



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

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

7:00 p.m. Regular Meeting of Council, Monday, April 6<sup>th</sup>, 2020

**AGENDA**

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**
  - M-1—March 16<sup>th</sup>, 2020 Regular Council Meeting Minutes
  - M-2—March 23<sup>rd</sup>, 2020 Special Council Meeting Minutes
  - M-3—March 27<sup>th</sup>, 2020 Special Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
  - C-1—Request to Waive Penalties -- Canadian Federation of Independent Business
6. **FINANCE**
  - F-1- Finance Quarterly Report
7. **GOVERNMENT**
  - G-1—Vibrant Commission Bylaw #457, 2020
    - *To pass and adopt*
8. **NEW BUSINESS**
  - NB-1 – COVID-19/Coronavirus – CAO Decock
    - *Discussion on timeline events – Essential services-EOC activated, March 23<sup>rd</sup> SOLE, March 26<sup>th</sup> SOLE Suspended and PROV created Provincial state of emergency, Continued work with the EOC Haida Gwaii.*
9. **REPORTS & DISCUSSIONS**
  - R-1—Public Works Quarterly Report – Public Works Superintendent
  - R-2—Community Trails & Recreation Program Funding Update – Verbal CAO Decock
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:

- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (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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**Minutes of the Regular Meeting of Council on Monday, March 16<sup>th</sup>, 2020**

**Present:**

Mayor Daugert  
Councillor Kish via teleconference  
Councillor Gould  
Councillor Cumming  
Councillor Falconbridge

CAO Ruby Decock

Members of the Public and Press: Joan Hein and Marilyn Bliss

**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**

2020-03-042—Moved by Councillor Gould, seconded by Councillor Cumming  
THAT the March 16<sup>th</sup>, 2020 Regular Council Meeting Agenda be adopted as with the addition of  
NB-1- Coronavirus/COVID-19.  
**CARRIED**

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

**3. MINUTES**

M-1—March 2<sup>nd</sup>, 2020 Regular Council Meeting Minutes  
2020-03-043—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT Council adopt the March 2<sup>nd</sup>, 2020 Regular Council Meeting Minutes with the correction that  
the Village of Port Clements was registered as a townsite on "March 19<sup>th</sup>" not "March 9<sup>th</sup>".  
**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE**

C-1—Request for Support – Haida Gwaii Rec  
2020-03-044—Moved by Councillor Gould, seconded by Councillor Kish  
THAT Council provide a letter of Support as per Haida Gwaii Rec's request.  
**CARRIED**

**6. FINANCE**

M-1

**7. GOVERNMENT**

G-1—Vibrant Community Commission Draft Bylaw – Deputy Cumming  
2020-03-045—Moved by Councillor Falconbridge, seconded by Councillor Gould  
THAT Council receive the Vibrant Community Commission Draft Bylaw report.  
**CARRIED**

2020-03-046—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council do the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading of the Vibrant Community Commission Bylaw #  
457, 2020 with the changes to section 3.1 to amend to change “related” to “relate” and  
delete the first “and”.  
**CARRIED**

G-2—Vibrant Haida Gwaii Communities Grant Application  
2020-03-047—Moved by Councillor Falconbridge, seconded by Councillor Gould  
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.  
**CARRIED**

**8. NEW BUSINESS**

NB-1 – Coronavirus/COVID-19  
2020-03-048—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the verbal reports from CAO Decock and information on the  
Coronavirus/COVID-19  
**CARRIED**

Action Items

*THAT Staff reach out to Northern Health to determine if there is a local action/response for Haida  
Gwaii on what needs to be done if someone contracts COVID-19.*

*Check with Senior’s group and how they will be working to support each other.*

*Issue a recommendation, similar to the CHN. And that Port Clements issues a recommendation to  
residents of Port Clements and those people self-quarantine. Council to draft letter and circulate via  
email*

**9. REPORTS & DISCUSSIONS**

Mayor Daugert: attended NCRD budget conference last week; Cancelled all off-island trips.

Councillor Kish: attended All-Island Preparedness Committee meeting last Thursday to deal with  
the emergency services response with the COVID-19 issue.

Councillor Gould: Cancelled all VIRL meetings. Will be absent to public meetings.

Councillor Cumming: nothing to report.

Councillor Falconbridge: Attended In-Camera meeting on February 24<sup>th</sup>, 2020. March 9<sup>th</sup>, Special  
Meeting. Attended Emergency Preparedness Committee for Haida Gwaii via teleconference on  
March 12<sup>th</sup>. Also attended meetings with PAC, Rangers, EHS with his personal commitments.  
Advising people to stay home and follow social distancing/isolating.

22-1

CAO Decock: Financial Consultant last week for Senior Finance Manager training (dealing with providing answers), dealing with auditors who are confirmed to be coming next week, dealing with issues around COVID-19 and deliverables for Council Meeting.

2020-03-049—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council receives the verbal reports from Council and CAO Decock.

**CARRIED**

**10. ACTION ITEMS**

A-1 – see Action item list

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

*Joan Hein:* It is going to be recommended to the Museum Board that the Museum Board be closed due to COVID-19. As the Museum is the Visitor Information Centre, should there be something on the door redirecting tourists to the Village Office?

*Answer:* They can phone us if they need to ask questions. We will still be operational, we do not expect a whole lot of calls, as people are cancelling their travel plans. It should be a terrible tourist year.

*Joan Hein:* Update on benches that were ordered?

*Answer:* They are ready and can be picked up. Pick-up has been delayed due to the developing emergencies.

*Marilyn Bliss:* Recreation Commission is cancelling the Canada Day Meeting Preparations and considering cancelling the Canada Days event, unless this situation clears up.

**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;

2020-03-050—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT Council moves to In-Camera as per section 90(1)(j) of the *Community Charter* at 8:52PM.

