



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

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7:00 PM Regular Meeting of Council, Monday, August 4<sup>th</sup>, 2020

**AGENDA**

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
  - T-1—Opening of Custodial Contract bids
  - D-1—Current & Future Waste Management on Haida Gwaii - North Coast Regional District
3. **MINUTES**
  - M-1—July 13<sup>th</sup>, 2020 Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
  - BA-1—Rise & Report from July 13<sup>th</sup>, 2020 In-Camera Meeting
5. **ORIGINAL CORRESPONDENCE**
  - C-1—Board Highlights – North Coast Regional District
  - C-2—Request for Support for Resolution at UBCM – Village of Kaslo
6. **FINANCE**
7. **GOVERNMENT**
  - G-1—*Procedural Bylaw #460, 2020*  
*Recommended: 3<sup>rd</sup> reading & adoption*
  - G-2—Restoring Haida Place Names – Request for Support – Haida Gwaii Protocol Table
  - G-3—Vibrant Community Commission – appoint Commission – Staff Report & Verbal Report from Councillor Gould
  - G-4—Committee & Commission Council representative appointments
  - G-5—2019 Statement of Financial Information Report
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
  - R-1—COVID-19 Update – Verbal Report – Mayor Dugert & Staff
  - R-2—Request for Meeting with UBCM Convention Meeting with Minister of Forests, Lands, Natural Resource Operations and Rural Development  
*Report: Council has scheduled a meeting with Minister to discuss the role of BCTS and the current impasse with timber sales affecting two of our community's main forestry employers which are critical to the long-term well being of our community.*
10. **ACTION ITEMS**
  - A-1- Action Items List
11. **QUESTIONS FROM THE PUBLIC & PRESS**
12. **IN-CAMERA**
13. **ADJOURNMENT**



**NORTH COAST**  
REGIONAL DISTRICT

# ISLANDS SOLID WASTE

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CURRENT & FUTURE  
WASTE MANAGEMENT  
ON HAIDA GWAI



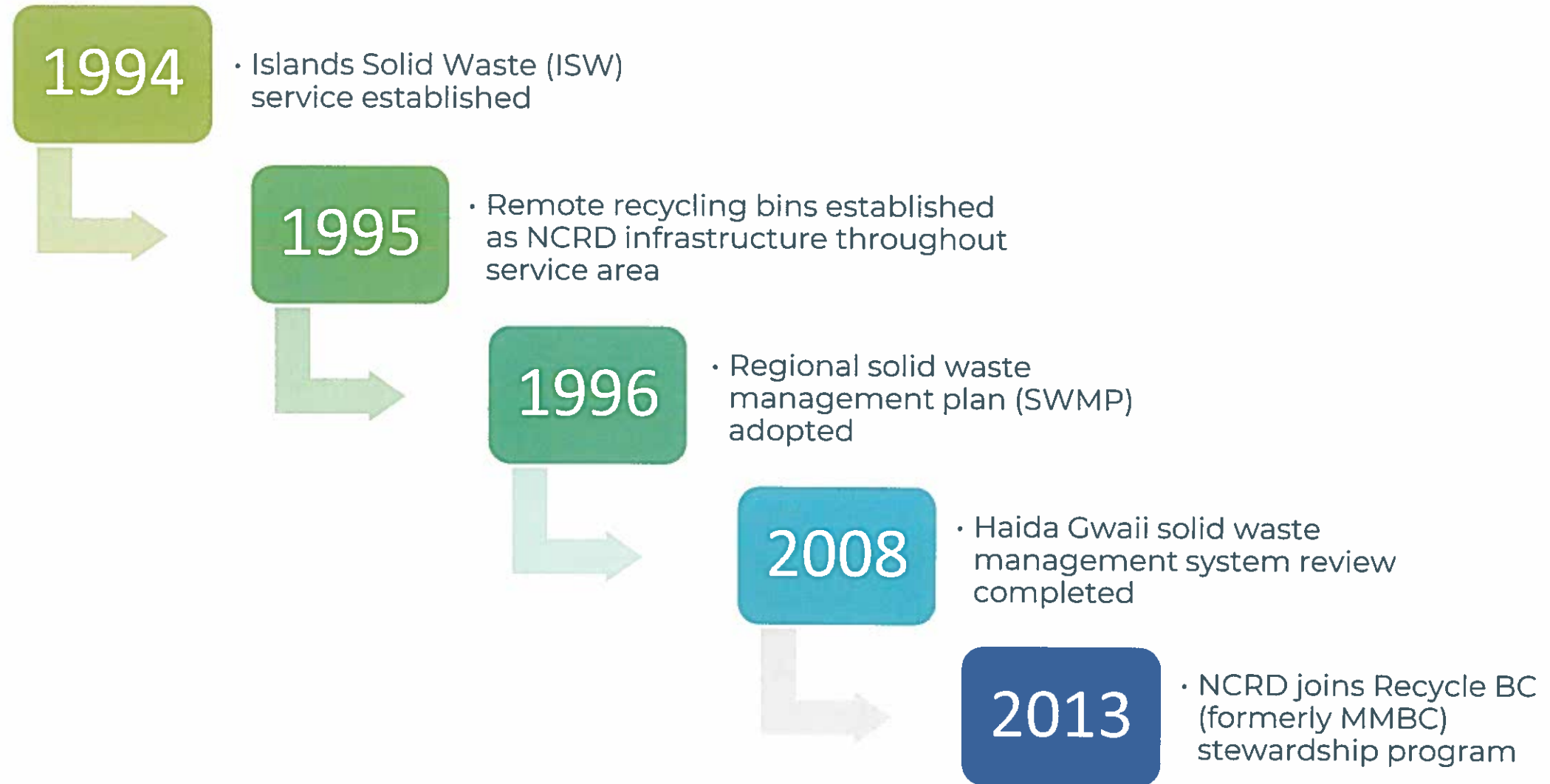


- The Islands Solid Waste (ISW) service is a North Coast Regional District (NCRD) service.
- ISW service is a sub-regional service between the Villages of Masset, Queen Charlotte, Port Clements and NCRD Electoral Areas D & E.
- Skidegate Band Council and Old Massett Village Council also participate in the ISW service through service agreements.
- ISW service provides for the collection, removal and disposal of waste and the regulation, storage and management of solid waste and recyclable material.
- Operation of the ISW system is guided by the NCRD's Regional Solid Waste Management Plan adopted in 1996.

# HISTORY



T  
A







- ISW Landfill (71454 HWY 16)
  - Estimated footprint closure in 2045
- Waste Transfer Stations:
  1. Skidegate
  2. Sandspit
  3. Masset
- Residential Garbage Pickup
  - Weekly



- Queen Charlotte Recycle Depot
  - 3 days/week
- ISW Landfill
  - 6 days/week
- Recycling Transfer Stations:
  1. Skidegate
  2. Sandspit
  3. Tlell
  4. Port Clements
  5. Masset
  6. Old Massett



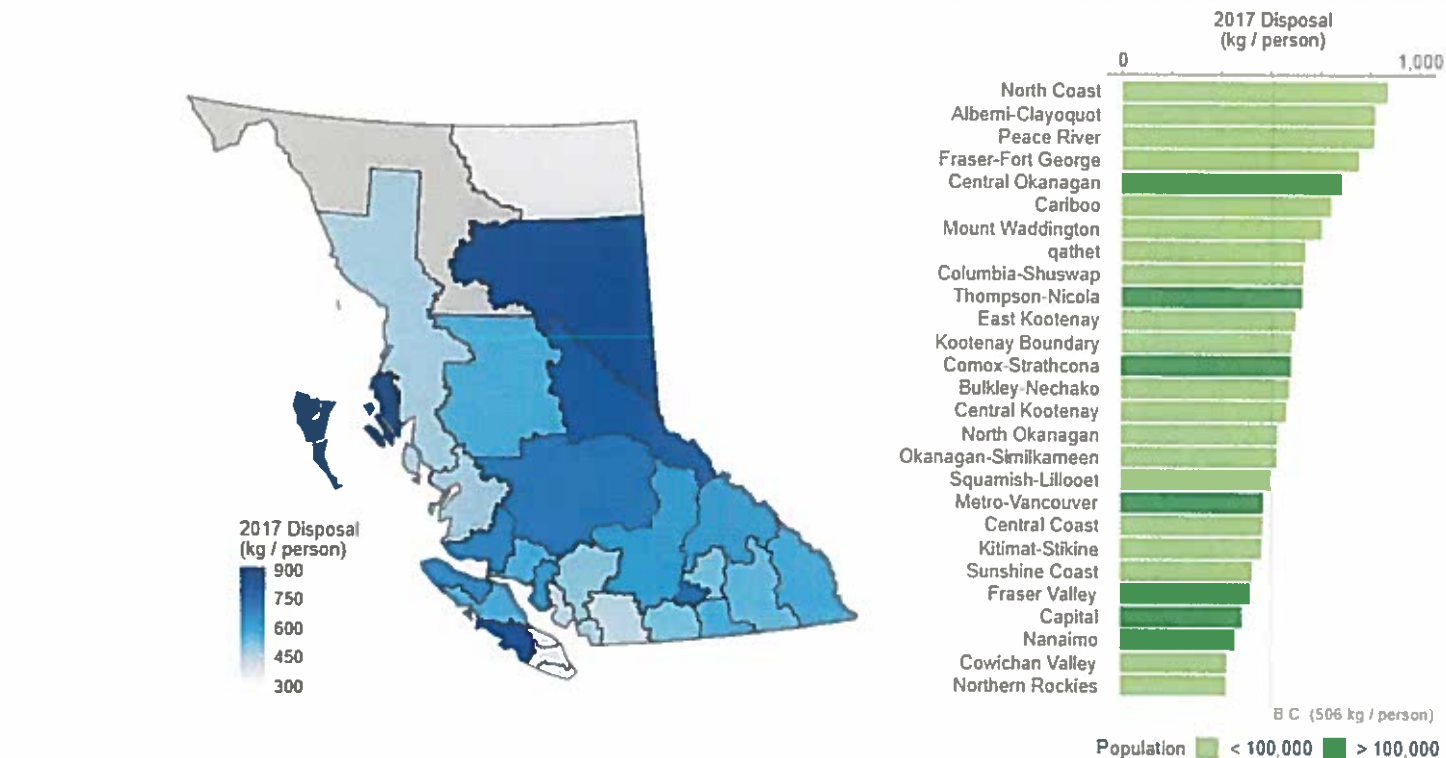
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**CHALLENGES**

- Economies of scale
- Service area geography
- Rising cost of doing business
- Global & local market trends
- Compliance & enforcement
- Employee safety

**OPPORTUNITIES**

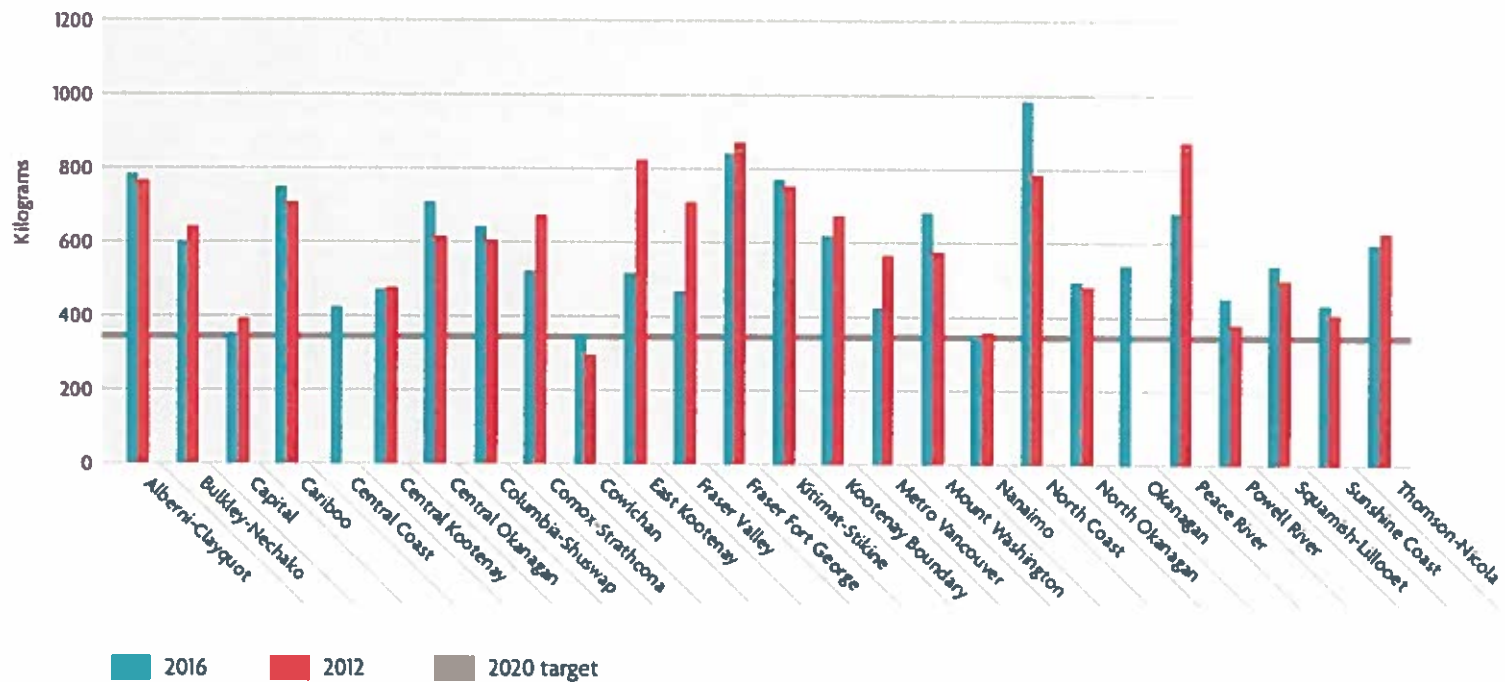
- Scalability
- Established infrastructure & partner relationships
- Solid waste planning & policy updates
- Compliance & education



Source: Environmental Reporting B.C., "Municipal Solid Waste Disposal in B.C. 1990-2016"

