



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
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Port Clements, BC
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7:00 PM Regular Meeting of Council, Monday, October 19th, 2020

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
 - M-1—October 5th, 2020 Regular Council Meeting Minutes
 - M-2—Vibrant Community Commission September 2, 2020 Minutes
 - M-3—Vibrant Community Commission September 16, 2020 Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
 - BA-1- Rise & Report – In-Camera Council Meeting October 5th, 2020
 - o *Appointment of CAO Ruby Decock as the Deputy Chief Elections Officer*
 - o *Councillor Kazamir Falconbridge appointed to PTAC*
 - o *A letter is being sent for the ongoing financial support for the All Islands Protocol Table for 2021*
- 5. ORIGINAL CORRESPONDENCE**
 - C-1—Request for Housing Project as Strategic Priority - Port Clements Housing and Restoration Society
 - C-2—Board Highlights – NCRD
- 6. FINANCE**
 - F-1 – 3rd Quarter Financial Report – January to September 2020 Update
- 7. GOVERNMENT**
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
 - R-1- Public Works Quarterly Report
- 10. ACTION ITEMS**
 - A-1- Action Items List
- 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:
 - (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, October 5th, 2020

Present:

Mayor Daugert

Councillor Cumming

Councillor Falconbridge

Councillor Gould via teleconference

CAO Ruby Decock

Members of the Public and Press: Lindsay Seegmiller, Marilyn Bliss, Maureen Bailey, Bev Lore, Julia Breese, and Carey Stewart

Meeting Called to Order at 7:07 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

2020-10-200—moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT the October 5th, 2020 Regular Council Meeting Agenda be adopted as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1- Housing Needs Assessment Report- Lindsay Seegmiller

Questions/Comments to presenter:

Mayor Daugert: Unlikely that we would be doing anything by January 2021, simply because anything we identified would have to have appropriate zoning that followed the Official Community Plan. So, we would have to basically move things from the top-down to make sure the things we did were legitimate in our bylaws and so on, and that is a fairly lengthy process. More like 6-months a year, just for that portion. It would be a handicap to do two things at the same time.

This looks like a good snapshot. I have been around for 40 years, and have seen Port Clements go one way and then another over them, since we are dealing with such small numbers... I have some confidence in the accuracy of the numbers, as it is near the average of the experience here.

Presenter Answer: The community has declined, while it could grow, it is probably likely to stay similar and maybe continue to decline and maybe what kind of housing interventions are appropriate. Anything major would not make sense, given the size of the community. With the Seniors Housing complex, 6 small units that 6 people could move into would open 6 new houses. It is not a huge number and it would accommodate – there are more than 6 people that will need homes to downsize into or to change. Not all of them would like to build, it might not be the right fit, timing, whatever it is. 6 is a small manageable number that could be administered and taken care of a couple of houses in the community that might bring in a couple of new families in and just get the wheels moving. Some people

wanted to see 20 new Seniors' units, but it is relative to the scale of the community and likely for anyone to manage. There is any number of interventions that could be made, focusing exclusively on Seniors' with possibly two policy options alongside, seem to be fitting where the community has been and where it has been going, and not a dramatic pivot in one direction or another.

Councillor Falconbridge: I have a vision of that space by the Community Park for 6 or 10 units, but it also has a health centre or something with hydrotherapy, hot tub, sauna, pool, workout room and also combined with some busing so that people from all over the Island can get access to some things for Seniors that are not supplies in other areas. Like what was done with the Multiplex, with the School and the Council, could have a similar kind of building and then instead of only old people there, there could be activities for young people, services for younger people as well – a career or business ideas. The more complex it is, the better it is for the community. The whole Island would love a pool. Have you seen a facility like it in any of your case studies?

Presenter Answer: Yes, you're picking up on a ton of things that are supported by evidence. First, the Seniors interviewed wanted to be close to other services. Research supports that if you can walk to other places, keep as much movement and activity low-barrier, that is good for people's health. Having a Seniors Complex on the outskirts of town where no one could get anywhere, it would have challenges. There are other examples coming out of Finland (Scandinavian country?) where bringing different generations together – projects, co-living – was tremendously successful and beneficial. The case studies used for this report were of similar sizes to Port Clements. Second, every project co-host has had a pool brought up. It feeds into the question of how to build community and draw people here. A lack of housing is one of the reasons that keep people from moving here, but it is not the only reason.

2020-10-201—moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the Village of Port Clements Housing Needs Assessment Presentation written by Co+Host Collective.

CARRIED

3. MINUTES

M-1—September 21st, 2020 Regular Council Meeting Minutes

2020-10-202— moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT the September 21st, 2020 Regular Council Meeting Minutes be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

Councillor Brigid Cumming declared a Conflict of Interest as she is a member of the Port Clements Housing & Restoration Society and left the meeting at 7:42 PM

UB-1 —Housing Needs Assessment Report

2020-10-203— moved by Councillor Falconbridge, seconded by Councillor Gould

THAT Council approves the Village of Port Clements Housing Needs Assessment report as presented.

CARRIED

Councillor Brigid Cumming returned to the meeting at 7:43 PM

UB-2-Request for Support - Recycling Council of BC

2020-10-204— moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council makes the proclamation of the Waste Reduction Week in Canada for October 19th – 25th, 2020 in Port Clements.

CARRIED

2020-10-205— moved by Councillor Cumming, seconded by Councillor Falconbridge
That we email the Recycling Council of BC to request them to help us to reintroduce recycling in our Islands communities since COVID-19 has impacted it with the reduction of recycling services.

CARRIED

5. ORIGINAL CORRESPONDENCE

2020-10-206— moved by Councillor Cumming, seconded by Councillor Falconbridge
That we receive the update from the Resource Benefit Alliance.

CARRIED

6. FINANCE

7. GOVERNMENT

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1- COVID-19 Update – Verbal Mayor Daugert

CHN announcement that they are going to allow travel again for medical and family affairs. They were in discussion with Pacific Coastal and that flights will tentatively resume on October 29, 2020 with two flights a week on Sundays and Thursdays with a 13-passenger plane; service will expand with demand. Air Canada is looking to start service to Sandspit on November 1, 2020 but have not firmly committed to this. Desi Collinson was going to contact them again to express the wish that this would continue to open the service.

At this time, the Haidas have rewritten their SOLE declaration, while it still included forbidding leisure travel to Haida Gwaii, they were permitting essential service workers, family members and close friends to visit the Islands. There was some objection to requiring the permitting process for visitors that were visitors or close friends, because the permitting process was seen as unnecessarily discouraging. There are still no new cases in Haida Gwaii of COVID-19, they are still recommending but not requiring self-isolation when returning from the mainland, but they are saying if you cannot self-isolate you should wear a mask when in contact with others and limit your activities as much as you can. Stay in a small circle. The announcement was also in green rather than orange, so it seemed almost friendly. It was a slight let-up on the situation of the SOLE.

Gagwiis also indicated that, at this time, they were looking at April 1st, 2021 as the approximate date that they would be welcoming visitors. They were pressed on that date as tourist-based operations need to know in advance, as they need to do bookings in the winter for activities in the summer. They took it under advice and are going to run it through their chain of command, reaching out to SBC and OMVC to discuss. Notice would be given about the end of December whether this is still on track – everything could change depending on what happens with COVID-19.

