.bc.ca

Phone: 250-356-7950. Website: gov.bc.ca/REDIP

Regional Managers

Regional Mangers are located in every region of the province to assist communities in planning and implementing their economic development and diversification priorities. Regional Managers can support with project identification, linking project ideas with regional economic development, and provide information on the application process.

Additional information is available at: gov.bc.ca/RegionalEconomicOperations

Regional Manager Contact Information

Northern Region

- North Coast: Cheryl.Gilbert@gov.bc.ca
- Bulkley-Nechako/North Central: Dave.Christie@gov.bc.ca
- Northeast:
 - Tamara.Danshin@gov.bc.ca
- Cariboo/Central Coast: Emily.Colombo@gov.bc.ca

Vancouver Island/ **Sunshine Coast Region**

- North Vancouver Island & Sunshine Coast:
- Bridget.Horel@gov.bc.ca
- Central South Vancouver Island/Gulf Islands:
 - Cheryl.McLay@gov.bc.ca
- Central Vancouver Island: Geoff.Crawford@gov.bc.ca

Southern Interior Region

- Thompson/Central Okanagan/Shuswap: Myles.Bruns@gov.bc.ca
- Central Kootenay & Revelstoke: len.Comer@gov.bc.ca
- South Okanagan/Similkameen/Boundary: Larry.Olson@gov.bc.ca
- East Kootenay: Alex.Denis@gov.bc.ca
- Fraser Valley & Lower Mainland: Wendy.Koh@gov.bc.ca



Funding Categories |



Economic Capacity (REDIP-EC)

Helps communities build internal capacity for economic development.

Maximum Funding Per Project

Up to \$100,000

100%

Percentage of Project Costs Eligible for Funding

*While funding will be dispersed in a lump-sum (up to \$100,000 total), applicants are encouraged to spread project activities over two years and clearly show this in the project timeline submitted in their application.

Economic Diversification (REDIP-ED)

Funds projects that promote economic diversification and development.

Development Grant

Maximum Funding Per Project	\$100,000
-----------------------------	-----------

Percentage of Project Costs Eligible for Funding 80%

Implementation Grant

Maximum Funding Per Project	\$1 million
Maximum Funding Per Project	\$1 militio

Percentage of Project Costs Eligible for Funding 80%





Forest Impact Transition (REDIP-FIT)

Supports economic recovery and transition in communities affected by impacts in the forest sector.

\$500,000 Maximum Funding Per Project

Percentage of Project Costs Eligible for Funding 100%

Projects that are unable to be funded through one funding category may be considered for funding through the other two funding categories.





Who Can Apply |

Eligibility Requirements:

- The proposed project must directly serve the applicant's community(ies).
- Where multiple communities collaborate and the project serves multiple communities, each applicant community must meet the eligibility requirements of the funding category. However, their combined population can be larger.
- Population size will be determined using Statistics Canada 2021 Census Data. Communities with populations up to 500 over the respective limits are eligible to apply.
- Detailed definitions of applicant types are available in Appendix A on page 21.
- Detailed information about eligibility exemption requests is available on page 9.

Eligible Project Locations

REDIP-ED Eligible Project Communities

Indigenous and non-Indigenous communities with populations of 25,000 or less outside of Metro Vancouver and the Capital Regional District

REDIP-EC Eligible Project Communities

- Small rural communities with populations of 2,500 or less outside of Metro Vancouver and the Capital Regional District
- All Indigenous communities and organizations outside of Metro Vancouver and the Capital Regional District

REDIP-FIT Eligible Project Communities

- Indigenous and non-Indigenous communities located outside of Metro Vancouver and the Capital Regional District experiencing or anticipating impacts of changes in the forest sector.
- As part of the application process, applicants to REDIP-FIT will be asked to selfidentify ongoing, acute or anticipated impacts.



Who Can Apply (Cont.)

