



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

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

7:00 PM Regular Meeting of Council, Monday, March 18<sup>th</sup>, 2024

**AGENDA**

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

**1. ADOPT AGENDA**

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

D-1—Update on Haida Title Lands Negotiations -- Heinz Dyck, Province of BC

D-2—Organization Information -- Northern Central Local Government Association

**3. MINUTES**

M-1—February 20<sup>th</sup>, 2024, Regular Council Meeting Minutes

M-2—March 1<sup>st</sup>, 2024, Special Council Meeting Minutes

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

UB-1—Community Grant Applications – Port Clements Historical Society

**5. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION—February 2024 Board Highlights – North Coast Regional District

C-2—INFORMATION—\$250 Million Agreement Update -- Northwest BC Resource Benefits Alliance

C-3—INFORMATION – Member's Update on Progress/Initiatives – GwaiiTel Society

C-4—INFORMATION – Member Update – Northern Central Local Government Association

C-5—INFORMATION/REQUEST – Request for Support – City of Prince George

C-6—INVITATION – Northern BC Public Transit Campaign – Northern Development

**6. FINANCE**

**7. GOVERNMENT**

G-1— Grant Application to NDIT for MIEDS

G-2—Procedural Bylaw Amendment Bylaw 460.3, 2024

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

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

R-2—INFO— Gwaii Trust Winter Holiday Grant and the Port Bucks – Sr. Finance Manager Bell

**10. ACTION ITEMS**

A-1—Action Item List

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

**12. IN-CAMERA**

**13. RISE AND REPORT**

RR- In Camera Meeting February 20<sup>th</sup>, 2024:

- Council has approved the appointment of Mary Standbridge and Wendy Quinn to the Vibrant Community Commission for the remainder of the 1 (one) year term.

**14. ADJOURNMENT**



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FAX: 250-557-4568  
Email: cao@portclements.ca

### Delegation to Council Application Form

**Applicant Group/Individual Name:** Province of BC (Heinz Dyck) and CHN rep  
**Mailing Address:** \_\_\_\_\_  
**Telephone:** 250-686-4369 **Email:** cassandra.caswell@gov.bc.ca

**Subject of Delegation:** Update on Haida title lands negotiations  
\_\_\_\_\_  
\_\_\_\_\_

#### Purpose of Delegation:

*\*\*Please note that delegations regarding any aspect of an Official Community Plan or a zoning application are prohibited between the conclusion of a Public Hearing and the adoption of a Bylaw and may not come before Council at that time.\*\**

- Question for council
- Requesting information
- Requesting a letter of support
- Requesting funding
- Other (provide details):** Provide an update on status of negotiations, including reassurance regarding local government jurisdiction, private property, infrastructure, and provide anticipated timelines. Answer questions and discuss upcoming public information opportunities.

**Contact Person (if different from above):** Sarah Plank  
**Telephone number:** 250-208-9621 **Email:** sarah.plank@gov.bc.ca

*It is recommended that if an applicant has a deadline or specific time constraint then the applicant should make their delegation application to a Council Meeting that has at least one other Council Meeting occurring before this deadline.*

*Please note that your delegation may not be on the date requested due to prior commitments, staff resources or at the Chief Administrative Officers' discretion due to subject matter. Your delegation is not confirmed until it is approved by the CAO and you have been contacted by Village staff.*

**Council Meeting date requested:** March 18, 2024  
**Attending delegate (if different from above):** Heinz Dyck and Haida Rep

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**Delegation Requirements:**

If approved the name of the delegation and its subject will be published in the Council Meeting Agenda, which is made available to the public and on our website. This is not optional and cannot be withdrawn from the public record.

If you wish to provide supporting documentation to be published in the Agenda, it must be provided to our office no later than **1:00 PM on the Wednesday prior to the Council Meeting**. After the Agenda’s deadline the delegation must bring its supporting document to the Council Meeting for distribution. It is mandatory to bring 7 copies for Council and Staff

**Delegation Rules at Council Meetings:**

1. **The delegation has a 10 minute time limit for speaking to Council.** This limit is regardless of how many speakers the delegation presents as part of their delegation. This limit also includes time for any questions.
2. The presentation must be directed at Council in a respectful and collaborative manner. The meeting Chairperson will indicate who has the turn to speak and in what order: interrupting and talking over someone when they are speaking is strongly discouraged. Disrespectful and abusive language will not be tolerated.
3. **Do not expect an immediate answer or response to your delegation:** Council may refer to staff for more information or postpone it to another meeting for further consideration. Council reserves the right to make its decision in its own time and will not be pressed to a decision due to a delegate’s deadline.

I understand and agree that I have been advised on the rules and requirements of a delegation to Council and I agree to these terms.

Name: Cassandra Caswell  
Date: March 12, 2024

Signature: Cassandra Caswell Digitally signed by Cassandra Caswell  
Date: 2024.03.12 08:50:06 -0700

**For Office Use Only:**

Date Application Received: March 12, 2024 Documents Submitted with Application: none  
Application Received by: Elizabeth Cumming Signature: Elizabeth Cumming

- Approved
- Declined
- Other (please specify): \_\_\_\_\_

Council Meeting Appearance date of Delegation: March 18<sup>th</sup>, 2024

[Signature]  
Signature of Chief Administrative Officer

March 12, 2024  
Signature Date

D-1



March 15, 2024

Dear residents of Haida Gwaii –

Since 2002, the Council of the Haida Nation and the Province of B.C. have been preparing for a court case on the question of Aboriginal title on Haida Gwaii, while trying to find a solution through negotiations. Our shared goal in talks over the past few years has been to recognize Haida's Aboriginal title through a negotiated agreement.

The purpose of this open letter is to provide you with an update on the process of formally recognizing the Haida Nation's title and rights. For more than 20 years, B.C. and the Haida Nation have been engaging constructively on new, successful approaches to reconciliation. These have included jointly managing aspects of natural resource and land-use decision-making on Haida Gwaii.

The Province and the Council of the Haida Nation have completed several reconciliation initiatives, including the groundbreaking Kunst'aa Guu-Kunst'aayah Reconciliation Protocol in 2009. The protocol, and the accompanying Haida Gwaii Reconciliation Act, ushered in shared decision-making between the two governments, in forestry and protected area management on Haida Gwaii.

We have taken several positive steps towards making things right on Haida Gwaii. In 2021, the Haida Nation, Province and Canada signed the GayGahlda • Kwah.hlahl.dáyaa "Changing Tide" Framework for Reconciliation. In 2023, the Haida Nation, Canada, and the Province entered the Nang K'uula • Nang K'úulaas Recognition Agreement, which recognizes the Haida Nation as the holder of Haida title and rights, and the Council of the Haida Nation as the governing body of the Haida Nation.

We are pleased to report that we have reached a draft agreement on the next phase of title implementation, which we hope to finalize and approve this spring. If approved, the agreement would recognize Haida's Aboriginal title throughout Haida Gwaii. The draft agreement is clear: recognizing Aboriginal title will not impact anyone's private property, or local government jurisdiction and bylaws on Haida Gwaii. It would also confirm that provincial laws continue to apply.

...continued

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### **What does this mean for you?**

Highways, airports, ferry terminals, health care, and schools would not be impacted. You would continue to receive municipal services and pay your property taxes in the same way you do today. Provincial leases, permits or other approvals to use Crown lands remain in effect. There would be no change in laws for private property, local governments, public infrastructure, programs or services.

### **There is more engagement to come.**

If the agreement is approved, changes will happen over time. The Council of the Haida Nation and the Province would work together and negotiate how provincial and Haida laws can work together, engaging with local governments, residents and others about those discussions. Land and resource decisions would continue to be made through existing processes already negotiated and in place between the Province and Council of the Haida Nation.

### **Why this approach?**

The Haida Nation has a very strong Aboriginal title case to Haida Gwaii. Rather than waiting for the uncertainty of a court decision declaring title, we feel a better approach is to work together on a solution – one that recognizes Haida's Aboriginal title to lands on Haida Gwaii, while confirming the existing private property, local government and business interests of everyone on the islands.

We are working to finalize the agreement this spring. Recognizing Aboriginal title is another foundational step in reconciliation for the Haida Nation and the Province, decades in the making.

**You are invited to attend a community meeting to learn more:**

***March 26, 2024 at 7:00pm at the Daajing Giids Community Hall, 134 Bay St.***

Additional community meetings are being scheduled in Masset, Port Clements and Sandspit as well – dates to be confirmed.

Please email [IRRCoastNegotiations@gov.bc.ca](mailto:IRRCoastNegotiations@gov.bc.ca) to receive updates or if you have questions. You can also find more information at <https://gov.bc.ca/HaidaTitle>.

Murray Rankin  
Minister of Indigenous Relations  
and Reconciliation

Gaagwiis Jason Alsop  
President of the Haida Nation

P-1



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**Delegation to Council Application Form**

**Applicant Group/Individual Name:** Norther Central Local Government Association  
**Mailing Address:** Suite 507 - 1488 4th Avenue, Prince George, BC, V2L 4Y2  
**Telephone:** 250-564-6585 **Email:** admin@nclga.ca

**Subject of Delegation:** Invited to present information to Council on organization and its activities.

**Purpose of Delegation:**

*\*\*Please note that delegations regarding any aspect of an Official Community Plan or a zoning application are prohibited between the conclusion of a Public Hearing and the adoption of a Bylaw and may not come before Council at that time.\*\**

- Question for council
- Requesting information
- Requesting a letter of support
- Requesting funding
- Other (provide details): Invited to present information to Council on organization and its activities

**Contact Person (if different from above):** N/A  
**Telephone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**Council Meeting date requested:** \_\_\_\_\_  
**Attending delegate (if different from above):** N/A

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3. **Do not expect an immediate answer or response to your delegation:** Council may refer to staff for more information or postpone it to another meeting for further consideration. Council reserves the right to make its decision in its own time and will not be pressed to a decision due to a delegate's deadline.

I understand and agree that I have been advised on the rules and requirements of a delegation to Council and I agree to these terms.

Name: NA  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**For Office Use Only:**

Date Application Received: \_\_\_\_\_ Documents Submitted with Application: \_\_\_\_\_  
 Application Received by: NA Signature: \_\_\_\_\_

- Approved
- Declined
- Other (please specify): \_\_\_\_\_

Council Meeting Appearance date of Delegation: March 18, 2024.

[Signature]  
Signature of Chief Administrative Officer

[Signature] March 12, 2024.  
Signature Date



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**7:00 PM Regular Meeting of Council, Tuesday, February 20<sup>th</sup>, 2024**

**Present:**

Mayor Scott Cabianca  
Councillor Brigid Cumming – via conferencing  
Councillor Kazamir Falconbridge – via conferencing

**Not Present:**

Councillor Dennis Reindl  
Councillor Wayne Nicol

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: Sgt. Damon MacDonald (delegation).

**Meeting Called to Order at 7:00 PM**

*Mayor Scott Cabianca: I call to order Regular Council Meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.*

**1. ADOPT AGENDA**

2024-02-016—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council adopts the February 20<sup>th</sup>, 2024, Regular Council Meeting agenda.

