



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, May 17th, 2021

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
M-1— May 3rd, 2021 Regular Council Meeting Minutes
M-2—May 11th, 2021 Special Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1—INFO – Board Highlights – Misty Isles Economic Development Society
C-2—INFO – CARIP Update – Minister Osborne, Ministry of Municipal Affairs
C-3—INFO – Non-essential Travel Restrictions Update – Ministry of Municipal Affairs
C-4—INFO— Confirmation of Matthew Pierce, Haida Gwaii Funeral Service Society, exemption – Ministry of Public Safety and Solicitor General
C-5—INFO – Fair Funding Formula for IHIT model for RCMP in Northern Communities - City of Prince George
- 6. FINANCE**
- 7. GOVERNMENT**
G-1— Draft Terms of Reference – Haida Gwaii Protocol Table
G-2— Authorizing New CAO on Municipal Accounts – Acting CAO Elizabeth Cumming
- 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**
- 13. ADJOURNMENT**



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Minutes of the Regular Meeting of Council, Monday, May 3rd, 2021

Present:

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

Acting CAO Elizabeth Cumming

Members of the Public and Press: none

Meeting Called to Order at 7:03 PM

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

1. ADOPT AGENDA

2021-05-091—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the May 3rd, 2021 Regular Council Meeting Agenda with the late addition of "C-6—REQUEST- draft letter of support for RBA to Province – North West BC Resource Benefits Alliance"
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1— April 19th, 2021 Regular Council Meeting Minutes

2021-05-092—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopts the April 19th, 2021 Regular Council Meeting Minutes as presented.
CARRIED

M-2—April 27th, 2021 Special Council Meeting Minutes

2021-05-093—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council adopts the April 27th, 2021 Special Council Meeting Minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1--- Rise & Report – In Camera Special Council Meeting April 21, 2021:

- o The Village is pleased to announce that Jana Zamyslicka has been hired as the new CAO and will start her position on May 17th, 2021.

5. ORIGINAL CORRESPONDENCE

C-1—INFO – Resolution of Support for Professional News Media -- City of Kamloops
C-2—INFO – Update from April 2021 Regional Calls - Ministry of Municipal Affairs

2021-05-094—Moved by Councillor Cumming, seconded by Councillor Gould
THAT Council receives the correspondence items C-1 & C2.
CARRIED

C-3—REQUEST – Declaration of “Day of Action Against Anti-Asian Racism” for May 10th, 2021 --- Doris Mah, SWAC

2021-05-095—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council receives the request from Doris Mah, SWAC.
CARRIED

Councillor Whitney-Gould and Councillor Gould left meeting at 7:09 PM

C-4—REQUEST—Ask BC Government for Haida Gwaii exclusion from lockdowns – Steve Marshall

2021-05-096—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives the request from Steve Marshall
CARRIED

Councillor Cumming left the meeting at 7:15 PM

Whitney-Gould and Gould rejoined meeting at 7:16 PM

C-5—REQUEST – letter of support – Gwaii Trust Youth Centred Communities Grant Application – Port Clements Historical Society

2021-05-097—Moved by Councillor Gould, seconded by Councillor Whitney-Gould
THAT Council writes a letter of support from the Village for the Port Clements Historical Society’s application to the Gwaii Trust Youth Centred Communities Grant.
CARRIED

Councillor Cumming returned to the meeting at 7:19 PM

C-6—REQUEST- draft letter of support for NW RBA to Province – North West BC Resource Benefits Alliance

2021-05-098—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council requests staff to write a letter to the Premier, Minister of Municipal Affairs, and Minister of Finance requesting their continued involvement and support in moving forward on the proposed Northwest Resource Benefits Alliance. The letter should include the following points:

- As a bedroom community supporting resource extraction industries we are faced with resource shortfalls since we are unable to directly tax the industries themselves, but need to accommodate and serve the various needs of employees in those industries;
- We are facing infrastructure deficits and maintenance deficits that are negatively affecting our ability to manage our municipal assets in an efficient manner;
- Lack of well-maintained and functional assets such as recreational and social assets is contributing to social issues and reduces community involvement and stability.

CARRIED

6. FINANCE

F-1—Financial Plan Bylaw 2021-2025

2021-05-099—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 # 464, 2021”.
CARRIED

F-2—1st Quarter Financial Report

2021-05-100—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council receives the 1st Quarter Financial Report from Senior Finance Manager Ronda Bell.

CARRIED

7. GOVERNMENT

G-1— Public Works Yard Level and Crush Improvements Proposal Evaluation— Acting CAO Elizabeth Cumming

2021-05-101—Moved by Councillor Gould, seconded by Councillor Cumming

THAT Council accepts the proposal submitted by C&C Beachy Contracting Ltd and moves forward with the project.

CARRIED

G-2— 1st Quarter 2021 – Grants Report – Andrew Hudson, MIEDS Grant Writer

2021-05-102—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council receives the 1st Quarter 2021 Grants Report from Andrew Hudson, Grant Writer.

CARRIED

G-3—2021 First Quarter Progress Report on Strategic Plan – Lori Wiedeman, Administrative Consultant

2021-05-103—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council receives the 2021 First Quarter Progress Report on Strategic Plan from Lori Wiedeman, Administrative Consultant on the goals, objectives and targets outlined in the Village of Port Clements 2021 – 2025 Strategic Plan.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

Mayor Daugert: Attended April 27th Special Meeting to open the bids for the Public Works Yard Improvement RFPs. On teleconference with Minister Farnsworth and Minister Osborn that resulted in the note from the Ministry we received earlier, basically extending the restrictions and increased them in some areas. Was interesting when people on the call, of the various Mayors and others, were questioning Minister Farnsworth on how they expected to enforce it. The responses to it were wishy-washy at times, and there was even someone who was associated with the RCMP who identified they did not have the capacity, ability, or authority to go through a town where essential construction workers for megaprojects and tourists from Alberta and sort them out. No good answers to actual enforcement issue, can of worms. Do not know what will work out. Mostly think it was made to seem very serious with fines, so that people would obey it with enforcement compliance being mostly voluntary. April 28th attended protocol meeting via zoom, one of the items for discussion were the terms of reference for the protocol table with several areas where the table would like clarification (will appear on next village agenda). Otherwise mostly moved things around so the terms of reference are coherent and close to what it was in the past, looking hopeful.

Councillor Cumming: Involved in-camera meetings, but otherwise not doing anything involved with Council.

Councillor Whitney-Gould: Sent email to Kim Mushynsky asking for update on Vibrant Community Grant from Gwaii Trust. They did not meet last month, but they met more recently, and she updated that we did get our grant extended and our revisions approved. Scheduled meeting for Wednesday (May 5th) for Vibrant Community Commission to talk about how that will play out, get direction and be able to start doing things.

Councillor Gould: Nothing significant to report.

Councillor Falconbridge: Involved with activities for the school.

2021-05-104—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

10. ACTION ITEMS

A-1- Action Items List

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

13. ADJOURNMENT

2021-05-105—Moved by Councillor Cumming
THAT the meeting be adjourned at 7:52 PM

CARRIED

Mayor Doug Daugert

Acting CAO Elizabeth Cumming



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Minutes of the Special Meeting of Council, Tuesday, May 11th, 2021

Present:

Mayor Doug Dugert (by zoom)
Councillor Kelly Whitney-Gould (by zoom)
Councillor Brigid Cumming (by zoom)
Councillor Kazamir Falconbridge (by zoom)

Acting CAO Elizabeth Cumming

Councillor Ian Gould (regrets)

Members of the Public and Press: none

Meeting Called to Order at 1:35 PM

Mayor Dugert: 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

2021-05-106—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the May 11th, 2021 Special Council Meeting Agenda as presented.
CARRIED

2. FINANCE

F-1—2020 Financial Statements – FBB Accounting
2021-05-107—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council accepts and adopts the 2020 Financial Statements as presented by FBB Accounting.
CARRIED

3. ADJOURNMENT

2021-05-108—Moved by Councillor Cumming,
THAT the meeting be adjourned at 1:38 PM
CARRIED

Board Highlights
May 4, 2021

Board Business:

1. The MIEDS and 0994943 BC Ltd. AGM's were held, 2020 annual and financial reports were presented and approved. The organizations will have audits done for 2021.
2. The MIEDS Board received financial reports for both the society and 0994943 BC Ltd.
3. The MIEDS Board received an updated annual budget for the society.
4. The MIEDS Board received program area reports for the Tourism Manager, Grant Manager and Executive Director.
5. The MIEDS Board discussed the role of alternates and public representation at the meetings and passed a motion to invite all members of MIEDS member community councils to all regular meetings as observers.
6. The Board approved moving a portion funds to an interest bearing account.
7. The Board approved increasing the spending limit of the Executive Director to \$30,000 for project costs related to the Clean Coast, Clean Waters initiative contingent upon funding.
8. The Board accepted the proposal from Hyland Fraser, LPF as presented and directed the Executive Director to contract with Fraser to consult on the Community Forest portfolio to be billed to 0994943 BC Ltd.
9. The Board received the Clean Coast, Clean Waters Response to the Province and supported the Executive Director sending the letter.



