



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 PM Regular Meeting of Council, Monday, April 19th, 2021

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
D-1—Cpl. Evan Hobbs – Masset RCMP Detachment – Introduction & discuss current issues/priorities of community.
T-1—Opening of Bids for Old Universal Gym (no minimum bid amount. Highest bid wins).
T-1—Opening of Bids for Old Blinds (minimum bid amount of \$50. Highest bid wins).
- 3. MINUTES**
M-1— April 6th, 2021 Regular Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1— REQUEST – letter of support – Against Provincial Paramourncy over Zoning Bylaw - City of Penticton
- 6. FINANCE**
F-1—Tax Rates Bylaw
Ministerial Order 192 permits certain bylaws to have three readings & adoption at same meeting. Both the Five-Year Financial Plan and Annual Property Tax Bylaw fall under this.

Recommended motion: THAT Council does 1st, 2nd, 3rd reading AND pass and adopt "Tax Rates Bylaw #463, 2021".

F-2—1st Quarter Financial Report
- 7. GOVERNMENT**
G-1—Strategic Planning – Verbal Report -- Consultant Lori Wiedeman
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
R-1—Regular Report on Current Operations – Elizabeth Cumming, Acting CAO
- 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:

- (a) Personal information about an identifiable individual who holds or is being considered for a position as officer, employee or agent of the municipality or another position appointed by the municipality;
- (i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (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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For more information please contact by:
Phone: 250-557-4295
FAX: 250-557-4568
Email: cao@portclements.ca

Delegation to Council Application Form

Applicant Group/Individual Name: CPL. EVAN HOBBS
Mailing Address: MASSET RCMP 2042 COLLISON AVE MASSET BC
Telephone: 250-626-3991 Email: evan.hobbs@rcmp-grc-gc.ca

Subject of Delegation: INTRODUCTION OF CPL. HOBBS
ACTING DETACHMENT COMMANDER DISCUSS
CURRENT ISSUES PRIORITIES FOR COMMUNITY.

Purpose of Delegation:

Please note that delegations regarding any aspect of an Official Community Plan or a zoning application are prohibited between the conclusion of a Public Hearing and the adoption of a Bylaw and may not come before Council at that time.

- Question for council
- Requesting information
- Requesting a letter of support
- Requesting funding
- Other (provide details): AS ABOVE.

Contact Person (if different from above): _____
Telephone number: _____ Email: _____

It is recommended that if an applicant has a deadline or specific time constraint then the applicant should make their delegation application to a Council Meeting that has at least one other Council Meeting occurring before this deadline.

Please note that your delegation may not be on the date requested due to prior commitments, staff resources or at the Chief Administrative Officers' discretion due to subject matter. Your delegation is not confirmed until it is approved by the CAO and you have been contacted by Village staff.

Council Meeting date requested: 2021-04-19
Attending delegate (if different from above): _____

D-1

Delegation Requirements:

If approved the name of the delegation and its subject will be published in the Council Meeting Agenda, which is made available to the public and on our website. This is not optional and cannot be withdrawn from the public record.

If you wish to provide supporting documentation to be published in the Agenda, it must be provided to our office no later than **1:00 PM on the Wednesday prior to the Council Meeting**. After the Agenda's deadline the delegation must bring its supporting document to the Council Meeting for distribution. It is mandatory to bring 7 copies for Council and Staff

Delegation Rules at Council Meetings:

1. **The delegation has a 10 minute time limit for speaking to Council.** This limit is regardless of how many speakers the delegation presents as part of their delegation. This limit also includes time for any questions.
2. The presentation must be directed at Council in a respectful and collaborative manner. The meeting Chairperson will indicate who has the turn to speak and in what order: interrupting and talking over someone when they are speaking is strongly discouraged. Disrespectful and abusive language will not be tolerated.
3. **Do not expect an immediate answer or response to your delegation:** Council may refer to staff for more information or postpone it to another meeting for further consideration. Council reserves the right to make its decision in its own time and will not be pressed to a decision due to a delegate's deadline.

I understand and agree that I have been advised on the rules and requirements of a delegation to Council and I agree to these terms.

Name: CPL. E. HIBBS

Date: 2021-04-14

Signature: *[Handwritten Signature]*

For Office Use Only:

Date Application Received: 2021-04-14 Documents Submitted with Application: No

Application Received by: Elizabeth Cumming Signature: *[Handwritten Signature]*

Approved

Declined

Other (please specify): _____

Council Meeting Appearance date of Delegation: 2021-04-19

[Handwritten Signature]
Signature of Chief Administrative Officer

Acting

2021-04-19
Signature Date

D-1



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Minutes of the Regular Meeting of Council, Tuesday, April 6th, 2021

Present:

Mayor Doug Daugert (by zoom)
Councillor Brigid Cumming (by zoom)
Councillor Kazamir Falconbridge (by zoom)
Councillor Ian Gould (by zoom)

Acting CAO Elizabeth Cumming

Councillor Kelly Whitney-Gould (regrets)

Members of the Public and Press: None

Meeting Called to Order at 7:00 PM

Mayor Daugert: I call to order this meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

1. ADOPT AGENDA

2021-04-067—Moved by Councillor Cumming, seconded by Councillor Gould
THAT Council adopts the April 6th, 2021 Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1— March 15th, 2021 Regular Council Meeting Minutes
2021-04-068—Moved by Councillor Cumming, seconded by Councillor Gould
THAT Council adopts the March 15th, 2021 Regular Council Meeting Minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1—SD#50 Bussing – Response Letter from SD#50
2021-04-069—Moved by Councillor Cumming, seconded by Councillor Gould
THAT Council receives the Response Letter from SD#50 regarding bussing to Port Clements AND Council directs Councillor Cumming to draft a response letter to bring back to Council for approval.
CARRIED

5. ORIGINAL CORRESPONDENCE

C-1— INFO – March Board Highlights – North Coast Regional District
C-2—INFO – Bill C-213, the Canada Pharmacare Act update – MP Peter Julian, Don Davies & Jenny Kwan
C-3—INFO – March Board Highlights – North Central Local Government Association (NCLGA)
C-4—INFO – 2020 Street Lighting Rate – City of Prince George