**CARRIED**

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

D-1—Quarterly Policing Report— Sgt. Damon MacDonald, Masset RCMP Detachment

**3. MINUTES**

M-1—January 22<sup>nd</sup>, 2024, Regular Council Meeting Minutes

2024-02-017—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council adopts the January 22<sup>nd</sup>, 2024, Regular Council Meeting Minutes as presented.

**CARRIED**

M-2—February 13<sup>th</sup>, 2024, Special Council Meeting Minutes

2024-02-018—Moved by Councillor Cumming seconded by Councillor Falconbridge  
THAT Council adopts the February 13<sup>th</sup>, 2024, Special Council Meeting Minutes as presented.

**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION—January 2024 Board Highlights – North Coast Regional District

C-2—INFORMATION—Hospital Day 2024 – Hospital Day Committee

C-3—INFORMATION – Forest Enhancement Projects - - Forest Enhancement Society of BC

C-4—INFORMATION/INVITATION – Tlell Cemetery Expansion - BC Parks

C-5—INFORMATION/INVITATION – Legislative Reform Initiative Update -- Regional District of Nanaimo

C-6—INFORMATION/INVITATION -- Advocacy Licence Plate Program -- City of Prince George

C-7—REQUEST – Support for Resolution at UBCM – City of Abbotsford

2024-02-019—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives C1, C2, C3, C5, C6, and C7 for information.

**CARRIED**

M-1



2024-02-020—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council sends a letter of support to BC Parks for the Tlell Cemetery Expansion.  
**CARRIED**

C-8—REQUEST—Weightroom Treadmill Replacement – Emma Lore

C-9—REQUEST – Weightroom Treadmill Replacement – Leidys Barrios

C-10—REQUEST – Weightroom Treadmill Replacement – Christina Stupka

2024-02-021—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council ask staff to update the members of the public and ladies on the progress in terms of replacing the weightroom equipment.

**CARRIED**

## 6. FINANCE

F-1—4<sup>th</sup> Quarter 2023 Financial Report

2024-02-022—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives the 4<sup>th</sup> Quarter 2023 Financial Report.

**CARRIED**

## 7. GOVERNMENT

G-1—4<sup>th</sup> Quarter 2023 Strategic Plan Progress Report.

2024-02-023—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives the 4<sup>th</sup> Quarter 2023 Strategic Plan Progress Report.

**CARRIED**

G-2—2023 Annual Report & 2024 Budget Request – Port Clements Recreation Commission

2024-02-024—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council approves the budget request.

**CARRIED**

## 8. NEW BUSINESS

## 9. REPORTS & DISCUSSIONS

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

*Mayor Cabianca: Would like to thank the organizers of the Family Day in Port Clements. Attended a Regional District Meeting, a budget meeting.*

*Councillor Cumming: Community Futures has updated its strategic plan and adopted its budget for the years, able to keep the office open in Masset and Daajing Giids. Also, did have MLA Jennifer Rice holding a meet & greet at the Museum.*

*Councillor Falconbridge: Attended Family Day event and it was excellent. Had a VIRL meeting, they will be building a new library on the old swimming pool site. GwaiiTel has a new director. SWMP should just be about done, it has been a few months since meeting with them. Have not had an Emergency Management Commission Meeting and updating the Emergency Management Plan.*

*CAO Dobson: Correct to report under finance, the auditor will be on island during the indicated time and will be spending roughly 3 days in Port Clements. In terms of projects, we are trying to meet deadlines. With the Community Park Improvement Project the deadline is March 31<sup>st</sup> that we are working with and work is currently happening on it. The Sunset Park Revitalization Project is substantially completed. The Public Works Yard Improvement Project has more time with a November deadline. These are funded*

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projects and if we do not use the funding, it will have to be returned. Tender is still pending release, the engineers have received some material as it relates to the lining and they were working on some final information regarding it. With Well #3 project, hopefully can resume early March as one of the stakeholders is out of the country and will be back in March, and staff are communicating with the others. Based on estimates, it will cost more than budgeted (\$190k). The official community plan is pending on maps before it goes to Council for presentation. The Village is also constantly being burdened with provincial legislation that are coming down the pipeline that communities will have to abide by and staff are working on them.

2024-02-025—Moved by Councillor Cumming, seconded by Mayor Cabisanca  
THAT Council receives the verbal and written reports from Staff and Council as presented.  
**CARRIED**

**10. ACTION ITEMS**

A-1—Action Item List

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

**12. IN-CAMERA**

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

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

2024-02-026—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council moves in-camera as per section 90(1)(a) & (c) of the *Community Charter* at 7:50 PM.  
**CARRIED**

**13. RISE AND REPORT**

**14. ADJOURNMENT**

2024-02-027—Moved by Councillor Cumming,  
THAT Council adjourns this meeting at 7:55 PM.  
**CARRIED**

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Mayor Scott Cabisanca

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CAO Marjorie Dobson



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**12:00 PM Special Meeting of Council, Friday, March 1<sup>st</sup>, 2024**

**Present:**

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

**Not Present:**

Mayor Scott Cabianca  
Councillor Wayne Nicol

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: none

**Meeting Called to Order at 12:04 PM**

*Councillor Dennis Reindl: I call to order Special Council Meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.*

**1. ADOPT AGENDA**

2024-03-028 --- Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council adopts the March 1<sup>st</sup>, 2024, Special Council Meeting agenda.

**CARRIED**

**2. GOVERNMENT**

G-1—Grant Application – Gwaii Trust – Sewage Lagoon

2024-03-029-- Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council approves submitting the grant application for the sewage lagoon to Gwaii Trust's Major Contributions grant program.

**CARRIED**

**3. ADJOURNMENT**

2024-03-030--Moved by Councillor Falconbridge,  
THAT Council adjourns this meeting at 12:05 PM

**CARRIED**

---

Councillor Dennis Reindl

---

CAO Marjorie Dobson

M-2



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: March 18<sup>th</sup>, 2024  
RE: Museum Applications for Funds - Update

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### BACKGROUND:

In January the Port Clements Historical Society (PCHS, society) submitted two grant applications to the Village for funding. One being a request for funding of general museum operations, another for funding operations as a Visitor Information Centre in Port Clements. The applications were tabled until a meeting could occur between Village representatives and PCHS representatives to for clarification of where PCHS was at with its operations and more information.

### DISCUSSION:

Since the previous report to Council there have been some relevant changes.

At this time, the Village has received the required reporting for the 2023 grants that were distributed to the society, and they were received before the deadline required by Council.

The Village representatives have also met with the PCHS representatives and have received more information (please see attached report, *Recap of Meeting with PCHS*). A concerning element identified in that meeting was the PCHS' disinterest in applying for other grants and funding that they may be eligible for citing that they do not feel that they should pursue other grant funding and to take money they do not need; yet they are asking for an increase in the amounts granted from them by the Village. The Village does not receive funding for the grants that it provides, it is provided by its own funds which ultimately are collected via taxation collected from property owners in the municipality. Additionally, the grant PCHS receives from the North Coast Regional District (NCRD) is also paid for by the property owners in the municipality being part of what is collected from the Village via its tax requisition (as with all the municipalities on Haida Gwaii). Effectively, property owners are paying twice on their taxes to support the same organization. Staff contacted the other municipalities to inquire if they provided similar grants in addition to what is collected by NCRD. The Village of Masset confirmed that it provides \$1000 per year to the Dixon Entrance Maritime Museum. Staff are still pending hearing back from the Village of Daajing Giids.

Additionally, PCHS is expecting to receive \$36,000 from the NCRD from the previous fundings they were unable to access due to issues with producing their financial statements. They will have to expend this money in full by the end of the year.

To reiterate, the Village is not obligated, nor is it mandatory, or has any agreement with the Port Clements Historical Society to provide these grants and they are only considered on a year-to-year basis once a request is received. Even if budgeted for, if a request is not received, funding is not disbursed. Even in situations where a request is received, Council can deny it and not provide funding – for example, in 2020 the funding request was denied for the tourist information centre operations as the Museum was closed due to the COVID-19 pandemic.

UB-1

Compared to the previous year's provided amount of \$2,500 and \$3,000 respectively, the Port Clements Historical Society has increased their requested amount by 20% and 33%. It is typically not recommended to increase the amounts awarded in grants without sufficient reasoning being provided by the requester to account for the increase, given that these are funded via taxation.

As the society has identified that it feels that it does not have a need for additional funding to pursue other potential grants and funds it may be eligible for, it would suggest that they also accordingly do not have a need to request for more funding from the Village.

**CONCLUSION:**

Council has previously allocated \$3,000 and \$2,750 respectively for Museum operations and Visitor Information Centre operations in their 2023 budget including in budget projects for 2024 – 2027. For 2023, the society requested and received \$3,000 and \$2,500 in grant funding from the Village. Given that they are expecting an excess of funds for 2024 from the backlog in funds from NCRD, as well as a lack of need to find other sources of funding, it is recommended that if Council is considering providing a grant to the society that it remain at the 2023 amounts.

**IMPLICATIONS:**

**STRATEGIC** Supporting the community's art/culture and economic development is identified as a goal in the Village's OCP.

**FINANCIAL** Council has not set its 2024 budget yet, but in 2023 the projected budget amounts for 2024 – 2027 were \$3,000 and \$2,750 respectively for the Museum's request. As the budget has not been set, Council has the flexibility to make changes, however, it will need to accordingly increase its own revenue (taxes) for the increased expense.

**ADMINISTRATIVE** If Council agrees to an increase in allocation, it will have to be accounted for in the 2024 budget by the Senior Finance Manager.

**RECOMMENDED MOTION**

THAT Council award a grant of \$3,000 for Museum Operations for 2024 and a grant of \$2,500 for Visitor Information Centre Operations for 2024 to the Port Clements Historical Society per the conditions of the Village's Community Grants Policy.

Respectfully submitted: Elizabeth Cumming, Deputy CAO



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: March 18<sup>th</sup>, 2024  
RE: Recap of Meeting with PCHS

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### BACKGROUND:

The Port Clements Historical Society (PCHS, society) submitted two grant applications to the Village to fund their 2024 operations as a Museum and Tourist Information Centre. These applications saw an increase in the amount being requested from the previous year, without providing information for the increase. Council tabled the request, pending a meeting between Council and staff representatives and the PCHS representatives for clarification of where PCHS was at with its operations. This meeting occurred on February 21, 2024, with the Mayor, CAO and Deputy CAO in attendance as representatives for the Village and Treasurer Shel Fjaagesund and President Bill Lore as representatives on behalf of the PCHS.

### DISCUSSION:

In general, the PCHS identified that the Museum has been experiencing several issues with their operations in recent years due to turnover and decline in membership and participation with Directors (though they were also impacted in 2020 and 2021 due to the COVID-19 pandemic and closures/reduced visitors). Most of this is due to loss or illness/health issues and being unable to replace or fill positions when this has occurred. One critical issue the Museum experienced was with producing their unaudited Finance Statements (as they are required to provide under provincial legislation as an incorporated society) for the last few years due to the illness and loss of their accountant who produced the report, though they are currently getting assistance from Jennifer Pigeon to catch up on the outstanding statements. They have also had critical roles on their volunteer Board left unfilled or inactive for periods, such as the historical coordinator position which has left them short on their executive. This left the society in a critical state financially at the end of 2023 and close to the edge with their budgets, managing to get through by reducing staff costs and other cost savings where they can (they typically have two continual employees with an outdoor maintenance position and Senior Museum Attendant, though in the summer they additionally have up to 5-6 temporary/seasonal employees). However, they are hopeful and believe that their organization has recently turned the corner on this as they have recently acquired 3 new directors and positive community feedback, with more participating at meetings and new members.

