



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, March 16<sup>th</sup>, 2020

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**  
M-1—March 2<sup>nd</sup>, 2020 Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**  
C-1—Request for Support – Haida Gwaii Rec
6. **FINANCE**
7. **GOVERNMENT**  
G-1—Vibrant Community Commission Draft Bylaw – Deputy Cumming  
G-2—Vibrant Haida Gwaii Communities Grant Application  
*Recommended Motion:*  
*THAT the Village of Port Clements council agrees to apply to the Gwaii Trust Society's Vibrant Haida Gwaii Communities grant program for \$24,516 for the Village Office Renovation project.*
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
10. **ACTION ITEMS**  
A-1 – see Action item list
11. **QUESTIONS FROM THE PUBLIC & PRESS**
12. **IN-CAMERA as per the Community Charter section 90 (1)(c).**  
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:  
(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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**Minutes of Regular Meeting of Council on Monday, March 2<sup>nd</sup>, 2020**

Present:

Mayor Daugert  
Councillor Kish via teleconference  
Councillor Gould  
Councillor Cumming

Regrets Councillor Falconbridge

CAO Ruby Decock

Members of the Public and Press: Aaron Cunningham, Marilyn Bliss, Bev Lore.

**Meeting Called to Order at 7:00 PM**

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

**1. ADOPT AGENDA**

2020-03-030—Moved by Councillor Gould seconded by Councillor Cumming  
THAT the March 2, 2020 Regular Council Meeting Agenda be adopted as presented.  
**CARRIED**

**2. RISE & REPORT**

*From February 10<sup>th</sup> In-Camera:*

"IC-2020-01-010—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council approve passing of the probationary period of Owen Hageman and Alan Friesen in the Port Clements Volunteer Fire Department and appointing them to serve on the Fire Department.  
**CARRIED"**

*From February 21<sup>st</sup> In-Camera:*

THAT Council has applied to the Investing in Canada Infrastructure Program's Green Infrastructure: Environmental Quality Sub-stream for our Wastewater Treatment Upgrade project and is committing 26.67% of the project costs to no greater than \$1,000,000. As part of this application Council has adopted a Water Conservation Plan.

*From February 24<sup>th</sup> In-Camera:*

THAT Council is going to create a new commission, in support of Tourism and independent craft & art businesses, called the Vibrant Community Commission – and has applied to the Gwaii Trust Vibrant Haida Gwaii Communities Grant for funding to support tourism in Port Clements.

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

**4. MINUTES**

M-1

M-1 – February 10<sup>th</sup>, 2020 Regular Council Meeting Minutes  
2020-03-31—Moved by Councillor Cumming, seconded by Councillor Gould  
THAT Council adopt the February 10<sup>th</sup>, 2020 Regular Council Meeting Minutes as presented.  
**CARRIED**

M-2—February 17<sup>th</sup>, 2020 Special Council Meeting Minutes  
2020-03-32—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT Council adopt the February 17<sup>th</sup>, 2020 Special Council Meeting Minutes as presented.  
**CARRIED**

M-3—February 21<sup>st</sup>, 2020 Special Council Meeting Minutes  
2020-03-33—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT Council adopt the February 21<sup>st</sup>, 2020 Special Council Meeting Minutes as presented.  
**CARRIED**

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

#### **5. ORIGINAL CORRESPONDENCE**

C-1 –Request for Support with Fire Protection Services - Dennis Dugas, District of Port Hardy  
2020-03-34—Moved by Councillor Gould, seconded by Councillor Cumming  
THAT Council receives the request for support with Fire Protection Services from Dennis Dugas, District of Port Hardy.  
**CARRIED**

C-2 – Board Highlights – North Coast Regional District  
2020-03-35—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT the North Coast Regional District Board Highlights for the February 2020 be received.  
**CARRIED**

#### **6. FINANCE**

#### **7. GOVERNMENT**

G-1—Vibrant Haida Gwaii Communities Grant Application  
2020-03-36—Moved by Councillor Gould, seconded by Councillor Cumming  
THAT the Village of Port Clements Council table the Vibrant Haida Gwaii Communities Grant Application until the March 16<sup>th</sup>, 2020 Regular Council Meeting.  
**CARRIED**

G-2 – Recreation Commission Report – Marilyn Bliss & Bev Lore  
2020-03-37—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT Council receives the Recreation Commission's Report.  
**CARRIED**

*ACTION – Forward Many thanks to Gwaii Trust*

#### **8. NEW BUSINESS**

NB-1 – Juskatla Marine Restoration & Foreshore Soil Rehabilitation  
2020-03-38—Moved by Councillor Gould, seconded by Councillor Kish  
THAT Council receives the report on the Juskatla Marine Restoration & Foreshore Soil Rehabilitation project.  
**CARRIED**

#### **9. REPORTS & DISCUSSIONS**

*Mayor Daugert:* Attended Fisheries meetings from February 12<sup>th</sup> – 15<sup>th</sup>, 2020. Attended Council Special Meetings on February 17<sup>th</sup>, 21<sup>st</sup> & 24<sup>th</sup>, 2020. Attended North Coast Regional District Meeting via teleconference on February 24<sup>th</sup>, 2020. Attended more Fisheries meetings on 26<sup>th</sup> and 27<sup>th</sup> on Marine Protected Area Network Planning.

*Councillor Kish:* Attended February 17<sup>th</sup>, 21<sup>st</sup> & 24<sup>th</sup> Special Council Meetings.

