



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, August 17, 2026

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 REMAINDER OF GRANT APPLICATION – PORT CLEMENTS HISTORICAL SOCIETY

3. MINUTES

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

M-2 – July 20, 2026, Regular Meeting Minutes.

M-3 – July 22, 2026, Special Meeting Minutes.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1–REQUEST–RECYCLE BINS FOR PORT CLEMENTS – MEREWYN NICOL

6. FINANCE

7. GOVERNMENT

8. REPORTS & DISCUSSIONS

R-1 – REGULAR REPORT ON CURRENT OPERATIONS – CAO MARJORIE DOBSON

R-2 – 2026 2ND QUARTER REPORT TO COUNCIL – PWWF CHRIS DOYLE

9. ACTION ITEMS

10. QUESTIONS FROM THE PUBLIC & PRESS

11. 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:

- (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;*

12. 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: 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



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, 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



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 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

2026-07-118—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

2026-07-119—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

2026-07-120—Moved by Councillor Cumming, THAT Council adjourns this meeting at 3:12 PM.

CARRIED

Mayor Scott Cabianca

**Contractor Ruby Decock for
CAO Marjorie Dobson**



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, 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 Brigid Cumming was appointed Deputy Mayor.

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**

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

Get [Outlook for iOS](#)

Village of Port Clements

Fire Safety Inspection Policy

Policy No 26, 2026

Purpose of Policy

The purpose of the Fire Inspection Policy is to ensure the safety and compliance of a building's fire protection systems and procedures. It aims to identify potential hazards, ensure compliance with fire safety codes, maintain the functionality and operations of detection and suppression systems, and ultimately protect lives and property. The policy is essential for every building, as it outlines the necessary steps to ensure the building meets fire safety standards and provides a clear framework for conducting regular inspections and addressing any deficiencies found.

Scope

The Fire Safety Act mandates regular inspections of public buildings to ensure compliance with safety regulations. Local authorities are responsible for conducting these inspections and may require the owner to correct any deficiencies found. The British Columbia Fire Code establish responsibilities for fire safety within municipalities,

The Council of the Village of Port Clements wishes to establish a fire safety inspection program to support compliance with the Fire Safety Act and the British Columbia Fire Code;

DEFINITIONS

- Fire Inspector means a person designated in writing by the Village of Port Clements to conduct fire safety inspections within the municipal which extends beyond the municipal boundaries
- Public Building includes any building other than a private dwelling used for commercial, industrial, institutional or public purposes.
- Village means the Village of Port Clements.

AUTHORITY

- The Village of Port Clements hereby establishes a fire safety inspection program for public and commercial buildings within the Municipal boundaries
- Council may designate one or more Fire Inspectors to conduct inspections under this bylaw.
- A Fire Inspector may be a member of the fire department, a municipal employee, a contractor or other qualified individuals.

- All persons designated as Fire Inspectors must meet the training standards established by the Office of the Fire Commissioner under the Fire Safety Act, and remain up to date on their training based on policies from the Office of the Fire Commissioner (OFC)

RISK DESIGNATION AND FREQUENCY

- The Village shall determine the risk classification of buildings and the frequency of fire safety inspections within the Municipal boundaries
- Risk designation shall be determined based on OFC guidelines. Risk designation and inspection frequency shall be determined by the Village Administration in consultation with designated Fire Inspectors.
- Risk classifications shall be reviewed and evaluated at least once every two (2) years.

INSPECTION SCHEDULING

- The Village shall maintain a list of buildings subject to inspection and determine inspection priorities.
- Property owners may voluntarily schedule an inspection with a designated Fire Inspector within the time period identified in a Village notice.
- After the voluntary scheduling period has expired, the Village may assign inspections to a designated Fire Inspector and proceed with scheduling.

ORDERS

- Where a Fire Inspector identifies conditions that may present a fire hazard or risk to life or property, the Fire Inspector may issue written recommendations or orders as permitted by applicable legislation.
- Orders must be in writing and shall be directed to the owner, occupier or lessee of the building or property, and copied to the Village office.

RECORDS AND REPORTING

- Fire Inspectors shall provide written inspection reports to the Village.
- The Village shall maintain all records of inspections conducted by Inspectors

Related Policies or Documents

BC Fire Safety Act

Review

This policy shall be reviewed every ????? years.

Approved

Scott Cabianca, Mayor

Marjorie Dobson, CAO

Date

Purpose

This strategy outlines how the Village of Port Clements will implement a fire safety inspection program in accordance with the BC Fire Safety Act while maintaining clear municipal oversight and control.

Guiding Principle

The Village manages the inspection program. Designated inspectors carry out inspections only within the authority granted by the Village. This ensures inspectors do not act outside their role or expand the program independently.

Key Strategy

The Village will provide businesses with a 90-day opportunity to voluntarily schedule an inspection with one of the Village's designated inspectors. After the 90-day period, the Village will assign inspections to inspectors and proceed with scheduling remaining properties based on a determined rate.

Designation of Inspectors

The Village may designate more than one fire inspector in writing. Having multiple inspectors provides flexibility, continuity, and oversight. Inspectors operate under Village authority and report to the Village or CAO.

Inspection List Control

The Village maintains the list of public, commercial, and institutional buildings subject to inspection and determines inspection priorities and timing.

Initial Notice to Businesses

The Village will send a notice identifying the designated inspectors and inviting businesses to contact one of them within 90 days to arrange an inspection at a convenient time.

Village Assignment After 90 Days

After the 90-day voluntary scheduling period, the Village will assign inspections for remaining properties and direct inspectors to proceed with scheduling and conducting those inspections.

Oversight and Reporting

Inspectors must provide inspection reports to the Village. Any significant enforcement issues should be reviewed by the Village before further action is taken.

