



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 PM Regular Meeting of Council, Monday, October 4th, 2021

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
M-1— September 20th, 2021, Regular Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1—INFO—September Board Highlights – North Coast Regional District
C-2—INFO/REQUEST – Emergency Paramedics and Dispatchers – Ambulance Paramedics of BC
- 6. FINANCE**
F-1—3rd Quarter Financial Report
- 7. GOVERNMENT**
G-1—2021 3rd Quarter Progress Report on the Strategic Plan
G-2-- Weight Room – Unsupervised Minors – Deputy Clerk Cumming
G-3—Authorizing New CAO on Municipal Accounts – Deputy Clerk Cumming
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
R-1—INFO - Regular Report on Current Operations – Elsie Lemke, CAO
R-2—INFO – Grants Progress Report – Senior Finance Manager Bell
- 10. ACTION ITEMS**
A-1- Action Items List
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. IN-CAMERA**
90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
 - (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
 - (c) labour relations or other employee relations;
- 13. ADJOURNMENT**



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Minutes of the Regular Meeting of Council, Monday, September 20th, 2021

Present:

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

CAO Jana Zamyslicka
Deputy Clerk Elizabeth Cumming

Members of the Public and Press: Sgt. Damon MacDonald,

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

2021-09-201—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the September 20th, 2021, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1—Body Worn Cameras—SGT Damon MacDonald, RCMP
2021-09-202—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council receives the delegation's Community Policing Report.
CARRIED

3. MINUTES

M-1— September 7th, 2021, Regular Council Meeting Minutes
2021-09-203—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the September 7th, 2021, Regular Council Meeting Minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1—Rise & Report – In Camera Council Meetings on August 30th, September 7th & 13th:

- That Wayne Nicol and Christine Cunningham have been appointed as Vibrant Community Commission members for a 1(one) year term.
- That Council has approved the sale of #6 Bayview Drive to Randolph O'Brien
- Changes in staffing: that Council has received and accepted CAO Zamyslicka's resignation, and have further accepted Elsie Lemke as interim CAO starting September 27, 2021

5. ORIGINAL CORRESPONDENCE

C-1—INFO – Update on Proof of Vaccination/Mandatory Masks -- Ministry of Municipal Affairs
C-2—INFO—New Space Fund Program – Ministry of State for Child Care
C-3—INVITATION—October Foster Family Month – Ministry of Children and Family Development
C-4—INVITATION—Rural Health Research in BC opportunity -- Claire Styffe, Centre for Rural Health Researcher
C-5—INFO—Open Burning Prohibitions—Coastal Fire Centre
C-6—REQUEST—Financial Contribution to Rebuild Village of Lytton—Regional District of Mount Washington

2021-09-204—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT items C-1, C-2 and C-5 be received for information.

CARRIED

2021-09-205—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT item C-3 be received for information.

CARRIED

2021-09-206—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT item C-4 be received for information.

CARRIED

2021-09-207—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould.
THAT the Village of Port Clements contributes \$282 to Rebuild Village of Lytton.

DEFEATED **OPPOSED Councillor Falconbridge, Councillor Whitney-Gould, Mayor Daugert**

2021-09-208—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT the Village not include identifying financial details/signatures on cheques/financial documents received in our Council Agenda Packages, this material should be redacted.

CARRIED

2021-09-209—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT the request for donations to the Rebuild Village of Lytton be posted on the Village Facebook page (without cheque).

CARRIED

6. FINANCE

7. GOVERNMENT

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

Mayor Daugert:

September 7th -- Meeting with the Honourable Katrine Conroy, Min. of FLNRORD. This was a very productive meeting. The Minister was very engaged as I described the devastating impact the lack of Timber sales is having on our Village. The Minister renewed the commitment the province has for offering 20% of the total volume of timber harvested in market-based sales and explained the delay as resulting from the challenges of adapting to the intentions of the Provincial Government to accommodate further Haida involvement in all aspects of forestry. The recent Timber Supply review with significant cutbacks and the resulting reallocation was also discussed. The meeting also resulted in a call later in the afternoon from

Risha Rushton, Acting District Manager Haida Gwaii Forest District with the objective of enabling a meeting between local Civic Communities and the Ministry to explain the proposed allocation policy and discuss impacts on our communities.

Meeting with NWRHD (for NCRD)-Mostly this was updates, with construction begun for the Mills Memorial Hospital in Terrace. Regional District participants expressed concern that specialists and newer equipment was earmarked for that project at the expense of smaller hospitals in the other areas. While the NWRHD denied this, it appears that this has influenced recruitment in some cases.

September 8th-- Minister of Parks and Recreation (for the NCRD)-Unfortunately the other Board members who requested this meeting were unable to make the call. I stressed that maintenance and road maintenance are ongoing problems, especially when they depended on Forest access roads which are maintained to service the industrial users and not focused to the general public. I suggested that Parks could play a role in determining which roads were useful for accessing significant features and which would have least impact if retired, since this was their area of expertise.

Honourable Josie Osborne, Min of Municipal Affairs and Housing-(for NCRD)-This meeting was largely to advocate for the Resource Benefit Alliance to bring some stable funding that was not grant based to Northwest Communities. Mayor Olsen of VOQC linked stable funding to being able to follow through with various projects that would complement Reconciliation. I thanked the Minister for the NCPG but stressed that stable reliable funding would help our Village manage for the future.

September 9th – Forestry update call with Daryl Sherban BCTS-This call was to update me on a planned call to communicate with the Civic Communities where the changes in Forestry policy and allocations are at. I was hoping for a date and time later this week but have not received any notice yet.

BC Hydro-The VOPC had asked for this meeting to address the very frequent power outages we have experienced. It was largely a waste of time. Hydro explained they were doing a “vegetation management study” for our area sometime in 2022 for our area and hoped to have it ready (no promises) by UBCM next year. They were obviously far more concerned about the wildfire areas and had no current plans to do anything different here. They repeatedly stressed that they had no responsibility beyond the meter, and how these outages affected our jobs, safety and equipment was our problem

September 13th -- Meeting with the Honourable Katrine Conroy, Min. of FLNRORD (for the NCRD)—This was a request by the other communities to ask that the Community Forest offer be expedited and there be better maintenance on the Forest access roads. Discussion around allocation and apportionment to tenures was discussed. Responsibilities of tenure holders was also discussed. The Minister was glad that MIEDS was working with the CHN, since that fits in with the announcements by the province on forest Policy and is very close to being a requirement for obtaining tenure.

Council of Forest Industries- “Fiber Supply in BC” This was a presentation by the Forest Industry on the outlook in BC. They are predicting a reduction in timber harvesting during the next 20-30 years, with a gradual return to 2018 volumes after that. It is expected that at least 2 mills and possibly up to 4 mills will close in the next year or two, and possibly up to 2 pulp mills.

Municipal Insurance Association of BC-This was largely a statutory meeting to elect officers, name the auditors, etc. I had to leave a few minutes early due to a Council Meeting.

September 15th - Northern Health Stakeholder meeting (for NCRD) I brought forward concerns from the Regional District about the aging population, increasing transfer of services to Terrace at the expense of longer travel times, and their adaptation to the change in demographics. They responded well, stressing they worked with 5-, 10-, and 15-year plans. I also spoke to concerns regarding access to Mental Health

M

Services, especially call-in support. In response I received an itemization of what is in place and which positions are not fully staffed. Unfortunately, vulnerable and troubled people are unable to appreciate this statistical approach and it did not help me to understand why there might not be a timely response to persons in crisis. I also mentioned the concerns we have around the Ambulance staffing, even though Emergency Health Services is a different department.

Northern Health Stakeholder meeting (for VOPC) This meeting was immediately following on the meeting with the same people for Northern Health and having had little support at the previous meeting I had little left to say. The Village needs to be better organized for future UBCM if we wish to get better results and present a team approach with several Councilors each making a separate point.

September 16th -- Northern Health Pandemic update call-This was another of their bi-weekly calls updating on the COVID statistics for the Northern Health region. This information is all available on the CDC website

Councillor Gould: Off-Island on Thursday for upcoming NCRD and VIRL meetings. Dependent on ferries and weather forecast.

