



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, June 21st, 2021

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
D-1—Organization Update - Misty Isles Economic Development Society
- 3. MINUTES**
M-1— June 7th, 2021 Regular Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
BA-1—Literacy Haida Gwaii Sponsorship – Elizabeth Cumming, Deputy Clerk
UB-1—Village Cleanup-- Elizabeth Cumming, Deputy Clerk
- 5. ORIGINAL CORRESPONDENCE**
C-1—INFO – Gwaii Haanas Visitor Reopening – Archipelago Management Board
C-2—INFO -- Truth and Reconciliation Commission's Call to Action 75 -- City of Pitt Meadows
- 6. FINANCE**
- 7. GOVERNMENT**
G-1—2020 Statement of Financial Information Report
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
R-1—INFO - Regular Report on Current Operations – Jana Zamyslicka, 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:
(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**



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
www.portclements.ca

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: Misty Isles Economic Development Society (MIEDS)
Mailing Address: PO Box 652, Queen Charlotte, BC V0T 1S0
Telephone: 250-559-8050 **Email:** jenrutt@gohaidagwaii.ca

Subject of Delegation: Council Update on MIEDS operations, programs, and projects.

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): The MIEDS board has requested an update on the organization be given to every village council and the NCRD.

Contact Person (if different from above): Jennifer Rutt
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: June 21, 2021
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:

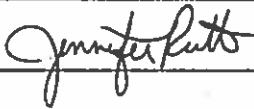
1. **The delegation has a 10 minute time limit for speaking to Council.** This limit is regardless of how many speakers the delegation presents as part of their delegation. This limit also includes time for any questions.
2. The presentation must be directed at Council in a respectful and collaborative 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: Jennifer Rutt, Executive Director

Date: May 11, 2021

Signature: _____



For Office Use Only:

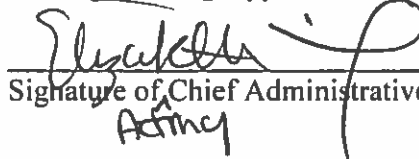
Date Application Received: May 11, 2021 Documents Submitted with Application: 1
Application Received by: Elizabeth Cumming Signature: Elizabeth Cumming

☒ Approved

☐ Declined

☐ Other (please specify): _____

Council Meeting Appearance date of Delegation: JUNE 21, 2021


Signature of Chief Administrative Officer
Acting

2021-05-11

Signature Date



misty isles

economic development
society

Executive Director Report
Village of Port Clements
June 21, 2021

MIEDS Team

- Jennifer Rutt, Executive Director
- Chantal Bacchus, EcDev & Tourism Manager
- Timmons Wong, ECommerce Coordinator
- Andrew Hudson, Grants Manager (¾ time)
- Hyland Fraser, Community Forest Contractor
- Olivia Ives, Summer Student Intern



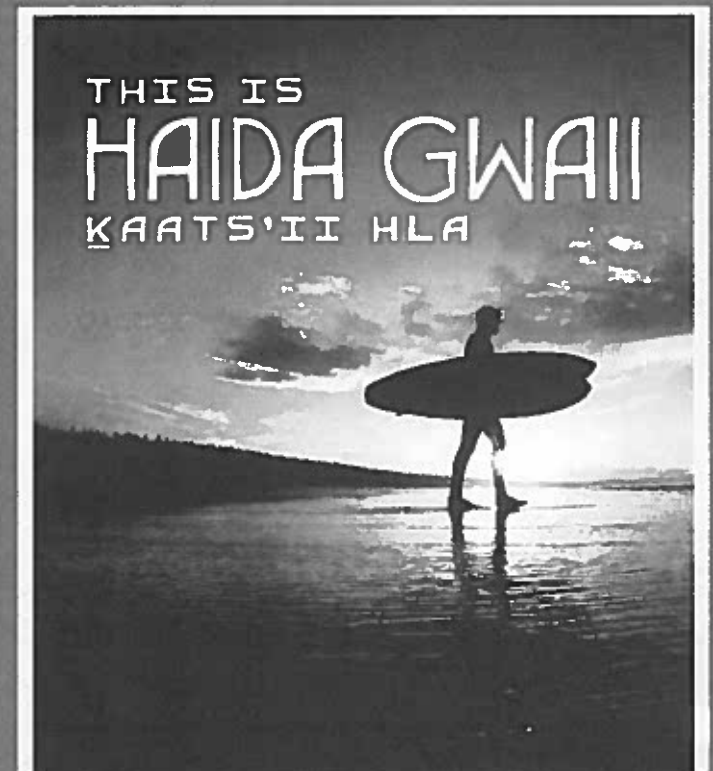
Operations

- Moved physical office space
 - New Address: 138 Bay Street, Queen Charlotte
 - Staff work remotely split between Masset and QC
- Contracted with bookkeeping firm
- Organizational financial audits will be performed for 2021



Tourism

- This is Haida Gwaii/Kaats'ii Hla
- Visitor Exit Survey
- Unified Messaging with CHN, Gwaii Haanas, Haico
- Hired nearly 20 local artists for content creation on GoHaidaGwaii & Social Media
 - Applying for a second round of DBC artist funding



Tourism

- GoHaidaGwaii.ca Upgrades
- Updates to Community Pages
 - Looking for a Village contact
 - Resources, upgraded map, etc.
 - Excited to partner more deeply with communities
- Coordination with Love Haida Gwaii



Economic Stimulus - Shop Local

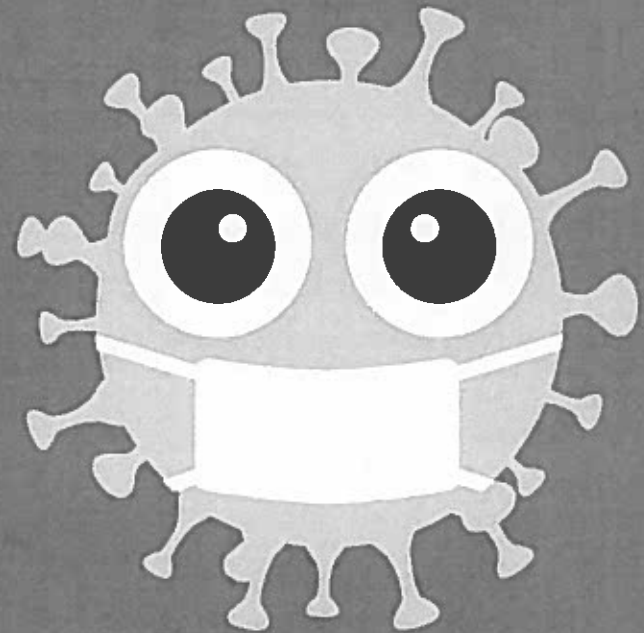
- Partnered with HG Rec to respond to "Circuit Breaker" for local restaurants.
- Planning All-Island Shop Local - Love Haida Gwaii passports for holiday season

LOVE
HAIDA GWAI

Haida Gwaii COVID-19 Business Advocacy

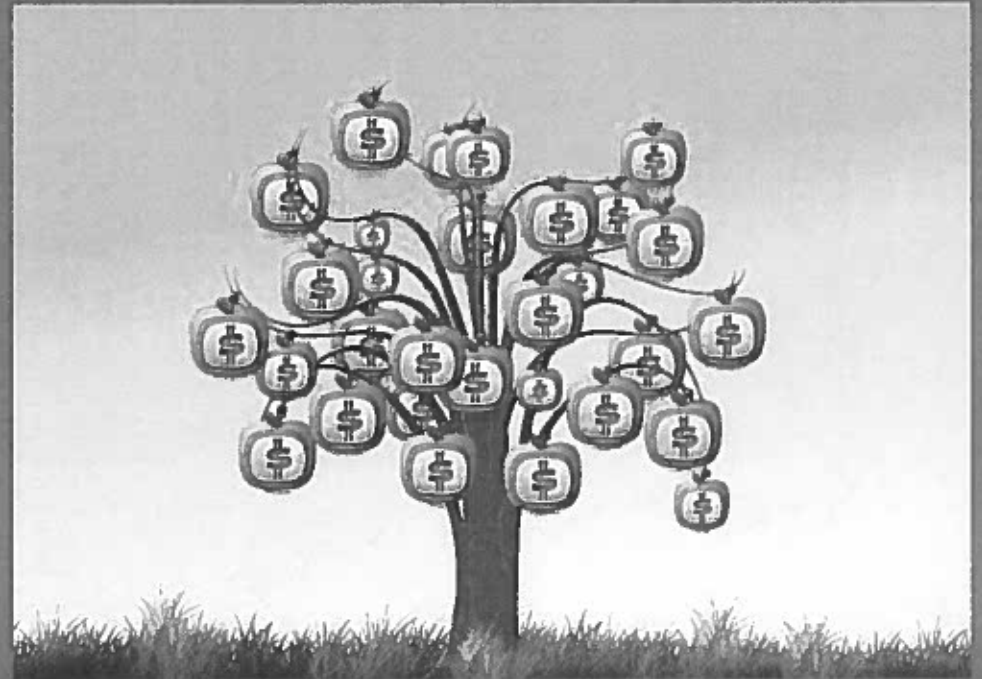
© 2020 MIEDS

- Haida Gwaii COVID-19 Economic Development Working Group
- Developed & implemented the Haida Gwaii COVID-19 Business Support Newsletter Bi-weekly (Subscribe on the MIEDS site)



