



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 PM Regular Meeting of Council, Monday, December 20th, 2021

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**
M-1— December 6th, 2021, Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
BA-1—Rise & Report – In Camera Council Meeting on December 6th
THAT Council has removed commercial usage from the Rainbow Wharf effective December 19th,
due to inability to get insurance for commercial use of Rainbow Wharf at an affordable cost
5. **ORIGINAL CORRESPONDENCE**
C-1—INFO — Update on Current State of Provincial Emergency - Ministry of Municipal Affairs
C-2—INFO – December Board Highlights – North Coast Regional District
6. **FINANCE**
7. **GOVERNMENT**
G-1—Solid Waste Collection Handling Charge Agreement – CAO Lemke
G-2—Amended Financial Plan Bylaw 2021 – 2025 #468, 2021
*Recommended Motion: That Council reconsiders and adopts The Amended Financial Plan for the
years 2021-2025 Bylaw #468, 2021*
G-3—Sewer Rates Bylaw, #469, 2021
G-4—Water Rates Bylaw, #470, 2021
G-5—Berthage and Moorage Bylaw, #471, 2021
G-6—2022 Annual Workplan - Vibrant Community Commission
*Recommended Motion: That Council approves the Vibrant Community Commission's 2022 Annual
Workplan as presented (or as amended).*
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
R-1—INFO - Regular Report on Current Operations – CAO Lemke
R-2—Mayor's Report
10. **ACTION ITEMS**
A-1- Action Items List
11. **QUESTIONS FROM THE PUBLIC & PRESS**
12. **IN-CAMERA**
13. **ADJOURNMENT**



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Minutes of the Regular Meeting of Council, Monday, December 6th, 2021

Present:

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

CAO Elsie Lemke
Deputy Clerk Elizabeth Cumming
Senior Finance Manager Ronda Bell

Members of the public: Clint Beachy, Marilyn Bliss, Maureen Bailey, Julia Stevens (delegation), Stephen Connolly (delegation), Risha Ruston (delegation), Paul Dyak (delegation)

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

2021-12-268—Moved by Councillor Whitney-Gould, seconded by Councillor Gould
THAT Council adopts the December 6th, 2021, Regular Council Meeting Agenda as presented
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1—Update & Presentation on GayGahlda Changing Tide Framework Agreement – Ministry of Indigenous Relations & Reconciliation – Julia Stevens, Stephen Connolly, Risha Ruston, Paul Dyak

T-1—Opening of Tenders for Timber Harvest and Haul Tending Opening

Tender 1: Beachy Mechanical Ltd

- (1) Timber Harvesting & Processing: \$72,000;
- (2) Road Construction: \$10,000;
- (3) Log loading & hauling to Ferguson Bay DLS if wood is sold to Taan Forest: \$26,100;
- (4) Log loading & hauling to O'Brien DLS if wood is sold to O'Briens: \$14,500;
- (5) Log loading & hauling to Haida Gwaii Forest Products mill site if wood is sold to Haida Gwaii Forest Products: \$14,500.

TOTAL estimated bid price for items 1,2 & 3 (Ferguson Bay): \$108,600;

TOTAL estimated bid price for items 1,2 and 4 (O'Briens): \$97,000;

TOTAL estimated bid price for items 1,2 & 5 (Haida Gwaii Forest Products): \$97,000.

Tender 2: 1069557 BC LTD

M-1

- (1) Timber Harvesting & Processing: \$33,350
- (2) Road Construction: \$6,200
- (3) Log loading & hauling to Ferguson Bay DLS if wood is sold to Taan Forest: \$15,950
- (4) Log loading & hauling to O'Brien DLS if wood is sold to O'Briens: \$11,600
- (5) Log loading & hauling to Haida Gwaii Forest Products mill site if wood is sold to Haida Gwaii Forest Products: \$11,600
- (6) Log loading & hauling to Bear Skin Bay DLS If wood is sold to Teal Jones: \$18,850

TOTAL estimated bid price for items 1,2 & 3 (Ferguson Bay): \$55,500

TOTAL estimated bid price for items 1,2 and 4 (O'Briens): \$51,150

TOTAL estimated bid price for items 1,2 & 5 (Haida Gwaii Forest Products): \$51,150

TOTAL estimated bid price for items 1,2& 5 (Teal Jones): \$58,400

2021-12-269—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council receive the two tenders from Beachy Mechanical Ltd and 1069557 BC Ltd.

CARRIED

3. MINUTES

M-1— November 15th, 2021, Regular Council Meeting Minutes

2021-12-270—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council adopts the November 15th, 2021, Regular Council Meeting Minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1—Rise & Report – In Camera Council Meeting on November 1st:

THAT Council has made the 2022 Council Representative Appointments

5. ORIGINAL CORRESPONDENCE

C-1—INFO — November Board Highlights – North Coast Regional District

C-2—INFO— Letter to the Ministry re: Unfair Taxation Benefiting Railway and Industry Operations – city of Pitt Meadows

C-3—INFO – COVID-19, Statute Amendments and Other Updates – Ministry of Municipal Affairs

2021-12-271—Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT Council receives items C-1, C-2, and C-3 for information.

CARRIED

6. FINANCE

7. GOVERNMENT

G-1— Repeal Bylaw #467, 2021

2021-12-272—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council reconsiders and adopts Repeal Bylaw #467, 2021.

CARRIED

Councillor Falconbridge left room at 8:01 PM

G-2— Draft Letter to BC Minister of Heath re BCEHS - Protocol Table

2021-12-273—Moved by Councillor Gould, seconded by Councillor Whitney-Gould

THAT Council supports the attached draft letter to Honourable Adrian Dix, from the Protocol Table dated November 25th, 2021 as amended, and authorizes the Mayor to sign on behalf of Council.

CARRIED

Councillor Falconbridge came back at 8:02 PM

G-3— Revised Office Hours – CAO Lemke

2021-12-274—Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT Council approves new office hours open to the public from 9:30 AM to 3:00 PM, Tuesday – Friday, effective December 13th, 2021.

CARRIED

G-4—Timber Harvest and Haul Tender Opening – CAO Lemke

2021-12-275—Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT Council tables this to in-camera.

CARRIED

G-5—Amended Financial Plan Bylaw 2021 – 2025 #468, 2021 – Senior Finance Manager Bell

2021-12-276—Moved by Councillor Gould, seconded by Councillor Whitney-Gould

THAT Council does 1st and 2nd reading of the Amended Financial Plan for the years 2021-2025 Bylaw #468, 2021.

CARRIED

2021-12-277—Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT Council does 3rd reading of the Amended Financial Plan for the years 2021-2025 Bylaw #468, 2021

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

R-2—Mayor's Report

Mayor Daugert: In a subsequent conversation with Risha Ruston, Acting District Manager, she expressed and interest in hearing Port Clements' perspective on apportionment. Deadline is tomorrow for input, but she is sort of expecting something from the Village. Would like to ask Council if they are interested in him writing a letter to the people who have been designated by the Minister of Forests as the decision makers on apportionment. In it, he would identify that Port Clements has a strong interest in maintaining market-based pricing system, the bid sales, for the 20% that the province would like to do (which may be the sweet spot in terms of bid-sale maximums that we would be likely to see). It would also identify our support for the community forest and pointing out that it would have very little impact on the bid sales as the areas that would be given to us to manage in the community forests would only be a small portion, traditionally in areas close to the community that have various issues with them (problematic, broken up, not well-suited to traditional large-scale logging), which is often recognized with a lower stumpage. It would probably have a very low effect on the actual harvestable wood for the timber sales, while at the same time being an outlet for the communities' to manage for a variety of areas that we see. This is what Community Forests have made their money off of, though it does not provide big-money it provides steady jobs. He would circulate the letter electronically as well and take advice.

2021-12-278-- moved by Councillor Gould, seconded by Councillor Falconbridge

THAT Council authorizes Mayor Daugert to pen, sign and send a letter on the apportionment of the Timber Supply Area (TSA 25) as presented to Council.

CARRIED

Councillor Whitney-Gould: in last couple weeks held Vibrant Community Commission meeting (Nov 24), completed and submitted the commission's annual plan for 2022 to CAO (Dec 1), attended regular meetings and Council's strategic planning session (Dec 1).

Councillor Gould: Attended regular meetings and worked on Vibrant Community Commission initiatives including 2022 annual plan. CERIP grant we received was fantastic news.