R-2—SD#50 Busing Concerns – Verbal Councillor Cumming

Background:

At the September 8, 2020 Regular meeting of Council, Bev Lore expressed her concern about the cancellation of the Tlell-Port Clements Elementary School bus run and the effect that this has had on the Port Clements Elementary School (PCES). CAO Ruby Decock, a member of the Tlell Community Association, reached out informally and reported to the September 21, 2020 Regular Meeting that 6-8 Tlell children would attend PCES if busing was provided.

11-1

History of PCES busing:

Students from Tlell have been bused to Port Clements to attend school since the 1950s. In 1962 a road was opened to Juskatla, adding students from that community. In all islands' schools at that time — Masset, Port Clements, Queen Charlotte, Sandspit, and Tasu — Grades 1-10 were taught. Students boarded with families off-island to complete grades 11 and 12, receiving a subsidy to defray costs from the School District.

In 1970 Tahayghen Elementary was built and opened to accommodate the influx of military personnel dependents due to the expansion of CFS Masset, the newly renamed George M. Dawson Secondary School extended to cover grades 8-12, and Port Clements was reduced to a Grade 1-7 elementary school.

Busing costs mounted over the years, district enrollment declined, and by 2009, when the School Board briefly cancelled the Port Clements-Masset bus run for high school students, district busing cost \$385,000 but the provincial government supplied \$291,000 for student transportation, an amount that had remained unchanged since 1991 (Board Defends Bus Cancellation, Haida Gwaii Observer, April 15, 2009).

Catchment areas, which used to dictate the schools students could attend, were effectively removed in the mid-2000s on Haida Gwaii. Provided there is space, students can attend any school in the district.

In April 2018, a report on Student Transportation by then-Secretary Treasurer Shelley Sansome proposed cancelling the \$567,000 contract with First Bus Canada and the \$15,000 contract with Eagle Transit. The Ministry of Education would provide capital funding allowing the School District to provide busing services at an estimated annual operating cost of \$408,000, including \$40,000 contingency.

Two lines of this 2-page report state "Eliminate the route from Tlell to Port" and "There will no longer be a bus to transport students residing south of Port Clements to travel to Port Clements Elementary School."

No rationale for this decision is given, although it appears to be tied to the decision to leave the school buses in Masset and Queen Charlotte during the day, which means that bus drivers are actually driving white cars owned by the district to/from the schools during the day. This effectively eliminates the 'back haul' for bus runs, as the drivers are unable to transport students in the cars.

The recommendations were adopted by the district and effective September 2018, no busing was supplied to PCES.

Planning for cancellation of bus service to PCES

In a word, none. Apparently, there was no discussion or planning done between April and September 2018 to anticipate or ameliorate any educational or social or other impacts on what is already a small community school.

The PAC chair Kazimir Falconbridge says that to the best of his recollection, no one was advised at the meeting around the district taking over the busing held in October 2017 that the Tlell-Port Clements bus run would be cancelled.

PCES teachers were simply told what their teaching assignments would be in 2018.

Results at PCES:

Since this decision to cancel busing services to PCES has seen:

- 1.sustained drop in school enrollment from 35-38 FTE (2015/2016/2017) to 19-23 FTE (2018/2019/2020), or 35%-50%;
- 2.concomitant drop in Parent Advisory Council membership, leading to erosion of participation --notably, in 2020 budget input, PCES is sole PAC unrepresented;
- 3.reduction from 3-classeswith double/triple grade splits to 2-classes with quadruple grade splits;
- 4.concomitant reduction in staffing levels, with associated reductions to or elimination of everything from extra-curricular sports offerings to social events such as Christmas concerts;
- 5.virtual elimination of students attending PCES from anywhere other than Port Clements itself, reinforcing isolation and insularity in Haida Gwaii's smallest incorporated community;
- 6.lowered enrollment pushing school to borderline financial viability, even with supplemental funding for isolated rural schools.

Results for Tlell parents/students:

Elementary students are boarding the bus at 7:30 in Tlell and arriving at their school at 9a.m. Students are driven past their school in Skidegate at 8:15, but because supervision is not provided on school grounds until 8:30, they cannot be dropped off then.

Students, potentially as young as 4-5 years old, ride to the Queen Charlotte high school as it picks up high school students (thus mixing cohorts), wait while the bus is disinfected (Covid-19 protocol) and then reboard for the drive back to Skidegate. This means triple the time on the bus compared with the Tlell/Port Clements run, 3 hours versus under an hour.

Tlell parents have been told that they are not eligible for the transportation subsidy if they choose to drive their children to PCES. The subsidy is quite limited, based on \$0.20 per km plus \$0.40 per student to a maximum of \$13/per student/per day. In contrast, the standard School District mileage allowance for employees and trustees is \$0.55/km and a Tlell-Port Clements round-trip is reimbursed at \$23.10, not capped at \$13.

Additionally, private transport of children is far more risky. Transport Canada cites the following:

“According to the National Collision Database (NCDB) statistics, school buses are the safest means of transporting students to and from school. As of 2018, students are about 80 times more likely to get to school safely on a school bus than by car.

Fatalities on school buses account for less than 0.1% of all motor vehicle-related fatalities in Canada. In the last decade, between 2009 and 2018, there was 1 school bus passenger fatality on Canadian roads.”

Some parents have chosen to homeschool.

Complicating factors:

PCES principal, School District Superintendent and School District Secretary-Treasurer are all new to the job, having been hired 2019-2020.

Suggestions:

I recommend that the Village of Port Clements:

- write to the School District 50 Board of Education asking them to reconsider their decision to cancel the Tlell/Port Clements school bus and to refuse transportation subsidies for Tlell parents choosing to send their children to PCES, identifying the results;
- ask the PCES Principal and the School District Superintendent to immediately develop a plan to ameliorate the notable and continuing educational and social effects that this has had on the PCES students and residents of Port Clements and Tlell;
- ask the Tlell Community Association to conduct a more formal assessment of the number of affected families/students in their community;
- look at transportation alternatives such as the Sandspit Community Bus;
- once the provincial election is over, write to the Minister of Education and our local MLA advising of the drastic impact of this decision, which is pushing our sole local school to the thin edge of viability;
- this is especially shocking given the effort the community has gone to creating the school within the multipurpose building;
- ask the regional officer of health to assess the safety implications of putting children on a bus for 3 hours a day alongside secondary students – mixing cohorts, expanded exposure.

2020-10-206 - Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council includes Councillor Cumming's SD#50 report with the letter to be written to SD#50
CARRIED

Mayor Daugert: Gwaii Trust – approximately \$50 million dollars with the Althii Gwaii Trust, that cannot be released at this time as it was originally provincial money done by a legislated act that was allowed to go to private businesses as well as non-profits which was a red flag to the CRA and basically illegal. Everything would be fully taxed included the \$50 million. The Federal Government agreed that the money should be released to Gwaii Trust, but not distributed until there was legislation passed Provincially identifying how it could be administered and released to Gwaii Trust under their terms. It is now waiting at the BC Legislature, which will not happen until it reconvenes after the election, and after they get emergency things off their plates, so it could be as long as a year. In the meantime, we cannot lose the money as it is in the control of the Gwaii Trust, so they cannot take it back, so there are good things and bad things, but it is coming our way. It is currently being looked after the executive of the Gwaii Trust, independently from the rest of the Gwaii Trust Society funds. They have to determine how it will be handled, but Gwaii Trust would

Althii Gwaii Trust – approximately \$50 million dollars in control of Gwaii Trust but cannot be spent. There is a hold on this because of uncertainty on how the funds can be properly disbursed. The legislature is to review this item, but it will be continued to be managed by the executive of Gwaii Trust. It is being handled independently from the Gwaii Trust Society funds. Three pillars to focus on will be restoration, revitalization, and renewables.

