



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, Tuesday, September 8th, 2020

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
 - M-1—August 17th, 2020 Regular Council Meeting Minutes
 - M-2—August 24th, 2020 Special Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
 - BA-1—Rise & Report – Special Council Meeting August 24th, 2020
- 5. ORIGINAL CORRESPONDENCE**
 - C-1—August Board Highlights - NCRD
 - C-2— Seeking Representative for PTAC - NCRD
 - C-3—Request to Renovate Community Park Washrooms - Linda Berston
 - C-4—Request to fence off Community Park Public Works Storage – Linda Berston
- 6. FINANCE**
- 7. GOVERNMENT**
 - G-1—Housing Needs Assessment Report – Final Draft
 - G-2—2019 Annual Report
 - Recommended: THAT Council approves the 2019 Annual Report.*
 - G-3—Schedule Meetings for UBCM
 - G-4—Public Notice
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
 - R-1—COVID-19 Update – Verbal Report – Mayor Daugert
- 10. ACTION ITEMS**
 - A-1- Action Items List
 - A51—Rainbow Wharf Update
 - A53—Digital Access for Council Meetings
- 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;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

13. ADJOURNMENT



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Minutes of the Regular Meeting of Council, Monday, August 17th, 2020

Present:

Mayor Daugert

Councillor Gould via teleconference

Councillor Cumming via teleconference

Councillor Falconbridge

Acting CAO Elizabeth Cumming

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

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

2020-08-155—Moved by Mayor Cumming, seconded by Councillor Falconbridge
THAT the August 17th, 2020 Regular Council Meeting Agenda be adopted with the amendment of correcting M-1 to the "August 4th" rather than "July 13th" Minutes.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—August 4th, 2020 Regular Council Meeting Minutes
2020-08-156—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT the August 4th, 2020 Regular Council Meeting Minutes be adopted as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1—Request for Support - Recycling Council of British Columbia
2020-08-157—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT the request for support from the Recycling Council of British Columbia be received for discussion.
CARRIED

2020-08-158—Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT this item be tabled to the second Regular Council Meeting in September.
CARRIED

C-2—Unsightly Premise Complaint-- Linda Berston

2020-08-159—Moved by Councillor Cumming, seconded by Councillor Falconbridge

August 17th, 2020 Regular Council Meeting Minutes

THAT the unsightly premise complaint from Linda Berston be received.
CARRIED

2020-08-160—Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT Council directs staff to write a letter to Linda Berston identifying the complaints-based process the Village has and that Council and the Mayor is fully aware of her concern, including a copy of the encroachment policy, identifying the lack of bylaw officer in common with the rest of the municipalities on Haida Gwaii, and are engaging in the process with the property owner.
CARRIED

C-3—Support for Golf Course & Washrooms to be reopened – Margaret Fennell
2020-08-161—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT the letter of support for reopening the Golf & Washroom in the Community Park by Margaret Fennell be received.
CARRIED

2020-08-162—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT the reopening of the golf course and washrooms will be tied to the COVID-19 outbreak on Haida Gwaii being declared over, and the Province being in stage 3, before reconsidering reopening facilities and then reopening facilities.
CARRIED

6. FINANCE

7. GOVERNMENT

G-1—Vibrant Haida Gwaii Communities Grant – Weightroom Upgrade
2020-08-163—Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT Council receives the application for Weight Room Upgrade project.
CARRIED

2020-08-164—Moved by Councillor Falconbridge, seconded by Councillor Cumming
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.
MOTION DEFEATED OPPOSED COUNCILLOR GOULD and MAYOR DAUGERT

2020-08-165 – Moved by Councillor Falconbridge, seconded by Councillor
THAT this item be tabled to the September 8th, 2020 In-Camera Council Meeting.
CARRIED

Direction to staff: that details of project budget breakdown be included, and that a report on the status of the Vibrant Haida Gwaii Communities Grant be provided to Council (by the following special meeting dedicated to it).

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1—COVID-19 Update – Verbal Report – Mayor Daugert & Staff
Mayor Daugert: Province directed municipalities to participate in permitting, though there are grey areas. The process is generally working, with maybe only 10 more days to run as it currently exists. There will be two meetings to explore what will occur after the order ends that are scheduled for tomorrow. [He] is uncomfortable with approving permits after the Provincial Order's last date (without extension). Does not feel that the Province has explored all the implications of the permit process with the Provincial Order. Hopefully, Province will clarify on how things will work after the

order is rescinded. In the last meeting, the Province stated that after the order is finished, they are considering to continue the funding for the municipal EOCs to help with the EOC problems that have been experienced.

[He] thanks staff for the mail out that came with the last utility bill, good to provide positive & correct information to the public. Stressing communication for importance and getting information out, with reminding people to stay safe and not slack off.

Mayor Dugert (non-COVID-19 report): MIEDS is meeting tomorrow (August 18th), regarding proposed path forward with organization and community forest. NCRD & NCRHD presenting findings from putting helicopter pad on rebuilt memorial building. Generally problematic and adds to expense (not a good space for it). Will land at Terrace airport which adds to transport time, which looks to be direction of where project is headed. NCRD meeting was challenging due to weather and restrictions. Not a lot of strong issues, more esoteric groups wanting support for stranger projects. IC discussion around COVID-19 response and Provincial response, nothing solved or settled at it.

Councillor Falconbridge: Nothing to report.

Councillor Cumming: Had a teleconference meeting with Community Futures.

Councillor Gould: Advertising has gone out for the Port Clements Vibrant Community Commission; the deadline is this Friday at 1:00 PM (21st). Hope Council could have a special meeting in the following week to appoint Commission members so they can review the grant and how it can be amended and plans moving forward for timely discussion at Council. VIRL is going along, getting branches just fully active.

Acting CAO: Office busy with COVID-19 response and team of 5 with EOC. Looking forward to more normal operational capacity when CAO returns to the office.

2020-08-166—Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT Council receives the Council and Acting CAO verbal reports.
CARRIED

Direction to staff – That a Special Meeting of Council be scheduled for Monday, August 24th, 2020 for the appointment of the Vibrant Community Commission, tentatively scheduled for 4:00 PM.

10. ACTION ITEMS

A-1- Action Items List

A-52-Update on Froese Subiv Rd Streetlights

2020-08-167—Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT Council receives the Update on Froese Subdiv Rd Streetlights.

CARRIED

Direction to staff – That staff check with the Gwaii Trust Society on what is the very last date to have Vibrant Fund applications in. Additionally, Council would also like more project progress reports.

11. QUESTIONS FROM THE PUBLIC & PRESS

Question – Bev Lore: When is the byelection?

Answer: Once called, there is 80 days to do it in. So, it depends on when it is called specifically, but it may be later in the Fall that the byelection would occur.

Question – Bev Lore: There is one washroom in the Community Park Washrooms that was originally to be a wheel-chair accessible washroom, however, the hot water tank was never installed in there (purchased by the Recreation Commission), nor the washroom hooked up – it would be great to have a wheelchair accessible washroom with hot water than was open all-year round. Can this be done?

Answer: This will be looked into.

Question – Bev Lore: The Tiny Houses moving into the Village, what is the process for zoning bylaws regarding them?

Answer: With our complaints-based system, after inspecting to confirm the complaint, the owner is notified if they are not in compliance with the zoning bylaw. Additionally, in the process of being sold, when potential purchasers (or their lawyers) contact the office to confirm compliance they are updated on whether the property complies or not. Currently we are working on reviewing the OCP & Zoning Bylaw.

Question - Bev Lore: How are things assessed? Moving trailer vs. permanent structure (ex. Tiny Homes)

Answer: BC Assessment handles assessing property and they would be the ones to talk to regarding assessment questions. From our experience, we are not aware that they would assess a trailer that is moveable, but is currently seated on a foundation or cinderblocks, differently than a permanent structure.

Question - Bev Lore: Where are the benches? When will they be installed?

Answer: Installation pending. When benches were approved, volunteers identified that they would be willing to do installation, so work may be pending consultation.

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;

2020-08-168—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council moves to In-Camera as per section 90(1)(a)(c) and (k) at 8:45 PM.

CARRIED

13. ADJOURNMENT

2020-080-169—Moved by Councillor Falconbridge
THAT this meeting be adjourned at 9:18 PM

CARRIED

Mayor Doug Daugert

Acting CAO Elizabeth Cumming



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Minutes of the Special Meeting of Council, Monday, August 24th, 2020

Present:

Mayor Daugert

Councillor Cumming via teleconference

Councillor Falconbridge

Acting CAO Elizabeth Cumming

Absent: Councillor Gould

Members of the Public and Press: none present

Meeting Called to Order at 4:10 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

2020-08-170—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT the August 24th, 2020 Special Council Meeting Agenda be adopted as presented.
CARRIED

2. IN-CAMERA

2020-08-171—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council moves to In-Camera as per section 90(1)(a) at 4:11 PM.
CARRIED

3. RISE & REPORT

Council Reported:

THAT the Village has appointed Kelly Whitney-Gould, Wayne Nicol, Joan Hein, and Christine Cunningham as members of the Vibrant Community Commission.

4. ADJOURNMENT

2020-08-172—Moved by Councillor Cumming
THAT this meeting be adjourned at 4:17 PM
CARRIED

Mayor Doug Daugert

Acting CAO Elizabeth Cumming



Board Highlights

August 14, 2020

Board Business:

1. The Board of the NCRD directed staff to provide response to the Prince Rupert Port Authority regarding their Land Use Plan.
2. The 2019 Statement of Financial Information was presented and approved by the Board.
3. The Board directed staff to submit an application to the Gwaii Trust Special Projects fund for the completion of the Islands Solid Waste Landfill Gas Flare Project.
4. The Board of the NCRD resolved to send a letter of support for the Restoring Place Names project proposed by the Haida Gwaii Protocol Table.
5. The Board of the NCRD approved the Terms of Reference for the Public and Technical Advisory Committee, which will provide input regarding the Solid Waste Management Plan which is currently in the process of updated.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.

C-1



August 17th, 2020

Mayor Daugert
Village of Port Clements
PO Box 198
36 Cedar Avenue West
Port Clements, BC VoT 1Ro

RECEIVED

AUG 24 2020

Village of Port Clements

Re: Updated North Coast Regional District Solid Waste Management Plan, Public and Technical Advisory Committee

Dear Mayor and Council,

The North Coast Regional District (NCRD) is inviting you to assist in developing a new **Solid Waste Management Plan (SWMP)** that will provide direction for how waste materials will be reduced, reused, recycled and disposed within our region for the next decade.

The NCRD anticipates that the new SWMP will not include any major policy changes or plans for new facilities. The objectives of the SWMP will be to:

- Improve operational and financial efficiencies of the NCRD's waste management systems;
- Assist users to improve their participation in waste segregation and diversion programs;
- Continue monitoring new and upgraded solid waste management facilities and services;
- Maintain and improve relationships with larger waste generators;
- Improve compliance with existing product stewardship programs; and
- Expand service delivery to rural communities.

You can provide input to the SWMP planning process by participating in several ways:



- Read information
- Attend open houses

- Complete surveys
- Provide comments

- Request a meeting or workshop

- Join the Public and Technical Advisory Committee



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

Handwritten mark resembling a stylized 'C' or a checkmark.



The NCRD is currently seeking representatives from businesses, institutions, regulatory agencies, community organizations and the public to play a major role in developing the new SWMP. These representatives will form a joint **Public and Technical Advisory Committee (PTAC)** that will balance technical and non-technical solid waste perspectives and reflect the NCRD's varied geographic, social and economic interests.

The PTAC will be asked to provide input on the consultation plan and its implementation, the guiding principles that shape the SWMP, and associated solid waste management services and programs. PTAC member will also be asked to comment on the reports resulting from each planning step and on the draft SWMP. PTAC member will not be responsible for drafting the plan; the SWMP will be developed by NCRD staff and consultants. Final approval of the SWMP will be the responsibility of the BC Minister of Environment in conjunction with the NCRD Board of Directors.

PTAC members will be asked to commit to attending regular (typically bi-monthly) meetings, review reports and information prior to each meeting, and provide feedback at the meetings. The meetings can be attended by conference call. The SWMP development process is expected to take 18 to 24 months.

Applications to join the PTAC are available online (www.ncrdbc.com) and at the NCRD office. The PTAC membership application deadline is September 30, 2020.

The PTAC would be strengthened by representation from your organization. We look forward to receiving an application from a representative of your organization.

Please feel free to contact the office of the NCRD with any questions or comments by email (info@ncrdbc.com), telephone (250-624-2002), or drop by the office at 14-342 3rd Avenue West, Prince Rupert, B.C. For more information please visit our website at www.ncrdbc.com.

Best regards,

Daniel Fish
Chief Administrative Officer



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

6-2



Public and Technical Advisory Committee: Terms of Reference

Purpose and Scope

The purpose of the Public and Technical Advisory Committee (PTAC) is to provide input on the development of the Solid Waste Management Plan (SWMP) from a variety of perspective. Input from the committee will be sought on:

- Reports and technical memoranda developed as part of the planning process,
- Guiding principles, goals and targets,
- The design and implementation of the consultation processes,
- Strengths and weaknesses of the current system,
- Identification, development and evaluation of options for the proposed SWMP,
- The results of public consultation, and
- The draft SWMP.

The North Coast Regional District (NCRD) will continue to operate under its 1996 SWMP while the new SWMP is being developed from approximately 2020 to 2022. The scope of the PTAC will also include reviewing and providing input on information related to the implementation of the 1996 SWMP.

Committee members will be expected to:

- Review provided information and offer comments and suggestions to members,
- Report back to their own organizations or constituent groups regarding the progress of the SWMP development,
- Express their organization's interests or concerns regarding proposed content of the new SWMP to the committee;
- Recommend proposed programs and policies that are in the best interests of all residents of the NCRD, balancing both community and industry needs, and technical requirements, and
- Participate in public consultation.

There may be opportunities for some members to participate in smaller ad-hoc committees dealing with specific issues or tasks.

Authority

The committee makes recommendations to the NCRD Board of Directors. The Board is the final decision-making authority.

Membership

The PTAC shall consist of members representing a diverse and balance of backgrounds, interests and geographical locations within the NCRD. The target membership shall include:



PUBLIC AND TECHNICAL ADVISORY COMMITTEE

TERMS OF REFERENCE

- Two representatives from the NCRD Board;
- Appointed local, provincial, and federal government representatives, which may include:
 - Council-appointed staff or delegates from member municipalities,
 - Council-appointed staff or delegates from First Nations communities,
 - Council-appointed staff or delegates from neighbouring regional districts,
 - Staff from provincial agencies,
 - Staff from federal agencies;
- Volunteer members of the public from each electoral area and member municipality;
- Volunteer members of the public representing relevant community interests (up to 10), which may include:
 - Private sector waste management service providers,
 - Non-profit groups with an interest in solid waste management,
 - Large industrial, commercial, and institutional solid waste generators,
 - Business associations.

PTAC memberships are subject to approval by the NCRD Board of Directors.

Voting Structure

Representatives from provincial and federal agencies and other regional districts are considered non-voting members.

All other members are entitled to one (1) vote each.

Members are encouraged to work collaboratively and to be committed to reaching consensus where possible. Any members unable to agree with a decision may have their objections noted in the minutes.

Term

The PTAC will serve until the SWMP is approved by the NCRD Board.

Members who miss three (3) committee meetings during the term of the PTAC may have their membership revoked at the discretion of the NCRD Board.

A member who is unable to fulfill their duties should inform the NCRD in writing of their resignation so that an alternate member may be sought.



PUBLIC AND TECHNICAL ADVISORY COMMITTEE

TERMS OF REFERENCE

Roles and Responsibilities

The Chair and Vice Chair will be elected from amongst the voting members at the first meeting of the PTAC. The role of Chair and Vice Chair will remain constant throughout the term of the PTAC.

NCRD staff will prepare agendas in consultation with the Chair and Vice Chair.

NCRD staff and/or consultants are responsible for preparing the reports for each meeting.

Agendas and accompanying reports will be circulated by email and posted on the NCRD website at least one (1) week prior to the meeting date.

The Chair is responsible for reviewing the agenda with NCRD staff prior to each meeting and understanding the objectives for each meeting.

NCRD staff are responsible for taking meeting minutes. Draft minutes will be approved by the PTAC at the next meeting and forwarded to the NCRD Board for information.

Regular communications between the NCRD and PTAC members between meetings will be by email or other accepted form of communication.

Alternate Members

PTAC members who represent member municipalities and First Nations may send a council-appointed alternate in their absence. The alternate from member municipalities and First Nations does not need to be approved by the NCRD Board, although confirmation of attendance is required before each meeting. Council-appointed alternates from member municipalities and First Nations each get one vote.

PTAC members who represent community interests may send an alternate. This alternate must be approved by the NCRD Board in order to be a voting member of the PTAC. An alternate who is sent without Board approval may participate in discussions but does not get a vote. Confirmation of attendance is required before each meeting.

Meeting Conduct

PTAC will meet bi-monthly or at the call of the Chair. Meeting will take place electronically unless otherwise specified.

All PTAC members are considered equal and will therefore have equal opportunity to contribute at meetings. All members must respect the opinions of others.

Members must declare any real or perceived conflict of interest. The member involved should excuse themselves from proceedings which relate to the conflict unless explicitly requested to speak by a majority vote. Any subsequent information provided by the individual will clearly be identified in the minutes as coming from a source perceived to be in a conflict of interest.



PUBLIC AND TECHNICAL ADVISORY COMMITTEE

TERMS OF REFERENCE

Members of the public may observe meetings but will not have rights unless invited to participate by the Chair. Attending public will not have voting rights.

Quorum

Quorum shall be a minimum of 25% plus one voting members.

Reporting

PTAC reports to the NCRD Board.

Meeting minutes will be provided to the NCRD Board. Board members who serve on the PTAC are expected to provide regular updates to the Board.

Resources and Budget

NCRD will provide the meeting space and equipment.

Participation in the PTAC is voluntary and the NCRD does not offer remuneration for members' time.

Travel assistance may be provided for members following the current NCRD travel guidelines.

Deliverables

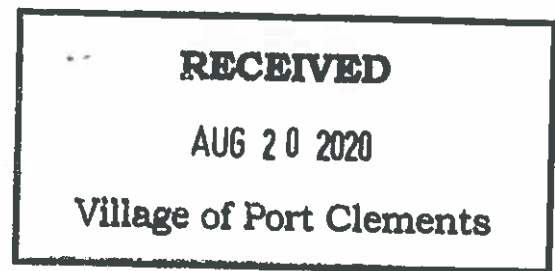
During each meeting, the PTAC's comments and suggestions will be recorded. Members may from time to time be requested to generate individual written comments. A member who misses a meeting may submit their input by email within three (3) business days of the meeting.

Review

Once approved, these Terms of Reference will remain in place until the SWMP is approved by the NCRD Board. Any changes to the Terms of Reference must be approved by the Board.

August 19 2020

Village of Port Clements
Mayor and Council



Attention Mayor and Councilors

Recently it was brought forth that our public washrooms at the Community park could be renovated to make a year round family washroom.

It has been an ongoing contentious issue having a community park that is used year round while the washrooms are closed due to freezing weather.

Therefore renovating the existing handicapped washroom to make it easy to keep open annually would resolve that issue.

Apparently the renovations can be done with minimum expense. And if the renovation process was acted on now, then the washroom could be operational this winter.

After being shut in since March, and a really non existent summer the residents of our village should be encouraged to get outside as much as possible this winter, and having a working facility will help.

Sincerely,

A handwritten signature in blue ink, appearing to read "Linda Berston".

Linda Berston

C-3



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk

Date: September 2, 2020

RE: Proposed Community Park Public Washrooms Renovation project

BACKGROUND:

The Community Park Washrooms are unfinished and were not built for winter month usage. There is a single-user wheelchair accessible bathroom, accessible separately from the men's and women's washroom, that has never been in use due to its state of being unfinished.

DISCUSSION:

There has been discussion in the community by park users regarding the Community Park Washrooms, including previous requests that Council consider finishing and winterizing the washrooms for year-round usage. The park is used year-round by community members who would like access to use the facilities as needed.

In their current state, the washrooms can only be used during the warmer months of the year. They are closed for the winter to avoid pipes freezing, especially during deep-freeze events.

When staff clarified on Linda Berston's identified "minimum expense" for renovating the washrooms in her letter, she clarified that she thought it would cost between \$5,000 - \$6,000. She bases this estimation from informal discussions with Public Works.

Clarifying with Public Works, the informal discussions involved in this cost assumption with Linda did not include consideration for full winterization, but consideration for finishing the washrooms in their current usage. Winterization would include additional plumbing, electrical and insulation to fully seal and heat the facility, even for just the single user wheel-chair accessible washroom.

Renovation costs could also vary depending on whether all the washrooms were winterized, or if just the wheelchair accessible single-user washroom was winterized. In the later case, the men's and women's washrooms would remain closed during winter months and only be opened during larger events such as Canada Days in the summer.

Public Works advises that this should go to RFP to get a realistic cost breakdown and budget for this kind of renovation and winterization project.

CONCLUSION:

Community members wish that the Community Park Washrooms were winterized for year-round usage. The cost of such a project is currently not known, may be costly due to the plumbing, electrical and other aspects of winterization that would be required, and is currently not in the workplan nor budget for 2020.

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 applied for by November 1st, 2020. If RFPs could be received before the second Council Meeting in October, then funds for this project could come from the Vibrant Haida Gwaii Communities Grant. Using these funds for this project limit what the funds can otherwise be spent on. This project is not budgeted for in the 2020 year.

ADMINISTRATIVE

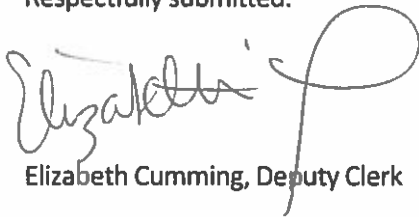
(Policy/Procedure Relevancy, Workload Impact and Consequence)

This adds additional work to staff to organize and oversee the RFP process. Once the expected cost was known, then staff would be required to hire a contractor to complete and winterize the washrooms if Council wished to proceed with the project. Staff would also be required to apply for a grant if grant funding is to be utilized.

Recommendation:

THAT, if Council is considering winterizing the Community Park Washrooms, that it be put to RFP to get what the expected project cost would before agreeing to go forward with such a project.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read 'Elizabeth', followed by a large, stylized flourish that extends downwards and to the right.

Elizabeth Cumming, Deputy Clerk

Elizabeth Cumming

From: Sean O'Donoghue
Sent: September-02-20 3:19 PM
To: Elizabeth Cumming
Subject: Re: Handicapped washroom renovation
Attachments: IMG_0957[1].JPG

Elizabeth, attached is a single overhead photo of the unfinished "Family" washroom at the community park, for reference.

Public Works has identified the possibility of having this part of the Community Park public bathroom building finished, to achieve the following:

- To provide an ADA (Americans with Disabilities Act) equivalent, compliant washroom facility.
- To provide a "Family" bathroom, e.g. baby change table, etc.
- To provide a single use, year-round, freeze protected facility in a larger building that was never designed to offer freeze protection, therefore being currently only open seasonally.
- To streamline upkeep and maintenance of a bathroom facility year-round.

The challenges of finishing off this portion of the Community Park bathroom are as follows:

- Modifying existing commercial plumbing so that one fixture can be in use while the larger "public" washrooms are closed and freeze protected properly.
- Electrical upgrade along with insulation and finish of the space in question enabling some heat (baseboard heater) to freeze protect the sink and toilet fixtures within the space, as well as heat trace and pipe insulation for freeze protection of the modified plumbing within the unheated service room of the entire facility.
- Verification that the existing electrical supply can handle the added electrical load. (To be done by electrician)

Public Works recommends that if Council wishes to pursue this possibility, that:

1. an RFP or RFQ be invited from local available contractors for a clear estimate of contracting out all work to a general contractor, or,
2. Public Works be directed to act as a general contractor to seek out firm materials and labor quotes from all individual trades, i.e, Plumbing, electrical and carpentry/finish contractor.

Regards,

Sean O'Donoghue
Public Works Superintendent
Village of Port Clements
Ph: 250.557.4295
Fx: 250.557.4568



August 28, 2020

RECEIVED

SEP 01 2020

Village of Port Clements

Mayor and Council
Vibrant Communities Commission.
Village of Port Clements

Elected Officials/ Volunteers

Please consider my proposal to tidy up the village storage/work shed area as you enter the community park.

In case you are unfamiliar with this area it is on the left as you enter from Park street.

Presently there is a pile of what appears to be four by eight hard plastic sheets. I propose that the village use these sheets to build a privacy fence for this area, providing the sheets are viable, if not then a nice cedar board fence would do.

The construction of the fence should be hired out to reduce the workload of our maintenance crew. Perhaps this could be a project forwarded to the new vibrant communities commission to facilitate. Once the fence is completed,

then offer this area up as an art project. The project would be controlled by submissions from the artists interested in the job.

Since art is subjective the submissions should be presented to the public for their choice.

I'm hopeful that this proposal will meet with a positive response from you as working toward a beautiful village is in everyone's best interest, from property values, tourism, and most importantly community pride.