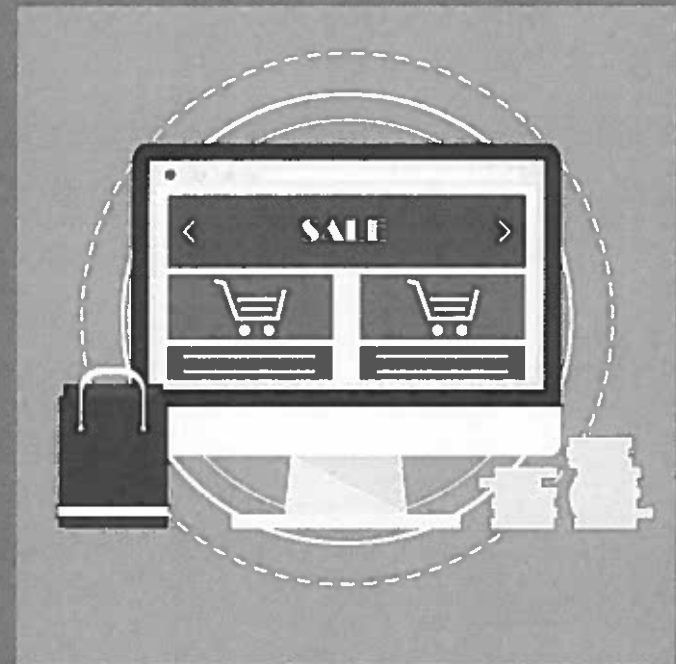
Community Advocacy

- Northern Residents Tax Deduction Community Advocacy
 - Needed 25 signatures
 - Garnered over 100 signatures
- Meetings with Jennifer Rice & Taylor Bachrach regarding needs of Haida Gwaii businesses



CERIP- ECommerce

- Successfully received \$313,947 in funding for technology infrastructure
- Creation of a Haida Gwaii Online Marketplace in the works
- Moving local product sales from a 3 to 12 month selling cycle
- Leverage traffic from visitor information website



Economic Stimulus Projects - Clean Oceans

- \$100K Contribution Agreement from Gwaii Haanas for goods
 - Purchased plastics shredder
- Currently in consideration for a second round of funding through the BC Youth Jobs initiative
- Anticipate \$2 million dollar influx of stimulus shared by all communities



Economic Stimulus Projects - Food Security

- Assisted in planning Haida Food Securities webinars
 - Farmers
 - Municipalities
- Met with Haida Food Securities and BC Provincial Agrologist
- Invited to take part in strategic island-wide food security planning



Haida Gwaii Community Forest

- Waiting on a response from the province regarding AAC apportionment
- Anticipating a new revised offer
- Hired Hyland Fraser as RPF contractor



Other Things MIEDS

- Joined BCEDA and attended conference on behalf of all communities.
- Invited to be an advisor for Coast Mountain College Business Administration program.



Any
Questions



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

Minutes of the Regular Meeting of Council, Monday, June 7th, 2021

Present:

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

CAO Jana Zamyslicka
Deputy Clerk Elizabeth Cumming

Councillor Brigid Cumming (regrets)

Members of the Public and Press: none

Meeting Called to Order at 7:04 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

2021-06-119—Moved by Councillor Whitney-Gould, seconded by Councillor Falconbridge
THAT Council adopts the June 7th, 2021, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1— May 17th, 2021, Regular Council Meeting Minutes
2021-06-120—Moved by Councillor Whitney-Gould, seconded by Councillor Falconbridge
THAT Council adopts the May 17th, 2021, Regular Council Meeting Minutes as presented.
CARRIED

M-2—Vibrant Community Commission March 3, 2021, Minutes
2021-06-121—Moved by Councillor Whitney-Gould, seconded by Councillor Gould
THAT Council receives the March 3, 2021, Vibrant Community Commission Minutes.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1—REQUEST – UBCM Meeting Scheduling- Resource Benefits Alliance
2021-06-122—Moved by Councillor Gould, seconded by Councillor Whitney-Gould
THAT Council receives the request for UBCM Meeting Scheduling from the Resource Benefits Alliance.
CARRIED

C-2—INFO – May 2021 Regional Call -- Ministry of Municipal Affairs

2021-06-123—Moved by Councillor Whitney-Gould, seconded by Councillor Falconbridge

THAT Council receives the May 2021 Regional Call information from the Ministry of Municipal Affairs.

CARRIED

C-3—REQUEST – Sponsorship – Literacy Haida Gwaii

2021-06-124—Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT Council receives the Sponsorship request from Literacy Haida Gwaii.

CARRIED

2021-06-125—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould

THAT Council agrees to donate \$500 to Literacy Haida Gwaii.

CARRIED

6. FINANCE

7. GOVERNMENT

G-1— UBCM Meeting Scheduling

2021-06-126—Moved by Mayor Daugert, seconded by Councillor Whitney-Gould

THAT Council directs the CAO to request the following meetings at UBCM:

- Premier Horgan, Minister Robinson, and Minister Osborne to discuss the Northwest BC Resource Benefits Alliance.
- Minister of Education
- BC Ferries
- Minister of Forest
- BC Hydro

CARRIED

Councillor Falconbridge left the meeting at 7:31 PM.

G-2— REQUEST— Reduced Rental Rates – Haida Gwaii Rec

2021-06-127—Moved by Councillor Gould, seconded by Councillor Whitney-Gould

THAT Council provides the use of the Seniors Room and Community Kitchen to the Haida Gwaii Regional Recreation Commission's 2021 Summer Camp as an in-kind donation.

CARRIED

G-3—Village Cleanup – Elizabeth Cumming, Deputy Clerk

2021-06-128—Moved by Councillor Gould, seconded by Councillor Whitney-Gould

THAT Council tables the Village Cleanup item to the June 21st, 2021 Regular Council Meeting.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1—INFO - Regular Report on Current Operations – Jana Zamyslicka, CAO

Mayor Daugert:

- *On May 25th attended teleconference with Minister of Municipal Affairs and Housing, Josie Osbourne regarding the restart that is summarized in the correspondence.*

- On May 28th with NWRHD had an update with the mills contracts for hospitals on schedule, with groundwork scheduled to start by now, and with Province agreeing to expanded budget for upgrades/changes.
- NCRD meeting also took place in the evening of the 28th, mostly the items on the Agenda were housekeeping stuff, that did not impact the Islands except for the two subdivision applications on Tow Hill Road. One was a further division of a larger lot into 3 parcels. Tabled for more information, the Area D rep concerned that the subdivision plan allowed an extra 2.5m for the Tow Hill Road ROW. The other was for a strata title to 2 lots allowing for up to 6 units to be constructed using strata titles. It was not clear that the proponents were still interested in pursuing this subdivision, and it was tabled for information as to the intent of the owners and further description of which services would be shared.
- On May 30th we had Dairy Queen Day, thanks to the Recreation Commission and everyone involved. This and a ball team practicing on our field left an excellent impression of a town recovering from Covid-19.
- On June 1st there was the announcement by Premier Horgan of a new Forest Policy.
- On June 2nd there was the publication of paper "Modernizing Forest Policy in British Columbia" by the Provincial Government. The Introduction states "This paper sets out our vision for a forest sector that is diverse, competitive, and focused on sustainability. It puts people first. It has been drafted with an understanding of the crucial necessity of working with indigenous peoples".

Some Key takeaways are:

- Recognition that the current tenure model is restricting forest operations to a few international companies that provide little or no benefit to the communities adjacent to the forests.
- Recognition that reconciliation is a key to developing stability and a strong emphasis on First Nation participation in any new tenure agreements.
- Acknowledgement that some tenures will need to be replaced or reduced to achieve the goal of increased Community involvement.
- Guidance will be forthcoming on compensation to tenure holders facing reassignment of their tenure.

This policy shift will have very strong effects on the future of Port Clements. Possible interpretations that might be included would be the change in tenure to the Husby Forest Products license (currently being requested by CHN) and changes to the Haida Gwaii Community Forest offer are certain to happen.

It is too early to know exactly what the changes in forest policy will be, but the Village and Council need to recognize our obligation to remain aware of what is proposed and respond accordingly. The end result of these changes will not only affect forestry employment, but also will affect tourism opportunities and our access to the forest for recreation and access to other resources.

At this time the MIEDS Community Forest Application gives us a front row seat and a small voice at the decision-making table in some instances. We need to approach this very carefully, as seemingly small decisions can have a disproportionate effect on the Village.

