



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

6:30 p.m. - COMMITTEE OF THE WHOLE – Public Shower & Laundry Facility
7:00 p.m. Regular Meeting of Council Tuesday, August 6th, 2019

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—July 15th, 2019 Regular Council Meeting Minutes

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

UB-1—Outdoors Fire Ban Bylaw – Municipal Management Intern Welford

5. ORIGINAL CORRESPONDENCE

C-1—Re-Useable Bag Initiative – Partnership Request -- Northern Savings Credit Union

C-2—Forest Stewardship Council Certification Public Review and Comments – Taan Forest

C-3— Sign Proposal -- Development/Tourism Initiative— Kyle May

6. FINANCE

7. GOVERNMENT

G-1— Community Wildfire Protection Plan Fund – CAO Decock

G-2 – Misty Isles Economic Development Society – Alternate Appointment

G-3—Business Façade Application – Beachy Mechanical Ltd.

G-4 – Community Grant Policy – Municipal Management Intern Welford

G-5 – Rural Dividend Fund – Verbal Report – Councillor Gould

Recommended motions:

"That the Village of Port Clements council agrees to apply to the BC Rural Dividend program for up to \$100,000 towards the Sunset Trail Improvement Project."

"That the Village of Port Clements council agrees to apply to the BC Rural Dividend program for up to \$10,000 towards a feasibility study looking at the possibility of extending the Sunset Trail, and potentially connecting it with an extended Golden Spruce Trail."

G-6—Haida Gwaii Animal Welfare – CAO Decock

G-7—Support to Sign onto Federal Assistance for Forestry-Dependent Communities Request – Mayor Daugert

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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;

(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;

13. ADJOURNMENT



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7:00 p.m. Regular Meeting of Council Monday, July 15th, 2019

Present:

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

CAO Ruby Decock

Members of the Public: Craig Beachy, Shel Fjaagesund, Christine Cunningham and Marilyn Bliss.

Meeting called to order at 7:01PM

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

2019-07-162—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT the July 15th, 2019 Regular Meeting Agenda be adopted with the addition of G-7-Sunset
Park Repairs & Maintenance Budget Increase Request.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1 – June 17th, 2019 Regular Council Meeting Minutes.

2019-07-163 – Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopt the June 17th, 2019 Special Council Meeting Minutes as presented.
CARRIED

M-2—June 28th, 2019 Special Council Meeting Minutes

2019-07-164 – Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopt the June 28th, 2019 Special Council Meeting Minutes with the following
amendments: correct Kazimir to Kazamir.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1— North Coast Regional District Board Highlights

2019-07-165—Moved by Councillor Gould, seconded by Councillor Kish

THAT Council receives the correspondence from the Highlights from the North Coast Regional District Board.

CARRIED

C-2 --- North Coast Regional District News Release

2019-07-166—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council receives the correspondence from the News Release from the North Coast Regional District.

CARRIED

Councillor Cumming left the room at 7:08 PM.

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

2019-07-167—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council receives the correspondence from the Port Clements Historical Society.

CARRIED

2019-07-168 – Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council approves the Port Clements Historical Society's request for a \$3,000.00 grant.

CARRIED

Councillor Cumming returned to the meeting at 7:13 PM

C-4— Request for Support City of Prince George

2019-07-169—Moved by Gould, seconded by Councillor Falconbridge

THAT Council receives the correspondence from the City of Prince George.

CARRIED

6. FINANCE

7. GOVERNMENT

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

2019-07-171—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council receives the Outdoors Fire Ban Bylaw report with attachment.

CARRIED

2019-07-172—Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT Council tables the Outdoors Fire Ban Bylaw pending revision and inclusion of dispute mechanism.

CARRIED

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

2019-07-173—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council adopts the Signing Policy with the rephrasing of the first section to be "That on all Village of Port Clements cheques and online payment approvals that one signature will be given by an authorized staff member and the other provided by a member of Village of Port Clements Council" and rephrasing of the second paragraph to 'Staff and Council members who are immediate family members will not be allowed to both be signees of a cheque or co-authorize online payments'.

CARRIED

G-3 – Business Façade Application – Buck Snort Café

2019-07-174—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council receives the Business Façade Application from Buck Snort Café and approves their grant application pending their application meets NDIT criteria and approval.

CARRIED

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

2019-07-175—Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council write a letter of support for the Recreation Commission's request for applying for the Gwaii Trust Youth Program Grant.

CARRIED

G-5—UBCM Registration

2019-07-176--- Moved by Councillor Gould, seconded by Councillor Kish

THAT Council discusses the UBCM Registration.

CARRIED

G-6 – Well – Verbal Report – Mayor Daugert

2019-07-177 --- Moved by Mayor Daugert, seconded by Councillor Kish

THAT Council authorizes staff to drill a well a new well for domestic water supply in 2019 should a drilling contractor be available prior to receiving grant funding for the project.

CARRIED

OPPOSED Councillor Ian Gould

G-7 – Sunset Park Repairs & Maintenance Budget Increase Request

2019-07-178 --- Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council permits staff to exceed the 2019 Budget for Sunset Park Repairs and Maintenance budget to complete the repairs for the bridge railings in the park and that a bylaw amendment be completed in December 2019 to reflect the exceeded budget.

CARRIED

OPPOSED Kazamir Falconbridge

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

2019-07-179 --- Moved by Councillor Gould, seconded by Councillor Cumming

THAT Council receives the verbal report made by CAO Decock.

CARRIED

Mayor Daugert – attended Canada Days and Regional District Meeting; will attend NCRD meeting by Teleconference next week and MIEDS meeting.

Councillor Falconbridge – attended Recreation Commission meeting; attended NDIT meeting; attended the Canada Days events.

Councillor Cumming – attended HG Funeral Services Society meeting; attended Special Council meeting; Museum has been busy with tourists.

Councillor Gould – VIRL meeting – there is a plan for the request of approximately \$22 million for the VIRL. Update on his physical health.

Councillor Kish – toured the RV David Thompson ship that is mapping the ocean floor; attended marine awareness table top training exercise Gwaii and will attend more sessions throughout the year; attended Canada Days and so grateful for the Volunteers that made this event happen; also attended repatriation of Haida artifacts at the Skidegate Museum.

CAO Decock – Hired new summer student Madison Gaspar. Advertisement for Crown Land acquisition which applies to the sewer expansion, Financial Consultant Ian Poole assisted office in organizing chart of accounts and ledgers to reflect financial statements, identified different methods for organizing financial accounts so that they can easily be tracked by Staff and Council.

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;

2019-07-180--- Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT the Council moves in camera as per Section 90 (1) (c) and 90 (1) (g).

CARRIED

13. ADJOURNMENT

2019-07-181- Moved by Councillor Kish, seconded by Councillor Cumming.
THAT this meeting be adjourned at 9:28 p.m.

CARRIED

Mayor Doug Daugert

CAO Ruby Decock



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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

UB-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.

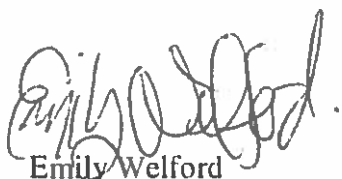
The main idea behind this bylaw is to give the authority when we need to use it, but not over-police the citizens. With the threat of wildfires increases with each dry season, it is assumed that most citizens will want to uphold this bylaw in order to protect themselves and the Village as a whole.

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

UB-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

UB-1

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 July 16, 2019.

READ A FIRST TIME THIS DAY OF ...

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

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

UB-1

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

Mayor Doug Daugert

CAO Ruby Decock

Certified a true copy of Bylaw #452, 2019

UB-1

Dear neighbour,

RE: Re-Useable Bag Initiative

As part of our mission statement: *Neighbours helping neighbours to build sustainable communities*, Northern Savings Credit Union is reaching out to your business to see if you would like to partner with us on a sustainability project for Haida Gwaii.

We are currently looking to source new, Canadian made, eco-friendly cotton, re-useable bags to offer to the public by donation to the Swilawiid Sustainability Society.

The Swilawiid Sustainability Society is a not-for-profit organization conducting research and communications on Haida Gwaii. The society works to inspire local residents to take meaningful action and reduce our collective carbon footprint.

Like us, and many others, the society wants to see Haida Gwaii lead in the transition to clean, community-owned power and take meaningful action on climate change.

"As local residents, we are proud stewards of the land and sea and we're committed to working with our friends and neighbours to reduce our carbon footprint." - Swilawiid Sustainability Society

We believe that in working together towards a greater cause like Swilawiid's Mission, that we will not only be able to make a bigger impact, but also show our community and youth that we are serious about climate change and taking the necessary steps to move forward on the Islands.

Your partnership:

If you would like to partner with us on the re-useable bag initiative, your logo will be included on the cotton bag, and we would require a financial contribution towards the bags. The contribution will be determined based on the number of partners committed to the project.

If you are interested, please email a high resolution JPG or PNG file of your logo in color to info@northsave.com attention: **MARKETING** by August 9th, 2019. A digital proof of the bag and contribution amount will be sent to you for final review and confirmation. If you have any questions please feel free to contact me directly.

Thank you | Ha'waa

Amanda Salmon | Receptionist

Northern Savings Credit Union Masset Branch

t. 250.626.5231 | info@northsave.com

Administration Office

138 Third Avenue West
Prince Rupert, BC V8J 1K8
tel 250.627.3600
fax 250.627.3602

Masset

1663 Main Street, PO Box 94
Masset, BC V0T 1M0
tel 250.626.5231
fax 250.626.5498

Prince Rupert

138 Third Avenue West
Prince Rupert, BC V8J 1K8
tel 250.627.7571
fax 250.624.8297

Queen Charlotte

110 Causeway Street, PO Box 38
Queen Charlotte, BC V0T 1S0
tel 250.559.4407
fax 250.559.4729

Terrace

4660 Lazelle Avenue
Terrace, BC V8G 1S6
tel 250.638.7822
fax 250.638.7842

Elizabeth Cumming

From: Ruby Decock
Sent: July-30-19 1:14 PM
To: Elizabeth Cumming
Subject: Council Agenda: Re-useable Bags Initiative

Please include with the letter from NSCU

From: Amanda Salmon <amandasalmon@northsave.com>
Sent: July-30-19 12:00 PM
To: Ruby Decock <cao@portclements.ca>
Subject: Re-useable Bags Initiative

Hello Ruby,

As per our conversation this morning here is the pricing for partner donation.