Thank you,

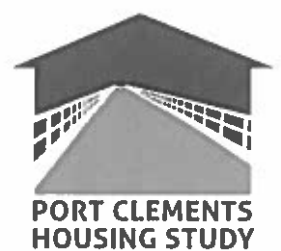


Linda Berston

C-2

Port Clements Housing Needs Assessment

FINAL DRAFT



Acknowledgements

In this report, we refer to Port Clements as Gamadiis Llnagaay, to acknowledge that we live and work on Haida Gwaii, the traditional, unceded territory of the Haida Nation. Gamadiis Llnagaay is the Xaayda Kil name for the area known as Port Clements. In Xaad Kil, the northern dialect on Haida Gwaii, this region is known as 'Waan Kun. We use the Xaayda Kil translation, as Gamadiis is the name of a creek in the nearby Juus Clan Haida village site. We are grateful to HIGaagilda Xaayda Kil Naay in HIGaagilda Skidegate and Xaad kil Nee in Gaw Tlagee Old Massett for support with these translations. We are grateful to Jags Brown from the Juus Haida Clan, whose village site is near the community of Port Clements Gamadiis Llnagaay, for sharing his clan's history with us.

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We would like to thank and acknowledge the following people for their support for this work. These individuals provided key insight into local housing needs, and will support the important work to come.

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VISUAL EXEC SUMMARY PLACEHOLDER

FINAL DRAFT

Disclaimer

All the information included in this study is based on data/information gathered from various secondary and primary sources, and certain assumptions. Although due care and diligence has been taken in compiling this document, the contained information may vary due to changes in the environment. The prospective user of this document is encouraged to carry out her/his own due diligence and gather any information she/he considers necessary. Co+Host and its consultants cannot be held liable for the outcomes of decisions made as a result of this study.

Introduction

Purpose of the Study

A Housing Needs Report (HNR) draws together housing-related statistics and lived experiences in order to provide a comprehensive picture of what housing is available and needed in a community. These reports inform community planning, advocacy, and project development, ensuring that the steps taken are in line with local needs.

The Village of Port Clements, in cooperation with the Port Clements Housing and Restoration Society (PCHRS), contracted Co+Host to conduct a Housing Needs Assessment. Working in alignment with requirements for HNRs from the Province of BC, this study sought to:

1. Understand local housing needs, opportunities and issues through research and community engagement.
2. Develop housing needs assessment for Port Clements Gamadiis Llnagaay, congruent with provincial requirements and reflective of local needs.

This project occurred with financial assistance from the Union of BC Municipalities and Northern Development Initiative Trust.

Scope

This project focuses on housing needs within the municipality of Port Clements, as per the provincial requirements related to housing needs assessments. The influence of nearby communities on Haida Gwaii was considered alongside local needs.

Approach

This study uses the Wheelhouse, developed by the City of Kelowna in 2017, to understand housing supply and need in Port Clements Gamadiis Llnagaay. Historically, housing has been understood on a linear continuum, whereby home ownership is the ultimate goal for all. The City of Kelowna offers a Wheelhouse, illustrated in Figure 1, as an alternative, recognizing the diversity of housing needs over an individual's lifetime. The Wheelhouse suggests that a healthy housing stock needs to incorporate different types of housing, and different tenure types

if it is to meet the diversity of resident needs. It offers 6 focus areas that guide understanding and planning for the future.

Given that Port Clements Gamadiis Llnagaay is a small community, with slightly larger communities nearby, it is not realistic to assume the community will have all 6 types of housing locally. However, it all the while serves as a model for considering the diversity of housing needs in a community.

"The Wheelhouse allows the City to understand and address the needs of those residents who are housing-vulnerable as they move around or across the circle between all the different types of housing, rather than in a single straight line "forward" from homelessness to homeownership."
(Canadian Mortgage and Housing Corporation 2019)



Figure 1. The Housing Wheelhouse. Reprinted from *The Wheelhouse: A New Way of Looking at Housing Needs*, by Canada Mortgage and Housing Corporation, August 7, 2019, retrieved from <https://www.cmhc-schl.gc.ca/en/housing-observer-online/2019-housing-observer/wheelhouse-new-way-looking-housing-needs>

Methodology

The methodology used to develop this assessment included:

1. **Data Collection and Analysis.** This report synthesized demographic and housing statistics available for Port Clements Gamadiis Llnagaay from provincial and federal data sources including: the Canadian Census (2006, 2011 and 2016), BC Assessment Housing Needs Reports (2006 - 2020), BC Housing and BC Statistics. Data for neighbouring communities on Haida Gwaii was used comparatively.
2. **Key Stakeholder Interviews.** 10 key stakeholders were interviewed to understand their views and perspectives on current and future housing needs in Port Clements Gamadiis Llnagaay.
3. **Survey.** An online survey with a phone-based completion option was distributed to residents of Port Clements Gamadiis Llnagaay, property owners in Port Clements Gamadiis Llnagaay, and individuals interested in moving to Port Clements Gamadiis Llnagaay.
4. **Seniors Interviews.** 10 seniors were interviewed to further understand their current and future housing needs in Port Clements Gamadiis Llnagaay. These interviews were done in lieu of a focus group.
5. **Community Conversation.** All community members were invited to participate in an online community conversation about community growth and housing. 7 individuals participated in this conversation, sharing their views about the future of the community, the role housing plays, and what other factors should be considered.

6. **Final Community Feedback.** Preliminary findings and recommendations were presented back to all residents of Port Clements through a mailout to all PO Boxes in the community, and through posters at the community grocery store. All community residents were invited to provide final reactions and feedback via an in paper and online comment card.

Data Quality and Study Limitations

Lack of provincial data for Port Clements Gamadiis Llnagaay. Not all recommended data sources for BC Housing Needs Assessments provide data for communities as small as Port Clements Gamadiis Llnagaay. This study was not able to access community-level data from the Canada Housing and Mortgage Corporation regarding monthly shelter costs, or from BC Statistics regarding population projections. The Canadian Census also had some data gaps for key housing indicators in Port Clements Gamadiis Llnagaay, particularly related to household income for various household composition, and details on rental costs. Furthermore, some Census data was derived from a 25% sample size, which was identified by local study participants as problematic. With a total population of approximately 250 people, a 25% sample size has the potential to misrepresent local realities, and residents identified a number of statistics that did not reflect their knowledge.

The global non-response rate (GNR)¹ for the 2016 Census in Port Clements Gamadiis Llnagaay for the short-form census questionnaire is 4.9% (provincial GNR is 4.9%). For the long-form census questionnaire, the GNR is 6.1% (provincial GNR is 6.1%).

In order to supplement gaps in provincial and federal data, the study employed qualitative research methods including interviews and community conversations. These methods highlighted individual perspectives and lived experiences, adding depth to the quantitative data.

Survey data quality. Collecting data within a small community, especially from a particular group within the small community, can result in a small sample size. Approximately 22% of Port Clements Gamadiis Llnagaay residents (56 respondents) completed the study's Housing Survey. While this is strong community participation, validity measures are still low.

Those who completed the survey were representative of many groups within Port Clements Gamadiis Llnagaay; however, there were some over and under-representations. There were no survey participants under the age of 24. Relative to the census, there was a slight overrepresentation in the housing survey of individuals earning between \$50,000 - \$59,000. Relative to the census, there was under-representation relative to the census with individuals earning between \$30,000 - \$49,000, \$60,000 - \$69,000, \$80,000 - \$99,000 and over \$150,000.

Qualitative research methods supplemented the local survey findings.

¹ Global Non Response Rate "combines total non-response (households) and partial non-response (questions)", thus indicating data quality. Data for geographic areas with a GNR equal to or greater than 50% are not published, as the risk of non-response bias is too high.

COVID-19. Early in the engagement process, the response to the COVID-19 pandemic was elevated. This meant that we were unable to bring together groups of people in person to discuss challenges or review solutions. Phone, online and mail-based methods for meeting were used instead.

Provincial Context

In April 2019, new legislation British Columbia took effect, requiring local governments to “collect data, analyze trends and present reports describing current and anticipated housing needs” (Province of British Columbia n.d.). By April 2022 and every 5 years thereafter, municipalities are required to complete housing needs reports in order to support their understanding and responses to housing needs in their communities. The Province of BC stipulates minimum requirements for these reports, and that once complete these reports are to be published publicly and freely for use by community stakeholders.

In British Columbia, BC Housing develops, manages and administers a range of safe, affordable housing options across the province, and in partnership with governments, non-profit and private housing providers, and Health Authorities.

Regional Context

Haida Gwaii is an archipelago of over 150 islands, 100 km off the northwest coast of British Columbia. Haida Gwaii is entirely the territory of the Haida Nation, but HIGaagilda *Skidegate* and Gaw Tlagee *Old Massett* are the two inhabited First Nation Reserves, with majority Haida residents. The islands have 3 municipalities (Queen Charlotte Daajing Giids, Port Clements Gamadiis Llnagaay, Massett) and 6 small unincorporated communities. All communities, with the exception of Sandspit K'il Kun, are located on Graham Island.

The Council of the Haida Nation is the governing power of the Haida Nation, which “collectively holds hereditary and aboriginal title and rights to Haida territories,” including “the entire lands of Haida Gwaii, the surrounding waters, sub-surface and the air space” (The Haida Nation 2018). All people of Haida ancestry are citizens of the Haida Nation, and the Council of the Haida Nation is a sovereign, self-determined government that works with the Hereditary Chief Council and Band Councils under the Haida Accord, and with the North Coast Regional District Areas E, D, and each municipality under individual Protocol Agreements signed between 2005-2008. Provincially, Haida Gwaii falls under the North Coast riding, and the Member of Legislative Assembly currently resides in Prince Rupert, while working with Haida Gwaii's governing bodies. Federally, Haida Gwaii is in the Skeena-Bulkley Valley Riding, and the Member of Parliament currently resides in Smithers, similarly working with Haida Gwaii's governing bodies.

The Village of Queen Charlotte completed a Housing Needs Report in 2017, and the Village of Massett has one in progress, as of early 2020. The North Coast Regional District (NCRD) has

not yet secured funding to undertake a Housing Needs Assessment; however, it will be required to do so before April 2022. Skidegate Band Council and Old Massett Band Council are exempt from the provincial legislation; however, both Band Councils have housing departments with designated Housing Coordinators.

Community Profile

Location

The Village of Port Clements is located on Haida Gwaii, the unceded territory of the Haida Nation. Port Clements Gamadiis Llnagaay is located centrally on Graham Island, at the southern end of Gaw Kaahlii Masset Inlet, as indicated in Figure 2.

The unincorporated community of Tlell Tli.aal is the nearest community (22 kilometers south, approximately 17 minutes driving) and Masset is the nearest major community (42 kilometers north, approximately 33 minutes driving). HlGaagilda Skidegate is 60 kilometers south of Port Clements Gamadiis Llnagaay (45 minutes driving), and Queen Charlotte Daajing Giids is a further 9 kilometers (10 minutes driving).

As of 2016, the land area of Port Clements Gamadiis Llnagaay is 13.07 square kilometers and the population density was 21.6 people per square kilometer (Statistics Canada 2017b). British Columbia's population density by comparison, is 5.0 per square kilometer.



Figure 2. Map of Haida Gwaii. Reprinted from Tadswii', by GoHaidaGwaii.ca, 2018, retrieved from https://www.gohaidagwaii.ca/wp-content/uploads/2019/02/GoHaidaGwaii_2018_Map.pdf

History

The town of Port Clements Gamadiis Lnagaay is on the territory of the Haida Nation, and the Juus clan of the Haida Nation had a village nearby near the Juskatla narrows. Haida people have occupied Haida Gwaii since time immemorial. The pre-contact population of Haida numbered in the tens of thousands in several dozen villages across the archipelago. During contact, Haida communities on Haida Gwaii were decimated by smallpox and other infectious diseases. In 1862, smallpox infected the Juus clan: the few surviving members relocated near the current-day community of Gaw Tlagee Old Massett. Her descendents are members of the Juus clan, and they live in both Gaw Tlagee Old Massett, HlGaagilda Skidegate and away from Haida Gwaii.

Early settlers to Port Clements Gamadiis Lnagaay established farming in the area. As the community grew, the community evolved into a fishing and milling community. The Village of Port Clements was recognized as a townsite in 1907, and during the world wars, the region provided spruce to the airplane industry sparking further community growth.

Shortly after the Second World War, MacMillan Bloedel took over extensive logging leases on Haida Gwaii with Spruce in high demand (Village of Port Clements 2019). The 1960s - 1980s was a time of substantial growth in Port Clements Gamadiis Lnagaay, sparked by the community's new focus on logging. During these years, the school taught children from Grades 1 - 10, the first paved road arrived, the town was incorporated (1975), and the Golden Spruce Motel was built (Village of Port Clements 2019). There were also large spikes in local population growth: between 1966 and 1976, the population nearly doubled, growing from 205 to 406. Between 1981 and 1986, the population grew again by 42% (380 residents to 539) (Cumming 2019).

In the 1990s, after nearly a century of growth in the logging industry, regulations began shifting as a result of actions including the Haida Nation's 1985 stand at Athlil Gwaii and the establishment of Gwaii Haanas National Park, National Marine Conservation Area Reserve and Haida Heritage Site (Haida Gwaii Management Council Fall 2018). In 1992, the Province of BC introduced the Timber Supply Review (TSR) program, a process establishing limits on logging through Annual Allowable Cuts (AAC) in order to promote sustainable forest practices.

In 2009, the Haida Nation and the Province of BC co-signed the Kunst'aa Guu - Kunst'aayah Reconciliation Protocol (KKKRP), delegating authority to the Haida Gwaii Management Council (HGMC) for Haida Gwaii's future AAC determinations, a process unique to the province (Haida Gwaii Management Council Fall 2018).

In 2012, the HGMC reduced the AAC by 47.6% (1,772,616 cubic metres to 929,000 cubic meters) (Haida Gwaii Management Council Fall 2018, 4), representing a new model for forest management on Haida Gwaii, with "more emphasis on the management of important ecological and cultural values unique to Haida Gwaii" (Haida Gwaii Management Council Fall 2018), and is based on joint decision making between the Haida Nation and the Province of BC. In May 2020, the HCMC released an updated AAC for Haida Gwaii of 804,000 cubic meters, a further 13.5%

reduction from the 2012 determination. This determination was made through consensus, and paid particular attention to issues related to the supply of cedar, Northern Goshawk habitat, and a viable forest industry sector for Haida Gwaii (Haida Gwaii Management Council 2020).

Given the community's connection to the logging industry, the decline in AACs has corresponded with a contraction in local employment opportunities. This has resulted in many residents, especially families, leaving the community.

Governance

The Village of Port Clements is governed by an elected council, including a Mayor and 4 Councillors. The municipality employs a small staff of 5, including: 1 Chief Administrative Officer, 1 Deputy Clerk, 1 Senior Finance Manager, 1 Public Works Superintendent, and 1 Public Works Assistant.

Village Bylaws, Policies and Documents Influencing Housing

A review of the Village of Port Clements' 2012 Official Community Plan (OCP) and current bylaws highlight the following municipal housing-related priorities.

- Housing for seniors and those with special needs
- Housing for those at risk of, or experiencing, homelessness
- Self-employment opportunities on residential properties

Section 7 (Social Well Being) of the OCP outlines a series of objectives and supporting policies designed to "continue working towards enhancing the quality of life for our residents" (Village of Port Clements 2012, 7). A series of policies indicate that housing is central to this goal, with a specific focus on the needs of seniors and those who are at risk of, or are, homeless. They include policies to:

- "Continue to work with seniors and citizen groups, as well as government agencies and community groups to increase housing services and facilities that will be required to meet the needs of an aging population and those with special needs." (Village of Port Clements 2012, 7)
- "Encourage the provision of seniors' housing options that include independent living in a support setting, such as congregate housing development or a campus of care as defined by the Ministry of Health." (Village of Port Clements 2012, 8)
- "Work with other agencies to promote a more integrated approach to mental health issues, addictions and homelessness." (Village of Port Clements 2012, 8)

The Residential Land Use Section (Section 9) further outlines the Village of Port Clement's vision for residential development. The OCP stipulates that the Village would like to:

- "Encourage attractive residential development.
- Welcome growth while discouraging further sprawl.
- Encourage infilling of lots.

- Protect the rural nature of properties designated Rural Residential ...
- Provide for self-employment opportunities consistent with the residential character of single family and duplex areas.” (Village of Port Clements 2012, 8)

Policies supporting these objectives include:

- “Encourage the development of a range of affordable and potentially rentable housing models in serviced areas...”
- “Protect the character of the parcels designated Rural Residential ... by maintaining a minimum parcel size requirement for subdivision of 5000 square meters.”
- “Encourage and support home occupations as a secondary use in residential areas, and regulate them...”
- “Permit secondary suites within houses and two separate dwellings on a lot”
- “Accommodate bed and breakfast operations within single family dwellings provided that they meet the regulations contained in the Port Clements Zoning Bylaw”² (Village of Port Clements 2012, 11 – 12)

Local Economy and Labour Force

As of the 2016 Census, Port Clements Gamadiis Llnagaay had a labour force of 220 workers. This represents a 12% contraction from the labour force in 2006 (255 workers) (Ministry of Municipal Affairs and Housing 2019). The participation rate³ was 72.6% in 2016, slightly lower than the 2006 participation rate of 73.5%.

Renter households have higher, and growing participation rates. In 2016, the participation rate for renter households was 87.5%, an increase from a rate of 82.6% in 2006. Owner households had a participation rate of 71.7% in 2016, which was consistent with the 2006 rate (Ministry of Municipal Affairs and Housing 2019).

For a century, Port Clements Gamadiis Llnagaay’ economy has revolved around forestry and logging (Cumming 2019). Forestry companies, some of which are based in Port Clements Gamadiis Llnagaay, are major employers and have supported community growth through both job creation, resident attraction, and indirect support to local businesses. Figure 3 illustrates the composition of workers by major industry, and the changes between 2006 and 2016. It is interesting to note that in spite of contractions to the local economy, the total number of workers working in the Agriculture, Forestry, Fishing and Hunting Industry increased between 2006 and 2016.

² According to Zoning Amendment Bylaw #231, 1991 Bed and breakfasts and boarding houses are permitted in areas zoned as Residential Urban Zone, Rural Residential Zone, Mobile Home Park Zone, Commercial Core Zone, Commercial Service Zone, Marine Commercial Zone, Marine Tourism Zone and Resource Area Zone. All bed and breakfast units must provide one parking unit per space plus one unit (Zoning Amendment Bylaw #231, 1991 1990).

³ Participation rate refers to the proportion of residents that are either working, or actively seeking work.

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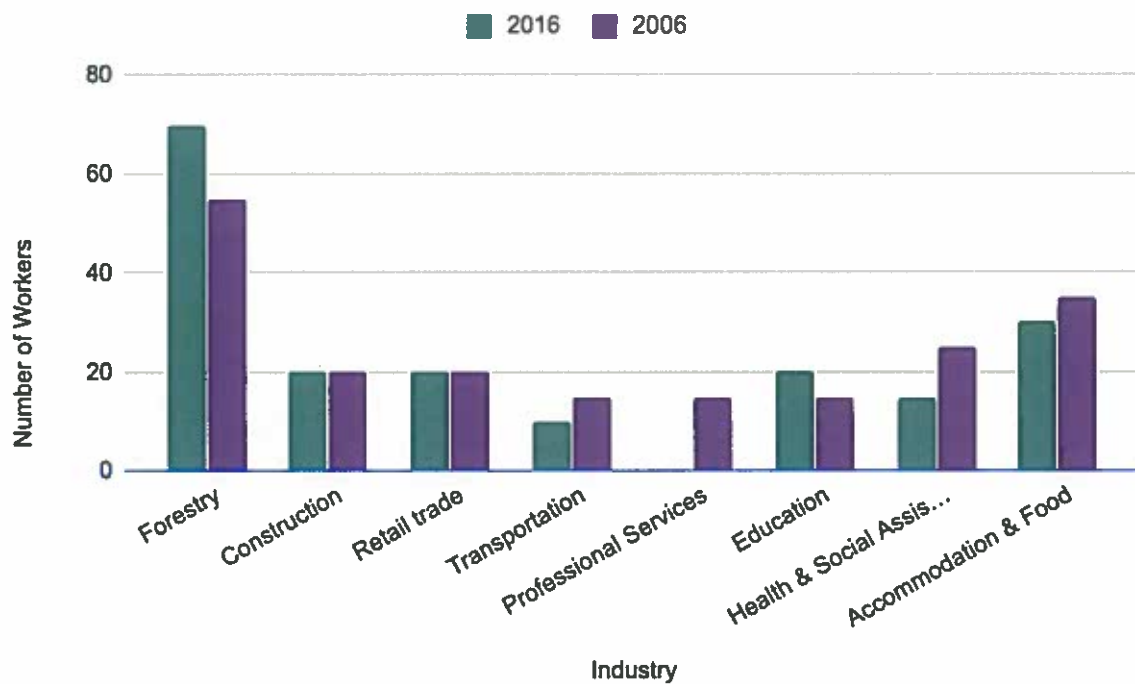


Figure 3. Workers by industry, 2006 and 2016, by Ministry of Municipal Affairs and Housing, 2019.

Figure 4 illustrates the composition of major industries in 2016, by those who own versus those who rent their homes. Noteworthy is that all renters are employed in Agriculture, Forestry, Fishing and Hunting or Construction.



Figure 4. Major industries in 2016, by renter and owners, by Ministry of Municipal Affairs and Housing 2019.

A small percentage of community members, all of whom own their homes, (6% of residents, or 15 individuals) commute to a different municipality for work. (Ministry of Municipal Affairs and Housing 2019). Commuting to either the north or south end of Haida Gwaii represents a substantial daily fuel cost. There is no data available for the number of community members who work remotely; however, study participants suggest that this is possibly an area of recent growth as Port Clements Gamadiis Llnagaay now has reliable internet and cell service.

Recent contractions to the AAC on Haida Gwaii have created new challenges for Port Clements Gamadiis Llnagaay, as logging operations contract, and historical sources of income and employment are reduced. This is reflected in Census data with a contracting labour force, and a rising unemployment rate. Some residents are looking to tourism for the future, while others have left the community entirely.

The unemployment rate in Port Clements Gamadiis Llnagaay in 2016 was 8.9%, an increase of 0.9% from the 2006 unemployment rate (8%) (Ministry of Municipal Affairs and Housing 2019). This unemployment rate is slightly higher than both the provincial rate (5.9%) (WorkBC 2020a) but lower than the rate for the North Coast Regional District (12.3%) (Ministry of Municipal Affairs and Hou...).

This contraction has sparked many conversations within the community about the future of Port Clements Gamadiis Llnagaay. While there is no single agreed upon vision, many participants in this study noted the importance of focusing on local economic diversification in order to attract new residents to the community, with a particular emphasis on attracting families. Many residents are turning their focus towards tourism, building on existing community infrastructure such as the Museum and numerous walking trails. Participants in the community conversation highlighted numerous small business opportunities that could attract new residents and tourists, by adding more services and enhancing the look and feel of Port Clements Gamadiis Llnagaay. These ideas include bringing a farmer's market to the community, featuring community artists and enhancing the local trail network. Other community members suggested the development of an economic plan for Port Clements Gamadiis Llnagaay, that incentivizes small business, and value-adding business development.

Study participants also recognized that logging will continue to be an important part of the community's economy; however, this industry does not provide the stability that it once did. Finally, some study participants noted that the declining industry and population has coincided with a decline in community cohesion and inclusion. They stressed the importance of bringing people as a result.

Education

School District 50 operates one school in the community: Port Clements Elementary School. The school has two classes: Kindergarten - Grade 3, and Grades 4 - 6. There are concerns locally that, should the student population continue to decline, the school may be at risk of closure.

Port Clements Gamadiis Llnagaay students have been attending high school outside the community since the late 1970s (Village of Port Clements 2019). Today, most students attend Gudangaay Tlaats'gaa Naay Secondary in Masset, and busses are provided by the School District. Other students attend GidGalang Kuuyas Naay in Queen Charlotte Daajing Giids.

There is no post-secondary education available in Port Clements Gamadiis Llnagaay. However, the Haida Gwaii Institute does offer post-secondary education in the form of place-based semesters accredited through UBC in the communities of HIGaagilda Skidegate and Sandspit K'il Kun. Coast Mountain College also offers some programming on Haida Gwaii. Some residents of Haida Gwaii opt to pursue online post-secondary education at a wide variety of institutions.

Health Care

Northern Health operates one clinic in Port Clements Gamadiis Llnagaay (Port Clements Medical Clinic). The clinic offers nursing and homecare, and it hosts outreach services that are based from the Northern Haida Gwaii Hospital in Masset. Services include home care, mental health, public health, diabetes care and dietician services. A family physician visits the community 1 - 2 days per week.