- On June 4th had Northern Health update call with status in our area.
- Further, personally received 2 phone calls regarding the restart plan and complaining about inconsistencies that negatively affect businesses. With Pacific Coastal returning to 5 flights/week June 15th, and Air Canada commencing service June 23, businesses are told they should not accept guests from outside BC until after July 1st. This appears to be treating the accommodation sector at a disadvantage to the transportation sector, and after losing a year of revenue the affected businesses feel they should not be burdened with an additional two weeks of forced closure when they are trying to catch up and accommodate people (who may have deferred their trip from last year).

Councillor Whitney-Gould: On May 19th did site visit with the Vibrant Community Commission to go and look at the swimming hole and what they wanted to do with that, and what they did not want to do. Talked about placement and some of the local issues in location. Based on that worked with Jana and Elizabeth on the draft Work Plan, developed a RFO which was passed to staff with final revisions. Drafted letter to Linda Berston and Marion Pierce who asked questions to the Vibrant Community Commission, waiting for feedback from other Vibrant Community Commission members.

Councillor Gould: Hopefully with new forestry policy they work on Island here first to rearrange things. Working with the Vibrant Community Commission and working on trails. VIRL board meeting that went 5 hours, what came out of it was a discussion on what is appropriate to go to different communities in-camera or not – may be something our Council has to look at as well. Strong concern that there is people attending meetings that are not keeping things in-camera as they should, or feel that they can share in-camera items with any other Councillor that should be kept in-camera. It will be an interesting legal item, as there will be a movement on the library board to limit items on how they are discussed with Council. Otherwise the CAOs final in-person meeting this summer, going through early July, for final recommendations, hopefully hiring someone as CAO and moving forward. Quite a number of trustees on the board where commenting on the building market on Vancouver Island, with prices going up over 300% on some of their projects. With people bidding high to cover potential high prices for materials. Have to keep in mind that we may not receive bids on larger projects as people are busy.

Councillor Falconbridge: Attended PAC on 18th, presentation to SD50 on 25th and District PAC meeting on the 21st. Also attended BBC PAC on May 28th & 29th, where Ministry identified strategic planning and capital planning.

2021-06-129—Moved by Councillor Whitney-Gould, seconded by Councillor Gould
That Council receives the written and verbal reports from Council and CAO Zamyslicka as presented.
CARRIED

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;
- (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;

2021-06-130—Moved by Councillor Gould, seconded by Councillor Whitney-Gould
THAT the meeting moves in Camera as per section 90(1)(e) and (j) of the *Community Charter* at 7:53 PM.
CARRIED

13. ADJOURNMENT

2021-06-131—Moved by Councillor Whitney-Gould
THAT the meeting be adjourned at 8:13 PM
CARRIED



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk
Date: June 21, 2021
RE: Literacy Haida Gwaii Sponsorship

BACKGROUND:

At the June 7th, 2021 Regular Council Meeting Council receives Literacy Haida Gwaii's request for sponsorship and made the following motion:

"2021-06-125—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council agrees to donate \$500 to Literacy Haida Gwaii.
CARRIED"

Council identified to staff that if there was any issues with the amount being donated (budgetary), to bring the item back to the next Council Meeting.

DISCUSSION:

Staff have reviewed the Council Grant Awarded budget line and found that Council does not have available space to make a \$500 donation to Literacy Haida Gwaii. At most Council can donate \$200.

The Council Grant Awarded budgeted only has \$1,200 remaining in budget space for the year. \$1,000 of which is already committed by policy to two Student Bursaries. Students have until the first Monday of July to apply, and if there are no bursaries given then the funds go into a bursary reserve account by policy. As such, there is only \$200 remaining in the budget that can be donated.

In 2019, the Village donated \$100 to Literacy Haida Gwaii.

CONCLUSION:

Council needs to rescind the previous motion made. Council can then decide if it wants to donate up to \$200 to Literacy Haida Gwaii.

IMPLICATIONS:

STRATEGIC N/A

FINANCIAL Council does not have budget space for a \$500 donation. It only has room for a \$200 donation at max.

ADMINISTRATIVE N/A unless Council wants to increase its Council Grants Awarded budget, as that may require an amended to the Financial Plan Bylaw which would require staff time to go through and prepare.

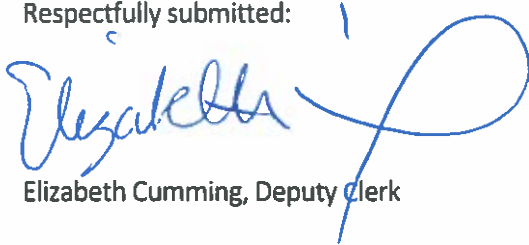
BA-1

Recommended Motion:

THAT Council rescinds the following motion made at the June 7th, 2021 Regular Council Meeting:

"2021-06-125—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council agrees to donate \$500 to Literacy Haida Gwaii.
CARRIED"

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Elizabeth Cumming", followed by a large, stylized flourish that extends to the right.

Elizabeth Cumming, Deputy Clerk

BA-1



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 : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk
Date: June 7, 2021
RE: Village Cleanup

BACKGROUND:

The Village of Port Clements has organized a Village Cleanup (usually in Spring) since at least the late 90s/early 2000s. It is a Council event (not a municipal service) held with the intention of sprucing up the town for the tourist season, hosting summer events such as Canada Days, as an incentive for property owners to clean up their properties, and to prevent dumping on Village properties. The other municipalities on Island also often have their own annual cleanup.

The event is held in April or May, sometimes split between the two. The Cleanup event is associated with the "Spring Cleaning" tradition, so it is held in the Spring though it is rarely held in March or June. It also typically accommodates 'Spring Break' and the Easter and Victoria Day Long weekend as less residents would be in town and able to participate in the event.

There is no set format to these Cleanups. The notice for the event goes around town and volunteers are notified of when it is happening. It is not mandatory for staff to assist or participate in it as it is not part of regular operations, held outside of regular work hours, and not under the purview of any Council Committees or Commissions. If volunteers choose to participate then they have the discretion to choose how to organize themselves and how they will be assisting others which is not typically overseen by staff. Sometimes staff have also volunteered with the activity, but it is not part of their job duties.

Often the Village would organize the event with the Islands Solid Waste Landfill for containers to be brought to a location of Village property and then, once full, haul the containers back to the Landfill which is repeated as necessary in the scheduled time frame. Residents are expected to make their own arrangements to bring their waste to the containers and put it in them themselves, though volunteers usually assist residents with this. The main day of the event is a Saturday (with the hauling of containers back and forth) with one container left over Sunday that is picked up on Monday.

In 2019, at the strong recommendation of Islands Solid Waste, the Village organized two "free tipping day" on the first Saturday of April and May. In this set up, residents brought their garbage to the landfill directly with the tipping fees being covered by the Village.

In 2020, with the onset of the COVID-19 pandemic, no municipalities on Haida Gwaii held cleanups.

UB-1

In 2021, both the Village of Queen Charlotte and Port Clements did not plan to hold a cleanup and have not held one. The Village of Masset did hold a Spring Clean-up in May.

DISCUSSION:

Council does not have an obligation to hold a Cleanup event, but it regularly choses to undertake it almost annually. Currently, the "free tipping day" format recommended by the Island Solids Waste and utilized in 2019 has been very successful and easy to use. The old formats of the Cleanup are also not in line with current Public Health Orders regarding gatherings/events.

As it is not a municipal service, but a Council event/project, Council identifies if they intend to hold the Cleanup for the year during the discussions and setting of the annual budget. If Council does not give direction to hold the event, and if it is not accounted for and budgeted for then the Cleanup is not held. Previous administration has identified this need for direction when Cleanups were last discussed in 2019.

The Cleanup event is accounted under beautification, with its expenditure accounted for in the beautification budget line. This year when setting this budget item, holding a cleanup was not discussed as part of it. The 2021 beautification budget is \$1,500 dollars and has incurred no expenditures at this time. Unless there are other beautification expenditures already planned that cover this amount, then the budget could cover a cleanup expenditure.

The "free tipping day" format of the Cleanup held in 2019 was very successful. It saw significantly lower costs incurred, being a 59% reduction in cost from 2018 expenditure and a 46% reduction to 2017 expenditures. It also addressed other concerns of non-residents taking advantage of the cleanup to dump their own significant waste materials at the expense of Port Clements' Taxpayers, as had been regularly observed by residents. Other issues, such as overflowing bins and waste left beside them are also eliminated with this cleanup format.