11-1

- C-5—INFO – Opioid Crisis and Call for Overdose Action Plan – City of Prince George
- C-6—INFO – February Regional Calls – Ministry of Municipal Affairs
- C-7—INFO – ICBC Report on Premiums and Claims -- NCLGA
- C-8—INFO – Aquatic Invasive Species Enforcement – District of Sicamous
- C-9—INFO – Invasive Asian Clams – District of Sicamous
- C-10—INFO—Fair Taxation from Railway Operations & Industrial Parks – City of Pitt Meadows
- C-11—INFO – study participation invitation— Broadband Internet Speed- Connected Communities
Note: Village Office tested rate was 44.9 – 51.3 Mbps

2021-04-070—Moved by Councillor Cumming, seconded by Councillor Gould
 THAT Council receives the correspondence items C-1 to C-11 for information.
CARRIED

C-12—REQUEST – letter of support – Paramedic PCP Training -- Haida Gwaii Community Futures
 2021-04-071—Moved by Councillor Cumming, seconded by Councillor Gould
 THAT Council writes a letter of support for Haida Gwaii Community Futures’s application to the Ministry of Advanced Education and Skills Training for the Paramedic PCP Training as requested.
CARRIED

C-13—REQUEST— consideration of undertaking same action– Help Cities Lead – City of Victoria/City of North Vancouver
 2021-04-072—Moved by Councillor Cumming, seconded by Councillor Gould
 THAT Council receives the requests on the Help Cities Lead program from the City of Victoria and City of North Vancouver.
CARRIED

C-14—REQUEST – adopt resolution – Delivering Community Power – Canadian Union of Postal Workers
 2021-04-073—Moved by Councillor Cumming, seconded by Councillor Gould
 THAT Council receives the request on the Delivering Community Power from the Canadian Union of Postal Workers.
CARRIED

6. FINANCE

F-1—Financial Plan Bylaw 2021-2025
 2021-04-074—Moved by Councillor Cumming, seconded by Councillor Falconbridge
 THAT Council does 1st, 2nd, 3rd reading AND pass and adopt “The Financial Plan for the years 2021 – 2025 - Bylaw #462, 2021”.
CARRIED

7. GOVERNMENT

G-1—COVID-19 Exposure Control Plan and Hazard Assessments – Municipal Facilities – Consultant Lori Wiedeman
 2021-04-075—Moved by Councillor Cumming, seconded by Councillor Falconbridge
 THAT Council adopts the presented Pandemic Exposure Control Program COVID-19 and Hazard Assessments for the municipal facilities on the understanding that it they will be adjusted as required to match Provincial Health Orders and any necessary revisions to reopening timeline.
CARRIED

8. NEW BUSINESS

11-1

9. REPORTS & DISCUSSIONS

R-1—Regular Report on Current Operations – Elizabeth Cumming, Acting CAO

R-2—BCEDA Seminar Report – Mayor Doug Daugert

R-3—Mayor’s Report March 16 – April 6, 2021 – Mayor Doug Daugert

Mayor Daugert: Was a protocol meeting where the Protocol Table discussed the letter regarding internet and broadband, which Port Clements signed off on at our previous meeting. The Protocol Table signed off on it as well. Fairly long discussion on COVID-19 and increased cases in Northern Health, but at the same time they accelerated the vaccination schedule. This coming meeting, tomorrow, they were going to have more information on possible reopening conditions/plans. Don't know if this latest outbreak will effect that. At prior Council Meeting we briefly discussed stairs adjacent to Rainbow Wharf, project originally proposed to be undertaken by Vibrant Community Commission, but because of the COVID shutdowns they will not be able to take it on this year, since it is not practical, we do need to direct staff in a new direction to accomplish this. Asking to include discussion to establish direction at our next Regular Council Meeting ie to get staff to look into the legalities/boundaries and to move it in a timely fashion. Request for call in with Gaagwiis regarding Community Forest. Forestry put themselves in a bind by issuing some volume licences and a management stranglehold that they won't be able to get out of without upsetting some people. No idea what direction things will actually take. Would like to find out the direction the Haida will take, as they are technically looked at as 50% partners with the Province though their influence may be greater. Similar issues with Hyland Fraser and will see where things will fall. Scheduling MIEDS Board Meetings next week to discuss it, not sure of the buy-in is on the issue. Barry Pages hates quitting now, if there is a can worth kicking at, we should kick it. No commitments would be made without returning to the various councils.

Councillor Cumming: Not done a whole lot, did participate in a round-table discussion on the results of a survey conducted by Kazda Thomas, a Councillor in Smithers (Terrace?), on local officials' retention, representation diversity and barriers.

Councillor Gould: Three main meetings – NDIT: one element of interest was provincial presentation on internet connectivity between the different communities and federal/provincial funding opportunities. Regional District will take up some action with Tlell issues. New satellite provider coming on stream that should work well for remote communities like Tlell. VIRL: follow-through will plans/updates, still looking at CAO departure at end of the year, entering a process with a hiring committee. Forestry Meeting BCTS/FLNRO: Did not take a lot of negativity from it, so much uncertainty with process, where things are going, viability of logging here, the understanding that they are overcommitted already on licenses to fit a community forest in. There may be solutions down the road, but many things are not their-side related. Doug and him were the only community representatives at the meeting, do not see buy-in from other communities that he would like to see to move forward. Not sure how it will work for Port Clements but will still be problematic. Challenges with seeing role of MIEDS in these types of things, as he does not see the buy-in for MIEDS in other communities that he would like to see. Thinks it is an issue we will have to look at and address. Take away: First Nation Wood lot licence is unlikely to fall, cannot see that BCTS giving up their portion and allowing that to fall, so the cutback in the TS area will proportionally fall on Husby and Community Forest. Highly problematic in his perspective of how that will work out, but we will not know until Province announces those numbers.

