



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**7:00 p.m. Regular Meeting of Council Monday, July 15<sup>th</sup>, 2019**

**AGENDA**

**1. ADOPT AGENDA**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**

**3. MINUTES**

M-1 – June 17<sup>th</sup>, 2019 Regular Council Meeting Minutes.

M-2—June 28<sup>th</sup>, 2019 Special Council Meeting Minutes

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**

**5. ORIGINAL CORRESPONDENCE**

C-1— North Coast Regional District Board Highlights

C-2 — North Coast Regional District News Release

C-3 – Grant Request -- Port Clements Historical Society

C-4— Request for Support City of Prince George

**6. FINANCE**

**7. GOVERNMENT**

G-1— Outdoors Fire Ban Bylaw -- Municipal Management Intern Emily Welford

G-2— Signing Policy – Municipal Management Intern Emily Welford

G-3 – Business Façade Application – Buck Snort Café

G-4—Gwaii Trust Youth Program Grant – Recreation Commission

G-5—UBCM Registration

G-6 – Well – Verbal Report – Mayor Daugert

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

R-1 – Rainbow Wharf – Verbal Report – CAO Decock

**10. ACTION ITEMS**

A-1 – see Action Items list.

**11. QUESTIONS FROM THE PUBLIC & PRESS**

**12. IN-CAMERA**

**As per section 90(1) of the *Community Charter***

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

**13. ADJOURNMENT**



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

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

**7:00 p.m. Council Meeting, Monday, June 17<sup>th</sup>, 2019**

**Present:**

Mayor Doug Daugert  
Regrets Councillor Teri Kish  
Councillor Kazimir Falconbridge  
Councillor Brigid Cumming  
Regrets Councillor Ian Gould

CAO Ruby Decock

**Members of the Public:** Marilyn Bliss, Bev Lore, Jean Horrocks, Aaron Cunningham

**Meeting called to order at 7:02 PM**

Mayor Daugert: I call to order this meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. ADOPT AGENDA**

2019-06-147—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT the June 17<sup>th</sup>, 2019 Council Meeting Agenda be adopted as presented.  
**CARRIED**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**

**3. MINUTES**

M-1 – June 3<sup>rd</sup>, 2019 Regular Council Meeting Minutes

2019-06-148—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT the June 3<sup>rd</sup>, 2019 Council Meeting Minutes be adopted as presented.  
**CARRIED**

M-2 – June 6<sup>th</sup>, 2019 Special Council Meeting Minutes

2019-06-149—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT the June 6<sup>th</sup>, 2019 Special Meeting Minutes be adopted as presented.  
**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**

**5. ORIGINAL CORRESPONDENCE**

C-1-Request for Donation for Sandspit Logger's Sports

2019-06-150—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council agrees to provide a \$500.00 donation towards the Sandspit Logger's Sports.  
**CARRIED**

M-1

C-2-Haida Gwaii Community Forest Meeting Action Points – Misty Isles Economic Development Society

2019-06-151—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT the Haida Gwaii Community Forest Meeting Action Points presented by Misty Isles Economic Development Society be received.

**CARRIED**

**6. FINANCE**

F-1 – Six-Month Financial Report – 2019

2019-06-152—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT the Six-Month Financial Report for 2019 be received.

**CARRIED**

**7. GOVERNMENT**

G-1 Haida Gwaii Protocol Agreement & Request for Submitting Gwaii Trust Letter - CAO Decock

2019-06-153—Moved by Mayor Daugert, seconded by Councillor Cumming

WHEREAS the Village of Port Clements and the other Communities of Haida Gwaii have had difficulties discussing issues of common concern between the Haida Nation and the Civic Communities;

AND WHEREAS the Protocol Table offers such a venue for discussion, but has been hampered by a lack of structure;

THEREFORE the Village of Port Clements supports establishing the Protocol Table with adequate resources to set regular meetings, set membership and agendas, and maintain records and communications sufficient to address needs in a timely manner.

**CARRIED**

**OPPOSED Councillor Falconbridge**

2019-06-154—Moved by Councillor Cumming, seconded by Councillor Mayor Daugert

WHEREAS the Village of Port Clements supports an expanded role for the All Islands Protocol Table in addressing issues common to all our residents;

AND WHEREAS the Gwaii Trust Society goals align closely with this proposal;

THEREFORE the Village of Port Clements supports the Protocol table in applying for Gwaii Trust funding to cover estimated start up and administration costs of approximately \$100,000 per year to be continued for a two year term. Further ongoing funding to be dependent on a review of activities, expenses, and value to the Communities.

**CARRIED**

**OPPOSED Councillor Falconbridge**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSION**

Councillor Falconbridge – Nothing to report.

Councillor Cumming – Attended Community Futures meeting on June 12<sup>th</sup>, 2019 – new increase in amounts for small business loans up to \$300,000 with the proper security.

Mayor Daugert – June 7<sup>th</sup> attended the CHN All Islands Energy Meeting- discussions on new potential smaller renewable energy production for the islands, also discussion on the longevity of the

221

South hydro reservoir as a source of energy. Attended Community Forest Meetings with the Council of the Haida Nation. Attended teleconference with BCTS.

CAO Decock – Financial reporting working on those and other funding reporting.

**10. ACTION ITEMS**

**11. QUESTIONS FROM THE PUBLIC & PRESS**

Jean Horocks – comment on the sign being mowed and flower beds.

**12. IN CAMERA**

**13. ADJOURNMENT**

2019-06-146 - Moved by Councillor Falconbridge  
THAT this meeting be adjourned at 7:57 p.m.

**CARRIED**

---

Mayor Doug Daugert

---

CAO Ruby Decock

11-1



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

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

**3:30 p.m. Council Meeting, Friday, June 28<sup>th</sup>, 2019**

**Present:**

Mayor Doug Daugert  
Councillor Teri Kish  
Regrets Councillor Kazimir Falconbridge  
Councillor Brigid Cumming  
Regrets Councillor Ian Gould

CAO Ruby Decock

**Members of the Public:** No members of the public were present

**Meeting called to order at 3:32 PM**

Mayor Daugert: I call to order this meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. ADOPT AGENDA**

2019-06-156—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT the June 28<sup>th</sup>, 2019 Special Meeting Agenda be adopted as presented.  
**CARRIED**

**2. DELEGATIONS, PETITIONS, AND OPENING OF TENDERS**

**T-1** - Mayor Daugert reports that we received two sealed tenders for the RFP for Waste Water System Upgrading issued May 24, 2019.

