



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 PM Regular Meeting of Council, Monday, August 17th, 2020

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
M-1—July 13th, 2020 Regular Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1—Request for Support - Recycling Council of British Columbia
C-2—Unsightly Premise Complaint-- Linda Berston
C-3—Support for Golf Course & Washrooms to be reopened – Margaret Fennell
- 6. FINANCE**
- 7. GOVERNMENT**
G-1—Vibrant Haida Gwaii Communities Grant – Weightroom Upgrade
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
R-1—COVID-19 Update – Verbal Report – Mayor Daugert & Staff
- 10. ACTION ITEMS**
A-1- Action Items List
A-52-Update on Froese Subiv Rd Streetlights
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 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
- (c) labour relations or other employee relations;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interest of the municipality if they were held in public;

- 13. ADJOURNMENT**



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Minutes of the Regular Meeting of Council, Tuesday, August 4th, 2020

Present:

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

Acting CAO Elizabeth Cumming

Members of the Public and Press: Manzanita Snow, Shirley Weigum, and CAO Daniel Fish for NCRD (to present D-1).

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

2020-08-136—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT the August 4th, 2020 Regular Council Meeting Agenda be adopted as with alteration of
"Monday" to "Tuesday".

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

T-1—Opening of Custodial Contract bids

2020-08-137—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives the bids of \$2500/monthly from Jasmine Beachy (Beachy Mechanical Ltd),
and \$1400/monthly from Shirley Weigum.

CARRIED

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

2020-08-138—Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT Council receives the presentation on the Current & Future Waste Management on Haida
Gwaii from the North Coast Regional District.

CARRIED

*Next Newsletter: update public on what materials are currently recyclable (Daniel Fish will assist
with wording).*

3. MINUTES

M-1—July 13th, 2020 Regular Council Meeting Minutes

2020-08-139—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopts the July 13th, 2020 Regular Council Meetings as presented.

CARRIED

11-1

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

**BA-1—Rise & Report from July 13th, 2020 In-Camera Meeting
Council Reported:**

THAT the Village of Port Clements regrettably announces the resignation of Councillor Teri Kish from the Village Council. Ms. Kish's resignation was received by Council at the July 13th, 2020 meeting and was effective immediately upon receiving. The Village of Port Clements Council recognizes Ms. Kish for her contributions to the Village since her election to the office in 2018. Council will at a future meeting discuss a by-election in accordance with the Community Charter, Local Government Act and upon guidance received from the Ministry of Municipal Affairs and Housing as how to proceed with a byelection during the COVID-19 pandemic. We thank Ms. Kish for her work with the community and wish her well in her future endeavors.

ALSO, THAT the Village of Port Clements has appointed Councillor Falconbridge as the Deputy Mayor for the remainder of 2020 and has awarded a bursary to Madison Gaspar and Tia Nicol of \$500 each for their continuing education.

5. ORIGINAL CORRESPONDENCE

**C-1—Board Highlights – North Coast Regional District
2020-08-140—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the board highlight from the NCRD.
CARRIED.**

**C-2—Request for Support for Resolution at UBCM – Village of Kaslo
2020-08-141—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council gives support for the Village of Kaslo's proposed resolution at the UBCM convention for the Village of Kaslo sponsoring rural economic development through healthcare.
CARRIED**

6. FINANCE

7. GOVERNMENT

**G-1—Procedural Bylaw #460, 2020
2020-08-142—Moved by Councillor Gould, seconded by Councillor Falconbridge
That Council open the Procedural Bylaw #460, 2020 for discussion.
CARRIED**

**2020-08-143—Moved by Councillor Falconbridge, seconded by Councillor Cumming
That Council does the 3rd reading and adopts Procedural Bylaw #460, 2020.
CARRIED**

**G-2—Restoring Haida Place Names – Request for Support – Haida Gwaii Protocol Table
2020-08-144—Moved by Councillor Falconbridge, seconded by Councillor Gould
That Council receives the request for support for Restoring Haida Place Names from the Haida Gwaii Protocol Table.
CARRIED**

Note: Council would like to be provided with pronunciation guides and background on meaning on proposed names in future requests. Also, would like simplified names that enable easier navigation and safety (rescue, tourists)

2020-08-145—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council sends a letter of support to the Haida Gwaii Protocol Table for Restoring Haida Place Names.