Councillor Falconbridge: Not a lot to report, attending a lot of the CAO Hiring Committee Meetings. PAC will do a presentation/delegation at the next School Board meeting regarding the Bussing.

2021-04-076—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the written and verbal reports from Council and Acting CAO Cumming as presented.

CARRIED

M-1

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:

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

2021-04-077—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council the meeting moves in Camera as per section 90(1) section (e) at 8:09 PM.
CARRIED

13. ADJOURNMENT

2021-04-079—Moved by Councillor Cumming
THAT the meeting be adjourned at 8:24 PM.
CARRIED

Mayor Doug Daugert

Acting CAO Elizabeth Cumming



Mayor's Office, City of Penticton

171 Main Street, Penticton, B.C. V2A 5A9

Tel: 250-490-2400 Fax: 250-490-2402

www.penticton.ca

April 13, 2021

President Brian Frenkel
c/o Union of British Columbia Municipalities
525 Government Street
Victoria, BC V8V 0A8

Re: B.C. Government's Use of Provincial Paramourncy to Undermine Local Government Bylaws

Dear President Frenkel:

On behalf of Penticton City Council, I am requesting the Union of British Columbia Municipalities write a letter to Premier John Horgan requesting the reconsideration of invoking Provincial Paramourncy as it relates to the violation of Penticton City Council's authority and the City of Penticton's Zoning Bylaws at 352 Winnipeg Street, Penticton, BC.

The following is a timeline of events:

- When COVID-19 struck in March, 2020 many facilities that provided showers, laundry services, and meals to our most vulnerable in our community had to close and/or adapt. The City via its Emergency Operations Centre (EOC), Emergency Management BC and BC Housing worked together to find a temporary "hygiene station" and isolation shelter for anyone that was needing to isolate during COVID.
 - 352 Winnipeg Street was not an ideal site for a hygiene station as it was adjacent to two seniors' homes. However, as the site contained a vacant and free standing building that could quickly be fitted for a hygiene station, the EOC supported and worked with BC Housing to quickly stand-up the hygiene station.
- In September, 2020 BC Housing approached the City to turn the isolation shelter into a 42 bed Temporary Emergency Winter Shelter. This use was contrary to City Zoning Bylaws and although met with trepidation from the neighbourhood, Council ultimately approved a Temporary Use Permit (TUP) for the isolation shelter to be converted and operate as Temporary Winter Shelter until April 1, 2021.
 - Video of the lengthy Council debates from our October 6th and 20th, 2020 meetings can be found on our website to better understand how clear individual Council members were that this was not an appropriate location, but that in the midst of the pandemic, they would grant a TUP on this one occasion.

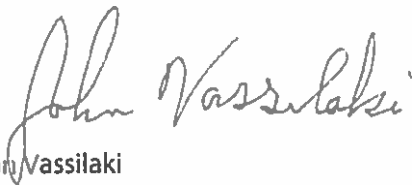
1
C-1

- In March 2021, BC Housing sought an extension to this TUP until March 31, 2022 in effect changing the use from a temporary, emergency winter shelter to a year round shelter. Council denied this request based on zoning bylaws and the previous clearly communicated unsuitability of this location.
 - Via resolution, Council further directed Penticton's Safety and Security Advisory Committee to develop location selection criteria for a new, permanent winter shelter for Penticton.
 - Council initially learned of the Province's interests in exploring the use of paramountcy via an interview on Global news with Minister David Eby, who had met with Council twice early in the year to discuss a supportive housing project at 3240 Skaha Lake Rd., Penticton, BC.
- Again in March, BC Housing stated their intention to continue operations of the facility "on a balance of convenience" and asked Council to reconsider. Having been presented no alternate location as requested or new information; based on zoning bylaws and the previously communicated unsuitability of this location Council did reconsider the request and again denied the request.
 - Via resolution, Council further directed staff to work with BC Housing to find alternate solutions.
- At the writing of this letter, 352 Winnipeg now operates in contravention of the City of Penticton bylaws as a newly established year round shelter following the threat of Provincial Paramountcy.

While the issue at hand is a matter of land use and planning, it is important to note according to data provided directly from the current Minister responsible for Housing to City Council, Penticton has the highest number of supportive housing beds per capita in the Interior region. Each of these beds was developed with Penticton City Council's input and with respect for their role in the local decision making process.

In closing, Penticton City Council is hoping Minister David Eby, whom has invoked paramountcy on behalf of the Province, or Premier John Horgan as the head of a Government that promised to work collaboratively with Local Governments, reconsiders their position and adheres to our City's bylaws. As this could happen to any one of the other 188 local governments in B.C., we ask that the Union of British Columbia Municipalities, on behalf of its membership, request Premier John Horgan reconsider the use of Provincial Paramountcy with respect to 352 Winnipeg Street, Penticton, BC.

Yours truly,



John Vassilaki

Mayor

- cc. Penticton City Council
 Donny van Dyk, Chief Administrative Officer
 Dan Ashton, Member of Legislative Assembly
 BC Local Government Elected Officials

Council seeks support from UBCM to help challenge Provincial Paramourncy

(Penticton, BC – April 13, 2021) – On behalf of City Council, Penticton Mayor, John Vassilaki, has sent a letter to the Union of British Columbia Municipalities (UBCM) President, Brian Frenkel, requesting UBCM prepare a letter to BC Premier, John Horgan, supporting Council's position that the Province's recent use of Paramourncy is a violation of two Council decisions and the City's zoning Bylaws.

"My letter to Mr. Frenkel made it very clear that the issue at hand is a matter of land use and cooperative planning between two levels of government," said Penticton Mayor, John Vassilaki. "The Attorney General and Minister Responsible for Housing, David Eby, would have British Columbians believe that the City of Penticton is not doing its part to support the housing crisis. This is simply not the case and information provided directly from the Minister shows that Penticton has the highest number of supportive housing beds per capita in the interior region. All of these beds were developed with Penticton Council's input and with respect for Council's role in the decision making process.