I understand this information would have been helpful to have in the initial letter, but unfortunately it just didn't work out that way, as we were waiting back to hear from our supplier.

We are hoping to have 10 partners and order 1000 bags to display in the branches to offer to our members by donation to Swilawiid Sustainability Society in order to help them with their efforts toward clean energy on Haida Gwaii as well as set a positive example for future generations!

If we were to have 10 partners the price per partner would be \$604.55. In saying this, the price could drop if we are unable to reach our goal of 10 partners or if we were to get more partners. If we were unable to get 10 partners we could look at decreasing the total amount of bags produced thus also reducing the cost, but we are aiming for 10 partners.

Let me know if you have any other questions!

Thanks,

Amanda Salmon | Receptionist, Masset Branch
t. 250.626.5231 | f. 250.626.5498 | amandasalmon@northsave.com

Northern Savings Credit Union
1663 Main St, PO Box 94
Masset, BC V0T 1M0
www.northsave.com

"Neighbours Helping Neighbours to Build Sustainable Communities."

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Forest Stewardship Council® Certification Public Review and Comments

Taan Forest LP (Taan) is certified under the Forest Stewardship Council® (FSC®) BC-Regional Forest Management Standard (FSC Trademark License: FSC® C104355).

As part of the FSC commitments, Taan has recently completed the 2018 Annual Monitoring Report and made some minor changes to the FSC Management Plan to incorporate feedback from the Council of the Haida Nation.

The Monitoring Report contains a description of the changes made under the section titled "Introduction". Revised text is shown in purple font to help facilitate review of the changes. A separate Executive Summary Report has also been prepared to facilitate easier review.

Taan also maintains a High Conservation Value Forest Assessment and FSC Controlled Wood Risk Assessment (*as part of our Chain of Custody Certification*). There have not been any changes made to these documents, but they are available for review and comment by request.

Review & Comment

Taan welcomes review and comment from members of the Haida Nation, communities, groups and individuals at any time.

To ensure comments are incorporated into the final version of the 2018 monitoring report and FSC Management Plan, the official review and comment period is from July 29th to August 19th, 2019:

E-mail: info@taanforest.com, or
Taan Forest LP Attention: Sonia Rice
PO Box 1384
Skidegate, Haida Gwaii V0T 1S1

Documents are available at www.taanforest.com/ (under the "Resource Planning" Page).

If you are unable to access the Taan website, or would like to request printed copies to review, please contact Sonia Rice: Sonia.Rice@haico.ca or 250-626-9049.

Dispute Resolution

Taan is required to maintain mutually agreed to Dispute Resolution Procedures (DRP) for situations where agreement is unable to be reached through consultation. The DRP is available on the Taan website (*under 'Management Plans' on the Resource Planning webpage*).

C-2



2018 Monitoring Report – Executive Summary

As part of Taan Forest's Forest Stewardship Council® (FSC®) Certification, we are required to develop and implement Monitoring Plans that address FSC requirements. An annual monitoring report is also required to be completed to assess performance in relation to the targets that have been established. Xaayda Haida and public consultation of the Monitoring Plan and Report is required by FSC.

The following table summarizes the results of the 2018 FSC Annual Monitoring Report for each indicator and has been developed to help improve dialogue by providing a summary report that is much shorter than the full report. The full report is available on the Taan Website: <http://www.taanforest.com/index.php?page=sustainability>.

For simplicity, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development will be referred to with the MFLNRO acronym.

In 2018, Taan achieved the established targets for 34 of the 36 indicators (94%). The indicator where the targets were not achieved are noted below and include: Invasive Plants reporting and Windthrow Management Effectiveness.

Yield of all Forest Products			
Indicator ID	Target	Target Met	Comments
Forest Products	Harvest Volumes within 5% over a 10-year period; report the amount of monumental cedar provided to the Cultural Wood Program.	Yes	Harvest volume data not available yet for the ten-year period reporting set for this indicator but appears to be on track for meeting the target. Taan provided 7 logs to the Haida Gwaii Cultural Wood Program.
Non-Timber Forest Products	Cooperate with local organizations/groups requesting access to NTFPs	Yes	Taan continues to cooperate with local Xaayda Haida for Ts'u/Sgaahlan red/yellow cedar bark collection and consult with local Kaagan daajing mushroom pickers. In 2018, on-going communication was held with a group of local Kaagan daajing mushroom pickers regarding a submitted Grievance under our FSC® Certification, which was concluded/ closed.
Sustainable Harvest Rates	Annual harvest rate is ≤125% of the projected LTHL	Yes	Taan continues to harvest at a rate that is well within the long-term sustainable level, although it is below the AAC. Taan harvested 288,891m³ in 2018 and the AAC was 460,000m³.
Waste & Residue	Avoidable Waste is ≤ 100 m³/ha	Yes	The average waste and residue was 72.5m³/ha (8 blocks sampled). The level of avoidable waste decreased slightly this year and continues to remain lower than the average for the coast region.

Growth Rates, Regeneration & Condition of the Forest

Indicator ID	Target	Target Met	Comments
Growth & Yield Plots	No MFLNRO PSP/ G&Y plots are harvested unless 'approval' is received	Yes	There were no growth and yield/ permanent sample plots that were harvested in 2018. Harvesting of Ts'u/Sgaahlan red/yellow cedar plots is not permitted. There are 145 plots established in Taan tenures (22 MFLNRO and 123 Taan plots).
Stand Development	Develop and implement monitoring plan; respond to results	No	There has not been any MFLNRO Forest and Range Evaluation Program (FREP) stand development monitoring completed for Taan tenures since 2012. There are several Taan indicators that rely on the results of the FREP monitoring program. The MFLNRO shares the data/ results for the Taan tenure areas with Taan.
Planting	≥85 % of seed source is from <u>Xaayda Gwaay, yaay Haida Gwaii</u>	Yes	In 2018, a total of 279,325 trees were planted, with 95% of the seed originating from <u>Xaayda Gwaay, yaay Haida Gwaii</u> . Some <u>Sgaahlan cypress</u> seedlings were sourced from the Mamquam River (Sea to Sky). Contrary to previous planting trends, substantially more pine was planted, and no spruce was planted. <u>K'aang Hemlock</u> is being under planted as it regenerates naturally where the sites are suitable.
Reforestation Monitoring	Report on the areas monitored for reforestation; 100% of areas with free growing due are declared FG (5% variance is acceptable with rationale)	Yes	All Taan FG blocks were declared before the FG due date. Taan completed 1386ha of surveys in 2018, which included the use of a drone to complete some of the surveys. BCTS completed surveys within the FLTC but did not report back to clarify if all were completed prior to the FG deadline.
Forest Health	Act on trends of importance that can be managed; minimize possibilities of outbreaks; early detection of any new species	Yes	In 2018 pine sawfly decreased in occurrence. <u>Sgaahlan Yellow cedar</u> decline continues to be an issue on the Haida Tenure. Taan continues to collaborate with UBC on research aimed at identifying suitable sites and strategies for successful regeneration. The total number of windthrow, floods and <u>Jlidaal landslides</u> remained relatively consistent to 2017 events with some changes within severity categories.
Soil Conservation Effectiveness	Maintain average of ≤ 7% permanent access; 100% of cutblocks achieve soil conservation objectives	Yes	Taan had an average permanent access of 4.5% in a 5-yr period (2014-2018) and 4.9% in 2018. In 2018, post-harvest inspections prescribed the removal of machine trails in a few blocks and noted that some issues regarding respecting machine free zones along streams.
Stand-level Biodiversity Effectiveness	Various targets exist for SLBD (including range of opening size, range of internal retention patch size, Coarse Woody Debris, and Windthrow) Skidegate LU: maintain an average of 20% stand-level retention	Yes	This indicator is a FREP monitoring indicator that is reported every five years (to be reported in 2020). Taan continues to have a significant portion of the harvested blocks with high levels of stand level retention (52%) and forest influence (48% of blocks have >50% forest influence). In 2018 there was no old forest harvesting within any eco-rep areas identified as having a deficit of old forest.
Environmental Incidents	Minimize the number and size of environmental incidents; ≤ 5 events	Yes	In 2018 there were no reportable spills, zero fires and zero avalanches. There was a total of 10 landslide reports, all occurring on October 24, 2018 with more than 300mm of rainfall over a 48-hour period; none required additional investigation.

Composition & Observed Changes to Flora & Fauna

Indicator ID	Target	Target Met	Comments
Species at Risk	Species status is tracked/ management responses undertaken	Yes	Many species and populations were assessed in 2018 resulting in rank changes. In December 2018 MFLNRO published the Recovery Strategy for the Stads K'un Northern Goshawk <i>laingi</i> subspecies.
Sensitive Species Habitat	Maintain reserves; protect Ts'allang nga MAMU habitat; maintain Stads K'un NOGO foraging habitat	Yes	Targets set by the LUOO are being followed. Taan is keeping apprised of the progress of the Stads K'un NOGO Recovery Team and the development of the Haida Gwaii Recovery Strategy. In 2018, 2 new Taan bear dens were identified, and two new Stads K'un goshawk nests added, one in Feather and one in Hancock River.