*Councillor Gould:* Nothing to report.

*Councillor Cumming:* Attended Juskatla Marine Restoration & Foreshore Soil Rehabilitation meeting on February 25<sup>th</sup>, 2020. Attended the 3 Special meetings of Council. Attended Port Clements Historical Society Annual General Meeting. Will be attending the Emergency Support Service Meeting on March 3, 2020. Will also be attending the Port Clements Housing and Restoration Society meeting on March 11, 2020.

*CAO Decock:* Away for a couple of weeks for personal reasons. Working to catch up and preparing for the audit. Working with finance department this week on the projected budget and preparing with the finance consultant who will be coming next week for training.

*Scheduled Strategic Meeting to be held on March 9<sup>th</sup>, 2020, 7 – 9 PM.*

2020-03-39—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT Council receives the verbal reports from Council and CAO Decock.

**CARRIED**

## 10. ACTION ITEMS

A-1 – see Action Items list.

## 11. QUESTIONS FROM THE PUBLIC & PRESS

**Question:** *Bev Lore:* Clarification on the date of the registration of Port Clements as a townsite?

**Answer:** It is the 106<sup>th</sup> anniversary on March 9<sup>th</sup>, 2020 for registration as a townsite and on December 31<sup>st</sup>, 2020 it will be the Village's 45<sup>th</sup> anniversary for incorporation as a Village.

**Information Note:** *Port Clements did not get the Gwaii Trust Society's Major Contributions Grant for the Sunset Park Trail Project, there was a lot of competition this year.*

## 12. IN-CAMERA as per the Community Charter section 90 (1)(c).

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;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

2020-02-40—Moved by Councillor Cumming seconded by Councillor Kish  
THAT Council moves to In-Camera per section 90(1)(c)&(g)&(i) at 7:51PM

**CARRIED**

## 13. ADJOURNMENT

2020-02-41—Moved by Councillor Cumming  
THAT this meeting be adjourned at 8:53 PM.

**CARRIED**

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Mayor Doug Daugert

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CAO Ruby Decock

## Ruby Decock

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**From:** HGREC Coordinator <coordinator@hgrec.com>  
**Sent:** March-03-20 8:59 PM  
**To:** Ruby Decock  
**Subject:** Re: Community Innovation Grant - April 1st Deadline

Thanks for the reminder Ruby,

I would like to put in a formal request to Council to support **Haida Gwaii Rec's application to the Community Innovation grant** for April 1st intake through Gwaii Trust Society. I'm still working out the details but it's a \$10,000 application with 50% equity. We will provide in-kind through my hours, as well as matching funds through the society, and seek in-kind contributions from our partnerships.

Our ask from the trust (their contribution) will most likely to fall between **\$2,500 - \$5,000**.

### **Project Title: Strength-Building: The Haida Gwaii Weight Room Strategy**

#### **Activities:**

- Key stakeholder meeting(s) in each community (i.e. weight room instructor, Rec Committee volunteer, Rec Coordinator)
- Weight room instructors training session for quality assurance & networking (covered by HG Rec)
- Occupational Therapist accessibility assessments (in-kind)
- Local contractor hired to do assessments of equipment & space (quote received)
- Coordinator meeting with local societies, local governments, & school board to secure MOUs to prepare grants for said spaces

#### **Outputs:**

- **HG Weight Room Strategy** - this includes a business and sustainability plan (collaborate with HG Community Futures), grant funders identified (collaborate with MIEDS Grant Writer), list of equipment, documentation on considerations around accessibility and optimal use of space (Contractor, OT)
- Prepared applications to Northern Development Initiative Trust Community Halls & Rec Spaces grant for island weight rooms (apply with all gyms at one intake to reduce shipping costs) - MIEDS Grant Writer & HG Rec Coordinator

#### **Equity:**

- We ask the Village of Port Clements for in-kind use of Council Chambers for 1 community meeting, as well as your blessing to use the MIEDS grant writer to assist in our activities & outputs.

As a liaison, Haida Gwaii Recreation applying and providing this assistance does not jeopardize eligibility for the Village to utilize Community Innovation funds. This fund is also a potential option to leverage more dollars for your gym & new equipment. But based on the size of the VOPC gym facilities, the CH & Rec Spaces grant (\$30,000) should more than suffice!

Let me know if you have any questions/concerns. Happy to chat on the phone!

*Best regards,*

**Alissa MacMullin**

Haida Gwaii Regional Recreation Coordinator

Haida Gwaii Regional Recreation Commission Society

Main: 250-626-5652 Email: [coordinator@hgrec.com](mailto:coordinator@hgrec.com)

Address: 2151 Tahayghen Drive/PO Box 187



# REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk

Date: March 6, 2020

RE: Vibrant Community Commission Draft Bylaw

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## **BACKGROUND:**

Up until mid-2018, there was a dedicated group that formed the Tourism Advisory Committee; however, the committee dissolved. After this "dissolution", most of the Tourism initiatives have been presented to Council through public requests or through Council initiatives.

## **DISCUSSION:**

Recently, there is a desire to expand Village activities around tourism and tourism related economic development to assist with revitalizing the community. Council decided that the committee should be changed to a commission. The new commission would be more effective in meeting the needs and expectations around tourism and tourism related economic development as it would give more ability to undertake tourism initiatives.