"Today our previous working relationship of bilateral cooperation has been replaced by a unilateral hammer that puts our residents at risk of having the Provincial Government plan our community. As such, Council has reached out to Mr. Frenkel and the UBCM membership at large to seek their support in reversing the Province's conduct towards Penticton, or any other community they disagree with."

-30-

Contact:

Philip Cooper
Communication Manager
City of Penticton
250-490-2583

C-1

VILLAGE OF PORT CLEMENTS

BYLAW NO.463, 2021

TAX RATES BYLAW

Being a bylaw for the levying of rates for Municipal, Hospital and Regional District purposes for the year 2021.

The Council of the Village of Port Clements, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2021:
 - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
 - b) For Vancouver Island Regional Library purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
 - c) For North Coast Regional District purposes on the assessed value of land and improvements taxable for general Regional District purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
 - d) For North West Regional Hospital District purposes on the assessed value of land and improvements taxable for Hospital purposes, rates appearing in Column "D" of the Schedule attached hereto and forming a part hereof.
2. The minimum amount of Taxation upon a parcel of Real Property shall be one dollar (\$1.00).
3. This Bylaw may be cited as "Tax Rates Bylaw No. 463, 2021"

READ A FIRST TIME THIS 19th DAY OF April 2021
READ A SECOND TIME THIS 19th DAY OF April 2021
READ A THIRD TIME THIS 19th DAY OF April 2021

F-1

RECONSIDERED AND FINALLY ADOPTED THIS 19th DAY OF APRIL 2021

Doug Daugert
MAYOR

Elizabeth Cumming
ACTING CAO

CERTIFIED TO BE A TRUE COPY OF VILLAGE OF PORT CLEMENTS TAX
RATE BYLAW #463, 2021.

**Village of Port Clements
Schedule for Tax Rate Bylaw No.463, 2021**

Rates per \$1,000 of taxable assessed value

Class	"A"	"B"	"C"	"D"
	General Municipal	VIRL	NCRD	NW Reg. Hospital
1 Residential	2.9032	0.2719	0.9105	0.5721
2 Utilities	10.1611	0.9517	3.1868	2.0024
5 Light Industry	9.8708	0.9245	3.0957	1.9452
6 Business	7.1128	0.6662	2.2307	1.4017
7 Managed Forest	8.7095	0.8157	2.7315	1.7164
8 Rec/Non-Profit	2.9032	0.2719	0.9105	0.5721

F-1



REPORT TO COUNCIL

Author: Ronda Bell
Date: April 13, 2021
RE: 1st Quarter Financial

BACKGROUND: Supporting information regarding 1st Quarter financial report.

DISCUSSION: Following is the explanation for any areas that had a material difference between actual and budget or actual and previous year.

Sales of Service: There was a timing difference in the posting of Interest revenue into the General Ledger between 2020 and 2021.

Conditional Transfers: The difference between actual and budget is that we only received 50% (25,000) of the Economic Development Grant so far in 2021.

Grants & Misc.: When a duplicate G/L was closed in 2021, the budget was not added to the in-use G/L, therefor it is short \$4,595.00. The rest of the difference is due to a timing issue in the posting of the expenses.

CONCLUSION: Informational purposes only.

IMPLICATIONS:

STRATEGIC N/A

FINANCIAL No concerns as of Q1.

ADMINISTRATIVE N/A

Respectfully submitted:

Ronda Bell
Sr. Finance Manager

F-2

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

General Ledger	Description	2020 YTD Actual	2021 YTD Budget	2021 YTD Actual
Taxes				
* TOTAL Taxes		0.00	0.00	0.00
Payment in Lieu of Taxes				
* TOTAL Payment in Lieu of Taxes		0.00	0.00	0.00
Sales of Service				
* TOTAL Sales of Service		(1,346.30)	(5,880.00)	(6,544.16)
Revenue From Own Sources				
* TOTAL Revenue From Own Sources		(40,595.75)	(29,150.00)	(29,050.33)
Multi Purpose Building Rental				
* TOTAL Multi Purpose Building R		(3,090.00)	(2,550.00)	(3,557.44)
Unconditional Transfers				
* TOTAL Unconditional Transfers		0.00	0.00	0.00
Conditional Transfers				
* TOTAL Conditional Transfers		(32,657.00)	(59,000.00)	(44,974.54)
Reserves				
* TOTAL Reserves		0.00	0.00	0.00
Collections for Other Agencies				
* TOTAL Collections for Other Ag		0.00	0.00	0.00
** Total Revenues		(77,689.05)	(96,580.00)	(84,126.47)
Legislative Expenses				
* TOTAL Legislative Expenses		4,597.25	5,725.00	5,653.99
General Administration				
* TOTAL General Administration		71,233.56	76,000.01	75,400.24
Fire Department				
* TOTAL Fire Department		5,050.20	8,920.01	6,407.55
Emergency Services				
* TOTAL Emergency Services		0.00	5,000.00	3,579.34
Common Services				
* TOTAL Common Services		5,510.85	6,216.67	5,737.53
Wharf				
* TOTAL Wharf		1,856.73	1,819.99	1,639.31
Small Craft Harbour				
* TOTAL Small Craft Harbour		4,824.07	3,250.02	2,970.99
Roads				
* TOTAL Roads		12,487.61	9,149.99	6,544.09
Environmental Health				
* TOTAL Environmental Health		0.00	0.00	0.00
Envrionmental Development				
* TOTAL Envrionmental Developmen		274.41	875.01	370.15
Parks & Recreation				
* TOTAL Parks & Recreation		3,270.42	3,634.99	3,005.52
MPBC Operating Expenses				
* TOTAL MPBC Operating Expenses		16,065.66	18,700.00	18,115.60
Debt Services				
* TOTAL Debt Services		376.81	500.00	142.20
Contributions to Reserves				
* TOTAL Contributions to Reserve		0.00	0.00	0.00
Grants & Misc.				
* TOTAL Grants & Misc		300.00	104,500.00	114,077.95
Amortized Asset				