Received from McElhanney Ltd. and PS Turje and Associates Ltd., both were received before deadline. Will be discussed in camera. The estimate from McElhanney Ltd. is \$117,031.00 and the estimate from PS Turje is \$181,335.00.

**3. GOVERNMENT**

**G-1** – 2018 Annual Report

2019-06-157—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT the Council receives the 2018 Annual Report.  
**CARRIED**

2019-06-158—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT the Council adopts the 2018 Annual Report.  
**CARRIED**

M-2

G-2 – 2018 Statement of Financial Information Report

2019-06-159— Moved by Councillor Cumming, seconded by Councillor Kish

THAT the Chief Administrative Officer's/Chief Financial Officer's report regarding the 2018 Statement of Financial Information be approved.

**CARRIED**

**4. IN CAMERA**

**As per section 90 (1) (j)** information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

2019-06-160—Moved by Moved by Councillor Cumming, seconded by Councillor Kish

THAT the Council moves in camera as per section 90 (1)(j)

**CARRIED**

**5. RISE AND REPORT**

Mayor Daugert Rose and Report

THAT council moved to hire PS Turje and Associates for the work described in the sewer RFP because of their familiarity of the system, local knowledge and the strong project team identified in their proposal. In this Council follows the advice of AHL Project Ltd. in their evaluation of the RFP proposals.

**6. ADJOURNMENT**

2019-06-161- Moved by Councillor Kish, seconded by Councillor Cumming.

THAT this meeting be adjourned at 3:52 p.m.

**CARRIED**

---

Mayor Doug Daugert

---

CAO Ruby Decock

M-2

## **Board Highlights**

---

June 2019

---

### **Delegations:**

The Port Edward Historical Society (PEHS) provided an update with respect to the North Pacific Cannery to the Board of the North Coast Regional District (NCRD).

PEHS outlined conservation work that was completed at the Cannery in 2018 including restoration of the working dock, boilerplant and building exteriors. PEHS outlined that a main focus for the coming year will be interpretation and maintenance at the Cannery. PEHS estimated that there were approximately 8,000 visitors to the Cannery in 2018. PEHS outlined plans for the coming year, including completion of a \$25,000 interpretation plan. PEHS is seeing growth in the number of private events being held at the Cannery.

The PEHS answered questions posed by the Board of the NCRD.

The Chair thanked the Society for its presentation.

### **Board Business:**

1. The Board of the NCRD received and approved the 2018 Statement of Financial Information.
2. To celebrate National Indigenous Peoples Day on June 21<sup>st</sup>, 2019, the Board of the NCRD amended its Procedure Bylaw to include a First Nation's traditional territory recognition at the start of the meetings of the Board and Board established committees and commissions. [Further information found here.](#)
3. The Board resolved to send correspondence to the Honourable George Heyman, Minister of Environment and Climate Change Strategy, to request that the Minister expand Recycling Regulation under the Environmental Management Act to include packaging and paper products from the industrial, commercial and institutional sector.
4. The Board resolved to provide a \$2,600 grant in aid to the Sandspit Rod and Gun Club to provide for the purchase of a new clay pigeon thrower for the community.
5. The Board resolved to support the Gitga'at First Nations application to Northern Development Initiative Trust's Community Halls and Recreation program in the amount of \$30,000 to support the Gitga'at community hall renovation project.
6. The Board resolved to support the Metlakatla First Nations application to Northern Development Initiative Trust's Economic Diversification Infrastructure program in the amount of \$79,094 to support the redevelopment of the Metlakatla wilderness trail.



7. The Board support signing joint-correspondence to Gwaii Trust to request that it consider funding an all-island governance model to support the All-Island Protocol table.

***For complete details of the May 17<sup>th</sup>, 2019 Board meeting, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***



## **NEWS RELEASE**

### **North Coast Regional District Celebrates National Indigenous Peoples Day**

---

**June 21<sup>st</sup>, 2019**

---

On June 21<sup>st</sup>, 2019, Canada recognized and celebrated the heritage, diverse cultures and outstanding achievements of First Nations, Inuit and Métis.

At its Regular meeting held on National Indigenous Peoples Day, the Board of the North Coast Regional District (NCRD) amended its procedure bylaw to include acknowledgment of First Nations traditional territory at the outset of any meeting of the Board and Board established committees and commission of the NCRD.

“This change in our procedure will acknowledge the territory of the First Nation on which we gather to hold our meetings. It acknowledges that that Nation has had a relationship since time immemorial with the land we meet on. It is a sign of respect and recognition to our First Nation partners,” said Barry Pages, Chair of the NCRD.

Respectful acknowledgement of First Nation protocol is increasingly becoming the norm at the beginning of meetings and events.

Chair Pages went on to say, “We believe it is important to acknowledge the ties the descendants of those First Nations have to the land – its importance to their culture, ceremonies and traditions”.

From this day forward, the NCRD will include a respectful recognition of the First Nation traditional territorial lands on which it hosts its meeting, whether that be in traditional Tsimshian or Haida territory.

#### **Learn more:**

- North Coast Regional District: <https://www.ncrdbc.com>

- About National Indigenous Peoples Day: <https://www.rcaanc-cirnac.gc.ca/eng/1100100013718/1534874583157>

*For more information contact Daniel Fish, Corporate Officer for the North Coast Regional District at 250.624.2002, extension 2 or email [corporateofficer@ncrdbc.com](mailto:corporateofficer@ncrdbc.com).*



## PORT CLEMENTS HISTORICAL SOCIETY

P.O. Box 417 Port Clements  
British Columbia Canada V0T 1R0

250.557.4576  
pcmuseum@qcislands.ca  
www.portclementsmuseum.ca

Nov 22, 2018

Village of Port Clements  
PO Box 198  
Port Clements, BC  
V0T 1R0

Dear Village Council

This is a request to increase funding.

The Port Clements Historical Society has not received an increase in grant funding from the Village of Port Clements for approximately eight years.

For 2019, we are asking the Village for a grant of \$3,000.00 which is an increase from last year's grant of \$2,800.

We are also asking the Village for \$2,000 to offset costs of operating the Visitor Info-Centre.

The Port Clements Historical Society would like to thank the Village for the support it gives the museum.

PCHS continues to strive to make the Port Clements Museum a vital part of the Village.

We would appreciate it if the Village would please consider this request in planning the Village's 2019 budget.

