



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 p.m. Regular Meeting of Council Monday May 16, 2016

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

- D-1- RCMP Spring Update
- T-1- Review of Wharf Tenders

3. MINUTES

- M-1- May 2, 2016 Regular Council Meeting
- M-2- April 14, 2016 PC Tourism Committee Meeting

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

- UB-1- Playground Equipment Recommendations

5. ORIGINAL CORRESPONDENCE

- C-1- BC Ferries
- C-2- HGHS & BC Rural Dividend Fund – Request for Support

6. GOVERNMENT

7. FINANCE

- F-1- Cheque listing to May 11, 2016

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

- R-1- Lori Weideman – Volunteer Haida Gwaii
- R-2- Lori Wiedeman – Rural Dividend Fund Haida Gwaii CAO's Meeting
- R-3- Alissa Mac Mullin – Grant Writer Monthly Report

10. ACTION ITEMS

- A-1- Follow up

11. QUESTIONS FROM THE PUBLIC & PRESS

Motion for Council to move to In-Camera per CC90(1)(c)

12. ADJOURNMENT



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Minutes of the regular meeting of the Port Clements Council held May 2, 2016 in Council Chambers.

Present:

Mayor Gould
Councilor Daugert
Councilor O'Brien Anderson
Councilor Cunningham
Councilor Gaspar

CAO Kim Mushynsky
Deputy Glenda Saruga
Public Works Superintendent Sean O'Donoghue

Mayor Gould called the meeting to order at 7:03p.m.

1. ADOPT AGENDA.

2016-112 – Moved by Councilor Cunningham, seconded by Councilor Daugert
THAT Council adopts the agenda as amended with the additions of R2 – Playground equipment, R3 – Rural Dividend Program, R4 – Tourism Brochure.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1 – Elizabeth Condrotte – SD50 Transportation challenges
Ms. Condrotte made a presentation to Council concerning the reduction of budget they are facing and the associated costs for bussing students.

3. MINUTES.

M-1 – April 18, 2016 Regular Council Meeting
2016-113 – Moved by Councilor Gaspar, seconded by Councilor Cunningham
THAT Council adopt the April 18, 2016 Regular Council meeting minutes as presented.

CARRIED

M-2 – March 3, 2016 Tourism Committee Minutes
2016-114 – Moved by Councilor Gaspar, seconded by Councilor O'Brien Anderson
THAT Council receive the March 3, 2016 Tourism Committee Minutes

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1 – Elections BC – Appointment of an Elections Officer

M-1

2016-115 – Moved by Councilor O’Brien Anderson, seconded by Councilor Cunningham
THAT Council appoints Kim Mushynsky as the Village of Port Clements Election Officer.
CARRIED

C-2 – MIEDS – EDO Report

2016-116 – Moved by Councilor O’Brien Anderson, seconded by Councilor Daugert
THAT Council receives this correspondence.
CARRIED

6. GOVERNMENT

G-1 – Bylaw #433, 2016 – Tax Rate Bylaw

2016-117 – Moved by Councilor Gaspar, seconded by Councilor O’Brien Anderson
THAT Council Reconsiders and Adopts Bylaw #433, 2016 – Tax Rate Bylaw.
CARRIED

7. FINANCE

F-1 – Cheque listing to April 27, 2016

2016 – 118 - Moved by Councilor Gaspar, seconded by Councilor Cunningham
THAT Council receives the cheque listing to April 27, 2016.
CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1 – Teena Stevenson – Road Closure & Sale

2016-119 – Moved by Councilor Cunningham, seconded by Councilor Daugert
THAT Council receives this report.
CARRIED

R-2 – Playground Equipment

2016-120 – Moved by Councilor O’Brien Anderson, seconded by Councilor Daugert
THAT Council directs the Administrator to advertise a request for bid for the painting and repairs of the identified wooden structures in the Community Park playground, and, further, that the Village of Port Clements indicate that it will supply the paint for this project.
CARRIED

2016-121 – Moved by Councilor Daugert, seconded by Councilor Gaspar
THAT Council receives this report.
CARRIED

R-3 – Rural Dividend Program

2016-122 – Moved by Councilor Gaspar, seconded by Councilor Cunningham
THAT Council directs the Administrator to submit an application for \$10,000 in Project Development funding to develop an island wide strategy concerning transit challenges to the BC Rural Dividend Program for the May 31, 2016 intake.
CARRIED

2016-123 – Moved by Councilor Gaspar, seconded by Councilor Cunningham
THAT Council receives this report.
CARRIED

R-4 – Tourism Brochure

2016-124 – Moved by Councilor O’Brien Anderson, seconded by Councilor Gaspar
THAT Council approves the Port Clements tourism brochure distributed by email April 25, 2016.
CARRIED

Mayor Gould – Sunset Park Cleanup

Councilor Daugert – Sunset Park Cleanup, Rural Dividend mtg in Tlell
Councilor O'Brien Anderson – Sunset Park Cleanup
Councilor Gaspar – no report
Councilor Cunningham – Sunset Park Cleanup
CAO Mushynsky – Rural Dividend mtg in Tlell, working with Parks Canada on interpretive signs for Sunset Park
Deputy Saruga – happy to have her contract extended for two years
Public Works Superintendent O'Donoghue – equipment & vehicle breakdowns, Sunset Park Cleanup

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

ADJOURNMENT

2016-124 – Moved by Councilor Daugert, seconded by Councilor Gaspar
THAT the meeting be adjourned at 9:05pm.