**CARRIED**

**13. ADJOURNMENT**

2020-03-051—Moved by Councillor Cumming  
THAT this meeting be adjourned at 8:58 PM

**CARRIED**

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Mayor Doug Daugert

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CAO Ruby Decock



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**Minutes of the Special Meeting of Council on Monday, March 23<sup>rd</sup>, 2020**

**Present:**

Mayor Daugert  
Councillor Kish via teleconference  
Councillor Gould  
Councillor Cumming  
Councillor Falconbridge

CAO Ruby Decock

**Meeting Called to Order at 5:00 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**

2020-03-052—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT the March 23<sup>rd</sup>, 2020 Special Council Meeting Agenda be adopted with the addition of G-0 "waiving the 24-hour notice".  
**CARRIED**

**2. GOVERNMENT**

G-0—Waiving 24-hour Notice

2020-03-053—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT the 24-hour notice of meeting for the March 23, 2020 Special Council Meeting be waived.  
**CARRIED UNANIMOUSLY**

G-1--Declaration of Local State of Emergency

2020-03-54—Moved by Councillor Cumming, seconded by Councillor Kish  
THAT Council adopt the Declaration of a Local State of Emergency for the Village of Port Clements.  
**CARRIED**

2020-03-55—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council approve the Haida Gwaii COVID-19 Response as well as the Essential Services List as amended and corrected.  
**CARRIED**

*Notes of amendments and corrections on documents:*

*Haida Gwaii COVID-19 Response:*

*Changing the wording of the red line to remove the word "control" to "will be limited to essential services only" and "travel to and from communities outside of Port Clements"*

1-2

*Fixing various typos and grammatical issues.*

**Essential Services List:**

*Include the ambulance service under essential health operations*

*Highways maintenance under essential infrastructure*

*Add animal feed store to essential retail*

*airports under vendors who provide essential services/products.*

*Municipal Governance under essential infrastructure*

*Include Multiplex Building, Sunset Park Campground, Firehall public rentals, weight room, and Community Park in closure of public facilities and event cancellations.*

**G-3—Memorandum of Understanding**

**2020-03-056—Moved by Councillor Falconbridge, seconded by Councillor Cumming**

The Village of Port Clements in place of a Memorandum of Understanding agrees to coordinate with its municipal and First Nations partners on Haida Gwaii for a unified response to reduce the potential impact of COVID-19 in our communities.

**CARRIED**

*Note: “unified” does not mean identical.*

**3. ADJOURNMENT**

**2020-03-057—Moved by Councillor Cumming**

**THAT this meeting be adjourned at 5:54 PM**

**CARRIED**

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**Mayor Doug Daugert**

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**CAO Ruby Decock**

M-2



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**Minutes of the Special Meeting of Council on Monday, March 27<sup>th</sup>, 2020**

**Present:**

Mayor Daugert

Councillor Kish via teleconference

Councillor Gould via teleconference

Councillor Cumming

Councillor Falconbridge

CAO Ruby Decock

Members of the Public and Press: Maureen Bailey and Marilyn Bliss

**Meeting Called to Order at 3:05 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**

2020-03-058—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT the March 27<sup>th</sup>, 2020 Special Council Meeting Agenda be adopted with the changing of the date from "Monday" to "Friday".

**CARRIED**

**2. GOVERNMENT**

**G-1-Community Trails and Recreation Program Grant – CAO Decock**

2020-03-059—Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT The Village of Port Clements council agrees to apply to the Community Trails and Recreation Program Grant for up to \$100,000 towards the Sunset Trail Improvement Project.

**CARRIED**

2020-03-060—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT the Village of Port Clements Council agrees to apply to the Community Trails and Recreation Program Grant for up to \$10,000 towards the Golden Spruce Trail Extension Study; AND THAT the Village of Port Clements commits to contribute up to \$25,000 towards the Sunset Trail Improvement Project to match the Rural Dividends Program.

**CARRIED**

2020-03-061—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council gives permission for the municipal staff to sign a funding agreement for the Sunset Park Trail Improvement Project and the Golden Spruce Trail Extension Study.

**CARRIED**

14-3



**3. ADJOURNMENT**

2020-03-062—Moved by Councillor Falconbridge  
THAT this meeting be adjourned at 3:11 PM  
**CARRIED**

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**Mayor Doug Daugert**

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**CAO Ruby Decock**

11-3

**Subject: Supporting small businesses in light of COVID-19**

Dear Mayor and Council,

We are writing in regards to the significant challenges facing independent business owners during these difficult times as we all face the implications of COVID-19 in British Columbia.

As you may know, the Canadian Federation of Independent Business (CFIB) is a not for profit, non-partisan organization that represents over 110,000 SMEs across Canada, with over 10,000 here in BC. Our phone lines have been flooded by small business owners with questions regarding COVID-19, with many inquiries on the subject of how government is working to support communities.

We know and trust government is doing everything in their power to protect citizens and put healthcare at the forefront of our priorities. It is also essential we consider the vast economics implications COVID-19 has on our communities, and ensure we take action now so businesses, jobs, and the people behind those jobs can return to normality once we get there.

For these reasons, CFIB is asking all Mayors and Councils across BC to take the following actions to help support small businesses during these challenging times:

1. Waive all interest and penalties for unpaid property tax installments for a minimum of 60 days;
2. Wave all interest and penalties for unpaid water and wastewater billings for a minimum period of 60 days; and
3. Call on the Provincial government to expand the Property Tax Deferral Program to provide immediate relief for small businesses and non-profits.

We understand you may already be taking some of the above, or other measures currently to help support small businesses, and we thank you for that. If there are any other initiatives you are taking to support small business, we welcome you to share your ideas with us so we can share the ideas and inform our members where they have support.

Thank you for considering our correspondence, and for all your efforts in prioritizing the health of British Columbians.

Sincerely,



Samantha Howard  
Senior Director, BC and Strategic Projects

6-1



## REPORT TO COUNCIL

Author: Ruby Decock, CAO  
Date: April 2, 2020  
RE: 1<sup>st</sup> Quarter Financial Report for 2020

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### **BACKGROUND:**

The 2020 Financial Management Plan Bylaw has yet to be approved. Current 2020 Budget was previously approved under the "The Amended Financial Plan for the years 2019-2023 – Bylaw #455, 2019." Financial reports are intended to inform Council and the public of the conditions of budgets.

### **DISCUSSION:**

#### ***GENERAL REVENUE & EXPENSE BUDGET***

The existing budget is yet to be updated for 2020 as Council continues to have strategic planning meetings. Budget meetings are set to be completed within the next month and the 2020-2024 Financial Management Plan Bylaw will be enacted in early May 2020.