Yours truly,

Shel Fjaagesund  
President,  
Port Clements Historical Society



## OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | [www.princegeorge.ca](http://www.princegeorge.ca)

July 2, 2019

Mayor and Council  
Village of Port Clements  
Box 198  
Port Clements, BC V0T 1R0

Dear Mayor Daugert and Members of Council,

At the City of Prince George regular Council meeting held June 24, 2019, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Proceeds of Crime; and Clean-Up of Needles and Other Harm Reduction Paraphernalia. The following resolutions were approved for submission to the UBCM for consideration at the 2019 Convention.

### 1. Proceeds of Crime

*WHEREAS* the provision of police services places a significant financial burden on local government;

*AND WHEREAS* the Civil Forfeiture Crime Prevention and Crime Remediation Grant Program funds community crime reduction and crime prevention activities, but does not address local government policing costs, including expenditures related to investigations and police work that result in seizures of proceeds of crime;

*THEREFORE BE IT RESOLVED* that the Province share seizures of proceeds of crime with local governments to help address protective services costs.

### 2. Clean-Up of Needles and Other Harm Reduction Paraphernalia

*WHEREAS* the low barrier distribution of harm reduction supplies, including syringes and other safe injection supplies, in communities across BC poses a significant safety and cleanliness concern;

*AND WHEREAS* local governments, businesses and residents are bearing the escalating cost of cleaning up needles and drug paraphernalia in public spaces;

C-4

*THEREFORE BE IT RESOLVED* that UBCM request ongoing provincial funding to local governments to cover the cost of cleaning up needles and drug paraphernalia in their communities.

On behalf of Prince George City Council, your support of these resolutions at the 2019 UBCM Convention is appreciated.

If you have any questions or would like more information please feel free to contact my office at [MayorAdmin@princegeorge.ca](mailto:MayorAdmin@princegeorge.ca) or 250-561-7691.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lyn Hall', with a stylized flourish at the end.

Mayor Lyn Hall  
City of Prince George

C-4



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
Phone : 250-557-4295  
FAX : 250-557-4568  
Email : [office@portclements.ca](mailto:office@portclements.ca)  
Web : [www.portclements.ca](http://www.portclements.ca)

July 10, 2019

REPORT TO COUNCIL

Outdoors Fire Ban Bylaw

**BACKGROUND**

In the last few years the threat of wildfires has become more prominent across Canada. As of June 9, 2019, there have already been 263 fires (BC Wildfire Service). With the increasingly dry conditions, risk of wildfires will only grow.

The BC Wildfire Act governs the actions surrounding fires including rights and restrictions of individuals and corporations alike, but there is concern that Provincial bans and regulations might not be reflective of what is happening on island.

For this reason, it was requested that by Mayor Daugert that staff draft a bylaw that would give authority to the Fire Chief, or an appointed representative to restrict fire activity within the Municipality with the goal of preventing wildfires.

**DISCUSSION**

There have been several concerns voiced by residents of Port Clements about the growing threat of wildfires. There continues to be a threat in BC and Alberta of fast-moving, all destructive wildfires due to drier summers, pine beetle kill and fire suppression. To prevent the spreading of wildfires, this bylaw will hopefully deter dangerous behaviour while also communicating that this is a priority for the village staff, council and fire chief. As an indirect impact, it may also educate residents on the implications of wildfires and how they can be prevented.

This authority is not currently included in existing bylaws (fire department bylaw #91). Upon reviewing the fire department bylaw, it was clear that some items were outdated (some definitions), but it is not absolutely necessary at this time to amend the bylaw, merely find the appendices referenced in the bylaw.

After researching many communities in BC, it was quite common for other municipalities to have open burning, wildfire prevention or fire restriction bylaws or policies. Their bylaws varied in strictness, reach and purpose (some included clauses dealing with air quality advisories etc.). After this research, and meeting with Mayor Daugert, CAO Decock and Fire Chief Beachy, it was clear that some of these rules would work in Port Clements, while others were not. There was discussion regarding accountability and enforcement, but the bylaw is written in a way that there is authority to enforce if the Fire Chief deems it necessary to. Meaning, that the Fire Chief has the right to issue fines and investigate fires during a ban, but is not obligated to. The reasons for not wanting to "enforce" would be wasted man power (e.g. calling out the fire department to shut down a campfire) and conflict

5-1

between the department and the residents. There would need to be a standard operating procedure (which number to call to report fires during fire bans) to avoid call-outs for the Fire Department. It could be differentiated that emergency fires (house on fire, etc.) would be reported to existing Fire Emergency Phone number, while illegal burning be reported to the after hours emergency public works line.

There is no set penalty from the municipality for not adhering to this bylaw, as it is believed that preventing wildfires is beneficial for the community, and the safety risk should be enough of a deterrent. Should a penalty be required, it is recommended that the Village default to provincial fine amounts to avoid having to amend bylaw to account for inflation (etc.). It is a difficulty to enforce as we do not have a full-time bylaw officer, but there is the ability to enforce if we have the resources to in the future.

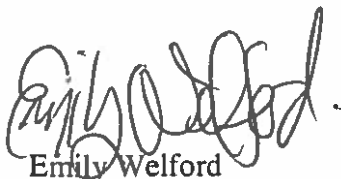
The main idea behind this bylaw is to give the authority when we need to use it, but not over-police the citizens. With the threat of wildfires increases with each dry season, it is assumed that most citizens will want to uphold this bylaw in order to protect themselves and the Village as a whole.

### IMPLICATIONS

Potential financial implications are increased cost for more calls to the Fire Department (cost of time and resources). Potential increased revenue from fines from delinquent burning.

There were also some staff time allocated to researching and drafting the bylaw, but further staff input will be limited to assisting in notifying the public in the event of a Municipal Fire Restriction.

The "Reporting a Fire" standard operating procedure would also need to be developed to have clear processes to avoid calls for reporting fires being called in the same as if a house were on fire; this would take some more administrative time.



Emily Welford  
Municipal Management Intern

5-1



## VILLAGE OF PORT CLEMENTS

### BYLAW NO. 452, 2019

#### A BYLAW TO REGULATE FIRE BANS WITHIN THE VILLAGE OF PORT CLEMENTS

WHEREAS the Council of the Village of Port Clements has deemed it in the best interest of the residents of the Village of Port Clements to regulate Fire Bans within the Village of Port Clements in order to supplement the Fire Bans issued by the Province of British Columbia. It is the intent of this Bylaw to give authority to issue these supplementary bans and calls to action to the Port Clements Volunteer Fire Department, and to allow them to request residents to take actions that are in the interest of wildfire prevention and suppression. The goal is to prioritize the protection of life, property and the environment within the Village of Port Clements from wildfires and be the most prepared in the event of a wildfire.

