

VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA
TO BE HELD WEDNESDAY MARCH 13, 2024, at 6:00 pm
AT COUNCIL CHAMBERS, VILLAGE OFFICE



(1) CALL TO ORDER

We are privileged to acknowledge that this meeting is being held on the traditional territory of the Quatsino First Nations.

(2) ADOPTION OF AGENDA:

THAT the Agenda for the Meeting of the Village of Port Alice for March 13, 2024, be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received.

(3) DELEGATIONS:

a.) Mowi Responsible Plan for Transition Presentation

(4) MINUTES:

a.) *THAT the Minutes from the Regular Meeting of February 28, 2024, be approved.*

Pg 3-4

(5) NEW BUSINESS:

a.) Travel Expense Amendment

March 13, 2024, Policy Update from Bonnie Danyk, CAO/CFO

Pg 5-6

(6) COMMUNICATIONS:

a.) Update on the Canada Community-Building Fund Renewal

March 6, 2024, Letter from Brent Felker, Manager of Gas tax Program Services, UBCM

Pg 7-9

b.) Invitation to Participate in a facilitated dialogue about healthy communities & the unregulated drug poisoning crisis, in Port Hardy April 5th

March 2024, Letter from Janine Stevenson, Director of Special Projects, for Community Action Initiative

Pg 11

Pg 13-14

(7) REPORTS:

a.) Fire Chief's Report for February 2024

March 5, 2024, Report from Fire Chief, Gerry Rose

b.) Link River Campground Improvements

March 6, 2024, Ryan Nicholson, Economic Development Officer

Pg 15-16

(8) BYLAWS:

a.) Bylaw 689-2024 to Amend Rates and Fees Bylaw 687-2024

Recommendation:

THAT Bylaw 689 to Amend the Village of Port Alice Rates and Fees Bylaw 687-2024 be given first, second, and third reading.

(9) QUESTION PERIOD:

(10) ADJOURNMENT:

THAT the meeting of the Village of Port Alice Council held March 13, 2024, be adjourned

**VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA**

**TO BE HELD WEDNESDAY MARCH 13, 2024, at 6:00 pm
AT COUNCIL CHAMBERS, VILLAGE OFFICE**



INFORMATION ITEMS:

- a.) February 26, 2024, News Release, NIC student scholarship and bursary application process opens on March 1
- b.) February 27, 2024, Letter from UBCM, Re 2022 CRI FireSmart Community Funding & Supports – Payment Letter for Wildfire Resiliency and Protection Plan

VILLAGE OF PORT ALICE COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 28, 2024
AT COUNCIL CHAMBERS, VILLAGE OFFICE



Present
Mayor Kevin Cameron
Councillor Holly Aldis
Councillor David Stewart
Councillor Russell Murray *via Zoom*
Councillor Sean Watson, *arrived 6:30pm*

Staff
Bonnie Danyk, CAO/CFO
Tanya Spafford, Admin Assistant
Ryan Nicholson, Economic Development Officer

Call to order 6:01pm

ADOPTION OF AGENDA:

Moved, Seconded and CARRIED

16/24
Adoption of
Agenda

*THAT the Agenda for the Meeting of the Village of Port Alice for February 14, 2024, be approved;
AND THAT all delegations, reports, correspondence, and other information set to the agenda be
received.*

DELEGATION:

Ministry of Environment

Update of the reclamation of the mill site.

17/24
Minutes of
February 14,
2024

MINUTES:

Moved, Seconded and CARRIED

THAT the Minutes from the Council Meeting of February 14, 2024, be approved.

NEW BUSINESS:

COMMUNICATIONS:

REPORTS:

BYLAWS:

Moved, Seconded and CARRIED

Bylaw 688 – 2024 Zoning Bylaw

18/24
Bylaw 688
Zoning Bylaw

*THAT Bylaw 688-2024 Zoning Bylaw be given third, and fourth reading with adoption, as
amended.*

QUESTION PERIOD:

ADJOURNMENT:

Moved, Seconded and CARRIED

19/24
Adjournment

THAT the Regular meeting of the Village of Port Alice held February 28, 2024, be adjourned at 6:42pm.

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Village of Port Alice Council held February 28, 2024.

Mayor

Chief Administrative Officer

TITLE:	Travel Expense	CODE:	5.2.b
APPROVED BY:	Council	DATE APPROVED:	October 12, 2016
	Min 235/16	AMENDED:	March 13, 2024

POLICY

The Village of Port Alice Council recognizes the importance of conferences, conventions and professional development opportunities. Council members and staff shall be reimbursed when engaged in Village business or attending conferences, courses or meetings as a representative of the Village of Port Alice.