Attended a brief meeting with the Engineer on Rainbow Wharf to discuss additional changed works.
Recommended that the wharf be washed prior to opening.

Councillor Cumming: Nothing to report. No committee meetings due to COVID-19.

Councillor Falconbridge: Attended an All Island Protocol table meeting

Councillor Gould: attended the VIRL meeting. VIRL facility is now open to the public with limited access. Meeting with Kelly and Andrew to go forward with grant application funding. Looking at the quotes for grant application improvements.

CAO Decock: Our EOC continues to be activated at a level 1 and we have now hired Cyndi Bird as the new EOC Director. Cyndi will be working part-time as we are aware of the current pandemic. We would like to thank Zena Thiersten for helping Cyndi transition into the EOC Director position and for extending her employment to assist our community during this pandemic. Currently working on getting the public works vehicle finalized, working on existing budget line items that we can deal with now that COVID-19 is now delayed. Working with the Small Craft Harbour to get the repairs finalized and preparing to get some of the projects underway. Working on digital council meetings, current issue with mic system with current option being looked at where mics used cause feedback for digital attendees, pending supplier update.

2020-10-207 - Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council receives Council's and CAO Decock's verbal reports.

CARRIED

10. ACTION ITEMS

A-1- Action Items List

2020-10-208- Moved by Councillor Falconbridge, seconded by Councillor Cumming.

THAT Council receives the report on the Action Items

CARRIED

11. QUESTIONS FROM THE PUBLIC & PRESS

Question/Statement – Julia Breese (SD#50 Trustee): Would like to know if the SD#50 report will be included with letter to the SD#50 Board of Trustees? Would also like to thank Councillor Cumming for writing this report, as a new Board Member she was not part of the decision and has been urging parents to write letters, and would like to thank VOPC Council for taking action on this as when large organizations and agencies get involved it gets more momentum.

Answer: Yes, it will be included with the letter to SD#50.

Comment/Assertion -- Carey Stewart (SD#50 Superintendent): Thanks for the report as it has a lot of information and history. He will be taking this information to the Senior Team to address the busing situation. Out of the recommendations in the report, the health officer assessment and ones relating to health and safety always are good to focus on. The impact on the families, especially during COVID-19 are good to focus on, so getting parents to write a letter to SD#50 is important. It's the parent's voices that have the power to make changes. Having something in writing, something factual, it is hard to say no to that. Look at the alternate transportation measures – ie. Community busing like Sandspit - I do not have the answers, but this something to consider and I will be bringing it back to our Senior Team.

Question – Maureen Bailey: When can the Seniors' Room be reopened?

Answer: As soon as the Seniors' Group develops a COVID-19 safety/exposure plan.

Question—Marilyn Bliss: What is the Village doing with the M&B property subdivision?

Answer: It is being worked on, but the OCP and other bylaws need to be updated.

Question—Bev Lore (Recreation Commission): We are doing our meal program, but we could not locate the fire extinguisher in the Community Kitchen?

Answer: CAO Decock will look into the fire extinguisher first thing in the morning.

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;

90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party

Council had a 5 minutes recess before moving to in-camera

2010-10-209- Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council moves to the in-camera meeting as per section 90(1) (a), (c), (j) and 90(2)(b) at 9:01 PM

CARRIED

13. ADJOURNMENT

2020-10-210 Moved by Councillor Cumming

THAT this meeting be adjourned at 9:55PM.

CARRIED

Mayor Doug Daugert

CAO Ruby Decock

The Village of Port Clements'

VIBRANT COMMUNITY COMMISSION

Minutes of the Vibrant Community Commission Meeting, Wednesday, September 2 , 2020

Present:

Councilor Ian Gould

Commission Member Joan Hein

Commission Member Wayne Nicol (call-in)

Commission Member Kelly Whitney-Gould

Commission member Christine Cunningham

Members of the Public and Press: None

Meeting Called to Order at 7:10pm

Councilor Gould: I call to order this meeting of the Vibrant Community Commission being held on the traditional territory of the Haida People.

1. ADOPT AGENDA

2020-09-001—Moved by Joan Hein, seconded by Christine Cunningham

To adopt the agenda as amended with the addition of item (R-6) tourism budget.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

None

3. MINUTES

None

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

None

5. ORIGINAL CORRESPONDENCE

None

6. FINANCE

None

7. GOVERNMENT

None

8. NEW BUSINESS

NB-1: Election of Chair and Vice Chair

2020-09-002—Moved by Christine Cunningham, seconded by Joan Hein

That Kelly Whitney-Gould be appointed Chair and Wayne Nicol be appointed Vice Chair.

CARRIED

NOTE: The new chair, Kelly Whitney-Gould oversaw the remainder of the meeting.

9. REPORTS & DISCUSSIONS

R-1: Vibrant Community Commission Bylaw

2020-09-003—Moved that R1 be received by Joan Hein, seconded by Ian Gould.

CARRIED

R-2: Vibrant Community Grant/Tourism

2020-09-004—Moved that the verbal report be received from Councilor Gould, by Joan Hein, seconded by Christine Cunningham.

CARRIED

General discussion about the grant and a decision to contact MIEDs to determine their interest in supporting the work of the Vibrant Commission moving forward.

R-3: Scope of Community Projects

2020-09-005—Moved that the verbal report be received from Councilor Gould, by Wayne Nicol, seconded by Christine Cunningham.

CARRIED

General discussion about the need to identify a small number of core projects that can be carried out over the next 3 – 4 months. Decision to review these ideas at the next meeting of the Commission on 16th September.

R-4: Preferred Meeting Package Options

2020-09-006—Moved that the agenda package be circulated electronically (no paper) by Joan Hein, seconded by Wayne Nicol.

CARRIED

R-5: Next Meeting Dates

2020-09-007—Moved that the verbal report be received from Councilor Gould, by Christine Cunningham, seconded by Joan Hein.

CARRIED

General discussion about member availability and frequency of meetings in the following 2 – 3 months. It was recognized there was a need to meet every two weeks for the next two months. This decision will be revisited at a future meeting of the Commission. The next meeting will be held 16 September.

R-6: Tourism Budget

2020-09-008—Moved to spend up to \$4,000 from the tourism budget to install the two benches, by Joan Hein, seconded by Christine Cunningham.

CARRIED

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

None

12. IN-CAMERA

None

13. ADJOURNMENT

2020-09-009—Moved by Councilor Gould, seconded by Christine Cunningham.

THAT this meeting be adjourned at 8:30pm

CARRIED

11-2

Commission Chair
Dr. Kelly Whitney-Gould

CAO Ruby Decock

9. **REPORTS & DISCUSSIONS**

R-1: Strategic Planning/Funding (18 months)

2020-09-013—Motion to receive verbal report. Moved Joan Hein, seconded Ian Gould.

CARRIED

Chair Whitney-Gould provided an overview of strategic planning options. General discussion was held about the direction the commission wishes to take.

R-2: Scope of Community Projects / Identification

2020-09-014—Motion to receive Joan Hein's report for information. Moved Ian Gould, second Wayne Nicol.

CARRIED

General discussion about the best short-term and long-term projects that the commission can focus on to support economic/tourism development in the community. As part of this discussion Joan Hein submitted a list of ideas from residents she had spoken with, which was to be entered into the record. Agreement was reached on the following projects:

Short Term Project

Long Term Projects

Chevron Site
Website Development
Swim Shack

Campground Takeover
Dyson Corner
St. Marks
Community Park Development

R-3 Next Meeting Date

2020-09-015—Motion to meet 13th October. Moved Councilor Gould, seconded Joan Hein.

