



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**7:00 PM Regular Meeting of Council, Monday, November 15<sup>th</sup>, 2021**

**AGENDA**

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**  
M-1— November 1<sup>st</sup>, 2021, Regular Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**  
C-1—INFO — Bill 26 – Ministry of Municipal Affairs  
C-2—INFO— CleanBC Roadmap to 2030 – Ministry of Municipal Affairs  
C-3—INFO—November Adoption Awareness Month Proclamation – Office of Provincial Director of Child Welfare
- 6. FINANCE**
- 7. GOVERNMENT**  
G-1— Repeal Bylaw #467, 2021  
G-2—2022 Council Meeting Schedule  
*Recommended motion: THAT Council rescinds motion 2021-11-251:  
"2021-11-251—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould  
THAT the Council Meeting Schedule 2022 draft be adopted as presented.  
CARRIED"; AND THAT the Council Meeting Schedule 2022 draft be adopted as amended*  
G-3—Gwaii Trust Christmas Event Application
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**  
R-1—INFO - Regular Report on Current Operations – Elsie Lemke, CAO
- 10. ACTION ITEMS**  
A-1- Action Items List
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. IN-CAMERA**  
90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:  
(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- 13. ADJOURNMENT**



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**Minutes of the Regular Meeting of Council, Monday, November 1<sup>st</sup>, 2021**

**Present:**

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

CAO Elsie Lemke  
Deputy Clerk Elizabeth Cumming

Members of the Public and Press: Marilyn Bliss, Deb Trumbley (delegate), 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**

2021-11-244—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council adopts the November 1<sup>st</sup>, 2021, Regular Council Meeting Agenda with "appointment"  
changed to "apportionment" on C-7.

**CARRIED**

*Councillor Falconbridge left the room at 7:02 PM*

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**

D-1—Invited BC Ambulance Service Representatives -- Deb Trumbley

*Councillor Falconbridge returned at 7:28 PM*

**3. MINUTES**

M-1— October 18<sup>th</sup>, 2021, Regular Council Meeting Minutes  
2021-11-245—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council adopts the October 18<sup>th</sup>, 2021, Regular Council Meeting Minutes as presented.

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**

**5. ORIGINAL CORRESPONDENCE**

C-1—INFO — Membership Fee Increase - GFOABC  
C-2—INFO— October Board Highlights – NCRD  
C-3—INFO— BC Flood Strategy Partner Engagement Report – Ministry of FLNRORD  
C-4—INFO/INVITATION – BC Youth Parliament – Youth Parliament of BC Alumni Society  
C-8—INFO—Proposed Legislative Changes Bill 26 – Ministry of Municipal Affairs

2021-11-246—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council receives items C-1 to C-4 and C-8 for information.

**CARRIED**

C-5—REQUEST—consideration and motions of support for resolution – City of Victoria

2021-11-247—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the request for consideration and motions of support for resolution from City of Victoria.

**CARRIED**

C-6—REQUEST—2022 VIRL Board Appointments – VIRL

2021-11-248—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould  
THAT Council receives the 2022 VIRL Board Appointments request from VIRL for information.

**CARRIED**

C-7—INFO/REQUEST – Haida Gwaii Timber Supply Area Apportionment Decision – Haida Gwaii Natural Resource District

2021-11-249—Moved by Councillor Gould, seconded by Councillor Falconbridge  
THAT Council receives the Haida Gwaii Timber Supply Area Apportionment Decision information from the Haida Gwaii Natural Resource District.

**CARRIED**

## **6. FINANCE**

## **7. GOVERNMENT**

G-1— Repeal Bylaw #466, 2021

2021-11-250—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council passes and adopts "Repeal Bylaw #466, 2021"

**CARRIED**

G-2—2022 Council Meeting Schedule

2021-11-251—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould  
THAT the Council Meeting Schedule 2022 draft be adopted as presented.

**CARRIED**

*\*\*Mayor Daugert would like to know the 2022 municipal election schedule \*\*\**

G-3—Live Streaming Council Meetings

2021-11-252—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council approves funding from the "COVID-19 Safe Restart Grants for Local Government", for the purchase and installation of a Teams Meeting Room system in Council Chambers, in the maximum amount of \$10,500.

**CARRIED**

2021-11-253—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT the Village's regular IT contractor, Ryan Brown, be awarded the sole source contract for purchase and installation of the Teams Meeting Room system.

**CARRIED**

## **8. NEW BUSINESS**

## 9. REPORTS & DISCUSSIONS

### R-1—INFO - Regular Report on Current Operations – Elsie Lemke, CAO

*Mayor Daugert: Attended Forestry meetings and phone calls. With FLNRO attended one teleconference on tenure disposition which was largely major forest companies complaining. On the 26<sup>th</sup> attended a teleconference on forest policy from the intentions paper, which was for community leaders and was more focused on things of interest to us. Basically, the government's position is that tenure replacement will be guided by sustainability, reconciliation, market pricing, community participation and sustainable economics, those were the main criteria they gave on what they would be looking at when moving these tenure allocations around. In some ways, those are good for MIEDS and the ask for the community forest, as we hit more of them than any other operator would due to the diversity of the ask and MIEDS' working relationship with the CHN at this time, which is a good thing to maintain as without it we wouldn't have an operation ever. I thought it was a couple of hours well-spent to get their take on what was likely to succeed in tenuring. Had a phone call with Keith Moore, who is well versed on forestry on Haida Gwaii, and he encouraged him to keep pushing, that he heard grumblings from Husby (sent in a letter opposing) and some in Taan leaning that way as anything cutting into their harvest may be a challenge, but not a position that has not been taken at this time. It was by and large, somewhat encouraging, that we are still in there with the ask for the Community Forest, after 20 years of effort. Great changes go slowly, and the author of much of the delay has moved on to greater things.*

*Councillor Whitney-Gould: Not a lot to report. Made about 4 attempts to put together the next Vibrant Community Commission meeting with no luck, hamstrung with Gwaii Trust delays with hearing back which is needed to inform to make decisions, have work going on to have swimshack, some with picnic table, outstanding is approval for outhouse and gazebo. Some progress with St. Marks, but some challenges as well.*

*Councillor Gould: Nothing to report.*

*Councillor Cumming: Sat in on a Community Futures loan meeting, attended Port Clements Recreation Commission meeting discussing winter activities plans, has an Emergency Management Commission meeting tomorrow, and on the 4<sup>th</sup> sitting in on a BC Hydro teleconference.*

*Councillor Falconbridge: Nothing to report.*

2021-11-254—Moved by Councillor Falconbridge, seconded by Councillor Gould  
THAT Council receives the written and verbal reports from Council and CAO Lemke.  
**CARRIED**

## 10. ACTION ITEMS

### A-1- Action Items List

2021-11-255—Moved by Councillor Gould, seconded Mayor Daugert  
THAT Council removes A-2 from the action item list.  
**CARRIED**

## 11. QUESTIONS FROM THE PUBLIC & PRESS

**Q – Bev Lore:** With the delegation by Deb Trumbley, the way she sounded was like, with whoever was not in the station, doing whatever, she made it sound like they could do other community things. Was that Council's impression too?

**Answer:** Later in the call, she clarified that there is a list of possible duties, so the impression Council has is that whatever they want to do, the paramedic does, must follow within a scope of work for an EMR. Flexible, but not totally open. They were going to review a list of common patients, such as areas where the paramedics could do wellness checks, but highly unlikely that they would be doing anything else outside of medical areas in the community.

**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;
- (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;

2021-11-256—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council moves in-camera as per section 90(1)(a), (c), and (j) of the Community Charter at 8:13 PM

**CARRIED**

**13. ADJOURNMENT**

2021-11-257—Moved by Councillor Cumming

THAT Council adjourns this meeting at 9:09 PM

**CARRIED**

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Mayor Doug Daugert

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CAO Elsie Lemke



Ministry of Municipal  
Affairs

Local Government Division  
PO Box 9838 Stn Prov Govt  
800 Johnson St, 6<sup>th</sup> Floor  
Victoria BC V8W 9T1

## CIRCULAR

October 29, 2021

**To:** All local government chief administrative officers and corporate officers

**Re:** Bill 26

As you may be aware, on October 26, 2021 Bill 26 was introduced in the Legislature. The Bill proposes amendments to various sections in the *Community Charter*, *Local Government Act*, *Islands Trust Act*, *Vancouver Charter*, *Municipal Replotting Act*, *Powell River Incorporation Act*, *Cultus Lake Park Act*, *University Endowment Land Act*, and the *Municipalities Enabling and Validating Act (No.4)*.

The purpose of this circular is to provide an overview of some of the more significant changes in the Bill, including changes to public notice requirements, public hearing requirements, and a new requirement to consider a code of conduct.

If passed, some of the proposed changes will come into effect immediately (public hearings), while others (public notice and codes of conduct) will not come into force until a regulation is passed, likely in early 2022. For more information about the other proposed changes in the Bill please view the [Information Bulletin](#).

We encourage local governments to begin thinking about how they might incorporate the proposed changes into local government business.

### Public Notice

Proposed changes to section 94 of the *Community Charter* would add an option for local governments to adopt a bylaw to provide for alternative means of publication. This change recognizes that local governments are in the best position to determine how to notify and engage community members and provide greater flexibility for them to reach a wider audience.