Year	Total Cleanup Expense	Equipment, Hauling, Landfill Personnel portion	% of Total Expense for Equipment, Hauling and Landfill Personnel portion
2021	\$0.00	\$0.00	0
2020	\$0.00	\$0.00	0
2019	\$966.00	\$0.00	0
2018	\$3,086.00	\$1,050.00	34
2017	\$1,780.00	\$420.00	24
2016	\$2,152.00	\$720.00	33
2015	\$2,428.79	\$630.00	26
2014	\$1,355.00	\$330.00	24
2013	\$1252.00	\$330.00	26
2012	\$1,492.50	\$367.50	25

Staff contacted the Landfill to confirm what the options for holding a Cleanup in 2021 are (if they have restrictions due to the ongoing pandemic), they strongly reiterated their recommendation for the "free tipping day" format, as it is less of a disruption to their activities and is easier for them to handle. They also identified that as they are open 6 days a week, they would prefer not holding the tipping day on the first Saturday of multiple months, but 2 days in a row of a single month.

08-1

Prior to the 2019 cleanup, the Village received a few negative complaints regarding cost (if it was an appropriate use of taxpayer dollars/Village resources), mess left behind and exploitation by non-residents. Other residents have also reached out and identified that they enjoy the Cleanup as a 'sign of spring' and that they find it beneficial to the community and hoped that it would continue to be held. Some have provided suggestions to hire someone to offer loading/unloading support or vehicle access to residents who need further assistance.

CONCLUSION:

Council did not direct a Cleanup this year, nor was it included in 2021 plans. It may also not be appropriate to hold it during the ongoing pandemic as it does encourage non-essential travel and more contact opportunities, though the Province is tentatively moving forward with reopening plans. Tentatively things may be "back to normal" by September 2021. However, September is also the start of storm season and bad weather.

It may be more appropriate to hold off on the Cleanup until 2022 and holding it in the usual springtime months of April and May.

The "free tipping day" format is recommended by Island Solid Waste and is also recommended by Village Staff.

STRATEGIC

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

A liveable, attractive community that enhances the quality of the life of residents is an essential idea within the OCP. The Annual Village Cleanup can be seen to be in that spirit, though it is not a strategic priority nor mentioned in the OCP.

FINANCIAL

(Corporate Budget Impact)

A 'Free Tipping Day' arrangement with the Landfill reduces costs and complications. A Cleanup is possible in the 2021 budget for beautification as the budget has been set for \$1,500 that has not yet been used. Unless there is already a commitment to use that budget for a purpose, then it is available for use.

ADMINISTRATIVE

(Workload Impact and Consequence)

A set 'Free Tipping Day' arrangement at the Landfill would reduce administrative time spent on organizing this event and fielding questions from the public on its scheduling. Public works would also see a negligible reduction in workload from the time spent cleaning up Village properties that the Containers are usually stationed at (typically volunteers deal with most of the Cleanup).

RECOMMENDATION

That if Council wants a 2021 Cleanup that it utilizes the "free tipping day" format and choose two consecutive dates to hold it on. Otherwise, the recommendation is to revisit having a Cleanup in 2022.

Respectfully submitted:



UB-1

June 7, 2021

Gwaii Haanas will welcome Haida Gwaii locals starting June 7 and off-island visitors starting July 1

The Gwaii Haanas Archipelago Management Board (AMB) is pleased to announce that Gwaii Haanas will gradually re-open for visitors beginning Monday, June 7, 2021.

We are excited for visitors to once again safely experience Gwaii Haanas.

As with the decision to close, the decision to re-open is made with *yahguudang respect* for the guidance from our Haida Gwaii leaders and public health experts. Last week, the [Council of the Haida Nation](#) (CHN) announced the lifting of the Haida Gwaii State of Emergency and the resumption of travel, provided benchmarks from the [BC Restart Plan](#) are met.

Over the past year many of us missed the cultural connections and mental health benefits that come from spending time in Gwaii Haanas. We focused on taking care of each other and our communities amidst all the unknowns of the pandemic. Visitors from all over Canada and the world put their plans on hold to respect our concerns and well-being. The AMB would like to acknowledge the ongoing support and respect – it holds us up during these ongoing difficult times.

Visitor Information: how to make a reservation or reach a tour operator

If you are a visitor from off-island planning to travel independently by boat, you are now welcome to make reservations for trips starting July 1. This will allow time for residents of Haida Gwaii to receive their second dose of the vaccine. We encourage visitors to arrive on Haida Gwaii vaccinated and to check the [CHN website](#) for updates before travelling.

If you are a resident of Haida Gwaii, you can now make reservations for trips starting June 7.

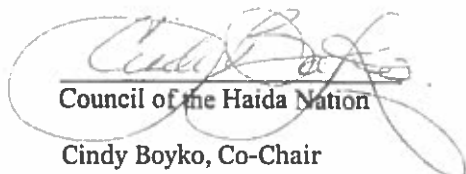
Please call 1-877-559-8818 or email pc.gwaiihaanas.pc@canada.ca to make reservations. As with previous years, visitors must attend an orientation to learn about safety guidelines and permit conditions.

Due to the unpredictable nature of the COVID-19 pandemic and variants, visitors should please be aware that it may become necessary to postpone or cancel a permit.


For visitors who plan to travel with tour operators, a list of operators can be found [here](#). Please be patient as operators are busy with re-opening preparations, from hiring staff to equipping boats.

Haida traditional use continues and Haida Citizens are encouraged to check the latest travel and safety guidelines on the CHN website.

Haawa to everyone for your commitment to respect and safety, and we look forward to welcoming you!



Council of the Haida Nation
Cindy Boyko, Co-Chair



Gwaii Haanas
Ernie Gladstone, Co-Chair

Canada



HAIDA NATION

C-1



City of Pitt Meadows
OFFICE OF THE MAYOR

June 14, 2021

File: 01-0400-60/21

Honourable Marc Dalton
Member of Parliament
Sent via email: marc.dalton@parl.gc.ca

Honourable Lisa Beare
Member of the Legislative Assembly
Sent via email: lisa.beare.MLA@leg.bc.ca

Dear MP Dalton and MLA Beare:

Re: Truth and Reconciliation Commission's Call to Action 75

We write this letter regarding the recent announcement from the Tk'emlúps te Secwépemc First Nation and the results of a survey at the former Residential school in Kamloops B.C., which uncovered the remains of 215 Indigenous children. These findings confirm and support the stories and histories as told by many residential school survivors.

The findings in Kamloops support the suggestion that there will likely be further tragic discoveries at other residential schools.

We share in the grief of all First Nation people as we collectively honour and mourn the loss of these 215 children.

.../2

C-2

We believe it is imperative that immediate action be taken to address Action 75 of the Commission's Calls to Action, which states:

75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.

In order for reconciliation to take place, the truth must be recognized and acknowledged. We feel that by identifying, honouring, and remembering these Indigenous children, it is an important step towards healing.

Along with our collective outrage, we fully support and call for further action to find, and hold accountable, those who were involved in this unspeakable tragedy.

Yours Truly,



Mayor Bill Dingwall

BGS, LL.B., CPHR

cc: Pitt Meadows City Council
UBCM



**2020 STATEMENT OF FINANCIAL
INFORMATION
FOR THE
VILLAGE OF PORT CLEMENTS**

Table of Contents

2020 Audited Financial Statements	3
STATEMENT OF FINANCIAL INFORMATION APPROVAL	30
CERTIFIED EXTRACT REGULAR MEETING OF COUNCIL.....	31
Management Letter	32
Fiscal Year 2020	32
Village of Port Clements Schedule of Debt	33
Village of Port Clements Schedule of Guarantee and Indemnity Agreements	34
Village of Port Clements Schedule of Remuneration and Expenses paid to each Employee	35
1. Elected Officials	35
2. Employees	35
3. Reconciliation	35
Village of Port Clements Statement of Severance Agreements.....	36
Village of Port Clements Schedule of Payments to Suppliers of Goods and Services.....	37
Village of Port Clements Schedule of Grant Payments (included in the suppliers listing above)	38

5-1

2020 Audited Financial Statements

DRAFT

G-1

Village of Port Clements
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

INDEX

	Page
Management's Responsibility	2
Independent Auditor's Report	3-4
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations	6
Consolidated Statement of Change in Net Financial Assets	7
Consolidated Statement of Cash Flows	8
Notes to the Consolidated Financial Statements	9-18
Independent Auditor's Report on Supplementary Information	19
General Operating Fund Statement of Financial Position	20
General Operating Fund Statement of Operations	21
Water System Statement of Financial Position	22
Water System Statement of Operations	23
Sewer System Statement of Financial Position	24
Sewer System Statement of Operations	25
Northern Capital and Planning Grant Statement of Operations	26

MANAGEMENT'S RESPONSIBILITY

The information and representations in the consolidated financial statements are the responsibility of management and have been approved by the Mayor and Council of the Village of Port Clements. The consolidated financial statements were prepared by management in accordance with Canadian Public Sector Accounting Standards and, where necessary, reflect management's best estimates and judgements at this time. It is reasonably possible that circumstances may arise which cause actual results to differ. Management does not believe it is likely that any differences will be material.