Community Services and Amenities

Port Clements Gamadiis Llnagaay has a small number of services and amenities for community residents. This includes:

- Port Clements Museum
- Library, housed in the Port Clements Multiplex
- Seniors' Room, housed in the Port Clements Multiplex and shared with other groups
- Bayview Grocery Store
- Community Park & Campground
- Wharf
- Outdoor experiences: hiking trails, inland sea, Yakoun Yaagun River

Population & Demographics

Port Clements Gamadiis Llnagaay has a population of 282 residents (Statistics Canada 2017b). The community's population is contracting: there was a 25.4% decline (96 residents) between 2016 and 2011 (Statistics Canada 2017b), a 14.1% decline (62 residents) between 2011 and 2006 (Statistics Canada 2012), and a 14.7% decline (76 residents) between 2006 and 2001

(Statistics Canada 2007), as illustrated in Figure 5. Looking back at data over the last 40 years, the largest recorded population size occurred in 1996, with 558 total residents (Cumming 2019).

The median age in Port Clements Gamadiis Llnagaay is 47.8, and the average age is 44.4. The median age has changed considerably over the decade prior. In 2011, the median age was 63.3, while in 2006 the median age was 52.2 (Ministry of Municipal Affairs and Housing 2019). When compared to other municipalities on Haida Gwaii, the age composition in Port Clements Gamadiis Llnagaay has a smaller proportion of residents under the age of 19, and a higher proportion of residents between the ages of 25 - 64. The proportion of seniors between the ages of 65 - 84 is comparable, but there is a higher proportion of residents who are over the age of 85.

Population of Port Clements, 1966 - 2016

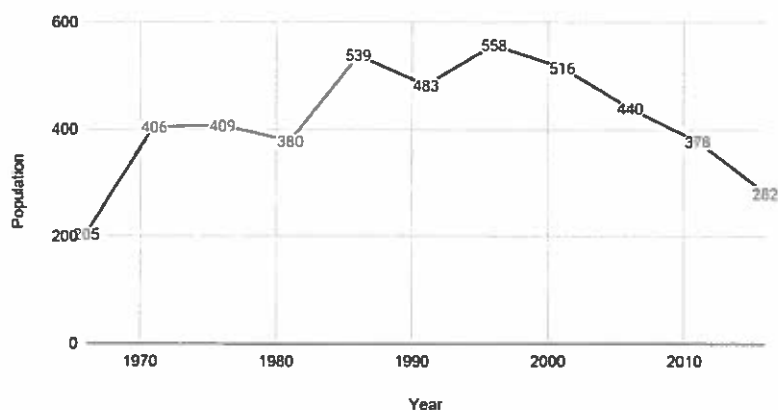


Figure 5. Population of Port Clements, 1966 - 2016, by Cumming, B., 2019.

As of 2016, there were slightly more females (52.8%) living in Port Clements Gamadiis Llnagaay than men (Ministry of Municipal Affairs and Housing 2019). Amongst the total home owners, there are slightly more females who own homes (59.7%) than males (41.9%). Amongst the total home renters, there are considerably more males who rent homes (88.9%) than females (22.2%).

According to the 2016 Census, 12.7% of the Port Clements Gamadiis Llnagaay population in private households (45 individuals) identify as First Nations (Ministry of Municipal Affairs and Housing 2019).

Seniors and Families

Port Clements Gamadiis Llnagaay has a higher proportion of seniors, defined as individuals 65 years and older, when compared to the provincial averages. The community has a higher proportion of individuals over the age of 85 when compared to other municipalities on Haida Gwaii, as illustrated in Figure 6.

Local residents note that the number of seniors moving to Port Clements Gamadiis Llnagaay has increased in recent years. Some individuals are moving to the community permanently, others on a seasonal basis.

The 2016 Census indicates that 23.5% of total private households are led by seniors, all of whom are between 65 - 74 years of age. This percentage of senior-led households is increasing. In 2006, only 13.2% of households were senior-led; however, all these seniors were over the age of 75. All senior-led households are owned by the residents. (Ministry of Municipal Affairs and Housing 2019)

Conversely, the number of children under the age of 14 in Port Clements Gamadiis Llnagaay is smaller than provincial averages nearby municipalities, as illustrated in Figure 6. In Port Clements Gamadiis Llnagaay, 10.7% of the population (30 individuals) are under the age of 14.

The 2016 Census indicates that 27.3% of total private households are made up of census families with children. This percentage has decreased slightly since 2006, when 30.7% of households had families with children. In 2006, 25% of census families with children rented their homes. By 2016, all census families with children owned their homes (Ministry of Municipal Affairs and Housing 2019).

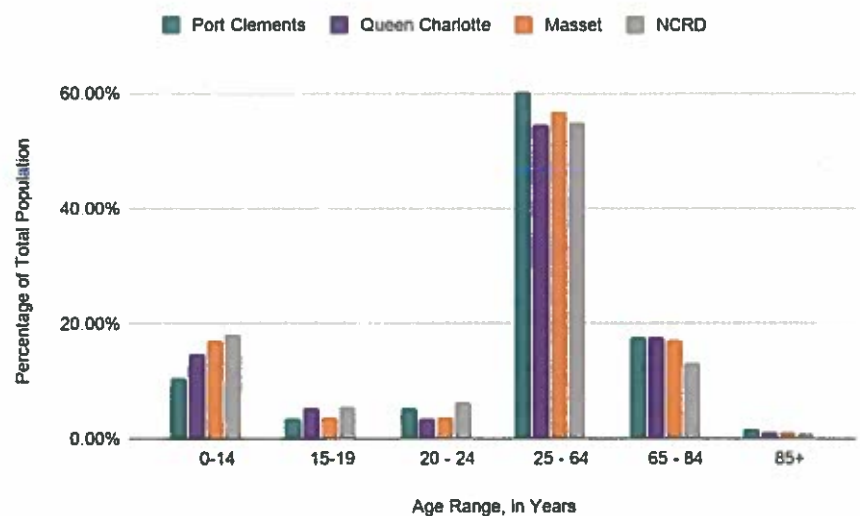


Figure 6. Population by Age in 2016 in Haida Gwaii Municipalities and British Columbia. Data for Port Clements and British Columbia from Statistics Canada (2017b), data for Queen Charlotte from Statistics Canada (2017c), data for Masset from Statistics Canada (2017a), data for North Coast Regional District from Ministry of Municipal Affairs and Housing (2019).

Local residents note that families have moved away from Port Clements Gamadiis Llnagaay, largely as a result of declining or less-stable work opportunities. Community members fear that this trend will continue if employment opportunities, services, and amenities continue to decline.

Temporary Populations

Contractors

Local residents, particularly accommodation owners, note that over time the number of individuals coming to Port Clements Gamadiis Llnagaay for work contracts has declined. Historically, logging companies would have brought in temporary contractors; however today, the majority of their staff are local to Haida Gwaii.

Community members also note that in the past, individuals employed by logging companies would bring their families to Port Clements Gamadiis Llnagaay. However today, with the uncertainty of work opportunities in the community, they are noticing that there are more men

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coming to the community on a temporary basis, and leaving their families elsewhere. This observation is reflected in the percentage of males who rent accommodation, relative to women between 2006 and 2016. In 2006 approximately 60% of the 120 renters were males. By 2016, 80% of the 50 renters were male (Ministry of Municipal Affairs and Housing 2019). This sharp decline in total renters and a sharp increase in the proportion who are male did not occur amongst homeowners.

Accommodation businesses have historically provided temporary housing to workers coming to Port Clements Gamadiis Llnagaay for the short or medium term, as major employers do not always provide housing for employees or contractors. For some accommodation businesses, this was the core of their clientele, and with a decline in logging operations, they are seeing a decline in clientele as well.

Seasonal Visitors

Residents in Port Clements Gamadiis Llnagaay have noticed an increase in the number of homes that are used as seasonal properties by the owners. Typically, these houses are left vacant when not in use.

Income

In Port Clements Gamadiis Llnagaay, the median household income before tax is \$70,130.00, and the average was \$75,535.⁴ This represents a 22.6% increase over the previous decade: the median household income in 2006 was \$57,215 (Ministry of Municipal Affairs and Housing 2019). Figure 7 illustrates the breakdown of household income in 2016 in Port Clements, with reference to the composition between owner and renter households. In 2016, 6% of households (10) were considered to be in low income.

⁴ Average household income for 2011 and 2016 census periods not available.

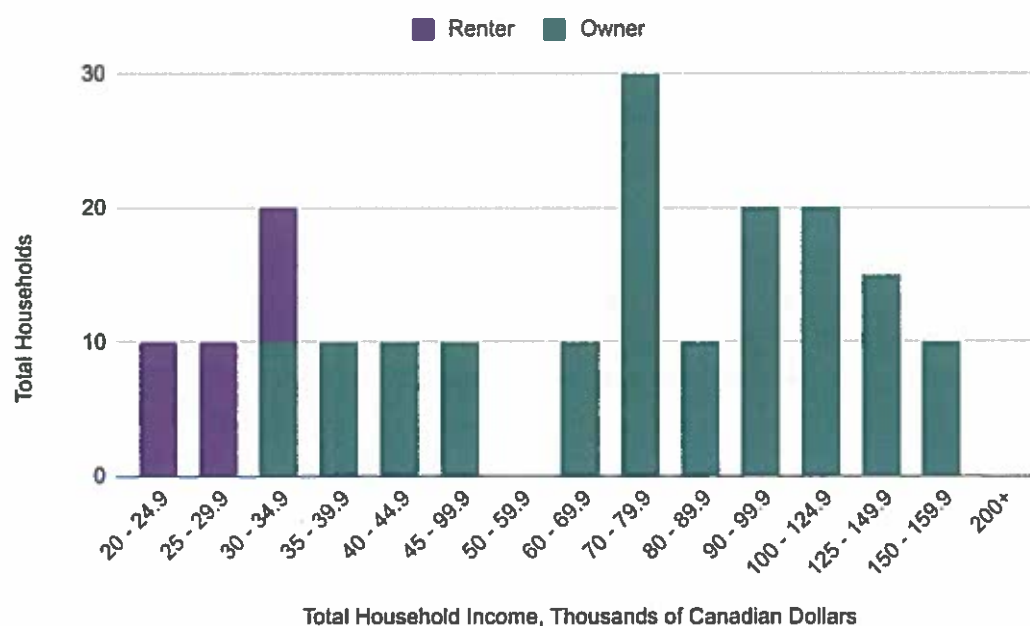


Figure 7. Household income before tax in Port Clements for renter and owner households in 2016. Data from Ministry of Municipal Affairs and Housing, 2019

Port Clements Housing and Restoration Society

The Port Clements Housing and Restoration Society (PCHRS) was formed in 2019, by Manzanita Snow and a small group of Port Clements Gamadiis Llnagaay volunteer community members. The purpose of the consensus-based society is to enhance the lives of people in Port Clements and the surrounding areas, through housing and economic initiatives.

Housing Profile

Types of Homes

According to the 2016 Census, there were 155 private dwellings⁵ in Port Clements Gamadiis Llnagaay. 153 of these dwellings (99%) were occupied by residents, meaning 2 dwellings were occupied by non-residents (Statistics Canada 2017b).

The 2016 Census indicates that the vast majority of occupied private dwellings in Port Clements are single-detached houses, with some moveable dwellings and other dwellings, and few apartment units in buildings, as illustrated in Figure 8. There are no apartments that are more

⁵ Statistics Canada defines a dwelling as "a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons." (Statistics Canada 2017b)

than 5 stories, nor are there any semi-detached homes, row houses, or duplexes (Statistics Canada 2017b). BC Assessment's Housing Needs Report for 2020 findings regarding the composition of private dwellings are comparable to the census findings, as illustrated in Figure 9.

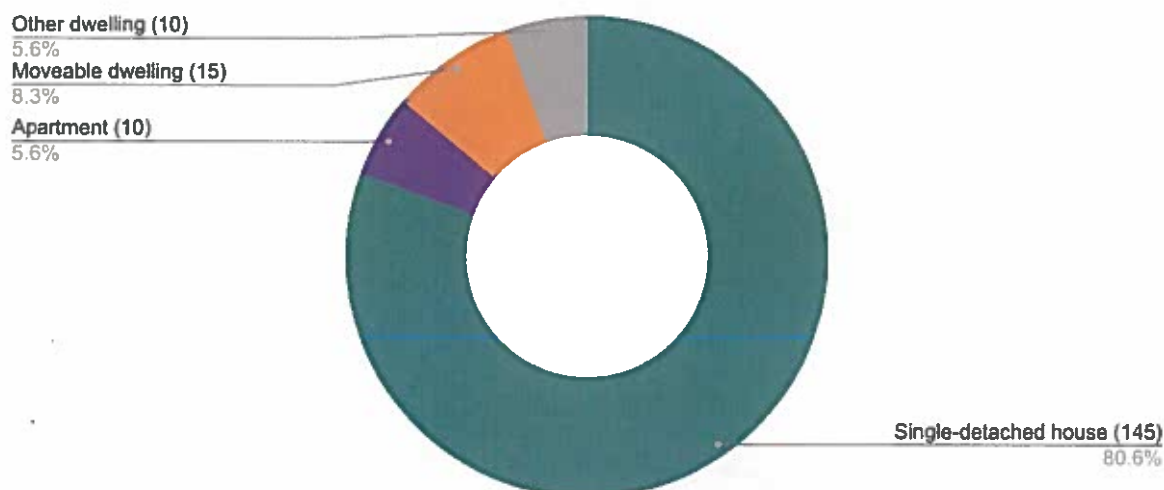


Figure 8. Types of Dwellings in Port Clements in 2016. Data from Ministry of Municipal Affairs and Housing 2019.

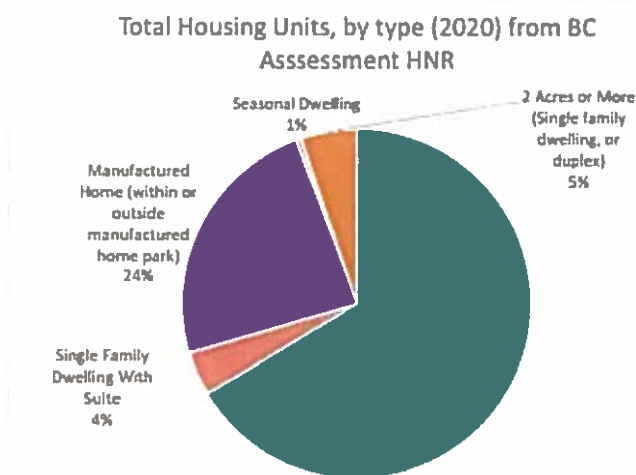


Figure 9. Types of Dwellings in Port Clements in 2020. Data from BC Housing (2020).

Neither data source captures the number of individuals living in tents or other temporary types of housing, or those living in secondary suites on a larger property. Port Clements Gamadiis Llnagaay Housing Survey findings suggest at least 2 households are living in secondary suites on a larger property, and 2 are living in a temporary structure.

At present, there are no cooperative housing units, post-secondary housing units available in Port Clements Gamadiis Llnagaay.

The 2016 Census estimates that there are no households with 0 or 1 bedrooms, and that the majority of homes have 3 bedrooms, as illustrated in Figure 10. BC Housing's 2020 data indicates there are indeed 1-bedroom homes in the community, as illustrated in Figure 11, which is more aligned with data gathered from community members.

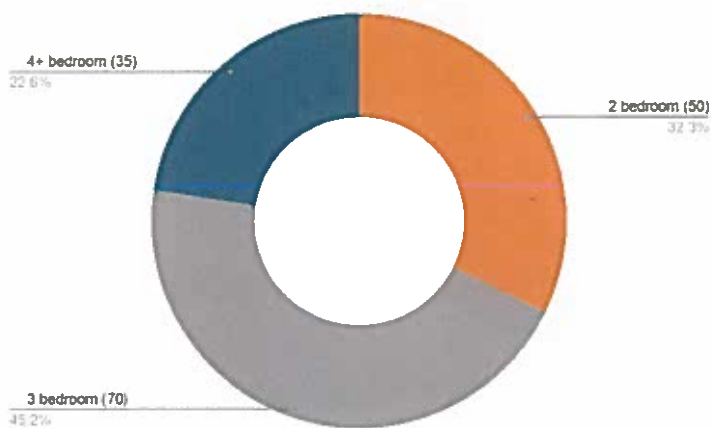


Figure 10. Households by number of bedrooms in 2016. Data from Ministry of Municipal Affairs and Housing 2019.

Total Housing Units, by Bedroom Number (2020)

1 bedrooms 2 bedrooms 3+ bedrooms

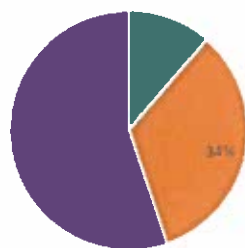


Figure 11. Total Housing Units, by Bedroom Number in 2020. Data from BC Housing (2020).

The majority of homes in Port Clements Gamadiis Llnagaay were built between 1960 - 1980, during a period of substantial community growth, as indicated by Figure 12.

Dwellings, by year of construction as of 2016

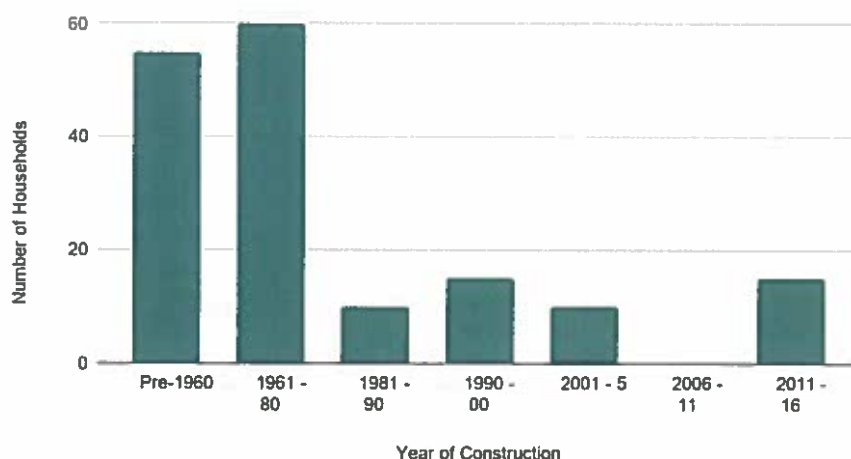


Figure 12. Dwellings by year of construction as of 2016. Data from Ministry of Municipal Affairs and Housing, 2019.

Empty and Vacant Lots

Based on BC Assessment's 2020 assessments of building values of properties in Port Clements, approximately 20% of lots in the community are empty or vacant, and represent an opportunity for future development.

The majority of these lots are privately owned, and located throughout the community and on the periphery of town. Some families own empty lots adjacent to properties where they have homes, in order to have more outdoor space. 7 are owned by the Village of Port Clements, and a few are owned by local businesses or provincial entities.

Household Composition

According to the 2016 Census, there are 165 households in Port Clements Gamadiis Llnagaay with an average size of 2.1 people. Over the last 3 Census periods (2006 to 2016), the number of households in the community has contracted by 15.4%, as detailed in Table 1. This study's Housing Survey suggests a slightly larger number of households with 3 - 5 residents. 58% of survey respondents lived in a household with 1 - 2 people, and 32% (16) of survey respondents lived in a household with 3 - 5 residents.

Table 1
Households by size in 2016, 2011 and 2006

	2016 (#)	2016 (%)	2011 (#)	2011 (%)	2006 (#)	2006 (%)
Total Private Households	165	-	170	-	195	-
Average Household Size	2.1	-	1.9	-	2.2	-

1 Person	45	27.3%	45	26.5%	60	30.8%
2 People	90	54.5%	110	64.7%	80	41.0%
3 People	20	12.1%	0	0.0%	15	7.7%
4 People	10	6.1%	0	0.0%	10	5.1%
5+ People	10	6.1%	0	0.0%	20	10.3%

Note. Data for household size for Port Clements compiled from Ministry of Municipal Affairs and Housing, 2019.

The 2016 Census further highlights housing composition trends amongst renters and owners. In Port Clements Gamadiis Lnagaay, renters either live in one-person households, or in two-or-more non-census-family households, with under three residents in total, as illustrated in Table 2 and Figure 12.

Table 2
Households by family structure in 2016, 2011 and 2006

	Total	%	Owner	%	Renter	%
Total - Private households by household type	165		145		25	
Without children in a census family ⁶	65	39.4%	65	44.8%	0	0.0%
With children in a census family	45	27.3%	40	27.6%	0	0.0%
Multiple-family households	0	0.0%	0	0.0%	0	0.0%
One-person households	45	27.3%	30	20.7%	10	40.0%
Two-or-more person non-census-family households	15	9.1%	10	6.9%	10	40.0%

Note. Data for households by family structure for Port Clements compiled from Ministry of Municipal Affairs and Housing, 2019.

⁶ A census family is defined as "a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular census family live in the same dwelling. A couple may be of opposite or same sex. Children may be children by birth, marriage, common-law union or adoption regardless of their age or marital status as long as they live in the dwelling and do not have their own married spouse, common-law partner or child living in the dwelling. Grandchildren living with their grandparent(s) but with no parents present also constitute a census family." (Government of Canada, Statistics Canada n.d.).

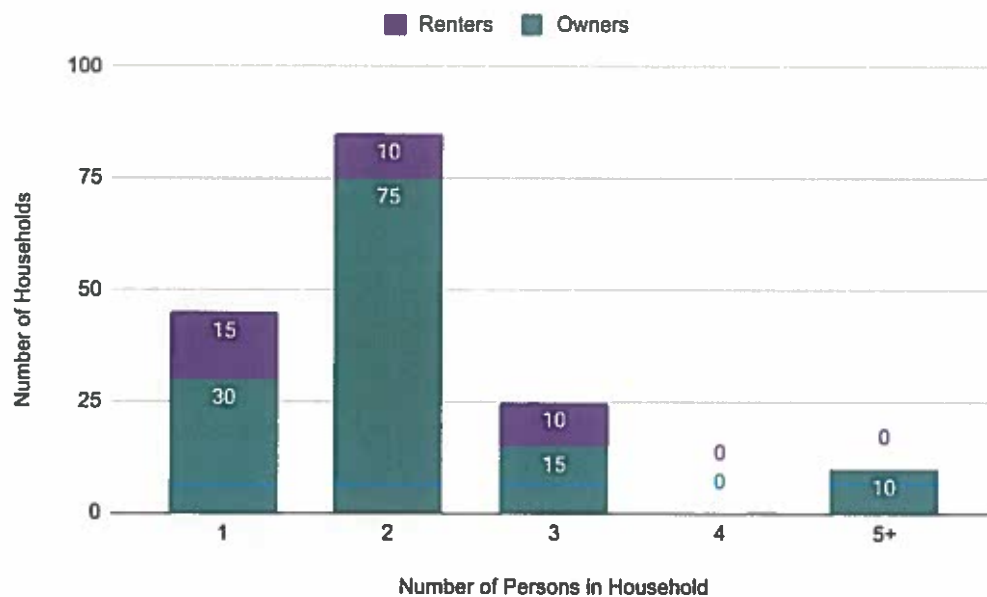


Figure 13. Household composition by renter and owner in 2016. Data from Ministry of Municipal Affairs and Housing, 2019.

Tenure Types

The 2016 Census reports the majority of residents (85%) in Port Clements own their homes, and that the proportion of individuals renting their homes has decreased over the last 10 years, as illustrated in Figure 14.

This ratio of owners to renters is supported by the study's Housing Survey, where 72% (36) respondents indicated that they owned their home, and 14% (7) indicated that they rent their home. A further 6% (3) indicated that they do not pay rent because they either live with family, friends or take care of someone else's home. No survey respondents lived in

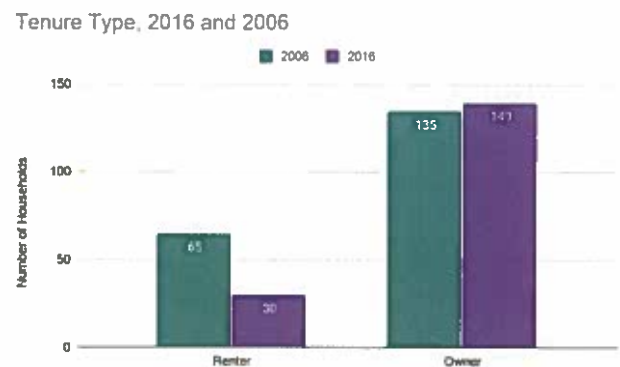


Figure 14. Tenure type in Port Clements, 2016 and 2006 from Ministry of Municipal Affairs and Housing 2019.

employer-subsidized housing, and local employers confirmed that housing is not typically provided to staff.

Length of Residency

Port Clements Gamadiis Llnagaay is a community with many long-term residents, and a small percentage of new residents each year, as illustrated by Figure 15.

The 2016 Census states 92% of residents (330 individuals) have lived in Port Clements Gamadiis Llnagaay for the year prior to completing the census. Most of these residents had also been in the same home for this timeframe - only 3% of residents (10 individuals) had moved homes within Port Clements Gamadiis Llnagaay. The 2016 Census states that 8% of residents had moved to Port Clements Gamadiis Llnagaay within the last year, and all moved from within Canada (Statistics Canada 2017b).⁷ The data from the 2016 Census is corroborated by the Port Clements Gamadiis Llnagaay Housing Survey, which also found that 8% of respondents had moved to the community within the past year.