Councillor Cumming: Regular Council Meeting on Nov 15th, Recreation Commission meeting on Nov 18th, Strategic Planning on Dec 1st. Next week on Monday may have Community Futures' Annual General Meetin. Christmas events may or may not be affected by COVID-19 this weekend.

Councillor Falconbridge: Attended CAO hiring committee meeting.

2021-11-279—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council receives the written and verbal reports from Council and CAO Lemke.

CARRIED

10. ACTION ITEMS

A-1- Action Items List

11. QUESTIONS FROM THE PUBLIC & PRESS

Question-Marilyn Bliss: Concerned over Rainbow Wharf, feel that it is beneficial for tourism/attraction, but would like to see if it is in our Strategic Planning that our maintenance is kept up more than it has been. Want to keep this asset, not lose it.

Answer: Council will take this into consideration while working through the budget.

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;

2021-12-280—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council moves in-camera as per section 90(1)(a)(c) and (j) of the Community Charter at 8:31 PM.

CARRIED

2021-12-281-- Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council waives approval of the contract award at the next Council meeting and authorizes the interim Chief Administrative Officer to award the Timber Harvest and Haul Contract to the lowest qualified bidder.

CARRIED

13. ADJOURNMENT

2021-12-282—Moved by Councillor Falconbridge
THAT Council adjourns this meeting at 9:03 PM

CARRIED

Mayor Doug Daugert

CAO Elsie Lemke



December 3, 2021

Ref: 268917

Dear Colleagues,

Thank you for taking the time to join ADM Tara Faganello and me for the December 2 meeting with respect to the current provincial state of emergency and catastrophic flooding. Hearing from you directly is extremely valuable.

First, I want to thank you and your staff who have been working tirelessly and shown immense dedication to people in your communities, working around the clock to protect life and safety. I want to assure communities impacted by the flood and mudslides, that we are there for you and the provincial government is here to work with you.

There were a number of themes that came up during the meeting, and this email provides links and resources to some of the topics raised.

Provincial State of Emergency

Given the continued need of public safety measures, the province has extended the [Provincial State of Emergency](#) and [fuel](#) restrictions until December 14, 2021 at midnight. Although we are now at the end of a series of intense storms, many flood evacuation orders and road closures remain in place.

Fuel restrictions

The fuel order applies to all fuel suppliers in the Lower Mainland region (Vancouver to Hope), the Sea-to-Sky region (Squamish to Pemberton), Sunshine Coast, the Gulf Islands and Vancouver Island. Essential vehicles will continue to have unrestricted access to fuel as required, using predominately commercial trucking gas stations (cardlock gas stations).

Note that you can still use the credential letter that I sent to you to provide an exemption for unmarked essential vehicles from the 30-litre cap under the updated Order as it does not include an expiry date. Please continue to encourage ride sharing and key supply vehicles to limit the number of certified unmarked vehicles. I have attached the credential letter and essential vehicles list again to this email for your convenience.

Essential travel

All current orders related to [non-essential travel](#) on a number of highways remain in place until highways start to reopen.

EMBC has confirmed that local elected officials and staff are considered essential personnel for purposes of the travel restrictions order and are allowed to access the restricted highway segments.

C-1

Proof of travel for an essential purpose is not required at roadblocks. If asked at a roadblock, local government elected officials and staff can indicate that they are essential personnel working on the flood response and recovery.

The Ministry of Transportation and Infrastructure created a specific webpage to clearly articulate highway closures. The [DriveBC home page](#) is the most current source of highway conditions. Current road advisories and information can be found at <https://www.tranbc.ca/current-travel-advisories/>. We still ask people that if you don't need to travel, please stay home.

Environment Canada is forecasting more typical seasonal conditions for the next week and has lifted all [weather alerts](#) for B.C. but flood warnings remain in effect in many areas. The [River Forecast Centre](#) also has taken down many of their advisories with river levels expected to continue to drop.

The province has set up a ServiceBC Contact Centre line, where people can speak with an agent and get information related to floods, seven days a week. The toll-free phone number is **1-833-376-2452**.

[EmergencyInfoBC](#) provides detailed information during provincial emergencies, sharing official response and recovery resources, as well as verified event information from trusted partners.

Access to emergency funding for flood impacts

1. Local government financing options

Regional districts have similar emergency powers, as the local authority, as municipalities when an emergency occurs in an electoral area. Options for borrowing authority for local governments will be described next including revenue anticipation borrowing, emergency borrowing, and inter-reserve lending.

Local governments may use **revenue anticipation borrowing** under section 177 of the *Community Charter* and section 404 of the *Local Government Act* to access funds in advance of emergency grants that are confirmed to be provided by the province.

It is recommended that, to permit revenue anticipation borrowing, at the same time you declare an emergency, you also should amend your financial plan bylaw to include a rough estimate of predicted costs related to the emergency and to offset those costs with sources of funds from borrowing, reserves, cash on hand, anticipated emergency funding, etc. The bylaw can be amended again as needed as the scope of the cash flow becomes clearer.

Local governments can access **emergency borrowing** under s.13(6) of the *Emergency Program Act*, which may be used to fund expenses caused by the emergency, including: costs related to emergency response activities, emergency services, damage mitigation, and public health.

In order to access this borrowing, the regional district/municipality must declare a State of Local Emergency under s.12 of the *Emergency Program Act*. While the borrowing does not require elector approval, it requires approval from the Inspector of Municipalities and ratification from the Minister of Municipal Affairs. The ministry will expedite the necessary approval and ratification.

C-1

For both types of borrowing, the Municipal Finance Authority requires indication that funds will flow to the regional district/municipality in order to repay the borrowing – usually in the form of approval of response or recovery amounts from the province.

As a reminder: local governments are encouraged to examine their own cash on hand as they can lend internally from one capital reserve to another under s. 189(4.2) of the *Community Charter*.

You can contact the ministry's Local Government Infrastructure and Finance Branch at LGIF@gov.bc.ca for questions/concerns not specific to DFA/EMBC.

2. Emergency Operations Centre process for response actions

Typically, local authorities through their Emergency Operations Centre (EOC) submit an Expenditure Authorization Form (EAF) to the local Provincial Regional Operations Centre (PREOC) to confirm the province will fund specific response expenses.

Local authorities do not need an EAF approval before taking urgent response actions when immediate action is appropriate to reduce the imminent threat.

Following the event, the local authority submits a claim through the PREOC for reimbursement of eligible costs by EMBC. Eligibility for financial assistance does not depend on a declaration of a state of emergency by the province or local authority.

EMBC regional staff work closely with local authorities on such items (during and after an event) so the risk would be low the province wouldn't reimburse costs associated with urgent measures undertaken to protect public safety and local government infrastructure provided they were supported by sound rationale.

The link below provides the guide which assists local authorities in understanding the process and types of costs eligible for reimbursement.

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/dfa/financial_assistance_guide.pdf

Once the disaster is declared eligible for DFA, financial assistance is provided for each accepted claim at 80 percent of the amount of total eligible damage, less the first \$1,000.

The program covers:

- Rebuilding or replacing essential public infrastructure to the pre-disaster condition
- Recovery measures to replace essential materials

C-1

Local governments are required to submit an application:

1. Complete the [Application for Indigenous communities and local government \(PDF, 97KB\)](#)
2. Submit to Emergency Management BC:
 - E-mail: DFA@gov.bc.ca
 - Fax: 250-952-5542
 - Mail: DFA / PO Box 9201 Stn Prov Govt / Victoria B.C. V8W 9J1

The local government is then required to prepare a recovery plan for review/approval which addresses repair or replacement of essential materials, structures, and public works. The intent of the recovery plan is to provide enough detailed information to assess the eligible program costs. This includes supporting documentation that clearly shows what infrastructure was damaged, what was the condition pre-event, and what is the least-cost option to restore the damaged infrastructure to pre-event functionality.

As the recovery work outline in the plan is completed, the local government prepares and submits a recovery claim to account for each cost item. Supporting documentation must be included with each claim to confirm accuracy of costs and compliance with the approved recovery plan.

EMBC PREOCS will work directly with local governments to clarify process and/or eligibility.

Disaster recovery/relief funding for damages on crown land

Disaster Financial Assistance (DFA) may provide assistance to local governments that have damage to leased or licensed crown land. More information and an understanding of the content in those agreements is required prior to discussion about eligible repairs.