Environmental & Social Impacts

Indicator ID	Target	Target Met	Comments
Watershed Disturbance	# of watersheds exceeding the established thresholds improves	Yes	In 2018 the following Sensitive Watersheds that currently exceed the allowable 20% ECA threshold under the LUO, and where no harvesting is permitted: Brent Creek, Maamin Mamin River 4. The following non-sensitive watersheds that have ECA restrictions under FSC requirements (>25% ECA), where no harvesting is currently permitted under FSC are: Bill Creek, Brent Creek, Brian Creek 2, Diinan Dinan Bay Residua 12, Heather Lake, Log Creek 3. These results are consistent with 2017 results which show significant improvement in watershed condition with the full implementation of the LUO.
Riparian Management Effectiveness	Continually improve the percentage of properly functioning streams	N/A	This indicator is a FREP monitoring indicator that is reported every five years (to be reported in 2020)
FSC Riparian Budgets – Watershed Level	100% of streams meet FSC Budgets	No, but stand level management implemented to address.	Not updated in 2018, as this requirement is not included in the new DRAFT FSC Standard, expected to be published in 2019
FSC Riparian Budgets – Stand Level	100% of Riparian budgets maintained at the stand level	No	In 2018, all 22 cutblocks that were harvested were reviewed for conformance with the FSC Riparian Budget requirements (Riparian Budget Trackers). Conformance with Stand-level FSC Riparian Budget requirements was 95.4% with one block having a small watershed and block level deficit of only 0.15ha. This requirement is not included in the new DRAFT FSC Standard, expected to be published in 2019
Water Quality Effectiveness	≥90% of areas measured have very low-low potential for amount of fine sediment entering a stream	N/A	This indicator is a FREP monitoring indicator that is reported every five years (to be reported in 2020)

Indicator ID	Target	Target Met	Comments
Research & Monitoring Projects	Report on participation and cooperation levels	Yes	Taan continued support for the collaborative data sharing initiative (CHN & BC Government), UBC research projects, FREP monitoring program and Slads K'un Northern Goshawk monitoring projects. In 2018 Taan worked with NWIPC and ISC to develop Taan-specific Invasive Plant cards and training and aided the province with delivery of Basic Wildfire Safety and Suppression training initiatives for all of <u>Xaayda Gwaay.yaay Haida Gwaii</u> .
Government Revenue	100% of required payments are completed in a timely manner	Yes	Taan has completed all payments to government within the required timeframes. Payments for 2018 totaled \$615,084.
Local Support & Agreements	Report on support/ donation levels; maintain completed agreements	Yes	In 2018, Taan supported several organizations and community groups through donations and support as well as firewood. Total approximately \$126,342.
Local Supplies & Services	Preference is given to local supplies and services	Yes	Taan supported 81 local vendors in 2018, and expenditures for vendors in <u>Xaayda Gwaay.yaay Haida Gwaii</u> was 44% of the total budget spent on local supplies and services.
Local Employment	Employment opportunities are advertised locally, and preference is given to local hires	Yes	Taan has 56% <u>Xaayda Haida</u> employment and 63% local employment. Contractors are 28% <u>Xaayda Haida</u> and 84% local employment.
Accident Frequency Rate	Taan - MIR ≤ 8.00	Yes	Accident rate has significantly improved over the last four years and was 4.6 for 2018. There were four recordable incidents, three lost time and one restricted work. Incidents included a sprained shoulder, twisted ankle from misplaced footing, a cut/puncture from metal shard, and a muscle strain resulting from a truck that rolled on its side.
Public Consultation	100% of comments, complaints and disputes resolved in a timely manner	Yes	No FSC complaints or disputes received. Closure of a grievance filed by a group of local residents related to proposed harvesting in K'aasda Sliwaay Skidegate Lake and potential for losses to livelihood related to Kaagan daajing <i>mushroom</i> picking. Taan continues to work with many local residents and groups to improve communications and dialogue. Taan has established a public advisory group consisting of <u>Xaayda Haida</u> representatives. The group has had several meetings and meets regularly.
Dryland Sort (DLS) Wood Waste	DLS waste disposal is ≤10% of the volume harvested	Yes	DLS waste comprised 0.9% of the harvest volume (1,183m ³). Some of the wood waste was donated for firewood.
Inorganic Waste - Seedling Protectors	Implementation of removal plans	Yes	90,241 cones were removed from the FLTC in 2018, mostly from previously declared FTG blocks.

C-2

Costs, Productivity & Efficiency

Indicator ID	Target	Target Met	Comments
Forest Management Efficiencies	Pro-formas are completed and evaluated for every development area	Yes	A total of 55 pro-Formas (cost and margins analysis) were completed for 2018 to ensure that proposed cublocks are financially viable.
High Conservation Value Forests			
Indicator ID	Target	Target Met	Comments
Landscape Level Biodiversity – Overview	Maintain at least 30% of an LU in old seral, minimize roads, and maintain a geographic distribution of forest interior.	Yes	No change from the 2016 report (analysis is completed every 5 years).
Landscape Level Biodiversity - Connectivity	Linkages of reserves exist, stand retention creates a permeable matrix for old forest species	Yes	No change from the 2016 report (analysis is completed every 5 years). Taan has not completed any harvesting within the <u>XuulGaaw's Kaahlil Sewell</u> Landscape Unit, which is the only landscape unit identified as requiring improvements in connectivity.
Landscape Level Biodiversity - Ecosystem Rep.	Maintain representation levels as set by LUO (by site series)	Yes	Ecosystem Representation is monitored spatially for compliance with the Forest Stewardship Plan and the LUOO targets. Harvesting did not occur in any deficit areas in 2018.
HCV/L Large Landscape Level Forests (LLLFF)	≤20% disturbance in LLLFF Polygons (measured in relation to the portion of the LLLFF within Taan Tenures)	Yes	The "allowable disturbance" threshold of 20% of the portion within the MU is 210.8 ha. Taan has never completed, nor has any plans for harvesting within the small narrow section of intact forest located in the north-west section of TFL 60 (in LLLFF polygon 1).
Invasive Species	Ensure monitoring and reporting of invasive plants is occurring	No	In 2018, Common Tansy, Fox Glove, and Canadian Thistle were identified during surveys, but were not reported to MELNRO/ Invasive plants APP. Invasive Species Council of BC conducted a 1-day training program on the identification and recommended management of many invasive plant species found on <u>Xaayda Gwaay.yaay Haida Gwaii</u> .
LUO/ FSP Annual Reporting	Provide a summary of the results of the LUO/ FSP annual reporting	Yes	Taan continues to demonstrate stand-level implementation of the LUOO with 3,714 features and 218.9ha of reserve area identified in 2018.
Windthrow Management Effectiveness	100% of blocks have TCM completed, did the TCM work as expected?	No	Windthrow occurred in four blocks that impacted LUOO reserves/ management zones (i.e., streams, yew patch and monumental tree reserves). Windthrow was also a concern from monitoring in 2016 and 2017. Internal discussions and reviews continue to occur to work towards reducing impacts of windthrow, including more conservative treatment recommendations based on risk, stand types and features present.
Cultural Heritage Resource Management Effectiveness	100% of practices to maintain features categorized as well to very well	N/A	There were no cultural heritage resource FREP assessment completed in 2018.

C-2

Emily Welford

From: Kyle May <kyle@haidagwaiidesigns.ca>
Sent: July-16-19 10:22 AM
To: Emily Welford
Subject: Sign Proposal for the Village Of Port Clements
Attachments: New Sign Proposal for the Village Of Port Clements.docx

ATT: Village Of Port Clements

My name is Kyle May, (148 Bayview Dr) I am a proud "newcomer" to the village. I would be happy to share some new ideas to help in the development of our beautiful Village. First and far most important to our community is some proper road signs indicating that there is "life" in our town. Businesses need proper signage on both sides of the highway. I would like to bring this up on the next board meeting if you could keep me in the loop on the dates.

I have created a Sign Proposal for the Village Of Port Clements, attached to this email. It will detail everything clearly that this is a well-needed investment that can be developed right here in Haida Gwaii.

If you have any questions or concerns please feel free to contact me at

778-260-2227

Regards

Kyle May

--
Haida Gwaii Designs & Signs
1201 Oceanview drive, Queen Charlotte, BC V0T 1S0
778-230-9871

New Sign Proposal for the Village Of Port Clements



Introduction

The Village Of Port Clements is located in the center of Haida Gwaii, British Columbia, by road Port Clements is approximately 60KM from the Skidegate Ferry Terminal and 50KM from Masset Airport, and therefore Port Clements receives a vast amount of traffic from both directions of Haida Gwaii. The Village has a population of approximately 300 local residents and 40 local businesses.

The Village of Port Clements initiated a Program, which consists of three components:

- (1) Assessment of signage and development of a strategy to address sign deficiencies
- (2) Removal of outdated, unsightly and/or ineffective signs
- (3) Design, production and installation of new signs. The overall intent of the Program is to help temporary workers, tourists and new residents navigate to our community and to beautify the public realm.
- (4) The village's Community Planning & Development Department with among the support from other departments needs to be leading in the Signage Program for Port Clements.

Phase 1

- Inventory and assessment of existing road signage
- Research of best practices for signage
- Workshops with local businesses and the tourism board of Port Clements
- Site selection and design parameters for new signage
- Removal of existing highway signage
- Design, production and installation of 2 new village highway signs
- **Advertising Potential** for local business in the Village of Port Clements

Phase 2

Phase 2 will consist of designing 2 new signs and replacing existing road signs along highway 16. These signs have reached the end of their useful life and are becoming unsightly. Local business signs are also outdated and need replaced. Key issues with the road signs include inconsistent formatting, convoluted messaging and poor condition of both signs and sign posts. Phase 2 will also include the development of information kiosks. **Pending village budget.**

- Purchase and delivery of 2 new highway welcome signs, which will: meet the village of Port Clements sign specifications and Ministry of Transportation and Infrastructure Manual of Standard Traffic Signs, or similar technology as discussed with the Village of Port Clements, for printing of text, symbols and arrows also will include installation costs to Port Clements.
- Information regarding Village of Port Clements post standards will be provided upon request
- Drilling holes in signs for purposes of installation
- Installation of signs proponents may utilize Village of Port Clements Community Planning & Development staff to assist with project tasks. Staff time will not be considered a project expense.
- On the new proposed sign, local businesses will also have the opportunity to have a visual on the sign to attract new visitors to their place of business, along with inviting tourism to the Village of Port Clements.

In Conclusion

The Village Of Port Clements will be responsible for developing a preferred design for new highway signs although design advice will be available by "Haida Gwaii Signs & Designs, regarding design features like Village of Port Clements logo, etc.). Haida Gwaii Signs & Designs will also be responsible for purchase, production and freight for 2 signs in accordance with the preferred design and Village of Port Clements specifications.

Haida Gwaii Signs & Designs will be responsible for approaching local business in the Village of Port Clements for the potential to be placed on the new welcome highway sign for Port Clements. Advertisement fees are in accordance within the Village.