Councillor Whitney-Gould: Met with Jennifer Rice, MLA, when she was on Island and had chat with her about different things around the community. Most work involved with the Vibrant Community Commission, working to get new grant information to Jana to get it sorted, working on the website for the tourism year, looking like we might actually have a season next year and that will add to the economic aspects of the community, ordering materials for St. Marks and planning to open it up for next year.

Councillor Cumming: Attended special meeting and meeting with Jennifer Rice, MLA, at Museum. Museum activities reported.

Councillor Falconbridge: Attended Special Meeting on the 13th. Volunteer Fire Department is active, with at least a dozen participants at activities. Report on non-Council business activities.

2021-09-210—Moved by Councillor Falconbridge, seconded by Councillor Cumming
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

13. ADJOURNMENT

2021-09-211—Moved by Councillor Falconbridge
THAT the meeting be adjourned at 8:18 PM
CARRIED

Mayor Doug Daugert

CAO Jana Zamyslicka



Board Highlights

September 17, 2021

Delegations:

Clint Fraser, Chief Executive Director for Northern BC Tourism Association and John deWolf, Exhibit Designer, provided an update on two projects which are funded through B.C.'s Targeted Regional Tourism Development Initiative Fund: 1) The Thematic Framework for Northern BC and 2) The Great Northern Circle Route Signage Master Plan & Signage Infrastructure. The Chair of the Board thanked Mr. Fraser and Mr. deWolf for their delegation.

Board Business:

1. The Board resolved to send correspondence to the Ministry of Transportation and Infrastructure to request that additional livestock signage be installed along Highway 16 between the communities of Masset and Port Clements, B.C. to ensure the public safety of motorists along the corridor.
2. The Board received correspondence confirming its successful funding application to UBCM's Flood Mitigation Planning program in the amount of \$136,00 to undertake mitigation planning efforts in Sandspit and Tlell, B.C.
3. The Board supported a funding application to UBCM's Community Resiliency Investment program to develop and implement a community resiliency program and follow-up on recommendations outlined in the Electoral Areas D and E Community Wildfire Protection Plans.
4. The Board provided a one-time COVID Grant to the Haida Gwaii Mental Health & Addictions Advisory Committee in the amount of \$10,000 to deliver community social services.
5. The Board resolved to support Lax Kw'alaams applications for a lease, temporary license and statutory right-of-way for the development of system upgrades to its wastewater treatment plant.

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

C-1

Ambulance Paramedics

of British Columbia - CUPE 873



Tel: 604-273-5722 | Fax: 604-273-5762 | Toll Free: 1-866-273-5766 | Toll Free Fax: 1-866-273-5762
105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

September 3, 2021

To: BC Mayors and Councillors

Re: Emergency Paramedics and Dispatchers: Who we are and what we do!

RECEIVED

SEP 24 2021

Village of Port Clements

Dear Mayor & City Councillors;

In BC, over 4500 Paramedics and 270 Medical Dispatchers work 24 hours a day, 365 days a year to keep our communities healthy and safe. As leaders in emergency pre-hospital care and public safety, allies in healthcare and professionals in our communities, Paramedics and Medical Dispatchers are a quintessential resource for municipalities in BC.

The field of Paramedicine has evolved from a traditional response of unscheduled emergencies to a robust and multi-disciplined practice encompassing public safety, emergency first response, scheduled and acute transport, and community-based health innovation. As experts in emergency management, Paramedics are uniquely qualified to assist in emergency preparedness, prevention and response culminating in a dynamic and versatile skillset that transcends conventional public sectors. Engaged as a mutual stakeholder in both public safety and healthcare, Paramedics are able to provide relief to healthcare systems and infrastructures operating at or above capacity within BC communities as specialists in emergency response and preventative healthcare.

As the world evolves and continues to adapt to the universal consequences and reality of Covid-19, our leaders continue to manage an ongoing opioid epidemic amidst a global pandemic with the constant threat of seasonal natural disasters (such as heatwaves, wildfires and flooding). A unique set of circumstances requires a unique response and BC Paramedics and Medical Dispatchers are always ready to respond.



What can Paramedics do in YOUR community?

Paramedics in BC provide a variety of services to support community health and safety. Through a multitude of specialties and license levels BC Paramedics are there for you.

- Primary Care Paramedic
- Advanced Care Paramedic
- Critical Care Paramedic
- Paramedic Specialists
- Community Paramedics
- Emergency Medical Dispatch and Call-taking

Our resources are available by land, sea or sky.

C-7

Ambulance Paramedics

of British Columbia - CUPE 873



Tel: 604-273-5722 | Fax: 604-273-5762 | Toll Free: 1-866-273-5766 | Toll Free Fax: 1-866-273-5762
105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

- Ambulances
- Paramedic Response Units
- Fixed-wing Aircraft
- Helicopters
- Boats

Services Paramedics can provide:

- Emergency medical first response
- Scheduled and acute transport of ill and injured patients
- Province-wide service ensuring access to healthcare in hard to reach communities
- Provision of primary healthcare in communities experiencing service delivery gaps
- Community based care for elderly, indigenous, at-risk or vulnerable populations
- Immunization clinics, Covid-19 testing and contact tracing for Covid-19
- Emergency management including planning, preparedness and response
- Emergency Medical Dispatch and Call-taking, providing over the phone medical assistance until resources arrive at the patient's side

How can you ensure YOUR community's needs are met?

As municipal and community leaders, you have a critical role in the decisions being made about healthcare services and public safety within your community. You know the needs of your community better than anyone else. We want to work with you!

Visit www.apbc.ca and check out what resources are currently available in your community. Our comprehensive resource list includes every Ambulance Station in British Columbia along with the current resources available in each of those communities.

We welcome the opportunity to discuss your community specific Public Safety, Ambulance Service and healthcare needs, challenges, gaps and paramedic services. Please visit our virtual booth at UBCM, we will be available to live chat.

We ask that you write both the Health Minister and Health Critic to advocate for enhanced paramedic services and healthcare in your community.

Again, we encourage you to come visit us virtually if you have any questions about Paramedic Services in your community. Alternatively, feel free to contact myself at (250) 250-319-4713 or troy.clifford@apbc.ca or info@apbc.ca either leading up to, during or post UBCM.

Thank you for your time, see you virtually at UBCM!

Sincerely,

Troy Clifford
Provincial President
Ambulance Paramedics and Emergency Dispatchers of BC
CUPE Local 873
TC/sb/MoveUp



REPORT TO COUNCIL

Author: Ronda Bell, Senior Finance Manager
Date: Sep 28, 2021
RE: 3rd Quarter Financial

BACKGROUND: Supporting information regarding 3rd Quarter financial report.

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

Sales of Service: Emergency Operations Centre has not been generating any expenses for recovery. Due to COVID-19 in-person service revenue has been reduced.

Revenue from Own Sources: Due to relaxation of COVID-19 restrictions, revenue from the campground has been larger than expected.

General Administration: Some adjustments will have to be made with current interim CAO billing as a contractor. There is room within the General Administration budget for amendments at the year end.

CONCLUSION: Informational purposes only.

IMPLICATIONS:

STRATEGIC N/A

FINANCIAL No concerns as of Q3

ADMINISTRATIVE N/A

Respectfully submitted:

A handwritten signature in black ink that reads "Ronda Bell". The signature is written in a cursive, flowing style.

