



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 PM Regular Meeting of Council, Tuesday, August 3rd, 2021

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1— Introduction to New Staff/Update on Policing Activities - SGT Damon MacDonald, RCMP
T-1— Opening of Offers for #6 Bayview Drive

3. MINUTES

M-1— July 12th, 2021, Regular Council Meeting Minutes

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1—Rise & Report – In-Camera Council Meeting July 27th, 2021:

- THAT the Village has applied for the Canada Community Revitalization Fund for a Community Park Improvement Project and will be utilizing reserves, or gas tax, or other funding to cover the municipal portion of the project.
- From prior In-Camera Meetings:
 - That Council agreed with Northern Health Mental Health & Addictions Advisory Committee's request to provide \$15,000 in funding, with the provision that the funding be used in its entirety by December 31st, 2022, and semi-annual reports and financial updates be provided by the committee
 - That Council provided a letter of support for the Island Protocol Table's Grant Application to the Gwaii Trust Society for funding.

5. ORIGINAL CORRESPONDENCE

C-1—INFO – Adopted Resolutions – City of Mississauga

C-2—INFO—CEO Retirement – MIABC

C-3—INFO—June 2021 Regional Meetings with Minister Josie Osborne and Minister David Eby – Ministry of Municipal Affairs

C-4—REQUEST—Endorsement of Legislative Initiatives Motion M-1 for a Green New Deal and Motion M-94 – MP Peter Julian

C-5—REQUEST—Support for Resolutions – District of Sicamous

C-6—REQUEST—Crisis Line Service – Mark Baggaley

6. FINANCE

7. GOVERNMENT

G-1—July 2021 Safe Restart Funding Report – Haida Gwaii Mental Health and Addictions Advisory Committee

G-1—Council Remuneration Bylaw No. 465, 2021

Recommended motion: THAT Council does 1st & 2nd reading of Council Remuneration Bylaw No. 465, 2021.

G-2—Policy Review

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

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

13. ADJOURNMENT



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For more information please contact by:
Phone: 250-557-4295
FAX: 250-557-4568
Email: cao@portclements.ca

Delegation to Council Application Form

Applicant Group/Individual Name: MASSET RCMP - SGT. DAMON MACDONALD
Mailing Address: P.O. BOX 39 MASSET BC
Telephone: 250-626-3991 Email: damon.macdonald@rcmp-grc.gc.ca

Subject of Delegation: INTRODUCTION OF NEW DETACHMENT
COMMANDER

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): INTRODUCTION PROVIDE UPDATE
ON POLICING ACTIVITIES

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

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

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

Council Meeting date requested: JULY 12, 2021
Attending delegate (if different from above): _____

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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: SGT. MACDONALD

Date: 2021-07-09

Signature: 

For Office Use Only:

Date Application Received: July 9, 2021 Documents Submitted with Application: NO

Application Received by: Elizabeth Cumming

Signature: 

☒ Approved

☐ Declined

☐ Other (please specify): _____

Council Meeting Appearance date of Delegation: August 3rd, 2021


Signature of Chief Administrative Officer

2021-07-12
Signature Date

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Request for Offers for:

Disposition of Village Property, #6 Bayview Drive, Available for Public Acquisition

Issue Date: Friday, June 6th, 2021

Closing Date for Submissions: Friday, July 30, 2021

For further information contact:

Jana Zamyslicka
Chief Administrative Officer
250-557-4295
cao@portclements.ca

1. INTRODUCTION

The Village of Port Clements (the "Village") is seeking offers from the public for the purchase of its property located at #6 Bayview Drive, Port Clements, BC V0T 1R0.

2. SUBMISSIONS

Respondents must use the *Offer Form* provided in Appendix A for their offer. Respondents must submit their sealed offer by hand-delivery or mail, such that the offer is received no later than **13:00 HRS (1:00 PM) PDT, Friday, July 30, 2021**, to:

Village of Port Clements
Attn: Jana Zamyslicka, CAO
36 Cedar Avenue West
Port Clements, BC
V0T 1R0

Offers cannot be conditional on financing, or any other arrangements or circumstances of the individual(s) making the offer or of the property.

All queries regarding this submission are to be directed to Jana Zamyslicka by email at cao@portclements.ca.

3. EVALUATION CRITERIA

It is intended that the respondent with the highest monetary value will be invited to enter into a contract of purchase and sale (the "Contract") with the Village.

The Village will not consider offers that are less than \$15,000 CAD. An offer with a proposed closing date later than August 27, 2021 will not be considered.

In the case that two or more submissions are offering the same monetary value, which is the highest monetary value being offered, this tie will be identified to the respondents involved in the tie and they will be given the opportunity to submit a new sealed offer of a higher monetary value and will be provided a new closing date to submit their new offer. The submission with the highest monetary value from these new offers will be invited to enter into the Contract. Should another tie occur, this process will repeat until a single offer with the highest monetary value is received.

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4. INVITATION TO ENTER INTO CONTRACT

- 1) The Village expects to notify the respondent with the highest valid offer on August 4, 2021 and invite the respondent to enter into the Contract (the "Invitation").
- 2) Once a respondent is notified, the respondent must be able to:
 - a. immediately enter into the Contract with the Village; and
 - b. make payment and complete necessary legal documents prior to the proposed closing date.
- 3) If the respondent with the highest valid offer is unable or unwilling to enter into the Contract within five (5) business days of the Invitation, the Village will invalidate the Invitation to that party and extend the Invitation to the second-highest valid offer.

5. TERMS

By submitting an offer, a respondent acknowledges and agrees to the following terms.

- 1) The Village of Port Clements reserve the right to, in its discretion:
 - a. to modify the terms of this Request for Offers at any time after issue;
 - b. to cancel the Request for Offers at any time before entering into the Contract;
 - c. to reject any or all submissions;
 - d. to waive any irregularity or informality in a submission;
 - e. to negotiate with one or more of the respondents after closing;
 - f. to not enter into the Contract even after issuing an Invitation or after negotiating with a respondent;
 - g. if an invited respondent is unable to enter into the Contract or achieve closing, to extend the Invitation to another respondent with a valid offer; and
 - h. to reissue the Request for Offers in similar or different form.
- 2) Each respondent assumes all costs and risks associated with submitting an offer, and thereby unconditionally and irrevocably releases any claim it may have against the Village or any of its trustees, officers, employees or agents, whether based in contract, tort, legitimate expectation or any other principle of law, trade, custom or practice.
- 3) The property will be subject to sale on an "as is, where is" basis with no representations or warranties made by the Villages other than as to ownership. Respondents must satisfy themselves on all matters concerning the property including without limitation, its size, location, encumbrances, and fitness for any particular purpose.

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6. PROPERTY DESCRIPTION

Civic Address: #6 Bayview Drive, Port Clements, BC V0T 1R0

Legal Description: Lot 5, Block 27, District Lot 1079, Queen Charlotte District Plan 1079 (PID 006-968-279)

Approximate Land Area: 56 ft x 132 ft lot, 7839 sq ft (less than 2 Acres)

Improvements: none

Zoning: R1

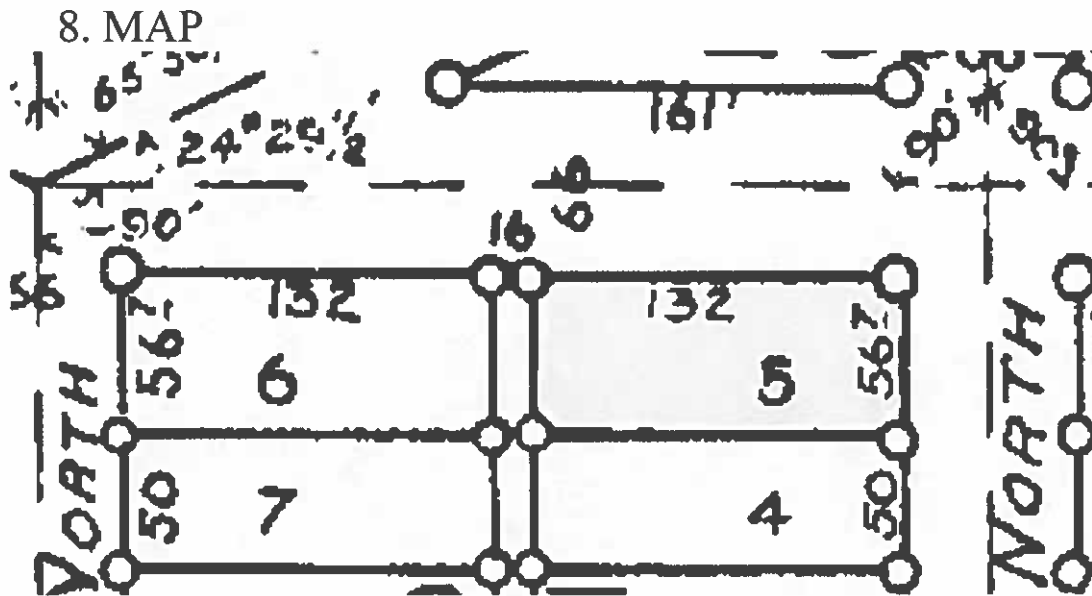
Assessments (2021): Land \$14,900

7. PHOTOGRAPHS





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(from plan 1079)

9. LOCATION

The property is located at the corner of Mallard Street and Bayview Drive, with access off Bayview Drive. Most of the community and public services are within a 10-minute walking distance. The property is located, approximately, midway between the Port Clements Museum and Angela's Social Café & Gas station.



(Image for general location reference purposes only, not to be used for confirmation of legal property lines/boundaries or property size).

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10. IMPROVEMENTS

There are no improvements on the property, it is an undeveloped residential lot. There are alder trees growing on the property. There is a potential that knotweed is growing on the property as it is known to be growing in the road allowance beside the property, and it is not certain if this growth is crossing onto the property.

11. ZONING

The property is zoned R1 Residential Urban Zone. Permitted uses as set out in the Village of Port Clements' Zoning Bylaw, include:

- a) One single family dwelling;
- b) One two family dwelling or duplex;
- c) One boarding house;
- d) Accessory buildings and structures;
- e) One bed and breakfast establishment.