Eligible Applicant Types (All Funding Categories)

Eligible Lead **Applicants**

- Local Governments
- Regional Districts
- Indigenous communities and organizations
- Indigenous Development Corporations
- Not-for-profits

Ineligible Lead Applicants

- Federal entities, including federal Crown Corporations
- Applicants not operating within the Province of British Columbia
- Businesses
- A political party, political action group or lobby group.
- Registered charities

Eligible Partners (Optional; maximum 2 partners/project)

- All types of eligible lead applicants
- Non-Indigenous Development Corporations
- Industry organizations
- Businesses*
- Community Foundations
- Post-secondary institutions

Ineligible Partners

- Entities owned by, or that own the applicant organization
- Entities owned by the same parent organization as the applicant

Partners must:

- Have an active role in the project but are not required to contribute financially.
- Provide proof of partnership confirming their role and commitment to the project (such as an email or letter).



^{*} For-profit entities can serve as partners with an eligible applicant as long as the proposed project identifies broad community benefits and does not negatively impact other businesses.



Who Can Apply (Cont.) |

Application Limit:

- Lead applicants can submit an application for only one funding category per intake
 - i.e. REDIP-EC OR REDIP-ED OR REDIP-FIT
- If multiple applications are received from the same applicant, program staff may choose to only review the first application received.
- Regional districts can submit one application for REDIP for each eligible Electoral Area.
- Regional districts must clearly identify which community(ies) or unincorporated area(s) they are applying on behalf of.
- For REDIP-ED, regional districts can submit applications on behalf of the whole district if the individual population of each electoral area is less than 25,000.
- First Nations with multiple reserves can submit one application for each individual reserve if project activities are directly linked to that specific reserve. Alternatively, First Nations can submit one application to for the entire Nation.
- Eligible partners can be partners on multiple projects.

Eligibility Exemptions:

- Communities with populations under 25,000 located within the Metro Vancouver and Capital Regional districts can apply for an eligibility exemption prior to applying for funding.
- Communities that were approved for an exemption in previous REDIP intakes do not need to reapply.
- Please contact program staff prior to submitting an exemption request to confirm whether the community has been previously approved.
- The eligibility exemption form is available for download on gov.bc.ca/REDIP.



What Types of Projects are Eligible? |

Projects must meet all applicable federal and provincial environmental legislation and standards including consultation with Indigenous nations.

It is the applicant's responsibility to obtain any required approvals and permits.

Economic Capacity:

Aims to build the economic capacity of small rural communities and provide or improve their ability to support economic diversification (max funding \$100,000).

Eligible project types include:

- Community assessment projects such as identifying community economic development capacity, community needs and/or opportunities.
- Capacity building projects such as strengthening local economic development capacity through targeted coaching, job shadowing, mentorship, and/or professional development.
- Engagement projects such as community consultation, project identification and/or fostering inhouse economic development services and resources.
- Staff recruitment and retention projects such as ones that reduce staff turnover, enhance stability, or temporarily increase staff positions, time and/or resources.

Economic Diversification:

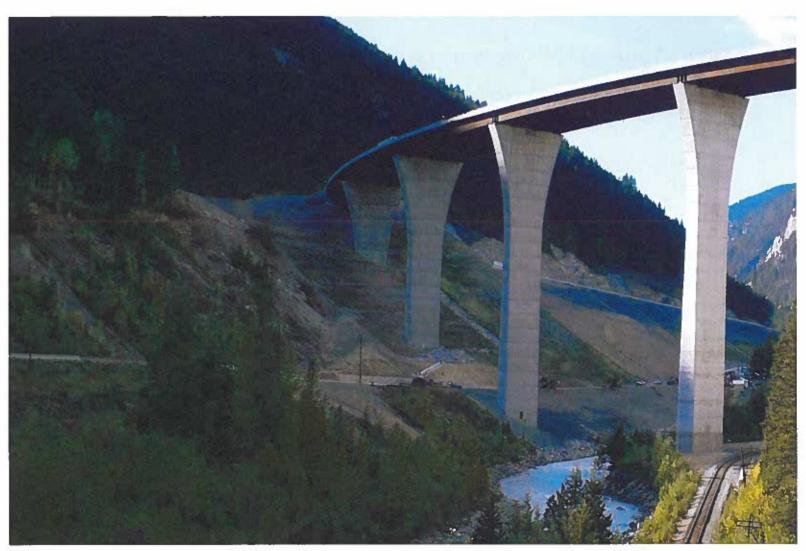
REDIP-ED has two types of grants. The **Development** grant aims to support the planning of programs, services and infrastructure projects (max funding \$100,000).