CARRIED

10. **ACTION ITEMS**

A-1: Chair to contact Gwail Trust regarding status of current grant

A-2: Update on bench (2) installation

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

None

12. **IN-CAMERA**

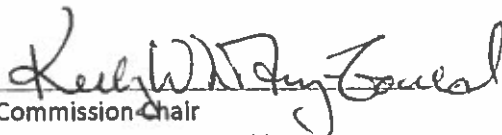
None

13. **ADJOURNMENT**

2020-09-009—Motion to adjourn. Moved by Councilor Gould, seconded by Wayne Nicol.

Meeting adjourned at 8:35pm

CARRIED


Commission Chair
Dr. Kelly Whitney-Gould

CAO Ruby Decock

11-

The Village of Port Clements'

VIBRANT COMMUNITY COMMISSION

Minutes of the Vibrant Community Commission Meeting, Wednesday, September 16, 2020

Present:

Councilor Ian Gould
Commission Chair, Kelly Whitney-Gould
Commission Member, Joan Hein
Commission Member, Wayne Nicol
Commission Member, Christine Cunningham

Members of the Public and Press: None

Meeting Called to Order at 7:06pm

Chair Whitney-Gould: I call to order this meeting of the Vibrant Community Commission being held on the traditional territory of the Haida People.

1. **ADOPT AGENDA**
2020-09-010—Motion to adopt agenda. Moved Ian Gould, seconded Joan Hein.
CARRIED
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
None
3. **MINUTES**
2020-09-011—Motion to adopt as presented. Moved Christine Cunningham, seconded Ian Gould
CARRIED
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
B-1: Vibrant Communities Grant Update MIEDs
2020-02-012—Motion to receive verbal report by Councilor Gould. Moved by Joan Hein, seconded Christine Cunningham.
CARRIED
Ian Gould provided an update on the discussion with Jennifer Rutt with the Misty Islands Economic Development Society that she would likely be able to provide support for hiring a community Tourism Advocate early 2020. Moving forward, the plan would be to have the hire in place for April 1, 2020.
5. **ORIGINAL CORRESPONDENCE**
None
6. **FINANCE**
None
7. **GOVERNMENT**
None
8. **NEW BUSINESS**
None

Port Clements Housing and Restoration Society
Box 183
Port Clements, BC
VOT 1R0

Council Members
Village of Port Clements
Port Clements, BC
VOT 1R0

October 9, 2020

As Council has recently accepted the Housing Feasibility Study sponsored by the Port Clements Housing and Restoration Society, we request that Council now add the recommended housing project to their strategic planning.

We ask that Council do what is necessary to bring housing to Port Clements where it can benefit our community. We understand that the process involved in this project is very complicated and time consuming but the rewards of this work will be to the advantage of the entire area and all people.

Thank you for your involvement. We look forward to hearing about the next steps.



Manzanita Snow
President, PCHRS



Kelly Green
Vice-President, PCHRS

C-1
RECEIVED

OCT 09 2020

Village of Port Clements



Board Highlights

September 18, 2020

Board Business:

1. The Board of the NCRD received delegations from B.A. Blackwell Associates Ltd., and the Forest Enhancement Society of BC and Habitat Conservation Trust.
2. The Board of the NCRD resolved to send correspondence to the Ministry of Environment regarding a request for the ministry to initiate similar projects to the Marine Debris Response Projects and the Clean Coast, Clean Waters Initiative in the NCRD Mainland and Haida Gwaii regions.
3. The Board directed staff to invite RoyNorthern Land and Environment to present to the Board at a future meeting regarding the proposed LNG project in Port Edward, BC.
4. In response to hardships faced by tourism organizations in light of COVID-19, the Board resolved to allocate a one-time payment of \$1,500.00 to organizations receiving funding through the Haida Gwaii Museum Service.
5. The Board directed staff to draft correspondence to Prime Minister Justin Trudeau regarding prioritization of rural connectivity across Canada.
6. The Board directed staff to submit an application to the Ministry of Municipal Affairs and Housing's CleanBC Communities Fund for the Island Solid Waste gas flare project.
7. The Board resolved to submit an application for grant funding for the Regional Recycling Facility Capital Upgrade Project and the Oona River Community Hall Project through Investing in Canada Infrastructure Program's Rural and Northern Communities stream.
8. The Board directed staff to submit grant applications to the Union of British Columbia Municipalities Housing Needs Assessment Program fund and the Northern Development Initiative Trust Housing Needs Assessment Program for a housing needs assessment for the electoral areas in the region.
9. The Board directed staff to prepare a proposed application to the Gwaii Trust Society Vibrant Communities Fund for projects in Electoral Area E to be presented at the next regular board meeting.

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

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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2020-Oct-16

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General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
Taxes					
10-1-11-00-00	Property Tax - Municipal	(130,809.41)	(114,050.00)	(113,938.75)	0.09
* TOTAL Taxes		(130,809.41)	(114,050.00)	(113,938.75)	0.10
Payment in Lieu of Taxes					
10-1-21-00-00	Grant in Lieu - Federal	(3,397.47)	(1,685.00)	(1,301.62)	22.75
10-1-24-00-00	Grant in Lieu - Hydro	(5,515.90)	(4,964.00)	(4,964.12)	0.00
10-1-27-00-00	Grant in Lieu - Telus	(1,476.45)	(1,515.00)	(1,515.35)	(0.02)
* TOTAL Payment in Lieu of Taxes		(10,389.82)	(8,164.00)	(7,781.09)	4.69
Sales of Service					
10-1-13-00-00	Water & Sewer Admin Recovery	(8,000.00)	(8,000.00)	0.00	100.00
10-1-15-00-00	Emergency Operations Centre Recovery	0.00	(60,000.00)	(5,505.61)	90.82
10-1-32-10-00	Taxes - School Tax Admin Fee	(2,117.19)	(2,100.00)	(2,102.28)	(0.10)
10-1-41-10-00	Sales - Photocopies	(308.15)	(200.00)	(151.25)	24.37
10-1-41-10-10	Sales - Faxes	(213.50)	(125.00)	(96.50)	22.80
10-1-41-10-20	Sales - Tax Searches & Commissioner	(740.00)	(500.00)	(155.00)	69.00
10-1-42-10-00	Misc. - Fire Protection Agreement	(1,350.00)	(600.00)	(300.00)	50.00
10-1-44-10-00	Sales - Garbage Tags	(4.00)	0.00	(8.00)	0.00
10-1-51-20-00	Sales - Business Licenses	(1,230.00)	(500.00)	(780.00)	(56.00)
10-1-71-10-00	Rec Commission Revenue	(4,144.00)	(500.00)	(626.30)	(25.26)
* TOTAL Sales of Service		(18,106.84)	(72,525.00)	(9,724.94)	86.59
Revenue From Own Sources					
10-1-51-70-00	Biomass Recovery	(11,567.56)	(11,000.00)	(12,190.17)	(10.81)
10-1-53-10-10	Rental - Gym	(33.75)	0.00	(205.00)	0.00
10-1-53-10-20	Rental - Weight Room	(1,851.51)	(500.00)	(93.20)	81.36
10-1-53-10-30	Rental - Ambulance	(6,756.00)	(6,800.00)	(5,630.00)	17.20
10-1-53-10-40	Dog Tag Revenue	(45.00)	0.00	(15.00)	0.00
10-1-53-10-50	Rental - St. Marks Church	(40.00)	0.00	0.00	0.00
10-1-53-10-70	Rental - Sunset Park Campground	(10,298.95)	(350.00)	(167.91)	52.02
10-1-53-10-80	Rental - CBC Site	(700.00)	(1,400.00)	(1,400.00)	0.00
10-1-53-20-00	Rental - Clinic	(8,777.40)	(9,000.00)	(8,245.00)	8.38
10-1-53-20-10	Garbage Admin	(3,649.50)	(3,500.00)	(1,840.50)	47.41