Length of Residency in Port Clements

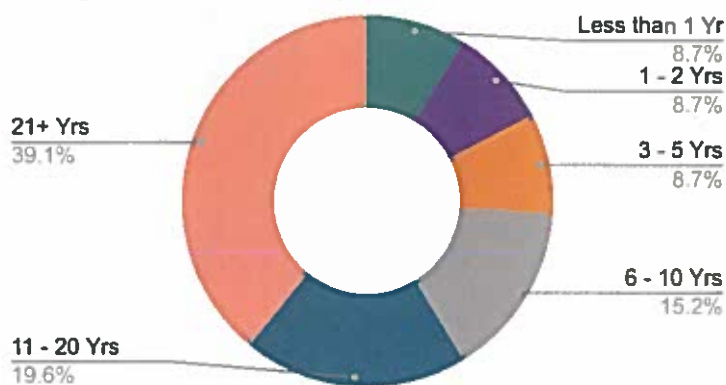


Figure 15. Length of residency in Port Clements, as of 2020. Data from Port Clements Housing Survey.

Market Conditions

Data from BC Assessments' Housing Needs Reports highlights trends in Port Clements Gamadiis Llnagaay' housing market. Port Clements Gamadiis Llnagaay sees an average of 5 - 10 housing sales per year, as illustrated by Figures 16 and 17. There was a substantial drop in housing sales in 2011 and 2012, which coincides with the reduction to Haida Gwaii's Annual Allowable Cut. The spike in sales in 2008 was the result of a sale of 11 manufactured homes with more than 2 bedrooms (BC Assessment 2018).

Looking back over the last 10 years (2010 - 2020), the Village of Port Clements estimates that there were 11 houses built, including 2 that are still under construction, and 2 that are tiny houses. This number is lower than what the Census notes. The Village of Port Clements also estimates that 14 houses or trailers were demolished.

⁷ The 2011 and 2006 Census for Port Clements do not provide mobility statistics.

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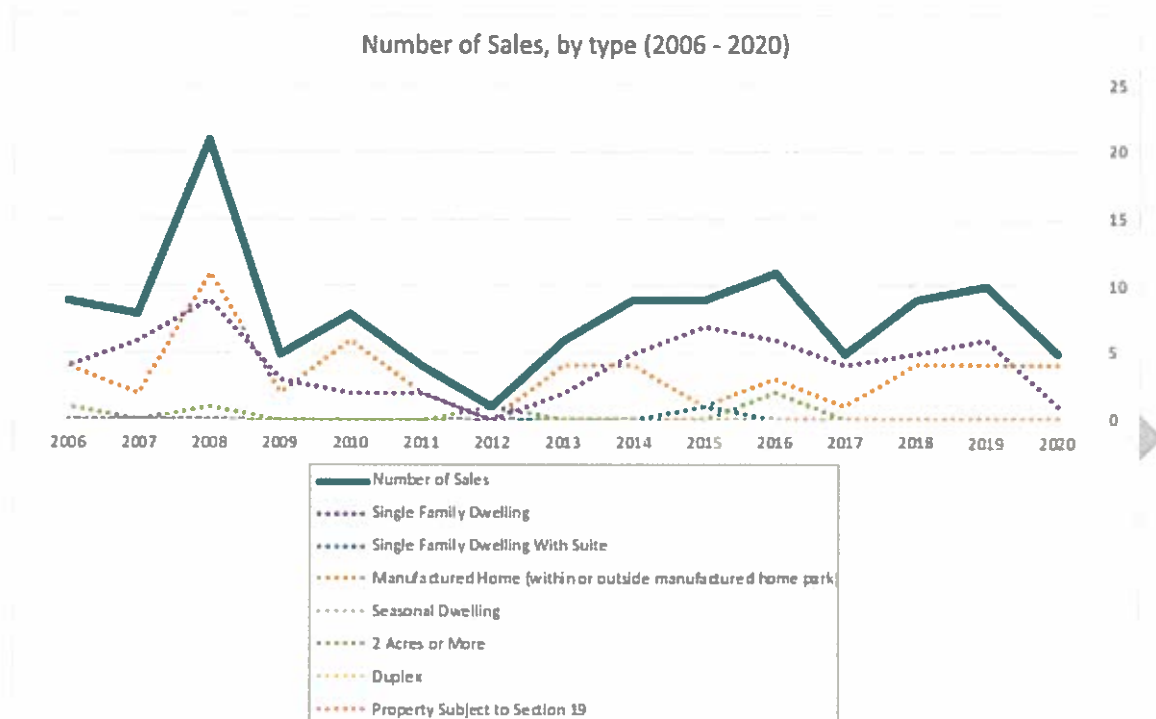


Figure 16. Number of sales, by type from 2006 - 2020. Data for 2006 - 2018 from BC Housing (2018), data for 2009 from BC Housing (2019), data for 2020 from BC Housing (2020).

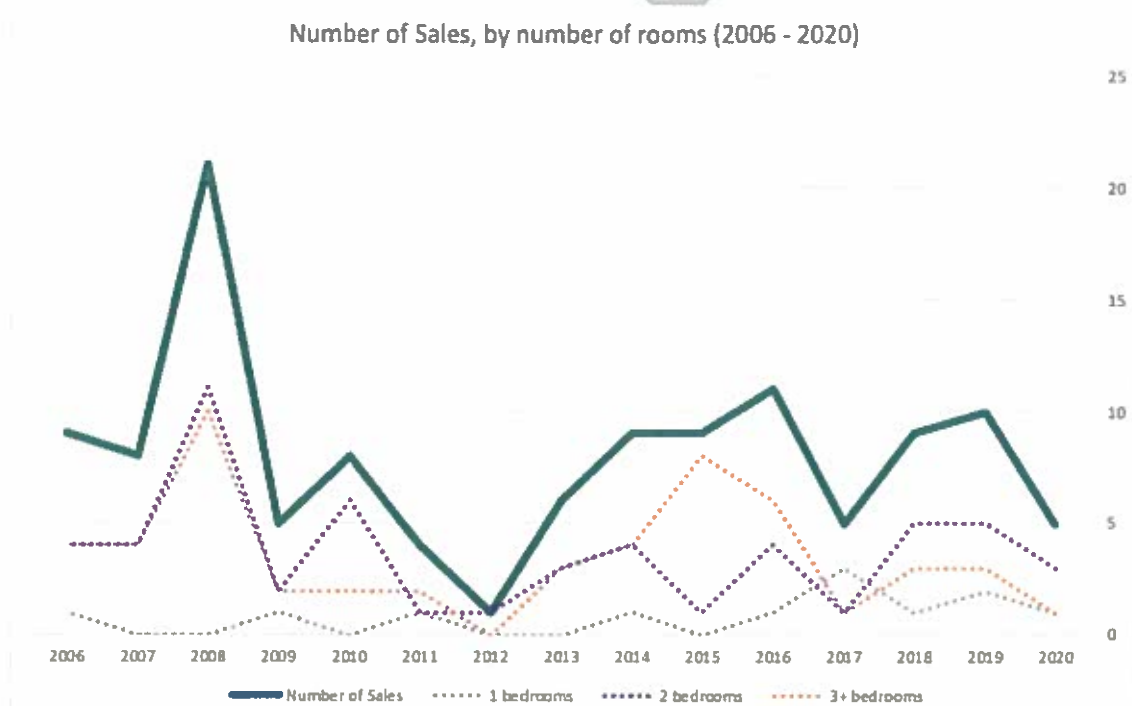


Figure 17. Number of sales, by number of bedrooms from 2006 - 2020. Data for 2006 - 2018 from BC Housing (2018), data for 2009 from BC Housing (2019), data for 2020 from BC Housing (2020).

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Conveyance⁸ prices in Port Clements Gamadiis Lnagaay vary dramatically over time, particularly when looking at specific types of housing, as indicated by Figures 18 and 19. However, since 2016, the median conveyance price for homes in Port Clements Gamadiis Lnagaay has been approximately \$93,000 (BC Assessment 2018, 2019, 2020).

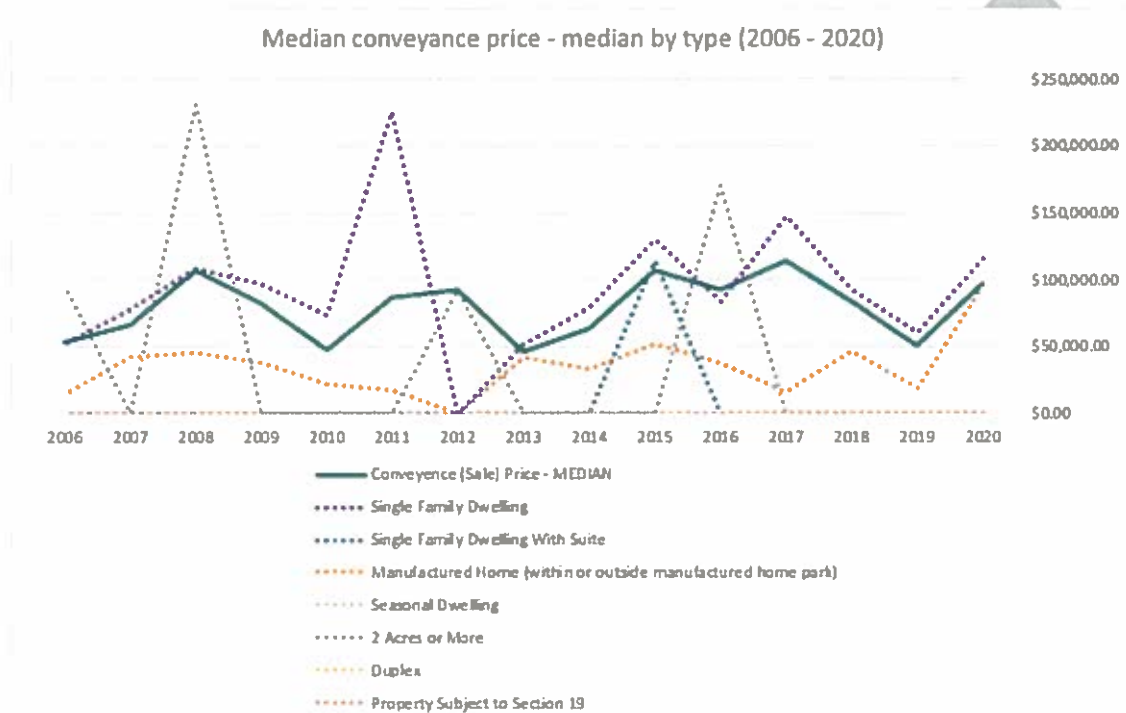


Figure 18. Median conveyance price, by type from 2006 - 2020. Data for 2006 - 2018 from BC Housing (2018), data for 2009 from BC Housing (2019), data for 2020 from BC Housing (2020).

⁸ Conveyance refers to the "transfer of an estate or interest in land (other than by will) to a new owner through sale, lease, or other means. A transfer of title is the conveyance of an estate or interest in land in exchange for some financial consideration, typically a sale." (Assessment n.d.)

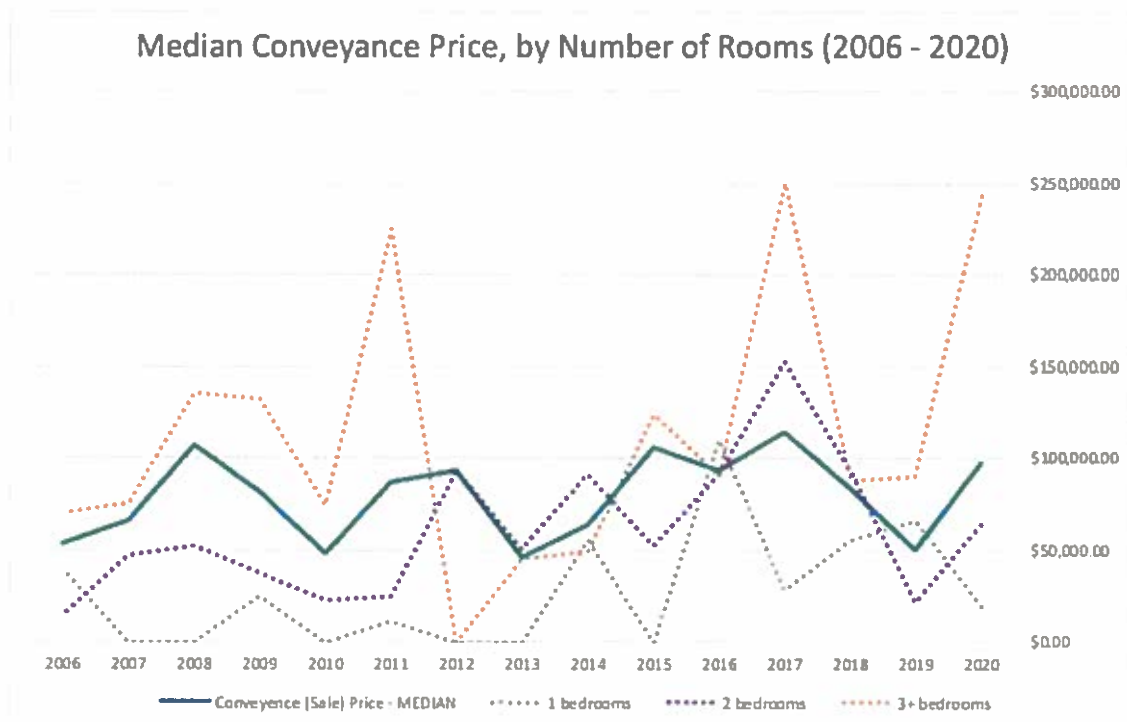


Figure 19. Median conveyance price, by number of rooms from 2006 - 2020. Data for 2006 - 2018 from BC Housing (2018), data for 2009 from BC Housing (2019), data for 2020 from BC Housing (2020).

The primary resources for listings on public forums are Facebook Buy-and-Sell pages, and the Haida Gwaii Trader, an online and print publication. Word of mouth is also used often in Port Clements Gamadiis Llnagaay, making it difficult for newcomers to learn about property for sale or rent.

On May 1 2020, the Haida Gwaii Trader had a total of 8 listings, 3 of which were in the Port Clements Gamadiis Llnagaay area. One listing is for a Waterfront Pub and restaurant (\$395,000) and one is for furnished and unfurnished apartments (price unlisted). The third listing is for recreational lots on Mayer Lake, 10km east of Port Clements Gamadiis Llnagaay. There are 34 lots available, all of which are boat access only. It is possible to build a cabin on 2 of the lots, and those lots are listed at \$49,900. All other lots are for recreational camping, and are listed at \$19,999. A search of major real estate listings (Remax, Royal LePage, Realtor.ca) reveals two additional pieces of vacant land for sale on Kumdis Island, with boat and foot access, tides permitting. This lot is listed at \$245,000. The lots on Mayer Lake and Kumdis Island are adjacent to municipal boundaries.

On June 26, 2020 the Haida Gwaii Trader had a total of 10 listings, 2 of which were in Port Clements Gamadiis Llnagaay. The Waterfront Pub and Restaurant listing was removed.

On July 28, 2020, the Haida Gwaii Trader had a total of 16 listings, 4 of which were in Port Clements Gamadiis Llnagaay. The Waterfront Pub and Restaurant was re-listed, and a new listing was published for 3 waterfront lots with a 3 bedroom mobile home, for \$159,000. The other two listings were from previous months (apartments and the boat-only recreational lots).

Throughout the interviews, participants noted an increase in non-resident purchases of real estate, and an increase in the number of seniors moving to the community to retire.

Assessed Housing Values

In 2020, the median assessed value of a residential class home in Port Clements Gamadiis Llnagaay is \$102,420.00 (average assessment is \$106,374). Single family dwellings with suites, and properties on 2+ acres of land, and homes with 2+ bedrooms have higher than average assessments, while all other property types and homes with 1 bedroom have median assessments that are lower.

Figures 20 and 21 illustrate that the median assessed value of residential class homes in Port Clements Gamadiis Llnagaay has been increasing since 2014, following a drop in assessed values between 2011 - 2014. It is worth noting that in 2011-2012, the logging industry on Haida Gwaii contracted rapidly as a result of a reduced annual allowable cut.

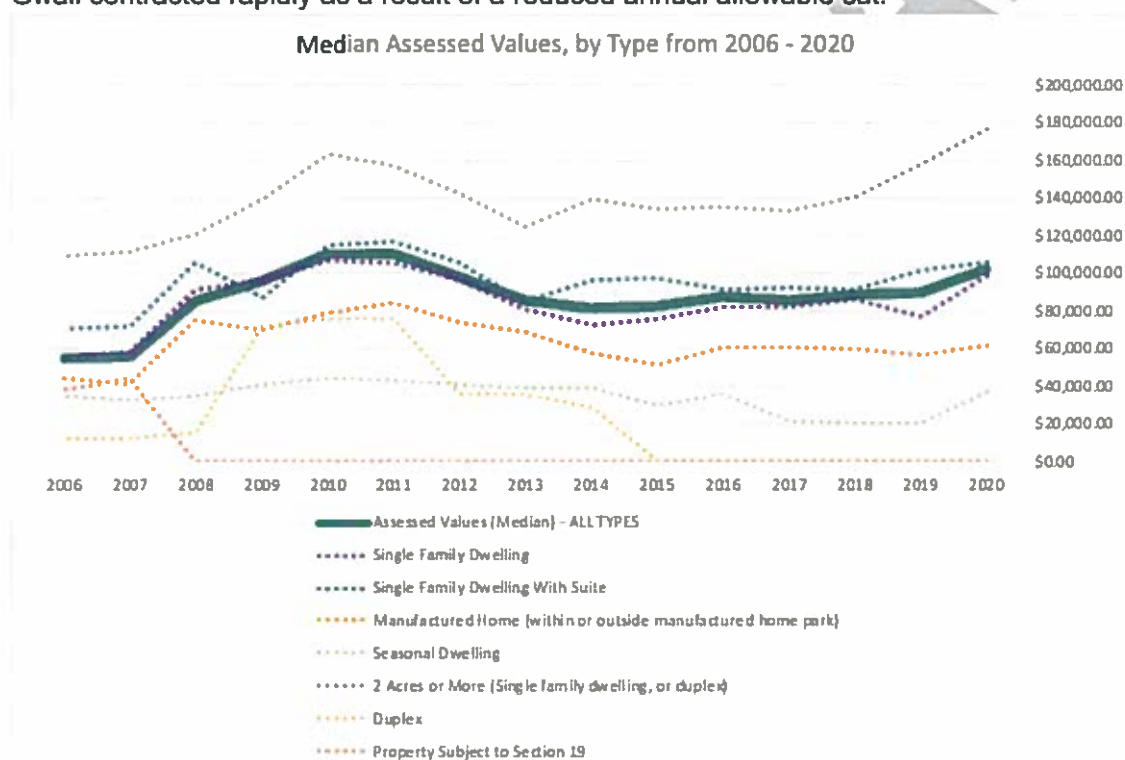


Figure 20. Median assessed value, by type from 2006 - 2020. Data for 2006 - 2018 from BC Housing (2018), data for 2009 from BC Housing (2019), data for 2020 from BC Housing (2020).

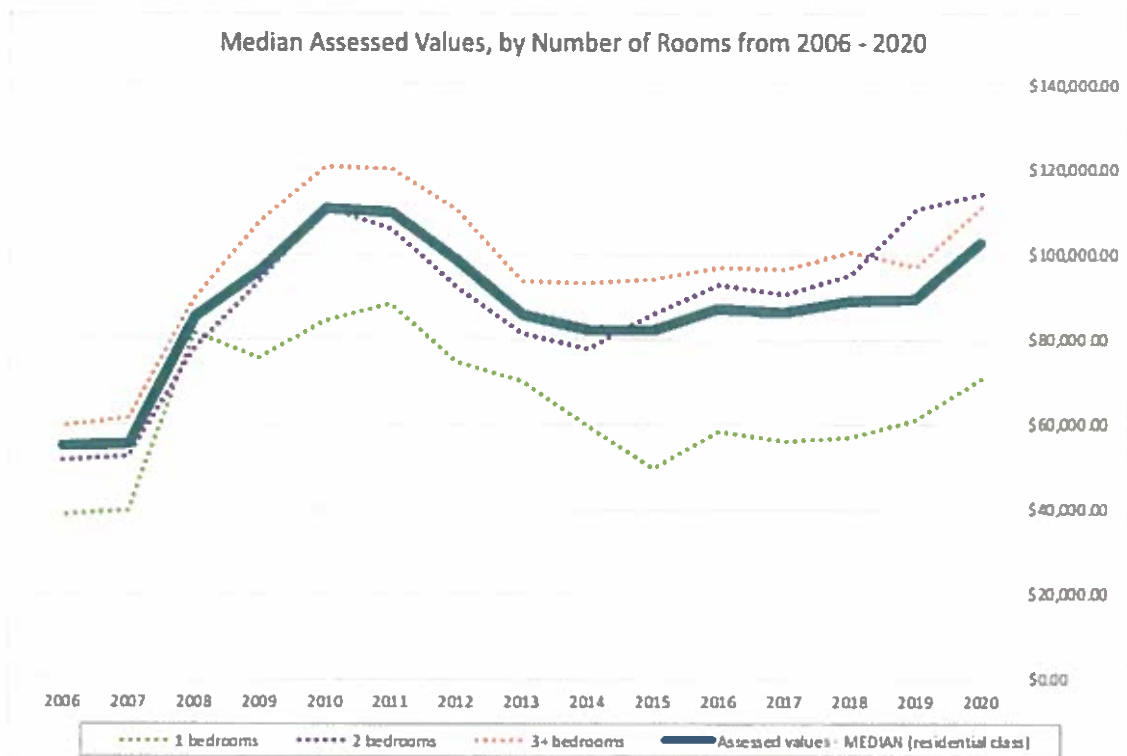


Figure 21. Median assessed value, by number of rooms from 2006 - 2020. Data for 2006 - 2018 from BC Housing (2018), data for 2009 from BC Housing (2019), data for 2020 from BC Housing (2020).

Affordable Housing Supply

While there are no formal affordable housing options in Port Clements Gamadiis Llnagaay, there are a number of options available in other communities on Haida Gwaii, including assisted living facilities, an emergency shelter for women and children, and affordable rental units. There are also two new projects in development in other communities on Haida Gwaii: a supportive living modular housing project, an independent living building, and a new elder's home (Skidegate Band Council).

Rental Housing

According to the 2016 Census, 15% of residents in Port Clements Gamadiis Llnagaay are renting their home, and the number of households who rent their home has declined over the 10 years prior (55 renting households in 2006 to 25 renting households in 2016) (Ministry of Municipal Affairs and Housing 2019). Canada Mortgage and Housing Corporation does not provide rental data for Port Clements, or other communities on Haida Gwaii.

Based on the 10 landlords who completed the study's Housing Survey, there are single family homes, apartment units, secondary suites, mobile homes, cabins and vacant land available for rent in Port Clements Gamadiis Llnagaay, as illustrated in Figure 22. Of the units available for

rent, 60% were available for long-term rental and 20% (2 units) were available for short term or vacation rental only.

Types of Rental Units



Figure 22. Types of rental units in Port Clements. Data from Port Clements Housing Survey.

A local apartment building is one of the largest rental properties in the community. This building includes 10 units, with one and two bedrooms. Monthly rental fees include cable, but do not include internet or hydro. Two-bedroom apartments are rented for approximately \$1000 per month, or \$600 per week. Local logging companies hold long-term leases on some of the units, and two units are available on AirBnB. CMHC does not provide rental rates for Port Clements. In Prince Rupert, the nearest municipality with CMHC data, a two-bedroom unit rented for \$887/month in October, 2019. A one-bedroom unit rented for \$874/month, and a bachelor rented for \$643/month (Canada Mortgage and Housing Corporation 2020).

Residents interviewed reflected that rental housing can be very difficult to find and secure, which is an obstacle for individuals and families interested in moving to the community. Often, rental opportunities are advertised by word of mouth, making it particularly difficult for newcomers. Interviewees also noted that tourism and logging puts pressure on the rental market. Some interviewees noted that when logging is active, there are fewer units available to rent as some logging companies own or have long term leases on rental properties. Other interviewees noted an increase in the number of long-term rental properties that have been converted into short-term accommodation.

CMHC does not provide a rental vacancy rate for Port Clements Gamadiis Llnagaay. However, in the Housing Survey, the majority of landlords indicated that their units are vacant for less than 1 month per year.

Most landlords do not experience significant challenges when renting properties. Of the landlords who do face challenges, 3 struggled to complete minor repairs, 2 struggled to find new tenants, 2 struggled to complete major repairs, and 2 had challenges collecting rent from tenants.

Short Term Accommodation

Hotels, Motels and BnBs

Port Clements Gamadiis Llnagaay has 3 accommodation options: The Golden Spruce Motel, Smillies BnB, and Sunset Park Campground (Go Haida Gwaii 2020).

Historically, some of these accommodation providers have catered to contractors or employees working for local logging companies, providing them with short or medium term accommodation while in Port Clements Gamadiis Llnagaay. Often, accommodation would be accompanied by meals and other supportive services. In recent years, the number of individuals coming to Port Clements Gamadiis Llnagaay for work has declined substantially. Logging companies largely employ residents of Haida Gwaii who do not require housing.