For the General Revenue & Expense Report - Actual expenses have "0" (zero) balances for several reasons:

- property tax billing is yet to occur;
- other agencies have not notified VOPC the amount of taxes to collect.
- New budgets have not been approved for 2020

Note that the 2019 Actual budget is also not finalized because we are delayed with our Auditors. The auditors were scheduled to be done on March 23-24<sup>th</sup>, 2020; however, due to the COVID-19 pandemic, they are working remotely and yet to finish the audit.

Summary of the 2019 Actual General Revenue & Expense budget shows a surplus of \$275,000; however, the true surplus is approximately \$149,000 as the Amortized Asset Expense is yet to be applied. Reasons for a surplus are mainly from the following reasons:

#### **Revenues:**

- Unconditional Grants was ~\$7000 more than expected
- Gas Tax Budget was ~\$130,000 more than budgeted.

#### **Expenses:**

- Council Travel, Expenses, & Grants Awarded were ~\$17,000 less than budget.
- Consultant fees & Legal Expenses were ~\$27,000 less than budgeted.
- Wharf Maintenance was ~\$15,000 less due Wharf repair contract not started.
- Small Craft Harbour was ~\$4000 less due to decreased hydro and legal expenses.
- Roads budget was ~\$16,000 less
- Parks & Recreation budget being ~\$11,000 less

**WATER & SEWER REVENUE & EXPENSE BUDGETs**

- The Sewer budget was a surplus budget by ~\$16,000. Sewer Budget Expenses were more in 2019 due to the Sewer Lagoon Project.
- The Water budget had a surplus of ~\$18,000 primarily due to the increase of water maintenance and reallocation of time towards Sewer projects.

**IMPLICATIONS:**

<b>STRATEGIC</b>	<b>(Guiding Documents Relevancy – Strategic Plan, Official Community Plan)</b> Strategic Priorities are not set for 2020. This does not impact the Official Community Plan.
<b>FINANCIAL</b>	<b>(Corporate Budget Impact)</b> The working budget will need to be updated once the 2020-2024 Financial Management Plan is approved.
<b>ADMINISTRATIVE</b>	<b>(Policy/Procedure Relevancy, Workload Impact and Consequence)</b> No impact – existing workload.

Respectfully submitted:

Ruby Decock, CAO

F-1

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

Page 1 of 6  
2020-Apr-2  
3:04:05PM

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
<b>Taxes</b>				
10-1-11-00-00	Property Tax - Municipal	(130,809.41)	(134,734.00)	0.00
* TOTAL Taxes		(130,809.41)	(134,734.00)	0.00
<b>Payment in Lieu of Taxes</b>				
10-1-21-00-00	Grant in Lieu - Federal	(3,397.47)	(1,300.00)	0.00
10-1-24-00-00	Grant in Lieu - Hydro	(5,515.90)	(5,515.00)	0.00
10-1-27-00-00	Grant in Lieu - Telus	(1,476.45)	(1,500.00)	0.00
* TOTAL Payment in Lieu of Taxes		(10,389.82)	(8,315.00)	0.00
<b>Sales of Service</b>				
10-1-12-99-99	Sales - Village Property	0.00	0.00	0.00
10-1-13-00-00	Water & Sewer Admin Recovery	(8,000.00)	(8,000.00)	0.00
10-1-32-10-00	Taxes - School Tax Admin Fee	(2,117.19)	(2,100.00)	0.00
10-1-41-10-00	Sales - Photocopies	(308.15)	(400.00)	(101.50)
10-1-41-10-10	Sales - Faxes	(213.50)	(250.00)	(30.50)
10-1-41-10-20	Sales - Tax Searches & Commissioner	(740.00)	(500.00)	(10.00)
10-1-42-10-00	Misc. - Fire Protection Agreement	(1,350.00)	(450.00)	0.00
10-1-44-10-00	Sales - Garbage Tags	(4.00)	0.00	(8.00)
10-1-53-10-20	Rental -Weight Room	(1,851.51)	(1,500.00)	(1,104.67)
10-1-71-10-00	Rec Commission Revenue	(4,144.00)	(5,500.00)	(626.30)
* TOTAL Sales of Service		(18,728.35)	(18,700.00)	(1,880.97)
<b>Revenue From Own Sources</b>				
10-1-51-20-00	Sales - Business Licenses	(1,230.00)	(1,200.00)	(570.00)
10-1-51-70-00	Biomass Recovery	(11,567.56)	(11,000.00)	(6,444.00)
10-1-53-10-10	Rental - Gym	(33.75)	0.00	(400.00)
10-1-53-10-30	Rental - Ambulance	(6,756.00)	(6,600.00)	(1,689.00)
10-1-53-10-40	Dog Tag Revenue	(45.00)	(15.00)	0.00
10-1-53-10-50	Rental - St. Marks Church	(40.00)	(125.00)	0.00
10-1-53-10-70	Rental - Sunset Park Campground	(10,298.95)	(7,000.00)	(346.65)
10-1-53-10-80	Rental - CBC Site	(700.00)	(1,400.00)	(700.00)
10-1-53-20-00	Rental - Clinic	(8,777.40)	(8,400.00)	(2,218.50)
10-1-53-20-10	Garbage Admin	(3,649.50)	(3,500.00)	0.00
10-1-56-10-00	Property Tax Penalties	(4,243.95)	(6,000.00)	0.00
10-1-56-10-10	Property Tax Arrears Interest	(1,238.57)	(1,000.00)	(27.84)
10-1-56-10-15	Delinquent Tax Interest	(467.61)	(600.00)	(11.64)
10-1-59-90-00	Interest Revenue	(36,441.35)	(40,000.00)	(24,777.29)
10-1-59-90-01	Large Wharf fee for use	0.00	0.00	0.00
10-1-59-90-10	Small Craft - Electricity Revenue	(5,019.00)	(6,000.00)	(1,080.00)
10-1-59-90-20	Small Craft - Fee for Use	(21,402.45)	(17,000.00)	(5,018.10)
10-1-59-90-40	MIA Dividends	0.00	0.00	0.00
* TOTAL Revenue From Own Sources		(111,911.09)	(109,840.00)	(43,283.02)
<b>Multi Purpose Building Rental</b>				
10-1-53-10-11	MPBC Library Revenue	(10,200.00)	(10,200.00)	(2,550.00)
10-1-53-10-12	MPBC Space rental	(5,184.21)	(3,500.00)	(540.00)
* TOTAL Multi Purpose Building R		(15,384.21)	(13,700.00)	(3,090.00)