	2019	2018	2017	2016	2015
ISW Per Capita	\$255.93	\$229.26	\$235.17	\$221.87	\$206.08
Recycle Per Capita	\$61.20	\$65.49	\$63.23	\$49.59	\$49.39

# FUTURE WASTE MANAGEMENT SYSTEM



Source: Environmental Reporting B.C., "Municipal Solid Waste Disposal in B.C. 1990-2016"

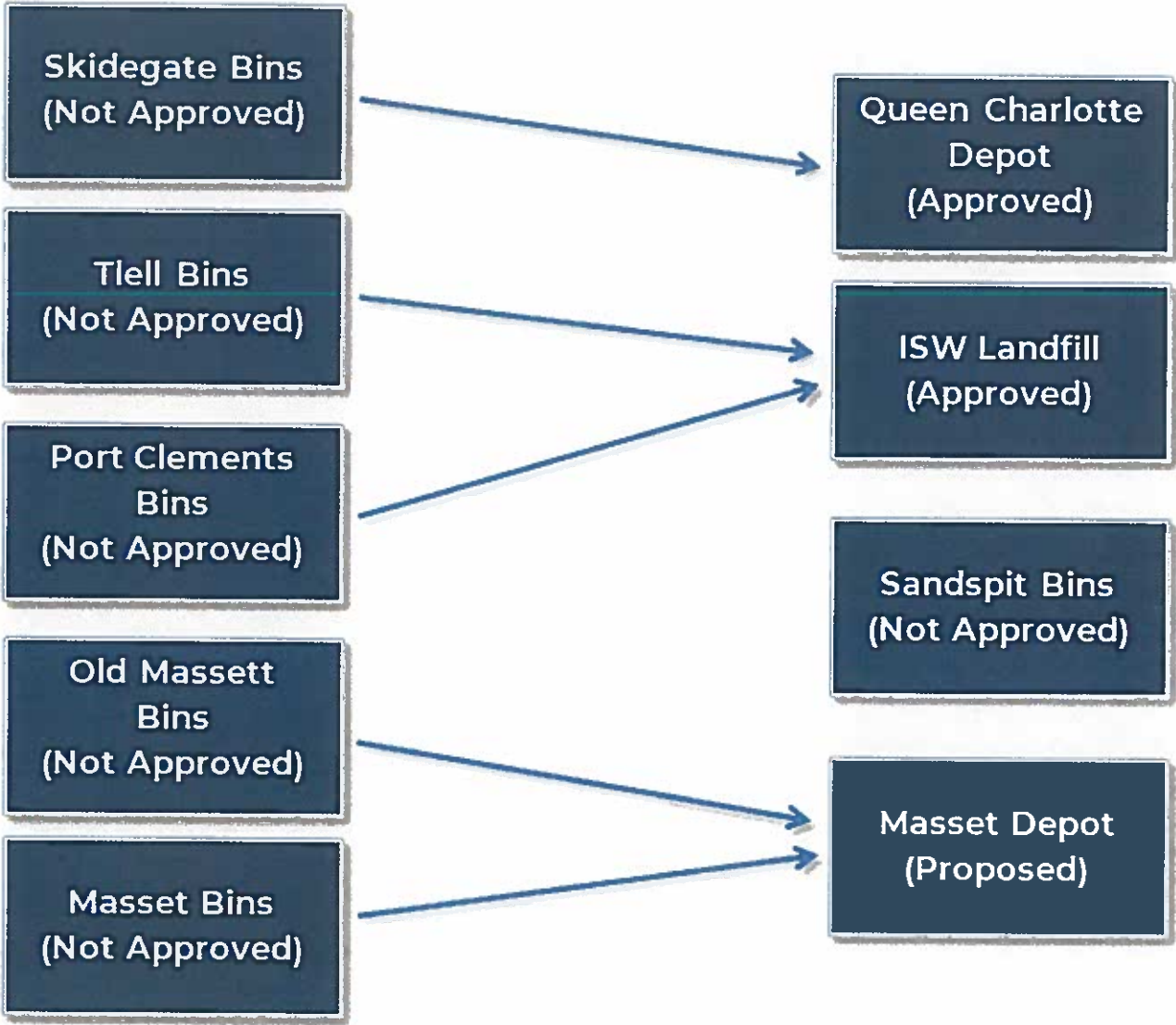
Source: Environmental Reporting B.C., "Municipal Solid Waste Disposal in B.C. 1990-2016"

- BC has set provincial waste disposal targets with a long-term goal of lowering the municipal solid waste disposal rate to 350 kg per person by 2020/2021
- ISW's 2019 municipal solid waste disposal rate was 397.7 kg per person
- Opportunity to develop policy to support lowering disposal rates in the NCRD through SWMP update
- Compliance with Recycle BC product stewardship program is vital to meeting targets on Haida Gwaii and providing a financially sustainable service
- Some changes are in effect already as a result of COVID-19 service modifications





- As a result of COVID, unmonitored remote collection bins in Skidegate, Port Clements, Old Massett & Masset will remain closed
- This ensures employee safety and allows the NCRD to begin compliance process with Recycle BC
- Site selection and facility establishment for an approved recycle depot in Masset is ongoing
- If we reach compliance through this system, the ISW service would realize approximately \$45,000 in cost savings and new revenues (\$10.50/capita)
- At this time, the NCRD is not proposing any changes to the garbage system or services





- Authorizes the NCRD to manage municipal solid waste and recyclable material in accordance with the plan, including through any conditions set out in operational certificates, permits or local bylaws.
- *EMA* requires that all RD's prepare and submit a SWMP to the province, following sufficient public and stakeholder consultation.
- Solid waste management planning in B.C. is continuously evolving, necessitating updating of SWMPs to reflect these changes (24 years since NCRD update).
- The NCRD is currently in Step 1 and is engaging with interested parties. A competitive bid process will be followed to hire a qualified professional to direct works in steps 2-4.



**NORTH COAST**  
REGIONAL DISTRICT

**THANK YOU**  
QUESTIONS?

---

Daniel Fish, CAO  
North Coast Regional District



D-1



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**Minutes of the Regular Meeting of Council, Monday, July 13<sup>th</sup>, 2020**

**Present:**

Mayor Daugert

Councillor Gould via teleconference

Councillor Cumming via teleconference

Councillor Falconbridge

CAO Ruby Decock

Absent Councillor Kish

Members of the Public and Press: Ruth Bellamy, Marilyn Bliss, Christine Cunningham, Bev Lore, Wayne Nicol, & Bevan Nicol.

**Meeting Called to Order at 7:03 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**

2020-07-121—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT the July 13<sup>th</sup>, 2020 Regular Council Meeting Agenda be adopted with changing A-30 to BA-2  
Weightroom upgrades.

**CARRIED**

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

D-1—Current & future Waste Management on Haida Gwaii - North Coast Regional District

2020-07-122—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT the North Coast Regional District's presentation on Current & Future Waste Management on  
Haida Gwaii be tabled until August 4, 2020.

**CARRIED**

**3. MINUTES**

M-1—June 15<sup>th</sup>, 2020 Regular Council Meeting Minutes

2020-07-123—Moved by Councillor Falconbridge, seconded by Councillor Gould  
THAT the June 15<sup>th</sup>, 2020 Regular Council Meeting Minutes be adopted amendment to Mayor  
Daugert's report:

On the Protocol Table – the reference to maintaining budget was about the protocol table  
and not BC Hydro, should be moved to section regarding protocol table.

M-1



In the section about the Leadership Table – The reference to “Separate Coast” to be replaced with “Central Coast”.

**CARRIED**

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

BA-1—Rise & Report from July 6<sup>th</sup>, 2020 Special In-Camera Meeting

Council Reported:

THAT the Village of Port Clements has withdrawn from the Council of Haida Nation’s essential service permitting process and has notified the CHN of this withdrawal.

BA-2—A-30- Weightroom Upgrades

2020-07-124—moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council receives the Weightroom Upgrades report.

**CARRIED**

2020-07-125—moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council applies for funding for the Weightroom Upgrades through the Gwaii Trust Vibrant Communities Grant and portions of this funding for reopening be obtained separately through their COVID-19 Fund.

**CARRIED**

*ACTION ITEM: See if it can be expediated by the Gwaii Trust Society.*

**5. ORIGINAL CORRESPONDENCE**

C-1— Summer Impaired Driving Campaign – ICBC Road Safety and Community Coordination

2020-07-126—Moved by Councillor Falconbridge, seconded by Mayor Daugert

THAT the Summer Impaired Driving Campaign document be received.

**CARRIED**

Councillor Cumming left the meeting due to conflict of interest at 7:25 pm.

C-2— Request to decide Housing Placement - Port Clements Housing and Restoration Society

2020-07-127—Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT the Request to decide Housing Placement by the Port Clements Housing and Restoration Society be received.

**CARRIED**

*ACTION ITEM: CAO Decock to provide more information on the process for Official Community Plan review & update for next Council Meeting.*

Councillor Cumming returned to the meeting at 7:33 pm

C-3—Gas Tax Agreement Payment

2020-07-128—Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council receives the Gas Tax Agreement Payment letter.

**CARRIED**

**6. FINANCE**

F-1—2<sup>nd</sup> Quarter Update

2020-07-129—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives the 2<sup>nd</sup> Quarter Financial Update.

**CARRIED**

**7. GOVERNMENT**

G-1—Proposed - *2020 Annual Tax Sale Deferral Bylaw #459, 2020*

2020-07-130—Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT Council does the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> reading of *2020 Annual Tax Sale Deferral Bylaw #459, 2020*.

**CARRIED**

2020-07-131—Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council adopts the *2020 Annual Tax Sale Deferral Bylaw #459, 2020*.

**CARRIED**

G-2—Proposed - *Procedural Bylaw #460, 2020*

2020-07-132—Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council does the 1<sup>st</sup> and 2<sup>nd</sup> reading of the *Procedural Bylaw #460, 2020*.

**CARRIED**

*ACTION ITEM: CAO Decock to incorporate the definitions and cross references in section 2 of the Bylaw as presented by Councillor Cumming.*

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

Councillor Falconbridge: *Nothing to report.*

Mayor Daugert: *Participated with Misty Isles Economic Development Society and hired a new employee, Jenn Rutt. Attended phone calls with the province and Northern Health regarding COVID-19. Will be attending the MIEDS meeting on Thursday and will be attending the North Coast Regional District meeting in person.*

Councillor Cumming: *Nothing to report.*

Councillor Gould: *VIRL is offering limited services in Port Clements. Looking at offering limited walk through services and other library services. Looking at the getting the Vibrant Community Commission running – need the Village to put out an expression of interest to see who would like to attend to find the accommodating space to hold the meeting.*

CAO Decock: *We are working on re-opening the facilities. Tomorrow will be the first day we will open the playground to the public. The Washrooms are still pending. Future plan is to have installed hand sanitizer dispenser in one of the shelters by the playground to keep away from small children (due to potential hazard). Anticipating other facilities to open, but doing temporary measures in the meantime – for example with the Campground. With the Multiplex, need to check with VIRL on how to coordinate public access, as well as dealing with access when School starts, as well as access to the Seniors Room. Until we have rules on public gatherings reduced by the Public Health Officer, we cannot have Seniors Luncheon until it is rescinded. We have closed our Emergency Operations Centre but will be continuing to work with the Unified Command. Finalizing the 2019 audit and other financial reporting.*

2020-07-133—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the verbal reports from Council and CAO Decock.  
**CARRIED**

**10. ACTION ITEMS**

A-1- Action Items List

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

**Question – Wayne Nicol:** What is moving ahead with the park benches, gazebo at the dock, and potentially the berry maze. What do we need to do to make this happen?

**Answer:** The benches were ready in March, right when COVID-19 emerged. The Village went to essential services, so it got postponed. They just need to be picked up and installed. The gazebo did not have anything budgeted by Council, so it got dropped, but it can be applied for through Gwaii Trust. It was hoped that these projects could be done through the Vibrant Community Coordinator as a tourism related activity. The Berry Maze was not finalized, nor approved, but the proposal was to go back for consideration in the Spring. There is nothing stopping from the Gazebo – can go ahead with it – but it should be removeable in case there is any work on the breakwater needing to be done. If it were to be a project under \$10,000 then it would need to go RFQ.

**Question – Wayne Nicol:** What has happened with Councillor Teri Kish? Noticed that there is one missing and there are rumors around the Village. Is there going to be a by-election?

**Answer:** She is absent from the meeting right now. Because the topic is labour-related, it can only be discussed in-Camera. We cannot address this question at this time.

**Question – Bevan Nicol:** Queen Charlotte and Masset have re-opened their weightroom facilities, why is the weightroom not opened?

**Answer:** Earlier this meeting there was an application for weightroom upgrades and a plan for reopening the weightroom. We are working on reopening the facility within the next two weeks. The gymnasium is School property and the Village cannot give permission for reopening that facility.

**Question – Marilyn Bliss:** Any update on the Sunset Park project?

**Answer:** It has not been advertised yet, and the intent was to work with the Vibrant Community Coordinator on the project. When the Commission gets going and the Coordinator finalized, it can be put on the Commission's work. A contract could be direct awarded for the brushing that was part of a separate grant for the Sunset Park which includes resurfacing the trail, replacing the bridges, brushing & thinning.

**Question – Bev Lore:** When talking about the asbestos water line, rather than digging them up and disturbing them, could you just run the new lines an inch or two above or beside them.

**Answer:** Traditionally that is done, with new lines run a metre away from the asbestos lines. They would do that here too, as the solution to asbestos lines is to bury them. An Engineer would be needed to estimate what they are doing, as it is all underground, and it is probably where it is supposed to be (80 – 90% certain it is in the location). Good parts of it might be under pavement, which would add complexity.

**Question – Bev Lore:** I did not understand the rise and report BA-1. What is that about?

11-1

**Answer:** We are no longer involved in the CHN's essential worker permitting process because we received a legal opinion that advised that participating in it would be in contravention Canadian laws. Our municipality does not have a local state of emergency which would grant us the legal power to restrict or limit people's access to our community. The CHN and their communities are under a state of local emergency, and BC is under a Provincial State of Emergency. Our municipality falls under the Provincial State of Emergency, not the CHN's, as our jurisdiction comes from the Provincial government. It puts us in a legal position where we must follow the Provincial government. Our municipality operates under the laws of BC and Canada and we cannot contravene those laws, we cannot opt out.