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VILLAGE OF PORT CLEMENTIS

General Revenue & Expense

2020-Oct-16

2:42:08PM

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
10-1-56-10-00	Property Tax Penalties	(4,243.95)	(3,000.00)	(7,550.32)	(151.67)
10-1-56-10-10	Property Tax Arrears Interest	(1,238.57)	(1,000.00)	(856.37)	14.36
10-1-56-10-15	Deliquent Tax Interest	(467.61)	(500.00)	(168.48)	66.30
10-1-59-10-00	Misc. - Donations	(7,771.62)	(50.00)	216.17	532.34
10-1-59-10-10	Misc. - NSF & Sundry Charges	(50.00)	(25.00)	0.00	100.00
10-1-59-10-20	Miscellaneous	(12,387.34)	(8,155.00)	(2,269.64)	72.16
10-1-59-90-00	Interest Revenue	(53,051.70)	(28,000.00)	(52,374.07)	(87.05)
10-1-59-90-01	Large Wharf fee for use	0.00	0.00	0.00	0.00
10-1-59-90-10	Small Craft - Electricity Revenue	(5,019.00)	(4,500.00)	(4,265.00)	5.22
10-1-59-90-20	Small Craft - Fee for Use	(21,402.45)	(17,000.00)	(15,224.15)	10.44
* TOTAL Revenue From Own Sources		(149,351.91)	(94,780.00)	(112,278.64)	(18.46)
Multi Purpose Building Rental					
10-1-53-10-11	MPBC Library Revenue	(10,200.00)	(10,200.00)	(7,650.00)	25.00
10-1-53-10-12	MPBC Space rental	(5,184.21)	(2,500.00)	(570.76)	77.16
* TOTAL Multi Purpose Building R		(15,384.21)	(12,700.00)	(8,220.76)	35.27
Unconditional Transfers					
10-1-62-10-00	Grants - Small Community Protection	(412,334.00)	(412,000.00)	(425,979.00)	(3.39)
* TOTAL Unconditional Transfers		(412,334.00)	(412,000.00)	(425,979.00)	(3.39)
Conditional Transfers					
10-1-75-10-00	Grants - Misc.	(57,851.00)	(561,213.00)	(81,142.55)	85.54
10-1-89-00-00	Community Works Fund Cond.Transfer	0.00	(66,000.00)	(67,000.58)	(1.51)
10-1-89-10-30	Grants - GT - Christmas	(10,000.00)	(10,000.00)	(10,000.00)	0.00
10-1-89-10-40	Grants - GT - Community Events Program	(5,000.00)	(5,000.00)	0.00	100.00
10-1-89-10-70	Grants - NDI Proposal Writer	(8,000.00)	(8,000.00)	(7,666.67)	4.16
10-1-89-10-71	Economic Dev. Fund	(75,000.00)	(50,000.00)	(50,000.00)	0.00
10-1-89-10-72	NDIT - MISC GRANTS	(18,523.87)	(10,000.00)	0.00	100.00
* TOTAL Conditional Transfers		(174,374.87)	(710,213.00)	(215,809.80)	69.61
Reserves					
10-1-92-10-00	Transfers From Reserves	0.00	(108,241.00)	0.00	100.00
* TOTAL Reserves		0.00	(108,241.00)	0.00	100.00

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VILLAGE OF PORT CLEMENTIS

2020-Oct-16

2:42:08PM

General Revenue & Expense

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
Collections for Other Agencies					
10-1-98-10-00	Taxes - School Residential	(78,045.82)	(74,928.00)	(74,927.83)	0.00
10-1-98-10-10	Taxes - School Non-residential	(25,587.79)	(12,556.00)	(12,555.73)	0.00
10-1-98-20-00	Taxes - NCRD	(33,284.41)	(35,151.00)	(35,150.84)	0.00
10-1-98-20-20	Taxes - NW Regional Hospital	(22,648.93)	(21,916.00)	(21,915.40)	0.00
10-1-98-20-30	Taxes- Police	(13,560.56)	(14,801.00)	(14,801.44)	0.00
10-1-98-30-10	Taxes - BCAA	(1,399.41)	(1,570.00)	(1,570.18)	(0.01)
10-1-98-30-20	Taxes - MFA	(6.60)	(8.00)	(6.98)	12.75
10-1-98-40-00	Taxes - VIRL	(13,327.45)	(11,023.00)	(11,022.28)	0.00
* TOTAL Collections for Other Ag		(187,860.97)	(171,953.00)	(171,950.68)	0.00
** Total Revenues		(1,098,612.03)	(1,704,626.00)	(1,065,683.66)	37.48

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VILLAGE OF PORT CLEMENTIS

General Revenue & Expense

2020-Oct-16

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General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
Legislative Expenses					
10-2-11-10-00	Council Remuneration	18,000.00	17,000.00	12,000.00	29.41
10-2-11-10-10	Council Training Expense	2,228.54	1,500.00	0.00	100.00
10-2-11-10-20	Council Travel	3,970.44	1,500.00	147.20	90.18
10-2-11-10-30	Council Benefits Expense	699.81	500.00	586.27	(17.25)
10-2-11-10-40	Council Membership Expense	902.80	1,700.00	649.82	61.77
10-2-11-10-50	Council Grants Awarded	5,070.55	1,000.00	1,125.00	(12.50)
* TOTAL Legislative Expenses		30,872.14	23,200.00	14,508.29	37.46
General Administration					
10-2-12-10-00	Administrative Wages	119,820.44	163,500.00	117,643.38	28.04
10-2-12-10-01	Consultants	16,615.93	27,000.00	17,765.51	34.20
10-2-12-10-10	Administrative Benefits	27,163.93	37,605.00	23,239.50	38.20
10-2-12-10-11	NDIT Intern	20,626.98	0.00	0.00	0.00
10-2-12-10-12	Intern Benefits	0.00	0.00	0.00	0.00
10-2-12-10-15	NDI Grant Proposal Writer	4,522.87	4,600.00	4,261.67	7.35
10-2-12-10-20	Administrative Travel	4,770.27	3,000.00	419.17	86.02
10-2-12-10-25	Training	7,143.44	10,000.00	5,790.16	42.09
10-2-12-10-30	Membership Fees	1,543.08	2,000.00	1,585.08	20.74
10-2-12-10-40	Audit & Accounting Expense	10,000.00	10,000.00	9,000.00	10.00
10-2-12-10-50	Legal Expense	6,368.30	8,000.00	2,380.36	70.24
10-2-12-11-00	Office Supplies	2,965.83	5,100.00	2,657.22	47.89
10-2-12-11-10	Website Fees	1,847.01	300.00	100.59	66.47
10-2-12-11-20	Computer Software Expenses	7,776.52	8,580.00	6,596.86	23.11
10-2-12-11-30	Administrative Operating Costs	4,285.04	5,200.00	4,846.58	6.79
10-2-12-11-40	Supplies - Council	313.81	2,500.00	33.67	98.65
10-2-12-11-50	Advertising	5,134.43	8,640.00	3,498.78	59.50
10-2-12-11-60	Postage Expense	1,669.24	1,700.00	1,259.22	25.92
10-2-12-11-70	Misc. - Tax Sale Expenses	142.16	0.00	0.00	0.00
10-2-12-14-10	Custodian's Wages	6,300.00	8,000.00	4,788.00	40.15
10-2-12-14-30	General Insurance Expense	15,005.22	17,000.00	15,995.53	5.90
10-2-12-99-13	Fibre ROW Install	3,700.00	0.00	0.00	0.00
* TOTAL General Administration		267,714.50	322,725.00	221,861.28	31.25