Fr-2

* TOTAL Amortized Asset	Page 2 of 2	0.00	0.00	0.00
Taxes Levied-Other Gov't				
* TOTAL Taxes Levied-Other Gov't		2,755.75	2,670.00	2,669.25
** TOTAL Expenses		128,603.32	246,961.69	246,313.71
***P Surplus/Deficit		50,914.27	150,381.69	162,187.24

Sewer Operating Revenue and Expense

General Ledger	Description	2020 YTD	2021 YTD	2021 YTD Actual
Fees & Taxation Revenue				
** TOTAL Fees & Taxation		(8,499.25)	(7,800.00)	(8,720.50)
Operating Expenses				
** TOTAL Expenses		8,945.41	9,787.49	9,794.79
***P Surplus/Deficit		446.16	1,987.49	1,074.29

Water Operating Revenue and Expense

General Ledger	Description	2020 YTD	2021 YTD	2021 YTD Actual
Fees & Taxation Revenue				
* TOTAL Fees & Taxation Revenue		(15,589.10)	(14,550.00)	(15,828.16)
** Total Revenues		(15,589.10)	(14,550.00)	(15,828.16)
Operating Expenses				
** Total Expenses		20,565.30	20,325.00	19,573.02
***P Surplus / (Deficit)		4,976.20	5,775.00	3,744.86

F-2



5-1

2021 – 2025 STRATEGIC PLAN

VISION

Port Clements strives to be a progressive community, seeking citizen involvement and sustainable development.

MISSION

To bring together PEOPLE, PARTNERSHIPS and POSSIBILITIES with respect to achieve a strong and vibrant community.

VALUES

Alignment with long-term Plans: Achievable, Reasonable, Practical
Respect for PEOPLE: Equality, Safety, Fiscal Prudence, Pragmatic Enforcement
Respect for PLACE: Clean Water, Environmental Protection, Sustainability, Balanced Growth

STRATEGIC PRIORITIES

Creating Stability and Capacity in the Village Office

TARGETS

- CAO recruitment/train Sr. Finance Manager for CFO role
- Municipal COVID-19 Reopening Plan
- Vibrant Commission Tourism Advocate recruitment
- Emergency Commission supplies, training and Emergency Support Services (ESS) projects
- Staff and Council training

Maintaining and Improving Existing Infrastructure

TARGETS

- Sewer Lagoon compliance and lift station upgrades
- Water Treatment Plant upgrades
- Fire Hall upgrades/weight room upgrades
- Froese Subdivision streetlights
- Sunset Park Campsite upgrades
- Community Park improvements

Improving Livability and Revitalizing the Economy

TARGETS

- Update Emergency Preparedness Plan
- Vibrant Community Commission projects
- Recreation Commission playground equipment upgrades
- Golden Spruce/Sunset Trail improvement projects
- Community Forest

Encouraging and Supporting Land Development

TARGETS

- Dyson Corner development planning
- M&B Subdivision planning
- OCP, Zoning, Subdivision bylaw modernization
- Village rights-of-way and easements mapping
- Coastal Erosion/Flood Mapping study
- Senior's Housing project



2021 – 2025 STRATEGIC PLAN RESIDENT SURVEY INPUT

151

HOW MANY PEOPLE RESPONDED:

As of the 2016 Census, the population for the Village of Port Clements was approximately 282 residents. For statistical purposes, 10% of the population would require survey responses from 28 residents. As 32 surveys were returned, we have a sample size of 11%.

WHAT CHANGED?

Vision Statement added 'seeking citizen involvement'

Mission Statement added 'with respect'

Values added 'equity' and replaced 'minimal enforcement' with 'pragmatic enforcement'

DEFINITIONS ADDED:

Sustainable Development means development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainability means the ability to be maintained at a certain rate or level; or avoidance of the depletion of natural resources in order to maintain an ecological balance.

Balanced Growth means economic growth that is sustainable in the long term with low inflation, and balance between the environment and between different sectors of the economy such as exports and retail spending, or land development for housing and business. It is the opposite of volatile boom and bust economic cycles.

MAINTAINING AND IMPROVING EXISTING INFRASTRUCTURE	Not Important	Important	Very Important
Sunset Park Campground	8%	39%	47%
Community Park Tennis Court	25%	47%	28%
Community Park Soccer Field	34%	41%	22%
Community Park Bathroom	50%	34%	13%
Community Park Fencing	41%	38%	19%
Graveyard purchase/restoration	47%	34%	16%

IMPROVING LIVABILITY AND REVITALIZING THE ECONOMY	Not Important	Important	Very Important
St. Mark's Gift and Gallery	28%	47%	19%
Downtown beautification	14%	55%	28%
Tourism directional signage	25%	53%	13%
Tourism Marketing	28%	44%	16%
Playground Equipment	31%	47%	22%
Golden Spruce Trail Study	31%	38%	31%
Sunset Trail Improvement	9%	38%	53%

ENCOURAGING AND SUPPORTING LAND DEVELOPMENT	Not Important	Important	Very Important
Dyson Corner Hub	63%	16%	13%
Seniors Housing	19%	34%	47%
Connect Hwy 16 to Bayview	63%	22%	9%

NEW THEMES:

- Roads Infrastructure and Water Quality
- Community Therapy Pool
- Dyson Corner Hub and M&B Subdivision ideas need more public discussion



2021 – 2025 Strategic Plan

Adopted by Council: April 19, 2021

VISION

Port Clements strives to be a progressive community, seeking citizen involvement and sustainable development.

MISSION

To bring together PEOPLE, PARTNERSHIPS and POSSIBILITIES with respect to achieve a strong and vibrant community.

VALUES

When making decisions Council will use the following values to guide their deliberations.

Values	Decision Making Parameters
Alignment with long-term Plans	How does the idea fit with our existing plans? Is the idea achievable, reasonable and practical?
Respect for People <ul style="list-style-type: none"> ○ Equality ○ Safety ○ Fiscal Prudence ○ Pragmatic Enforcement 	Will some citizens be more affected than others? How will safety be affected? How will the budget be affected? Will people want to comply? How will neighbouring communities be affected?
Respect for Place <ul style="list-style-type: none"> ○ Clean Water ○ Environmental Protection ○ Sustainability ○ Balanced Growth 	How will the water and/or environment be affected? Does the idea comply with or exceed current environmental regulations? How sustainable is the idea? Does the idea promote balanced growth? Are there any opportunities for partnerships?