Specifically, the lack of Financial Statements impacted their ability to access funds from their regular sources. For example, the North Coast Regional District (NCRD) collects funds via taxation on the communities on Haida Gwaii to fund the museums on Haida Gwaii and \$12,000 is allocated to the Port Clements Museum. However, for the past three years (2021/2022/2023) they have been unable to receive these funds as they are required to submit their financial statements. As such there is a backlog of \$36,000 that they are anticipating that they will be receiving this year as they have recently sorted out their statements and supplied them to NCRD, though they are pending confirmation that it has been received (they have struggled with issues with the NCRD office). They identified that as a non-profit charitable society they are not permitted to have a surplus and must expend all their revenue in the year its obtained, unable to carry over funds unless they set up specific reserve accounts (ex. a construction reserve account for the building). As such, once this backlog is received they will have to quickly make plans to spend it and likely will apply it to outstanding projects and making the museum more attractive.

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Otherwise, they collect around \$9,000 from their entry fee and they annually apply to the Village of Port Clements for grant funding (from the Village's 2023 budget they received \$5,500; they noted that one reason they have been increasing their requested amount recently is that for a long period of time they had not been increasing their request to match with the increase in their costs). They used to get support from MacMillan Bloedel and other private companies and contractors, but currently receive no funding from local contractors. Outside of grant funding for capital projects or specific projects, they are unable to receive funds from Gwaii Trust Society as they do not provide operational funding for organizations. They never received funding from Canada Summer Jobs for positions as they do not meet the criteria for that program (as they do not have a set working time that meets the threshold of the minimum weekly hours they require).

They also receive funds from other minor grants, such as the BC gaming grant. However, they identified that they do not think they should pursue other grant funding and take money they do not need from them as well as how paperwork is not their strong point and rely on the skills, abilities, and availability of their volunteers. At this time, they are unlikely to expand their revenue generation outside of the entrance fees and regular grants they receive and there is unlikely to see contractors and private companies to be more involved in supporting the community as donors as was seen in the past. Increasing membership, while it enhances representation in the community, does not substantially impact revenue (there is a membership fee but it is \$10/year/member). They also believe until things are sorted out the Province and Federal government regarding land claims on Haida Gwaii that there is a lack of capacity to apply for more funding.

In terms of operation the Museum is mainly for tourist information and as a tourist destination. It is part of the tour loop of the community (museum, St. Marks, etc) for tour buses. They currently see around 20 tour buses a year (which usually brings in 15-30 people in at a time), which they are hoping to see increased. They recently loaned a chainsaw as part of an exhibit in a German museum, which has helped the museum gain more international attention and potentially increase tours buses and they would like to see more participation in such loans.

Largely for their aspect as the tourist information centre most of the cost has to do with staff time. Staff provide information about the area and community, and answer questions. They also provide little brochures of walking trails and business cards of local businesses. While they specifically do not operate a gift shop, they do facilitate selling gift cards, waterproof maps, and some local items. They also have a brochure for the museum on the ferry.

In terms of future development, they would like to see more exhibit rotation (ex. they have 3 collections of glass bottles, sewing machines, etc) such as on a 3-month rotation schedule. They do not have any clothing/costumes in their catalogue, so they would be unable to create a mannequin display. It would be nice to have oral documentary on how forestry equipment exhibits were used in practice from old fallers (it was suggested by the Mayor that they may want to consider live demonstrations of equipment as well). They would also be happy to continue to be involved with things such as Canada Days and Remembrance Day (they permit free admittance on these days), as well as other outside function events (such as the Recreation Commission's easter egg hunts, as well as eulogies and other occasions, or such as MLA Jennifer Rice's visit to the community). At times they have also provided youth programming, and that may be something they look at again. Currently, the Port Clements Elementary School usually visits the museum once or twice a year, and they typically have a university tour once a year. However, their future development is dependent on funds and the people to operate them.

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



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: January 22<sup>nd</sup>, 2024  
RE: Museum Applications for Funds

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### **BACKGROUND:**

The Village has received two applications from the Port Clements Historical Society for funding. One is a request for funding of general operations, another is funding for operations as a Visitor Information Centre in Port Clements.

### **DISCUSSION:**

These requests are received annually from the Museum and have a long standing of being provided by the Village, to the degree that it is typically specially included in the Village's annual budget as it is expected to receive a request (normally already having received it).

The Village has been providing a grant for Museum Operations since at least 2004, likely earlier (our accounting software only has information going back to 2004 for this grant). Originally the requested amount was \$2,500 that increased to \$2,800 in 2008 and then to \$3,000 in 2019. The Village did not start providing a grant for the tourist information center component until 2014, after it became a tourist information centre in 2013. Originally it was expected that there would be no additional costs to the Society as the tourist information centre operations did not substantially differ from what they were already doing as part of their museum operations (see copy of *notes from the May 21, 2013 Meeting between the Village of Port Clements Tourism Committee and the Port Clements Historical Society Members*). In 2014 \$1000 was given for tourist information centre, this increased to \$1,800 in 2015, it appears it was not awarded in 2016 (though a loan for the same amount was provided), was increased to \$2,000 in 2019, was not awarded in 2020, increased to \$2,750 in 2022, decreased to \$2,500 for 2023 (the society put in a requested amount for less).

However, the Village is not obligated, nor is it mandatory, or has any agreement with the Port Clements Historical Society to provide these grants and they are only considered on a year-to-year basis once a request is received. Even if budgeted for, if a request is not received, funding is not disbursed. Even in situations where a request is received, Council can deny it – for example, in 2020 the funding request was denied for the tourist information centre operations as the Museum was closed due to the COVID-19 pandemic.

Typically, the requests for funds are received near the end of the previous year or very early in the year the funding is requested for before the Village finalizes its annual budget. This year the requests for 2024 have been received In January, before the Village's 2024 budget has been set.

At this time, the Village has received the required reporting for the 2022 grants that were distributed to the Museum, but it is still pending on receiving the reporting for the 2023 grants. Council has set a deadline to received the 2023 grant reporting by the end of February 2024.

It is not good practice to award further grants when the reporting obligation of previously awarded grants have not been met. As such, it is recommended that if Council wishes to provide further grants that they make them conditional on receiving the outstanding reporting.



Asides from that issue, staff have evaluated the requests, per the required **Schedule B** under the Community Grant Policy, which funding requests currently fall under. Both the \$3,000 for operations as a tourist information centre and \$4,000 for museum operations is being recommended for Council's review and consideration.

Compared to the previous year's provided amount of \$2,500 and \$3,000 respectively, the Port Clements Historical Society has increased their requested amount by 20% and 33%. The Port Clements Historical Society has not provided supporting information as to why their request has increased (ex. no information on how their costs have increased, or if they have increased the services they provide, etc). It is typically not recommended to increase the amounts awarded in grants without sufficient reasoning being provided by the requester to account for the increase, as these grants are funded through the Village's own funds via taxation.

**CONCLUSION:**

Council has previously allocated \$3,000 and \$2,750 respectively for Museum operations and Visitor Information Centre operations in their 2023 budget including in budget projects for 2024 – 2027.

**IMPLICATIONS:**

- STRATEGIC** Supporting the community's art/culture and economic development is identified as a goal in the Village's OCP.
  
- FINANCIAL** Council has not set its 2024 budget yet, but in 2023 the projected budget amounts for 2024 – 2027 were \$3,000 and \$2,750 respectively for the Museum's request. As the budget has not been set, Council has the flexibility to make changes, however, it will need to accordingly increase its own revenue (taxes) for the increased expense.
  
- ADMINISTRATIVE** If Council agrees to an increase in allocation, it will have to be accounted for in the 2024 budget by the Senior Finance Manager.

**RECOMMENDED MOTION**

THAT Council award a grant of \$3,000 for Museum Operations for 2024 and a grant of \$2,750 for Visitor Information Centre Operations for 2024 to the Port Clements Historical Society per the conditions of the Village's Community Grants Policy and on the further clarification that the Village receive the required reporting for the grants awarded for 2023 before February 29<sup>th</sup>, 2024.

Respectfully submitted: Elizabeth Cumming, Deputy CAO



Application # 002, 2024

**SCHEDULE A: COMMUNITY GRANT APPLICATION**

Name/Name of Organization: PORT CLEMENTS HISTORICAL SOCIETY

Name of Project/Event: TOURIST INFO CENTRE

Mailing Address: PO. BOX 417, PORT CLEMENTS, VOTIRO

Email Address: PCMUSEUM@PORTISLANDS.CA Phone Number: 250 557 4576

Amount requested: \$3,000.00 To be reviewed at \_\_\_\_\_ Council Meeting

Give a description of your project: include a completion timeline, and what the monies would be used for.

TO OFFSET ADDITIONAL EXPENSES TO THE MUSEUM  
FOR OPERATING THE TOURIST CENTRE OUT OF THE MUSEUM

What Category of Community Grant would your project fall under? Check one.

- |                  |                                     |                              |                          |
|------------------|-------------------------------------|------------------------------|--------------------------|
| Youth Programs   | <input type="checkbox"/>            | Environmental Sustainability | <input type="checkbox"/> |
| Events           | <input type="checkbox"/>            | Economic Development         | <input type="checkbox"/> |
| Arts and Culture | <input checked="" type="checkbox"/> | Business Façade Program      | <input type="checkbox"/> |

Have you requested monies from other organizations (Provincial, Federal government)? (N) If yes, where?

Have you received a grant from VOPC before? (Y) N. If Yes, when? 2022

What would be the positive impact on the community? TO HELP TOURISTS LOCATE  
SERVICES IN THE COMMUNITY & AROUND THE  
ISLANDS

Does this application include any additional/supporting documents? (N) If yes how many pages? \_\_\_\_\_

I have read and understand the Community Grant Policy and am responsible for the allocation of funds if the Grant is awarded.

M. SHELDON FRAGESUND

[Signature] TREASURER

JAN 11/24

Name/Signature of Representative

Date Submitted

VB-1



COPY

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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE :250-557-4295  
Public Works :250-557-4326  
FAX :250-557-4568  
Email : office@portclements.ca  
Web : www.portclements.ca

Notes from the May 21, 2013 Meeting between Village of Port Clements Tourism Committee and  
Port Clements Historical Society Members

Present:

Councilor Gaspar  
Brigid Cummings – PCHS  
Clint Tauber – PCHS

Councilor Gould  
Joan Hein – PCHS  
Kim Mushynsky - VOPC

The meeting was called to order at 6:00pm

There was general discussion about what was meant by having the Museum become the Tourism Centre and what, if any, changes were expected by the Village of Port Clements of the Port Clements Historical Society in taking this on. Discussion revealed that neither side anticipated that much change would happen on a practical side from what already happens because tourists already stop there and ask questions.

Brigid provided some statistical information about visitors to the museum over the last several years – average around 1400-1500 visitors per year, the majority of which are tourists.

