



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

7:00 p.m. Regular Meeting of Council, Monday, December 2nd, 2019

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**
M-1 – November 18th, 2019 Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1 – Board Highlights - North Coast Regional District
6. **FINANCE**
7. **GOVERNMENT**
G-1—Amended Financial Management Plan for the years 2019 – 2023, Bylaw #455, 2019– 1st, 2nd & 3rd reading
G-2 – UBCM’s Community Emergency Preparedness Fund – Flood Risk Assessment, Mapping and Mitigation Planning – Invitation to Join Project – North Coast Regional District
G-3 – Appointment of Committee Representatives
G-4 – Appointment of Deputy Mayor
G-5 – Schedule of 2020 Council Meetings – Deputy Clerk Cumming
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) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(c) labour relations or other employee relations;
13. **ADJOURNMENT**



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Minutes of the 7:00 p.m. Regular Meeting of Council, Monday, November 18th, 2019

Present:

Mayor Daugert
Councillor Kish
Councillor Cumming
Councillor Gould
Councillor Falconbridge

CAO Decock

Members of the Public and Press: Doris Fischer, Joan Hein, Marilyn Bliss, Bev Lore, Marilyn Bliss, Maureen Bailey

Meeting Called to order at 7:04PM.

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

2019-11-282--Moved by Councillor Cumming, seconded by Councillor Kish
THAT the November 18th, 2019 Regular Council Meeting Agenda be adopted with the addition of a Response Letter from Gwaii Communications to C-6.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1— October 21st, 2019 Regular Council Meeting Minutes

2019-11-283--Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT the October 21st, 2019 Regular Council Meeting Minutes be adopted with the amendments to Item #C4 to remove the word "Housing" from the title "Telecommunications Housing Needs Assessment Joint Application – VQC" and remove the word "Housing" in motion 2019-10-267.

CARRIED

M-2—November 4th, 2019 Special Council Meeting Minutes

2019-11-284--Moved by Councillor Cumming, seconded by Councillor Kish

THAT the November 4th, 2019 Special Council Meeting Minutes be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1 – Rationale for Direct Awarding Land Survey Contract – CAO Decock

2019-11-285--Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council receives the Rationale for Direct Awarding Land Survey Contract.

CARRIED

5. ORIGINAL CORRESPONDENCE

C-1 – Board Highlights - North Coast Regional District

2019-11-286--Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council receives the North Coast Regional District Board Highlights for October 2019.

CARRIED

Councillor Cumming left the room at 7:11 PM.

C-2 – Request for Support - Port Clements Historical Society

2019-11-287--Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council receives the request for support from the Port Clements Historical Society.

CARRIED

CAO is adding the PCHS request as an Action Item to follow up on after strategic planning and budget approval.

Councillor Cumming returned to the room at 7:15 PM

C-3 – Request for a Letter of Support – Karen Walhout

2019-11-289--Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT Council writes a letter of support for the ASIST Group's grant application.

CARRIED

C-4 – Request Support for Christmas Event – Councillor Teri Kish

2019-11-290--Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council approves Councillor Kish's Christmas Event proposal with the budget of \$500.

CARRIED

C-5 – Delayed Staffing of Kwuna for Route 26 – Joint letter from Village of Queen Charlotte, Village of Masset, Village of Port Clements and North Coast Regional District

2019-11-291--Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives the letter regarding the Delayed Staffing of Kwuna for Route 26 sent jointly by the Village of Queen Charlotte, Village of Masset, Village of Port Clements and North Coast Regional District.

CARRIED

C-6 – Internet Service level Concerns Haida Gwaii - Misty Isles Economic Development Society with Response from GwaiiTel and Gwaii Communications

2019-11-292--Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council receives MIEDS report on Internet Service Level Concerns Haida Gwaii and replies from GwaiiTel and Gwaii Communications.

CARRIED

C-7 – Timber Supply Review – Haida Gwaii Management Council

2019-11-293--Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council receives the Timber Supply Review notification from the Haida Gwaii Management Council.

CARRIED

Councillor Kish and Mayor Daugert to pick up document packages for Council of Timber Supply Review from Haida Gwaii Management Council Office while they attend the November 19th, 2019 Protocol Meeting

6. FINANCE

F-1—General Revenue & Expense

2019-11-294--Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receive the General Revenue & Expense report update for 2019 YTD.

