



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: Port Clements Historical Society / Bill Lore

Mailing Address: _____

Telephone: 780-881-4452 **Email:** wrlore@hotmail.com

Subject of Delegation: Remainder to Grant Application

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): _____

Contact Person (if different from above): Kazamir Falconbridge

Telephone number: 250-626-7459 **Email:** kazamir@live.com

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: August 17, 2026

Attending delegate (if different from above): Bill Lore

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 This is not optional and cannot be withdrawn from the public record.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: Bill Lore
Date: 17 August, 2026

Signature: 

For Office Use Only:

Date Application Received: _____ Documents Submitted with Application: _____
Application Received by: _____ Signature: _____

☐ Approved

☐ Declined

☐ Other (please specify): _____

Council Meeting Appearance date of Delegation: _____

Signature of Chief Administrative Officer

Signature Date

From: wayne nicol <wsnco@outlook.com>
Sent: Monday, July 20, 2026 6:58 PM
To: Marjorie Dobson <cao@portclements.ca>
Subject: Recycling for port Clement's

Hello Marjorie,

I am sending a formal request for Port Clements
to provide recycling bins for cardboard and plastics.
We used to have bins before covid and they were taken away.
All other villages on the island provide recycling facilities.

We used to be able to drop off recycling at the Island solid waste however we are no longer
allowed to drop off there.

Wondering if Port Clements can provide that service to its constituents.

Many thanks,

Merewyn Nicol

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Minutes of the Regular Meeting of Council, Monday, June 15, 2026

Present:

Mayor Scott Cabianca
Councillor Kazamir Falconbridge
Councillor Wayne Nicol
Councillor Dennis Reindl via telephone

Absent:

Councillor Brigid Cumming

CAO Marjorie Dobson
Contractor, Ruby Decock

Members of the public: Doris Fischer

Two individuals were unable to join the Council meeting due to the conference system malfunctioning.

Meeting Called to order at 6:15 PM

Mayor Cabianca: *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

Mayor Cabianca proposed the addition of G-4 – Video/Virtual Conferencing System.
2026-06-89–Moved by Mayor Cabianca, seconded by Councillor Falconbridge,
THAT Council adopts June 15, 2026, Regular Council Meeting Agenda as amended.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

No petitions, delegations or opening of sealed tenders.

3. MINUTES

M-1 – May 19, 2026, Regular Council Meeting Minutes.
2026-06-90–Moved by Councillor Falconbridge, seconded by Mayor Cabianca,
THAT Council adopts the May 19, 2026, Regular Council Meeting Minutes.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1–Letter to Minister of Housing & Municipal Affairs – Corporation of the District of Central Saanich
C-2– Planning for Non-Profit Open House in October – Haida Gwaii Community Futures
C-3–Loggers Sports Day 2026 Request – Sandspit Community Society
C-4–2026 UBCM Meeting Request with Premier and Provincial Cabinet Ministers
C-5–New Horizons for Seniors Programme -Call for Proposals
C-6–NCRD -Invitation to joint advocacy for improved North and Central Pacific Coast Ferry Services
C-7–UBCM Heritage Conservation Act

C-8–Letter from The Corporation of the District of Saanich – BC Local Government Climate Action Program (LGCAP) Funding Continuation

2026-06-91–Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council receives C-1 through to C-8 as information.

CARRIED

2026-06-92–Moved by Councillor Falconbridge, seconded by Mayor Cabianca, THAT Council grants a donation of \$250 towards the Loggers Sports Day 2026 in Sandspit.

CARRIED

6. FINANCE

F-1–INFORMATION–2025 Statement of Financial Information

2026-06-93–Moved by Councillor Falconbridge, seconded by Councillor Nicol, THAT Council approves the 2025 Statement of Financial Information.

CARRIED

ACTION: Staff to update the 2025 SOFI report to adjust the page numbering.

7. GOVERNMENT

G-1 - Rainbow Wharf Pathway Project

Council discussed the design of the mobi-mat and installation of it on Rainbow Wharf. Council supports the concept of access for Seniors, but upon closer examination, deemed the mobi-mat is not the correct solution for providing safe access on the Rainbow Wharf.

2026-06-94–Moved by Councillor Falconbridge, seconded by Councillor Nicol, THAT Council direct Staff to explore opportunities for rehoming the mobi-mat locally for other uses within the community or on Haida Gwaii.

CARRIED

ACTION(S): Request ‘verbal’ to be added to the topic of the agenda where reports are to be presented verbally.