NOW THEREFORE the Council for the Village of Port Clements, in open meeting assembled, enacts as follows:

1. TITLE  
This Bylaw may be known and cited as the "Village of Port Clements Outdoors Fire Ban Bylaw, No. 452, 2019".
2. DEFINITIONS

"Appointed Representative" shall mean the individual appointed by Council if the Fire Chief is unavailable or unable to perform the tasks outlined in this bylaw.

"Ban" refers to a Fire Ban as set by the Village of Port Clements where fires and opening burning are prohibited or restricted.

"Burning activities" refers to any and all open flames ignited by a person.

"Calls to Action" refers to any request made by the Fire Chief made to the public in the interest of preventing wildfires or enabling fire extinguishing actions.

"Campfire" refers to any fire smaller than 0.5 metres high by 0.5 metres wide and does or does not have a fire-guard or barrier containing the fire. Campfires are considered to be Category 1 fires.

"Category" refers to the type of restrictions in place on the size and scope of fires permitted or not-permitted.

"Category 1" refers to any fire smaller than 0.5 meters high by 0.5 meters wide and would not be described as a "campfire", including beach fires.

"Category 2" refers to any fire that is larger than a campfire, but not greater than 2 metres high by 3 metres wide. This includes brush burning, barrel burning, and yard clearing fires.

"Category 3" refers to any fire that is larger than 2 metres high by 3 metres wide or a fire with 3 or more concurrently burning piles no larger than 2 metres high by 3 metres wide or burning of stubble or grass over an area greater than 0.2 hectares.

"Fire Allowance" refers to the permissible size and category of fires that are allowed to burn within the Municipality.

"Fire Chief" refers to the Fire Chief of the Village of Port Clements's Volunteer Fire Department and who is held equivalent to the authorities and responsibilities of an Appointed Representative under this Bylaw.

"Fire Department" refers to the Village of Port Clements Volunteer Fire Department.

"Person" in respect to any individual or corporation, whether they be a resident or visitor to the Village of Port Clements.

"Prohibition" has the same meaning a "Ban".

"Provincial" refers to the Province of British Columbia and its legislation.

"Restriction" refers to a constraint that may or may not be not be a total ban on fire activities within the Municipality.

### 3. REGULATIONS

- A) The Fire Chief or an Appointed Representative has the authority to place a ban within the Village of Port Clements to prevent or restrict any person within municipal

boundaries from burning activities. Such ban may supersede or supplement Provincial prohibitions and can be in respect to burning times, burning types and geographical areas. The Fire Chief or the appointed representative may also issue a Call to Action in the interest of wildfire prevention. Any person within the Village of Port Clements must adhere to the restrictions in these bans or Call to Action when they are issued. Note that the term "Fire Chief" will be used interchangeably with the term "appointed representative" from this point in the bylaw.

B) All bans will designate what a category to identify what restrictions are in place. Bans have categories ranging from category 1 to 3, with category 3 being most severe.

C) When the Fire Chief has not issued bans or restrictions, the Village of Port Clements will default to the Provincial restrictions, bans and regulations set out by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, BC Wildfire Service, the Wildfire Act and other relevant Provincial legislation and departments. This bylaw does not exempt any person from conditions in any provincial legislation such as, but not limited to, Environmental Management Act, Open Burning Smoke Control Regulation, Wildfire Act or Wildfire Regulation.

D) No person may interfere with the action of the Fire Department, or the Fire Chief in the implementation or upholding of a ban or Call to Action.

E) Any person who does not comply with a ban or Call to Action, or who burns in an unsafe manner may be liable for the cost of extinguishing a fire and the damage caused by said fire if it escapes from its point of origin.

F) If the Fire Chief is unavailable or unable to act in the best interest of the Village, Council reserves the right to vote and appoint a representative from the Municipality to fulfill the roles and duties outlined in this bylaw. The Appointed representative can be voted on at anytime, and be acknowledged as the substitute in case the Fire Chief is unavailable. Appointing a designate should occur yearly or at the discretion of Council, and be appointed before fire season (May – October) to avoid having to call a Special Council Meeting to vote. The Mayor and Deputy Mayor are not exempt from being elected the Appointed Representative.

G) A Call-to-Action may be ordered if in the best interest of the Village. An example of an appropriate call-to-action would be water usage restrictions to ensure there is enough water to extinguish a fire if one was burning within the Municipality.

H) The Village will default to Provincial fines and penalties, if applicable.

#### 4. RESPONSIBILITIES

A) Any person within Village boundaries has the responsibility to:

1. Adhere to burn standards as set out in Provincial legislation (Including but not limited to the Wildfire Act, the Open Burning Smoke Control Regulation in the Environmental Management Act)
2. Abide by the restrictions within issued bans and Calls to Action set out by the Fire Chief, or by the Province.
3. Report fires or activities that are against current bans that may pose a risk to the safety of the community and surrounding areas.

B) The Fire Chief and/or Appointed Representative has the responsibility to:

1. Issue bans and calls to action within the Village of Port Clements.
2. Notify the Village Office and Fire Department of issued bans and calls to action.
3. Act in the best interest of the community, upholding the priority to protect life, property and the environment.
4. Provide exemptions on a case-by-case basis.

C) The Fire Department has the responsibility to:

1. To oversee Calls to Action and bans when issued by the Fire Chief
2. Act as directed by the Fire Chief, report and extinguish fires as part of existing duties.

D) The Village Office has the responsibility of:

1. Assisting the Fire Chief and/or Appointed Representative in issuing a ban or call to order.
2. Assist in notifying residents of changes in fire allowances, restrictions or bans.
3. Assist in reporting fires to the Fire Department.

5. EXEMPTIONS

The Fire Chief and/or Appointed Representative has the authority to allow for exceptions to the restrictions and bans; such as small fires for cooking, necessary municipal burning, and/or necessary Fire Department burning including for training purposes. They must provide this exception in writing and notify the Village Office of this exception in writing.

6. EFFECTIVE DATE

This bylaw shall take effect \_\_\_\_\_ 2019.

READ A FIRST TIME THIS .... DAY OF ...

READ A SECOND TIME THIS ... DAY OF ...

READ A THIRD TIME THIS ... DAY OF ...

GA-1

RECONSIDERED AND ADOPTED THIS ... DAY OF ...