The Village of Port Clements maintains systems of internal accounting controls, policies and procedures to provide reasonable assurances as to the reliability of the financial records and safeguarding of its assets.

The Mayor and Council are responsible for ensuring that management fulfills its responsibilities for financial reporting and are ultimately responsible for reviewing and approving the consolidated financial statements.

The consolidated financial statements have been reviewed and approved by the Mayor and Council. The consolidated financial statements have been audited by FBB Chartered Professional Accountants LLP, the independent auditors, whose report follows.

May 3, 2021
Port Clements, British Columbia

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council,
Village of Port Clements

Opinion

We have audited the financial statements of Village of Port Clements, which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Village of Port Clements as at December 31, 2020, and its financial performance and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

Without modifying our opinion, we draw attention to Note 18 of these consolidated financial statements which outlines that the Village has recorded a prior period adjustment to reflect the correct amount of UBCM gas tax funds available as at December 31, 2019, which resulted in an increase in the accumulated surplus in the amount of \$29,413.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the municipality's financial reporting process.

INDEPENDENT AUDITOR'S REPORT (continued)

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

May 3, 2021
Prince George, British Columbia

FBB Chartered Professional Accountants LLP

6-1


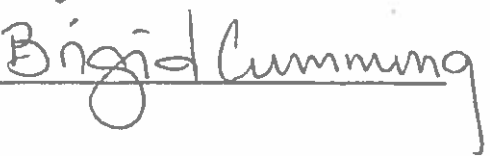
Village of Port Clements

Consolidated Statement of Financial Position

As at December 31, 2020

	2020	2019 (restated)
Financial assets		
Cash and investments	\$ 5,921,245	\$ 5,157,756
Taxes and accounts receivable (note 2)	269,503	130,844
	<u>6,190,748</u>	<u>5,288,600</u>
Financial Liabilities		
Accounts payable and accrued liabilities (note 3)	99,345	51,855
Liability for contaminated site (note 14)	3,425,832	3,425,832
Deferred revenue (note 4)	533,041	162,829
	<u>4,058,218</u>	<u>3,640,516</u>
Net financial assets	<u>2,132,530</u>	<u>1,648,084</u>
Non-financial assets		
Property acquired for taxes	16,859	16,859
Prepaid expenses	67,594	71,228
Tangible capital assets (note 6)	8,773,712	8,609,866
	<u>8,858,165</u>	<u>8,697,953</u>
Accumulated Surplus (note 9)	<u>\$ 10,990,695</u>	<u>\$ 10,346,037</u>

Approved by the Mayor and Council

1-5

Village of Port Clements
Consolidated Statement of Operations
For the year ended December 31, 2020

	2020 Budget (unaudited)	2020 Actual	2019 Actual (restated)
Revenue			
Property taxes	\$ 203,260	\$ 204,281	\$ 220,019
Grants in lieu	8,164	7,847	10,390
Sale of services	72,525	4,861	9,452
Revenue from own sources	156,812	220,740	244,251
Multi-purpose building rental	12,700	11,131	15,384
Unconditional grants	412,000	425,979	430,858
Conditional grants	1,331,724	1,008,900	2,222,900
Interest and penalties on taxes and user fees	32,500	154,406	91,706
Collections for other agencies	171,953	171,951	187,861
	<u>2,401,638</u>	<u>2,210,096</u>	<u>3,432,821</u>
Expenses			
Legislative	23,200	21,009	30,872
General administration	345,000	382,154	264,015
Emergency services	227,643	3,376	8,114
Protective services	54,460	42,274	43,914
Common services	45,850	32,590	32,472
Wharf	328,600	324,301	8,551
Small craft harbour	15,700	33,235	11,777
Roads and public works	63,850	49,956	47,628
Contaminated site remediation	-	-	3,456,260
Economic development	5,180	108,828	134,478
Parks, recreation and tourism	236,661	60,427	81,355
Water and sewer utility operations	153,824	115,798	149,418
Multi-purpose building maintenance	80,500	59,298	71,338
Fiscal services	2,305	1,766	1,425
Amortization	170,000	158,762	153,871
Payments to other agencies	171,953	171,664	187,862
	<u>1,924,726</u>	<u>1,565,438</u>	<u>4,683,350</u>
Annual Surplus	<u>476,912</u>	644,658	(1,250,529)
Accumulated surplus, beginning of year as restated (Note 18)		<u>10,346,037</u>	<u>11,596,566</u>
Accumulated surplus, end of year		<u>\$ 10,990,695</u>	<u>\$ 10,346,037</u>

6-1

Village of Port Clements

Consolidated Statement of Changes in Net Financial Assets For the year ended December 31, 2020

	<u>2020 Budget (unaudited)</u>	<u>2020 Actual</u>	<u>2019 Actual (restated)</u>
Annual surplus	\$ 476,912	\$ 644,658	\$ (1,250,529)
Amortization	-	158,762	153,871
Change in property acquired for taxes	-	-	(7,670)
Change in prepaid expenses	-	3,634	(3,789)
Transfer (to) from reserve funds	387,599	-	-
Acquisition of tangible capital assets	<u>(864,511)</u>	<u>(322,608)</u>	<u>(274,521)</u>
Increase in net financial assets	<u>\$ -</u>	484,446	(1,382,638)
Net Financial Assets, beginning of year		<u>1,648,084</u>	<u>3,030,722</u>
Net Financial Assets, end of year		<u>\$ 2,132,530</u>	<u>\$ 1,648,084</u>

Village of Port Clements
Consolidated Statement of Cash Flows
For the year ended December 31, 2020

	<u>2020</u>	<u>2019</u> (restated)
NET INFLOW (OUTFLOW) OF CASH:		
Operating Activities		
Annual surplus	\$ 644,658	\$ (1,250,529)
Non-cash charges to operations		
Amortization	158,762	153,871
Liability for contaminated site	-	3,425,832
Changes in non-cash operating balances:		
Increase in taxes and accounts receivable	(138,659)	21,166
Increase (decrease) in accounts payable and accrued liabilities	47,490	(35,209)
Property acquired for taxes	-	(7,670)
Decrease in deferred revenue	370,212	110,012
Decrease in prepaid expenses	3,634	(3,789)
	<u>1,086,097</u>	<u>2,413,684</u>
Capital Activity		
Acquisition of tangible capital assets	<u>(322,608)</u>	<u>(274,521)</u>
Increase (decrease) in cash and investments	763,489	2,139,163
Cash and investments, beginning of year	<u>5,157,756</u>	<u>3,018,593</u>
Cash and investments, end of year	<u><u>\$ 5,921,245</u></u>	<u><u>\$ 5,157,756</u></u>

65-1

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

General

The Village of Port Clements is a municipality and provides general government, water, sewer and related services to the residents of Port Clements, British Columbia.

1. SIGNIFICANT ACCOUNTING POLICIES

a. Basis of Presentation

These consolidated financial statements reflect all revenues, expenses, assets and liabilities of the Village of Port Clements. It is the Village's policy to follow Canadian public sector accounting standards and apply such principles consistently. The consolidated financial statements have been prepared incorporating guidelines issued by the Public Sector Accounting Board (PSAB) of the CPA Canada Handbook as recommended by Municipal Affairs, Province of British Columbia.

The focus of Canadian public sector accounting standards is on the financial position of the Village and the changes thereto. The Consolidated Statement of Financial Position reflects the combined results and activities of the Village's Operating, Capital and Reserve Funds. The purposes of these funds are:

i. Operating Funds

Operating Funds are to be used to record the costs associated with providing Village services.

ii. Capital Funds

Capital Funds are used to account for the acquisition costs of the Village's Tangible Capital Assets, the accumulated amortization thereon, and the funding thereof including related long-term debt.

iii. Reserve Funds

Under the Local Government Act of the Province of British Columbia, the Mayor and Council of the Village may, by bylaw, establish Reserve Funds for specific purposes. Money in a Reserve Fund and interest thereon must be used only for the purpose for which the fund was established. If the amount in a Reserve Fund is greater than required, the Mayor and Council may, by bylaw, transfer all or part of the balance to another Reserve Fund.

Financial assets are economic resources controlled by the government as a result of past transactions from which future economic benefits may be obtained. Liabilities are present obligations of the government to others arising from past transactions, the settlement of which is expected to result in the future sacrifice of economic benefits.

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues. Expenses are recorded in the period in which goods and services are acquired and a liability is incurred.

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

b. Restricted Financial Assets

Restricted financial assets include assets held in trust to be expended only in accordance with the conditions of the trust, and amounts from reserve funds set aside for future debt retirement or for future capital expenditures.

c. Revenue recognition

Taxes are recognized as revenue when they are levied. Sale of services and user fee revenues are recognized when the service or product is provided by the Village. Conditional grants are recorded as revenue when specified conditions have been met. Unconditional grants are recorded when funding is received or receivable. Revenues received where conditions have not yet been met are recorded as deferred revenue.

d. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset, excluding all interest costs. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Assets under development or construction are not amortized until put into use.