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Appendix A:

OFFER FORM: For #6 Bayview Drive, Village of Port Clements, BC V0T 1R0

A. RESPONDENT INFORMATION:

Date _____
Full Legal Name of Respondent _____
Respondent Phone Number _____
Respondent Fax Number _____
Respondent Email Address _____
Respondent Street Address _____
City _____ Province/State _____
Country _____ Postal/Zip Code _____

Contact Name (if different from Respondent) _____
Contact Phone Number _____
Contact Fax Number _____
Contact Email Address _____
Contact Street Address _____
City _____ Province/State _____
Country _____ Postal/Zip Code _____

B. PURCHASE PRICE:

Offered purchase price (Canadian Currency):

C. PROPOSED CLOSING DATE (No later than August 27, 2021, assuming notification of acceptance on August 4, 2021):

D. Offer submitted by:

Signature of respondent or authorized representative

Full legal name of person signing

Date



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Minutes of the Regular Meeting of Council, Monday, July 12th, 2021

Present:

Mayor Doug Daugert
Councillor Kelly Whitney-Gould
Councillor Kazamir Falconbridge
Councillor Ian Gould
Councillor Brigid Cumming

CAO Jana Zamyslicka
Deputy Clerk Elizabeth Cumming

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

Meeting Called to Order at 7:00 PM

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

1. ADOPT AGENDA

2021-07-144—Moved by Councillor Gould, seconded by Councillor Cumming
THAT Council adopts the July 12th, 2021, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1— June 21st, 2021 Regular Council Meeting Minutes
2021-07-145—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the June 21st, 2021 Regular Council Meeting Minutes as presented.
CARRIED

M-2—June 29th, 2021 Special Council Meeting Minutes
2021-07-146—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopts the June 29th, 2021, Special Council Meeting Minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1—Village Cleanup-- Elizabeth Cumming, Deputy Clerk
2021-07-147—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council set the Village Cleanup days for July 24th and July 31st, 2021.
CARRIED

5. ORIGINAL CORRESPONDENCE

C-1—INFO – BC Climate Action Revenue Incentive Program - District of Peachland
C-2—INFO – Enhancements to emergency health services in your community - BC Emergency Health Services

C-3—INFO— Message from the Gwaii Haanas Archipelago Management Board on National Indigenous Peoples Day – Archipelago Management Board

C-4—INFO-- Revised UBCM Resolution on Safe Passing Distance for All Road Users – City of North Vancouver

C-5—INFO-- Residential Rate Review – Township of Spallumcheen

2021-07-148—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives items C1 – C5.

CARRIED

2021-07-149—Moved by Councillor Gould, seconded by Councillor Cumming
THAT Council requests a meeting with BC Emergency Health Services Virtually to discuss their plan in our community.

CARRIED

C-6—REQUEST—Endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act – Peter Julian, MP

2021-07-150—Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Mayor and Council of the Village of Port Clements endorses MP Peter Julian's private member's motion, Motion M-84 Anti-Hate Crimes and Incidents and his private member's bill Bill-C 313 Banning Symbols of Hate Act.

CARRIED

6. FINANCE

F-1—2nd Quarter Financial Report

2021-07-151—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the 2nd Quarter Financial Report.

CARRIED

Note: monetary amounts in reports to Council must be included with commas.

Councillor Cumming left the room at 7:26 PM

F-2—Seeking Clarification from Council – Museum Request for \$2,000

2021-07-152—Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT Council table this item pending a discussion with a Vibrant Community Commission and the Museum regarding a visitor information centre.

CARRIED

Councillor Cumming came back to the room at 7:39 PM

7. GOVERNMENT

G-1—2021 Second Quarterly Progress Report on the Strategic Plan

2021-07-153—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council receives the 2021 Second Quarterly Progress Report on the Strategic Plan from CAO Jana Zamyslicka.

CARRIED

2021-07-154—Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT Council directs staff to provide a report for the first meeting in September on how to improve office/staff capacity with the intent to complete projects listed in the strategic plan in a more timely manner.

CARRIED

2021-07-155—Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT Council directs staff to present three options to reengage the community for the purpose of sharing information and facilitating greater interest in municipal affairs.

CARRIED

G-2—Council Remuneration Bylaw No. 465, 2021

2021-07-156—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council directs staff to delete section 5, and renumber other sections accordingly, and raise items 1a and 2a to increase \$10,000 and \$6,000 respectively and bring the proposed bylaw back to Council.

CARRIED

G-3—2nd Quarter 2021 – Grants Report – Andrew Hudson, MIEDS Grant Writer

2021-07-157—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives the 2nd Quarter 2021 Grant Report from Andrew Hudson, MIEDS Grant Writer.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

R-2—Notes on North Regional Call with Minister Josie Osborne & Minister David Eby - Mayor Daugert

Mayor Daugert: There was a scheduled meeting on June 16th of the Graham Island Central Gwaii Trust Committee, it was cancelled due to lack of quorum. June 17th had a Connected Community meeting with Minister Beare, Ministry of Citizen Services, on computer services – when the power goes out our internet goes down – they should be required to have powered backup like cell towers. July 6th had an announcement from Adrien Dix, on the Mills Memorial groundbreaking ceremony. The Province has come up with the money, with an agreement with the contractor to agree to a funding formula – so even though the cost have overrun the original estimates by the 100 million, the Province will cover it through Provincial taxation, not locally. Upcoming meetings – first in-person NCRD meeting in a year (which will be held in Dodge Cove), BC Hydro clean powered 2040 meeting on July 14th, Emergency Management Commission meeting on the 20th. There will also be a workshop on modernizing forest policy on July 28th.

Councillor Whitney-Gould: Attended Council Meetings and working with Jana over the Tourism Advocate Grant, to sort out details. Also sorting things out with potential contract with website design, and discussion with Jana on some of the projects, discussing potential for direct contracting awards. Mostly related to the Vibrant Community Commission.

Councillor Gould: NDIT met a few weeks ago to look at latest round of application. They were oversubscribed but dipped into reserves. They will not be taking anymore intakes in September. Not sure what it will look like for intakes in the next year. Lots of decent projects, will do research on different funding opportunities to Vibrant Coordinator position next year. Otherwise talking about in-person meeting in September in Terrace.

Councillor Falconbridge: Attended Special Council Meeting on June 29th. Brought orange t-shirts to the ball diamond for Canada Days baseball tournament. Looking forward to a big Canada Days next year.

Councillor Cumming: Attended Council Meetings, and has an Emergency Commission Meeting upcoming. Have been having Recreation Commission Meetings and getting Andrew on finishing the Grant Application in order to have a special meeting to submit it before the deadline. On July 4th, Recreation Commission had 6km race from the

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Museum, and had a bike rodeo for the kids in the Parking Lot. Not many volunteers for other events, especially with short-notice of restrictions.

2021-07-158—Moved by Councillor Cumming, seconded by Councillor Whitney-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:

(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;

2021-07-159—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT the meeting moves In-Camera as per section 90(1)(j) of the *Community Charter* at 8:29 PM.
CARRIED

13. ADJOURNMENT

2021-07-160—Moved by Councillor Cumming
THAT the meeting be adjourned at 8:53 PM
CARRIED

Mayor Doug Daugert

CAO Jana Zamyslicka



MISSISSAUGA

RESOLUTION 0155-2021
adopted by the Council of
The Corporation of the City of Mississauga
at its meeting on June 30, 2021

0155-2021

Moved by: P. Saito

Seconded by: C. Parrish

WHEREAS The City of Mississauga operates on the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation and Anishinaabe peoples, the Haudenosaunee Confederacy and the Huron-Wendat First Nation. We recognize that these peoples, and their ancestors live and lived on these lands since time immemorial on these lands called Turtle Island. The City of Mississauga is home to many First Nations, Métis and Inuit peoples; and

WHEREAS the residents of the Town, now City, of Mississauga chose for their name an anishinaabemowim name which speaks to the shared settler and Indigenous history within these lands; and

WHEREAS the City of Mississauga has committed to a path towards Reconciliation with Indigenous Peoples and has responded to the Truth and Reconciliation Commission's Calls to Action; and

WHEREAS the City of Mississauga is committed to speaking truths about our history to further our collective understanding of the past to help create a better future; and

WHEREAS the terrible uncovering of over one thousand unmarked and forgotten children burials at residential schools which have been reported over the past month is a truth about Canada's past; and

WHEREAS because of these truths the government of Canada has declared this year's Canada Day should be a time of reflection and focus on reconciliation; and

WHEREAS Gimaa Stacey LaForme of the Mississaugas of the Credit First Nation has called for this to be a time for supporting each other and contemplating the legacy and future of Canada; and

THEREFORE BE IT RESOLVED that the City of Mississauga will mark Canada Day virtually this year in a manner that provides an opportunity for reflection on our shared history and commitment to a better future:

- Singing of National Anthem
- Greetings and Opening Remarks, Mayor Bonnie Crombie
- Comments from Mayor of Kariya, Japan Takeshi Inagaki
- Comments from Gimaa Stacey LaForme
- Oath of Reaffirmation performed by Members of Council
- Closing Remarks, Mayor Bonnie Crombie
- Lighting the Clock Tower orange to remember those lives lost and changed forever as a result of residential schools

- Changing the digital signage at the Square to “As we mark Canada Day, the City of Mississauga stands in solidarity with Indigenous communities across Canada.”

AND FURTHER to mark this Canada Day:

That the Council of the City of Mississauga call upon the Government of Canada to terminate its appeal of the 2019 Human Rights Tribunal Ruling, ordering Ottawa to pay compensation to First Nations Children and their families, separated in a chronically underfunded child welfare system that sees Indigenous children making up more than half the children in foster care even though they comprise only 7% of all the children under the age of 15 in Canada.