F-1

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

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2020-Apr-2

3:04:06PM

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
<b>Unconditional Transfers</b>				
10-1-62-10-00	Grants - Small Community Protection	(412,334.00)	(405,700.00)	0.00
*	<b>TOTAL Unconditional Transfers</b>	<b>(412,334.00)</b>	<b>(405,700.00)</b>	<b>0.00</b>
<b>Conditional Transfers</b>				
10-1-56-10-72	NDIT Business Facade Grant	0.00	0.00	(9,518.59)
10-1-59-10-00	Misc. - Donations	(19,335.09)	(100.00)	7,988.67
10-1-59-10-10	Misc. - NSF & Sundry Charges	(50.00)	(25.00)	0.00
10-1-59-10-20	Miscellaneous	(823.87)	(500.00)	(547.17)
10-1-75-10-00	Grants - Misc.	(57,851.00)	(13,200.00)	0.00
10-1-75-10-11	Housing Needs Assessment	(7,477.50)	0.00	0.00
10-1-89-00-00	Community Works Fund Cond.Transfer	(138,822.50)	(66,000.00)	0.00
10-1-89-10-10	Grants - GT- Major Infrastructure	0.00	0.00	0.00
10-1-89-10-20	GT Community Innovations Grant	0.00	0.00	(5,471.74)
10-1-89-10-30	Grants - GT - Christmas	0.00	(10,000.00)	(10,000.00)
10-1-89-10-40	Grants - GT - Community Events Program	(5,000.00)	(5,000.00)	0.00
10-1-89-10-70	Grants - NDI Proposal Writer	(8,000.00)	0.00	(7,666.67)
10-1-89-10-71	Economic Dev. Fund	(75,000.00)	(50,000.00)	0.00
10-1-89-10-72	NDIT - MISC GRANTS	(18,523.87)	0.00	0.00
10-1-89-10-85	UBCM CWPP	0.00	0.00	0.00
10-1-89-10-90	Concession Stand Revenue Canada Days	0.00	0.00	0.00
10-1-89-20-01	GT St. Mark's Revenue	0.00	0.00	0.00
*	<b>TOTAL Conditional Transfers</b>	<b>(330,883.83)</b>	<b>(144,825.00)</b>	<b>(25,215.50)</b>
<b>Reserves</b>				
10-1-92-10-00	Transfers From Reserves	0.00	0.00	0.00
*	<b>TOTAL Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Collections for Other Agencies</b>				
10-1-98-10-00	Taxes - School Residential	(78,045.82)	(79,996.00)	0.00
10-1-98-10-10	Taxes - School Non-residential	(25,587.79)	(26,230.00)	0.00
10-1-98-20-00	Taxes - NCRD	(33,284.41)	(34,116.00)	0.00
10-1-98-20-20	Taxes - NW Regional Hospital	(22,648.93)	(23,215.00)	0.00
10-1-98-20-30	Taxes- Police	(13,560.56)	(13,900.00)	0.00
10-1-98-30-10	Taxes - BCAA	(1,399.41)	(1,435.00)	0.00
10-1-98-30-20	Taxes - MFA	(6.60)	(10.00)	0.00
10-1-98-40-00	Taxes - VIRL	(13,327.45)	(13,661.00)	0.00
*	<b>TOTAL Collections for Other Ag</b>	<b>(187,860.97)</b>	<b>(192,563.00)</b>	<b>0.00</b>
**	<b>Total Revenues</b>	<b>(1,218,301.68)</b>	<b>(1,028,377.00)</b>	<b>(73,469.49)</b>

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# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

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2020-Apr-2  
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General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
<b>Legislative Expenses</b>				
10-2-11-10-00	Council Remuneration	18,000.00	17,000.00	4,250.00
10-2-11-10-10	Council Training Expense	2,228.54	2,000.00	0.00
10-2-11-10-20	Council Travel	3,970.44	10,000.00	147.20
10-2-11-10-30	Council Benefits Expense	699.81	500.00	303.05
10-2-11-10-40	Council Membership Expense	902.80	1,700.00	647.00
10-2-11-10-50	Council Grants Awarded	5,070.55	10,000.00	0.00
* TOTAL Legislative Expenses		30,872.14	41,200.00	5,347.25
<b>General Administration</b>				
10-2-12-10-00	Administrative Wages	119,681.01	126,588.00	31,943.27
10-2-12-10-01	Consultants	16,615.93	10,000.00	9,331.06
10-2-12-10-10	Administrative Benefits	27,163.93	29,000.00	6,287.61
10-2-12-10-11	NDIT Intern	20,626.98	13,000.00	0.00
10-2-12-10-12	Intern Benefits	0.00	2,600.00	0.00
10-2-12-10-15	NDI Grant Proposal Writer	4,522.87	4,650.00	0.00
10-2-12-10-20	Administrative Travel	4,770.27	4,000.00	140.26
10-2-12-10-25	Training	7,143.44	5,000.00	4,990.16
10-2-12-10-30	Membership Fees	1,543.08	650.00	992.00
10-2-12-10-40	Audit & Accounting Expense	10,000.00	10,000.00	0.00
10-2-12-10-50	Legal Expense	6,368.30	8,000.00	605.58
10-2-12-10-51	Mediation	0.00	0.00	0.00
10-2-12-11-00	Office Supplies	2,965.83	3,000.00	1,035.50
10-2-12-11-10	Website Fees	1,847.01	3,000.00	70.62
10-2-12-11-20	Computer Software Expenses	7,776.52	4,500.00	2,974.43
10-2-12-11-30	Administrative Operating Costs	4,285.04	5,200.00	900.03
10-2-12-11-40	Supplies	313.81	400.00	0.00
10-2-12-11-50	Advertising	5,134.43	4,000.00	577.69
10-2-12-11-60	Postage Expense	1,669.24	1,650.00	336.14
10-2-12-11-70	Misc. - Tax Sale Expenses	142.16	1,200.00	0.00
10-2-12-14-10	Custodian's Wages	6,300.00	6,800.00	1,575.00
10-2-12-14-30	General Insurance Expense	15,005.22	17,000.00	12,777.42
10-2-12-99-12	Asset Managements Program	44,000.00	0.00	0.00
* TOTAL General Administration		307,875.07	260,238.00	74,536.77