CARRIED

Ian Gould
Mayor

Kim Mushynsky
CAO

PORT CLEMENTS TOURISM COMMITTEE

Minutes of the Regular Meeting of the Port Clements Tourism Committee
Thursday April 14, 2016 at Port Clements Museum

Present:

Kelly Whitney-Squire, Chair

Sue Couch

Charleen O'Brien Anderson

Glenda Saruga, Deputy Clerk

Joan Hein

Lorette Smillie

Dale Lore

Call to order:

Kelly Whitney-Squire called the meeting to order at 7:05 p.m.

Agenda:

The meeting commenced with an informal adoption of the agenda.

Delegates:

None

Minutes:

Approved with no revisions.

Business Arising from Minutes and Unfinished Business:

It was agreed that the committee should look into Gwaii Trust funding to possibly get a grant to develop a facility offering tourists washrooms, showers, and laundry services.

Original Correspondence:

None

New Business:

It was suggested by Joan Hein that we look into funding for community beautification projects.

Action Plan:

The 3 items that were decided to be most important:

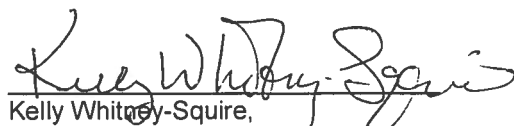
- Signage (Dyson & Entrance)
- Shower/Laundry (Gwaii Trust Grant)
- Sunset Trail extension/improvements

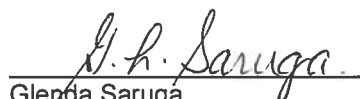
Reports & Discussions:

- St Mark's Gift & Gallery – Good to go with \$8,000 seed money; this is a Port Clements Historical Society initiative
- Port Clements Draft Brochure – Changes and revisions to the draft brochure were discussed. Kelly Whitney-Squire to discuss changes with Jen Bailey to finalize the brochure and forward it to the Village Council for final approval.
- Visitor Information Signage – It was agreed that Kelly Whitney-Squire will follow up with Ben van der Beke to obtain a quote for carving a new sign located at the entrance to the community in addition to directional signage kiosk located at Dyson Corner.

Next meeting to be held on May 12, 2016 at 7:00 pm

Meeting was informally adjourned at 9:15 p.m.


Kelly Whitney-Squire,
Committee Chair


Glenda Saruga,
Deputy Clerk

Explanation of costs for playground upgrade:

FINAL DRAFT

We have a budget of approximately \$25,000-30,000 for this upgrade based on donations, reserves and Gwaii Trust

LT - Little Tikes M - Miracle

SA - means it is a stand alone piece

* prices include PST (GST removed) and estimated shipping - installation not included

		# footings
LT - Replace 4 existing swing seats with standard swing seats	\$850	0 SA
Where tire swings used to be:		
LT - 1 tot seats	\$200	0 SA
LT - 1 Generation swing (one side for tot, one for older)	\$825	0 SA
M - Vertical Climbing Wall (replace dowelled climber)	\$2,800	2
LT - Bumpy Climber (replace wooden climber - little kids)	\$2,425	2
M - Honeycomb climber (replace "ladder" climber - little kids)	\$2,515	
The following are independent pieces being added to the space		
LT - Calvin Catepillare crawler	\$1,100	1 SA
LT - Whale Spring Rider	\$1,150	1 SA
M - Twin Rider (<i>teeter-totter</i>)	\$1,225	1
Merry go Round	\$5,315	4 SA
		2
Misc. work that needs to be done:		
Remove alders and cedars in and around enclosure	\$360	
Sandblast large slide that is currently removed from site	\$500	
Sand & paint metal pieces we are keeping - paint cost only	\$650 ****	
Replace wood around sand box and add sand	\$500 ***	
Prepare and pour concrete footings for new pieces	\$1,000	
Stain wooden pieces of playground equipment	\$1,500	
Install rubber matting on deck tops	\$1,400	
Install new pieces	\$3,000	
Pressure wash and clean all pieces we are keeping	\$0 ****	
10% buffer for misc. items	<u>\$2,730</u>	
<u>TOTAL</u>	<u>\$30,045</u>	

***price for sand only - wood to be donated by O'Briens

****Public works labour for all of this to be absorbed by Village.

Based on the installation of playground equipment in the school ground a couple of years ago Council should be aware that this will probably take four people 3-4 days to complete intall of pieces and will require some heavy equipment.

UB-1

British Columbia Ferry Services Inc.
The Atrium
Suite 500, 1321 Blanshard St.
Victoria, BC V8W 0B7
Tel (250) 381-1401
Fax (250) 360-2093
bcferries.com

April 15, 2016

Ian Gould
Mayor, Village of Port Clements
36 Cedar Avenue West
PO Box 198
Port Clements, BC V0T 1R0

Dear Mayor Gould:

Thank you for your letter of March 14, 2016 regarding the cancellations of sailings due to adverse weather conditions on the Skidegate to Prince Rupert route on February 25, 2016 and on March 3, 2016.

