



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

6:00 PM Regular Meeting of Council, Monday, January 20, 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 – 2024 Year End Statistics & Introduction - Sgt. Lance, RCMP – Masset Detachment.
D-2—Affordable Housing -- Sandy Mackay, M’akola Development Services
- 3. MINUTES**
M-1—December 18, 2024, Regular Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1—INFORMATION— December 2024 Board Highlights – North Coast Regional District
C-2—INFORMATION/INVITATION— Concerns over Municipal Procurement Practices - Independent Contractors and Business Association
C-3—INFORMATION/INVITATION—NCLGA Mental health and Additions Symposium – North Central Local Government Association.
C-4—INFORMATION/INVITATION/REQUEST— Haida Gwaii Community Health Table – Physicians of the HGH/XGNN and NGH Medical Staff Association.
C-5— INFORMATION/INVITATION—Local Government Virtual Engagement Session - BC Ferries
- 6. FINANCE**
- 7. GOVERNMENT**
G-1—Grant Applications – Community Places, Recreation Infrastructure, Major Contributions
G-2—Shared HRVA for Haida Gwaii
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
R-1—INFO—Regular Report on Current Operations – CAO Dobson
- 10. ACTION ITEMS**
- 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;
- (d) the security of the property of the municipality;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

13. RISE AND REPORT

RR-In Camera Meeting December 18th, 2024:

- Council has appointed Councillor Cumming as the alternate Council representative to the Vancouver Island Regional Library Board for 2025, replacing Councillor Nicol.

14. ADJOURNMENT



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

For more information please contact by:
Phone: 250-557-4295
FAX: 250-557-4568
Email: cao@portclements.ca

Delegation to Council Application Form

Applicant Group/Individual Name: Sgt. LANCE J.S. Masset RCMP
Mailing Address: P.O. Box 39, Masset BC V0T 1M0
Telephone: 250-626-3991 **Email:** jeffrey.lance@rcmp-grc.gc.ca

Subject of Delegation: Presentation of 2024 year end statistics for Detachment area. Introduce myself to the Mayor and Council

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): See above

Contact Person (if different from above): _____
Telephone number: _____ **Email:** _____

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: 2025-01-20
Attending delegate (if different from above): _____

D-1

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: Jeff Lance
Date: 2025-01-08

Signature: Lance, Jeffrey Digitally signed by Lance, Jeffrey
Scott:000174920
Date: 2025.01.08 09:02:41 -0800

For Office Use Only:

Date Application Received: Jan. 8 2025 Documents Submitted with Application: no
Application Received by: Elizabeth Cummins Signature: [Signature]

- Approved
- Declined
- Other (please specify): _____

Council Meeting Appearance date of Delegation: January 20th, 2025

Margaret Debsen
Signature of Chief Administrative Officer

January 8/2025
Signature Date

D-1



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

For more information please contact by:
Phone: 250-557-4295
FAX: 250-557-4568
Email: cao@portclements.ca

Delegation to Council Application Form

Applicant Group/Individual Name: Makola Development Services
Mailing Address: _____
Telephone: _____ **Email:** _____ N/A

Subject of Delegation: Invited to give Council presentation on Affordable Housing.

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 provide presentation to Council information.

Contact Person (if different from above): Sandy Mackay
Telephone number: N/A **Email:** _____

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: 2025-01-20
Attending delegate (if different from above): _____

D-2

Local Governments and Affordable Housing

Village of Port Clements
20 January 2025



Station Avenue

D-2

Agenda

- **Crash Course in Affordable Development**
- **What Makes a Strong Project**
- **Role of Local Government**
- **Next Steps**
- **Questions and Discussion**



Station Avenue

M'akola Development Services is a professional consulting firm, including planners, development consultants, project managers, and non-profit housing experts.

- Over 30 years of experience in both the market and non-market housing sector
- Partnerships with all levels of government, non-profit organizations, Indigenous communities, and private industry
- Indigenous Board of Directors
- Focus on researching, developing and operating housing for Indigenous families and elders

We acknowledge with respect the peoples on whose traditional territory M'akola operates, including the **Lək'əŋən**, **Xwsepsum**, **WSÁNEĆ** peoples, **Lheidli T'enneh First Nation**, **x'məθk'əyəm**, **Skwxwú7mesh**, and **səlilwətał First Nations** whose historical relationships with the land continue to this day.

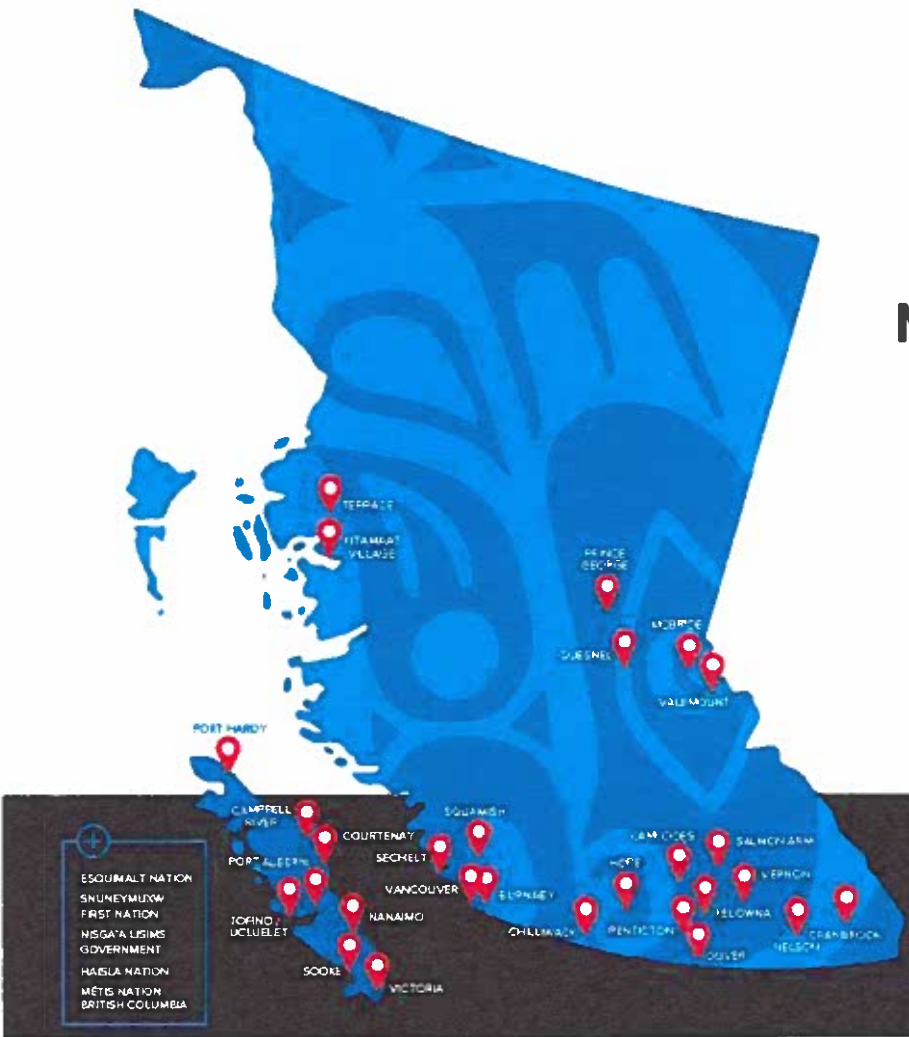
D-2

**50+ Active Projects
over 30 Communities**

**Managing nearly
\$2B in Project
Costs**

**Building over 3400
new homes**

**Representing more
than 500 jobs**



**AFFORDABLE HOUSING:
FROM CONCEPT TO COMMUNITY**

NON-PROFITS | GOVERNMENTS | FIRST NATIONS

D-2

Housing Need

- Demand for housing is increasing.
- Current stock is approaching end of life.
- Extended period of active dis-investment in rental and denser development.
- Rental housing is more expensive and harder to find.
- Owner-occupied housing is also more expensive.
 - Need a significant household income to afford a single-detached home. Often ~\$150,000 to ~\$190,000/year.

D-2

Housing Need

- Demand for housing is increasing.
- Current stock is approaching end of life.
- Extended period of active dis-investment in rental and denser development.
- Rental housing is more expensive and harder to find.
- Owner-occupied housing is also more expensive.