C-1



May 11, 2021

Ref: 266895

Dear Mayors and Chairs:

I am writing in follow up to a recent update from Okenge Yuma Morisho, Deputy Minister of Municipal Affairs, to Chief Administrative Officers regarding the Climate Action Revenue Incentive Program (CARIP). As you may be aware, 2021 will mark the wind down and final year of grant payments under this program. Budget 2021 also commits new funding to help local governments reduce greenhouse gas emissions through planning for compact, energy-efficient communities. The purpose of this letter is to thank British Columbia's local governments for your continued leadership and to describe how our government continues to work with local governments to achieve our collective climate goals.

Since the 2008 inception of the Climate Action Charter (CAC), almost every local government in B.C. has signed the CAC, committing to take action and develop strategies to achieve the following three goals:

- Work toward becoming carbon neutral in their local government corporate operations
- Measure and report on their community greenhouse gas (GHG) emissions profile
- Create complete, compact, energy-efficient rural and urban communities

As of 2018, the last year of full reporting prior to the pandemic, 187 local governments had signed on to the CAC and were publicly reporting on their progress toward meeting their climate action goals, 147 were measuring and reporting GHG emissions, and 50 local governments had achieved carbon neutrality in their operations. Communities across B.C. both large and small have consistently demonstrated leadership in taking action on climate change, in areas as broad as local food production, renewable energy generation and planning for public transit and active transportation. Thank you for your continued ambition and efforts to reduce greenhouse gas emissions in your corporate operations, and more broadly to inspire and work within your communities to tackle climate change.

Under CleanBC, the Province of British Columbia has put a priority on reducing pollution, boosting energy-efficient solutions and building a low-carbon economy. Local governments will continue to be a key partner in our collective efforts to address the challenges of a changing climate, playing a specific and important role in B.C.'s climate goals.

.../2

C2

Just as local governments' actions on climate solutions have evolved in the past decade, our government is responding to support you with tools and funding programs such as:

- Updating the BC Action Climate Toolkit and the Green Communities Committee Carbon Neutral Framework.
- Investing \$110 million in combined provincial and federal funding to help local governments and Indigenous communities develop energy efficiency and clean energy projects through the Investing in Canada Infrastructure Program CleanBC Communities Fund.
- Working with the federal government to assess the climate impacts of all major infrastructure being funded under the Investing in Canada Infrastructure Program to reduce GHG emissions and increase resilience to climate change, which benefits communities and creates jobs.
- Boosting active transportation infrastructure with \$18 million through the Ministry of Transportation and Infrastructure.
- Making sure commuters can get out of their cars with historic investments in public transit, such as the Broadway Subway Line, and free transit for kids 12 and under starting this September.

Building on record investments in CleanBC, the province will continue to strengthen our work with local governments and support the CAC.

As noted, Budget 2021 commits \$11 million in new funding to help local governments plan for compact, energy-efficient communities, directly supporting the CAC's commitment to create complete, compact, energy-efficient rural and urban communities. I look forward to working with all local governments through Union of BC Municipalities and the Green Communities Committee on how to support greener and more livable communities.

Our government remains committed to working with local governments to reach our climate goals and make life better for people across British Columbia.

Sincerely,



Josie Osborne
Minister

pc: Chief Administrative Officers

C-2



May 4, 2021

Ref: 266906

Mayors and Regional District Chairs of British Columbia
Attendees of April 27, 2021 calls with Minister Osborne and Minister Farnworth

Dear Mayors and Chairs:

Thank you for joining Minister Osborne and Minister Farnworth on April 27, 2021 on the special update calls with respect to the non-essential travel restrictions currently in place in BC. Here is a brief summary of the information provided during the calls as well as an update on the enforcement of the travel restrictions.

On Friday, April 23, 2021 on the advice of Provincial Health Officer Dr. Bonnie Henry, Minister Farnworth issued an Order under the Emergency Program Act to prohibit non-essential travel between three regional zones in the province, using health authority boundaries. The Order is in effect from April 23 through to May 25, 2021, after the May long weekend.

Non-essential travel includes travel for vacations, weekend getaways and tourism activities, visiting family and friends for social reasons and recreation activities.

The three regional zones covered by the Order are:

- Lower Mainland and Fraser Valley (Fraser Health and Coastal Health regions);
- Vancouver Island (Island Health region); and
- Northern/Interior (Interior Health and Northern Health regions, including Bella Coola Valley, the Central Coast and Hope).

Essential travel between regions is allowed, and includes travelling for work, commercial transportation of goods, attending classes at a post-secondary institution or school, and attending a funeral. A more detailed list for essential travel can be found in the Order (see a summary [here](#)).

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During the first week of the new travel restrictions a significant reduction in non-essential travel was achieved and building off this success in limiting non-essential travel, the province has authorized site-specific, clearly marked **police road checks** on highway corridors that connect different regions to further curb recreational travel. Police will not engage in random checks of vehicles or people on the street.

The RCMP will deploy a trained, dedicated team to manage and enforce road check locations, and ensure interactions are in line with the intent of the Order and all existing police policy and standards. The goal of these road checks is education and further discouraging people from travelling for non-essential reasons.

If police determine a vehicle is travelling for non-essential reasons, police will instruct the driver to turn around and return to the region they came from. If compliance measures are deemed necessary by police, fines of \$575 can be handed out. Note that people from outside the province who are travelling in BC for non-essential reasons can be subject to the same enforcement measures.

For more information see the Ministry of Public Safety and Solicitor General's [news release](#) from April 30, 2021.

More information on travel and COVID-19 can be found at <https://www2.gov.bc.ca/gov/content/covid-19/travel/current>.

In addition to the Order, a **variety of coordination and communication measures** to further limit non-essential travel – including measures around accommodation bookings, increased signage at highways and border crossings, BC Ferries traffic, and campground reservations – have been put in place.

BC Ferries will continue to provide regular service to ensure commercial vehicle traffic and essential traffic can be maintained. You can review [essential travel information from BC Ferries](#) here. BC Parks camping reservations in another region can be rescheduled or canceled for free at any time and a full refund will be provided.

In addition to restrictions on travel between regions, please keep in mind that the strengthened [province-wide restrictions](#) that came into effect on March 29 are also still in place through to May 25, including that everyone should stay within their local communities. Now is not the time for overnight vacations away from your community. Stay close to home and visit local beaches, hiking trails or parks, to avoid non-essential travel within your region.

Dr. Henry stresses that although a high number of people are being vaccinated every day, the province is far from having “community immunity”. It will take some time before all of us can let our guard down and right now, we all need to continue doing the things that prevent transmission of the virus. Your assistance in sharing this message in your communities is very much appreciated.

The more restrictive COVID-19 measures over the next few weeks are hard for all of us – for governments, for businesses, for individuals in communities throughout BC. On behalf of Minister Osborne, once again, I cannot thank you enough as local government leaders for your continued leadership and dedication during this difficult time.

Sincerely,



Tara Faganello
Assistant Deputy Minister

pc: Chief Administrative Officers
Gary MacIsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo



Elizabeth Cumming

From: Dunsdon, Kelly PSSG:EX <Kelly.Dunsdon@gov.bc.ca>
Sent: May-04-21 11:25 AM
To: mkellie@queencharlotte.ca; XT:QueenCharlotte, Village ENV:IN; Elizabeth Cumming; XT:Masset, Village ENV:IN; cao@ncrdbc.com
Cc: Gergley, Meagan PSSG:EX; Tayt Winnitoy
Subject: Funeral Services in Haida Gwaii - Matthew Pierce exemption
Attachments: M. Pierce - FS Exemption Certificate of Approval - Apr 22 2021 - Signed.pdf

Hello,

As you know, in June 2019 government made regulations under the *Cremation, Interment and Funeral Services Act* enabling individuals to seek licensing exemptions from Consumer Protection BC, to facilitate the provision of funeral services in small remote communities.