Allow me to start by saying that we do not make the decision to delay or cancel a sailing due to adverse weather conditions lightly. With the utmost concern for the safety of customers and crew in mind, we give careful consideration to the various aspects that lead to the decision and we regret that it may negatively impact customers at various stages in their travels.

While adverse weather conditions are a common occurrence for our Northern Routes, not one situation is exactly like the other. In some situations we will delay sailings or even depart early to avoid weather unsuitable for crossing. Other times the adverse weather conditions may persist for too long to delay. In such cases we will re-schedule the sailing and continue on with the South-bound service and therefore avoid affecting an even higher number of customers with the knock-on effect.

In both cases, February 25th and March 3rd, a storm warning for Hecate Strait North with seas forecasted to rise above 3.6 meters was issued by Environment Canada. In both cases the sailings would have needed to be delayed significantly and it was decided to re-schedule and maintain the South-bound service as per schedule. For the March 3rd sailing we also had to consider the fact that the *Northern Expedition* was scheduled to enter dry-dock within a tight tide window at the Vancouver Shipyard on March 6th. A delayed start of dry-dock would limit the time to complete the necessary work and it may negatively impact customers at a later date.

Again, we regret the inconvenience caused to our customers affected by the schedule revisions and I would like to assure you that safety remains our number one priority.

Sincerely,



Captain Lance Lomax
Marine Superintendent, North Coast

Kim Mushynsky

From: Carlos Ormond <director@hghes.ca>
Sent: May-09-16 4:01 PM
To: May Russ; Doug Chapman; Babs Stevens; Kim Mushynsky; Florence Lockyer; VOM@MHTV.CA; andrewm@mhtv.ca; Janine North; Mike Racz; Cameron Bell; Alissa MacMullin; d.daugert@portclements.ca
Cc: Shelley Termuende
Subject: HGHEs & BC Rural Dividend Fund - Request for All Council Support by May 31st

Hello everyone,

The HGHEs, with your support and partnership, would like to move forward and submit a Partnerships proposal to the BC Rural Dividend by the May 31st deadline. I will work with Lori to craft a draft cover letter to accompany this application that would, with your councils support, have your signatures. I will also work diligently to provide you with an outline of the proposal prior to the deadline. Obviously, the expansion of HGHEs programming to Old Massett and Massett will be front and centre of this application. If you have any questions or queries, please do not hesitate to contact me by email, office or cell phone. Thank you again for all your support, and be in touch soon again.

Kind regards,
Carlos

Carlos G. A. Ormond, Ph.D.
Executive Director
Haida Gwaii Higher Education Society
Office: 250-559-7885 ext. 232 Cell: 604-512-8254
Web: hghes.ca



VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2016-May-11
2:18:37PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
160223	2016-05-03	BC HYDRO			PAYMENT		5,448.97
			10-2-71-89-30	2016-04-21	SUNSET PARK	709.80	
			10-2-32-50-00	2016-04-21	STREET LIGHTS	1,269.05	
			30-2-41-50-00	2016-04-21	PUMP HOUSE	2,168.53	
			40-2-42-90-40	2016-04-21	SEWER HYDRO	1,301.59	
160224	2016-05-03	BLUE CROSS			PAYMENT		1,028.12
			10-4-27-00-30	355281	MAY 2016 PREMIUMS	1,028.12	
160225	2016-05-03	Board of School Trustees			PAYMENT		1,469.38
			10-2-71-21-10	1516-095	PROPANE	1,469.38	
160226	2016-05-03	C. AND C. BEACHY CONTRA			PAYMENT		829.50
			10-2-71-89-00	10232	SANDBLAST PLAYGROUND EQU	367.50	
			10-2-32-37-20	10232	DITCHING GROUSE STREET	462.00	
160227	2016-05-03	Mushynsky, Kim			PAYMENT		23.92
			10-2-12-10-20	20160502	MILEAGE	23.92	
160228	2016-05-03	Northern Communications			PAYMENT		163.34
			10-2-24-70-10	32318-05012016	FIRE DISPATCH	163.34	
160229	2016-05-03	Ooishi, Jiro			PAYMENT		440.00
			11-3-53-25-00	20160430	BIOMASS PROJECT	440.00	
160230	2016-05-03	ROBINSON, DONALD/EVELY			PAYMENT		1,039.50
			10-2-71-89-00	2016005	EXCAVATING COMMUNITY PARK	283.50	
			10-2-71-21-30	2016005	HAULING BIOMASS FUEL	378.00	
			40-2-42-90-50	2016005	EXCAVATING PUMP/LIFT STATIC	378.00	
160231	2016-05-03	ROOTHAM SERVICES GROU			PAYMENT		7,066.28
			11-3-53-25-00	2180	BIOMASS PROJECT	7,066.28	
160232	2016-05-03	SHAROON SERVICES			PAYMENT		1,018.71
			11-3-53-25-00	1028	BIOMASS FACILITY	1,018.71	
160233	2016-05-03	XEROX CANADA LTD.			PAYMENT		146.14
			10-2-12-11-30	F48978340	COPY CHARGE	146.14	
160234	2016-05-05	Ooishi, Jiro			PAYMENT		4,180.00
			11-3-53-25-00	20160229	BIOMASS PROJECT	1,760.00	
			11-3-53-25-00	20160331	BIOMASS PROJECT	2,420.00	