Staff to update the member of the public who had requested improved access mat on the Rainbow Wharf.

Project Manager to investigate other possible accessibility options for use on Rainbow Wharf.

*Mayor Cabianca stepped out of the room at 6:30 pm and returned at 6:33 pm.
Councillor Falconbridge left the meeting at 6:40 pm.*

G-2 - 460.4 Procedural Amendment Bylaw Review

2026-06-95–Moved by Mayor Cabianca, seconded by Councillor Reindl, THAT Council receives the 460.4 Procedural Amendment Bylaw for review.

CARRIED

ACTION: Council to provide any suggested changes of 460.4 Procedural Amendment Bylaw to Staff.

G-3- Canada Days Celebrations
CAO Dobson provided a verbal update on preparations being made for the Canada Days Celebrations. Several volunteers are managing specific departments of the event, and the Village Office has provided some administrative assistance to the Recreation Commission.

G-4 – Video/Virtual Conferencing System

Council discussed the recent problems of trying to connect to the video conferencing system.

ACTION: Staff to look into revitalizing the current video/virtual conferencing system or replacing the system. Maybe hire a contractor to review the system to trouble shoot or determine if Council requires a different system.

8. NEW BUSINESS

No new business.

9. REPORTS & DISCUSSIONS

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

R-2- INFO –Excessive Water Consumption Levels – CAO Dobson

In addition to the written reports, CAO Dobson provided a verbal update on the critical and other infrastructure projects managed by the project manager.

2026-06-96–Moved by Councillor Nicol, seconded by Mayor Scott Cabianca,
THAT Council receives CAO Dobson’s verbal and regular report on current operations.

ACTION: Staff to investigate the costs and timelines associated with dividing the community’s water distribution system, with flow monitoring and lock-off options into zones.

Councillor Falconbridge – Attended two Recreation Commission meetings to help prepare for the Canada Day Celebrations. Identified attendance at the museum is increasing and would like Public Works Department to mow the museum grounds. (Note: Councillor Falconbridge provided his report prior to leaving the meeting).

Councillor Nicols – Nothing to report; however, he informed Council he may have identified a more feasible option for replacing damaged piles on the Rainbow Wharf and still investigating if it is feasible.

Councillor Reindl – Met with the Housing Society and they are working on reorganizing and revamping their group. Inspected the caved-in culvert located between #2 Tingley Street and assisting Public Works with repairs.

Mayor Cabianca – Attended two Recreation Commission meetings to help prepare for the Canada Day Celebrations. Will be attending the NCRD meeting next week.

10. ACTION ITEMS

No actions items.

11. QUESTIONS FROM THE PUBLIC & PRESS

Question: Is Council looking to install meters and maybe there could be a water zone shut off?

Answer: Yes, the intent is to look at having zone water metering and zone shut offs to speed up the process of locating water leaks.

Question: Sunset trail benches look a bit dirty and would like to see them cleaned.

Answer: We are aware of this issue, and they are planned to be cleaned soon.

12. IN-CAMERA

Community Charter s.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:

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

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

2026-06-097—Moved by Councillor Nicol, seconded by Mayor Cabianca,

THAT Council moves in-camera as per section 90 (1)(d) & (m) of the *Community Charter* at 7:05PM.

CARRIED

13. RISE AND REPORT

14. ADJOURNMENT

2026-06-098—Moved by Councillor Reindl,

THAT Council adjourns this meeting at 7:10 PM.

CARRIED

Mayor Scott Cabianca

CAO Marjorie Dobson



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Minutes of the Regular Meeting of Council, Monday, July 20, 2026

Present:

Mayor Scott Cabianca
Councillor Brigid Cumming
Councillor Kazamir Falconbridge
Councillor Dennis Reindl

Absent:

Councillor Wayne Nicol
CAO Marjorie Dobson

Contractor, Ruby Decock

Members of the public:

Debbie Reindl, Manzanita Snow, Sgt. Lance, Kerry Laidlaw, Dr. Tracy Morton, Greg & Betty Stewart, Michael Miller (Press).

Meeting Called to order at 6:05 PM

Mayor Cabianca: *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

2026-07-107–Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council adopts July 20, 2026, Regular Council Meeting Agenda as presented.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1 – MID-YEAR UPDATE – SGT. LANCE, MASSET RCMP

Sgt. Lance provided an update on the number and types of RCMP files for the year.