AND That this Resolution be sent to all municipalities in Canada.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor B. Crombie	X			
Councillor S. Dasko	X			
Councillor K. Ras	X			
Councillor C. Fonseca	X			
Councillor J. Kovac	X			
Councillor C. Parrish	X			
Councillor R. Starr	X			
Councillor D. Damerla	X			
Councillor M. Mahoney	X			
Councillor P. Saito	X			
Councillor S. McFadden	X			
Councillor G. Carlson	X			

Unanimous (12, 0)



**MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA**

Tom Barnes, the MIABC's CEO since 2005, advised the Board that he intends to retire in mid-2022. The Board has been preparing for this for some time. A Succession Committee has been working with Tom and outside consultants to formulate a Succession Plan that will deliver a smooth leadership transition for our organization. The position will be posted in the fall and a new leader selected next spring. We are grateful for Tom's leadership and wish him a long and happy retirement.

Charles Hamilton Chair – MIABC Board of Directors





July 20, 2021

Ref: 267846

Mayors and Regional District Chairs of British Columbia
Attendees of June 2021 Regional Meetings with Minister Josie Osborne and Minister David Eby

Dear Mayors and Chairs:

Thank you for taking the time to join Minister Josie Osborne and Minister David Eby for the June 2021 regional MS Teams meetings. As Minister Osborne and Minister Eby said, these conversations continue to be a great opportunity to hear from you about the key issues and opportunities that you are working on in your communities.

I first wish to acknowledge the many people and communities in B.C. currently facing the crisis of wildfires -- especially the devastating impact on the people of Lytton, the Lytton First Nation and surrounding area. I know that in many places you and your residents are under intense stress, facing evacuation orders and alerts and doing everything possible to stay safe. Please know that our thoughts and support are with you, along with our deep gratitude for the courage, tireless work and dedication to community demonstrated by you and your staff in this devastating situation.

As we know, communication is crucial during emergencies and EMBC's Emergency Operations Centre (EOC) Communications Toolkit can be found [here](#) to help in your outreach to your communities. Government urges all British Columbia residents and visitors to seek out official sources of wildfire and emergency management information including the BC Wildfire Service at www.bcwildfire.ca and EMBC at www.emergencyinbc.gov.bc.ca. There is also useful recent information on what to do if under an evacuation order or alert [here](#). I encourage you to share this information broadly within your communities.

Given the focus of the June 2021 meetings, I wanted to share information on some of the many housing-related topics you raised-- many thanks to staff in the Ministry of Attorney General for the updates.

Complex Care Housing

While supportive housing is working for many people, the Province is aware that there are people with problematic substance use issues who have distinct and complex housing needs beyond what existing

Ministry of Municipal Affairs Local Government

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 356-6575
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 1N3

www.gov.bc.ca/muni

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supportive housing is able to provide. Through efforts led by the Ministry of Mental Health and Addictions (MMHA), we are working on developing a new housing approach to support people with complex needs. The objective is to provide a new suite of housing, health, social and cultural services to support people with more complex needs.

This work involves close integration between the Province, BC Housing and local health authorities. The Ministry of Mental Health and Addictions is currently working to develop several pilot sites across the province. Tricia Poilievre, Senior Director, Strategic Policy and Performance at MMHA is available to answer further questions and can be reached at Tricia.Poilievre@gov.bc.ca or (250) 952-1304.

Seniors' Housing

BC Housing offers several housing programs specifically for seniors:

Seniors' Supportive Housing provides housing and support services to older adults, seniors and people with disabilities. The program assists low-income British Columbians who are 55 years of age or older, and people of any age who have a disability or diminished ability. Non-profit partners operate subsidized housing buildings with modified apartment units designed for people who can live independently with some assistance, but who are not eligible for assisted living or a greater level of care. Detailed information, including eligibility, services, and how to apply, can be found [here](#).

The BC Rebate for Accessible Home Adaptations Program (BCRAHA), formerly known as the Home Adaptations for Independence Program (HAFI), provides rebates to eligible low-income households to complete home adaptations for independent living. Homeowners, landlords and tenants may apply for eligible modifications up to a lifetime maximum. Detailed information, including eligibility, and how to apply, can be found [here](#).

The Shelter Aid for Elderly Renters program (SAFER) helps make rents affordable for BC seniors with low to moderate incomes. SAFER provides direct monthly cash payments to subsidize rents for eligible BC residents who are age 60 or over and who pay rent for their homes. Detailed information, including eligibility, and how to apply, can be found [here](#).

Building Inspectors

Many local governments are experiencing challenges with recruitment and retention of building officials. Providing a competitive compensation package and finding candidates with the requisite qualifications are challenging in today's labour market. The Province is working to raise the profile of the Building Official career as part of provincial career planning information.

We encourage local governments to consider collaborative approaches to meeting their needs, such as sharing a resource or pooled contracting of additional (higher level) capacity to address short-term increases in demand. Creative approaches to recruitment include attending local trades school job fairs

or information sessions and supporting networking by existing building department staff to identify promising young candidates who may currently be working in adjacent fields. The [Building Officials Association of BC](#) offers succession planning resources that may help local governments.

BC Building Code Requirements

There are a number of regulations related to the design and construction of buildings, including the BC Building Code, Plumbing Code, Fire Code, Gas Code, and BC Electrical Code. These codes provide minimum design and construction requirements with the objective of establishing baseline levels of health, safety, accessibility, fire and structural protection, and protection of the environment. All changes to the codes undergo impact analysis to ensure that the impact of changes is documented and considered acceptable.

While some code changes may increase costs of construction or building ownership, these impacts are considered against the objectives that codes are designed to address: health, safety, accessibility, fire and structural protection, and protection of the environment. Codes are also sometimes required to be updated to address changing conditions as new information improves our understanding of issues such as climate change, seismic events, and other physical threats to buildings and occupants.

Housing Authorities

Municipal housing corporations (MHCs) provide a vehicle for a local government to develop, own, and operate housing to meet the needs of their community. Local government legislation enables local governments to incorporate a corporation (or acquire shares in a corporation) with approval of the Inspector of Municipalities. An MHC can be an alternative to having in-house expertise on housing development or entering partnering agreements with another housing provider, such as a non-profit society. Once an MHC has been formed, the local government can enter into partnering agreements with it to provide assistance, such as allowing the use of local government land or investing funds from an Affordable Housing Reserve Fund in projects taken on by the MHC. It is important to carefully consider what delivery model might best meet the needs of your community. For more information on the creation of corporations by local governments, visit the guide for [Launching and Maintaining a Local Government Corporation](#).

Examples of MHCs in British Columbia include the [Metro Vancouver Housing Authority](#), [Capital Region Housing Corporation](#), [Whistler Housing Authority](#), and [Tofino Housing Corporation](#).

Supportive Housing

The COVID-19 pandemic has shone a spotlight on the increasing need in our communities for supportive housing for a diverse range of needs, from youth aging out of care to survivors of violence and trauma who struggle to sustain housing independently. When a new supportive housing project is proposed in a community, it may raise concerns about potential neighbourhood impacts. A [BC Housing study](#) of five

C-3

supportive housing projects found that the concerns neighbours expressed about the projects did not materialize once the housing was operational. While there is an adjustment period for new housing, calls to police fell below the level that occurred prior to projects opening.

Supportive housing developments not only get people out of the cold and into safe, secure housing; they also help people rebuild their lives with the right supports, dignity and respect. More information about the community benefits of supportive housing are online [here](#).

Each community has distinct populations and needs, as many of you have learned through your Housing Needs Assessments. Our Ministries and BC Housing are committed to working with all B.C. communities to develop and welcome diverse forms of housing supply that serve your residents. Communities can contact their regional development manager here: dev-strategies@bchousing.org.

Approval process streamlining

The Province understands that prompt turnaround times for Provincial permits are needed to support new housing coming to market. The reduction of turnaround times is a priority throughout all ministries in the provincial government. We are working across government to identify opportunities for improvement in permitting processes and appreciate each local government that is also striving to improve your local development approvals processes.

Renovictions

‘Renoviction’ describes an eviction that is carried out to renovate or repair a rental unit. In the past, tenants have been unfairly evicted in cases where landlords completed minor repairs to re-rent units to new tenants at a higher rate.

In 2018, the Rental Housing Task Force’s number one recommendation was to stop renovictions. The Province has followed through on this recommendation by introducing new measures to protect tenants from renovictions.

As of July 1, 2021, landlords must apply to the Residential Tenancy Branch (RTB) for pre-approval to end a tenancy for renovations. An arbitrator will decide if ending the tenancy is the only way to complete the required renovations or repairs. This will ensure that ending tenancies for repair or renovation only occur in situations where that is the only way to do the necessary repairs or upgrades.

Landlords must have all required permits and approvals and will need to prove that the only way to complete the work is by ending the tenancy. Tenants will be able to participate in a dispute resolution hearing and provide evidence that the tenancy does not need to end for the work to be completed.

For more information about renovictions and the application process, please see the [RTB website](#)



Short-Term Rentals (STRs)

The pandemic has affected both tourism and housing markets dramatically, and the impacts have varied throughout the Province. Staff from both Ministry of Attorney General and Municipal Affairs have been working with UBCM in a joint Advisory Group on Short-Term Rentals since early 2020. The purpose of this group is to help inform the Province's consideration of potential policy approaches to STRs, including possible measures to support local governments interested in taking further actions to address STR impacts. We appreciate the hard work done by representatives of the nine participating local governments (Whistler, Vancouver, Victoria, Burnaby, Kelowna, Nelson, Thompson-Nicola Regional District, Islands Trust, and Tofino) to prepare a report that is coming to the UBCM Executive and the Province this summer. We know it's important to ensure your communities are equipped with the tools to experience the benefits that STRs can produce in tourism, while protecting your housing supply for long-term residents and workers.

Municipal & Regional District Tax (MRDT) and Online Accommodation Platform (OAP) revenue for affordable housing

During the meetings questions were raised with respect to the use of MRDT/OAP revenues for affordable housing. See the summary below; more detailed information can be found [here](#).