The **Implementation** grant aims to fund the implementation of programs or services, or the construction of infrastructure resulting in new, upgraded or preserved local asset(s) (max funding \$1,000,000).

Forest Impact Transition:

REDID-FIT applicants may submit projects that are eligible under REDIP-ED. (max funding \$500,000).





REDIP-ED and REDIP-FIT - Eligible Projects (Cont.):

DEVELOPMENT

IMPLEMENTATION

Soft **Infrastructure**

- Feasibility studies.
- Business plans.
- Program design.
- Service planning.
- Planning activities related to workforce housing*
- New or enhanced programs or services related to related to workforce development, business development, circular economy and industry/sector development, retention, and expansion.

Hard **Infrastructure**

- Infrastructure design including architecture, engineering, assessment costs. and planning.
- Construction of a new asset or the upgrading of an existing asset to support the development, stability, and scaling up of businesses.
- Assets to support sector development, and investment attraction.

^{*}Workforce housing is defined as housing developed to support critical economic opportunities (e.g., natural resource projects) or sectors (i.e., seasonal tourism operators) that are unable to fill workforce demands due to a lack of housing.



What Types of Projects are Not Eligible?

Projects funded through REDIP must have clear ties to economic development and diversification outcomes. Ineligible projects include but are not limited to the examples provided in the list below.

Applicants are strongly encouraged to connect with program staff to review their project ideas prior to preparing their application. Information about staff support can be found on page 5.

Common Ineligible Projects

Community Recreation

- Recreation centre upgrades
- Playgrounds
- Splash pads/spray parks
- Libraries
- **Gymnasiums**
- Pickleball/tennis courts

Mental Health Assets

- Mental health facilities
- Wellness facilities
- Rehabilitation centres

Municipal Utility Improvements*

*Not directly linked to a specific economic development opportunity

- Residential water lines
- Sewage systems
- Garbage/recycling services
- Transportation Planning

Community Emergency Response Assets

- Fire hall and/or ambulance station improvements/replacements
- Fire trucks and/or ambulance repairs/purchases

Residential Housing Construction

- Construction of housing assets
- Planning activities related to housing that is not directly related to workforce development (definition of workforce development available on page 11)
- Rezoning initiatives for residential areas
- Site preparation for residential housing









Creating a Project Budget |

To be eligible, project costs must:

- Directly benefit and be essential to the project.
- Be reasonable and accurately estimated.

All project related costs must be included in the project budget. Eligible costs refers to project costs eligible for funding through REDIP. Ineligible costs must be included but funded through the applicant contribution or other funding sources.

Eligible Funding Costs

General Costs

Eligible

- Costs incurred after approval and on or before the project completion date
- Capital purchases essential to project implementation up to 35% of REDIP funding
- Staff salaries in the lead or partner organization(s) working directly on project activities:
 - REDIP-EC up to 100% of **REDIP** funding
 - REDIP-ED and REDIP-FIT up to 15% of REDIP funding

Ineligible

- Any unpaid costs including invoices or holdbacks
- Accrued costs
- Goods or services costs which are received through donations or in kind
- Costs incurred prior to approval date and after project completion date
- Land acquisition
- **GST and PST**
- Financing costs and interest charges