Council has risen and reported at the March 2, 2020 Regular Council Meeting that they have decided to establish a Vibrant Community Commission to replace and expand on the Tourism Advisory Committee. This Commission is to focus on tourism initiatives and collaborate on economic development. To create a commission Council needs to provide a bylaw which directs the Commission members and repeal the Port Clements Tourism Advisory Committee Bylaw No 406, 2013 so that there is no duplication of authority on Village of Port Clements Tourism Initiatives.

## **IMPLICATIONS:**

**STRATEGIC** (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)  
Promoting tourism and improving the Village's economic development are within the OCP.

**FINANCIAL** (Corporate Budget Impact)  
There is an existing Tourism budget line that could become dedicated to the Commission, so there would be no change to the existing budget. The 2020 budget has also not been set at this time.

**ADMINISTRATIVE** (Workload Impact and Consequence)  
Administrative staff have been involved in researching and creating a draft bylaw and accompanying reports, which has increased staff workload. Future work would result in less administrative duties associated with Tourism and Economic Development related to Tourism.

## **STAFF'S RECOMMENDATION**

THAT the Village of Port Clements Council does the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading of the Vibrant Community Commission Bylaw #457, 2020.

Respectfully Submitted:

Elizabeth Cumming, Deputy Clerk

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# VILLAGE OF PORT CLEMENTS

## BYLAW NO. 457, 2020

### VIBRANT COMMUNITY COMMISSION BYLAW 457, 2020

**WHEREAS** the Council for the Village of Port Clements may, pursuant to section 143 of the *Community Charter*, establish commission to operate village services;

**AND WHEREAS** the Council for the Village of Port Clements, establishes a tourism service which will collaborate on economic development activities within the Village of Port Clements;

**AND WHEREAS** the Council of the Village of Port Clements deem it appropriate to establish a Vibrant Community Commission to provide this service;

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

#### 1. ESTABLISHMENT

1.1 The Port Clements Vibrant Community Commission is hereby established.

#### 2. DEFINITIONS

2.1 "**Council**" refers to the Council of the Village of Port Clements

2.2 "**Chief Administrative Officer**" means the person appointment by the Board as Chief Administrative Officer.

2.3 "**Commission**" means the Port Clements Vibrant Community Commission.

2.4 "**Commission member**" means a person who has been appointed by Council and has voting privileges on the Commission.

2.5 "**Province**" shall mean the Province of British Columbia.

2.6 "**Supervisory Responsibility**" means the responsibility to organize and oversee activities provided and conducted on or in connection with tourism which will collaborate on economic development that currently exist, or may come into existence, and shall have the power to conduct any form of tourism which will collaborate on economic development activity within the Village of Port Clements.

2.7 "**Village**" means the Village of Port Clements.

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### **3. PURPOSE**

3.1 The purpose of this commission is to all matters which related to tourism and which will collaborate on economic development, and to promote, expand, enhance and revitalize these opportunities and conditions in the Village of Port Clements.

### **4. MEMBERSHIP**

4.1 The Commission shall consist of no more than five (5) members of the following composition:

4.1.1 At least one (1) member of the Commission shall be from Council, no more than (2) two.

4.1.2 The remaining members of the Commission shall be from interested community members of the Village who write in their interest in being a Commission Member to Council or are recommended to Council by existing Commission members.

4.2 Members in immediately adjacent unincorporated areas whose residence is no more than 2.5 km outside of Village boundaries are eligible to be members of the Commission.

### **5. APPOINTMENT**

5.1 Members of the Commission shall be appointed by Council.

5.2 Members of the Commission shall be appointed to a one (1) year term.

5.3 Members of the Commission shall be eligible for reappointment to successive terms without limitation.

5.4 Each member of the Commission may appoint an alternate representative to service in his or her absence provided that the Village has been notified, in writing, of the appointment.

5.5 In the event of a vacancy between appointments due to death, resignation or termination, the vacancy shall be filled forthwith by the Commission subject to the approval of the Council.

5.6 The appointment of a Commission member may be rescinded at any time, for cause, by the resolution of Council.

### **6. PROCEDURE**

6.1 The Chair and Vice Chair of the Commission shall be elected annually in the month of March by a majority vote of all Commission members.

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- 6.2 A quorum of the Commission shall be the majority of its members.
- 6.3 All decisions of the Commission shall be made by a majority vote of the members present at the meeting, with each member having one vote.
- 6.4 Regular Commission meetings shall be:
- 6.4.1 Held at a publicly accessible building owned and managed by the municipality;
  - 6.4.2 Held at least six (6) times per annum at least every two (2) months; and
  - 6.4.3 Open to the public; and
  - 6.4.4 Conducted in accordance with the Council Procedure Bylaw #422-2015.
- 6.5 Special Commission meetings shall be:
- 6.5.1 Held at a publicly accessible building owned and managed by the municipality;
  - 6.5.2 Called by resolution of the Commission at a regular meeting; or
  - 6.5.3 Called at the request of two or more Commission members; and
  - 6.5.4 Open to the public, subject to section 6.7 below.
- 6.6 Notice of meetings, by such means as the Commission deems reasonable, shall be provided to members of the Commission and residents of the Village at least 48 hours in advance of a meeting.
- 6.7 All or part of a meeting may be closed to the public in accordance with the Council Procedure Bylaw #422-2015, and amendments thereto.
- 6.8 Where this bylaw and the Village of Port Clements Procedures Bylaw #422-2015, are silent, Robert's Rules of Order, newly revised, shall apply to the conduct of the Commission meetings.
- 6.9 Minutes shall be kept for all meetings of the Commission and a copy of such minutes shall be forwarded to the Council for their information.
- 6.10 If, without good reason or notice, any member of the Commission is absent from three (3) consecutive regular meetings the Chair may, upon a recommendation of the Commission, remove the member from the Commission and notify Council of this removal.