DEFINITIONS:

Sustainable Development means development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainability means the ability to be maintained at a certain rate or level; or avoidance of the depletion of natural resources in order to maintain an ecological balance.

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57-1

INTRODUCTION

The Council of the Village of Port Clements believes that we need to take action if we want our community to be sustainable into the future. Our Vision and Mission Statements are intended to set the tone for positive change.

We see a future where our community is supported by new industries and businesses providing stable jobs and the return of young families. The residents of the community are respected, safe, healthy and active. The islands have transitioned to alternative energy sources, and Haida Gwaii communities have prospered after spending years partnering on projects and tackling challenging issues together.

This document was prepared in consultation with Council and staff, with public input provide through a survey at the final DRAFT stage. Our Strategic Plan will be monitored closely and staff will provide quarterly reports to Council. The Plan will be reviewed annually and updated as targets are completed and new ones are added. As they arise, Council may also pursue opportunities outside of this Plan that are in alignment with our Vision and Mission.



CONTEXT: January 2021

The Village of Port Clements has a year round population of 282 (2016 Census), down from 378 (2011 Census). The Village operating budget has increased by 19% since 2016. An Asset Management Plan was completed in 2019, which will drive future investments in our core water, wastewater, and roads infrastructure. Since 2016, Port Clements has invested \$1.32 million in local infrastructure and plans, including \$180,000 so far for the required Sewer Lagoon replacement project, \$160,000 on the water system, \$350,000 on buildings, \$230,000 on equipment and \$400,000 on trails and roads. The Northern Capital and Planning Grant of \$2,085,000 that we received in 2019, has opened new possibilities for long term infrastructure planning and construction.

The COVID-19 Pandemic has required the Village to rethink how we conduct business, and has added workload as we adjust to the new normal. Staff capacity reductions due to turnover, leaves and vacancies have also hampered service delivery in some areas, and one of our top priorities is to recruit a new Chief Administrative Officer (CAO) as soon as possible. In order to focus our activities in the coming years, the Council has prepared this Strategic Plan to create a sustainable community and economic recovery following the COVID-19 Pandemic.

In December 2020, Council conducted an environmental scan using a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) to create a **Vision** and **Mission** and set four key strategic priority areas. The Village's **Goals** are long-term statements that strive to achieve this Vision. **Objectives** are related statements that describe the outcomes that will be achieved. **Targets** refer to specific deliverables. This plan does not describe operational activities that are the responsibility of departments or staff, but does set the priorities.

STRATEGIC PLAN PRIORITY AREAS

As the community is currently seeking a new CAO, the Council understands that staff capacity will be limited this year. Council also recognizes that they have set ambitious targets for the next two years; which may be challenging to achieve if we are delayed in recruiting a new CAO.

In order to provide direction to staff, Council completed two Quadrant Analyses:

1. **CORE SERVICES** targets are prioritized by **Importance** and **Time Sensitivity**, and
2. **COUNCIL INITIATIVES** targets are prioritized by their **Benefit/Value** and **Cost/Effort**.

It is expected that staff will do their best to achieve the targets of highest importance/time sensitivity before focusing on lower ranked targets. Anticipated completion years have been identified in most cases; however, they are subject to change.

CREATING STABILITY AND CAPACITY IN THE VILLAGE OFFICE

GOALS: To increase staff capacity to maintain municipal operations, operate infrastructure and manage existing and future projects while supporting the Village Council.

To ensure Council has the knowledge and training to provide effective, efficient and transparent governance for the municipality.

Objectives:

- To recruit and retain high quality professional staff;
- To provide for ongoing training and development of all Village staff;
- To support ongoing professional development for Council’s governance role;
- To realize operational efficiencies in Village systems and processes;
- To provide quarterly status reports to Council on Strategic Plan goals, Village finances, operations and Council initiatives.

TARGETS	
CORE SERVICES	COUNCIL INITIATIVES
<p><u>HIGH IMPORTANCE HIGH TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> • CAO recruitment (2021) • Municipal COVID-19 Reopening Plan (2021) • Sr. Finance Manager training for promotion to Chief Financial Officer (CFO) role <p><u>MEDIUM IMPORTANCE MEDIUM TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> • Training for Village staff (2021 thru 2025) • Focus on operational efficiencies within the Village office (2022) 	<p><u>HIGH BENEFIT / VALUE LOW COST / EFFORT:</u></p> <ul style="list-style-type: none"> • Role clarity for Commissions (2021) • Vibrant Community Commission <ul style="list-style-type: none"> ○ Recruit Tourism Advocate (2021) <p><u>MEDIUM BENEFIT / VALUE MEDIUM COST / EFFORT:</u></p> <ul style="list-style-type: none"> • Emergency Management Commission <ul style="list-style-type: none"> ○ Emergency Support Services grant (2021) ○ EOC Supplies and Training grant (2021) • Council governance training (2021 thru 2025) • CAO to provide regular reports on staff workloads (2022)

MAINTAINING AND IMPROVING EXISTING INFRASTRUCTURE

GOALS: To develop short and long term plans to ensure our assets are well-maintained and the community is a good place to live.

To ensure that infrastructure projects include an assessment of ongoing operating and maintenance costs.

To complete projects/initiatives within their scope, schedule and budget, involving Council at all key decision points.

To improve community safety and ability to respond to emergencies.

Objectives:

- To finalize an asset management plan by 2023 that identifies life span for all Village assets on a prioritized basis, in particular anything that that could impact keeping our existing, or attracting new businesses and industries;
- To take action on the recommendations from the Community Wildfire Protection Plan by 2023.