Construction/Materials Costs

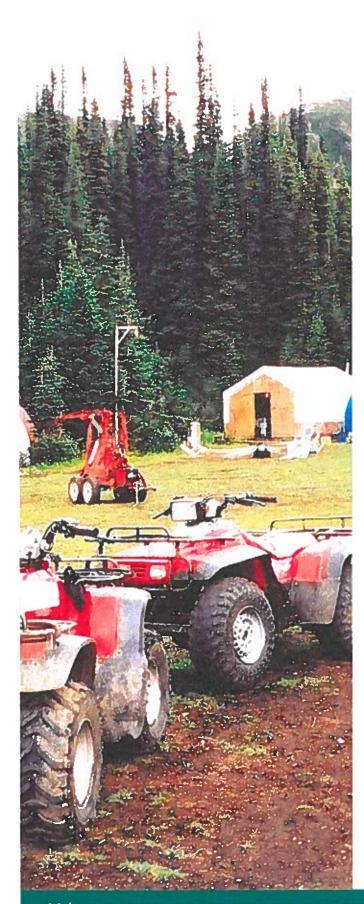
Eligible

- Equipment and/or furnishing essential to project operations
- Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to project site

Ineligible

- Liability insurance for directors
- General routine, cyclical repairs and maintenance
- Traditional municipal infrastructure (roads, sidewalks, etc.)





Creating a Project Budget (Cont.)|

Professional Costs

Eligible

- Consulting services
- Project management
- Design/engineering costs
- Environmental reviews
- Archaeological assessments

Ineligible

- Cost associated with necessary permits and building approvals
- Legal costs
- Project-related professional fees payable to the eligible applicant
- Academic research that does not deliver concrete actions or tangible benefits

Communication Activities Costs

Eligible

- Indigenous consultation
- Culturally relevant hospitality costs as part of the consultation process
- Communications, marketing or promotion-related costs
- Travel, accommodation and meals related to the project based on government per diem rates (rates listed in budget template)

Ineligible

- Gifts
- Direct meeting and/or lobbying of any level of government
- Expenses relating to hosting conferences or large community events
- Remuneration and travel of elected officials
- International travel requires a special review to determine eligibility
- Alcohol



Applicant Contribution

Applicants to REDIP-EC and REDIP-FIT do not need to provide an applicant contribution.

Applicants to **REDIP-ED** must provide 20% of the total project budget up to \$200,000 as the applicant and/or partner financial contribution. For example, for a project funded \$1,000,000, applicants must contribute at least \$200,000 for a total project budget of at least \$1,200,000.

The application will not be assessed if it does not meet the financial contribution requirement. Confirmation of applicant funding commitment may be requested upon review of applications.

Source of Applicant Financial Contribution

The applicant financial contribution may come from:

- Applicants' own funds, including funds obtained through financing
- Funds from not-for-profit organizations, such as development trusts
- Funds from project partners
- In-kind contributions (see below)

Funding for the applicant financial contribution cannot come from:

Other government sources (federal or provincial)

Funding from other government programs (federal or provincial) can contribute to the overall project funding if it is not part of the applicant financial contribution.

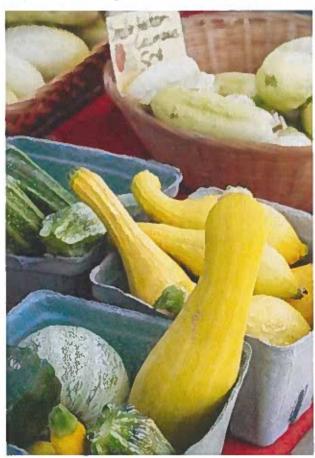
In-kind Contributions

The applicant in-kind contribution:

- May be up to 50% of the applicant's financial contribution (10% of total project budget)
- May include goods and services donated to a project by the eligible applicant and/or eligible partners (e.g., staff time, use of space or equipment).
- Must be clearly identified in the budget form
- Must be valued at fair market value

Other Sources of Funding

Applicants must clearly outline the amount, status and source of all project funding. Verification of these funding sources may be requested through the assessment process.