Ronda Bell
Sr. Finance Manager

Revenue Gen Operating	Description	2,020.00	2,021.00	Jan - Sep 28 2021	
		Previous Year Actual	Annual Budget	Current Period	% to Date
	Total Taxes	- 113,938.75 -	114,000.00	- 113,997.55	100.00%
	Total Payment in Lieu of Taxes	- 7,846.79 -	8,730.00	- 8,766.05	100.41%
	Total Sales of Service	- 31,533.69 -	32,875.00	- 14,389.56	43.77%
	Total Revenue from Own Sources	- 140,540.65 -	121,100.00	- 59,123.06	48.82%
	Total Multipurpose Building Rental	- 11,130.76 -	10,200.00	- 9,057.10	88.80%
	Total Unconditional Transfers	- 699,817.51 -	425,000.00	- 389,000.00	91.53%
	Total Conditional Grants	- 759,855.62 -	485,400.00	- 305,248.94	62.89%
	Total Reserves	- -	-	-	
	Total Collections for Other Agencies	- 171,950.68 -	171,607.00	- 194,042.43	113.07%
	Total Gen Revenues	- 1,936,614.45 -	1,368,912.00	- 1,093,624.69	79.89%
Expenses Gen Operating					
	Total Legislative Expenses	21,129.75	36,650.00	22,510.10	61.42%
	Total General Administration	333,072.73	319,450.00	216,985.04	67.92%
	Total Fire Department	43,858.57	54,100.00	33,939.97	62.74%
	Total Emergency Services	24,984.82	22,000.00	6,256.82	28.44%
	Total Common Services	31,302.16	47,050.00	24,112.21	51.25%
	Total Wharf	324,301.04	11,600.00	2,102.17	18.12%
	Total Small Craft Harbour	33,235.32	14,700.00	7,212.77	49.07%
	Total Roads	53,122.32	71,050.00	35,546.19	50.03%
	Total Environmental Health	-	15,000.00	14,901.93	99.35%
	Total Environmental Development	2,333.91	3,500.00	1,226.68	35.05%
	Total Parks and Recreation	46,985.32	65,840.00	31,801.48	48.30%
	Total MPBC Operating Expenses	58,493.45	65,000.00	36,607.07	56.32%
	Total Debt Services	1,765.64	2,100.00	1,755.56	83.60%
	Total Contributions to Reserves	-	-	-	
	Total Grants & Misc	144,626.64	317,000.00	289,362.54	91.28%
	Total Amortized Asset	131,901.80	126,000.00	0.00	0.00%
	Total Taxes Levied-Other Gov't	171,664.41	171,953.00	188,960.60	109.89%
	Total Gen Expenses	1,422,777.88	1,342,993.00	913,281.13	68.00%

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	2,020.00	2,021.00	Jan - Sep 2021	
	Previous Year Actual	Annual Budget	Current Period	Current Period %
Revenue Water Operating				
Total Fees & Taxation Revenue	- 113,117.00	- 113,100.00	- 98,151.85	86.78%
Total Grants	- -	- -	- -	
Total Water Revenues	- 113,117.00	- 113,100.00	- 98,151.85	86.78%
Total Expenses	77,303.01	87,100.00	46,163.19	53.00%
Total Debenture Expense	0.00	0.00	0.00	
Total Water Expenses	77,303.01	87,100.00	46,163.19	53.00%
Total Contributions to Reserves			-	
Revenue Sewer Operating				
Total Fees & Taxation	- 68,911.04	- 66,900.00	- 59,759.40	89.33%
Total Grants & Transfers	- -	- -	- -	
Total Sewer Revenues	- 68,911.04	- 66,900.00	- 59,759.40	89.33%
Total Operating Expenses	38,495.37	48,900.00	27,929.79	57.12%
Total Contributions to Reserves	-	-	-	
Total Debenture Expenses	8,428.08	18,000.00	0.00	0.00%
Total Sewer Expenses	46,923.45	66,900.00	27,929.79	41.75%
Total Revenue	- 2,118,642.49	- 1,548,912.00	- 1,251,535.94	80.80%
Total Expense	1,547,004.34	1,496,993.00	987,374.11	65.96%
	- 571,638.15	- 51,919.00	- 264,161.83	

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

Page 1 of 9
2021-Sep-28
11:19:02AM

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
Taxes				
Property Tax - Municipal	(113,938.75)	(114,000.00)	(113,997.55)	99.99
* TOTAL Taxes	(113,938.75)	(114,000.00)	(113,997.55)	100.00
Payment in Lieu of Taxes				
Grant in Lieu - Federal	(1,367.32)	(1,700.00)	(1,559.11)	91.71
Grant in Lieu - Hydro	(4,964.12)	(5,530.00)	(5,727.88)	103.57
Grant in Lieu - Telus	(1,515.35)	(1,500.00)	(1,479.06)	98.60
* TOTAL Payment in Lieu of Taxes	(7,846.79)	(8,730.00)	(8,766.05)	100.41
Sales of Service				
Water & Sewer Admin Recovery	(8,000.00)	(8,000.00)	0.00	0.00
Emergency Operations Centre Recovery	(18,455.26)	(20,000.00)	(10,054.16)	50.27
Taxes - School Tax Admin Fee	(2,102.28)	(2,100.00)	(2,122.85)	101.08
Sales - Photocopies	(152.35)	(150.00)	(89.55)	59.70
Sales - Faxes	(104.50)	(100.00)	(23.00)	23.00
Sales - Tax Searches & Commissioner	(375.00)	(375.00)	(330.00)	88.00
Misc. - Fire Protection Agreement	(450.00)	(450.00)	(600.00)	133.33
Sales - Garbage Tags	(8.00)	0.00	0.00	0.00
Sales - Business Licenses	(1,260.00)	(1,200.00)	(810.00)	67.50
Rec Commission Revenue	(626.30)	(500.00)	(360.00)	72.00
* TOTAL Sales of Service	(31,533.69)	(32,875.00)	(14,389.56)	43.77
Revenue From Own Sources				
Biomass Recovery	(18,122.36)	(18,000.00)	(9,720.85)	54.00
Rental - Gym	(205.00)	0.00	0.00	0.00
Rental -Weight Room	(93.20)	0.00	0.00	0.00
Rental - Ambulance	(7,319.00)	(7,000.00)	(5,067.00)	72.38
Dog Tag Revenue	(15.00)	0.00	(20.00)	0.00
Rental - St. Marks Church	0.00	0.00	0.00	0.00
Rental - Sunset Park Campground	(1,165.91)	(500.00)	(2,222.00)	444.40
Rental - CBC Site	(2,100.00)	(1,400.00)	(1,400.00)	100.00
Rental - Clinic	(8,874.00)	(9,000.00)	(6,655.50)	73.95
Garbage Admin	(3,632.00)	(3,800.00)	(628.45)	16.53

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General Revenue & Expense

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
Property Tax Penalties	(8,368.64)	(3,000.00)	(5,876.17)	195.87
Property Tax Arrears Interest	(940.70)	(1,000.00)	(1,019.45)	101.94
Delinquent Tax Interest	(168.48)	(200.00)	(135.93)	67.96
Misc. - Donations	(79.35)	0.00	0.00	0.00
Misc. - NSF & Sundry Charges	0.00	0.00	0.00	0.00
Miscellaneous	(6,671.03)	(1,200.00)	(2,768.55)	230.71
Interest Revenue	(51,517.90)	(50,000.00)	(2,414.83)	4.82
Large Wharf fee for use	(4,102.60)	0.00	0.00	0.00
Small Craft - Electricity Revenue	(6,160.00)	(6,000.00)	(5,215.00)	86.91
Small Craft - Fee for Use	(21,005.48)	(20,000.00)	(14,724.33)	73.62
Gain on sale of fixed assets	0.00	0.00	(1,255.00)	0.00
* TOTAL Revenue From Own Sources	(140,540.65)	(121,100.00)	(59,123.06)	48.82
Multi Purpose Building Rental				
MPBC Library Revenue	(10,200.00)	(10,200.00)	(9,009.60)	88.32
MPBC Space rental	(930.76)	0.00	(47.50)	0.00
* TOTAL Multi Purpose Building R	(11,130.76)	(10,200.00)	(9,057.10)	88.80
Unconditional Transfers				
GRANTS - Northern Capital	(273,838.51)	0.00	0.00	0.00
Grants - Small Community Protection	(425,979.00)	(425,000.00)	(389,000.00)	91.52
* TOTAL Unconditional Transfers	(699,817.51)	(425,000.00)	(389,000.00)	91.53
Conditional Transfers				
Grants - Misc.	(518,759.22)	(240,000.00)	(109,956.99)	45.81
Community Works Fund Cond.Transfer	0.00	(66,000.00)	(137,291.95)	208.01
Grants - GT - Christmas	(9,411.28)	(10,000.00)	0.00	0.00
Grants - GT - Community Events Program	(4,371.52)	(5,000.00)	0.00	0.00
Grants - NDI Proposal Writer	(7,666.67)	(8,000.00)	(8,000.00)	100.00
Economic Dev. Fund	(50,000.00)	(50,000.00)	(50,000.00)	100.00
NDIT - MISC GRANTS	0.00	0.00	0.00	0.00
NDIT Business Facade Grant	(9,518.59)	0.00	0.00	0.00
Housing Needs Assessment	(17,477.50)	0.00	0.00	0.00
GT Community Innovations Grant	(5,471.74)	0.00	0.00	0.00
Small Craft Harbour Grant	(26,179.10)	0.00	0.00	0.00
Covid Restart Grant - Provincial	(111,000.00)	(106,400.00)	0.00	0.00