Graphic proofs will be provided by Haida Gwaii Signs & Deigns for approval before printing as proposed wording, symbols, and layout for each sign as well as ideas for potential added design features. Haida Gwaii Signs & Designs will undertake conceptual and detailed design for the potential pedestrian kiosks. This will include design advice, development of drawings, sourcing of materials and preparation of a cost estimate. Conceptual design is expected to be a collaborative process between Haida Gwaii Signs & Designs and Community Planning & Development staff.

Haida Gwaii Signs & Deigns has the expertise and experience in sign design, signage and sign production, and have an understanding of industry to complete this new signage task for Port Clements.

Haida Gwaii Signs & Deigns proposal will include a firm, fixed, all-inclusive price for all services proposed (including applicable taxes). The Village will not pay any cost or expense not identified or included in the proposal. Haida Gwaii Signs & Designs will be responsible for maintaining project costs within the negotiated contract budget.

For further information please to do not hesitate to contact me

Kyle May

778-260-2227

kyle@haidagwaiidesigns.ca





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 : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Ruby Decock, CAO
Date: July 24, 2019
RE: Haida Gwaii Community Wildfire Protection Plans Proposal Scoring

BACKGROUND:

In the fall of 2018, the Village of Port Clements made application to the Community Resiliency Investment (CRI) program to support the development of a Community Wildfire Protection Plan (CWPP) for Port Clements. At that time, the Villages of Queen Charlotte, Masset and the North Coast Regional District (on behalf of Sandspit) also made application to the CRI program for the development of CWPPs for their respective communities.

In April 2019, applicants on Haida Gwaii were notified that each of their applications were successful in securing funding from the CRI program. Subsequently, it was decided that a collaborative approach toward the procurement and development of the Haida Gwaii CWPPs would result in cost efficiencies and produce consistent, overlapping CWPPs for Haida Gwaii.

DISCUSSION:

Recognizing the efficiencies in adopting a collaborative approach toward the development of CWPPs for Haida Gwaii communities, the NCRD, Queen Charlotte, Masset and Port Clements (Project Partners) issued a joint-request for proposal (RFP) on May 31, 2019.

The RFP sought proposals to undertake the development and completion of CWPPs for each Project Partner which included, generally, a plan for consultation, analysis of relevant data, preparation and delivery of four separate CWPPs and related maps and spatial data, and final presentation of completed CWPPs.

The RFP closing date was 4:00 p.m. on July 5, 2019.

The Project Partners independently reviewed and scored proposals and met on July 16, 2019 to select the successful proposal. Attachment A to this report provides average scoring values for the successful proposal submitted by BA Blackwell & Associates (Blackwell).

Proposal

Blackwell will complete four separate CWPPs for Project Partners according to the provincial CRI program requirements. Blackwell will utilize the 2019 provincial CWPP template as required by the program.

G-1

Efficiencies in project delivery and coordination of the CWPPs will be achieved by completing all CWPPs in tandem. This will ensure that individual CWPPs will be consistent in key areas of overlap and shared concern and in format, while addressing the unique attributes, values and concerns of each community.

Financial Implication

The total cost to complete CWPPs for all Project Partners is identified at \$103,356.66.

The Village of Port Clements' application to the CRI program requested \$26,506 for the development of a CWPP for Port Clements. The total cost to complete a CWPP for Port Clements has been proposed at \$26,634.34. The proposed project exceeds the funding amounts by \$1634; however Council has budgeted for this excess within the Capital Works Budget

Project Timeline

Blackwell proposes commencing the project in July 2019, with an anticipated project completion date of June 30, 2020.

As per the CRI funding terms, project reporting under the program needs to be completed by April 30, 2020. It has been confirmed with UBCM that project extensions may be requested, in writing, for a period of up to one year (April 30, 2021).

Staff is intending to enter into agreement with Blackwell as per its submitted proposal. It is anticipated that this will be completed in August 2019, following approvals from each Project Partner.

Table 1 below summarizes project timelines for the Port Clements CWPP development process.

Key Tasks	Deliverables / Milestones	Hourly Rate
Contract Award	Signed contract and insurance requirements met/documented	Assumed start-up week of July 22, 2019 TBD
Kick-off Meeting	Finalized workplan and scope defined	Late July – early August, 2019 TBD
Background review and identification of values	Assembled & reviewed data/document package for the AOI Detailed and comprehensive list of all potential values at risk	August-September, 2019
Consultation with relevant community of Sandspit and NCRD staff and departments/fire department and other as identified [Wildfire Working Group]	Facilitation of a meeting or individual interviews, preparation and distribution of surveys for information gathering, compilation of consultation results	July-November, 2019 (and ongoing as needed)
Consultation with land managers (provincial), and stakeholders	Compiled consultation results	September, 2019-mid-March, 2020 (and ongoing as needed)
First Nations Information Sharing	List of information sharing recipients, referral letter and information package, documented communications and feedback	August, 2019 – May, 2020
Field work	Completion of: • Reconnaissance/assessment • Fuel typing data collection (spatial and non-spatial) • Threat Assessment Sheets • Infrastructure mapping	September-November, 2019
Office analysis and CWPP Development	Drafting and writing of each section following guidance and utilizing the 2018 CRI Program CWPP template and current UBCM CRI program standards.	November, 2019-March, 2020
Maps and Spatial data development	Map and Spatial Data deliverables	November, 2019-March, 2020
CWPP Draft Submission to the community of Sandspit and NCRD, BCWS, MFLNRD and First Nations	CWPP Draft submission to client in December for comment; CWPP Draft submission to land managers and First Nations following client review by end of January.	Mid-March-mid-May, 2020
Presentation to the community/NCRD Board	Presentation and Q&A session	Early June, 2020 TBC
Presentation to Stakeholders	Presentation and Q&A session	Early June, 2020 TBC
Submission of all deliverables (CWPP document, spatial data, additional documents)	Final CWPP Document (Word and PDF) and associated deliverables package.	By June 30, 2020

Table 1: Schedule for the Port Clements CWPP

RECOMMENDATION:

Staff is recommending that the report from staff entitled “Haida Gwaii Community Wildfire Protection Plans Proposal Scoring” be received for information.

GT-1

Criterion	Weight	Minimum score (if applicable)	Notes
Understanding of Project	5%	5%	<ul style="list-style-type: none"> Strong understanding of the HG CWPPP project
Qualifications and Ability to Complete Project <ul style="list-style-type: none"> Experience and structure/organization of team Demonstrated ability to prepare community wildfire protection plan for each community and region; conduct stakeholder and community consultations; and propose an implementation action plan into various stages and steps of development. 	20%	19%	<ul style="list-style-type: none"> Demonstrated experience – completed over 80 CWPPs since 2005 Qualified, robust project team Proposed engagement and implementation plan
Planning and Process Development Proposal <ul style="list-style-type: none"> Developed plan to prepare community wildfire protection plans Methodology for stakeholder and community engagement 	30%	27%	<ul style="list-style-type: none"> Project methodology provided (background, consultation, info sharing, field work, drafting, presentation) Establishment of Wildfire Working Group (steering committee)
Project Timetable	10%	7%	<ul style="list-style-type: none"> June 30, 2020 completion (grant extension required)
Project Pricing <ul style="list-style-type: none"> Includes community breakdown 	10%	8%	<ul style="list-style-type: none"> Project pricing is slightly over budget but with value added components
Initiative and Innovativeness of Proposal	15%	13%	<ul style="list-style-type: none"> Value added component to include recommendations for local government bylaw and policy development in support of CWPPs Teleconferencing options available (cost savings) Proposal offers opportunities for collaboration and improved efficiencies
References <ul style="list-style-type: none"> The Proponent shall provide three (3) references 	5%	5%	<ul style="list-style-type: none"> Proponent provided 3 references
Quality of Submission <ul style="list-style-type: none"> Clarity, completeness, conciseness and format 	5%	5%	<ul style="list-style-type: none"> High quality, complete submission
	TOTAL	89%	

Scored By: HG CAOs

Date: July 16th, 2019

Proposal Submitted by: BA Blackwell & Associates

Haida Gwaii CWPPP RFP Criteria Scoring

9-1

Beachy Mechanical Ltd.

July 12th 2019

P.O. Box 197

Port Clements, BC

VOT 1R0

beachymech@hotmail.com

250-626-7858

To Mayor and Council,

Please review my proposal for the Façade Program for my shop on #5 Grouse Street.



Replacing this bay door and tracking. Will be cleaning up the painted Beachy Mechanical sign on the front of the building as well.

G3



Going to get rid of the sliding door and tracking to the left of the garbage bin and will be replacing with a wall. Will be getting a new door to replace the aluminum one. Will be replacing the other bay doors and tracking as well. The doors to the far right I will be extending to 18 feet high.

Thank you,

Clint Beachy

Beachy Mechanical Ltd.

9-3

July 28, 2019

To: Clint Beachy Mechanical
From: Marcus de Zucquer
250 922 4424

Quote

Labour only to repair/replace
4 shop doors at Beach Mechanical.

Marcus de Zucquer

\$35⁰⁰ per hour / 8 hour per day.

\$280⁰⁰ per day / 10 days

\$2,800⁰⁰

labourer / helper

\$25 per hour / 8 hours per day

\$200 per day / 10 days

\$2,000

Total cost for labour \$4,800

M/M/M Marcus de Zucquer 250 922 4424

Quote Cont'

Labor Cost	4,800
Material Cost	4,817.92
Total cost for 4 doors	<u>9,617.92</u>

This is a firm quote for repair/replace 4 shop doors.

Any extra's incurred will be billed at \$60.00 per hour for 2 workers, (\$35.00/hr for one).