Where the existing rules are working well for communities there will be no need to change – they can continue to use newspapers for notice. This method of publication will remain the default.

Local governments that want to create their own public notice scheme will need to adopt a public notice bylaw. Prior to adopting a bylaw, local governments must first consider principles of effective public notice which will be defined through regulation which include considerations like accessibility, suitability and reliability.

C-1

These changes will be brought into force by regulation in 2022. Once the legislation is in force and the principles of effective public notice have been considered, councils and boards will be able to choose two or more ways (e.g., local government website and newspaper) to meet their statutory public notice obligations.

Additional guidance material will be provided to local governments when the changes are brought into force. There are also several consequential amendments – including changes to regional district and Islands Trust public notice requirements that are summarized in Attachment 2.

### **Code of Conduct**

The legislation would establish a new requirement for all local governments to publicly consider the development of a code of conduct. The change seeks to create a regular process for elected officials to engage in conversations about shared expectations for conduct as they carry out their responsibilities and govern together. This is a next step in ongoing work that the province, the Union of BC Municipalities and the Local Government Management Association have committed to doing together, and the approach was supported by a special resolution endorsed at the Union of BC Municipalities Convention in September 2021.

Within six months of a general local election all municipal councils and regional district boards will have to consider, at an open meeting, whether to establish a new code of conduct or revise an existing one. Principles to guide these discussions will be established by regulation.

If a local government decides not to establish or revise a code of conduct, they will need to make their reasons for this decision publicly available upon request. They will also have to reconsider their decision before January 1 of the year of the next general local election.

These changes will not take effect until a regulation to bring them into force is passed – likely in spring 2022. Additional guidance material will be provided when the changes are brought into force.

### **Public Hearings**

The proposed changes to section 464 of the *Local Government Act* remove the default requirement for local governments to hold public hearings for zoning bylaw amendments that are consistent with the official community plan (OCP). Instead, approval of such zoning bylaws would proceed by default without public hearings, thereby removing the need for local governments to go through the process of waiving these hearings (as currently is required).

In order to maintain transparency in such cases, the amendments will require that a local government provide public notice of the zoning bylaw before the bylaw is considered at first reading by a municipal council or regional district board.

6-1

Under the proposed changes, local governments will still have the option to hold a public hearing on a zoning bylaw that is consistent with the OCP, if they so choose.

These proposed amendments are some of the first changes stemming from the [Development Approvals Process Review \(DAPR\)](#), which aims to improve the efficiency and effectiveness of development approvals to increase housing supply. For more information about these changes see the [News Release](#).

### **Delegation of Authority for Development Variance Permits**

Proposed changes to sections 489 and 499 of the *Local Government Act* would enable local governments to delegate development variance permit (DVP) decisions to staff, if the proposed variance is minor and pertains to matters specified in legislation, including:

- zoning bylaws respecting siting, size and dimensions of buildings, structures and permitted uses;
- off-street parking and loading space requirements;
- regulation of signs; and
- screening and landscaping to mask or separate uses or to preserve, protect, restore and enhance natural environment.

These legislative changes respond to feedback received during the DAPR consultations that many technical DVP decisions made by local government councils and boards could be reasonably considered by staff. These changes are designed to support increased efficiency of decision making in development approval processes. The enabling nature of this amendment provides local governments with autonomy in deciding whether to delegate DVP decisions to staff.

Local governments that delegate the power to issue a DVP to staff will be required to include in their delegation bylaw:

- a. Criteria for determining whether a proposed variance is minor
- b. Guidelines that the delegate must consider in deciding whether to issue a DVP

These requirements provide local governments with flexibility in determining what constitutes a minor variance and guiding a delegate that is exercising the power to issue a DVP. This approach helps retain council and board oversight of delegated decisions and establishes a fair application process for all applicants. The proposed legislative changes maintain consistency with the approach the *Local Government Act* takes for other delegated land use permits by providing that an applicant who is subject to a decision of the delegate is entitled to have the local government reconsider the matter. However, delegates that exercise the power to issue a DVP will not be required to provide notice under section 499 of the *Local Government Act*.

C-1

If you have any questions regarding the proposed amendments to public notice provisions or the new requirement to consider a code of conduct, please contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250 387-4020 or [LGovernance@gov.bc.ca](mailto:LGGovernance@gov.bc.ca).

If you have any questions about the proposed changes to public hearings and delegation of development variance permits, please contact our Planning and Land Use Management Branch. You can reach the Planning and Land Use Management Branch by phone or email at: 250 387-3394 or [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Faganello', with a stylized flourish at the end.

Tara Faganello  
Assistant Deputy Minister and Inspector of Municipalities  
Local Government Division, Ministry of Municipal Affairs

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## **Attachment 1: FAQs**

### ***Public Notice***

#### **Are local governments required to adopt a public notice bylaw?**

No. Under the new local choice framework, local governments may choose to adopt a public notice bylaw *or* if they don't adopt a bylaw, the default notice provisions in section 94.1 of the *Community Charter* apply – these are the same publishing requirements that applied to public notice before amendments were made.

#### **If a local government adopts a public notice bylaw, can one of the means be publishing in the local newspaper?**

Yes. In some communities, local newspapers are still a regularly published resource. In those communities, local governments may choose to continue to use the default public notice requirements *or* choose to adopt a public notice bylaw that includes newspaper publication as one of the two required means of providing notice.

#### **When can local governments start thinking about adopting a public notice bylaw?**

It is anticipated that the amendments to the legislation will not come into force until sometime in 2022. Before deciding on the means of public notice to be included in a bylaw, the local government must consider the principles of effective public notice. These will be outlined in a regulation and are likely to include considerations such as: are the means easy to access; can information be easily retrieved in the future; is the source well-established and reliable.

#### **Will guidance material be available for the new public notice options?**

Yes. Detailed guidance material will be made available to inform local governments of the changes and the public notice options available. Ministry staff will be engaging with local government staff in the development of these materials, which will be available in early 2022 when the amendments are anticipated to be brought into force.

### ***Code of Conduct***

#### **Are local governments required to adopt a code of conduct?**

There is no requirement for municipal councils or regional districts to adopt a code of conduct, but they must publicly consider and decide whether or not to adopt one or review an existing one. If they choose not to create or review a code of conduct, they must be prepared to make available their reasons for this decision.

#### **What do local governments need to consider before deciding whether to establish or review**

6-1

**a code of conduct?**

Municipal councils and regional district boards must consider the prescribed principles of codes of conduct and any other prescribed matters before making their decision. The prescribed principles will be outlined in a regulation and it is anticipated they will be similar to the foundational principles of responsible conduct. Further information and guidance on consideration for codes of conduct will be made available when the new sections come into force.

**When would the consideration of a code of conduct need to occur?**

The first-time local governments would be required to consider and make a decision about adopting a code of conduct or reviewing an existing one, would be within six months of its first council meeting following the 2022 general local election. If a local government decides to adopt or review a code of conduct, they would not be required to reconsider their code of conduct again until after the next general local election.

However, if a local government decides not to adopt or review a code of conduct, they will be required to revisit this decision sometime before January 1 of the year of the next general local election.

***Public Hearings***

**Would the public still have the opportunity to provide input on a rezoning where a public hearing is not required?**

Under the proposed amendments, local governments will, by default, proceed without a public hearing process when the rezoning (zoning bylaw amendment) is consistent with the OCP. There would already have been a public hearing for the OCP itself during the course of its approval. However, to further maintain transparency, local governments will be required to provide notice to affected property owners that the zoning bylaw is proceeding to first reading.

While the proposed amendments do not require the local government to provide an opportunity for the public to be heard or to consider written submissions in such cases, as with other proposed bylaws, members of the public are always able to contact their council on any matter through, for example, writing a letter or attending a council meeting. These avenues will remain. When local governments make rezoning decisions without public hearings, they also have the option to undertake other kinds of early public engagement, such as information sessions early in the rezoning application processing stage.

**If a local government does *opt in* to holding a public hearing when it is not required, what are the procedural requirements that it will need to undertake?**

If a local government chooses to hold a public hearing on a rezoning for which a hearing is not

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required, it will follow the normal public hearing procedures under existing section 465 of the *Local Government Act*, including providing advance public notice that a hearing will take place. Open meeting rules under local government legislation require these types of matters to be considered at meetings open to the public.

**Will guidance material be available for the new public hearing amendment?**

Yes. Guidance material will be developed on local government processes and notice in situations where public hearings are not required.

***Delegation of Authority for Development Variance Permits***

**Will guidance material be available on the delegation of authority for DVPs?**

Yes. Guidance material will be provided after the changes are brought into force.

C-1

## **Attachment 2 – Consequential Amendments Related to Public Notice Changes**

### ***Local Government Act***

- All references to publication in a newspaper (except s.659(5)) have been removed from the *Local Government Act* and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means that all public notices must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.
- Notice for regional district special meetings has changed to twenty-four hours notice (unless waived by unanimous vote). The notice must be posted at the regular meeting place and the public notice posting places and sent to each Director. There is no longer a requirement to mail notice to Directors five days before.
- Before a regional district procedure bylaw can be amended, repealed, or substituted, notice must now be provided in accordance with section 94 of the *Community Charter*. There is no longer a requirement to mail notice to Directors five days before.