Amortization is provided using the straight-line method at the estimated useful lives of the assets at the following rates:

Land	Nil
Buildings	20-150 years
Automotive	6-13 years
Fire department	10-30 years
Office equipment	15 years
Tools and equipment	4-20 years
Parks and recreation	3-100 years
Roads and sidewalks	20-40 years
Biomass heating system	50-70 years
Water system	4-140 years
Sewer system	165 years

e. Property acquired for taxes

Property acquired for taxes is recorded at acquisition cost.

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

f. Use of Estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates include: determination of accrued sick benefits, collectibility of accounts receivable, amortization of tangible capital assets, liability for contaminated site and provisions for contingencies. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

g. Liability for contaminated sites

The Village recognizes a liability for contaminated sites as at the reporting date when:

- a) an environmental standard exists;
- b) contamination exceeds the environmental standard;
- c) the government:
 - (i) is directly responsible; or
 - (ii) accepts responsibility;
- (d) it is expected that future economic benefits will be given up; and
- (e) a reasonable estimate of the amount can be made.

An asset acquired as part of remediation is recorded as an expense if the asset has no alternate use.

2. TAXES AND ACCOUNTS RECEIVABLE

	2020	2019
Property taxes	\$ 44,815	\$ 42,839
Utilities	(3,373)	(3,596)
Sales taxes	33,374	23,339
Other receivables	194,687	68,262
	<u>\$ 269,503</u>	<u>\$ 130,844</u>

3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Trade and accrued liabilities	\$ 96,818	\$ 50,767
Payroll and withholding taxes	2,527	1,088
	<u>\$ 99,345</u>	<u>\$ 51,855</u>

Village of Port Clements

Notes to the Consolidated Financial Statements
For the year ended December 31, 2020

4. DEFERRED REVENUE

	2020	2019 (restated)
Federal Gas Tax Community Works	\$ 230,355	\$ 162,679
Province of B.C. - Sunset Trail	99,951	-
Province of B.C. - Trail Extension Study	10,000	-
Union of B.C. Municipalities - Flood Study	44,255	-
Covid-19 Restart Grant	148,000	-
Prepaid taxes, business licences, fitness memberships	480	150
	<u>\$ 533,041</u>	<u>\$ 162,829</u>

The Village is a participant under the Community Works Fund that provides for the Village's receiving Federal gas taxes transferred under the New Deal for Cities and Communities signed by the Union of BC Municipalities, the Province of British Columbia, and the Government of Canada. Although the Village has some latitude in determining which projects to pursue, the agreement provides that projects should address the reduction of greenhouse gas emissions, cleaner air and cleaner water.

5. BANK INDEBTEDNESS

The Village has a \$189,000 operating line of credit the Canadian Imperial Bank of Commerce bearing interest at bank prime (December 31, 2020 - 2.45%). The facility was unused as at December 31, 2020.

6. TANGIBLE CAPITAL ASSETS

			2020	2019
	Cost	Accumulated Amortization	Net Carrying Amount	
Land	\$ 466,958	\$ -	\$ 466,958	\$ 466,958
Buildings	3,818,933	902,825	2,916,108	2,956,237
Automotive	215,449	49,800	165,649	60,334
Fire department	546,175	309,685	236,490	262,762
Office equipment	36,180	15,142	21,038	19,606
Tools and equipment	71,175	41,758	29,417	33,812
Parks and recreation	1,122,401	252,363	870,038	884,554
Roads and sidewalks	487,359	141,585	345,774	361,006
Biomass heating system	414,148	71,053	343,095	352,673
Solar Panel	151,900	45,571	106,329	116,456
Water system	2,376,137	369,576	2,006,561	1,999,817
Sewer system	1,569,666	303,411	1,266,255	1,095,651
	<u>\$ 11,276,481</u>	<u>\$ 2,502,769</u>	<u>\$ 8,773,712</u>	<u>\$ 8,609,866</u>

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

6. TANGIBLE CAPITAL ASSETS (continued)

Tangible Capital Asset Additions for the year are as follows:

	Cost January 1, 2020	Additions	Cost December 31, 2020
Land	\$ 466,958	\$ -	\$ 466,958
Buildings	3,818,933	-	3,818,933
Automotive	99,996	115,453	215,449
Fire department	546,175	-	546,175
Office equipment	34,389	1,791	36,180
Tools and equipment	70,019	1,156	71,175
Parks and recreation	1,122,401	-	1,122,401
Roads and sidewalks	487,359	-	487,359
Biomass heating system	414,148	-	414,148
Solar panel	151,900	-	151,900
Water system	2,350,961	25,176	2,376,137
Sewer system	1,390,634	179,032	1,569,666
	<u>\$ 10,953,873</u>	<u>\$ 322,608</u>	<u>\$ 11,276,481</u>

Amortization for the year is as follows:

	Balance January 1, 2020	Amortization	Balance December 31, 2020
Land	\$ -	\$ -	\$ -
Buildings	862,696	40,129	902,825
Automotive	39,662	10,138	49,800
Fire department	283,413	26,272	309,685
Office equipment	14,783	359	15,142
Tools and equipment	36,207	5,551	41,758
Parks and recreation	237,847	14,516	252,363
Roads and sidewalks	126,353	15,232	141,585
Biomass heating system	61,475	9,578	71,053
Solar panel	35,444	10,127	45,571
Water system	351,144	18,432	369,576
Sewer system	294,983	8,428	303,411
	<u>\$ 2,344,007</u>	<u>\$ 158,762</u>	<u>\$ 2,502,769</u>

15
6

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

7. NET ASSETS INVESTED IN TANGIBLE CAPITAL ASSETS

	2020	2019
Net assets in tangible capital assets, beginning of year	\$ 8,609,866	\$ 8,489,216
Add: acquisition of tangible capital assets	322,608	274,521
Less: amortization	(158,762)	(153,871)
	<u>\$ 8,773,712</u>	<u>\$ 8,609,866</u>

8. RESERVE FUNDS

	Balance January 1, 2020	Additions/ Funds used	Balance December 31, 2020
Northern Capital and Planning Grant	\$ 2,115,326	\$ 91,452	\$ 2,206,778
Latecomer's fee reserve	9,369	-	9,369
Fire department reserve	5,500	-	5,500
Planning fund reserve	3,595	-	3,595
	<u>\$ 2,133,790</u>	<u>\$ 91,452</u>	<u>\$ 2,225,242</u>

These internally restricted net assets are not available for other purposes without the approval of mayor and council.

9. ACCUMULATED SURPLUS

	2020	2019 (restated)
General operating fund	\$ 2,434,363	\$ 1,907,025
Water system	624,498	613,860
Sewer system	(3,067,120)	(2,918,504)
Net assets invested in tangible capital assets (note 7)	8,773,712	8,609,866
Reserve funds (note 8)	2,225,242	2,133,790
	<u>\$ 10,990,695</u>	<u>\$ 10,346,037</u>

Gr-1

Village of Port Clements

Notes to the Consolidated Financial Statements
For the year ended December 31, 2020

10. COMMITMENTS AND CONTINGENCIES

- a. The Village is jointly and severally liable under the provisions of the Community Charter for any default on monies borrowed by the Village.
- b. Municipal Pension Plan

The Village and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The Plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The actuary determines an appropriate combined employer and member contribution rate to the fund. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit. The most recent valuation as at December 2018 indicated a funding surplus of \$2,866 million for basic pension benefits on a going concern basis.

The next valuation will be December 31, 2021 with results available in 2022. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension accounting). This is because the Plan records accrued liabilities and assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and costs to the individual employers participating in the Plan.

The Village of Port Clements paid \$24,771 for employer contributions and \$22,111 in employee contributions to the Plan in the year ended December 31, 2020 (\$26,613 and \$19,370 - 2019).

11. ECONOMIC DEPENDENCE

The Village receives a significant portion of revenue from the Province of British Columbia through the government's Small Community Protection Program.

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

12. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT

The Village's financial instruments consist of cash and investments, taxes and accounts receivable, accounts payable and accrued liabilities and deferred revenue. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

The Village is exposed to financial risk that arises from the credit quality of the entities to which it provides services. Credit risk arises from the possibility that the entities to which the Village provides services may experience financial difficulty and be unable to fulfill their obligations. The Village mitigates this risk by dealing with counterparties management considers to be of high integrity.

The Village is exposed to interest rate risk arising from fluctuations in interest rates on its cash and investments. No financial instruments are held that mitigate this risk.