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General Revenue & Expense

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
Fire Department					
10-2-24-60-00	FD - Training	4,000.00	4,000.00	0.00	100.00
10-2-24-60-10	FD - Fire Fighters	0.00	500.00	0.00	100.00
10-2-24-70-00	FD - Repairs & Maintenance	9,150.80	15,000.00	9,895.90	34.02
10-2-24-70-10	Firehall Utilities	11,714.78	12,500.00	9,134.52	26.92
10-2-24-70-20	FD - License & Insurance	5,733.32	6,600.00	3,241.49	50.88
10-2-24-80-00	FD - Equipment	7,367.38	8,500.00	1,499.07	82.36
10-2-24-80-10	FD - Fuel	727.71	1,500.00	686.84	54.21
10-2-24-90-00	Firehall Janitorial	5,220.26	4,368.00	3,793.50	13.15
10-2-24-90-10	Weight Room	1,811.60	1,492.00	1,208.68	18.98
* TOTAL Fire Department		45,725.85	54,460.00	29,460.00	45.91
Emergency Services					
10-2-25-00-00	Misc - Emergency Commission	1,730.96	4,000.00	705.48	82.36
10-2-25-00-10	Misc Emergency Grant Expense	0.00	163,643.00	72.00	99.95
10-2-25-00-20	Emergency Operations Center Expense	0.00	60,000.00	17,553.87	70.74
* TOTAL Emergency Services		1,730.96	227,643.00	18,331.35	91.95
Common Services					
10-2-19-00-00	Misc. - PW Shed Utilities	850.16	1,000.00	673.14	32.68
10-2-31-00-00	Common Services - Wages	22,589.98	35,000.00	14,421.56	58.79
10-2-31-00-10	Common Services - Benefits	6,302.90	8,050.00	3,577.64	55.55
10-2-31-00-20	Common Services - Misc	744.02	1,000.00	103.63	89.63
10-2-31-30-00	Training - Public Works General	663.90	800.00	0.00	100.00
* TOTAL Common Services		31,150.96	45,850.00	18,775.97	59.05
Wharf					
10-2-34-00-00	Wharf - Wages	885.81	1,000.00	672.99	32.70
10-2-34-00-10	Wharf - Benefits	166.92	200.00	142.98	28.51
10-2-34-00-12	Wharf Insurance	1,360.00	2,000.00	1,415.00	29.25
10-2-34-00-15	Wharf Hydro	228.75	400.00	341.42	14.64
10-2-34-00-20	Wharf - Maintenance	5,909.24	325,000.00	82,466.00	74.62
* TOTAL Wharf		8,550.72	328,600.00	85,038.39	74.12

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VILLAGE OF PORT CLEMENTIS

General Revenue & Expense

2020-Oct-16
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General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
Small Craft Harbour					
10-2-34-00-40	Small Craft Harbour - Hydro Expense	6,509.54	8,000.00	4,693.73	41.32
10-2-34-00-60	Small Craft Harbour - Legal Expenses	0.00	500.00	0.00	100.00
10-2-34-00-70	Small Craft Harbour- Maintenance	5,084.09	6,000.00	4,967.42	17.20
10-2-34-00-71	Boat Launch and parking lot	183.60	1,200.00	0.00	100.00
* TOTAL Small Craft Harbour		11,777.23	15,700.00	9,661.15	38.46

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VILLAGE OF PORT CLEMENTIS

General Revenue & Expense

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2020-Oct-16
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General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
Roads					
10-2-12-99-60	Public Works Truck	1,051.93	2,500.00	1,500.12	39.99
10-2-31-90-00	Common Services - Fuel	1,984.45	2,000.00	805.03	59.74
10-2-31-90-10	Public Work's Truck Insurance	1,065.00	3,500.00	937.66	73.20
10-2-31-90-20	Tractor Insurance	1,073.00	550.00	538.50	2.09
10-2-31-90-21	Tractor Expense	1,293.10	1,300.00	859.59	33.87
10-2-32-31-00	Street Maintenance	10,044.95	11,500.00	8,427.92	26.71
10-2-32-37-00	Street Sanding	3,718.12	6,000.00	1,942.76	67.62
10-2-32-37-10	Industrial Road Maintenance	5,750.70	6,000.00	4,227.11	29.54
10-2-32-37-20	Ditching	1,096.68	4,000.00	1,230.96	69.22
10-2-32-50-00	Hydro - Street Lights	16,020.20	16,000.00	11,980.76	25.12
10-2-32-90-00	Tools & Equipment	5,850.18	8,000.00	3,452.70	56.84
10-2-71-89-40	Brushing Operating Expense	43.46	2,500.00	1,415.32	43.38
* TOTAL Roads		48,991.77	63,850.00	37,318.43	41.55
Environmental Health					
10-2-43-00-00	Common Services - Garbage Expense	0.00	700.00	0.00	100.00
10-2-43-00-10	Garbage Tags / Dumpster Fees	0.00	80.00	0.00	100.00
* TOTAL Environmental Health		0.00	780.00	0.00	100.00
Envrionmental Development					
10-2-52-00-00	Clinic R&M	4,051.72	3,000.00	917.34	69.42
10-2-72-50-00	Ambulance O&M	2,331.16	1,400.00	680.15	51.41
* TOTAL Envrionmental Developmen		6,382.88	4,400.00	1,597.49	63.69
Parks & Recreation					
10-2-12-71-00	Mowing expense	353.47	3,000.00	3,328.31	(10.94)
10-2-12-71-01	Mower Insurance	0.00	540.00	538.50	0.27
10-2-12-71-10	Community Park Washrooms	0.00	600.00	49.61	91.73
10-2-12-99-35	MUSEUM GRANT	0.00	3,000.00	3,000.00	0.00
10-2-71-21-00	Community Hall Grounds Keeping	816.17	800.00	190.74	76.15
10-2-71-89-00	Community Park O & M	22,459.99	14,000.00	11,221.21	19.84
10-2-71-89-10	Beautification	2,187.95	3,000.00	0.00	100.00
10-2-71-89-20	Millenium Park O & M	3,692.87	3,800.00	2,455.36	35.38
10-2-71-89-30	Sunset Park O & M	12,716.56	8,000.00	6,586.70	17.66