Total 22,853.86

*** End of Report ***

F-1



REPORT TO COUNCIL

DATE: April 18, 2016

AUTHOR: Lori Wiedeman, Chief Administrative Officer

SUBJECT: Volunteer Haida Gwaii Phase 1 Report

RECOMMENDATIONS:

1. That Council receives this report on Phase 1 of the Volunteer Haida Gwaii project.
2. That Council direct staff to continue to provide the administration of Volunteer Haida Gwaii at a maximum cost of \$2,645, until a new incumbent is found for the MIEDS Economic Development Officer position.
3. That Council support staff to provide training for other communities interested in implementing the system in the interim, or offer to make presentations at Council meetings to demonstrate the software.
4. That Council direct that \$1,000 of the annual Northern Development Initiative Trust (NDIT) Economic Development Capacity Building Grant be allocated towards the annual licensing fee for the Better Impact™ software.

BACKGROUND:

In August 2015, the Village of Queen Charlotte launched an 8 month pilot of the Volunteer Haida Gwaii program using the Canadian Better Impact™ software with a mission of actively promoting volunteer opportunities among Haida Gwaii communities to build our civic core and increase community organization participation. This project was supported through a budget allocation of \$2,000 from the Misty Islands Economic Development Society (MIEDS) and a Gwaii Trust grant of \$2,000.

Phase 1 of the project included outreach to non-profit organizations and businesses with volunteer positions, a launch event, targeted marketing, and joining the existing user group in the Lower Mainland that meets monthly for software lessons and to discuss enhancement requirements.

PROGRAM LAUNCH:

After the initial purchase of the Better Impact™ software in July 2015, the Village worked with MIEDS to develop a list of not-for-profit business in the South end. This list was used to begin our outreach campaign which involved phone calls, emails and mailing information and

registration forms. A training session was offered on November 7, however none of the organizations that registered attended.

The “TIMEraiser” Launch Event was held at the Swap and Shop from 11 am to – 3 pm on November 21 (think fundraiser, but the volunteer’s time is the currency). Members of the BC SPCA helped with the booth which showcased the organizations which had signed up and encouraged people to volunteer. A number of items were donated as prizes and the individual winners of the draws collect their prizes after they have completed a minimum of 10 volunteer hours as confirmed by the organization they are volunteering with.

Grand Prizes were drawn on March 31, 2016 and included:

- 1st Prize – a return flight for 2 to Vancouver from PACIFIC COASTAL
- 2nd Prize – a one-night stay at CHATEAU NORM B&B
- 3rd Prize – a massage from SABRINA FRAZIER, RMT
- 4th Prize – an art print from the KAAAY MUSEUM

As well there were monthly draw prizes for \$50 or \$100 gift cards to local merchants which are still being drawn. All volunteers were welcome to sign up, regardless of if they were already currently volunteering somewhere. This was done as current volunteers are more likely to volunteer again, and we wanted to recognize the efforts that they have made to date and not just focus on new volunteers. Promotional posters were also sent out to all residences in Queen Charlotte in November and February and posted around town.

PROGRAM EVALUATION:

The initial licensing fee for the software was \$2,000.00, including initial setup, configuration and training and the ongoing annual fee is \$1,000.00.

As of April 8, 2016, the Volunteer Haida Gwaii program has:

- 22 participating organizations (12 with 29 posted opportunities)
- 25 volunteers registered:
 - 19 currently working in volunteer opportunities
 - 2 in progress
 - 10 have successfully completed the minimum 10 hours for prizes
 - 14 have not been contacted (we are working with the organizations on this)

Overall 7 of the 22 participating organizations have received at least one volunteer referral (BC SPCA, Nystle Society, Village of Queen Charlotte, Skidegate Youth Centre, Sandspit Community Society, Haida Gwaii Museum and the Canadian Cancer Society). A Volunteer/Organization satisfaction survey will be sent out in the coming weeks to the participating organizations to solicit feedback on the effectiveness of the program so far.