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

NO. 3006916 CASH QUOTE

07/27/19 13:10 01
 RT 0001 100004407

CASH

SHIP MARCUS
 TO:

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

CUST#: 1.000C DEL DATE:07/24/19 TERMS: NET - CASH FROM: Q 3006910

L#	QTY	DESCRIPTION	CATALOG	UNITS	PRICE	AMOUNT
1	1	EXT 36 LHIS 2X6 STOCK DOOR	EXT36LHIS2X6	A 1	430.20 EA	430.20
2	468	ULITE BASE 11/16X5-1/4 206	UL206P	A 468	2.70 FT	1263.60
3	18	4 X 8 - 3/8 STD.FIR PLYWOOD	38STDF	A 18	33.54 EA	603.72
4	30	2 X 6 - 12 # 2 & BTR.SPF KD	2612	A 30	17.84 EA	535.20
5	7	2 X 6 - 16 PREMIUM SPF KD S4S	2616	A 7	20.29 EA	142.03
6	8	2 X 12 - 16 SPF #2/BTR	21216	A 8	50.18 EA	401.44
7	4	2 X 12 - 12 SPF #2/BTR	21212	A 4	32.59 EA	130.36
8	1	LOCK COMB.ENT.YUK.SAT.CHR.Y26D	09655940	A 1	85.09 ST	85.09
		NON-RETURNABLE ITEM				
9	1	SCR.WD.TRE.BH#8 FKCBR8112J	13997532	A 1	31.09 JR	31.09
10	1	SCR.WD.TRE.BH#8 FKCBR83J	1399899	A 1	26.99 JR	26.99
11N	40	PLATE MENDING 20GAU MP24 2X4	:85895014EA	A 40	.64 EA	25.60
13	1	#15 PLAIN ASPHALT FELT 430SFT	RF403	A 1	53.33 EA	53.33
14	6	FLASHING 10 FT 26 G 18"X120"	:FLASH48264	A 6	36.00 4	216.00
16	12	3/8X5 CAR. BOLT HDG	CBHDG385CT	A 12	1.49 EA	17.88
17	12	3/8 HEX NUT HDG	FHNCHDG38VP	A 12	.19 EA	2.28
18	24	3/8 LOCK WASHER HDG	SLHDG38VP	A 24	.19 EA	4.56
19	6	HANGER AJUSTABLE STEEL BARN6	4753160	A 6	55.39 EA	332.34

PAID BY:

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

	SUBTOTAL	4301.71
D	G.S.T.	215.09
D	P.S.T.	301.12
	TOTAL	4817.92

GT-3



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 : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Emily Welford, Municipal Management Intern

Date: July 30, 2019

RE: Community Grant Awarding Policy

BACKGROUND

The Village of Port Clements allocates funds every year to awarding Community Grants that help support local causes and events. These monies are used by volunteers and organizations for projects that make Port Clements an engaged and active community.

At this time, the Village has an unrestrictive approach to grant awarding, with no set standards for applications, reporting or record keeping. A policy or bylaw guiding the grant awarding process would benefit the Village to increase transparency, equality, consistency and accountability for all parties.

Presently, staff are involved in the researching process for a grant application which can take up valuable administrative time. The Village may benefit from reporting standards to create a feedback loop that can provide useful information for analysis.

DISCUSSION

There currently is no standardization in awarding these grants or in-kind donations; this means there is no way of ensuring consistency in applications, evaluations, reporting/record keeping or for appealing decisions. This is problematic because it can lead to irregular and unfair awarding of grants that might not be in the best interest of the Village or its residents. Furthermore, applicants require little reporting after grants are awarded, which means the Village is missing out on collecting useful feedback and data.

Since Council votes on who receives grants, there is potential for biased approval/disapproval of grants awarded. By having a standardized evaluation process, this ensures each application is assessed fairly and equally. Although it is understood that Council were elected by the residents of Port Clements, and have the authority to award grant monies; this policy would provide guidelines to ensure the Official Community Plan (OCP) and strategic goals were being pursued through this policy. This policy would also include procedures for awarding in-kind donations, including waiving fees for room rentals.

Many other municipalities have bylaws or policies that govern how they award their funds and in-kind donations. Many of their policies include different categories and strict guidelines as to when applications are accepted. Some examples of successful category-based grant-awarding processes are Northern Development Initiative Trust and Rotary International.

GT-4

This policy would have to be reflective of current provincial legislation (e.g. Section 25 of the *Community Charter* to not aid a business).

IMPLICATIONS

Financial

- No implication. Grant monies are already budgeted for, so there is no need for budget amendment for this policy

Staff

- Less time spent researching grant applications and projects- the expectations are now set for applicants to provide these details and their plans.
- Less time spent on tracking down documentation- all should be gathered in one place.

Strategic and Official Community Plan

- Consistent with sections 7.1 and 7.2 of the OCP
- Able to use application/reporting/feedback to identify trends in the community, gaps in services, potential economic development projects.
- Align with transparency and consistency as pillars of government.

RECOMMENDATION

This policy would provide guidelines to staff and council to ensure grant funds are being used to directly and indirectly benefit the Village of Port Clements. It would ensure grant funds are focused on strategic goals as well as uphold the values and culture of Port Clements. There are an increasing number of applications in the last years, and with possibility of it growing even more; having a streamlined process with set expectations for all parties will save administrative time for both staff and council. Also, having reporting standards for after a grant is awarded also gives us feedback that can be analysed and utilized in the future.

By enacting this policy, it would also protect council and the Village staff from criticisms on how grants are or are not awarded. It will also ensure that the OCP and strategic goals of the village are considered; ensures that the funds given are for projects that support, engage and promote the community; and ensures there are guidelines for regulating grants awarded, but also providing enough flexibility to still award money.

Staff recommends:

THAT Council approves the Community Grant Policy (No. 22, 2019)

Respectfully submitted,



Emily Welford

Municipal Management Intern

6-4

Village of Port Clements

The Village of Port Clements

Draft Community Grant Policy

Policy No. 22, 2019

DEFINITIONS

Award/Awarding: a successful grant application in which Council votes to give the monies to the applicant(s).

Grant: a financial award given by the Village of Port Clements.

In-Kind Donation: A non- financial award given by the Village of Port Clements. This includes waiving fees for use of property of the Village of Port Clements, where the Village does not incur any direct financial costs.

Non-government Organizations: A non-governmental organization (NGO) is a non-profit, citizen-based group that functions independently of government. NGOs, sometimes called civil societies, are organized on community, national and international levels to serve specific social or political purposes, and are cooperative, rather than commercial, in nature.

Not for profit (NFP) Organization: Not for profit describes a type of organization that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives and keeping it operational.

Representative – the person responsible for managing the funds on behalf of their organization, group... may be liable in the case of misuse of funds.

PURPOSE

1. The Village of Port Clements may contribute to the general interest and advantage of the community through the awarding of Community Grants.
2. It is the intent of this policy to regulate the amounts given as grants, and to remain consistent and fair in the awarding of grants. The awarding of grants is to have a net positive impact: to increase goodwill, relationships, attachment, and engagement within the community.
3. This policy is to set expectations, responsibilities and accountabilities to staff, council and residents of the Village of Port Clements.

DETAILS OF POLICY

1. Preference for the awarding of grants will go to groups located in the Village of Port Clements, other on-island groups may be considered.

2. Grant funding must fall into one of the following categories
 - a. Youth
 - b. Arts and Culture
 - c. Events
 - d. Environmental Sustainability
 - e. Economic Development
 - f. Business Façade Program
3. Grants will be awarded to NGO's and not-for-profit groups such as charities, community service groups. Individuals may receive a grant if they are supported/sponsored by an NGO, or NFP.
4. Applicants must have a complete application (SCHEDULE A) submitted in a timely manner. Incomplete applications will not be considered. All Grant Applications must be received before the Wednesday before the Council Meeting, at 1:00 PM (13:00). All applications should include any relevant documentation such as quotes, letters of support, diagrams and maps.
5. Applications must be submitted to the Village office for review before being passed onto Council. Preliminary screening will be conducted by staff (SCHEDULE B) to determine viability/feasibility of the project.
6. Applications will be assigned a number, which will continue to be the reference number throughout the entire grant-awarding and reporting process, even if the grant application is not accepted.
7. Applications are considered to be legally binding documents.
8. Projects applications must be submitted to the Village office for preliminary screening using Schedule B. Staff will report all applications to Council, and the reason for their rejection if applicable.
9. The CAO will pass along accepted applications to Council, to approve or reject the application. The applications are evaluated consistently on the following topics:
 - a. Total funding requested
 - b. Impact on community
 - c. Feasibility of project
 - d. Alignment with OCP, goals and strategy of community and Council.
10. Council may use SCHEDULE C as a decision making tool, or as a record to be attached with the application for future reference.
11. All rejected applications have the right to appeal Staff or Council's decision by using Schedule D, in conjunction with any additional documents or letters of support from community members. Appeals will be heard at the following Council meeting after receiving the appeal. Any appeals must be received on the Wednesday before the Council meeting. Incomplete forms will not be considered.
12. Council will have final approval of grant awarding and funding amount.
13. Recipients must complete the Report (SCHEDULE E) within 2 months of completion of the project or event. Extensions may be granted in extenuating circumstances. The purpose of the report is to ensure funds went where they were intended, receive feedback on the program, and celebrate of success stories.

14. An individual must be responsible for the funds, as a representative of a group or organization. This individual may be responsible for repaying the monies awarded if any of the following occur:
 - a. The grant money is forwarded onto another cause as an indirect donation
 - b. The project does not occur (cancelled)
 - c. The monies are used for something they were not intended for, that could be perceived as controversial, "in bad taste" or "in bad faith"; at the discretion of council
 - d. The monies were used for something illegal
 - e. The monies are used to promote a self interest (political, membership drives, unionization, religious events or professional organizations)
15. Grants may be awarded after a project or event with proof of purchase with receipts.
16. Applicants will be notified whether their grant request was successful with a letter from the Village. This letter may identify any terms and conditions of the grant, and may serve as a contract between the recipient and the Village, if such terms were decided by Council. A representative of the group, organization or themselves will sign said letter and return it to the Village office to receive their grants.
17. Grants will not be awarded to reduce fees such as property taxes, water, sewer or garbage fees as collected by the Village in accordance with of the Community Charter (Section 25, as of July 2019).
18. Grants may not be awarded to any item that will revert to private ownership of an individual.
19. In-kind donations will be awarded according to the same criteria as financial grants, including the application and reporting process.



Application # _____, 20____

SCHEDULE A: COMMUNITY GRANT APPLICATION

Name/Name of Organization: _____

Name of Project/Event: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Amount requested: _____ To be reviewed at _____ Council Meeting

Give a description of your project: include a completion timeline, and what the monies would be used for.

What Category of Community Grant would your project fall under? Check one.

Youth Programs	<input type="checkbox"/>	Environmental Sustainability	<input type="checkbox"/>
Events	<input type="checkbox"/>	Economic Development	<input type="checkbox"/>
Arts and Culture	<input type="checkbox"/>	Business Façade Program	<input type="checkbox"/>

Have you requested monies from other organizations (Provincial, Federal government)? Y / N. If yes, where?