The Museum will be open 11am-4pm 7 days per week from June 1 to September 15, 2013 which was satisfactory as far as Village of Port Clements representatives were concerned.

The changes that were anticipated are that the Historical Society may move the desk at the entrance a bit to allow for more standing room as you enter the building. The Village of Port Clements would create signage for the exterior of the building and also work to improve signage along the Highway. The Historical Society would pull out a brochure rack they have and determine whether it would be suitable for racking brochures for on island businesses and organizations – we would not charge racking fees. The Village of Port Clements needs to work with Telus to get a listing for "Visitor Information" in the 2014 phone book with the Museum's phone number. The Village of Port Clements will also purchase an answering machine for the Museum which will indicate that they have reached the Museum **and** the Visitor Information Centre and inform callers of their hours of operation.

Any other changes that may come to light will be discussed between the two parties as they occur. The understanding being that this change should not put any financial burden on the Museum that they were not already covering.

ADJOURNED at 6:30pm

\_\_\_\_\_  
PCHS Representative

\_\_\_\_\_  
VOPC Tourism Representative

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**SCHEDULE B: GRANT APPLICATION EVALUATION FOR STAFF**

Name/Name of Organization: Port Clements Historical Society

Name of Project: Tourist Info Centre

Amount requested: \$3000 To be reviewed at Jan 22, 2024 Council Meeting

What Category of Community Grant does project fall under?

Youth Programs

Events

Environmental Sustainability

Economic Development

Arts and Culture

Business Façade Program

Are there funds available for this project? Y / N, \$2,750 available in budget

What will be the impact on the Village?: provides resource, aside from the village office, where tourists can get a variety of information including on local business.

What will be the impact on the Village Staff (including Public Works)? Negligible, whether Council agrees to provide requested amount or not.

1. Do the direct and indirect benefits to VOPC outweigh the cost? Y / N possibly.
2. Has this person/organization received a grant before?  Y /  N
  - a. If yes, Was it a positive experience?  Y /  N challenge with meeting reporting requirements
3. Lifespan of project
  - a. Is the project sustainable? Will it have an impact for greater than 1 year?  Y /  N annually requests funds suggests financial depend
4. Alignment with Official Community Plan?  Y /  N
5. Conflict with any legislation (Bylaws, Provincial laws, Acts, etc.) Y /  N
  - a. If yes, which legislation? \_\_\_\_\_
6. Does/would this project have community support?  Y /  N
7. Could this project be perceived as controversial? Y /  N
8. Is there any additional documentation required before submitting application to Council? Y /  N
  - a. If yes, what is missing from the application? \_\_\_\_\_
9. Feasibility of Project
  - a. Specific  Y /  N \$2,750 is allocated from budget; funded by village via taxation so increases would need to be accounted for
  - b. Measurable Y /  N difficult to ascertain.
  - c. Attainable  Y /  N \$3000 requested, \$2,750 currently allocated in budget. could be accounted for.
  - d. Realistic  Y /  N "
  - e. Timely  Y /  N request received at beginning of the year.
10. Does this project fill a need in the community? Y / N

Accepted application for Grant of \$ 3000 to be forwarded to Council OR Application Declined

Reason for declined: \_\_\_\_\_

Elizabeth  
Signature

2024-01-17  
Date

UB-1



Application # 002, 2024

**SCHEDULE C: COUNCIL GRANT EVALUATION**

Name/Name of Organization: Port Clements Historical Society

Name of Project: Tourist Info Centre

Amount requested: \$ 3000 To be reviewed at Jan 22, 2024 Council Meeting

Agree with recommendations of staff? Y / N

Any notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval: **Accepted / Declined**

Reason for declined: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Application # 001, 2024

**SCHEDULE A: COMMUNITY GRANT APPLICATION**

Name/Name of Organization: PORT CLEMENTS HISTORICAL SOCIETY

Name of Project/Event: MUSEUM OPERATIONS

Mailing Address: P.O. BOX 417, PORT CLEMENTS, VOT 1R0

Email Address: PCMUSEUM@RCISLANDS.CA Phone Number: 250 557 4576

Amount requested: \$1,000.00 To be reviewed at \_\_\_\_\_ Council Meeting

Give a description of your project: include a completion timeline, and what the monies would be used for.

THE OPERATION OF THE PORT CLEMENTS MUSEUM INCLUDING MAINTENANCE & UTILITIES, WAGES.

What Category of Community Grant would your project fall under? Check one.

- |                  |                                     |                              |                          |
|------------------|-------------------------------------|------------------------------|--------------------------|
| Youth Programs   | <input type="checkbox"/>            | Environmental Sustainability | <input type="checkbox"/> |
| Events           | <input type="checkbox"/>            | Economic Development         | <input type="checkbox"/> |
| Arts and Culture | <input checked="" type="checkbox"/> | Business Façade Program      | <input type="checkbox"/> |

Have you requested monies from other organizations (Provincial, Federal government)? (Y) N. If yes, where?

THE NCRT FOR OPERATING FUNDS

Have you received a grant from VOPC before? (Y) N. If Yes, when? 2022

What would be the positive impact on the community? TO ATTRACT TOURISTS TO

THE COMMUNITY & FOR EDUCATIONAL TOURS FROM THE SCHOOLS ON ISLAND. ALSO TO SHOW CASE OUR HISTORY TO LOCAL ISLANDERS.

Does this application include any additional/supporting documents? (N) If yes how many pages? \_\_\_\_\_

I have read and understand the Community Grant Policy and am responsible for the allocation of funds if the Grant is awarded.

M. SHELDON FSARGESUND

[Signature] TREASURER

JAN 11/24

Name/Signature of Representative

Date Submitted

UB-1



**SCHEDULE B: GRANT APPLICATION EVALUATION FOR STAFF**

Name/Name of Organization: Port Clements Historical Society

Name of Project: Museum operations

Amount requested: \$ 4000 To be reviewed at Jan. 22, 2024 Council Meeting

What Category of Community Grant does project fall under?

- Youth Programs
- Economic Development
- Events
- Arts and Culture
- Environmental Sustainability
- Business Façade Program

Are there funds available for this project?  Y /  N, \$ 3000 available in budget

What will be the impact on the Village?: It has historical social/cultural value and brings an economic benefit to local businesses by bringing in tourists (attractions)

What will be the impact on the Village Staff (including Public Works)? Negligible. Whether council agrees to provide requested amount or not.

1. Do the direct and indirect benefits to VOPC outweigh the cost?  Y /  N *likely but no tangible data provided.*
2. Has this person/organization received a grant before?  Y /  N
- a. If yes, Was it a positive experience?  Y /  N *challenges w/ meeting reporting requirements.*
3. Lifespan of project
- a. Is the project sustainable? Will it have an impact for greater than 1 year?  Y /  N *but annually require funds suggests financial dependent.*
4. Alignment with Official Community Plan?  Y /  N
5. Conflict with any legislation (Bylaws, Provincial laws, Acts, etc.)  Y /  N
- a. If yes, which legislation? \_\_\_\_\_
6. Does/would this project have community support?  Y /  N
7. Could this project be perceived as controversial?  Y /  N
8. Is there any additional documentation required before submitting application to Council?  Y /  N
- a. If yes, what is missing from the application? \_\_\_\_\_
9. Feasibility of Project
- a. Specific  Y /  N *\$3,000 is allocated from budget; included by village via taxation, will need to account for any increase*
- b. Measurable  Y /  N *difficult to ascertain.*
- c. Attainable  Y /  N *\$4,000 requested, \$3,000 currently allocated in budget; could be accounted for.*
- d. Realistic  Y /  N *"*
- e. Timely  Y /  N *request received at beginning of year.*
10. Does this project fill a need in the community?  Y /  N

Accepted application for Grant of \$ 4,000 to be forwarded to Council OR Application Declined

Reason for declined: \_\_\_\_\_

Elizabeth  
Signature

2024-01-17.  
Date

UB-1



**SCHEDULE C: COUNCIL GRANT EVALUATION**

Name/Name of Organization: Port Clements Historical Society

Name of Project: Museum operations

Amount requested: \$4000 To be reviewed at Jan 22, 2024 Council Meeting

Agree with recommendations of staff? Y / N

Any notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval:  Accepted /  Declined

Reason for declined: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Board Highlights

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February 2024

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### Board Business:

1. The Board resolved to send a letter to the Minister of Housing regarding expanding the Secondary Suite Incentive Program (SSIP) to include all regional districts and that, if possible, the letter be a joint letter from all remaining regional districts currently not a part of the SSIP launch in April 2024.
2. The Board resolved to provide a letter of support to the City of Prince Rupert and Urban Systems regarding their application to the Planning Institute of B.C. and Yukon's Excellence in Planning – Rural and Small Town Award for their Transportation Plan – Connect Rupert.
3. The Board scheduled a Parcel Tax Roll Review panel meeting for March 15, 2024 at 1:45 p.m. to review the Sandspit Water Parcel Tax Roll. The parcel tax roll will be available at the NCRD administration office and on the NCRD website starting on Tuesday, February 20, 2024.
4. The Board resolved to apply for the Union of British Columbia Municipalities Emergency Operations Centres Equipment and Training grant for back-up generators for the Sandspit Volunteer Fire Department and Tlell Volunteer Fire Department. The Board resolved to provide overall grant management for the project.
5. On February 9, 2024, the Board held its Round 2 Budget meeting to consider the NCRD's 2024-2028 Five-Year Financial Plan. The Round 3 Budget meeting is scheduled for March 6, 2024 at 7:00 P.M. To learn more about the NCRD's financial planning visit the [2024-2028 NCRD Financial Plan Consultation](#) webpage.
6. The Board has included a proposal to interfund borrow between NCRD capital reserves to fund renovations to a new administration building in 2024. The proposed borrowing will be included in the 2024-2028 Financial Plan.
7. The Board resolved to hold a special meeting on March 6, 2024, immediately following the NCRD Special Board Meeting (Round 3 Budget) to consider the updated Solid Waste Management Plan.

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



**NORTHWEST BRITISH COLUMBIA  
RESOURCE BENEFITS ALLIANCE**  
300-4545 Lazelle Avenue, Terrace, BC V8G 4E1

## **Five-year, \$250 Million Agreement for Northwest Communities**

**Victoria, B.C., February 22, 2024** – During today’s provincial budget announcement, the Northwest BC Resource Benefits Alliance (RBA) was given \$250 million over five years. This funding will support planning and construction of infrastructure such as roads, water, sewer and other community facilities needed to create liveable communities.

The members of the RBA Steering Committee, Mayor Herb Pond (North Coast Regional District), Mayor Sean Bujtas (Regional District of Kitimat-Stikine) and Mayor Gladys Atrill (Regional District of Bulkley Nechako) travelled to Victoria to hear the announcement. Although the statement was confidential until the official release of the budget, there was optimism due to the work done to date and the positive relationship that was been built with the Province.

“Securing a commitment to the Northwest BC Resource Benefits Alliance has been the primary priority of my term as Mayor of Terrace. I am so proud to have been part of the team who signed this game-changing deal. It will go a long way toward making our communities in the northwest more liveable. Thank you to Premier David Eby and the Provincial Government for recognizing us in the Northwest,” Mayor Bujtas acknowledged.