LESSONS LEARNED:

Time Commitment:

- The initial start-up and training on the system took approximately 15 hours per week for the first 3 months (approx. 180 hours total or 60 hours per month)
- The ongoing maintenance, outreach and marketing has been about 2-3 hours per week for the last 6 months (approx. 36 hours total or 12 hours per month) including regular highlights on Facebook and the Village website featuring organizations, opportunities or volunteers
- Launch events – 3 days planning, 1 day event, ongoing prize draws
- Costs of administration for the 8-month pilot project was approximately \$6,800

System Support:

- Better Impact™ provides both online help tutorials and provide an excellent technical support function (typically a response within ½ hour of call or email)
- Having the instructions printed for training was very helpful
- We have created a binder that tracks questions and answers and will become our training guide in the future

Volunteer Organizations:

- Biggest challenge is the organizations themselves – getting them to be more involved, take training, understand the system and respond to the potential volunteers
- Some organizations are seasonal so what we have now has been based on the winter season, with spring, summer and fall coming likely more opportunities will be posted
- Could consider making an initial training session mandatory in an effort to involve organizations and make them feel more independent contacting potential volunteers and managing the system

General:

- More could be done to make the site more attractive and add interactive messages – the site is very customizable
- National Volunteer Week was April 10 – 17 and would be a good promotion timeframe in future

RECOMMENDATION:

Phase 2: Expand the Better Impact™ software program to other Haida Gwaii communities.

The intention of this report is to provide objective information to inform the decision-making process for other communities interested in utilizing the software. The expansion of the Better Impact™ software to other communities on Haida Gwaii would not result in additional licensing fees.

Initially, the Village planned to approach MIEDS to take on the administration of the program if/when it becomes island-wide as part of their mandate. As the Economic Development Officer position will soon be vacant, it is recommended that the Village continue to provide the administration until a new incumbent is found. Training for other communities interested in implementing the system can be provided in the interim, or we could offer to make presentations at their Council meetings.

In the meantime, it is recommended that Council direct \$1,000 of the annual NDIT Economic Development Capacity Building Grant be allocated towards the annual licensing fee for the Better Impact™ software.

BUDGETARY IMPACT (if applicable):

Administration of the program has largely been handled by our Office Assistant. Her hourly rate plus benefits is \$24.49. Therefore the administrative costs for an additional 9 months (assuming the Village will administer the program until December 2016) at 12 hours per month would be approximately \$2,645. It also means that the Office Assistant's capacity to take on other work during this time will be reduced. If \$1,000 of the annual NDIT grant is dedicated to the \$1,000 annual licensing fee for the Better Impact™ software, there are no additional anticipated costs.

Budgeted Amount: \$0

Unbudgeted Amount: \$2,645

SIGNATURES:



Lori Wiedeman, Chief Administrative Officer

REPORT TO HAIDA GWAII COUNCILS

DATE: May 16, 2016

AUTHOR: Lori Wiedeman, Chief Administrative Officer, Village of Queen Charlotte

SUBJECT: Rural Dividend Fund Haida Gwaii CAOs Meeting May 2, 2016

RECOMMENDATIONS:

1. That Council receives this report on the Rural Dividend Fund meeting held on May 2, 2016.
2. That Council identify priorities for grant applications to the Rural Dividend Fund and provide letters of support as appropriate.
3. That Council direct staff to participate in the development of a joint cover letter for island-wide Rural Dividend Fund partnership projects, where such projects have been supported by all island communities.
4. That Council support regular collaboration meetings in advance of Rural Dividend Fund intakes to facilitate agreement on island-wide priorities.

BACKGROUND:

Last September at UBCM the Premier announced a new Rural Dividend Pilot Program that would provide funding of **\$25 million per year for three years**. The funding is for rural BC communities with less than 25,000 residents. Applicants can include municipal or regional governments, First Nations band councils or corporations controlled by First Nations; and not-for-profit organizations. The goal is to build capacity and promote economic diversification through the use of partnerships. The funding was announced on April 4, 2016, and the first intake for the program closes on May 31, 2016. There will be a second intake in 2016 in October. Intakes in 2017 and 2018 have not yet been announced.

With the opportunity of funding up to \$500,000 (40% matching) for partnerships, a meeting of Island CAOs was coordinated for May 2, 2016. Each community was asked to put forward potential projects with island-wide impact with recommendations to be sent to each Council to provide a consistent basis for informed decision making.

To assist with determining potential economic development priorities for Haida Gwaii, Cameron Bell, Economic Development Officer, Misty Isles Economic Development Society (MIEDS) prepared a summary of a variety of key plans and strategies developed for Haida Gwaii since 2003. The report summarizes the recommendations from each document and provides a list of common themes and priorities (attached).

Janine North, CEO, Northern Development Initiative Trust (NDIT) facilitated the meeting and along with Carla Lutner, Executive Director, Gwaii Trust, provided input from a grant funder perspective on potential synergies with their programs.

Great importance was placed on strategies to maximize funding possibilities and how to best utilize funds for island wide economic growth. Also considered were other grant funding opportunities which may be a better match for some of the potential projects that were identified.

PARTICIPANTS

May Russ, CAO, Council of the Haida Nation*

Florence Lockyer, CAO, Old Massett Village Council*

Kim Mushynsky, CAO, Port Clements

Lori Wiedeman, CAO, Queen Charlotte

Alissa McMullin, Grant Writer, MIEDS

David Borth, ED Rural Dividend Fund, FLNRO

Darrell Gunn, DM Skeena District, MoTI

Carla Lutner, ED, Gwaii Trust

Mike Racz, GM, Community Futures

* Not in attendance

Doug Chapman, CAO, SQCRD*

Andrew Merilees, Mayor, Masset

Babs Stephens, CAO, Skidegate Band Council

Cameron Bell, EDO, MIEDS

Shelley Termuende, Intern, Queen Charlotte

Len Munt, DM Haida Gwaii, FLNRO

Marc von der Gonna, RM North Coast, JTST

Janine North, CEO, NDIT

Doug Daugert, Councillor, Port Clements

PROJECTS CONSIDERED

The attached list of projects provides a brief summary of each idea, along with an assessment of potential grant funding partners. Each project idea was discussed prior to identification of overall recommendations.