The licensing exemption process requires evidence of community support for the individual seeking the exemption. In 2020, councils of the Villages of Queen Charlotte, Port Clements and Masset, and the board of the North Coast Regional District, passed resolutions in support of the exemption application of Matthew Pierce, who provides services through the Haida Gwaii Funeral Service Society.

I am pleased to advise that Consumer Protection BC has recently approved an exemption for Matthew Pierce. A copy of the exemption is attached to this email. Mr. Pierce is also listed as exempt from funeral services licensing requirements on the Consumer Protection BC website at [Check a licence - Consumer Protection BC](#).

Under the exemption, Mr. Pierce is able to provide the services of a funeral director and a funeral provider under the *Cremation, Interment and Funeral Services Act*. These services include:

- engage in bereavement rites and ceremonies;
- arrange for the interment or cremation of human remains;
- transfer human remains;
- care for or prepare human remains prior to disposition; and
- negotiate contracts for funeral services.

Mr. Pierce will only be able to provide these services in the Villages of Queen Charlotte, Port Clements and Masset, and other remote service areas in the North Coast Regional District.

Mr. Pierce will not be permitted to provide embalming services, which involve disinfection, preservation, preparation or restoration of human remains prior to disposition of those remains. He will also need to obtain a private transfer permit prior to each instance of transferring human remains from one location to another. This is a simple process done through the Consumer Protection BC website.

This exemption is in effect from April 23, 2021 to September 14, 2022 and may be renewed on an annual basis upon application by Mr. Pierce. **Please note that renewal of the licensing exemption would not require further resolutions from the villages or the regional district.**

If you have any questions regarding this exemption, please do not hesitate to contact me at Kelly.Dunsdon@gov.bc.ca or (250) 952-2379.

The *Cremation, Interment and Funeral Services Act* and related regulations can be viewed at:
www.bclaws.gov.bc.ca



CONSUMER
PROTECTION BC

CERTIFICATE OF APPROVAL FUNERAL SERVICES EXEMPTION

HAIDA GWAII FUNERAL SERVICE SOCIETY
Matthew Guy Pierce

**is approved by Consumer Protection BC to practice as a funeral provider and funeral director
with exemption from licensing, only in the communities noted below:**

**North Coast Regional District
Village of Queen Charlotte
Village of Masset
Village of Port Clements**

Conditions:

Matthew Guy Pierce

- Must only provide funeral services in the remote service area stated above.
- Must satisfy Consumer Protection BC that they have met all applicable requirements in the *Cremation, Interment and Funeral Services Act* (the Act) and the Cremation, Interment and Funeral Services Regulation.
- Must reapply for an exemption every year (see expiry date below).
- Must not provide funeral services without a valid exemption from Consumer Protection BC.
- Must not perform embalming activities, as defined in the Act and Regulation.

Effective Date: April 23, 2021

Expiry Date: September 14, 2022

Tayt Winnitoy
Executive Vice President
Consumer Protection BC

A copy of this certificate must be held at the registered business address and made available on demand. Consumer Protection BC must be notified of any changes to this exemption.

C-4



CITY MANAGER'S OFFICE

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

April 27, 2021

Supt. James McLaren
Acting District Officer, North District RCMP

Transmitted by email:
james.mclaren@rcmp-grc.gc.ca

RE: Funding Formula for a Northern BC Integrated Homicide Investigation Team (IHIT)
Model

To Whom It May Concern:

The City of Prince George, the largest city in northern British Columbia, is located more than 800 km north of Vancouver and serves as the hub for northern BC's population of greater than 300,000 people through the provision of recreation opportunities, access to amenities, employment, education and healthcare.

The RCMP North District, with its headquarters located in Prince George, represents the upper two thirds (72%) of the province of BC with over 40 detachments and 1100 RCMP employees. With increased constraints placed on police services related to administrative tasks, delays in lab forensic services, and limited court capacity for prosecution, the City of Prince George is considering ways to relieve some existing pressures on our officers and is interested in the development of a specialized investigation team, similar to that of the Integrated Homicide Investigation Team (IHIT) of the lower mainland, who would be responsible for investigating, in northern BC, homicides, suspicious deaths, and high-risk missing persons where foul play is suspected.

Within the current 2012 Police Service Agreement, municipalities with a population of less than 15,000 is billed at a 70/30 provincial/federal cost-share whereas for municipalities with a population greater than 15,000 are billed at a 90/10 provincial/federal cost-share. In a letter dated May 15, 2020, then Assistant Deputy Minister and Director of Police Services, Brenda Butterworth-Carr stated "Effective April 1, 2019, the existing LMD IHIT is to be included as part of the RCMP Provincial Service with the 70/30 provincial/federal cost-share applied to all LMD IHIT costs. This means that all municipalities participating in LMD IHIT will benefit from the 70/30 cost share." There are also provisions in the Settlement Agreement that allow, subject to specified conditions, for future IHITs to be cost-shared at the 70/30 provincial/federal cost-share.

C-5

With the varying sizes of communities served by North District RCMP and the already substantial police service expenditure impacting municipal budgets and tax payers, we request that federal and provincial governments work with RCMP management to develop a fair funding formula for an IHIT model to be established in Prince George in order to serve northern BC communities.

The City of Prince George thanks you for your consideration and looks forward to your response.

Sincerely,



Walter Babicz, Acting City Manager
City of Prince George

cc: RCMP BC North District Municipalities
North Central Local Government Association



Elizabeth Cumming

From: Haida Gwaii Protocol Table <protocoltable@haidanation.com>
Sent: April-30-21 3:55 PM
To: Elizabeth Cumming
Cc: Doug Daugert
Subject: Protocol Table TOR Questions (for Council discussion)
Attachments: TOR attachments 2021-04-28.zip; 2021-04-28 Draft PT TOR Topics for Discussion.docx

Good afternoon Elizabeth,

The Protocol Table is working on a draft terms of reference, and a few issues came up this week that need council discussion at the next Port Clements council meeting. Find attached a summary of the two questions and supporting documents for the terms of reference (original and revised drafts- council may not want/need to see these). I've copied Mayor Daugert on this email, in case he has some direction on what documents would be most useful for Council to review.

Let me know if you have any questions or need anything else from me.

Have a great weekend!

Linnaea

Linnaea Fyles

Executive Assistant | Haida Gwaii Protocol Table

protocoltable@haidanation.com

T: 250-637-1029

Areas of discussion in the drafting of a Terms of Reference (TOR) for the All-Islands Protocol Table:

Leaders at the Protocol Table have been working towards adopting an updated version of the 2011 draft TOR, and a few points have arisen to be discussed at councils.

- 1. How do councils want to see quorum addressed in the terms of reference?**
 - a. For context: The current TOR draft requires a representative from each community to be present for a meeting to take place (if a meeting is called without quorum it will go forward as a work session).
 - b. With the increased number of meetings, we look to councils to decide if this requirement should be included in the next TOR draft, or to suggest possible alternatives.
- 2. How would councils like to see the issue of public participation at All-Islands Protocol Table meetings going forward?**
 - a. For context: The current TOR draft specifies that two meeting every year will be held in person and these will be open to the public. With the use of Zoom Webinar, holding public meetings online would also be possible (as the Village of Queen Charlotte has done over the past year).
 - b. Going forward, how many All-Islands Protocol Table meetings should include public participation?
 - c. In addition: All-Islands Protocol Table meeting minutes could be available to the public in a clear location (web page or site), if leadership thought this would be beneficial to Haida Gwaii community members.

HAIDA GWAII ON-ISLAND PROTOCOL PROCESS

TERMS OF REFERENCE

Adopted January 28, 2011

MISSION STATEMENT

“The Haida Gwaii On-Island Protocol Process provides opportunity for Island Communities to work in cooperation to improve the quality of life and stability of the Island Community through the responsible management of Haida Gwaii resources and cooperative effort in areas of common interest.”

1. PURPOSE

The Haida Gwaii On-island Protocol Process (HGOPP) provides a consultative communication forum for cooperative effort in achieving common objectives of the Council of the Haida Nation (CHN) and the communities of Old Massett, Masset, Port Clements, Skidegate, Queen Charlotte and Regional District Area D (rural Graham Island) and Area E (Sandspit). The leadership from each of the participating governing bodies will meet to discuss issues – social and health, economics, environment, infrastructure, and island services – relating to Haida Gwaii (HG).