**12. IN-CAMERA**

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:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;

2020-07-134—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council moves to In-Camera as per section 90(1)(a)(b) and (c) at 8:44 pm  
**CARRIED**

**13. ADJOURNMENT**

2020-07-135—Moved by Councillor Cumming  
THAT this meeting be adjourned at 9:22 PM  
**CARRIED**

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Mayor Daugert

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CAO Decock





## Board Highlights

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July 17, 2020

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### Board Business:

1. The Board of the NCRD directed staff to send correspondence to the Ministry of Transportation and Infrastructure to review posted speed limits for residentially populated areas of NCRD's electoral Area D.
2. The 2019 Audited Financial Statements were presented and approved by the Board.
3. The Board directed staff to prepare a report to outline eligible projects for the 2020 intake of the Investing in Canada Infrastructure Program.
4. The Board received correspondence from the Union of British Columbia Municipalities regarding approval of grant funding from the Community Emergency Preparedness program for flood risk assessments to be conducted in the areas of Tlell, Sandspit, Masset, Queen Charlotte, and Port Clements.
5. The Board of the NCRD directed staff to begin the process of updating the solid waste management plan for the entire regional district (including the Island Solid Waste and Mainland Solid Waste Service Areas).
6. The Board of the NCRD adopted the following policies:
  - Policy GOV-02 Code of Conduct - Staff and Elected Officials; and
  - Policy ADM-01 Social Media.
7. The Board of the NCRD directed staff to prepare a report regarding potential projects for the Gwaii Trust Vibrant Fund grant intake.
8. The Board of the NCRD adopted the following bylaws:
  - Area E Civic Addressing Bylaw No. 664, 2019; and
  - Area D Civic Addressing Bylaw No. 665, 2019.

***For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***

C-1



July 23, 2020

VIA EMAIL

Dear Mayor and Council,

**RE: A Strategy for Rural Economic Development Through Health Care**

The Council of the Village of Kaslo is sponsoring the following resolution, which was identified by the Association of Kootenay-Boundary Local Governments as a top shared priority, to the UBCM Convention this September.

**A Strategy for Rural Economic Development Through Health Care**

*Whereas local health care at all stages of life impacts the economic development of communities; e.g. family members lose work time, people and their businesses move out of the community or choose not to locate there;*

*And whereas "ageing in place" keeps seniors close to home, where their partner, family or friends are better able to provide loving support and care, which reduces the load on health care providers and improves quality of life for all;*

*And whereas concentrating health services in regional centres transfers a significant economic burden to individuals in the form of transportation costs, increased energy consumption and housing in-affordability;*

*And whereas providing health care jobs in small communities stimulates the local economy with numerous spin-off benefits, creating opportunities to attract new people, their families, and businesses;*

*And whereas our elderly, and all patients, deserve to be treated with dignity and respect, not as "users";*

*Now therefore be it resolved that we call upon the Government of British Columbia to build a strategy to expand rural community health care services with consideration for maximizing local*

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<http://www.kaslo.ca>

C-2

*economic impacts, creating professional job opportunities, access to affordable housing, improving social wellbeing and reducing transportation-related greenhouse gas emissions.'*

(Resolution 23/2020 Passed January 28, 2020)

We appreciate your consideration to support our resolution, which has become even more timely and relevant considering the impacts Covid-19 on the health and vitality of small, rural and remote communities.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Suzan Hewat', written in a cursive style.

Mayor Suzan Hewat

Cc: BC Municipalities and Local Governments  
The Honourable Adrian Dix, British Columbia Minister of Health

# **Village of Port Clements**

## **Procedural Bylaw #460, 2020**

A BYLAW TO REPEAL PREVIOUS PROCEDURAL BYLAWS AND REPLACE IT WITH THIS PROCEDURE BYLAW FOR THE MEETINGS AND COMMITTEES OF COUNCIL IN ACCORDANCE WITH THE COMMUNITY CHARTER.

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G-1

## **PART 1 – INTRODUCTION**

WHEREAS the Community Charter requires a Council, by bylaw, to establish the general procedures to be followed by the Council and Council committees in conducting their business; and

WHEREAS Council deems it expedient to repeal and substitute Village of Port Clements Bylaws #422, 2015 and 422-1, 2018 and has given notice of the proposed changes as required by the Community Charter;

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

### **Title**

1. This Bylaw may be cited as the "Council Procedure Bylaw #460, 2020"

### **Definitions**

2. In this Bylaw,

**Commission** means a municipal commission established under the Community Charter;

**Committee** means a standing, select or other committee of Council, but does not include the COTW;

**Corporate Officer** means the municipal officer assigned the responsibility of corporate administration;

**COTW** means the Committee of the Whole

**Council** means the municipal Council for the Village of Port Clements

**Inaugural Meeting** means the meeting at which the members elected at the most recent general local election are sworn in

**Mayor** means the Mayor for the Village of Port Clements

**Member** means a member of Council

**Deputy Mayor** means a member of Council, other than the Mayor, appointed to act in the place of the Mayor per 10(1) of Part3 of this bylaw.

**Public Notice Posting Place** means the bulletin board beside the Council Chambers door and/or on the Village Website.

**Village** means the Village of Port Clements, and;

**Village Office** means the Village of Port Clements municipal offices located at #36 Cedar Avenue West, Port Clements, BC.

### **Application of rules of procedure**

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, Commissions and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, Robert's Rules of Order (2011) applies to the proceedings of the Council, Committee of the Whole, and Council Committees and Commissions to the extent that those rules are:
  - (a) Applicable in the circumstances, and
  - (b) Not inconsistent with provisions of this Bylaw or the Community Charter

## **PART 2 – COUNCIL MEETINGS**

### **Inaugural Meeting**

4. (1) The first regular Council meeting following a general election must be held on the first Monday in the month following the general election or as otherwise legislated
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

### **Time and location of meetings**

5. (1) All Council meetings must take place within Council Chambers except when Council resolves to hold meetings elsewhere, or in circumstances where it is not possible or inadvisable to hold meetings within the Council Chambers due to health and safety reasons such as:
  - (a) The facility is not accessible due to threats posed by emergency events requiring evacuation or where evacuation is likely to occur; or
  - (b) The facility has been damaged or destroyed and cannot be safely utilized until repairs or rebuilding has been completed; or
  - (c) To accommodate a Public Health Order.

In these circumstances, the Corporate Officer will organize a new location for meeting to be held until Council Chambers is accessible again. The meeting may also be held electronically as



per section 9(1) in lieu of a physical relocation. The Corporate Officer will post notice of this meeting relocation or if it will be held electronically as per section 7(3).

(2) Regular Council meetings must:

- (a) be held on the first and third Monday of each month, and
- (b) begin at 7:00pm;
- (c) be adjourned at 10:00pm on the day scheduled for the meeting unless Council has passed a motion to proceed beyond that time that states the revised adjournment time;
- (d) when such meeting falls on a statutory holiday, be held on the next day the Village Office is open following which is not a statutory holiday.

(3) Regular Council meetings may

- (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
- (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 full days written notice;
- (c) be cancelled or postponed by the Corporate Officer if the meeting is considered unnecessary for the reason of lack of business or due to emergency or operational requirements, provided that two consecutive meetings are not cancelled and that:
  - (i) Notice of this cancellation is posted in accordance to section 7(3) and all Council members are notified of the cancellation as per section 8(b); and
  - (ii) the Corporate Officer provides a report on the rationale for cancellation at the next Council Meeting

### **Annual Meeting**

- 6. (1) An Annual Meeting must be held in accordance with provisions of the Community Charter. At the Annual Meeting the Council must consider the annual report and any submissions or questions from the public related to same. Other business of the Council may also be transacted at the Annual Meeting.
- (2) Notice of the Annual Meeting must be given in accordance with provisions of the Community Charter and in addition to that set out in sections 7 and 8 of this Bylaw.

### **Notice of Council Meetings**

- 7. (1) The Council must prepare annually, on or before January 15, a schedule of the dates, time and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) The Council must give notice annually on or before January 31 that the schedule of Regular Council meetings referred to in 7(1) of this Bylaw is available. Such notice shall be in accordance with that required by the Community Charter.
- (3) Where revision to the annual schedule of Regular Council meetings is required, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time or place, or cancellation of, a Regular Council meeting.

## **Notice of Special meetings**

8. (1) Except where notice of a Special Meeting is waived by a unanimous vote of all Council members in accordance with the provisions of the Community Charter, a notice of the date, hour and place of a Special Council meeting must be given at least twenty-four hours before the time of the meeting by:
  - (a) Posting a copy of the notice at the Public Notice Posting Place; and
  - (b) Leaving a copy of the notice for each Council member in the Council member's mail slot in Council Chambers or sending the notice to the Council member's email for Council business.
- (2) The notice under section 8(1) of this Bylaw must describe in general terms the purpose of the meeting and be signed by either the Mayor or the Corporate Officer.
- (3) A Special Meeting may be called only for a specific purpose or purposes and no business may be acted upon except that for which the meeting was called.
- (4) If the agenda for the meeting contains a proposal to close all or part of the meeting to the public, the notice must state the basis under the Community Charter on which the portion of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which the meeting is to be closed.

## **Electronic Meetings**

9. (1) The preference is for Council Meetings and other meetings to be held in-person at the location of the Council Chambers. However, electronic meeting are permitted to be held according to the provisions of the Community Charter in circumstances wherein an in-person meeting is not advisable or possible as per section 5(1)(a) to (c). A meeting in these circumstances may be held by either audio only or a combination of both audio or visual meaning that are secure:
  - a. In the circumstances identified in section 5(1)(a) to (c) the person presiding at a meeting can participate electronically as well.
  - b. Access must be available for the public if it is a public meeting, unless otherwise authorized by legislation that public meetings can be held without public attendance.
- (2) The preference is for Council members to physically attend meetings when the meeting is being held physically in Council Chambers. However, electronic attendance, as provided for under the Community Charter, is allowed when a member of Council is unable to attend physically. A member of Council may attend the meeting by either audio only or a combination of both audio or visual means that are secure. A member of Council attending via electronic means shall be deemed to be present at the meeting for all purposes. This section applies to all types of meetings of Council or Council committees.

- a. The person presiding must be in physical attendance in Council Chambers. In instances where it is the Mayor who will be participating electronically, the Deputy Mayor shall preside over the meeting. In absence of the Deputy Mayor, the members present shall elect from among themselves a presiding member for that meeting. For committees, when it is the committee chair who is participating electronically, the members present shall elect from among themselves a chair for the meeting.

### **PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

10. (1) Annually, Council must designate a Councillor to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
- (2) A Councillor designated under Section 10(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 10(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 10(1) or chosen under section 10(3) has the same powers and duties as the Mayor in relation to the applicable matter.

### **PART 4 – COUNCIL PROCEEDINGS**

#### **Attendance of Public at Meetings**

11. (1) Except where the Community Charter permits or requires all or part of a meeting to be closed to the public, all Council meetings must be open to the public unless legislated otherwise:
- a. A meeting shall be considered open to the public if the public is given physical access to the space in which the meeting is occurring; or
  - b. The public has access to the meeting through electronic means as per section 9(1)
- (2) Before closing a Council meeting or part of a Council meeting to the public, the Council must state in a resolution passed in a public meeting the fact that the meeting or part of the meeting is to be closed and the applicable section of the Community Charter that is the basis for that decision.
- (3) This section applies to all meetings of the following bodies:
- (a) COTW;
  - (b) Standing and Select committees;
  - (c) Parcel Tax review panels;
  - (d) Board of variance;
  - (e) Commissions; and,
  - (f) Advisory bodies
- (4) Despite section 11(1) of this Bylaw, the Mayor or the presiding member may expel or exclude from a Council meeting a person in accordance with section 21(8) or 21(9) of this Bylaw.

(5) In accordance with the Community Charter, Council may invite persons the Council considers materially relevant to the discussion of the matter for which the meeting is closed to attend some part or all of the meeting closed to the public.

### **Minutes of Meeting to be Maintained and Available to the Public**

12. (1) Minutes of the proceedings of the Council and Council committees must be:
- (a) Legibly recorded;
  - (b) Certified as correct by the Corporate Officer; and,
  - (c) Signed by the Mayor or presiding member present at the meeting for which the minutes have been adopted after they have been adopted
- (2) Subject to section 12(3) of this Bylaw, minutes of the proceedings of the Council or Council committees must be open for public inspection at the Village Office during regular office hours.
- (3) Section 12(2) of this Bylaw does not apply to minutes of a meeting or part of a meeting from which persons were excluded under section 11 of this Bylaw.

### **Calling Meeting to order**

13. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Deputy Mayor must take the Chair and call such meeting to order.
- (2) If a quorum is present but the Mayor and Deputy Mayor do not attend within fifteen minutes of the scheduled time for the Council meeting:
- (a) the Corporate Officer must call to order the members present; and,
  - (b) the members present must choose a member to preside at the meeting.

### **Adjourning Meeting where no quorum**

14. If there is no quorum of the Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- (a) record the names of the members present, and those absent, and
  - (b) adjourn the meeting until the next scheduled meeting.

### **Agenda**

15. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 1:00pm on the Wednesday prior to the meeting.
- (3) The Corporate Officer or designate must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.

- (a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email and by posting the Agenda on the Village's website for public access.
- (b) the Corporate Officer may digitally distribute the In-Camera Agenda package to Council as well
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

### **Order of proceedings and business**

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Approval of agenda including additions or deletions and consideration of late items;
  - (b) Petitions, Delegations & Opening of Sealed Tenders;
  - (c) Adoption of minutes;
  - (d) Business arising & Unfinished Business;
  - (e) Original Correspondence
  - (f) Finance
  - (g) Government (Bylaws and Statutory Requirements)
  - (h) New Business
  - (i) Reports and Discussions
  - (j) Action Items
  - (k) Questions from the public & press
  - (l) Adjourn to In-camera
  - (m) Rise and Report
  - (n) Adjournment
- (2) Item 16(1)(k) is intended to permit members of the public to ask single questions of Council pertinent to the items on the agenda. Council may permit more general use of this opportunity at their discretion. Council may impose a time limit for this agenda item.
- (3) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

### **Late Items**

17. (1) Late items are discouraged as neither Council nor the Corporate Officer may have had time to review and bring any related information forward pertaining to the issue.
- (2) An item of business not included on the agenda must not be accepted by Council until the Corporate Officer or designate has first read the item and determined that it is not information that would taint an ongoing action of Council. After that vetting Council may, by resolution, choose to add the item as a late item.
- (3) If the Council makes a resolution under section 17(2) of this Bylaw, information pertaining to the late item(s) must be distributed to the members.

