



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
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Web: www.portclements.ca

4:00 PM Special Meeting of Council, Monday October 30th, 2023

AGENDA

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

1. ADOPT AGENDA

2. GOVERNMENT

G-1— Request for Letter of Support – Daajing Giids/Haida Gwaii Protocol Table

G-2— Winter Holidays Grant Application

G-3— COTW Topic Change

G-4— Change in Grant Application for Boat Launch Upgrade Project

3. IN-CAMERA

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

(c) labour relations or other employee relations;

(d) the security of the property of the municipality;

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

4. ADJOURNMENT

Elizabeth Cumming

From: Haida Gwaii Protocol Table <protocoltable@haidanation.com>
Sent: October 26, 2023 10:35 AM
To: Jason Alsop; Scott Cabianca; Desi Collinson; Sheri Disney; CAO; Duffy Edgars; cao@masset.ca; Kazamir Falconbridge; Gordon Mills; patriciamoore@oldmasset.ca; 'Barry Pages; ' 'Lisa White; 'Robert Williams; 'Billy Yovanovich; freda.davis@oldmasset.ca; Harmony Williams; Kim Goetzing; Brigid Cumming; CAO; Jim LeMottee; Elizabeth Cumming
Cc: Lisa Pineault (mayor@daajinggiids.ca); CAO
Subject: Foundry Application- Seeking Letters of Support from communities
Attachments: SAMPLE LETTER OF SUPPORT FOR VDG FOUNDRY APPLICATION.docx

Good morning everyone,

Last night the Village of Daajing Giids brought the opportunity for an application for a Foundry facility for the south end of Haida Gwaii (with a possibility of providing services islands-wide) to last night's Protocol Table meeting. Foundry is a province-wide network of integrated health and wellness services for young people ages 12-24, supporting access for youth to five core services in one convenient location: mental health care, substance use services, physical and sexual health care, youth and family peer supports, and social services. Additional info on their website: <https://foundrybc.ca/>

Attached is a **sample letter of support and brief summary of the project**- the turnaround time is quite short (**LOS are needed by Oct 31st**) but please submit to me or directly to VDG if you are interested/able to support! I've cc'd Mayor Pineault and CAO Kirk here in case you have any questions for them.

Hope everyone is enjoying the sun! I'll be in touch with minutes from last night later today.

Linnaea

Linnaea Fyles
Executive Assistant | Haida Gwaii Protocol Table
protocoltable@haidanation.com
T: 250-637-1029

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.

Hi,

Thank you for expressing interest in supporting the Village of Daajing Giids being the Lead applicant for one of 10 possible Foundry Centres across the province. We feel that this is an enormous opportunity to benefit the youth of Haida Gwaii that doesn't come around very often, thus our tight deadline to complete an application.

On the next pages we have included two sample templates for a Letter of Support. The first is shorter & more concise, generally tailored to local governments and organizations whose mandate does not directly involve youth, health services, wellness etc.

The second is slightly longer and provides an organization the opportunity to explain how their work and/or mandate touches on one of the pillars of Foundry's mission, vision and values. It also provides the opportunity to further commit to participation in a committee dedicated to steering the establishment of a Foundry on Haida Gwaii, and/or participate in service provision as a partnering organization for a Foundry Centre. Your organization may not know yet or be able to commit to either of those at this time, and that's completely understandable.

That said, any organization is more than welcome to use either of the templates, and of course, the option to write your own, or tailor additional pieces is encouraged too.

If you would like a bit more information on Foundry and its service model – there is some great resources here:

1-page explanation of Foundry Integrated Youth Services model: <https://foundrybc.ca/wp-content/uploads/2022/11/What-are-Integrated-Youth-Services-anyway-KTE-1-pagers-English.pdf>

How do youth access Foundry? <https://foundrybc.ca/get-support/>

How does Foundry address Reconciliation, Indigenous Wellness and Justice, Equity, Diversity & Inclusion principles?

<https://foundrybc.ca/wp-content/uploads/2023/06/Foundry-JEDI-Strategy-May-2022.pdf>

<https://foundrybc.ca/wp-content/uploads/2023/06/Foundry-Indigenous-Wellness-Framework.pdf>

https://foundrybc.ca/wp-content/uploads/2021/07/SERV_ServiceModelGuideAppendixV.1_20210308.pdf

Of course, please don't hesitate to reach out to any of us with questions or if you need support:

<p>Mary Kellie Application Lead Mary.kellie@outlook.com 250-637-1790</p>	<p>Carolyn Beaumont Youth Programs, Communications communications@daajinggiids.ca 250-559-4765 ext 20</p>
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Courtney Kirk CAO cao@daajinggiids.ca 250-637-1782	Lisa Pineault Mayor mayor@daajinggiids.ca 250-637-1339
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[SHORT VERSION - SAMPLE LETTER OF SUPPORT FOR VDG FOUNDRY APPLICATION]

Recommended for local government, boards, organizations that do not directly have a mandate involving health, mental health, wellness or youth.

Organization Name
Address
Email
[Or organization letterhead]

Village of Daajing Giids
 Box 580, 903A Oceanview Drive
 Daajing Giids, BC
 V0T 1S0

[Date]

To Village of Daajing Giids Council,

We [organization] would like to express our sincere support the application for, and establishment of, a Foundry Centre in Daajing Giids to serve the collective youth of South Graham Island & Moresby Island.

Haida Gwaii is a remote archipelago of islands off the North West Coast of British Columbia. Our geographic isolation adds significant complexity and expense to regular access to specialist healthcare, extended services, and regular supports that other communities have available as a matter of course.

We are a small, close-knit group of communities, and there is a lot of care and support for our youth on-island. Between Northern Health services, the First Nations Health Authority, Skidegate Health Centre and Haida Wellness Society, the Island Wellness Society, School District resources including counsellors and a school psychologist, our communities are lucky to have dedicated health professionals who make Haida Gwaii their home. Despite these resources, youth and their families still face many barriers to accessing care. A space for integrated services, a one-stop resource, that is a 2-block walk from the high school serving all 5 south-end communities and is already a dedicated youth recreation space could prove life-changing (or even lifesaving) for any the 390 youth ages 12-24 in South Graham Island. The student population of South Graham Island averages approximately 35-40% indigenous Haida. The customization that Foundry offers would allow culturally appropriate inventions to better address the challenges and barriers faced by first nations youth in our communities.

Our island residents are unfortunately not immune to influences many other remote communities also face. Access to substances is easy, and substance use is an acute issue. We unfortunately have limited resources for safe recreation, and limited economic opportunities for young people. A Foundry Centre that focuses on integrated care, driven by youth, and with a cultural lens for health and healing is a key pillar that would support our youth, and the future of Haida Gwaii.

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We are happy to provide this letter of support to the Village of Daajing Giids as Lead Agency for a new Foundry Centre [and we are also committed to have a representative sit on a steering committee/ are committed to signing on as a partner organization for the facility as a provider of youth services within South Graham Island]. Thank you for stepping up to advocate for youth on Haida Gwaii. They are the future of our islands and their health and wellbeing are of utmost importance to us.

Sincerely,

[Signature]

Name of Organizational Lead

Position

[EXPANDED VERSION - SAMPLE LETTER OF SUPPORT FOR VDG FOUNDRY APPLICATION]

Recommended for organizations that may partner, be represented on a committee, or otherwise work with youth, health, mental health and/or wellness.

Organization Name

Address

Email

[Or organization letterhead]

Village of Daajing Giids
Box 580
903A Oceanview Drive
Daajing Giids, BC
V0T 1S0

[Date]

To Village of Daajing Giids Council,

We **[organization]** are keen to support the application for, and establishment of, a Foundry Centre in Daajing Giids to serve the collective youth of South Graham Island & Moresby Island.

Haida Gwaii is a remote archipelago of islands off the North West Coast of British Columbia, accessible only via a daily 1.5-hour flight to Vancouver or an 8-hour ferry to Prince Rupert (4x per week). Groceries, fuel, mail and the majority of goods are transported on and off the island via ferry. Seven months of the year (September through April) the Hecate Strait is one of the shallowest and thus stormiest stretches of ocean on the North West coast, so ferry and flight cancellations for up to a week at a time are a regular occurrence, stranding residents and disrupting transport of essential goods. Our geographic isolation adds significant complexity and expense to regular access to specialist healthcare, extended services, and regular supports that other communities have available as a matter of course.

We are a small, close-knit group of communities, and there is a lot of care and support for our youth on-island. Between Northern Health services, the First Nations Health Authority, Skidegate Health Centre and Haida Wellness Society, the Island Wellness Society, School District resources including counsellors and a school psychologist, our communities are lucky to have dedicated health professionals who make Haida Gwaii their home. Despite these resources, youth and their families still face many barriers to accessing care. Asking for help navigating unfamiliar health resources alone when the nurses picking up the phone are your friends' parents or sitting in a waiting room after school beside your teacher, who is also your neighbour can be uncomfortable for anyone, let alone youth in some of the most vulnerable years of development. A space for integrated services, a one-stop resource, that is a 2-block walk from the only high school for 5 south-end communities and is already a dedicated youth recreation space could prove life-changing (or even lifesaving) for any of the 390 youth ages 12-24 in South Graham Island.

While it is important to emphasize how much care for youth exists in our communities as mentioned above, our island residents are unfortunately not immune to influences many other remote communities also face. We unfortunately have limited resources for safe recreation, and limited

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economic opportunities for young people. Access to substances is easy, and substance use is an acute issue. The notorious Highway 16, "Highway of Tears" begins its journey east in the Northern Haida Gwaii community of Masset, through all communities on Graham Island, before continuing on the mainland from Prince Rupert through Prince George and further east. Missing and Murdered Indigenous Women and Girls are our friends, our neighbours, our youth. As the student population of South Graham Island averages approximately 35-40% indigenous Haida, Foundry's approach to allow community level customization of its centres makes Foundry an ideal fit to better ensure culturally appropriate interventions in addressing the challenges and barriers faced by first nations youth. A Foundry Centre that focuses on integrated care, driven by youth, and with a cultural lens for health and healing is a key pillar that would support our youth, and the future of Haida Gwaii.

Our organization is *[Optional – please add a brief paragraph about your organization, what it does, and why you support integrated youth services for youth 12 – 24 on Haida Gwaii]*

We are happy to provide this letter of support to the Village of Daajing Giids as Lead Agency for a new Foundry Centre *[and we are also committed to have a representative sit on a steering committee/ are committed to signing on as a partner organization for the facility as a provider of youth services within South Graham Island]*. Thank you for stepping up to advocate for youth on Haida Gwaii. They are the future of our islands and their health and wellbeing is of utmost importance.

Sincerely,

[Signature]

Name of Organizational Lead
Position

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What are Integrated Youth Services anyway?

Sometimes, life is simply overwhelming. You name it — school stress, family conflict, friend or relationship drama, pressures to look a certain way, questions about sexual and mental health, addictions (anything from substances to social media). It adds up.

There is so much to do and to think about, it's hard to know where to start. Many young people and their families/caregivers aren't sure where to find resources and support designed specifically for them.

But imagine if there were places where counsellors, doctors, therapists and social workers were working together to meet your needs. Well, this is not a distant reality.

If you find yourself exhausted from juggling the competing demands of life, sometimes taking a break and finding someone to genuinely listen and help you with what you're going through is what it takes. This is how integrated youth services (IYS) are revolutionizing the health care system.

IYS combines multiple service areas and supports for what you need when you need it. IYS usually cover most of the following service areas:



The overall vision of IYS is to make it easy for young people and their families/caregivers to connect with the right services at the right time, no matter who you are or what's happening in your life.

Say goodbye to wondering where to get support and say hello to IYS!