POTENTIAL PROJECT RECOMMENDATIONS

Following a broad discussion about each potential projects, participants voted based on:

- Highest potential for economic development and diversification;
- Job creation;
- Capacity building; and
- Business development

Projects were further sorted based on the three funding streams of the Rural Dividend Fund.

Project Development Funding Stream – providing up to 100% of \$10,000 to develop feasibility assessments and business cases for projects

Tourism Sector Development projects that could be considered for this level of funding included:

- **Bicycle Haida Gwaii** – developing an island wide bicycle network plan to increase eco-tourism and promote green transportation options for locals.
- **Marine Economy Development** – attract new business and revitalize the marine economy on Haida Gwaii through activities such as the development of a maritime centre on the Queen Charlotte causeway, assessing the feasibility of local seafood sales, pursuing allocation of community quotas, assessing infrastructure needs and facilitating shellfish aquaculture (as per the Haida Gwaii Marine Plan).
- **Trail Development** – inventory, prioritize and manage trails for local, recreational and tourism purposes.
- **Haida Heritage Centre** - to research sustainable measures to make the Centre a green, energy efficient building and invest in replacing and upgrading the fire suppression systems in the museum.

- **Conference Centre and 5 Star Accommodations** – developing a business case for building a conference centre and rental cabins in proximity to the Haida Heritage Centre.

Public Transit was also identified as a potential project for business case development to better facilitate movement of locals and tourist between communities. Potential stakeholder who provide regular transport of supplies/materials/people up and down the island include:

- School District 50 – spends \$500,000 annually on transportation for students;
- Northern Health – laundry service, laboratory samples, staff, and mail;
- Northern Savings Credit Union;
- Government Agents Office;
- RCMP;
- Department of Fisheries and Oceans; and
- Eagle Transit.

Single Applicant Funding Stream – providing \$100,000 (up to 80% of total project costs)

Some of the projects identified for “Project Development” funding could be ready for “Single Applicant” funding for the October 2016 intake of the Rural Dividend Fund.

Partnerships Funding Stream – providing \$500,000 (up to 60% of total project costs)

The main project identified for this level of funding was the Haida Gwaii Higher Education Society (HGHEs) expansion to all island communities. Over three years, the society hopes to develop:

- **Reconciliation** programming in Old Massett and Masset;
- **Marine Planning** in Sandspit;
- **Community and Rural Studies** in Port Clements; and
- **Heritage Resource Management** in Skidegate and the Village of Queen Charlotte.

For all communities HGHEs hopes to expand speaker series events as well as continuing education and professional development. The society also wishes to acquire funds to promote youth mentorship and to provide local bursary programs for local residents with a goal to increasing local participating in programming.

From a funder perspective, the HGHEs project showcases a strong community lens, offers long term sustainable employment and diversified economy growth potential which could be sustained independently from grant funding.

NOTE: Carlos Ormond, Executive Director, HGHEs feels that although the project is close to being ‘shovel-ready’ he would prefer to apply for “Project Development” funding for the first intake in May 2016. Having the additional \$10,000 funding to develop a thorough business case will give the project the best opportunity to be successful. The overall project would required \$5 million over 3 years as currently envisioned.

PROJECTS NOT ALIGNED WITH THE RURAL DIVIDEND FUND

Two projects were identified that are considered to be of high importance which would have better alignment with other funding opportunities:

- **Improving Connectivity** – GwaiiTel is working on a strategy to provide the infrastructure required for fibre-to-the-home. With the current \$10 million project running fibre-optic between Skidegate and Masset scheduled for testing mid-June 2016 they are working on developing a new proposal for grant funding. They hope to have estimates ready for the fall. This project is seen to have significant potential for improving economic outcomes and attracting new residents and businesses.
- **All Islands Governance** – this has come up in a number of studies and plans in the past and is currently being discussed at a political level between the Haida communities and the municipalities/regional district.

STRATEGIC APPLICATIONS

The value of being strategic in applying for grants from the Rural Dividend Fund and other grant funders was discussed in detail. Being able to collaborate on a regular basis and agree on priorities will ensure that Haida Gwaii benefits from both current and future grant opportunities.

Highlighting all islands support of partnership projects will be important for making our applications unique for the funders, and in particular the Rural Dividend Fund which is hoping to facilitate collaboration between communities.