Short-Term Rental Accommodation

As of April 2020, there are 12 AirBnB listings for Port Clements Gamadiis Llnagaay. Of these listings, 6 units are associated with a local BnB, and 2 are units in a local apartment complex. The other 4 listings are privately owned and managed.

Of all 12 listings, only 1 unit is a private room in a house, and the other 11 are self-contained units (cabins, tiny houses, guest suites, etc.). By June 2020, one listing had been removed from the website. ("Airbnb: Port Clements–Vacation Rentals & Places to Stay - British Columbia, Canada" n.d.).

Housing Need in Port Clements Gamadiis Llnagaay

Defining Core and Extreme Core Housing Need

Core housing need refers to households that need housing assistance. In order to make this determination, CMHC uses a two-step process. First, CMHC determines whether a house is acceptable, by considering the following three factors:

1. **Suitability:** Are there enough bedrooms for all residents?
2. **Adequacy:** Does the home require major repairs?
3. **Affordability:** Does the household spend over 30% of their pre-tax income on shelter costs?

If the housing is deemed unacceptable, CMHC then determines whether the household's before-tax income is sufficient to access acceptable local housing. If a household would need to spend 30% - 50% of their pre-tax household income to access acceptable housing, they are in core housing need (Canada Mortgage and Housing Corporation n.d.). If a household would need to spend over 50% of their pre-tax household income to access acceptable housing, they are in extreme core housing need (*Local Government Act: Housing Needs Report Regulation*

2019). If a household lives in unacceptable housing but has the household income required to access acceptable local housing, they are not in core housing need (Canada Mortgage and Housing Corporation n.d.).

In order to determine housing needs in Port Clements Gamadiis Llnagaay, this study employs CMHC's process and includes additional considerations relevant to the local community.

Housing Satisfaction

According to this study's housing survey, the majority of residents in Port Clements Gamadiis Llnagaay feel that their housing meets their needs, as illustrated by Figure 23. 30.4% of residents feel their home either does not, or does not entirely meet their household's needs.

Does your housing currently meet your household's needs?

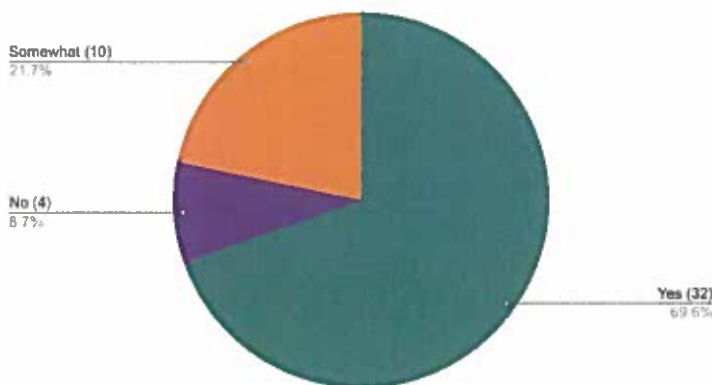


Figure 23. Housing satisfaction in Port Clements. Data from Port Clements Housing Survey.

Of the renter households that responded to this question, 57% (4) indicated that their housing meets their needs. 43% (3) of renter households indicated their housing somewhat met their needs. There was more housing satisfaction among owner households. 72% (26) of households indicated that their housing meets their needs. 8% (3) have unmet needs, and 19% have partially met needs.

Figure 24 details the primary and secondary reasons why housing does not meet the needs of residents. Leading reasons for dissatisfaction are related to size: survey respondents indicated concern with both homes that are too large, and homes that are too small. Minor improvements were the third concern.

Primary & Secondary Reasons for Dissatisfaction

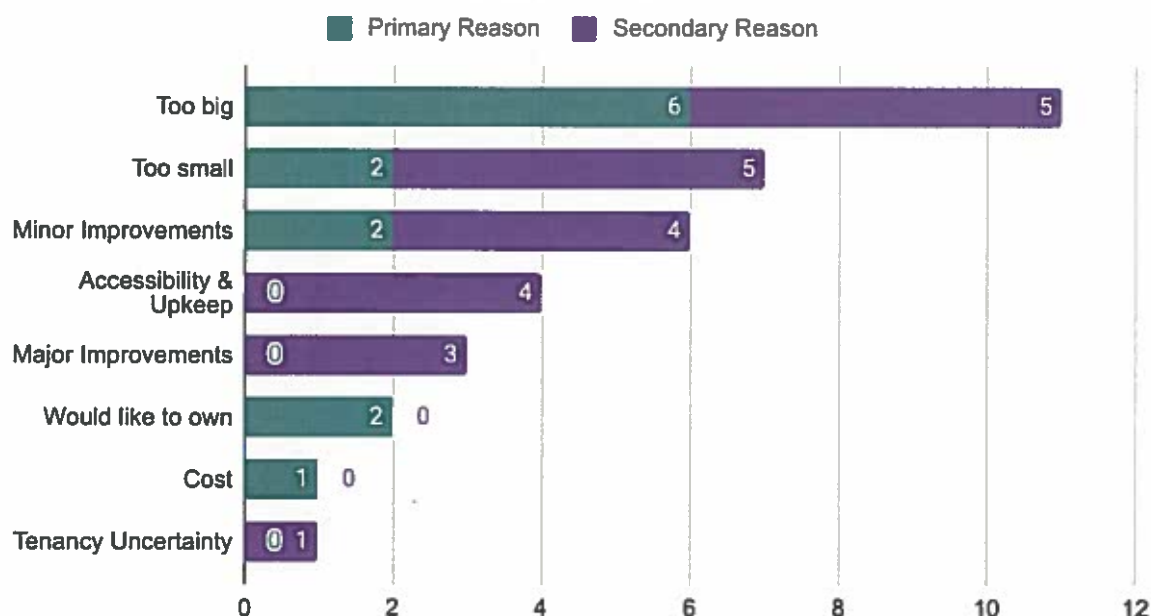


Figure 24. Primary and secondary reasons for housing dissatisfaction in Port Clements. Data from Port Clements Housing Survey.

Among rental households with partially or unmet needs, the primary reasons for unmet needs were a lack of bedrooms (1) or a desire to own their own home (2). There was greater diversity of primary reasons among owner households.

Suitability

CMHC defines a **suitable home** as one with enough bedrooms for all residents in a house (Canada Mortgage and Housing Corporation n.d.).

The 2016 Census indicates that 6% of households (10 households) in Port Clements Gamadiis Llnagaay are unsuitable (Ministry of Municipal Affairs and Housing 2019). Table 3 details housing suitability over time, including details on household composition and ownership. The nature of unsuitable housing has changed considerably since 2006, when unsuitable housing was concentrated in 5 person households, owned by the residents. More recently, unsuitable housing is concentrated in 3-person households.

Table 3
Housing suitability by household size and ownership, 2006 - 2016

	2016			2011			2006		
	Total	Owner	Renter	Total	Owner	Renter	Total	Owner	Renter

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Below the suitability standard	10	0	0	0	0	0	0	10	0
1 person household	0	0	0	0	0	0	0	0	0
2 persons household	0	0	0	0	0	0	0	0	0
3 persons household	10	0	0	0	0	0	0	0	0
4 persons household	0	0	0	0	0	0	0	0	0
5 or more persons household	0	0	0	0	0	0	10	10	0

Note. Household suitability data for Port Clements compiled from (Ministry of Municipal Affairs and Housing 2019).

The recent census figures are corroborated by the housing survey, in which 6% of survey respondents (3 respondents) indicated that a lack of bedrooms was their top reason for dissatisfaction. A further 8% of survey respondents (4 respondents) indicated that a lack of bedrooms was a secondary reason why their home did not meet their needs. A lack of bedrooms for all residents in the home was of particular concern amongst renters who completed the survey. In discussing size of homes relative to needs, 10% of survey respondents (5 individuals) indicated that their home did not meet their needs because their living space or outdoor space was too small.

While homes that are too large for the residents is not a metric for housing need, it is the primary reason for housing dissatisfaction in Port Clements Gamadiis Llnagaay. This suggests a desire to downsize, and a lack of smaller housing options for these residents. If appealing opportunities to downsize became available to residents in this category, it is possible that this change would alleviate crowding concerns for others.

Adequacy

CMHC defines an adequate home as one that does not require major repairs (Canada Mortgage and Housing Corporation n.d.).

Adequacy explores both minor and major housing repairs, and defines core housing need as those homes that require major repairs, such as major plumbing, structural or electrical needs. In contrast, minor repairs include paint, gutters, minor plumbing, broken fixtures, etc., (Canada Mortgage and Housing Corporation n.d.).

The 2016 Census indicates that 24% of households (40) require major repairs (Ministry of Municipal Affairs and Housing 2019). Table 4 details housing adequacy over time, including details on household composition and ownership. The number of unsuitable housing has remained consistent over time. The data available for 2016 and 2006 is the most detailed and

consistent, and reveals fairly even distribution across household sizes, and between rented and owned homes.

Table 4
Housing adequacy by household size and ownership, 2006 - 2016

	2016			2011			2006		
	Total	Owner	Renter	Total	Owner	Renter	Total	Owner	Renter
Below the adequacy standard (major repairs needed)	40	20	15	35	30	0	40	25	20
1 person household	15	10	0	0	0	0	10	0	10
2 persons household	10	0	10	10	15	0	25	10	10
3 persons household	0	0	10	0	0	0	10	0	0
4 persons household	10	10	0	0	0	0	10	10	0
5 or more persons household	0	0	0	0	0	0	0	10	0

Note. Household adequacy data for Port Clements compiled from (Ministry of Municipal Affairs and Housing 2019).

The data from the housing survey indicates suggests minor repairs were of greater concern than major repairs. 2% of survey respondents (1 individual) noted that major repairs were the primary reason for their dissatisfaction, and a further 4% (2 individuals) noted that major repairs were a secondary reason for dissatisfaction. This concern stemmed from households owned by the residents. This variation could be the result of differing perceptions of major repairs between a household and Statistics Canada, or it could be the result of sampling strategies.

During interviews with community members, there were additional concerns raised about how others maintain their properties, and what a lack of maintenance means for the community more broadly. Some interviewees were concerned that unmaintained properties had a negative impact on the town and on current and future tourism developments, while others were concerned that unmaintained properties had a negative impact on property values in the community.

Interviewees also noted challenges with selling unmaintained properties. While the sale price of the home may be accessible to local households, the amount of work required to repair the home and property will often exceed local budgets. One interviewee noted that in recent years, it seemed as though many of the older lots had been purchased and that the new owners were knocking down old buildings and constructing entirely new homes.

Affordability

CMHC defines a home as affordable when the household is spending less than 30% of their pre-tax income on shelter costs (Canada Mortgage and Housing Corporation n.d.).

Affordability is defined by what percentage of a household's before-tax income is spent on shelter costs, which includes rent or mortgage, utilities, fees and taxes. Housing is considered affordable when a household spends less than 30% of before-tax income on shelter costs. Households spending over 30% of their before-tax income are considered to be in core housing need (Canada Mortgage and Housing Corporation n.d.). Households spending over 50% of their before-tax income are considered to be in extreme core housing need (*Local Government Act: Housing Needs Report Regulation* 2019).

Estimating Affordability in Port Clements Gamadiis Llnagaay

Median household income is a strong indicator of housing affordability, as it captures all individuals who financially contribute towards housing costs. If the median household income in Port Clements Gamadiis Llnagaay before tax is \$53,120, a median earning household would be in core housing need if their total housing costs exceed approximately \$1,200 per month. This median-earning household would be in extreme core housing need if monthly housing costs exceeded \$2,000. Of course, a community requires a range of rental prices in order to match the range in household incomes. This range is captured in [Table 5](#).

Table 5
Median household income relative to housing affordability

	Before-Tax Income	Core Housing Need	Extreme Core Housing Need
One-person household median income	33,195	Paying over \$750/month	Paying over \$1,250/month
Two-or-more-person household median income	77,568	Paying over \$1,700/month	Paying over \$2,850/month
Economic families without children or other relatives median income ⁹	74,240	Paying over \$1,700/month	Paying over \$2,850/month
Minimum wage, full time earner in BC ¹⁰	31,000 (approx)	Paying over \$775/month	Paying over \$1,290/month

Note. Household income data for Port Clements compiled from (Statistics Canada 2017b).

Housing Affordability in Port Clements Gamadiis Llnagaay

The 2016 Census suggests that 6% of owner and tenant households (10 households) spend 30% or more of income on shelter costs, as illustrated in Table 6. Over the decade prior, there have been slight variations to the number of households below the affordability standards, and there are notable data gaps related to household size and residency type. These statistics are based on 25% sample data which can be inconsistent in a community with such a small population (Statistics Canada 2017b).

⁹ The 2016 Census does not provide a median household income for economic families, renters or owners.

¹⁰ As of June 1, 2020, minimum wage in BC is \$14.80/hour.

Table 6

Housing affordability by household size and ownership, 2006 - 2016

	2016			2011			2006		
	Total	Owner	Renter	Total	Owner	Renter	Total	Owner	Renter
Total Private Households	165	140	30	165	150	10	190	140	50
Total private households below the affordability standard	10	10	0	20	20	0	15	0	0
1 person household	0	0	0	0	0	0	0	0	10
2 persons household	0	0	0	0	0	0	0	0	0
3 persons household	0	0	0	0	0	0	10	0	0
4 persons household	0	0	0	0	0	0	0	0	0
5 or more persons household	0	0	0	0	0	0	10	10	0

Note: Household affordability data for Port Clements compiled from (Ministry of Municipal Affairs and Housing 2019).

Affordability was not a primary concern among survey respondents who were not satisfied with their home, and no survey respondents indicated being in either core or extreme core housing need.

The median monthly shelter cost for owned dwellings in Port Clements Gamadiis Llnagaay is \$534. The median sale price for a home in 2020 was \$94,000, which would typically require a down payment of approximately \$19,400, and monthly mortgage payments between \$350 - \$500. 50% of households in port Clements Gamadiis Llnagaay in 2016 carried a mortgage (Ministry of Municipal Affairs and Housing 2019). While perhaps low when compared to provincial housing prices, one interviewee felt that this price point was still an obstacle to some local residents. A further consideration stemming from interviews was that while housing prices are less than other areas of the province, the homes for sale often require substantial repairs and maintenance, which exceed many local budgets.

Between 72% - 82% of individuals own their homes in Port Clements Gamadiis Llnagaay. For owned homes, households earning less than \$21,000 annually before tax would be in core housing need (10% of households, or 15 households), and households earning less than \$12,600 annually before tax would be in extreme core housing need (3% of households, or 5 households) if paying the median monthly shelter cost.

The median monthly shelter cost for rented dwellings is estimated to be approximately \$1,000 for a two-bedroom unit.¹¹

¹¹ The 2016 Census and CMHC do not provide rental shelter cost data.

Between 14% - 18% of individuals rent their homes in Port Clements Gamadiis Llnagaay. For rented homes, the income requirements are substantially higher. Households earning less than \$39,600 before-tax annually would be in core housing need (37% of households, or 55 households), and households earning less than \$24,000 before-tax annually (20% of households, or 30 households) would be in extreme core housing need. Data from the 2016 Census indicates that renter households earn less than \$35,000 per year.

The lack of households in core or extreme core housing need suggests that there are enough rental and owned homes with lower than the median shelter costs for lower income households.

Accessibility

Accessibility is not formally a measure of core housing need; however, it is relevant to residents in Port Clements Gamadiis Llnagaay. 14% of survey respondents indicated that accessibility of their home is a secondary reason why their home does not meet their needs. Through interviews, it was evident that many more seniors anticipated their homes would become difficult to access and maintain in the years to come, and that this would be an impetus for seeking new housing. Stairs and yard work were mentioned as primary concerns, particularly among older respondents.

Obstacles to Suitable Housing

Defining housing need is a two-step process. Those with unacceptable housing conditions are then assessed as to whether they could afford acceptable housing locally, spending no more than 30% of pre-tax household income.

When survey respondents were asked what obstacles they faced when trying to find housing that better meets their needs, 14% of survey respondents (7 respondents) indicated that cost was an obstacle, and 8% (4 respondents) indicated that what they wanted was not available. A further 8% (4 respondents) indicated that they were not interested in what was available. 8% of survey respondents (4) provided additional information, noting that they were waiting for children to move out of the home, they were waiting for industry to return, or that they do not want to move in spite of needs not being entirely met.

Summary of Housing Need and Core Housing Need

The following approximations summarize the number of households living in unacceptable housing, based on data from the 2016 Census and this study's housing survey.

- 6% of Port Clements households (9 households) live in unsuitable housing (not enough bedrooms).
- 6% - 24% of Port Clements households (9 - 36 households) live in inadequate housing (require major repairs).

- 0% - 6% of households (0 - 9 households) live in unaffordable housing (spend more than 30% of monthly household income on shelter costs).

Combined, these figures suggest that between 12% - 36% of residents in Port Clements live in unacceptable housing. Assuming 50% of households with unmet needs are unable to access better housing because of cost¹², approximately 6% - 18% of households may be in housing need. With 150 households in the community, this equates to 9 - 27 households. The range in housing need is a reflection of differing data related to major housing repairs between the 2016 Census and this study's housing survey.

Table 7 illustrates that housing need is most concentrated in 1-person households, followed by 3-person households. In 2016 and 2011, there were more owner households in core housing need relative to renter households, and in 2006 the numbers were equal. However, given that 82% of residents in Port Clements own their homes, there is substantially higher housing need amongst renter households. According to the 2006, 2011 and 2016 Censuses, there have been no households in extreme core housing need.

Table 7

Core housing need by household size and ownership, 2006 - 2016

	2016			2011			2006		
	Total	Owner	Renter	Total	Owner	Renter	Total	Owner	Renter
Total private households	170	140	25	165	150	10	185	140	55
Households in core housing need	30	20	10	30	25	0	15	10	10
1 person household	15	10	0	20	0	0	10	0	0
2 persons household	0	0	0	0	0	0	0	0	0
3 persons household	10	0	0	0	0	0	10	10	0
4 persons household	0	0	0	0	0	0	0	0	0
5 or more persons household	0	0	0	0	0	0	0	0	0

Note. Core housing need data for Port Clements compiled from (Ministry of Municipal Affairs and Housing 2019).

In addition to these figures, it is important to remember that the top reason for housing dissatisfaction, as indicated in the housing survey, is that homes that are too big. Homes that are, or are soon to become, inaccessible to residents is also an important consideration, not captured in the CMHC process.

¹² 50% of households with unmet housing needs indicated that cost was a limiting factor in securing their ideal housing. Cost was not defined as a certain percentage of household income; it was based on household perception of what they can or cannot afford.

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Housing-Related Challenges

Aging Population and Limited Supportive Infrastructure

Port Clements Gamadiis Llnagaay has an aging population, and residents are noticing a growing number of individuals retiring to the community from elsewhere in the province and country. At present, many seniors interviewed noted that they are finding more and more things around their homes that they struggle to maintain (yard, second stories, cleaning). They also noted a strong connection to their community, and a desire to stay in Port Clements Gamadiis Llnagaay for as long as possible.

As seniors continue to age, there are limited options for them to downsize within Port Clements Gamadiis Llnagaay, or to receive additional support. Options in adjacent communities are similarly limited: while facilities exist, many have substantial waitlists. In discussing plans for the future with seniors interviewed, some spoke about moving in with children who live in Port Clements Gamadiis Llnagaay, or asking family members to move in with them. A few interviewees had plans to move in with family elsewhere. A number of interviewees were unsure about what they would ultimately do and wondered if they would need to move to a new community that could provide better support.

The World Health Organization recognizes the importance of developing age-friendly communities, whereby people of all ages and abilities can participate in community activities. These communities help individuals “stay healthy and active even at the oldest ages and provide appropriate support to those who can no longer look after themselves.” (World Health Organization 2018) Age-friendly environments “foster health and well-being ... they promote health and prevent or delay the onset of disease and functional decline. They provide people-centred services and support to enable recovery or to compensate for the loss of function so that people can continue to do the things that are important to them.” (“Age-Friendly Environments” 2015). The importance of age-friendly communities is supported by the Province of British Columbia, through Age-friendly BC, which strives to create a “province where people of all ages and abilities feel included and valued in their communities.” (Ministry of Health n.d.).

There are many features within Port Clements that do support people to age in the community, the vibrant Seniors Group primary among them. However, limited housing remains a substantial challenge for residents as they age.

Lack of Employment Opportunities and Contracting Population

The recent decline in the logging industry after decades of growth on Haida Gwaii has left Port Clements Gamadiis Llnagaay with fewer employment opportunities for residents. This has forced many households, particularly those with younger children, to move away, as evidenced by the contracting population levels and number of households. Participants in the community conversation reflected that with this, there is a lost sense of community and togetherness in Port Clements Gamadiis Llnagaay.

Port Clements Gamadiis Llnagaay has undergone various transformations throughout history, as it moved from agriculture to milling to logging. Community members are identifying many new opportunities for the community, which would support economic diversification. There is hope that with more job opportunities and a greater sense of community, residents will return.

Lack of Homes for Sale or Rent

In spite of contractions to the local population, there remain very few homes available in Port Clements Gamadiis Llnagaay to buy or to rent. Interviewees noted that they knew at least 3 families who were interested in moving to Port Clements, but were unable to do so because of a lack of appropriate housing.

Some of the properties that come onto the market require substantial work, the cost of which exceeds the budgets of local individuals. Other properties are occupied only seasonally, and not rented out when unoccupied. There is some concern that homeowners are shifting long-term rental properties to short-term accommodation, in order to take advantage of a growing tourism industry. One interviewee noted that low provincial assessment values for homes in Port Clements Gamadiis Llnagaay deters owners from selling. Other interviewees noted that, while they would like to downsize into a smaller home, there is nowhere for them to move into locally. There are also a number of empty, privately and publicly owned lots that could be further developed.

When homes do enter the market, they are bought or rented very quickly and the transaction often happens through word of mouth, rather than through formal listings. Combined, this makes it challenging for new individuals to find and secure housing locally.

Anticipated Housing Supply

Population Projections

BC Statistics does not release statistics related to population or household growth for Port Clements Gamadiis Llnagaay. It does however release projections for the entirety of Haida Gwaii, as a Local Health Area (LHA). These LHA projections anticipate growth in Haida Gwaii's overall population at a rate of approximately 0.5% per year (approximately 23 individuals per year) (BCStats 2020). These projections ought to be viewed with caution, as population growth has not been evenly distributed across all communities on Haida Gwaii. In the 2016 Census, HIGaagilda Skidegate grew by 18.1% (Government of Canada, Statistics Canada 2017b), and Rural Area D grew by 2.9% (Government of Canada, Statistics Canada 2017a). Other communities saw population contractions of 9.7% in Queen Charlotte Daajing Giids (Government of Canada, Statistics Canada 2017a), and 10% in Masset (Statistics Canada 2017a) and 9.7% in Gaw Tlagee Old Massett (Statistics Canada 2018).

Port Clements Gamadiis Lnagaay has been experiencing a consistent decline in its population for at least two decades. Approximately half (48%) of survey respondents indicated that in the next 5 years, and in the next 6 - 10 years, their household composition was likely to remain the same. In the next 5 years, 14% of respondents anticipated growth (having children, relationship change), while 12% of respondents anticipated contraction (children moving out of the home). With growth and contraction at similar percentages, this suggests the current population of Port Clements Gamadiis Lnagaay will remain similar. In a 6 - 10 year time frame, a slightly smaller percentage of survey respondents (8%) anticipated growth in their household, while a slightly larger percentage (16%) anticipated household contraction. This further supports the prediction that in the next 10 years, the current population of Port Clements Gamadiis Lnagaay will stay the same or continue to decline.