### **Voting at Meetings**

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18. (1) The following procedures apply to voting at Council meetings:

- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
- (b) whenever a vote of the Council on a matter is taken, each member shall signify their vote by raising their hand in a clear and obvious manner at the appropriate time to vote accordingly.
  - (i) in the case where visual confirmation of hand raising is not possible, such as due to meetings being held electronically without a visual component, Councillors shall signify their vote by saying "Aye" (pronounced /eɪ/)
- (c) when the presiding member is putting the matter to vote under paragraph (a) a member must not:
  - (i) cross or leave the room;
  - (ii) make a noise or other disturbance, or
  - (iii) interrupt the voting procedure unless raising a point of order;
- (d) after the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
- (e) the presiding member's decision about whether a question has been finally put is conclusive; and
- (f) the presiding member must declare the result of voting by stating that the question is decided in either the affirmative or the negative.

### **Delegations**

19. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided written application stating the purpose of the delegation has been received by the Corporate Officer by 1:00pm on the Wednesday prior to the meeting. The address must be limited to 10 minutes unless a longer period is agreed to by two-thirds vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in 19(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory board as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

### **Points of order**

20. (1) Without limiting the presiding member's duty under the Community Charter, the presiding member must apply the correct procedure to a motion
- (a) if the motion is contrary to the rules of procedure in this bylaw, and
  - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
- (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
  - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection 20(2)(a), and
  - (c) the presiding member may reserve the decision until the next Council meeting.

### **Conduct and debate**

21. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Deputy Mayor or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
- (a) must immediately stop speaking,
  - (b) may explain their position on the point of order, and
  - (c) may appeal to the Council for its decision on a point of order in accordance with the Community Charter.
- (7) Members speaking at a Council meeting
- (a) must use respectful language,
  - (b) must not use offensive gestures or signs,
  - (c) must speak only in connection with the matter being debated,
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed, and
  - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.



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(9) The presiding member may order any other person at the meeting expelled from the meeting:

- (a) if the presiding members considers that person to be acting inappropriately; and
- (b) if the person refuses to leave, may cause that person to be removed.

(10) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

(11) The following rules apply to limit speech on matters being considered at a Council meeting:

- (a) a member may speak more than once in connection with the same question only:
  - (i) after all other eligible members have been afforded the opportunity to speak
  - (ii) with the permission of the Council; or
  - (iii) if the member is explaining a material part of a previous speech without introducing a new matter;
- (b) a member who has made a substantive motion to the Council may reply to the debate;
- (c) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with permission of Council.

(12) A person is disqualified from holding office who is absent from meetings for a period of sixty consecutive days or four consecutive regularly scheduled meetings, whichever is the longer time period, unless the absence is because of illness or injury or is with the leave of Council.

### **Motions Generally**

22. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.

(3) A Council member may make only the following motions when the Council is considering a question:

- (a) to refer to a committee;
- (b) to amend;
- (c) to lay on the table;
- (d) to postpone indefinitely;
- (e) to postpone to a certain time;
- (f) to move the previous question;
- (g) to adjourn.

(4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.

(5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

### **Motion for the main question**

23. (1) In this section, "main question", in relation to a matter, means that motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, that motion must be dealt with before any other amendments are made to the motion on the main question; and
  - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council must proceed to the next order of business; and
  - (c) a member of the Council must not reintroduce a motion previously defeated at the same meeting unless the motion is materially altered so as to make it a new subject.

### **Amendments Generally**

24. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may only be amended once.
- (5) An amendment that has been negative by a vote of Council cannot be proposed again.
- (6) The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
  - (c) the main question.

### **Reconsideration by Council Member**

25. (1) Subject to subsection 25(5), a council member may, at the next Council meeting,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in section 25(1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
- (a) had the approval or assent of the electors and been adopted,

- (b) been reconsidered under section 25(1) of this this bylaw or provisions of the Community Charter, or
- (c) been acted on by an officer, employee or agent of the Village.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under section 25(1) or provisions of the Community Charter is as valid and has the same effect as it had before reconsideration.

### **Reports from Committees**

26. Council may take any of the following actions in connection with a resolution it receives from a committee:
- (a) agree or disagree with the resolution;
  - (b) amend the resolution;
  - (c) refer the resolution back to the committee or a different committee
  - (d) postpone consideration of the resolution.

### **Adjournment**

27. (1) A Council may continue a Council meeting after 10:00pm only by an affirmative vote of 2/3 of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

## **PART 5 – BYLAWS**

### **Form of Bylaws**

28. A bylaw introduced at a Council meeting must:
- (a) be printed;
    - (i) a condition which does not preclude the bylaw from being distributed electronically in addition to this condition being met
  - (b) have a distinguishing name;
  - (c) have a distinguishing number;
  - (d) contain an introductory statement of purpose;

### **Bylaws to be considered separately or jointly**

29. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member, or
  - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

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## **Reading and adopting bylaws**

30. (1) The presiding member of a Council meeting may
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
  - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw must be given by stating its title.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.
- (4) Subject to provisions in the Local Government Act, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) Subject to provisions in the Local Government Act or the Community Charter, Council may give up to three readings to a proposed bylaw at the same Council meeting.
- (6) In accordance with provisions in the Local Government Act, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

## **Bylaws must be signed**

31. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village's records for safekeeping.

## **PART 6 – RESOLUTIONS**

32. (1) The presiding member of a Council meeting may:
- (a) require that a member, introducing a lengthy resolution, provide the resolution to the Corporate Officer in writing;
  - (b) have the Corporate Officer read the resolution; and
  - (c) request a motion that the resolution be introduced.

## **PART 7 – COMMITTEE OF THE WHOLE**

### **Going into Committee of the Whole**

33. (1) At any time during a council meeting, Council may by resolution go into a COTW.
- (2) In addition to section 33(1), a meeting, other than a standing or select committee meeting, at which all members of Council are invited to consider but not to decide on matters of the Village's business, is a meeting of COTW.

### **Notice for COTW meetings**

34. (1) Subject to section 34(2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:

- (a) posting a copy of the notice at the public notice posting place; and
  - (b) leaving a copy of the notice for each Council member in the Council member's inbox in Chambers and/or electronically to their Council business email
- (2) Section 34(1) does not apply to a COTW meeting that is called, in accordance with section 33(1), during a Council meeting for which public notices has already been given.

### **Minutes of COTW meetings to be maintained and available to public**

35. Minutes of the proceedings of a COTW must be
- (a) legibly recorded,
  - (b) certified by the Corporate Officer,
  - (c) signed by the member presiding at the meeting,
  - (d) open for public inspection in accordance with provisions of the Community Charter,

### **Presiding members at COTW meetings and Quorum**

36. (1) Any Council member may preside at a COTW.
- (2) The members of Council attending a meeting of the COTW must appoint a presiding member for the COTW meeting.
- (3) Quorum for a COTW meeting is the majority of Council members.

### **Points of Order at meetings**

37. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

### **Conduct and Debate**

38. The following rules apply to COTW meetings:
- (a) a motion is not required to be seconded;
  - (b) a motion for adjournment is not allowed;
  - (c) a member may speak any number of times on the same question;
  - (d) a member must not speak longer than a total of 10 minutes on any one question.

### **Voting at meetings**

39. (1) Voting at a COTW meeting must be taken as per section 18(1)(b) by the raising of hands, or per its alternative in 18(1)(b)(i) if under the same circumstances, if requested by a member.
- (2) The presiding member must declare the results of voting.

### **Reports**

40. (1) A motion for the COTW to rise and report to Council must be decided without debate.
- (2) The COTW's reports to Council must be presented by the Corporate Officer.

### **Rising without Reporting**

41. (1) A motion made at a COTW meeting to rise without reporting
- (a) is always in order and takes precedence over all other motions,
  - (b) may be debated, and
  - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by a COTW at a meeting constituted under section 33(1), the Council meeting must resume and proceed to the next order of business.

## **PART 8 – COMMITTEES**

### **Establishment of a Standing Committee**

42. (1) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by the committee and must appoint persons to those committees.
- (2) At least half of the members of a standing committee must be Council members.
- (3) Subject to section 42(2), persons who are not Council members may be appointed to a standing committee.

### **Duties of standing committees**

43. (1) Standing committees must consider, inquire into, report and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by Council;
  - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
  - (b) on matters that are assigned by Council or Mayor,
    - (i) as required by Council or Mayor, or
    - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

### **Establishment of Select Committees**

44. (1) A Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (2) At least one member of a select committee must be a Council member.
- (3) Subject to section 44(2), persons who are not Council members may be appointed to a select committee.

### **Duties of Select Committees**

45. (1) Select committees must consider, inquire into, report and make recommendations to Council about the matter referred to the committee by Council.

(2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

### **Schedule of committee meetings**

46. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

### **Notice of committee meetings**

47. (1) Annually, on or before January 15, committees must prepare a schedule of dates, time and places of meetings and make the schedule available:
- (a) to the public by posting it at the public notice posting place; and
  - (b) providing a copy of the schedule to each committee member.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as practical, post a notice at the public notice posting place which indicates any revisions to the date, time or place or of cancellation of a committee meeting.
- (3) The chair of a committee must notify committee members of the day, time and place of a meeting called under section 47(2) at least 12 hours before the time of the meeting.

### **Minutes of committee meetings to be maintained and available to public**

48. Minutes of the proceedings of a committee must be:
- (a) legibly recorded,
  - (b) certified by the Corporate Officer or designate
  - (c) signed by the presiding member at the meeting, and
  - (d) open for public inspection in accordance with the Community Charter.

### **Quorum**

49. The quorum for a committee is a majority of its members.

### **Conduct and Debate**

50. (1) The rules of the Council procedure must be observed during committee meetings, so far as possible, and unless as otherwise provided by this bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a committee meeting is not required to be seconded.

### **Voting at meetings**



51. Council members attending a meeting of a committee of which they are not a member must not vote on the question.

## **PART 9 – COMMISSIONS**

### **Establishing a Commission**

52. Council may establish a Commission to operate a service on their behalf or undertake enforcement of something within Council's authority.

### **Schedule of Commission meetings**

53. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.  
(2) The Chair of the Commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

### **Notice of Commission meetings**

54. (1) After the Commission has established the regular meeting schedule, notice of the schedule must be:  
(a) posted at the Public Notice Posting place; and  
(b) given to each member of the Commission.  
(2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Officer must, as soon as practical, post notice at the Public Notice Posting Place indicating the revision or cancellation of the Commission meeting.  
(3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 54(2) to be given to all members of the Commission at least 12 hours before the time of the meeting.

### **Minutes of Commission meetings to be maintained and available to the public**

55. Minutes of the proceedings of a Commission must be:  
(a) legibly recorded;  
(b) signed by the Chair or presiding member at the meeting; and  
(c) open for public inspection at the Village Office during regular office hours.

### **Quorum**

56. The quorum of a Commission is a majority of all of its members.

### **Conduct and Debate**

57. The rules of the Council procedures must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.

## PART 10 – GENERAL

58. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
59. This bylaw may not be amended or repealed and substituted unless the Council first gives notice in accordance with the provisions stipulated in the Community Charter.
60. The Village of Port Clements Procedural Bylaw #422, 2015 and its amendments #422-1, 2018 are hereby repealed.

READ A FIRST TIME THIS 13 day of July, 2020

READ A SECOND TIME THIS 13 day of July, 2020

READ A THIRD TIME THIS ... day of ..., 2020

RECONSIDERED AND FINALLY ADOPTED THIS ... day of ..., 2020

---

Mayor Doug Daugert

---

CAO Ruby Decock

---

CERTIFIED A TRUE COPY OF "Council Procedure Bylaw #460, 2020"

51. Council members attending a meeting of a committee of which they are not a member must not vote on the question.

## **PART 9 – COMMISSIONS**

### **Establishing a Commission**

52. Council may establish a Commission to operate a service on their behalf or undertake enforcement of something within Council's authority.

### **Schedule of Commission meetings**

53. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.  
(2) The Chair of the Commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

### **Notice of Commission meetings**

54. (1) After the Commission has established the regular meeting schedule, notice of the schedule must be:  
(a) posted at the Public Notice Posting place; and  
(b) given to each member of the Commission.  
(2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Officer must, as soon as practical, post notice at the Public Notice Posting Place indicating the revision or cancellation of the Commission meeting.  
(3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 54(2) to be given to all members of the Commission at least 12 hours before the time of the meeting.

### **Minutes of Commission meetings to be maintained and available to the public**

55. Minutes of the proceedings of a Commission must be:  
(a) legibly recorded;  
(b) signed by the Chair or presiding member at the meeting; and  
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RECONSIDERED AND FINALLY ADOPTED THIS ... day of ..., 2020

---

Mayor Doug Daugert

---

CAO Ruby Decock

---

CERTIFIED A TRUE COPY OF "Council Procedure Bylaw #460, 2020"

## Elizabeth Cumming

---

**From:** Haida Gwaii Protocol Table <protocoltable@haidanation.com>  
**Sent:** July-15-20 5:04 PM  
**To:** Office  
**Subject:** For Council Agenda- Haida Place Names Restoration  
**Attachments:** Restoring Place Names - All Island Protocol Table Letter.pdf; Place Names Restoration-Maps.zip

Good afternoon,

Please find attached a draft letter of support for restoring Haida place names, as discussed at the June 30 Protocol Table meeting including a list of 12 names to be changed and maps (at different scales) for inclusion in your next council meeting agenda. We're seeking support from the Port Clements council for the representative at the Protocol Table to sign on to this letter.