Have you received a grant from VOPC before? Y / N. If Yes, when? _____

What would be the positive impact on the community? _____

Does this application include any additional/supporting documents? Y / N. If yes how many pages? _____

I have read and understand the Community Grant Policy and am responsible for the allocation of funds if the Grant is awarded.

Name/Signature of Representative

Date Submitted

G-4



Application # _____, 20____

SCHEDULE B: GRANT APPLICATION EVALUATION FOR STAFF

Name/Name of Organization: _____

Name of Project: _____

Amount requested: _____ To be reviewed at _____ Council Meeting

What Category of Community Grant does project fall under?

Youth Programs

Events

Environmental Sustainability

Economic Development

Arts and Culture

Business Façade Program

Are there funds available for this project? Y / N , \$ _____ available in budget

What will be the impact on the Village?: _____

What will be the impact on the Village Staff (including Public Works)? _____

1. Do the direct and indirect benefits to VOPC outweigh the cost? Y / N
2. Has this person/organization received a grant before? Y / N
 - a. If yes, Was it a positive experience? Y / N
3. Lifespan of project
 - a. Is the project sustainable? Will it have an impact for greater than 1 year? Y / N
4. Alignment with Official Community Plan? Y / N
5. Conflict with any legislation (Bylaws, Provincial laws, Acts, etc.) Y / N
 - a. If yes, which legislation? _____
6. Does/would this project have community support? Y / N
7. Could this project be perceived as controversial? Y / N
8. Is there any additional documentation required before submitting application to Council? Y / N
 - a. If yes, what is missing from the application? _____
9. Feasibility of Project
 - a. Specific Y / N _____
 - b. Measurable Y / N _____
 - c. Attainable Y / N _____
 - d. Realistic Y / N _____
 - e. Timely Y / N _____
10. Does this project fill a need in the community? Y / N

Accepted application for Grant of \$ _____ to be forwarded to Council OR Application Declined

Reason for declined: _____

Signature

Date



Application # _____, 20____

SCHEDULE C: COUNCIL GRANT EVALUATION

Name/Name of Organization: _____

Name of Project: _____

Amount requested: _____ To be reviewed at _____ Council Meeting

Agree with recommendations of staff? Y / N

Any notes: _____

Approval: Accepted / Declined

Reason for declined: _____

5-4



SCHEDULE D: GRANT APPLICATION APPEAL

Name/Name of Organization: _____

Name of Project: _____

Amount requested: _____ Which was declined at _____ Council Meeting

What Category of Community Grant does project fall under? Check one

Youth Programs ☐

Environmental Sustainability ☐

Events ☐

Economic Development ☐

Arts and Culture ☐

Business Façade Program ☐

Please give a description of how this project will create a net benefit to the community or why it is important to you : _____

Was there a misunderstanding of the information provided in your original application? If yes, please explain: _____

Is there any new information that impacts your application that was not previously disclosed? _____

Any letters of support or additional documents attached with your appeal? If yes, please provide the description of the supporting or additional documents. Number of pages attached? _____

Signature

Date



Grant # _____, 20____

SCHEDULE E: COMMUNITY GRANT REPORTING

Name/Name of Organization: _____

Name of Project: _____

Amount Awarded: _____ Date Grant Awarded: _____

OFFICE USE ONLY. Resolution #: _____ Category: _____
--

How did this Grant positively impact your project?

Please provide a simple budget for your project and identify what the grant money was used for.

Revenue	Expense	Total

Additional Comments/Feedback: _____

Are there any supporting/additional documents with this report? Y / N. If yes, how many pages? _____

Name/Signature of Representative

Date Submitted

**We would love to see any pictures of your successful project, so please attach or send to
office@portclements.ca!**

5-4



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 : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Ruby Decock, CAO
Date: August 2, 2019
RE: Haida Gwaii Animal Welfare

BACKGROUND:

In 2018, the Haida Gwaii SPCA applied to the Vancouver Foundation for \$20,000. In addition to this funding, the plan was to apply to the Gwaii Trust Community Innovations grant to receive an additional \$10,000 and approximately another \$3000 from the Haida Gwaii SPCA. These funds are intended for a project to hire a contractor tasked with developing a common set of bylaws for Haida Gwaii; obtaining a funding agreement for an island wide animal welfare bylaw enforcement officer; and developing a plan for construction and operation of a permanent humane education and animal adoption facility.

The Village of Port Clements wrote a supporting letter for the Vancouver Foundation Grant application on DATE.

DISCUSSION:

We have been informed that the Village of Masset received funding of \$20,000 from the Vancouver Foundation and project reporting is to be completed by January 2020. However, the Gwaii Trust Innovation fund has been fully allocated for the year 2019 and the earliest that funding from this program could be received is in February 2020.

The shortfall of \$10,000 leaves the Haida Gwaii SPCA and the Village of Masset's project at risk of failing. The Haida Gwaii SPCA is therefore requesting the Haida Gwaii Communities to contribute \$1430 each towards this project. The breakdown is divided between Sandspit, Tlell, Tow Hill, Old Masset, Masset, Port Clements, and Queen Charlotte.

Queen Charlotte has also identified that another alternative is to fund based on population:

Funding Needed \$10,000

Community	2016 Census	%	Share of Funding
Old Massett	555	13%	\$1,312.06
Masset	793	19%	\$1,874.70
Port	282	7%	\$666.67
Skidegate	837	20%	\$1,978.72
Queen Charlotte	884	21%	\$2,089.83
RD Area D	539	13%	\$1,274.23
RD Area E	340	8%	\$803.78
Total	4230		\$10,000.00

G-6

It was suggested that municipalities could apply to allocate portions of their Gwaii Trust Vibrant Communities funding; however, applications for funding will not be determined until September 26, 2019. An alternative option for the Village of Port Clements is to fund this project through Council Grants or through the Northern Capital and Planning Grant. It is unknown if all the municipalities have agreed to contribute to this project and what amounts they can contribute.

What also is concerning is the withdrawal of animal welfare services on Haida Gwaii. The loss of a veterinarian, the loss of SPCA facilities, and the potential loss of volunteers will impact how animal welfare is being handled within Port Clements. Please see the attached email from Anna Marie Husband and a letter from Don Richardson.

By the Village of Port Clements contributing a portion of the \$10,000, this will alleviate work for municipal staff and save the municipality costs for carrying out such a project. The project will help an all island initiative which will assist in possibly providing a solution to the animal welfare issues islanders are presently dealing with.

CONCLUSION:

The SPCA is requesting that \$10,000 from the Haida Gwaii communities to aide for developing a common set of bylaws for Haida Gwaii, obtaining a funding agreement for an island wide animal welfare bylaw enforcement officer, and developing a plan for construction and operation of a permanent humane education and animal adoption facility. Animal welfare management on Haida Gwaii is becoming limited and the loss of volunteers and facilities will make it challenging for residents to continue these services historically provided. The Village of Port Clements can help contribute to possibly providing a solution to addressing the animal welfare needs on Haida Gwaii by agreeing to fund this project.

IMPLICATIONS:

STRATEGIC	(Guiding Documents Relevancy – Strategic Plan, Official Community Plan) No impact.
FINANCIAL	(Corporate Budget Impact) There is adequate funding in the budget for this project.
ADMINISTRATIVE	(Workload Impact and Consequence) There is no impact on staff.


RECOMMENDATIONS:

1. THAT Council commits *up to* \$2000 from the Council Grants budget, subject to the funding agreed upon by other communities contributing the total requested of \$10,000, for the Haida Gwaii SPCA's and the Village of Masset's project funded by the Vancouver Foundation.
2. THAT Council commits *up to* \$2000 from the Northern Capital and Planning Grant, subject to the funding agreed upon by other communities contributing the total requested of \$10,000, for the Haida Gwaii SPCA's and the Village of Masset's project funded by the Vancouver Foundation.

STAFF's RECOMMENDATION

THAT Council commits *up to* \$2000 from the Council Grants budget, subject to the funding agreed upon by other communities contributing the total requested of \$10,000, for the Haida Gwaii SPCA's and the Village of Masset's project funded by the Vancouver Foundation.

Respectfully Submitted:


Ruby Decock, CAO

Ruby Decock

From: Anna Maria Husband <annamariahusband@gmail.com>
Sent: July-31-19 9:39 PM
To: Davis Davis; Village ENV:IN; Ruby Decock; Doug Chapman; Michelle McDonald; aread-director@ncrdbc.com; areae-director@ncrdbc.com; Lori Wiedeman
Cc: Don Richardson; Dane Richardson; Animal Hospital; stephen.grosse@haidanation.com; leila riddall; tobeadragon; Dorothy and Mike Garrett; Jennifer Rutt; Julia Corbett; Andrea; crys curb; Almudena Miles; Amy Morris; Graeme Wright - Regional Manager, Vancouver Island; Andrew Hudson; bret.johnston@gwaiitrust.com; Terry GILLESPIE; Rosolynn Kalb; Louise Egan; Kevin SMITH
Subject: Action Requested: Improving animal welfare on Haida Gwaii
Attachments: Veterinary medicine on Haida Gwaii_Dr Don Richardson March 26 2018.pdf

Hi all – many months have passed since I last communicated with you regarding joint efforts to improve animal welfare on Haida Gwaii. I have both good news and bad news to share, as well as a request for your immediate engagement to ensure that we can make substantive progress on this important issue.

I, Graeme Wright, and Amy Morris met with most of the village/band councils back in January to discuss the need for local government involvement to improve animal welfare on Haida Gwaii. In the months previous to that, fellow Haida Gwaii SPCA Community Council member, Jennifer Rutt, and I had drafted an application to the Vancouver Foundation to hire a coordinator to complete the following:

- gain agreement from all communities on a common set of animal responsibility bylaws that would be enforced in all communities;
- obtain a funding agreement for all communities to jointly hire a single bylaw officer to enforce the animal responsibility bylaws in all communities; and
- develop a final plan for construction and operation of a permanent humane education and animal adoption facility that would serve all communities.