So build more, right?

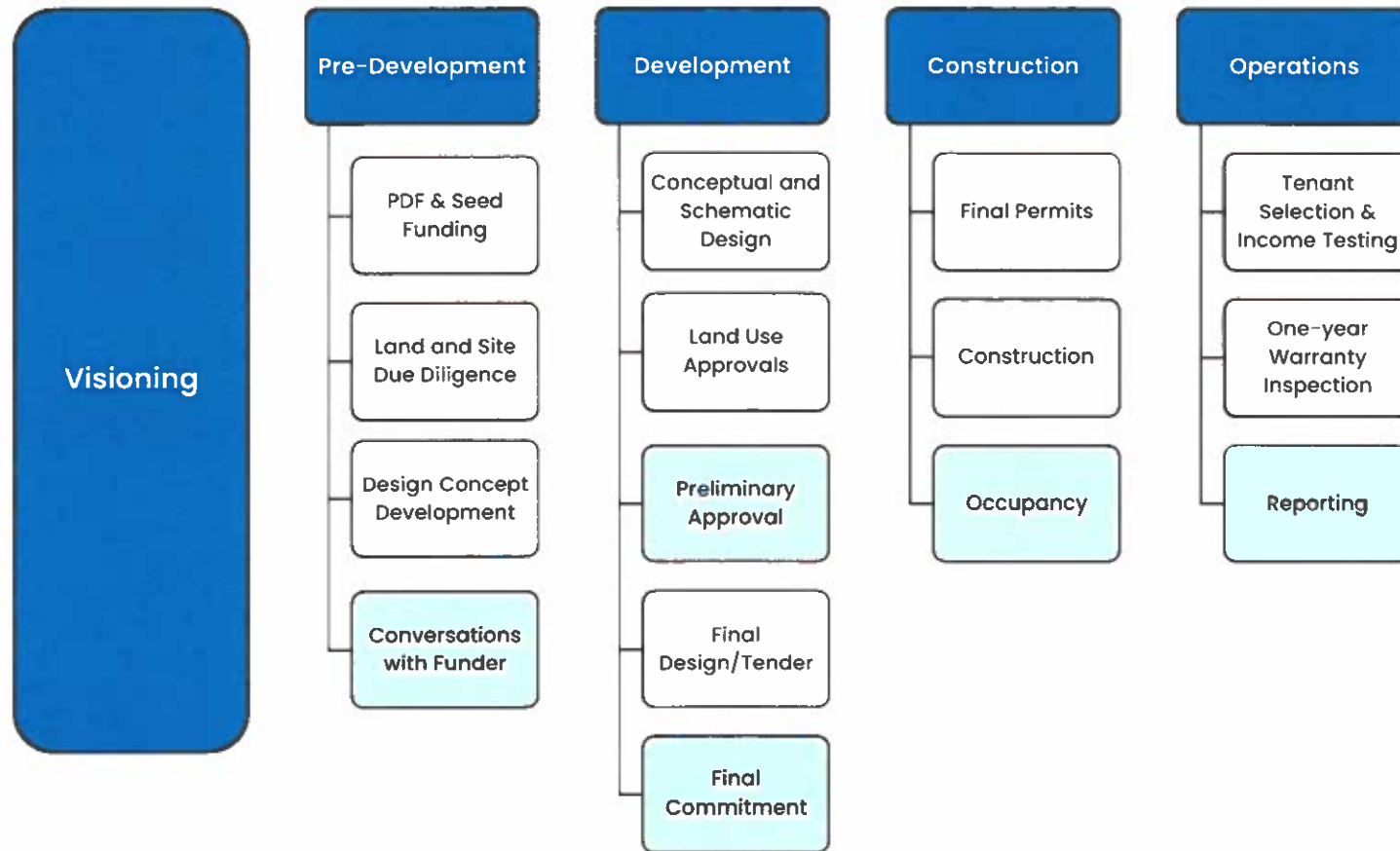
Not So Simple...

Because of Land Cost, Materials, Construction Costs, and Profitability Margins, New Housing is Rarely "Affordable".

- Building is more expensive than ever.
- \$300/sqft a few years ago to **\$500+/sqft** (if we're lucky!)
- Building rental units is a huge investment, most market-oriented developers need to see returns.
- Affordable projects need to go higher and denser to make financial models work – often on sites that are less appropriate for development.
- **Provincial and federal programs are one of the only ways to maintain an affordable rent structure.**
 - Grant, ongoing subsidy, and favourable financing.

7
D-2

Not So Simple...



D-2

The Good News

Broad understanding and acceptance of need.

Policy reform to push denser, more efficient homes.

Process in BC is well-established.

Unprecedented funding.

You are not in it alone.

Strong Projects

Funding is extremely competitive.

Fundable projects must demonstrate:

Clear Vision and Concept

Assets and Partnerships

Viable Financial Model

Path to Construction

Strong Projects

Clear Vision and Concept

Assets and Partnerships

Viable Financial Model

Path to Construction

Strong Projects

Clear Vision and Concept

Assets and Partnerships

Viabile Financial Model

Path to Construction

Vision and Concept

Vision

Organizational goals and values. Can be housing specific, population specific, area-specific, etc.

Often broad but drives everything you do.

Concept

- Translates your vision into a realistic housing project.
- Informed by organizational values and community need.
- Aligns with target funding program.
- Articulates:
 - Location and Form
 - Number of units, bedrooms, and accessibility
 - Target population and affordability
 - Community amenities, other spaces, etc.

Vision and Concept

Vision

“We want to build affordable housing for independent families, seniors, and Elders.”

Concept

We want to build:

- A 10- to 20-unit apartment building on a Village owned site.
- Mostly one-bedrooms with 2-3 larger units to meet the needs of Elders and single-parent families. No health or support services will be offered on site.
- An affordability and accessibility mix that aligns with BC Housing’s Community Housing Fund program.
- A site plan that includes space for a community garden.

Strong Partnerships

Clear Vision and Concept

Assets and Partnerships

Viabile Financial Model

Path to Construction

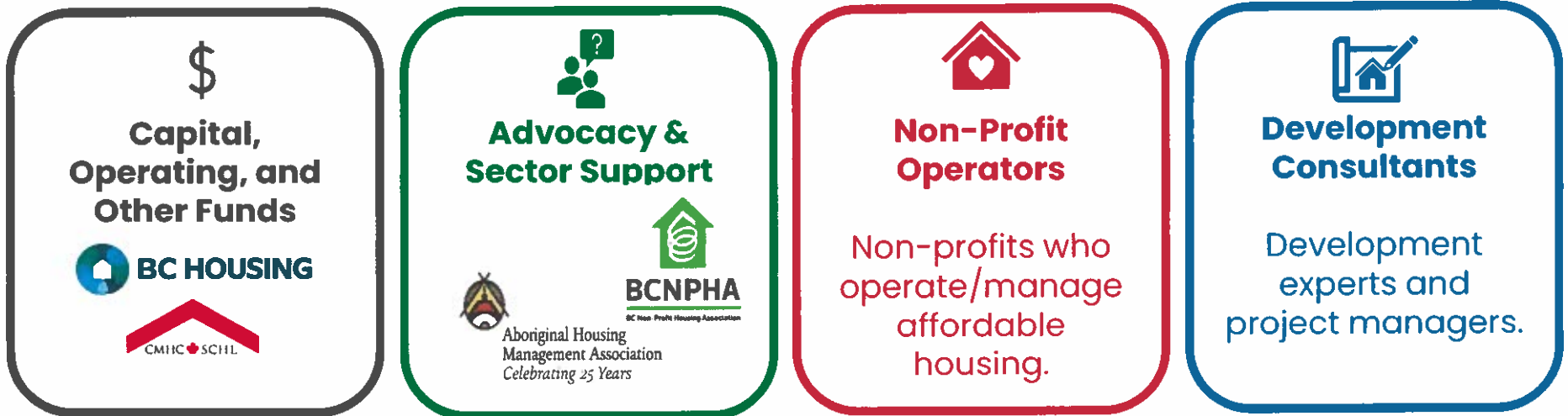
Assets

- Land (services, site features, proximity, zoning)
- Operations Experience

- Cash Equity
- Borrowing Ability
- Local Support
- Good Relationships with Funders
- Internal Staff Capacity
- Committed Board
- Development Experience