Estimated Population of Haida Gwaii by Age Bracket, 2021 - 2025

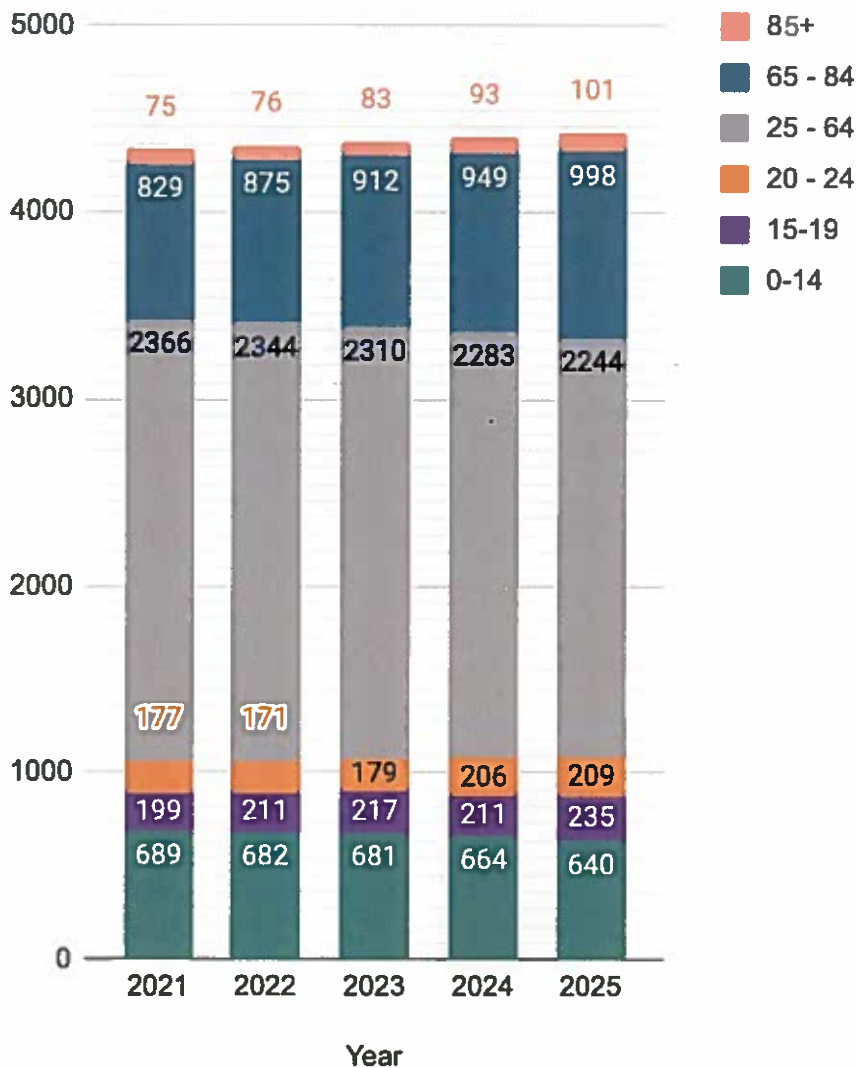


Figure 25. Estimated population of Haida Gwaii by age bracket, 2020 - 2025. Data from BCStats (2020).

BC Statistics predicts that on Haida Gwaii, the proportion of seniors over the age of 65 will increase over the next 5 years, and that the number of children under the age of 14 will decrease, both as a number and proportion of the community, as illustrated in Figure 25 (BCStats 2020).¹³ These predictions reflect past trends in Port Clements Gamadiis Llnagaay, and can likely be applied locally.

¹³ BC Statistics does not provide average or median ages for Haida Gwaii.

BC Statistics also estimates that the number of households will increase on Haida Gwaii over the next 5 years, as illustrated in Table 8.¹⁴ As with BC Statistics population predictions, these cannot necessarily be applied to the community of Port Clements Gamadiis Llnagaay, as total households have been steadily contracting in the community.

Table 8
Anticipated Households for Haida Gwaii, 2021 - 2025

	2021	2022	2023	2024	2025
Anticipated Number of Households	2013	2017	2017	2041	2042

Note. Data for anticipated ages for Haida Gwaii compiled from (BC Statistics 2020)

Desire to Remain in Port Clements Gamadiis Llnagaay

All survey respondents were asked what type of housing they would need in the next 5 years, and next 6-10 years. If this housing was not available locally, respondents were also asked whether they would consider leaving Port Clements Gamadiis Llnagaay. Many respondents indicated that they would rather stay in unacceptable housing locally, than move elsewhere for better housing, illustrated in Figure 26.

Would you leave Port Clements if your ideal housing was not available?

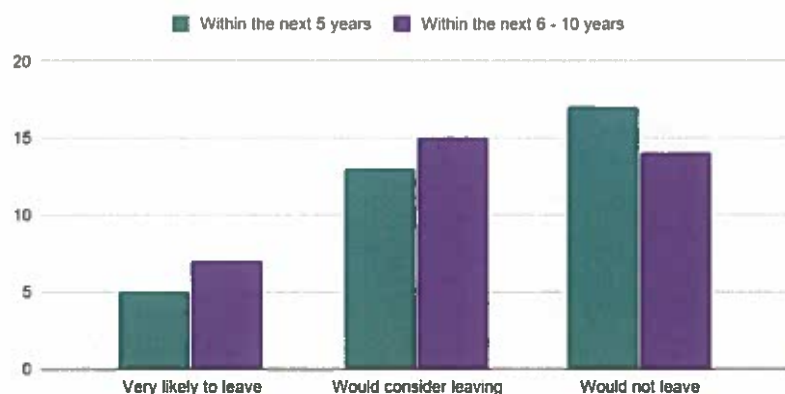


Figure 26. Likelihood to leave Port Clements due to housing needs. Data from Port Clements Housing Survey.

Renters who indicated a desire to buy a property in the next 5 years indicated a similar sentiment. 86% of respondents (6 individuals) said they would prioritize buying a home in Port Clements Gamadiis Llnagaay. 71% of respondents (5 individuals) said they would look elsewhere on Haida Gwaii if they could not find a home to buy in Port Clements Gamadiis Llnagaay. These respondents said they would look to buy housing in Tlell, Masset, Nadu, Lawn Hill or Miller Creek.

¹⁴ BC Statistics does not provide information on the anticipated average household size by number of people for Haida Gwaii

Housing Needs & Next Steps

Housing Units Required

This report draws a series of conclusions related to future housing needs. These conclusions are based on a review of population projections, current housing stock, and the anticipated needs of residents over the next 5 - 10 years, illustrated in Figure 27. In order to assess housing needs in Port Clements Gamadiis Llnagaay over the next 5 years, this study assumes that the population will either remain the same or continue to contract.

Future Housing Needs, by Type

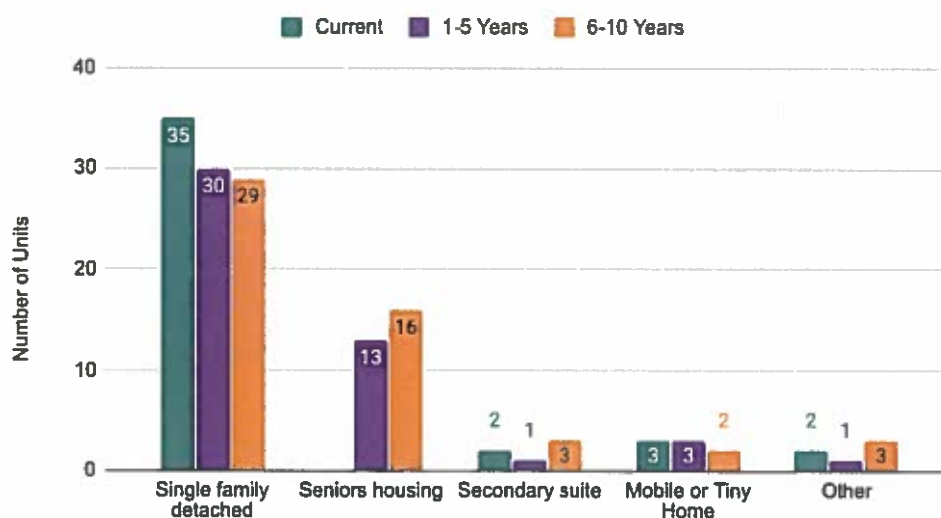


Figure 27. Future housing needs, by type over the next 10 years. Data from Port Clements Housing Survey.

1. There is a clear need for housing for seniors.
2. There is a declining need for single family detached homes with the current population due to a desire for alternative homes and a contracting population. However, this could create opportunities for new residents.
3. Affordability is an underlying concern: while current housing does not appear to be unaffordable to residents, the cost of housing acts as a barrier to finding rental housing, or purchasing a home.
4. Local community capacity to initiate and manage housing solutions is limited, given a volunteer-based housing non-profit and a small municipal government staff.
5. Local community development underpins all housing related concerns. While addressing economic prospects and community cohesion is beyond the scope of this report, this planning remains a critical consideration over the next 5 years and beyond.

Given these conclusions, this report recommends one major housing intervention in Port Clements Gamadiis Llnagaay for the 2020 - 2025 timeframe: the construction of a 6 unit

complex of 1-bedroom units, tailored to local seniors with some subsidized rental units. Returning to the Wheelhouse to assess needs, Table 9 outlines the number of housing units required to meet current and anticipated housing needs.

Table 9
Summary of housing need, by type and priority level

Type	Summary of Need	Priority
Emergency Shelter	Emergency housing shelter ¹⁵ not needed, given availability in adjacent communities and capacity of local community organizations.	Low
Short-Term Supportive Housing	Short term supportive housing not needed, given availability in adjacent communities and capacity of local community organizations.	Low
Long-Term Supportive Housing	Long term supportive housing is not needed, given availability in adjacent communities and capacity of local community organizations.	Low
Subsidized Rental Housing	Subsidized rental housing, with an emphasis on catering to seniors, would meet a variety of community housing needs. A 6 unit complex of 1-bedroom units , with some subsidized rental units, would both meet local needs, and match the capacity of community organizations. In addition, a publically-avaible summary of rental and home-owner affordability resources would be beneficial for current residents who struggle with affordability but do not require subsidized housing.	High
Rental Housing	Rental housing, with an emphasis on catering to seniors, would meet a variety of community housing needs. A 6 unit complex of 1-bedroom units , with some market-based rental units, would both meet local needs, and match the capacity of community organizations. Existing rental units are limited in Port Clements, and these should be protected by the municipality.	High
Ownership Housing	The introduction of new rental housing into the community may put new homes on the market for owners or renters. In addition, the Village of Port Clements can incentivize infilling lots to further increase the housing supply.	Medium

¹⁵ Emergency housing shelters refers to short-term housing for individuals or families who are homeless or in crisis. It does not include emergency shelters required community-wide emergencies, such as natural disasters.

In discussing future housing needs, study participants noted the importance of thinking outside “the box”. Small remote communities often require creative solutions that build on community resources, innovation and collaboration. This is particularly true when trying to support housing and economic needs. What follows are a series of interventions, that build upon existing capacity and respond to community needs.

Development of the Port Clements Housing and Restoration Society

Housing organizations have the capacity to manage non-market housing stock, and advocate for housing needs in a given community (BC Housing Research Centre 2017). The recent formation of the PCHRS is a tremendous asset for Port Clements Gamadiis Llnagaay, that requires support and nurturing. At present, the PCHRS is a small, volunteer-driven organization with 4 members. The organization's first priority was to advocate for the completion of a Housing Needs Assessment, in order to comply with provincial regulations and satisfy a requirement for future grant applications. This HNR outlines a series of initiatives and projects that the PCHRS is well-positioned to lead and support, given the limited staff capacity at the Village of Port Clements. However, PCHRS will require additional volunteers and likely paid staff, particularly if they are to advance the seniors housing project.

Next Steps

Led By: Port Clements Housing and Restoration Society

1. PCHRS to conduct an internal assessment of what they require from new volunteers, Board members and/or staff (subject matter expertise, time commitments, etc.)
2. PCHRS to investigate partnership opportunities with other housing associations on Haida Gwaii, and in northern BC.
3. Village of Port Clements to publicize the organization and their need for additional support with the release of the Housing Needs Report
4. PCHRS to develop a 5-year strategic plan for the organization, adopting key considerations and goals outlined in the Housing Needs Report.
5. PCHRS seeks out organizational funding to support employment of a staff member to advance the seniors housing project and other housing-related endeavours.
 - o PCHRS should work with the Village of Port Clements to identify opportunities for staffing and financial support, which could come through a municipal housing fund, in addition to seeking out housing related grants.

Case Study: Queen Charlotte Heritage Housing Society

The Queen Charlotte Heritage Housing Society (QCHHS) has provided subsidized and affordable housing in Queen Charlotte Daajing Giids for seniors, people with disabilities and low-incomes since incorporation in 1982. The Queen Charlotte Housing Development Society (QCHDC) was incorporated in 2005 and is a sister-society with a shared Board of Directors and mandate. The societies operate Heritage House, Martin Manor and a few subsidized family homes. They are also in the process of developing a 19-unit supportive living complex, Alder House Kal Naay, and Cedar Place, which will have four suites for independent living. Both societies were founded by passionate community volunteers, and they are currently operated by

a Board of Directors and a contracted administrator/bookkeeper. Maintenance on all buildings is provided by a contracted maintenance person, and at some of the homes, tenants contribute to upkeep and cleaning (Queen Charlotte Heritage Housing Society n.d.).

Case Study: Whistler Housing Fund

Developing a Housing Fund, built on revenue sources from property taxes, works and service charges, and other municipal income sources, gives municipalities a designated funding pool for housing. In 1990, Whistler established a trust fund to finance the construction of affordable housing. The fund is filled by levies on developments that increase the number of employees in the community, and the fund is disbursed by the Whistler Housing Authority. This fund was essential in demonstrating equity for bank loans required to launch the first housing rental projects in the community. Funds of this nature are relatively easy to set up, and can pool a series of smaller contributions for a more meaningful impact (BC Housing Research Centre 2017)..

Seniors-Focused Affordable Rental Housing

In Port Clements Gamadiis Llnagaay, there are a large number of residents over the age of 65, most of whom currently live in detached homes that they own. Some live with a spouse, a few have younger generations living with them, and some live on their own. Most of the seniors interviewed spoke about increased challenges in maintaining their properties: yards and gardens, firewood and wood stoves, second stories and cleaning. However, they also spoke about the lack of options for downsizing in Port Clements Gamadiis Llnagaay, and on Haida Gwaii more broadly. As a result, there is a growing number of seniors in Port Clements Gamadiis Llnagaay who either live in homes that do not meet their needs or are forced to move to new communities where their needs can be better supported. Having to make these choices does not support the health and well-being of seniors within the community. The municipality recognizes this growing challenge, with its commitment to affordable housing for an aging population and people with special needs in its Official Community Plan.

The development of a small seniors housing complex in Port Clements Gamadiis Llnagaay could alleviate a series of community pressures and support the development of an age-friendly community. Creating housing for seniors would give ageing individuals choice and opportunity in their own communities, and, as individuals move into new housing, their homes would then enter into the housing market, creating opportunities for those looking to rent or buy. In the Housing Survey, there were just as many respondents indicating that their home was too small, as there were respondents indicating that their home was too big. Furthermore, 70% of renters (7 respondents) indicated that they wanted to buy a home in the next 5 years, preferably in Port Clements Gamadiis Llnagaay. 57% of these renters (4 individuals) reflected that their main obstacle is a lack of properties for sale.

Seniors interviewed indicated that a 4 to 6 unit complex would meet community needs. There is a preference for units that have a bedroom, a small living space and a small kitchen, along with a small amount of outdoor space. Private entrances were also valued by many interview

participants, particularly in light of COVID-19. A series of tiny or small homes, adapted to the mobility needs of seniors, could be a possible solution.

In terms of common areas, interviewees would like to see a larger shared kitchen, and a common living area. It is important that this complex provide as many opportunities for independent living as possible, in order to reflect the lifestyle most seniors in Port Clements Gamadiis Llnagaay are accustomed to living.

Given the limited medical facilities in Port Clements Gamadiis Llnagaay, it is unlikely this housing could provide any services beyond what is currently available locally through the community clinic. However, the housing complex could provide transportation support to residents who cannot drive to nearby communities for services. This could include partnership with the Northern Health Connections bus, or other local transportation providers.

There is a possibility that this housing complex could support seniors and other community members who are struggling to find housing. Some study participants noted that developing a space that served multiple generations could increase a sense of community cohesion, which is well-supported in community planning research. Some seniors interviewed had hesitations about this format.

There are multiple models for managing a seniors housing complex, including private management or a cooperative model. However, in order to access funding, most often housing nonprofits or municipal governments are eligible to apply. Knowing this, it is likely that either the Village of Port Clements or the PCHRS will need to lead this work.

Case Study: Multigenerational Housing at Rudolf Seniors Home in Helsinki, Finland

This pilot project in Finland sought to solve two community needs: a need for affordable housing for youth, and a need for affordable and supportive housing for seniors. Rudolf Seniors Home is located in an old apartment building, and the second story units were often vacant as they posed accessibility challenges for seniors. Inspired by a Dutch model of multigenerational housing, the City of Helsinki decided to pilot a recruitment process for young residents, who were between the ages of 18 and 25, had housing difficulties and were interested in spending time with seniors (Guide 2016). The youth residents would pay a reduced rent, and in exchange they would spend a minimum of 5 hours with senior residents, with a focus on well-being and informal interactions (Henry, Heinen, and Witoszkin 2019). The results have been extremely positive, and have since included decreased feelings of isolation among seniors, and increased openness among the youth (Khaitan 2017). For other multigenerational projects have since been established in Finland (Henry, Heinen, and Witoszkin 2019).

Case Study: Abbeyfield House in Dominion City, Manitoba

Dominion City, Manitoba, a small community of 250 people, noticed that seniors were leaving their homes in search of affordable, supportive housing. Like many communities with less than 1500 people across Canada, a traditional assisted living facility is a challenging undertaking.

Dominion City found a creative solution, by adapting the Abbeyfield House model to a smaller population (Stevenson 2016).

The Abbeyfield House model began in the 1950s in England, when a retiree converted a house to share with others and served as its housekeeper. Today, the organization seeks to provide "affordable accommodation and companionship for lonely elders within their own community". The organization converts and maintains homes where a small group of residents live together with a house manager. Rooms are typically private, and a small staff often provide housekeeping and meals in the common areas. Each home is a non-profit, registered charity and home ownership and support are the responsibility of community volunteers. There are now 21 Abbeyfield Houses in Canada, 11 of which are located in British Columbia. There is one located in Northern BC, in Fort St. John (Abbeyfield Canada n.d.).

The model began by requiring 40 - 60 suites to maintain affordability, however in Dominion City they found that, with as few as 10 suites, the facility was financially sustainable. Each suite is no bigger than 500 square feet, and includes a bedroom, sitting room, bathroom and small fridge. Residents have access to staff-prepared meals in the dining room, recreational programming, a shared woodworking room and a crafting room. There is further space for gardens and laundry, and housekeeping and home care is available. Rent varies from \$414 per month for a studio, to \$587 for a one-bedroom suite. Residents also purchase a monthly service package for \$1,200 (Stevenson 2016).

Case Study: Kootenay Columbia Seniors Housing Cooperative in Castlegar, BC

The Kootenay Columbia Seniors Housing Cooperative (KCSHS) was founded in 2002, as an innovative solution to provide housing for seniors in the Central Kootenay region. The organisation bought a rural development site, and subdivided vacant lots for sale and custom development. Lots were sold through life-lease agreements, whereby the purchaser can occupy a residence until they either no longer want to or are capable of living there, in exchange for a lump sum payment. Other lots were sold to developers to raise capital. All 34 units were occupied by 2009. Unfortunately, the development declared bankruptcy in 2014. However, the model illustrates how seniors can "join together to pursue an entrepreneurial nonprofit strategy to provide housing options for regional seniors" (The Southern Interior Beetle Action Coalition 2015, 20)

Case Study: Bowen Island Seniors' Housing Cooperative on Bowen Island, BC

The Bowen Island Seniors' Housing Cooperative is an 18-unit housing complex for seniors. Established in 1982, the co-op owns the property and the buildings. As a cooperative, members must purchase a share that is refundable when they are no longer members. Members also play a monthly rental fee for their residence (The Southern Interior Beetle Action Coalition 2015), which is eligible for income-based subsidies from CMHC. Members elect a Board of Directors from within the membership, and Directors serve a 2-year term. When the co-op was started, the Board of Directors were not necessarily members and residents of the co-op; however, with time the changed and now all Board members are members, and thus residents, of the co-operative (Wood 2020).

All members participate in committees as they are able. Committees are responsible for operational aspects of the co-op including membership and landscaping. The co-op also hires a Property Management firm to manage financial aspects of the organization. The Board of Directors oversees operations and participates in some more operational tasks (Wood 2020).

The cooperative is located 10 minutes walking distance from stores and has a community building for residents with a lounge, recreation rooms, an office, utility areas, a guest suite and a caretaker's suite. (Bowen Island Seniors Housing Cooperative n.d.).

Case Study: Kitimat Valley Housing Society - Dementia Home

The Kitimat Valley Housing Society is a registered charity that is currently building a person-centred home for people living with dementia. Their concept is inspired by the Butterfly Household Model of Care, which prioritizes the feelings and experiences of people living with dementia. The home will seek to mimic life in a home: there are no schedules, residents have choices about how to spend their days, there will be music, celebration, plants, colour and privacy when needed. Building relationships between staff and residents is central to the model of care, and there is a priority placed on "understanding" rather than "managing". (Kitimat Valley Housing Society n.d.)

To date, KVHS has been gifted the land for the home, and continues to fundraise to support construction. By the end of 2019, the organization had raised \$1.2 million, but there remains much more to be done (Leibel 2019).

Next Steps

Co-Led By: Village of Port Clements & Port Clements Housing and Restoration Society

1. Village of Port Clements reaffirms commitment to seniors housing, as indicated in Official Community Plan.
2. Village of Port Clements and PCHRS determine a management model for a seniors housing project.¹⁶
3. Village of Port Clements reviews available land, and determines what could be provided as a donation, sale or a land trust.¹⁷
4. Village of Port Clements and PCHRS review all funding opportunities and request support of MIEDS grant writer in completing applications.
5. Internal discussions finalized regarding management, structure and operating budget, and external conversations with other seniors housing providers. Particular attention

¹⁶ Should a cooperative model fit the needs of those involved, Co-operatives First (<https://cooperativesfirst.com/>) provides extensive support in developing new cooperatives.

¹⁷ Land trusts maintain ownership of the land with the municipality, but make it available to housing providers through land lease or housing rental agreements, with a stipulation relating to affordable housing. This model is suitable for smaller communities where there is more land available, at lower costs. It is less commonly used in Canada but has successes internationally (BC Housing Research Centre 2017).

- should be paid to ongoing operating costs, and whether rental revenues will be sufficient. A municipal housing fund could be a source of some further revenue.
6. Meet with potential funders to better understand housing needs and eligibility.
 7. Contractor engaged to develop plans for the desired housing project.
 8. Funding applications completed, and construction pursued based on successful applications.
 9. Village of Port Clements maintains a focus on developing an age-friendly community, with the support of provincial age-friendly resources.

Sharing Affordable Housing Resources

In addition to developing seniors-focused affordable renting housing with a possible capacity to accommodate other community members, the PCHRS can support households struggling with monthly shelter costs, either as renters or homeowners, by sharing resources about what is available to them on Haida Gwaii, provincially and federally.

For renters, there are a number of programs that support low-income households and support landlords and tenants to navigate their rights. For homeowners, there are programs that support individuals to purchase their first home, and programs to help households upgrade their home, particularly when it comes to energy-efficient upgrades, which could be particularly relevant in Port Clements given the age of many homes.

These resources could be synthesized and shared with a local audience, perhaps in a printed information package. PCHRS could also follow up with individuals or households in person, to ensure materials are understood and to provide support with follow up actions. This work could be completed in collaboration with other housing non-profits on Haida Gwaii, and with the support of BC Housing.

Renter Resources

1. **RENT SUPPORT: BC Housing Rental Assistance Program.** This program provides eligible low-income working families (gross household income of less than \$40,000/year) with cash assistance to support monthly rental payments. For more information, see: <https://www.bchousing.org/housing-assistance/rental-assistance/RAP>.
2. **RENT SUPPORT: Shelter Aid for Elderly Renters (SAFER) Program.** This program provides lower income seniors (over aged 60) in the private rental market with a cash-based rent supplement, if they are spending more than 30% of their gross monthly income on rental payments. For more information, see: <https://www.bchousing.org/housing-assistance/rental-assistance/SAFER>
3. **HOME IMPROVEMENT SUPPORT: Home Adaptations for Independence (HAFI) Program:** This program provides grants and forgivable loans to eligible low-income households (homeowners, landlords and tenants) to complete home adaptations for independent living. For more information, see: <https://www.bchousing.org/housing-assistance/HAFI>

4. **LOCAL HOUSING: Tlaa Juuhldaa Naay Transition House in Masset.** A short-term emergency shelter for women and children.
5. **LOCAL HOUSING: Queen Charlotte Heritage Housing Society.** Owns and operates various properties designed for low-income individuals and families.
6. **LANDLORD/TENANT INFORMATION: Residential Tenancy Branch (RTB):** Provincial government department that deals with tenancy law in BC, and has resources for tenants and landlords. RTB has officers who can provide legal information and dispute information over the phone, and ServiceBC in Masset or Daajing Giids Queen Charlotte are the local contacts. For more information see: www.gov.bc.ca/landlordtenant.
7. **LANDLORD/TENANT INFORMATION: Tenant Resource and Advisory Centre (TRAC):** This website promotes the legal protection of residential tenants across BC by providing information, education, support and research on residential tenancy matters. They provide resources like tenant survival guides, landlord guides, and an online course on "renting it right". For more information, see www.tenants.bc.ca

Home Owner Resources

1. **FIRST TIME HOME PURCHASE: First Time Home Buyers Incentive**
This incentive helps first-time home buyers who have the minimum downpayment for an insured mortgage. These individuals can apply to finance a portion of their home purchase through a shared equity mortgage with the Government of Canada. The program offers 5% - 10% of the homes purchase price to put toward a down payment. <https://www.placetocalhome.ca/fthbi/first-time-homebuyer-incentive>
2. **HOME IMPROVEMENT SUPPORT: Home Adaptations for Independence (HAFI) Program:** This program provides grants and forgivable loans to eligible low-income households (homeowners, landlords and tenants) to complete home adaptations for independent living. For more information, see: <https://www.bchousing.org/housing-assistance/HAFI>
3. **HOME RENOVATION SUPPORT: Home Renovation Tax Credit for Seniors and Persons with Disabilities**
This tax credit supports individuals over 65 and persons with disabilities with the cost of certain permanent home renovations to improve accessibility or be more functional or mobile at home. The credit is up to \$1000 per year, or 10% of the qualifying renovation expense. <https://www2.gov.bc.ca/gov/content/taxes/income-taxes/personal/credits/seniors-renovation>
4. **ENERGY EFFICIENCY: CMHC Green Home**
Eligible homes can access a premium refund of 15% - 25% on the CMHC mortgage loan insurance premium, depending on the level of energy efficiency achieved. If buying a new home, eligibility is assessed using the NRCan EnerGuide Rating System. If renovating your home, homes must be assessed by a Natural Resources Canada qualified energy advisory before and after energy improvements are made. <https://www.cmhc-schl.gc.ca/en/finance-and-investing/mortgage-loan-insurance/the-resource/energy-efficient-housing-made-more-affordable-with-mortgage-loan-insurance>
5. **ENERGY EFFICIENCY: Energy Conservation Assistance Program**

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This income-based program provides households with free energy-saving products and installations. Products include LED light bulbs, high efficiency showerheads and weather stripping. Some households may also qualify for an ENERGY STAR refrigerator, insulation in walls, and/or a high efficiency gas furnace. Energy saving kits are also available. <https://betterhomesbc.ca/rebates/free-upgrades-bc-hydro-fortisbc-energy-conservation-assistance-program/>

6. ENERGY EFFICIENCY: Clean BC Search Engine

CleanBC has a search engine that compares what you are hoping to do, and where you live, with the rebates and incentives available.