CARRIED

7. GOVERNMENT

G-1— October 17th, 2019 Meeting Minutes - Port Clements Recreation Commission

2019-11-295--Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council receives October 17th, 2019 Meeting Minutes from the Port Clements Recreation Commission.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1- MIEDS Meeting Report – Mayor Daugert

R-2 – Taan Forest Public Meeting Report – Mayor Daugert

R-3 – Husby Community Presentation Report- Mayor Daugert

2019-11-296--Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives Mayor Daugert's report for the MIEDS Meeting, his report on the Taan Forest Public Meeting, his report on the Husby Community Presentation and his verbal reports on the Northwest Regional Hospital Meeting.

CARRIED

Mayor Daugert: *At the Northwest Regional Hospital Meeting he emphasized need to ensure and improve Medivac Services (via helicopter) off-island healthcare (such as specialist appointments) as residents in ill-health face challenges when going through other travel means. This is a problem that needs to be addressed. Attended the Resource Benefits Alliance update – Premier Horgan in principle approved going ahead with UBCM, now the impetus is to get a signed agreement in principle within this government's mandate. North Coast Regional District Meeting, the Whale Power that applied for a licence for investigative purposes for tidal power has applied for 2 blocks in Masset Sound – Collinson Point and next to the Sound before Masset, near highway. Regional District area budgets passed that included the Northern Capital and Planning Grant money (as divided up amongst the areas). Regarding Taan report, Taan's cut is to a certain volume, and can cut as much as they like within that volume, while TFL has a fixed area and has to work their cut to that fixed area in a sustainable manner. Taan is saying that their costs are going up in the area by having to maneuver around non-cuttable trees and species, meaning they can only access half of the volume area. Still a fair export of wood from other jurisdictions.*

Councillor Falconbridge: *Attended Strategic Planning Meeting, Special Council Meeting (in Camera), Fire Department Meeting where they replaced the generator. Will have trumpet next year for Remembrance Day 2020.*

2019-11-296-Moved by Mayor Daugert, seconded by Councillor Cumming

THAT Council request Mayor Daugert to write a letter to the Protocol Table requesting Healthcare Transportation be put on the Agenda for the next Protocol Meeting.

CARRIED

Councillor Cumming: *At Strategic Planning meeting on November 7th, will be at the one on the 21st as well. Community Future's AGM at the end of the month, and 3-hour teleconference on the 22nd. Also, must write up notes for the Parks Committee meeting that was held on October 29th, 2019. Thanks everyone who attended the November 11th, 2019 Remembrance Day event and parade.*

Councillor Gould: *Nothing to report.*

Councillor Kish: Meeting with Recreation Commission. Strategic Planning on November 7th. Community Wildfire Protection Meeting on Wednesday. Attended Animal Welfare Protection Committee Meeting – looking at Bylaw Enforcement, and other communities and the Regional District were in attendance. Must have more meetings before March as that is when the contract is up with the Village of Masset for it.

CAO Decock: Updates – Noted in Newsletter – we have been busy with projects that are on the go and still on the go, Public Works worked on pipe replacement in well #2, and doing more analysis on how it improves well production, expecting report from Hydro geologist, had surveyors here surveying the crown land licence of occupation. Dealing with subdivision map for it as statutory approving officer. Received funding from the Gwaii Trust Youth Grant. Received funding for Gwaii Trust Vibrant Community Grant for Rainbow Wharf project for full \$300,000 budget – has not started as contractor is still in remote location and need to sign agreement. Project will most likely start in January. Advertising for Chief Financial Officer - have received a few applicants, closing date is December 11th and hope there will be a few people on the panel for the interviews– Janine North, Queen Charlotte and will be reaching out to Masset. Working on amendment for budget as there has been some overages, amendment to make it more reflective within the set budget for the year (\$1.2 million bottom line). Adjudication Bylaws – waiting to hear back from them regarding it. Strategic Planning going on and many meetings with other organizations this week – Housing & Restoration Society Meeting and Consultant for the Housing Needs Assessment; meeting with Council on Thursday; Following up with Land Titles regarding Subdivision; Meeting with Community Wildfire Protection Plan Consultant tomorrow.

2019-11-297—Moved by Councillor Cumming, seconded by Councillor Kish
THAT Council receives the verbal reports to Council from Council and CAO Decock.
CARRIED

10. ACTION ITEMS

A-1 – see Action Items list.

Request for Village Staff to accumulate all the information on the location of the sewer line and where it might impact the current land application – realizes that this may not be completed and brought back to Council this year.