TARGETS	
CORE SERVICES	COUNCIL INITIATIVES
<p style="text-align: center;"><u>HIGH IMPORTANCE HIGH TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> • Complete Office Improvement Project (2021) • Sewer Lagoon, lift station(s) compliance upgrade (2021 thru 2023) • Water Treatment plant upgrades <ul style="list-style-type: none"> ○ Well # 3 connection (2021) ○ Chlorine shed repairs (2021) ○ Asbestos cement water line replacement (2022) ○ Water tower lot, fencing yard and grubbing in (2023) <p style="text-align: center;"><u>MEDIUM IMPORTANCE MEDIUM TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> • Weight Room COVID Safety Improvements (2021) • Froese Subdivision Street Lights (2021) • Fire Hall floors (2021) • Clinic heat return ventilation system (2022) <p style="text-align: center;"><u>LOW IMPORTANCE LOW/MEDIUM TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> • Clinic boiler (2022) • Public Works Salt/Sand Shed/Pellet Storage (2022) <ul style="list-style-type: none"> ○ Biomass supply ○ Fire Hall heat supply • Emergency Back up generator (2023) • Community Wildfire Protection Plan recommendations (2022, 2023) 	<p style="text-align: center;"><u>MEDIUM BENEFIT / VALUE MEDIUM COST / EFFORT:</u></p> <ul style="list-style-type: none"> • Weight Room upgrade (2021) • Sunset Park Campground upgrade (2021) • Community Park Improvements <ul style="list-style-type: none"> ○ Tennis Court revitalization (2021) ○ Soccer Field (2022) ○ Bathroom security (2022) <p style="text-align: center;"><u>LOW BENEFIT / VALUE LOW COST / EFFORT:</u></p> <ul style="list-style-type: none"> • Community Park Improvements <ul style="list-style-type: none"> ○ Playground Fencing (2022) • Council Chamber chairs (2022) <p style="text-align: center;"><u>LOW BENEFIT / VALUE HIGH COST / EFFORT:</u></p> <ul style="list-style-type: none"> • Graveyard purchase/ transfer ownership to Village/ restoration (2023)

IMPROVING LIVABILITY AND REVITALIZING THE ECONOMY

- GOALS:** To encourage island governments working together for the betterment of all island communities.
 To support and encourage local industries and businesses to grow through new opportunities and partnerships.
 To support and encourage volunteers and volunteer organizations and their contributions to the local economy.
 To develop community recreation options and promote a healthy lifestyle for all ages.
 To maintain and operate our Parks and Recreation facilities and spaces for the benefit of the community, and make improvements as budget and staff capacity allow.

Objectives:

- To approach reconciliation with respect, curiosity, and empathy and take action locally to uphold the intent of the United Nations Declaration on the Rights of Indigenous People.
- To support and participate in the All Islands Protocol Meetings.
- To advocate for solutions to issues of concern to the residents of the Village and/or Haida Gwaii as a whole.
- To support the islands transition to clean energy alternatives.
- To improve parks and maintain our recreation infrastructure with a goal to extend visitor stays.
- To support the development of a Community Forest.
- To encourage the development of new industries and business entrepreneurs through reduced business taxation and other incentives by 2023.

TARGETS	
CORE SERVICES	COUNCIL INITIATIVES
<p><u>MEDIUM IMPORTANCE MEDIUM TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> • COVID Meal Delivery for Seniors (2021) • Update Emergency Preparedness Plan (2022) <p><u>LOW IMPORTANCE MEDIUM TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> • Identify options to ensure community is business friendly (2022) 	<p><u>HIGH BENEFIT / VALUE MEDIUM COST / EFFORT:</u></p> <ul style="list-style-type: none"> • Vibrant Community Commission <ul style="list-style-type: none"> ○ St. Mark’s Gift Shop (2021) ○ Downtown core beautification projects (2021) ○ Tourism Signage (2022) • Recreation Commission <ul style="list-style-type: none"> ○ Playground Equipment upgrade <p><u>HIGH BENEFIT / VALUE HIGH COST / EFFORT:</u></p> <ul style="list-style-type: none"> • Vibrant Community Commission <ul style="list-style-type: none"> ○ Golden Spruce Trail Extension Study (2021) ○ Tourism Marketing (2021) ○ Sunset Trail Improvement Project (2023) • Community Forest

ENCOURAGING AND SUPPORTING LAND DEVELOPMENT

- GOALS:** To encourage and support the development of residential properties within the municipality.
 To support the development of senior’s housing options.
 To encourage and support the sale and development of industrial properties for job creation.
 To increase the number of young families living in the community.

Objectives:

- To update/modernize the Official Community Plan Bylaw, Zoning Bylaw, and Subdivision Bylaw by 2022.
- To take action on the recommendations of the Housing Study by 2023.
- To take action on the recommendations from the Coastal Erosion and Flooding Study by 2023.

TARGETS	
CORE SERVICES	COUNCIL INITIATIVES
<p><u>MEDIUM IMPORTANCE MEDIUM TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> • Official Community Plan, Zoning / Subdivision Bylaw modernization (Start 2021 – Complete 2022) • Document Village Rights-of-Way(ROW)/ roads and sewer/water lines to support and encourage land development (2023) <p><u>LOW IMPORTANCE LOW TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> • Coastal Erosion and Flood Mapping Study (2021 Regional Partnership) • Roads and ROW Upgrade Design Study (2023) 	<p><u>HIGH BENEFIT / VALUE HIGH COST / EFFORT:</u></p> <ul style="list-style-type: none"> • Dyson Corner development <ul style="list-style-type: none"> ○ Planning and organizing ditching (2021) ○ Design with shower, bathroom and laundry (2021-2022) ○ Construction (2022-2023) ○ Opening (2023) • Seniors Housing project (2023) • M&B Subdivision Multi-Purpose Building (2023 thru 2025) • Encourage redevelopment of derelict buildings and properties (2023) • Lobby for Chevron property rehabilitation and sale (2023) • Connect Highway 16 and SE Bayview Drive

What ACTIONS do we need to take to achieve our Vision?