CARRIED

G-3—Vibrant Community Commission – appoint Commission – Staff Report & Verbal Report from Councillor Gould

2020-08-146—Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT Council receives the Staff Report on the Vibrant Community Commission appointment.

CARRIED

2020-08-147—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives Councillor Gould's verbal report on the Vibrant Community Commission appointment report.

CARRIED

2020-08-148—Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT Council directs staff to advertise within the community for up to 4 positions to sit on the Port Clements' Vibrant Community Commission, with expressions of interest to be received in writing by 1:00 PM on August 21st, 2020.

CARRIED

Councillor Falconbridge exited room at 7:55 PM & returned at 7:57 PM.

G-4—Committee & Commission Council representative appointments

2020-08-149—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council makes the following appointments to vacant representative seats:

VIBRANT COMMUNITY COMMISSION: Councillor Gould
Alternate: Councillor Cumming

EMERGENCY MANAGEMENT COMMISSION: Councillor Cumming
Alternate: Councillor Falconbridge

PARK MANAGEMENT COMMITTEE: Councillor Cumming
Alternate: Councillor Falconbridge

NORTHERN DEVELOPMENT INITIATIVE TRUST: Councillor Falconbridge
Alternate: Mayor Daugert

GWAI TEL: Councillor Falconbridge
Alternate: Councillor Cumming

CARRIED

G-5—2019 Statement of Financial Information Report

2020-08-150—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council approves the 2019 Statement of Financial Information.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1—COVID-19 Update – Verbal Report – Mayor Daugert & Staff

Mayor Daugert, COVID-19 report:

There was a breakdown in the relationship when the civic communities could not sign off on essential work permits, as a potential violation of Charter Rights, without supporting legislation. Haida cut off ties and ignored phone calls for a week in response, which ended with confirmed cases of COVID-19 on Haida Gwaii which brought the Province into the picture and bringing in supportive legislation for essential work permits. Province passed Ministerial Order, which created a lot of meetings to get it done. It came out at 4:00 PM on Thursday after going through their legal departments.

It left us with a number of unresolved questions – which were referred back to the communities, for example if we do or do not support the permitting of residents. However, on Tuesday August 4th, EMBC sent an email from Laurie Hall identifying that they are not collecting contact information for tracing, and it must be voluntary for returning individuals. The Incident Command meeting had various forms and working flow charts indicating that it was voluntary. So issue sorted itself out without needing Council input. Letter from Laurie Hall also clarified other details such as that we are operating under Provincial Stat of Emergency and does not have authority to enforce mandatory isolation by law, but Public Health Office can do so on a case by case basis. It would be done by the Health Authority and not the civic communities.

Multitude of meetings, stressful to manage and have a life. There is a serious attempt to get the permits and information lines at the ferry terminal so that it works consistently with terms of reference for unified command. EMBC wants this to be a formal enterprise rather than ad hoc. State of Emergency lasts 28 days from last reported new case or discretion of minister and is renewed on bi-weekly basis. The last new case was reported on August 1st.

Acting CAO Cumming, COVID-19 report:

Largely same information as Mayor Daugert. Today's Unified Command meeting discussed the process and how it would function. Wanted to sort out the approving process for permits, and who will be on as the representative for the community in giving permit approvals. Typically, Unified Command was viewed as operational level while the protocol table is the political level (such as for making policies). There was tension regarding setting up the Unified Command's policy on its procedure, with an interim agreement being approved and putting it to the protocol table to ratify. There is tension on the authority that Unified Command has to make decisions on behalf of the community.

Typically, our municipal structure is that operations works within the limits of the policies and bylaws of Council, making operational decisions in line with them, so there is that inclination from civic communities to lean towards that. While the Haida communities are more in line with making that group decision (consensus based) and getting things done at the Unified Command, which is understandable, so that's being worked through.

The meeting today has gotten rid of the resident permit form; as a resident you provide proof of residency or complete a declaration of residency form at the checkpoint. They can also participate in the voluntary information sharing or not afterwards.