As the timeframe for the first intake period are quickly approaching, should the recommended projects receive support from all of the islands Council’s the following leads have been identified:

Project	Lead Community/Org	Grant Writing Contact
Bicycle Haida Gwaii	VQC	Lori Wiedeman
Marine Economy Development	VQC/QCHA	Dani Lacusta
Trail Development	MIEDS	TBD
Haida Heritage Centre <ul style="list-style-type: none"> • Green Building Options • Fire Suppression 	Skidegate	Dr. Scott Marsden
Conference Centre/accommodations	Skidegate	Babs Stephens
Public Transit	Port Clements	Kim Mushynsky
HGHES Expansion	Masset/Old Masset	Carlos Ormond

BUDGETARY IMPACT (if applicable):

Budget impacts for each partnership will be determined through the business case development process.

Budgeted Amount: n/a

Unbudgeted Amount: n/a

SIGNATURE:

Lori Wiedeman, Chief Administrative Officer
Village of Queen Charlotte

Rural Dividend Program
May 2, 2016 Haida Gwaii Joint
Meeting Regarding Potential Projects - Consolidated List

Project Name	Short Description	Organization(s) Involved	Funding/Granting Opportunities and Partners	Approx \$ (if known)
HG Higher Education Society Expansion	TO expand the HIGES education programming to Old Masset, Masset, Port Clements and Sandspit over 3 years	HIGES/VBC All communities/RD Advanced Ed	<u>BC RURAL DIVIDENDS PROGRAM</u> Gwaii Trust Major Contributions (\$250,000, 75%) NDIT Economic Diversification	\$5 million over 3 years
Tourism Sector Development	Increase marketing/advertising, assess feasibility of an islands-wide booking service, coordinate collaborative sector development initiatives	MIEDS, CHN, Visitor Centres, businesses	Gwaii Trust Community Innovation (\$10,000, 50%) Gwaii Trust Vibrant Communities (\$250,000, core funding incl.) <u>BC RURAL DIVIDENDS PROGRAM</u>	\$\$\$
Transit Infrastructure/Synergies	Looking to better organize and provide cross island's transit services for residents and businesses	NH, SDSO	Public Transit Infrastructure Fund Gwaii Trust Community Innovation (\$10,000, 50%) Gwaii Trust Major Contributions (\$250,000, 50%) Green Municipal Fund (GHG/Energy Plans or Energy/Transport Projects - max. \$5m in loan+grants, 80%) BC Rehab Foundation (\$2000 - \$5000) <u>BC RURAL DIVIDENDS PROGRAM</u>	\$\$\$
Bicycle Haida Gwaii	Develop an island-wide bicycle network plan to increase eco-tourism and promote green transportation options	Bike Repsych All communities/RD MoTI	Ministry of Transportation BikeBC Program Gwaii Trust Community Innovation Gwaii Trust Major Contributions Green Municipal Fund (Plans - GHG/Energy Plan) BC Rehab Foundation (\$2000 - \$5000)	\$
Trail Development	Inventory, prioritize, and manage trails for recreation and tourism	FLNRO, Communities, CHN, HG Rec	HCTF Enhancement and Restoration Grants MEC Access & Activity Grants NDIT Trust Community Halls & Recreation Facilities (\$30,000, 70%) Gwaii Trust Major Contributions (\$250,000, 50%) recreation and cultural infrastructure fund,	\$
Maritime Centre	TO build a multi-purpose maritime centre on the Queen Charlotte Causeway to attract new business and revitalize the marine economy on Haida Gwaii	OCHA SCH of DFO All communities/RD	NDIT Economic Diversification Program (\$250,000, 70%) Gwaii Trust Major Contributions (\$250,000, 50%) BC Rehab Foundation (\$2000 - \$5000)	\$\$\$
Marine Sector Development	Assess feasibility of local seafood sales, pursue allocation of community quotas, assess infrastructure needs, facilitate shellfish aquaculture (in accordance with Marine Plan)	CHN, Communities, DFO, FLNRO?	Gwaii Trust Community Innovation grant (\$10,000, 50%) NDIT Economic Diversification Program(\$250,000, 70%)	\$

R-2

Rural Dividend Program
May 2, 2016 Haida Gwaii Joint
Meeting Regarding Potential Projects - Consolidated List

Project Name	Short Description	Organization(s) Involved	Funding/Granting Opportunities and Partners	Approx \$ (if known)
Island Governance	Looking to reduce fracturization between local governments for long term strategic planning.	Elected leadership	Gwaii Trust Community Innovation (\$10,000, 50%) Regional Community to Community Forum	\$
GwaiiTel last mile fibre connections	Install a distribution system that will connect to the new fibre line to facilitate residential hook ups	GwaiiTel All communities/RD TICS	NDIT Connecting Rural BC Program Gwaii Trust Major Contributions (\$250,000, 75%)	\$\$\$\$
Community Expansion	As the number of available lots is decreasing, new residents are finding it harder to find suitable locations for new development - we need to review existing sub-division bylaws to ensure that they adequately protect the municipalities without being too onerous for potential developers and look at perhaps harmonizing the bylaws between the municipalities for additional ease.	All communities/RD	Asset Management Fund	\$\$
Artist/Maker Space	To build an Artist/Maker Space on island with equipment and training for value-added wood processing using a cooperative membership approach	TAAN Forest SD 50 All communities/RD Advanced Ed	NDIT Connecting Rural BC Program Gwaii Trust Major Contributions (\$250,000, 75%)	\$\$\$
Haida Heritage Centre Green Building Business Case	To research and develop a strategy to transform the Museum and Heritage Centre into a sustainable green building	Kaay Centre	Recreation and Cultural Infrastructure Fund Community Energy Leadership Program (\$20,000 - \$150,000)	\$
Haida Heritage Centre fire suppressions system replacement	To replace the fire suppression system in the Museum and sections of the Heritage Centre	Kaay Centre	Recreation and Cultural Infrastructure Fund	\$\$
Tsunami Poles	Tsunami Awareness through visual passive indicators on BC Hydro Poles	BC Hydro All communities/RD EMBC/MoTI	BC Hydro Grassroots Grants	\$
Community Forest	Conduct research and develop a feasibility study for the creation of a CFA tenure	Communities, CHN, BCTS, FLNRO	Small Communities Fund NDIT Trust Capital Investment Analysis Program (\$10,000, 50%)	\$10,000 - \$100,000