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VILLAGE OF PORT CLEMENTIS

2020-Oct-16

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General Revenue & Expense

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
10-2-71-89-45	Museum Grounds keeping	3,414.71	3,400.00	2,792.34	17.87
10-2-71-89-50	Cemetary	55.17	500.00	0.00	100.00
10-2-72-50-10	Tourism Expense	5,360.14	6,000.00	3,256.81	45.71
10-2-72-91-00	St. Mark's Expense	1,028.32	450.00	1,819.63	(304.36)
10-2-75-00-00	Recreation Commission	12,708.38	9,000.00	1,447.63	83.91
* TOTAL Parks & Recreation		64,793.73	56,090.00	36,686.84	34.59
MPBC Operating Expenses					
10-2-71-21-10	MPBC Fuel	12,836.86	13,000.00	2,038.61	84.31
10-2-71-21-11	Library o+m	3,300.00	4,000.00	2,508.00	37.30
10-2-71-21-12	MPBC Grounds keeping	10,178.01	10,000.00	4,032.20	59.67
10-2-71-21-15	MPBC Utilities	13,691.79	15,000.00	7,607.48	49.28
10-2-71-21-20	MPBC Janitorial	3,927.04	4,500.00	3,731.16	17.08
10-2-71-21-25	MPBC Insurance	7,765.63	8,000.00	3,913.63	51.07
10-2-71-21-30	Biomass Expenses	22,584.87	26,000.00	10,311.76	60.33
* TOTAL MPBC Operating Expenses		74,284.20	80,500.00	34,142.84	57.59
Debt Services					
10-2-81-90-00	General Service Charges	1,427.54	1,800.00	1,318.39	26.75
10-2-81-90-10	Bad Debts Expense	0.00	500.00	5.26	98.94
10-2-81-90-20	Till Over/Short	(2.82)	5.00	0.18	96.40
* TOTAL Debt Services		1,424.72	2,305.00	1,323.83	42.57
Contributions to Reserves					
10-2-81-90-30	Transfer to/from Reserves	0.00	0.00	0.00	0.00
* TOTAL Contributions to Reserve		0.00	0.00	0.00	0.00
Grants & Misc.					
10-2-12-32-00	GT - Community Events Program	3,000.00	5,000.00	0.00	100.00
10-2-12-99-11	NDI Economic Dev Fund	50,000.00	50,000.00	50,000.00	0.00
10-2-12-99-16	Misc - GRANTS	14,259.34	97,571.00	23,859.24	75.54
10-2-12-99-30	Misc. - GT - Christmas	8,760.00	10,000.00	300.00	97.00
10-2-69-00-00	Misc. - NDIT Grant Writer expense	8,000.00	8,000.00	8,000.00	0.00
10-2-69-00-10	Misc - NDIT Misc Grants Expense	0.00	10,000.00	0.00	100.00
* TOTAL Grants & Misc		84,019.34	180,571.00	82,159.24	54.50

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VILLAGE OF PORT CLEMENTIS

General Revenue & Expense

2020-Oct-16

2:42:08PM

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
Amortized Asset					
10-2-28-19-40	Amortized Asset Expense	242,912.58	126,000.00	0.00	100.00
* TOTAL Amortized Asset		242,912.58	126,000.00	0.00	100.00
Taxes Levied-Other Gov't					
10-2-84-10-00	Taxes - NCRD	33,284.00	35,151.00	35,151.00	0.00
10-2-84-20-00	Taxes - VIRL	13,328.00	11,023.00	11,023.00	0.00
10-2-84-20-10	Taxes-Police	13,560.81	14,801.00	11,064.78	25.24
10-2-88-11-00	Taxes - School Residential	78,045.70	74,928.00	55,672.78	25.69
10-2-88-11-10	Taxes - School Non-residential	25,587.78	12,556.00	9,634.49	23.26
10-2-88-20-10	Taxes - NW Regional Hospital	22,649.00	21,916.00	21,916.00	0.00
10-2-88-30-00	Taxes - BCAA	1,399.41	1,570.00	1,570.20	(0.01)
10-2-88-30-10	Taxes - MFA	7.05	8.00	7.53	5.87
10-2-88-40-00	PILT's For Others	0.00	0.00	0.00	0.00
* TOTAL Taxes Levied-Other Gov't		187,861.75	171,953.00	146,039.78	15.07
** TOTAL Expenses		1,108,193.33	1,704,627.00	736,904.88	56.77
***P Surplus/Deficit		9,581.30	1.00	(328,778.78)	32,877,978.00

*** End of Report ***

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VILLAGE OF PORT CLEMENTS

Water Operating Revenue & Expense

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2020-Oct-14
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General Ledger	Description	2019 YTD Actual	2020 YTD Budget	2020 YTD Actual
Fees & Taxation Revenue				
30-1-44-00-00	Water User Charges	(58,322.75)	(58,323.00)	(44,308.41)
30-1-44-10-00	Water - Miscellaneous	0.00	0.00	(140.00)
30-1-49-00-00	Water Frontage Tax	(52,154.70)	(52,155.00)	(52,640.60)
30-1-55-00-00	Water - Past Due Interest Revenue	(2,377.58)	(2,378.00)	(1,099.79)
30-1-91-00-00	Contributions From Capital Reserves	0.00	(1,750.00)	0.00
* TOTAL Fees & Taxation Revenue		(112,855.03)	(114,606.00)	(98,188.80)
Total Grants				
30-1-62-00-20	Community Work's Fund	0.00	0.00	0.00
30-1-62-00-25	MRIF Water Treatment	0.00	0.00	0.00
30-1-62-00-30	GT Water Treatment	0.00	0.00	0.00
* TOTAL Grants		0.00	0.00	0.00
** Total Revenues		(112,855.03)	(114,606.00)	(98,188.80)
Operating Expenses				
30-2-41-10-00	Water - Administration Charges	5,000.00	5,000.00	0.00
30-2-41-10-25	Pump House	0.00	0.00	0.00
30-2-41-20-00	Water - Testing Expense	1,020.03	1,000.00	538.99
30-2-41-30-00	Training - Water	665.23	2,500.00	109.00
30-2-41-30-10	Water - Maintenance Wages	35,516.98	25,740.00	25,707.20
30-2-41-30-20	Water - Maintenance Benefits	8,539.77	6,500.00	5,853.78
30-2-41-30-30	Water - Supplies	39.65	5,000.00	5,405.24
30-2-41-30-40	Public Work's Truck	1,627.34	2,000.00	939.02
30-2-41-40-00	Water - Repairs & Maintenance Plant	20,044.51	20,750.00	3,282.83
30-2-41-40-01	Water-Repairs & Maintenance Distribution	6,322.25	5,500.00	770.74
30-2-41-40-10	Water - Fuel	2,002.01	1,900.00	920.03
30-2-41-50-00	Water - Utilities Expense	13,506.80	18,000.00	10,398.71
30-2-41-90-20	Water - Licensing	112.50	1,450.00	229.50
* Total Expenses		94,397.07	95,340.00	54,155.04
Total Capital Expenses				
30-2-81-20-00	Water - Debenture Interest	0.00	0.00	0.00
30-2-81-30-00	Water - Debenture	0.00	0.00	0.00
* TOTAL Debenture Expense		0.00	0.00	0.00
** Total Expenses		94,397.07	95,340.00	54,155.04
***P Surplus / (Deficit)		(18,457.96)	(19,266.00)	(44,033.76)
Contribution to Reserves				
30-2-82-21-00	Cont. To Water Capital Reserve	0.00	0.00	0.00
30-2-82-21-01	Amortized asset expense	34,086.28	26,000.00	0.00
* TOTAL Contribution to Reserves		34,086.28	26,000.00	0.00