There are IYS initiatives emerging across Canada. One example is Foundry, located in British Columbia. Foundry brings together the services described above for young people ages 12-24. Services are also available for their families/caregivers, including groups, workshops, counselling and peer support. Foundry designs its services in collaboration with service providers, families/caregivers and youth to make sure they are culturally safe, youth-friendly and meet the needs of young people.

Young people can walk into a local Foundry centre across BC, explore online tools and resources at foundrybc.ca/get-support or connect virtually through the Foundry BC app. Some of the services offered through the app are available in English and languages other than English.



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REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: October 30th, 2023
RE: Winter Holidays Grant Application

BACKGROUND:

Annually the Village applies to Gwaii Trust's Winter Holidays Grant Program for funding.

DISCUSSION:

The Village of Port Clements can apply up to \$7,200 in funding from the Winter Holidays Grant Program (the allocation for Graham Island Central is \$12,000 of which 60% goes to Port Clements and 40% goes to Tlell, as previously agreed via the Graham Island Centre Advisory Committee).

The Recreation Commission has identified that they will be doing Breakfast with Santa and would like the Port Buck program to be held (which would include Port Clements, Nadu Road, and those living within 5km outside municipal boundaries). They are also interested in some potential other activities, though have not settled yet on what that may be. These additional activities may be over the capacity for the budget with the Winter Holidays grant, so it is planned to utilize their Recreation Commission budget. However, the grant application will be written to include flexibility that the contingency and any unspent budget amount (from things coming under budget) will be able to utilized for these potential additional activities.

STRATEGIC

(Guiding Documents Relevancy – Official Community Plan)

N/A

FINANCIAL

(Corporate Budget Impact)

These Recreation Programs rely on this Grant Funding. While the Breakfast with Santa may be able to be undertaken in the Recreation Commission's budget, the Port Buck program is only funded through this grant and if funding is not received, then there are no Port Bucks.

ADMINISTRATIVE

(Workload Impact and Consequence)

In previous years this grant added to staff workload as it was submitted as a joint application with Tlell, while the Village of Port Clements was held responsible for ensuring reporting obligations and compliance with Gwaii Trust's grant terms. There were challenges with communication and coordination, among other difficulties. However, this has recently changed, and it is no longer required.

RECCOMENTATION:

THAT Council supports the application to the Gwaii Trust Society's Winter Holidays Grant Program.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

2023 Port Clements Winter Holidays

Community Events & Winter Holidays Grants 2023

Village of Port Clements

Marjorie Dobson
P.O. Box 198
36 Cedar Avenue West
Port Clements, BC V0T 1R0

cao@portclements.ca
O: 250-557-4295

Marjorie Dobson

P.O. Box 198
36 Cedar Avenue West
Port Clements, BC V0T 1R0

cao@portclements.ca
O: 250-557-4295

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Application Form

Application Instructions

Application Instructions:

- This application must be in the name of and submitted by the organization who will receive the grant payments and do the reporting.
- You can copy answers from a prior application to this one by clicking *'Copy Previous Answers'* and selecting an earlier grant application. The system will automatically move the answers of all matching questions to this application for editing.
- Throughout this process the named applicant will receive email notifications from Gwaii Trust's grant management system. Please be sure to read these emails as they often contain important information.
- If you are working with someone else on this request, you can invite them to be a Collaborator with read, edit, or submit privileges. To do so, please click the blue *'Collaborate'* button in the top right-hand corner of this screen. Click here for a tutorial.
- Collaborators will not receive system notification emails and cannot see Administrator Comments. Administrator comments are added if additional information is requested by your Grant Manager. Administrator Comments can be shared by downloading a PDF of the draft application by clicking the *'Application Packet'* button and emailing it to them.
- Links to external materials will not be reviewed or included in the decision-making process. An exception is for the Gwaii Trust Arts program where links to video or audio examples of works will be accepted.

****Before you start your online application, make sure you have reviewed the guidelines for the grant you are applying for.****

- ♣ Community Events Grant Application Guide
- ♣ Winter Holidays Grant Application Guide

Project Information

Project Name*

Please enter the name of your project here. The name should give a general idea of what the project is about.

Granting Stream*

Please choose which grant you are applying for from the drop down list below.

Winter Holidays

Project Location*

Please check all the Gwaii Trust areas that apply.

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Graham Island Central (Port Clements and Tlell)

Other Location

If you answered 'Other' to the above question, please indicate where your project is located in the space provided below.

Amount Pre-approved*

Please enter the amount you have been pre-approved for here.

\$7,200.00

Project Total Cost*

Before you submit your application, make sure these numbers are updated and match those in your budget.

\$7,200.00

Project Start Date*

Project must not be in progress or incur any expenses prior to approval.

12/01/2023

Project Completion Date*

Maximum project length is one year.

01/31/2024

Project Summary*

Please describe your project in 3-4 sentences.

For the 2023 winter holidays in Port Clements, we are planning three activities. First, the village will distribute a total of \$5,000 in Port Bucks that can be spent at local retailers through the holiday season. The village will also support a Breakfast with Santa event, and either a small contingency or support for an outdoor Christmas celebration organized by the Port Clements Recreation Committee.

Project Objectives

Why is this project needed?*

The project is needed to help put on fun, inclusive, and community-building events for families and seniors in Port Clements. The project will also help boost local business sales through the Port Bucks program.

What will be the results from this project?*

The results will be a Port Bucks program that will encourage local shopping, a Breakfast with Santa event for young families and the young at heart, a small contingency and/or an outdoor Christmas activity organized by the Port Clements Recreation Committee. Possible outdoor events include a Christmas lights viewing with hot chocolate in the park, or the purchase of new Christmas lights to add to Port Clements' existing public display.

What will be the benefit(s) from this project?*

The social benefits of this project include creating fun, memorable events that bring the community together. Other social benefits include supporting lower-income residents to celebrate the holidays, and creating Christmas lights displays that boost community pride.

The Port Bucks program will also benefit the Haida Gwaii economy by encouraging residents to do more Christmas shopping locally.

How many people will directly benefit from the project and who are they?*

The project will directly benefit the 340 people who live in Port Clements, along with the few dozen people who live in the rural area between Port Clements and Masset.

Provide the name, date, and brief description of what event(s) this grant will support.*

Port Bucks Program (December 1 to 31, 2023)

The grant will support the disbursement of a total of \$5,000 in "Port Bucks" vouchers to residents of Port Clements and the Nadu Road area. Port Bucks can be spent at participating local businesses in Port Clements.

Breakfast with Santa (Date to be confirmed, but most likely Saturday, December 10 or Saturday, Dec. 17)

The grant will support a Breakfast with Santa event held at the Port Multiplex.

Outdoor Christmas celebration (Event and date to be confirmed)

If the remaining funds are not needed for a contingency, they will support an outdoor Christmas celebration organized by the Port Clements Recreation Committee, such as a hot chocolate in the park and Christmas lights viewing, and/or the purchase of new outdoor Christmas lights for Port Clements' public display.

Gwaii Trust Purposes*

The purpose of the Gwaii Trust Society is to carry out activities beneficial to the communities of Haida Gwaii. From the list below, please select the Society purpose(s) that your project will support.

Assisting in promoting cultural and economic health

Fostering the spirit of cooperating, cultural understanding, and trust

Project Budget

Complete and upload your project budget below. Download a template by [CLICKING HERE](#).

Project Budget Upload*

Budget--2023 Port Clements Winter Holidays Events.xlsx

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Letters of Support

For project uploads please use the following formats Word, Excel, PDF, JPEG, screen shots, or pictures from cell phones.

Upload a letter of approval from the local Gwaii Trust director.*

Additional Supporting Information

For project uploads please use the following formats Word, Excel, PDF, JPEG, screen shots, or pictures from cell phones.

Upload relevant supporting documentation #1 (Optional):

If you have a partnership letter or authorization letter to share, please upload it here.

Certification

Certification*

I certify that the information contained in this application and other submitted information are correct and complete at the date of submission. I confirm that I have appropriate signing authority to submit this proposal on behalf of the organization or that I have attached a written endorsement from someone with signing authority.

Submission of false or deliberately misleading information may result in the Gwaii Trust denying this and or future applications to the Trust under any of its granting programs.

Verbal or physical abuse of directors or staff in person, by phone, or in writing will not be tolerated. Offenses may result in Gwaii Trust denying current and future applications to any of its granting programs as per its workplace bullying, harassment and violence policy.

All applications submitted become the property of the Gwaii Trust, who may publish said applications on their website www.gwaiitrust.com or may otherwise utilize the content as the Gwaii Trust sees fit.

Newsletter Sign-up

File Attachment Summary

Applicant File Uploads

- Budget--2023 Port Clements Winter Holidays Events.xlsx

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2023 Port Clements Winter Holidays Events

Village of Port Clements

28-Oct-23

Description of Income	Amount	Income Type	Confirmed (yes/pending)	Notes
<i>List all sources of project support such as: other grants, volunteer time, in-kind donations, cash, etc.</i>	<i>List the dollar value</i>	<i>Grant, cash, in-kind, volunteer</i>	<i>Gwaii Trust will not advance any project funds until all sources of funding are confirmed</i>	
Gwaii Trust Society (Winter Holidays Grant)	\$ 7,200.00	Grant	Yes	
Total funding	7,200.00			
Description of Expenses	Amount	Quote (Y/N)	Who will pay?	Notes
<i>Expenses can be listed as individual items or grouped into line items such as: food, accommodation, facilitator, etc.</i>	<i>List the dollar value</i>	<i>Quotes or Gwaii Trust standard rate</i>	<i>List the funding source that will pay for each budget line. If nothing is written, Gwaii Trust will cost share with all other income sources</i>	
Port Bucks Program	5,000.00		Gwaii Trust Society	
Breakfast with Santa	2,000.00		Gwaii Trust Society	
Contingency/outdoor Christmas event	200.00		Gwaii Trust Society	
Total expenses	7,200.00			
<i>Difference</i>	-			

*The above table is an example of a budget template that can be used when submitting an application.
Please update the Gwaii Trust ask and the total project cost on your application before submitting.*



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: October 30th, 2023
RE: COTW Topic Change

BACKGROUND:

At the January 16th, 2023, Regular Council Meeting, Council made the resolution to schedule a series of Committee of the Whole Meetings to supplement the Regular Council meetings on the first Monday of each month. At that time Council also set the possible topics for discussions for the February, March, and April Committee of the Whole meetings. At the April 17th Regular Council Meeting Council set the topics for the May, June, and August Committee of the Whole meetings. At the August 22nd Regular Council Meeting Council set the topics for the September, October, November, and December Committee of the Whole Meetings.

DISCUSSION:

Mayor Cabianca has identified to staff that he would like the November Committee of the Whole Meeting topic changed from "M&B Subdivision/Housing" to "Community Park Development". It is felt that there has been insufficient changes/new information from the last time the M&B Subdivision/Housing was a COTW Topic to enhance the discussion further at this time. Staff are also aware that there may be relevant information to said discussion from the Port Clements Housing and Restoration Society later in November (they are intending to be a delegation at a later Council Meeting to provide an update on where they are at with their project). Staff have also noticed that the Community Park and its potential further development have been brought up with increasing frequency by residents, Council, and staff, so it may be beneficial to have a discussion of it at a COTW meeting.

STRATEGIC (Guiding Documents Relevancy)
N/A

FINANCIAL (Corporate Budget Impact)
N/A

ADMINISTRATIVE (Workload Impact and Consequence)
Depending on the topic involved it may increase staff's workload to provide reports on the selected topics (background information, etc), however, this would not be a significant increase compared to the normal staff reports that go to Council Meetings.