## **7. DELEGATION OF AUTHORITY**

- 7.1 The powers delegated to the Commission, except as otherwise provided by the bylaw, shall include:
- 7.1.1 Supervisory responsibility over all tourism which will collaborate on economic development activity within the Village of Port Clements.
- 7.2 The Commission shall not exercise any powers, functions or responsibilities not expressly set out in this bylaw, as amended from time to time.
- 7.3 The Commission shall not, without Council's prior approval, expend any funds except as set forth in the approved budget and shall not enter into any undertaking, obligation, commitment, or liability that would cause the Commission's annual budget, as approved by Council, to be exceeded.
- 7.4 The Commission shall not undertake initiatives or commitments outside of their annual workplan that may be legally binding on the Commission or the Village without receiving prior approval of Council.
- 7.5 All funds receivable by the Commission shall be paid into the hands of the Chief Administrative Officer to be processed through the Village Office and deposit to the credit of the Village bank account. Accounts for authorized expenditures of the Commission shall be paid by the Chief Administrative Officer in the same manner as all other Village accounts.

## **8. REPORTING OBLIGATIONS**

- 8.1 On or before February each year, the Commission shall prepare and submit to Council an annual budget, in a form satisfactory to the Chief Administrative Officer, and such annual budget shall be considered by Council and may be rejected or accepted, in whole or in part, at the Council's discretion.
- 8.2 On or before November of each year the Commission shall prepare and submit to Council an annual workplan for the upcoming year, in a form satisfactory to the Chief Administrative Officer, and such annual workplan shall be considered by Council and may be rejected or accepted, in whole or in part, at the Council's discretion.
- 8.3 On or before January 15<sup>th</sup> of each year the Chair will submit an annual report of the previous year activities of the Commission, in a form satisfactory to the Chief Administrative Officer, and such annual report shall be considered by the Council and may be rejected or accepted, in whole or in part, at the Council's discretion.
- 8.4 The Commission shall forward to the Chief Administrative Officer the agenda and minutes of all meetings of the Commission.

8.5 The Commission will communicate regularly and liaise with the Chief Administrative Officer representing the exercise of the Commission's powers, duties and functions, as specified in this bylaw.

8.6 The Commission will abide by all policies of the Village as adopted or amended by Council.

## **9. GENERAL**

9.1 The title to any real property, equipment or chattels, leases and agreements of any kind, shall be registered in the name of the Village, and the same shall be the property of the Village and shall not be disposed of without the approval of Council.

9.2 All members of the Commission shall serve without remuneration, save and except to the extent the Commission members may be reimbursed for travel and out-of-pocket expenses in accordance with the policies of the Village, and that has been approved by the Commission prior to being undertaken.

9.3 To enable the Commission to perform its functions and to carry out its duties in accordance with the intent and purpose for which the Commission was established the Chief Administrative Officer may, whenever required and without the direct instruction of Council, give to the Commission such assistance as it may reasonably require or direct other Village staff to assist.

## **10. SCOPE OF BYLAW**

10.1 For clarity, subject to the *Community Charter*, unless a power, duty or function of Council has been expressly delegated by this bylaw or another Village bylaw, as amended from time to time, all of the powers, duties and functions of Council will remain with Council.

## **11. SEVERABILITY**

11.1 If any portion of this bylaw, as amended from time to time, is held to be invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this bylaw shall be deemed to have been adopted without the severed portion.

## **12. REPEAL**

12.1 For certainty, the following Village bylaws are hereby repealed:

12.1.1 Port Clements Tourism Advisory Committee Bylaw No 406, 2013

## **13. CITATION**

13.1 This Bylaw shall be cited for all purposes as the "Vibrant Community Commission Bylaw #457, 2020"

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READ A FIRST TIME THIS ... DAY OF ... 2020

READ A SECOND TIME THIS ... DAY OF ... 2020

READ A THIRD TIME THIS ... DAY OF ... 2020

FINALLY PASSED AND ADOPTED THIS ... DAY OF ... 2020

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Doug Daugert  
MAYOR

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Ruby Decock  
CAO

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CERTIFIED A TRUE COPY OF "ESTABLISHING A VIBRANT COMMUNITY  
COMMISSION BYLAW #457, 2020"

5-1

# REPORT TO COUNCIL



Author: Elizabeth Cumming, Deputy Clerk  
Ruby Decock, CAO

Date: February 28, 2020  
Revised Date: March 11, 2020

**RE: VILLAGE STORAGE & WORKSTATION EXPANSION**

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## **BACKGROUND:**

At strategic planning it was identified that adding storage and increasing workspace in the Village Office was a 2020 priority for Administration.

## **DISCUSSION:**

Staff have identified that the Village Office furnishings and layout is inadequate for storage, map filing, Council mail security and workspace. The existing layout has underutilized space which can be easily modified to address these difficulties. Staff have proposed that the municipality apply to the Vibrant Communities Grant to fund the necessary changes to the Village office space and storage.

The following is a description of the issues and how they can be resolved. A summary of the project budget and images and drawings will be attached as appendices.