Mayor Pond stated, “This funding is a gamechanger for all our communities. It allows us to fix, replace and build basic infrastructure that all our communities rely on. Now we can invest in our communities without the heavy financial burden being placed on our residents.”

Mayor Atrill expressed gratitude “To all the RBA members who have been working on this initiative for the past 10 years. Your good work has not gone unnoticed.”

The Northwest BC Resource Benefits Alliance (RBA) is an association of 21 local governments across the Northwest from Masset to Vanderhoof. Formed in 2014, the RBA includes all member municipalities and electoral areas of the Regional District of Bulkley-Nechako, the Regional District of Kitimat-Stikine, and the North Coast Regional District. The RBA was formed to seek a sustainable funding agreement with the province that ensures more of the revenue generated from the northwest, remains in the region. A funding agreement will allow local governments to better encourage economic development in the northwest and ensure that development creates good local jobs and sustainable, livable communities.

A copy of the RBA Memorandum of Understanding is available on the RBA website:  
[www.nwresourcebenefits.ca](http://www.nwresourcebenefits.ca)

For further information:

Mayor Herb Pond, RBA Co-Chair, North Coast Regional District  
Mayor Gladys Atrill, RBA Co-Chair, Regional District of Bulkley-Nechako  
Mayor Sean Bujtas, RBA Co-Chair, Regional District of Kitimat-Stikine

Northwest BC Resource Benefits Alliance



Our Mandate: To facilitate the availability and delivery of affordable broadband Internet services to residential and commercial customers on Haida Gwaii. Through investment in the installation and operation of broadband network infrastructure, and the aggregation of internet traffic to maximize purchasing power for connectivity to the public Internet.

February 26, 2024

Dear GwaiiTel Members:

We are pleased to provide you with an update on the progress and initiatives of the GwaiiTel Society to date.

### **1. Exploration of Backup Fibre Connection to the Mainland:**

In response to the growing need for reliable connectivity, we are investigating options for an additional fibre line to the mainland that would be used to increase bandwidth and provide backup fibre. This initiative aims to ensure uninterrupted service for Haida Gwaii, particularly during times of network disruptions or maintenance.

### **2. Microwave Tower Bandwidth Expansion:**

The Society is actively pursuing the enhancement of our bandwidth capacity through the microwave tower from Old Massett to Mount Hays near Prince Rupert. We have successfully acquired licensing for increased bandwidth and are in the process of implementing the necessary technological and mechanical upgrades to utilize this new radio spectrum on behalf of a client. Additionally, we continue to explore avenues to further augment this bandwidth to better serve our community as a backup to the fibre connection to the mainland.

### **3. Expansion of Fibre Backbone Access on the Island:**

Efforts are underway to investigate the extension of fibre backbone network to locations including residents of Tow Hill Road, Nadu Road, and those at the Northwestern end of Tlell. Recognizing the challenges associated with reaching these "final 5%" of customers, we are exploring innovative

GwaiiTel Society, PO Box 796, Unit 4 – 888 Highway 16, Skidegate, BC, Canada V0T1S1

Website [gwaiitel.ca](http://gwaiitel.ca) Email [teri.walker@gwaiitel.com](mailto:teri.walker@gwaiitel.com)



solutions and engaging with industry stakeholders to help them overcome obstacles and provide high-speed connectivity to these areas.

#### 4. Engagement with Government Representatives:

The Society has been actively engaging with government representatives at all levels to raise awareness of the unique connectivity challenges faced by Haida Gwaii. We are encouraged by the recognition of remote connectivity as a priority by both provincial and federal governments, and we remain committed to advocating for initiatives that address these challenges.

#### 5. Collaboration with CityWest:

We are currently in productive discussions with CityWest to strengthen our relationship and explore opportunities for bandwidth resource sharing. We are pleased to learn about CityWest's agreement with Telus for access to the fibre connection to the mainland, which will further enhance connectivity options for our members.

In conclusion, the GwaiiTel Society remains dedicated to improving and expanding connectivity options for our community. We are committed to exploring innovative solutions, collaborating with stakeholders, and advocating for initiatives that enhance access to reliable high-speed internet on Haida Gwaii.

Thank you for your continued support.

Handwritten initials "CD" in blue ink.

Handwritten signature of Sylvan Daugert in blue ink.  
Sylvan Daugert, GwaiiTel Secretary/Treasurer

.cc GwaiiTel Board

Handwritten initials "CD" in blue ink.

## Elizabeth Cumming

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**Subject:** FW: NCLGA Member Update: 2024 NCLGA AGM, Nominations, and Resolutions deadlines

**From:** Sandra Moore <[admin@nclga.ca](mailto:admin@nclga.ca)>

**Sent:** Friday, February 23, 2024 4:29 PM

**Subject:** NCLGA Member Update: 2024 NCLGA AGM, Nominations, and Resolutions deadlines

Hello NCLGA Members,

The NCLGA has been hard at work on various projects, and this email will provide a brief update and highlight upcoming deadlines.

### **NCLGA AGM AND CONVENTION - MAY 13-16, 2024, SMITHERS, BC**

Planning is well underway, and the NCLGA AGM and Convention Planning Committee has been busy confirming keynote and plenary speakers, venue and accommodation details, and working on finalizing the agenda, to name a few activities. Information will be updated to the [AGM website page](#), including the link to the registration portal (expected to open early next week). Please keep checking the webpage for updates.

### **RESOLUTION SUBMISSION DEADLINE**

The deadline to submit resolutions to ensure they are included in the Annual Report and Resolutions Book is approaching (March 8, 2024). When submitting your resolution, please ensure it follows the requested format, indicated in the [Resolution Guidelines](#) document. Resolutions received after the submission deadline of March 8, 2024 might not be printed in the Annual Report and Resolutions Book and may only be admitted for debate by special motion during the AGM & Convention. The process for handling resolutions received after the deadline is outlined in the Resolutions Guidelines document. For further information, please consult the [Resolutions webpage](#).

### **NOMINATIONS DEADLINE**

The call for advance nomination submissions for positions on the 2024/2025 Board of Directors is currently open. NCLGA will prepare a Nominations Report within the Annual Report, which will be distributed to all NCLGA members two weeks prior to the AGM. To be included in this report, nominations must be received by April 3, 2024. Please refer to the [Nominations Guidelines](#) for detailed instructions on submitting a nomination and timelines, and for the Nominations Form.

Please do not hesitate to contact if you have any questions, and do check out our updated website at [www.nclga.ca](http://www.nclga.ca)!

Kind regards,  
Sandra

**Sandra Moore**  
Board and Committee Support  
North Central Local Government Association



## OFFICE OF CITY COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | [www.princegeorge.ca](http://www.princegeorge.ca)

NCLGA Member Communities  
North Central British Columbia

13 March 2024

Good day to your local government,

### RE: 2024 NCLGA Resolutions

To our fellow NCLGA members we write to share three items that the City of Prince George has submitted to the annual conference. This year, we have again resolved to look at items that are not only of interest to our region but that also impact those across the province.

We hope we can count on you to support these three items when the time comes and have included full text of each resolution with the background below for consideration.

The City of Prince George has already written to the relevant Ministers directly on each of these items. Still, if you would like to be involved in future advocacy, separate from the NCLGA process, please reach out and our staff will work to coordinate interest with any emerging opportunities.

Working together to:

- Enhance emergency response options for North Central BC.
- Expanding educational curriculum to fight hate.
- Develop a mechanism to ensure each of our communities receives appropriate revenues.

These are three items we feel are a benefit to us all. We look forward to discussing these resolutions, and meeting at the NCLGA AGM this May in Smithers!

Thank you for your time and consideration.

Respectfully,

Prince George City Council.

Handwritten initials, possibly "CS", in the bottom right corner of the page.

**North Central Local Government Association - 2024 Resolution Submissions**

**Resolution #1: Host Community Reception Centre in the City of Prince George**

*WHEREAS the City of Prince George is proud, well positioned, and routinely provides host community support to the region as community's grapple with more frequent emergencies, and;*

*WHEREAS no dedicated facilities have been constructed in the region to appropriately manage this response, leading to frequent reception center relocations which add unnecessary strain on all involved;*

*THEREFORE, BE IT RESOLVED that the North Central Local Government Association requests the province fund a permanent Host Community Reception Centre in the City of Prince George for the North Central Local Government Area.*

Background: The City of Prince George is proud to support our neighbors as a host community during emergencies. Activating the Prince George Emergency Operations Center (EOC) has become an almost annual task. The City set up some form of host community Emergency Social Services (ESS) reception centre in 2017, 2018, 2021, 2022 and 2023.

For the 2023 season the City's EOC was activated on May 5<sup>th</sup> and continued to provide host community services until October 3<sup>rd</sup> (139 days). Within that period the ESS Reception Centre was moved 8 times to accommodate other municipal activities, adding unnecessary strain and confusion to the emergency operation as well as additional staff resources.

These movements were necessitated as no dedicated space for an ESS reception centre exists within the city. As such, civic facilities are used as they are available and reconfigured as prescheduled activities take place.

The proposed solution to this challenge would be for the establishment of a purpose-built, seasonally activated, facility to function as a dedicated host community ESS reception centre. Locating that facility in Prince George, as the most central and well positioned host community in the region, is suggested. Document Number: 703364 2

C-5

## **Resolution #2: Mandatory Holocaust Education in BC's Elementary Schools**

Whereas Statistics Canada reported that there were 750 police reported hate crimes targeting religious minorities during 2022, of which 502 or 66.9% were aimed at Jews, and

Whereas Ontario recently became the first province to introduce mandatory Holocaust education into the elementary school curriculum,

THEREFORE, BE IT RESOLVED NCLGA recognizes the dangers of Holocaust denial and distortion, which so often targets our young people, and urges the Ministry of Education and Child Care to introduce mandatory Holocaust education to elementary schools as of the 2024-25 academic year.

Background: School boards are a vital governing body in our system and this resolution is intended to support our partners in their area of jurisdiction. Work has begun to suggest that a similar motion be advanced through the appropriate bodies by school district leadership. Still, as local governments have a social responsibility, and keen interest in, helping to foster inclusive diverse and peaceful communities it is appropriate that the membership of NCLGA considers this motion to advocate for mandatory Holocaust education in BC's elementary schools.

This is necessary as:

- In its 2022 audit of antisemitic incidents, B'nai Brith, Canada's oldest Jewish advocacy organization, nationally active since 1875, noted there were 2769 such incidents across Canada during the year of which 242 were in British Columbia.
- Statistics Canada in its 2022 document released July 27, 2023 on police-reported crime in Canada indicated that there were 750 police reported hate crimes targeting religious minorities during 2022, of which 502 or 66.9% were aimed at Jews.
- Ontario recently became the first province to introduce mandatory Holocaust education into the elementary school curriculum. Jewish organizations are urging all provinces and territories to introduce mandatory Holocaust education in elementary school.
- In tasking the Ontario College of Teachers to create an age-appropriate curriculum to teach the Holocaust starting in Grade 6, Education Minister Stephen Lecce indicated that according to the first study of antisemitism and Holocaust knowledge conducted by Western University and Liberation75 in 2021, 42 per cent of students surveyed said they have unequivocally witnessed an antisemitic event. This same study also found that one in three students in Ontario thought the Holocaust was fabricated, exaggerated or are unsure if it actually happened.
- Research compiled in the United States suggests that jurisdictions which make Holocaust education compulsory not only witness a dramatic decline in antisemitic incidents but also see a sizeable reduction in hate aimed at Blacks and Asians. A further study issued in September 2023 indicates that where Holocaust studies begin earlier in school and are mandatory there is heightened warmth toward religious and racial minorities.
- As survivors pass away, it is more important than ever that our schools play a key role in preserving Holocaust remembrance thereby protecting children from widespread Holocaust denial and distortion often disseminated online.