Funding Breakdown Examples

Examples	Total Project Budget	REDIP Funding	Applicant Contribution*	Other Sources of Funding
Development Grant Example 1	› \$100,000	> \$80,000 (80%)	> \$20,000 minimum (Can include up to \$10,000 in-kind)	\$0
Development Grant Example 2	› \$150,000	> \$100,000 (maximum amount)	> \$30,000 minimum (Can include up to \$15,000 in-kind)	\$20,000
Implementation Grant Example 1	> \$1,000,000	> \$800,000 (80%)	> \$200,000 minimum (Can include up to \$100,000 in-kind)	\$0
Implementation Grant Example 2	› \$1,500,000	> \$1,000,000 (maximum amount)	> \$200,000 (Can include up to \$100,000 in-kind)	\$300,000

^{&#}x27;20% minimum confirmed contribution (up to \$200,000) direct from applicant required. Up to half of the applicant contribution can be provided in-kind. Project costs not covered by REDIP funding and direct applicant contribution can be covered by other sources of funding such as federal grants.



Project Timelines |

Project timelines must meet the following timeframes:

	Economic Capacity	Economic Diversification and Forest Impact Transition
Project Start	 Project activities must start within six months of approval and acceptance of funds. 	 Project activities must start within one year of approval and acceptance of funds.
Project Completion	 Year 1 activities must be completed within one year of project start. Year 2 activities must be completed within a year of approval and acceptance of Year 2 funding. 	 Project activities must be completed within two years of project start (i.e., one construction season)

- When applying for a single phase of a larger infrastructure project, the phase must independently result in outcomes which align with REDIP objectives and be useable infrastructure even if subsequent phases do not proceed.
- Project timelines should consider relevant supply chain delays, permit approval timelines and availability of contractors and consultants.

Supporting Documentation |

Applications require the following documentation:

- Project budget (completed using the REDIP-EC or REDIP-ED/FIT budget template)
- Partnership letter(s) (only if partners are listed)

The following documents may be added to an application, as applicable:

- Quotes
- **Project plans**
- List of permits or approvals needed
- Funding confirmation or commitment
- **Direct Deposit Form**
- Related community plans
- [Band] Council resolutions in support of the project
- Letters of support from communities directly impacted by the project



How Applications will be Assessed |

The following process is used to evaluate applications:

- The REDIP application is received online and is reviewed for eligibility.
- The assessment panel evaluates eligible applications using the assessment criteria below and determines the level of funding and/or conditions on payment of awards.
- Program staff may conduct due diligence with other ministries to gather expert feedback regarding the feasibility and/or funding of proposed projects. Experts may review projectspecific information provided in the application form.
- The program area informs each applicant of the assessment panel's decision. Decisions will be announced Spring 2024.
- To ensure a wide distribution of program funding applicants who did not receive funding in the previous REDIP intake may be prioritized in the assessment process. In addition, funding may not be provided in instances where interim/final reports are outstanding for previously funded projects.

	Criteria		Scoring		
Component			ED	FIT	
Project Need	 Describes the details of the project clearly and demonstrates why the project is needed. Preference will be given to Indigenous, small and remote communities; and communities that identify/exhibit the strongest need for support with economic development capacity. 	20	14	10	
Project Benefits	 ALL FUNDING CATEGORIES: Identifies clear and tangible community benefits resulting from the project. Clearly describes how/why project activities will achieve intended outcomes. 				
	 REDIP-ED AND REDIP-FIT Identifies and clearly demonstrates how the project will bring economic benefits to the community. 	14	30	20	
	 Details how the project will help create good, sustainable jobs in the community. 				
	 If project includes infrastructure costs, describes why it is needed to support community economic development. 				
Project Timeline	 Demonstrates that the project is thoroughly planned and ready for implementation. 				
	 Includes information on any permits, permissions or other steps that are required for the project to be implemented and completed. 	10	10	8	
	 Provides clear project milestones, with appropriate timelines, and describes how they will be completed successfully. 				