Structures deemed eligible by regulation are those that are essential to the functions and operations of the local government body. This includes, without limitation, structures essential to the operation of public recreational facilities (e.g., golf courses).

Waste disposal/tipping fees

Local authorities, such as waste depot owners/operators, regional districts, and municipalities can apply to have tipping fees reimbursed by the province as a response cost under the *Emergency Program Act* for a 30-day period from the last date of flooding (extension to be considered upon request) provided that:

- The local authority confirms the name and address reside in a known impact zone.
- The waste material is confirmed as being directly attributed to flood damage.
- That the billing is consistent with what would be charged to a resident for disposal (does not include overtime or other expenditures to manage the waste).
- An estimate of the amount anticipated for budgeting purposes be provided with weekly sitreps on the expenditure to date submitted for awareness.

Note that the information may be used by Disaster Financial Assistance (DFA) for reconciliation against claims of tipping fees and overall DFA envelope.

Individuals (e.g., residents, contractors) who pay or have paid tipping fees can submit a claim as a DFA including the receipt(s) for proof of payment.

Dikes

Through the recent events, many diking authorities experience significant impacts to flood protection infrastructure and are fully tasked with coordinating response toward recovery.

Given the circumstances, the Flood Safety Section in the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) is reaching out through their diking authority contact list to ensure there are strong communication channels from diking authorities to EMBC PREOC (Provincial Regional Emergency Operation Centres), who are being supported with FLNRORD staff, to ensure priority needs are being met.

If you are experiencing urgent diking repair needs that you cannot assess or perform without support, please contact your PREOC through your EOC (Emergency Operations Centre), as appropriate.

Supply chain update

Retailers are monitoring and responding to supply shortfalls cooperatively, including ensuring distributors across the province and in both small and large communities are receiving adequate supplies. Retailers are also coordinating between themselves to ensure needs for essential goods are being met for both larger and smaller communities. Although transport continues to be slower than usual, supplies are reaching all communities, and deliveries are anticipated to continue and increase as transportation routes are stabilized/restored. Retailers are implementing buying restrictions on an as-needed basis depending on the buying patterns and supplies available in particular communities.

When we all work together to support each other and people in our communities, we all benefit. And by being kind, being vigilant and prepared, and being calm, we'll all get through this.

If you have any additional questions or comments please send an email to MUNI.DMO@gov.bc.ca and we will make sure that you receive a response as quickly as possible. The next meeting is scheduled for Tuesday, December 7, 2021 starting at 5:30 pm. I look forward to connecting with you then.

Sincerely,



Okenge Yuma Morisho
Deputy Minister

pc: Gary MacIsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo BC

C-1

Board Highlights

December 10, 2021

Delegations:

Dillon Buerk of Fisheries and Oceans Canada provided an overview of the Integrated Fishery Management Plan - Crab by Trap. He went over the program's purpose, national objectives, Pacific objectives, and crab by trap objectives.

The Board asked questions and Mr. Buerk provided responses. The Chair of the Board thanked Mr. Buerk for his delegation.

Board Business:

1. The Board appointed directors to the Haida Gwaii Museum, TransCanada Yellowhead Highway Association, Prince Rupert Regional Archives, Municipal Insurance Association of BC, Municipal Finance Authority of BC, BC Ferries Advisory Committee, Northwest Regional Advisory Committee, Ground Fish Association, Port Edward Historical Society, and the North Central Local Government Association.
2. The Board appointed members to the Sandspit Community Hall Standing Committee, Regional Recycling Advisory Committee, Haida Gwaii Regional Recreation Commission, and the Public and Technical Advisory Committee.
3. The Board directed staff to investigate the cost and feasibility of establishing a sub-regional 911 service for Haida Gwaii.
4. The Board authorized an alternative approval process be held to seek the approval to borrow money for the purchase of a new Island Solid Waste haul truck. As a result, an alternative approval process has been initiated and the NCRD is collecting elector responses until January 31, 2022 at 4:30 p.m.
5. The Board passed a third reading of Bylaw 608, 2017, being a bylaw to adopt a land use plan for Electoral Areas A and C of the North Coast Regional District. This bylaw will be submitted to the Minister of Municipal Affairs for consideration of approval.
6. The Board resolved to prepare a report on the feasibility of establishing a bylaw for unsightly premises in Electoral Area E.
7. The Board resolved to write a letter of support for keeping the volunteer-led Prince Rupert Crimestoppers in the NCRD.

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



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

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Author: Elsie Lemke, Interim CAO
Date: December 20th, 2021
RE: Solid Waste Collection Handling Charge Agreement

BACKGROUND:

Prior to 2021, the North Coast Regional District paid the Village of Port Clements a monthly Collection Handling Charge of \$1.50 per customer. This charge is intended to cover the costs to the Village for issuing quarterly billings for solid waste services, postage, customer inquiries and complaints, and regular accounting. In 2021, the NCRD changed the agreement to payment of a quarterly charge of \$1.55, instead of a monthly charge, which resulted in a loss of a few thousand dollars to the Village's revenues. The Villages of Queen Charlotte and Masset were impacted in a similar manner. All three communities found this unacceptable.

DISCUSSION:

In November of this year, a joint meeting of the three communities and the NCRD resulted in an agreement that will see a return to the monthly collection charge. As well, the NCRD will review available budget at their year-end to consider the potential for a financial contribution to each of the Villages in compensation for the unanticipated lost revenue during 2021.

During 2022, further administrative discussions will take place to mutually agree to terms for 2023 and beyond. Productive discussions took place that committed to the importance of providing full disclosure when either party wishes to change the terms of long-standing agreements.

Recommendation: That Council approves the Agreement for Collection Handling Charges , set at a rate of \$1.52 per month with the North Coast Regional District for the year 2021.

CONCLUSION:

STRATEGIC

(Guiding Documents Relevancy – Village Policies)

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

FINANCIAL

(Corporate Budget Impact)

Restores revenue to pre-2021 amounts – approximately \$3,600 annually.

67-1

ADMINISTRATIVE **(Workload Impact and Consequence)**
No change.

Respectfully submitted:



Elsie Lemke, Interim CAO



THIS AGREEMENT made this ____ day of _____, 2021.

BETWEEN:

NORTH COAST REGIONAL DISTRICT

14-342 3rd Avenue West,
Prince Rupert, BC V8J 1L5

(hereafter called the "NCRD")

AND:

The VILLAGE OF PORT CLEMENTS

PO Box 198
Port Clements, BC VoT 1R0
36 Cedar Avenue West
(hereafter called the "Village")

WHEREAS the NCRD provides Islands Solid Waste services on Haida Gwaii;

AND WHEREAS the Village has agreed to collect User Fees, on behalf of the NCRD, from property owners within the Village boundary to pay for the service;

NOW THIS AGREEMENT WITNESSETH the parties agree as follows:

1. The NCRD will pay a Collection Handling Charge of \$1.52 per customer to the Village monthly;
2. In return for the Collection Handling Charge the Village will be responsible for:
 - a) Issuing quarterly billings, on behalf of the NCRD, for the User Fee specified in Bylaw # 276 and subsequent amendments, to all applicable properties within the boundary of the Village;
 - b) Receiving customer inquiries related to the User Fee and handling complaints in accordance with policies set out by the NCRD;
 - c) Providing a full accounting (Statement of Account) quarterly;

6-1

d) Providing a reconciliation of the customer list quarterly.

3. Statement of Accounts and Remittances:

- a) A Statement of Account is to be supplied by the Village to the NCRD no later than the 10th of January, April, July, and October for the previous quarter's billing;
- b) The Statement of Account will document the total number of User Fee assessed, and any adjustments to previous billings;
- c) The Village will pay the User Fees collected on behalf of the NCRD upon submission of the Statement of Account.

4. Unless otherwise amended this agreement will be in force until December 31, 2022.

IN WITNESS whereof the parties hereto have executed this agreement on the day and year first above written.

Elsie Lemke, Chief Administrative Officer
Village of Port Clements



Daniel Fish, Chief Administrative Officer
North Coast Regional District

VILLAGE OF PORT CLEMENTS

BYLAW NO.468, 2021

Respecting The Amended Financial Plan Bylaw for the Years 2021-2025, Bylaw #468, 2021

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

1. Schedule A attached hereto and made a part of this bylaw is hereby adopted and comprises the Amended Financial Plan for the Village of Port Clements for the years 2021 and ending December 31, 2025.
2. This Bylaw may be cited for all purposes as "The Amended Financial Plan for the years 2021-2025 - Bylaw #468, 2021".
3. Bylaw "The Amended Financial Plan for the years 2021-2025 - Bylaw #464, 2021" is hereby rescinded.