The process is evolving. Our EOC Director, Zena Thierstein, (who has been hired with costs covered by EMBC) will be participating in the meeting involving the EOC going forward, such as Unified Command meetings, as the lead as they are more applicable to her. Unified Command is mainly about processing the essential work permits and our EOC will be processing those. So our default

approach to handling this structure is that if the EOC Director is attending the meetings by herself, then she is making the decisions on the permits (voting), if the Acting CAO/CAO attends with her, then the Acting CAO/CAO will make the decisions (voting), and if Mayor Daugert attends the meeting then he will make the decision (voting) on the permits as the Village representative. When it comes to any policy decisions, the structure of Unified Command is to boot it up to the Protocol Table. As such Unified Command is mainly at the operational level; municipal operations are already designated by Council to its officers, CAO/Acting CAO, so that is why staff feel comfortable participating in the decision-making process as it is already similar to our structure. If Council has any feedback or wants to get involved more, this is the time to speak.

This is what it will be in the next 26 or so days, at which time we might have to find a new way to operate.

Currently, with the outbreak, it was too much for current municipal staff to handle due to the volume of meetings and other needs for the response in addition to normal operations. We put in the Expense Authorization Forms through EMBC to get funding to hire an EOC Director and we are moving towards hire additional EOC staff and expanding its operations to function better. So that regular staff can return more to regular operations. However, the EOC is still funneling itself through the CAO via the EOC Director, so everyone is still in the loop. With the CAO/Acting CAO making final decisions on our EOC operations and giving that direction to the EOC Director.

2020-08-151—moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the verbal report from Mayor Daugert and Acting CAO Cumming regarding the COVID-19 update.

CARRIED

Mayor Daugert: lots of fish this year, eases pressures along Skeena for food gathering. More fishing for people who can get out fishing. Also, the VIRL has been very good with reopening, even if it is more troublesome to go through a catalogue than browsing books – better than not having access to the books.

Councillor Falconbridge: Nothing to report.

Councillor Cumming: Community futures is approving interest free loans for another year. They are doing other activities to support businesses during COVID-19.

Councillor Gould: Library continues to operate with 39 branches, opening slower than any other system. Lots of complaints coming in. Alex pleased with how it is working locally.

2020-08-152—moved by Councillor Falconbridge, seconded by Councillor Gould
Council receives the verbal reports from Council.

CARRIED

R-2—Request for Meeting with UBCM Convention Meeting with Minister of Forests, Lands, Natural Resource Operations and Rural Development.

2020-08-153—moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the written report that a meeting has been scheduled with the Minister of FLNRORD to discuss the role of BCTS and the current impasse on timber sales effecting our community's main forestry employers, which are critical to the long-term wellbeing of our communities.

CARRIED

10. ACTION ITEMS

A-1- Action Items List

New Action Items:

1. *Request for information on Rainbow Wharf repair proposal including information as to why it has not taken place, the efforts of staff to accomplish this, the names and contact information of any government agencies that have blocked the work (if any), a statement from the contractor as to their current intentions regarding the contract, and if there is a place to ensure this work is accomplished in a timely fashion.*
2. *Request for information on Froese Trailer Park Street lighting request and current progress towards resolution.*

11. QUESTIONS FROM THE PUBLIC & PRESS

Question – Manzanita Snow: *Does not understand why the golf course was closed and so where the washrooms. People are getting depressed, people want activities. Can you please consider reopening the facilities?*

Answer: *It will be discussed by Council and staff by the end of the week. Safety concerns regarding health and life are prioritized in the Village's consideration of facilities.*

12. IN-CAMERA

13. ADJOURNMENT

2020-08-154—Moved by Councillor Falconbridge
THAT this meeting be adjourned at 8:51 PM
CARRIED

Mayor Doug Daugert

Acting CAO Elizabeth Cumming

Elizabeth Cumming

From: Jessie Christophersen <Jessie@rcbc.ca>
Sent: August-11-20 10:35 AM
Subject: Municipal Proclamation Request - Waste Reduction Week 2020
Attachments: 2020_Sample Municipal Proclamation.pdf; 2020_Sample Municipal Proclamation.pub

Good morning,

Proclaim Your Support for Waste Reduction Week in Canada!