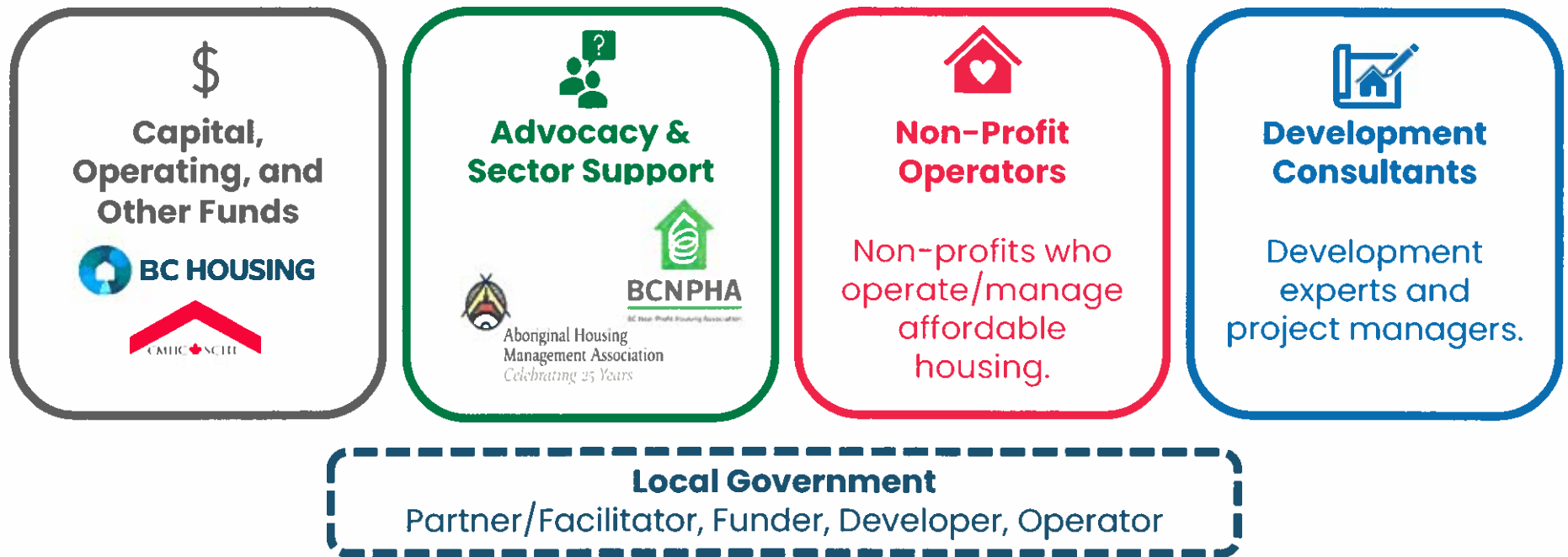
Partnerships

In BC, non-market housing is delivered through partnerships:



Partnerships

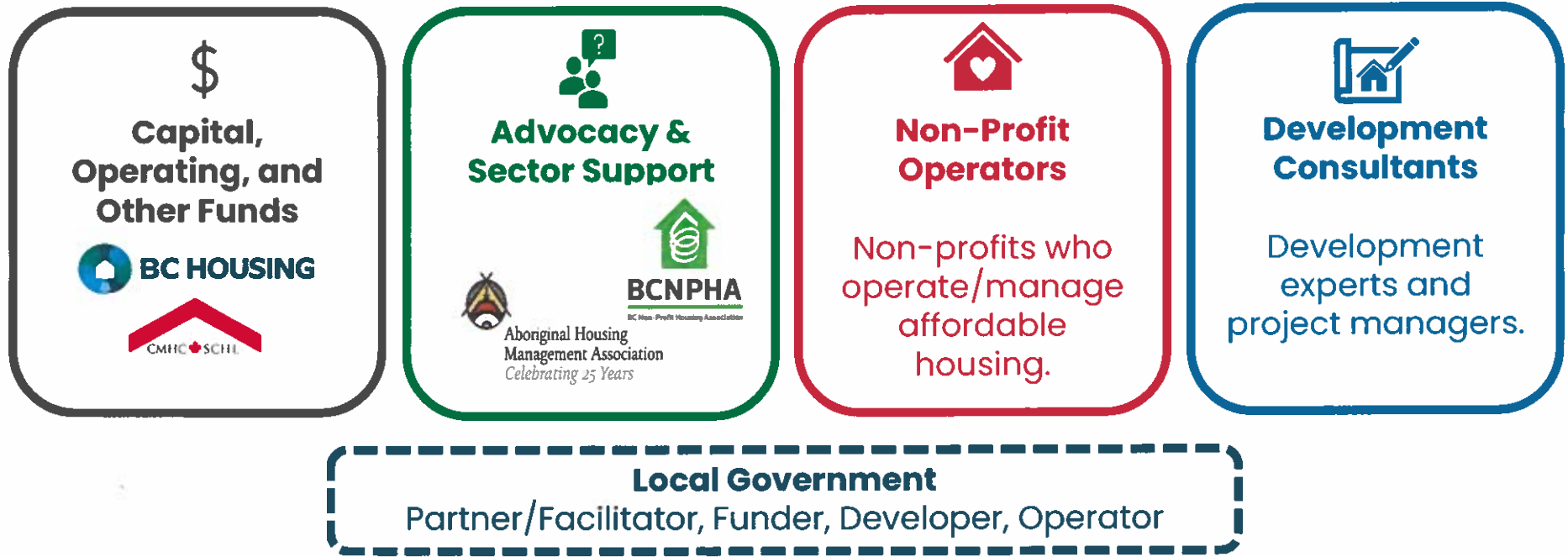
In BC, non-market housing is delivered through partnerships:



D-2

Partnerships

In BC, non-market housing is delivered through partnerships:



More on this in a moment!

D-2

Strong Projects

Clear Vision and Concept

Assets and Partnerships

Viable Financial Model

Path to Construction

Financial Feasibility

In general

REVENUES

- Capital Grants
- Rental income
- Other Income



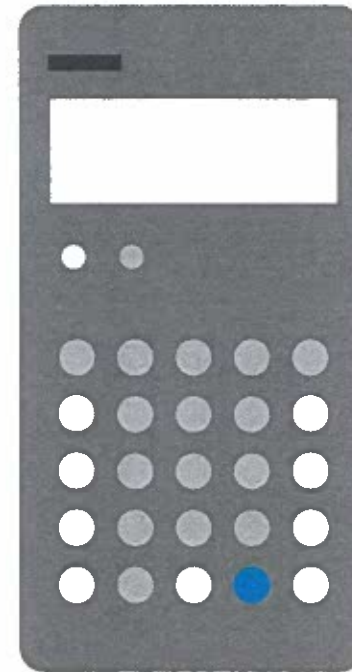
COSTS

- Capital Costs
- Operating Costs
- Mortgage Payments

Financial Feasibility

Factors Affecting Feasibility:

- Equity
- Land & Construction Costs
- Local Fees, Parking, and Design Restrictions
- Development Schedule
- Financing & Mortgage Rates
- Operating Income & Costs
- And more!



Financial Feasibility

A pro forma is a financial model which estimates the cost of building and operating a project.