F-1

General Revenue & Expense

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
* TOTAL Conditional Transfers	(759,855.62)	(485,400.00)	(305,248.94)	62.89
Reserves				
Transfers From Reserves	0.00	0.00	0.00	0.00
* TOTAL Reserves	0.00	0.00	0.00	0.00
Collections for Other Agencies				
Taxes - School Residential	(74,927.83)	(74,928.00)	(80,197.73)	107.03
Taxes - School Non-residential	(12,555.73)	(12,556.00)	(27,702.02)	220.62
Taxes - NCRD	(35,150.84)	(35,151.00)	(36,140.77)	102.81
Taxes - NW Regional Hospital	(21,915.40)	(21,916.00)	(22,708.77)	103.61
Taxes- Police	(14,801.44)	(14,801.00)	(14,948.82)	100.99
Taxes - BCAA	(1,570.18)	(1,570.00)	(1,660.00)	105.73
Taxes - MFA	(6.98)	(8.00)	(7.47)	93.37
Taxes - VIRL	(11,022.28)	(10,677.00)	(10,676.85)	99.99
* TOTAL Collections for Other Ag	(171,950.68)	(171,607.00)	(194,042.43)	113.07
** Total Revenues	(1,936,614.45)	(1,368,912.00)	(1,093,624.69)	79.89

F-1

General Revenue & Expense

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
Legislative Expenses				
Council Remuneration	16,000.00	17,000.00	12,750.00	75.00
Council Training Expense	0.00	3,000.00	375.00	12.50
Council Travel	147.20	1,500.00	0.00	0.00
Council Benefits Expense	687.85	750.00	709.42	94.58
Council Membership Expense	833.54	1,200.00	832.61	69.38
Council Grants Awarded	1,285.00	7,700.00	7,200.00	93.50
Supplies - Council	121.16	500.00	643.07	128.61
Elections Expense	2,055.00	5,000.00	0.00	0.00
* TOTAL Legislative Expenses	21,129.75	36,650.00	22,510.10	61.42
General Administration				
Administrative Wages	194,715.16	145,000.00	97,115.79	66.97
Consultants	26,322.61	50,000.00	36,341.34	72.68
Administrative Benefits	33,151.36	25,000.00	16,320.27	65.28
NDIT Intern	0.00	0.00	0.00	0.00
Intern Benefits	0.00	0.00	0.00	0.00
Administrative Travel	442.27	1,000.00	378.29	37.82
Moving & Interview Travel Expense	0.00	16,000.00	7,204.34	45.02
Training	5,850.06	9,000.00	575.00	6.38
Membership Fees	1,835.08	2,000.00	1,815.13	90.75
Audit & Accounting Expense	9,000.00	9,000.00	9,700.00	107.77
Legal Expense	8,201.16	8,000.00	8,075.26	100.94
Office Supplies	3,853.92	4,000.00	1,588.45	39.71
Website Fees	173.52	200.00	92.89	46.44
Computer Software Expenses	8,988.27	9,000.00	7,903.41	87.81
Administrative Operating Costs	8,016.51	8,000.00	2,071.91	25.89
Advertising	3,720.07	5,000.00	779.20	15.58
Postage Expense	1,734.77	1,750.00	1,766.87	100.96
Misc. - Tax Sale Expenses	0.00	500.00	0.00	0.00
Custodian's Wages	6,552.00	8,000.00	5,292.00	66.15
General Insurance Expense	16,141.13	18,000.00	19,964.89	110.91
Loss on disposal of fixed assets	0.00	0.00	0.00	0.00
YTD corrections from prior years	4,374.84	0.00	0.00	0.00
* TOTAL General Administration	333,072.73	319,450.00	216,985.04	67.92

F-1

General Revenue & Expense

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
Fire Department				
FD - Training	0.00	4,000.00	0.00	0.00
FD - Fire Fighters	0.00	500.00	0.00	0.00
FD - R & M	13,936.34	12,000.00	6,886.31	57.38
Firehall Utilities	11,340.02	12,500.00	6,639.53	53.11
FD - License & Insurance	3,986.63	4,000.00	3,113.88	77.84
FD - Equipment	7,458.97	8,500.00	4,938.56	58.10
FD - Fuel	686.84	1,500.00	362.52	24.16
Firehall Janitorial	4,865.26	5,000.00	2,857.84	57.15
Weight Room	1,584.51	1,600.00	2,553.28	159.58
FD - R & M Bldg	0.00	4,500.00	6,588.05	146.40
* TOTAL Fire Department	43,858.57	54,100.00	33,939.97	62.74
Emergency Services				
Misc - Emergency Commission	1,041.82	2,000.00	708.15	35.40
Emergency Operations Center Expense	23,943.00	20,000.00	5,548.67	27.74
* TOTAL Emergency Services	24,984.82	22,000.00	6,256.82	28.44
Common Services				
Misc. - PW Shed Utilities	860.40	1,000.00	697.19	69.71
Common Services - Wages	24,611.31	35,000.00	17,998.85	51.42
Common Services - Benefits	5,199.38	8,050.00	3,895.99	48.39
Common Services - Misc	601.12	1,000.00	1,520.18	152.01
Training - Public Works General	29.95	2,000.00	0.00	0.00
* TOTAL Common Services	31,302.16	47,050.00	24,112.21	51.25
Wharf				
Wharf - Wages	1,074.65	1,000.00	444.77	44.47
Wharf - Benefits	222.86	200.00	91.32	45.66
Wharf Insurance	1,544.00	2,000.00	1,421.00	71.05
Wharf Hydro	381.00	400.00	145.08	36.27
Wharf - Maintenance	321,078.53	8,000.00	0.00	0.00
* TOTAL Wharf	324,301.04	11,600.00	2,102.17	18.12

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General Revenue & Expense

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
<hr/>				
Small Craft Harbour				
Small Craft Harbour - Hydro Expense	5,686.41	8,000.00	5,207.56	65.09
Small Craft Harbour - Legal Expenses	0.00	500.00	0.00	0.00
Small Craft Harbour- Maintenance	27,548.91	5,000.00	2,005.21	40.10
Boat Launch and parking lot	0.00	1,200.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
* TOTAL Small Craft Harbour	33,235.32	14,700.00	7,212.77	49.07

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General Revenue & Expense

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
Roads				
Public Works Truck	2,154.70	2,500.00	202.29	8.09
Common Services - Fuel	1,317.99	2,000.00	809.81	40.49
Public Work's Truck Insurance	1,801.32	3,000.00	613.20	20.44
Tractor Insurance	502.50	550.00	288.00	52.36
Tractor Expense	859.59	1,000.00	518.21	51.82
Street Maintenance	9,352.51	20,000.00	6,729.40	33.64
Street Sanding	2,833.07	4,000.00	1,989.34	49.73
Industrial Road Maintenance	5,727.90	6,000.00	3,701.84	61.69
Ditching	5,439.83	6,000.00	506.22	8.43
Hydro - Street Lights	15,956.12	16,000.00	11,700.61	73.12
Tools & Equipment	5,298.26	8,000.00	6,685.05	83.56
Brushing Operating Expense	1,878.53	2,000.00	1,802.22	90.11
* TOTAL Roads	53,122.32	71,050.00	35,546.19	50.03
Environmental Health				
Common Services - Garbage Expense	0.00	0.00	0.00	0.00
Garbage Tags / Dumpster Fees	0.00	15,000.00	14,901.93	99.34
* TOTAL Environmental Health	0.00	15,000.00	14,901.93	99.35
Envrionmental Development				
Clinic R&M	1,402.24	2,000.00	741.22	37.06
Ambulance O&M	931.67	1,500.00	485.46	32.36
* TOTAL Envrionmental Developmen	2,333.91	3,500.00	1,226.68	35.05
Parks & Recreation				
Mowing expense	3,697.96	4,000.00	1,575.53	39.38
Mower Insurance	538.50	540.00	374.00	69.25
Community Park Washrooms	49.61	600.00	10.56	1.76
MUSEUM GRANT	3,000.00	3,000.00	3,000.00	100.00
Community Hall Grounds Keeping	231.19	500.00	228.40	45.68
Community Park O & M	12,444.68	17,500.00	8,961.63	51.20
Beautification	0.00	1,500.00	163.40	10.89
Millenium Park O & M	3,486.38	3,800.00	1,538.93	40.49
Sunset Park O & M	9,126.90	9,000.00	8,240.14	91.55