---

Mayor Doug Daugert

---

CAO Ruby Decock

Certified a true copy of Bylaw #452, 2019

---

65-1



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
Phone : 250-557-4295  
FAX : 250-557-4568  
Email : [office@portclements.ca](mailto:office@portclements.ca)  
Web : [www.portclements.ca](http://www.portclements.ca)

July 9, 2019

Report to Council Re: Cheque Signing Policy

Although the current practice of having one council member and one member of staff sign the outgoing cheques, there is no policy to enforce it or ensure it continues in the future. The purpose of this policy is to ensure that this practice continues, as it is beneficial for staff to be held accountable, and a member of council be aware of payees and amounts, without interfering with the administrative duties of the office.

It is recommended that Council adopt this policy to continue transparency and accountability in the future.

Respectfully submitted,

Emily Welford  
Municipal Management Intern

G-2

**The Village of Port Clements**  
**Cheque Signing Policy**  
**Policy No. 19, 2019**

Prepared by: Emily Welford

Adopted: \_\_\_\_\_

**PURPOSE**

The purpose of this policy is to maintain transparency and accountability for the staff of the Village of Port Clements.

**POLICY**

In the event that there are only two administrative staff with signing authority employed at the Village office (excluding public works), that one signature will be given by office staff, and the other must be signed by a member of Council.

In the interest of the Village of Port Clements staff and Council members who are immediate family will not be allowed to both be signees of a cheque(s), to avoid the perception or appearance of conflict of interest or biases; unless in an emergency situation or extenuating circumstances where no other signors are available.

---

Mayor Doug Daugert

---

Ruby Decock, CAO

GS-2



Buck Snort Café

93 Bayview Drive, Port Clements BC

Application for Business Façade Grant.

To whom it may concern,

We are an operating business that is currently offering Catering services on the islands, not yet opening the café until after the frontage of the building is replaced. I have been running a custom catering/cake decorating for a year at 93 Bayview Drive. I sell baked items to the public when requested and also supply Bayview Market with a steady supply of individual cheese cakes 2 -3 times weekly. We are now in the position to expand to our original purpose of buying the property to establish a Café in Port Clements.

My business partner (Richard Standbridge) and I (Deborah Rowe) would here by like to be considered for your Business Façade Grant if it is still currently available.

At the time of getting your application material we had already started work on the frontage of our building. We have two street sides, so the one I refer to is facing Bayview Drive. We have already replaced both doors and one window at this time and tore down the front porch as it was hazardous to leave it standing for any further length of time. We understand that no work was to proceed until the grant was applied for, but we had already undertaken this work prior to reading your papers.

However, we haven't started the work on the replacement deck and awning, and leveling the ground for parking access and to provide even ground for walking access. There is to be a shingle frontage, deck and awning going back up, along with Business signage.

Please find attached quotes that we have on hand at this time for building supplies needed and labor quote. Along with a quote for building signage. We have one more labor quote pending but I was not able to secure it before sending this application. We have tried to keep all of our quotes for island based materials

6-3

when possible, but in some circumstances off island resources have had to be sourced.

I have also attached photos of the front of the building, before and after we removed the deck.

Thank you for your consideration and we look forward to hearing back from you,

Sincerely

Deborah Rowe      Business Operator

Richard Standbridge      Business Partner

93 Bayview Drive

Port Clements, BC

Phone, 250 557 4599

93 BAYVIEW DRIVE



\*\*\* S00B \*\*\* pts/12 \*\*\* CAK \*\*\* Tue Jul 9 08:55:44 2019 \*\*\*

##### SCREEN TOP #####

\*\*\* SALES ORDER INQUIRY \*\*\*

SIO 580

ACCOUNT: 2003-00 STATUS Invoiced TAX AUTH PST ORDER # 046525-00  
PHONE NO ( )

A/R Address: Delivery: TRUCK ROUTE INVOICE# 993284  
RENOVATOR CASH DISCOUNT RICHARD STANDBRIDGE INV DATE 06/07/19

PRINCE RUPERT BC 93 BAYVIEW DEL DATE 06/07/19

250-557-4599 (250-255-3867) SALES ID BRI FEK  
PORT CLEMENTS, BC PO#

--Product---U/M--Ord--Del---Description-----U/M-----Price---Amount-T-Lo-P  
2837141 EA 8 8 PT:2x8x10' ACQ S4S SEL EA 17.630 141.04 T 01\*S

2837145 EA 19 19 PT:2x8x12' ACQ S4S SEL EA 21.550 409.45 T 01\*S

2837127 EA 3 3 PT:2x6x16' ACQ S4S SEL EA 21.550 64.65 T 01\*S

2837115 EA 6 6 PT:2x6x10' ACQ S4S SEL EA 12.470 74.82 T~01\*S

2837119 EA 7 7 PT:2x6x12' ACQ S4S SEL EA 14.970 104.79 T~01\*S

2837239 EA 5 5 PT:4x4x8' ACQ GREEN EA 14.102 70.51 T 01\*S

2726705 EA 5 5 BLOCK,DEK:11"X11"X8" G EA 13.710 68.55 T 01\*S  
MULTI-WAY ALLAN BLOCK

313380 LB 20 20 GALV SPIRAL NAIL:3-1/2 LB 3.870 77.40 T 01\*S  
BCF 1 1 DELIVERY TO PORT CLEMENTS 175.000 175.00 T

2648228 RL 1 1 HOUSEWRAP:TYPAR 9'X100 RL 126.090 126.09 T 01\*S  
HH PRIVATE LABEL 900SQFT

2592288 PK 2 2 EDGNG, STAIR NSE 6' FA PK 29.390 58.78 T 01\*S  
0 H.TITN

2591289 PK 3 3 EDGNG, EQUAL 1.5X6' FA PK 25.470 76.41 T 01\*S  
6 H.TITN

PMT CHEQUE 009 1621.18

NET BALANCE 1447.49

TOTAL GST/HST 72.37

TOTAL TAX 101.32

TOTAL 1621.18

TENDERED 1621.18

##### SCREEN BOTTOM #####

5-3

**BARON-MARK SERVICES LTD**  
 706 OCEANVIEW DRIVE PO BOX 7  
 VILLAGE OF QUEEN CHARLOTTE BC  
 PHONE: 250-559-4417 FAX: 250-559-4418

**NO. 3006893 CASH QUOTE**

07/09/19 10:29 01  
 RT 0001 100004407

CASH

SHIP RICHARD S QUOTE  
 TO:

S- 1  
 P- 30  
 A- 1  
 W- 5  
 C- 1  
 P- 1

CUST#: 1.000C DEL DATE:07/09/19 TERMS: NET - CASH

L#	QTY	DESCRIPTION	CATALOG	UNITS	PRICE	AMOUNT
1	4	2 X 8 - 16 ACQ TREATED	2816ACQ	A 4	43.84 EA	175.36
2	4	2 X 8 - 16 # 2 & BTR.SPF KD	2816	A 4	28.18 EA	112.72
3	5	2 X 8 - 12 # 2 & BTR.SPF KD	2812	A 5	23.33 EA	116.65
4	5	2 X 8 - 12 ACQ TREATED	2812ACQ	A 5	33.01 EA	165.05
5	10	2 X 6 - 12 # 2 & BTR.SPF KD	2612	A 10	17.84 EA	178.40
6	10	2 X 6 - 12 ACQ TREATED	2612ACQ	A 10	24.12 EA	241.20
7	1	4 X 8-1/2" TREATED PLY CCA	12ACQ	A 1	51.45 EA	51.45
8	1	TIE RAFTER 18 GAUGE H1	Z2591196	A 1	1.99 EA	1.99

PAID BY:

THANK YOU FOR SHOPPING AT AMS ACE BUILDING CENTRE  
 YOUR QUOTE IS VALID FOR 5 BUSINESS DAYS

	SUBTOTAL	1042.82
D	G.S.T.	52.14
D	P.S.T.	73.00
	TOTAL	1167.96

5-3



Phone: 778-230-9871  
sdaze66@gmail.com

**HAIDA GWAII DESIGNS & SIGNS**

# ESTIMATE

Business Number 70143 2114 BC0001

**Haida Gwaii Designs and Signs**  
1201 Oceanview Drive, Box 433  
Queen Charlotte, BC V0T 1S0  
Canada

**BILL TO**  
**Buck Snort Cafe**  
Deborah Rowe

250-557-4599  
caniwi67@yahoo.ca

**Estimate Number:** 88  
**Estimate Date:** July 9, 2019  
**Expires On:** July 31, 2019

**Grand Total (CAD):** \$739.20

Items	Quantity	Price	Amount
<b>Custom Alumapanel Sign</b> Custom Alumapanel Sign 36" x 96" Full colour on 3 mm Alupanelk	1	\$300.00	\$300.00
<b>Graphic design service</b> Graphic design service	4	\$40.00	\$160.00
<b>Custom Sintra sign</b> Custom Sintra 3mm outdoor sign	4	\$20.00	\$80.00
<b>Installation</b> Installation cost at \$40 per hour	3	\$40.00	\$120.00
<b>Subtotal:</b>			\$660.00
<b>PST 7%:</b>			\$46.20
<b>GST 5% (70143 2114 RT0001):</b>			\$33.00
<b>Total:</b>			\$739.20
<b>Grand Total (CAD) :</b>			\$739.20

## Notes

Thank you for your business

We accept Cash or E-transfers or Company Cheques. We DO NOT Accept Debit or Credit Cards

5-3

DATE 07/05/19

PAGE 1

\*\*\*\*\*  
\* HOME HARDWARE BUILDING CNTR \*  
\* 101-500 2ND AVE WEST \*  
\* PRINCE RUPERT B.C. V8J 3Y1 \*  
\* Ph:624-4357 Fx 624-4359 \*  
\*\*\*\*\*

\*\*\*\*\*  
ACCOUNT: CASH-00 LOCATION 01 - P.RUPERT ORDER # 057195-00  
PHONE NO ( ) - ORD DATE 07/05/19  
+----- A/R ADDRESS -----+ +-- DELIVERY INSTRUCTIONS ----+ INVOICE#  
CASH INV DATE  
PRINCE RUPERT BC DEL DATE 07/05/19  
SALES ID JSF  
PO  
STATUS QUOTE

Product	U/M	Qty Ord	Qty Del	Description	Price U/M	Unit Price	Total Price Loc
2746311	BD *	13		SHINGLE, CEDAR:#2 18" 4/SQ BD		83.990	1091.87 01
NET BALANCE							1091.87
TOTAL GST/HST							54.59
TOTAL PST							76.43
TOTAL							1222.89

\*\*\*\*\*

5-3

Price Quote for Richard 250-557-4337

From J+J Contracting  
Jonathon 250-557-4548  
Fax 250-557-8573

Price Quote includes labor only for  
the building of a deck including a  
roof, and the putting on of shingles on  
the gable end of the building.

	\$6500.00
GST	\$325.00
TOTAL	<u>\$6825.00</u>

Signed on July 6-2019

Jonathon C. Hershkey



Village of Port Clements Recreation Commission

The Rec Commission of the Village of Port Clements is requesting a letter of support from Council on the writing of the Youth Grant through Gwaii Trust. The due date of the this grant is July 31st 2019. This grant is for \$10,000.00

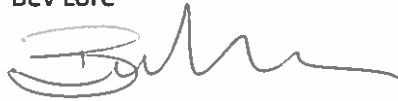
Andrew is aware of this grant and is waiting direction.

The Rec Commission would like to use the grant to purchase equipment for the youth in Port. The Rec Commission is going to set up a program to use this equipment.

Thank you for your support.

Sincerely,

Bev Lore



Marilyn Bliss



Port Clements Recreation Commission

July 11/2019

G-4

# UBCM Program

## Convention Program

*The brief program listed below is intended to provide an overview and quick reference. Please note this program is subject to change.*

### Monday, September 23

7:00 am - 4:00 pm	Registration
8:00 am - 4:30 pm	<a href="#">Agricultural Study Tour</a>
9:00 am - 4:30 pm	<a href="#">Financing Reconciliation</a>
9:00 am - 12:00 pm	<a href="#">Study Tour/Sessions</a>
1:30 pm - 4:30 pm	<a href="#">Study Sessions</a>
1:30 pm - 4:30 pm	<a href="#">BC Mayors' Caucus</a>
4:45 pm - 5:45 pm	New Delegates' Orientation
7:00 pm - 8:00 pm	Electoral Area Directors' Meet and Greet

### Tuesday, September 24

7:00 am - 4:00 pm	Registration
7:00 am - 8:30 am	Clinics Continental Breakfast
7:30 am - 8:30 am	Clinics
9:00 am - 12:00 pm	Forums
12:00 pm - 1:30 pm	Forum Lunches
1:45 pm - 2:45 pm	Plenary Session
2:45 pm - 3:00 pm	Address by the FCM President
3:15 pm - 4:45 pm	Provincial Policy Sessions
4:00 pm - 4:30 pm	Municipal Insurance Association of BC Member Orientation
4:00 pm - 5:00 pm	Municipal Finance Authority of BC Semi-Annual Meeting
4:30 pm - 6:00 pm	Municipal Insurance Association of BC AGM
5:00 pm - 6:00 pm	Community Excellence Awards Celebration
6:30 pm - 8:30 pm	Welcome Reception