- It is used to test a project's viability against the owner's vision and funder constraints
- A pro forma brings together all major elements that contribute to a new capital development or renovation
 - Overall capital cost
 - Revenues from tenant rents and/or other sources
 - Operating costs
 - Financing assumptions
 - Amount of capital costs to be mortgaged
 - Amount of equity required



Strong Projects

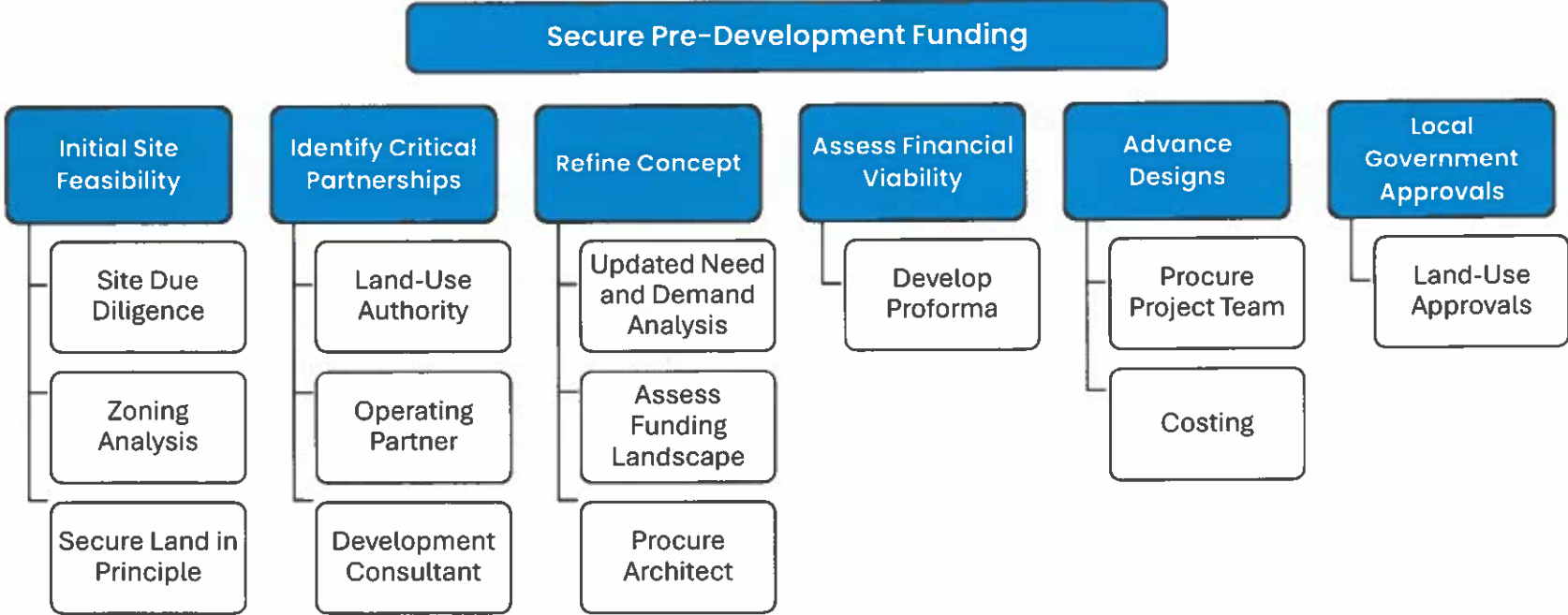
Clear Vision and Concept

Assets and Partnerships

Viable Financial Model

Path to Construction

Pre-Development



D-2

Development Consultants

- Procure full team
- Facilitate all municipal approval processes
 - Rezoning
 - Development Permit
 - Building Permit
- Strengthening capacity
- Full proforma
- Contract management
- Obtain all approvals
- Facilitate partnership agreements
- Prepare and submit funding applications

Development is more complicated than ever. Finding a trusted DC that understands funders and your organization is critical.



Role of Local Government

Station Avenue

Role of Local Government

Facilitate Development

- Dispose of Land for Affordable Housing
- CAC and/or density bonusing programs
- Develop an affordable housing reserve

Regulate

- Zoning
- Variances, Re-Zoning, and Amendments
- Short-term rental regulations
- Encourage smaller lots and expand density in single-detached zones
- Reduce parking minimums

Role of Local Government

Incentivize and Invest

- Incentivize deeply affordable, second stage, and supportive housing types
- Reduce infrastructure burden on projects
- Reducing contributions and fees

Partner to Educate and Advocate

- Support grant applications to provincial and federal funding opportunities
- Stay on top of Provincial decisions and other policies – communicate benefits to your communities.
- Advocate for affordable projects you believe in (especially when they are “new” for your community.)

Other Roles for Local Government

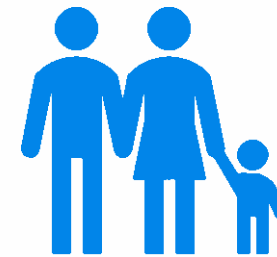
Funder



Developer



Developer
and Operator



Funder

Project Financial Support (Capital Contributions)

- Direct funding for affordable housing on a project-to-project basis through capital contributions.
- Buy-down affordability, improve financial viability.
- Allocation from reserve funds.

Ongoing Financial Support

- Funding to support affordable housing operations and/or organizational development.
- Typically tied to a reporting relationship, often Council or staff representation on Board of non-profit.

Developer

Municipality takes on the role of developer. Usually through a housing authority or corporation structure.

- Municipal staff are **not equipped** to take on development role.
- Would require additional staff position or ongoing relationship with consultant.
- Significant cost: start up, ongoing staffing, development and pre-development costs.
- Focus is on building, then partner with a non-profit to operate the units through an operating agreement.
- Investment usually only appropriate if commitment is to multiple projects.

Development and Operator

Municipality takes on the role of developer and operator, with an operations portfolio to manage units in perpetuity.

- Tremendous investment: operations funding, operations staff, development funding, development staff.
- At least \$250,000 in annual operations costs before investing in development.
- Rely on “critical mass” of units to begin generating revenue.
- Goal is usually to become a self-sustaining entity, but almost all existing models require ongoing capital, land, or other financial commitments.

Next Steps

Build Your Team

- Secure Project Development or Seed Funding
- Confirm Operating Partner
- Hire Development Consultant

Sketch out the Basics

- Identify Funding Program
- Confirm Concept
- Site Due Diligence
- Procure Architect and Develop Concept Drawings
- Start Land-Use Approvals
- Preliminary Capital and Operation Budgets and Proforma

D-2

Next Steps

Build Out Design

- Advance Drawings
- Procure Additional Specialists
- Continue Approvals Process

Funding Application

- Full Proforma
- Costing
- Complete Approvals
- Develop Funding Application

Questions?



Thank you!

Sandy Mackay
smackay@makoladev.com

Station Avenue



D-2



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

Minutes of the Regular Meeting of Council, Wednesday, December 18, 2024

Present:

Mayor Scott Cabianga
Councillor Brigid Cumming
Councillor Wayne Nicol

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: none

Not Present:

Councillor Kazamir Falconbridge
Councillor Dennis Reindl

Meeting Called to order at 6:02 PM

Mayor Cabianga: I call to order this 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

2024-12-218—Moved by Councillor Cumming, seconded by Mayor Cabianga
THAT Council adopts the December 18th, 2024, Regular Council Meeting Agenda
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1 – Interim Housing Needs Report – Presentation -- McElhanney

3. MINUTES

M-1—November 18, 2024, Regular Council Meeting Minutes

2024-12-219—Moved by Councillor Cumming, seconded by Mayor Cabianga
THAT Council adopts the November 18, 2024, Regular Council Meeting Minutes.
CARRIED

M-2—November 28, 2024, Special Council Meeting Minutes

2024-12-220—Moved by Councillor Cumming, seconded by Mayor Cabianga
THAT Council adopts the November 28, 2024, Special Council Meeting Minutes
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

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

C-2—INFORMATION— Haida Language Teachers, press release – SD50 Board of Education

C-3—INFORMATION—Letter to MIEDS – Village of Daajing Giids

C-4—INFORMATION/INVITATION – Medal of Good Citizenship Nomination – BC Honours and Awards

2024-12-221—Moved by Councillor Cumming, seconded by Mayor Cabianga
THAT Council receives items C-1, C-2, C-3 and C-4 for information.

CARRIED

6. FINANCE

7. GOVERNMENT

G-1—Financial Plan for the Years 2024-2028 Amendment Bylaw #492, 2024

2024-12-222—Moved by Councillor Cumming seconded by Mayor Cabianga

THAT Council reconsiders and adopts “Financial Plan for the Years 2024 – 2028 Amendment Bylaw #492, 2024”

CARRIED

G-2--Infrastructure Planning Grant Application

2024-12-223—Moved by Councillor Cumming, seconded by Mayor Cabianga

THAT Council supports the application to the Infrastructure Planning Grant program for the Asbestos Waterline Replacement Project Feasibility Study.

CARRIED

G-3—Interim Housing Needs Report

2024-12-224—Moved by Councillor Cumming, seconded by Mayor Cabianga

THAT Council receives the Interim Housing Needs Report for Port Clements.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

Mayor Cabianga: Was not able to attend the last Regional District Meeting. Congratulations to Gaagwis for being re-elected as President of the Council of the Haida Nation.