PROCEDURE

1 EXPENSES INCURRED

- a) The Mayor and each Member of Council shall be reimbursed for expenses incurred when representing the Municipality beyond municipal boundaries, including, but not limited to Meetings and Conventions.
- b) The Mayor and each Member of Council shall submit to the Finance Officer evidence of expenditures made or expenses incurred.

2 PER DIEM

- a) The Mayor and each Member of Council shall receive a daily allowance equal to the Canada Revenue Agency Per Diem Rates for Travel in British Columbia, Canada.
- b) The allowance for breakfast, lunch, or dinner will be deducted on a per day basis if the applicable meals are provided at the event.
- c) This Policy applies to all municipal employees traveling on Village business.

3 QUALIFYING EXPENSES

- a) Hotel costs including parking expense.
- b) Transportation
 - 1) By way of Members' own vehicles.
 - 2) Other than by way of Members' own vehicles.
- c) Meals and gratuities.
- d) Telephone and/or facsimile communication
- e) Miscellaneous – cell phone use, coffee/tea, newspaper and miscellaneous tips i.e. doorman.

4 LEVELS OF PAYMENT

- a) Actual hotel costs including parking if applicable.
- b) For use of own vehicle, the Canada Revenue Agency per-kilometre allowance rate will be used.
- c) For other modes of transportation including, but not limited to airplane, bus, taxis, and ferries, actual costs.
- d) Actual meals and gratuities costs will be reimbursed upon completion of the TRAVEL EXPENSE FORM and submission of receipts.

5. Registration Fees

- a) All fees for workshops, conferences and other events that are approved will be paid.
- b) Fees for registration for training sessions, seminars, conferences etc. shall be paid in full for each authorized and approved registrant, in advance and directly to the sponsoring organization where time permits.

6. Cost Not Eligible

- a) Overnight accommodation within the immediate local area (Port Alice)
- b) Traffic fines or parking tickets.
- c) Vehicle repair, towing or accident costs.
- d) Costs reimbursed by another organization or source
- e) Spouse or partner travel and/or meal costs
- f) Hotel room fines

Date: March 6, 2024
To: CAO's
From: Union of BC Municipalities
RE: Update on the Canada Community-Building Fund Renewal

Dear Bonnie Danyk,

The current 10-year Canada Community-Building Fund program is set to expire on March 31, 2024. Over the past year, UBCM, the Province and the Government of Canada have been actively engaged in discussions on a long-term renewal of the CCBF. UBCM's goal has been to ensure that local governments in BC continue to receive the funds in a dedicated, flexible and predictable manner and that there be no disruption to the timing of future payments.

Status of negotiation:

In 2023, UBCM conducted a member survey on elements of the current agreement as the basis of our advocacy position for the renewed agreement. The results of that survey indicated broad support for the current model which included the direct allocation Community Works Fund program with a funding floor, the application-based Strategic Priorities Fund, and a pooled public transit fund for Metro Vancouver.

In September 2023, UBCM and the Province formalized a joint advocacy approach to renewal discussions with the Government of Canada noting several key areas of alignment. This advocacy position included:

- A long-term predictable source of funding for local governments
- A flexible and effective funding and programming
- A doubling of the fund
- Removal of the current stacking provision
- A review and increase of the indexing model
- Continue to enhance and improve local government capacity to implement asset management best practices

In the winter, the Government of Canada distributed a CCBF position paper identifying three key areas of focus for a renewed agreement. These include: new reporting conditions for both signatories and recipients; new housing requirements for communities over 30,000; and reporting on housing outputs on a project level.

UBCM and the Province have identified concerns with these proposed reporting and housing conditions. We have communicated these concerns to the Government of Canada both formally and informally throughout the renegotiation process. The continuing discussions remain positive and we anticipate reaching effective and workable solutions.

Next Community Works Fund payment:

Although we do not expect the federal government will commit to doubling the CCBF at this time, we do anticipate that the program will continue at current funding levels with indexing. The expected Community Works Fund payment for the Village of Port Alice in the 2024/25 reporting year is: \$94,218.91

Please note that any change to this payment amount from last year is the result of incorporating the most current Canada census populations for British Columbia (2021) in the program's allocation formula.

2023 Annual Expenditure Reporting

On April 15, UBCM will be opening the CCBF reporting for the 2023 calendar year. This will be the final report under the 2014-2024 agreement and will include additional reporting to identify and provide timelines for the use of remaining unspent Community Works Funds. The report will also highlight local communications activities and use of signage for active projects. This report will be due June 1, 2024 and will be a pre-condition of future CCBF funding.