Recommendation:

THAT Council changes the November COTW topic from "M&B Subdivision/Housing" to "Community Park Development".

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

C1-2



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: October 30th, 2023
RE: Winter Holidays Grant Application

BACKGROUND:

At the October 16th, 2023, Regular Council Meeting Council approved applying for up to \$100,000 in 100% funding from the Rural Economic Diversification and Infrastructure – Forest Impact Transition Stream to develop an engineered plan to upgrade the public boat launch for improved safety and accessibility.

DISCUSSION:

Since this motion was made, the Grant Writer has received further quotes for the project as he has been working on the application. The highest end of these quotes goes over the \$100,000 threshold which was not anticipated for this project. At the same time, it has been clarified that the grant program being applied to permits applications up to \$500,000 in 100% funding, and the \$100,000 threshold had been a limit in a related but sperate grant stream. As such, it is best practice to rescind the previous motion and apply for \$121,504 or more from the grant program to cover the potential cost identified in the higher cost end quotes, especially given that the program offers 100% funding to cover these costs.

To do so, Council will need to rescind the previous motion of support made at the October 16th, 2023, Regular Council Meeting and make a new motion of support.

STRATEGIC

(Guiding Documents Relevancy – Official Community Plan)
N/A

FINANCIAL

(Corporate Budget Impact)

If Council does not rescind the previous motion and issue a new motion to apply for a higher amount then only \$100,000 can be applied for from the grant. There is the potential that in the worst case with that the project could go into the costs of the higher quotes which the Village would then be responsible for paying out of its own sources.

ADMINISTRATIVE

(Workload Impact and Consequence)

Negligible, though it potentially reduces workload comparatively to if it was left as an application for \$100,000 and then the project went over this limit (if the Village had to go with the higher end quote).

RECCOMENTATION:

THAT Council rescinds the previous motion “2023-10-252—Moved by Councillor Cumming, seconded by Councillor Reindl 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.”

THAT Council supports applying for up to \$121,504 in 100% funding from the Rural Economic Diversification and Infrastructure Program – Forest Impact Transition Stream to develop an engineer plan to upgrade the public boat launch for improved safety and accessibility.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

A-4



1. Overview

PLEASE READ THE RURAL ECONOMIC DIVERSIFICATION AND INFRASTRUCTURE PROGRAM (REDIP) INFORMATION GUIDE before completing this application form. It is important to review the eligibility and selection criteria and submit a fully completed application online by **October 30, 2023 (11:59PM PST)**.

NOTE: This Word/PDF version of the application form is intended to help applicants prepare their responses in advance of submitting an online application. The online application will include a preliminary eligibility assessment that will prompt applicants to verify their eligibility for funding. Aside from this, all questions included in the online application form are included in this Word/PDF version. Please review eligibility requirements outlined in the REDIP Program Guide prior to preparing your application.

While all efforts have been made to ensure consistency, some questions may appear in a different format or order in the online application form. The online application form is dynamic, meaning you can use navigation bars to go back and forth through sections prior to submitting. Some questions are responsive: additional questions will appear based on your responses.

The online application form will auto-save while you work on it, even if you close your browser window. If you clear your browser history or select "Start Over" progress will be lost. To ensure progress is not lost, we recommend saving a back-up of your answers in this Word/PDF version of the application form. When you start an online application, we recommend bookmarking the link for easier access to your in-progress application.

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ALL TEXT-BASED QUESTIONS CAN BE ANSWERED IN BULLET FORM

REDIP - Contact Information
Rural Policy and Programs Branch Phone: (250) 356-7950 Email: ruraldevelopment@gov.bc.ca

THE ONLINE APPLICATION FORM REQUIRES YOU TO CONFIRM ELIGIBILITY PRIOR TO THE APPLICATION QUESTIONS OUTLINED BELOW

2. Funding Category

- 1) Which funding category are you applying for?
- Economic Diversification – REDIP-ED (80% of project costs)**
Development (Max. \$100,000)
Implementation (Max \$1M)
 - Forest Impact Transition – REDIP-FIT (Max \$500,000, 100% of project costs)**

Applicant Contact Information	
Legal Name of Lead Applicant: Village of Port Clements	
Doing Business As (if different from Legal Name):	
Mailing Address: 36 Cedar Avenue West	
Please provide your valid BC Registration/Incorporation Number or Business Number (whichever applies):	
Please provide your valid GST#:	
[Optional] Please attach your direct deposit application form: _____	
Primary Project/Application Contact Name: Marjorie Dobson	Title of Primary Project/Application Contact: Chief administrative officer
Phone Number: 250-557-4295	Email Address: cao@portclements.ca
Financial/Decision Making Authority Name/Title: Marjorie Dobson, Chief administrative officer _____	

Commented [BJJ1]: Tooltip: If selected for funding, this form will ensure you are set up to receive payment via direct deposit rather than a cheque in the mail. This form can be found on gov.bc.ca/REDIP

Commented [BJJ2]: Tooltip: Who should program staff contact if they have questions about this application?

Commented [BJJ3]: Tooltip: Who will sign the contribution agreement if the project is selected for funding?

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Phone Number: 250-557-4295	Email Address: cao@portclements.ca
In the future, would you like to be informed about our programs via email communications? (Yes/No)	

3. Applicant Information

1. Who is the lead applicant for this project? (Select One)	
<input checked="" type="checkbox"/> Local Government	<input type="checkbox"/> Regional District
<input type="checkbox"/> Indigenous Government	<input type="checkbox"/> Indigenous Development Corporation
<input type="checkbox"/> Indigenous Non-profit	<input type="checkbox"/> Non-profit

2. Please tell us about your organization and describe any key economic development priorities or goals.

The Village of Port Clements is a municipality of 340 residents located on the eastern shore of Masset Inlet, Haida Gwaii, the unceded territory of the Haida Nation. Along with other public amenities, the Village of Port Clements manages a small craft harbour and a public boat launch with vehicle access from Bayview Avenue.

Starting with the logging camp established at nearby Juskatla Inlet in 1941 and continuing for decades after Port Clements incorporated in 1975, the local economy was narrowly focused on logging and manufactured wood products. From the late 1990s until today, Port Clements' forestry sector has declined due to a switch from old growth to second growth and a fall in the annual allowable cut.

A key economic priority for the village is to diversify the local economy, in part by encouraging the growth of sustainable tourism. To this end, the Village of Port Clements and local non-profits have made recent investments to preserve or upgrade the Sunset Trail, the Sunset Park Campground, the Port Clements Museum and grounds, the birdwatching tower overlooking the Yakoun River estuary, the new swimmers' gazebo by Masset Inlet, and the iconic Rainbow Wharf.

According to the Port Clements Tourism Development Roadmap (2016), Port Clements remains a relatively undiscovered destination on Haida Gwaii, despite its central location on Graham Island, its easy access to the backcountry and to large, protected waterways such as Masset and Juskatla Inlets, and Masset Sound.

Maximum 250 Words

3. Are there project partners?

<input type="checkbox"/> Yes (If yes, answer questions 4-6 below)
<input checked="" type="checkbox"/> No (If no, move forward to Section 4)

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4. Who is/are the project partner(s)? *(Select all that apply)*

<input type="checkbox"/> Local Government	<input type="checkbox"/> Indigenous Community or Organization
<input type="checkbox"/> Regional District	<input type="checkbox"/> Indigenous Development Corporation
<input type="checkbox"/> Industry Organization	<input type="checkbox"/> Not-For-Profit Organization
<input type="checkbox"/> Business	<input type="checkbox"/> Non-Indigenous Development Corporation
<input type="checkbox"/> Community Foundation	<input type="checkbox"/> Post-Secondary Institution

5. Please provide the name and contact information for all project partners.

Online application allows for up to 2 partners to be submitted

Project Partner Information	
Partner Organization Name:	
Partner Organization Location:	
Primary Contact Name:	Title of Primary Contact:
Phone Number:	Email Address:
Please attach partnership(s) letter to your application:	

Commented [BJJ4]: Tooltip: Partners must play an active role in project delivery. A Partnership Letter must be submitted from each partner listed, outlining their awareness of the REDIP application and the role that they will play. Other funding sources do not need to be listed as project partners if funding is their only contribution to the project.

Commented [BJJ5]: Tooltip: This should be a letter from the partner noting their awareness of the partnership, the REDIP application and the role they will play in the project.

6. Project partners must have an active role in the project but are not required to contribute financially. Please describe the role of all partners listed.

Maximum 250 Words

4. Project Information

1. Project title:

01-4



Port Clements Boat Launch Upgrade Plan

2. Please briefly describe your project in 1-2 sentences (This answer may be used for public communications).

The project will result in a shovel-ready, costed, and community-informed plan to upgrade the public boat launch in Port Clements.

The project will include archaeological, environmental, and coastal wind/wave/tide assessments as well as surveying work and an analysis of engineered marine structures options, including the possible installation of new floats and a bulkhead to improve boater safety and accessibility.

Maximum 100 Words

3. What project type best describes your project?

REDIP – Economic Diversification - Development

- Feasibility study
- Business plan
- Program design
- Service planning
- Infrastructure plans *(Please answer question 14 if selected)*
- Other [please specify]

REDIP – Economic Diversification - Implementation

- New or enhanced program delivery
- New or enhanced service delivery
- Construction of a new asset *(Please answer question 14 if selected)*
- Preservation of an existing asset *(Please answer question 14 if selected)*
- Other [please specify]

REDIP – Forest Impact Transition

- Feasibility study
- Business plan
- Program design
- Service planning
- Infrastructure plans *(Please answer question 14 if selected)*
- New or enhanced program delivery
- New or enhanced service delivery
- Construction of a new asset *(Please answer question 14 if selected)*
- Preservation of an existing asset *(Please answer question 14 if selected)*
- Other [please specify]

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4. Please select the **BC Economic Development Region** where the project will take place:

<input type="checkbox"/> Thompson/Okanagan	<input type="checkbox"/> Northeast	<input type="checkbox"/> Vancouver Island/Coast
<input type="checkbox"/> Mainland/Southwest	<input type="checkbox"/> Cariboo	<input type="checkbox"/> Nechako
<input checked="" type="checkbox"/> North Coast	<input type="checkbox"/> Kootenay	

1) Please provide the Regional District where the project will take place.
The online application form will provide a list of Regional Districts based on your selection of BC Economic Development Region.

North Coast Regional District Area D

2) What is the primary community where the project will take place? (Select One)
The online application form will provide a list of Census Subdivisions based on your selection of BC Economic Development Region.

Indigenous Applicants:

- Please provide Band # (mandatory)
- If the Nation has multiple reserves and this project is for one specific reserve, please select the specific reserve

Port Clements

3) Optional: What other community(ies) will benefit from the project? (Select all that apply)
The online application form will provide a list of communities based on your selection of BC Economic Development Region.

Masset, Old Massett, Tlell, Skidegate, Daajing Giids, rural Graham Island

4) Please tell us about the community(ies). In particular, what are the key economic sector or drivers within the community(ies)?

Haida Gwaii is an archipelago off the north coast of B.C., the unceded territory of the Haida Nation, and home to 4,289 people (2021 census). About half the population identifies as Haida. Haida Gwaii communities include Daajing Giids (964), Masset (838), Skidegate (697), Old Massett (545), rural Graham Island (400), Port Clements (340), Sandspit (310), Tlell (180), and rural Moresby Island (15).

Haida Gwaii's population has fallen 11% since 2006. The resident 25- to 54-year-old labour force population has also declined in that time, and the median age is older than in the rest of B.C. The economy is narrowly focused on public services, which makes up nearly 30% of local employment, as well as tourism (15%) and forestry (12%).