Councillor Cumming: Unable to attend last Community Futures meeting, but otherwise they are doing their loan programs as normal.

Councillor Nicol: A house burnt down 10 days ago on Nadu Road that the VOPC Fire Department Attended (in our response call region). Due to religious beliefs, the owners did not have insurance and also do not pay towards the fire service/fire district. Would like to put forward that the bill for the fire response be waived.

CAO Dobson: We receive a one-time additionally payment of \$35,000 from the Small Community Protection Grant; it was communicated to us to not budget for an increased amount in following years. Interviewing for hires with public works. New regulations for Fire Department have been enacted, staff attended an information session last week but representatives from the Fire Department were unable to attend but will be speaking to them soon on the matter. One of the changes that came out of the new act is that municipalities are required to appoint Fire Inspectors and Investigators, previously the Fire Chief was able to act on behalf of the Office of the Fire Commissioner. Understands that the signage for the Firehall should be ready soon and that Mrs. Beachy may be in town; if able to get the two can organize an unveiling for the new signage in December – should have more information before the weeks end and have a get together.

2024-12-225—Moved by Councillor Cumming, seconded by Mayor Cabianga

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

CARRIED

10. ACTION ITEMS

1-2

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;

2024-12-226—Moved by Councillor Cumming, seconded by Mayor Cagianca

THAT Council moves in-camera as per section 90(1)(a) and (c) of the *Community Charter* at 6:42 PM.

CARRIED

13. RISE AND REPORT

RR-In Camera Meeting November 18th, 2024:

- Council has continued the 2024 Council Appointments into 2025 without any changes or alterations.

14. ADJOURNMENT

2024-12-227—Moved by Councillor Cagianca

That Council adjourns this meeting at 6:47 PM.

CARRIED

Mayor Scott Cagianca

CAO Marjorie Dobson

M-1



Board Highlights

December 2024

Board Business:

1. The Board resolved to direct staff to canvass the Board of the North Coast Regional District (NRD) for draft resolutions for the 2025 Association of Vancouver Island and Coastal Communities AGM & Convention and bring a report to the Board's January 24, 2025 Regular Board Meeting for further discussion.
2. The Board resolved to direct staff to research and bring forward a report on exploring providing economic development services to the District of Port Edward.
3. The Board resolved to make allocations of 2024 Resource Benefits Alliance Funding to its service capital reserves.
4. The Board received the updated Housing Needs Reports for Electoral Areas A, C, D and E.
5. The Board adopted [Bylaw No. 635.1, 2024](#), a bylaw to amend the Electoral Area "A" Recreation Service Establishing Bylaw No. 635, 2019.
6. The Board adopted [Bylaw No. 636.1, 2024](#), a bylaw to amend the Electoral Area "C" Recreation Service Establishing Bylaw No. 636, 2019.
7. The Board adopted its [2025 Board Meeting Schedule](#).
8. The Board made its [Board appointments for 2025](#).
9. The Board resolved to appoint Gail Henry, Mirjam Prudhomme, and Gordon Usher to the Sandspit Community Hall Standing Committee.
10. The Board resolved to appoint Civa Gauthier and Kelsey Kircheldorf to the Moresby Island Advisory Planning Commission.
11. The Board resolved to appoint Shanti Thurber and Leandre Vigneault to the Graham Island Advisory Planning Commission.

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

C-1



January 7, 2025

RE: Protecting Taxpayers from Overspending on Local Government Construction

Dear Mayor and Council:

The Independent Contractors and Businesses Association (ICBA) is Canada's largest construction association and a leading industry organization in British Columbia, with more than 4,500 member and client companies. ICBA's B.C. corporate members account for approximately 85% of the province's construction sector – representing more than 190,000 jobs. Construction itself is one of the biggest B.C. industries, directly generating almost 8% of GDP. ICBA also owns and manages a rapidly growing employee health and dental benefits business which currently supports more than 300,000 Canadians.

Apart from advocating for the interests of construction companies and contractors, ICBA is a principled voice for free enterprise and the benefits of a competitive, market-based economy. Unlike many other business associations, ICBA receives no funding from governments at any level. We believe that competition and choice for consumers and taxpayers is by far the best way to deliver value-for-money and create the conditions for a thriving economy.

ICBA is writing to you and other B.C. local government bodies to share our views on the topic of public sector procurement. At a time when large numbers of British Columbians are facing affordability challenges, many small and mid-sized businesses are struggling to survive, and the B.C. government is running record budget deficits, we believe it is **important for municipal leaders to commit to open, fair and transparent procurement practices** across all domains of local and regional government activity. This includes the regular purchase of goods and services to operate local government as well as procurement that is tied to capital spending and the development and maintenance of infrastructure assets.

When municipalities pay for goods, services and capital projects, they do so on behalf of all taxpayers in the community. **Municipal policymakers have an obligation to adopt prudent fiscal policies and to ensure the best possible value-for-money when expending taxpayer dollars. Competitive procurement policies are a vital part of delivering on this fundamental obligation.**

Across Canada, local government expenses amounted to \$220 billion in 2022, with the main components of expenditures consisting of purchases of goods and services, employee compensation, subsidies and grants, interest payments on debt, and the depreciation of fixed capital (Statistics Canada, Table 10-10-0015-01). In the same year, total local government revenues were \$225 billion, of which the largest shares were grants/payments from other levels of government and revenues derived from taxes on property.

In the past few years, the B.C. government has undertaken a significant fraction of its capital projects under the "Community Benefits Agreement" (CBA) framework adopted in 2018. Under this policy, a provincial Crown Corporation (British Columbia Infrastructure Benefits Inc. – BCIB) contracts for the employees required to build certain public sector infrastructure and other capital projects. It does so through an agreement with a group of 19 trade unions that are part of the broader Building Trades Union (BTU) alliance. All employees working on CBA projects must be (or become) members of an affiliated BTU.



This very unusual arrangement dilutes the important relationship that exists between an employer and its employees across the rest of the B.C. private sector.

The province's CBA policy has the effect of **restricting bidding on projects covered by the scheme**. This is especially problematic given that about 85% of the people working in the B.C. construction industry are not BTU members nor employed by contractors which are covered by BTU collective agreements. **Fewer bidders means less pressure to ensure competitive costs and excellence in project delivery**. Many ICBA members will not bid on public sector projects covered CBAs because of the extra bureaucracy and administrative complexity involved and also because they do not wish to give up control and management oversight of their own workforce – as is the normal practice in Canadian business.

As demonstrated by academic research, **restricted bidding translates into higher costs for taxpayers and the users of infrastructure services established via CBA-type arrangements**.¹ Cost over-runs and unexpected delays are a common theme with CBA projects.² The net result is hundreds of millions of dollars of additional costs imposed on the B.C. taxpayers and delays in project delivery.

It is sometimes argued that restrictive tendering policies like CBAs are necessary to support local hires, apprenticeships, and pensions. In a labour shortage like B.C. construction is facing, our companies do everything they can to hire and keep local workers. ICBA is the single largest sponsor of trades apprentices in British Columbia, and open shop contractors train 82% of all apprentices in the province. When it comes to financial security, ICBA contractors and their employees utilize RRSPs, bonus programs, and profit-sharing initiatives, providing flexible and effective solutions tailored to their workforce, rather than being restricted to union-controlled pension plans.

For local governments, the lesson from B.C.'s failed experiment with CBAs is clear. **Municipal and regional government projects should be developed and managed using open, competitive procurement**. Restrictive tendering should be avoided in all areas of local government activity – capital projects, but also the day-to-day procurement of goods and services. Municipalities should not discriminate against B.C. businesses and their employees based on factors such as particular union affiliations.

If you have any questions or wish to engage ICBA in a conversation on this, or any, construction issue, please feel free to contact me directly at chris@icba.ca.

Sincerely,
INDEPENDENT CONTRACTORS AND BUSINESSES ASSOCIATION



Chris Gardner
President and CEO, ICBA

¹ Brian Dijkema and Morley Gunderson, "Restrictive Tendering: Protection for Whom?" January 2017, CARDUS.

² Renze Nauta, "Benefits for Whom? Assessing British Columbia's Community Benefits Agreements," CARDUS September 2024.