### Wednesday, September 25

7:00 am - 4:00 pm	Registration
7:00 am - 8:30 am	Delegates' Continental Breakfast
7:30 am - 8:15 am	Clinics
8:30 am	Convention Opening Session
	O Canada
	Invocation
	President's Opening Address
9:00 am	Annual Meeting
	Adoption of Conference Rules and Procedures
	Adoption of Minutes of 2018 Convention
	Annual Report
	Question-and-Answer Period
	Adoption of Financial Statements
	Appointment of Auditors
	Appointment of Convention Committees
	Welcome from Host Municipality (City of Vancouver)
	First Report of the Nominating Committee
9:20 am	Keynote Address
9:25 am - 10:25 am	Address by the Leader of the Green Party
10:25 am - 10:40 am	Trade Show Open
10:30 am - 5:00 pm	Principal Policy Session: Resolutions
10:40 am - 11:55 am	Nominations from the floor for Table Officer positions
11:55 am - 12:00 pm	Area Association Lunches
12:00 pm - 1:30 pm	Address by the Minister of Municipal Affairs and Housing
2:00 pm - 2:30 pm	Candidate speeches (as necessary)
2:30 pm - 2:45 pm	Election of Table Officers (opens as necessary)
2:45 pm - 5:00 pm	Cabinet Town Halls
3:00 pm - 4:15 pm	Trade Show Reception
4:00 pm - 5:00 pm	Presentation of 2018 Energy & Climate Action Awards
4:15 pm - 4:30 pm	BC Government Reception
5:00 pm - 6:30 pm	Consulate-General of the People's Republic of China
6:30 pm - 8:30 pm	Reception
8:00 pm - 12:00 am	CUPE BC Reception

G-5

**Thursday, September 26**

8:00 am - 4:00 pm	Registration
7:00 am - 8:30 am	Delegates' Continental Breakfast
7:30 am - 8:15 am	Clinics
8:00 am - 9:00 am	Election of Table Officers
8:30 am - 8:35 am	Second Report of the Nominating Committee for Executive Positions
8:35 am - 8:55am	Address by the Leader of the Opposition
8:55 am - 11:30 am	Resolutions Session Continues
10:00 am - 3:00 pm	Trade Show Open
11:30 am - 11:35 am	Nominations from the Floor for Executive Positions
11:35 am - 12:00 pm	Candidates' speeches
12:00 pm - 1:30 pm	Delegates' Lunch
2:30 pm - 4:30 pm	Workshops
2:00 pm - 5:00 pm	Election of Remaining Executive Positions (as necessary)
3:00 pm	Trade Show Closes
6:30 pm	UBCM Reception
7:30 pm	Annual Banquet
	Presentation of Long-Service Awards and Life Memberships

**Friday, September 27**

7:00 am - 8:30 am	Delegates' Continental Breakfast
7:30 am - 8:30 am	Election for Executive Positions continues
8:00 am - 9:00 am	Resolutions
9:00 am - 10:45 am	Resolutions Session Continues
10:45 am - 11:00 am	Installation of President Elect
11:00 am - 12:00 pm	Address by the Premier
12:00 pm	Adjourn

6-5

Delegate Name: \_\_\_\_\_

Local Government: \_\_\_\_\_

# RESILIENCY + CHANGE UBCM 2019

## REGISTRATION FEE

Postmarked btwn Jul 2 & Aug 2	Postmarked btwn Aug 3 & Aug 23	Postmarked btwn Aug 24 & Sept 13
----------------------------------	-----------------------------------	-------------------------------------

☐ Member (Local Government elected official or staff member) ..... \$475 \_\_\_\_\_ \$620 \_\_\_\_\_ \$710 \_\_\_\_\_

## PRE-CONVENTION ONE-DAY SESSIONS

### Monday, September 23 – ALL DAY Study Tour/Session

To attend Monday Study Tours or Sessions ONLY	\$115 _____		
<input type="checkbox"/> Agricultural Study Tour .....(8:00 am - 4:30 pm) <i>(Please note: Tour is not wheelchair accessible and attendees should be able to navigate stairs)</i>	\$90 _____	\$117 _____	\$135 _____
<input type="checkbox"/> Financing Reconciliation Study Session .....(9:00 am - 4:30 pm)	\$90 _____	\$117 _____	\$135 _____

### Monday, September 23 – 1/2 day Study Tour/Sessions

<input type="checkbox"/> Modular Housing Tour.....(9:00 am - 12:00 pm)	\$75 _____	\$100 _____	\$115 _____
<input type="checkbox"/> Prioritizing Emergency Management.....(9:00 am - 12:00 pm)	↓	↓	↓
<input type="checkbox"/> Disrupting Money Laundering.....(9:00 am - 12:00 pm)			
<input type="checkbox"/> Tools, Funding & Resources for Local Governments.....(1:30 pm - 4:30 pm)			
<input type="checkbox"/> Towards Parity: Breaking Down Barriers, Building Momentum.....(1:30 pm - 4:30 pm)			
<input type="checkbox"/> Mayors Caucus.....(1:30 pm - 4:30 pm)			

\*Monday Study Tours, Sessions and Mayors Caucus are non-refundable

### Tuesday, September 24 - Forums (includes lunch – 12:00 pm - 1:30 pm) [select one]

One-day fee for Tuesday Forum attendance ONLY	\$115 _____		
<input type="checkbox"/> Electoral Area Directors Forum .....(9:00 am - 12:00 pm)	\$75 _____	\$100 _____	\$115 _____
<input type="checkbox"/> Small Talk Forum .....(9:00 am - 12:00 pm)	\$75 _____	\$100 _____	\$115 _____
<input type="checkbox"/> Mid-Sized Communities Forum .....(9:00 am - 12:00 pm)	\$75 _____	\$100 _____	\$115 _____
<input type="checkbox"/> Large Urban Communities Forum .....(9:00 am - 12:00 pm)	\$75 _____	\$100 _____	\$115 _____

\*Tuesday Forums are non-refundable

## DELEGATE ADDITIONAL CONVENTION OPTIONS

### Tuesday, September 24

- ☐ Community Excellence Awards Ceremony .....(Included in registration fee).....(5:00 pm) Yes ☐
- ☐ Welcome Reception .....(Included in registration fee).....(6:30 pm) Yes ☐

### Wednesday, September 25 [select one]

Area Association Lunches.....(12:00 pm) \$50 \_\_\_\_\_ \$65 \_\_\_\_\_ \$75 \_\_\_\_\_