We discussed this approach at the January meetings, and there was overall agreement that pursuing this approach made sense. The Village of Masset agreed to sponsor the application, and the Villages of Masset, Port Clements, and Queen Charlotte agreed to give MIEDS grant writer, Andrew Hudson, the time to help us finalize and submit the application. Amy Morris also assisted with revisions to the application, as she has had previous experience working with Vancouver Foundation during other BC SPCA grant requests.

Andrew submitted the application in April. At the end of May, the Vancouver Foundation advised us that we had not even made the short list; they felt that the project was already too far along. Andrew and I subsequently spoke with the application coordinator. After speaking with us, he recognized that they had misinterpreted information in the application. He suggested that we resubmit the application by the end of the month. Andrew amended the application to make it very clear that this project was still at the concept stage, and that the requested funding was critical to help improve animal welfare on Haida Gwaii.

In early July, the Village of Masset was advised that our proposal was successful, and that we would be granted \$20,000! We greatly appreciate the support from the Villages of Masset for sponsoring the grant, to the Villages of Masset, Port Clements, and Queen Charlotte for supporting Andrew's work on this application, and Andrew for his grant writing skills!!

That's the good news.

Now the bad news. This proposal was built on the premise that we would be able to access up to \$10,000 from the Gwaii Trust Innovation Fund, and about \$3,000 from the Haida Gwaii SPCA. Unfortunately, the Innovation Fund is now fully utilized for this year, and no funds will be accessible until February 2020. This is a problem, because (1) we must draw against the Vancouver Foundation by January 2020 or lose all the funds, and (2) The Gwaii Trust will not fund any projects that are already underway, thus preventing us from staging funds over the span of the project.

Gwaii Trust CFO, Carla Lutner, did advise Andrew that the communities could choose to use part of their Community Vibrancy funds to sponsor this project.

Andrew has explored all other grant opportunities for the remaining \$10,000, but has not been able to find any alternatives.

I believe that we cannot fully achieve what has been set out in the Vancouver Foundation grant application unless the communities provide \$10,000 in cash or in kind to support the project coordinator's work.

Looking at the current state of affairs with respect to animal welfare on Haida Gwaii, there have been some significant setbacks in recent months:

1. Drs. Don and Dane Richardson are stepping back from veterinary duties at the Haida Gwaii Animal Hospital for medical and personal reasons. Although the hospital has been in search of another full-time veterinarian for a couple of years, they have been unable to find a permanent replacement. There is a severe shortage of vets in Northern BC, and thus it is a challenge to find someone who is willing to live in an isolated area with a heavy workload. Currently, the hospital is using locums to keep the facility running. However, there is a real risk that if they cannot locate a permanent replacement(s) for Dr. Don and Dr. Dane, the hospital may close between locums, or, even worse, close their doors permanently. To lose the animal hospital would be a tremendous blow to the many Haida Gwaiians who depend on its staff to keep their animals healthy, to nurse them back to health when they are ill, or to give them a humane death when no other options exist. This loss would also have a devastating impact on volunteer organizations who depend on the hospital to provide health care for abused, neglected, and abandoned animals until forever homes can be found for them.
2. Shane Windatt, who worked as a volunteer and part-time Haida Gwaii SPCA branch coordinator for almost 20 years, resigned at the end of April for personal reasons. She has decided to move off Islands. Upon sale of her property, we will no longer have access to Shane's facilities to rent for office and animal space for the new branch coordinator, Almudena Miles, which is an arrangement that Shane offered after her resignation. To be clear, upon the sale of Shane's property, the Haida Gwaii Branch will then have NO space to foster animals other than the very few foster families that we have.
3. The Haida Gwaii Pro-Animal Welfare Society dissolved in May due to the lack of reasonable prospects for setting up a social enterprise after it was unable to obtain funding to purchase Dorothy and Mike's Guest House in Queen Charlotte.
4. Remaining volunteers with the Haida Gwaii SPCA, Animal Helpline, and Masset Cat & Kitten Rescue are fast approaching complete burnout. This links back to the animal hospital, because they depend on the volunteers to help with animal control and abandonment, something that used to fall on their shoulders when people dropped off animals at the Ranch (refer to attached, Dr. Don's Haida Gwaii veterinary history, which he presented at the March 2018 meeting in Masset).

We are at a crossroads. **If community governments don't actively engage in improving animal welfare on Haida Gwaii, we face a real and imminent risk of losing our animal hospital and our volunteers who work so tirelessly to help animals in need.** The end result of that is that animal welfare will rest solely with the community governments. Last year, the Haida Gwaii SPCA alone took 115 animals into its care. That does not include the animals taken directly by Animal Helpline, Masset Cat & Kitten Rescue, and the animal hospital itself. Are you, as representatives of the community governments on Haida Gwaii, prepared to deal with all the abused, neglected, abandoned animals on these Islands on your own? I refer you again to Dr. Don's historical review. Sadly, it would not take long for efforts of Dr. Don

and long time volunteers like Dorothy Garrett, Fran Redick, and Anne Marie Mol to be erased by lack of animal care services and facilities on these islands.

Many community members in each community have contributed unrealistic amounts of personal time and money to look after animal welfare on the islands. For myself, if all Islands community governments do not decide to contribute \$10,000 (in cash or in kind; only \$1430 per community) towards the bylaws finalization, bylaw officer funding agreement, and plan for a permanent humane education and animal welfare facility by September 30, 2019, then I will be resigning as chair of the Haida Gwaii Branch community council of the BC SPCA. I will no longer be a party to exploiting caring people while community governments do not do their part to improve animal welfare on Haida Gwaii. I will also not be a party to spending precious grant dollars from the Vancouver Foundation if the community governments are not prepared to commit to moving forward together to improve animal welfare on these islands.

If there is not community government support, the few other animal welfare volunteers will make their own decisions on whether they continue to bear the heavy burden of providing animal welfare services on their own.

That said, we do not want to give up before hearing directly from Haida Gwaii residents, because we believe that most residents support improved animal welfare. In the coming weeks, the Haida Gwaii SPCA community council will be actively engaging residents from all communities, encouraging them ask their respective government to commitment to improving animal welfare on Haida Gwaii by working in partnership with all other Islands communities.

We have been engaged in discussions about the seriousness of the animal welfare situation with you since March of 2018. We now need to see action, or I fear that not only will animal welfare not improve on Haida Gwaii, it will quickly get worse. And when animals suffer, so too do the many, many Haida Gwaiians who care so deeply about their fellow animal residents.

I hope to receive your support so that we can move forward together to improve the lives of animals and all those people who care about them.

Anna Maria Husband
Chair, Haida Gwaii Branch Community Council
BC SPCA

Veterinary medicine on Haida Gwaii, almost 65 years of memories.

My name is Don Richardson. Our family has operated Richardson Ranch at Tlell since 1919. Cattle, horses, dogs & cats have always been an integral part of my family's life. I was born in 1953 in the old, old hospital in Charlotte and will be 65 in July. My first vivid memory of working on animals was as a preschooler. My Dad had packaged up a dead calf to send out to the provincial Veterinary Lab to find out why it had died. I took a special steak knife from my mother's kitchen, and tried to cut open the dead calf to see what was wrong inside. I remember being very disappointed that I couldn't cut through the hide. It was then that my career path was probably set.

As a child our pets were neutered either by the Federal Vet who visited our Ranch every few years on either the TB or Brucellosis Eradication Programs or my parents flew them to Vancouver to be fixed at the Richmond Animal Hospital. Of course Dad castrated calves so it was logical extension that he also cut cats for friends and neighbors. I saw animals who died because of lack of Veterinary service. I remember Mom and Dad trying to deliver a calf but they could tell something drastic was wrong inside her so they cow was shot. We opened up the womb and found a full term calf which was a schistosomas reflexus, a fetus which develops inside out with ribs curved the wrong way off the spine and the organs on the outside of the body. The cow could have been saved with a caesarian section but there was no vet. I was about 10 years old then and it was at that time I announced I was going to be a vet when I grew up.

I attended Port Clements School when it was a single room with 8 grades. Grade nine to twelve was in boarding school in Vancouver and I attended University of Saskatchewan where I got first a BSc and finally

my DVM in 1978. My plan, bring Vet Service to Haida Gwaii. I worked for two years with Dr. Kennedy in Prince Rupert. My parents were very supportive of my decision and while I was still in Vet School my Mom started Richardson Kennels, a boarding facility for Dogs and Cats. This contact with the island pet owners led her and Fran Redick of Masset to contact Dr. Kennedy about doing vet clinics on Haida Gwaii. Mom and Dad constructed a room in their carport at Tlell for Dr. Kennedy to use and Fran arranged to have DND donate a room in the old ops base. Several biannual trips had been made by the time I graduated in 1978, Dr Kennedy had an old van and some basic equipment on Island and we traveled over on Trans Provincial Airlines. Remember, this was before BC ferries. As soon as I graduated I did all the trips over and I stayed at home in Tlell with family. Fran and my Mom would book our appointments and help with basic surgeries. We cooked our surgery packs in a pressure cooker on the kitchen stove! Sick and complicated cases went to Rupert on the seaplane. A supply of meds was left with Mom and Fran so we could dispense by phone when we were not on island.

After two years I decided that with family support I could survive as a vet working on Haida Gwaii alone and started the Queen Charlotte Islands Animal Hospital in Tlell. Doors opened June 1st, 1980. And like they say, the rest is history with on special note.

In business, you need a succession plan and my wife and I realized we needed to grow our own replacement vet. We had two children, Dane was born in 1985 and Jamie in 1988. Dane graduated University of Saskatchewan with a DVM in 2013, worked two years at Kamloops Vet Clinic and returned to work in Tlell in August of 2015. We built the new clinic that year and moved into it in December, a little over two years ago. Jamie got my love for cows and graduated Olds College in Beef

Management and she currently runs a Cattle Ranch at Fraser Lake where she is calving 82 cows this spring.

I am supposed to talk to you about changes I have seen. There have been plenty besides TV service, fax machines, ferries, microwaves, internet and cellphones. Demographics have changed. When I started my most sophisticated clients were in the military. DND Masset was a big deal with a 10 million dollar annual payroll in Masset and these were clients who had used veterinary services around the world and expected the same here. The rest of the population on Haida Gwaii had never had the opportunity to use a veterinary service. Education has always been a huge part of our practise. Zoonotic issues such as fleas, lice and scabies control meant we could help improve our neighbor's day to day lives as well as bring help to the animals. We eradicated scabies from the dogs while public health worked on our children and by 1990, in just ten years we stopped seeing any cases of scabies until some tree planter dogs brought them back for a short time in early part of this latest century. Unfortunately we haven't been able to eradicate the fleas but client education on control for people and their pets goes on every day at our work place.