To use general MRDT revenue for affordable housing: Designated recipients that wish to use general MRDT revenues for affordable housing must submit a complete application package including all the documentation required for a renewal or rate increase application outlined in the MRDT Program Requirements.

To use Online Accommodation Platform (OAP) MRDT revenue for affordable housing: Designated recipients are able to use OAP MRDT revenues on affordable housing initiatives either:

- By allocating OAP revenues to affordable housing in their initial application for the MRDT program, or
- During the five-year period of the MRDT program without submitting a new five-year strategic business plan or application package (but with details in the required tactical plan).

If the designated recipient is a not-for-profit business association (e.g. a Destination Marketing Organization, DMO), the DMO is eligible to receive the money and they make the decisions where this money is allocated. If a municipality/regional district would like to allocate the OAP to affordable housing but they are not the designated recipient for the accommodation area, the municipality/regional district needs an agreement with the designated recipient (DMO) to do so.

For more detailed information visit <https://www.destinationbc.ca/what-we-do/funding-sources/multifac/>. Information on application procedures and requirements can be found in Section 7 and 9 of the [Municipal and Regional District Tax Program Requirements](#). Information on affordable housing can be found in Section 8 of the [Municipal and Regional District Tax Program Requirements](#).

3

Complete application packages must be submitted in PDF format to Destination BC via email at MRDT@destinationbc.ca or call 604-953-6704.

And lastly, just a short pandemic restart reminder.

COVID-19 Update

As you are aware, [B.C.'s four-step restart plan](#) to bring B.C. back together was announced on May 25, 2021. The plan is focused on protecting people and safely getting life back to normal.

On July 1, B.C. moved into [Step 3](#) of the restart plan and the provincial State of Emergency was lifted: <https://news.gov.bc.ca/releases/2021PREM0043-001268>. I appreciate and thank you for all the extraordinary efforts local governments have made over the last eighteen months to keep their communities healthy and safe.

Information was sent to you and your Chief Administrative Officers/Corporate Officers with respect to B.C.'s Restart on July 2, 2021. These communications provided further details about the end of the state of emergency and transition for local governments including bylaw approval processes and other ministerial orders that may impact local governments. If you have any questions about the transition to Restart Step 3 or the end of the state of emergency, please contact our Governance and Structure Branch by telephone at: 250 387-4020, or by email at: LGGovernance@gov.bc.ca.

We will be taking a summer break from the regional meetings and restart them in September/early October after the 2021 UBCM Convention. Ministry staff will be in touch with you about date, time, and meeting information. Please have a safe summer.

Sincerely,



Tara Faganello
Assistant Deputy Minister

pc: Honourable Josie Osborne, Minister of Municipal Affairs
Honourable David Eby, Attorney General and Minister Responsible for Housing
Cheryl May, Assistant Deputy Minister, Office of Housing and Construction Standards
Gary MacIsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo
Roari Richardson, Ministerial Advisor, Minister of Municipal Affairs

C-3.

Elizabeth Cumming

From: Julian, Peter - M.P. <peter.julian@parl.gc.ca>
Sent: July-20-21 11:49 AM
To: Elizabeth Cumming
Subject: It's time for a made-in-Canada Green New Deal - Nouveau pacte vert

Dear Mayor DAUGERT,

PORT CLEMENTS

Climate change is here.

The dangerously high temperatures we saw in B.C. recently claimed the lives of more than 700 people, who died during the extreme heatwave. That same week, the B.C. community of Lytton, and people living on surrounding Nlaka'pamux First Nation territory and rural areas, became one of the hottest places on Earth, with a killing temperature of 49.5 C on June 29, 2021. The catastrophic fire that came subsequently burned down this B.C. village.

The climate emergency is the most pressing challenge of our time – Indigenous people and other impacted front-line communities are experiencing the impacts of the climate crisis often far more profoundly than other communities.

As the planet warms, the pathway to net zero by 2050 is narrow but clear. We must raise our ambitions and spend more time working to solve the climate emergency by curbing the drivers of climate change and putting forward proposals for a clear path to resolving the climate crisis. Science and indigenous knowledge provide a complex understanding about how to address the climate crisis and it is critical for developing a climate emergency action framework.

We need to supercharge our climate action ambitions now to reduce emissions, close the socio-economic gaps and ramp up the shift toward a clean energy low-carbon economy. I need your help to make a greater impact for this change on the federal government, as we continue to impress upon them the need for Canada to act with urgency to address the climate crisis and the growing socio-economic inequalities at the same time.

Here are two legislative tools that I've proposed in Parliament to get us to where we need to go in helping us to resolve these intersectional crises with the urgency with which we must act: [Motion M-1 for a Green New Deal](#) and [Motion M-94](#) to stop the Trans Mountain pipeline project.

I am seeking your endorsement of these legislative initiatives.

We know the next 10 years are the most critical to fighting the climate crisis. The world's top scientists are telling us we must dramatically reduce our emissions if we want to avoid the worst consequences of severe climate change. Canada, and other industrialized countries, must plan to drastically scale back fossil fuels and not build any new oil, gas or coal infrastructure.

Recently, an unprecedented decision by the International Energy Agency (IEA) recommended no new fossil fuel infrastructure if we're to avoid catastrophic climate change.

We need to examine what that means now for Canada's climate and energy policies going forward, including plans for the Trans Mountain pipeline expansion project, which contradict the Trudeau government's own climate plans. Canada must immediately stop the construction of the TMX pipeline as outlined in M-94 and instead invest in a Green New Deal.

According to the Intergovernmental Panel on Climate Change (IPCC), building a world that can thrive will require "rapid, far-reaching and unprecedented changes in all aspects of society." The IPCC estimates that for the global economy to move onto a viable climate stabilization path, global emissions of carbon dioxide (CO2) will have to fall by 45 percent as of 2030 and be at zero emissions by 2050.

M-1 would promote a reorientation of our economy to consider the needs of the climate emergency we are facing. The investments required in the Green New Deal framework would, by necessity, require every level of governments to adopt a range of socio-economic and energy-efficiency policies. The Green New Deal advocates that the issues related to the climate crisis are also social, referring to economic inequalities, lack of job security and the rise of racism and xenophobia. A fair and just made-in-Canada Green New Deal, includes required public investments in key sectors such as clean and renewable energy, energy retrofit buildings, sustainable public transit, sustainable agriculture and water systems, health care, affordable housing, education, childcare and more.

Our ultimate goal is to move quickly and actively address the issues addressed in these motions by growing our national campaign to get M-1 and M-94 adopted in Canada's Parliament. This would lead to the production of a number of Bills to enact those measures and as a result real transformational change where no one is left behind, as we turn our focus away from fossil fuels and on investing in clean renewable energy and a more just economy to avert climate catastrophe, where no one is left behind.

It is still achievable if governments act now and fast as extreme weather events become increasingly common. We are in a climate emergency. Canada's climate is warming twice as fast as the global average. The Arctic is currently warming two to three times faster than the rest of the globe. It's clear there's no time to waste. We are on perilous ground and have a duty to act to address climate change.

Thank you for your careful consideration of this matter. I urge you to join the call of the many who have endorsed these important legislative initiatives. Please let me know if you have questions at all. I hope to receive your endorsement.

I look forward to hearing from you soon.

Stay healthy and safe in these challenging times.

Sincerely,
Peter Julian, MP (New Westminster-Burnaby)

NDP House Leader
NDP Finance Critic
New Democratic Party | Nouveau Parti démocratique

I acknowledge that I work on the **unceded** traditional territory of the Algonquin, Haudenosaunee and Anishinabek peoples.
Je reconnait que je travaille sur le territoire non-cédé des nations Algonquine, Haudenosaunee et Anishinabek.

(TEL) 613.992.4214 | (CELL) 613.222.4074 | FAX) 613.947.9500

UFCW | TUAC

District of Sicamous
446 Main Street
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Sicamous, BC
V0E 2V0
T: 250 836 2477
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E: info@sicamous.ca
www.sicamous.ca



July 15, 2021

Member Municipalities

Sent via email.

Re: Protection of outdoor recreation opportunities and established snowmobile Recreational Sites or Trails in B.C.

To Whom It May Concern,

District of Sicamous (DOS) Council is seeking support from fellow municipalities to support two resolutions the DOS has agreed to sponsor from the BC Snowmobile Federation (BCSF) concerning the Forest Range & Practice Act (FRPA) objectives and site-level objectives for snowmobile trails.

Currently there are 53 non-profit snowmobile organizations across the province who hold partnership agreements with Recreation Sites and Trails BC (RSTBC) to maintain trails in return for operating on Crown land. Many of these non-profit organizations exist in rural communities and largely contribute to the local economies—\$299M annually according to the BCSF.

The BCSF notes that of the 11 values within the FRPA, recreation is the only value without declared objectives, and that without these declared objectives industrial licensees have no requirement to consider, consult, or coordinate activities with recreation groups who hold partnership agreements with RSTBC. Within the existing FRPA framework, recreation organizations are legally required to maintain trails without communication from industry and are not guaranteed the very trails they are responsible for managing are not disrupted by industrial forest activity.

As these resolutions address issues impacting rural communities across B.C. and a disparity within the provincial legislation of the FRPA, DOS Council endorses the resolutions presented by the BCSF and asks for support from member municipalities at the 2021 UBCM Convention.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Rysz", is written over a horizontal line.

Mayor Terry Rysz,
DISTRICT OF SICAMOUS

Encl. Protection for Outdoor Recreation Opportunities in BC
Protection for Established Snowmobile Recreational Sites or Trails

Handwritten initials in the bottom right corner, possibly "CS" or "JS", written in a stylized, cursive font.



British Columbia Snowmobile Federation

PO Box 277, Keremeos, BC V0X 1N0

P: 250.499.5117 | F: 250.499.2103 | TF: 877.537.8716

office@bcsf.org | www.bcsf.org | www.LetsRideBC.com

FRPA Recreation Resource Value Objective (all recreation in BC)

Background

The BC Government brought the Forest Range & Practice Act (FRPA) into force in 2004. This legislation outlines parameters for how public lands and resources are managed within the province. Specifically, FRPA serves to align government, private, and public interests by defining values such as biodiversity, cultural heritage, and timber. These land 'values' are then assigned 'objectives' detailing how land users must work together and apply meaningful strategies to protect and retain these resources. Of the eleven FRPA values, recreation remains the only one for which the Ministry of Forests has never assigned 'objectives'. Without declared objectives, industrial licensees currently have no requirement to consider, consult, or coordinate their activities on registered public trails or around public recreational resources in the province.