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# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

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General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
<b>Fire Department</b>				
10-2-24-60-00	FD - Training	4,000.00	4,000.00	0.00
10-2-24-60-10	FD - Fire Fighters	0.00	500.00	0.00
10-2-24-70-00	FD - Repairs & Maintenance	9,150.80	7,500.00	893.14
10-2-24-70-10	Firehall Utilities	11,714.78	12,500.00	2,893.60
10-2-24-70-20	FD - License & Insurance	5,733.32	5,500.00	275.94
10-2-24-80-00	FD - Equipment	7,367.38	8,500.00	0.00
10-2-24-80-10	FD - Fuel	727.71	1,500.00	410.12
10-2-24-90-00	Firehall Janitorial	5,220.26	4,750.00	452.57
10-2-24-90-10	Weight Room	1,811.60	1,400.00	133.26
* TOTAL Fire Department		45,725.85	46,150.00	5,058.63
<b>Emergency Services</b>				
10-2-25-00-00	Emergency Committee	1,730.96	4,000.00	0.00
10-2-25-00-10	Tsunami Project	0.00	0.00	0.00
* TOTAL Emergency Services		1,730.96	4,000.00	0.00
<b>Common Services</b>				
10-2-19-00-00	Misc. - PW Shed Utilities	850.16	1,000.00	230.00
10-2-31-00-00	Common Services - Wages	22,589.98	33,210.00	4,100.56
10-2-31-00-10	Common Services - Benefits	6,302.90	6,663.00	1,136.54
10-2-31-00-20	Common Services - Misc	744.02	1,000.00	67.25
10-2-31-30-00	Training - Public Works General	663.90	5,000.00	0.00
* TOTAL Common Services		31,150.96	46,873.00	5,534.35
<b>Wharf</b>				
10-2-34-00-00	Wharf - Wages	885.81	1,000.00	126.05
10-2-34-00-10	Wharf - Benefits	166.92	200.00	28.59
10-2-34-00-12	Wharf Insurance	1,360.00	1,400.00	1,415.00
10-2-34-00-15	Wharf Hydro	228.75	400.00	141.09
10-2-34-00-20	Wharf - Maintenance	5,909.24	13,000.00	146.00
* TOTAL Wharf		8,550.72	16,000.00	1,856.73
<b>Small Craft Harbour</b>				
10-2-34-00-30	Small Craft Harbour- Wharfing Expense	0.00	0.00	0.00
10-2-34-00-40	Small Craft Harbour - Hydro Expense	6,509.54	8,000.00	2,228.35
10-2-34-00-50	Small Craft Harbour- Insurance Expense	0.00	0.00	0.00
10-2-34-00-60	Small Craft Harbour - Legal Expenses	0.00	500.00	0.00
10-2-34-00-70	Small Craft Harbour- Maintenance	5,084.09	6,000.00	2,595.72
10-2-34-00-71	Boat Launch and parking lot	183.60	1,000.00	0.00
* TOTAL Small Craft Harbour		11,777.23	15,500.00	4,824.07

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# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

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General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
<b>Roads</b>				
10-2-12-99-60	Public Works Truck	1,051.93	2,500.00	758.68
10-2-31-90-00	Common Services - Fuel	1,984.45	1,600.00	447.90
10-2-31-90-10	Public Work's Truck Insurance	1,065.00	2,000.00	0.00
10-2-31-90-20	Tractor Insurance	1,073.00	425.00	0.00
10-2-31-90-21	Tractor Expense	1,293.10	500.00	224.68
10-2-32-31-00	Street Maintenance	10,044.95	11,500.00	3,834.62
10-2-32-37-00	Street Sanding	3,718.12	6,000.00	1,942.76
10-2-32-37-10	Industrial Road Maintenance	5,750.70	5,000.00	256.53
10-2-32-37-20	Ditching	1,096.68	4,000.00	146.53
10-2-32-50-00	Hydro - Street Lights	16,020.20	16,000.00	4,016.37
10-2-32-90-00	Tools & Equipment	5,850.18	8,000.00	1,035.45
10-2-71-89-40	Brushing Operating Expense	43.46	2,500.00	32.74
* TOTAL Roads		48,991.77	60,025.00	12,696.26
<b>Environmental Health</b>				
10-2-43-00-00	Common Services - Garbage Expense	0.00	700.00	0.00
10-2-43-00-10	Garbage Tags / Dumpster Fees	0.00	80.00	0.00
* TOTAL Environmental Health		0.00	780.00	0.00
<b>Envrionmental Development</b>				
10-2-52-00-00	Clinic R&M	4,051.72	3,000.00	108.26
10-2-72-50-00	Ambulance O&M	2,331.16	1,400.00	166.15
* TOTAL Envrionmental Development		6,382.88	4,400.00	274.41
<b>Parks &amp; Recreation</b>				
10-2-12-71-00	Mowing expense	353.47	3,000.00	0.00
10-2-12-71-01	Mower Insurance	0.00	400.00	0.00
10-2-12-71-10	Community Park Washrooms	0.00	300.00	0.00
10-2-71-21-00	Community Hall Grounds Keeping	816.17	500.00	110.75
10-2-71-89-00	Community Park O & M	22,459.99	13,000.00	856.00
10-2-71-89-10	Beautification	2,187.95	4,000.00	0.00
10-2-71-89-20	Millenium Park O & M	3,692.87	3,800.00	772.68
10-2-71-89-30	Sunset Park O & M	12,716.56	8,500.00	377.63
10-2-71-89-45	Museum Grounds keeping	3,414.71	3,100.00	0.00
10-2-71-89-50	Cemetary	55.17	500.00	0.00
10-2-72-50-10	Tourism Expense	5,360.14	8,000.00	580.25
10-2-72-91-00	St. Mark's Expense	1,028.32	450.00	437.07
10-2-75-00-00	Recreation Commission	12,708.38	12,000.00	136.04
* TOTAL Parks & Recreation		64,793.73	57,550.00	3,270.42
<b>MPBC Operating Expenses</b>				
10-2-71-21-10	MPBC Fuel	12,836.86	13,000.00	0.00
10-2-71-21-11	Library o+m	3,300.00	3,300.00	825.00
10-2-71-21-12	MPBC Grounds keeping	10,178.01	10,000.00	1,142.57
10-2-71-21-15	MPBC Utilities	13,691.79	15,000.00	1,254.98
10-2-71-21-20	MPBC Janitorial	3,927.04	4,000.00	1,325.93
10-2-71-21-25	MPBC Insurance	7,765.63	7,200.00	3,913.63
10-2-71-21-30	Biomass Expenses	22,584.87	20,000.00	8,467.18