11. QUESTIONS FROM THE PUBLIC & PRESS

Joan Hein: *Disappointed to hear that the benches are being postponed– understand the costing and everything else – but to go for metal benches over the nice wooden benches, we are trying to attract tourism and tourism to our community – the motion was made to do it, but can we move forward on something. The benches are nice that Wayne brought forward – you’re going to lose volunteers when every time that something is brought forward it can’t (such as the baby swings). It is a big disappointment. Metal benches take a lot of maintenance and need replacement sooner than wooden benches.*

Answer: Council understands the frustration. There are no deliberate delays; just ensuring effective and responsible use of tax dollars and getting quotes from other local suppliers and within proper procedures. The baby swings were delayed due to safety and logistical issues with the swing type and placement for installation.

12. IN-CAMERA

As per section 90:

(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(c) labour relations or other employee relations;

2019-11-298--Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council Moves to In-Camera per Section 90(1)(c) of the *Community Charter* at 8:35 PM.
CARRIED

13. ADJOURNMENT

2019-11-299--Moved by Councillor Falconbridge

THAT this meeting be adjourned at 9:03 PM.

CARRIED

Mayor Doug Daugert

CAO Ruby Decock

DRAFT



NORTH COAST

REGIONAL DISTRICT

Board Highlights

November 15, 2019

Board Business:

1. The Board of the NCRD reappointed Director Barry Pages as Chair and Director Des Nobels as Vice Chair of the NCRD Board for 2020.
2. The Board of the NCRD appointed Chief Administrative Officer Daniel Fish to the Haida Gwaii Community Welfare Working Group, with Director Young to serve as an alternate.
3. The Board of the NCRD received correspondence from the Village of Queen Charlotte with respect to delayed staffing of the Kwuna vessel for Route 26 and supported signing a joint-letter from the Haida Gwaii communities to the Minister of Transportation and Infrastructure with concerns around BC Ferries Route 26 and further delays to reinstatement of pre-2014 service levels.
4. The Board of the NCRD resolved to direct staff prepare a staff report for CEPF: Flood Risk Assessment, Mapping & Mitigation Planning funding Intake for a proposed application for Coastal Erosion Risk Assessment on Haida Gwaii.
5. Oona River Community Hall Bylaw 632, 2019 was abandoned due to a lack of support of electors through an assent voting opportunity held on October 9th and 19th, 2019.
6. The Board of the NCRD adopted the following bylaws:
 - Bylaw No. 633, 2019 – Being a bylaw to establish a parks and trails service in Electoral Area D
 - Bylaw No. 635, 2019 – Being a bylaw to establish a recreation service in Electoral Area A
 - Bylaw No. 636, 2019 – Being a bylaw to establish a recreation service in Electoral Area C
 - Bylaw No. 657, 2019 – Being a bylaw to establish a capital and planning reserve fund for Area D Parks and Trails Service
 - Bylaw No. 658, 2019 – Being a bylaw to establish a capital and planning reserve fund for Mainland Recreation Area A Service
 - Bylaw No. 659, 2019 – Being a bylaw to establish a capital and planning reserve fund for Mainland Recreation Area C Service
 - Bylaw No. 660, 2019 – Being a bylaw to establish a capital and planning reserve fund for Regional Solid Waste Management
7. The Board of the NCRD directed staff to prepare new addressing bylaws for Sandspit and Graham Island.

G-1

8. The Board of the NCRD directed staff to send correspondence to the Minister of Environment and Climate Strategy requesting that BC Parks dedicate more resources to recreation sites in the Kunx̄alas Heritage Site/Conservancy.
9. The NCRD Board directed staff to prepare a report to outline options to establish an Emergency Preparedness Advisory Committee in Area E.
10. The Board of the NCRD directed staff to send correspondence to the Minister of Transportation and Infrastructure to enhance service levels for Route 26 and Route 11.

For complete details of the November 15th, 2019 Board meeting, the Agenda and Minutes are posted online at www.ncrdbc.com.

C-1

VILLAGE OF PORT CLEMENTS

BYLAW NO.455, 2019

Respecting an Amendment to The Financial Plan Bylaw for the Years 2019-2023, Bylaw #450, 2019

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

1. Schedule A attached hereto and made a part of this bylaw is hereby adopted and comprises the Amended Financial Plan for the Village of Port Clements for the years 2019 and ending December 31, 2023.
2. This Bylaw may be cited for all purposes as "The Amended Financial Plan for the years 2019-2023 - Bylaw #455, 2019".

READ A FIRST TIME THIS 2ND DAY OF DECEMBER 2019.

READ A SECOND TIME THIS 2ND DAY OF DECEMBER 2019.