Thank you and please be in touch if you have any questions or issues opening the attachments,

Linnaea

Linnaea Fyles  
Executive Assistant | Haida Gwaii Protocol Table  
[protocoltable@haidanation.com](mailto:protocoltable@haidanation.com)  
T: 250-637-1029



OLD MASSETT VILLAGE COUNCIL

Carla Jack  
Provincial Toponymist  
BC Geographic Names  
[Carla.Jack@gov.bc.ca](mailto:Carla.Jack@gov.bc.ca)

**\*\*Date**

## **Re: Restoring Haida Place Names**

Dear Ms. Jack,

This letter, signed by all Island governments, confirms our support for Haida place name restoration across Haida Gwaii. Restoring places to their original Xaad and Xaayda kil names is an act of reconciliation and a demonstration of Haida title. It shows yahguudang | yahgudang *respect* to ancestors and citizens who have lived with the lands and waters on this archipelago for millennia.

Direction for this project came from Haida citizens through a House of Assembly resolution. Today, the Council of the Haida Nation Culture and Language Committee is enacting this resolution, working with language authorities, all Island communities and the provincial government to bring back the original Xaayda and Xaad kil names.

Collectively, we have reviewed the first 12 names that have been identified as priority (listed below). Of these, only #3 – Delkatla Inlet – is within municipal boundaries. Just as we respect Haida jurisdiction and authority, we acknowledge municipal roles and responsibilities. Together, we agree that place names within municipal jurisdiction will require more nuanced planning and discussion between the CHN and applicable community. We will work within the All-Island Protocol Table to ensure shared agreement for places within municipal boundaries.

The signatories below support this initiative as a whole and will continue to work together, and with the province, to restore Haida place names.

Haawa / Haw'aa / Thank you,

### **12 Haida Place Names to be Restored**

1. T'aalan Stl'ang - Lepas Bay

0-2

2. Íits'aaw - Mission Hill
3. Dal Kaahlíi – Delkatla Inlet
4. Dal Kún – Masset Harbour
5. Taaw – Tow Hill
6. Juus Káahlíi – Juskatla Inlet
7. Kunxana – Mount Poole
8. GaysiiGas K'íidsii - Burnaby Strait
9. K'iid Xyangs K'íidaay - Dolomite Narrows
10. Gid Gwaa GyaaGa GawGa - Poole Inlet
11. Sk'yaaw GawGa - Francis Bay
12. Sk'yaaw Kun - Poole Point

Signed by Haida Gwaii Protocol Table members,



June 16, 2020

File: 10280-60 (103B/06, 103F/09  
103G/04, 103J/04  
103K/01, 103K/03)

[Recipient Name]

[Recipient Position]

[Recipient Organization]

Dear [Recipient]:

The BC Geographical Names Office has received a request from The Council of the Haida Nation to change the names for several geographical features on Haida Gwaii. At this time, we are inviting comments on twelve name changes as detailed in Appendix A and shown on the attached maps.

These features are within or near the border of local governments, so it is important to ascertain that the proposed names reflect the heritage values in the area. Before considering adoption of these names, may I have your advice and comments? In particular, is there any reason why these names would not be appropriate for these features?

Thank you in advance for your comments. Your response before [Deadline Date] would be appreciated.

Kind regards,

Carla Jack  
Provincial Toponymist  
Carla.Jack@gov.bc.ca  
778 698-4183

Enclosure

6-2



## Appendix A: Proposed Name Changes

1. Change the name of **Lepas Bay** to "**T'aalan Stl'ang**" for the bay SE of Cape Knox at NW corner of Graham Island.
  - "**T'aalan Stl'ang**" is the Xaad Kil name for this bay
  - The bay is located at: 54.1625, -133.06667.
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74842.html>
2. Change the name of **Mission Hill** to "**Íits'aaw**" for the hill on the E side of Massett Harbour, N end of Graham Island.
  - "**Íits'aaw**" is the Xaad Kil name for this hill
  - This hill is located at: 54.03833, -132.185
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74844.html>
3. Change the spelling of **Delkatla Inlet** to "**Dal Káahlíi**" for the Inlet that extends NE from Masset Harbour, within Masset (village), N end of Graham Island.
  - "**Dal Káahlíi**" is the Xaad Kil name for this inlet
  - This inlet is located at: 54.01389, -132.13556.
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74846.html>
4. Change the name of **Harrison Point** to "**Dal Kún**" for a point at the W entrance point of Delkatla Inlet, Masset Harbour
  - "**Dal Kún**" is the Xaad Kil name for this point
  - This bay is located at: 54.00667, -132.14444.
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74847.html>
5. Change the spelling of **Tow Hill** to "**Taaw**" for the hill on the E side of McIntyre Bay at the mouth of Hiellen River, NE end of Graham Island.
  - "**Taaw**" is the Xaad Kil name for this hill
  - This hill is located at: 54.07444, -131.79861
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74845.html>
6. Change the spelling of **Juskatla Inlet** to "**Juus Káahlíi**" for the inlet S of Masset Inlet, Graham Island.
  - "**Juus Káahlíi**" is the Xaad Kil name for this inlet
  - This inlet is located at: 53.62889, -132.39833.
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74850.html>
7. Change the name of **Mount Poole** to "**Kunxana**" for the mount behind Alliford Bay, Skidegate Inlet, NE end of Moresby Island.
  - "**Kunxana**" is the Xaaydaa Kil name for this mount
  - This mount is located at: 53.20306, -131.93167
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74852.html>

8. Change the name of **Burnaby Strait** to "**GaysiiGas K'iidsii**" for the strait between Burnaby and Moresby Islands.
  - "**GaysiiGas K'iidsii**" is the Xaaydaa Kil name for this strait
  - This strait is located at: 52.3775, -131.35694
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74853.html>
9. Change the name of **Dolomite Narrows** to "**K'iid Xyangs K'iidaay**" for the narrows in Burnaby Strait (GaysiiGas K'iidsii), off SE side Moresby Island
  - "**K'iid Xyangs K'iidaay**" is the Xaaydaa Kil name for these narrows
  - These narrows is located at: 52.36028, -131.35278
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74854.html>
10. Change the name of **Poole Inlet** to "**Gid Gwaa GyaaGa GawGa**" for the inlet at the SE side of Burnaby Island.
  - "**Gid Gwaa GyaaGa GawGa**" is the Xaaydaa Kil name for this inlet
  - This inlet is located at: 52.36917, -131.30222
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74855.html>
11. Change the name of **Francis Bay** to "**Sk'yaaw GawGa**" for the bay at the E side of Burnaby Island.
  - "**Sk'yaaw GawGa**" is the Xaaydaa Kil name for this bay
  - This bay is located at: 52.37111, -131.27056
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74852.html>
12. Change the name of **Poole Point** to "**Sk'yaaw Kun**" for the point at the E extremity of Burnaby Island.
  - "**Sk'yaaw Kun**" is the Xaaydaa Kil name for this point
  - This point is located at: 52.37278, -131.24444
  - Name record: <http://apps.gov.bc.ca/pub/bcgnws/names/74857.html>



B.C. Geographical Names  
Office

#### Northern Names

##### "T'aalan Stl'ang"

Current Name: Lepas Bay Lat,  
Long: 54.163, -133.067

##### "lits'aaw"

Current Name: Mission Hill  
Lat, Long: 54.038, -132.185

##### "Dai Káahlíi"

Current Name: Delkatta Inlet  
Lat, Long: 54.014, -132.136

##### "Dai Kún"

Current Name: Harrison Pt  
Lat, Long: 54.007, -132.144

##### "Taaw"

Current Name: Tow Hill  
Lat, Long: 54.074, -131.799

##### "Juus Káahlíi"

Current Name: Juskatta Inlet  
Lat, Long: 53.629, -132.398

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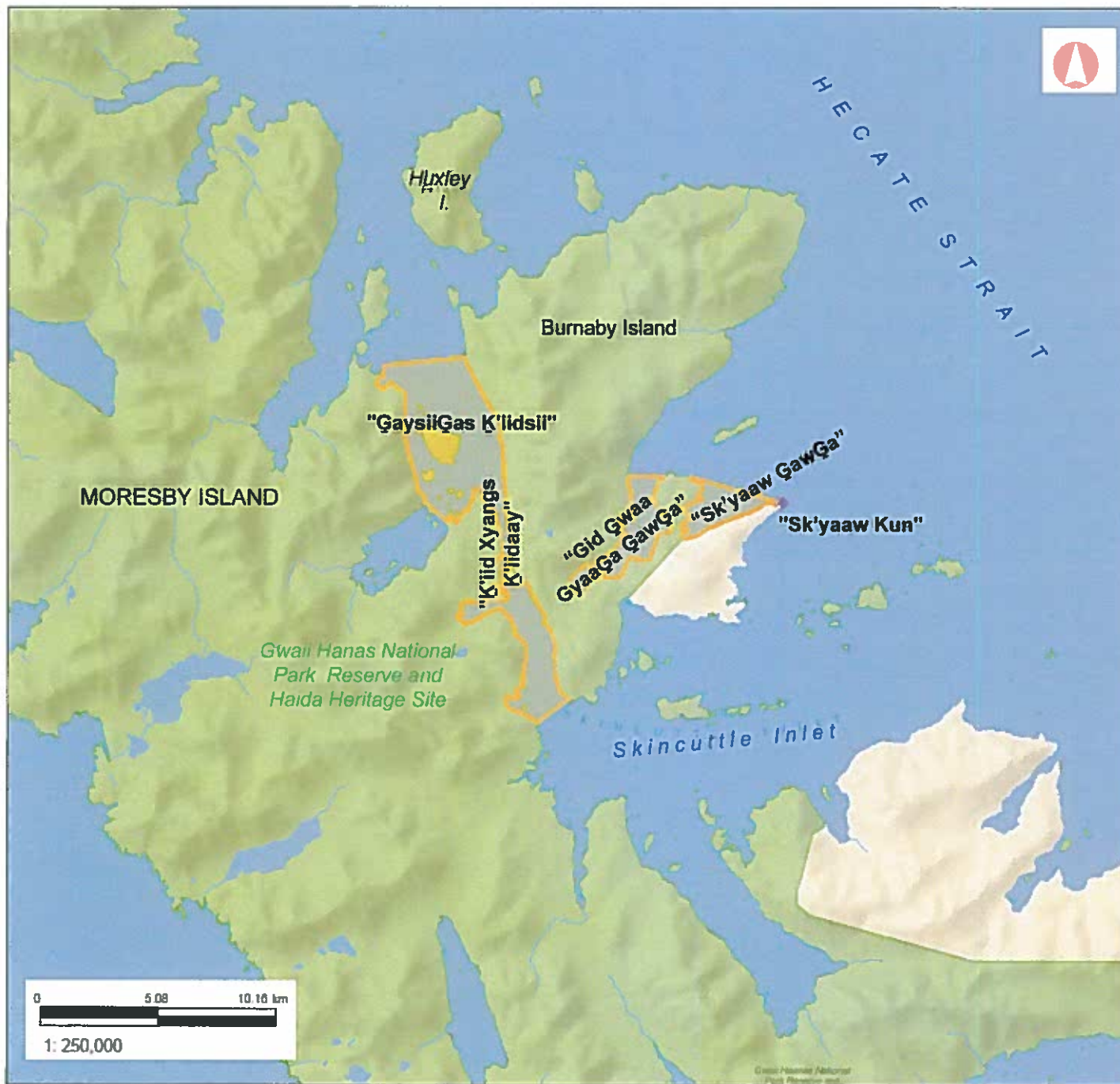
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Projection: WGS\_1984\_Web\_Mercator\_Auxiliary  
Sphere

#### Key Map of Haida Gwaii







B.C. Geographical Names  
Office

#### Southern Name

**"GaysiiGas K'idsii"**

Current Name: Burnaby Strait

Lat, Long: 52.369, -131.302

**"K'iid Xyangs K'idaay"**

Current Name: Dolomite

Narrows

Lat, Long: 52.360, -131.353

**"Gid Gwaa GyaaGa**

**GawGa"**

Current Name: Poole Inlet

Lat, Long: 52.369, -131.302

**"Sk'yaaw GawGa"**

Current Name: Francis Bay

Lat, Long: 52.371, -131.271

**"Sk'yaaw Kun"**

Current Name: Poole Point

Lat, Long: 52.373, -131.244

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Datum: NAD83

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary  
Sphere

#### Key Map of Haida Gwaii



## BC Geographical Names

### Proposed Named

- 1 "T'aalan Stl'ang"  
Current Name: Lepas Bay  
LatDD, LongDD: 54.163, -133.067
- 2 "lits'aaw"  
Current Name: Mission Hill  
LatDD, LongDD: 54.038, -132.185
- 3 "Dal Kaahlil"  
Current Name: Delkatla Inlet  
LatDD, LongDD: 54.014, -132.136
- 4 "Dal Kún"  
Current Name: Harrison Point  
LatDD, LongDD: 54.007, -132.144
- 5 "Taaw"  
Current Name: Tow Hill  
LatDD, LongDD: 54.074, -131.799
- 6 "Juus Kaahlil"  
Current Name: Juskatla Inlet  
LatDD, LongDD: 53.629, -132.398
- 7 "Kungana"  
Current Name: Mount Poole  
LatDD, LongDD: 53.203, -131.932
- 8 "GaysilGas K'ildsil"  
Current Name: Burnaby Strait  
LatDD, LongDD: 52.378, -131.357
- 9 "K'ild Xyangs K'ildaay"  
Current Name: Dolomite Narrows  
LatDD, LongDD: 52.36, -131.353
- 10 "Gid G'waa GyaaGa GawGa"  
Current Name: Poole Inlet  
LatDD, LongDD: 52.369, -131.302
- 11 "Sk'yaaw GawGa"  
Current Name: Francis Bay  
LatDD, LongDD: 52.371, -131.271
- 12 "Sk'yaaw Kun"  
Current Name: Poole Point  
LatDD, LongDD: 52.373, -131.244

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Datum: NAD83  
Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Spheroid

### Key Map of British Columbia



2-2



Carla Jack  
Provincial Toponymist  
BC Geographic Names  
[Carla.Jack@gov.bc.ca](mailto:Carla.Jack@gov.bc.ca)

**\*\*Date**

## **Re: Restoring Haida Place Names**

Dear Ms. Jack,

This letter, signed by all Island governments, confirms our support for Haida place name restoration across Haida Gwaii. Restoring places to their original Xaad and Xaayda kil names is an act of reconciliation and a demonstration of Haida title. It shows yahguudang | yahgudang *respect* to ancestors and citizens who have lived with the lands and waters on this archipelago for millennia.