C-2

The NCLGA Mental Health and Addictions Symposium and Signing of the Accord - Save the date 2025

From Mike Skrypnek <Mike.Skrypnek@stigmafreementalhealth.com>

Date Mon 12/16/2024 12:41 PM

To Andrea Paquette – President – Stigma-Free Mental Health <Andrea.Paquette@stigmafreementalhealth.com>

Cc Alice Wilcox – Office & Programs Administrator – Stigma-Free Mental Health <alice@stigmafreementalhealth.com>

📎 1 attachment (2 MB)

Save the date w email - Lunch & Learn Northern BC.png;

It was a momentous occasion.

Thank you for being an important part of addressing the urgent mental health and addiction challenges facing Central and Northern British Columbia. Signing the Mental Health and Addiction Accord was a commitment to collaboration across the region advancing solutions to improve services and outcomes for all people living in your communities, villages, towns and cities. Again, thank you.

Now, of course, as in all aspects of your role as elected leaders, you will be held accountable for this admirable commitment. 🤖 The great thing is that achieving success in mental wellness lifts your communities, and the lives of your constituents. You have the power to support lasting change.



[Stigma-Free Mental Health Society](#) (SFMHS) aims to be a catalyst and partner with you and all people living in the region. We are raising awareness to eliminate stigma, creating critical understanding of mental health and wellness, and instilling personal acceptance for connection to others. This effort creates immediate, tangible impact. During the week of the convention, we shared our 2025 plans with the introduction of our [Rural Minds Mind Matter](#) awareness campaign.

C-3

As leaders within Northern BC communities, you best understand your role to promote change and provide support to your neighbors. Strength and resilience are qualities of people living in rural and remote areas, and hardiness is respected. These attributes can also be a blockage when dealing openly with our mental health and wellness. We understand this reality and Stigma-Free Mental Health Society (SFMHS) has been supporting students, educators, families and community leaders every day, for over the past 15 years in BC, and beyond.

We invite you to please join us in the new year, for a virtual lunch and learn, January 23rd, 2025, at 12 noon PST, to learn how our programs will support people in our northern region, and the 2025 launch of our Rural Minds Matter awareness campaign.

Details are below.



The flyer features a scenic background of a mountain valley with a lake. On the left, a green box contains the text: "AWARENESS CAMPAIGN RURAL MINDS MATTER Leading Together For Resilience". To the right, a white box says: "Delivering an anti-stigma & mental health awareness campaign to reach all BC residents living in rural or remote areas across Northern British Columbia". A yellow banner reads "You're invited!". Below this, a green section titled "Rural Minds Matter Awareness Campaign - Lunch, Learn & Launch" includes two speaker portraits: Andrea Paquette (President & Co-Founder, Stigma-Free Mental Health) and Mike Skrypnik (Program & Development Lead, Stigma-Free Mental Health). It also lists the date and time: "Thursday, January 23, 2025 12 noon PST to 1:00pm PST" and "Zoom Meeting". Contact information includes an email icon and "info@stigmatfreementalhealth.com". At the bottom, there is a circular logo for "STIGMA-FREE MENTAL HEALTH", a yellow "LUNCH & LEARN" sign with a megaphone, a QR code, and the website "www.ruralmindsmatter.com".

Thank you for your interest and please RSVP today.

Please enjoy a safe and joyous holiday season.

Sincerely,

C-3



Mike Skrypnek

Strategic Consultant

Stigma-Free Mental Health Society

Phone: (403) 870-6775

E-mail: mike.skrypnek@stigmafreementalhealth.com

Website: <http://www.stigmafreementalhealth.com>

I acknowledge and respect the Skwxwú7mesh-ulh Temíxw (Squamish) peoples on whose traditional territory I work and play on, whose historical relationships with the land continue to this day.

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

C-3

AWARENESS CAMPAIGN

RURAL MINDS MATTER

Leading Together for Resilience

Delivering an anti-stigma & mental health awareness campaign to reach all BC residents living in rural or remote areas across Northern British Columbia.

You're invited!

Rural Minds Matter Awareness Campaign - Lunch, Learn & Launch



Andrea Paquette

President & Co-Founder,
Stigma-Free Mental Health



Mike Skrypnek

Program & Development Lead,
Stigma-Free Mental Health



Thursday, January 23, 2025
12 noon PST to 1:00pm PST



Zoom Meeting



Email Alice Wilcox at
info@stigmafreementalhealth.com
to confirm your attendance and
receive the Zoom link.



Visit our website:



www.ruralmindsmatter.com

CB

Elizabeth Cumming

From: Morton, Tracy [NH] <Tracy.Morton@northernhealth.ca>
Sent: January 15, 2025 4:11 PM
To: cao@daajinggiids.ca; mayor@daajinggiids.ca; Office; CAO; haida@skidegate.ca; robert.williams@skidegate.ca; waneeta.richardson@fnha.ca; cao@masset.ca; adminassist@omvc.ca; chn.masset@haidanation.com; chn.skidegate@haidanation.com
Cc: Laidlaw, Kerry [NH]; MacGillivray, Nicole [NH]; Wood, Meggan [NH]; Walker, Caroline [NH]; Maughn, Nanamma [NH]; Black, Jocelyn [NH]; Daoust-Wheatley, Michel [NH]; Horner, Gordon [NH]; Shooner, Caroline [NH]; Moleski, Mackenzie [NH]; Williams, Paige [NH]; Barnhill, John [NH]; Jiang, Patricia [NH]; Pemberton, Julia [NH]; Raymond, Dick [NH]; Sydney Behnsen
Subject: Invitation to the Haida Gwaii Community Health Table - inaugural meeting Mar 13 2025, 18:30 - 20:00 by Zoom

Dear Island Communities,

The physicians of Haida Gwaii, partnering with Northern Health (NH) and First Nations Health Authority (FNHA), would like to launch a **Haida Gwaii Community Health Table**. It will be composed of community leaders, representatives of NH, FNHA and Health Centres, and physicians. The purpose is create a consultation and information sharing mechanism for communities and the health care system. This table will allow the island communities to understand and work with local leadership and providers to address some of the difficult challenges facing health care on Haida Gwaii and across the north. There is an unprecedented crisis in Canada's rural health care workforce which has led to hospital closures and a million British Columbians without primary care. This Table is one way we can come together to collectively address this for Haida Gwaii.

As background, local communities have historically been a part of health care leadership through community health councils and boards. With the creation of the Health Authorities in 2002, care became managed regionally and local health councils were disbanded. This means that the input, ideas and resources of local communities are missing from the conversation on how to improve and support health care. In other parts of northern BC, the creation of community health tables has stabilized health care human resources and has led to innovative programs that would not have been possible without the involvement of the wider community.

We would like to host an introductory meeting by Zoom with one community representative from each of the island communities to explore this idea further, the purpose of the table and its composition. Come meet your health care practitioners and leadership. Please reply to this email if you will be able to attend (no need to "reply all"). A Zoom link and agenda will be sent closer to the date for those attending.

Meeting date:
Mar 13 2025, 18:30 - 19:00, by Zoom.

Haawa and thanks for your service to your communities and the islands.

Physicians of the HGH/XGNN and NHHG Medical Staff Association
Haida Gwaii Hospital & Health Centre

Elizabeth Cumming

Subject: FW: New Dates Added: Invitation to Participate - BC Ferries Shaping Future Engagement

From: Engagement <engagement@bcferries.com>
Sent: January 15, 2025 1:52 PM
To: Engagement <engagement@bcferries.com>
Cc: Olson, Tamara <Tamara.Olson@bcferries.com>; Bronee, Amy <Amy.Bronee@bcferries.com>; Pinto, Morningstar <Morningstar.Pinto@bcferries.com>
Subject: New Dates Added: Invitation to Participate - BC Ferries Shaping Future Engagement

Greetings,

As BC Ferries embarks on developing a new and inclusive engagement framework, we would like to invite you to participate in a **60-minute virtual session for community leaders and local government staff** to share the needs and priorities of your communities.

There are several sessions available. Please sign up for the session that works best for you using this Calendly link: [book a time here](#).

Each workshop will be guided by a facilitator and will discuss the values and tools that should guide engagement and how to ensure a fair, inclusive, and effective process for all communities.

Your participation is important as we shape what future engagement at BC Ferries will look like. If there are members of your team you feel would benefit by attending or would like to contribute to these sessions, please feel free to forward this invitation.