Each year the Recycling Council of British Columbia (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in British Columbia to officially declare October 19th through 25th, 2020 as Waste Reduction Week in their respective communities.

Waste Reduction Week in Canada is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 19th through 25th, 2020 as National Waste Reduction Week in Canada and lending your support!

I have attached a sample Municipal Proclamation in PDF and in Publisher form for your convenience. Of course, you are free to use your own Proclamation format, too.

Completed Proclamations can be emailed or mailed as per the contact information below. Thanks for your continued support of this important event!

Regards,
Jessie



Jessie Christophersen
Information & Member Services Coordinator
Recycling Council of British Columbia
#10 – 119 West Pender Street, Van., BC
V6B 1S5
T: (604) 683-6009 ext. 317
E: jessie@rcbc.ca
W: www.rcbc.ca

Download the BC Recyclepedia app:



C-1



WASTE
REDUCTION
WEEK
IN CANADA

(Name of Municipality)

hereby recognizes

Waste Reduction Week in Canada October 19-25, 2020

As a municipality, we are committed to conserving resources, protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared October 19-25, 2020, Waste Reduction Week in

Municipality

Signed

Date

Name and Position



Please send this declaration to the Recycling Council of BC
By fax at 604-683-7255 or by email at wrw@rcbc.ca.
We thank you again for your commitment to waste reduction.

C-1



REPORT TO COUNCIL

Author: Elizabeth Cumming
Date: August 12, 2020
RE: Unsightly Premise Complaint – Linda Berston

BACKGROUND:

The office received unsightly premise complaint to Council from Linda Berston on August 4th, 2020.

DISCUSSION:

Staff phoned Linda Berston to get clarification on the complaint and to explain complaint procedures.

Residents with complaints on unsightly premises around the Village are to report these complaints into the Village Office for them to be acted on. The Village Office does not have the capacity for proactive patrolling and inspection of properties to catch unsightly premises.

Additionally, per the Village's Encroachment Policy #14, while the Villages does not authorize encroachments without clear, written permission, the Village also does not act on removing encroachments unless there are circumstances (such as receiving a complaint) that require action.

This reactive approach is also in line with the Village's other practices, such as its Work Order System. Which is reactive, not proactive, and relies on the reporting in/complaining of maintenance issues due to liability and insurance restrictions with MIABC.

No complaints have been received by the Village Office from the public in several years for the property in question; when previously received they were acted on and saw results.

The 'inaction' remark was identified in relation to the observation in 2019 that some unsightly premises received letters from the Village Office ordering cleanups, while others did not. In these cases, members of public had identified and complained about unsightly premises to the office, so the office was able to act on them. However, in explanation of this process it was still identified that a proactive, rather than responsive approach, was desired.

In clarification of the "visual pollution" and "collectibles", these remarks refer to garbage, multiple vehicles (derelict or otherwise), and other aspects of an unsightly premise.

CONCLUSION:

This complaint is being handled operationally per normal processes. Complaints of these nature are also acted on when phoned or emailed into the Village Office, or in person at the service window, and are handled after receiving them by such means.

If Council wishes for a more proactive approach to be developed, then it would be looking at hiring a bylaw enforcement officer and increasing taxes to cover the expenses of that position.

IMPLICATIONS:

STRATEGIC

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

C-2

Hiring a Bylaw Enforcement Officer is not in the strategic plan.

FINANCIAL

(Corporate Budget Impact)

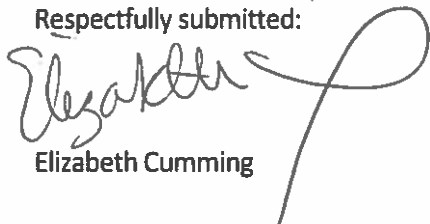
The budget does not include the cost of hiring a bylaw enforcement officer. If a bylaw enforcement officer was hired, then taxes would need to be increased to cover associated expenses for subsequent years. Otherwise, there is no additional expenses currently otherwise.