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We support this initiative as a whole and have reviewed the first 12 names that have been identified as priority (listed below). Of these, only #3 – Delkatla Inlet – is within municipal boundaries. Just as we respect Haida jurisdiction and authority, we acknowledge municipal roles and responsibilities. Together, we agree that place names within municipal jurisdiction will require more nuanced planning and discussion between the CHN and applicable community.

Haawa / Haw'aa / Thank you,

6-2

12 Haida Place Names to be restored

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12. Sk'yaaw Kun - Poole Point

Signed by Haida Gwaii Protocol Table members,





Carla Jack  
Provincial Toponymist  
BC Geographic Names  
[Carla.Jack@gov.bc.ca](mailto:Carla.Jack@gov.bc.ca)

**\*\*Date**

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11. Sk'yaaw GawGa - Francis Bay
12. Sk'yaaw Kun - Poole Point

Signed by Haida Gwaii Protocol Table members,



## REPORT TO COUNCIL

Author: Elizabeth Cumming  
Date: July 21, 2020  
RE: Establish Vibrant Community Commission

---

### **BACKGROUND:**

The Vibrant Community Commission Bylaw #457, 2020 was adopted on April 6, 2020. However, the Commission has not been assembled.

### **DISCUSSION:**

Council has not appointed its representative to the Commission nor have community members been appointed.

To appoint a community member to the Commission, their written interest in being a Commission Member must be received by Council. Council has not sent out a request to the community for an expression of interest.

### **CONCLUSION:**

The Commission is not able to undertake its activities until it is assembled. As such, members need to be appointed.

The public may not be aware that they need to submit their written interest to Council to become a member of the Commission.

### **IMPLICATIONS:**

**STRATEGIC** (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)  
Several activities and projects planned for 2020/2021 were intended to be run through the Commission with its Vibrant Community Coordinator.

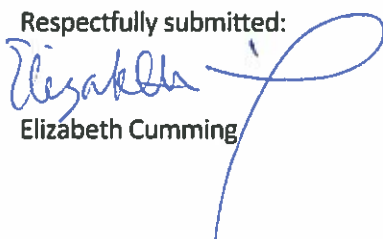
**FINANCIAL** (Corporate Budget Impact)  
Several projects and activities were planned for 2020/2021 with the Commission and Coordinator that have budgetary impacts.

**ADMINISTRATIVE** (Policy/Procedure Relevancy, Workload Impact and Consequence)  
Bylaws are made to be acted on. Without the Commission being established, staff are having to handle activities that were intended for the commission which has impacted operations.

### **Recommendation:**

1. That Council appoints a Councillor as member of the Vibrant Community Commission
2. That Council directs staff to distribute a public notice identifying how community members can submit written interest to Council to be appointed to the Commission.

Respectfully submitted:

  
Elizabeth Cumming

en-3

# **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.

6-3

### **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.

## **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 6 DAY OF APRIL 2020

  
Doug Daugert  
MAYOR

  
Ruby Decock  
CAO

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

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**Council Representatives 2020 (Jan 1 – Dec 31, 2020)**

**INTERNAL TO VOPC**

**VIBRANT COMMUNITY COMMISSION:**

**Alternate:**

**EMERGENCY MANAGEMENT COMMISSION:**

**Alternate: Councillor Brigid Cumming**

**RECREATION COMMISSION: Kazamir Falconbridge**

**Alternate: Councillor Ian Gould**

**PARK MANAGEMENT COMMITTEE: Councillor Brigid Cumming**

**Alternate:**

**EXTERNAL TO VOPC**

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

**NORTHERN DEVELOPMENT INITIATIVE TRUST: Councillor Kazamir Falconbridge**

**Alternate:**

**NORTH COAST REGIONAL DISTRICT – NORTHWEST REGIONAL ADVISORY COMMITTEE: Mayor Doug Daugert**

**Alternate: Councillor Kazamir Falconbridge**

**\*NORTHERN HEALTH AUTHORITY: Mayor Doug Daugert**

**Alternate: Councillor Kazamir Falconbridge**

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

**MISTY ISLES ECONOMIC DEVELOPMENT: Mayor Doug Daugert**

**Alternate: Councillor Ian Gould**

**GWAI TEL: Councillor Kazamir Falconbridge**

**Alternate:**

**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 ACTING MAYOR: Councillor Kazamir Falconbridge**

**\*\*\*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**

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**Village of Port Clements**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

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## **MANAGEMENT'S RESPONSIBILITY**

The information and representations in the consolidated financial statements are the responsibility of management and have been approved by the Mayor and Council of the Village of Port Clements. The consolidated financial statements were prepared by management in accordance with Canadian Public Sector Accounting Standards and, where necessary, reflect management's best estimates and judgements at this time. It is reasonably possible that circumstances may arise which cause actual results to differ. Management does not believe it is likely that any differences will be material.

The Village of Port Clements maintains systems of internal accounting controls, policies and procedures to provide reasonable assurances as to the reliability of the financial records and safeguarding of its assets.

The Mayor and Council are responsible for ensuring that management fulfills its responsibilities for financial reporting and are ultimately responsible for reviewing and approving the consolidated financial statements.

The consolidated financial statements have been reviewed and approved by the Mayor and Council. The consolidated financial statements have been audited by FBB Chartered Professional Accountants LLP, the independent auditors, whose report follows.

July 30, 2020  
Port Clements, British Columbia



**CHARTERED  
PROFESSIONAL  
ACCOUNTANTS LLP**

Ryan Broughton, CPA, CA\*  
*Partner*

Quan Cheng, CPA, CA\*  
*Partner*

*\*Denotes incorporated professional*

## **INDEPENDENT AUDITOR'S REPORT**

To the Mayor and Council,  
**Village of Port Clements**

### **Opinion**

We have audited the financial statements of Village of Port Clements, which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Village of Port Clements as at December 31, 2019, and its financial performance and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the municipality's financial reporting process.

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**INDEPENDENT AUDITOR'S REPORT (continued)****Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

July 30, 2020  
Prince George, British Columbia

FBB Chartered Professional Accountants LLP

## Village of Port Clements

### Consolidated Statement of Financial Position

As at December 31, 2019

	<u>2019</u>	<u>2018</u>
<b>Financial assets</b>		
Cash and investments	\$ 5,157,756	\$ 3,018,593
Taxes and accounts receivable (note 2)	<u>130,844</u>	<u>152,010</u>
	<u>5,288,600</u>	<u>3,170,603</u>
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities (note 3)	51,855	87,064
Liability for contaminated site (note 14)	3,425,832	-
Deferred revenue (note 4)	<u>192,242</u>	<u>52,817</u>
	<u>3,669,929</u>	<u>139,881</u>
<b>Net financial assets</b>	<u>1,618,671</u>	<u>3,030,722</u>
<b>Non-financial assets</b>		
Property acquired for taxes	16,859	9,189
Prepaid expenses	71,228	67,439
Tangible capital assets (note 6)	<u>8,609,866</u>	<u>8,489,216</u>
	<u>8,697,953</u>	<u>8,565,844</u>
<b>Accumulated Surplus (note 9)</b>	<u>\$ 10,316,624</u>	<u>\$ 11,596,566</u>

Approved by the Mayor and Council

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**Village of Port Clements**  
**Consolidated Statement of Operations**  
**For the year ended December 31, 2019**

	<b>2019 Budget (unaudited)</b>	<b>2019 Actual</b>	<b>2018 Actual</b>
<b>Revenue</b>			
Property taxes	\$ 223,246	\$ 220,019	\$ 217,516
Grants in lieu	8,285	10,390	6,600
Sale of services	9,700	9,452	10,378
Revenue from own sources	208,165	244,251	225,959
Multi-purpose building rental	13,700	15,384	14,797
Unconditional grants	405,700	430,858	405,701
Conditional grants	441,860	2,193,487	168,181
Interest and penalties on taxes and user fees	47,600	91,706	42,381
Collections for other agencies	187,864	187,861	184,192
	<u>1,546,120</u>	<u>3,403,408</u>	<u>1,275,705</u>
<b>Expenses</b>			
Legislative	47,700	30,872	41,037
General administration	318,375	264,015	233,325
Emergency services	9,224	8,114	7,294
Protective services	46,750	43,914	37,201
Common services	37,290	32,472	39,130
Wharf	23,000	8,551	15,527
Small craft harbour	16,000	11,777	17,799
Roads and public works	66,450	47,628	46,598
Contaminated site remediation	-	3,456,260	-
Economic development	50,000	134,478	62,651
Parks, recreation and tourism	95,100	81,355	95,832
Water and sewer utility operations	114,050	149,418	126,129
Multi-purpose building maintenance	72,500	71,338	61,693
Fiscal services	2,300	1,425	1,823
Amortization	226,000	153,871	151,942
Payments to other agencies	187,864	187,862	184,186
	<u>1,312,603</u>	<u>4,683,350</u>	<u>1,122,167</u>
<b>Annual Surplus</b>	<u>233,517</u>	(1,279,942)	153,538
<b>Transfer to (from) reserve funds</b>		-	-
<b>Accumulated surplus, beginning of year</b>		<u>11,596,566</u>	<u>11,443,028</u>
<b>Accumulated surplus, end of year</b>		<u>\$ 10,316,624</u>	<u>\$ 11,596,566</u>

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## Village of Port Clements

### Consolidated Statement of Changes in Net Financial Assets

For the year ended December 31, 2019

	<b>2019 Budget (unaudited)</b>	<b>2019 Actual</b>	<b>2018 Actual</b>
<b>Annual surplus</b>	\$ 233,517	\$ (1,279,942)	\$ 153,538
Amortization	-	153,871	151,942
Change in property acquired for taxes	-	(7,670)	-
Change in prepaid expenses	-	(3,789)	(48,666)
Transfer (to) from reserve funds	187,933	-	-
Acquisition of tangible capital assets	(390,000)	(274,521)	(224,490)
<b>Increase in net financial assets</b>	<u>\$ 31,450</u>	(1,412,051)	32,324
<b>Net Financial Assets, beginning of year</b>		<u>3,030,722</u>	<u>2,998,398</u>
<b>Net Financial Assets, end of year</b>		<u>\$ 1,618,671</u>	<u>\$ 3,030,722</u>

**Village of Port Clements**  
**Consolidated Statement of Cash Flows**  
**For the year ended December 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>NET INFLOW (OUTFLOW) OF CASH:</b>		
<b>Operating Activities</b>		
Annual surplus	\$ (1,279,942)	\$ 153,538
Non-cash charges to operations		
Amortization	153,871	151,942
Liability for contaminated site	3,425,832	-
Changes in non-cash operating balances:		
Increase in taxes and accounts receivable	21,166	(28,804)
Increase (decrease) in accounts payable and accrued liabilities	(35,209)	41,934
Property acquired for taxes	(7,670)	-
Decrease in deferred revenue	139,425	(90,896)
Decrease in prepaid expenses	(3,789)	(48,666)
	<u>2,413,684</u>	<u>179,048</u>
<b>Capital Activity</b>		
Acquisition of tangible capital assets	(274,521)	(224,490)
	<u>2,139,163</u>	<u>(45,442)</u>
<b>Increase (decrease) in cash and investments</b>	<u>2,139,163</u>	<u>(45,442)</u>
<b>Cash and investments, beginning of year</b>	<u>3,018,593</u>	<u>3,064,035</u>
<b>Cash and investments, end of year</b>	<u><u>\$ 5,157,756</u></u>	<u><u>\$ 3,018,593</u></u>

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## Village of Port Clements

### Notes to the Consolidated Financial Statements For the year ended December 31, 2019

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#### General

The Village of Port Clements is a municipality and provides general government, water, sewer and related services to the residents of Port Clements, British Columbia.

#### 1. SIGNIFICANT ACCOUNTING POLICIES

##### a. Basis of Presentation

These consolidated financial statements reflect all revenues, expenses, assets and liabilities of the Village of Port Clements. It is the Village's policy to follow Canadian public sector accounting standards and apply such principles consistently. The consolidated financial statements have been prepared incorporating guidelines issued by the Public Sector Accounting Board (PSAB) of the CPA Canada Handbook as recommended by Municipal Affairs, Province of British Columbia.

The focus of Canadian public sector accounting standards is on the financial position of the Village and the changes thereto. The Consolidated Statement of Financial Position reflects the combined results and activities of the Village's Operating, Capital and Reserve Funds. The purposes of these funds are:

##### i. Operating Funds

Operating Funds are to be used to record the costs associated with providing Village services.

##### ii. Capital Funds

Capital Funds are used to account for the acquisition costs of the Village's Tangible Capital Assets, the accumulated amortization thereon, and the funding thereof including related long-term debt.

##### iii. Reserve Funds

Under the Local Government Act of the Province of British Columbia, the Mayor and Council of the Village may, by bylaw, establish Reserve Funds for specific purposes. Money in a Reserve Fund and interest thereon must be used only for the purpose for which the fund was established. If the amount in a Reserve Fund is greater than required, the Mayor and Council may, by bylaw, transfer all or part of the balance to another Reserve Fund.

Financial assets are economic resources controlled by the government as a result of past transactions from which future economic benefits may be obtained. Liabilities are present obligations of the government to others arising from past transactions, the settlement of which is expected to result in the future sacrifice of economic benefits.

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues. Expenses are recorded in the period in which goods and services are acquired and a liability is incurred.

## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

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#### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

##### b. Restricted Financial Assets

Restricted financial assets include assets held in trust to be expended only in accordance with the conditions of the trust, and amounts from reserve funds set aside for future debt retirement or for future capital expenditures.