2. AUTHORITY

The HGOPP is established through the signed On-Island Protocol Agreements between the Haida Nation and the Haida Gwaii communities.

3. MANDATE

HGOPP is an advisory body for each of the signatory councils and provides opportunity to hear concerns expressed in a public forum and to bring recommendation back to respective councils. The HGOPP mandate as set out in the On-Island Protocol Agreements is as follows:

1. To design a future that provides for a healthy environment and sustainable islands economy.
2. To discuss outcomes and implication of Haida aboriginal rights and title, strategic land and coastal resource use planning, islands governance, and economic development.
3. To respectfully and cooperatively design a relationship of balance; and to support and promote jointly made decisions as a result of discussions.

4. SCOPE

To fulfill its purpose the HGOPP will discuss on an on-going, proactive basis, the matters related to the mandate and agenda, which includes:

1. Economic Development
2. Infrastructure & Services
3. Social Development including Health & Education
4. Land and Marine Planning and Management
5. Islands Governance
6. Establishment of a Haida Gwaii Forestry Council
7. Implication of Haida Aboriginal Title and Rights
8. Annual Island Wide Symposium

5. RESPONSIBILITIES

The leadership sitting at the HGOPP table actively participates in and supports the meetings to achieve the agreed upon objectives; and will:

1. Support and promote jointly made decisions.
2. Identify and where possible share resources to support the agreed upon objectives and activities of HGOPP.
3. Innovatively and creatively make adjustments to the outcomes of the Land and Marine plan outcomes.

Members will:

1. Actively support the development and make contributions to the agendas.
2. Respectfully discuss issues.
3. Decide on recommendations to respective Councils.
4. Seek input from their constituent groups on issues, concerns and recommendations;
5. Review and update the Terms of Reference and Work Plan as required to ensure that the mandate and membership remain current and appropriate.
6. Participate in the development of a HGOPP Decision Making Framework.
7. Participate in the development of a Work Plan that includes the objectives of common interest and to educate and inform the public.
8. The HGOPP may appoint ad-hoc sub-committees to deal with specific issues as they arise.

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9. Apply each of their respective council's Code of Ethics and Conflict of Interest policies and processes.

6. COMMUNICATION

1. HGOPP members will share information that will assist the table to achieve the agreed upon objectives of the table.
2. The HGOPP leadership will be a communication conduit to and from each of their councils and community constituent groups.
3. Dissemination of information to the respective councils and communities is through each of the respective council representatives at the table.
4. Communication between the councils will be through the Communication Liaison person or staff positions listed on Attachment A;
 - a) The person sending communication will confirm that the other communities have received the communication.
 - b) Each community will ensure that the contact list is kept current.
5. News releases from the table will be approved by consensus of quorum.

7. COMPOSITION

HGOPP is comprised of two (2) elected representatives and alternates from each of the councils, and one (1) from each of Regional District Area E and Area D, as identified in Attachment B of these Terms of Reference.

Each community may invite non-voting resource people to support the table, as may be necessary.

8. QUORUM

The quorum of the HGOPP is no less than one (1) elected leadership from each of the represented councils; and one (1) of the Area E or Area D representatives.

1. The communities will ensure an alternate is present in the case of an absent member.
2. In the case of a Regional District Area Representative's absence the other Area Director will represent and report on behalf of the absentee.
3. In the event that a duly called meeting is without quorum the meeting will go forward as a HGOPP Work Session.

9. MEETINGS

The participating communities will take turns hosting the HGOPP meetings in their respective communities. The Host Community will ensure the implementation of the HGOPP meeting to be held in that community.

1. Attendance:

Regular attendance is expected of members. If a member and/or their alternate, misses more than two consecutive regularly scheduled meetings, then the appointing community will be asked to make new appointments.

2. Meeting Dates:

- a) The HGOPP will meet no less than two (2) times a year.
- b) The annual regular meeting schedule will be identified at the first meeting of the year; and the Recording Secretary will inform each council's contact (Appendix A) to place on meeting calendars.
- c) Through the use of alternates the regularly scheduled meeting dates will not change.
- d) Special Meetings may be called, as may be necessary, by a consensus of HGOPP members. The community calling for the Special Meeting will host the meeting; and will contact each council's contact to place on the council's meeting calendar.
- e) The HGOPP will cooperatively host one (1) Island Wide Conference each year.

3. Meeting Location:

The location of the HGOPP meetings will be in the community of the "Host Community." The rotation of meeting locations is in alphabetical order of the communities' names.

4. Meeting Implementation:

The Host Community will be accountable for facilitating and implementing the meetings.

a) Meeting Time:

The Host Community will poll the leadership to determine start and end time of meeting and make every effort to accommodate each member's daily schedules.

b) Meeting Notice:

Using the HGOPP Meeting Notice template (Attachment C), the Host Community will distribute the meeting notice to community contacts (Attachment A), within no less than seven (7) days of the meeting.

- i. Each community is responsible for advertising the meeting within their respective communities.
- ii. The Host Community will provide notice to the local Observer newspaper, no less than the Monday before the Thursday publication before the meeting.

c) Meeting Agenda and Meeting Materials:

Using the HGOPP standardized Agenda (Attachment D), each community will submit agenda items to the Host Community, no less than 10 days before the scheduled meeting.

- i. Time lines are to be applied to each Agenda Item to ensure that the items with greatest and most immediate need receive adequate discussion time.
- ii. To expedite the process it is recommended that when possible, that the Briefing Note (Attachment E) is used when there is expectation for the table to make a decision.
- iii. Some Items may simply be the written report in the meeting package and do not require discussion.
- iv. To ensure that the meeting is addressing and dealing with factual material and information, all agenda items and meeting discussions must include written reports and/or supporting documentation that has been submitted to the meeting table prior to the Call to Order.
- v. Persons that do not meet the meeting package material deadline will provide copies of information to all those in attendance prior to the Call of Order.
- vi. Every effort will be made by the Host Community to provide meeting packages to members no less than seven (7) days before the meeting.

d) Facility:

The Host Community will provide a public facility of a size that accommodates public attendance. Facility responsibility includes costs, setting-up and cleaning.

e) Meeting Costs:

Each council is responsible for all costs associated with the respective leadership's attendance and participation.

- i. The Host Community is responsible for the following costs:
 - a) Advertising and Notice
 - b) Facility
 - c) Set Up & Clean Up

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- d) Meeting Packages
- e) Meeting Equipment Costs
- f) Secretarial & Implementation Costs

5. Meeting Officials:

a) Chairperson:

The Host Community provides the meeting Chairperson who will conduct the meeting within the order of business, through the application of the Rules of Order (Attachment F)

b) Recording Secretary:

The Host Community provides the meeting Recording Secretary whose duties are to record the meeting as outlined in Attachment G.

c) Sergeant at Arms:

The Host Community provides the meeting Sergeant at Arms whose duties are outlined in Attachment H.

6. Meeting Minutes:

Minutes will be taken and produced by the Recording Secretary, using the HGOPP Minutes Format (Attachment G).

- a) Every effort will be made by the Recording Secretary to distribute the digitized meeting notes to the members within two (2) working days of the meeting.
- b) Every effort will be made by the Recording Secretary to distribute the draft minutes to the members within five (5) working days after the meeting.
- c) Final Draft Minutes will be submitted to the next Host Community for inclusion in the meeting package to be read and approved at the next HGOPP meeting.

10. PUBLIC PARTICIPATION:

The public comments and questions are after Announcements at the end of the Agenda.

The public comment session and will not exceed ½ hour; and the HGOPP may set the duration for public comment at the opening of the public comment session, based upon time constraints.

- 1. Delegations wishing to address the HGOPP, will provide the name of the person who will speak on their behalf and will provide written documentation that supports the presentation.
- 2. Delegations will be on the agenda following Item #3 Housekeeping.

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3. HGOPP rules of order apply to all public comments and questions.

11. AMENDMENTS

By consensus the HGOPP Terms of Reference may be amended as required.