Haida Gwaii tourism is increasingly focused on Haida cultural and Haida Gwaii ecological experiences, but has also included sports fishing. Logging makes up the majority of forestry activity on Haida Gwaii. Historically, both tourism and forestry have relied heavily on seasonal and/or non-resident workers.

67-4



(Maximum 250 Words)

5. What community need are you trying to address?

The existing public boat launch in Port Clements seems in need of repair, and both the launch itself and the approaching driveway and adjacent parking area need safety, accessibility, and signage improvements. Both the driveway and parking area are unpaved and unmarked, and the launch lacks any floats or a bulkhead for easy loading and unloading. It is unclear what environmental, coastal, or archaeological assessments were done when the launch was first constructed.

Maximum 200 Words

6. What are the intended outcomes of the project?

Direct outcomes

- Community engagement sessions will gather residents' input on how the boat launch should be improved
- Archaeological, environmental, and coastal wave/wind/tidal assessments will outline what permitting may be needed to complete the construction phase of the project and ensure the construction is done in a respectful, sustainable way
- New topographic and bathymetric survey data that will be useful for the next project phase, and other any future projects in the area
- A costed, high-level design of a preferred option for redeveloping the public boat launch

Indirect outcomes

- Focus community attention on the marine tourism potential of Port Clements, such as kayak rentals and small boat tours

Maximum 200 Words

Commented [BJJ6]: Tooltip: Provide separate lists of immediate outcomes/deliverables and indirect, longer-term outcomes.

Examples - Immediate Outcomes:

- 1 local contractor hired
- 7 labour jobs created for construction
- 1 feasibility study created
- Environmental and archaeological assessments completed
- Training delivered to 10 participants; all participants professional certified to complete X job

Examples - Indirect Outcomes:

- Increase tourist visitation in the winters
- Long-term employment opportunities for 3 roles
- Community positioned to attract investment in the tech industry
- Increased revenue for local gear rental businesses

7. Please list the key project activities and how they relate to the intended outcomes.

Archaeological/Coastal/Environmental Assessments

- Archeological, environmental and coastal wave/wind/tidal of the proposed project site by qualified experts will ensure all necessary permits and approvals will be identified and obtained so the forthcoming construction phase is done in an environmentally sustainable and culturally respectful way

Marine structural options analysis, survey work, and public engagement session

- Following a survey work and an analysis by a civil engineer of the marine structures that could be installed at the public boat launch, elected councilors and residents of Port Clements will be asked for

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feedback on a list of possible construction options. This options analysis and engagement process will result in a shortlist of possible designs for the improved public boat launch.

Options selection, conceptual design drawings and Class 'D' cost estimate

- Once a shortlist is prepared, the options for improving the public boat launch will be presented to the Port Clements Village Council, which will then select a preferred option
- A team of consulting engineers will then develop high-level design drawings and a Class 'D' cost estimate for the preferred option, resulting in a shovel-ready plan that will be ready for the next construction phase of the project

Maximum 300 Words



7. Please select at least one economic sector that this project will contribute to. (Select all that apply)

- Services
- Technology
- Commercial/Retail
- Aquaculture
- Transportation
- Manufacturing/Value Added Manufacturing
- Agriculture
- Natural Resources [please specify]
- Tourism/Hospitality
- Clean growth/Circular Economy/Green Technology
- Other [please specify]

9. Please select up to three economic development/diversification indicators that relate to your project:

- Creating a new business
- Increasing revenue for local businesses or organizations
- Supporting a new or emerging industry or sector
- Attracting investment to the community
- Attracting skilled workers to the community
- Increasing tourist visitation
- Supporting clean growth/circular economy opportunities
- Other [please specify]

10. Please explain how your project will contribute to the economic development/diversification indicators you selected.

Increasing revenue for local businesses or organizations

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- Port Clements has been home to a kayak outfitter and kayak tours operator, and by improving boater safety and the visibility of the public boat launch from Bayview Avenue, the construction phase of this project should lead to increased demand for local boat rentals

Attracting investment to the community

- The redevelopment phase of this project will represent an investment in the village's public marine infrastructure, led by the Village of Port Clements

Increasing tourist visitation

- By making it much easier to load and unload small powered and non-powered boats at the Port Clements boat launch, the project will encourage more tourists to embark on marine tours from Port Clements to destinations such as the Yakoun River, Juskatla Inlet, Juskatla Narrows, the Kumdis River estuary, and the many small islands throughout Juskatla and Masset Inlets

Maximum 150 Words per outcome

11. Will this project create direct jobs in the community?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Skip to question 12
If yes, please provide an estimate of the total number of jobs created by your project:	
Full Time	
Part-time	
Casual	
Seasonal	

Commented [BJJ7]: Tooltip: Direct jobs refers to the employment directly created by the project activities.

12. Please describe the jobs this project will directly create.

This development project will create contract work for a consulting archaeologist, registered professional biologist, coastal engineer, civil engineer, and project manager.

Maximum 200 Words

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Rural Economic Diversification and Infrastructure Program (REDIP)
Application Questions: REDIP-ED and REDIP FIT



13. Will some or all jobs continue after the project end date?

If yes: Please describe how these positions will be sustained long-term or until their completion

No.

Maximum 200 Words

14. Please provide any relevant details on the linkage of the proposed infrastructure to increased economic development or employment in the applicant community. (For infrastructure projects only)

Maximum 200 Words

5. Project Timeline

1. When will the project start?

March 1, 2024

2. When is the project expected to be complete? (All projects should be completed by March 2026)

March 31, 2025

Commented [BJJ8]: Tooltip: Funding decisions will be communicated Spring 2024. The project timeline should reflect this. REDIP funding can only go towards activities conducted after you've been notified of approval for funding.

5-4



3. Please provide a project timeline with up to ten project milestones. If your project requires obtaining permits and approvals include the time required to obtain them in the project timeline.

For each milestone, please include estimate completion (month, year) and a description of milestone (maximum 100 words)

Commented [BJJ9]: Tooltip: Milestones should reflect key project activities and align clearly with items outlined in the project budget.

1. Project kickoff meeting April 2024
2. Archaeological overview assessment May 2024
3. Coastal assessment June 2024
4. Environmental assessment June 2024
5. Marine structural options analysis November 2024
6. Community engagement October 2024
7. Site visit: topographic/bathymetric surveys, preliminary site investigation, condition assessment, civil walkthrough, public engagement sessions September 2024
8. Stage 1 PSI report October 2024
9. Options presentation and selection November 2024
10. Conceptual design drawings and Class 'D' cost estimate March 2025

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6. Project Budget

1. Please complete and submit the separate detailed Budget Form, available on the REDIP website, including eligible and ineligible costs, application contributions and other sources of funding.

2. Total Project Cost:

\$121,504

3. Funding Request from REDIP:

\$121,504

4. Total Applicant Contribution (REDIP – ED projects only)

Cash contributions: \$

In-kind contributions: \$

5. Other Sources of Funding (if applicable)

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7. Project Risk and Feasibility

The information in this section is used to assess the level of preparedness of the applicant to identify and mitigate potential risks to the project implementation and completion.

1. Please provide any relevant details about how the budget was prepared (e.g., from where did you receive quotes, how recent are the quotes etc.)?

In October 2023, the Village of Port Clements received proposals and price quotes from two consulting engineering firms with experience working on Haida Gwaii: Gwaii Engineering Ltd. and Coast Isle Engineering Ltd. The firms were given wide flexibility to determine the scope of this development phase of the project, resulting in two fairly divergent proposals.

Maximum 200 words

Commented [BJJ10]: Tooltip: This information helps program staff determine the strength and accuracy of the budget estimates. You can include information about quotes received, standard industry estimate metrics, and any other data or experience that supports the accuracy of the budget estimate.

2. How will you address an overrun in project costs that meets or exceeds the contingency provided in the budget? *Successful applicants will have a contractual obligation to address costs overruns to ensure project delivery, and additional funding through this program will not be available.*

The Village of Port Clements will address any cost overruns primarily by narrowing the scope of the project. For example, the archaeological, environmental, or coastal reviews could be deferred until the beginning of the project's construction phase.

Maximum 200 words

Commented [BJJ11]: Tooltip: This may include reserve funds, loan options, flexibility of specific deliverables etc.

3. Please select (minimum of two) project risks from the list provided. Provide your plan to mitigate and address each risk if it occurs. (Select all that apply; select a minimum of two)

- Timeline risks/delays
- Permit/approvals risks
- Financial risks/other sources of funding
- Staff capacity/availability
- Availability of materials/supplies
- Conflicts of interest
- Potential scope changes
- Lack of community support
- Natural disasters

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- Changes in organizational/community priorities
- Other [please specify]

Please provide mitigation considerations for each risk selected above.

Timeline risks/delays

- Work of this kind carries an inherent risk of delay on Haida Gwaii, given the extra time it takes for off-island consultants to travel to and from the islands
- The project mitigates against the risk of delays by outlining a generous timeline for each of the planning-phase components

Permit/approval risks

- The forthcoming construction phase of the project will involve building in the foreshore environment, which may require approvals under the federal *Fisheries Act*, *Canadian Navigable Waters Act*, *Species At Risk Act*, and *Migratory Birds Convention Act*, as well as the provincial *BC Wildlife Act* and *BC Land Act*. Similarly, the project may require approvals under the *Heritage Conservation Act*.
- The project mitigates against the risk of not receiving permits or approvals for the future construction phase of the project by hiring a registered professional biologist to conduct an environmental assessment and an archaeologist to conduct an archaeological review.

Maximum 300 words/risk

4. Who will own the completed infrastructure? If applicable, will the infrastructure be accessible to other beneficiaries (such as businesses or the project partner)? *(For infrastructure projects only)*

Maximum 100 words

5. Please describe who will be responsible for ongoing operational costs and maintenance of the project when complete. *(For implementation projects only)*

Maximum 200 words

6. Are there potential environmental impacts of the project to consider? If yes, please describe the impacts and how they might be mitigated. *(Mandatory for implementation projects, optional for development planning projects)*

Yes, there are potential environmental impacts to consider in the upcoming construction phase of this project. These will be mitigated by hiring a registered professional biologist to conduct an environmental assessment of the site and recommend best practices to avoid any environmental damage during construction.



Maximum 200 words

7. Please describe the resources and skills of your organization and project partners (if applicable) to manage and complete the project, including past achievements or experience implementing similar projects.

The Village of Port Clements staff regularly oversee the development of infrastructure improvement plans or implementation projects.

Examples from the last three years include the \$292,927 Sunset Park Revitalization Project; the \$83,122 Public Works Yard Improvement Project; the \$28,405 Firehall Floors and Stairs Upgrade; the \$25,004 Port Clements Weight Room Upgrade; the \$21,295 Port Clements EOC Upgrade; and the \$134,940 Port Clements Community Park Upgrade project.

Maximum 300 words

5-4



8. Community Support/Planning

1. How does the project support existing community or economic plans?

Section 8.3 of the Village of Port Clements Official Community Plan (2012) outlines the village's economic development plan regarding tourism and makes particular mention of its coastal location and marine tourism potential.
Port Clements has positioned itself island-wide as the 'Gateway to the Wilderness,' the plan states. 'With our central location, miles of oceanfront property and access to boating, sightseeing, hunting and fishing in pristine, calm waters, there are a lot of selling points. Port Clements boasts a variety of parks, groomed and natural walking trails, RV and tenting space as well as an assortment of accommodation options for travellers. Port Clements is committed to pursuing and supporting tourism initiatives in our community.'
By working towards an improved public boat launch, the project supports the village's stated plan to pursue tourism initiatives that complement its existing tourism strengths.