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# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

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2020-Apr-2  
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General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
<hr/>				
*	TOTAL MPBC Operating Expenses	74,284.20	72,500.00	16,929.29
<b>Debt Services</b>				
10-2-81-90-00	General Service Charges	1,427.54	1,800.00	283.92
10-2-81-90-10	Bad Debts Expense	0.00	500.00	0.00
10-2-81-90-20	Till Over/Short	(2.82)	0.00	0.00
		<hr/>	<hr/>	<hr/>
*	TOTAL Debt Services	1,424.72	2,300.00	283.92
<b>Contributions to Reserves</b>				
10-2-81-90-30	Transfer to/from Reserves	0.00	17,299.00	0.00
10-2-82-22-00	Transfers To Reserves	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>
*	TOTAL Contributions to Reserve	0.00	17,299.00	0.00
<b>Grants &amp; Misc.</b>				
10-2-12-32-00	GT - Community Events Program	3,000.00	5,000.00	0.00
10-2-12-99-11	NDI Economic Dev Fund	100,000.00	50,000.00	0.00
10-2-12-99-16	Community Wildfire Protection Plan	14,259.34	0.00	0.00
10-2-12-99-22	Business Fascade	14,518.59	0.00	0.00
10-2-12-99-30	Misc. - GT - Christmas	8,760.00	10,000.00	300.00
10-2-12-99-66	Housing Needs Assessment	0.00	0.00	0.00
10-2-69-00-00	Misc. - NDIT Grant Writer expense	8,000.00	0.00	0.00
		<hr/>	<hr/>	<hr/>
*	TOTAL Grants & Misc	148,537.93	65,000.00	300.00
<b>Amortized Asset</b>				
10-2-28-19-40	Amortized Asset Expense	0.00	126,000.00	0.00
		<hr/>	<hr/>	<hr/>
*	TOTAL Amortized Asset	0.00	126,000.00	0.00
<b>Taxes Levied-Other Gov't</b>				
10-2-84-10-00	Taxes - NCRD	33,284.00	34,116.00	0.00
10-2-84-20-00	Taxes - VIREL	13,328.00	13,661.00	2,755.75
10-2-84-20-10	Taxes-Police	12,129.45	13,900.00	0.00
10-2-88-11-00	Taxes - School Residential	59,003.71	79,996.00	0.00
10-2-88-11-10	Taxes - School Non-residential	19,190.84	26,230.00	0.00
10-2-88-20-10	Taxes - NW Regional Hospital	22,649.00	23,215.00	0.00
10-2-88-30-00	Taxes - BCAA	1,399.41	1,435.00	0.00
10-2-88-30-10	Taxes - MFA	7.05	10.00	0.00
10-2-88-40-00	PILT's For Others	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>
*	TOTAL Taxes Levied-Other Gov't	160,991.46	192,563.00	2,755.75
**	TOTAL Expenses	943,089.62	1,028,378.00	133,667.85
		<hr/>	<hr/>	<hr/>
***P	Surplus/Deficit	(275,212.06)	1.00	60,198.36

\*\*\* End of Report \*\*\*

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# VILLAGE OF PORT CLEMENTS

## Sewer Operating Revenue & Expense

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2020-Apr-2  
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General Ledger	Description	2019 YTD Actual	2020 YTD Budget	2020 YTD Actual
<b>Fees &amp; Taxation Revenue</b>				
40-1-44-00-00	Sewer - User Charges	(32,081.90)	31,000.00	(8,499.25)
40-1-49-00-00	Sewer - Frontage Tax	(35,739.00)	36,120.00	0.00
40-1-49-00-10	Sewer - Parcel Tax - PC East	(1,316.00)	1,316.00	0.00
**	<b>TOTAL Fees &amp; Taxation</b>	<b>(69,136.90)</b>	<b>68,436.00</b>	<b>(8,499.25)</b>
<b>Total Grants and Transfer</b>				
40-1-91-00-00	Sewer - Reserve/Surplus	0.00	1,477.00	0.00
40-1-92-90-46	Transfer from reserves	0.00	1,971.00	0.00
*	<b>TOTAL Grants and Transfers</b>	<b>0.00</b>	<b>3,448.00</b>	<b>0.00</b>
<b>Operating Expenses</b>				
40-2-42-10-00	Sewer - Administration Charges	3,000.00	3,000.00	0.00
40-2-42-10-10	Sewer - Licenses & Permits	687.19	850.00	712.19
40-2-42-30-00	Training - Sewer	496.24	1,000.00	0.00
40-2-42-90-00	Sewer - Maintenance Salaries	20,047.37	21,384.00	4,709.14
40-2-42-90-20	Sewer - Benefits	4,973.01	4,650.00	1,070.34
40-2-42-90-40	Sewer - Utilities Expense	2,220.51	4,000.00	381.45
40-2-42-90-50	Sewer - Repairs & Maintenance	18,148.37	15,500.00	1,600.38
40-2-42-90-60	Sewer - Fuel	1,251.25	1,500.00	319.93
40-2-42-90-70	Public Work's Truck	2,043.00	2,000.00	(67.60)
*	<b>TOTAL Operating Expenses</b>	<b>52,866.94</b>	<b>53,884.00</b>	<b>8,725.83</b>
<b>Contributions to Reserves</b>				
40-2-82-21-00	Contribution to Sewer Capital Reserves	0.00	0.00	0.00
*	<b>TOTAL Contributions to Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Debenture Expenses</b>				
40-2-81-20-00	Sewer - Interest Expense	0.00	0.00	0.00
40-2-81-30-00	Sewer - Debenture	0.00	0.00	0.00
40-2-82-21-01	Amortized assest expense	0.00	18,000.00	0.00
*	<b>TOTAL Debenture Expenses</b>	<b>0.00</b>	<b>18,000.00</b>	<b>0.00</b>
**	<b>TOTAL Expenses</b>	<b>52,866.94</b>	<b>75,332.00</b>	<b>8,725.83</b>
***P	<b>Surplus/Deficit</b>	<b>(16,269.96)</b>	<b>143,768.00</b>	<b>226.58</b>