*** End of Report ***

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VILLAGE OF PORT CLEMENTS

Sewer Operating Revenue & Expense

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2020-Oct-14
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General Ledger	Description	2019 YTD Actual	2020 YTD Budget	2020 YTD Actual
Fees & Taxation Revenue				
40-1-44-00-00	Sewer - User Charges	(32,081.90)	(32,082.00)	(23,849.63)
40-1-49-00-00	Sewer - Frontage Tax	(35,739.00)	(35,739.00)	(35,727.60)
40-1-49-00-10	Sewer - Parcel Tax - PC East	(1,316.00)	(1,316.00)	(1,974.00)
** TOTAL Fees & Taxation		(69,136.90)	(69,137.00)	(61,551.23)
Total Grants and Transfer				
40-1-91-00-00	Sewer - Reserve/Surplus	0.00	(7,347.00)	0.00
40-1-92-90-46	Transfer from reserves	0.00	(936.00)	0.00
* TOTAL Grants and Transfers		0.00	(8,283.00)	0.00
Operating Expenses				
40-2-42-10-00	Sewer - Administration Charges	3,000.00	3,000.00	0.00
40-2-42-10-10	Sewer - Licenses & Permits	687.19	850.00	712.19
40-2-42-20-00	Sewer Testing Expense	0.00	2,600.00	954.26
40-2-42-30-00	Training - Sewer	496.24	1,000.00	418.95
40-2-42-90-00	Sewer - Maintenance Salaries	20,047.37	21,384.00	14,124.35
40-2-42-90-20	Sewer - Benefits	4,973.01	4,650.00	3,354.34
40-2-42-90-40	Sewer - Utilities Expense	2,220.51	6,000.00	1,441.49
40-2-42-90-50	Sewer - Repairs & Maintenance	14,435.94	15,500.00	4,831.22
40-2-42-90-60	Sewer - Fuel	1,251.25	1,500.00	575.00
40-2-42-90-70	Public Work's Truck	2,043.00	2,000.00	870.07
* TOTAL Operating Expenses		49,154.51	58,484.00	27,281.87
Contributions to Reserves				
40-2-82-21-00	Contribution to Sewer Capital Reserves	0.00	0.00	0.00
* TOTAL Contributions to Reserves		0.00	0.00	0.00
Debenture Expenses				
40-2-81-20-00	Sewer - Interest Expense	0.00	0.00	0.00
40-2-81-30-00	Sewer - Debenture	0.00	0.00	0.00
40-2-82-21-01	Amortized assest expense	16,856.16	18,000.00	0.00
* TOTAL Debenture Expenses		16,856.16	18,000.00	0.00
** TOTAL Expenses		66,010.67	68,201.00	27,281.87
***P Surplus/Deficit		(3,126.23)	(936.00)	(34,269.36)

*** End of Report ***

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Public Works Quarterly Report to Council

Author: Sean O'Donoghue, Public Works Superintendent

Date: 2020-10-14

RE: Quarter #3 Report to Council

BACKGROUND: This report summarizes Public Work's activities for the third quarter of 2020.

Sewer:

- Collection system operating well, monitored daily. One small lift station (Museum) serving 4 residences currently working but requiring in house rebuild. No other current concerns.
- Replacement pumps for Jasper lift station currently being sized for ordering by certified dealer in prince Rupert.
- Sewage Treatment still out of compliance. Despite much efforts with engineering designed upgrades and funding applications, both Provincial and Federal regulatory agencies stepping up their respective monitoring and enforcement. A reminder to council that we are awaiting a decision on a large funding application, timeframe for that decision is vague, but March 2021-June 2021 is hopeful.
- On advice of engineer, the faulty aerator was assessed, repaired and put back into operation. This action has not resulted in effluent tests trending towards compliance regarding Biological Oxygen Demand and Total Suspended Solids, however it does support compliance concerns with MOE in "keeping the works in good order". Engineer stated that it could take many months to determine the effectiveness.

Water

- An abnormally wet summer provided some respite from any supply concerns over draught conditions normally experienced during this period.
- Ongoing anomaly in WTP with pressure fluctuation was resolved after much trouble shooting and the assistance of outside contractor making adjustments to programming of the automation system.
- No concerns with water testing/reporting to Northern Health. Water continues to be deemed safe to drink as per permit.
- Well #3 completion design project in the hands of engineers, final draft is imminent.

Streets/Industrial Road

- Regular maintenance performed. Industrial road is in above average condition due to increased addition of crush material, light grading with our own equipment, as well as reduced industrial hauling levels.
- Gravel streets benefiting from same.

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Parks Trails & Greenspaces:

- Increased necessity of mowing due to abnormally wet summer, with no respite created by mid-summer dry conditions as usual.
- A few challenging periods due to malfunction of main (new) mower, with down time associated simply with the length of time for dealer to freight up a proprietary computer for diagnosis of warranty repairs. Old equipment (aging, high maintenance) filled in during these periods.
- Increased need for light trail maintenance and repair noted over previous years. Issue is labor intensive hand brushing and weed eating of trail edges to reduce overgrowth. Concerns raised by residents about overgrowth and difficulty in maintaining safe social distances while using the trail with others.
- Despite little or no use of sports turf due to COVID related shutdowns, turf still had to be maintained, with some alternate mowing procedures or schedules put in place.

Wharf:

- Fortunately, by late 3rd quarter, this major project, delayed due to COVID, was able to proceed. Public Works had only a supporting role; aiding engineer, admin and contractor. No concerns to raise.

Small Craft Harbor:

- A fortuitous opportunity presented itself with the Wharf contractors already on island, and Village owned materials on hand, to lobby DFO/Small Craft Harbors, the owners of our local facility, to approve funding for much needed emergency structural repairs to the worst parts of the aging decking. This work is now complete.

Biomass:

- Successfully started up mid-September for early heating season with small amount of fuel on hand. Pellet fuel supply uninterrupted with timely resupply first week of October. Should be enough fuel to nearly last for the rest of the fiscal year.
- Hoping to work with finance at doing a fresh analysis of the return on investment of this project, given current fuel costs and better data from SD 50, our main energy customer.
- Consideration should be made going forward with expanding the heating delivered to the firehall, as well as any recommendation arising out of an analysis of return on investment. (i.e.: is a rate increase to our energy customer feasible?)

PW Staffing:

- Fourth quarter will see some concerns with Public Works capacity as a vacancy is filled in the PW Assistant position, with training, shadowing and mentoring of the new hire.

Addendum:

- Elephant in the room is the ongoing effects of the COVID pandemic. PW capacity to fulfill council/admin/strategic planning objectives has and will continue to be affected by this animal. 2021 strategic planning and objectives should not overlook taming it.

Respectfully Submitted:
Sean O'Donoghue

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ACTION ITEMS

#	Date	Description	Lead	Follow up
A30	06-09-2015	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 expedited by the Gwaii Trust Society
	13-08-2020			Cannot be expedited. Weightroom funding application separated between COVID-19 & upgrades, upgrades needs motion for application noting specific amount
A35	06-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan
	15-04-2019			In Nov/Dec 2017 and again in Nov/Dec 2018.
	03-06-2019			Draft plan circulated to Council for review.
	31-07-2019			Motion made to hold public hearing and then adopt Management Plan. Staff dealing with scheduling.
	22-08-2019			Requested date for Aug 20/20 - waiting for confirmation Public Meeting held to receive comments on proposed plan and Berry Maze
A41	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 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 on whether company can get permit (fisheries permissions)
A53	2-09-2020 21-09-2020 05-10-2020			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 Staff identified need for further direction from Council on options supplier looking into workaround for equipment issues (microphones) with backfeed; pending supplier update
A54	08-09-2020 25-09-2020 05-10-2020 16-10-2020			Staff to draft letter to SD50 re bussing letter drafted; pending Councillor Cumming report on bussing at October 5th, 2020 Regular Council Meeting Council request that letter be redrafted to reflect Councillor Cummin's report Final redrafted letter sent for review and confirmation by Council

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