Maximum 200 words

2. Is there community support for the project either through public consultation or letters of support?

Form with three radio button options: Yes (Answer #3 Below), In Progress (#3 below) [checked], No (Answer #4 Below)

3. Please describe this support and how it is demonstrated.

The project will involve public engagement sessions where residents will be asked to guide the boat-launch improvements.

Maximum 200 Words

4. Please explain why not. Are there barriers to acquiring community support or engaging in public consultation?

[Empty text box for answer]

Maximum 200 Words

Handwritten mark 'C-2'



9. Additional Documentation

1. If applicable, you may attach any of the following documents in support of your project if they have been acquired.

- Project quotes/plans
- Letters of support
- Permits or list of permits
- Funding Confirmation
- Related community plans

Commented [BJJ12]: Tooltip: Letters of support should be current and directly reference the REDIP application. Letters of support are of most value when provided by communities/organizations that will be directly impacted by the project (such as neighbouring First Nations or the community in which the project will take place).

10. Diversity, Inclusion and Reconciliation

1. Is there Indigenous support for this project either through engagement or partnerships?
Indigenous applicants can skip to question 4.

<input type="checkbox"/> Yes (Answer #2 Below)	<input checked="" type="checkbox"/> In Progress (#2 below)	<input type="checkbox"/> No (Answer #3 Below)
--	--	---

2. Please describe this support and how it is demonstrated.

The project will include an archaeological assessment that may engage Haida archaeological monitors.

Maximum 200 Words

3. Please explain why not. Are there barriers to acquiring Indigenous support or engaging with Indigenous community(ies)?

Maximum 200 Words

4. What are the potential impacts of the project on all community members (e.g., sex, gender, ethnicity, race, culture, language, age, ability, geography, economic status)? How have these impacts been identified and understood?

The project has the potential to make the public boat launch more accessible to people with limited mobility because it could lead to the construction of floats or a bulkhead designed to make loading and embarking much easier. Other potential impacts may emerge during the public engagement sessions that will be part of the project.

1-4



Maximum 200 Words

5. Does your organization have policy or guiding principles related to diversity, inclusion and/or Indigenous reconciliation?

<input checked="" type="checkbox"/> Yes (Answer #6 below)	<input type="checkbox"/> No (Answer #7 below)
---	---

6. Please describe the policy or guiding principles and how this project will strengthen diversity, inclusion and/or Indigenous reconciliation.

In 2004, the Village of Port Clements and Council of the Haida Nation signed a Protocol Agreement outlining a shared approach to Haida title and rights as well as economic security and development on Haida Gwaii. The leading purpose of the agreement is, "To work together in designing a future that will support a healthy environment and create a sustainable islands economy."

Among a list of agendas included in the agreement is to "Identify and discuss economic development opportunities and needs for future growth including, but not limited to: community forestry, access to timber for local mills and manufacturers, re-establishment of a local marine economy, and tourism."

Maximum 200 Words

7. How will this project help strengthen diversity, inclusion and/or Indigenous reconciliation within your organization and community?

By leading to a more accessible public boat launch, the project has the potential to improve Haida boating access to the waters around Port Clements, including the Yakoun River and other important salmon-bearing rivers nearby.

Maximum 200 Words



11. Forest-Sector Impacts

1. How dependent is your community on the forestry sector? *Please answer questions 2 and 3 if you answered moderately, dependent, or very dependent.*

<input type="checkbox"/> Not at all	<input type="checkbox"/> Little	<input type="checkbox"/> Moderately	<input checked="" type="checkbox"/> Dependent	<input type="checkbox"/> Very Dependent
-------------------------------------	---------------------------------	-------------------------------------	---	---

2. Please describe the forestry sector's role in your community.

Since 1941, forestry has been the backbone of the Port Clements economy. Port Clements is home to many forestry workers and to the Haida Gwaii Forest Products sawmill, the only sawmill of note on Haida Gwaii. The sawmill is co-owned by a Port Clements company, Abfam Enterprises, and the Old Massett Village Council.

Maximum 200 Words

3. Has the forestry sector in your community been impacted, or is it projected to be impacted, by closures or curtailments within the sector or recent regulatory changes such as old growth deferrals and pauses in BC Timber Sales? *If yes, please explain these impacts.*

The forestry sector in Port Clements has been significantly impacted by the drawdown in Annual Allowable Cut (AAC) across the Haida Gwaii Timber Supply Area. Between 2012 and 2021, the AAC fell by half, from nearly 800,000 m³ to less than 400,000 m³. Over the same time period, the actual harvest volume fell from 400,000 m³ to less than 200,000 m³.

Maximum 200 Words

6-4



12. Applicant Feedback

1. How did you learn about REDIP?

<input checked="" type="checkbox"/> Press/Media announcement
<input type="checkbox"/> Regional economic trust
<input type="checkbox"/> Community organization
<input checked="" type="checkbox"/> Government of BC Regional Manager
<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other [please specify]

2. Have you applied to these provincial rural economic develop programs in the past? *If yes, please answer question 3.*

<input checked="" type="checkbox"/> Rural Dividend
<input checked="" type="checkbox"/> Community Economic Recovery Infrastructure Program
<input type="checkbox"/> Rural Economic Diversification and Infrastructure Program

3. Were you successful in receiving funding?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	-----------------------------

4. How long did this application take you to complete? (In hours)

6

5. Do you any additional comments about the application process?

--

Maximum 250 Words

G-1



13. Applicant Attestation

By submitting this application, I confirm that I have the authority to submit this request and agree to the conditions described below.

- (a) All information contained herein is correct and complete to the best of my knowledge;
- (b) Awarding of funding to successful applicants will be conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding;
- (c) I consent to receiving email notifications regarding this application and any subsequent emails from the Rural Economic Diversification and Infrastructure Program or those working on behalf of the Rural Economic Diversification and Infrastructure Program that relate to this application.

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 will be used for the purpose of evaluating eligibility under the program.

Information collected through the application process may be disclosed to Government of British Columbia staff outside the Rural Policy and Programs Branch in order to conduct due diligence on this application.

In addition, the applicant organization's name, location, funded activity, and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

Attachment Checklist

Please ensure you have included the following:

- Budget document in correct template (mandatory)
- Partnership letters (mandatory for partnership projects)
- Letters of support (optional)
- Supporting documents such as project plans, permits and quotes (optional)
- Direct deposit application form (optional)

BEFORE SUBMITTING, PLEASE SAVE A PDF COPY OF YOUR APPLICATION:

- Click the "Actions" button in the top righthand side of the application
- Select "Print"
- In your print settings, select "Print to PDF" – the application will save as a PDF for your records

G-4



**BRITISH
COLUMBIA**

Rural Economic Diversification and Infrastructure Program (REDIP)
Application Questions: REDIP-ED and REDIP FIT

- I have read the Attestation above and agree to all terms therein.**
- I have the support of the lead applicant's leadership to submit this application and can provide documentation upon request.**

G-L

Rural Economic Diversification and Infrastructure Program - Forest Impact Transition Category (REDIP-FIT)



NOTE: This budget template is only for REDIP-Forest Impact Transition projects. For REDIP-Economic Capacity or REDIP-Economic Diversification projects, please use their respective budget templates.

Detailed Cost Estimate

Applicant Name: Village of Port Clements
 Project Title: Port Clements Boat Launch Upgrade Plan
 Funding Stream: Forest Impact Transition (REDIP-FIT)
 Cost Estimate Developed By: Davis Engineering Ltd
 Date of Cost Estimate (DD-MM-YYYY): 28-10-2023
 Cost Estimate Class - A,B,C,D (see guidance below): D
 Optional Phase of Project (if phases identified as part of application):

This page should present a breakdown of overall project costs, with totals corresponding with the amounts in the Project Cost section of the Application Form. Add lines as necessary to ensure auto-calculates remain functional and list in the middle of each cell category.

ELIGIBLE COSTS		Total Quantity	Par Unit Amount (if Applicable)	Total Cost	Funding Source
Administrative Costs					
Including internal salaries and wages* project management/administration costs specifically related to the project. *Up to 15% of REDIP funding can go toward this cost category. Provide job title, wage rate, number of hours or months of employment.	Project management			9,584	REDIP
	Administration			9,584	REDIP
	Administrative			9,584	REDIP
Administrative Costs Sub-Total:				28,752	
Consulting & Professional Fees					
List any costs associated with project management, business studies and project related professional fees. Also includes Environmental/archaeological assessments, engineering fees etc.	Consult on assessment and drive through			5,115	REDIP
	Conceptual design and Class 'D' cost estimate			5,000	REDIP
	Topographic and bathymetric surveys			7,000	REDIP
	Community engagement			6,210	REDIP
	Stage 1 preliminary site investigation			3,500	REDIP
	Environmental assessment			11,950	REDIP
	Archaeological overview assessment			8,992	REDIP
	Costal wind wave log assessment			23,000	REDIP
Maine structural options analysis			25,000	REDIP	
Consulting & Professional Fees Sub-Total:				104,827	
Construction - Materials & Labour (Only needed for infrastructure/Construction projects)					
Items should reflect the major components in your project without going into specific detail.					Please Select
					Please Select
					Please Select
					Please Select
Construction / Materials Sub-Total:				0	
Contingency (Only needed for infrastructure/Construction projects)					
Contingency is generally reflective of the Class of Cost Estimate. Please find guidance on Cost Estimate Classes and related contingencies at the bottom of this document.					Please Select
Contingency Sub-Total:				0	0%
Training					
Training activities as part of the Eligible Project or to support the project.					Please Select
Training Sub-Total:				0	
Capital Purchases					
Capital purchases that are essential to project implementation including off-road vehicles, office equipment and software and new technology. *Up to 35% of REDIP funding can go toward this cost category.					Please Select
Capital Purchases Sub-Total:				0	
Marketing, Promotion and Engagement					
Includes marketing costs (such as website hosting/turnkey/print materials), meetings and travel and costs related to engagement such as honorariums for Indigenous knowledge. Meals and travel-related expenses must be based on government per diem rates: https://www2.gov.bc.ca/assets/gov/careers/inf/employees/pay_and_benefits/appendix_1_travel_allowances.pdf					Please Select
Marketing, Promotion and Engagement Sub-Total:				0	
Other Eligible Costs					
Any eligible costs that do not fit under the above categories. Please refer to the Program Guide for a list of eligible costs. The Program Guide is available at gov.bc.ca/REDIP.					Please Select
Other Eligible Costs Sub-Total:				0	
TOTAL ELIGIBLE COSTS:				113,579	

NON-ELIGIBLE COSTS		Total Cost	Funding Source
Land Acquisition Costs			
Leasing Land, Building Space and Other Facilities			
Insurance			
Financing Charges			
Legal Fees			
Tax Rates			
Other			
TOTAL NON-ELIGIBLE COSTS:		0	
TOTAL GROSS PROJECT COSTS (Eligible + Non-eligible):		113,579	

*Totals must match totals in the Budget section of the Application Form.