In the meantime, we are pleased to announce that our [Shaping Future Engagement](#) projects page is live. This will be a hub for upcoming community dates, virtual engagement opportunities and FAQs related to Shaping Future Engagement.

We look forward to continuing this important work to create a framework that meets the needs of the communities we serve.

Warm Regards,

Morningstar Pinto (she/her)
Executive Director | External Engagement
British Columbia Ferry Services Inc.
Suite 500-1321 Blanshard Street, Victoria BC V8W 0B7
C: 250.812-0597
Morningstar.Pinto@bcferries.com
[BC Ferries](#) | [Facebook](#) | [Twitter](#)

BC Ferries acknowledges and respects the First Nations territories on whose beautiful lands and waters our ships, offices, terminals, and work sites operate along the Pacific West Coast.



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO

Date: January 20th, 2025

RE: Grant Applications – Community Places, Major Contribution, Recreation Infrastructure

BACKGROUND:

Staff are preparing applications to Northern Development Initiative Trust and Gwaii Trust for the Rainbow Wharf Pathway project, the Community Park Playground Equipment Renewal Project, and the Weightroom Floor Replacement and Equipment Renewal Project.

DISCUSSION:

Project	Grant Provider	Program	Program Provides		Total Project Cost (approx)	VOPC Own Source	Application Deadline
			% of project cost covered	Maximum Funding			
Rainbow Wharf Pathway	Northern Development	Community Places	70%	\$30,000	\$62,829.78	\$32,829.78	January 31
Weightroom Floor Replacement and Equipment Renewal	Northern Development	Recreation Infrastructure	70%	\$100,000	*\$86,000.00	*\$26,000.00	January 31
Community Park Playground Equipment Renewal	Gwaii Trust	Major Contributions	50%	\$200,000	*\$245,742.90	*\$122,871.45	March 1

*pending final quotations for exact pricing, number is estimate only. Council will be updated on actual costs after quotes come in.

The Rainbow Wharf Pathway project is to obtain MobiMat as a pathway to improve pedestrian accessibility and safety at the Wharf. The quote received is in USD, so a contingency of 30% included (if the contingency does not need to be utilized it reduces the Village’s contribution to \$18,330.30). The Weightroom Floor Replacement and Equipment Renewal Project is primarily to replace the deteriorating flooring with a sturdier material designed for weightroom usage. The Community Park Playground Equipment Renewal Project is to replace the aging playground equipment (some being 25+ years old).

CONCLUSION:

If Council is in support of proceeding with submitting grant applications for these projects as identified, resolutions of support are needed, including the commitment of municipal funds for to these projects, as part of the application process.

STRATEGIC (Documents Relevancy – OCP)

Improving and maintaining the recreational opportunities and facilities, especially to ensure safety and accessibility, within the municipality is identified as a priority.

FINANCIAL (Corporate Budget Impact)

Roughly a commitment of at least \$181,701.23 of own source funding. The Village would also be responsible any project overruns.

ADMINISTRATIVE (Workload Impact and Consequence)

Administrative time has been spent developing the project, finding funding opportunities, and developing the grant applications.

Recommended Resolutions:

THAT Council supports the application to the Community Places Grant program with Northern Development Initiative Trust for the Rainbow Wharf Pathway project and commits funding from its own sources for it.

THAT Council supports the application to the Major Contributions Grant program with Gwaii Trust for the Community Park Playground Equipment Renewal Project and commits funding from its own sources for it.

THAT Council supports the application to the Recreation Infrastructure Grant program with Northern Development for the Weightroom Floor Replacement and Equipment Renewal Project and commits funding from its own sources for it.

Respectfully submitted: Elizabeth Cumming, Deputy CAO

GA-1



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0

REPORT TO COUNCIL

Author: Marjorie Dobson CAO
Date: January 20, 2025
RE: Shared Hazard, Risk, and Vulnerability Assessment for Haida Gwaii

BACKGROUND

By the end of 2023, the new Emergency and Disaster Management Act came into force, replacing the Emergency Programme Act. The Emergency and Disaster Management Act (EDMA) includes Indigenous Engagements Requirement that promote relationships building across jurisdictions, and the incorporation of Indigenous knowledge and cultural safety across emergency management practices.

To facilitate the process, the Ministry of Emergency Management and Climate Readiness through the Indigenous Funding Programme allocated funds to municipalities and regional districts.

DISCUSSIONS

In 2024, the Village received \$40,000 to support the implementation of the Indigenous Engagement Requirements. This disbursement is aimed at capacity building, relationship improvement, and collaborative efforts in relation to implementing the Indigenous engagement requirements. There have been two schools of thought as to how to include this Indigenous Engagement Requirement in our Emergency Management Practices. One is to include this in The Village of Port Clements Emergency Preparedness Plan, or to have an island approach in which the regional district and municipalities in partnership with the Haida Nation undertake a joint project. To date, staff has had discussions with other entities on Haida Gwaii in relation to updating the Village Emergency Preparedness Plan, and in the process including activities that satisfy the Indigenous engagement requirements, but nothing concrete has been decided.

Several communities and local governments are pooling their funds and working together to achieve and fulfill the Indigenous Engagement Requirements and in the process are hiring consultants to fill resource gaps. The Regional District has submitted a proposed preliminary project proposal to undertake a shared Hazard, Risk, and Vulnerability Assessment for Haida Gwaii Communities. (see attached). Note however that this project proposal is preliminary, and the structure and contents will require some professional expertise input.

G-2

Under the Indigenous Requirement Funding Programme, (IERF) all local authorities (municipalities, and regional districts) are eligible for funding in the second year to fulfill the mandate. However, the funding received in year one must be spent or committed by March 31, 2025. An estimate of the amount to be received by the prospective participants over the two-year period totaled \$336,000.00

RECOMMENDATION: That Council support, in principle, committing IERF funding toward a regional project with Haida Gwaii local governments as outlined in this report, subject to the participation and commitment of the proposed project partners project partners;

AND THAT staff report back to council once a refined project scope and budget has been developed.

STRATEGIC Collaborating will enable the entities to work together on a project that benefits the communities on Haida Gwaii, while simultaneously fulfilling one of the requirements of the EDMA, and the objective of the Funding Programme.

FINANCIAL Cost associated with the project will be financed by the grants received by the prospective participants over the two-year period, and therefore will not impact the Village municipal operations budget.

Respectfully submitted
Marjorie Dobson, CAO



The following proposal has been prepared by Daniel Fish, CAO, NCRD, for the Villages of Masset, Port Clements and Daajing Giids to consider. This project aims to utilize funding provided by the Province of B.C. (IERF) to meet requirements of legislative updates to EDMA. This draft is for discussion purposes only and it is acknowledged that additional planning between agencies would be undertaken if supported in principle.

Project Proposal: Shared Hazard, Risk, and Vulnerability Assessment for Haida Gwaii Communities

Project Overview:

The North Coast Regional District (NCRD), the Village of Daajing Giids, the Village of Masset, and the Village of Port Clements, in collaboration with the Haida Nation, will undertake a joint project to develop shared Hazard, Risk, and Vulnerability Assessments (HRVAs) for their communities. This project aims to assess and understand the key hazards, risks, and vulnerabilities within these regions and to develop actionable recommendations for emergency planning and response strategies.

The project will be contracted to a qualified consultant with expertise in hazard assessment, emergency planning, and indigenous engagement. The project will include key components of engagement and consultation with the Haida Nation to ensure their perspectives and priorities are included in the final assessments and recommendations, and that funding requirements of the IERF are met.

1. Project Objectives

- **Comprehensive Hazard and Risk Assessment:** Identify and analyze the primary hazards, risks, and vulnerabilities that impact the communities, including natural disasters, climate change, public health emergencies, and other localized threats.
- **Collaborative Community Input:** Facilitate collaboration among the NCRD, the Villages of Daajing Giids, Masset, and Port Clements, ensuring a holistic approach to the development of the assessments.
- **Haida Nation Consultation:** Ensure meaningful engagement and consultation with the Haida Nation, integrating their traditional and cultural knowledge and community concerns into the assessments.
- **Emergency Planning Enhancement:** Provide evidence-based recommendations for enhancing local emergency preparedness, response, and resilience strategies for all communities involved.
- **Shared Assessment Framework:** Develop a shared framework for HRVAs that can be used as a tool for future planning and response across all participating communities.