ADMINISTRATIVE

(Policy/Procedure Relevancy, Workload Impact and Consequence)

It is normal operations to handle these complaints. Staff capacity is currently reduced and handling several higher priorities such as the emergency response due to COVID-19. There is a delay from the receipt of the letter, but it is being acted on.

Respectfully submitted:



Elizabeth Cumming

COPY

RECEIVED

AUG 04 2020

Village of Port Clements

August 3rd 2020

Village of Port Clements
Mayor and Council

Attention Mayor Daugert.

Sir

I regret being in the position of bringing this complaint forward, however I am tired of hearing the residents of our village express their disgust at both the visual pollution on the village property located along Tingley between Spruce and Bayview Drive, and the inaction of our village to have dealt with this matter ages ago. Let's face it, you all are guilty of turning a blind eye to this problem.

The village by their inaction is doing no favor to [redacted] by allowing him to amass a huge amount of "collectibles" thereby making the clean up a more onerous job for him, as clean it up he must.

I as a resident of Port Clements expect two things:

One: very swift action to have that visual pollution, and quite likely public health risk in our downtown core cleaned up. Meaning: The full removal from village property and a privacy fence installed if he simply pushes everything onto his property.

Two: If there is to be no or slow action to this complaint then a written reply from you Mr. Mayor and the village council as to the reason or reasons why.

Sincerely yours,



Linda Berston

C-2



REPORT TO COUNCIL

Author: Elizabeth Cumming
Date: August 13, 2020
RE: Support for Golf Course

BACKGROUND:

Due to COVID-19 all municipal facilities were closed to the public.

DISCUSSION:

When the Province entered Phase 3, this began the process of reopening municipal facilities. Council approved a Golf Course being set up in the Community Park under the conditions of this Phase 3 reopening.

The Outbreak of COVID-19 on Haida Gwaii resulted in reopening being reversed, as conditions effectively returned to Phase 1 on Haida Gwaii, and municipal facilities that had been reopened were closed. The golf course was taken down without issue.

After a few weeks of the outbreak members of the public involved in the golf course have voiced their desire for it to be reopened. However, as this occurred, more cases were reported.

The active Outbreak of COVID-19 on Haida Gwaii is unpredictable. Until it is declared over (which may be the at the end of August if no further cases develop) all Island residents are strongly encouraged to stay at home and only travel for essential purposes.

Staying at home does not mean that residents cannot partake in outdoor activities, but that the scope of these activities may be temporarily reduced to being held within their yards. For example, the Haida Gwaii Regional Recreation Commission is now focusing on at-home recreation activities, both outdoor and indoor.

This is recommended to reduce and limit the potential for inter-community transmission. Unsupervised facilities that attracted usage from outside of the community were taken down to reduce incentives that brought people to Port Clements as the facilities could not be restricted to local use only. The municipality does not control other attractants, such as local businesses, as it is outside of municipal jurisdiction to shut them down, but it can control its own facilities and properties.

CONCLUSION:

When the outbreak is declared over, and if the Province is still within Phase 3, the conditions will return to what they were before the outbreak occurred. In those conditions the golf course was permitted to operate, and other facilities were being reopened.

IMPLICATIONS:

STRATEGIC

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

The COVID-19 pandemic is an evolving emergency event that was not predicted.

CB

FINANCIAL**(Corporate Budget Impact)**

The COVID-19 pandemic has many financial impacts, that are evolving as the emergency event evolves. Many operational expense lines have had to been increased or reduced due to COVID-19.

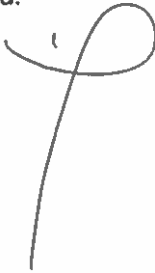
ADMINISTRATIVE**(Policy/Procedure Relevancy, Workload Impact and Consequence)**

The demands for reopening and handling the emergency event have significantly increased the workload of staff and disrupted normal operations. Limited staff capacity means that there are delays in keeping up with the dynamic and evolving circumstances and demands.

Respectfully submitted:



Elizabeth Cumming



Fenn

Fennell, Margaret

Box 297 Port Clements

August 4, 2020

To Village of Port Clements Council and staff:

I would like to voice my support for anyone who has requested that the Port Clements Golf course and washrooms be reopened.