We believe that FRPA land use objectives should encompass the values which are important to BC residents, our communities, and to the outdoor recreation sector with at least equal consideration.

Therefore, the BC Snowmobile Federation would like to propose the following regulatory change:

Proposed Objective

The objective set by government for recreation is, without unduly reducing the supply of timber from British Columbia's forests, to avoid or mitigate any adverse impacts to any recreation site, trail or facility that exists on Crown land.

Community | Integrity | Engagement | Leadership

MISSION STATEMENT "The British Columbia Snowmobile Federation is dedicated to provide strong leadership and support to member clubs to establish, maintain and protect quality opportunities for organized snowmobiling in British Columbia and to promote the safe and environmentally responsible use of these opportunities."

Draft Resolution #1

Title: Protection for Outdoor Recreation Opportunities in BC

Sponsor: District of Sicamous

WHEREAS many local governments and communities rely on meaningful outdoor recreation for economic stability and development and, at the same time, those local governments and communities care about maintaining existing Recreation Sites and Trails Management and/or Partnership Agreements with the Province of British Columbia for respectful stewardship of the lands.

AND WHEREAS Government has established broad Forest Range Practices Act (FRPA) objectives under the Forest Planning and Practices Regulation (FPPR) for ten of the eleven FRPA values. They have not established an objective for recreation. Which makes recreation the only value without a FRPA objective and leaves recreation out of planning processes.

AND WHEREAS only the BC Government can set Objectives within the Forest Range Practices Act.

THEREFORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to create the following objective under the Forest Planning and Practices Regulation Part 2 Division 1:

The objective set by government for recreation is, without unduly reducing the supply of timber from British Columbia's forests, to avoid or mitigate any adverse impacts to any recreation site, trail or facility that exists on Crown land.





British Columbia Snowmobile Federation

PO Box 277, Keremeos, BC V0X 1N0

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Section 56 Individual Sites & Trails Objectives (snowmobile specific)

Background:

Section 56 of the Forest Ranges and Practices Act (FRPA) allows the government to establish or disestablish recreation sites, trails and interpretive forest sites. It also allows the government to establish Site Level objectives for these sites or trails at the time they are established or by amendment at anytime. This can easily be done by the authorized designated decision maker which is often the Recreation Sites and Trails BC District Manager.

Snowmobile Clubs across BC enter into Partnership Agreements with the Government to ensure the provision of safe, sanitary, socially acceptable and environmentally sound recreation sites and trails for public use. This is done through the investment of many volunteer hours, user fees and fundraising by BC Snowmobile Federation (BCSF) Member Clubs to support trail maintenance efforts. However, under the current FRPA Framework, snowmobile clubs are not even assured that the services and recreation sites they are responsible for managing will not be disrupted by industrial forest activity. Licensees are not currently obligated to consider, communicate, or mitigate any snowmobile trail disruption in their Forest Stewardship Planning. The BCSF has been told that Industry must only plan for and consider sites where a government registered objective is set and where their operations might impact that established objective.

For the snowmobile sector many snowmobile trails have been established under FRPA Section 56 but in a recent study completed by the BC

Community | Integrity | Engagement | Leadership

MISSION STATEMENT "The British Columbia Snowmobile Federation is dedicated to provide strong leadership and support to member clubs to establish, maintain and protect quality opportunities for organized snowmobiling in British Columbia and to promote the safe and environmentally responsible use of these opportunities "

CS

Snowmobile Federation it is clear that almost all have no site specific objectives set. The only sites that have objectives were established prior to 2004 when FRPA was enacted. These have vague objectives that have little meaning in today's working forest and do not properly reflect the tourism value of snowmobile trails today.

Also, many of our registered snowmobile trails have sections that overlap Forest Service Roads/Wilderness Roads in the winter months. They essentially carry a dual status depending on whether they are plowed or not. If the road is unplowed it is a registered snowmobile trail and when it is plowed it becomes an industry road. Without an objective the registered snowmobile trail can be plowed out at any time with industry not being currently obligated to consider, communicate, or mitigate this snowmobile trail disruption to the club that has the registered snowmobile trail on the same road.

Therefore, the BC Snowmobile Federation would like all existing and new snowmobile recreation sites or trails to have the following standard government registered objectives established:

Proposed Objectives

Section 56 - Recreation Site Level Objective (snowmobile specific) -
All snowmobile trails

- 1. The alpine and coniferous forest features along recreation sites or trails will be retained to preserve the outdoor recreation experience and prevent early season melt on snowmobile trails.*
- 2. Forest planning will include safety considerations for recreational access during the winter months and after harvesting is complete. This will include harvest planning consideration above and below a*

recreation site or trail to ensure that new exposures and avalanche paths are not created. Or that any new avalanche paths are mitigated by terrain modifications such as deflection berms.

- 3. This recreation site or trail is part of the working forest, and as such, activities that are likely to impact access or the recreation experience need to be communicated with the Designated Partner on the trail at least six months in advance.*

Section 56 - Recreation Site Level Objective (snowmobile specific) - "High Value" Snowmobile Trails

Furthermore, in British Columbia we have areas that have a high recreation value for the snowmobile community that represent significant tourism and community benefit. These trails are designated as high value forest recreation sites and trails, by Recreation Sites and Trails BC or identified as an important recreational area by the FLNR Regional Executive Director. The BC Snowmobile Federation would additionally like the following objectives to be established to these sites or trails.

- 1. Opportunities for snowmobiling, viewing and exploring must be provided on this designated snowmobile trail (site) during the snowmobile operating season of December 1 to March 31.*

Draft Resolution #2

Title: Protection for Established Snowmobile Recreational Sites or Trails

Sponsor: District of Sicamous

WHEREAS many local governments and communities rely on the 299 million dollars the snowmobile industry provides to rural communities in British Columbia for economic stability and development.

AND WHEREAS, local governments, communities and snowmobile clubs care about maintaining existing meaningful Recreation Sites and Trails Partnership Agreements with the Province of British Columbia for respectful stewardship of the lands.

AND WHEREAS, BC Snowmobile Federation member Snowmobile Clubs are the largest partner of established Recreation Sites and Trails in BC.

AND WHEREAS, Site level objectives under Section 56 of FRPA have not been established for snowmobile trails in BC resulting in a lack of communication or need to include consideration in Forest Stewardship Plans (FSP).

AND WHEREAS only a Government authorized designated decision maker can set Individual Recreation Objectives for an established recreation trail (site).

THEREFORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to establish the following site level objectives on all new and existing established snowmobile sites under Section 56 of FRPA

65

1. *The alpine and coniferous forest features along recreation sites or trails will be retained to preserve the outdoor recreation experience and prevent early season melt on snowmobile trails.*
2. *Forest planning will include safety considerations for recreational access during the winter months and after harvesting is complete. This will include harvest planning consideration above and below a recreation site or trail to ensure that new exposures and avalanche paths are not created. Or that any new avalanche paths are mitigated by terrain modifications such as deflection berms.*
3. *This recreation site or trail is part of the working forest, and as such, activities that are likely to impact access or the recreation experience need to be communicated with the Designated Partner on the trail (site) at least six months in advance.*

FURTHERMORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to establish the following site level objectives on all new and existing snowmobile sites that are established under Section 56 of FRPA and that are considered to be high value forest recreation sites and trails, by Recreation Sites and Trails BC or identified as an important recreational area by the FLNR Regional Executive Director.

Opportunities for snowmobiling, viewing and exploring must be provided on this designated snowmobile trail (site) during the snowmobile operating season of December 1 to March 31.

July 20, 2021

RECEIVED
JUL 22 2021
Village of Port Clements
Port Clements Village Council
Port Clements

Mark Baggaley
Box 303
Queen Charlotte
baggaley@qcislnds.net

To Whom It May Concern,

I have been doing a great deal of research over the last four months since my son, Shaun, committed suicide here. He was a highly trained individual who volunteered at food banks and soup kitchens on his days off, in Vancouver, and growing up he helped with Hospital Days for years. But this letter isn't only about my son, it about all of us, our families and friends.

Shaun was doing all the right things, as he was trained to do, but when he came home and tried, in crisis, no one answered, and sadly, since his passing, I have heard so many stories like this. At least once, the Provincial Crisis Line was manned by only one person, for 4,000,000 people, and John Horgan put up a week ago, a number for suicide which is in the States.

I have come to the conclusion that we need a Crisis Line here on the islands, because when you reach out there has to be someone on the other end of the line, if your in crisis.

Now 45 years ago I wrote the proposal for the first full time counselling position on the islands, the Lay Counselling Project. I was Group Life counsellor, a Parole and Probation Officer, and sat on the Policy Review Board for the Department of Corrections in the State of Washington. I have given a great deal of thought to this issue of a crisis line here on Haida Gwaii and respectfully would like you to think of how this might work in your community.

1. A crisis line would have to be a 24 hour service, which the contacts would have to be paid.
2. Lay folks can be vetted and I see this as the first step in achieving people to fill these positions. I would suggest that our Haida Gwaii Education

C-6

Society might be a good place to start. Now this education, in dealing with stress, trauma, and other mental health issues, might be a good resource for the general public, especially with the recent discovery of residential school graves sites.

3. I believe each community should set up a network of support to respond to a person in crisis. Of course the professionals, but far too many times you can't reach them, or they can not respond to sit with someone who needs to talk with someone in person.

4. If this line is put in place it should be available to everyone, and you will get calls from children, so you have to be aware of this. It also should be continually presented in the schools, as a trusted site, as trauma comes in many forms, and finding the strength to call sometimes is a mountain in itself.