##### c. Revenue recognition

Taxes are recognized as revenue when they are levied. Sale of services and user fee revenues are recognized when the service or product is provided by the Village. Conditional grants are recorded as revenue when specified conditions have been met. Unconditional grants are recorded when funding is received or receivable. Revenues received where conditions have not yet been met are recorded as deferred revenue.

##### d. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset, excluding all interest costs. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Assets under development or construction are not amortized until put into use.

Amortization is provided using the straight-line method at the estimated useful lives of the assets at the following rates:

Land	Nil
Buildings	20-150 years
Automotive	6-13 years
Fire department	10-30 years
Office equipment	15 years
Tools and equipment	4-20 years
Parks and recreation	3-100 years
Roads and sidewalks	20-40 years
Biomass heating system	50-70 years
Water system	4-140 years
Sewer system	165 years

##### e. Property acquired for taxes

Property acquired for taxes is recorded at acquisition cost.

## Village of Port Clements

### Notes to the Consolidated Financial Statements For the year ended December 31, 2019

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#### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

##### f. Use of Estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates include: determination of accrued sick benefits, collectibility of accounts receivable, amortization of tangible capital assets, liability for contaminated site and provisions for contingencies. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

##### g. Liability for contaminated sites

The Village recognizes a liability for contaminated sites as at the reporting date when:

- a) an environmental standard exists;
- b) contamination exceeds the environmental standard;
- c) the government:
  - (i) is directly responsible; or
  - (ii) accepts responsibility;
- (d) it is expected that future economic benefits will be given up; and
- (e) a reasonable estimate of the amount can be made.

An asset acquired as part of remediation is recorded as an expense if the asset has no alternate use.

#### 2. TAXES AND ACCOUNTS RECEIVABLE

	<u>2019</u>	<u>2018</u>
Property taxes	\$ 42,839	\$ 70,800
Utilities	(3,596)	(2,842)
Sales taxes	23,339	31,216
Other receivables	<u>68,262</u>	<u>52,836</u>
	<u>\$ 130,844</u>	<u>\$ 152,010</u>

#### 3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Trade and accrued liabilities	\$ 50,767	\$ 83,043
Payroll and withholding taxes	<u>1,088</u>	<u>4,021</u>
	<u>\$ 51,855</u>	<u>\$ 87,064</u>

## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

#### 4. DEFERRED REVENUE

Federal Gas Tax Community Works	\$ 192,092	\$ 52,817
Prepaid taxes, business licences, fitness memberships	150	-
	<u>\$ 192,242</u>	<u>\$ 52,817</u>

The Village is a participant under the Community Works Fund that provides for the Village's receiving Federal gas taxes transferred under the New Deal for Cities and Communities signed by the Union of BC Municipalities, the Province of British Columbia, and the Government of Canada. Although the Village has some latitude in determining which projects to pursue, the agreement provides that projects should address the reduction of greenhouse gas emissions, cleaner air and cleaner water.

#### 5. BANK INDEBTEDNESS

The Village has a \$189,000 operating line of credit the Canadian Imperial Bank of Commerce bearing interest at bank prime (December 31, 2019 - 3.95%). The facility was unused as at December 31, 2019.

#### 6. TANGIBLE CAPITAL ASSETS

			<u>2019</u>	<u>2018</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Carrying Amount</u>	
Land	\$ 466,958	\$ -	\$ 466,958	\$ 466,958
Buildings	3,818,933	862,696	2,956,237	2,861,625
Automotive	99,996	39,662	60,334	66,624
Fire department	546,175	283,413	262,762	289,034
Office equipment	34,389	14,783	19,606	19,606
Tools and equipment	70,019	36,207	33,812	37,782
Parks and recreation	1,122,401	237,847	884,554	899,070
Roads and sidewalks	487,359	126,353	361,006	376,238
Biomass heating system	414,148	61,475	352,673	362,251
Solar Panel	151,900	35,444	116,456	126,583
Water system	2,350,961	351,144	1,999,817	1,879,366
Sewer system	1,390,634	294,983	1,095,651	1,104,079
	<u>\$ 10,953,873</u>	<u>\$ 2,344,007</u>	<u>\$ 8,609,866</u>	<u>\$ 8,489,216</u>

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## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

#### 6. TANGIBLE CAPITAL ASSETS (continued)

Tangible Capital Asset Additions for the year are as follows:

	Cost January 1, 2019	Additions	Cost December 31, 2019
Land	\$ 466,958	\$ -	\$ 466,958
Buildings	3,684,192	134,741	3,818,933
Automotive	99,996	-	99,996
Fire department	546,175	-	546,175
Office equipment	34,389	-	34,389
Tools and equipment	69,122	897	70,019
Parks and recreation	1,122,401	-	1,122,401
Roads and sidewalks	487,359	-	487,359
Biomass heating system	414,148	-	414,148
Solar panel	151,900	-	151,900
Water system	2,212,078	138,883	2,350,961
Sewer system	1,390,634	-	1,390,634
	<u>\$ 10,679,352</u>	<u>\$ 274,521</u>	<u>\$ 10,953,873</u>

Amortization for the year is as follows:

	Balance January 1, 2019	Amortization	Balance December 31, 2019
Land	\$ -	\$ -	\$ -
Buildings	822,567	40,129	862,696
Automotive	33,372	6,290	39,662
Fire department	257,141	26,272	283,413
Office equipment	14,783	-	14,783
Tools and equipment	31,340	4,867	36,207
Parks and recreation	223,331	14,516	237,847
Roads and sidewalks	111,121	15,232	126,353
Biomass heating system	51,897	9,578	61,475
Solar panel	25,317	10,127	35,444
Water system	332,712	18,432	351,144
Sewer system	286,555	8,428	294,983
	<u>\$ 2,190,136</u>	<u>\$ 153,871</u>	<u>\$ 2,344,007</u>

# Village of Port Clements

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

### 7. NET ASSETS INVESTED IN TANGIBLE CAPITAL ASSETS

	<u>2019</u>	<u>2018</u>
Net assets in tangible capital assets, beginning of year	\$ 8,489,216	\$ 8,416,668
Add: acquisition of tangible capital assets	274,521	224,490
Less: amortization	<u>(153,871)</u>	<u>(151,942)</u>
	<u><u>\$ 8,609,866</u></u>	<u><u>\$ 8,489,216</u></u>

### 8. RESERVE FUNDS

	Balance <u>January 1, 2019</u>	Additions/ <u>Funds used</u>	Balance <u>December 31, 2019</u>
Northern Capital and Planning Grant	\$ -	\$ 2,115,326	\$ 2,115,326
Latecomer's fee reserve	9,369	-	9,369
Fire department reserve	5,500	-	5,500
Planning fund reserve	<u>3,595</u>	<u>-</u>	<u>3,595</u>
	<u><u>\$ 18,464</u></u>	<u><u>\$ 2,115,326</u></u>	<u><u>\$ 2,133,790</u></u>

These internally restricted net assets are not available for other purposes without the approval of mayor and council.

### 9. ACCUMULATED SURPLUS

	<u>2019</u>	<u>2018</u>
General operating fund	\$ 1,877,612	\$ 1,830,962
Water system	613,860	734,285
Sewer system	(2,918,504)	523,639
Net assets invested in tangible capital assets (note 7)	8,609,866	8,547,487
Reserve funds (note 8)	<u>2,133,790</u>	<u>18,464</u>
	<u><u>\$ 10,316,624</u></u>	<u><u>\$ 11,654,837</u></u>



## **Village of Port Clements**

### **Notes to the Consolidated Financial Statements**

**For the year ended December 31, 2019**

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#### **10. COMMITMENTS AND CONTINGENCIES**

- a. The Village is jointly and severally liable under the provisions of the Community Charter for any default on monies borrowed by the Village.
- b. **Municipal Pension Plan**

The Village and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The Plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The actuary determines an appropriate combined employer and member contribution rate to the fund. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit. The most recent valuation as at December 2018 indicated a funding surplus of \$2,866 million for basic pension benefits on a going concern basis.

The next valuation will be December 31, 2021 with results available in 2022. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension accounting). This is because the Plan records accrued liabilities and assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and costs to the individual employers participating in the Plan.

The Village of Port Clements paid \$26,613 for employer contributions and \$19,370 in employee contributions to the Plan in the year ended December 31, 2019 (\$34,626 - 2018).

#### **11. ECONOMIC DEPENDENCE**

The Village receives a significant portion of revenue from the Province of British Columbia through the government's Small Community Protection Program.

## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

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#### 12. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT

The Village's financial instruments consist of cash and investments, taxes and accounts receivable, accounts payable and accrued liabilities and deferred revenue. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

The Village is exposed to financial risk that arises from the credit quality of the entities to which it provides services. Credit risk arises from the possibility that the entities to which the Village provides services may experience financial difficulty and be unable to fulfill their obligations. The Village mitigates this risk by dealing with counterparties management considers to be of high integrity.

The Village is exposed to interest rate risk arising from fluctuations in interest rates on its cash and investments. No financial instruments are held that mitigate this risk.

#### 13. EXPENSES BY OBJECT

	<u>2019</u>	<u>2018</u>
Salaries, wages and benefits	\$ 278,528	\$ 276,016
Materials and supplies	72,722	79,957
Contracted services	72,001	57,992
Rent, maintenance and utilities	268,326	249,160
Mayor and council remuneration and travel	25,802	23,119
Insurance	32,002	28,559
Grants	134,548	69,447
Interest and bank charges	1,428	1,789
Amortization	153,871	151,942
Contaminated site remediation	3,456,260	-
Payment to other agencies	187,862	184,186
	<u>\$ 4,683,350</u>	<u>\$ 1,122,167</u>

## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

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#### 14. LIABILITY FOR CONTAMINATED SITES

The Village is aware of one potentially contaminated site on land the Village is responsible for. An old gas station site may require environmental remediation. The Village has no plans to redevelop or sell the property and has no future plans to remediate the property. Since there is no obligation to remediate the property or expected future outlay, no provision has been made in these financial statements. Should management become aware of any contaminated sites the Village is responsible for remediating, a liability for contaminated sites would be setup in accordance with PS3260.

During the year, the Village has exceeded environmental standards relating to its effluent discharge from its wastewater operations into the Masset Inlet which has been deemed hazardous to fish as per Environment Canada. As directed by Environment Canada, the Village has to remediate the effluent discharge fully or reduce to acceptable levels by September 2022. The Village has determined the only effective way to mitigate the issue is the construction of a new sewer lagoon and related wastewater facility. The Village has undertaken studies and quotation from professional contractors for the costs to extend the sewer lagoon and facilities and has recorded a liability for environmental contamination as follows:

Construction costs, with 3% inflation allowance for materials	\$ 2,535,984
Consultant costs (engineers, forester, monitor)	435,500
Other costs (federal and provincial required signage)	7,500
Contingency for cost overruns and unforeseen items (15%)	<u>446,848</u>
Provision for environmental remediation	<u>\$ 3,425,832</u>

During the year, the Village has also incurred \$30,428 in costs with respect to planning and preparation for this project. These items have been expensed in the year under Environmental remediation expenses in the statement of operations along with the above provision. The item is recorded as an expense rather than an asset since it has no alternate use as required by PS3260.45 and Note 2.

The Villages believes the above liability will be funded \$1,000,000 by the Village from a combination of reserves and surpluses and the additional \$2,425,832 will be funded by federal and provincial grants. The Village will apply for the relevant grants in the future and no receivable for federal or provincial grants related to the above liability have been recorded in these financial statements.

## **Village of Port Clements**

### **Notes to the Consolidated Financial Statements**

**For the year ended December 31, 2019**

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#### **15. BUDGETED FIGURES**

The budget amounts presented throughout these consolidated financial statements are unaudited and represent the amended five year financial plan bylaw No. 449 approved by the Village Mayor and Council on December 20, 2018.

#### **16. CONTINGENT LIABILITY**

The Village is contingently liable for fines of \$500,000 to \$6,000,000 from Environment Canada should they not carry out the environmental remediation as disclosed in Note 14. The Village believes their remediation plan will be accepted by Environment Canada and the project will be completed before any fines are applied.

#### **17. SUBSEQUENT EVENT**

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact. At this time, these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.



**CHARTERED  
PROFESSIONAL  
ACCOUNTANTS LLP**

Ryan Broughton, CPA, CA\*  
*Partner*

Quan Cheng, CPA, CA\*  
*Partner*

*\*Denotes incorporated professional*

## **INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION**

**To the Mayor and Council,  
Village of Port Clements,**

We have audited and reported separately herein on the consolidated financial statement of the Village of Port Clements as at and for the year ended December 31, 2019.

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated in all material respects in relation to the consolidated financial statements taken as a whole.