HGOPP TERMS OF REFERENCE

Attachment A **COMMUNICATION CONTACTS**

Council of the Haida Nation (CHN)

CHN

Mail:

Phone:

Fax:

Email: SUBJECT LINE: HGOPP

Old Massett Village

Person or Position:

Mail:

Phone:

Fax:

Email: SUBJECT LINE: HGOPP

The Village of Masset

Person or Position:

Mail:

Phone:

Fax:

Email: SUBJECT LINE: HGOPP

The Village of Port Clements

Person or Position:

Mail:

Phone:

Fax:

Email: SUBJECT LINE: HGOPP

Skidegate Village

Person or Position:

Mail:

Phone:

Fax:

Email: SUBJECT LINE: HGOPP

The Village of Queen Charlotte

Person or Position:

Mail:

Phone

Fax:

Email: SUBJECT LINE: HGOPP

Regional District Area D (rural Graham Island)

Person or Position:

Mail:

Phone:

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Fax:
Email: SUBJECT LINE: HGOPP
Regional District Area E (Sandspit)
Person or Position:
Mail:
Phone:
Fax:
Email: SUBJECT LINE: HGOPP

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HGOPP TERMS OF REFERENCE

Attachment B MEMBERSHIP

- Council of the Haida Nation (CHN):
Alternates:
- Old Massett Village:
Alternates:
- The Village of Masset:
Alternates:
- The Village of Port Clements:
Alternates:
- The Village of Queen Charlotte:
Alternates:
- Skidegate Village:
Alternates:
- Regional District Area D (rural Graham Island):
Alternates:
- Regional District Area E (Sandspit):
Alternates:

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Haida Gwaii On-island Protocol Process

Meeting Notice

(Day)
(Time)
(Location)

AGENDA

Call to Order, Chair
Moment of Silence and Reflection
Welcome, (Host Name)
Facility & Safety Overview, Sergeant at Arms

- 1 Adoption of Agenda
 - 2 Reading and Adoption of Minutes
 - 3 Housekeeping (*Insert Specific Agenda Under Item Headings*)
 - 3.A. Organizational Processes
 - 3.B. Calendar & Invitations
 - 4 Delegations
 - 5 Community Activity Reports
 - 5.A Council of the Haida Nation
 - 5.B (*List Other Communities That Submit Written Reports*)
 - 6 On-going Business (*Insert Specific Agenda Under Item Headings-Need Written Material*)
 - 6.A Economic Development
 - 6.B Infrastructure & Services
 - 6.C Social Development including Health & Education
 - 6.D Land and Marine Planning and Management
 - 6.E Islands Governance
 - 7 New Business (*Insert Specific Agenda Under Item Headings*)
 - 8 Announcements
 - 9 Public Participation
- Adjournment

Information Contact: (Host Community Contact Person)

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HGOPP TERMS OF REFERENCE
Attachment D
HGOPP MEETING AGENDA FORMAT

Haida Gwaii On-island Protocol Process Meeting
(Day)
(Time)
(Location)

AGENDA

Call to Order, Chair

Moment of Silence and Reflection

Official Welcome, Host

Facility & Safety Overview, Sergeant at Arms

- 1 Adoption of Agenda**
- 2 Reading and Adoption of Minutes**
- 3 Housekeeping**
 - 3.A. Organizational Processes**
 - 3.B. Calendar & Invitations**
- 4 Delegations**
- 5 Community Activity Reports**
 - 5.A Council of the Haida Nation**
 - 5.B (List Other Communities That Submit Written Reports)**
- 6 On-going Business (Insert Specific Agenda Under Item Headings-Need Written Material)**
 - 6.A Economic Development**
 - 6.B Infrastructure & Services**
 - 6.C Social Development including Health & Education**
 - 6.D Land and Marine Planning and Management**
 - 6.E Islands Governance**
- 7 New Business (Insert Specific Agenda Under Item Headings)**
- 8 Announcements**
- 9 Public Participation**

Adjournment

HGOPP TERMS OF REFERENCE
Attachment E
HGOPP BRIEFING NOTE FORMAT

HGOPP BRIEFING NOTE

TO: (Date, HGOPP Meeting)
FROM: (Council Name), (Person to Contact Name)
DATE: (Date Submitted)

ISSUE: (Very Short Description One or Two Sentences)

BACKGROUND: (Short Summary of Relevant Information. Use Bullets Rather than large narratives. Attach documentation that may apply)

POSSIBLE ACTIONS: (Short explanation of possible actions that were considered)

RECOMMENDATION: (Make recommendation in the form of a motion)

HGOPP TERMS OF REFERENCE
Attachment F
HGOPP MEETING RULES OF ORDER

These Rules of Order will govern the Haida Gwaii On-Island Protocol Process Meetings. All persons attending the meeting are subject to these Rules which will be available at each meeting for reference.

HGOPP meetings are alcohol and drug free. All people attending the meeting are subject to this Rule.

1. The Chairperson will:

1. conduct the meeting as guided by the agenda and in so doing maintains order through the application of the rules of order.
2. keep a speakers list of those who raise their hand to obtain the floor; and
3. recognize speakers in order of the list.
4. ensure that the speakers respect the speaking time limit of no more than 5 minutes.
5. cut off the speakers list to maintain the timeframe indicated on the Agenda, except as agreed by consensus of the table that the discussion will continue.
6. call for order when speaker strays from the Agenda Item.
7. refrain from participating in the discussion while serving as Chair.
8. request another member to hold the Chair position in order to participate in the discussion and take a speaking position and add name to the speakers list.
9. call for order when a speaker makes use of profanity or rudeness of any nature; and
10. accept apology from the speaker on behalf of the meeting; and if the behavior continues after a call for order will consult with the Sergeant at Arms.

2. Addressing the Meeting:

1. Reports:

- a) Oral reports will be accompanied by a written report or supporting documentation. Oral reports are limited to five (5) minutes except by consent of the table to disregard the time limit.
- b) As agreed by the table, an oral report may not accompany a written report.

- c) Following a report the Chairperson will provide opportunity for questions from the table and the public; and cut off discussion in order to ensure Agenda timelines are observed, except when by consensus the table agrees to continue.

2. Speakers:

- a) Speak only when given the floor by the Chairperson.
- b) Address remarks to the Chair.
- c) Are limited to no more than five (5) minutes to comment.
- d) Avoid personalities and keep comments directed to the Agenda Item discussion.
- e) Present viewpoints and opinions respectfully.
- f) Provide only factual information and if written documentation is not provided to the meeting the speaker will provide the meeting with the source of information.
- g) When presenting a problem include possible solutions and a level of participation and willingness to cooperatively help solve the problem.
- h) May not resort to profanity or rudeness and will be called out of order if this form of communication is used.

3. Public Participation and Delegations:

- a) The public comment and question session occurs after Announcements, at the end of the Agenda.
- b) The public comment session will not exceed ½ hour; and the table will set the length of time for receiving the public's comments and questions, at the opening of the Public Session.
- c) Delegations wishing to address the HGOPP, will provide the name of the person who will speak on the delegation's behalf and will provide written documentation that supports the presentation.
- d) Members of the Public are subject to the HGOPP Rules of Order.

3. Decisions:

- 1. Every effort will be made by the table to come to consensus decisions of the table, as identified by no dissenting or abstention votes on a question.
- 2. In the event that a lack of consensus occurs a majority vote prevails.

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3. Lack of consensus does not limit or fetter any of the participating communities' right to move forward independently or in cooperation with another community in the area of discussion.
4. The Motion:
 - a) Motions are stated in the affirmative. ("I move that we....", Rather than "I move that we do not..")
 - b) The Chairperson will call for a second.
 - c) If there is no second the motion is lost.
 - d) The Chairperson states the motion slowly and concisely, ensuring that the Recording Secretary has recorded it precisely before the discussion or debate begins.
5. The Discussion & Debate:
 - a) The Chairperson gives the floor to the mover if the motion was made without explanation; otherwise the chair opens the floor for discussion and debate.
 - b) All comments and debate are directed to the Chairperson and the speaker will respect the five (5) minute time limit for speaking.
 - c) The Chairperson may call upon the mover to answer questions; or may call on the mover and seconder to amend the motion.
 - d) After other speakers are finished, the Chairperson will give the floor to the mover.
 - e) The Chair asks the body if it is ready to vote on the question. If there is no more discussion a vote is taken.
 - f) The Chairperson may summarize key points of the discussion to ensure clarity before vote is taken.
6. The Vote:
 - a) The method of voting will be by a show of hands.
 - b) An elected leader serving as the Chairperson is counted in the vote.
 - c) A non-elected chairperson is not counted in the vote.
 - d) Only the appointed elected leaderships' votes are counted.
 - e) The motion passes only if the vote is consensus.