READ A FIRST TIME THIS 6 DAY OF DECEMBER 2021.

READ A SECOND TIME THIS 6 DAY OF DECEMBER 2021.

READ A THIRD TIME THIS 6 DAY OF DECEMBER 2021.

FINALLY PASSED AND ADOPTED THIS ___ DAY OF ___ 2021.

Doug Daugert
MAYOR

Elsie Lemke
CAO

CERTIFIED A TRUE COPY OF "THE AMENDED FINANCIAL PLAN 2021-2025
BYLAW # 468, 2021"

G-2

**Village of Port Clements
2021-2025 Financial Plan
Statement of Objectives
For Bylaw No. 464, 2021**

In accordance with Section 165(3.1) of the *Community Charter*, the Village of Port Clements (Village) is required to include in the Five-Year Financial Plan objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*,
2. The distribution of property taxes among the property classes
3. Permissive Tax exemptions

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2021. Government grants form the greatest proportion of revenue. The government grants that are included in this total include the following:

- \$425,000 for the small community grant.
- \$486,600 in Operating Funds from the Community Works Fund, UBCM Emergency Preparedness Grants, Northern Development Initiative Trust Grants, Canada Summer Jobs, and Gwaii Trust Society Vibrant Community Fund Grants.
- \$1,000,000 from the Northern Capital Planning Grant for the Lagoon Project.

Property Taxes make up the second highest amount for 2021.

The third highest source of revenue is Other Sources of Revenue.

Objective

- For the 2021 year to incorporate 0.0% tax change for the property classes from 2020. There are no increases for water and sewer in 2021. From 2022– 2025 there will be a 3.0% tax increase which includes a 2.5% Cost of Living Allowance increase annually and all classes will be returned to pre-COVID-19 (2019) rates.
- Council plans to incorporate local employment where possible and encourage contractors bidding on works with the Village to utilize unemployed workers.

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	16.0%	405,072
User Fees and charges	3.6%	91,700
Other sources	6.4%	162,975
Proceeds from borrowing	0.0%	0
Transfer from Reserves	0.0%	949
Government grants	74.0%	1,911,600
Total	100.0%	\$2,572,296

5-2

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of the Village's services.

Objectives

Policies

- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities.
- Regularly review and compare the Village's distributions of tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	58.0%	66,043
Utilities (2)	0.3%	371
Light Industry (5)	24.1%	27,507
Business and Other (6)	16.4%	18,696
Managed Forest (7)	1.2%	1383
Recreation/Non-profit (8)	0.0%	0
Total	100.0%	\$114,000

Permissive Tax Exemptions

- The Village issued a permissive tax exemption in 2019 for the 2020 - 2029 Taxation years to the Cedarview Church of \$636.52 Municipal Taxes

Schedule "A"
Consolidated All Funds

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Property Tax- Municipal	114,000	136,000	136,000	136,000	136,000
Sewer/Water Taxation & User Fees	180,000	185,650	196,100	186,900	187,950
Payments in Lieu	8,730	8,730	8,730	8,730	8,730
Sales of Services	31,675	16,300	18,300	18,300	18,300
Revenue From Own Sources	121,100	126,350	121,350	116,350	111,350
Unconditional Transfers	425,000	425,000	425,000	425,000	425,000
Conditional Transfers	1,486,600	245,600	155,000	140,000	140,000
Multi Purpose Building Revenue	10,200	14,200	14,200	14,200	14,200
Transfers From Reserves	949	10,570	18,620	11,370	20,570
Collections for Other Agencies	194,042	174,010	174,010	174,010	174,010
Total Revenues	2,572,296	1,342,410	1,267,310	1,230,860	1,236,110
Legislative Expenses	31,150	27,950	36,450	36,950	34,950
General Administration	357,104	372,850	324,000	328,100	333,300
Fire Department	54,100	53,850	55,350	56,100	57,100
Emergency Services	22,000	5,000	3,000	3,000	3,000
Common Services	47,050	47,550	47,550	48,250	48,250
Wharf Services	11,600	11,600	5,600	5,600	5,600
Small Craft Harbour	14,700	14,700	16,500	14,700	14,700
Roads	71,050	66,550	76,550	61,050	61,050
Environmental Health	15,000	0	0	0	0
Environmental Development	9,000	26,500	16,500	4,500	4,500
Parks and Recreation	61,300	58,200	57,700	53,700	53,700
Sewer & Water Expenses	180,000	185,650	196,100	186,900	187,950
Fiscal Services	2,200	2,000	2,000	2,000	2,000
Contributions to Reserves	0	0	0	0	0
Capital Expenses	1,305,000	105,000	65,000	65,000	65,000
Multi Purpose Building Expenses	65,000	65,000	65,000	65,000	65,000
Amortized asset contribution to reserve	132,000	126,000	126,000	126,000	126,000
Taxes Levied for Other Agencies	194,042	174,010	174,010	174,010	174,010
Total Expenses	2,572,296	1,342,410	1,267,310	1,230,860	1,236,110



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

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

Author: Ronda Bell, Senior Finance Manager & Elizabeth Cumming, Deputy Clerk
Date: December 20th, 2021
RE: Sewer Rates Bylaw, #469, 2021

BACKGROUND:

As part of the ongoing bylaw review project, Sewer Rates Bylaw #410, 2014 was reviewed by staff.

User rates for the sewer service have not changed since 2015.

DISCUSSION:

In the six years since the last adjustment to user charges, there has been an increase in the expense cost of providing the service and the requirement to save for future capital asset upgrades. User rates are recommended to be adjusted to account for these increases. We are proposing an adjustment to the current user charges that will see an increase of approximately \$10.20 per user per year for sewer.

Aside from the user charge review, the bylaw was reviewed for legislation compliance, if it needed clarification for better understanding or interpretation, or to better reflect operational practices and limitations. The bylaw was redrafted to be presented as a new bylaw rather than as an amendment as several changes are recommended.

The most notable of these changes, other than formatting, is the inclusion of a definitions section as well as adjusting the text of the body to simplify language and reflect operational realities e.g. explicitly stating what penalty is applied quarterly on overdue accounts, and that bills are due on the last business day of the quarter.

CONCLUSION:

Operational costs of the sewer service have risen, requiring adjustment of the user charges to account for it. Adjustments also need to be made to the bylaw for legislation, clarity, and legibility.

STRATEGIC

(Guiding Documents Relevancy – Village Bylaws)

The municipal sewer service is paid for through frontage taxes and user fees. User fees should be regularly reviewed to ensure that they are reflective of the costs of providing the service and adjusted as needed if operational costs increase. Municipal services are intended to be provided at an at-cost basis.

FINANCIAL

(Corporate Budget Impact)

Increasing the sewer user fees accounts for the increase in operational costs, which enables the service to be provided at-cost and not at a loss.

61-3

ADMINISTRATIVE

(Workload Impact and Consequence)

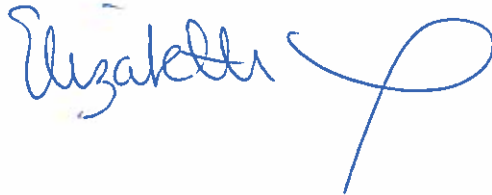
Administrative staff are involved in researching and updating bylaws, staff also enforce and implement bylaws. Adjusting the charge rates for the utility billings is a simple process.

RECOMMENDATION:

THAT Council does 1st & 2nd reading of Sewer Rates Bylaw, #469, 2021

THAT Council does 3rd reading of Sewer Rates Bylaw, #469, 2021

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Elizabeth", followed by a large, stylized flourish or loop.

VILLAGE OF PORT CLEMENTS

BYLAW #469, 2021

A BYLAW TO IMPOSE A FEE AGAINST THE OWNER OR OCCUPIER OF REAL PROPERTY FOR THE USE OF THE SEWAGE SYSTEM OF THE VILLAGE OF PORT CLEMENTS

WHEREAS the *Community Charter* gives Council the power to impose a fee payable in respect of all or part of a service of the municipality, to establish different rates or levels of fees in relation to different factors, and to establish terms and conditions for payment of a fee, including discounts, interest and penalties, 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 "Sewer Rates Bylaw #469, 2021"

DEFINITIONS

Regular Business Day: refers to the days of the week that the Village Office is regularly open for business to the public.