### **Resolution submission #3: Taxation on School District Property**

*WHEREAS there does not readily appear to be a mechanism by which local governments can recuperate the equivalent of property tax for childcare centers operating on school property, a placement that is encouraged by provincial policy, and;*

*WHEREAS local governments need every opportunity to collect the appropriate revenue for providing our wide range of services considering inflationary pressures and the challenges posed by asset management;*

*THEREFORE, NCLGA advocates to the Minister of Education and Child Care that a mechanism by which local governments can recuperate the equivalent of property tax for childcare centers operating on school property be established.*

**Background:** The City of Prince Geore is supportive of the province's efforts to increase the number of childcare spaces across the province. However, concurrently, we ask that there be thought given to a mechanism by which local governments can recoup the equivalent of property tax for childcare centers operating on school property. While these facilities are much needed, we note that the unique placement of these operations, specifically encouraged by provincial policy, moves a greater number of these businesses, outside of the municipal jurisdiction to levy taxes. This is challenging financially and as all local government strive to ensure equitable taxation to service providers across the community.



## Elizabeth Cumming

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**From:** Holly Plato <hollyp@northerndevelopment.bc.ca>  
**Sent:** March 5, 2024 9:25 AM  
**To:** Holly Plato  
**Subject:** Invitation to support Northern BC public transit campaign

Good morning,

For almost 20 years, Northern Development has invested in community-led projects across central and northern BC to stimulate economic growth and job creation.

We're reaching out to organizations and businesses in communities along Highway 16 and 97 for support with promoting the **Bus the North** initiative: a region-wide marketing campaign to raise awareness of the available bus services in our region.

### The need for rural transit

Bus transportation is an essential service that makes it possible for residents in smaller communities to remain connected and travel for employment, educational, medical, recreational and social reasons.

While different providers stepped up to fill the gap that Greyhound's bus services left in 2018, [our research](#) has shown that many residents are not aware of the safe, reliable and affordable transit options that are available to them today.

### How you can help us

Organizations like yourself are providing critical services in our communities or function as a place of connection. For this upcoming campaign, we're looking for your support in sharing information and promotion materials for **Bus the North** with your employees, clients, customers, patients and members. Together, we can make a real change in connecting communities across northern and central BC.

*Here's how we'd collaborate with you:*

- Before the launch of the campaign this spring, we'll share more information about the campaign and provide you with an online toolbox with instructions and ready-to-go content and visuals. You can use these toolbox materials to help promote the campaign on your own digital platforms (such as website, newsletters and social media channels) or in your office, centre or shop (such as posters and rack cards).
- Following the launch, we'll share new campaign updates and content with you until the end of the campaign in December, 2024.

### What we'd need from you

If you're interested in helping Northern Development promote the Bus the North initiative, please fill out this [short SurveyMonkey form](#) by **March 15, 2024**. This will help us get the necessary information and materials to prepare for the launch of the campaign. We will be in touch by mid-March with more details and information.

Thank you for all that you do for the communities in our service area,

*\* confirmed can submit survey / feedback after March 15th*

**Holly Plato, APR®** (she/her)  
Director, Communications



# REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: March 18<sup>th</sup>, 2024  
RE: Grant Application to NDIIT for MIEDS

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## BACKGROUND:

Attached is a grant application to Northern Development Initiative Trust, under the Economic Development Capacity Building program.

This grant is applied for annually to cover the expense for the Misty Isles Economic Development Society's (MIEDS's) operations and economic development officer position, which serves as an economic development arm for the municipalities and regional district on Haida Gwaii. The grant requires a Council resolution to be submitted, though it is not a requirement of the granting body, supporting the application and confirming its continued agreement for this arrangement with MIEDS.

For general background on MIEDS, it was established in 2008 following the initializing of the Land Use Plan. A non-profit society dedicated to economic development, MIEDS represents the communities of Masset, Port Clements, Daajing Giids, Sandspit, and NCRD Area D (rural Graham Island). The organization was created to enable coordinated efforts between island communities and pursue joint economic development activities. MIEDS is funded through Northern Development Initiative Trust's Economic Capacity Building Grants and Grant Writer Grants that are applied for by the civic communities and passed through to the society so that the collective amount pays for the cost of positions and operations of MIEDS so that it can operate.

Economic development accords were signed by the communities and the Haida Nation and represent shared economic development priorities that provide direction in moving our island communities forward (Economic Development Accord & Economic Development Understanding). The economic development activities taken on by MIEDS focus strategies outlined in the annual workplan that include: promoting small business on Haida Gwaii through the Love Haida Gwaii campaign, promoting Haida Gwaii tourism through the Go Haida Gwaii campaign and Kaats'ii Hla/Kaats'a Hlaa/This is Haida Gwaii trip planner, promoting and continuing to recruit new artist and artisan vendors to the Shop Haida Gwaii e-commerce platform, and working towards the creation of a Haida Gwaii Community Forest. MIEDS staff work collaboratively to meet the goals identified in their annual work plan and look for ways to ensure value for each civic community and Area.

## DISCUSSION:

Funding for the MIEDS Economic Development Operational Expenses provides supportive services for the Village of Port Clements. The Village does not have the capacity to carry out these economic development projects on this own as it does not have its own economic development department or capacity otherwise, so supporting this application is away to provide that function and capacity to the Village. Without this organization, the economic development workload would fall to staff which would be a significant burden with existing workload and capacity issues.

It is required that Council receives the grant application in advance of being applied for, for sufficient review and consideration of the grant application and request, as the Village does not have any permanent agreement with MIEDS that it will continually apply for this grant to fund it, so it must be re-affirmed each year that the Village is willing to continue to do so. It would severely impact MIEDS if the Village were not to apply for the funding as they would lose the \$50,000 normally provided to them through this grant. The Village does not have an agreement with MIEDS that would put an obligation to provide funding to MIEDS to make up for that shortfall if it did not pursue the grant.

As this is applied for annually, there is no significant change to the grant application in 2024 (see attached), except for update to reflect that there is no longer a reference to the COVID-19 response in activities.

**STRATEGIC** (Guiding Documents Relevancy – Official Community Plan)  
Supporting economic development in the community and on Island is in the OCP.

**FINANCIAL** (Corporate Budget Impact)

This grant application is normally accounted for in the budgets as an assumption that it will be undertaken, and it is in the currently approved 5-year Financial Plan from 2023 as it relates to 2024.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

Staff's workloads are likely to be impacted if the Village loses the services that MIEDS currently provides as it does not have the capacity to undertake them itself. The collaborative arrangements with MIEDs that the municipalities and Regional District undertake together means that while the Village applies for \$50,000 in funding, we all reap the collective economic capacity benefits and services from the collective pool of funding going to MIEDS that we otherwise do not have access to.

Recommended Motion:

THAT Council supports the application to Northern Development Initiative Trust 2024 Economic Development Capacity Building Program.

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

# 2024 Village of Port Clements Economic Development Capacity Building Grant

Intake Period   
Nov 1, 2023 - Mar 31, 2024



**Andrew Hudson**  
[Logout](#)

## APPLICATION PROCESS

- ✓ Step 1. Applicant Information
- ✓ Step 2. Goals
- ✓ Step 3. Wages
- ✓ Step 4. Activities
- ✓ Step 5. Confirmation
- ✓ Step 6. Review & Submit

### PLEASE NOTE:

You must complete the entire step and proceed to the next step for all changes to be saved in the system. Please keep in mind that partially completed steps will be lost if you leave the page.

## Step 6. Review & Submit



GT-1

## APPLICANT INFORMATION

### Local Government Name

Village of Port Clements

### Primary Contact Name

Marjorie Dobson

### Position / Title

Chief administrative officer

### Email

cao@portclements.ca

### Phone Number

2505574295

## GOALS

**Provide an overview of the economic development goals your community is focused on this year.**

The Village of Port Clements, together with the Village of Masset, the Village of Daajing Giids and the North Coast Regional District, incorporated the non-profit Misty Isles Economic Development Society (MIEDS) in 2008 to provide economic development services on Haida Gwaii.

In 2024, MIEDS' economic development goals include promoting small businesses and Haida Gwaii tourism through the Go Haida Gwaii website and social-media campaign, as well as

through the Kaats'ii Hla/This Is Haida Gwaii print magazine. MIEDS will also continue to recruit new artist and artisan vendors to the Shop Haida Gwaii e-commerce platform, and will continue to work towards the creation of a Haida Gwaii Community Forest. Subject to funding, MIEDS also plans to undertake a comprehensive review of its objectives and structure in 2024, as well as producing a new five-year strategic plan.

Along with these core activities, MIEDS will continue to provide grant-writing assistance to local non-profit groups and businesses. MIEDS will also collaborate on stand-alone projects as needed with its four founding local governments, the Gwaalagaa Naay Corporation in Skidegate, the Old Massett Economic Development Corporation, the Council of the Haida Nation, local visitor information centres, the Hecate Strait Employment Development Society, and the local business-development office of Haida Gwaii Community Futures.

On March 12, 2024, MIEDS hired a new executive director: Desiree Alexander. Given that MIEDS has been without an executive director since November 2023, it will take some time to develop the MIEDS budget for 2024. The 2024 budget is expected to be largely in line with the 2023 budget, attached below, with the exception of the MIEDS Comprehensive Review. The Village of Port Clements will send a copy of the 2024 MIEDS budget to NDIIT as soon as it is available.

### Strategic Plan Document

MIEDS Budget 2023.pdf

### EMPLOYEE INFORMATION

Edit

#### Employee Name

#### Position / Title

Desiree Alexander

Executive director



5-1

**Email**

admin@mieds.ca

**Phone Number**

2505598050

**EMPLOYEE WAGE INFORMATION****Annual Salary**

\$60,000.00

**% Dedicated to Economic  
Development**

100

**Anticipated Hire Date**

Mar 12, 2024

**Will the employee be involved in leading or promoting any of Northern Development's programs in the community? If so, please describe how and which programs.**

Yes, the MIEDS executive director, together with the MIEDS grant writer, promotes the NDIT's suite of Community Development programs to eligible non-profits, businesses, and local governments.

**Job description document**

Job description--MIEDS executive director .pdf

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## ACTIONABLE WAGE ITEMS

Edit

### Action Item

### Expected Outcome(s)

Go Haida Gwaii

MIEDS continues to promote tourism on Haida Gwaii through the recently upgraded Go Haida Gwaii website, social media channels, and the Kaats'ii Hla/This Is Haida Gwaii magazine.

Shop Haida Gwaii

MIEDS will continue to recruit new vendors and promote Shop Haida Gwaii, a new e-commerce platform for Haida Gwaii artists, artisans, and vendors of all kinds who are aiming to sell products and services off-island.

Haida Gwaii Community Forest

MIEDS will continue working toward a community forest agreement on Haida Gwaii.