D-2 - OFFER OF DONATION TOWARD THE HG CT SCANNER – KERRY LAIDLAW & DR. TRACY MORTON

Haida Gwaii CT Scanner Fundraising Update: Mr. Laidlaw and Dr. Morton provided a follow-up on the Village's pledged \$100,000 donation:

- **Disbursement Request:** Requested receipt of the \$100,000 funds prior to November 2026.
- **Matching Opportunity:** The Spirit of the North Healthcare Foundation has agreed to cover the remaining balance of the \$2 million goal if the fundraising group secures \$1 million.
- **Current Status:** With \$300,000 raised to date, they estimate it will take one year to raise the remaining \$700,000.
- **Protection Clause:** The organization guarantees a full refund of the Village's donation if the \$1 million threshold is not achieved.

ACTION: Staff to research whether a donation can be provided with the subject of a refund.
Council tabled the HG CT Scanner item for further discussion to the next Council meeting

D-3 – REQUESTING MOTION TO RETAIN CONSULTANT TO REVIEW AND COMPLETE SUBMITTED
FEASIBILITY STUDY – PORT CLEMENTS HOUSING & RESTORATION SOCIETY

Mayor Cabianca emphasized that Council fully supports and appreciates the vital work local volunteers, societies, and organizations do for Port Clements. However, Council must also uphold its Code of Conduct and governance practices.

He further mentioned that concerns have been raised regarding a potential conflict of interest involving Councillor Falconbridge, who is representing the organization while serving on the decision-making body. While declaring a conflict is ultimately the Councillor's choice, the situation has raised procedural concerns for staff and Council. Therefore, Council will not take the time to debate or vote on motions related to this delegation. This is to ensure proper process is followed, not to diminish the organization's efforts. The delegation may proceed with their presentation knowing that no actions will be taken by Council.

Councillor Cummings noted her extensive familiarity with regulations around conflict of interest, referencing past experience when her daughter served as the Deputy Chief Administrative Officer. She expressed formal concern regarding Councillor Falconbridge breaching Council's *Code of Conduct Policy No. 15 (2018)*

Councillor Cummings stated that while councillors may present or advocate on behalf of constituents, they cannot do so on behalf of a private interest, such as a society. To support this position, she cited the case law *Schlenker et al. v. Torgrimson et al.*, highlighting key rulings from the case:

- Directors of a society owe a fiduciary duty to place the society's interests first.
- By virtue of holding such a position, a director inherently possesses an indirect interest.
- Consequently, a Councillor presenting on behalf of a society while concurrently serving on that society's board constitutes a conflict of interest.

Councillor Falconbridge declared no conflict of interest with the Port Clements Housing & Restoration Society.

Councillor Cumming stated she is rising on the point of order and left meeting at 6:14 pm. She requested to be called upon when Councillor Falconbridge finished his presentation.

Councillor Falconbridge presented the Port Clements Housing & Restoration Society delegation request.

Council encouraged the PCHRS to discuss with Barb Roswell in more detail on how to proceed with the Senior's housing and have something that is "shelf" ready for submission for when funding availability comes available.

Councillor Cumming returned to the meeting at 7:08 pm.

3. MINUTES

M-1 – June 15, 2026, Regular Council Meeting Minutes.

Moved by Councillor Cumming, seconded by Councillor Falconbridge, THAT Council adopts the June 15, 2026 Regular Council Meeting Minutes.

MOTION WITHDRAWN

ACTION: Staff to check the June 15, 2026 minutes to determine if or when Councillor Falconbridge returned to the meeting.

M-2 – June 29, 2026, Special Council Meeting Minutes.

2026-07-108–Moved by Councillor Cumming, seconded by Councillor Reindl, THAT Council adopts the June 29, 2026 Special Council Meeting Minutes.

CARRIED

M-3 – July 10, 2026, Special Council Meeting Minutes.

2026-07-109–Moved by Councillor Cumming, seconded by Councillor Falconbridge, THAT Council adopts the July 10, 2026 Special Council Meeting Minutes.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1 – INFORMATION – LOCAL GOVERNMENT CLIMATE ACTION PROGRAM (LGCAP) FUNDING – THE CORPORATION OF THE DISTRICT OF OAK BAY

2026-07-110 - Moved by Councillor Cumming, seconded by Councillor Reindl, THAT Council receives the LGCAP Funding letter from the Corporation of the District of Oak Bay dated June 30, 2026.