Consensus: suggested from the Land Use Plan process:

This is a “consensus seeking” process where agreement in principle is sought and where consensus is defined as general agreement. General agreement means that participants are willing to accept the proposed solution without stated qualifications or reservations.

7. Reading of the Motion:

Before moving to the next Agenda Item the Chairperson will have the Recording Secretary read the motion to ensure accuracy in recording.

4. **Adjournment:**

Adjournment is through motion.

HGOPP TERMS OF REFERENCE

Attachment G

HGOPP MEETING MINUTES FORMAT [Example]

Haida Gwaii On-island Protocol Process Meeting
(Day)
(Time)
(Location)

Minutes

Present: (List Members by Council)
(List Public from the Sign in Sheet)

Meeting called to order by the Chairperson (Name) at (time). Opening prayer provided by (name). Welcome by (Name, Title). Sergeant at Arms provides facility and safety overview. Reading of the Rules of Order, by the Chairperson.

1 Reading and Adoption of Agenda

2 Reading and Adoption of Minutes

Recording Secretary reads the minutes.

2010 January 1

HGOPP Motion #1: >>>>>>moves and >>>>>> seconds to adopt the (date) HGOPP minutes with the correction to 2.a, changing "James" to "Bill". Consensus.

3 Housekeeping

3.A. Organizational Processes

The draft Terms of Reference are reviewed and QC Councilor (Name) explains the process of drafting the document and purpose of clauses.

2010 January 1

HGOPP Motion #2: >>>>>>moves and >>>>>> seconds to adopt the (date) draft HGOPP TOR. Consensus.

3.B. Calendar & Invitations

No additions to the Calendar. Mayor (Name) invites the communities to participate in the Celebration on February 2, 2010, at the (Name) Community all from 12:00 pm – 2:00 pm.

Action Item: Councils will provide a list of those who will attend from their councils by January 26, to the QC Office.

4 Delegations

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5 Community Activity Reports

5.A Council of the Haida Nation, President of the Haida Nation

Written report in meeting package. Additionally, concern was voiced regarding how many jobs would be available in the Forest sector. (Name Person Reporting) assures that a primary objective is to provide local jobs and every effort will be made to fill jobs with locals.

Action Item: CHN will provide the draft work plan to the communities by January 5th and the members will review and make comment by January 10th.

HGOPP January 1, 2010 Consensus & Action Items

Consensus & Action Item	Talent/Task	Outcome
2010 January 1 HGOPP Motion #1: >>>>>>>moves and >>>>>>> seconds to adopt the (date) HGOPP minutes with the correction to D.2.a, changing "James" to "Bill". Consensus.	Correction: Recording Secretary	1/3 Corrected & Distributed
2010 January 1 HGOPP Motion #2: >>>>>>>moves and >>>>>>> seconds to adopt the (date) draft HGOPP TOR. Consensus.		Inserted into 1/3 HGOPP Organizational Binder & Work Plan
Action Item: Councils will provide a list of those who will attend from their councils by January 26, to the QC Reception.	Council Reception RSVP	1/3 Reminder sent to Councils
Action Item: CHN will provide the draft work plan to the communities by January 5 and the members will review and make comment to CHN Reception by January 10.	-CHN Reception -Leadership	Received Jan 5 Comments sent in Jan 8

I affirm that these minutes were adopted at the (Date) HGOPP meeting.

Name, Recording Secretary

Date

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HGOPP TERMS OF REFERENCE

Attachment H

HGOPP MEETING SERGEANT AT ARMS

1. Purpose:

To maintain security and provide for safety at the meeting.

2. Selection:

1. The Host Community will identify a meeting Sergeant at Arms and prior to the meeting provide that person with these Terms of Reference.
2. The Chair may not serve in this role.

3. Responsibilities:

1. Informs meeting of emergency exits and building logistics.
2. Has contact numbers & ability to call ambulance, fire department and police departments quickly.
3. Greets participants and public at the door.
4. Informs persons who are under the influence of alcohol or exhibit behavior that indicates the influence of drugs that the meeting is a alcohol and drug free assembly, as such may not attend the meeting.
5. At the direction and in consultation with the meeting Chair maintains order at the table and on the floor and assists the Chair in the application of the Rules of Order.
6. In the event that after the Chair has called for Order and enforcement is required consult with the Chair to determine approach to the following:
 - a) First: use diplomacy to bring order.
 - b) Second, request person(s) to leave the meeting.
 - c) Third, contact appropriate law enforcement agency to remove disorderly person.
 - d) When person exhibits or threatens physical danger or is verbally abusive the third step will be implemented immediately.

4. Limitations:

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1. In fulfilling the duties of the position the Sergeant at Arms may not engage in or respond to argumentative dialogue; and must use utmost restraint and respectful but firm instruction.
 2. May not endanger self or others in the exercise of duties.
5. Reporting
1. In the event that the Sergeant of Arms is called upon to exercise duties, an incident report will be written and each member at the table will sign as to witnessing the situation.
 2. Incident reports are to be on file with each of the participating communities.

Incident Report

HGOPP (Date) Meeting

People Present:

Disruptive Person (s) Name (s):

~~Estimated Time of Event:~~

Chronological Order Of Events:

Signature: Sergeant at Arms

Signatures of Members Present:

Recording Secretary will distribute to councils' contacts for inclusion in the HGOPP file.

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HGOPP TERMS OF REFERENCE

Attachment I

HGOPP SUGGESTED MEETING PLANNING

The following items are suggested as a checklist to ensure a well-run meeting:

1. Set up

- Open 'U' works best with gallery seating at the open end. This allows the meeting participants to face each other without backs to the gallery and for the gallery to observe and hear participants.
- Table tents on the main table are very useful for the participants, the recorder and the public. They should be large enough for participants to clearly write their names and to be read across the room. Felt pens need to be strategically placed on the tables for participants to use.
- Extra chairs and tables should be readily available (in the room) in case they are needed.

2. Refreshments

- Coffee, cookies, juice in bulk tetra packs, tap water (plastic water bottles are not considered to be 'green')
- Good cookies always impress
- A 'break' should be planned or scheduled after 1-1 ½ hours of meeting time has elapsed

3. Agenda packages

- Double sided printing for agenda and packages is preferred (being 'green')
- Distribute in advance if possible
- Post on websites if possible

4. Resource table

- Extra agendas and attachments (we can recycle the paper but people notice if we run out)
- Pens/pencils
- Writing paper

5. Welcoming

- It is a good idea to have a staffed table at the door to welcome participants and guests and to have them sign into the meeting. This avoids the need to circulate a sign in sheet later or to try to remember who attended.
- In some situations name tags could be considered. The pin-on plastic kind that can be reused ---- *not the stick-on ones*. (being green)

6. Signage

- It is good to have clear signage outside the room/building to guide participants and guests to the right location and to welcome them.
- This also informs the general public as to what meeting is being held.

7. Projectors

- For using a projector the following considerations are required:
 - Projector and Laptop (written instructions help)
 - Extension cord
 - Projector wall or screen
 - Location of the projector relative to the table set up
 - Practice first to ensure the projector works before it is required for the presentation

8. Photos

- Don't forget your camera
- It is best to ask permission of the participants and the gallery before taking photos. Anyone who does not want to be included has the opportunity to leave the room
- Photos are a good record for the report or future reference to the meeting

9. Clean up

- Leave the meeting space as you found it or better.

Key Changes to HGOPP TOR (from written feedback, special meeting in July 2020 & written feedback 2021)

- Addition of the Protocol Table Executive Assistant and funds from Gwaii Trust (various sections), changes to reflect Zoom meetings and distribution of materials by email only.
- 4. Scope
 - o Update item 6 "Establishment of a Forestry Council"
 - o Add a "catch-all" category to scope
- 7. Composition
 - o Change from 2 representatives to one representative and one alternate
 - o Change for NCRD to have one representative and one alternate from each Area D & E
- 8. Quorum
 - o 'elected leadership' changed to 'appointed leadership'
 - o Should there be voting rules beyond what was originally drafted? Original voting rules as below:

The Vote:
 - a) The method of voting will be by a show of hands.
 - b) An elected leader serving as the Chairperson is counted in the vote.
 - c) A non-elected chairperson is not counted in the vote.
 - d) Only the appointed elected leaderships' votes are counted.
 - e) The motion passes only if the vote is consensus.
- 9. Meetings
 - o 9.1 Attendance: full attendance is not required at emergency meetings/ special meetings
 - o 9.2 Meeting Dates: 2 in-person meetings every year, open to the public (all other meetings online, representatives & staff support only)
 - o 9.3 Meeting location: accommodation for meetings online, public venue must be available to video conference.
 - o 9.4 b ii) Remove all reference to meeting notification posting in the Haida Gwaii Observer, instead post to Facebook and community notice boards.
 - Suggestion to allocate budget for Facebook ads
 - Suggestion to create a website/ web page for minutes & notifications to be posted
 - o 9.4 e) Gwaii Trust will cover facilities and printing for in-person meetings
- 10. Public participation
 - o Suggestions have been put forward that:
 - Two meetings every year are open to the public
 - All meetings be open to the public
 - o Request that delegates submit supporting materials in advance.