I believe healthy, outdoor activities such as the innovative golf course designed by Linda Berston will only support health and wellness in our community. The rules and regulations devised for the game were very creative and support all the Covid 19 provincial guidelines.

I respectfully request that the course be reopened.

Sincerely,



Margaret Fennell

Port Clements Community member.

250 557 2460

RECEIVED

AUG 04 2020

Village of Port Clements

C-3



REPORT TO COUNCIL

Author: Elizabeth Cumming

Date: August 13, 2020

RE: Weight room Upgrade – Gwaii Trust Application for Vibrant Haida Gwaii Communities Grant

BACKGROUND:

The weight room facilities are located within the firehall. It is the only weight room facilities available in the community for use. These facilities have been closed since COVID-19 pandemic has occurred and the outbreak preventing reopening plans.

DISCUSSION:

Prior reopening plans identified improvements that could be made to the facility to be more responsive to user needs and safety. A grant application was put in for the COVID-19 safety upgrades/needs and renovation/upgrades, however, the supporting resolution did not include a specific application amount. The COVID-19 upgrades were separated and approved.

There is a draft project budget of \$31,579.96 which would include a bathroom renovation and new equipment (Please see attached list of included project items). Additional equipment was added to the list to be acquired increasing the expected cost, which equipment accounting for 2/3rds of the budget.

This funding application would be expected to greatly improve the weight room facilities, which in turn would improve the mental health and well being for community members once the facility is able to reopen.

CONCLUSION:

The community has identified that aspects of the weight room facility and equipment needs improvement. The bathroom renovation and equipment are expected to improve user enjoyment and usability of the facility.

IMPLICATIONS:

STRATEGIC

(Guiding Documents Relevancy – Strategic Plan, Official Community Plan)
This is not in the strategic plan.

FINANCIAL

(Corporate Budget Impact)

The municipality has approximately \$100,000 in Vibrant Community Grants that must be allocated by November 2020. Using these funds for this project limit what the funds can otherwise be spent on.

ADMINISTRATIVE

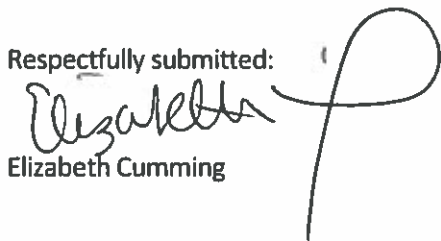
(Policy/Procedure Relevancy, Workload Impact and Consequence)

Staff would hire a contractor to complete the bathroom renovation and bluetooth speaker. Also, staff would be required to purchase the items and report on the grant funding.

Recommendation:

THAT Council applies for the Weight Room Upgrade project through the Gwaii Trust's Vibrant Haida Gwaii Communities Grant to a maximum amount of \$31, 579.96.

Respectfully submitted:


Elizabeth Cumming

51

Bathroom and Equipment Upgrades for Port Clements Weight Room (Draft)

Village of Port Clements

28-Jul-20

Income	Amount	Type	Confirmed?	Notes
Gwaii Trust Society grant (Vibrant Haida Gwaii Communities)	\$ 31,579.96	Grant	N	
Total funding	\$ 31,579.96			
Expenses	Amount	Quote?	Funder	Notes
Bathroom renovation				
Materials (includes shipping)				
Labour				
Contingency of 10%				
GST (5%)				
PST (7%)				
Subtotal				
Equipment upgrades				
Bose SoundLink Revolve Bluetooth Speaker				
Bose SoundLink Revolve Charging Cradle				
Lockable storage for Bluetooth speaker				
Erias Home Designs 60" x 35" frameless polished edge wall mirror				
Versailles 48" x 64" PVC 1" cordless window blinds (3)				
Stability ball rack				
Shipping for stability ball rack				
Training Camp iXPR Half Rack HR4				
Shipping for Training Camp iXPR Half Rack HR4				
Dumbbells, exercise mats, body-ball training posters				
Shipping for dumbbells, exercise mats, body-ball training posters				
Hammer Olympic Bar 28 MM				
Signature Olympic Flat Bench				
Signature Olympic Incline Bench				
MJ Multi-use station				
Shipping for Olympic bar, benches, multi-use station				
GST (5%)				
PST (7%)				
LifeFitness brokerage fees				
Subtotal				
Total expenses				
Difference				