CARRIED

C-2 – REQUEST – REQUEST SUPPORT THFOR THE NORTHERN-RURAL HOMEOWNERS GRANT – CITY OF PRINCE GEORGE

2026-07-111 - Moved by Councillor Cumming, seconded by Councillor Reindl, THAT Council we send los regarding this issue requesting the \$200 continued eventhough we cannot support .

CARRIED

ACTION: Staff to write a letter of support

6. FINANCE

F-1– 2nd Quarter Financial Report – Sr. Finance Manager, R. Bell

2026-07-112–Moved by Councillor Cumming, seconded by Councillor Reindl, THAT Council Receives the 2nd Quarter Financial Report as presented.

CARRIED

7. GOVERNMENT

G-1 READINGS 1 & 2 OF COUNCIL PROCEDURE AMENDMENT BYLAW NO. 460.4, 2026

2026-07-113–Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council does the 1st & 2nd reading of Council Procedure Amendment Bylaw No. 460.4, 2026.

CARRIED

2026-07-114–Moved by Councillor Reindl, seconded by Councillor Falconbridge, THAT staff look into establishing a policy for a detailed monthly Public Works Report and bring a template to the next meeting.

CARRIED

ACTION: Staff to look at policy for Public Works Report that will be designed to be included in Bylaw 260.4 Report section.

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Councillor Falconbridge – Special Council meeting on June 29th & July 10th. Attended Housing & Restoration society on the 16th and attend Historical Society as the treasurer and currently the acting Assisted with SAR of resident. Identified the process for Canadian Rangers for standing up to get called for assistance.

Councillor Cummings – June 29th & July 10th meetings. Attended the update regarding the July 13th Land Authorizations meeting. Attended the July 16th PCHS will be attending the Community Futures meeting. Will return to work at PC museum.

Councillor Reindl – Land Auth community market on July 4th, observed the paving on Cedar Ave West.

Mayor Cabianca – No NCRD meeting in July, Land Auth July 13gth meeting, letters circulating thanked all of the volunteers who helped out at the Canada days.

Contractor Ruby Decock – Sewage lagoon liner should be installed by the end of this month. Staff attended Haida Gwaii Local Government Land Authorizations Workshop all day training session

2026-07-115–Moved by CouncillorFalconbridge, seconded by CouncillorCumming, THAT Council receives the reports from Council and Contractor Ruby Decock

CARRIED

10. ACTION ITEMS

No action items.

11. QUESTIONS FROM THE PUBLIC & PRESS

No questions from the public or press.

12. IN-CAMERA

Community Charter s.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:

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

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

2026-07-116–Moved by Councillor Reindl, seconded by Councillor Cumming, THAT Council goes into the in-camera meeting as per section 90 (1) & (2) of the *Community Charter*.

CARRIED

13. RISE AND REPORT

COUNCIL ROSE AND REPORT THAT COUNCILLOR

14. ADJOURNMENT

2026-07-117–Moved by CouncillorCumming, THAT Council adjourns this meeting at 9 PM.

CARRIED

Mayor Scott Cabianca

**Contractor Ruby Decock for
CAO Marjorie Dobson**



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Minutes of the Special Meeting of Council, Wednesday, July 22, 2026

Present:

Mayor Scott Cabianca
Councillor Dennis Reindl
Councillor Brigid Cumming via Teams

Absent:

Councillor Kazamir Falconbridge
Councillor Wayne Nicol
CAO Marjorie Dobson

Contractor, Ruby Decock

Members of the public:

No members of the public present.

Meeting Called to order at 3:01 PM

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

1. ADOPT AGENDA

2026-07 –Moved by Councillor Reindl, seconded by Councillor Cumming,
THAT Council adopts July 22, 2026, Special Council Meeting Agenda as presented.

CARRIED

2. GOVERNMENT

G-1 EXPRESSION OF INTEREST MINI PEAKS

2026-07 –Moved by Councillor Cumming, seconded by Mayor Reindl,
THAT the Village of Port Clements presents an Expression of Interest for the Mini Peaks Legacy Project
be submitted by Mayor Scott Cabianca and the Deputy Corporate Officer Contractor sign a letter
confirming that the Village of Port Clements owns the Community Park property.

CARRIED

3. ADJOURNMENT

2026-07 –Moved by Councillor Cumming, THAT Council adjourns this meeting at 3:12 PM.

CARRIED

Mayor Scott Cabianca

**Contractor Ruby Decock for
CAO Marjorie Dobson**