☐ AKBLG ☐ AVICC ☐ LMLGA ☐ NCLGA ☐ SILGA

### Thursday, September 26

- ☐ Delegates Lunch .....(12:00 pm) \$60 \_\_\_\_\_ \$78 \_\_\_\_\_ \$90 \_\_\_\_\_
- ☐ UBCM Banquet.....(6:30 pm reception/7:30 pm dinner) \$100 \_\_\_\_\_ \$130 \_\_\_\_\_ \$150 \_\_\_\_\_

## PARTNER OPTIONS

### Tuesday, September 24

- ☐ Welcome Reception.....(6:30 pm) \$60 \_\_\_\_\_ \$78 \_\_\_\_\_ \$90 \_\_\_\_\_

### Thursday, September 26

- ☐ UBCM Banquet.....(6:30 pm reception/7:30 pm dinner) \$100 \_\_\_\_\_ \$130 \_\_\_\_\_ \$150 \_\_\_\_\_

61-5

## **FINANCING RECONCILIATION**

9:00am – 4:30 pm

In 2018, members endorsed resolution B150, calling on the Province and Federal Government to identify approaches to better finance local government and First Nation service delivery in ways that support the implementation of Truth and Reconciliation Calls to Action and the UN Declaration on the Rights of Indigenous Peoples. This session will bring together representatives from First Nations, local government and academia to consider opportunities and next steps for advancing new approaches to financing reconciliation. The session will also feature general updates on Indigenous relations in BC. Lunch will be provided.

6-5

## **MODULAR HOUSING TOUR**

9:00 am – 12:00 pm

The Government of British Columbia announced the Rapid Response to Homelessness program in 2017, committing to build 2,000 modular supportive housing units in communities across the province, including 600 homes that are now opened and occupied in Vancouver. Join BC Housing and their non-profit housing providers on a tour of sites in Vancouver to learn about how modular housing was delivered, neighbourhood integration and perceptions, and services provided on-site. Transportation will be provided.

## **PRIORITIZING EMERGENCY MANAGEMENT**

9:00 am – 12:00 pm

The past several years have seen an unprecedented rise in the magnitude of provincial disasters, and in particular floods and wildfires. With this comes an increased sense of urgency to understand and adapt to our changing environment. This session will examine how local governments are working with other orders of government to seek improvements in all four phases of disaster management (prevention and mitigation, preparedness, response, and recovery). Presenters will discuss some of the initiatives currently underway, including the work and purpose of the newly formed EMBC-UBCM Flood and Wildfire Advisory Committee.

## **DISRUPTING MONEY LAUNDERING**

9:00 am – 12:00 pm

Reports commissioned by the Ministry of Finance and the Attorney General have cast a light on the societal harm resulting from money laundering. Not only does money laundering play a critical role in sustaining the criminal economy, but it is also a significant contributor to the escalation of housing costs in B.C.'s communities.

This policy session will draw upon a range of experts from the fields of criminal law, investigation, enforcement, and regulation to explore the effects of money laundering on BC communities. This session will also explore investigative and prosecutorial and regulatory changes needed at all levels of government to build a more effective anti-money laundering regime, with a particular focus on disrupting the illegal activity of money laundering in BC real estate.

GS

## **TOOLS, FUNDING & RESOURCES FOR LOCAL GOVERNMENTS**

1:30 pm – 4:30 pm

This half-day session will provide opportunities for delegates to meet with representatives from over 25 agencies that provide tools, resources, funding or other supports that help local governments to increase capacity and undertake local planning, projects and development. Using a marketplace format, delegates will be able to meet face-to-face with representatives of agencies that are of most benefit to their community and take away information and resources. Participants will be provided with a directory of the contact people, purpose and resources of all the organizations that are at the session and will be encouraged to meet with numerous agencies by way of a session passport which, once completed, will be entered to win a prize.

## **TOWARD PARITY: BREAKING DOWN BARRIERS, BUILDING MOMENTUM**

1:30 pm – 4:30 pm

Women represent 50.4% of the Canadian population, but in most provinces, represent less than 30% of local elected officials. With 36.7% women elected in 2018, BC local governments are leaders, but there is still work to do to reach parity.

The Toward Parity session will highlight the Federation of Canadian Municipalities' (FCM) recently adopted national action to remove barriers and support more women to run, win and stay in local elected office. Delegates will also hear from local elected women across communities who will share their experiences and leadership tips. The provincial government will highlight its Gender Based Analysis+ initiative and how it is being applied in BC. Following presentations, an informal networking reception will be held so delegates can connect with one another and with representatives from leading women's organizations.

G-5

## **BC MAYORS' CAUCUS**

**1:30pm – 4:30 pm**

**The Mayors' Caucus is an opportunity for mayors to get together and discuss common issues and concerns. This session is exclusively for mayors from municipalities across BC.**

61-5



## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire distributed on equipment use - Several Turned in. Grant Writer to look for opportunities Ruth Bellamy & CAO toured facilities to determine what improvements should be made. Grant Writer searching out funding.  Councillor Kish contacted Grant Writer about grants. She also spoke to Ruth Bellamy about equipment and removal of non-essential items. Plan to dispose of these items during free tipping day
	14-03-2019			
A31	03-04-2017	Health Clinic Ventilation	Administration	Sullivan Mechanical has completed a site visit and will present a plan for a fitting for a HRV & quote. Still in Progress. CAO to write a letter to company requesting a deadline for install  Sullivan Mechanical submitted a quote and Council will discuss.
			Public Works	Get report from Public Works Superintendent re: alternative solution that was inexpensive. (1 page of options).
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018. Draft plan circulated to Council for review. Motion made to hold public hearing and then adopt Management Plan. Staff dealing with scheduling.
	16-04-2019			
	03-06-2019			
A-41	2018-09-260	Amend the Campground Bylaw fees		Still in Progress - Still needs to be reviewed
A-42	01-03-2019	Website updates		Still in progress. There were technical issues with the website designer.
	14-03-2019			Website being transferred.
	26-03-2019			Website live, further content & bug check in progress
	12-04-2019			Issues with payment portal, portal down for repairs Payment portal option is scheduled for review on June 3rd, 2019.
	12-05-2019			Developer keeps re-scheduling on staff.  Payment portal was intended to go live with developer progress made at June 3rd review, but Developer keeps re-scheduling on staff. Final Meeting for website to go live set for June 14th, but meeting rescheduled for June 17th by developer.
	13-06-2019			
	11-07-2019			Payment Portal is live. Developer sorting out other aspects. Developer keeps re-scheduling meetings with staff.

A-1