### ***Community Charter***

- Reference to publication in a newspaper in section 208(3) has been removed and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means the notice must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.

### ***Municipal Replotting Act***

- Notice of a replotting scheme must now be published in accordance with all of section 94 of the *Community Charter*, not just 94(1)(b).

### ***Islands Trust Act***

- Trust Council and Local Trust Committees must now include public notice posting places in their procedure bylaws.
- Reference to publication in a newspaper in section 49.6(2) has been removed and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means the notice must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.

### ***Vancouver Charter***

- Notices under Part 1 [Electors & Elections] & Part 2 [Assent Voting] must now be published in accordance with section 3 [requirements for public notice] of the *Vancouver Charter*.





October 29, 2021

Ref: 268537

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am pleased to announce that the Province of British Columbia recently launched the CleanBC Roadmap to 2030. Building on actions in our 2018 CleanBC plan, the Roadmap to 2030 is a stronger, more ambitious climate plan to reach our 2030 emissions reductions targets and build a strong, low-carbon economy.

The Roadmap to 2030 includes actions across eight pathways including: low-carbon energy; transportation; buildings; communities; industry; agriculture, aquaculture and fisheries; forest bioeconomy; and negative emissions technologies. Highlights of the Roadmap include:

- New requirements to make all new buildings net-zero emissions by 2030
- A nation leading adoption of zero-emission vehicles with 90 percent ZEVs by 2030 and 100 percent by 2035
- An accelerated shift towards active transportation and public transit
- A commitment to increase the price on carbon pollution to meet or exceed the federal benchmark, with supports for people and businesses
- Requirements for new industry projects to have enforceable plans to reach net-zero emissions by 2050
- Stronger regulations that will nearly eliminate industrial methane emissions by 2035
- Increased clean fuel and energy efficiency requirements
- A Clean Transportation Action Plan will support emission reductions by focusing on efficiency-first transportation options

Local governments across B.C. have consistently shown leadership and commitment to taking action on climate change. Continuing the partnership between local governments and the province is key to achieving our shared goals. The Roadmap to 2030 highlights the prominent role that communities have in reaching those goals and commits to establishing a new program in 2022 to support local government climate actions through flexible, predictable funding.

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The expanded climate actions in the Roadmap to 2030 will accelerate our transition to a net-zero future and ensure we meet B.C.'s legislated greenhouse gas target of 40 percent below 2007 levels by 2030. To learn more and to read the CleanBC Roadmap to 2030, please visit: [www.cleanbc.gov.bc.ca](http://www.cleanbc.gov.bc.ca) and read the [news release](#).

I would also like to share with you the [2021 Climate Change Accountability Report](#). The report includes detailed information on CleanBC progress over the 2020-2021 period to reduce carbon pollution, prepare for climate impacts and create low-carbon economic opportunities for people across B.C. It also includes emissions data for the 2019 reporting year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Josie', followed by a long horizontal flourish.

Josie Osborne  
Minister

pc: Chief Administrative Officers

C-2

## Elizabeth Cumming

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**From:** MCF Info MCF:EX <MCF.Info@gov.bc.ca>  
**Sent:** October-29-21 3:44 PM  
**To:** Elizabeth Cumming  
**Subject:** Letter from Cory Heavener and Renaa Bacy, Office of the Provincial Director of Child Welfare

**VIA E-MAIL**  
Ref: 264010

His Worship Mayor Douglas Daugert and Council  
Village of Port Clements  
E-mail: deputy@portclements.ca

Dear Mayor Daugert and Council:

As the Provincial Director of Child Welfare and Provincial Director of Adoption and Permanency, we are honoured to proclaim November as Adoption Awareness Month. This month is about raising awareness for adoption in British Columbia and celebrating the families who have welcomed children and youth as permanent members of their family.

Every child deserves the love and support of a nurturing family. November is about celebrating the adoptive families that have made a difference in the lives of children by providing care, guidance, and a sense of belonging. Adoptive families are committed to ensuring stability and sharing their love, whether that is in their role as parent, sibling, or extended family member.

November is also about recognizing that there are children who are still waiting for permanent homes. There continues to be a need for more adoptive families in British Columbia to offer their support to help children grow and develop into their full potential.

There are many online resources, information, and support services that can help families who are considering adoption. [Adopt BC Kids](#) is an online portal that allows British Columbians wishing to adopt children and youth from foster care to complete an adoption application. [The Adoptive Families Association of British Columbia](#) provides information and support services for families who wish to adopt now or in the future. We encourage you to share these resources with your community members who are interested in learning more about adoption or who are ready to open their hearts and homes.

Please join us in celebrating November as Adoption Awareness Month to recognize all the individuals who have grown their family and their hearts through adoption, and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive families in your community.

Sincerely,

Cory Heavener  
Assistant Deputy Minister and  
Provincial Director of Child Welfare

Renaa Bacy  
Provincial Director of Adoption



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

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Author: Elizabeth Cumming, Deputy Clerk  
Date: November 15, 2021  
RE: Bylaw Repeal

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**BACKGROUND:**

Staff noticed inconsistencies in the administrative list of bylaws identifying which were active and non-active. It is critical for this list to be accurate as it identifies which bylaws are in force that staff are expected to enforce in the Village and the Village operates under. Staff investigated and determined that it was necessary to review all the bylaws against the list of active/repealed bylaws to confirm that the list was accurate.

**DISCUSSION:**

Once the actual list of active bylaws was confirmed, staff did an initial sorting of bylaws to identify what bylaws unquestionably needed to be repealed, with any active bylaws where it was uncertain if they needed to be repealed/amended/or replaced being set aside for later review.

Staff presented Repeal Bylaw #466, 2021 to Council at the October 18<sup>th</sup>, 2021, Regular Council Meeting for approval to repeal bylaws that unquestionably required repealing. Staff have now reviewed the list of questionable bylaws and have determined a set that are better to be repealed.

The review project is still in progress, but a short list of bylaws that should be repealed has been determined.

1. Capital Works, Machinery and Equipment Reserve Fund Establishment Bylaw No. 30, 1976:  
This bylaw was among the bylaws listed on the previous administrative bylaw list as having been repealed. Reserve Accounts are required to be separated out from general account, with its balance and any interest earned, dedicated for use only for the purpose for which the fund was established. As best as staff can determine, there is no separated fund for this reserve, so this reserve does not functionally exist.

This bylaw should be repealed as the reserve fund it refers to does not appear to exist. The last reference to withdrawing from this fund was in 1990, with a bylaw presented but not adopted.

2. The Health Unit Confirmation By-law No. 31, 1976:  
This Bylaw was among the bylaws listed on the previous administrative bylaw list as having been repealed.

61-1

On reviewing the current legislation, *The Public Health Act* and *Health Authorities Act*, it could not be found where the Village had the authority to join or remove itself from a Regional Health Board – the authority of the Regional Health Boards appears to include any municipal areas within its jurisdictional geographic areas without the municipalities needing to adopt bylaws to join. Staff reached out to the Ministry of Housing and Municipal Affairs for further clarification, but they directed to reach out to the Ministry of Health as the legislation is under their jurisdiction. The Ministry of Health did not respond.

On discussion with former staff, they were able to offer some insight into the bylaw. They identified that before the province created Regional Health Boards, there were local health boards that municipalities could join (hence the bylaw). When the province created the Regional Health Boards, municipalities were automatically included by authority under that legislation.

As municipalities do not have the authority to opt out of Regional Health Boards, and what was being referenced no longer exists, this bylaw should be repealed.

3. The Village of Port Clements Taxi By-law No. 197, 1988:

This is an active bylaw and was not previously listed as inactive.

When reviewing this bylaw, staff found that there had been regulation changes to municipal authority regarding passing bylaws on taxis. While municipalities retain the authority to issue business licenses and regulate taxi aspects through street and traffic bylaws and other bylaws (ex. for taxi stand locations, age of fleet, standard of fleet), significant changes have been made to what Municipalities cannot do. Municipalities cannot prohibit taxis from operating in the municipality, regulate the number of taxis that can be operated in the municipality, or issue municipal chauffeur permits to taxis and TNS Drivers. In this, the regulation changes identify that any municipal bylaw, effective September 16, 2019, that regulates the number of taxis allowed to operate in the municipality and/or prohibit taxis from operating in the municipality (ex. because they only hold a business license in a neighboring municipality) are no longer in effect. Only the Passenger Transportation Board is authorized to regulate these areas and has sole jurisdiction over them.

As such terms of this bylaw identifying that only people with licenses issued by the Village may operate or own taxis within the Village, is invalid.

As a municipality is not required to have a separate taxi bylaw and can rely on the default provincial regulation, it is likely better to repeal this bylaw and amend the business licence bylaw to include taxis under it; approximately 60% of municipalities where Passenger Transportation Board taxis licenses operate do not have a taxi bylaw in place.

Additionally, this bylaw should have been repealed when another Taxi bylaw was adopted in 1989. The later bylaw did not repeal the earlier one, additionally it used the same number and has other issues that invalidate it.

4. Taxi-Cab and Rental Vehicles Regulation By-law No. 197, 1989

This bylaw is likely to be held invalid as it appears that proper procedures in relation to bylaw were not followed. It is recommended to repeal it anyway to make it absolutely clear in the record.