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General Revenue & Expense

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
Museum Grounds keeping	3,308.43	3,400.00	2,282.18	67.12
Cemetary	0.00	0.00	48.98	0.00
Tourism Expense	4,203.54	6,000.00	2,000.00	33.33
St. Mark's Expense	2,417.09	2,500.00	1,404.32	56.17
Recreation Commission	4,481.04	13,500.00	1,973.41	14.61
* TOTAL Parks & Recreation	46,985.32	65,840.00	31,801.48	48.30
MPBC Operating Expenses				
MPBC Fuel	4,563.49	6,000.00	2,912.31	48.53
Library o+m	3,432.00	4,000.00	2,772.00	69.30
MPBC Grounds keeping	4,558.73	6,000.00	4,309.16	71.81
MPBC Utilities	14,507.81	15,000.00	7,712.41	51.41
MPBC Janitorial	4,811.57	5,000.00	3,434.35	68.68
MPBC Insurance	8,741.99	9,000.00	3,448.82	38.32
Biomass Expenses	17,877.86	20,000.00	12,018.02	60.09
* TOTAL MPBC Operating Expenses	58,493.45	65,000.00	36,607.07	56.32
Debt Services				
General Service Charges	1,762.18	1,600.00	836.32	52.27
Bad Debts Expense	5.26	500.00	819.38	163.87
Till Over/Short	(1.80)	0.00	99.86	0.00
* TOTAL Debt Services	1,765.64	2,100.00	1,755.56	83.60
Contributions to Reserves				
Transfer to/from Reserves	0.00	0.00	0.00	0.00
* TOTAL Contributions to Reserve	0.00	0.00	0.00	0.00
Grants & Misc.				
GT - Community Events Program	4,371.52	5,000.00	0.00	0.00
NDI Economic Dev Fund	50,000.00	50,000.00	50,000.00	100.00
Misc - GRANTS	43,566.77	240,000.00	226,767.54	94.48
Misc. - GT - Christmas	9,411.28	10,000.00	0.00	0.00
Misc. - NDIT Grant Writer expense	12,261.67	12,000.00	12,595.00	104.95
Misc - NDIT Misc Grants Expense	0.00	0.00	0.00	0.00
Housing Needs Assessment	25,015.40	0.00	0.00	0.00

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General Revenue & Expense

2021-Sep-28
11:19:03AM

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
* TOTAL Grants & Misc	144,626.64	317,000.00	289,362.54	91.28
Amortized Asset				
Amortized Asset Expense	131,901.80	126,000.00	0.00	0.00
* TOTAL Amortized Asset	131,901.80	126,000.00	0.00	0.00
Taxes Levied-Other Gov't				
Taxes - NCRD	35,151.00	35,151.00	36,142.00	102.81
Taxes - VIRL	11,023.00	11,023.00	10,677.00	96.86
Taxes-Police	14,801.44	14,801.00	14,339.45	96.88
Taxes - School Residential	74,639.51	74,928.00	75,729.81	101.07
Taxes - School Non-residential	12,555.73	12,556.00	27,702.05	220.62
Taxes - NW Regional Hospital	21,916.00	21,916.00	22,710.00	103.62
Taxes - BCAA	1,570.20	1,570.00	1,660.29	105.75
Taxes - MFA	7.53	8.00	0.00	0.00
PILT's For Others	0.00	0.00	0.00	0.00
* TOTAL Taxes Levied-Other Gov't	171,664.41	171,953.00	188,960.60	109.89
** TOTAL Expenses	1,422,777.88	1,342,993.00	913,281.13	68.00
***P Surplus/Deficit	(513,836.57)	(25,919.00)	(180,343.56)	695.80

*** End of Report ***

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VILLAGE OF PORT CLEMENTS

Water Operating Revenue & Expense

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2021-Sep-28
11:21:08AM

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
Fees & Taxation Revenue				
Water User Charges	(58,148.67)	(58,150.00)	(43,773.71)	75.27
Water - Miscellaneous	(369.09)	(350.00)	(344.58)	98.45
Water Frontage Tax	(52,640.60)	(52,600.00)	(52,640.60)	100.07
Water - Past Due Interest Revenue	(1,958.64)	(2,000.00)	(1,392.96)	69.64
Contributions From Capital Reserves	0.00	0.00	0.00	0.00
* TOTAL Fees & Taxation Revenue	(113,117.00)	(113,100.00)	(98,151.85)	86.78
Total Grants				
Community Work's Fund	0.00	0.00	0.00	0.00
MRIF Water Treatment	0.00	0.00	0.00	0.00
* TOTAL Grants	0.00	0.00	0.00	0.00
** Total Revenues	(113,117.00)	(113,100.00)	(98,151.85)	86.78
Operating Expenses				
Water - Administration Charges	5,000.00	5,000.00	0.00	0.00
Water - Testing Expense	1,010.71	800.00	432.03	54.00
Training - Water	208.00	2,500.00	453.50	18.14
Water - Maintenance Wages	31,571.63	32,000.00	20,463.73	63.94
Water - Maintenance Benefits	6,915.08	7,000.00	4,232.38	60.46
Water - Supplies	5,405.24	5,500.00	5,236.62	95.21
Public Work's Truck	822.69	1,000.00	355.50	35.55
Water - Repairs & Maintenance Plant	9,424.96	13,450.00	3,702.23	27.52
Water-Repairs & Maintenance Distribution	758.74	2,050.00	1,000.39	48.79
Water - Fuel	1,506.28	1,800.00	925.52	51.41
Water - Utilities Expense	14,400.18	15,000.00	9,211.29	61.40
Water - Licensing	279.50	1,000.00	150.00	15.00
* Total Expenses	77,303.01	87,100.00	46,163.19	53.00
Total Capital Expenses				
Water - Debenture	0.00	0.00	0.00	0.00
* TOTAL Debenture Expense	0.00	0.00	0.00	0.00
** Total Expenses	77,303.01	87,100.00	46,163.19	53.00
***P Surplus / (Deficit)	(35,813.99)	(26,000.00)	(51,988.66)	199.96
Contribution to Reserves				
Cont. To Water Capital Reserve	0.00	0.00	0.00	0.00
Amortized asset expense	18,431.97	26,000.00	0.00	0.00
* TOTAL Contribution to Reserves	18,431.97	26,000.00	0.00	0.00

*** End of Report ***

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VILLAGE OF PORT CLEMENTS

Sewer Operating Revenue & Expense

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2021-Sep-28
11:20:15AM

Description	2020 Actual	2021 Budget	2021 Actual	2021 % Variance
Fees & Taxation Revenue				
Sewer - User Charges	(31,209.44)	(31,200.00)	(24,031.80)	77.02
Sewer - Frontage Tax	(35,727.60)	(35,700.00)	(35,727.60)	100.07
Sewer - Parcel Tax - PC East	(1,974.00)	0.00	0.00	0.00
** TOTAL Fees & Taxation	(68,911.04)	(66,900.00)	(59,759.40)	89.33
Total Grants and Transfer				
Transfer from reserves	0.00	0.00	0.00	0.00
* TOTAL Grants and Transfers	0.00	0.00	0.00	0.00
Operating Expenses				
Sewer - Administration Charges	3,000.00	3,000.00	0.00	0.00
Sewer - Licenses & Permits	712.19	850.00	632.69	74.43
Sewer Testing Expense	1,181.26	2,000.00	681.00	34.05
Training - Sewer	418.95	1,000.00	453.50	45.35
Sewer - Maintenance Salaries	17,592.92	20,500.00	17,043.01	83.13
Sewer - Benefits	4,100.98	4,550.00	3,584.69	78.78
Sewer - Utilities Expense	3,814.77	4,000.00	3,544.80	88.62
Sewer - Repairs & Maintenance	5,979.16	11,000.00	1,352.98	12.29
Sewer - Fuel	941.40	1,000.00	578.43	57.84
Public Work's Truck	753.74	1,000.00	58.69	5.86
* TOTAL Operating Expenses	38,495.37	48,900.00	27,929.79	57.12
Contributions to Reserves				
Contribution to Sewer Capital Reserves	0.00	0.00	0.00	0.00
* TOTAL Contributions to Reserves	0.00	0.00	0.00	0.00
Debenture Expenses				
Amortized assest expense	8,428.08	18,000.00	0.00	0.00
* TOTAL Debenture Expenses	8,428.08	18,000.00	0.00	0.00
** TOTAL Expenses	46,923.45	66,900.00	27,929.79	41.75
***P Surplus/Deficit	(21,987.59)	0.00	(31,829.61)	0.00

*** End of Report ***

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REPORT TO COUNCIL

Author: Elsie Lemke, CAO
Date: October 4, 2021
RE: 2021 Third Quarterly Progress Report on the Strategic Plan

RECOMMENDATION(s):

That Council receives this report on the goals, objectives and targets outlined in the Village of Port Clements 2021 – 2025 Strategic Plan.