5-1

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
	13-08-2020			Cannot be expediated. Weightroom funding application seperated between COVID-19 & upgrades, upgrades needs motion for application noting specific amount
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 This has been brought up in discussions regarding testing with Northern Health by several Haida Gwaii communities
	13-08-2020			
A49	13-07-2020	OCP review & update information		CAO to provide more information on process for next Council Meeting

A-1

A51 04-08-2020
05-08-2020

Request for information on Rainbow Wharf repair proposal including information as to why it has not taken place, the efforts of staff to accomplish this, the names and contact information of any government agencies that have blocked the work (if any), a statement from the contractor as to their current intentions regarding the contract, and if there is a place to ensure this work is accomplished in a timely fashion.

Staff are working to gather this information

A52 04-08-2020
13-08-2020

Request for information on Froese Trailer Park Street lighting request and current progress towards resolution.

Update on progress prepared for Council

A-1



REPORT TO COUNCIL

Author: Elizabeth Cumming
Date: August 13, 2020
RE: A52 – Froese Trailer Park Street Lighting

BACKGROUND:

In March 2019 it was requested that street lighting be installed by the municipality on Froese Subdiv Rd

Update:

To address this request, staff had to first confirm if the municipality owned the road and was responsible for providing streetlights as requested. With other priorities and intricacies in legislation and searching records for historic information regarding the Froese Subdivision, this took time.

After determining the municipality had jurisdiction over the road, installing streetlights was pursued with BC Hydro. This was a frustrating and time-consuming process over several months as BC Hydro repeatedly redirected staff to re-start their application processes, and at times re-directed staff to the wrong place or person that handle streetlight installations. In September 2019, BC Hydro concluded that they would not install street lighting at Froese Subdiv Road as they deemed the lighting on Cedar Avenue East was sufficient. Even though this illumination is blocked from reaching Froese Subdiv Rd due to the large trees on private property in Froese Subdivision.

With this option removed, staff began looking into how to get streetlights installed by other sources. This took time, especially with other pressing Council priorities, projects, and emergencies (such as the COVID-19 pandemic) being handled by a small staff capacity.

It was also constrained by an approved project budget of \$15,000 which may not realistically cover the actual expense for streetlights installed to meet BC Hydro standards to connect to the power grid. As such, another option of installing solar-powered streetlights has been pursued, though it may also need an increased budget for its expense.

Staff consulted with an agency rep, who specifically developed and assessed the illumination needs and options for a solar-powered streetlight for Froese Subdiv Road. Staff are waiting on a quote, which should be received this week or next week. If the quote is within budget, then the project can begin (if not, it would come back to Council to get a budget increase).

It has been identified that once the project begins it takes 90 days to manufacture the solar streetlights which would place deliverables in late 2020.

CONCLUSION:

The streetlight project is being worked on, it is intended that it will be delivered on within 2020, but it has been delayed due to the noted circumstances.

IMPLICATIONS:

STRATEGIC

(Guiding Documents Relevancy – Strategic Plan, Official Community Plan)
Streetlights for Froese Subdiv Rd are not included in the Strategic Plan.

A-5-

FINANCIAL

(Corporate Budget Impact)

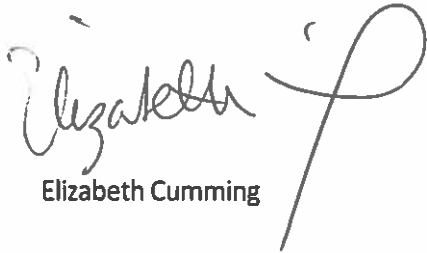
There is a budget of \$15,000 for this project, but it may need to be increased in order for this project to proceed.

ADMINISTRATIVE

(Policy/Procedure Relevancy, Workload Impact and Consequence)

Significant administrative and public works time has been involved in this project.

Respectfully submitted:


Elizabeth Cumming