## ACTIVITY 1

Edit

### Name of Activity



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## MIEDS Operational Expenses 2024

### Activity Start Date

Jan 1, 2024

### Activity Completion Date

Dec 31, 2024

### Provide a description of the activity

MIEDS operational expenses include wages for the executive director, economic development manager, and Haida Gwaii Community Forest liaison. Other operational expenses include overhead costs, the Go Haida Gwaii tourism campaign, and the Shop Haida Gwaii e-commerce platform.

### What are the expected outcomes of the activity?

Broadly speaking, the expected outcomes for 2024 are to promote tourism and small business on Haida Gwaii through the Go Haida Gwaii campaign, to increase off-island sales by local artists and artisans through the Shop Haida Gwaii platform, to seek agreement on a Haida Gwaii Community Forest, and to undertake a comprehensive review of MIEDS' objectives and structure.

### Lead Contact Name

Marjorie Dobson

### Position / Title

Chief administrative officer

### Email

cao@portclements.ca

### Phone Number

2505574295

6-1

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<b>Expense Item</b>	<b>Amount</b>	<b>Vendor</b>
MIEDS operational expenses	\$50,000.00	Misty Isles Economic Development Society (MIEDS)

**Quote**

MIEDS Budget 2023.pdf

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**APPLICATION CONFIRMATION**

[Edit](#)

- I have read and understand the Economic Development Capacity Building Application Guide including the eligible and ineligible costs.
- I confirm that the information in this application is accurate and complete, including attachments.
- I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.



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- I agree that information provided in this application form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants.
- I agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- If approved for economic development capacity building funding, our organization agrees to submit a report by February 28 of the following year using Northern Development's reporting form and provide the required attachments. After May 31, no additional reporting documentation will be accepted.
- I understand that this application will not be approved until reporting on the prior year has been received and processed by Northern Development.

**Name (organization signing authority)**

**Position / Title**

Marjorie Dobson

Chief administrative officer

**⚠ PLEASE NOTE:**

**Once an application has been submitted to Northern Development, it cannot be edited or revised. Please contact us if you require any changes.**

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# WE'RE HIRING!

## MISTY ISLES ECONOMIC DEVELOPMENT SOCIETY EXECUTIVE DIRECTOR



### WHAT IS MIEDS?

Established in 2008 on the unceded territory of the Haida Nation, the Misty Isles Economic Development Society (MIEDS) is a non-profit organization that provides leadership of **economic development initiatives of the Haida Gwaii region**. These projects and programs are undertaken jointly by the 5 communities of: Village of Masse, Village of Port Clements, Village of Daajing Giids, and Electoral Areas D & E North Coast Regional District.

### WHAT WILL YOU BE DOING?

The Executive Director is directly accountable to the Board of Directors for overall executive management and effective service delivery; development and refinement of service programs; and control over fiscal management. The Board identifies the goals and direction for the organization and the Executive Director develops and implements strategies for achieving them.

### REQUIRED BACKGROUND

A proven track record of successful performance at the executive management level: staff supervision, strategic planning and evaluation, budget development.

1. Demonstrated leadership skills in a business and/or economic development environment.
2. Demonstrated skills with fiscal management and reporting.
3. Demonstrated aptitude for creating a positive environment for clients and staff.
4. Experience with First Nations partnerships.
5. Demonstrated experience with the management of rural Development.
6. Demonstrated experience working with and developing a Board of Directors.
7. Facilitation of diverse projects.

### PREFERRED BACKGROUND

Post-secondary education in business and management.

1. History of having led organizational growth and change.
2. Familiarity with and knowledge of issues and governance associated with economic and business development in the Haida Gwaii regional area.

### WHAT WILL YOU GET OUT OF IT?

- A blended/hybrid work environment that supports you to balance your working hours in ways that are most productive for you.
- A fantastic rural lifestyle with outdoor adventures galore.
- The chance to make a big difference with a small but energetic team.
- A negotiable starting salary of \$65K
- Full benefits, technology and travel stipend

### WHAT DO YOU DO NOW THAT YOU'VE READ THE AD?

Send your resume and cover letter to [chantal@gohaidagwaii.ca](mailto:chantal@gohaidagwaii.ca). A Supplementary Package can be obtained by request, which includes a complete job description and details of the position benefits.

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**Misty Isles Economic Development Society  
Budget 2023**

	CERIP-RER		Destination BC		NDIT		Operating		Partner Contributions		TOTAL	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Income</b>												
4100 Communities - Economic Development Funding							175,000.00					175,000.00
4200 Destination BC												0.00
4250 FY22/23 co-op funding				88,000.00								88,000.00
Total 4200 Destination BC	0.00	0.00	0.00	88,000.00	0.00	0.00	0.00	175,000.00	0.00	0.00	0.00	243,000.00
4310 NDIT - Local Govt Grant Writing Funding						28,000.00				16,180.00		44,180.00
4320 NDIT - Love Haida Gwaii Funding						1,200.00						1,200.00
4400 Other Grants				13,050.00				9,618.00				22,668.00
4500 Partner Contributions												0.00
4600 Investment Interest												0.00
4700 Advertising Revenue								40,000.00				40,000.00
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81,050.00</b>	<b>0.00</b>	<b>29,200.00</b>	<b>0.00</b>	<b>224,618.00</b>	<b>0.00</b>	<b>16,180.00</b>	<b>0.00</b>	<b>351,048.00</b>
<b>Expenses</b>												0.00
6010 Executive Director Salary								40,833.30				40,833.30
6020 Economic Development Manager				17,500.00				44,948.83				62,448.83
6030 Grant Manager Salary						28,000.00		0.00		12,000.00		40,000.00
6040 Summer Intern								6,618.00				6,618.00
6045 E-Commerce Expert		16,499.97						0.00				16,499.97
6050 General and Admin								13,200.00				13,200.00
6055 Project Manager								0.00				0.00
6060 Payroll Admin Fees								1,000.00				1,000.00
6070 Employee Allowances		500.00						1,600.00		2,340.00		4,440.00
6080 Employee Benefits Plan								4,400.00				4,400.00
6090 CPP & EI		976.22						8,418.17		3,100.00		12,495.39
<b>Total 6000 Payroll Expenses</b>	<b>0.00</b>	<b>17,976.19</b>	<b>0.00</b>	<b>17,500.00</b>	<b>0.00</b>	<b>28,000.00</b>	<b>0.00</b>	<b>121,819.38</b>	<b>0.00</b>	<b>17,440.00</b>	<b>0.00</b>	<b>291,935.49</b>
6100 Advertising & Marketing								1,000.00				1,000.00
6110 Books/Subscriptions								0.00				0.00
6120 Memberships and Dues								1,500.00				1,500.00
6130 Business Registration Fees								250.00				250.00
6140 Computer Maintenance Fees								2,000.00				2,000.00
6150 Furniture/Equipment (under 500.00)								1,000.00				1,000.00
6160 Insurance								1,900.00				1,900.00
6170 Bank Charges								850.00				850.00
6180 Legal and professional fees								1,000.00				1,000.00
6190 Office Supplies								1,000.00				1,000.00
6200 Meetings and Functions								1,000.00				1,000.00
6210 Training & Education								1,000.00				1,000.00
6230 Custodial & Maintenance								0.00				0.00

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**Misty Isles Economic Development Society  
Budget 2023**

	CERIP-RER		Destination BC		NDIT		Operating		Partner Contributions		TOTAL	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
6240 Rent							6,000.00				6,000.00	
6250 Printing and Copying							1,900.00				1,900.00	
6260 Postage and Mail Expense							500.00				500.00	
6270 Internet							581.40				581.40	
6280 Telephone							1,191.84				1,191.84	
6290 Travel							2,000.00				2,000.00	
6300 Meals, food							1,000.00				1,000.00	
6310 Utilities							0.00				0.00	
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,673.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,673.24</b>	
<b>7000 Program and Project Expenses</b>												<b>0.00</b>
7010 BC Outdoor Adventure Show				4,000.00								4,000.00
7020 BC Hydro Community Energy												0.00
7030 Photography				3,000.00								3,000.00
7040 Facebook Ads				500.00								500.00
7050 Go Haida Gwaii Website												0.00
7060 Visitor Exit Survey												0.00
7070 Hiking Brochure												0.00
7080 Haida Gwaii Video Projects				6,000.00								6,000.00
7090 Shipping, Freight, and Delivery				4,000.00								4,000.00
7110 This Is Haida Gwaii Trip Planner				20,000.00								20,000.00
7120 See You Later/Opening Campaign												0.00
7130 Love Haida Gwaii Program												0.00
7140 Written Content				5,000.00								5,000.00
7150 Love HG Trade Show												0.00
7160 Local Foods Program							500.00					500.00
7170 Program Advertisements (GO Haida Gwaii, etc)												0.00
7180 Web-Development												0.00
7210 Mileage												0.00
7220 Artists												0.00
7245 Live Marketing Events												0.00
<b>Total 7000 Program and Project Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43,000.00</b>
<b>Total Expenses</b>	<b>0.00</b>	<b>17,976.19</b>	<b>0.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>0.00</b>	<b>147,192.54</b>	<b>0.00</b>	<b>17,440.00</b>	<b>0.00</b>	<b>270,608.73</b>
<b>Retained Revenue</b>	<b>0.00</b>	<b>(17,976.19)</b>	<b>0.00</b>	<b>21,050.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>0.00</b>	<b>77,425.46</b>	<b>0.00</b>	<b>(1,260.00)</b>	<b>0.00</b>	<b>80,439.27</b>

0-1



# REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: March 18<sup>th</sup>, 2024  
RE: Procedural Bylaw Amendment Bylaw

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**BACKGROUND:**

The Mayor would like to amend the Procedural Amendment Bylaw for the Regular Council Meeting to start at 6:00 PM instead of 7:00 PM as the default meeting time.

**DISCUSSION:**

In November 2023 the Procedural Amendment Bylaw was adopted by Council to enable the Regular Council Meeting to be changed so that it is held at an earlier date, time, or place than the 7:00 PM on the date it is originally scheduled (though it did give the ability to postpone or cancel the meeting to a later date, time, or place).

However, the default meeting time for Regular Council Meetings remained 7:00 PM unless either Council passes a motion for a particular meeting to start at a different time, or the Mayor and Chief Administrative Officer jointly approve starting at a different time provided that there is at least seventy-two (72) hours’ notice given of the changed time.

7:00 PM is a typical start time for Council Meetings (and evening meetings in general) on Island and throughout the Province, as between 5:00 PM – 7:00 PM is a typical period where people may be eating dinner. Many working adults do not return home until 5:00 PM or later in jobs that follow typical working hours. However, it is not unheard of for meetings to start at 6:00 PM either (for example, the City of Campbel River starts their regular council meetings at 6:00 PM).

**CONCLUSION:**

It is Council’s discretion on whether they want to change the procedural amendment bylaw so that Regular Council Meetings start at 6:00 PM instead of 7:00 PM, unless otherwise scheduled.