Connection or Connect: means tying into, tapping or otherwise connecting to the sewer system of the Municipality by means of pipes, valves, fitting or other apparatus;

Consumer: the owner or occupier of land or real property whose property is connected to the sewer system and is accessing the service of collection of sewage.

Municipal Officer: refers to municipal employees that are officers established by Council per the *Community Charter* and act as the collector of the payable fees.

Owner: means the duly registered owner of real property.

Sewer System: means the entire sewer system owned by the Village of Port Clements and as established by bylaw.

Turned off/turn off: means to discontinue the collection of sewage by closing a curb-stop or by such other means as deemed appropriate.

Turned on/turn on: means to commence the collection of sewage by opening a curb-stop or by such other means deemed as appropriate.

BODY

1. A fee is imposed and levied as a sewer user charge against the consumer. Each consumer will be classified by the municipal officer in accordance with the categories set out in Schedule "A" attached to and forming part of this Bylaw, and each consumer will pay to the Municipality

the applicable user charge as set out in Schedule "A". All properties will be billed for the highest appropriate use category.

2. All properties having sewer service are liable to pay the fees levied under this bylaw and the same shall be calculated from the date of turn-on and continues to pay such rates until the date of turned-off. The fees payable in respect of the month of turn on and turn-off shall be prorated as the circumstances of any case requires.

3. In the case of a connection being made during the year, the user charge imposed shall begin with the month during which the final inspection of the sewer connection was made, and service turned on. If the final inspection is done and service turned on or before the 15th of the month then the full monthly charge shall be charged, otherwise the charge shall be one-half of the monthly charge.

4. The user charge shall be due and payable quarterly at the Municipal Office of the Municipal Officer on the last regular business day of the last month in the three-month quarter.

5. A 3% penalty shall be applied quarterly to all overdue accounts on the cumulative balance outstanding for the calendar year.

6. Any outstanding balance of fees and penalties remaining unpaid on the 31st day of December shall be rolled into arrears taxes on the property concerned and shall be forthwith entered on the real property tax roll by the municipal officer as taxes in arrears.

7. If any section, subsection, or paragraph of this Bylaw is found invalid by a decision of a Court or competent jurisdiction, the invalid section, subsection, or paragraph shall be severed without effect on the remainder of the bylaw.

8. This bylaw shall come into effect for the January 1, 2022 billing quarter and shall remain in force until repealed or amended. Schedule A details the rates that will be in effect January 1, 2022.

9. The Village of Port Clements "Sewer Rates Bylaw #410, 2014" is hereby repealed.

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
Sewer Rates Bylaw #469, 2021

5-3

SCHEDULE "A"

EFFECTIVE JANUARY 1, 2022

Attached to and forming part of Sewer Rates Bylaw #469, 2021

User Rate Categories:	Rate/Month
1. Single Family Residence including Mobile Homes	\$ 14.60
2. Duplex/Apartments/Suites	
-up to four (4) units per property (price per unit)	\$ 14.60
-each unit over and above four (4) units per property	\$ 10.20
3. Hotels/Motels/Lodging Houses, B&B, etc.	
-each sleeping unit	\$ 4.65
-each unit which also includes a kitchen facility	\$ 5.85
4. Cafes/Restaurants/Liquor Primary Establishments	
-up to 20 seat capacity	\$ 22.05
-greater than 20 seat capacity	\$ 27.05
5. Commercial/Rental Establishment (including but not limited to Garage/service station/retail store/hair salon)	
-less than 2500 ft ²	\$ 14.60
-greater than 2501 ft ²	\$ 25.75
6. Schools, each classroom	\$ 14.60
7. Hospitals/Clinics, per bed	\$ 4.65
8. Church	\$ 14.60
9. Laundromat, each washing machine	\$ 8.40
10. Industrial use	
-fish processing – max 2" service	\$ 35.80
-other manufacturing – max 1" service	\$ 17.15
11. Any use not listed above	\$ 14.60

VILLAGE OF PORT CLEMENTS

BYLAW #410, 2014

A Bylaw to provide for the imposition of a charge against the owner or occupier of real property for the use of the sewage system of the Village of Port Clements

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

1. There is hereby imposed and levied a sewer user charge against the owner or occupier of land or real property whose property is connected to the sewer system. The Clerk shall classify each consumer in accordance with the categories set out in Schedule "A" and "B", attached to and forming part of this Bylaw. All properties will be billed for the highest appropriate use category.
2. The rate shall be due and payable quarterly at the office of the Collector, Municipal Office, on the last day of the three month period. The first annual due date shall be March 31st.
3. A penalty shall be applied quarterly to all overdue accounts on the cumulative balance outstanding for the calendar year.
4. In the case of a connection being made during the year, the charge imposed shall begin with the month during which the final inspection of the sewer connection was made. If the final inspection is done on or before the 15th of the month then the full monthly rate shall be charged, otherwise the charge shall be one-half of the monthly charge.
5. Any rate remaining unpaid on the 31st day of December shall be rolled into arrears taxes on the property concerned and shall be forthwith entered on the real property tax roll by the Collector as taxes in arrears.
6. This bylaw shall come into effect for the July 1, 2014 billing quarter and shall remain in force until repealed or amended. Schedule A details the rates that will be in effect July 1, 2014 and Schedule B details the rates that will be in effect January 1, 2015.
7. The Village of Port Clements "Sewer Rates Bylaw #394, 2012" is hereby repealed.
8. This bylaw shall be cited as the "Village of Port Clements Sewer Rates Bylaw #410, 2014"

Read a 1st time this 17th day of March, 2014

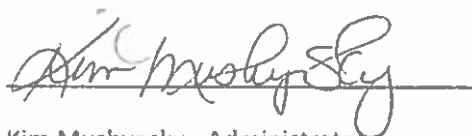
Read a 2nd time this 17th day of March, 2014

Read a 3rd time this 17th day of March, 2014

Reconsidered and adopted this 7th day of April, 2014

A handwritten signature in black ink, appearing to read 'Wally Cheer', written over a horizontal line.

Wally Cheer – Mayor

A handwritten signature in black ink, appearing to read 'Kim Mushynsky', written over a horizontal line.

Kim Mushynsky - Administrator

Certified to be a true copy of the Sewer Rates Bylaw #410, 2014

SCHEDULE "A"

EFFECTIVE JULY 1, 2014

Attached to and forming part of Sewer Rates Bylaw #410, 2014

User Rate Categories:	Rate/Month
1. Single Family Residence including Mobile Homes	\$ 12.50
2. Duplex/Apartments/Suites	
-up to four (4) units per property (price per unit)	\$ 12.50
-each unit over and above four (4) units per property	\$ 8.50
3. Hotels/Motels/Lodging Houses, B&B, etc.	
-each sleeping unit	\$ 3.45
-each unit which also includes a kitchen facility	\$ 4.55
4. Cafes/Restaurants/Liquor Primary Establishments	
-up to 20 seat capacity	\$ 19.25
-greater than 20 seat capacity	\$ 23.80
5. Commercial/Rental Establishment (including but not limited to Garage/service station/retail store/hair salon)	
-less than 2500 ft ²	\$ 12.50
-greater than 2501 ft ²	\$ 22.65
6. Schools, each classroom	\$ 12.50
7. Hospitals/Clinics, per bed	\$ 3.45
8. Church	\$ 12.50
9. Laundromat, each washing machine	\$ 6.85
10. Industrial use	
-fish processing – max 2" service	\$ 31.75
-other manufacturing – max 1" service	\$ 14.80
11. Any use not listed above	\$ 12.50

C1-3

SCHEDULE "B"

EFFECTIVE JANUARY 1, 2015

Attached to and forming part of Sewer Rates Bylaw #410, 2014

User Rate Categories:	Rate/Month
1. Single Family Residence including Mobile Homes	\$ 13.75
2. Duplex/Apartments/Suites	
-up to four (4) units per property (price per unit)	\$ 13.75
-each unit over and above four (4) units per property	\$ 9.35
3. Hotels/Motels/Lodging Houses, B&B, etc.	
-each sleeping unit	\$ 3.80
-each unit which also includes a kitchen facility	\$ 5.00
4. Cafes/Restaurants/Liquor Primary Establishments	
-up to 20 seat capacity	\$ 21.20
-greater than 20 seat capacity	\$ 26.20
5. Commercial/Rental Establishment (including but not limited to Garage/service station/retail store/hair salon)	
-less than 2500 ft ²	\$ 13.75
-greater than 2501 ft ²	\$ 24.90
6. Schools, each classroom	\$ 13.75
7. Hospitals/Clinics, per bed	\$ 3.80
8. Church	\$ 13.75
9. Laundromat, each washing machine	\$ 7.55
10. Industrial use	
-fish processing – max 2" service	\$ 34.95
-other manufacturing – max 1" service	\$ 16.30
11. Any use not listed above	\$ 13.75

G-3



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

36 Cedar Avenue West
PO Box 198
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V0T1R0
OFFICE : 250-557-4295
Public Works : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

Author: Ronda Bell, Senior Finance Manager & Elizabeth Cumming, Deputy Clerk
Date: December 20th, 2021
RE: Water Rates Bylaw, #470, 2021

BACKGROUND:

As part of the ongoing bylaw review project, Village of Port Clements Water Rates Bylaw #411, 2014 was reviewed by staff.