\*\*\* End of Report \*\*\*

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# VILLAGE OF PORT CLEMENTS

## Water Operating Revenue & Expense

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General Ledger	Description	2019 YTD Actual	2020 YTD Budget	2020 YTD Actual
<b>Fees &amp; Taxation Revenue</b>				
30-1-44-00-00	Water User Charges	(58,322.75)	56,000.00	(15,589.10)
30-1-44-10-00	Water - Miscellaneous	0.00	0.00	0.00
30-1-49-00-00	Water Frontage Tax	(52,154.70)	53,000.00	0.00
30-1-55-00-00	Water - Past Due Interest Revenue	(2,377.58)	2,000.00	0.00
30-1-91-00-00	Contributions From Capital Reserves	0.00	1,750.00	0.00
* TOTAL Fees & Taxation Revenue		(112,855.03)	112,750.00	(15,589.10)
<b>Total Grants</b>				
30-1-62-00-20	Community Work's Fund	0.00	65,000.00	0.00
30-1-62-00-25	MRIF Water Treatment	0.00	0.00	0.00
30-1-62-00-30	GT Water Treatment	0.00	0.00	0.00
* TOTAL Grants		0.00	65,000.00	0.00
** Total Revenues		(112,855.03)	177,750.00	(15,589.10)
<b>Operating Expenses</b>				
30-2-41-10-00	Water - Administration Charges	5,000.00	5,000.00	0.00
30-2-41-10-25	Pump House	0.00	0.00	0.00
30-2-41-20-00	Water - Testing Expense	1,020.03	1,000.00	49.52
30-2-41-30-00	Training - Water	665.23	2,500.00	0.00
30-2-41-30-10	Water - Maintenance Wages	35,516.98	25,740.00	8,895.05
30-2-41-30-20	Water - Maintenance Benefits	8,539.77	6,500.00	2,013.63
30-2-41-30-30	Water - Supplies	39.65	1,000.00	5,159.34
30-2-41-30-40	Public Work's Truck	1,627.34	2,000.00	0.00
30-2-41-40-00	Water - Repairs & Maintenance Plant	20,044.51	24,750.00	720.64
30-2-41-40-01	Water-Repairs & Maintenance Distribution	6,322.25	5,500.00	245.00
30-2-41-40-10	Water - Fuel	2,002.01	1,900.00	511.88
30-2-41-50-00	Water - Utilities Expense	13,506.80	18,000.00	3,037.28
30-2-41-90-20	Water - Licensing	112.50	1,450.00	229.50
* Total Expenses		94,397.07	95,340.00	20,861.84
<b>Total Capital Expenses</b>				
30-2-81-20-00	Water - Debenture Interest	0.00	0.00	0.00
30-2-81-30-00	Water - Debenture	0.00	0.00	0.00
* TOTAL Debenture Expense		0.00	0.00	0.00
** Total Expenses		94,397.07	95,340.00	20,861.84
***P Surplus / (Deficit)		(18,457.96)	273,090.00	5,272.74
<b>Contribution to Reserves</b>				
30-2-82-21-00	Cont. To Water Capital Reserve	0.00	0.00	0.00
30-2-82-21-01	Amortized asset expense	0.00	26,000.00	0.00
* TOTAL Contribution to Reserves		0.00	26,000.00	0.00

\*\*\* End of Report \*\*\*

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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.

### **3. PURPOSE**

- 3.1 The purpose of this commission is to all matters which relate to tourism 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.

- 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.

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## **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"

READ A FIRST TIME THIS 16 DAY OF MARCH 2020

READ A SECOND TIME THIS 16 DAY OF MARCH 2020

READ A THIRD TIME THIS 16 DAY OF MARCH 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"

## TIMELINE OF VOPC COVID-19 RESPONSE To Date

DATE	DESCRIPTION
2020-02-03	NWE EMBC Coronavirus Coordination Call
2020-02-28	Received Community and Public Agency Planning Document for COVID-19 from NWE EMBC.
2020-03-03	Province Joint Statement on 9 total cases of COVID-19 in BC
2020-03-05	Health Emergency Management BC COVID-19 Public Health Update Call for Northern BC
2020-03-06	Received & Reviewed COVID-19 Information Resources from EMBC PREOC
2020-03-09	<ul style="list-style-type: none"> <li>Updated website with current Information resources received from Province</li> <li>CAO Direction to staff on COVID-19 to take precautions</li> <li>Posted Handwashing signs for COVID-19 preventative measures at every sink in Multiplex facility.</li> <li>PW instructed to complete essential services SOP.</li> <li>Instructions to Janitorial Contracts on disinfecting/sanitizing requirements for COVID-19</li> <li>Communicating with ESS about evolving situation with COVID-19.</li> </ul>
2020-03-13	<ul style="list-style-type: none"> <li>Update on information being shared to Village website &amp; CHN Travel Advisory.</li> <li>Coordinating with VURL on janitorial needs.</li> </ul>
2020-03-16	<ul style="list-style-type: none"> <li>CAO relayed Mayor's request for information on Northern Health's approach/resources available for quarantine/self-isolation during COVID-19, and other concerns.</li> <li>Closing municipal public building spaces</li> <li>Recreation Commission canceled upcoming events until further notice.</li> <li>COVID-19/Coronavirus added to Council Meeting Agenda</li> <li>Closed Weight Room, also Firehall closed to the public.</li> </ul>
2020-03-17	<ul style="list-style-type: none"> <li>NWE EMBC Coordination Call</li> <li>BC Provincial Health Officer declared public health emergency with COVID-19</li> </ul>
2020-03-18	<ul style="list-style-type: none"> <li>Council Issued Travel Advisory for Port Clements</li> <li>Updated website/Facebook with NCRD Facilities Closure</li> <li>NWE EMBC Coordination Call</li> <li>NWE PREOC Situation Report #1 received &amp; reviewed.</li> <li>Provincial Declaration of State of Emergency with COVID-19</li> <li>Participated in Haida Gwaii EOC/Protocol COVID-19 Emergency Meeting</li> </ul>
2020-03-19	NWE EMBC Coordination Call
2020-03-20	<ul style="list-style-type: none"> <li>NWE EMBC Coordination Call</li> <li>Closure of Village Office to public due to COVID-19 pandemic.</li> <li>Notification of Flight services being stopped – operational impacts.</li> <li>Closed campground and playground to the public.</li> </ul>