July 30, 2020  
Prince George, British Columbia

FBB Chartered Professional Accountants LLP

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## Village of Port Clements

### General Operating Fund - Statement of Financial Position

As at December 31, 2019

	<u>2019</u>	<u>2018</u>
<b>Financial assets</b>		
Cash and investments	\$ 5,157,756	\$ 3,018,593
Taxes and accounts receivable	<u>130,844</u>	<u>152,010</u>
	<u>5,288,600</u>	<u>3,170,603</u>
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities	51,855	87,064
Deferred revenue	192,242	52,817
Due to other funds	<u>1,121,188</u>	<u>1,257,924</u>
	<u>1,365,285</u>	<u>1,397,805</u>
<b>Net financial assets</b>	<u>3,923,315</u>	<u>1,772,798</u>
<b>Non-financial assets</b>		
Property acquired for taxes	16,859	9,189
Prepaid expenses	71,228	67,439
Tangible capital assets	<u>5,514,398</u>	<u>5,505,771</u>
	<u>5,602,485</u>	<u>5,582,399</u>
	<u>\$ 9,525,800</u>	<u>\$ 7,355,197</u>
<b>Accumulated surplus</b>		
Accumulated surplus	1,877,612	1,830,962
Equity in tangible capital assets	5,514,398	5,505,771
Reserves	<u>2,133,790</u>	<u>18,464</u>
	<u>\$ 9,525,800</u>	<u>\$ 7,355,197</u>

# Village of Port Clements

## General Operating Fund - Statement of Operations

For the year ended December 31, 2019

	2019 Budget (unaudited)	2019 Actual	2018 Actual
<b>Revenue</b>			
Property taxes	\$ 130,810	\$ 130,809	\$ 126,904
Grants in lieu	8,285	10,390	6,600
Sale of services	9,700	9,452	10,378
Revenue from own sources	121,165	153,846	136,647
Multi-purpose building rental	13,700	15,384	14,797
Unconditional grants	405,700	430,858	405,701
Conditional grants	376,860	2,193,487	168,181
Interest and penalties on taxes and user fees	47,600	89,328	40,342
Collections for other agencies	187,864	187,861	184,192
	<u>1,301,684</u>	<u>3,221,415</u>	<u>1,093,742</u>
<b>Expenses</b>			
Legislative	47,700	30,872	41,037
General administration	318,375	264,015	233,325
Emergency services	9,224	8,114	37,201
Protective services	46,750	43,914	7,294
Common services	37,290	32,472	39,130
Wharf	23,000	8,551	15,527
Small craft harbour	16,000	11,777	17,799
Roads and public works	66,450	47,628	46,598
Economic development	50,000	134,478	62,651
Parks, recreation and tourism	95,100	81,355	95,832
Multi-purpose building maintenance	72,500	71,338	61,693
Fiscal services	2,300	1,425	1,823
Amortization	126,000	127,011	125,327
Payments to other agencies	187,864	187,862	184,186
	<u>1,098,553</u>	<u>1,050,812</u>	<u>969,423</u>
<b>Annual surplus</b>	<u>203,131</u>	2,170,603	124,319
<b>Transfer from reserves</b>	68,319	-	-
<b>Investment in tangible capital assets</b>	(240,000)	-	-
<b>Accumulated surplus, beginning of year</b>		<u>7,355,197</u>	<u>7,230,878</u>
<b>Accumulated surplus, end of year</b>		<u>\$ 9,525,800</u>	<u>\$ 7,355,197</u>

**Village of Port Clements****Water System - Statement of Financial Position****As at December 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>Financial assets</b>		
Due from general operating fund	\$ 613,860	\$ 734,285
<b>Non-financial assets</b>		
Tangible capital assets	<u>1,999,817</u>	<u>1,879,366</u>
	<u>\$ 2,613,677</u>	<u>\$ 2,613,651</u>
<b>Accumulated Surplus</b>		
Accumulated surplus	\$ 613,860	\$ 734,285
Equity in tangible capital assets	<u>1,999,817</u>	<u>1,879,366</u>
	<u>\$ 2,613,677</u>	<u>\$ 2,613,651</u>



**Village of Port Clements**  
**Water System - Statement of Operations**  
**For the year ended December 31, 2019**

	<b>2019 Budget (unaudited)</b>	<b>2019 Actual</b>	<b>2018 Actual</b>
<b>Revenue</b>			
User charges	\$ 55,000	\$ 58,323	\$ 57,662
Water frontage tax	56,000	52,155	53,367
Community works	65,000	-	-
Interest and other	-	2,378	2,133
	<u>176,000</u>	<u>112,856</u>	<u>113,162</u>
<b>Expenses</b>			
Administration	5,000	5,000	4,757
Amortization	91,000	18,432	18,186
Distribution	20,000	18,974	20,614
Repairs and maintenance	15,000	26,367	17,967
Wages and benefits	25,550	44,057	33,834
	<u>156,550</u>	<u>112,830</u>	<u>95,358</u>
<b>Annual surplus (deficit)</b>	<u>19,450</u>	26	17,804
<b>Accumulated surplus, beginning of year</b>		<u>2,613,651</u>	<u>2,595,847</u>
<b>Accumulated surplus, end of year</b>		<u>\$ 2,613,677</u>	<u>\$ 2,613,651</u>

## Village of Port Clements

### Sewer System - Statement of Financial Position

As at December 31, 2019

	<u>2019</u>	<u>2018</u>
<b>Financial assets</b>		
Due from general operating fund	\$ 507,328	\$ 523,639
<b>Financial Liabilities</b>		
Liability for contaminated site	<u>3,425,832</u>	<u>-</u>
<b>Net financial assets</b>	<u>(2,918,504)</u>	<u>523,639</u>
<b>Non-financial assets</b>		
Tangible capital assets	<u>1,095,651</u>	<u>1,104,079</u>
	<u>1,095,651</u>	<u>1,104,079</u>
	<u>\$ (1,822,853)</u>	<u>\$ 1,627,718</u>
<b>Accumulated surplus</b>		
Accumulated surplus	\$ (2,918,504)	\$ 523,639
Equity in tangible capital assets	<u>1,095,651</u>	<u>1,104,079</u>
	<u>\$ (1,822,853)</u>	<u>\$ 1,627,718</u>

**Village of Port Clements**  
**Sewer System - Statement of Operations**  
**For the year ended December 31, 2019**

	<b>2019 Budget (unaudited)</b>	<b>2019 Actual</b>	<b>2018 Actual</b>
<b>Revenue</b>			
User charges	\$ 31,000	\$ 32,082	\$ 31,557
Sewer frontage tax	37,436	37,055	37,245
	<u>68,436</u>	<u>69,137</u>	<u>68,802</u>
<b>Expenses</b>			
Administration	3,000	3,000	3,000
Amortization	9,000	8,428	8,428
Contaminated site remediation	-	3,456,260	-
Operations	8,875	6,697	6,770
Repairs and maintenance	11,625	14,436	16,290
Sewer study	-	5,867	-
Wages and benefits	25,000	25,020	22,899
	<u>57,500</u>	<u>3,519,708</u>	<u>57,387</u>
<b>Annual surplus (deficit)</b>	<u>10,936</u>	(3,450,571)	11,415
<b>Accumulated surplus, beginning of year</b>		<u>1,627,718</u>	<u>1,616,303</u>
<b>Accumulated surplus, end of year</b>		<u>\$ (1,822,853)</u>	<u>\$ 1,627,718</u>

## Village of Port Clements

### Northern Capital and Planning Grant - Statement of Operations

For the year ended December 31, 2019

	<u>2019 Budget (unaudited)</u>	<u>2019 Actual</u>	<u>2018 Actual</u>
<b>Revenue</b>			
Northern Capital and Planning Grant	\$ -	\$ 2,085,000	\$ -
Interest	-	<u>30,326</u>	-
	-	2,115,326	-
<b>Reserve funds, beginning of year</b>		<u>-</u>	<u>-</u>
<b>Reserve funds, end of year</b>		<u><u>\$ 2,115,326</u></u>	<u><u>\$ -</u></u>

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# ESSENTIAL WORK PERMIT APPLICATION

Please email [<essentialworkpermits@haidanation.com>](mailto:essentialworkpermits@haidanation.com) with the enclosed form and attach your own Safe Work Procedure and Safe Community Plan.

All applications are reviewed by the Council of the Haida Nation and local Emergency Operations Centre(s). If approved, you will receive an isolation plan package and an ESSENTIAL WORKER card for your vehicle.

The CHN declared a **STATE OF EMERGENCY** on March 23, 2020.

**Upon arrival on Haida Gwaii, you cannot stop in any community for supplies or fuel. Self-isolation and emergency measures must be upheld by everyone arriving to Haida Gwaii.**

**This Essential Work Permit Application, as well as issued permits, are subject to change given the evolving pandemic.**

# ESSENTIAL WORK PERMIT APPLICATION

FULL NAME			PHONE NUMBER		
PROJECT MANAGER (IF DIFFERENT)			PHONE NUMBER		
ORGANIZATION					
SUBCONTRACTORS					
EMAIL					
ADDRESS WHILE ON HAIDA GWAI					
TYPE OF VEHICLE - CAR - LICENSE # / PLANE/HELICOPTER - FLIGHT # / BOAT ID					
NAMES OF PEOPLE TRAVELLING WITH APPLICANT					
** IF NEW WORKERS COME, THEY NEED TO BE ISOLATED FROM PREVIOUS CREW, OR ENTIRE CREW NEEDS TO ISOLATE FOR ANOTHER 14 DAYS					
ARRIVAL DATE			DEPARTURE DATE		
ENTRY POINT					
HAIDA GWAI VOUCHER NAME			PHONE NUMBER		
REASON FOR TRAVEL	ESSENTIAL TRAVEL / MOVING HOME <input type="checkbox"/>	MEDICAL <input type="checkbox"/>		ESSENTIAL SERVICES <input type="checkbox"/>	
OTHER COMMENTS					



R.1

# FORM FOR CITIZENS AND RESIDENTS RETURNING TO HAIDA GWAI

This form must be completed in full and submitted to check-point staff upon arrival on Haida Gwaii. Due to the COVID-19 outbreak on Haida Gwaii, you must have proof of residency (valid identification) to travel to the Islands until further notice.

<b>FULL NAME</b>		<b>PHONE NUMBER</b>	
<b>PHYSICAL ADDRESS</b>			
<b>EMAIL</b>			
<b>NAME(S) OF FAMILY MEMBERS TRAVELING WITH YOU</b>			
<b>REASON FOR TRAVEL</b>			
<b>DATE OF DEPARTURE</b>		<b>DATE OF RETURN</b>	
<b>ENTRY POINT</b>			
<b>WHERE HAVE YOU TRAVELLED TO? (list all locations)</b>			
<b>HAVE YOU FELT UNWELL OR EXPERIENCED ANY SYMPTOMS OF COVID-19?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>DO YOU HAVE MASKS &amp; OTHER PROTECTIVE EQUIPMENT REQUIRED FOR TRAVEL</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>LOCATION OF ISOLATION FOR 14-DAYS*</b>			
*If you have any questions about a safe return to Haida Gwaii, contact your local Emergency Operation Centre immediately.			
<b>OTHER COMMENTS</b>			
<b>APPLICANT SIGNATURE</b>			

If you require support with shopping or essential errands during isolation, contact your local Emergency Operations Centers



Form complete: Yes ☐ No ☐ Residence/citizenship verified: Yes ☐ No ☐

Authorized by: \_\_\_\_\_

July 31, 2020

R-1

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND  
SOLICITOR GENERAL

*Emergency Program Act*

Ministerial Order No. M257

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;

AND WHEREAS the Haida Nation issued a local state of emergency for Haida Gwaii under its own authority on March 23, 2020;

AND WHEREAS the threat of the COVID-19 pandemic to the health, safety and welfare of people has resulted in guidelines, recommendations and requirements to take steps and implement measures to mitigate the transmission of COVID-19, including provincial health officer orders, guidelines issued by the British Columbia Centre for Disease Control and WorkSafeBC requirements;

AND WHEREAS there is a Kunst'aa guu – Kunst'aayah Reconciliation Protocol between the Haida Nation and British Columbia, dated for reference December 11, 2009;

AND WHEREAS an outbreak of COVID-19 has occurred on Haida Gwaii that is being cooperatively managed by communities with a common objective of limiting further transmission of COVID-19, including through a common process for authorizing essential travel;

AND WHEREAS health resources on Haida Gwaii are limited and access to and from Haida Gwaii is limited, creating challenges for responding to a COVID-19 outbreak;

AND WHEREAS the Council of the Haida Nation and the Province of British Columbia agree to work together as partners in emergency management throughout Haida Gwaii in consultation with the North Coast Regional District, the Village of Queen Charlotte, the Village of Port Clements and the Village of Masset;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that the attached Haida Gwaii (COVID-19) Order is made.

July 30, 2020

Date



Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: OIC 436/2020

R-1



## HAIDA GWAII (COVID-19) ORDER

### Definitions

1 In this order:

**“essential goods and supplies”** means any goods and supplies that are necessary for the health, safety and welfare of people, including, without limitation, the following:

- (a) food, water and other beverages;
- (b) fuel and gasoline;
- (c) health care goods, pharmaceuticals and medical supplies;
- (d) personal hygiene, sanitation and cleaning goods;

**“essential purpose”** means the following:

- (a) delivery of essential goods and supplies to residents;
- (b) operation of an essential service for, or provision of an essential service to, residents or for the benefit of residents;
- (c) attendance at a medical appointment;

**“essential service”** means an essential service as described in the document titled “Haida Nation Essential Services”, available on the Council of the Haida Nation website at <http://www.haidanation.ca/wp-content/uploads/2020/05/FINAL-essential-services-chart-2020-05-15.pdf>, as that document reads on the date this order is made;

**“Haida Gwaii”** means the islands renamed in section 2 of the *Haida Gwaii Reconciliation Act*;

**“resident”** means a person who is ordinarily resident on Haida Gwaii.

### Application

- 2 This order applies during the period that starts on the date this order is made and ends on the date on which the last extension of the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* expires or is cancelled.

### Prohibition on travel to Haida Gwaii

- 3 Travel to Haida Gwaii is prohibited except
- (a) travel by residents, or
  - (b) travel for an essential purpose.

### Requirement for documentation

- 4 (1) A person who travels to Haida Gwaii must have documentation to establish that the person is a resident or is travelling for an essential purpose.
- (2) The documentation referred to in subsection (1), and the production of documentation, must comply with the common approach developed under section 5 (a), or, if applicable, the common approach adjusted under section 5 (b).

### Implementation of emergency measure

- 5 The board of the North Coast Regional District and the councils of the Village of Masset, the Village of Port Clements and the Village of Queen Charlotte are required to work with the Council of the Haida Nation, the Skidegate Band Council, the Old Massett Village Council and the Province to

- (a) develop a common approach to communications, documentation, information sharing, reporting, permitting and resourcing related to travel to Haida Gwaii for essential purposes,
- (b) monitor the prohibition on travel to Haida Gwaii and adjust the common approach described in paragraph (a) as required, and
- (c) otherwise implement the emergency measure described in section 3.

R-1

## 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
	13-07-2020		VOPC	see if weightroom funding application can be expediated by the Gwaii Trust Society
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
				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		
A48	20-04-2020			Staff to bring concern about testing of non-residents/workers coming in to Haida Gwaii to Northern Health & that testing should be done to protect small communities
A49	13-07-2020	OCP review & update information		CAO to provide more information on process for next Council Meeting
A50	13-07-2020 20-07-2020	Procedural Bylaw #460		CAO to incorporate definitions & cross references in section 2 of the Bylaw as presented by Councillor Cumming Completed

A-1