User rates for the sewer service have not changed since 2015.

DISCUSSION:

In the six years since the last adjustment to user charges, there has been an increase in the expense cost of providing the service and the requirement to save for future capital asset upgrades. User rates are recommended to be adjusted to account for these increases. We are proposing an adjustment to the current user charges that will see an increase of approximately \$17.40 per user per year for water.

Aside from the user charge review, the bylaw was reviewed for legislation compliance, if it needed clarification for better understanding or interpretation, or to better reflect operational practices and limitations. The bylaw was redrafted to be presented as a new bylaw rather than an amendment as several changes are recommended.

The most notable of these changes, other than formatting, is the inclusion of a definitions section as well as adjusting the text of the body to simplify language and reflect operational realities e.g. explicitly stating the penalty applied quarterly on overdue accounts, and that bills are due on the last business day of the quarter.

CONCLUSION:

Operational costs of the water service have risen, requiring adjustment of the user charges to account for it. Adjustments also need to be made to the bylaw for legislation, clarity, and legibility.

STRATEGIC

(Guiding Documents Relevancy – Village Bylaws)

The municipal water service is paid for through frontage taxes and user fees. User fees should be regularly reviewed to ensure that they are reflective of the costs of providing the service and adjusted as needed if operational costs increase. Municipal services are intended to be provided at an at-cost basis.

FINANCIAL

(Corporate Budget Impact)

Increasing the water user fees accounts for the increase in operational costs, which enables the service to be provided at-cost and not at a loss.

5-4

ADMINISTRATIVE

(Workload Impact and Consequence)

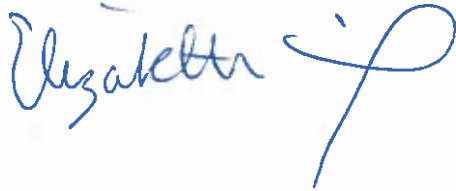
Administrative staff are involved in researching and updating bylaws, staff also enforce and implement bylaws. Adjusting the charge rates for the utility billings is a simple process.

RECOMMENDATION:

THAT Council does 1st & 2nd reading of Water Rates Bylaw, #470, 2021

THAT Council does 3rd reading of Water Rates Bylaw, #470, 2021

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Elizabeth", followed by a large, stylized flourish or loop.

VILLAGE OF PORT CLEMENTS

BYLAW #470, 2021

A BYLAW TO IMPOSE A FEE AGAINST THE OWNER OR OCCUPIER OF REAL PROPERTY FOR THE USE OF THE WATER SYSTEM OF THE VILLAGE OF PORT CLEMENTS

WHEREAS the Community Charter gives Council the power to impose a fee payable in respect of all or part of a service of the municipality, to establish different rates or levels of fees in relation to different factors, and to establish terms and conditions for payment of a fee, including discounts, interest and penalties, 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 "Water Rates Bylaw #470, 2021"

DEFINITIONS

Regular Business Day: refers to the days of the week that the Village Office is regularly open for business to the public.

Connection or Connect: means tying into, tapping, or otherwise connecting to the water system of the Municipality by means of pipes, valves, fitting or other apparatus.

Consumer: the owner or occupier of land or real property whose property is connected to the water system and is accessing the water service.

Municipal Officer: refers to municipal employees that are officers established by Council per the Community Charter and act as the collector of the payable fees.

Owner: means the duly registered owner of real property.

Water System: means the entire water system owned by the Village of Port Clements and as established by bylaw.

Turned off/turn off: means to discontinue the access to the water service by closing a curb-stop or by such other means as deemed appropriate.

Turned on/turn on: means to commence access to the water service by opening a curb-stop or by such other means deemed as appropriate.

BODY

1. A fee is imposed and levied as a water user charge against the consumer. Each consumer will be classified by the municipal officer in accordance with the categories set out in Schedule "A" attached to and forming part of this Bylaw, and each consumer will pay to the Municipality

the applicable user charge as set out in Schedule "A". All properties will be billed for the highest appropriate use category.

2. All properties having water service are liable to pay the fees levied under this bylaw and the same shall be calculated from the date of turn-on and continues to pay such rates until the date of turned-off. The fees payable in respect of the month of turn on and turn off shall be prorated as the circumstances of any case requires.

3. In the case of a connection being made during the year, the charge imposed shall begin with the month during which the final inspection of the water connection was made, and service turned on. If the final inspection is done on or before the 15th of the month then the full monthly rate shall be charged, otherwise the charge shall be one-half of the monthly charge.

4. The user charge shall be due and payable quarterly at the Municipal Office of the Municipal Officer on the last regular business day of the last month in the three-month quarter.

5. A 3% penalty shall be applied quarterly to all overdue accounts on the cumulative balance outstanding for the calendar year.

5. Any outstanding balance of fees and penalties remaining unpaid on the 31st day of December shall be rolled into arrears taxes on the property concerned and shall be forthwith entered on the real property tax roll by the municipal officer as taxes in arrears.

6. If any section, subsection, or paragraph of this Bylaw is found invalid by a decision of a Court or competent jurisdiction, the invalid section, subsection, or paragraph shall be severed without effect on the remainder of the bylaw.

7. This bylaw shall come into effect for the January 1, 2022 billing quarter and shall remain in force until repealed or amended. Schedule A details the rates that will be in effect January 1, 2022.

8. The Village of Port Clements "Village of Port Clements Water Rates Bylaw #411, 2014" is hereby repealed.

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
Water Rates Bylaw #470, 2021

SCHEDULE "A"

EFFECTIVE JANUARY 1, 2021

Attached to and forming part of Water Rates Bylaw #470, 2021

User Rate Categories:	Rate/Month
1. Single Family Residence including Mobile Homes	\$ 23.45
2. Duplex/Apartments/Suites	
-up to four (4) units per property (price per unit)	\$ 23.45
-each unit over and above four (4) units per property	\$ 15.95
3. Hotels/Motels/Lodging Houses, B&B, etc.	
-each sleeping unit	\$ 5.55
-each unit which also includes a kitchen facility	\$ 7.00
4. Cafes/Restaurants/Liquor Primary Establishments	
-up to 20 seat capacity	\$ 33.90
-greater than 20 seat capacity	\$ 39.70
5. Commercial/Rental Establishment (including but not limited to Garage/service station/retail store/hair salon)	
-less than 2500 ft ²	\$ 23.45
-greater than 2501 ft ²	\$ 35.00
6. Schools, each classroom	\$ 23.45
7. Hospitals/Clinics, per bed	\$ 5.55
8. Church	\$ 23.45
9. Laundromat, each washing machine	\$ 13.00
10. Industrial use	
-fish processing – max 2" service	\$ 59.30
-other manufacturing – max 1" service	\$ 33.90
11. Any use not listed above	\$ 23.45

G-4

VILLAGE OF PORT CLEMENTS

BYLAW #411, 2014

A Bylaw to provide for the imposition of a charge against the owner or occupier of real property for the use of the water system of the Village of Port Clements