This study further recommends that when the Housing Needs Assessment process is revisited in 5 years time, as required by provincial legislation, particular emphasis be placed on the experiences of lower income households and families who are not seniors.

Next Steps

Led By: Port Clements Housing and Restoration Society & Village of Port Clements

1. Port Clements Housing and Restoration Society reviews key rental and home ownership resources, and determines which are most useful and relevant to community members.
2. Connect with housing partners including on-island housing organizations, BC Housing and CMHC to further understand resources available.
3. Summarize and print key resources for distribution.
4. Determine physical location for printed resources, such as the Village of Port Clements or Port Clements Library.
5. Advertise new supports to community members online and in print.
6. Connect with and support community members in a compassionate, kind way to ensure they are linked with as many supports as they are eligible for.

Protecting Long Term Rentals

AirBnB has a small impact on the local rental housing market and given the community interest in developing tourism, it is possible that this influence will expand in the years to come. Based on a June 2020 review of the 11 AirBnB listings in Port Clements Gamadiis Lnagaay, approximately 3 of the listings could also be appropriate for long term tenants, as they possess a full kitchen, at least one bedroom, a bathroom and living space. Protecting rental units will ensure current renters continue to have affordable places to live and may create opportunities for new residents, particularly families.

In the Official Community Plan, the Village of Port Clements indicates that income-generating activities, including accommodation rentals, on residential property is permitted provided they meet zoning bylaws and maintain the property's character. Zoning bylaws allow bed and breakfasts and boarding houses in areas zoned as Residential Urban Zone, Rural Residential Zone, Mobile Home Park Zone, Commercial Core Zone, Commercial Service Zone, Marine Commercial Zone, Marine Tourism Zone and Resource Area Zone. All bed and breakfast units

must provide one parking unit per space plus one unit (*Zoning Amendment Bylaw #231, 1991* 1990). As the local economy adapts to new circumstances, short term rentals are an accessible income-generating activity that connect to tourism development on Haida Gwaii.

In order to ensure current and future renters are prioritized and protected, the Village of Port Clements should investigate bylaws that structure the development of short-term accommodation rentals in the community.

Examples of municipal interventions could include:

- Issuing a finite number business licenses for short-term accommodation.
- Establishing property requirements for short-term accommodation (private entrances, one owner/long-term renter on the property, etc.).
- Limiting or prohibiting short-term rentals in public buildings, apartments or industrial areas.
- Developing municipal taxes levied on short-term accommodation providers. These taxes could be collected into a housing fund, redistributed in support of community housing projects.

No other municipality on Haida Gwaii has regulated short-term rentals to date; however, the Village of Queen Charlotte has taken steps in this direction.

Case Study: City of Nelson Short-Term Rental Regulations

In 2017, the City of Nelson began to regulate short-term rentals in the community by requiring all short-term rental operators to possess a business license. When applying for a license, short-term rental operators must undergo an inspection that addresses safety, sanitation and parking considerations. There are also a limited number of licenses allowed in a city block. The City has both summer licenses and year round licenses, and to qualify for a year round license the licensee must be the principal resident. There is also a small tourism fee, a security deposit, and a requirement that operators maintain guest information. Prior to this bylaw, Nelson had approximately 110 short-term rentals. 8 months later, there were approximately 45 licensed short-term rental operators (Metcalf 2017).

Next Steps

Led By: Village of Port Clements

1. Determine if regulating short-term bylaws and/or specific taxation is a priority for the Village of Port Clements. If so, update the Official Community Plan to reflect protection for long-term rental accommodation.
2. Meet with current short-term rental owners to discuss the merits and drawbacks of future municipal interventions.
3. Collaborate with Village of Queen Charlotte on their draft short-term rental bylaw.
4. Author short term rental bylaw or amend Business License bylaw No. 141 for Port Clements Gamadiis Llnagaay, and develop strategies for enforcement in the absence of a bylaw officer.
5. If taxes or fees are levied on short-term accommodation rentals, develop a community housing fund that supports community housing initiatives.

6. Re-assess impact of short-term rentals on housing market in 5 years with subsequent Housing Needs Report.

Property Development Incentives

The Village of Port Clements' Official Community Plan notes a commitment to infill housing within the community, and as such, allows for the construction of secondary suites within houses and as secondary dwellings on a lot (Village of Port Clements 2012). This is a strong strategy for encouraging density and increasing the number of rental housing units available in a community (Office of Housing n.d.).

There remain, however, a number of vacant properties and empty lots in Port Clements, which is an opportunity for the development of new rental and ownership housing. The Village of Port Clements could offer incentives to landowners to develop or sell unused parcels of land, in order to further stimulate the local housing market. The Village of Port Clements also owns some land, which could be donated or leased to housing development projects.

Next Steps

Led By: Village of Port Clements

1. Reaffirm commitment in Official Community Plan to the promotion of infilling of lots, and the exploration of new strategies to encourage density.
2. Review land owned by the Village of Port Clements that could be used for additional housing needs, including a seniors housing complex and determine methods for making use of this land.
3. Explore Northern Development Initiative Trust's Housing Incentive grant, a program designed to incentivize the creation of new, market-based private sector housing developments.
4. Review bylaws and possible taxes that could be applied to undeveloped land within the municipalities, in order to incentivize development. If taxes are levied, develop a community housing fund that supports community housing initiatives.

Community Development & Cohesion

Conversations related to the future of Port Clements Gamadiis Llnagaay, the importance of attracting new families to the community, and the need for economic diversification underpinned many of the housing-related conversations. There is a feeling, particularly among younger residents, that the community needs to attract young families back to Port Clements Gamadiis Llnagaay. Having more homes available to rent or buy is certainly one requirement for attracting new families. However, employment opportunities and a vibrant community are other important pieces of the equation. Some study participants reflected that as economic opportunities decline in Port Clements Gamadiis Llnagaay, the sense of community feels as though it is dwindling as well.

The development of new housing for seniors could alleviate pressure and create opportunities on the local housing market. However, this strategy cannot occur without considering broader community needs. Specific actions and recommendations related to community development and cohesion are beyond the scope of this housing-focused report; however, some of the ideas surfaced by study participants include:

- Strategic community plans with a focus on economic diversification.
- A focus on enhancing the waterfront and trails networks, for walking, running and biking.
- Improvements to the appearance of the downtown areas.
- Resident attraction packages, highlighting the unique features of Port Clements including centrality on Haida Gwaii, high speed internet and cell reception appropriate for working remotely, good and growing network of trails, small school, and affordable property (when available).

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Figure 28. Schedule B Zoning Map from Village of Port Clements Official Community Plan (2013)

Appendix B: Supplementary Data Tables

Table 10

Workers by Industry (NAICS), as a number and percentage of total workforce¹⁸

	2016 (#)	2016 (%)	2006 (#)	2006 (%)
Agriculture, forestry, fishing and hunting	75	33.33%	55	21.57%
Mining, quarrying, and oil and gas	0	0%	NA ¹⁹	NA
Utilities	0	0%	NA	NA
Construction	20	8.89%	20	7.84%
Manufacturing	0	0%	0	0%
Wholesale trade	0	0%	10	3.92%
Retail trade	25	11.11%	20	7.84%
Transportation and warehousing	0	0%	NA	NA
Info and cultural industries	0	0%	NA	NA
Finance and insurance	0	0%	0	0%
Real estate and rental leasing	0	0%	0	0%
Professional and scientific and tech services	0	0%	NA	NA
Management of companies	0	0%	45	17.65%
Admin & support, waste management & remediation services	10	4.44%	NA	NA
Educational services	20	8.89%	15	5.88%
Healthcare and social assistance	15	6.67%	30	11.76%
Arts, entertainment and recreation	9	4.00%	NA	NA
Accommodation and food services	30	13.33%	NA	NA
Other (except public admin)	10	4.44%	60	23.53%
Public admin	10	4.44%	NA	NA

Note. Data for workers by industry for Port Clements compiled from (Statistics Canada 2017b)

Table 6

Total Population and Age Composition in 2016, 2011 and 2006

Age Distribution	2016 (#)	2016 (%)	2011 (#)	2011 (%)	2006 (#)	2006 (%)
Total Population	282		378		440	

¹⁸ Industry data not available for 2011

¹⁹ NA fields indicate that there is no information available for this category; many new industries were presented in 2016.

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0-14	30	10.71%	60	16.22%	85	18.89%
15-19	10	3.57%	25	6.76%	30	6.67%
20 - 24	15	5.36%	15	4.05%	20	4.44%
25 - 64	170	60.71%	220	59.46%	265	58.89%
65 - 84	50	17.86%	45	12.16%	45	10.00%
85+	5	1.79%	5	1.35%	5	1.11%

Note. Data for age distribution for Port Clements compiled from (Statistics Canada 2017b), (Statistics Canada 2012, 2007)

Table 12

Households by income bracket before and after tax in 2016, as a number and percentage of total

	Household income, before- tax	Household income, before-tax (%)	Household income, after tax (#)	Household income, after tax (%)
Total Households	150		155	
Under \$5,000	5	3.33%	5	3.23%
\$5,000 - \$9,999	0	0.00%	0	0.00%
\$10,000 - \$14,999	0	0.00%	5	3.23%
\$15,000 - \$19,999	10	6.67%	10	6.45%
\$20,000 - \$24,999	15	10.00%	10	6.45%
\$25,000 - \$29,999	5	3.33%	10	6.45%
\$30,000 - \$34,999	10	6.67%	10	6.45%
\$35,000 - \$39,999	10	6.67%	10	6.45%
\$40,000 - \$44,999	10	6.67%	10	6.45%
\$45,000 - \$49,999	10	6.67%	10	6.45%
\$50,000 - \$59,999	10	6.67%	10	6.45%
\$60,000 - \$69,999	10	6.67%	15	9.68%
\$70,000 - \$79,999	10	6.67%	10	6.45%

\$80,000 - \$89,999	10	6.67%	0	0.00%
\$90,000 - \$99,999	5	3.33%	5	3.23%
\$100,000 - \$124,999	15	10.00%	20	12.90%
\$125,000 - \$149,999	5	3.33%	15	9.68%
\$150,000 - \$199,999	10	6.67%	10	6.45%
\$200,000 and over*	5	3.33%	0	0.00%

Note. Data for household income for Port Clements compiled from (Statistics Canada 2017b)

Table 13
Anticipated Population for Haida Gwaii

	2021	2022	2023	2024	2025
Anticipated Population for Haida Gwaii	4335	4359	4382	4406	4427
Anticipated Population Growth (#) - Haida Gwaii	23	24	23	24	21
Anticipated Population Growth (%)	0.53%	0.55%	0.53%	0.55%	0.48%

Note. Data for anticipated population for Haida Gwaii compiled from (BC Statistics 2020)

Table 14
Anticipated Age for Haida Gwaii, as number

Anticipated Age Distribution (#)	2021	2022	2023	2024	2025
0-14	689	682	681	664	640
15-19	199	211	217	211	235
20 - 24	177	171	179	206	209
25 - 64	2366	2344	2310	2283	2244
65 - 84	829	875	912	949	998
85+	75	76	83	93	101

Note. Data for anticipated ages for Haida Gwaii compiled from (BC Statistics 2020)

Table 15
Anticipated Ages for Haida Gwaii, as percentage

Anticipated Age Distribution (%)	2021	2022	2023	2024	2025
0-14	15.89%	15.65%	15.54%	15.07%	14.46%
15-19	4.59%	4.84%	4.95%	4.79%	5.31%
20 - 24	4.08%	3.92%	4.08%	4.68%	4.72%

25 - 64	54.58%	53.77%	52.72%	51.82%	50.69%
65 - 84	19.12%	20.07%	20.81%	21.54%	22.54%
85+	1.73%	1.74%	1.89%	2.11%	2.28%

Note. Data for anticipated ages for Haida Gwaii compiled from (BC Statistics 2020)

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FINAL DRAFT

Village of Port Clements



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2019 ANNUAL REPORT



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2019 Mayors Report

2019 was an eventful year that saw progress on a number of outstanding issues. Telus came through with a cell tower that became operational in April. Thanks to the previous Mayor and Council. After several starts, Gwaii Comm finished installing last mile fibre to most of the households within our Village, improving communications substantially for the residents. With funding from the Northern Capital and Planning Grant the Village drilled two new wells to ensure an adequate water supply as the existing wells are near the end of their lifespan.

We finally were able to get the funding for repairs to the Rainbow Wharf, which is scheduled to begin this month. It will be a relief to see this iconic Port Clements landmark repaired and ready for the next few years.

Our Public works finally got some new equipment to help them with the many different jobs they need to take on to keep the water running, the wastewater going out, and the many chores needed to keep our Village safe and healthy.

And speaking of wastewater, the preliminary engineering for upgrades to the sewer lagoon and associated improvements and repairs is mostly done, with monitoring an ongoing project. The funding for the actual construction is applied for and we expect a decision this year.

Canada days 2019 was a big success, and we can only look back somewhat wistfully since COVID 19 has hit all large public gatherings for summer of 2020.

Another successful project was the restoration of the exterior of the Port Clements Firehall. Sharoon Construction replaced the roof, the siding, and the windows and doors to give us an attractive exterior that should keep the rain out for many years.

Council and staff continue to look for ways to help our residents and businesses adapt to the unusual situation we are in in 2020. Above all, stay safe, stay calm, be kind, and stay healthy. Wishing our residents all the best for the remainder of 2020 and the years to come.

Doug Daugert

Mayor, Village of Port Clements

July 2020

MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER FOR 2019

In 2019, the administrative staff of the Village of Port Clements (VOPC) continued to work on understanding their roles. Although 2018, was a challenging year and it was the first year for the Chief Administrative Officer and the Deputy Clerk working in their roles, they took those lessons and applied their training and experience in the 2019 year.

In the Spring of 2019, staff assisted the auditor, helped Council develop their 2019 Strategic Plan, worked with Gwaii Communications to develop an agreement to install internet fibre within Port Clements Right of Ways, completing the Asset Information and Replacement Plan funded by both the Federal Canadian Municipalities and Union of BC Municipalities (UBCM), prepared for annual reporting. Challenges faced were continuing to understand the reporting requirements and reporting practices

Administrative staff are responsible for managing programs and services provided by the municipality. This includes property management (Village Property leasing), collecting taxes, water and sewer services, corporate and business reporting, human resources management, policy and by-law development, elections, emergency preparedness, finance management, liaison with other governments, and contract management. Most municipalities have a Chief Financial Officer (CFO) to do financial related responsibilities; however, the VOPC has added those responsibilities to the CAO position.

There were several grant applications that staff worked with the Grant Writer and the Resource Benefits Alliance (RBA) to acquire funds for projects. In April 2019, Port Clements received \$2.085 million dollars from the Province a one-time conditional grant from the Northern Capital and Planning Grant fund created to address the Resource Benefit Alliance (RBA) lobbying to the Provincial government for revenue sharing in resource extraction communities. A similar revenue sharing occurs in the oil and gas sector in North Eastern BC. RBA continues to negotiate a long-term revenue sharing agreement with the Province.

Through the 2019 year, grant funding applications were submitted to various funding agencies. Many of these grants are linked to projects or initiatives the Provincial or Federal Government have to assist local governments improve their service delivery. Some of the funds received in 2019 were from the 2018 Business Façade grant and the Local Government Internship grant from Northern Development Initiative Trust (NDIT). The Business Façade program funding was provided for 2018; however, it was extended to 2019 as the full \$20,000 was not allocated in 2018. In 2018, there was only \$5000 awarded to a local business and only \$10,000 was successfully awarded to two local businesses. The Village was successful in receiving \$40,000 for the Local Government Internship position. VOPC was responsible for contributing \$10,000 towards the intern's salary and were fortunate and grateful that Gwaii

Trust provided this funding through the Community Innovations grant. In May 2019, Management Intern Emily Welford joined the municipality to work and train in local government and resigned in September 2019. Emily's training involved developing VOPC Policy and Bylaws, Municipal Finance software training, and Local Government Management (LGMA) Introduction to Local Government training course held in Kelowna, BC. Emily did well in contributing to the VOPC and was greatly missed the rest of the year. Part

Other grants applied for the Gwaii Trust (GT) Major Infrastructure Grant, GT Vibrant Communities grant, GT Community Events Grant, GT Winter Grant, GT Community Innovations the Rural Dividends Fund, Canada Summer Jobs, UBCM Community Wildfire Protection Plan Grant, UBCM Housing Needs Assessment Grant and NDI Housing Needs Assessment Grant.

VOPC was fortunate to successfully receive funding for all its Gwaii Trust applications. The Major Infrastructure Grant funded re-enveloping the Port Clements Volunteer Fire Department. The Community Events Grant provided funding for the Tlell Fall Fair, Edge of the World Music Festival and the Port Clements' Canada Days. The Winter Grant provided funds for the Port Bucks, Breakfast with Santa and the Senior's Christmas Party.

VOPC was successful in funding for two Canada Summer Jobs which employed two workers between 15-30 years for 8 weeks. Two employees were hired and greatly contributed to the annual increased workload from the Canada Days event, mowing, and other Public Works related duties. UBCM did fund the VOPC for writing their Community Wildfire Protection Plan and did a joint Request For Proposal with the North Coast Regional District (NCRD), Village of Queen Charlotte, and the Village of Masset. In the fall of 2019, the contract was awarded to Blackwell and Associates to write a plan for each the community to be completed in March 2021.

VOPC did apply for the Rural Dividends fund for a Sunset Park Trail Improvement Project. This project was set to replace the bridges and upgrade the trail as well as brush out danger trees and brushy portions of the trail. Bear proof canisters were also included in this project. Unfortunately, the Rural Dividend funds were redirected to fund the new forestry worker program and early-retirement bridging program for older forestry workers.

Other initiatives council undertook was to apply to UBCM and NDI for Housing Needs Assessment grants. At the time of strategic planning, Council did not make housing a strategic priority. Several community members saw the opportunity to acquire housing funding from the Provincial Government and formed the Port Clements Housing and Restoration Society. They took the initiative to ask Council to apply for the to apply to UBCM and NDI to obtain the grant money to complete a Housing Needs Assessment. On April 19, 2020, the Province made it a legal requirement for local governments to complete Housing Needs Assessments every 5 years. The funding was made available and Council agreed to support the PCHRS' initiative by applying to UBCM and NDI for funding a Housing Needs Assessment. Decisions for these funding programs were not determined until 2020 and Port Clements was successful in their applications.

Although staff had barriers to overcome, they were successful in supporting Council's goals:

Water – Drill 2 wells for securing drinking water and hire a Hydrogeologist consultant to ensure the well development was going to be a reliable site and to ensure the drilled well was to an acceptable depth for above satisfactory water production. This project was paid for by the Northern Capital and Planning Grant.

Cell Service – Staff helped Telus contractors in successfully installing the cell phone tower. This was initiated by previous Council and is now providing cell service year-round to residents.

Last Mile Connection – Another hurdle in the year was the install of the Fibre to the Home project. In the fall of 2018, Gwaii Communications had approached the municipality to install internet fibre within the road right of ways. This new project required much of staff's time and became the number one priority due to funding timelines for install. Thankfully, staff worked diligently with Gwaii Communications and the fibre install into the municipal right of ways was completed. As staff were unfamiliar with this work, a Communications Engineer was contracted to provide direction and assistance to staff. The community was looking forward to receiving highspeed internet in the near future. Funding for this work was covered through fees charged to Gwaii Communications for installing fibre in the road right of ways.

Sewer Infrastructure – Advertise and hire a professional engineer to obtain compliance in the existing sewer treatment facility. Professional design was provided to council to contemplate repairing the existing sewer treatment lagoon or constructing one for the Village of Port Clements. Upon consideration of the report from the options available for VOPC, Council took advice from the engineer and committed to constructing a new sewage treatment lagoon. An RFP was advertised for designing the new facilities and with the support from AHLT Engineering Consultant to evaluate submitted bids, PS Turje and Associates were the successful engineers hired. The deliverables were completed in 2020 by submitting an application to the ICIP Green Infrastructure grant application with the Village committing up to \$1 million dollars to the new construction of a sewer lagoon from the Northern Capital and Planning Grant. Funding announcements are anticipated to be released in early 2021.

Water Tower Grubbing & Land clearing– The old water tower was removed in 2018. Work was completed to level the land and remove any vegetation.

Staff also assisted with the Asset Inventory & Asset Management Investment Plan for the Village of Port Clements, which was funded by the Union of BC Municipalities and the Federation of Canadian Municipalities. This project identified municipal assets, their value, their replacement timelines and their replacement costs. This plan is an important tool that will be used for future budgeting and long-term capital works planning so that the municipality can provide sustainable service delivery to the residents.

There were several other projects not completed because the work on the fibre install and preparatory work for the sewer lagoon study requiring most of public works time, these items

have been carried over into the 2020 fiscal year.

Considering the various staffing difficulties, fiscal challenges, and several unplanned projects, the overall functioning of the Administration Office for the Village of Port Clements has been fruitful and beneficial to the township residents. Provided that there are no unexpected changes to the 2019 Strategic Priorities or unexpected external projects requiring VOPC's attention, the staff foresee another productive year.

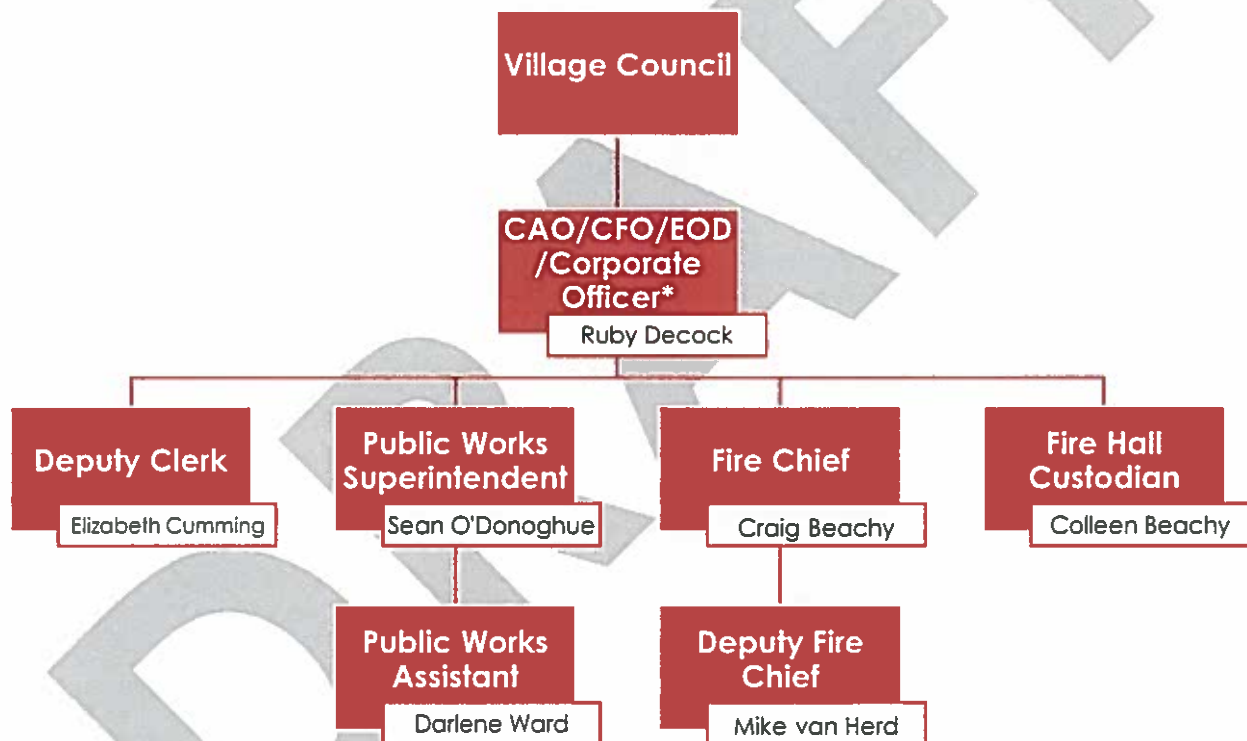
Ruby Decock, CAO

August 2020

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Village of Port Clements Organizational Chart



* Chief Administrative Officer, Chief Financial Officer, Emergency Operations Director, Corporate Officer
Revised: August 18, 2020

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2019 Financial Information

The Chief Financial Officer is responsible for all financial services including: the monitoring and reporting of government grants; processing of financial transactions, including the purchasing of goods and services; management of Village funds (including financing and investing) billing; and collection of property taxes and utility user fees.