13. EXPENSES BY OBJECT

	2020	2019
Salaries, wages and benefits	\$ 342,125	\$ 278,528
Materials and supplies	104,352	72,722
Contracted services	85,176	72,001
Rent, maintenance and utilities	548,987	268,326
Mayor and council remuneration and travel	17,669	25,802
Insurance	32,718	32,002
Grants	102,223	134,548
Interest and bank charges	1,762	1,428
Amortization	158,762	153,871
Contaminated site remediation	-	3,456,260
Payment to other agencies	171,664	187,862
	<u>\$ 1,565,438</u>	<u>\$ 4,683,350</u>

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

14. LIABILITY FOR CONTAMINATED SITES

The Village is aware of one potentially contaminated site on land the Village is responsible for. An old gas station site may require environmental remediation. The Village has no plans to redevelop or sell the property and has no future plans to remediate the property. Since there is no obligation to remediate the property or expected future outlay, no provision has been made in these financial statements. Should management become aware of any contaminated sites the Village is responsible for remediating, a liability for contaminated sites would be setup in accordance with PS3260.

During the year, the Village has exceeded environmental standards relating to its effluent discharge from its wastewater operations into the Masset Inlet which has been deemed hazardous to fish as per Environment Canada. As directed by Environment Canada, the Village has to remediate the effluent discharge fully or reduce to acceptable levels by September 2022. The Village has determined the only effective way to mitigate the issue is the construction of a new sewer lagoon and related wastewater facility. The Village has undertaken studies and quotation from professional contractors for the costs to extend the sewer lagoon and facilities and has recorded a liability for environmental contamination as follows:

Construction costs, with 3% inflation allowance for materials	\$ 2,535,984
Consultant costs (engineers, forester, monitor)	435,500
Other costs (federal and provincial required signage)	7,500
Contingency for cost overruns and unforeseen items (15%)	<u>446,848</u>
Provision for environmental remediation	<u>\$ 3,425,832</u>

During the year, the Village has also incurred \$30,428 in costs with respect to planning and preparation for this project. These items have been expensed in the year under Environmental remediation expenses in the statement of operations along with the above provision. The item is recorded as an expense rather than an asset since it has no alternate use as required by PS3260.45 and Note 2.

The Villages believes the above liability will be funded \$1,000,000 by the Village from a combination of reserves and surpluses and the additional \$2,425,832 will be funded by federal and provincial grants. The Village will apply for the relevant grants in the future and no receivable for federal or provincial grants related to the above liability have been recorded in these financial statements.

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

15. BUDGETED FIGURES

The budget amounts presented throughout these consolidated financial statements are unaudited and represent the amended five year financial plan bylaw No. 461 approved by the Village Mayor and Council on December 21, 2020.

16. CONTINGENT LIABILITY

The Village is contingently liable for fines of \$500,000 to \$6,000,000 from Environment Canada should they not carry out the environmental remediation as disclosed in Note 14. The Village believes their remediation plan will be accepted by Environment Canada and the project will be completed before any fines are applied.

17. SUBSEQUENT EVENT

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact. At this time, these factors continue to present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

18. PRIOR PERIOD ADJUSTMENT

During the year, it was discovered that the balance of Community Works Gas Tax Funds available for use by the Village was \$29,413 higher than what was recorded for the year ended December 31, 2019. Management has retroactively restated the 2019 gas tax on hand as follows:

	<u>2020</u>	<u>2019</u>
Increase to conditional grants	\$ -	\$ 29,413
Decrease to deferred revenue	\$ -	\$ (29,413)
Increase to accumulated surplus, opening	\$ 29,413	\$ -
Accumulated surplus, beginning of year as previously stated		\$ 10,316,624
Prior period adjustment		<u>29,413</u>
Accumulated surplus, beginning of year as restated		<u>\$ 10,346,037</u>

INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION

To the Mayor and Council,
Village of Port Clements,

We have audited and reported separately herein on the consolidated financial statement of the Village of Port Clements as at and for the year ended December 31, 2020.

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated in all material respects in relation to the consolidated financial statements taken as a whole.

May 3, 2021
Prince George, British Columbia

FBB Chartered Professional Accountants LLP

G-1

Village of Port Clements

General Operating Fund - Statement of Financial Position

As at December 31, 2020

	2020	2019 (restated)
Financial assets		
Cash and investments	\$ 5,921,245	\$ 5,157,756
Taxes and accounts receivable	269,503	130,844
	<u>6,190,748</u>	<u>5,288,600</u>
Financial Liabilities		
Accounts payable and accrued liabilities	99,345	51,855
Deferred revenue	533,041	162,829
Due to other funds	<u>983,210</u>	<u>1,121,188</u>
	<u>1,615,596</u>	<u>1,335,872</u>
Net financial assets	<u>4,575,152</u>	<u>3,952,728</u>
Non-financial assets		
Property acquired for taxes	16,859	16,859
Prepaid expenses	67,594	71,228
Tangible capital assets	<u>5,500,896</u>	<u>5,514,398</u>
	<u>5,585,349</u>	<u>5,602,485</u>
	<u>\$ 10,160,501</u>	<u>\$ 9,555,213</u>
Accumulated surplus		
Accumulated surplus	2,434,363	1,907,025
Equity in tangible capital assets	5,500,896	5,514,398
Reserves	<u>2,225,242</u>	<u>2,133,790</u>
	<u>\$ 10,160,501</u>	<u>\$ 9,555,213</u>

6-1

Village of Port Clements

General Operating Fund - Statement of Operations For the year ended December 31, 2020

	2020 Budget (unaudited)	2020 Actual	2019 Actual (restated)
Revenue			
Property taxes	\$ 114,050	\$ 113,939	\$ 130,809
Grants in lieu	8,164	7,847	10,390
Sale of services	72,525	4,861	9,452
Revenue from own sources	94,780	131,382	153,846
Multi-purpose building rental	12,700	11,131	15,384
Unconditional grants	412,000	425,979	430,858
Conditional grants	1,331,724	1,008,900	2,222,900
Interest and penalties on taxes and user fees	-	152,078	89,328
Collections for other agencies	171,953	171,951	187,861
	<u>2,217,896</u>	<u>2,028,068</u>	<u>3,250,828</u>
Expenses			
Legislative	23,200	21,009	30,872
General administration	345,000	382,154	264,015
Emergency services	227,643	3,376	8,114
Protective services	54,460	42,274	43,914
Common services	45,850	32,590	32,472
Wharf	328,600	324,301	8,551
Small craft harbour	15,700	33,235	11,777
Roads and public works	63,850	49,956	47,628
Economic development	5,180	108,828	134,478
Parks, recreation and tourism	236,661	60,427	81,355
Multi-purpose building maintenance	80,500	59,298	71,338
Fiscal services	2,305	1,766	1,425
Amortization	170,000	131,902	127,011
Payments to other agencies	171,953	171,664	187,862
	<u>1,770,902</u>	<u>1,422,780</u>	<u>1,050,812</u>
Annual surplus	<u>446,994</u>	605,288	2,200,016
Transfer from reserves	417,517	-	-
Investment in tangible capital assets	(864,511)	-	-
Accumulated surplus, beginning of year		<u>9,555,213</u>	<u>7,355,197</u>
Accumulated surplus, end of year		<u>\$ 10,160,501</u>	<u>\$ 9,555,213</u>

15-1

Village of Port Clements**Water System - Statement of Financial Position****As at December 31, 2020**

	<u>2020</u>	<u>2019</u>
Financial assets		
Due from general operating fund	\$ 624,498	\$ 613,860
Non-financial assets		
Tangible capital assets	<u>2,006,561</u>	<u>1,999,817</u>
	<u>\$ 2,631,059</u>	<u>\$ 2,613,677</u>
Accumulated Surplus		
Accumulated surplus	\$ 624,498	\$ 613,860
Equity in tangible capital assets	<u>2,006,561</u>	<u>1,999,817</u>
	<u>\$ 2,631,059</u>	<u>\$ 2,613,677</u>

61-1

Village of Port Clements
Water System - Statement of Operations
For the year ended December 31, 2020

	<u>2020</u> <u>Budget</u> (unaudited)	<u>2020</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>
Revenue			
User charges	\$ 58,323	\$ 58,149	\$ 58,323
Water frontage tax	52,155	52,640	52,155
Community works	-	-	-
Interest and other	2,378	2,328	2,378
	<u>112,856</u>	<u>113,117</u>	<u>112,856</u>
Expenses			
Administration	5,000	5,000	5,000
Amortization	26,000	18,432	18,432
Distribution	31,850	23,632	18,974
Repairs and maintenance	26,250	10,184	26,367
Wages and benefits	32,240	38,487	44,057
	<u>121,340</u>	<u>95,735</u>	<u>112,830</u>
Annual surplus (deficit)	<u>(8,484)</u>	17,382	26
Transfer from reserves	8,484		
Accumulated surplus, beginning of year		<u>2,613,677</u>	<u>2,613,651</u>
Accumulated surplus, end of year		<u>\$ 2,631,059</u>	<u>\$ 2,613,677</u>

6-1

Village of Port Clements**Sewer System - Statement of Financial Position****As at December 31, 2020**