61-1

It would likely be held invalid for many reasons, for example, bylaws are required to have distinct numbers from one another – this one reuse another bylaw's number. Another issue is that it refers to have been given its 1<sup>st</sup> & 2<sup>nd</sup> reading at the November 3<sup>rd</sup>, 1988, Regular Council Meeting. However, the only bylaw in relations to taxis that was given readings at that meeting was *The Village of Port Clements Taxi By-law No. 197, 1988*. Readings done on one bylaw are not transferable and cannot be held equivalent to doing readings on another distinct bylaw.

**CONCLUSION:**

Council should repeal the bylaws. A repeal bylaw has been drafted for Council consideration and adoption.

**STRATEGIC**

**(Guiding Documents Relevancy – Village Bylaws)**

Municipal bylaws are the governing laws passed by Council to exercise their statutory authority to regulate the community in certain areas. They may be used for a variety of different purposes, such as regulating services, prohibiting activities, requiring certain actions or standards to be met. Bylaws are a fundamental aspect of municipal governance.

**FINANCIAL**

**(Corporate Budget Impact)**

Changes in bylaws can have direct or indirect financial impacts, depending on the bylaw.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

Administrative staff are involved in researching and updating bylaws, staff also enforce and implement bylaws.

**RECOMMENDATION:**

THAT Council does 1<sup>st</sup> & 2<sup>nd</sup> reading of Repeal Bylaw #467, 2021

THAT Council does 3<sup>rd</sup> reading of Repeal Bylaw #467, 2021

**Respectfully submitted:**

6-1

## VILLAGE OF PORT CLEMENTS

### Repeal Bylaw #467, 2021

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#### A BYLAW TO REPEAL BYLAWS OF THE VILLAGE OF PORT CLEMENTS

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WHEREAS the *Community Charter* gives Council the power to repeal bylaws by bylaw;

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

#### TITLE

This Bylaw may be cited as "Repeal Bylaw No. 467, 2021".

#### BODY

The following list of bylaws are now repealed:

1. Capital Works, Machinery and Equipment Reserve Fund Establishment Bylaw No. 30, 1976
2. The Health Unit Confirmation By-law No. 31, 1976
3. The Village of Port Clements Taxi By-law No. 197, 1988
4. Taxi-cab and Rental Vehicles Regulation By-law No. 197, 1989

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

\_\_\_\_\_  
Elsie Lemke  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
CERTIFIED A TRUE COPY OF VILLAGE OF  
Repeal Bylaw No. 467, 2021

6-1

VILLAGE OF PORT CLEMENTS

BY-LAW NO. 30

A by-law to establish a reserve fund for new works, extensions or renewals of existing works and purchase of machinery and equipment.

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

1. This by-law may be cited as the "Capital Works, Machinery and Equipment Reserve Fund Establishment By-law".
2. There shall be and is hereby established a reserve fund, pursuant to the provisions of section 301 of the Municipal Act, to be known as the "Capital Works, Machinery, and Equipment Reserve Fund".
3. Money from the sale of municipal land, current revenue, general revenue fund surplus (to the extent to which it is available), or as otherwise provided in the Municipal Act, may from time to time be paid into the Reserve Fund.
4. The moneys set aside shall be deposited in a separate account in the Kaien Consumers Credit Union, Port Clements, British Columbia, and, until required to be used, may be invested in the manner provided by the Municipal Act.
5. Moneys in the Reserve Fund shall only be used for:-
  - (a) Expenditures for, or in respect of, capital projects and any land, machinery or equipment necessary therefor, including the extension or renewal of existing capital works;
  - (b) The purchase of machinery and equipment for the maintenance of municipal property and for the protection of person and property.

READ a first time the 11th day of April, 1976.

READ a second time the 11th day of April, 1976.

READ a third time the 11th day of April, 1976.

RECONSIDERED AND ADOPTED THE 3rd DAY OF May 19 76

  
MAYOR

  
CLERK

Certified a true copy of  
By-law No. 30, Village of  
Port Clements

  
Clerk

A true copy of By-law No. 30  
registered in the office of the Inspector  
of Municipalities this 31st day of  
May 19 76

  
Deputy Inspector of Municipalities

67-1

VILLAGE OF PORT CLEMENTS

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RECONSIDERED AND ADOPTED THE 3rd DAY OF May 19 76

  
MAYOR

  
CLERK

Certified a true copy of  
By-law No. 30, Village of  
Port Clements

  
Clerk

A true copy of By-law No. 30  
registered in the office of the Inspector  
of Municipalities this 31st day of  
May 1976.

  
Deputy Inspector of Municipalities

6-1

VILLAGE OF PORT CLEMENTS

BY-LAW NO. 31

A by-law to incorporate the Village of Port Clements within the Skeena Union Board of Health pursuant to the "Health Act" of the statutes of British Columbia, and to provide for the appointment of a Village Health Officer and Sanitary Inspector.

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

1. "The Village of Port Clements hereby joins and unites with the Skeena Union Board of Health, and hereafter the Skeena Health Unit shall carry out technical health services and act for the local board of Health".

2. The Medical Director (or other qualified Medical Officer to be appointed by the Medical Director) of the Skeena Health Unit is hereby appointed Medical Health Officer of the Village of Port Clements, School Health Inspector for the schools of the same Village and an Inspector under the Provincial Milk Act.

3. That the Sanitary Inspector or Inspectors of the Skeena Health Unit are hereby appointed as Sanitary Inspector or Inspectors of the said Village to take effect on the Date of the ~~Passage~~ <sup>Enactment</sup> of this by-law, and any or all of them are hereby empowered to carry out the duties of Sanitary Inspector of the said Village.

4. That the duties of the Medical Health Officer, Milk Inspector and Sanitary Inspector shall be imposed by the Statutes of the Province of British Columbia and by the By-laws of the Village of Port Clements.

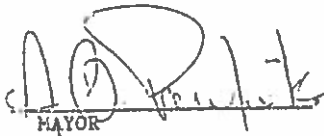
This by-law may be cited as "The Health Unit Confirmation By-law No. 31, 1976".

READ a first time this 12th day of April, 1976.

READ a second time this 12th day of April, 1976.

READ a third time this 12th day of April, 1976.

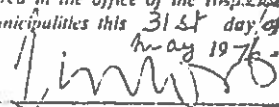
RECONSIDERED AND ADOPTED THIS 3rd DAY OF May 19 76

  
MAYOR

  
CLERK

Certified a true copy of  
By-law No. 31, Village of  
Port Clements.

  
CLERK

4 true copy of By-law No. 31  
registered in the office of the Inspector  
of Municipalities this 31st day of  
May 19 76.  
  
Deputy Inspector of Municipalities

GT-1

VILLAGE OF PORT CLEMENTS

BY-LAW NO. 197

A BY-LAW TO REGULATE AND CONTROL THE TAXI OPERATORS WITHIN THE VILLAGE OF PORT CLEMENTS.

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

(1) INTERPRETATION

"Driver" means a person licensed under this By-Law to drive a taxi.

"Owner" means the person registered as owner under the Motor Vehicle Act.

"Taxi" includes any motor vehicle that is operated for hire within the Village for transportation of passengers, but does not include public passenger vehicles as defined by the Motor Carriers Act.

(2) TAXI TRADE LICENSES

(a) Trade Licenses shall be issued by the Municipal Clerk to a person applying for a trade license to own a taxi if such applicant qualifies under and has complied with the licensing provisions of this By-Law.

(b) No person shall own or drive a taxi in the Village unless the owner thereof has been issued and is the holder of a trade license for such taxi under this By-Law.

(3) REQUIREMENTS

(a) Every applicant for a taxi trade license shall produce to the Village Clerk a British Columbia Motor Vehicle License showing the applicant as registered owner of the motor vehicle which the trade license has been applied for.

(b) Before a taxi trade license is issued, the applicant thereof shall file with the Municipal Clerk a certificate from an insurance company entitling the applicant to carry on business in the Province of British Columbia, or the Insurance Corporation of British Columbia, certifying that the applicant is the holder of a policy of insurance with the said company in respect of the said taxi covering:

(i) Public Liability and Property Damage - The minimum amount required by the "Motor Carriers Act".

(ii) Insurance in similar amounts covering injuries to passengers (Passenger Hazard).

(iii) Such certificates shall state that the policy described therein shall not be altered or cancelled until ten days notice in writing is given to the Village Clerk.

(iv) Alteration or cancellation of any such policy of insurance shall automatically suspend the trade license until a new certificate complying with the requirements of this By-Law is filed with the Municipal Clerk.

6-1

(4) TAXI INSPECTION

(a) No motor vehicle shall be issued a trade license as a taxi until its owner has satisfied the Motor Vehicle Inspector that the said motor vehicle is in sound and safe condition and has a signed certificate to this effect.

(b) A Motor Vehicle trade licensed as a taxi may be required to pass the Motor Vehicle Inspection at any time, and if said vehicle is found unfit, then the trade license shall be immediately suspended until the motor vehicle is put in such sound and safe condition as the Motor Vehicle Inspector may require.