BACKGROUND:

Council requires regular updates to review progress on their Strategic Plan to make any adjustments needed to ensure deliverables can be accomplished within identified timelines.

On April 19, 2021, Council adopted their 2021-2025 Strategic Plan outlining their targets and capital priorities for the next five years. This report provides updates on each of the Council's four Strategic Priorities for the first quarter of 2021.

SUMMARY OF RESULTS:

In the 2021 Strategic Plan, Council set a total of 12 core services targets and 13 Council initiative targets to be completed this year (i.e. by the end of 2021). Of those, **32% (8) are COMPLETE**, **44% (11) are IN PROGRESS**, and **24% (6) are NOT STARTED or ON HOLD**.

DETAILED RESULTS:

Creating Stability and Capacity in the Village Office

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

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

To be Completed in 2021	Ongoing
CORE SERVICES <ul style="list-style-type: none">• CAO Recruitment – IN PROGRESS• Municipal COVID-19 Reopening Plan – COMPLETE COUNCIL INITIATIVES <ul style="list-style-type: none">• Role clarity for Commissions – COMPLETE• Vibrant Commission: Hiring of tourism Advocate – 50% COMPLETE, MARKETING RESEARCHER PORTION HAS POTENTIAL CANDIDATE• Emergency Commission:	<ul style="list-style-type: none">• Senior Finance Manager training for Chief Financial Officer (CFO) role• Training for Village Staff• Focus on operational efficiencies in the Village office• Council governance training

Village of Port Clements - Report to Council

<ul style="list-style-type: none"> ○ Support Services grant – COMPLETE ○ EOC Supplies and Training grant – COMPLETE 	
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Maintaining and Improving Existing Infrastructure

- GOALS:**
- To develop short and long term plans to ensure our assets are well-maintained and the community is a good place to live.*
 - To ensure that infrastructure projects include an assessment of ongoing operating and maintenance costs.*
 - To complete projects/initiatives within their scope, schedule and budget, involving Council at all key decision points.*
 - To improve community safety and ability to respond to emergencies.*

To be Completed in 2021
<p>CORE SERVICES</p> <ul style="list-style-type: none"> • Office Improvement Project – COMPLETE • Sewer Lagoon, lift station(s) compliance upgrade – IN PROGRESS • Water Treatment Plant upgrades: <ul style="list-style-type: none"> ○ Well # 3 connection – IN PROGRESS ○ Chlorine shed repairs – IN PROGRESS • Weight Room COVID-19 safety improvements – COMPLETE • Froese subdivision streetlights – IN PROGRESS • Fire Hall floors – 99% COMPLETE, WAITING ON BACKORDERED PURCHASES <p>COUNCIL INITIATIVES</p> <ul style="list-style-type: none"> • Weight room upgrade – COMPLETE • Sunset Park Campground upgrade – NOT STARTED, GRANT FUNDING DENIED. LOOKING FOR OTHER GRANT FUNDING • Community Park improvements: Tennis Court – IN PROGRESS, APPLIED FOR GRANT FUNDING

Improving Livability and Revitalizing the Economy

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

To be Completed in 2021	Ongoing
<p>CORE SERVICES</p> <ul style="list-style-type: none"> • COVID-19 meal delivery for seniors – COMPLETE <p>COUNCIL INITIATIVES</p> <ul style="list-style-type: none"> • Vibrant Community Commission <ul style="list-style-type: none"> ○ St. Mark's Gift Shop – NOT STARTED ○ Downtown core beautification projects – NOT STARTED 	<ul style="list-style-type: none"> • Community Forest Development

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Village of Port Clements - Report to Council

<ul style="list-style-type: none">○ Tourism Marketing – IN PROGRESS○ Golden Spruce Trail Extension Study – ON HOLD	
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Encouraging and Supporting Land Development

GOALS: *To encourage and support the development of residential properties within the municipality.*

To support the development of senior's housing options.

To encourage and support the sale and development of industrial properties for job creation.

To increase the number of young families living in the community.

To be Completed in 2021
CORE SERVICES <ul style="list-style-type: none">• OCP/Zoning/Subdivision modernization – IN PROGRESS• Coastal Erosion and Flood Mapping study (Regional partnership) – IN PROGRESS COUNCIL INITIATIVES <ul style="list-style-type: none">• Dyson Corner Development:<ul style="list-style-type: none">○ Planning and organizing ditching – ON HOLD, NOT STARTED - GRANT FUNDING DENIED○ Design with shower, bathroom, and laundry – ON HOLD, NOT STARTED- GRANT FUNDING DENIED. WILL LOOK AT OTHER GRANT FUNDING SOURCES

IMPLICATIONS:

STRATEGIC: The 2021 Strategic Plan was developed at Council's direction and incorporated resident feedback.

FINANCIAL: The completion and adoption of the 5-year Strategic Plan has informed Budget Development for the 5 Year Financial Plan and provided direction for grant applications.

ADMINISTRATIVE: The adoption of the 5 -year Strategic Plan has formed the basis of the annual work plan for administrative and public works staff.

Respectfully submitted
Elsie Lemke, CAO



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

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Author: Elizabeth Cumming, Deputy Clerk
Date: October 4th, 2021
RE: Weight room – Unsupervised Minors

BACKGROUND:

At the September 7th, 2021, Regular Council Meeting a question was asked regarding if unsupervised minors are permitted in the weight room. It was identified that currently operational policy does not stipulate parental supervision is required, and there is no formal written policy on the weight room. Concern was expressed regarding potential liability should issues occurs. Council directed staff to research into the matter and provide a report back to Council.

DISCUSSION:

To become a weight room member/user, regardless of age, an applicant must complete an orientation and complete two forms that are returned to the Village Office: Par-Q & You Questionnaire, and the Village's participant waiver. For Individuals under 19 (the age of majority), their parents must also sign off on the forms.

These forms and orientation are usually completed once, but in 2021 with the changes with COVID-19, all individuals who previously completed the orientation/forms were required to do so again to renew membership.

The Village's current participant waiver was updated by our consultant at the beginning of 2021 to adjust for operation of the weight room during the COVID-19 pandemic. This document was reviewed by the Municipal Insurance Association of British Columbia, who provides the Village's liability insurance coverage. This was done to ensure that the waiver addresses potential liability issues.

As minors, and their guardians/parents, cannot legally sign away their rights as minors, instead the waiver contains an indemnification clause where the parents, by signing, agree to indemnify the Village should any issues arise. Indemnification is an agreement to take on any loss, damage, or liability incurred by another - in this case the parent would be responsible for any loss, damage, or liability incurred by the Village in their child's use of the weight room. In practice, if the Village was sued by the minor (via their parent/guardian) or third-party due to the minor, the Village would then file a third-party claim against the parent/guardian for indemnification under the terms of the waiver.

Staff reached out to MIABC to re-review the current waiver to clarify if it suitably protects from potential liability of unsupervised minors use of the facility. While they identified that waivers are a great risk management practice, they can always be challenged in court and usually in the cases of minors it is more difficult.

They further identified that the current waiver could be improved to better contain "informed consent" (full awareness of the risks of using the facility). Signage and notices in the facility are recommended as well. They recommended getting a legal review of the waiver to incorporate informed consent and to review the indemnification clause.