### Office Storage & Workstations

By installing new shelving units, the office to reduce the waiting area by installing another counter with a corner work workstation for Public Works. Backroom storage is inefficient because it doesn't have workstation space for temporary workers (i.e. consultants) and enough filing and cabinets for long term record or supply storage. Increasing the wall storage space in the storage room and adding cabinets will provide increased storage for Village Operations (i.e. Emergency Preparedness documentation, archives, and equipment storage located in public spaces, manuals, etc.). The current layout has limited storage capabilities which cause trip and fall hazards for staff.

### Map Storage & Filing

Map filing is currently in three map holders which are rolled up and stored in a 4 X 5 metal container, see image below.



The problem with these map holders is that they tend to be easily mixed up. Staff have catalogued these maps, but keeping them in an order that is easily retrievable is problematic if staff do not consistently re-file them correctly. They also take up office space. It is recommended that a new map holder which files all maps vertically, in locked map holder clamps, be purchased to address this problem.

Council Mailboxes

Council mailboxes are located in the Council Chambers in an open box that anyone can access when entering the room. The room is open to the public during rentals, emergency events, and other public events. This is a security issue for confidential Council mail. Having mailboxes that are locked up will be an added measure to secure confidential documents intended for Council.

<b>BUDGET</b>	
<b>Description</b>	<b>Price</b>
Map Storage Cabinet	\$1,800
Custom Shelving Units	\$13,488
Council Lockable Custom Mailboxes	\$750
Custom Countertop with Workstation	\$6,250
Subtotal	\$22,288
10% Contingency	\$2,229
<b>Total</b>	<b>\$24,516</b>

**CONCLUSION**

Improving the office layout by adding shelving and a workstation will allow for increased functionality which will contribute to proper organization, which will improve efficiency. See attached photos with labels and mapped locations of office improvements.

**IMPLICATIONS:**

**STRATEGIC (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)**

This meets Strategic Plan and OCP requirements as it is a Council priority to improve existing operations and services.

**FINANCIAL (Corporate Budget Impact)**

The Vibrant Haida Gwaii Communities Grant can provide 100% funding of eligible costs, to a maximum of the remaining balance in the community’s account. If only eligible costs are budgeted for and incurred with this project, then it would not have an impact on the budget (as it would be fully funded). If ineligible costs were incurred, then there would be budgetary impacts. More detailed basis for cost estimates will be provided in-camera as some of these estimates are confidential under the Community Charter Section 90(1)(j).

**ADMINISTRATIVE (Workload Impact and Consequence)**

Administrative staff will need manage the grant reporting. Staff will also need to clear out some of the storage room while the cabinets were installed. Restocking the shelves and filing the maps will require staff’s time.

**STAFF’S RECOMMENDATION**

THAT the Village of Port Clements Council agrees to apply to the Gwaii Trust Society’s Vibrant Haida Gwaii Communities grant program for \$24,516 for the Village Office Renovation project.

**Respectfully Submitted:**

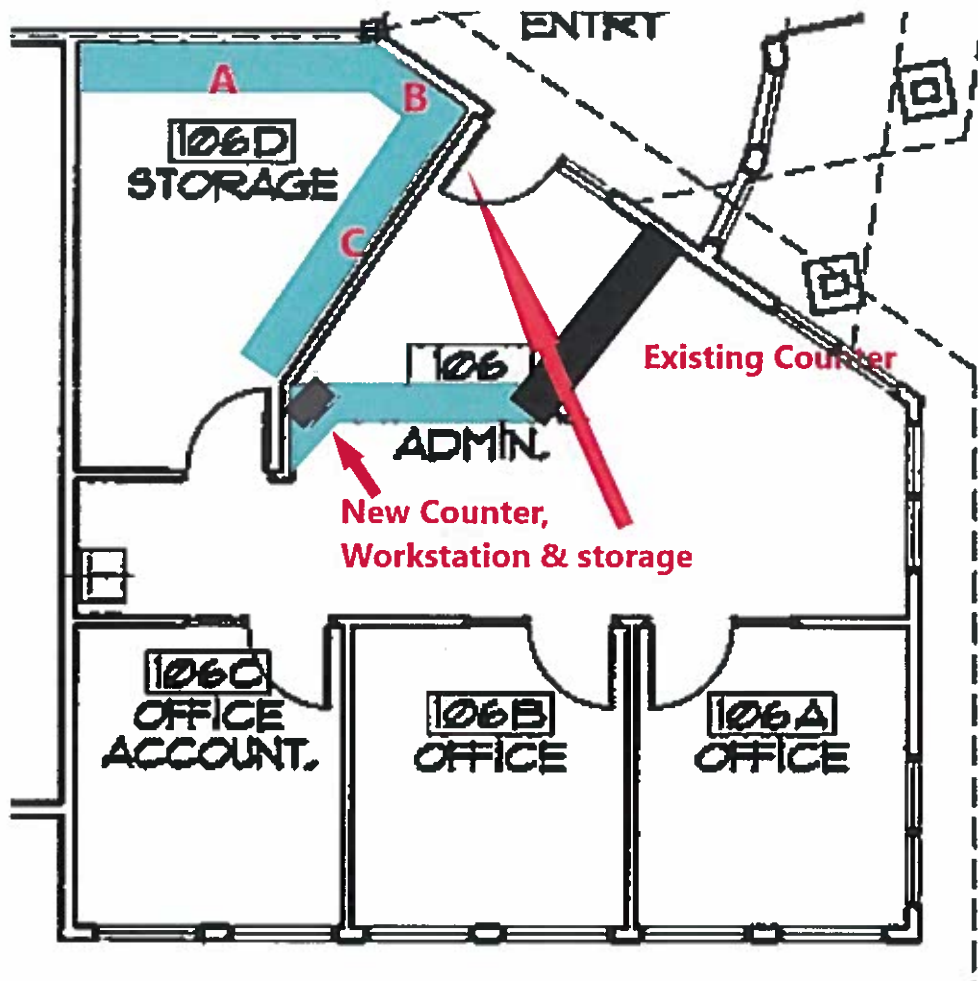
Elizabeth Cumming, Deputy Clerk  
Ruby Decock, CAO