R-2

Rural Dividend Program
May 2, 2016 Haida Gwaii Joint
Meeting Regarding Potential Projects - Consolidated List

R-2

Project Name	Short Description	Organization(s) Involved	Funding/Granting Opportunities and Partners	Approx \$ (if known)
Agriculture Support	Research growing conditions and market opportunities to facilitate expanded production. Pursue community farm land allocations and other recommendations from the Agriculture Strategy	Communities, CHN, GIEC Farmers Institute, Provincial Ministries	Agriinvest, AgriMarketing & Agriinvest (for producers) Canada-BC Agri-Innovation Program (CBCAIP) BC Buy Local Program, AgriSpirit	\$ \$
Survey/Census	Conduct an islands-wide survey to establish baseline data for community economic development indicators	Communities, CHN	Affiliation with universities (research)	\$
Non-Timber Forest Products (i.e. mushrooms and others)	Map productive areas, facilitate access and harvesting, support related small businesses	CHN, FLNRO, MIEDS, Community Futures	BC Buy Local Program	\$ \$
New Resident Attraction	Create info packages, provide online information, attract new residents	Communities, MIEDS, (CHN and Province?)	Gwaii Trust Community Innovation (\$10,000, 50%)	\$
Human Resource Development	Assess needs, facilitate increased training offerings, connect workforce entrants with employers and mentorship opportunities (collaborate with FSTI)	HSEDS SD50 NWCC	Gwaii Trust Community Innovation (\$10,000, 50%) NDIT Business Façade Program (Masset, QC, PC, \$20,000 available per community)	\$
Small Business Support	Offer skills training, host a small business forum, identify opportunities and connect entrepreneurs with resources	Community Futures, MIEDS, Communities	Gwaii Trust Community Innovation Grant (\$10,000, 50%) NDIT Competitiveness Consulting Rebate (\$30,000, 50%)	\$ \$
Conference Center and Log homes	Short term tourist based rentals and conference space for meetings		Gwaii Trust Major Contributions (\$250,000, 50%)	\$ \$ \$



APRIL 2016: Grant Writer Monthly Report

Alissa MacMullin



**Non-Profit
Organizations**

- **Gwaii Trust Vibrant Communities – Phase II Boat Launch** \$225,233.00

- **Gwaii Trust Vibrant Communities – Playground for Community Park** \$ 20,000.00

- **No applications** – waiting to hear from JIBC for firefighting training, Masset Seniors requests, Masset Legion

- Requests for grant opportunities aligning with identified priorities.
- **Skidegate Youth Centre**
- **Swan Bay Rediscovery**
- **Masset Youth Program**

Total April=	<u>\$245,233.00</u>
Total March=	\$33,104.00
Total February=	\$46,920.68
Total January=	\$453,225.02
Subtotal for 2016=	\$778,482.70



Upcoming Deadlines:

- May 8 – RBC Learn to Play
- May 8 – We are Cities Community Innovation Fund
- May 31 – BC Rural Dividend Program
- TBD: New Horizons for Seniors, Canada 150, Build Canada Fund

Goals for April:

\$100,000.00 – Vibrant communities projects and heritage funding **(MET)**

Goals for May:

\$60,000.00 – Rural Dividends (May 31), Community Innovation; **get projects shelf ready!**

April Action Items:

- Not-for-profit list: Comprehensive and live document for distribution
- Living Wage for Families Campaign – determine living wage for Haida Gwaii (will affect funders allocations for employment/job creation, etc)
- Work with non-profits who have expressed interest (HGHS, Rediscovery)
- Build policy documents: Eligibility & Expectations for Grant Writing Assistance.

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Staff	Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project
A21	15-07-2013	Drainage concern at far end between Park & Tingley include Yakoun Lane in drainage issue	Gaspar	Develop a plan for addressing this issue
A26	17-02-2014	Historic Councillor Plaque(s)	Administrator	Some plaques up - more as time permits
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after results from questionnaire have been reviewed.
A30	19-10-2015	Mural for Community Hall (Community Futures)	Administration	As more information comes available
A31	18-04-2016	Social Sustainability Movement	All	Questions regarding the integrity of our community and of Haida Gwaii incl. with the May newsletter