READ A THIRD TIME THIS 2ND DAY OF DECEMBER 2019.

FINALLY PASSED AND ADOPTED THIS 16th DAY OF DECEMBER 2019.

Doug Daugert
MAYOR

Ruby Decock
CAO

CERTIFIED A TRUE COPY OF "THE AMENDED FINANCIAL PLAN 2019-2023
BYLAW # 455, 2019"

Schedule 'A' to Bylaw #455

The Amended Financial Plan for the Five-Year Period 2019 – 2023

	2019	2020	2021	2022	2023
Revenues					
Property Tax- Municipal	130,810	134,734	138,776	142,940	147,228
Water /Sewer Taxation	90,436	90,436	89,120	89,120	89,120
Water/Sewer User Fees	89,000	90,750	90,750	96,950	96,950
Payments in Lieu	8,285	8,315	8,315	8,315	8,315
Sales of Services	18,600	18,700	18,700	18,750	18,750
Revenue from Own Sources	109,840	109,840	108,840	109,340	109,340
Unconditional Grants	405,700	405,700	405,700	405,700	405,700
Conditional Grants (ops.)	292,974	221,863	211,507	217,664	212,503
Conditional Grants (Capital)	1,528,200	1,700,000	1,110,000	35,000	35,000
Multi Purpose Building Revenue	13,700	13,700	13,700	13,700	13,700
Transfers from Reserves	43,319	0	0	0	0
Collections for Other Agencies	187,864	192,563	197,377	202,311	207,369
TOTAL REVENUES	2,918,728	2,986,602	2,392,786	1,339,790	1,343,975
Expenditures					
Legislative Expenses	47,700	41,200	41,750	42,800	42,800
General Administration	334,825	260,238	240,577	250,946	249,271
Fire Department	48,150	46,150	47,650	48,250	48,250
Emergency Services	2,674	4,000	4,000	4,000	4,000
Common Services	40,060	46,873	48,306	52,330	53,635
Wharf Services	23,000	16,000	16,000	16,000	16,000
Small Craft Harbour	16,000	15,500	16,000	16,500	16,500
Roads	65,500	60,025	63,325	65,400	66,400
Environmental Health	680	780	880	1,080	1,080
Environmental Development	6,550	4,400	4,400	4,400	4,400
Parks and Recreation	76,300	57,550	58,600	59,650	59,650
Economic Development	80,000	65,000	65,000	65,000	65,000
Multi Purpose Building Expenses	72,400	72,500	73,200	73,300	73,300
Fiscal Services	2,300	2,300	2,300	2,300	2,300
Water Operations	93,713	95,340	95,784	100,693	101,370
Sewer Operations	57,812	53,884	54,968	56,015	56,579
Contributions to Reserves	65,000	82,299	82,669	73,814	71,072
Capital Expenditures	1,528,200	1,700,000	1,110,000	35,000	35,000
Amortization	170,000	170,000	170,000	170,000	170,000
Taxes Levied for Other Agencies	187,864	192,563	197,377	202,311	207,369
TOTAL EXPENDITURES	2,918,728	2,986,602	2,392,786	1,339,792	1,343,975

**Village of Port Clements
2019-2023 Financial Plan
Statement of Objectives
For Bylaw No. 450, 2019**

In accordance with Section 165(3.1) of the *Community Charter*, the Village of Port Clements (Village) is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes
3. Permissive Tax exemptions

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2019. Government grants form the greatest proportion of revenue. The government grants that are included in this total include the following: \$405,700 for the small community grant and \$65,000 from the community works fund and \$213,385 from Northern Development Initiative Trust, Government of Canada and Gwaii Trust Society.

Property Taxes make up the second highest amount for 2019.

The third highest source of revenue is Other Sources of Revenue.

Objective

- For the 2019 – 2023 years to incorporate a 3.0% tax increase and 0% increase for both water and sewer in 2019, 2020– 2023 there will be a 3.0% tax increase which includes a 2.5% Cost of Living Allowance increase annually.
- Council has planned to incorporate local employment where possible, and encourage contractors bidding on works with the Village to utilize unemployed workers.

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	14.3%	417,395
User Fees and charges	3.1%	89,000
Other sources	4.8%	140,640
Proceeds from borrowing	0.0%	0
Transfer from Reserves	1.5%	43,319
Government grants	76.3%	2,212,285
Total	100.0%	\$2,918,728

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of the Village's services.