Instructions on how to submit your 2023 AER will be provided in advance of April 15.

Next steps:

UBCM, the Province and the Government of Canada continue to have positive discussions on the terms of a renewed long-term agreement. We will continue to raise the above-mentioned concerns and aim to be in a position to have a 10-year Agreement signed in advance of the first expected Community Works Fund payment in July. Until that Agreement is signed, the program will continue to operate under the terms and conditions of the existing CCBF Agreement.

We will continue to provide updates on the progress of CCBF discussions through our online Compass.

Sincerely,



Brant Felker
Manager, Gas Tax Program Services, UBCM

CC: Bonnie Danyk

VILLAGE OF PORT ALICE

Port Alice Volunteer Fire Department Fire Chief's Monthly Report For the month February 2024

Active Members	11	Rescue Calls	0
On Leave	1	Fire Calls	1
New/Recruits **	3	Lift Assist Calls	0
Total	15	Ambulance Driver Assist Calls	0
Mutual Aid Calls	0	Public Relation Events	0
Number Of False Alarms	0	Training Events	0

Practices / Events:

Date	Attendance	Purpose
05 Feb	2	Outside Burning 1083Mqu
06 Feb	12	Practice: Internal Sweeps
13 Feb	9	Practice: Donning & Doffing with SCBA's
20 Feb	10	Practice: Radio Communication
27 Feb	8	Practice: Month End Checks
<u>PAVFD Updates</u>		
Jan 2024		Received Training on New to us SCBA's

Fire Chief:

Administrator:

10

11

12



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Mayor & Council
From: Ryan Nicholson, Economic Development Officer
Date: March 6, 2024
Subject: Link River Campground Improvements

The improvements at Link River Campground are well underway. It has been amazing to see a project receive so much support and co-operation. The village office, public works, recreation, elected officials, local businesses and residents have all been working and volunteering together to help breathe new life into the park that holds such a special place in the hearts of those who live and visit here.

Here is a list of the highlights accomplished so far:

- 14 new independent camping sites created, 3 of which are “pull through” sites
- 1 new large group site created which should add approximately 6 additional campsites
- Significant brush/undergrowth removal throughout the park
- Shallow well installed for non potable water supply
- 2 new large group firepits donated by PWC
- 10 cedar picnic tables being built by the students at NISS
- Material moved and leveled to build up multiple low sites and roads
- Floating dock pulled from beach
- Picnic tables and fire pits collected and cleaned
- Debris removal from beaches of both waterfront sites and day area
- Pacificus completed onsite evaluation for future dock repairs

A breakdown of costs so far:

- Fuel	\$2676.61
- Cedar for tables	\$3108.00
- NISS table build	\$1350.00
- Outhouse supplies	\$1743.96

	\$8878.57

Projected costs:

- Fuel	\$3000.00
- Paint & supplies	\$1000.00
- 18 additional tables	\$6896.96

	\$10,896.96

The approximate number of new sites created (from 23 to 43) equates to a 87% increase in camping spots. Due to this significant increase, I feel adding at least 1 more accessible outhouse has become a priority. There is also now a need for approximately 18 additional picnic tables and fire pits. The costs of these are reflected in the projected costs above, and will only leave \$224.47 of our original \$20,000.00 budget. Over half of the original budget will need to be spent on picnic tables.

Thanks to the incredible donations of time and machines, we have maximized every dollar spent. The equipment donation alone holds a value of well over \$30,000.00 and counting. However, there is still a large amount of work to complete. Below I will list a number of items I would still like to accomplish, but will require an increase to the budget of this project. The most important item on this list in my opinion is a large quantity of gravel to provide a fresh top coat to all roads and sites. I feel this will be crucial to the final clean up and overall appearance of the park.

- Gravel	\$2500.00
- Hand water pump	\$2500.00
- Propane firepits (10) for rental	\$2000.00
- Cedar siding for outhouse	\$1000.00
- Signage	\$1000.00
- Landscaping	\$1000.00
- Building supplies (pavilion/outhouse)	\$5000.00

	\$15,000.00

Some of these additional priorities would qualify for the most recent tourism grant applied for by staff. However, as there is no guarantee this grant will be awarded, I would like to have the funds available immediately so this work can be accomplished before paying campers arrive in mid-May.

I would also appreciate some direction on what to do with the logs, as well as the site location for the caretaker.

Recommendation: That the Village of Port Alice increase the budget for Link River Campground improvements from \$20,000.00 to \$35,000.00

Respectfully submitted by:

Ryan Nicholson

Ryan Nicholson
Economic Development Officer

VILLAGE OF PORT ALICE
BYLAW NO. 689
BEING A BYLAW TO AMEND THE VILLAGE OF PORT ALICE
Rates & Fees Bylaw No. 687-2024.