Step-by-Step Process

1. Council adopts resolution/bylaw establishing the inspection program.
2. Village designates two fire inspectors in writing.
3. Village prepares the list of buildings subject to inspection.
4. Village sends the 90-day notice to affected businesses.
5. Businesses may voluntarily contact one of the inspectors to schedule inspections.
6. After 90 days, the Village assigns remaining inspections to inspectors (rates TBD).
7. Assigned inspector schedules and conducts inspection.
8. Inspector submits written report to the Village.
9. Village maintains records for governance and liability protection.

Key Risk Control

Inspectors act only within the authority granted by the Village of Port Clements. Inspection priorities, scheduling, and enforcement direction remain under Village control.



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: August 17, 2026

RE: Regular Report on Current Operations

BACKGROUND:

The CAO/Acting CAO updates the 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:

Local Government Climate Action Programme:

As a signatory to the Climate Action Charter, the Village of Port Clements is committed to reducing greenhouse gas (GHG) emissions from its operations and supporting a more energy-efficient community. The 2025 survey was completed, and initiatives under the programme included installing a new propane-fueled generator and heat pumps in municipally owned buildings. Project expenditures of \$94,620.94 were covered by grants received through the programme.

Community Works Fund (CWF)

The Village received the first \$39,446.49 of two payments for 2026/2027 fiscal year. The funds are available to eligible local governments through the Government of Canada. CWF funding supports capital projects within eligible categories. The Village has been using these funds to offset capital costs for water treatment and water distribution.

Grant Writing Support:

The Village was successful in its application to NDTI for a grant to support Grant Writing Applications. The programme will support an on-demand grant writer to a maximum of \$8,000.00.

Critical & Other Infrastructure

Wastewater Upgrade - Electrical works and fence installation are underway. Substantial completion of the project is expected by early September 2026

Community Park Stage - Phase 1 of stage structure is substantially completed. Phase 2 to be considered this fall.

Roads- Additional paving was completed on Cedar Ave between Park St and Tingley St. This included a section directly in front of the fire hall.

Small Craft Harbour - New rubber matting was installed on the deck of the dock.

Clinic Building- Work has started to improve and modernize the Clinic side of the building in preparation for Northern Health staff occupancy.

Community Hall- The renovation of the building continues: The interior walls and exterior doors and trims painting are underway and expected to be completed in August.

Community Park Playground – Playground equipment has been ordered and is due to arrive in late August or early September. Installation will commence in September.

Water Distribution- A new propane fueled generator was installed and now function as the back-up for power outages.

All three water reservoirs were professionally cleaned in compliance with provincial standards.

Finance:

- Continue to work on reports for Provincial and other agencies
- Continued routine of accounts payable, accounts receivable, payroll and bank reconciliations.
- Prepared utility bills for the quarter ending September 30th, 2026.

Public Works

See report from Public Works Working Foreman.

Respectfully submitted:

Marjorie Dobson, CAO

2026 2nd Quarter Report to Council

Submitted by: Chris Doyle PWWF

Aug 17/26

This report summarizes Public Works activities highlights for the second quarter of 2026,

Water:

In the second quarter we brought in contractors to clean our Reservoirs, this job was quite difficult with only the ability to enter from the bottom of the reservoir and the entry hole being quite small. They did a good job of pressure washing the inside. Only downside is it revealed several pinholes in our tanks which needed to be repaired. Public Works has completed the repairs and they are sealed.

As well we located and repaired some leaks throughout the village, as well as installed a new service, we also have restored water service to the R.V park.

Public works has also changed the flushing schedule from once a week to twice a week. We used to do Bayview one week and Ryland the next week, so it was 2 weeks between Bayview and Ryland flushes, this method was one from the past and residual at the end of the line was not what we had hoped for. We now are doing Bayview and Ryland each week which has proved the flushes are smaller and we use a lot less water doing it this way and the residual has improved significantly. We are very excited about the results we are now getting.

Sewer:

We also had precision Pumps do an inspection of our lift station while they were here, only issue being the access hole for our liftstaions is too small to remove the pumps while on the guiderails so the did what they could without fully removing the pumps.

In July we worked with Infracon to commission the new lagoon, which was switched over on July 18/26 and is now operational.

We also found one of the pumps in Jasper lift station which was not performing up to par as well as the floats were not set properly, this has been corrected. The pump has been replaced and now the old one will be shipped out for repair.

Roads:

Public works spent some time repairing potholes throughout the village which has worked out well and is holding up quite well.

Trail Maintenance :

Trail maintenance has been completed and will be monitored for when we need to do more. The sunset trail in places was quite overgrown and in some places the edge of the trail was hard to see posing a hazard for people slipping off the edge of the trail.

Ditching:

We have been brushing out several ditches throughout the village and are getting ready to start the ditching process now that we can see the ditches which were grossly overgrown with alders and berry bushes. The crew has done a great job with this, and I have received a lot of positive input from people throughout the village.

Canada Day Celebrations:

There was quite a lot of prep that went into the Canada Days celebration but it was an amazing turnout. It was my first time at Canada days I had an excellent time, I even had the pleasure of going into the Mud Bogs which was an epic event with an amazing turnout. Only downside is my truck is still broken but parts are ordered and I can't wait till next year to enter again.

PW Staffing:

We have acquired two casual employees for the summer which have helped lighten the load with weed eating , grass cutting and clearing brush. There still is a need for our third permanent employee within Public Works department to help with outstanding issues and small Projects throughout the village.

General Maintenance:

We have had all our equipment serviced and been keeping up with greasing and doing walk throughs before any equipment is too be used. This is something I will continually work on with staff, we have several pieces of equipment now and maintenance is key too keeping everything in good operating condition