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HAIDA GWAII ON-ISLAND PROTOCOL PROCESS

TERMS OF REFERENCE

Adopted January 28, 2011

MISSION STATEMENT

“The Haida Gwaii On-Island Protocol Process provides opportunity for Island Communities to work in cooperation to improve the quality of life and stability of the Island Community through the responsible management of Haida Gwaii resources and cooperative effort in areas of common interest.”

1. PURPOSE

The Haida Gwaii On-island Protocol Process (HGOPP) provides a consultative communication forum for cooperative effort in achieving common objectives of the Council of the Haida Nation (CHN) and the communities of Old Massett, Skidegate, Masset, Port Clements, Queen Charlotte and Regional District Area D (rural Graham Island) and Area E (Sandspit). The leadership from each of the participating governing bodies will meet to discuss issues – social and health, economics, environment, infrastructure, and island services – relating to Haida Gwaii (HG).

2. AUTHORITY

The HGOPP is established through the signed On-Island Protocol Agreements between the Haida Nation and the Haida Gwaii communities.

3. MANDATE

HGOPP is an advisory body for each of the signatory councils and provides opportunity to hear concerns expressed in a public forum and to bring recommendation back to respective councils. The HGOPP mandate as set out in the On-Island Protocol Agreements is as follows:

1. To design a future that provides for a healthy environment and sustainable islands economy.
2. To discuss outcomes and implication of Haida aboriginal rights and title, strategic land and coastal resource use planning, islands governance, and economic development.
3. To respectfully and cooperatively design a relationship of balance; and to support and promote jointly made decisions as a result of discussions.

4. SCOPE

To fulfill its purpose the HGOPP will discuss on an on-going, proactive basis, the matters related to the mandate and agenda, which includes:

1. Economic Development
2. Infrastructure & Services
3. Social Development including Health & Education
4. Land and Marine Planning and Management
5. Islands Governance
6. Haida Gwaii forestry
7. Implication of Haida Aboriginal Title and Rights
8. Annual Island Wide Symposium
9. Other issues, as determined by leadership

5. RESPONSIBILITIES

The leadership sitting at the HGOPP table actively participates in and supports the meetings to achieve the agreed upon objectives; and will:

1. Support and promote jointly made decisions.
2. Identify and where possible share resources to support the agreed upon objectives and activities of HGOPP.
3. ~~Innovatively and creatively make adjustments to the outcomes of the Land and Marine plan outcomes.~~

Members will:

1. Actively support the development and make contributions to the agendas.
2. Respectfully discuss issues.
3. Decide on recommendations to respective Councils.
4. Seek input from their constituent groups on issues, concerns and recommendations;
5. Review and update the Terms of Reference and Work Plan as required to ensure that the mandate and membership remain current and appropriate.
6. Participate in the development of a HGOPP Decision Making Framework.
7. Participate in the development of a Work Plan that includes the objectives of common interest and to educate and inform the public.
8. The HGOPP may appoint ad-hoc sub-committees to deal with specific issues as they arise.
9. Apply each of their respective council's Code of Ethics and Conflict of Interest policies and processes.

6. COMMUNICATION

1. HGOPP members will share information that will assist the table to achieve the agreed upon objectives of the table.
2. The HGOPP leadership will be a communication conduit to and from each of their councils and community constituent groups.
3. Dissemination of information to the respective councils and communities is through each of the respective council representatives at the table.
4. Communication between the councils will be through the Protocol Table Executive Assistant;
 - a) The person sending communication will confirm that the other communities have received the communication.
 - b) Each community will ensure that the contact list is kept current.
5. News releases from the table will be approved by consensus of quorum.

7. COMPOSITION

HGOPP is comprised of one (1) elected representative and one (1) alternate both appointed annually from the Council of the Haida Nation, each of the band councils, municipal councils, and one (1) representative and one (1) alternate from each of Regional District Area E and Area D, as identified in Attachment B of these Terms of Reference. Communities each have one (1) vote, to be cast by the Table member, or the alternate if the member is not present.

Each community may invite non-voting resource people to support the table, as may be necessary.

8. QUORUM

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The quorum of the HGOPP is no less than one (1) appointed leadership from each of the represented councils and one (1) of each Area E and Area D representatives.

1. The communities will ensure an alternate is present in the case of an absent member.
2. In the event that a duly called meeting is without quorum the meeting will go forward as a HGOPP Work Session.
3. Voting rules- what should this entail? (see page 16 of 2011 Draft)

9. MEETINGS

The participating communities will take turns hosting the HGOPP meetings in their respective communities. The Host Community will ensure the implementation of the HGOPP meeting to be held in that community.

1) Attendance:

Regular attendance is expected of members at regular meetings. ~~If a member and/or their alternate, misses more than two consecutive regularly scheduled meetings, then the appointing community will be asked to make new appointments. In extraordinary circumstances (when increased meeting frequency is required) lack of attendance will not be penalized.~~

2) Meeting Dates:

- a) The HGOPP will meet in person (if circumstances allow) no less than two (2) times a year that will be open to members of the public and present key updates (eg. Community Forest, energy, financials, etc.). Directors may determine that additional meetings are required as business arises.
- b) The annual regular meeting schedule will be identified at the first meeting of the year; and the Recording Secretary will inform each council's contact (Appendix A) to place on meeting calendars.
- c) Through the use of alternates the regularly scheduled meeting dates will not change.
- d) Special Meetings may be called, as may be necessary, by a consensus of HGOPP members. The community calling for the Special Meeting will host the meeting if in person; and will contact the ~~Protocol Table Executive Assistant to send the invitation to members and organize logistics.~~
- e) The HGOPP will cooperatively host one (1) Island Wide Conference each year.

3) In-person Meeting Location:

The location of the HGOPP meetings will be in the community of the "Host Community." The rotation of meeting locations is in alphabetical order of the communities' names. If in-person meetings are not possible, suitable arrangements will be made by the Table.

4) Meeting Implementation:

The Host Community will be accountable for facilitating and implementing the meetings.

a) Meeting Time:

- i) The Host Community will poll the leadership to determine start and end time of meeting and make every effort to accommodate each member's daily schedules.

b) Meeting Notice:

Using the HGOPP Meeting Notice template (Attachment C), the Host Community will distribute the meeting notice to community contacts (Attachment A), within no less than seven (7) days of the meeting.

- i) Each community is responsible for advertising the meeting within their respective communities.
- ii) ~~For meetings open to members of the public, the Host Community will provide notice to the local Observer newspaper, no less than the Monday before the Thursday publication before the meeting.~~

c) Meeting Agenda and Meeting Materials:

Using the HGOPP standardized Agenda (Attachment D), each community will submit agenda items to the Host Community, no less than 7 days before the scheduled meeting.

- i) Agenda numbers are to be applied to each Agenda Item to ensure that the items with greatest and most immediate need receive adequate discussion time.

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- ii) To expedite the process it is recommended that when possible, that the Briefing Note (Attachment E) is used when there is expectation for the table to make a decision.
- iii) Some Items may simply be the written report in the meeting package and do not require discussion. In this case a motion to receive will be made to acknowledge review.
- iv) To ensure that the meeting is addressing and dealing with factual material and information, all agenda items and meeting discussions must include written reports and/or supporting documentation that has been submitted to the meeting table prior to the Call to Order.
- v) Persons that do not meet the meeting package material deadline will provide copies of information via email or in print to all those in attendance prior to the Call of Order, it may be added as an amendment to the agenda.
- vi) The Protocol Table Executive Assistant will provide meeting packages to members no less than seven (7) days before the meeting.

d) Facility:

The Host Community will provide a public facility of a size that accommodates public attendance. Facility responsibility includes costs, setting-up and cleaning. For public attendance via Zoom, the public facility must hold 12-15 people and have an adequate WiFi connection for video conferencing.

e) Meeting Costs:

Funding provided by Gwaii Trust will cover all costs associated with meetings, as applicable.