WHEREAS the Village of Port Alice Council considers it desirable to charge for fees and services provided by the Municipality

AND WHEREAS the Council of the Village of Port Alice desires to implement changes to fees and charges relating to the operation of the Marina:

NOW THEREFORE the Council of the Village of Port Alice enacts as follows:

1. TITLE
(a) This bylaw may be cited for all purposes as the "Village of Port Alice Rates & Fees Amendment Bylaw No. 689, 2024".
2. ENACTMENT
(a) This bylaw is in effect April 1, 2024.
3. SCHEDULES
(a) Schedule N attached to and forming part of this bylaw is hereby adopted.
4. SEVERABILITY

If a court of competent jurisdiction declares any portion of this bylaw invalid, then the invalid portion must be severed, and the remainder of the bylaw deemed valid.

Read a FIRST time this	13 th	day of March,2024
Read a SECOND time this	13 th	day of March,2024
Read a THIRD time this	13 th	day of March,2024
FINALLY ADOPTED this	27 th	day of March,2024

Mayor

Chief Administrative Officer

Certified a true copy of Village of Port Alice Rates & Fees Bylaw Amendment Bylaw No. 689, 2024 adopted by Council on the 27th day of March, 2024

Chief Administrative Officer

VILLAGE OF PORT ALICE

BYLAW NO. 689

SCHEDULE N – MARINA RATES

The following fees and charges shall be in effect at the Port Alice Municipal Marina and designated parking lots:

Rates Include Applicable Taxes

Daily Moorage Rate for Recreational Vessels per foot per day	\$ 1.10
Monthly Moorage Rate for Recreational Vessels per foot	\$ 13.90
Daily Moorage Rate for Commercial Vessels per foot per day	\$0.57
Monthly Moorage Rate for Commercial Vessels per foot	\$6.82
Vehicle parking permit – Daily (Includes Boat Launch)	\$11.00
Vehicle parking permit – Annual (Includes Boat Launch), Residents Only*	\$88.00
Vehicle parking permit – Annual (Includes Boat Launch), North Island Residents	\$168.00
Service Charge: Any service undertaken to resolve a vessel related emergency or nuisance at the Marina shall be charged to the owner of the vessel at actual costs plus \$150 and shall not be less than \$150.	\$162.50 plus actual costs
Replacement Annual Pass	\$5.50
Secondary Annual Pass	\$5.50
Slip Reservation Fee to be paid annually in advance	\$1,391.25
Trailer Parking after 24 hours	\$5.50 per day
*Resident means a person who is: a) a resident as defined under the Elections Act; or b) A sole shareholder or senior shareholder of corporations that own real property within the Municipal boundaries.	
Fee for Vendors to set up at Marina	
Daily Rate	\$ 10.00
Weekly Rate	\$60.00
Monthly Rate	\$200.00
Kayak Storage Fees	
Individual Monthly Rate	\$25.00
Individual Annual Rate	\$225.00
Business Monthly Rate	\$300.00



INFORMATION ITEMS



Media Release

Feb. 26, 2024
FOR IMMEDIATE RELEASE
MR24-007

NIC student scholarship and bursary application process opens on March 1

There are hundreds of awards to support students on their educational journey at NIC.

The NIC Foundation is now taking applications for scholarships, bursaries and other financial awards until midnight April 24.

The process is made simpler by the fact that current, future or graduating students can apply for these opportunities through a single application form. The application period starts March 1.

Each year, the Foundation provides scholarships and bursaries to hundreds of students. All of this happens because of the generosity of North Island communities.

“Our donors have always been enthusiastic in their support of NIC students,” said Sandra Harrison, NIC Foundation board chair. “These awards make such a difference in the lives of NIC students, and we are grateful to everyone for their generous donations over the years.”

For support with the application process, students can watch a [step-by-step tutorial video](#) that walks them through the application steps and the questions they’ll be asked. As well, NIC Foundation staff members can help answer questions and guide students through the process.

For the students, these financial awards help with costs associated with post-secondary education.

“I’m deeply grateful to the generous donors who selected me as a scholarship recipient. Receiving the ‘Congratulations! Award notification’ email filled me with indescribable joy and hope, especially during a time when my financial situation was hindering my academic pursuits,” student Angel Masih said. “This scholarship significantly eases my financial burden and reinforces my belief in hard work and dedication. It strengthens my commitment to excel academically, give back to the community, and honor the donors’ belief in my potential.”

The benefits from earning a scholarship or bursary go beyond the financial too, as this support can provide an important vote of confidence in students and their talents.