(5) FEES

The applicant for a taxi trade license shall pay to the Village Collector a fee of Thirty Dollars (\$30.00) each fiscal year.

(6) TRANSFERABILITY

No trade license under this By-Law shall be assignable.

(7) CITATION

This By-Law may be cited for all purposes as the Village of Port Clements Taxi By-Law No 197.

RECEIVED FIRST, SECOND AND THIRD READING THIS Third DAY OF November 1988.

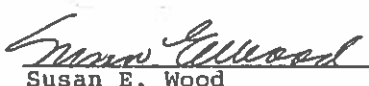
RECONSIDERED AND ADOPTED THIS Seventh DAY OF November 1988.

  
Mayor

  
Deputy Mayor

Certified a true copy  
of the Village of Port  
Clements By-Law No. 197,  
1988 being a Bylaw to  
Regulate and Control  
Taxi Operators within  
The Village of Port Clements.

  
Clerk

  
Susan E. Wood  
Municipal Clerk

65-1

## THE VILLAGE OF PORT CLEMENTS

### BYLAW NO 197

A Bylaw of the Corporation of the Village of Port Clements for licensing and regulating the owners and drivers of vehicles for hire within the Village.

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

1. This Bylaw may be cited for all purposes as "TAXI-CAB AND RENTAL VEHICLES REGULATION BYLAW NO 197, 1989".

#### DEFINITIONS

2. (1) In this Bylaw:

"Applicant" means a person who makes and signs an application for a licence required by the provisions of this Bylaw.

"Bylaw Enforcement Officer" means a duly appointed Bylaw Enforcement Officer of the Village.

"Chief Constable" means the senior member of the Royal Canadian Mounted Police in the Village, or his delegate.

"Commercial Vehicle" means a vehicle defined as such in the Commercial Transport Act and any vehicle licenced under the Motor Vehicle Act which is used for the collection or delivery, or both, of goods, wares, merchandise, or other commodity in the ordinary course of a business undertaking.

"Council" means the Council of the Village of Port Clements.

"Driver" includes every person who drives a vehicle for hire and any person with care or control of a vehicle for hire.

"Hire" means any rate, remuneration or reward of any kind paid, payable, or promised, or received or demanded, directly or indirectly.

"licence" means a licence required or issued under the provisions of this Bylaw.

"Self-Drive Rental Vehicle" means a vehicle which may be hired by the hour, day, week or longer to be driven by the person renting the vehicle.

"Self-Drive Rental Vehicle Promises" means a place where self-drive rental vehicles may be ordered, hired or rented.

"Taxi-cab" means a vehicle having a seating capacity of not more than six persons which, with its driver, is operated, or plies, for hire by members of the public.

6-1

"Taxi-cab Meter" means an instrument or device by which the charge for transportation is calculated and upon which the charge is indicated by means of figures.

"Taxi Stand" means a portion of highway designated pursuant to this Bylaw for the standing or stopping of a taxi-cab.

"Vehicle" means a device in, upon, or by which a person or thing is or may be transported or drawn upon a highway, except a device designed to be moved by human power or used exclusively upon stationary tracks or rails.

"Vehicle for Hire" includes a taxi-cab and rental vehicle.

- (2) Where the word "used" appears in this section it includes used, intended, designed or kept for use.
- (3) Whenever the masculine or singular is used, the same shall be construed as meaning the feminine or plural as the context may require.

#### TAXI-CAB BROKER'S LICENCES

3. Every taxi-cab broker shall obtain and hold a taxi-cab broker licence in accordance with the provisions of this Bylaw and in accordance with the provisions of the Business Licence Bylaw of the Village.
4. All applications for licences or transfers of licences shall be made to the Bylaw Enforcement Officer on the form provided for that purpose.

#### CONDITIONS OF GRANTING OF LICENCE

5. The granting of any licence as herein provided shall be conditional upon the strict observance of this and all other applicable Bylaws and non-compliance with any of the provisions of such Bylaws shall render a licence subject to cancellation by Council or suspension by the Bylaw Enforcement Officer.
6. When considering an application for a taxi-cab broker's licence, the Bylaw Enforcement Officer shall take into consideration the following matters:
  - (a) Any objection by the Motor Carrier Commission to the granting of such licence on the grounds that the Village is adequately served by existing taxi-cab brokers.
  - (b) The general effect on other transport services and any public interest which may be affected by the issuance of such licence.
  - (c) Any objection by any licenced taxi-broker on the grounds that suitable facilities exist and that if the licence were issued, services would be in excess or requirements.
  - (d) The quality and permanence of the service to be offered by the applicant and the fitness, willingness and ability of the applicant to provide proper service.
  - (e) For the purposes of subsection (d), an applicant may be deemed not to be a fit person to provide service where he has been convicted of a criminal or summary conviction offence that relates to the operation of a taxi-cab business or to the driving of taxi-cabs for hire.

5-1

If, upon consideration of the factors in this section the Bylaw Enforcement Officer is not satisfied that a licence should be issued, he shall report the circumstances to Council together with his recommendation for refusal of the licence.

7. Without restricting the generality of section 6, no taxi-cab broker's licence shall be granted unless:
- (a) The applicant shows to the satisfaction of the Bylaw Enforcement Officer that he and any driver employed by him has reached the age of nineteen years, can speak, read and write the English language, possesses a knowledge of the Village, its traffic regulations and this Bylaw and is fit, willing and able to provide continuous and satisfactory service to the public during the currency of the licence.
  - (b) The applicant is the registered owner of the taxi-cab or taxi-cabs which will be used in his business.
  - (c) The applicant is a fully qualified taxi-cab driver in accordance with the requirements of this Bylaw.
  - (d) The taxi-cabs to be used for the applicant's business are in fit and proper condition in that they comply in all respects with the applicable requirements of the Motor Vehicle Act and Regulations pursuant thereto.
  - (e) The applicant files with the Bylaw Enforcement Officer at the time of application:
    - (i) A certificate from an insurance company authorized to carry on in the Province of British Columbia the business of automobile insurance, certifying that the applicant is the holder of an owner's policy of insurance in the said company, covering each taxi-cab to be operated by the business, and that the said policy has been issued to indemnify the applicant and every person who, with the applicant's consent, drives or operates such taxi-cab against public liability and and property damage (including passenger hazard) in not less than the amounts prescribed by or under clause (iii) of this subsection and which, at the date of the certificate, is in full force and effect; or
    - (ii) A bond of a guarantee company authorized and licenced to undertake guarantee insurance in the Province of British Columbia, covering each taxi-cab to be operated by the business which shall be in the form prescribed or approved by the Village. Such bond shall be made and executed to the Village as Obligee and conditioned upon the payment of the amounts prescribed by or under clause (iii) of this subsection for any and all damages or compensation which such applicant may be liable to pay to any person who may be injured by reason of such taxi-cab or the operation or driving thereof; provided that notwithstanding any law or statute to the contrary any such person to whom such applicant shall so become liable shall have a right of action upon such bond against the surety or sureties in such bond for such damages or compensation.
    - (iii) The policy of insurance or bond, as required by clauses (i) and (ii) of this subsection, shall be not less than \$2,000,000.00 per occurrence.
- 6-1

APPEAL FROM REFUSAL OF BYLAW ENFORCEMENT OFFICER TO ISSUE LICENCE

8. (1) Where the Bylaw Enforcement Officer refuses to issue a taxi-cab broker's licence, the applicant may appeal to the council, provided that he shall, within fourteen days of the refusal, file with the Village Clerk a written notice of appeal.
- (2) The appeal is to be heard by Council within one month of the giving of the notice of subsection (1).
- (3) The Council may, upon the affirmative vote of at least two-thirds of the number of members of which the Council consists, refuse in any particular case to grant the licence desired by the applicant, but no licence shall be unreasonably refused.

REGULATION OF TAXI-CAB BROKERS

9. Every person to whom a taxi-cab broker's licence has been issued shall:
- (a) Keep an established place of business in which the licence is conspicuously posted;
- (b) Maintain the taxi-cab premises at all times in a clean and neat state, in good repair and in conformity with the requirement of all applicable bylaws and statutes;
- (c) Immediately notify the Bylaw Enforcement Officer in writing of any change of address of the taxi-cab premises.
- (d) Keep a daily record in the english language of all trips made by each taxi-cab owned by the business, for a period of at least six months from the initial licencing in a form approved by the Bylaw Enforcement Officer and Chief Constable;
- (e) Permit the Bylaw Enforcement Officer or Chief Constable or their delegates to inspect at all reasonable times any taxi-cab premises, records, taxi-cabs or any other thing with respect to any other matter connected with the enforcement of this bylaw;
- (f) Maintain the policy of insurance or bond required by subsection 8(e) in the same form and effect as it exists at the time of issuance of the licence;
- (g) Employ, engage or permit only those persons duly qualified as taxi-cab drivers in accordance with the provisions of this Bylaw and to drive any taxi-cab owned by the business;
- (h) Within two days of employing a driver, notify the Bylaw Enforcement Officer or Chief Constable that he has employed such driver and, when the driver ceases to be employed, within two days notify the Bylaw Enforcement Officer or Chief Constable, giving the reasons for such cessation of employment;
- (i) During the term of employment of any driver keep a record of the number and date of such driver's chauffeur's licence;
- (j) Continue himself to be a fully qualified taxi-cab driver in accordance with the requirements of this Bylaw;
- 601

- (k) Submit every newly-acquired vehicle for examination to the Bylaw Enforcement Officer for approval under this Bylaw before using such vehicle as a taxi-cab;
- (l) Cause taxi-cabs to be dispatched in the order of their being requested and if a taxi-cab is not available for service within a reasonable time shall inform the person desiring such service;
- (m) Provide taxi-cab service for all orderly persons upon request within the Village unless unable to do so or prohibited from doing so by the provisions of this Bylaw;
- (n) Take appropriate steps to ensure that his taxi-cabs are maintained in a clean, safe condition and shall provide for the immediate and proper disinfection of a taxi-cab after it has conveyed any person suffering from any contagious or infectious disease.