PROJECT FUNDING

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REDIP FUNDING (Auto Calculated) (Maximum 100% of total project costs up to \$500,000)	REDIP GRANT REQUEST		\$	121,908.00	
	Maximum Allowed REDIP Funding		\$	500,000.00	
	Percentage of Total Project Costs:			100%	
OTHER FUNDING SOURCES If applicable Please manually enter source, description, confirmation status and amount for each additional funding source. *Other Funding Balance Check* is auto-calculated when you select "Other Government Funding" or "Other Funding Source" in column 6 of your Budget The "Total Other Funding" will match "Other Funding Balance Check" when all other funding sources within the budget have been accounted for	Funding Source	Description	Funding Confirmed (Y/N)?	Total Amount	% of Total Project Costs
TOTAL OTHER FUNDING					0%
OTHER FUNDING BALANCE CHECK					0%
Summary					
TOTAL REDIP GRANT REQUEST			\$121,908		100%
TOTAL OTHER FUNDING			\$0		0%
TOTAL PROJECT BUDGET			\$121,908		100%

<i>Cost Estimate Classes, definitions & assumptions, sourced from the Association of Professional Engineers and Geoscientists of British Columbia (APGBC)</i>			
Cost estimate class	Features & Uses	Suggested Contingency for Associated Class	
Class A	Created estimate based on final drawings and specifications used to evaluate tenders	±1.0%	
Class B	Prepared after completing site investigations and studies and after defining major systems. Based on a proposal or preliminary design. Used for project approvals and regulatory control	±3.0%	
Class C	Prepared with limited site information and based on pre-concept options. Captures major cost elements. Used to inform decision making and for preliminary approvals	±7.5%	
Class D	Preliminary estimate based on limited site information. Represents the approximate magnitude of cost based on broad requirements. Used for preliminary decisions and high-level capital planning	±20%	

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PORT CLEMENTS BOAT LAUNCH

Prepared For: Village of Port Clements
c/o Misty Isles Economic Development Society
Attn: Andrew Hudson

Prepared By: Gwaii Engineering Ltd.
623 Discovery Street
Victoria, BC V8T 5G4

Date: October 26, 2023

Re: Proposal in support of REDIP application for Boat
Launch Upgrade



GWAI
ENGINEERING

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APPENDIX A – Corporate Brochure

APPENDIX B – Team CVs

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1 INTRODUCTION

At the request of the Misty Isles Economic Development Society, Gwaii Engineering Ltd. (Gwaii) has prepared a scope of work in support of the Village of Port Clements' (VPC) Rural Economic Diversification and Infrastructure Program (REDIP) application. The Gwaii Team is familiar with the Port Clements area and has multiple ongoing infrastructure projects located in Old Massett, BC, just one hour north of the project location. Gwaii has performed project management, survey, civil engineering, and environmental engineering on three (3) Indigenous-led boat launch projects in the last two (2) years and is excited at the opportunity of providing a proposal for services to the VPC to work on its plan for a boat launch upgrade.

2 PROJECT UNDERSTANDING

The VPC currently has an approximately 55m-long boat launch, including a gravel driveway in the intertidal zone and concrete panel launch pad. The condition of the boat launch is unknown, but the VPC is looking to complete a condition assessment and possible upgrade which would include a float and bulkhead for easier launching. The Site location is roughly at the coordinates 53°41'21.56"N, 132°10'59.12"W, shown in Figure 1 and the Google Earth imagery in Figure 2.



Figure 1: Photo of the Port Clements boat launch

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Figure 2: Google Earth aerial of the boat launch

It is Gwaii's understanding that the project will require both a feasibility study and concept design. The overall deliverables for these assignments will include the following:

1. Intertidal and upland Environmental Assessment (EA) by a Registered Professional Biologist (RPBio)
2. Stage 1 Preliminary Site Investigation (PSI) to assess the likelihood of the presence of contamination according to the BC Contaminated Sites Regulations (CSR)
3. One (1) community engagement session for the public to engage with the proposed design
4. Coastal wave, wind, and tidal study by a Coastal Engineer
5. Bathymetric and topographic survey of the project area
6. Condition Assessment of the current asset
7. Desktop Archaeological Overview Assessment (AOA) of the project area by a Registered Professional Archaeologist
8. Concept Designs by Civil and Marine Structural Engineers
9. Class "D" Construction Cost Estimates

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10. Identification of permitting requirements

3 CORPORATE PROFILE

Gwaii Engineering Ltd. is an Indigenous owned and operated consulting firm located in Victoria, BC with a strategic vision to service First Nation communities and businesses located on Vancouver Island and throughout the province. Gwaii is a proud member of the Canadian Council for Aboriginal Business (CCAB) and is registered under the Procurement Strategy for Aboriginal Business (PSAB) through Indigenous Services Canada (ISC).

Gwaii provides a wide range of engineering and consulting services which includes, but is not limited to the following:

- Design and assessment of Indigenous and non-Indigenous owned civil infrastructure;
- Development of feasibility studies, community consultation, construction management, and contract administration by a Certified Contract Administrator (CCA);
- Project management services with Project Management Professionals (PMP);
- Civil 3D and AutoCAD drafting and design services, GIS and GPS mapping;
- Hydrogeology services, water source design, in-ground sewage disposal;
- Stormwater management services including comprehensive modeling and analysis;
- Grant Writing and funding proposals;
- Preliminary environmental site investigation work including Stage 1 and Stage 2 reporting under the Contaminated Site Regulation (CSR);
- Detailed Site Investigations (DSI);
- Hazmat Surveys; and,
- Community consultation and engagement with local First Nation groups, development of First Nation employment agreements, and community planning with a registered planning professional.

Gwaii's principals have been in business together for more than twelve years and have been working in the engineering industry on Vancouver Island and

Firm Highlights

- Indigenous owned and operated
- Incorporated in 2017, backed by decades of experience
- Professional Engineers (P.Eng.)
- Project Management Professionals (PMP)
- 25+ Professional Staff
- Field Staff located in Comox, Victoria, Richmond, and Sechelt
- OQM Certified
- EOR for:
- Old Massett Village Council
- Ucluelet First Nation
- Shishalh Nation
- Huu-ay-aht First Nations
- Cowichan Tribes
- uneymuxw Nation
- Tsawwassen First Nation

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throughout BC since the early 1990s. Please refer to Appendix A – Corporate Profile for additional information on our firm’s qualifications and experience.

3.1 Indigenous Capacity Building

Gwaii provides high quality, cost-effective project management and engineering solutions with an emphasis on building capacity. Part of Gwaii’s mission and vision as an Indigenous engineering company is to provide opportunities to Nation members of the communities we service through a variety of means including job shadowing and mentorship. These opportunities are designed to build both practical skills and provide exposure to civil and environmental fieldwork. These efforts can help foster interest in environmental and other Science Technology Engineering and Math fields (STEM) and eventually generate the capacity required to fill related roles from within the Nation. Recent examples of projects that benefited from this approach include:

- shíshááh Nation Selma Park Commercial / Residential Development
- Tsain-Ko & BC Housing “Our House of Clans”
- AB Jetty Recapitalization Project
- Tsawout Big House
- Yuułuʔiłʔatḥ Multi-Use Pathway
- Tsain-ko Village Shopping Centre
- Cowichan Tribes - Costa Cana Expansion

Should this project be awarded to Gwaii, our mentorship team will immediately begin to work with VPC to provide opportunities that fit the community’s needs. We will also seek to incorporate mentorship and capacity building into project plans and budgets to allow for it as each project progresses.

3.2 Community Engagement

Gwaii is a value-based company and is focused on finding synergies through **community involvement and education**. As an Indigenous company, Gwaii understands that all projects have a significant impact on the community they are located. This perspective allows our team to approach projects holistically and find ways to involve stakeholders and community members. Our community engagement strategies are centered on active participation and sharing of community knowledge. Should it be needed, we will work closely with the Nation and its stakeholders to define a community engagement process that will be implemented throughout, following an **Inform – Consult – Involve – Collaborate** protocol as follows:

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- **Inform** – Reach all community members including youth, elders, and other Nation members through a diverse means of communication.
- **Consult** – Receive feedback from all community members including youth, Elders, and other Nation members through in-person and/or virtual means.
- **Involve** – Host a public community gathering to engage all Nation members in the open discussion of Project details and concepts.
- **Collaborate** – Host an interactive Project workshop session for Elders, youth, and Nation members to play an active role in idea creation and design.

4 PROJECT TEAM

4.1 Gwaii Team

The Gwaii Engineering team is an agile group of technicians and professionals with decades of combined experience in the civil and environmental engineering fields. Our group is located in Victoria, and regularly provides prompt and efficient service to remote First Nation communities throughout BC. For this assignment, Gwaii proposes the following key staff to be involved:

Corey Brown, P.Eng., M.Eng, AScT

Corey will be the **Engineer of Record (EOR)** and **Project Manager (PM)** for all deliverables on this assignment. Corey Brown is a member of the Old Masset Village Council which forms part of the Haida Nation on Haida Gwaii. He is a member of the Sta'staas Eagle Clan and is nephew of the current serving hereditary Chief 7idansuu. Corey has over 13 years' experience working on municipal infrastructure projects on Vancouver Island and has completed a master's degree in civil engineering from the University of British Columbia specializing in Environmental Fluid Mechanics. Prior to this, Corey completed a Bachelor of Engineer Degree from the University of Lakehead and a Diploma in Civil Engineering Technology from Camosun College. He's currently proudly working for his home Nation, OMVC, on four (4) community infrastructure projects as the EOR and PM. He leads his design teams to provide innovative solutions to some of the design challenges faced within remote communities.

Mike Achtem, P. Eng., PMP, CCA

Mike will be the **Senior Reviewer** and **Back-up Project Manager** for this project. Mike has led design and construction teams on a variety of FN and other projects in BC in the last 25 years. Mike was the PM for the Te'mexw Treaty Association (TTA) Treaty Related Measures (TRM) work as well as the PM at the Songhees, T'Sou-ke, and Tsartlip First Nation projects. He is currently the EOR and PM on three (3) boat launch projects for Malahat First Nation, Seabird Island Band, and Tsartlip First Nation, respectively. Mike



is a certified Project Manager Professional (PMP), as well as a Certified Contract Administrator (CCA) as recognized by the PMI and MMCA respectively.

Julia Barron, EIT

Julia will be the *Project Coordinator* for this project, assisting the project manager. Julia is a junior civil and environmental Engineering-in-Training with a degree in Civil Engineering from the University of Victoria. Her work has an emphasis on Indigenous projects with 3 years of experience in the industry. She has led the project coordination and community engagement on various First Nations projects including a subdivision for Tla'amin Nation, a multi-use pathway for the Yuulu?il?ath Government, Phase 3 Subdivision for OMVC, and boat launch for Seabird Island Band.

Alyssa Randall, EIT

Alyssa will be the *Environmental Project Engineer* for this project, responsible for the environmental investigation. Alyssa is a junior civil and environmental Engineering-in-Training with a degree in Environmental Engineering from the University of Waterloo and over 4 years of experience in the industry. She is originally from Northern Ontario and has Mi'kmaw lineage from South-West Newfoundland. She has previous experience in both environmental and geotechnical fields, completing dozens of Stage 1 & 2 PSIs. She is also the lead environmental monitor at the boat launch construction project for Tsartlip First Nation.

Brad Harold, P.Geo, R.G. (WA), MBA, PMP

Brad will be the *Senior Environmental Reviewer* for this project. Brad is a senior project manager and senior environmental geoscientist with more than 25 years of diverse geo-environmental consulting experience including contaminated sites assessment, remedial planning, remediation, environmental compliance, waste audits and geotechnical assessment. He works with clients to manage and administer projects, including developing project scope, establishing key deliverables and associated cost and project controls. He is responsible for project management, staff supervision, coordination of contractors, reporting and review, liaisons with regulatory agencies, clients and laboratories, and business development activities. He possesses a comprehensive understanding of environmental and contaminated sites legislation, procedures and protocols in British Columbia.

Handwritten mark resembling the number '4' or '14' in the bottom right corner.



Justin Eagle, AScT.

Justin will act as an *Intermediate Design Technologist* for the duration of this assignment. Justin was born and raised in Campbell River, British Columbia and is a registered member of the Whitecap Dakota First Nation which forms part of the larger Dakota Nation south of Saskatoon, Saskatchewan. He graduated from Camosun College with a Diploma in Civil Engineering Technology and is now working as a Civil / Environmental Engineering Technologist with Gwaii. Justin has worked on various land development and municipal infrastructure projects in which he served a similar role as a design drafter. Justin is also a registered member of the Aboriginal Professional Association of Canada (APAC).