Attachments – Appendices - Planned Office layout Improvements, Photo of Counter location, Storage Room photo, Custom Cabinet design, Custom Council Mailboxes, Map Filing Storage unit.

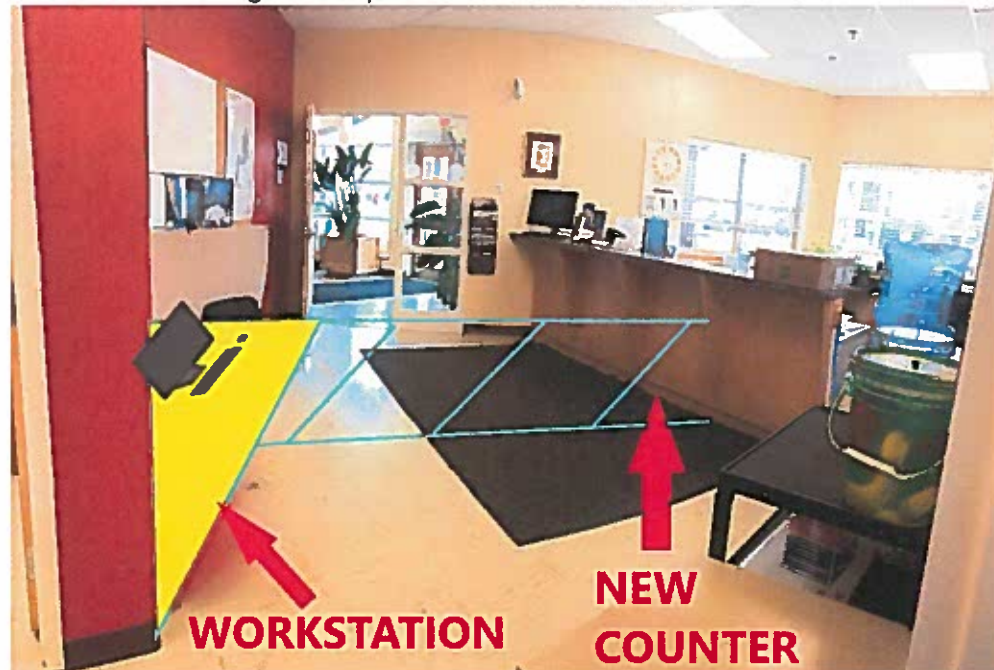
GA-2

# Appendices

## Planned Office Improvements

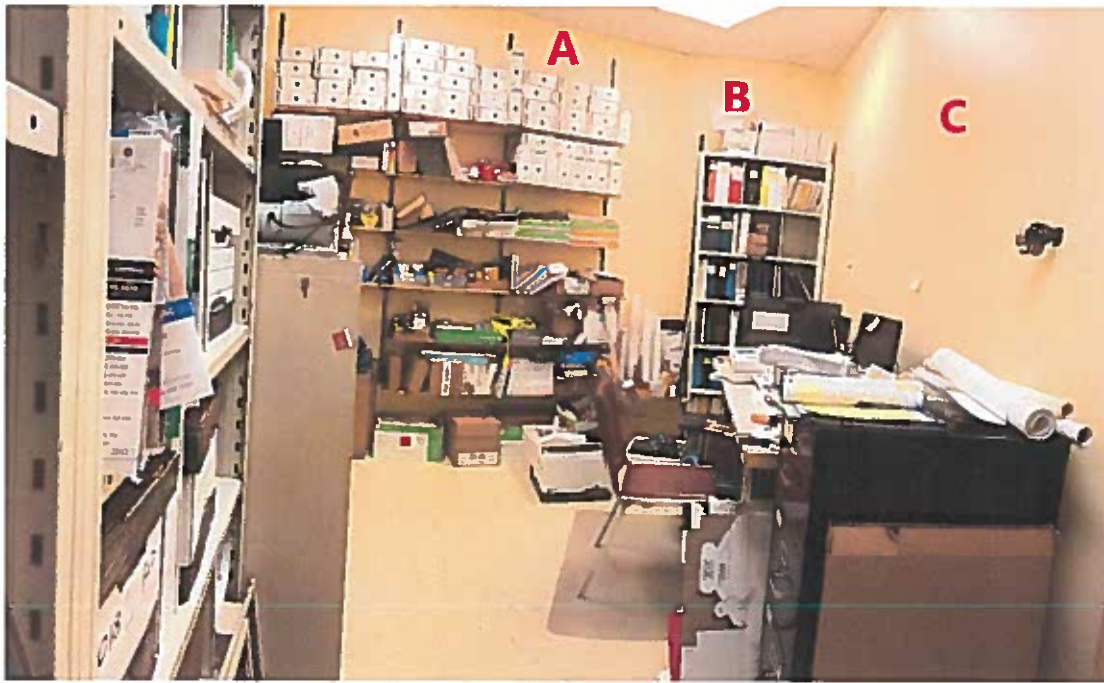


Counter location Image with improvements

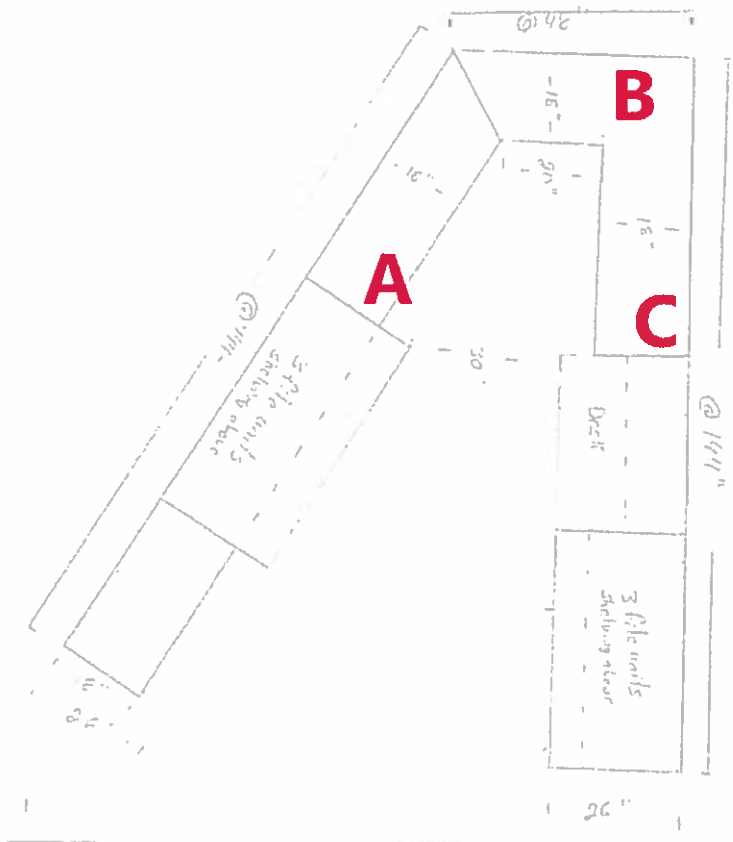