Staff reached out to a legal service program (provided through the Village's MIABC membership) for the legal review of the waiver and the question about liability concerns on supervised vs unsupervised children.

The lawyer's recommendations for changes to the waiver were incorporated, please see attached, and the new waiver will be implemented going forward. The new waiver includes all the aspects that are legally recommended in a waiver to have.

The lawyer identified that regardless of a participant being an adult or minor, waivers are an imperfect tool to manage risk. While they can help, they are often only scrutinized and tested in court after an incident. Courts in general tend to sympathize with participant against service provider, such as municipalities, and tend to severely scrutinize waivers often ruling them inadequate or not covering the scope of the circumstances of the case at hand.

While minors can be a more nuanced case, there is no significant difference in terms of liability and risk between minors and adults, nor unsupervised minors versus supervised minors. While parental supervision may encourage responsible use of the facility by minors, there is no guarantee. The wording of the new waiver makes it expressly clear that the parent or guardian is responsible for making the decision on the capacity of the minor child to use the facility unsupervised. This makes it likely defensible from a policy perspective.

The lawyer further expressed that if the concern is on liability, then the consideration by Council would be whether to continue to provide the weight room service at all to anyone. In the municipal context, all services have risk but the benefits being provided by having those services determine whether the risk is worth it.

Many parents of the minors expressed their concern over the potential of their children losing unsupervised access to the facility. In the current climate with COVID-19 and reductions and limits on services and programs, especially for youth, they expressed how beneficial access to the facility was for their physical and mental wellbeing. Most identified that it would be extremely detrimental to their children's and family's wellbeing if they had to be supervised to use the facility.

While the lawyer identified that formally written and adopted policies make things easier to establish a defense (faster process), operational policies are acceptable and defensible even if verbal (more complicated and time-consuming). The Village could continue with its current operations of the weight room as is, and there are legal arguments that would support the Village's position in doing so.

There would also be legal arguments that could support the Village if it was decided to have age restrictions. Reinforcement of notice of risk to participants through signage, re-signing waivers on an annual basis, and written policy are also beneficial to do to improve the Village's legal arguments should an incident occur.

Currently, there are 7 minor members in the weight room, though only 5 are active users. Where the minors ages were confirmed, except for one 12-year-old, who uses the facility under parental supervision, the minors using the facility unsupervised are between 14 – 18 years old. Most of the minors tend to use the facilities in pairs or trios, though there are solo users at times.

To date, the Village Office has not received any complaints regarding the minors use of the facility, nor has any incidents/issues been reported.

Staff investigated the policies of other fitness centres regarding minor supervision, but there is no consistency. On Island, the HG Fitness Association in Masset, though the individual contacted was not 100% certain at the time, identified that their policy was that minors could only use their facility with adult supervision. However, in comparison Northern YMCA notes that its policy is that minors under the age of 14 must be supervised by a guardian present, and those 14 – 18 do not require guardian supervision. Planet Fitness identifies that the minimum age for membership is 13, with minors 13 – 15 required to have guardian supervision, with minors 16+ being unsupervised with parental waiver required. Another example is 12 – 15 years old requiring supervision, with under 12s not permitted in facilities and 16+ being able to access facilities without supervision.

If Council decided to go forward with implementing an age restriction to membership, a minimum age threshold of 12 may be a good age to settle on. The province identifies 12 as the starting point to their requirements for proof of vaccination. 12/13 is also typically an age where some children become babysitters of younger children. Whatever age chosen would be arbitrary, but typically the weight room does not have members younger than 12.

If Council decided to implement a supervision requirement, following the example of Northern YMCA that permits minors 14+ to be unsupervised is as good as any other model to follow or any other age arbitrarily chosen.

CONCLUSION:

All participants pose the same level of liability risk to the Village in their use of the weight room facility. It is an arbitrary distinction between supervised and unsupervised minors, and between minor and adult members in terms of risk and liability posed to the Village. Though there are different nuances, they are all roughly the same level of risk and liability.

Staff could be directed to draft a written weight room policy to bring back for Council's consideration.

STRATEGIC

(Guiding Documents Relevancy – Village Policies)

Improving community wellbeing and offering services that benefit the community, that enhance the living experience in Port Clements, are identified as objectives in the OCP.

FINANCIAL

(Corporate Budget Impact)

N/A

ADMINISTRATIVE

(Workload Impact and Consequence)

Administrative time has been spent researching into the liability concern, such as consulting with MIABC and the lawyer. If Council desires to have a formally written policy, this would be staff's responsibility to develop and bring back to Council for approval.

Respectfully submitted:

Ca-



Village of Port Clements **Weight Room** Participant Waiver, Release, Indemnity and Consent Form

PLEASE CAREFULLY CONSIDER THE RISKS OF USING THE WEIGHT ROOM FACILITIES

All exercise carries inherent risk, but there are **additional hazards** to consider in a **public, unsupervised weight room facility**.

- Any public area has the risk of exposure to germs and viruses.
- The weight room also has **equipment that can poses risks of serious injury that can impact quality of life (such as permanent, life-long debilitating injury) or even up to and including loss of limbs or life**, especially if improperly handled by the participant or by other parties.

Our facility has unsecured equipment such as dumbbells, weight plates, barbells, free-weights, as well as weight machines and cardiovascular equipment that have moving parts and weights. These can pose a fall, pinch, or entrapment hazard to the body, including limbs, feet, hands, the head, clothing, and hair. Loose, wobbly machine connection in the machine frame, erratic behaviour from electronics, machine wear and tear can also make machines unsafe to use. There also may be slippery surfaces and other equipment such as exercise balls that can move unexpectedly.

These hazards are aside from the potential risk posed by other users, should interpersonal conflicts or others' misuse of equipment arise.

The facility does not have staff onsite to oversee or assist users in their use of the facility. This means that the users are responsible for using the equipment as designed and for its intended purpose, verifying the safety of the equipment prior to use, monitoring their surroundings for hazards, alerting others/first responders for assistance if they are experiencing medical issues or suffer an injury, alerting municipal staff if they see non-compliance to safety rules/problematic behavior by other users or notice any issues/concerns with equipment.

PARENTS/GUARDIANS MUST ESPECIALLY CONSIDER THE RISKS THAT THEY ARE ACKNOWLEDGING AND CONSENTING TO IN YOUR CHILD'S USE OF THE WEIGHT ROOM FACILITY.

In addition to the risks above, as a parent/guardian, if you are permitting your child to use the facility without your supervision you are affirming that the child has the capability to alert and notify others if issues arise and understand that there are no adult staff supervisors present that can assist your child onsite.

PLEASE READ CAREFULLY AND CONSIDER THE LEGAL RIGHTS YOU ARE GIVING UP BY SIGNING THIS DOCUMENT, AND FOR WHAT YOU MAY BE REQUIRED TO COMPENSATE THE VILLAGE:

I am aware that, by using the equipment supplied in the **Port Clements Weight Room**, I may be exposed to the possibility of injury, death, or other losses, including property damage. I willingly accept and assume all such risks, dangers, and hazards associated with my participating, and the possibility of personal injury, death or loss which may result, directly or indirectly, from my use of the Port Clements Weight Room and any supplied equipment. I hereby remise, release and forever hold harmless the **Village of Port Clements**, its employees, officers, leaders, agents, or representatives from all manner of actions or claims in relation to such risks and any associated injury, death or other loss including, without limitation, where any injury, death or loss is the direct or indirect result of negligence or gross negligence by the such employees, officers, leaders, agents or representatives.

I hereby remise, release and forever hold harmless the **Village of Port Clements** from any and all liability for any damage to property of, or personal injury to, any third party resulting from my participation.

In entering into this agreement I am not relying on any oral, written or visual representations or statements made by the **Village of Port Clements**.

I will inform the **Village of Port Clements**, and any leader or employee as required, of any medical, psychological or physical conditions which may affect my ability to participate. Please describe all past and current conditions, how they affect you, the symptoms of onset and the causes or potential causes of onset:

I understand and agree to practice the BC Health COVID-19 safety regulations and restrictions as posted by the **Village of Port Clements** and that my non-compliance of these regulations, or any unsafe activities on my part can result in loss of membership.