“I will forever be grateful for having been selected to receive this award. The support really means a lot, and this further motivates me to do well in my studies,” student Maarja Dalmacio said. “I will strive hard to reach my goals and make everyone who has helped me in my studies proud. Please accept my endless gratitude. I also hope to pay the kindness and support forward someday.”

Students can visit foundation.nic.bc.ca/students for searchable database of awards and the online application form.

About the NIC Foundation

The NIC Foundation has been advancing student success, education and community growth through NIC for more than 29 years. It supports NIC students through scholarships and bursaries, equips classrooms with current technology and ensures the best possible learning facilities are accessible on the Central and North Island. It envisions a future where every student has the opportunity to pursue post-secondary education, train for a new career or develop employable skills to support themselves and their families.

To support the NIC Foundation and make a difference in the lives of post-secondary students, call 250-334-5074 or visit <https://foundation.nic.bc.ca>.



Media Release

Media Contact

Mike Chouinard

Media Liaison, North Island College

Phone: 250-334-5081 / Cell: 250-207-6946

media@nic.bc.ca

February 27, 2024

Mayor Kevin Cameron and Council
Village of Port Alice
1061 Marine Drive
Port Alice, BC V0N 2N0

Reference: CRI-590

RE: 2022 CRI FireSmart Community Funding & Supports – Payment Letter (Wildfire Resiliency and Protection Plan)

Dear Mayor Cameron and Council,

Thank you for submitting final report documentation for the above noted 2022 Community Resiliency Investment project. The CRI Working Group has reviewed your submission and the reporting requirements have been met.

The final report notes total project costs of \$39,275.98. Based on this, payment in this amount will follow shortly by electronic funds transfer. This represents full payment for the project and is based on one hundred per cent (100%) of total eligible costs to the approved grant maximum.

On behalf of the Working Group, I congratulate you on the successful completion of this project and offer best wishes for future community safety work in your community.

If you have any questions, please contact Community Resiliency Investment at 250-356-7123 or cri@ubcm.ca

Sincerely,



Lynsay Pacey, Program Officer

*cc: Tanya Spafford, Deputy Corporate Officer
Tony Botica, Wildfire Prevention Officer, Coastal Fire Centre*

The Community Resiliency Investment program is funded by the Province of BC

Local Leadership United (LLU):

Elected officials are invited to participate in a facilitated dialogue about healthy communities & the Unregulated Drug Poisoning Crisis.

Dear Representatives and City Staff,

We recognize that local governments are uniquely positioned to lead public conversations and galvanize efforts to reduce substance-related harms in their communities. Great work has been happening at the local level to respond to Unregulated Drug Poisoning Crisis, alongside other major challenges (i.e. homelessness, COVID-19, climate events). To support your community's ongoing efforts, elected officials are invited to participate in a regional convening of local governments and local health resources from your region.

This free event is part of a provincial project delivered through a partnership between Community Action Initiative (CAI) and the British Columbia Centre for Disease control (BCCDC). Since April 2022, Local Leadership United (LLU) has engaged over 61 local governments across BC at in-person dialogue events. LLU also presented at the UBCM AGM, the Metro Vancouver Mayor's table, and is providing training to bylaw, other first responders and service providers across the province. Facilitated by a team of experienced harm reduction & community health educators, LLU dialogues provide a supportive, safe-space for leaders who are interested or engaged in harm reduction and overdose prevention efforts to grow their knowledge, skills, and to network with the local resources who can support their work. We also discuss how harm reduction is interconnected with local government mandates and an approach that supports success with respect to larger goals (i.e., public safety, homelessness).

"I have learned how much I don't know. I am so proud of all the work happening in our community and know we can get through this together" – City Councillor at close of the LLU Northeast event

"It has been so supportive to have a third party hold neutral, safe space for these tough conversations. Relationships have been formed and strengthened, and we are excited for where new partnerships will take us" – Partners at Fraser Health after three LLU events in the region

Date: April 5th, 2024, 9:00am – 4:00pm

Location: Kwa'lilas Hotel, 9040 Granville St, Port Hardy, BC V0N 2P0

To register, visit [LLUPortHardy.eventbrite.com](https://lluporthardy.eventbrite.com)

We can offer \$0.68/km in mileage to cover travel to and from the event. Should you have any questions or wish to discuss the project further, please reach out to our Project Manager, Noah Chalifoux, nchalifoux@caibc.ca.

Thank you for taking the time to read this invitation and we hope to see you at our event!

Most Sincerely,



Janine Stevenson

Director of Special Projects & Strategic Initiatives, CAI