When I started we saw lots of trauma cases. These were dog fights, cat bite abscesses, hit by cars, fell out of trucks, shot while casing deer, etc. In the last 10 years we can count on our fingers the dogs injured by falling from moving trucks. Dog fights and cat bite abscesses are a monthly occurrence now instead of a daily reality. We neutered a lot of tom cats because we had the opportunity when we were surgically treating his big face abscesses and when we explained that the fighting and abscesses would stop after neutering it was an easy decision for owners to make. Now all the neuters come in before puberty and there are no fights; we see more geriatric diseases, cancers and obesity as our most common problems. Much of our time continues to be devoted to

education. Old dogs and cats use to be ten, now you are cheated if you don't get 15-18 years out of your pet and 20 year old cats are not uncommon.

Most of my first clients had no experience with a vet visit and while we fixed their injured pets we were able to educate about population control and basic nutrition. Today, my younger clients are often third generation to our clinic. We see kids today with their hamsters whose parents were brought to the clinic by their parents with their family dog. Our kids are better educated and Dr. Google is a constant source of both good and bad information. Clients now come for health exams and preventive issues rather than reacting only to the sick and injured.

For the first 15 years of practice we often did salvage surgeries such as lateral ear resections where we actually surgically removed the entire ear canals due to incurable chronic infections that had been let go untreated for years. I can't remember the last time we did one of these.

In the 80s and 90s blocked cats from urinary calculi or stones happened every week. Many cats died but most brought to us in time survived only to block again. This was only male cats due to their anatomy and we did many perianal urethrostomys so they would not block again. Education on diets was turned this into a forgotten disease and I can't remember the last time I did one of these surgeries.

In the 80's and 90's we were asked to euthanize many unwanted animals. Nothing put a damper on a fine day at Tlell like having a pickup arrive unannounced with ten 12 week old puppies that the owner wanted euthanized because he couldn't find any homes and there were no other option. At least we could deal with these as humanly as possible with intravenous drugs. In those days we saw these as the lucky one as compared to those which we saw come to the clinic when they were found wounded at the land fill or out on the back roads or

even floating in a bag in the inlet. We rarely get these requests for euthanasia anymore and now we have options that mean we can use our contacts to send unwanted animals into the SPCA system where they have the opportunity to find a forever home. Euthanasia's of convenience haven't happened at our clinic for a long time.

The Queen Charlotte SPCA and Masset Animal Help Line have also made our life easier in the clinic because they are dealing with the stray and homeless animals. No longer do they get dropped at our clinic. We don't have to field as many calls about these animals and we can refer those who phone with an issue needing animal control, not veterinary medicine.

I am here today, representing the islands only Veterinary practice, to implore you all, to make sure we don't go backwards. Our volunteers who do the animal control and provide a conduit to the safety net which allows strays to be adopted into a forever home, sometimes in a city far away from Haida Gwaii, are getting tired. Like me, many are reaching an age when they need to step back and allow the next generation to take over. Unfortunately, in a day and age when many people rely on their leaders to provide services, we do not have a good succession plan in place for these organizations. That is why we are here today and I hope you can all see the problem we face. I believe that historically a lot of volunteers have done a tremendous job for our communities when it comes to animal control and animal welfare and because of this our communities, and more specifically, our municipal governments have been getting a free ride when it comes to animal control and welfare. Our task today is to make sure that the gains we have seen made in our local communities is not lost when key individuals retire for the QCI SPCA and the Masset Animal Help Line.

Thanks for listening. If anyone has a questions I will be glad to try and answer them.

July 31, 2019

VIA EMAIL

The Honourable Amarjeet Sohi
Minister of Natural Resources
Amarjeet.Sohi@parl.gc.ca

The Honourable Chrystia Freeland
Minister of Foreign Affairs
Chrystia.Freeland@parl.gc.ca

The Honourable Patricia A. Hajdu
Minister of Employment, Workforce Development and Labour
Patty.Hajdu@parl.gc.ca

With copy to:

Jeffrey Biggs, Director, Natural Resources Canada
jeffrey.biggs@canada.ca

RE: Federal Assistance for Forestry-dependent Communities

Dear Ministers Sohi, Freeland, and Hajdu,

British Columbia's forest industry has long been foundational to the provincial economy and one of the largest employers in the province, supporting 140,000 jobs – or 1 in 17 jobs in the province. One out of every four manufacturing jobs in B.C. is in forestry, providing family-supporting jobs and driving the economy in 140 forestry-dependent communities across the province.

Today, the B.C. forest sector is facing significant challenges that are directly impacting our employees, communities and operations across the province. Following the mountain pine beetle devastation and two consecutive years of destructive wildfires, B.C.'s timber supply is declining. Timber shortages have driven up log costs; when combined with punitive tariffs imposed by the U.S. on Canadian softwood lumber, and volatile lumber markets, these challenges have created the perfect storm of conditions leading to the current crisis.

Industry has been making every effort to access available timber and keep people working. However, under current conditions, many operations are simply not viable, which is forcing difficult decisions to close, or curtail, production to rebalance mill capacity with available timber


G7-7

supply. With these decisions, communities and employees are suffering. In the last two months alone, since May 1, 2019, there have been more than 45 announcements of curtailments or closures of B.C. forestry operations. Attached to this letter is a list of all the closures, shift reductions, and curtailments representing an impact to thousands of workers.


Collectively – as industry, communities, and the B.C. government – we are urgently seeking the assistance of the Government of Canada to support our communities and workers in transition. We seek your guidance on how to access this assistance, whether it be through the Softwood Lumber Action Plan, or other federal programs.

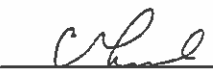
Managing through this crisis will require a collective effort with industry, government at all levels, communities and employees working together. We hope to meet with you as soon as possible to discuss this challenge, seek your advice, and discuss a path forward.


Respectfully,


Joan Atkinson
Mayor, District of Mackenzie


Art Kaehn
Chair, Regional District of Fraser-Fort George

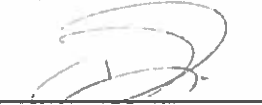

Taylor Basbrach
Mayor, Town of Smithers


Carol Leclerc
Mayor, City of Terrace



Walt Cobb
Mayor, City of Williams Lake


Sincerely,

Linda McGuire
Mayor – Village of Granisle

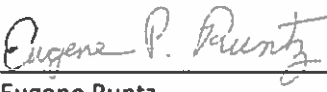

Dolores Funk
Mayor, Village of Burns Lake


Lorraine Michetti
Mayor, Village of Pouce Coupe



Phil Germuth
Chair, Regional District of Kitimat-Stikine


Kris Olsen
Mayor, Village of Queen Charlotte



Lyn Hall
Mayor, City of Prince George



Eugene Runtz
Mayor, McBride


Brad Sperling
Chair, Peach River Regional District



Dennis Sterritt, Mayor
Village of Hazelton



Sarah Storey
Mayor, Village of Fraser Lake



Dale Burnstead
Mayor, City of Dawson Creek


Gary Foster
Mayor, Northern Rockies
Regional Municipality


Gail Lowry
Mayor, District of New Hazelton


Gerry Thiessen
Mayor, District of Vanderhoof


Owen M. Torgerson
Mayor, Village of Valemount


Margo Wagner
Chair, Cariboo Regional District


Brad Layton
Mayor, Village of Telkwa


Susan Yurkovich
President and Chief Executive Officer
BC Council of Forest Industries

Enclosure(s): List of Closures, Reductions, and Curtailments

G-7

Enclosure: List of Closures, Reductions, and Curtailments

Please note that this information is was compiled in early July 2019 and is based on publicly available information and/or information provided by companies. This information may not be comprehensive or complete and is subject to change.

Permanent or Indefinite Closure

- Tolko in Quesnel – 150 workers impacted
- Norbord in 100 Mile House – 160 workers impacted
- Louisiana Pacific in Fort St John – 190 workers impacted
- West Fraser in Chasm – 176 workers impacted
- Canfor in Vavenby – 172 workers impacted
- Teal Jones in Honeymoon Bay
- Canfor in Mackenzie – 265 workers impacted

Shift Reductions

- Tolko in Kelowna – 90 workers impacted
- Aspen Planers in Merritt – 50 workers impacted
- West Fraser in 100 Mile House – 34 workers impacted
- Western Forest Products in Chemainus
- Canfor in Prince George – 65 workers impacted

Temporary Curtailments

- Canfor – all operations in Bear Lake, Chetwynd, Elko, Fort St John, Houston, Prince George, Radium Hot Springs, Taylor, Vanderhoof impacting over 1,600 workers
- West Fraser – all operations in 100 Mile House, Chasm, Chetwynd, Fraser Lake, Quesnel, Smithers, and Williams Lake, impacting 1,070 workers
- Conifex in Fort St James – 4 weeks, impacting 180 workers
- Canoe Forest Products in Canoe – 2 weeks, impacting 150 workers
- Conifex in Fort St James - 9 weeks to date, impacting 132 workers
- Conifex in Mackenzie – 6 weeks, impacting an average of 115 workers over the period
- Tolko in Armstrong and Soda Creek – 2 weeks
- Interfor in Castlegar – 11 days, impacting 152 workers
- Interfor in Chase – 11 days, impacting 191 workers
- Interfor in Grand Forks – 11 days, impacting 107 workers
- Paper Excellence in Powell River
- Western Forest Products in Duke Point
- Western Forest Products in Ladysmith
- Western Forest Products in Saltair – 1 week
- Western Forest Products in Duke Point
- Western Forest Products in Ladysmith
- Western Forest Products in Saltair – 1 week

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.
	14-03-2019			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
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. Requested date for Aug 20/20 - waiting for confirmation
	16-04-2019			
	03-06-2019			
	31-07-2019			
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
	12-05-2019			Payment portal option is scheduled for review on June 3rd, 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.
	02-08-2019			Payment issue corrected.

A-1