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

1. There is hereby imposed and levied a water user charge against the owner or occupier of land or real property whose property is connected to the water system. The Clerk shall classify each consumer in accordance with the categories set out in Schedule "A" and "B", attached to and forming part of this Bylaw. All properties will be billed for the highest appropriate use category.
2. The rate shall be due and payable quarterly at the office of the Collector, Municipal Office, on the last day of the three month period. The first annual due date shall be March 31st.
3. A penalty shall be applied quarterly to all overdue accounts on the cumulative balance outstanding for the calendar year.
4. In the case of a connection being made during the year, the charge imposed shall begin with the month during which the final inspection of the sewer connection was made. If the final inspection is done on or before the 15th of the month then the full monthly rate shall be charged, otherwise the charge shall be one-half of the monthly charge.
5. Any rate remaining unpaid on the 31st day of December shall be rolled into arrears taxes on the property concerned and shall be forthwith entered on the real property tax roll by the Collector as taxes in arrears.
6. This bylaw shall come into effect for the July 1, 2014 billing quarter and shall remain in force until repealed or amended. Schedule A details the rates that will be in effect July 1, 2014 and Schedule B details the rates that will be in effect January 1, 2015.
7. The Village of Port Clements "Water Rates Bylaw #395, 2012" is hereby repealed.
8. This bylaw shall be cited as the "Village of Port Clements Water Rates Bylaw #411, 2014"

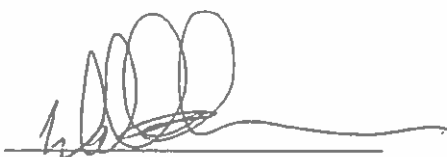
Read a 1st time this 17th day of March, 2014

Read a 2nd time this 17th day of March, 2014

C-4

Read a 3rd time this 17th day of March, 2014

Reconsidered and adopted this 7th day of April, 2014

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a solid horizontal line.

Wally Cheer – Mayor

A handwritten signature in black ink, written in a cursive style, positioned above a solid horizontal line.

Kim Mushynsky - Administrator

Certified to be a true copy of the Water Rates Bylaw #411, 2014

G-4

SCHEDULE "A"

EFFECTIVE JULY 1, 2014

Attached to and forming part of Water Rates Bylaw #411, 2014

User Rate Categories:	Rate/Month
1. Single Family Residence including Mobile Homes	\$ 21.50
2. Duplex/Apartments/Suites	
-up to four (4) units per property (price per unit)	\$ 21.50
-each unit over and above four (4) units per property	\$ 14.15
3. Hotels/Motels/Lodging Houses, B&B, etc.	
-each sleeping unit	\$ 4.00
-each unit which also includes a kitchen facility	\$ 5.40
4. Cafes/Restaurants/Liquor Primary Establishments	
-up to 20 seat capacity	\$ 31.70
-greater than 20 seat capacity	\$ 37.35
5. Commercial/Rental Establishment (including but not limited to Garage/service station/retail store/hair salon)	
-less than 2500 ft ²	\$ 21.50
-greater than 2501 ft ²	\$ 32.80
6. Schools, each classroom	\$ 21.50
7. Hospitals/Clinics, per bed	\$ 4.00
8. Church	\$ 21.50
9. Laundromat, each washing machine	\$ 11.30
10. Industrial use	
-fish processing – max 2" service	\$ 56.55
-other manufacturing – max 1" service	\$ 31.70
11. Any use not listed above	\$ 21.50

C-4

SCHEDULE "B"

EFFECTIVE JANUARY 1, 2015

Attached to and forming part of Water Rates Bylaw #411, 2014

User Rate Categories:	Rate/Month
1. Single Family Residence including Mobile Homes	\$ 22.00
2. Duplex/Apartments/Suites	
-up to four (4) units per property (price per unit)	\$ 22.00
-each unit over and above four (4) units per property	\$ 14.50
3. Hotels/Motels/Lodging Houses, B&B, etc.	
-each sleeping unit	\$ 4.10
-each unit which also includes a kitchen facility	\$ 5.55
4. Cafes/Restaurants/Liquor Primary Establishments	
-up to 20 seat capacity	\$ 32.45
-greater than 20 seat capacity	\$ 38.25
5. Commercial/Rental Establishment (including but not limited to Garage/service station/retail store/hair salon)	
-less than 2500 ft ²	\$ 22.00
-greater than 2501 ft ²	\$ 33.55
6. Schools, each classroom	\$ 22.00
7. Hospitals/Clinics, per bed	\$ 4.10
8. Church	\$ 22.00
9. Laundromat, each washing machine	\$ 11.55
10. Industrial use	
-fish processing – max 2" service	\$ 57.85
-other manufacturing – max 1" service	\$ 32.45
11. Any use not listed above	\$ 22.00

C-4



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

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

Author: Elizabeth Cumming, Deputy Clerk
Date: December 20th, 2021
RE: Berthage and Moorage Bylaw, #471, 2021

BACKGROUND:

Due to the Village being unable to get affordable commercial insurance for Rainbow Wharf, Council has closed Rainbow Wharf for commercial use.

DISCUSSION:

As Rainbow Wharf is closed to commercial use, the bylaws associated with having fees for vessel berthage at the Rainbow Wharf need to be removed. The Municipal Insurance Association of British Columbia (MIABC), identified to staff that all charges in relation to Rainbow Wharf must be removed or if would be considered as having "commercial usage" by virtue of having those fees.

In addition to reviewing the associated bylaws to amend the fees, the bylaws were also reviewed as part of the ongoing bylaw review project to see if changes were required to ensure legislation compliance, better clarification of text or reflect operational practices and limitations. As several changes are recommended to be made, the bylaws were redrafted to be presented as a new and consolidated bylaw rather than as an amendment.

The most notable of these changes, besides from formatting, is the inclusion of a definitions section, removal of references to the Rainbow Wharf "Wharf", clarification that only the Small Craft Harbour is available for use of berthage for vessels, and adjustments to Appendix B for the better collection of information for billing purposes. No changes are recommended to the Small Craft Harbour fee rates at this time.

CONCLUSION:

The Village is required to remove all fees associated with Rainbow Wharf to designate it as a non-commercial facility following its lack of commercial insurance.

STRATEGIC

(Guiding Documents Relevancy – Village Bylaws)

As Rainbow Wharf is no longer accessible for commercial usage, it cannot have moorage for berthage. The Wharf is closed to use by vessels for commercial berthage.

FINANCIAL

(Corporate Budget Impact)

As the Wharf has been essentially closed for use vessels for commercial berthage for several years, the impact of loss of revenue generated from the commercial use of the Wharf has already been accounted for. Cost savings in no longer having commercial insurance to pay for.

G-5

ADMINISTRATIVE

(Workload Impact and Consequence)

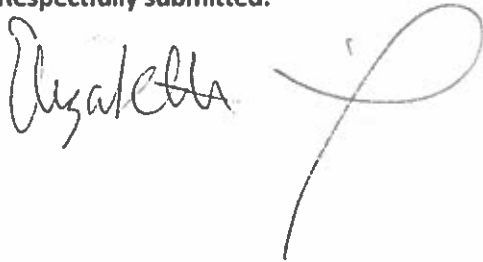
Administrative staff are involved in researching and updating bylaws, staff also enforce and implement bylaws. Adjusting operations to account that Rainbow Wharf is closed for commercial berthage is a simple process.

RECOMMENDATION:

THAT Council does 1st & 2nd reading of Berthage and Moorage Bylaw, #471, 2021

THAT Council does 3rd reading of Berthage and Moorage Bylaw, #471, 2021

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Elizabeth", followed by a large, stylized flourish or loop.

VILLAGE OF PORT CLEMENTS

BYLAW #471, 2021

A BYLAW TO ESTABLISH FEES AND REGULATIONS FOR THE USE OF THE SMALL CRAFT HARBOUR

WHEREAS the *Community Charter* gives Council the power to impose a fee payable in respect of all or part of a service of the municipality, to establish different rates or levels of fees in relation to different factors, and to establish terms and conditions for payment of a fee, including discounts, interest and penalties, 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 "Berthage and Moorage Bylaw #471, 2021"

DEFINITIONS:

Berthage: the space where a vessel may anchor, dock, or tie up.

Moorage: the fee applicable to pay for berthage at the Small Craft Harbour.

BODY:

1. There are two appendixes attached to and forming a part of this bylaw, *Appendix A* outlines fees and *Appendix B* is the Berthage Agreement
2. The Village of Port Clements "*Port Clements Moorage and Fees Bylaw #409, 2014*" and "*Port Clements Moorage and Fees Amendment Bylaw #441, 2017*" is hereby repealed

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
Berthage and Moorage Bylaw #471, 2021

Appendix "A"

Attached to and forming part of
BERTHAGE AND MOORAGE BYLAW #471, 2021

Only the Small Craft Harbour is available for use of berthage for vessels within the Village of Port Clements. No other municipal operated or owned facility or infrastructure is permitted to be used for berthage.