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## TIMELINE OF VOPC COVID-19 RESPONSE To Date

2020-03-23	<ul style="list-style-type: none"> <li>NWE EMBC Coordination Call</li> <li>Emergency Management Commission Meeting held to discuss COVID-19</li> <li>EOC Activation – LVL 1 – for situational awareness &amp; business continuity</li> <li>Declared State of Local Emergency (SOLE)</li> <li>Reached out to local Forestry Stakeholders regarding COVID-19</li> <li>Coordinating with All-Island Response</li> </ul>
2020-03-24	<ul style="list-style-type: none"> <li>NWE EMBC Coordination Call</li> <li>All-Island Protocol Meeting – COVID 19</li> <li>Updating Website/Facebook with information</li> <li>Sunset Park Campground closure signs posted and campground entries locked.</li> </ul>
2020-03-25	<ul style="list-style-type: none"> <li>NWE EMBC Coordination Call</li> <li>Expenditure Authorization Form (EAF) submitted to PREOC for EOC Overtime.</li> <li>Media Guide to Council distributed.</li> </ul>
2020-03-26	<ul style="list-style-type: none"> <li>EOC Meeting with EOC staff for clarification/coordination</li> <li>NWE EMBC Coordination Call</li> <li>BC Municipal Meetings (Minister Selena Robinson &amp; MMAH)</li> <li>VOPC EOC/HG EOC communication/information officers coordinating communications.</li> <li>Evaluated current mitigation needs for managing self-isolated residents, residents with high degree of susceptibility to COVID-19, communication needs and potential for other events (eg. tsunami evacuation) during COVID-19 response.</li> <li>Concern regarding availability lack of PPE for volunteers, staff and first responders.</li> <li>Haida Gwaii EOC Unified Command established (Includes EOC Directors from Masset, Old Masset, Port Clements, Skidegate, Queen Charlotte and the Incident Commander of the Haida Gwaii EOC).</li> </ul>
2020-03-27	<ul style="list-style-type: none"> <li>NWE EMBC Coordination Call</li> <li>Only 3 staff available for EOC. Requested assistance from PREOC with EOC staffing.</li> </ul>
2020-03-30	<ul style="list-style-type: none"> <li>NWE EMBC Coordination Call</li> <li>Looking at updating emergency mgmt. plan to tailor to COVID-19 pandemic</li> <li>Looking into reception system or alternate call in system for ESS</li> <li>EOC capacity challenges. Looking to source local EOC operation /planning/ logistics contractor.</li> </ul>
2020-03-31	NWE EMBC Coordination Call
2020-04-01	NWE EMBC Coordination Call Northern Health Teleconference
2020-04-02	<ul style="list-style-type: none"> <li>NWE EMBC Coordination Call</li> <li>Northern Communities Call with Ministry of Municipal Affairs &amp; Housing</li> <li>Assist CHN with mail out</li> </ul>

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## PUBLIC WORKS QUARTERLY REPORT TO COUNCIL

Sean O'Donoghue, Public Works Superintendent

Date: 2020-04-02

RE: Quarter #1 Report to Council

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**BACKGROUND:** This report summarizes Public Work's activities for the first quarter of 2020, as well as reactions to current state of emergency due to **COVID-19 Pandemic** and the effect on moving forward under an assumption of "essential services".

### Sewer:

- Collection system operating well, monitored daily. One small lift station (Museum) serving 4 residences currently working but requiring in house rebuild. No other current concerns.
- Sewage Treatment still out of compliance. Despite much efforts with engineering designed upgrades and funding applications, both Provincial and Federal regulatory agencies stepping up their respective monitoring and enforcement.
- **COVID-19 Pandemic Standard Operating Procedures have been developed and shared with staff. Operators complying and taking all precautions.**

### Water

- January extraordinary weather event caused much concern and troubles; however, all problems/leaks/infrastructure damage have been mitigated.
- Ongoing anomaly in WTP with pressure fluctuation still not solved or mitigated. Preferred contractor engaged in problem solving and reprogramming in effort to solve.
- No concerns with testing/reporting to Northern Health. Water continues to be deemed safe to drink as per permit.
- **COVID-19 Pandemic Standard Operating Procedures have been developed and shared with staff. Operators complying and taking all precautions.**

### Streets/Industrial Road

- Regular maintenance performed. Snow clearing/sanding performed as required. Industrial road in above average condition with recent grading.
- **COVID-19 19 Pandemic: All activities currently stopped as not determined at this point to be essential service.**

### Parks and all other Village infrastructure:

- Regular maintenance and activities were ongoing until:
- **COVID-19 Pandemic: All activities deemed non-essential have been suspended. As directed, most infrastructure closed to public, signage posted.**

### CONCLUSION:

**Public Works has requested direction as to expanding what essential services will be required going forward. Currently, Water/Sewer operations and supporting Admin, as directed, is progressing well. There is time in our daily duties to expand this.**

Respectfully Submitted:

Sean O'Donoghue, Public Works Superintendent

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## 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
	16-03-2020		Haida Gwaii Rec	Strength-Building: The Haida Gwaii Weight Room Strategy. Applying to Community Innovation Grant to develop HG weight room strategy
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
				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
A46	18-11-2019	Staff to accumulate information		

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