I confirm that I am aged 19 years or older, and that I have read and understood this agreement prior to signing it and agree that this agreement will be binding upon my heirs, next of kin, executors, administrators and successors. I agree that this agreement will be governed by and interpreted in accordance with the laws of British Columbia and Canada, as applicable.

If the applicant is below 19 years of age, the parent or legal guardian signing consent to this agreement acknowledges and confirms that the applicant may use the equipment offered by the **Village of Port Clements**, and that the participant release, waiver, indemnity and consent contained in this agreement applies to and is binding on the parent or legal guardian, and the indemnity extends to include any claim or action brought by the minor child or any person associated with the applicant, or by any person on behalf of the applicant, or by any third party suffering any loss as a result of the actions of the applicant.

=====

I understand that this waiver will be retained by the **Village of Port Clements** and will be valid for all activities offered in which I choose to participate.

Required:

Participant's Signature: _____

Participant's Name (please print): _____

Witness' Signature: _____

Phone Number: _____

Date: _____

Required if Applicable:

Parent/Guardian Signature (if under 19 years old): _____

Parent/Guardian Name (please print): _____

Parent/Guardian phone number: _____

Birthdate of participant under 19 years old: _____

Optional:

E-mail address: _____

Emergency Phone Number: _____



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk

Date: October 4th, 2021

RE: Setting up New CAO as municipal accounts signing authority, authorized representative, and administrator.

BACKGROUND:

The Village of Port Clements has contracted Elsie Lemke to provide CAO services to the Village.

DISCUSSION:

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

CONCLUSION:

Council needs to pass motions authorizing Elsie Lemke as the CAO to be on municipal accounts.

A motion should also be made removing former CAO Jana Zamyslicka off the municipal accounts.

IMPLICATIONS:

STRATEGIC N/A

FINANCIAL N/A

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

Recommended Motions:

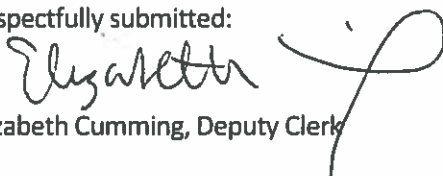
THAT Council authorizes their CAO Elsie Lemke to be added as signing authority, authorized representative, and administrator for the Village's Northern Savings Credit Union accounts.

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

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

THAT Council authorizes removing Jana Zamyslicka from all municipal accounts as administrator, authorized representative, and signing authority, including all financial accounts, vendor accounts and provincial/federal reporting accounts.

Respectfully submitted:


Elizabeth Cumming, Deputy Clerk



REPORT TO COUNCIL

Author: Elsie Lemke, Chief Administrative Officer

Date: October 4, 2021

RE: Regular Report on Current Operations

BACKGROUND:

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

DISCUSSION:

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

Administration:

- Working on Request for Proposal (RFP) for Harvest of Standing Timber on new sewage lagoon site.
- Working on extension/scope change of the Vibrant Communities Commission Gwaii Trust grant.
- #6 Bayview Drive Land Sale has been completed, just pending transfer of payment.
- Received official letter of ICIP grant approval
- Received questions from public on recycling bins, contacted Landfill for clarification: recycling bins in the Village were permanently closed two years ago, coincidentally overlapping with COVID-19 pandemic and they provided notification in the newspaper etc. There were safety concerns with people abusing the blue bins and not putting what they should have, but primarily regulations have changed – recycling cannot be done by drop-bins anymore. It must be delivered to a secured, fenced, and manned facility where the sorting of commercial, industrial, and residential recycling can be done. The bins have now been physically removed. People wanting to recycle must directly drop it off at the landfill.
- BC CDC identifies that there are currently 929 active COVID-19 cases in the Northern Health Region, with 117 new cases. Northern Health identifies that there are cases in Prince Rupert, with facility onsite outbreaks. Haida Gwaii immunization rates are: 91% first does and 85% second dose in the South, 86% first dose and 76% second dose in the North. (2021-09-29).

Finance:

- See 3rd Quarter Finance Report
- See Grants Progress Report

Public Works:

- Sewer lagoon project is in the hands of RPF and Engineer for the first stage of prep for logging.
- Clinic/Ambulance crawl space flooding has unexpectedly dominated Public Works activities for nearly 2 weeks, we are near the end of initial flood mitigation, as well as drainage and clinic cleaning exterior upgrades. This activity has pulled us away from other projects, such as Froese street lighting install, PW Yard improvements, prep for winter season.
- PW assistant is off for 2 weeks' vacation starting Oct.7. The new village Truck will be taken off island during this 2-week period for its initial warranty repair and first service at the nearest Ford dealership in Terrace. Regular assistant duties will be handled by summer worker program trainee.
- Still awaiting report from Northern Health EPO (Environmental Protection Officer/Drinking Water Officer) after recent site visit and inspection. Awaiting requirements, recommendations as well as the next step for construction permission for Well #3 project.
- Looking forward to working with new interim CAO.

Respectfully submitted:

Elsie Lemke, Chief Administrative Officer

R-1



REPORT TO COUNCIL

Author: Ronda Bell, Senior Finance Manager
Date: October 4th, 2021
RE: Grants Progress Report

BACKGROUND:

Currently, I am gathering information and considering the 2022 Operating Budget as well as any amendments to the current Budget before year end. I have also compiled a list of the current Grants in Progress.

DISCUSSION:

We have 9 Grants: 7 in Progress and 2 slated to start next year. Of the 7 in progress, 2 have minimal staff involvement and 1 is waiting on some backordered stock for completion.

Here is a list of the Grants in Progress:

UBCM – Community Emergency Preparedness

2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning

Amount of Grant: 88,509.00
Percent complete: 35%
Staff involvement: minimal Administration

Gwaii Trust Vibrant Communities

Port Clements Tourism Advocate

Amount of Grant: 51,515
Percent complete: 6.5%
Staff involvement: minimal Administration

Forests Lands and Natural Resources Operations & Regional District

Sunset Trail Improvement Project

Amount of Grant: 99,951
Scheduled to start in 2022
Staff involvement: unknown Administration & Public Works

Forests Lands and Natural Resources Operations & Regional District

Golden Spruce Trail Extension Study

Amount of Grant: 10,000
Scheduled to start in 2022
Staff involvement: unknown Administration

Gwaii Trust Vibrant Communities

Firehall Interior Improvement Project

Amount of Grant: 26,560
Percent complete: 98%
Staff involvement: Administration & Public Works

R-2

Gwaii Trust Vibrant Communities

Public Works Yard

Amount of Grant: 55,741

Percent complete: 54%

Staff involvement: Administration & Public Works

Investing in Canada Infrastructure Program

Project #IG0299 – Village of Port Clements Wastewater System Upgrading

Amount of Grant: 2,512,161

Staff involvement: Administration & Public Works

Northern Capital and Planning Grant

Well No. 3 Connection & Engineering design

Amount of Grant: 190,000

Percent complete: 25%

Staff involvement: Administration & Public Works

Province of BC – COVID 19 Safe Restart Grant

Amount of Grant: 259,000

Percent complete: 50%

Staff involvement: Administration

CONCLUSION:

Total Grants in Progress: 7

Total Grants to start in 2022: 2

Total Value of Grants available: 3,293,437

IMPLICATIONS:

STRATEGIC N/A

FINANCIAL Budget adjustment for Public Works operations

ADMINISTRATIVE N/A

Respectfully submitted:



Ronda Bell
Sr. Finance Manager

R-2

**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/public works/staff capacity with the intent to complete projects listed in the strategic plan in a more timely manner	CAO	
	2021-08-31			Postponed
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	
A4	2021-09-07	Weightroom Liability Issue Concern - unsupervised minors	Staff	Council directed to look into if there is a liability potential and if a weight room policy needs to be formally adopted
	2021-09-09			staff reached out to MIABC to review current weight room participant form/liability potential (pending response). Staff also contacted parents/guardians to confirm minor member's age, to establish what age range is present in facilities. Staff also researched other facilities to find out their supervised/unsupervised minors policies.
	2021-09-15			Forms still being reviewed/pending information
	2021-10-04			Report to Council provided
A5	2021-09-07	Council directed staff to research into logistics/financial costs of 'quarantine/isolation' pay concept	Staff	
	2021-09-08			research begun

A-1