2. Project Scope

The project will be divided into the following phases:

Phase 1: Project Planning & Initiation

- Establish a steering committee with representatives from the NCRD, the three villages, and the Haida Nation.
- Define specific objectives and outcomes of the HRVA for each community.
- Select and hire a qualified consultant with experience in hazard assessments, indigenous engagement, and emergency management.

Phase 2: Hazard, Risk, and Vulnerability Identification

- Conduct a comprehensive review of each community's current hazard, risk, and vulnerability data.
- Identify both natural and human-made hazards (e.g., earthquakes, flooding, wildfires, tsunamis, industrial accidents, etc.).
- Collect and analyze data on community infrastructure, demographics, and local emergency response capacities.
- Engage stakeholders, including local residents, community leaders, emergency management practitioners and the Haida Nation, in identifying additional community-specific risks.

Phase 3: Risk Assessment and Analysis

- Analyze identified risks, their likelihood, potential impacts, and vulnerability of the communities.
- Assess the capacity of each community to respond to these risks and identify gaps in resources, planning, and resilience.
- Collaborate with the Haida Nation to ensure that traditional knowledge, historical knowledge of hazards, and community and cultural-specific concerns are integrated into the risk analysis.

Phase 4: Engagement and Consultation with Haida Nation

- Conduct culturally sensitive engagement with Haida Nation leadership, communities, and elders.
- Hold community workshops and meetings to gather input on risks, vulnerabilities, and emergency preparedness.
- Incorporate traditional knowledge and insights into the final assessments to ensure a comprehensive understanding of local hazards.

Phase 5: Development of Hazard, Risk, and Vulnerability Assessment Reports

- Prepare detailed HRVA reports for each community, including key findings, risk ratings, and a summary of consultation results.
- Include recommendations for improving local emergency planning and response capabilities.
- Provide a regional comparison of shared risks and develop coordinated strategies for inter-community response efforts.

Phase 6: Presentation and Final Reporting

- Organize presentations for stakeholders, including the NCRD, the Village of Daajing Giids, the Village of Masset, the Village of Port Clements, and the Haida Nation.
- Provide final reports and action plans that outline prioritized recommendations and timelines for implementation.

3. Key Deliverables

- Hazard, Risk, and Vulnerability Assessment Reports for each of the participating communities, including:
 - Overview of hazards and risks specific to each community.
 - A shared, regional hazard and risk profile.
 - Vulnerability assessments based on local infrastructure, population, and capacity.
 - Recommendations for improving emergency preparedness, response, and resilience.
- A community-specific action plan with timelines for implementation.
- A final project report that synthesizes the findings from all communities and offers actionable steps for regional cooperation.
- Detailed summaries of engagement and consultation outcomes with the Haida Nation.

4. Project Timeline

Phase	Timeline
Phase 1: Project Planning & Initiation	January – February 2025
Phase 2: Hazard and Risk Identification	March – April 2025
Phase 3: Risk Assessment & Analysis	May – June 2025

G-2

Phase	Timeline
Phase 4: Haida Nation Consultation	June – July 2025
Phase 5: HRVA Reports Development	August – September 2025
Phase 6: Presentation & Final Reporting	October 2025

5. Budget Estimate (Will need to be further refined)

A preliminary budget for this project will cover the costs of the consultant’s services, community consultations, reporting, and project management.

Category	Estimated Cost
Consultant Fees	\$100,000 - \$150,000
Community Engagement (including travel, materials)	\$30,000 - \$50,000
Workshop/Meeting Costs	\$10,000 - \$20,000
Reporting and Documentation	\$15,000 - \$25,000
Total Estimated Cost	\$155,000 - \$255,000

6. Project Governance & Roles

- **Steering Committee:** Representatives from the NCRD, the Village of Daajing Giids, the Village of Masset, the Village of Port Clements, and the Haida Nation will form a steering committee to guide the project and ensure community-specific needs are met.
- **Consultant Role:** The hired consultant will provide expertise in hazard assessment, facilitate community engagement, and ensure the integration of indigenous perspectives in the final reports.
- **Local Community Leaders:** Local representatives from each participating community will act as liaisons and facilitate communication between the consultant and their respective communities.

7. Risk Mitigation

- **Cultural Sensitivity:** Ensuring that all consultations with the Haida Nation are culturally sensitive, transparent, and respectful.

G-2

- **Community Participation:** Encouraging full participation from all affected stakeholders to ensure that no community's needs are overlooked.
 - **Data Privacy:** Respecting the confidentiality of sensitive data collected during community consultations.
-

8. Conclusion

This collaborative HRVA project will significantly improve emergency preparedness and response across Haida Gwaii. By working together, including engagement with the Haida Nation, the project will develop tailored and actionable insights into the region's hazards, risks, and vulnerabilities. The outcome will lead to better-informed decision-making, enhanced resilience to hazards, and a stronger regional response to emergencies.



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: January 20, 2025

RE: Regular Report on Current Operations

BACKGROUND:

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

DISCUSSION:

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

Administration:

Municipal Staff

The advertisement for the position of Public Works assistant has been withdrawn due to delayed changes in the current public works assistant departure. However, a new employee has been added to the department as a general worker. Superintendent of Public Works is engaged in constructive actions around recent staffing addition

It's that time of year when the administrative staff encounter heightened work activities evidenced by fulfilling provincial and funding agencies and government departments requirements, ending of year activities, along with an increased traffic to the office by residents seeking assistance in processing their Homeowner Grant.

Local Government Climate Action Programme (LGCAP)

As signatory to the Climate Action Charter, the Village of Port Clements has committed to implementing measures to reduce Green House Gas (GHG) emission in its operations and create a more energy efficient community.

As an extension of actions to reduce GHG, one of staff accepted recommendations was to purchase an electric vehicle for Public Works Department which did not materialize due to supply specifications issues among other things.

To date, the Village has received \$203,461.35 including pre-payments for 2025, and 2026 to finance projects that support reducing GHG, but to date, none of the funds has been utilized. Confirmation of full expenditure of 2022 and 2023 funds (approximately \$80, 000) will be required as of March 31, 2025. This expenditure will be part of the next survey, which is an eligibility requirement for future funding. Staff is currently getting quotes for heat pumps for the Medical Centre, and St Marks church, and a propane backup generator for the Water Treatment Plant.

Heat pumps for St Marks church and Medical centre are target projects in the Village Strategic Plan

Fulfilling Provincial Requirements

As a provincial requirement, the Official Community Plan is being updated to reflect the data

contained in the recently completed Interim Housing Needs Report. A public engagement will be conducted before the document goes back to the Council for final readings.

Renaming of Fire Hall

The presentation of the new signage renaming the fire hall 'The Craig Beachy Memorial Fire Hall' took place on January 3/2025. The event was held in the fire hall, and mayor Cabianca delivered the message while the wife of the late Craig Beachy and their children did the unveiling.

Website Redevelopment:

The Village staff is in the process of testing and reviewing the final contents and design of the website redevelopment before going live.

Finance:

- Compiling information required for the end of the year reporting due at the beginning of 2025 including the Municipal Pension plan, Payroll Deductions, and WCBC
- Continued routine accounts payable, accounts receivable, payroll and bank reconciliations.
- Preparing reports for grant funding agencies, and ensuring that different grants align with intended expenditures

Public Works

Capital Projects:

- We have been in contact with engineer with BI Pure on upgrades to our WTP chlorination system, they are expected to be in town for installation in mid Feb 2025
- Working on obtaining quotes for siding, and heat pump for St Marks church, heat pump for the Medical Center, and an upgrade from diesel to propane back-up generator for the Water Treatment Plant.

Operations & Maintenance:

- Completed repairs on the sewage lagoon fencing damaged by last windstorm
- Lift Station pump rebuilding scheduled to be completed early Feb. 2025
- Repaired some pothole areas identified by the public using road crush as fill
- Getting lumber that was purchased for bridge repairs etc sorted in preparation for staining
- Culvert replacements on industrial road underway
- Researching suppliers for backup power sources for Museum and Jasper lift stations during power outages
- Updating emergency lighting for water Distribution and Water Treatment Plant
- Continue work on manual for work Procedures

Respectfully submitted:

Marjorie Dobson, CAO