Objectives

Policies

- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities.
- Regularly review and compare the Village's distributions of tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	55.6%	72,720
Utilities (2)	0.3%	437
Light Industry (5)	25.0%	32,687
Business and Other (6)	17.7%	23,112
Managed Forest (7)	1.3%	1,697
Recreation/Non-profit (8)	0.1%	156
Total	100.0%	\$130,810

Permissive Tax Exemptions

- The Village did not issue permissive tax exemptions in 2018 for the 2019 Taxation year.

Ruby Decock

From: Daniel Fish <cao@ncrdbc.com>
at: November-26-19 12:39 PM
To: vom@mhtv.ca; Lori Wiedeman; Ruby Decock; cao@skidegate.ca; omvcfin@oldmassett.ca
Cc: Andrew Hudson
Subject: CEPF - Flood Risk Assessment, Mapping and Mitigation Planning
Attachments: CEPF - Flood Risk Assessment Mapping and Mitigation Planning - Coastal Erosion.pdf

Good afternoon CAOs,

I hope that this email finds all of you well.

The NCRD Board is interested in making an application to UBCM's Community Emergency Preparedness Fund – Flood Risk Assessment, Mapping and Mitigation Planning stream to undertake a coastal erosion risk assessment and mitigation planning project for areas that have been identified in Electoral Areas D and E. Prior to developing an application, the Board directed staff to follow up with island communities to see if there is an interest in partnering on this initiative and addressing additional areas of concern in municipalities and on reserve.

I have attached an NCRD staff report with additional information on the funding program and the scope of the project. Note that there are still unknowns that will need to be identified and will be subject to any partners wishing to join the project.

The application intake deadline is January 24th, 2020, which does not leave a lot of time to develop an application and seek approval from the Board prior to its submission. With that, I would ask that each of you please let me know by Wednesday, December 11th at 4:00 p.m. if this is something your Council's are interested in. At that time, I will move forward with the project based on responses received.

If you have any questions in the interim, please do let me know.

Best regards,



Daniel Fish
Chief Administrative Officer | North Coast Regional District
P: 250.624.2002 (ext.8)

A: 14, 342 3rd Avenue West, Prince Rupert BC, V8J 1L5
T: 888.301.2002 | F: 250.627.8493

www.ncrdbc.com



Staff Report

Date: November 15th, 2019
To: North Coast Regional District Board
From: D. Fish, Chief Administrative Officer
Subject: CEPF – Flood Risk Assessment, Mapping & Mitigation Planning

Recommendations:

THAT the report from staff entitled “CEPF – Flood Risk Assessment, Mapping & Mitigation Planning” be received;

AND THAT

PURPOSE:

To provide information to the Board of the North Coast Regional District (NCRD) with respect to the Community Emergency Preparedness Fund (CEPF) – Flood Risk Assessment, Mapping and Mitigation Planning program (Program) and a proposed application to undertake a coastal erosion risk assessment for identified areas in Electoral Areas D and E.

BACKGROUND:

At its Regular meeting held October 18, 2019, the Board of the NCRD directed staff to prepare a staff report with respect to the CEPF - Program and a proposed application to the program to undertake a coastal erosion risk assessment in Electoral Areas D and E.

G-2

DISCUSSION:

CEPF – Flood Risk Assessment, Mapping and Mitigation Planning Program

The purpose of the CEPF is to enhance the resiliency of communities in responding to emergencies. Funding is provided by the Province of B.C. and administered through the Union of BC Municipalities (UBCM).

The intent of the Program is to support applicants to ensure they have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks. Under the program, the following components may be developed:

- Risk Assessments – identifying the social, economic and environmental impacts that flood events will have on the community, including identifying the specific flood hazards, compounding hazards, community and infrastructure vulnerabilities, risk tolerance and the overall flood risk profile for a community.
- Flood Mapping – allowing a community to more accurately determine its vulnerabilities in relation to flood risks that have been identified by a risk assessment.
- Mitigation planning – addressing flood risk through a service of comprehensive mitigation solutions.

Eligible projects must demonstrate the need to develop a flood risk assessment, map and/or mitigation plan. Additionally, projects must be:

- A new project;
- Capable of completion by the applicant within one year from the date of grant approval;
- Completed by a qualified professional; and
- Where applicable, completed to acceptable provincial and federal guidelines (ie. *Provincial Flood Hazard Area Land Use Management Guidelines & Professional Practice Guidelines – Legislated Flood Assessment in a Changing Climate in BC*).