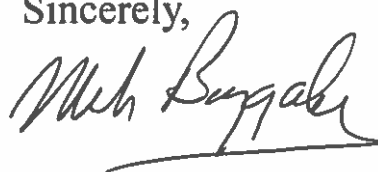
Now Shaun made an appointment here on March 22nd for the April 14th, on March 29th he called the mental health worker in QC, I learned this later, and didn't get through. I called three times on the 30th and 31st, but they didn't get back to me till the first, after he was gone. He was under a Doctor's care down south, but his chart was not up dated here, as it is supposed to be, so the Doctors were unaware of his state. I had thought that I had taken the edge off, but my son didn't want me to take his burden, and in his troubled mind it was about money for a program to get his feet back under him and to pay off his student loan. We didn't know that he was getting calls from the student loan collector, 17 times in 3 weeks, 6 times he was called twice a day including the day before he took his own life.

In my research I have discovered that stress and trauma causes a actual psychological change in the brain, for a lack of a better word, I'll call it plak, which builds up on the synapse and short circuits the pathways and that were you get the tunnel or deep hole feelings from. One tends to go to this place over and over again and that is all they can think of.. Shaun was a burden taker and helped a dear friend from committing suicide when he was 14, he took on his job, attending over 50 fatal scenes in 6 months and always tried to give due respect to the bodies he cared for, and when he needed help the line was busy.

C-6

I see this crisis line as a first step, a mental health and additions centre here is the end game in my mind, which will take years, I am sure, but much like our hall addition here in Queen Charlotte, when I reposed it in 1990, it took 10 years to become reality. If we have the vision, I believe this could become a reality, but first we need to be there for our people when they reach out. Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Baggaley". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark Baggaley.

19 July 2021

July 2021 Safe Restart Funding Report to Port Clements Village Council

From the Haida Gwaii Mental Health and Addictions Advisory Committee

We thank the Village of Port Clements Council for your generous Safe Restart Grant.

We have a balance of **\$5,100** remaining from the \$6,400 granted April 22 2021

To date we have approved one eligible funding request from a Northern Health clinician on behalf of a Port Clements resident. The request was for \$2,000 for 40 hours of intensive cleaning and removal for a hospitalized person's house that was not safe for them to return to. A team of two Port Clements residents is doing do the work.

Request funding breakdown:	\$2,000 total request
From NH MHAAC fund:	\$200 annual limit
From Gwaii Trust COVID Emergency fund:	\$500 nominal limit
From Port Safe Restart fund:	\$1,300 – \$800 over the \$500 nominal limit due to extenuating circumstances

We had anticipated more individual requests from Port residents and people mentioned a community garden project but this is all we have to date. We will necessarily work on more community outreach. To date we have asked Marg Fennell the Port Clements clinic nurse to help us with requests; also Lisa Waring of the Cedarview Community Church regarding her work with the Gwaii Trust Covid grant.

Thank you again for your generous support. We look forward to submitting a more active report in the future.



Gerry Leminski, Chair,

For the Haida Gwaii Mental Health and Addictions Advisory Committee

G1-1

VILLAGE OF PORT CLEMENTS

Council Remuneration Bylaw #465, 2021

A BYLAW TO PROVIDE FOR THE REMUNERATION OF THE COUNCIL OF THE VILLAGE OF PORT CLEMENTS

WHEREAS the *Community Charter* allows for remuneration and payment of expenses for Mayor and Councillors;

NOW THEREFORE the Council of the Village of Port Clements in open meeting assembled enacts as follows:

TITLE

This Bylaw may be cited as "Council Remuneration Bylaw No. 465, 2021".

INTERPRETATION

- (1) Unless otherwise provided in this Bylaw, words and phrases used herein have the same meanings as in the *Community Charter*, *Local Government Act* and the *Interpretation Act* as the context and circumstances may require.
- (2) A reference to an Act in this Bylaw refers to a statute of British Columbia, and a reference to any statute, regulation, bylaw or other enactment refers to that enactment as it may be amended or replaced from time to time.
- (3) Words in the singular include the plural, words in the plural include the singular, he/him/his includes she/her/hers and vice versa.
- (4) "Member" refers to a member of Council, being Mayor or Councillor.
- (5) "term" refers to the 4-year period that Councillors and Mayor are elected to serve in their roles at the General Local Elections.
- (6) Headings are for convenience only and must not be construed as defining or limited the scope or intent of the provisions.

SEVERABILITY

If any part of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid part is severed, and the remainder of the Bylaw continues to be valid.

REMUNERATION

- (1) The Mayor shall be paid an annual sum of \$5,000 for the discharge of the duties of office.
 - a. Effective January 1, 2023 the annual sum paid to the Mayor will be increased to \$10,000 for the discharge of the duties of office.

Gr-2

- (2) Each Councillor shall be paid the annual sum of \$3,000 for the discharge of the duties of office.
- a. Effective January 1, 2023 the annual sum paid to each Councillor will be increased to \$6,000 for the discharge of duties of office.
- (3) One third of this annual sum is an allowance for expenses incidental to the discharge of the duties of office, separate from the actual expense claims submitted by Council as per Village policy.
- (4) Mayor and Council shall be paid this annual sum out on a quarterly basis at the end of March, June, September and December of the year.
- (5) In recognition of the importance of electronic communication capabilities for members, members will receive \$500 per term on Council for the purchase, maintenance and connectivity fees related to a laptop/computer/ipad or other electronic communication device.
- a. This payment will only be provided to the member if they submit a request for reimbursement by providing the receipts of the expense to the Village Office.
- b. Purchase, maintenance, and connectivity fees of electronic communication devices bought within the last 6 months of the term, are ineligible expenses for the purposes of this bylaw.
- c. The \$500 per term is not carried forward if unused within the term, its value expires with the expiry of the term.
- (6) Council Remuneration Bylaw #418, 2014 is hereby rescinded.

READ A FIRST TIME THIS ____ Day of ____, 2021

READ A SECOND TIME THIS ____ Day of ____, 2021

READ A THIRD TIME THIS ____ Day of ____, 2021

RECONSIDERED AND FINALLY ADOPTED THIS ____ Day of ____, 2021

Doug Daugert
MAYOR

Jana Zamyslicka
CHIEF ADMINISTRATIVE OFFICER

CERTIFIED A TRUE COPY OF VILLAGE OF
Council Remuneration Bylaw No. 465, 2021



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"
REPORT TO COUNCIL

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

Author: Elizabeth Cumming, Deputy Clerk
Date: August 3, 2021
RE: Policy Review

BACKGROUND:

Council has many policies that do not appear to have been kept to a regular review schedule.

DISCUSSION:

While policies may not need to change, they should be looked at every couple of years (2-4 years, or at least once a Council term) so that there is an opportunity to change them if needed and to otherwise ensure that they continue to be in line with Village values/objectives/operational realities.

Policy No. 02, 2009: Bursary Application Policy

There are only two eligibility requirements: that the graduating student have graduated from a high school on Haida Gwaii and that their parents live in Port Clements.

In 2017 the policy changed one of its eligibility criteria's from "... parents/legal guardians who are property owners in Port Clements" to "... parents/legal guardians who live in Port Clements". This change was made to include parents/legal guardians of high school graduates who are renters that have their primary residence in Port Clements, as renters indirectly pay property taxes through their rent payments. This change also had the effect of excluding graduating students whose parents/legal guardians may own property in Port Clements but the primary residence that they live at is outside of municipal boundaries. It may be better to replace "live" with "... whose primary residence is in Port Clements" to make eligibility clearer. Council may also want to expand eligibility to include graduates whose parents own property in Port Clements but have their primary residence outside of the Village, as through their property taxes they are paying into the bursary program.

The parents/legal guardians' residence has been an eligibility determinant, rather than the student's residence, possibly due to the possible issues a graduate may have in providing proof for their eligibility if their residence was uncertain or was questioned. For example, the parent/legal guardian could provide a copy of their rental agreement (or other documents – hydro bills – any document that explicitly connected them to living in Port Clements), and if they were a property owner, their name would be in the Village's system. Graduates, who may still be minors, may struggle to provide official documentation that was in their name that could tie them to their place of residence.

Another consideration is that since the graduates are unlikely to be paying rent or property taxes it is better to connect eligibility, at the least, to those who participate in paying for it. The student bursary is paid for by municipal taxes, which the parents/legal guardians would be paying into either directly or indirectly by paying rent/property tax in the Village of Port Clements.

Council may leave the policy the same, but if Council was considering changing the policy the recommendation would be to change "... parents/legal guardians who live in Port Clements" to "... parents/legal guardians whose primary residence is in Port Clements or own property in Port Clements".

Policy No. 05, 2012: Gift Giving Policy for Council and Staff

The references to "3 year term" should be changed to "4 year term" as the terms between general local elections are now 4 years in length. Additionally, this policy may benefit for "retiring/retirement" being explicitly defined as it is currently understood to be when Council/staff are leaving the municipal service generally (which may include termination or suddenly quitting/leaving the position).

Policy No. 08, 2013: Infrastructure Inspection Policy

This is the basic policy that guides our Work Order System for maintenance. It is in place due to insurance realities. With our number of public work staff, there is not enough staff on hand to maintain systematic or scheduled maintenance during emergency events or during project heavy periods. A scheduled or systematic maintenance policy would leave the municipality exposed to significant liabilities and is not recommended by MIABC for us to have. While the policy could be changed to look/read better, there are no recommended changes to its content.

Policy No. 13, 2016: Flag Protocol

April 28th – Worker's Mourning Day is not well known, so the flag protocol is often missed to mark this special day in the policy. There are no recommended changes.

Policy No. 14, 2016: Encroachment Policy

Though its format could be changed to look/read better, there are no recommended changes at this time.

Policy No. 15, 2018: Code of Conduct Policy

There are no recommended changes.

CONCLUSION:

Council should review and consider the policies.

STRATEGIC

(Guiding Documents Relevancy – Village Policies)

Village policies give direction to staff, Council and residents on how municipal operations/services are handled in the circumstances outlined in the policies. Policies are also part of the village's legal defense if issues happen— if a policy is set and followed, it provides a strong legal defense for the Village.