4.2 Subconsultant Team

In order to meet all of the deliverables for the project, Gwaii has gathered a qualified group of subconsultants. The main subconsultant personnel are described below.

Graham Bowles – Archaeologist & Group Lead, Millennia Research Ltd.

Graham will be the *Lead Archaeologist* for this project. Since completing his double major BA in 2012, Graham has contributed to cultural heritage and archaeological impact assessment projects through field work, research and report writing and artifact analysis. Graham has been employed as an archaeologist with Millennia Research Limited full-time since February 2017. Prior to joining Millennia research, Graham worked as an archaeologist at Golder Associates, where he became skilled at clients and First Nations communications. He quickly excelled in his position and his responsibilities expanded to include training new employees and taking on crew lead positions. He has worked in a variety of archaeological contexts ranging from urban infrastructure to remote wilderness.

Pablo Jost, RPBio – Professional Biologist, Environmental Dynamics Inc.

Pablo will be the *Lead Biologist* for this project. Pablo has extensive experience providing similar environmental and permitting services required for the Project for many Indigenous communities across BC. EDI has experience working in the area and completed an assessment for a large housing development project in Old Massett which was done in collaboration with Gwaii.

Neville Berard, MASC, P.Eng – Coastal Engineer, Northwest Hydraulic Consultants

Neville will be the *Lead Coastal Engineer* on this project. Neville joined NHC in 2021 in order to focus on her passion for nature-based shoreline designs and work within NHC's comprehensive coastal processes team. She brings with her significant expertise with coastal engineering related to ports and terminals in

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Port Clements Boat Launch



her previous experiences working both in Canada and in Chile. Neville enjoys the challenges related to the changing climate and particularly loves supporting small communities find innovative ways to design their shorelines for future sea levels while enhancing the marine environment. Neville is also an active member of the marine community; she is currently the Secretary of the Board for PIANC Canada and volunteers with Coastal Zone Canada as one of the co-leads of the Pacific Chapter of the Cold Regions Living Shoreline Community of Practice.

Herold Engineering – Marine Structural Engineering

Herold Engineering Ltd. will perform marine structural services. Herold Engineering's team has 25+ years of experience, over 19,000 projects, with over 45 engineers on staff as a highly reputable BC-based firm.

For detailed CVs for the above team members please Appendix B.

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5 SCOPE OF WORK / APPROACH

Gwaii proposes the following services for executing the project.

5.1 Project Management

Gwaii will work closely with VPC while conducting the following project management tasks throughout the lifespan of the Project:

- Organize a kick-off meeting with all parties, then conduct 1-1 meetings with all subconsultants to establish schedule, communication, and activities.
- Create a Gantt Chart based on the anticipated project activities and provide Gantt Chart updates throughout all stages of the project, informing consultants and the client of all changes.
- Create a Project Management Plan outlining scope management, project requirements, time management, budget control, quality control, resource management, communication plan, risk management, procurement, and stakeholder engagement.
- Gwaii will organize a Request for Information letter from all subconsultants to issue to VPC which will summarize all information needs and identify data gaps.
- Conduct meetings with the client to provide updates of project progress and consult on any key decisions.
- Communication via email, phone, text, and virtual meetings with subconsultant teams, funders, client, potential contractors, and all stakeholders relevant to this project.
- Conduct virtual meetings with subconsultants, including the creation of agendas and minutes at these meetings to move the project forward and provide the client with project updates.
- Provide a brief project progress report, summarizing budget, schedule, activities, and upcoming tasks, issued to the client monthly.

5.2 Feasibility

- Intertidal and upland Environmental Assessment (EA) by a Registered Professional Biologist (RPBio)
- Stage 1 Preliminary Site Investigation (PSI) to assess the likelihood of the presence of contamination according to the BC Contaminated Sites Regulations (CSR)
- Complete topographic and bathometric surveys
- One (1) community engagement session for the public to engage with the proposed design. This will include prior communication through a survey, organization of a public presentation, and a summary report of the findings.

Port Clements Boat Launch



- Coastal wave, wind, and tidal study by a Coastal Engineer
- Bathymetric and topographic survey of the project area
- Condition Assessment of the current asset
- Conduct a civil walkthrough of the Site
- Desktop Archaeological Overview Assessment (AOA) of the project area by a Registered Professional Archaeologist
- Complete a bulkhead and float preliminary options analysis based on a coastal engineering study for the location by a Marine/Structural Engineer
- Assess the relevant permitting requirements based on the results of the assessments & studies to inform the necessary permits. Gwaii will make recommendations to the Client regarding which permits will be required to move forward with the project.
- A final report that summarizes the preliminary options, including a virtual presentation to VPC staff. The report, presentation, and discussion with the VPC will indicate a preferred option.
- A high-level design of the preferred option in the form of CADD drafted design drawings, delivered in PDF and DWG formats.
- Complete Class "D" order of magnitude estimates on the costs (hard and soft) to complete the preferred option.

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6 VALUE ADDED SERVICES

6.1 Capacity Building & Mentorship

- Coordination and communication with VPC, Haida Nation, Old Massett Village Council, and/or Skidegate's education & employment coordinator(s) to establish the opportunity for community member involvement.
- Mentorship and job shadowing summary of opportunities.
- Honoraria to participants, where deemed necessary.
- Providing materials to review beforehand and while on-Site to enrich the learning experience.
- Coordination of participants on-Site, timed with the anticipated on-Site activities.
- On-Site experience with a professional providing service during the project, including but not limited to: archaeology, environmental engineering, professional biology, marine structural engineering, coastal engineering, civil engineering, and survey.
- Follow-up documentation and communication with participants.
- Sharing of information regarding opportunities such as scholarships, mentorship programs, co-ops, work placements, future work with companies involved, and team contacts.

6.2 Combined Site Visits

Gwaii has a multifaceted team that can perform multiple functions on Site at once. Gwaii proposes that three members of staff attend the site during the project. These 3 staff will be able to perform the following key on-Site tasks:

- Community engagement
- Stage 1 PSI Site Visit
- Civil condition assessment
- Topographic and Bathymetric Survey

Gwaii has also chosen a subconsultant team that is both familiar with the project area and can minimize site visits to save cost.

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7 PROJECT EXAMPLES

Gwaii's Principals have a variety of in-depth experience completing feasibility studies, conceptual and detailed designs, and project/subconsultant management. Gwaii's work regularly involves feasibility assessments, survey, coordinating with utilities, and preparing detailed designs followed by tender, construction management and project closure services.

7.1 Seabird Island Band - Boat Launch Feasibility

Gwaii worked closely with the Seabird Island Band (SIB) for the feasibility of a boat launch along the Fraser River. This included the following key tasks which closely align with the scope of the Port Clements project:

- Project management including schedule, budget, and scope management.
- Leading a subconsultant team including a professional biologist, archaeologist, water resources engineer, and fluvial geomorphologist.
- Options analysis of three (3) different boat launch locations.
- Selection of the best boat launch location.
- Estimation of probable cost.
- Topographic and bathymetric survey of the site location.
- Environmental Assessment (EA) of the site location.

7.2 Tsartlip First Nation - Boat Launch and Dock Upgrades

The Gwaii team worked with TFN to prepare conceptual designs to detailed designs as well as construction related services for upgrades to Tsartlip First Nations existing boat Launch. The Gwaii team also completed the Project's Construction Environmental Management Plan and conducted weekly environmental inspections and reports. The project scope consisted of the following:

- Concrete Boat launch and wharf
- Regrading and repaving of the boat launch access roads;
- Creating additional parking stalls for boat trailers and vehicles
- Installing stormwater infrastructure;
- Construction of an Office and Emergency Response building;
- Installing a flush station for rinsing equipment.

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7.3 Malahat Nation - Boat Launch, Parking and Access Road:

The Gwaii team worked with the MN to prepare conceptual designs to detailed designs as well as construction related services. Gwaii team coordinated the environmental report (with the assistance of MN – Tristan) and compiled the construction drawings for tendering. The project scope consisted of the following:

- 2-acre site;
- Concrete Boat launch and wharf
- Parking for 40 trailers
- Marina and office Building;
- Viewing platforms and benches
- Lighting

7.4 Yuułuʔiłʔatḥ Government - Multi-Use Pathway

Gwaii worked closely with the Yuułuʔiłʔatḥ Government to provide services for their multi-use pathway project in a combined feasibility and design phase. Gwaii performed the following key tasks which closely align with the proposed Port Clements project:

- Project management including schedule, budget, and scope management.
- Leading a subconsultant team including environmental and geotechnical professionals.
- Environmental Assessment (EA)
- Topographic survey of a 1.5km length road.
- Organizing and implementing job shadowing for local youth.
- Civil engineering design of the pathway in CADD.
- Two (2) sessions of community engagement.
- Funding status update reports/forms

7.5 Old Massett Village Council - Phase 3 Subdivision

Gwaii worked closely with the Old Massett Village Council (OMVC) to provide services for their design and feasibility gap analysis project for a complex 60-hectare site located in Masset, BC. Gwaii performed the following key tasks:

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- Project management including a Project Management Plan (PMP) at project outset, bi-weekly project status updates, weekly virtual meetings with the client, coordination of various subconsultants, and collaboration with other lead consultants.
- Environmental engineering including a Phase I & II ESA which incorporated a Phase I site visit, drilling and sampling of soil and groundwater, analysis of samples, comparison to current CSR and CCME standards/guidelines, and final reports to summarize the sampling program and recommendations.
- Feasibility gap analysis of a previous feasibility study, including the infilling of crucial feasibility elements such as flood construction level analysis.
- Civil engineering, including the preliminary and detailed design of a new subdivision for the community which included stormwater, sewer, and water servicing designs which accounted for population and climate projections.

8 PROJECT TIMELINE

Gwaii's project timeline will be guided by the dates below. An anticipated Contract Award date of March 1, 2024 has been used (as the REDIP Grant is to be awarded within Spring 2024) along with an anticipated Project Phase Completion date of March 31, 2025 to allow for a 1-year grant period. At project award Gwaii will produce a baseline schedule that will be reviewed at the kick-off meeting. If any deviations from this baseline schedule are anticipated, Gwaii personnel will immediately inform VPC and update the schedule appropriately.

Table 1: Anticipated Project Timeline

Activity	Start Date	End Date	Duration
Contract Award	April, 2024	N/A	N/A
Project Kickoff Meeting	April, 2024	N/A	N/A
Archaeological Overview Assessment	April, 2024	May, 2024	6 weeks
Coastal Assessment	April, 2024	June 2024	7 weeks
Environmental Assessment	April, 2024	June, 2024	8 weeks
Marine Structural Options Analysis	July, 2024	November, 2024	4.5 months
Community Engagement	August, 2024	October, 2024	9 weeks
Gwaii Site Visit Including: - Survey	September, 2024	September, 2024	3 days

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Port Clements Boat Launch



<ul style="list-style-type: none"> - Stage 1 PSI Site Visit - Condition Assessment - Civil Walkthrough - Community Engagement 			
Stage 1 PSI Report	September 2024	October 2024	4 weeks
Options Presentation & Selection	November, 2024	November, 2024	3 weeks
Conceptual Design Drawings & Class 'D' Cost Estimate	December, 2024	March, 2025	3.5 months

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9 FEE SCHEDULE

The following fee schedule is our proposed budget to complete the tasks outlined in Section 5 above. If additional services are required outside of this initial project scoping Gwaii will prepare a scope change report and review with VPC prior to commencing additional work.