- Create community buy in and support for our Vision by involving them in the process through mail-in or online feedback opportunities for now, and in person once we can again.
- Use the tools of municipal governance and operations to reconfirm and/or identify priorities on an annual basis that will help move the community towards our future vision.
- Start with the basics and update our Official Community Plan, and focus on ideas that will provide worthwhile results and can be accomplished by staff within a reasonable timeframe, workload and budget.
- Focus on our strengths and take deliberate action to become a place where people want to move to, and where we have the jobs and diverse economy needed to have a sustainable tax base.
- Maximize our ability successfully access grant funding for improving/replacing our community infrastructure by investing in staff training and development and planning for ongoing operating and maintenance costs.



REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting CAO

Date: April 19th, 2021

RE: Regular Report on Current Operations

BACKGROUND:

The CAO/Acting CAO updates Council at the Regular Council Meetings on current operations and challenges.

DISCUSSION:

The report is not an exhaustive list of operational activities that have occurred since the last update or are occurring, but to provide a general update and identify notable occurrences in current operations for Council.

Administration:

- Strategic Planning, CAO Recruitment and financial operations continues to be on track with consultant support.
- CAO recruitment is moving into negotiations phase with leading candidate.

Finance:

- Purchasing/ordering for grants continues or is near completion for several projects (ESS, EOC). Ferry delays have caused shipping to be delayed on some purchased items for grants.
- Senior Finance Manager training under consultant continues; financial consultant continues to support finance activities but is only available until May 7th, 2021. May be available later for year-end activities.
- Finance Department is looking ahead and preparing for upcoming priorities such as the 2021 Tax Notice.
- Working with Auditors on 2020 Audit
- Despite previous correspondence identifying that the Gas Tax would no longer have a spending deadline on its balance, a memo was just received identifying that Gas Tax balances need to be spent by 2024 as the program is coming to an end. Accordingly revising plans to zero out the Gas Tax balance in our accounts every year by utilizing Gas Tax money on projects before drawing from Northern Capital funds, for example.
- 2021 annual contract with NCRD for the Village's service of collection handling (garbage billing), had a one-word change impacting the calculation of the Village's remuneration for providing this service to the NCRD. It was missed in early December when signing the contract. Result is that Village will receive 1/3 of expected remuneration for this service in 2021, roughly \$1200 vs \$3600. Estimated cost to Village to provide service on behalf of NCRD is \$900 (though this is using lower end of estimates), so Village is roughly providing service at cost. However, it is still a loss of expected revenue. Staff will be requesting that 2022 contract return to pre-2021 calculation rate (which had been in place for 10+ years). However, staff may need direction from Council on whether the Village should discontinue providing the service to NCRD or continue to provide it. This discussion will occur later in the year November/December.

Public Works:

- Pump maintenance ongoing. New pumps & check valves ordered (Jasper St Lift Station as per PJ Turje; approved in 2020). Waiting for delivery.
- Moving into groundskeeping/seeding/brushing for Spring. Repairs for ATV damage in Community Park completed. Outside contractors brushing of Sunset Park complete.

R-1

- Well 3 completion plans continue, imminent but ferry delays and other issues with other, larger on-Island jobs causing Double D Drilling delays. Scheduling to be determined. Publics Works is ready to go when they are available. Still in process of getting approved construction permit (not needed for the current work they will do, but later system connection. This visit is part of application).
- Doing brushing around Froese in preparation for Froese Lighting Install (solar lights ordered; expected delivery around June 30th).
- Firehall improvements – painting, heat ventilation & lighting upgrades are ongoing, should be completed by end of April/May.
- Worked on RFPs with consultants for Public Works Yard project.
- PW involved in consulting with the statutory approving officer with potential subdivisions and developments.

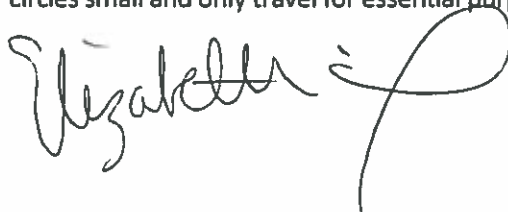
EOC:

- Dr. Bonnie Henry identified that we are in 3rd COVID-19 wave, primarily driven by VOC B1.1.7 (UK variant).
- EMBC is strongly encouraging our EOC to start demobilizing, given that vaccinations were prioritized for Haida Gwaii and there should be a corresponding reduction in EOC activities. Our current EOC activation period is until May 8th (2021-05-08).
- Timeline of positive cases on Haida Gwaii:

● January 31 st – February 14 th : 18 cases	● March 14 th – 20 th : 5 new cases
● February 15 th – 20 th : 26 new cases	● March 21 st – 27 th : 5 new cases
● February 21 st – 27 th : 32 new cases	● March 28 th – April 3 rd : 4 new cases
● February 28 th – March 6 th : 11 new cases	
● March 7 th – 13 th : 9 new cases.	
- Northern Health does not release community-specific COVID-19 case information to municipalities. Municipalities will not know if there are local cases unless they are self-reported to the EOC. Reserves are given COVID-19 case information for their communities from First Nations Health. Our EOC is not aware of any known cases in Port Clements, but on high alert for them emerging.
- If anyone needs assistance due to COVID-19 or has concerns, they can contact our EOC by email at eoctractor@portclements.ca or leave a message for the EOC by phoning the Village Office at 250-557-4295.
- EOC is keeping up with meetings (NH Stakeholders Meeting, Unified Command) and keeping up to date on COVID-19 information.
- Public Health Order in effect until otherwise revoked. Restrictions on events and gatherings, both outdoor and indoor, are in effect under the Health Order with a limit on 10 persons in outdoor gatherings and no indoor gatherings. Even with vaccination, people are required to adhere to the Public Health Order until it is lifted.
- It is extremely important that people remain vigilant with hand washing, wear masks in indoor public spaces, keep their circles small and only travel for essential purposes.

Respectfully submitted:

Elizabeth Cumming, Acting CAO




**Village of Port Clements
Council Meeting Action Items List**

<u>Action #</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A41	09 26 2018	Amend the Campground Bylaw fees		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

A-1