	<u>2020</u>	<u>2019</u>
Financial assets		
Due from general operating fund	\$ 358,712	\$ 507,328
Financial Liabilities		
Liability for contaminated site	<u>3,425,832</u>	<u>3,425,832</u>
Net financial assets	<u>(3,067,120)</u>	<u>(2,918,504)</u>
Non-financial assets		
Tangible capital assets	<u>1,266,255</u>	<u>1,095,651</u>
	<u>1,266,255</u>	<u>1,095,651</u>
	<u>\$ (1,800,865)</u>	<u>\$ (1,822,853)</u>
Accumulated surplus		
Accumulated surplus	\$ (3,067,120)	\$ (2,918,504)
Equity in tangible capital assets	<u>1,266,255</u>	<u>1,095,651</u>
	<u>\$ (1,800,865)</u>	<u>\$ (1,822,853)</u>

G-1

Village of Port Clements**Sewer System - Statement of Operations****For the year ended December 31, 2020**

	2020 Budget (unaudited)	2020 Actual	2019 Actual
Revenue			
User charges	\$ 32,082	\$ 31,209	\$ 32,082
Sewer frontage tax	37,055	37,702	37,055
	<u>69,137</u>	<u>68,911</u>	<u>69,137</u>
Expenses			
Administration	3,000	3,000	3,000
Amortization	18,000	8,428	8,428
Contaminated site remediation	-	-	3,456,260
Operations	13,950	7,822	6,697
Repairs and maintenance	15,500	5,979	14,436
Sewer study	-	-	5,867
Wages and benefits	26,034	21,694	25,020
	<u>76,484</u>	<u>46,923</u>	<u>3,519,708</u>
Annual surplus (deficit)	<u>(7,347)</u>	21,988	(3,450,571)
Transfer from reserves	7,347		
Accumulated surplus, beginning of year		(1,822,853)	1,627,718
Accumulated surplus, end of year		<u>\$ (1,800,865)</u>	<u>\$ (1,822,853)</u>

1-19

Village of Port Clements**Northern Capital and Planning Grant - Statement of Operations****For the year ended December 31, 2020**

	2020 Budget (unaudited)	2020 Actual	2019 Actual
Revenue			
Northern Capital and Planning Grant	\$ -	\$ -	\$ 2,085,000
Interest	-	91,452	30,326
	-	91,452	2,115,326
Reserve funds, beginning of year		2,115,326	-
Reserve funds, end of year		<u>\$ 2,206,778</u>	<u>\$ 2,115,326</u>

Village of Port Clements
STATEMENT OF FINANCIAL INFORMATION APPROVAL
For The Period of January 1 – December 1, 2020

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

Jana Zamyslicka
Chief Administrative Officer/Chief Financial Officer
June 21, 2021

Doug Daugert
Mayor
June 21, 2021

5-1



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

CERTIFIED EXTRACT
REGULAR MEETING OF COUNCIL

2021-06-XXX– Moved by Councillor XXX, seconded by Councillor XXX

THAT Council approves the 2020 Statement of Financial Information Report

CARRIED

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

held June 21st, 2021.

Jana Zamyslicka, CAO



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West

PO Box 198

Port Clements, BC

V0T1R0

OFFICE : 250-557-4295

FAX : 250-557-4568

Management Letter

Fiscal Year 2020

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

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

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

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

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

On behalf of the Village of Port Clements,

Jana Zamyslicka, CAO

Village of Port Clements Schedule of Debt

The Village of Port Clements did not incur any debt during the 2020 financial year as per the Financial Information Regulation Schedule 1, section 4.

DRAFT

G-1

Village of Port Clements Schedule of Guarantee and Indemnity Agreements

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

DRAFT

5-1

Village of Port Clements

Schedule of Remuneration and Expenses paid to each Employee

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

1. Elected Officials

Name	Position	Remuneration	Expenses	Total Per Official
Cumming, Brigid	Councillor	\$ 3000.00	\$ 70.20	\$ 3,000.00
Daugert, Doug	Councillor/Mayor	\$ 5000.00	\$ 77.00	\$ 8,830.56
Falconbridge, Kazmir	Councillor	\$ 3000.00	\$ 0.00	\$ 3,000.00
Gould, Ian	Councillor	\$ 3000.00	\$ 0.00	\$ 3,000.00
Kish, Teri	Councillor	\$ 1500.00	\$ 0.00	\$ 1500.00
Whitney-Gould, Kelly	Councillor	\$ 500.00	\$ 0.00	\$ 500.00
TOTALS FOR ALL OFFICIALS		\$16,000.00	\$ 147.20	\$ 16,147.20

2. Employees

Name	Remuneration	Expenses	Total
Employees over \$75,000.00			
Employees under \$75,000.00 (all)	\$ 295,473.01	\$ 329.12	\$ 295,802.12
TOTALS FOR ALL OFFICIALS	\$ 295,473.01	\$ 329.12	\$ 295,802.12

*Remuneration includes taxable benefits

3. Reconciliation

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

Gn-1

Village of Port Clements Statement of Severance Agreements

As per the Financial Information Regulations Schedule 1 section 6 (7), there was a severance agreement of \$40,500.90 in 2020 for the equivalent of four (4) months wages, plus benefits and other payments.

DRAFT

6-1

Village of Port Clements

Schedule of Payments to Suppliers of Goods and Services

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

Name	Amount
BC Hydro	\$ 49,645.42
Co+Host Community Engagement Co-op	\$ 26,140.00
Green Leaf Construction & Rentals Ltd	\$ 320,214.30
Misty Isles Economic Development Society	\$ 62,595.00
North Coast Regional District	\$ 95,369.00
P S Turje & Associates Ltd	\$ 198,083.68
Work Truck West	\$ 120,848.00
Subtotal	\$ 872,895.40

Payments Made (Venders over \$25,000)	\$ 872,895.40
Miscellaneous Payments (\$25,000 and under)	\$ 486,025.67
TOTAL	\$ 1,358,921.07

6-1

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

Name	Amount
Madison Gaspar – Student Bursary	\$ 500.00
Tia Nicol – Student Bursary	\$ 500.00
Darlene Ward – Employee Farewell Gift	\$ 75.00
Teri Kish – Councillor Service Thank You Gift	\$ 50.00
Royal Canadian Legion	\$ 160.00
Port Clements Historical Society	\$ 3,000.00

Total Grants \$ 4,285.00

51



REPORT TO COUNCIL

Author: Jana Zamyslicka

Date: June 21st, 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 informational update and identify notable occurrences in current operations for Council.

Administration:

- Provincial Appointment Book and Meeting request for the 2021 UCBM Convention registration is almost complete except for requests to Ministry of Education and BC Ferries.
- CAO is still in the process of putting together PW's job descriptions and contracts.
- An RFP for the Vibrant Community Commission for a project manager has been advertised.
- An RFP for the disposal and sale of the property #6 Bayview Drive, has been also advertised.
- OLTC application for Sewer Lagoon is being finalized by Port Clements RPF Hyland Fraser. It is still unclear from reading all the correspondence whether the identified Culturally Modified Tree (CMT) , actually falls under the CMT category; regardless, we will still be creating a 20meter buffer to protect it during construction and clearing. This OLTC application also includes the additional 20m buffer to the south of the proposed lagoon site.
- We have yet to hear from the Ministry of Environment, as to whether Turje's current design of the lagoon has been accepted. If not, Turje does have a design that the primary treatment lagoon be divided into separate cells which allows one to be bypassed. (This is why we had to acquire the additional south 20m buffer).
- Still waiting on Turje's proposal for Tendering and project administration of the Sewer Lagoon project
- CARIP report still needs to be submitted. Deadline was extended from June 30th to August 23, 2021.

Finance:

- Purchasing/ordering/reporting/completion of grants continues for several projects.
- Homeowner grant centralization continues to process smoothly.
- Small Craft Harbour invoicing continues to be problematic as without a wharfinger, or gate, or camera, it is difficult to note all the boats with our once-a-month check.
- Continued work on SOFI information
- Finance officer has signed up for Government financial officer association of BC monthly Taxation and Assessment webinar and finds it timely and informative.

2-1

Public Works:

- Four applications were received for the Summer Help positions. Interviews are being scheduled for Thursday June 17th.
- Lawn mowing appears to have issues again, like last summer. The equipment is experiencing problems and may be out of commission for a month, unless resolved. Sean has had the company agree to send up a diagnostics computer to hopefully expedite identifying and fixing the problem. Sean would like to see a back up mower budgeted for in the next round, to alleviate the down time of the mowers during critical times.
- Work orders are still being processed on various issues such as brushing for site lines, steps replaced at the Millennium Park that were posing a hazard.
- Sean is still focusing on the updating of the wells.
- Have not heard back on our effluent test results for May.

Respectfully submitted:

Jana Zamyslicka, CAO

June 21, 2021

2-1

**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>
A1	09 26 2018	Amend the Campground Bylaw fees		Still needs to be reviewed.