Annually, the Village of Port Clements hires an auditor to review the financial transactions and prepare financial statements in accordance with the Canadian Public Sector Accounting Standards. FBB Chartered Professional Accountants LLP was the municipal auditor for 2019. The accompanying independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.

In 2019, there was a slight increase in tax rates from the previous year but no changes to utility rates. The revenue that the municipality collected for 2019 taxes was \$130, 809. The utility revenues collected were \$58,323 for water and \$32,082 for sewer.

2019 Public Works Report

A review of the year 2019 on behalf of Public Works:

The day to day activities of the public works staff include the operations of the sewer collection and treatment system and the water treatment and distribution systems, upkeep of the various infrastructure owned or administered by the Village, including Rainbow Wharf, Small Craft Harbour, the Port Health Clinic and BC ambulance station, Millennium park, Sunset Park campground and recreational trail, Multiplex building, Firehall and Biomass heating complex, roads and laneways, and the associated grounds keeping of the school, parks and greenspaces in the village, and most importantly ensuring a safe environment for all. This wide array of duties has its challenges regarding staffing levels but as always, the commitment of volunteers and residents in the community who assist in upkeep and beautification is forever greatly appreciated by the Public Works department. We wouldn't be happy in our jobs without them!

2019 was a productive year for the Public Works department in its realization of successful completion of many of the strategic priorities laid out by the Village's Mayor, Council, and administration.

Highlights of Public Works activities for the year include:

- Ongoing operations providing safe potable water in compliance with the Northern Health Authority's permit to supply drinking water. The continued effort to operationally apply a multi barrier systematic approach to water source and distribution protection helps to ensure public health protection. This is paramount to an operator's role.
- The first phases of upgrading potable water security were completed with a hydrogeological study and the drilling and securing of two new potable water wells.
- Continued support of the "Fiber to Home" project with the complicated project of shallow burial of fiber optic cable within Village Right of Ways, while respecting the critical role of protecting existing Village underground infrastructure.
- Completion and implementation of an Asset Management and Asset Inventory plans.
- Continuation of a Wastewater Monitoring project culminating with an engineered design plan for Wastewater treatment upgrades with the goal of complete compliance with both Provincial and Federal regulating bodies.
- Completion of a major firehall re-enveloping project.

Regards,

Sean O'Donoghue, Public Works Superintendent

Recreation Commission Report

Even though our numbers are declining we are still welcoming new ideas and input for activities. Port Clements has a lot of enthusiasm.

Friday night movies continue to be well attended with the parade of blankets, animal pillows and pjs. Thanks to Lisa for doing up our posters.

March 8th. we participated in the International Women's day. Thanks to Conch for coordinating this day.

Easter was on April 20th. This was held at the museum. With chocolates, gifts, hot chocolate and obstacle courses. Thanks to Bev, Teri, Conch, Florida, Ruth and Neil.

May 12th. we held a Mother's Day brunch in the senior's room. It was quite festive with a variety of dishes and flowers for the ladies. Thanks go to Teri, Conch, Maureen and Marilyn.

Our Canada Day is well attended from all islanders. Fishing Derby had 28 fishers (thanks Germain), the walk/run trail run brought out 20 who signed up (thanks Christine) and the canoe/kayak race brought 5 boats with 9 who signed up (thanks Harmonie). Other events were bird house competition, roller ladies, ball games, children's events, beer garden, yarn bombing, foam machine, loggers sports, mud bog and dance. Thanks to Port firemen for breakfast and lunch.

Children love the haunted house and scary Community Hall at Halloween.

New this year we have sponsored the Teen Centre held on Friday nights at the firehall. We have some new games and look forward to being able to mix with other communities. Thanks to Elizabeth.

Also new – the first Saturday of the month the Coffee House with local musicians from islanders. This takes place at St Mark's church from November to April. Very entertaining for the long winter months. Thanks Harmonie and Kaz.

Breakfast with Santa, always a Port Clements highlight. Great attendance for the morning with pancakes, bacon and eggs serving approximately 125. Thanks to cooks Bev, Angela, Penny, Shirley and Marion. Craft room busy making xmas ideas made by Evelyn.

Visit from Santa brought many a smile and enthusiastic excitement!

The recreation commission behind the scenes repaired the ball dugouts and have new designs on the walls of the washrooms. Thanks Lori.

Christmas in the Park, what a welcome idea. Music, making eatable ornaments for the birds, hot chocolate and lights in the trees. Thanks Teri.

Again, events do not happen without the support of the community and our energy from much appreciated VOLUNTEERS. THANK YOU!

Thanks to the Port Clements Recreation Commission

Strategic Priorities 2019

As Council had made many commitments for 2019 through grant applications, the newly elected Council had limited input for the 2019 Strategic Priorities. Therefore, strategic priorities were set to restore/ resolve current or outstanding municipal issues. The following is a list of the priorities for 2019:

- Installing an Engineered Community Well – To ensure continued sufficient drinking water and sufficient water for fire suppression. This project involves drilling a community well, installing well sensors, connecting the well to the water treatment plant, and installing an upgraded computerized monitoring system for the well. A grant application was submitted to the Investing in Canada Infrastructure Program and unfortunately was not successful. Council originally committed to using funds from Gwaii Trust Vibrant Community Grant but decided that the application for connecting the wells will be submitted to Gwaii Trust for approval and use the Northern Capital and Planning Grant to drill the 2 wells and hire a Hydrogeologist.
- Continue working on the Fibre to Home install – Working with the fibre crews to ensure the protection of the Village of Port Clements infrastructure located within the road right of ways. Most of this project has been completed within Village road right of ways; however, the final completion of the install is yet to be finalized.
- Continue working on the Asset Inventory & Asset Management Plan – This project was completed in Spring 2019. Staff will now utilize the information for budgeting and developing a capital works plan.
- Complete maintenance on Rainbow Wharf – The municipality has a 30-year lease on the Rainbow Wharf which commits it to maintaining it to the condition it has received the Rainbow Wharf.
- Complete a Community Wildfire Protection Plan. This funding came available through the Union of British Columbia Municipalities. The municipality is working with other communities on Haida Gwaii to hire the same consultant to address the needs for the municipality as well as address how the communities of Haida Gwaii would be able to
- Re-envelope the Port Clements Fire Hall – This is replacing the roof; siding; installing new windows, doors, and exterior lights; Fifty percent of this funding was sponsored by the Major Contributions Gwaii Trust grant and the remainder is coming from reserves. The contract has been advertised and awarded. Anticipated completion for this project was September 30, 2019; however, this project was completed in December 2019.

- Obtaining Compliance with the Wastewater Systems Effluent Regulations – Compliance targets for sewage discharge. This involves hiring a professional engineer to design new wastewater treatment facilities. The 2019 objective is to collect the necessary engineering data, acquire adjacent crown land for developing a new sewer lagoon, and develop an application for 100% funding in late 2019/early 2020.
- Hire a Local Government Intern – In the fall of 2018 to the municipality applied for Northern Development Initiative Trust Local Government Intern Program. The Village has been successful, and the new intern started May 2019 and will be working with administrative staff until April 2020.
- Install Froese Subdivision Street Lights - A resident in Froese Subdivision identified that there is no street lighting on that road. This project is ongoing. BC Hydro has a backlog on street lighting projects.
- Chlorine Shed Repairs – Plans are to replace the roof and siding.
- Fencing & Grubbing old Water Tower lot. It is being prepped to be a public works storage yard.
- Beautification – Replace and install fencing, repair vandalized bridges, tree removal in parks
- Replace Mom & Tot Swing rack. The existing structure rotted and had to be removed.
- Housing Needs Assessment Grant Applications – The Port Clements Housing and Restorative Society requested that the Village of Port Clements complete a Housing Needs Assessment. Applications for funding the entire project was submitted to the Northern Development Initiatives Trust and the Union of BC Municipalities. In April 2019, it became a legal requirement for municipalities to complete a Housing Needs Assessment and BC municipalities have until 2022 to complete it.

Year ended December 31, 2019

Elected Officials

Name	Position	Remuneration	Expenses	Total Per Official
Cumming, Brigid	Councillor	\$ 3000.00	\$ 0.00	\$ 3,000.00
Daugert, Doug	Mayor	\$ 5000.00	\$ 3,830.56	\$ 8,830.56
Falconbridge, Kazmir	Councillor	\$ 3000.00	\$ 0.00	\$ 500.00
Gould, Ian	Councillor	\$ 3000.00	\$ 0.00	\$ 500.00
Kish, Teri	Councillor	\$ 3000.00	\$ 3,096.50	\$ 6,096.50
TOTALS FOR ALL OFFICIALS		\$ 17,000.00	\$ 6,927.06	\$ 23,927.06

Employees

Name	Remuneration	Expenses	Total
Employees over \$75,000.00			\$ 0.00
Employees under \$75,000.00 (all)	\$ 266,785.31	\$ 17,323.43	\$ 284,108.74
TOTALS FOR ALL EMPLOYEES	\$ 266,785.31	\$ 17,323.43	\$ 284,108.74

Severance Pay

There was no severance pay for 2019.

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2019 Audited Financial Statement

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**2019 STATEMENT OF FINANCIAL
INFORMATION
FOR THE
VILLAGE OF PORT CLEMENTS**

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2019 Audited Financial Statements

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>
Financial assets		
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>
Financial Liabilities		
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>
Net financial assets	<u>1,618,671</u>	<u>3,030,722</u>
Non-financial assets		
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>
Accumulated Surplus (note 9)	<u><u>\$ 10,316,624</u></u>	<u><u>\$ 11,596,566</u></u>

Approved by the Mayor and Council

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

	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
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>
Expenses			
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>
Annual Surplus	<u>233,517</u>	<u>(1,279,942)</u>	<u>153,538</u>
Transfer to (from) reserve funds		-	-
Accumulated surplus, beginning of year		<u>11,596,566</u>	<u>11,443,028</u>
Accumulated surplus, end of year		<u>\$ 10,316,624</u>	<u>\$ 11,596,566</u>

Village of Port Clements**Consolidated Statement of Changes in Net Financial Assets****For the year ended December 31, 2019**

	<u>2019 Budget (unaudited)</u>	<u>2019 Actual</u>	<u>2018 Actual</u>
Annual surplus	\$ 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	<u>(390,000)</u>	<u>(274,521)</u>	<u>(224,490)</u>
Increase in net financial assets	<u>\$ 31,450</u>	<u>(1,412,051)</u>	<u>32,324</u>
Net Financial Assets, beginning of year		<u>3,030,722</u>	<u>2,998,398</u>
Net Financial Assets, end of year		<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>
NET INFLOW (OUTFLOW) OF CASH:		
Operating Activities		
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>
Capital Activity		
Acquisition of tangible capital assets	(274,521)	(224,490)
Increase (decrease) in cash and investments	<u>2,139,163</u>	<u>(45,442)</u>
Cash and investments, beginning of year	<u>3,018,593</u>	<u>3,064,035</u>
Cash and investments, end of year	<u>\$ 5,157,756</u>	<u>\$ 3,018,593</u>

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

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

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

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

	2019	2018
Property taxes	\$ 42,839	\$ 70,800
Utilities	(3,596)	(2,842)
Sales taxes	23,339	31,216
Other receivables	68,262	52,836
	<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	1,088	4,021
	<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

			2019	2018
	Cost	Accumulated Amortization	Net Carrying Amount	
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>

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>\$ 8,609,866</u>	<u>\$ 8,489,216</u>

8. RESERVE FUNDS

	<u>Balance January 1, 2019</u>	<u>Additions/ Funds used</u>	<u>Balance 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>\$ 18,464</u>	<u>\$ 2,115,326</u>	<u>\$ 2,133,790</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>\$ 10,316,624</u>	<u>\$ 11,654,837</u>

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

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

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

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

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

Quin 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

#101 - 1440 Second Avenue
Prince George, BC V2L 3B6
Phone: 250-561-0026 • Fax: 250-561-7333

223 Reid Street
Quesnel, BC V2J 2M1
Phone: 778-414-5678 • Fax: 778-414-5679

Village of Port Clements**General Operating Fund - Statement of Financial Position****As at December 31, 2019**

	<u>2019</u>	<u>2018</u>
Financial assets		
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>
Financial Liabilities		
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>
Net financial assets	<u>3,923,315</u>	<u>1,772,798</u>
Non-financial assets		
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>
Accumulated surplus		
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
Revenue			
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>
Expenses			
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>
Annual surplus	<u>203,131</u>	2,170,603	124,319
Transfer from reserves	68,319	-	-
Investment in tangible capital assets	(240,000)	-	-
Accumulated surplus, beginning of year		<u>7,355,197</u>	<u>7,230,878</u>
Accumulated surplus, end of year		<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>
Financial assets		
Due from general operating fund	\$ 613,860	\$ 734,285
Non-financial assets		
Tangible capital assets	<u>1,999,817</u>	<u>1,879,366</u>
	<u>\$ 2,613,677</u>	<u>\$ 2,613,651</u>
Accumulated Surplus		
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

	<u>2019</u> <u>Budget</u> <u>(unaudited)</u>	<u>2019</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>
Revenue			
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>
Expenses			
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>
Annual surplus (deficit)	<u>19,450</u>	26	17,804
Accumulated surplus, beginning of year		<u>2,613,651</u>	<u>2,595,847</u>
Accumulated surplus, end of year		<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>
Financial assets		
Due from general operating fund	\$ 507,328	\$ 523,639
Financial Liabilities		
Liability for contaminated site	<u>3,425,832</u>	<u>-</u>
Net financial assets	<u>(2,918,504)</u>	<u>523,639</u>
Non-financial assets		
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>
Accumulated surplus		
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

	<u>2019</u> <u>Budget</u> <u>(unaudited)</u>	<u>2019</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>
Revenue			
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>
Expenses			
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>
Annual surplus (deficit)	<u>10,936</u>	(3,450,571)	11,415
Accumulated surplus, beginning of year		<u>1,627,718</u>	<u>1,616,303</u>
Accumulated surplus, end of year		<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</u> <u>Budget</u> <u>(unaudited)</u>	<u>2019</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>
Revenue			
Northern Capital and Planning Grant	\$ -	\$ 2,085,000	\$ -
Interest	-	30,326	-
	-	2,115,326	-
Reserve funds, beginning of year		-	-
Reserve funds, end of year		<u>\$ 2,115,326</u>	<u>\$ -</u>

Village of Port Clements
STATEMENT OF FINANCIAL INFORMATION APPROVAL
For The Period of January 1 – December 1, 2019

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, Subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Ruby Decock
Chief Administrative Officer/Chief Financial Officer
September 9, 2020

Doug Daugert
Mayor
September 9, 2020

5-7



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

CERTIFIED EXTRACT

REGULAR MEETING OF COUNCIL

2020-09-XXX – Moved by Councillor XXX, seconded by Councillor XXX

THAT the Chief Administrative Officer's/Chief Financial Officer's report regarding the 2019 Statement of Financial Information be approved.

CARRIED

Certified a true extract of the Minutes
of the Regular Meeting of Council

held September 8, 2020.

Ruby Decock, CAO

6-2



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West

PO Box 198

Port Clements, BC

VOT1R0

OFFICE :250-557-4295

FAX :250-557-4568

Management Letter

Fiscal Year 2019

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by administration in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements is the Chief Administrative Officer's responsibility. Administration is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Administration is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Village of Port Clements Council is responsible for ensuring that administration fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Village Council which meets twice monthly.

The CAO has the responsibility for assessing the management systems and practices of the Village office.

The external auditors, FBB Chartered Professional Accountants LLP, Prince George, BC, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Village of Port Clements financial records, Council and administrative staff.

On behalf of the Village of Port Clements,

Ruby Decock, CAO

Village of Port Clements Schedule of Debt

The Village of Port Clements did not incur any debt during the 2019 financial year as per the Financial Information Regulation Schedule 1, section 4.

Village of Port Clements

Schedule of Guarantee and Indemnity Agreements

The Village of Port Clements does not have any Guarantee and Indemnity Agreements as per the Financial Information Regulation Schedule 1, section 5.

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Village of Port Clements

Schedule of Remuneration and Expenses paid to each Employee

As per the Financial Information Regulations Schedule 1, section 6.

1. Elected Officials

Name	Position	Remuneration	Expenses	Total Per Official
Cumming, Brigid	Councillor	\$ 3000.00	\$ 0.00	\$ 3,000.00
Daugert, Doug	Councillor/Mayor	\$ 5000.00	\$ 3,830.56	\$ 8,830.56
Falconbridge, Kazmir	Councillor	\$ 3000.00	\$ 0.00	\$ 3,000.00
Gould, Ian	Councillor	\$ 3000.00	\$ 0.00	\$ 3,000.00
Kish, Teri	Councillor	\$ 3000.00	\$ 3,096.50	\$ 3,096.50
TOTALS FOR ALL OFFICIALS		\$17,000.00	\$ 6,927.06	\$ 23,927.06

2. Employees

Name	Remuneration	Expenses	Total
Employees over \$75,000.00			
Employees under \$75,000.00 (all)	\$ 266,785.31	\$ 17,323.43	\$ 284,108.74
TOTALS FOR ALL OFFICIALS	\$ 266,785.31	\$ 17,323.43	\$ 284,108.74

*Remuneration includes taxable benefits

3. Reconciliation

No reconciliation is required as the financial statements records remuneration by department are not as a separate line item.

5-7

Village of Port Clements Statement of Severance Agreements

As per the Financial Information Regulations Schedule 1 section 6 (7), there was no severance agreements in 2019.

6-7

Village of Port Clements

Schedule of Payments to Suppliers of Goods and Services

As per the Financial Information Regulation Schedule 1, section 7 the table below is the alphabetical list of suppliers and their aggregate payments exceeding \$25,000.00.

Name	Amount
BC Hydro	\$ 43,846.68
Collabria Mastercard	\$ 47,673.19
Double D Drilling	\$ 128,193.28
Minister of Finance	\$ 32,671.78
Misty Isles Economic Development Society	\$ 63,032.78
Municipal Pension Plan	\$ 27,143.10
North Coast Regional District	\$ 77,485.35
Sharoon Services	\$ 149,309.73
Subtotal	\$ 569,356.00

Payments Made (Vendors over \$25,000)	\$ 569,356.00
Miscellaneous Payments (\$25,000 and under)	\$ 523,879.44

TOTAL	\$ 1,093,235.44
--------------	------------------------

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Village of Port Clements

Schedule of Grant Payments (included in the suppliers listing above)

Name	Amount
Cedarview Community Church	\$ 1,671.42
Christmas in the Park – Payment to Alex Rinfret	\$ 150.00
Christmas in the Park – Payment to Bayview Market	\$ 244.39
Emily Welford – Employee Farewell Gift	\$ 50.00
Haida Gwaii SPCA – c/o Village of Masset	\$ 666.67
Literacy Haida Gwaii	\$ 100.00
Mardi Gras Fundraiser – Port Clements Seniors	\$ 200.00
Canada Days Loggers Sports - O'Brien & Fuerst Logging Ltd.	\$ 1,000.00
Port Clements Historical Society	\$ 3,000.00
Loggers Sports – Sandspit Community Society	\$ 500.00

Total Grants **\$ 7,582.48**

Gr

Subject: 2020 UBCM Convention - Meeting Requests with Staff from Provincial Ministries, Agencies, Commissions and Corporations (MACCs) - Deadline Extended until 4:00 PM, Thursday, September 3, 2020

Dear UBCM Members,

The booking site to request a meeting with staff from provincial ministries, agencies, commissions and corporations (MACCs) is now extended until **4:00 PM, Thursday, September 3, 2020**. Please submit your meeting request by this time as there will be **no opportunity** to schedule additional MACC staff meetings with the Provincial Appointments Desk staff during the meeting week or Convention week.

MACC staff meetings will be held from **Tuesday, September 15 to Thursday, September 17, 2020** (the week prior to the UBCM Convention). Provincial Appointments Desk Staff will be available to provide information and other assistance during these days.

Thank you.

Regards,

Birgit Schmidt

Director, Operations and Client Relations; MAH UBCM Convention Coordinator

Local Government Division | Ministry of Municipal Affairs and Housing

Phone: 778 698-3260 | Email: Birgit.Schmidt@gov.bc.ca

Please note: contact information is provided by CivicInfo BC. To ensure you receive all relevant communications please ensure the contact information for your organization is updated regularly.

G1-2



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk

Date: September 3, 2020

RE: Public Notice

BACKGROUND:

The Haida Gwaii Observer is temporarily stopping their printed distribution of their weekly newspaper, which their last being as of 2020-09-04.

DISCUSSION:

Certain Village activities and processes require notice to be given to the public as per section 94 of the *Community Charter*. Such as with notice being given in a weekly newspaper for 2 consecutive weeks (94[2]). One of the critical activities that require notice per this section through the weekly newspaper is notices given for the municipal byelection.

However, section 94 does give exception to this newspaper requirement where it is not practicable to publish in the newspaper (94[4]). In its place it identifies that alternatives means can be used, if: they are given within the **same time period required, same frequency required, and that Council considers them to be reasonably equivalent to the newspaper publication if it were practicable.**

Given that there is no other alternative weekly published newspaper on Haida Gwaii, and that the Haida Gwaii trader only publishes quarterly, staff believe that this constitutes a situation where it is not practicable to publish in the newspaper.

Staff proposes that the alternative means to post notice that would be reasonably equivalent would be:

- Posting in the legal posting spot (notice board in front of Council Chambers)
- Posting notice on the outside of the Multiplex Building
- Posting notice in local community spots that receive high foot traffic, such as the Post Office and Bayview Market
- Posting notice on the Village's Facebook Page
- Posting Notice on the Village's website

The Ministry of Municipal Affairs and Housing confirmed with staff that these alternatives are in line with what other communities have done in similar situations.

The Ministry also identified that Council should pass a resolution identifying what they consider the reasonable equivalents to notice via the published newspaper is to be.

CONCLUSION:

Council needs to pass a resolution identifying that until a local newspaper is distributed weekly again, that Council considers giving notice in the proposed alternatives that are accessible to municipal staff as reasonable equivalents.

IMPLICATIONS:

STRATEGIC

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

FINANCIAL

(Corporate Budget Impact)

The municipality will save on advertising costs, in general and for the byelection specifically, as most of the suggested alternative means are free or low cost to print and post.

6-1

ADMINISTRATIVE

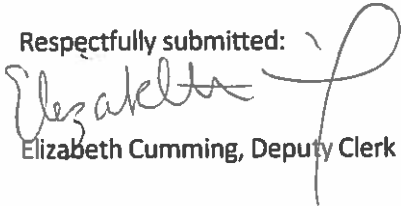
(Policy/Procedure Relevancy, Workload Impact and Consequence)

Staff time would be saved given that majority of suggested alternatives are readily available to municipal staff to post notice to or are directly under the control of staff. However, local posting spots within other businesses in the community would only be accessible during their business hours, and if they were not closed for other reasons.

Recommendation:

THAT, until the Haida Gwaii Observer resumes its distribution of its weekly newspaper, Council considers posting notice to the municipality's legal posting spot, on the outside of the Multiplex Building, and on the Village's website and Facebook page to be reasonably equivalent to giving notice via newspaper publication for the purposes of section 94 of the Community Charter.

Respectfully submitted:


Elizabeth Cumming, Deputy Clerk

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 separated 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
A43	2018-09-260	Amend the Campground Bylaw fees		Still In Progress - Still needs to be reviewed
A46	18-11-2019	Staff to accumulate information		Staff to Accumulate all information on location of sewer lines where it impacts current land application - may not be completed & brought back until next year
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
	13-08-2020			This has been brought up in discussions regarding testing with Northern Health by several Haida Gwaii communities
A49	13-07-2020	OCP review & update information		CAO to provide more information on process for next Council Meeting
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 Dependent ofn whether company can get permit (fisheries permissions)
A53	2-09-2020			Zoom/Team Meetings for Council Meetings - webcam, zoom subscription, remote powered speaker or microphone. Staff have been investigating digital access, and are reaching out for assistance

A-1