Eligible activities include completion of a flood risk assessment; development of flood maps; completion of flood mitigation plans; preparation of maps and spatial data; hydrometric and/or geotechnical data collection and analysis; and amendments to relevant plans, bylaws and policies.

Consultant costs, incremental staff and administration costs, and public information costs associated with the above activities are eligible.

The Program may provide a maximum of 100% of the cost of eligible activities to a maximum of \$150,000.

The application intake deadline is January 24, 2020.

As part of the application, Staff are required to identify the following information:

- Type of project;
- Project cost;
- Detailed project information:
 - rationale
 - project area
 - proposed activities
 - implementation risks
 - engagement and collaboration
 - proposed deliverables and outcomes
 - monitoring and performance measures
 - qualified professionals and procurement process
- Board resolution in support of the application;
- Detailed work plan and budget; and
- Mapping.

Given the information required to complete a proposed application, Staff is seeking further clarity from the Board with respect to the scope of this project. Specifically:

- It is the understanding of staff that this project is for the completion of a coastal erosion risk assessment in identified areas in Electoral Areas D and E (Tlell and Shingle Bay Road). **Are there additional areas of study?**
- It is the understanding of staff that the intent of this project is to hire a qualified professional (consultant) to undertake a comprehensive coastal erosion risk assessment in the areas of study. **Does this include hydrometric and geotechnical data collection? Are there additional activities to be considered?**
- **Is there a desire to approach the municipalities and First Nations on Haida Gwaii to form a regional assessment?** Note that higher application review scores are given to projects that contribute to a comprehensive, cooperative and regional approach to flood mitigation. In conversation with the

Ministry of Transportation and Infrastructure, their office has also identified areas of concern in Old Massett.

- It is understood that the outcome of this project will be a completed coastal erosion risk assessment for the identified study area. **Are there additional deliverables intended for this project?**

Note that higher application scores are given to projects that:

- Demonstrate evidence of local flood hazard and/or seismic vulnerability;
- Support the applicant in meeting provincial flood hazard area land use management guidelines;
- Contribute to a comprehensive, cooperative and regional approach to flood mitigation;
- Consider and mitigate the impacts of climate change in the project methodology and deliverables;
- Increase understanding of the social and economic impacts of flood events to the community;
- Include in-kind or cash contributions to the project from the applicant, community partners or other grant funding; and
- Are cost-effective.

Financial Implication

It is the understanding of staff that this project will seek 100% reimbursement of anticipated consultant costs to carry out a coastal erosion risk assessment in the identified areas of study. If this is not the case, staff would propose budgeting funds for 2020 in each of the Electoral Areas D and E emergency planning functions. If there is a desire to partner on this project, additional funds may be sourced from partners.

As part of the application, staff is intending to secure a proposal from a qualified professional to accompany a proposed application to CEPF. Staff is proposing to engage with Northwest Hydraulic Consultants for this piece.

Following clarification of the project scope, and receipt of a proposal, a more refined cost can be considered.

Strategic Plan Implication

The NCRD Board identified the development of an erosion prevention strategy as high priority throughout its 2019-2022 term. Consultation with neighbouring jurisdictions on shared erosion concerns was identified as an action item under the priority.

CONCLUSION:

Staff is seeking further direction from the Board with respect to the proposed project's scope. Specifically, staff needs clarification on identifying prospective partnerships with neighbouring jurisdictions; identifying any additional areas of concern to be included in the project; and direction regarding the proposed approach to undertaking the project as outlined in this report.

The next steps of this process would be to engage with a qualified professional for a proposal. If identified, project partners will also be invited to participate. Staff recommends preparing an application once project details have been identified.

RECOMMENDATION:

Given the identification of consulting with neighbouring jurisdictions on this issue in the Board's strategic plan, as well as more favourable scoring being awarded to regional projects, staff is recommending that the NCRD consult with municipalities and First Nations on Haida Gwaii to invite them to partake in this initiative. Ultimately, an assessment for the entirety of Haida Gwaii would be most useful for each community's emergency planning purposes and is consistent with the discussion around integrating emergency management approaches.

Staff is seeking further direction from the Board.