Table 2: Budget breakdown

Task	Fees
Gwaii Engineering	
Condition Assessment & Civil Walkthrough	\$ 5,175
Conceptual Design & Cost Estimate	\$ 5,000
Topographic & Bathymetric Survey	\$ 7,000
Community Engagement	\$ 6,210
Stage 1 Preliminary Site Investigation	\$ 3,500
Environmental Dynamics	
Environmental Assessment (EA)	\$ 11,960
Millennia Research	
Archaeological Overview Assessment (AOA)	\$ 8,992
Northwest Hydraulic Consultants	
Coastal Assessment	\$ 23,000
Herald Engineering	
Marine Structural Options Analysis	\$ 25,000
Total Fee Estimate	\$ 95,837
Project Management (10%)	\$ 9,584
Disbursements	\$ 6,500
Admin (10% of Fees)	\$9,584
Total Fees and Expenses	\$ 121,504

Gwaii will apply the following rates to all design and construction services, and services outside of the defined project scope and schedule (if approved in advance by VPC through proper change order

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processes), as well as any additional work not defined in this proposal, and as approved, or requested by the Client:

Table 3: Gwaii rates

Gwaii Personnel	Hourly Rate
Senior Management Engineer	\$250/hr
Senior Engineer	\$200/hr
Intermediate Technologist	\$165/hr
Engineer-in-Training	\$155/hr
Survey Technician	\$150/hr

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10 CLOSURE

Thank you for the opportunity to present this proposal. If the Village of Port Clements has any questions regarding our submission, please do not hesitate to contact either of the undersigned at your convenience.

Yours Truly,

GWAI ENGINEERING LTD.

Mike Achtem, P.Eng. CCA, PMP
Principal, Project Manager

Julia Barron, EIT
Project Engineer & Grant Writer

Alyssa Randall, EIT
Civil & Environmental Project Engineer

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11 TERMS OF ENGAGEMENT

11.1 GENERAL

The Consultant, herein referred to as "GWAI" shall render the Services, as specified in the attached proposal, herein referred to as "CLIENT" for the Project in accordance with the following terms of engagement. GWAI may, at its discretion and at any stage, engage sub consultants to perform all or any part of the Services.

11.1.1 CLIENT DEFINITION

CLIENT shall mean the parties named herein and in the event that CLIENT shall act as agent, CLIENT expressly warrants that it is authorized to bind its principals in accordance with the terms and conditions of this Agreement.

11.1.2 STANDARD OF CARE

The Services to be performed by GWAI will be conducted to a standard and in accordance with procedures consistent with that level of care and skill ordinarily exercised by members of the engineering profession currently practicing under similar conditions. No other warranty is made, either express or implied.

11.2 COMPENSATION

GWAI will submit monthly invoices to CLIENT via email and a final bill upon completion of the Specified Professional Services. Payment is due upon presentation of invoice and is past due thirty (30) days from the date the invoice is received. CLIENT agrees to pay a finance charge of one and one-half percent (1½%) per month (which is equivalent to an annual rate of interest, compounded monthly, of 19.56%) on past due accounts. If payment remains past due forty-five (45) days from the date the invoice is sent, then GWAI shall have the right to suspend all work under this Agreement, without prejudice, and all reasonable demobilization and other suspension costs will be paid by CLIENT. CLIENT agrees to pay lawyers' fees, legal costs and all other collection costs incurred by GWAI with respect to the recovery of past due payments. If a retainer is requested by GWAI and submitted by CLIENT, the requested monies will be deposited into the GWAI account however, said monies will not be applied to the project accounts until the final invoice has been issued.

11.3 TERMINATION

Either party may terminate this engagement without cause upon thirty (30) days' notice in writing. On termination by either party under this paragraph, the Client shall forthwith pay to GWAI it's charges for the Services performed, including all expenses and other charges incurred by GWAI for this Project.

If either party breaches this engagement, the non-defaulting party may terminate this engagement after giving seven (7) days' notice to remedy the breach. On termination by GWAI under this paragraph, the CLIENT shall forthwith pay to GWAI it's charges for the Services performed to the date of termination, including all fees and charges for this Project.

11.4 PROFESSIONAL RESPONSIBILITY

In performing the Services, GWAI will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services contemplated in this engagement at the time when and the location in which the services were performed.

11.5 LIMITATION OF LIABILITY

GWAI shall not be responsible for:

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- (a) The failure of a contractor, retained by the CLIENT, to perform the work required in the project in accordance with the applicable contract documents;
- (b) The design of, or defects in equipment supplied or provided by the CLIENT for incorporation into the Project;
- (c) Any cross-contamination resulting from subsurface investigations;
- (d) Any damage to subsurface structures and utilities which were identified and located by the CLIENT;
- (e) Any Project decisions made by the CLIENT if the decisions were made without the advice of GWAI, or contrary to, or consistent with, GWAI's advice.
- (f) Any consequential loss, injury or damages suffered by the CLIENT, concluding, but not limited to loss of use, earnings and business interruption;
- (g) The unauthorized distribution of any confident document or report prepared by or on behalf of GWAI for the exclusive use of the CLIENT.

The total amount of all claims the CLIENT may have against GWAI or any present or former partner, executive officer, director, stockholder or employee thereof under this engagement, concluding but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the amount of any professional liability insurance GWAI may have available for the payment of such claims.

Any professional shall have no professional design responsibility for any part of the work not designed by him or her and, further, GWAI and its professional staff shall have no liability for any claim (Contract or tort law) unless initiated within six (6) months from the date of substantial performance of the Specified Professional Services.

11.6 DOCUMENTS

All of the documents prepared by GWAI or on behalf of GWAI in connection with the Project are instruments of service for the execution of the Project. GWAI retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used on any other project without the prior written agreement of GWAI.

11.7 FIELD SERVICES

Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of GWAI, to observe whether the work of a contractor retained by the CLIENT is being carried out in general conformity with the intent of the Services. Any reduction from the level of Services recommended will result in GWAI providing qualified certifications for the work.

11.8 DISPUTE RESOLUTION

If requested in writing by either the Client or GWAI, the CLIENT and GWAI shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured, non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration under the rules of the British Columbia International Commercial Arbitration centre or by an arbitrator appointed by agreement of the parties or by reference to a Judge of the Provincial Court of British Columbia.

11.9 STANDARD OF CARE

The Specified Professional Services to be performed by GWAI will be conducted to a standard and in accordance with procedures consistent with that level of care and skill ordinarily exercised by members of the engineering profession currently practicing under similar conditions. No other warranty is made, either express or implied.

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11.10 CONTROL OF WORK AND JOB-SITE SAFETY

GWAI shall be responsible only for its activities and that of its employees on any site. GWAI will not direct, supervise or control the work of other consultants and other contractors or their subcontractors hired by CLIENT. Nothing herein shall be construed to relieve CLIENT or any other consultants or contractors from their responsibilities for maintaining a safe job site.

11.11 GWAI PROFESSIONAL REPORTS

GWAI shall be responsible only for the accuracy and completeness of the data, interpretations and recommendations it makes within the scope of the Specified Professional Services and shall have no responsibility whatsoever for any interpretations or recommendations made by others, which may be based, either in whole or in part, on the data, interpretations or recommendations made by GWAI. CLIENT agrees that any and all reports prepared by GWAI in connection with the Specified Professional Services shall contain the following statement:

"Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. GWAI accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report",

and CLIENT agrees that in the event that any such report is released to a third party, such disclaimer shall not be obliterated or altered in any manner. CLIENT further agrees that all such reports resulting from the Specified Professional Services shall be used solely for the purposes of CLIENT and shall not be released or used by others without first notifying GWAI, whose approval shall not be unreasonably withheld. GWAI will not be responsible for the unauthorized distribution of any confidential document prepared by or on behalf of GWAI for the exclusive use of the client.

11.12 PUBLIC RESPONSIBILITY

GWAI, through its professional registrations, owes a duty of care to the public. It is recognized that CLIENT also owes a duty of care to the public that requires it to conform to applicable codes, standards, regulations and ordinances, principally to protect public health and safety. GWAI will at all times endeavour to alert the CLIENT to any matter of which GWAI becomes aware and believes requires CLIENT's immediate attention to assist to protect public health and safety, or which GWAI believes requires CLIENT to issue a notice or report to certain public officials, or to otherwise conform with applicable codes, standards, regulations or ordinances.

11.13 NOTICES

All notices required or permitted to be given hereunder, shall be deemed to be properly given if delivered in writing by hand, sent by facsimile machine or deposited in the mail (or with an express courier) addressed to CLIENT or GWAI, as the case may be, at the addresses set forth below, with postage thereon fully prepaid.

All notices, correspondence, deliveries, and invoices shall be submitted to CLIENT as indicated below:

Village of Port Clements

c/o Andrew Hudson

All notices and correspondence shall be submitted to GWAI as indicated below:

GWAI ENGINEERING LTD.
623 Discovery St.

Attention: Mike Achtem, P.Eng., PMP, CCA

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Victoria, BC V8T 5G4

11.14 CONFIDENTIALITY

Subject to the prior consent of CLIENT, GWAll agrees to keep confidential and not to disclose to any person or entity, other than GWAll's employees and subcontractors, all data and information not previously known to and generated by GWAll, or furnished to GWAll and marked CONFIDENTIAL by CLIENT in the course of GWAll's performance hereunder; provided, however, that this provision shall not apply to data which are in the public domain, or were previously known to GWAll, or which were acquired by GWAll independently from third parties not under any obligation to CLIENT to keep said data and information confidential. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of GWAll, nor shall they be interpreted to in any way restrict GWAll from complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction. CLIENT agrees that GWAll may use CLIENT's name and a general description of GWAll's services with respect to the project in describing GWAll's experience and qualifications to other clients and prospective clients. CLIENT also agrees that any patentable or copyrightable concepts developed by GWAll as a consequence of its service hereunder are the sole and exclusive property of GWAll.

11.15 CHANGE OF SERVICES

CLIENT may from time to time, without invalidating this Agreement, add to, delete from or modify the work to be performed by GWAll within the scope of the Specified Professional Services and GWAll shall be compensated therefore in accordance with the rates set out in this Agreement and the terms and conditions of this Agreement shall apply to such amended work.

11.16 MISCELLANEOUS

This Agreement and the letter referenced in the preamble supersede all other agreements, oral or written, and contain the entire agreement of the parties. No cancellation, modification, amendment, deletion, addition, waiver or other change in this Agreement shall have effect unless specifically set forth in writing signed by the party to be bound thereby.

Titles in this Agreement are for convenience only.

No waiver of any right or remedy in respect of any occurrence or event on one occasion shall be deemed a waiver of such right or remedy in respect of such occurrence on any other occasion.

Any provision, to the extent it is found to be unlawful or unenforceable, shall be ineffective without affecting any other provision of the Agreement, so that the Agreement will be deemed to be a valid and binding agreement enforceable in accordance with its terms.

All questions concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties hereunder shall be governed by the laws of the Provide within which the lands and premises are situated unless the law of another jurisdiction must apply for this Agreement to be enforceable.

GWAll shall not be the employer or, except as expressly provided for herein, the agent of CLIENT and shall not enter or purport to enter into any contract on behalf of CLIENT or act in its behalf.

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IN WITNESS WHEREOF the parties have caused this Agreement to be signed, as of the date and year first set forth below

CLIENT acknowledges the offer to provide engineering services and hereby accept the terms and conditions of that offer and further authorize GWAll to proceed with the work as outlined in their proposal of **October 26, 2023**.

**Authorized Signature(s) for
Village of Port Clements**

Date

M. Chitem

**Authorized Signature
For GWAll**

Date

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