Project Budget	 Contains detailed descriptions and accurate estimates of projects costs. 			
	 Demonstrates costs are direct and essential to project implementation and are clearly linked to project activities described in the application. 	10	15	15
Project Risk & Feasibility	 ALL FUNDING CATEGORIES: Demonstrates clear consideration for potential environmental impacts and presents mitigation strategies. 			
	 Identifies potential risk factors (cost overruns, timeline delays) and sufficient mitigation strategies. 	6	11	11
	 REDIP-ED AND REDIP-FIT: Demonstrates that the organization has the resources and skills to complete the project. 			
Community Support / Planning	Provides strong linkages between project activities and community planning.	10	10	8
Diversity, Inclusion and	 Demonstrates that the project has the support of Indigenous and non-Indigenous communities. 			
Reconciliation	 Demonstrates organizational commitment to diversity, inclusion and Indigenous reconciliation. Considers the potential impacts of the project on all 	10	10	8
	community members.			
Applicant Self-assessment	 Preference will be given to organizations or communities with limited capacity to address economic development challenges. 	20		-
Forest Impacts	 REDIP-EC AND REDIP-ED: Forest Impacts questions will not affect the scoring. Some projects submitted under these streams may be considered for funding under REDIP-FIT. 			
	 REDIP-FIT: Applicants must self-identify recent, ongoing or anticipated forest sector economic impacts to be eligible for funding. 		K2	20
Total		100	100	100

6-3

Receiving REDIP Funding

Grant Agreements

Awarding of funding to successful applicants is conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding. The program reserves the right to award partial contributions of the total funding request.

Successful applicants will receive a one-time grant payment upon signing of the grant agreement.

The total amount of the grant payable will not exceed the amount noted in the grant agreement. The recipient is responsible for all costs over and above the grant amount, including cost overruns, ineligible/eligible costs, ongoing maintenance and operating costs associated with the operations of the completed project.

Reporting

As per the grant agreements, funding recipients are required to submit project progress reports and a final report that outlines the project's performance and outcomes. Further details on reporting requirements will be provided to successful applicants.

Recognition of Provincial Funders

Recognition of funding support from the Province of British Columbia should be acknowledged in all promotional events and materials, both print and online. The approved provincial logo and graphics standards are available online in a variety of ready-to-use digital formats.

The grant agreement for successful applicants has further information on requirements.

Confidentiality and Support

Freedom of Information

Applications submitted under the program are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the program and evaluating eligibility under the program. The names and locations of successful award recipients may be published, along with the amount of the award, in various communications and promotional vehicles in the Province of British Columbia. Applications, in whole or in part, may be shared with other provincial ministries as part of the due diligence process.

Conflict of Interest/Confidentiality

All documents received by the program are treated as confidential. Program staff uphold the standards for conflict of interest and confidentiality required by all B.C. public service employees.

Contact Information and Application Support

If you have a question that is not addressed in this program guide or the website (gov.bc.ca/REDIP), support is available from program staff at ruraldevelopment@gov.bc.ca or by calling 250-356-7950.



Appendix A: Definitions |

- Indigenous communities and organizations:
 - A band council within the meaning of Section 2 of the Indian Act
 - An Indigenous development corporation;
 - A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between His Majesty the King in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;
 - A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; or
 - An incorporated not-for-profit organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a local government, or British Columbia.

- Local government:
 - An incorporated municipality; or
 - A Regional District applying for an electoral area or unincorporated community.
- Not-for-profit:
 - An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or the Province of British Columbia and in good standing under the relevant Act;
 - Not-for-profit co-operatives incorporated as community service co-ops under the B.C. Co-operative Association Act are considered eligible as a not-for-profit organization.
 - Operating primarily for community benefit, and a provider of programs that benefit the community and not solely its members' interest.







REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: October 16, 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:

Accessibility British Columbia Act

The washrooms at the Community Park have been identified as part of the built environment in the community that is inaccessible to some people with disabilities. It is a requirement by law that municipalities remove these barriers identified. To assist in the process, the BC government has provided a one-time funding of up to \$25,000 to remove barriers for persons with disabilities. The issues associated with the washrooms have been the topics of discussions over an extended period. A recent inspection by members of council and staff identified several areas that need to be addressed. This is an opportunity to integrate the removal of barriers with the improvement of the facility at the same time.

The Official Community Plan (OCP)

The review process of the OCP by external organizations is nearing completion.

The maps are being updated, and the document should be available for council review by year end.

Critical Infrastructure

(i) Sewage Lagoon Project

The Construction phase of the project will be out for tender soon. However, to date, we have not been successful in obtaining any additional funds for the completion of the project. BC government departments are recommending that the Village seeks additional funding by borrowing.

(ii) Water System Upgrade

The outfitting of Well #3 for incorporation into the existing water system continues to be affected by delays. We are hopeful that before the year ends concrete plans will be in place to advance the project towards completion.

Other Capital Projects:

- The Community Park upgrade: Work continues.
- Sunset Park Revitalization: On the final stages of completion which is expected by year end.
- Public works Yard: An extension request was approved by the partner funding agency, and the revised completion date is November 2024.

8-1

Building Lease & Maintenance

The lease agreement with Vancouver Island Regional Library is up for renewal in December 2023. Considering increased maintenance cost, the Village will be seeking a progressive yearly increase for the duration of the renewal. The Port Clements Ambulance Station has a new Acting Unit Chief. Village staff will be meeting with her with the aim of establishing a working relationship, and to get a better understanding of the issues being experienced in relation to the ambulance station.

Fire Department

In support of 2023 Fire Prevention Week, the Port Clements Volunteer Fire Department did a Fire Prevention Presentation on October 10th at the Port Clements Elementary School. The Village Office has been posting pamphlets with the aim of raising awareness of fire prevention measures. The Fire Prevention month will culminate with the observance of the Volunteer Fire Fighters Appreciation Week October 22-28.

Increasing Public Works Staff Complement:

The process of interviewing applicants for the position of Public Works Assistant continues. A shortlist is being prepared, but the position will remain open until filled.

Finance:

- See report on 3rd Quarter financial statement.
- Routine activities in accounts payable, accounts receivable, payroll and bank reconciliations continue.

Public Works

- Well Completion: Some movement made, as site visit was conducted with mechanical
 contracting firm currently working in other communities on Haida Gwaii that has proper
 certification (Certified Well Installer) to meet the requirements of Northern Health Well
 Construction Permit. They are reviewing engineered draft design package and scope of work
 and will likely submit some form of quote or estimate on the project. My understanding is that
 electrical contractor is nearing completion with electrical control panel, and it should be
 available on island in the near future.
- Sewer Treatment Upgrade: Engineers preparing final bid documents, PW assisting wherever required.
- Biomass: Heating plant has been serviced and test fired for 2023-2024 heating season, however fuel conveyance from supplier in Prince Rupert has become unavailable, PW currently sourcing other means of conveyance. There is a possibility that a decision is made after financial analysis to not operate biomass plant until a cheaper source/method for fuel supply/conveyance is found. i.e: sourcing, processing and storing local waste wood as fuel, as opposed to sourcing and conveying off island fuel/pellets.
- Water Treatment Plant: Working/operating as designed, but consideration being given to
 updating filter material as the proprietary filter media "Inversand Greensand +" is beyond it's
 operational life of ten years, and this may be resulting in higher concentrations of Iron getting
 past the filter stage, affecting chlorine dosing and increasing amount of soluble iron in
 distribution system. More will be reported on this matter in the next month.

Respectfully submitted:

Marjorie Dobson, CAO

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Village of Port Clements

Council Meeting Action Items List

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