FINANCIAL

(Corporate Budget Impact)

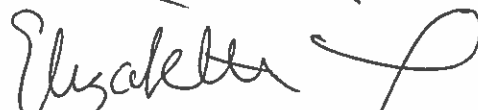
Changes in policies can have direct or indirect financial impacts, depending on the policy.

ADMINISTRATIVE

(Workload Impact and Consequence)

Administrative staff are involved in researching and updating policies.

Respectfully submitted:



9-2

Elizabeth Cumming

Subject: FW: Port Clements bursary policy

From: Brigid Cumming <b.cumming@portclements.ca>
Sent: July-27-21 9:22 AM
To: Doug Daugert <d.daugert@portclements.ca>; CAO <cao@portclements.ca>
Subject: Port Clements bursary policy

Hi Doug & Jana,

The Bursary Policy #2 is overdue for review. I have looked at the various versions of the policy (2009, 2014, 2017) and note the following.

In 2009, both students that resided in Port Clements AND those with parents paying taxes in the village were eligible for bursaries, with resident students having priority.

However, the bursaries were identified as being for students attending island high schools with each high school having one bursary available. Subsequently this led to absurd situations where two applicants from the same high school were in competition for the bursary with the other bursary going unclaimed.

In 2014, the proposed amendment was I believe intended to simplify the policy by identifying it as being for two students from Port Clements regardless of whether they attended the same high school or different ones, provided the high school was on-island.

However, it eliminated the reference to where the student lived and only included students whose parents were municipal taxpayers, excluding students living within the village whose parents rented. This was corrected by Council in 2017, but that amendment (which is now the text of Policy #2) disenfranchised children of taxpayers living outside the village. Additionally, it focuses on where the parents or guardians of the student live, rather than where the student him/herself lives.

I would like to suggest that we further amend Policy #2 to read as follows:

POLICY: The Village of Port Clements will issue on an annual basis two \$500.00 bursaries. Total budget for each year \$1,000.00.

Bursaries will be awarded to student graduates of Haida Gwaii high schools, who are:

- (a) ordinarily resident in the Village of Port Clements; and/or
- (b) whose parents/guardians pay property taxes in the Village of Port Clements.

Students meeting requirement (a) or both requirements (a) and (b) shall have priority over those only meeting requirement (b). Otherwise, where there are more applicants than funds the bursaries shall be awarded based on grade point average.

This re-attaches the residence requirement to the student and includes students whose parents/guardians are taxpayers, making everyone if not happy, at least equally unhappy.

Village of Port Clements

Bursary Application Policy

Policy No. 02, 2009

Adopted: February 2nd, 2009 by Mayor and Council

Amendment: October 6, 2014

Amendment: July 17, 2017

Last Reviewed: July 4, 2017

Next Review Date: May 2019

Objective: To set guidelines for the issue of Bursaries to Graduating Students living in Port Clements

Policy: The Village of Port Clements will issue on an annual basis two \$500.00 bursaries. Total Budget for each year \$1000.00.

Bursaries will be extended to graduates that attend high school on Island, and whose parents/legal guardians live in Port Clements.

Procedure:

AUTHORITY

1. Clerk/Treasurer shall identify, for inclusion in the Annual Budget, funds for two bursaries. In the case where bursaries are not expended the funds will be held in a restricted reserve account in the event that more applications are considered in the future, with a limit of \$2500.00 at any time in the reserve account.

GENERAL

2. Students wishing to receive a bursary are to complete the attached form with Proof of application to an accredited post-secondary institution. Follow up proof of acceptance will be required before funds are released.
3. Bursary applications are due to the office annually by the first Monday of July at 1:00pm.
4. Where there are more applicants than funds the bursaries will be awarded based on grade point average.
5. When there are more bursaries than the current budget Council may, by resolution access Bursary Reserve fund and allocate, only if there are funds available.



Urs Thomas,
Mayor



Ruby Decock,
Deputy Clerk

6-2

Appendix "A" to Policy 02-2009
Bursary Application Form

Name: _____

Address: _____

Phone: _____

Graduating High School:

Grade Point Average:

Post Secondary Institution attending:

Concentration:

Reasons for applying for Bursary:

Applicant Signature

Date: _____

6-2

Village of Port Clements

Gift Giving Policy for Council and Staff Policy No. 5, 2012

Adopted: February 20, 2012

Objective: To set guidelines in regards to gift giving for retiring staff and Council to ensure an equitable policy is adhered to from person to person.

General: The Municipality of Port Clements wishes to recognize the value and dedication of staff and Council members and to do so with appropriate gift values upon their retirement from their position. This policy is intended to provide a gift giving dollar value based on years of service. Staff should choose a gift within the appropriate dollar range which they feel recognizes the interests of the recipient of the gift.

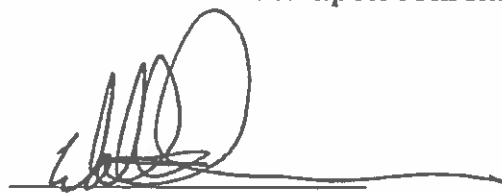
Staff

Years of Service - less than 1	Gift value between \$40-50
1-3 years	Gift value between \$50-75
4-5 years	Gift value between \$75-100
Gift value to increase by \$10 per year thereafter to a maximum of \$300	

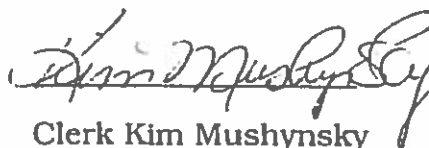
Council

Less than one full 3 year term	Gift value between \$40-50
One full term	Gift value between \$75-100
Gift value to increase by \$10 per year thereafter to a maximum of \$300	

In addition to the above limits for gifts, there will be a luncheon provided for any staff or Council member upon retirement if their service has exceeded 5 consecutive years.



Mayor Wally Cheer




Clerk Kim Mushynsky

**Village of Port Clements
Infrastructure Inspection Policy
Policy No. 08, 2013**

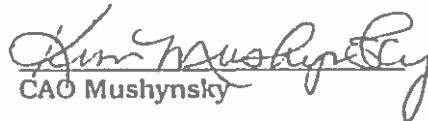
Prepared by Chief Administrative Officer Kim Mushynsky

Adopted: April 15, 2013 - Motion # 2013-117

The Village of Port Clements shall maintain its facilities in response to reports of observed defects by members of the public or by Municipal staff and specifically shall not introduce a policy of systematic and regular maintenance inspections of those Municipal facilities, including those within park or public areas, consisting of roads, lanes, paths, ditches, or installations placed within roads or ditches which are a part of the drainage or water utility system.



Mayor Cheer



CAO Mushynsky

Village of Port Clements

Flag Protocol

Policy No. 13, 2016

Prepared by Chief Administrative Officer Kim Mushynsky

Adopted: June 20, 2016

POLICY PURPOSE

The purpose of this policy is to provide guidance on the appropriate protocol for the flags flown on Village of Port Clements properties.

HALF-MASTING OF FLAGS

The Half-masting of flags is a well-established procedure to bestow an honour and express a collective sense of sorrow. Given that flags are recognized as paramount symbols of their nations, the act of Half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

SPECIFICS

Flags will be flown at Half-mast to mark the death of:

1. The Sovereign
2. An immediate relative of the Sovereign
3. The Governor General of Canada
4. The Prime Minister of Canada
5. The Lieutenant-Governor of BC
6. The Premier of BC
7. Our local MLA
8. Our local MP
9. Mayor or former Mayor of Masset, Port Clements or Queen Charlotte
10. Chief Councilors from Old Massett or Skidegate
11. Councilors from Masset, Old Massett, Port Clements, Queen Charlotte, Skidegate or the Skeena Queen Charlotte Regional District
12. President or Vice President of the Council of Haida Nations
13. Regional Representatives for the Council of Haida Nations
14. A veteran, BC firefighter, police officer or paramedic killed in the line of duty.

Flags will be flown at Half-mast to mark special days including:

1. November 11th - Remembrance Day
2. April 28 – Day of Mourning for persons killed or injured in the Workplace (Worker's Mourning Day)

Flags may be flown at Half-mast for exceptional circumstances:

Gr-2

In exceptional circumstances, the Mayor or Deputy Mayor may approve the Half-masting of the flag for an event that is not stipulated in this policy. This would include a circumstance when School District 50 made a request for the Village of Port Clements to Half-mast the flag.

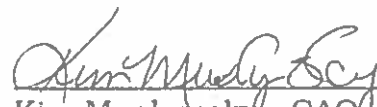
In the event that the Mayor or Deputy Mayor is not available to consider the recommendation, pursuant to an exceptional circumstance on an urgent basis, the Chief Administrative Officer shall have the delegated authority to approve Half-masting.

REMOVAL OF FLAGS

Flags will be maintained in good condition and replaced when showing signs of wear, tear or discoloration. Flags removed from service will be replaced immediately.



Mayor Ian Gould



Kim Mushynsky - CAO

51-2

**Village of Port Clements
Encroachment Policy
Policy No. 14, 2016**

Prepared by Chief Administrative Officer Kim Mushynsky

Adopted: November 7, 2016

PURPOSE:

The purpose of this encroachment policy is to make Council's position known in regards to real or potential encroachment issues within the Municipality.

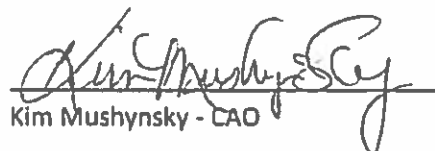
Village owned land and rights of way are held in trust by the Village for use and enjoyment of all of the residents of the municipality or for the installation and maintenance of municipal infrastructure like water, sewer, roads and walkways, or for utilities like telephone or hydro. The Village does not have the resources or mandate to proactively review or inspect properties on a regular basis in order to determine whether unauthorized encroachments on to Village property exist.