#### SUPERVISION OF TAXI-CAB BROKERS

- 10. (1) The Chief Constable and Bylaw Enforcement Officer shall supervise the holders of taxi-cab broker's licences within the Village and all taxi-cab premises to ascertain by inspection and inquiry from time to time whether licencees are complying with the provisions of all applicable Bylaws and to enforce the provisions of this Bylaw.
- (2) The Bylaw Enforcement Officer shall, from time to time:
  - (a) Satisfy himself that licencees and all drivers employed by them continue to meet the requirements of this Bylaw; and
  - (b) Keep a record of all taxi-cab meters in use, the identifying number of each and the licence number of the taxi-cab in which the taxi-cab meter is installed.

#### SUSPENSION OF LICENCE

- 11. Cancellation, expiry or termination of a policy of insurance or bond required by subsection 8(e) shall automatically suspend the taxi-cab broker's licence until a new policy or bond complying with the requirements of that subsection is filed with the Bylaw Enforcement Officer.
- 12. (1) The Bylaw Enforcement Officer may suspend a taxi-cab broker's licence for such period as he may determine if the holder of the licence:
  - (a) is convicted of an offence indictable in Canada;
  - (b) is convicted of any offence under any municipal bylaw or statute of the Province in respect of the business for which he is licenced or with respect to the premises named in his licence;
  - (c) has, in the opinion of the Bylaw Enforcement Officer been guilty of such gross misconduct in respect of the business or in or with respect to the premises named in his licence as to warrant the suspension of his licence;

60-1

- (d) has ceased to meet the requirements of this Bylaw to carry on the business for which he is licenced or with respect to the premises named in the licence.
- (2) Any person whose taxi-cab broker's licence has been suspended under subsection (1) may appeal to the Council and upon such appeal the Council may by resolution confirm or may set aside such suspension on such terms as it may think fit.

#### REVOCATION OF LICENCE

- 13. The Council may by resolution revoke a taxi-cab broker's licence for reasonable cause after giving notice to the licensee and after giving the licensee an opportunity to be heard, but such notice and opportunity to be heard is not required in respect of a licensee who by reasonable efforts cannot be found.

#### REGULATION OF TAXI-CAB DRIVERS

- 14. No person shall drive, operate or be in charge of a vehicle used as a taxi-cab unless he is the holder of a valid chauffeur's licence issued by the Chief Constable in accordance with the Motor Vehicle Act.
- 15. (1) No driver of a taxi-cab shall:
  - (a) Refuse or neglect to convey any orderly person or persons upon request in the Municipality unless previously engaged or unable or prohibited by the provisions of this Bylaw;
  - (b) Convey any person or persons other than the person or persons first engaging the taxi-cab;
  - (c) Charge separate fares to each passenger;
  - (d) Seek employment by repeatedly and persistently driving his taxi-cab to and fro upon any street or in a short space in front of, or by otherwise interfering with the proper and orderly access to or egress from, or by cruising or hovering in front of any place of public gathering; provided however, that the driver of a taxi-cab may accept passengers at any place of public gathering so long as his taxi-cab is lawfully parked in the vicinity of the place or building where such public gathering is taking place;
  - (e) Loiter or cruise about the streets with his taxi-cab for the purpose of obtaining fares;
  - (f) Carry in any taxi-cab a greater number of passengers than the number of passengers such vehicle is designed to seat;
  - (g) Load, carry or transport any baggage on the outside of any taxi-cab, except in properly constructed racks for that purpose;
  - (h) Stand in such manner so as to obstruct the free use of the sidewalk or make any loud noise or disturbance nor use any obscene, impudent or abusive language, nor molest, annoy, or insult passers-by or occupants or adjoining premises.

6-1

## (2) Every driver of a taxi-cab shall:

- (a) Be neatly and properly dressed, neat and clean in person and civil and well-behaved;
- (b) Remain within 7.5 metres (25 ft) of his taxi-cab when the same is waiting for dispatch;
- (c) Keep the doors of such taxi-cab closed when the same is waiting for passengers.
- (d) Proceed by the most direct travelled route to the point of destination unless otherwise directed by the passenger;
- (e) Take due care of all property delivered or entrusted to him for conveyance or safekeeping, and immediately upon the termination of any hiring or engagement, shall carefully search his vehicle for any property lost or left therein; and all property and money left in his taxi-cab shall be forthwith delivered over to the person owning the same, or if unclaimed or if the owner cannot be found, the same shall be delivered to the Chief Constable, with all information in his possession regarding such property;
- (f) Keep a daily record properly recorded and in legible writing all trips made by him, including:
  - (i) the date, time, origin and destination of each trip;
  - (ii) the driver's name and address;
  - (iii) the provincial licence number of the taxi-cab; and
  - (iv) the speedometer reading at the start and finish of the driver's shift;
- (g) Deposit the record required in subsection (f) of this section with the owner of the taxi-cab at the end of his shift or as soon as possible thereafter;
- (h) When called upon to do so, assist any constable in the conveyance in his vehicle of any person to the police station in the Village, or in the conveyance of any person to a hospital or elsewhere as may be required or demanded and the driver shall be entitled after the performance of such service, to the corresponding charge or fare therefor from the proper authorities.

## (3) REFUSAL OF TAXI-CAB DRIVER'S PERMIT

If the applicant has been convicted of the following offences within the past three years his application may be rejected or his permit may be cancelled:

- (1) an indictable offence under the Criminal Code;
- (2) a conviction involving use of or dealing in intoxicants or illicit drugs under the Liquor Control Act, Narcotic Control Act or the Food and Drug Act.

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(4) APPEAL

- (a) An appeal from the refusal, suspension or cancellation of a Chauffeur's Permit shall lie with the Council.
- (b) The decision of the Council shall be final.

REGULATIONS OF VEHICLES USED AS TAXI-CABS

- 16. No motor vehicle shall be operated as a taxi-cab except by the owner thereof, or by a driver employed by and directly responsible to such owner.
- 17. (1) Every owner of a taxi-cab shall have painted or permanently affixed on either the rear or front door on each side of such taxi-cab a business name which shall include the word "Taxi" and such name shall be printed in lettering not less than two inches high and shall be kept clear, clean and distinguishable at all times. In addition an illuminated sign, complying in all respects with the regulations made pursuant to the Motor Vehicle Act, bearing the word "Taxi" or "Cab" shall be placed in the front of the taxi-cab, either on the outside above the windshield, or inside behind the windshield in a position satisfactory to the Chief Constable or Bylaw Enforcement Officer. Such sign shall be kept illuminated during the hours of darkness while the taxi-cab is in operation.
- 18. (1) It shall be unlawful for any person to drive or operate or engage in the business of operating a taxi-cab, unless such taxi-cab is equipped with a taxi-cab meter which complies in every respect with the requirements herein set out.
- (2) All taxi-cab meters shall register the distance and corresponding rate or charge thereof while under hire, and shall be kept in a condition insuring accuracy and continuous registration during hire, and shall be so installed as to be automatically operated when the taxi cab is in motion as well as when such vehicle is standing under hire.
- (3) No person shall use or permit to be used a taxi-cab meter which is in such condition as to be over two percent (2%) incorrect to the prejudice of any passenger.
- (4) Every taxi-cab meter shall be:
  - (a) Submitted to the Bylaw Enforcement Officer before its initial use and subsequently when required for testing, inspection and sealing; and no taxi-cab meter shall be used on any taxi-cab until the same has been inspected, tested and sealed by the Bylaw Enforcement Officer in such manner as he may deem advisable, and until the same has been certified as accurate, subject to subsection (3) hereof;
  - (b) Adequately illuminated at all times when in use between dusk and dawn;

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18. (4) (c) Installed and placed at the right side of the driver and in such position that the fare to be paid by the passenger may be easily read from the rear seat, and shall be so placed in the taxi-cab that the signal lever, indicating whether or not the meter is registering, shall be in plain view both from within and without the taxi-cab. If the meter is not equipped with a signal lever, lights shall be installed on both rear fenders which shall be connected and operated in conjunction with the taxi-cab meter and shall indicate while lighted that the vehicle is for hire. Receipt issuing taxi-cab meters shall be equipped with lights as above provided for and every taxi-cab shall be equipped and shall have attached to such vehicle in a location and manner and of a type approved by the Bylaw Enforcement Officer an sign or signs which will indicate whether the vehicle is "for hire" or "engaged". Such signs shall be adequately illuminated when displayed between dusk and dawn;
- (d) Tested from time to time by running the vehicle to which it is attached over a measured track or distance before being sealed;
- (e) Used only when the seal thereon is intact;
- (f) Submitted to be retested and resealed by the Bylaw Enforcement Officer every six months;
- (g) Kept in good working condition at all times, and not used when defective in any way.
- (5) No driver while carrying passengers or under engagement shall display the signal lever of a taxi-cab meter at such position as to denote that such cab is not engaged or to display the signal lever or any sign at such position as to denote that such taxi-cab is engaged, when such vehicle is not actually engaged.
- (6) The driver shall place the signal lever of the taxi-cab meter in a recording position immediately on the commencement of a trip with a passenger, and at the termination of such trip shall place the signal lever in the non-recording position and shall call the attention of the passenger to the amount of the fare registered on the meter.
- (7) Subsections (5) and (6) of this section shall not apply when a taxi-cab is being operated on a time only or mileage only basis.
19. (1) No taxi-cab shall be equipped with blinds or other devices so as to obstruct a clear, unrestricted vision through any windows.
- (2) Every taxi-cab shall be equipped with an interior light sufficient to illuminate the entire passenger compartment and such light shall, at all times, be maintained in proper working order.