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

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

**ADMINISTRATIVE** (Workload Impact and Consequence)  
Changes to a procedural bylaw have pubic notice requirements. There is sufficient time for notice if the intention is to do the 1 and 2<sup>nd</sup> readings of the bylaw at the March 18<sup>th</sup> meeting, the 3<sup>rd</sup> reading at the April 15<sup>th</sup> reading, and the reconsideration and adoption of the bylaw at the May 21<sup>st</sup> meeting (otherwise, scheduling special meetings mindful of the notice requirement timelines). However, this would mean that the bylaw would not be effective until after the May meeting, requiring that the April and May meeting to start at 7:00 PM unless otherwise scheduled by Council.

**Recommendation:**

THAT Council does 1<sup>st</sup> and 2<sup>nd</sup> reading of “Procedural Bylaw Amendment Bylaw #460.3, 2024”.

THAT Council schedules the April 15<sup>th</sup>, 2024, Regular Council Meeting to start at 6:00 PM instead of 7:00 PM.

THAT Council schedules the May 21<sup>st</sup>, 2024 Regular Council Meeting to start at 6:00 PM instead of 7:00 PM.

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

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**VILLAGE OF PORT CLEMENTS**

**BYLAW NO 460.3 2024**

**A Bylaw of the Village of Port Clements to amend Procedural Amendment Bylaw #460.2, 2023**

The Council of the Village of Port Clements deems it desirable to amend the Village of Port Clements Procedural Amendment Bylaw which amends the Village of Port Clements Procedural Bylaw;

The Council of the Village of Port Clements, in open meeting assembled, enacts as follows:

1. Where the Procedural Amendment Bylaw for the Village of Port Clements #460.2, 2023 is amended in its wordings from:

5.(2) Regular Council meetings must:

(b) begin at 7:00 PM unless Council otherwise passes a motion for a particular meeting to start at a different time, or the Mayor and Chief Administrative Officer jointly approve starting at a different time provided that there is at least seventy-two (72) hours' notice given of the changed time.

(c) be adjourned at the latest at 10:00 PM or after three (3) hours of meeting duration from the start time of the meeting (whichever is lesser) unless Council has passed a motion to proceed beyond that time with said motion stating the revised adjournment time;

To:

5.(2) Regular Council meetings must:

(b) begin at 6:00 PM unless Council otherwise passes a motion for a particular meeting to start at a different time, or the Mayor and Chief Administrative Officer jointly approve starting at a different time provided that there is at least seventy-two (72) hours' notice given of the changed time.

(c) be adjourned at the latest at 9:00 PM or after three (3) hours of meeting duration from the start time of the meeting (whichever is lesser) unless Council has passed a motion to proceed beyond that time with said motion stating the revised adjournment time;

This Bylaw may be cited for all purposes as "Procedural Amendment Bylaw No. 460.3, 2024"

READ a first time this \_\_ day of March 2024

READ a second time this \_\_ day of March 2024

READ a third time this \_\_\_ day of April 2024

FINALLY PASSED AND ADOPTED this \_\_\_\_ day of May 2024

\_\_\_\_\_  
Mayor Scott Cabianca

\_\_\_\_\_  
Chief Administrative Officer Marjorie Dobson

**CERTIFIED A TRUE COPY OF 'THE AMENDED PROCEDURAL BYLAW #460.3 2024'**

6-2



# REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: March 18, 2024

RE: Regular Report on Current Operations

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## **BACKGROUND:**

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

## **DISCUSSION:**

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

### **Administration:**

#### **Public Works Staff:**

The resignation of the Public Works Superintendent, initiated the process of finding a replacement. The position was advertised locally and externally. Qualified candidates on island have been interviewed, and the position is expected to be filled soon.

#### **Increased work volume**

As we move closer to legislative and other deadlines, the demand for administrative staff time grows. It is a challenge to keep up with the demands from government entities, funding agencies, property owners and residents.

#### **Training Session**

An Emergency Operations Centre (EOC) in person training session organized by the Ministry of Emergency Management and Climate Readiness, (EMCR) and hosted by the Village was held on March 4 & 5/2024. The session facilitated 22 participants all from Haida Gwaii. Six of these were from Port Clements including 3 municipal staff. While the experts were on the island, we used the opportunity to get them to visit our EOC storeroom and the Firehall building. They recommended that we get the wiring of the building assessed to ensure that it can accommodate a full scale EOC activation if needed.

#### **All Island Emergency Committee**

While on island for the EOC training, EMCR representatives convened a meeting with representatives from all communities to revive the All-Island Emergency Committee.

#### **Audit**

The external auditors were on site March 11 to 13 inclusive to review and confirm the Village financial records for 2023. The fieldwork is completed, including the testing of various internal controls. As part of their routine, the auditors interviewed staff, and visited capital project sites. A draft report which will include findings and recommendations for improvements will be available soon.

## **Critical Infrastructure**

### **(i) Sewage Lagoon- Construction Phase**

Paul Turje & Associates, contractor for the project has finalized the tender documents. We are hopeful that the opportunity will be advertised soon.

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

Well #3. Final preparations are being made for the project to be completed. All plans are in place for the stakeholders to begin the work in early April.

## **Other Infrastructures:**

- Community Park Improvement- substantially completed- Deadline for completion is March 31, 2024
- Sunset Park & Trail Improvement - Sufficiently completed- deadline March 31, 2024
- Public Works Yard Improvement- Due to competing staff demands, the project has stagnated. However, we intend to resume the work before summer in order to meet the completion deadline of November 2024.

## **Finance:**

Routine activities in accounts payable, accounts receivable, payroll and bank reconciliations continue.

## **Public Works**

### **Ongoing Projects:**

Community Park: Fencing is almost completed on sports court.

Well 3: Stakeholders to meet and convene work soon. Scheduling and logistic parameters are being worked out on the stakeholders' end.

Biomass furnace currently not being used due to consistent errors and no fuel source; PW has contacted Fink Industries for assistance and will follow up on this when possible. Some creativity and collaboration will be required to sustainably source fuel for posterity, but luckily we are out of the coldest weather for now.

WTP Systems and Infrastructure: GIS Mapping continues to improve our capacity for record-keeping, getting back on our feet after staffing changes this month. Chlorinator needs near-daily calibration, operators are manually testing and adjusting valves multiple times daily to confirm chlorine levels stay within appropriate range. Lift stations and lagoon are operating as normal, no concerns. No major leaks this month, no emergencies so far. Routine flushes this month have gone well. Water/Waste samples to be sent this week after last week's attempt failed due to cancelled flight.

PW is attending webinars and completing courses to ensure shoes are filled. Mark completed his Wastewater Level 1 and Miles completed his Small Water Systems and Small Wastewater Systems certifications which ensures we are compliant with our permit in the absence of a Superintendent.

Respectfully submitted:  
Marjorie Dobson, CAO

R-1



## REPORT TO COUNCIL

Author: Elizabeth Cumming and Ronda Bell

Date: March 7 2024

RE: Gwaii Trust Winter Holiday Grant and the Port Bucks

**BACKGROUND:** Port Bucks are funded through the Gwaii Trust's Winter Holidays Grant program. In 2023 \$5,000 was budgeted for Port Bucks, in 2022 \$5,000 was budgeted for the Port Bucks and \$4,900 was budgeted in 2021 for the Port Bucks (this was a joint Buck with Tlell, but Port's portion was \$4,900). Port Bucks have stayed at \$30 per buck in value (so this means that there were potentially 164 printed and distributed based on the budget in 2021, and 167 bucks printed off in 2022 and 2023 at least initially for distribution. By utilizing contingency funds potentially more bucks are printed off and distributed if there is more demand for bucks from the ones who claim their buck by going into the office (tenants, areas outside municipal boundaries).

Eligibility: local households within our municipal boundaries and we also include local households who live within 5km outside of our boundaries and local households on Nadu Road. Nadu Road is a new addition within the last 4-5 years, prior to that Port Clements' portion only included local households within Port Clements and just outside our boundaries. I believe this was a requirement from Gwaii Trust as the Winter Holiday Grant is for the entire Graham Central region, not just Port Clements and Tlell.

There is one Port Buck per household. Tenants who live within the same house as their landlord (ex. renting a room in their landlord's house) are considered part of their landlord's household and do not qualify for a separate Port Buck, however, tenants who live separately (ex. rent one side of a duplex, the owner lives in the other side) qualify as their own separate household.

Most of the Port Bucks are directly mailed out to local households, where a property owner has a local mailing address. They are mailed out with the 4<sup>th</sup> Quarter utility bill and newsletter (the newsletter includes notice about the Port Bucks program). However, renters and people outside our municipal boundaries can come into the Village Office to claim their Port Buck. In the past (2+ years ago), when picking up a Port Buck, proof of eligibility had to be supplied by a document check (ex. driver's license with local address on it, rental agreement, utility bill, letter from landlord, etc). However, this requirement was dropped and signing a form with the address lived at is all that is now required. As long as the street address entered for the residence has not already claimed a Port Buck, the person can receive it from the Office. If the Port Buck has already been claimed, then they are not eligible to receive one again. A list is kept of all addresses that have received a mailed-out Port Buck and this is reviewed when someone comes into the office to claim a Port Buck.

Involved businesses: In the last three or so years the letter inviting businesses to participate in the program (providing signage and information regarding if they want to participate or not), has been sent out to many local Port Clements businesses, though not all. Local Port Clements businesses are considered ones where their storefront or place of business is within municipal boundaries and have a current business license.

R-2

The focus is to encourage local shopping for goods, so contractors or businesses of a more industrial nature are not sent an invitation letter (logging contractors/businesses, mechanical, heavy equipment services). Every year (mid-late November), staff print off the list of business license holders and use it for mailing out the invitation to participate. Whether the business does or does not participate is completely optional for them.

In years where the Tlell Bucks were also a thing (Tlell did not start doing it until 2020), and the one occasion where there was a joint Tlell/Port Buck, Tlell businesses were also invited to participate and the names of Tlell businesses were gathered from the internet/local knowledge/Tlell community group/phone books. Technically on the Port Buck itself it is restricted to "For Use at Participating Port Clements Businesses".

In 2023 the "Bucks" were restricted to businesses in Port Clements, 2 businesses chose to participate, Angela's place, and Bayview Market, and 3 people redeemed theirs at the Village Office. Out of 167 "Bucks", 141 were used.

In 2022, the "Bucks" were used in Port Clements and Tlell and Tlell had their own "Bucks" printed for distribution. 3 businesses in Port Clements chose to participate, Angela's Place, Bayview Market, and the Fork in Port. 4 people chose to redeem theirs at the Village Office. Out of 167 "Bucks", 140 were used.

In 2021, the "Bucks" were used in Port Clements and Tlell as a combined Port-Tlell Buck. 2 businesses in Port Clements chose to Participate, Angela's Place and Bayview Market. As the "Bucks" were combined we are unable to separate into Port and Tlell. Out of 330 "Bucks", 275 were used and 163 were used in Port Clements.

**DISCUSSION:**

**CONCLUSION:** Informational purposes only.

**IMPLICATIONS:**

**STRATEGIC**                      N/A

**FINANCIAL**                      N/A

**ADMINISTRATIVE**              N/A

Respectfully submitted:

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

<u>Action #</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A-4	2022-12-05	Staff to investigate and report back to Council on options for the winter sanding going forward	CAO	
	01-11-2023		Deputy CAO	email sent to contractors inquiring on rates for snow/ice removal services for information

A-1