The Village does not authorize encroachments on to Village property without express, written permission from the Village in the form of a license or permit. However, the Village has limited staff resources and funding and therefore reserves the right to only enforce encroachment issues when the circumstances are such that the Village plans to develop its property, when potential liability issues exist, when the encroachment interferes with Village property or infrastructure, when the encroachment impedes the public interest or safety, or any other issue arises that, in the opinion of Council, requires the removal of the encroachment.

The Village has no duty to take enforcement action with respect to every encroachment of Village property that may occur within its jurisdiction. The Village will respond to encroachment inquiries on a case by case basis. The Village will use discretion on a case by case basis to evaluate encroachments, and if deemed prudent, to investigate the encroachment in accordance with this policy. The Village Council will, on the basis of its limited resources, use its discretion to decide when and if to seek the removal of an unauthorized encroachment.



Mayor Ian Gould



Kim Mushynsky - CAO

Village of Port Clements

Code of Conduct

Policy No. 15, 2018

Prepared by Chief Administrative Officer Kim Mushynsky

Amended by Chief Administrative Officer Ruby Decock

Adopted: December 19, 2016 Motion #2016-300

Adopted Amended Policy: April 16, 2018

Last Reviewed:

Next Review:

Application -- This Policy applies to all members of Council, Committees, Commissions and all employees. Council has also adopted the Respect in the Workplace Policy No. 10

PREAMBLE

The Village of Port Clements believes that the proper operation of the Village requires that its public officials, commission and committee members, contractors and employees:

- be impartial and responsible to the people of the Village;
- be independent of any external influences or pressures;
- should not use their position for personal advantage, in order that the public may have confidence in the integrity of their government.

The Code of Conduct will provide a guideline to employees in specific circumstances; and will promote a high standard of professionalism amongst staff. All public officials, committee members, contractors and employees of the Village will be aware of, and follow in principle, the standards of conduct outlined in this policy. This policy is to set minimum expectations for the behavior in carrying out their duties in a manner that will inspire confidence and trust in the local government and demonstrate respect for the Village, elected members, its residents, and staff.

1. GENERAL RESPONSIBILITIES OF VILLAGE OFFICIALS AND STAFF

Village officials and employees are agents of public purposes and hold office for the benefit of the Citizens of Port Clements. In that regard, they are to uphold and carry out the laws of the Village, as well as applicable federal and provincial statutes, so as to foster and enhance respect for government. As public servants, officials and employees are to observe in their official acts a high standard of morality and to discharge faithfully the duties of their office regardless of personal considerations and interests. Their conduct in official Village affairs should be above reproach at all times.

2. DEDICATED SERVICE

- a. All officials and employees of the Village should be loyal to the objectives expressed by the citizens elected representatives, and the programs developed to attain those objectives. Appointed officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.
- b. Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full co-operation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

3. FAIR AND EQUAL TREATMENT

Soliciting members of Council, directly or indirectly, in order to obtain preferential consideration in connection with any position in the Village service shall disqualify the candidate for appointment except for those positions filled by appointment of Council.

4. USE OF PUBLIC PROPERTY

No official or employee shall request or permit the use of Village-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided as Village policy for the use of such official or employee in the conduct of official business.

5. OBLIGATIONS TO CITIZENS

No official or employee shall grant any special consideration, treatment, or advantage to any citizens beyond that which is available to every other citizen.

6. CONFLICT OF INTEREST

No official or employee, whether paid or unpaid, shall engage in any business or transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence of judgement or action in the performance of their official duties. Personal, as distinguished from financial, interest includes an interest arising from blood or marriage relationships or close business or political association. Specific conflicts of interest are detailed below:

a. Incompatible Employment

No official or employee shall engage in or accept private interest when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independence of judgement or action in the performance of their official duties.

b. Disclosure of Confidential Information

No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the Village; nor shall they use such information to advance the financial or other private interest of themselves or others.

c. Gifts and Favours

Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the Village, be such that no employee can be accused of showing favouritism or bias towards any vendor.

Consequently, all Village employees are prohibited from accepting gifts or favours from vendors that would tend to influence them in the discharge of their duties. No official or employee shall accept any gift, whether in the form of service, loan or thing or promise, from any person, firm or corporation which, to the officials or employees' knowledge, is interested directly or indirectly in any manner whatsoever with the Village.

d. Representing Private Interest before Council or Municipal Agencies

No official or employee whose salary/wages are paid in whole or in part by the Village, shall appear on behalf of private interests before any agency of the Village.

- I. The official or employee shall not represent private interests in any action or proceeding against the interests of the Village in any litigation to which the Village is a party.
- II. A councillor may appear before Village agencies on behalf of constituents in the course of their duties as a representative of the electorate or in the performance of public or civic obligations. However, no official or employee shall accept a retainer or compensation that is contingent upon a specific action by a Village agency.

e. Contracts with the Village

No official, agent, or employee of the Village shall have any interest in any contract made by them in their official capacity or by any public committee, board, commission or department of which the official/agent/employee is a member; except that an official, agent or employee of the Village may contract with the Village under the following situations:

- I. the official/agent/employee is not authorized by law to participate on behalf of the Village or any agent thereof, in the awarding of the contract,
- II. the contract is made upon a competitive bid process, in writing, publicly invited and publicly opened;
- III. all bids received and all documents pertaining to the award of the contract are held available for public inspection for least three (3) months after the date of such award.

f. Negligent Disclosure of Information

No official, agent, or employee of the Village shall give indiscriminate or negligent disclosure of information, whether to members of the public or fellow employees, which may cause embarrassment to individual employees, betray a trust or confidence, or create false and dangerous impressions, situations, or conditions for the public or employees.

Gr-2

7. POLITICAL ACTIVITY

No appointed Village official or Village employee shall use their position on behalf of any political party. No official or employee, whether elected or appointed, shall promise an appointment of any municipal position as a reward for any political activity.

8. PERSONAL BUSINESS

No official or employee of the Village shall conduct any personal business or business for outside organizations, during work hours and being paid by the Village.

9. DECORUM

- a. Abusive conduct, personal charges or verbal attacks upon the character or motives of other officials or employee shall be refrained from.
- b. Officials are entitled and are expected to contribute their comments on various topics before Council, but they must adhere to the decisions made by Council on those matters. Efforts to circumvent decisions made by Council may result in sanctions being undertaken.
- c. Officials must not criticize the conduct of other officials or staff. It is acceptable to publicly disagree about an issue, but it is not acceptable to make derogatory comments about other officials or employees.

10. SANCTIONS

- a. Violation of any provisions of this Code shall raise conscientious questions for the official or employee involved. Violations may constitute a cause for employee suspension, censure, removal from office or employment, or other disciplinary action.

Any reported incidence of violation of these rules will be subject to investigation by the Village CAO, and if necessitated brought before Council.

- b. Sanctions or any disciplinary action shall be decided upon investigation and depending upon the specific circumstances of the case. The application of any sanctions and these rules and standards of conduct are subject to the provisions of applicable collective agreements for union employees, if they exist.
- c. Reference should also be made to acts and statutes governing the Village, and related legislation for reference to standards of conduct and performance.



Mayor



CAO

65-2



REPORT TO COUNCIL

Author: Jana Zamyslicka

Date: August 3rd, 2021

RE: Regular Report on Current Operations

BACKGROUND:

The 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 complete except for Northern Health's Colleen Nyce and Cathy Ulrich meeting request.
- Village of Port Clements building insurance has been renewed with a 3% increase in building values
- Cyber insurance for the Village is being reviewed as there are tremendous changes of the cyber insurance market. Renewal will be in November, but early requirements are needed to be put in place before the renewal. (Such as staff security training, which Ryan Brown is implementing.
- Cleanup went well.
- Julia Breese has started her position as the Social Media, Web Design and online marketing coordinator for the Vibrant Communities Commission Tourism Advocate Project with Gwaii Trust. An extension request was sent to Gwaii Trust and approved.
- The Emergency Management Commission had a meeting with a request to have Village Staff look at grant funding for hiring a consultant to review and update the Emergency Preparedness Plan.
- Grant writer Andrew Hudson successfully submitted the Community Park Improvement Project grant to Canada Community Revitalization Grant
- Met with DFO regarding their upcoming repair work on the Wharf and Floats. Major portion of repairs will be electrical. Other work will be looking at components of the wharf and floats and bringing them back to good condition. Work will tentatively be in the fall and winter.
- The Village has renewed BCEHS's lease. Also, a virtual meeting is being planned for talk about their new SOC staffing model. Date and time yet to be determined.
- No word yet, on the Sewer Lagoon project grant. We just received an approved OLTC license, and the next step will be to get Turje to prepare the Tender for clearing and grubbing. Prior to any clearing, we are now expected to get authorization for excavation through the Land Act Amendment we need to submit.

Finance:

- The local government data entry has been accepted as complete; therefore, the Statement of Financial Information (SOFI) is done.
- The new Homeowner Grant process moved smoothly, and we can consider it mostly complete with a total of \$79,955.60 homeowner grants collected this year. 65 were regular (below 65 years old) and 51 were additional (above 65 years old) for a total of 116 up to July 2nd. In 2020 we had a total of 76 Regular and 58 Additional for a total of 134 from Jan – Dec.

R-1

Public Works:

- PW is struggling with equipment breakdown, lawn mowers, the van, etc. Also, the summer job position has been problematic with two hire's quitting. The application has been readvertised and 2-3 potential candidates have applied.
- PW staff have put together the new gym equipment.
- PW has been also dealing with an abandoned car in the community park, local youth vandalism, and their regular water and sewer work orders.

Respectfully submitted:

Jana Zamyslicka, CAO

August 03, 2021

**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	2018-09-26	Amend the Campground Bylaw fees		Still needs to be reviewed.
A2	2021-07-12	Staff to provide a report for the first meeting in September on how to improve office/staff capacity with the intent to complete projects listed in the strategic plan in a more timely manner	CAO	
A3	2021-07-12	Staff to present three options to reengage the community for the purpose of sharing information and facilitating greater interest in municipal affairs	CAO	

A-1