#### TAXI STANDS

20. Council may by resolution designate portions of public highways for use as a taxi stand by a specified vehicle or taxi-cab broker.

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SELF-DRIVE RENTAL VEHICLE BUSINESS

21. No owner shall let for hire a self-drive rental vehicle to any person apparently under the influence of liquor or drugs or to one who, he has reason to suspect, may use the vehicle for any unlawful purpose.
22. No person shall use a self-drive rental vehicle for the transportation of persons or property for hire, nor shall he permit such vehicle to be used by any other person for such purpose.
23. (1) Every person who operates a self-drive rental vehicle premises shall keep a record book in which shall be recorded each and every separate hiring of a self-drive rental vehicle hired from such premises and such record book shall be signed by every person hiring a vehicle therefrom.  
  
(2) The record required by subsection (1) of this section shall be available at all reasonable times for inspection by the Bylaw Enforcement Officer and Chief Constable and shall contain the following information:
  - (a) Description of vehicle, make of car, registration number, serial number.
  - (b) Description of person renting vehicle: name, address occupation, driver's licence number.
  - (c) Time of Engagement:

Out	Date	Hour	A.M. or P.M.
In	Date	Hour	A.M. or P.M.
24. No self-drive rental vehicle shall be let for hire until the person hiring the same has produced a subsisting driver's licence under the Motor Vehicle Act or equivalent legislation and until the owner or other person in charge of the self-drive rental vehicle premises has compared the signature on such licence with the signature in the record and is satisfied that they were written by the same person.

COMMERCIAL VEHICLES

25. Every commercial vehicle operator and every owner of a commercial vehicle shall have his name and address plainly painted in a conspicuous place on both sides of every commercial vehicle used by him for his trade or business.
26. No owner or driver of a commercial vehicle shall carry or permit to be carried for hire any passenger or person on such commercial vehicle.

OFFENCES AND PENALTIES

27. (1) Every person who violates any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, commits an offence and is liable to the penalty hereinafter provided.  
  
(2) Every person who makes any false statement in any application for a licence under the provisions of this Bylaw commits an offence against this Bylaw.
  28. Every person who violates any provision of this Bylaw shall, upon summary conviction, be liable to a fine of not more than two thousand dollars and costs.
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READ a first time this 3rd day of November ,1988

READ a second time this 3rd day of November , 1988

READ a third time this 13th day of February , 1989

RECONSIDERED and adopted this 20th day of February ,1989

B. J. Johnson  
Mayor

Susan C. Wood  
Municipal Clerk

Susan C. Wood  
Certified a true copy of  
Bylaw No 197 being a  
Taxi-Cab and Rental Vehicles  
Regulation Bylaw for the  
Village of Port Clements

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The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE : 250-557-4295  
Public Works : 250-557-4326  
FAX : 250-557-4568  
Email : [office@portclements.ca](mailto:office@portclements.ca)  
Web : [www.portclements.ca](http://www.portclements.ca)

Pursuant to *Community Charter* Section 127 notice is hereby given for the 2022 Regular Council Meetings. Meetings are scheduled on the first and third Monday of every month, except in January and July where the first Monday Meeting is cancelled and in October where the third Monday Meeting is cancelled, so there is only one meeting in each of those months. Where there is a holiday Monday the meeting is moved to the Tuesday. The schedules of regular meetings are as follows:

**January 17<sup>th</sup>**  
**February 7<sup>th</sup> & 22<sup>nd</sup>** (Family Day, February 21<sup>st</sup>)  
**March 7<sup>th</sup> & 21<sup>st</sup>**  
**April 4<sup>th</sup> & 19<sup>th</sup>** (Easter Monday, April 18<sup>th</sup>)  
**May 2<sup>nd</sup> & 16<sup>th</sup>**  
**June 6<sup>th</sup> & 20<sup>th</sup>**  
**July 18<sup>th</sup>**  
**August 2<sup>nd</sup> & 15<sup>th</sup>** (BC Day August 1<sup>st</sup>)  
**September 6<sup>th</sup> & 19<sup>th</sup>** (Labour Day, September 5<sup>th</sup>)  
**October 3<sup>rd</sup>**  
**November 7<sup>th</sup> & 21<sup>st</sup>**  
**December 5<sup>th</sup> & 19<sup>th</sup>**

Meetings are open to the public and are held in the Council Chambers located in the Multi-Purpose Building at 36 Cedar Ave West, Port Clements, BC at 7:00 PM. Submissions of Correspondence and/or request to appear as a delegation in front of Council must be made in writing a minimum four business days (Wednesday by 1 PM) prior to the scheduled meeting.

**Committees of Council Schedule**

Port Clements Vibrant Community Commission	-- as required – will post in advance
Port Clements Emergency Management Commission	– as required – will post in advance
Port Clements Recreation Commission	– as required – will post in advance

Please contact the Village Office Tuesday through Friday 9:30 AM to 1:00 PM for updates or changes to scheduled meetings. Notices for any changes to scheduled meetings will be located on the public posting location and on the municipal website ([www.portclements.ca](http://www.portclements.ca)).

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# Graham Island Central Community and Holiday Events 2021

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*Community and Holiday Events / Food Security Grants / Highschool  
Bursary 2021*

## *Village of Port Clements*

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Elsie Lemke  
P.O. Box 198  
36 Cedar Avenue West  
Port Clements, BC V0T 1R0

cao@portclements.ca  
O: 250-557-4295

## *Elsie Lemke*

---

P.O. Box 198  
36 Cedar Avenue West  
Port Clements, BC V0T 1R0

cao@portclements.ca  
O: 250-557-4295

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# Application Form

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## *Project Information*

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### Project Name\*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request. As applicable, please use either the Project Name, the Group's name or for an individual the Applicant's full name.

### Granting Stream\*

Please choose which grant you are applying for from the drop down list below.

Community and Holiday Events

### Project Location\*

Port Clements and Tlell

### Amount Pre-approved\*

Please enter the amount you have been pre-approved for here.

\$16,000.00

### Project Total Cost\*

Before you submit your application, make sure these numbers are updated and match those in your budget.

\$16,000.00

### Project Start Date\*

Project must not be in progress or incur any expenses prior to approval.

12/01/2021

### Project Completion Date\*

Maximum project length is one year.

01/03/2022

### Project Summary\*

Please provide a project summary.

For the 2021 Christmas season, we are planning four events in Port Clements and four events in Tlell.

The Port Clements events include a take-out Christmas meal for seniors prepared in the Multiplex Seniors Room; a children's Christmas event at the Port Clements Community Park with a bonfire, booths, games,

prizes, decorations and refreshments; a Christmas lights display on Rainbow Wharf; and Port/Tlell Bucks for residents to support local holiday shopping in both communities.

The Tlell events include Christmas gifts for Tlell children; Christmas lights on the Tlell River bridge; a Christmas hampers program; and Port/Tlell Bucks for residents to support local holiday shopping in both communities.

## *Project Objectives*

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### Why is this project needed?\*

The project is needed to help put on fun, inclusive, and community-building events for families and seniors in Tlell and Port Clements. The project will also help boost local business sales through the Port/Tlell Bucks program.

### What will be the results from this project?\*

The results of the project will be Christmas lights displays on Rainbow Wharf and the Tlell River bridge, a seniors Christmas meal in Port Clements, a children's gifts and Christmas hamper campaign in Tlell, and a Port/Tlell Bucks program that will encourage local shopping in both communities.

### What will be the benefit(s) from this project?\*

The social benefits of this project include creating fun, memorable events that bring the community together — an especially welcome benefit after a long period of restricted social gathering due to COVID-19. Other social benefits include supporting lower-income residents to celebrate the holidays, and creating Christmas lights displays that boost community pride.

The Port/Tlell Bucks program will also benefit the Haida Gwaii economy by encouraging residents to do more Christmas shopping locally.

### How many people will directly benefit from the project and who are they?\*

Roughly 465 people will directly benefit from the project. They are residents of Port Clements, Nadu Road, and Tlell. According to the 2016 census, there were 282 year-round residents in Port Clements, and 183 in Tlell.