G-2

Council Representatives 2018 (remainder of)/2019

INTERNAL TO VOPC

TOURISM ADVISORY COMMITTEE: Councillor Ian Gould
Alternate: **Councillor Kazamir Falconbridge**

EMERGENCY MANAGEMENT COMMISSION: Councillor Teri Kish
Alternate: **Councillor Brigid Cumming**

RECREATION COMMISSION: Kazamir Falconbridge
Alternate: **Councillor Ian Gould**

PARK MANAGEMENT COMMITTEE: Councillor Brigid Cumming
Alternate: **Councillor Teri Kish**

**** This committee is inactive, staff need to review it.**

EXTERNAL TO VOPC

GRAHAM ISLAND CENTRAL ADVISORY COMMITTEE – GWAII TRUST SOCIETY: ALL COUNCIL ARE ON IT

NORTHERN DEVELOPMENT INITIATIVE TRUST: Councillor Kazamir Falconbridge
Alternate: **Councillor Teri Kish**

NORTH COAST REGIONAL DISTRICT – NORTHWEST REGIONAL ADVISORY COMMITTEE: Mayor Doug Daugert
Alternate: **Councillor Ian Gould**

***NORTHERN HEALTH AUTHORITY: Mayor Doug Daugert**
Alternate: **Councillor Ian Gould**

***This appointment is tied to the NCRD appointment**

MISTY ISLES ECONOMIC DEVELOPMENT: Mayor Doug Daugert
Alternate:

GWAII TEL: Councillor Kazamir Falconbridge
Alternate: **Councillor Teri Kish**

VANCOUVER ISLAND REGIONAL LIBRARY: Councillor Ian Gould
Alternate: **Councillor Kazamir Falconbridge**

COMMUNITY FUTURES: Councillor Brigid Cumming
Alternate: **Mayor Doug Daugert**

RCMP LIASON: RUBY DECOCK

ALTERNATE MAYOR: Teri Kish for 2019

*****Per our Procedure Bylaw, Council is to have only one alternate Mayor that is designated on an annual basis.**

MUNICIPAL INSURANCE ASSOCIATION BOARD REPRESENTATIVES: Councillor Brigid Cumming
Alternate: **Mayor Doug Daugert**



REPORT TO COUNCIL - INFORMATION PURPOSES

Author: Elizabeth Cumming, Deputy Clerk
 Date: November 28, 2019
 Re: 2020 Regular Council Meeting Schedule

BACKGROUND

As per section 127 of the Community Charter and section 7 of Procedural Bylaw 422,2015, Council must publish the date and times of Council Meetings for the upcoming year. The meetings are to be scheduled on the 1st and 3rd Mondays of the month (or Tuesdays, if Monday is a holiday). Council must complete this in the first weeks of January 2020.

For the 2019 Regular Meeting Schedule Council chose not to have the first meeting In July or November.

2019 Council Meetings

Month	January	February	March	April	May	June	July	August	September	October	November	December
Regular Meetings	2	2	2	2	2	2	1	2	2	2	1	2

DISCUSSION

As identified in CAO Decock's 2018 Report, *Schedule of Council Meeting*, other small municipalities and our neighboring municipalities typically have 18-24 scheduled Regular Council Meetings, or 1 – 2 Regular Council Meetings each month.

Reductions in meetings are typically due to accounting for staff or Council holidays, attending UBCM in September, or due to the volume of other monthly meetings held in conjunction with the regular Council Meetings such as with Committee of the Whole Meetings or Strategic Planning sessions.

July is typically a busy month for the municipal office due to the annual tax payment deadline at the beginning of the month. A special meeting was called for November 4th, 2019 as the Regular Meeting was not scheduled in order to accommodate a potential holiday being taken (which did not occur).

CONCLUSION

Consideration should be given to continuing the 2019 schedule to 2020. If Council is considering reducing the number of meetings further than it would be beneficial to reduce meetings during known administratively busy times such as elections, Council training, Council conventions and staff holidays.

Respectfully submitted,

Elizabeth Cumming, Deputy Clerk



The Village of
PORT CLEMENTS
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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

Date: December 12, 2018

RE: Schedule of Council Meeting

BACKGROUND:

As per section 127 of the *Community Charter* and section 7 of *Procedural Bylaw 422, 2015*, Council must publish the date and times of Council meetings for the year. The meetings are to be scheduled on the 1st and 3rd Mondays of month. Council must complete this prior to January 15, 2018.

DISCUSSION:

I looked online to see what other small municipalities have done for their scheduling. I have included the number of meetings held by adjacent communities and a couple of communities of similar size.