**Storage Room Image**



**Planned Storage Room Improvements**



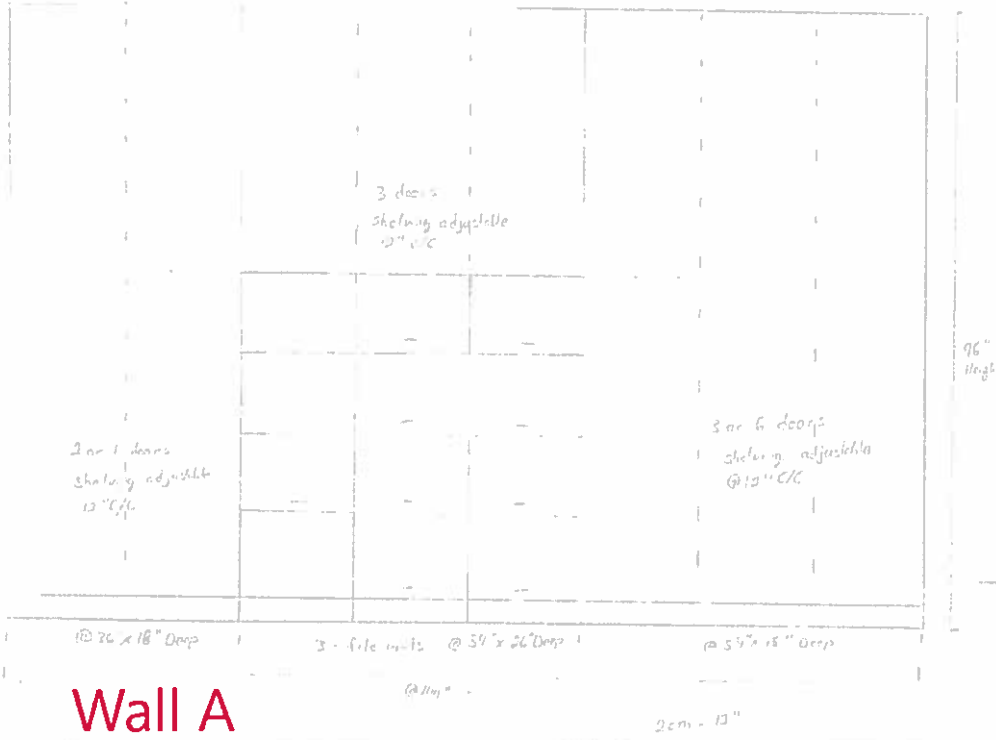


**Planned Storage Room Improvements Continued**

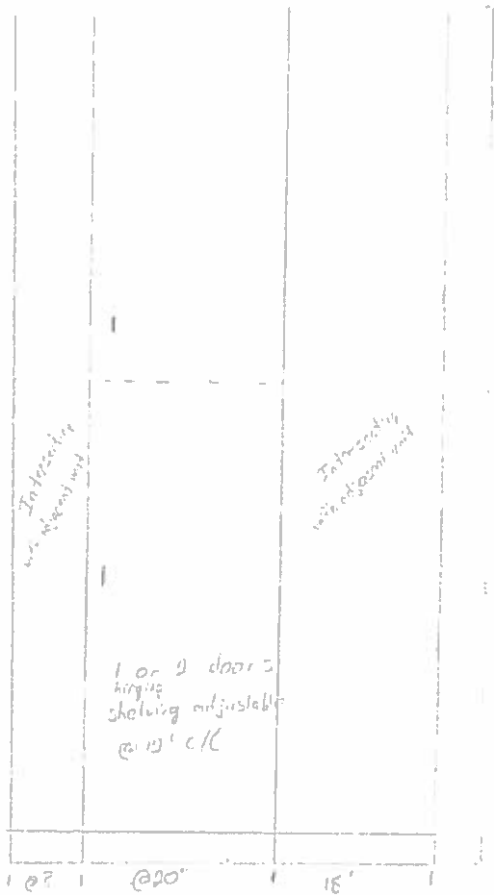
Doors to be installed  
@ 59" x 15" Deep

Filing/storage units

P. 2

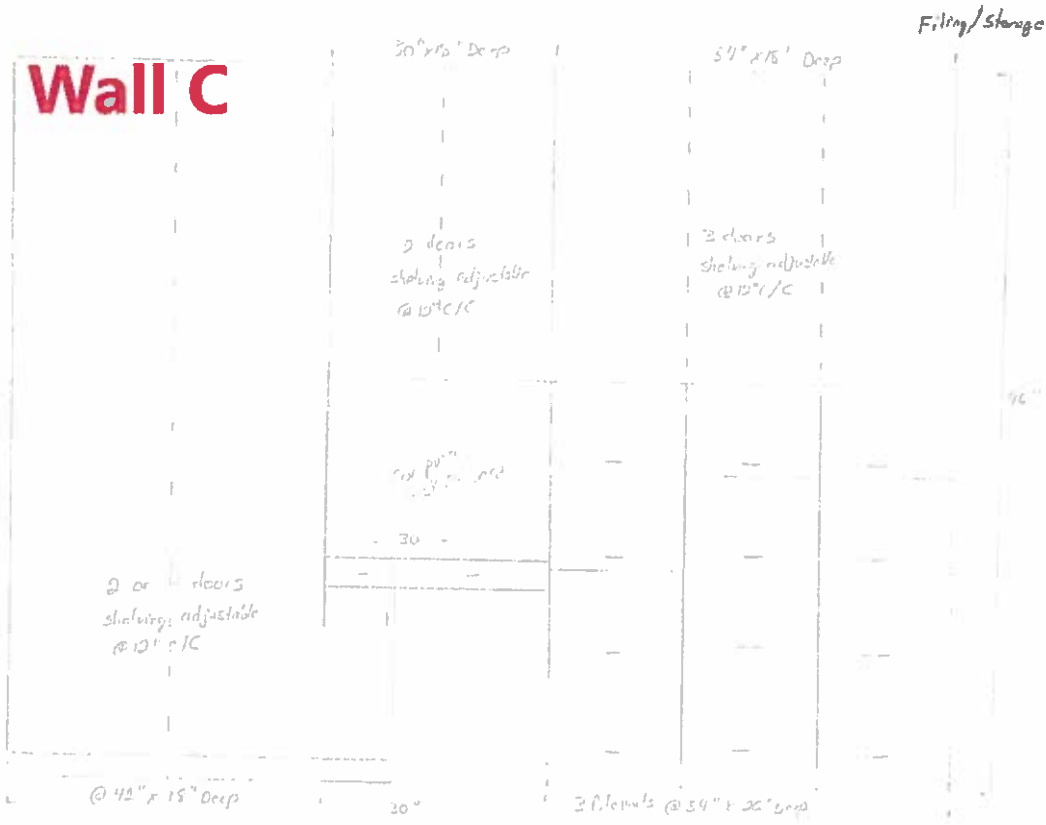


**Wall A**



**Wall B**

G-2



**Map Holder (holds up to 1200 maps)**



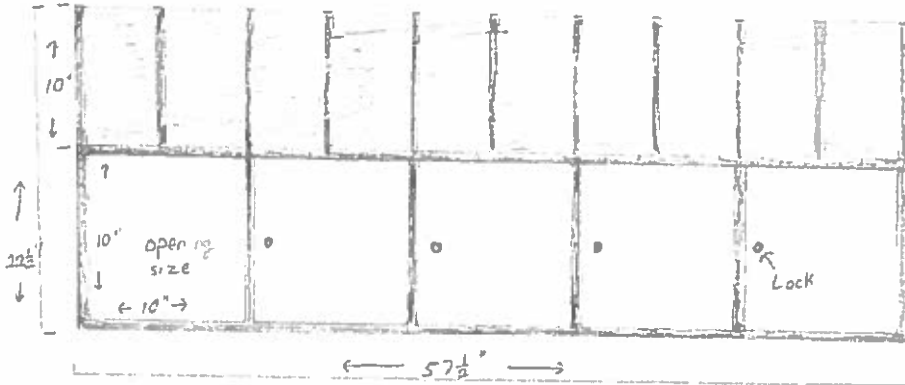
6-2

# Council Lockable Custom Mailboxes

Prepared for the: Village of Port Clements

Jan. 9, 2021

- Visual wood solid Alder <sup>or Hemlock</sup> the inside Birch plywood
- The open slots 12" Deep
- 15" Deep on inside locking
- 10 slots that are open on top and front -



## 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			Councilor 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
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

A-1