## *Project Specifics - CHE*

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Provide the name, date, and brief description of what event(s) this grant will support.\*

Port Clements Christmas Meal for Seniors (Friday, Dec. 17)

- A take-out Christmas meal for seniors prepared in the Multiplex Seniors Room

Port Clements Children's Christmas Event (Date to be confirmed, but likely Saturday, Dec. 11 or Saturday, Dec. 18)

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- A children's Christmas event at the Port Clements Community Park with a bonfire, booths, games, prizes, decorations and refreshments.

Christmas Lights on Rainbow Wharf (Dec. 1 to Jan. 3)

- A Christmas lights display on Rainbow Wharf.

Port/Tlell Bucks Program (Dec. 1 to Dec. 31)

- Residents receive Port/Tlell "Bucks" vouchers to spend at participating local businesses.

Tlell Christmas gifts for children (Dec. 1 to Dec. 18)

- Tlell families can sign up to receive children's Christmas gifts

Tlell Christmas hampers (Dec. 20 to Dec. 23)

- Volunteers will prepare Christmas hampers for Tlell households with festive foods

Christmas lights on Tlell River Bridge (Dec. 1 to Jan. 3)

Port/Tlell Bucks Program (Dec. 1 to Dec. 31)

- Residents receive Port/Tlell "Bucks" vouchers to spend at participating local businesses.

**Describe your safety plan to prevent the spread of COVID-19 during the delivery of your project.\***

Everyone involved in the project will follow the latest public-health orders to reduce the risk of spreading COVID-19.

As of Nov. 5, the relevant public-health orders include:

- Everyone born in 2016 or earlier must wear a mask in public indoor settings unless otherwise exempted
- Proof of vaccination is required for any indoor event with more than 50 people
- Dancing is not permitted at indoor events
- Anyone supervising outdoor games for people 21 years old or younger must be fully vaccinated

### Gwaii Trust Purposes

The purpose of the Gwaii Trust Society is to carry out activities beneficial to the communities of Haida Gwaii. From the list below, please select the Society purpose(s) that your project will support.

Assisting in promoting cultural and economic health

Fostering the spirit of cooperating, cultural understanding, and trust

### *Project Budget*

Complete and upload your project budget below. Download a template by [CLICKING HERE](#).

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## Project Budget Upload\*

Budget--Graham Island Central Community and Holiday Events 2021.xlsx

## *Letters of Support*

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For project uploads please use the following formats Word, Excel, PDF, JPEG, screen shots, or pictures from cell phones.

Upload a letter of support from the local community government.\*

Upload a letter of approval from the local Gwaii Trust director.\*

## *Additional Supporting Information*

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For project uploads please use the following formats Word, Excel, PDF, JPEG, screen shots, or pictures from cell phones.

Upload relevant supporting documentation #1 (Optional):

Upload relevant supporting documentation #2 (Optional):

## *Certification*

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### Certification\*

I certify that the information contained in this application and other submitted information are correct and complete at the date of submission. I confirm that I have appropriate signing authority to submit this proposal on behalf of the organization or that I have attached a written endorsement from someone with signing authority.

Submission of false or deliberately misleading information may result in the Gwaii Trust denying this and or future applications to the Trust under any of its granting programs.

Verbal or physical abuse of directors or staff in person, by phone, or in writing will not be tolerated. Offenses may result in Gwaii Trust denying current and future applications to any of its granting programs as per its workplace bullying, harassment and violence policy.

All applications submitted become the property of the Gwaii Trust, who may publish said applications on their website [www.gwaiitrust.com](http://www.gwaiitrust.com) or may otherwise utilize the content as the Gwaii Trust sees fit.

## Newsletter Sign-up

## File Attachment Summary

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### *Applicant File Uploads*

- Budget--Graham Island Central Community and Holiday Events 2021.xlsx

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# Graham Island Central Community and Holiday Events 2021

Village of Port Clements

5-Nov-21

Income	Amount	Type	Confirmed?	Notes
Community and Holiday Events Grant (Gwaii Trust Society)	\$ 16,000.00	Grant	N	
<b>Total funding</b>	<b>\$ 16,000.00</b>			
Expenses	Amount	Quote?	Funder	Notes
<b>Port Clements and Nadu Road</b>				
Christmas Meal for Seniors	\$ 900.00	N	Gwaii Trust Society	
Children's Christmas at Port Clements Community Park	\$ 2,000.00	N	Gwaii Trust Society	Includes children's gifts budget
Christmas lights for Rainbow Wharf	\$ 1,700.00	N	Gwaii Trust Society	
Port/Tlell Bucks for residents	\$ 4,900.00	N	Gwaii Trust Society	"Bucks" work in either community
Subtotal	\$ 9,500.00			
<b>Tlell</b>				
Children's gifts	\$ 800.00	N	Gwaii Trust Society	
Christmas hampers	\$ 600.00	N	Gwaii Trust Society	
Christmas lights for Tlell River Bridge	\$ 100.00	N	Gwaii Trust Society	
Port/Tlell Bucks for residents	\$ 5,000.00	N	Gwaii Trust Society	"Bucks" work in either community
Subtotal	\$ 6,500.00			
<b>Total expenses</b>	<b>\$ 16,000.00</b>			
<b>Difference</b>	<b>\$ -</b>			

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# Gwaii Trust Standard Rates

Updated March 20, 2019

Item	Standard Rate
Volunteer time	\$15 an hour
Airfare return	\$700 Vancouver
	\$1,200 anywhere in North America
	\$1,500 anywhere in the world
Venue rental	\$300 per day
Hotel	\$150 per night
Staying with a friend	\$50 per night
Mileage	\$0.475 per km
BC Ferries rates for on island & to Prince Rupert	See BC Ferries webpage
Facilitator	\$300 per day
Meals calculated per person per day (\$65 total)	\$15 breakfast
	\$15 lunch
	\$35 dinner
Meeting coffee & snacks	\$7 per person
<p><i>Gwaii Trust standard rates are the estimated price of a product or service. When standard rates are used in an application quotes are not needed. If applicants would like to include higher rates in their applications, quotes will be required as outlined by the individual grant requirements.</i></p> <p><i>If the project is approved and is submitting a claim, receipts are required for all claim requests. When standard rates have been used expenses will be paid at the actual cost of the item or to the maximum amount of the standard rate depending on final receipt.</i></p>	

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# REPORT TO COUNCIL

Author: Elsie Lemke, Interim Chief Administrative Officer

Date: November 15, 2021

RE: Regular Report on Current Operations

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## 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:

- Prepared draft information for Gwaii Trust Christmas Event grant with details provided by Tlell Community group, Recreation Commission, and Seniors' Society contacts.
- Responded to ten CAO applicant information requests, providing packages with further information.
- Worked with Kim Mushynsky to review grant funded projects.
- Reviewed sand/salt options with local communities and suppliers.
- Participated in conference call with cell provider regarding potential cell tower to improve coverage.
- Finalized agenda and plans for Remembrance Day ceremony.
- Had budget meetings with staff to finalize preliminary revenue and expenditure estimates for 2022.
- Participated in Emergency Management Commission meeting and followed up on decisions.
- Participated in Teams call to review Asset Management program with Urban Systems and determine what is still left to be done.
- Met with residents' group, discussed various concerns, and followed up.
- Arranged for fire inspections for public and commercial buildings to get underway.
- Participated in Zoom call with All Islands Emergency Planning meeting.
- Participated in Zoom call with local municipal representatives, BC Ambulance Authority, regarding changes underway to the local ambulance services.
- Posted Sewer Lagoon Expansion Timber Harvest and Haul Contract on BC Bid; all potential local contractors were notified of the posting by consultant. Tender closing date is December 3<sup>rd</sup>.
- Worked on getting new property and liability insurance for Rainbow Wharf, as current insurer has advised they will no longer insure our wharf.
- The next General Local Elections in B.C. will take place on Saturday, October 15, 2022. Orders for UBCM 2022 legislative wall calendars have been placed.

### Finance:

- Received extensions for grants for Public Works Yard Improvement and Firehall Improvement Project
- Submitted updated 2022 timeline for Community Park Improvements Grant Application.
- Worked with Kim Mushynsky on new budget for 2022.
- Attended monthly zoom Taxation and Assessment Webinar from GFOA BC.

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Public Works:

- Remembrance Day preparations at the Cenotaph were completed.
- Continued assistance with Sewer lagoon initial tenders
- Sanding/Snow clearing preparations are complete for both streets and hand sanding of various Village properties. Morning sanding is underway, PW awaits direction based on new Snow Clearing/Sanding policy. Currently working under last year's SOP/verbal policy.
- Recent PW vehicle problems have both been overcome, both vehicles in operation.
- Back to full staff compliment after unexpected absences.
- Recent storm resulted in a minor amount of cleanup and tree remedial.
- Took delivery of sea cans under Public Works Yard Improvements grant.
- Set up solar streetlight in Public Works yard to test for illumination before final installation and setting lighting profiles.
- Budget meetings with CAO and Finance Manager.

Respectfully submitted:

Elsie Lemke, Chief Administrative Officer

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

<u>Action #</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A1	2018-09-26	Amend the Campground Bylaw fees		Still needs to be reviewed.
	2021-10-19			incorporated into larger bylaw review project

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