Municipality	Number of Meetings per month in 2018												Total # Meetings
	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	
Masset	2	2	2	2	2	2	2	2	2	2	2	1	23
Queen Charlotte	2	2	2	2	2	2	2	2	2	2	2	2	24
VOPC	2	2	2	2	2	2	2	2	2	2	2	1	23
Ashcroft	2	1	2	2	2	2	1	1	1	1	2	1	18
Granisle	1	2	2	2	2	2	1	1	2	2	2	2	21
Chase	2	2	2	1	2	2	1	1	1	1	2	2	19



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Pursuant to *Community Charter* Section 94 notice is hereby given for the 2020 Regular Council Meetings. Meetings are scheduled on the first and third Monday of every month, except in July and November where there is only one meeting each month. Where there is a holiday Monday the meeting is moved to the Tuesday. The schedules of regular meetings are as follows:

January 6th & 20th
February 3rd & 18th (Family Day, February 17th)
March 2nd & 16th
April 6th & 20th
May 4th & 19th (Victoria Day, May 18th)
June 1st & 15th
July 20th
August 4th & 17th (BC Day August 3rd)
September 8th & 21st (Labour Day, September 8th)
October 5th & 19th
November 16th
December 7th & 21st

Meetings are open to the public and are held in the Council Chambers located in the Multi-Purpose Building at 36 Cedar Ave West, Port Clements, BC at 7:00 PM. Submissions of Correspondence and/or request to appear as a delegation in front of Council must be made in writing a minimum four business days (Wednesday by 1 PM) prior to the scheduled meeting.

Committees of Council Schedule

Port Clements Tourism Advisory Committee	-- as required -- will post in advance
Port Clements Emergency Management Commission	-- as required -- will post in advance
Port Clements Recreation Commission	-- as required -- will post in advance

Please contact the Village Office Tuesday through Friday 9:30 AM to 1:00 PM.

When I reviewed the list of communities, the reasons for reduction in the number of meetings was to account for summer holidays by staff or members of Council, September had one less meeting normally due to the Union of BC Municipalities conference held each year. Additional meetings in the fall were less in other municipalities due to Strategic Planning and Committee of the Whole Meetings held monthly in conjunction with Council meetings throughout the year.

This year, Council had planned not to have the second meeting in December to try it out; however, it was impractical due to grant deadlines and budget amendments. In the end Council will be calling a Special meeting of Council to complete the second reading of the budget amendment and motions required for funding applications.

CONCLUSION:

If Council is considering reducing the number of Council meetings, it would be beneficial to reduce the number of meetings during the busy times such as elections, Council training, Council conventions and staff holidays.

IMPLICATIONS:

- STRATEGIC** (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)
Will only impact Strategic Planning if Special Meetings are not called to address Council business.
- FINANCIAL** (Corporate Budget Impact)
There is no financial impact unless motions for grant funding cannot be done prior to grant deadlines.
- ADMINISTRATIVE** (Policy/Procedure Relevancy, Workload Impact and Consequence)
This will give staff more time to prepare for Council meetings and assist with their planning work deliverables to Council and the province.

RECOMMENDATION

Reduce the number of meetings for the 2019 year to exclude meeting on the first Monday/Tuesday in January, July, and November.

Respectfully submitted:



ACTION ITEMS

#	Date	Description	Lead	Follow up
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
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.
	16-04-2019			Draft plan circulated to Council for review.
	03-06-2019			Motion made to hold public hearing and then adopt Management Plan. Staff dealing with scheduling.
	31-07-2019			Requested date for Aug 20/20 - waiting for confirmation
	22-08-2019			Public Meeting held to receive comments on proposed plan and Berry Maze
A-41	2018-09-260	Amend the Campground Bylaw fees		Still in Progress - Still needs to be reviewed
A44	21-10-2019			Staff to investigate how to change School Zone sign's hours with Ministry of Highways (School Board is looking at start at 7:00 AM rather than 8:00 AM)
	14-11-2019			Staff contacted Ministry of Transportation Ministry contact notified that they would respond to this with further information next week (18th-22nd)
	22-11-2019			Ministry informed that we can just send in email when a change is decided and then they would initiate the formal request on their end to replace the signage through their operations department.
				Extending school zone hours falls under section 147 of the motor vehicle act. Information provided by the Ministry of Transportation and Infrastructure on their website discussing the section describes that for streets under municipal jurisdiction the hours can be changed from consultation between the local government and the school district/board, while roads under ministry jurisdiction can have their zone hours changed after consultation by the ministry, local government and school district/board.
A45	18-11-2019	PCHS Request for Support		to bring back after strategic planning and budget approval
A46	18-11-2019	Staff to accumulate information		Staff to Accumulate all information on location of sewer lines where it impacts current land application - may not be completed & brought back until next year