- (1) Advertising and Notice
- (2) Meeting packages
- (3) Secretarial costs (Protocol Table Executive Assistant)
- (4) Facility
- (5) Set Up & Clean Up

5. Meeting Officials:

a) Chairperson:

The Host Community provides the meeting Chairperson who will conduct the meeting within the order of business, through the application of the Rules of Order (Attachment F)

b) Recording Secretary:

The Protocol Table Executive Assistant will record the meeting as outlined in Attachment G.

c) Sergeant at Arms:

The Host Community provides the meeting Sergeant at Arms whose duties are outlined in Attachment H.

6. Meeting Minutes:

Minutes will be taken and produced by the Protocol Table Executive Assistant, using the HGOPP Minutes Format (Attachment G).

- a) Every effort will be made by the Recording Secretary to distribute the digitized meeting notes to the members within two (2) working days of the meeting.
- b) Every effort will be made by the Recording Secretary to distribute the draft minutes to the members within five (5) working days after the meeting.
- c) Final Draft Minutes will be submitted to the next Host Community for inclusion in the meeting package to be read and approved at the next HGOPP meeting.

10. PUBLIC PARTICIPATION:

The public comments and questions are after Announcements at the end of the Agenda, for the bi-annual in-person meetings of the Table.

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The public comment session and will not exceed ½ hour; and the HGOPP may set the duration for public comment at the opening of the public comment session, based upon time constraints.

1. Delegations wishing to address the HGOPP, will provide **in advance** the name of the person who will speak on their behalf and will provide written documentation that supports the presentation (report or slides), if possible.
2. Delegations will be on the agenda following Item #3 Housekeeping.
3. HGOPP rules of order apply to all public comments and questions.

11. AMENDMENTS

By consensus the HGOPP Terms of Reference may be amended as required.



REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting CAO
Date: May 17th, 2021
RE: Setting up New CAO as municipal accounts signing authority, authorized representative and administrator.

BACKGROUND:

The Village of Port Clements has hired Jana Zamyslicka as the new CAO, and she starts on May 17th, 2021.

DISCUSSION:

The Village needs to add the new CAO as signing authority on its Northern Savings account. The Village also needs to add the new CAO onto its other various accounts (from vendors to provincial reporting), some of which require Council motion do so (the Village's Post Office box is understood to need an individualized motion).

CONCLUSION:

Council needs to pass motions authorizing Jana Zamyslicka as the CAO to be on municipal accounts.

IMPLICATIONS:

STRATEGIC N/A

FINANCIAL N/A

ADMINISTRATIVE The CAO must have access to all municipal accounts and be an authorized representative and signing authority on all accounts to do their job.

Recommended Motions:

THAT Council authorizes their CAO Jana Zamyslicka to be added as signing authority, authorized representative, and administrator for the Village's Northern Savings Credit Union accounts.

THAT Council authorizes their CAO Jana Zamyslicka to be added onto the Village's Post Office Box at Canada Post as the administrator, authorized representative, and signing authority.

THAT Council authorizes their CAO Jana Zamyslicka to be added onto all municipal accounts as administrator, authorized representative, and signing authority, including all financial accounts, vendor accounts and provincial/federal reporting accounts.

Respectfully submitted:

Elizabeth Cumming, Acting CAO



REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting CAO

Date: May 17th, 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 has been concluded, CAO recruitment has positively concluded, 2020 audit has been completed, legislative reporting (tax rates bylaw, financial plan bylaw, 2020 audit, have been reported – delay in reporting LGDE to May 18th, but not an issue).
- Office/EOC had large supply of Emergency Preparedness information pamphlets in storage, were mailed out May 6th instead of previously reported April 22/23 mail out. Received community feedback that envelopes caused some confusion as they did not have Village identifier on them.
- Issue with unknown boat users using Small Craft Harbour without contacting office/paying for use – warning notices put on the boats.
- Public Works Yard Improvement Project re: Fencing. Not able to find contractor interested in providing quotes to install chain-link fencing (or any fencing). Reviewed fencing requirements: the purpose of fencing for the project is to hide the public works yard from public view (due to public complaints in other public works areas). This does not require chain-link or wooden fencing, and there is a workable alternative in hedging (which is more environmentally friendly, sustainable, locally sourced, and green which is in line with OCP and other municipal priorities). Will be implementing this alternative. Installing emerald cedar hedging (with ornamental trees in front), and gate access. Confirmed with granting body that it was acceptable definition of “fence” for grant requirements.
- Staff will be renumbering the Action Item list as it is currently out of sync. List numbering will just be restarted, so A41 will be changed into A1 (or another number format).

Finance:

- Purchasing/ordering/reporting/completion of grants continues for several projects. ESS & EOC grants have been completed.
- Expect 2021 tax notices to be printed mid-to-late May due to issues around Muniware software updates to accommodate changes with Provincial Homeowner Grant centralization, and delays in information from Province. Mid-to-late May is the typical timeline for our tax notice mailout in previous years.
- Province notified municipal offices across the province that it is ending the Climate Action Revenue Incentive Program (CARIP) in its 2021/2022 fiscal and that 2021 is the last program year. CARIP is a conditional grant program that provides funding to local governments that have signed the BC Climate Action Charter to work towards becoming carbon neutral and create complete, compact, energy-efficient communities. While the Province identified their continued commitment to tackling climate change, at this time it is unknown if they will provide a new grant funding program to replace CARIP or not.

2-1

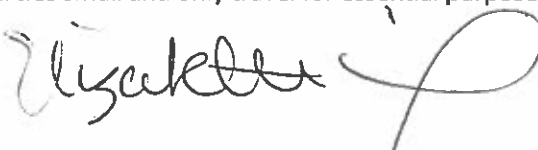
Public Works:

- Pump maintenance ongoing. New pumps & check valves ordered (Jasper St Lift Station as per PJ Turje; approved in 2020). Still waiting for delivery (left multiple messages with contact).
- groundskeeping/seeding/brushing for Spring ongoing.
- Double D Drilling attended and installed pit-less adapter and necessary trenching, the pump and drop down the well were unable to be installed (Double D did not have equipment for the pump). They will have to come back at another time. Well 3 completion plans otherwise continue. Finalizing electrical design, and next step will be getting electrical panel built (which will be an expenditure). Once panel is done, then we can book Double D to finish the entire project. Still in process of getting approved construction permit (needed for final completion). Determining project completion sometime in late summer/early fall (dependent on contractors).
- Planning brushing around Froese in preparation for Froese Lighting Install (solar lights ordered; expected delivery around June 30th). May do brushing after installation (once light location finalized).
- Firehall improvements – painting, heat ventilation & lighting upgrades are ongoing and on schedule, should be completed by end of May. Concern on timelines with flooring installation.
- Work on level & crush portion of the Public Works Yard project has begun. Main grubbing of area in progress. Bonus: found evidence on 1st or 2nd well location, and information on valves, work is helping with historical locates.
- Public Works looks forward to supporting the new CAO in her position.

EOC:

- EOC has been demobilized on May 8th, no longer active (emergency response is being handled by staff as needed). EMBC strongly encouraged/pressed for demobilization given that vaccination had been prioritized on Haida Gwaii. This will be last EOC report.
- Timeline of positive cases on Haida Gwaii:
 - January 31st – February 14th: 18 cases
 - February 15th – 20th: 26 new cases
 - February 21st – 27th: 32 new cases
 - February 28th – March 6th: 11 new cases
 - March 7th – 13th: 9 new cases.
 - March 14th – 20th: 5 new cases
 - March 21st – 27th: 5 new cases
 - March 28th – April 3rd: 4 new cases
 - April 4th – 10th: 0 new cases
 - April 11th – 17th: 1 new case
 - April 18th – 24th: 0 new cases
 - April 25th – May 1st: 0 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. Our EOC is not aware of any known cases in Port Clements.
- If anyone has questions or concerns on the Village's COVID-19 response, they can contact the Village Office at 250-557-4295 or office@portclements.ca
- 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.
- 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



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**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.