All Vessels including barges shall pay the following moorage rates when docked at the Small Craft Harbour:

Monthly- \$12.20 per meter
Daily- \$2.20 per meter

Hydro for all vessels	Daily	Monthly
110V 20 A Service Minimum Rate	\$3.00	\$ 65.00
220V 30A Service Minimum Rate	\$5.00	\$100.00
220V 50A Service Minimum Rate	\$7.50	\$150.00

Should an economical method of metering per boat become available, the Village of Port Clements maintains the right to charge clients additional charges if actual usage exceeds the rate set out above. By using the power provided users agree to these charges.

All Vessels wishing to gain access to the facility are to fill out a usage agreement as attached in Appendix B.

Miscellaneous Rates:

1. A fee for returned cheques is \$25.00
2. Interest of 2% per month will be charged on accounts unpaid for 30 days

Appendix "B"

Attached to and forming part of
BERTHAGE AND MOORAGE BYLAW #471, 2021

Application for Berthage at the Small Craft Harbour

Name of Owner: _____

Name of Vessel: _____

Name of Operator if different from Owner: _____

Contact Phone Number: _____ Vessel ID #: _____

Contact Email Address: _____

Vessel Length: _____ Vessel Width: _____

Mailing/Billing Address: _____

Date of start of vessel berthage: _____

Date of vessel departure/end of berthage: _____

I hereby understand that by using the Small Craft Harbour that I am consenting to follow all municipal bylaws in relation to the use of the facility and Harbour (*Port Clements Harbour Regulation Bylaw #318, 2001*).

I further agree to pay the rates as set out in Berthage and Moorage Bylaw #471, 2021 for use of either facility.

I also understand that any damages caused by my vessel being moored at the Small Craft Harbour will be my responsibility to ensure that all damages are paid or fixed accordingly as agreed upon by the Village of Port Clements.

In addition, I will maintain the peace and enjoyment of the facility and will not create a nuisance on the Harbour, to other vessels, and persons wishing to access the Wharf.

I will comply with all Transport Canada Safety Rules and Regulations.

Attached with this application for berthage, I agree to submit a picture of my vessel for visual identification purposes of my vessel.

Effective Date of this agreement: _____

Owner/Operator

Municipal Staff

A-5

**VILLAGE OF PORT CLEMENTS
BYLAW #409, 2014**

**A BYLAW TO ESTABLISH FEES AND REGULATIONS FOR THE USE OF THE
PORT CLEMENTS WHARF AND SMALL CRAFT HARBOUR**

WHEREAS the Village of Port Clements is permitted by the *Community Charter of British Columbia* to establish fees, rates and charges for providing the use of the Port Clements Wharf.

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

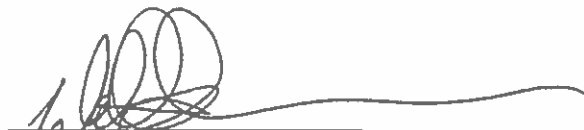
1. This bylaw may be cited as "Port Clements Moorage and Fees Bylaw No. 409, 2014". There are two appendixes attached to and forming a part of this bylaw. Appendix A outlines fees and appendix B is the moorage agreement.
2. Bylaw No. 375, 2009 is hereby repealed.

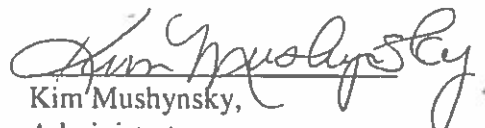
READ A FIRST TIME THIS 17th DAY OF FEBRUARY, 2014

READ A SECOND TIME THIS 17th DAY OF FEBRUARY, 2014

READ A THIRD TIME THIS 17th DAY OF FEBRUARY, 2014

RECONSIDERED AND FINALLY ADOPTED THIS 3rd DAY OF MARCH, 2014


Wally Cheer,
Mayor


Kim Mushynsky,
Administrator

Certified to be a true copy of Bylaw
No. 409, 2014

Appendix "A"
Attached to ByLaw No. 409, 2014
PORT CLEMENTS MOORAGE
AND FEES BYLAW

Loading/Offloading Fees for Barges:

Rates are based on area- Length x Width = Square area

Daily - \$.30 per Square Meter

Note: Barges loading and offloading must advise the Village office Monday through Friday 9:00am to 1:00pm 48 hours in advance of their intent to use the wharf for these purposes.

All Vessels including barges shall pay the following moorage rates whether docked at the Wharf or the Small Craft Harbour:

Monthly- \$12.20 per meter

Daily- \$2.20 per meter

Hydro for all vessels	Daily	Monthly
110V 20 A Service Minimum Rate	\$3.00	\$ 65.00
220V 30A Service Minimum Rate	\$5.00	\$100.00

Should an economical method of metering per boat become available, the Village of Port Clements maintains the right to charge clients additional charges if actual usage exceeds the rate set out above. By using the power provided users agree to these charges.

All Vessels wishing to gain access to the facility are to fill out a usage agreement attached.

Miscellaneous Rates:

1. A fee for returned cheques is \$25.00
2. Interest of 2% per month will be charged on accounts unpaid for 30 days

65

Application for Berthage at the Port Clements Wharf or Small Craft Harbour

Name of Owner: _____

Name of Vessel: _____

Length and Width of Vessel: _____

Effective Date of this agreement: _____

Billing information: _____

I hereby understand that by using the Port Clements Wharf or Small Craft Harbour that I am consenting to follow all municipal bylaws in relation to the use of the facility and Harbour (Bylaw #318, 2001 Regulation of use and operation of the Port Clements Wharf). I further agree to pay the rates as set out in Bylaw #409, 2014 for use of either facility. I also understand that any damages caused by my vessel being moored at the Wharf or Small Craft Harbour will be my responsibility to ensure that all damages are paid or fixed accordingly as agreed upon by the Village of Port Clements. In addition, I will maintain the peace and enjoyment of the facility and will not create a nuisance on the Harbour, to other vessels, and persons wishing to access the Wharf. I will comply with all Transport Canada Safety Rules and Regulations.

Owner/Operator

Clerk/Treasurer

C-5

**VILLAGE OF PORT CLEMENTS
BYLAW #441, 2017**

**A BYLAW TO AMEND FEES FOR THE USE OF THE PORT CLEMENTS WHARF
AND SMALL CRAFT HARBOUR**

WHEREAS the Village of Port Clements is permitted by the *Community Charter of British Columbia* to establish fees, rates and charges for providing the use of the Port Clements Wharf.

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

1. This bylaw may be cited as "Port Clements Moorage and Fees Amendment Bylaw No. 441, 2017". There is one appendix attached to and forming a part of this bylaw. Appendix A outlines fees.

READ A FIRST TIME THIS 19th DAY OF JUNE, 2017

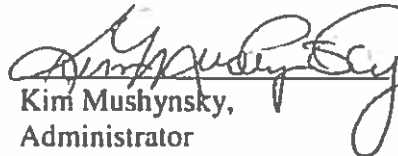
READ A SECOND TIME THIS 19th DAY OF JUNE, 2017

READ A THIRD TIME THIS 19th DAY OF JUNE, 2017

RECONSIDERED AND FINALLY ADOPTED THIS 3rd DAY OF July, 2017



Urs Thomas,
Mayor



Kim Mushynsky,
Administrator

Certified to be a true copy of Bylaw
No. 441, 2017

G-5

Appendix "A"
Attached to Bylaw No. 441, 2017
PORT CLEMENTS FEES BYLAW

Loading/Offloading Fees for Barges:

Rates are based on area- Length x Width = Square area

Daily - \$.30 per Square Meter

Note: Barges loading and offloading must advise the Village office Monday through Friday 9:00am to 1:00pm 48 hours in advance of their intent to use the wharf for these purposes.

All Vessels including barges shall pay the following moorage rates whether docked at the Wharf or the Small Craft Harbour:

Monthly- \$12.20 per meter

Daily- \$2.20 per meter

Hydro for all vessels	Daily	Monthly
110V 20 A Service Minimum Rate	\$3.00	\$ 65.00
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220V 50A Service Minimum Rate	\$7.50	\$150.00

Should an economical method of metering per boat become available, the Village of Port Clements maintains the right to charge clients additional charges if actual usage exceeds the rate set out above. By using the power provided users agree to these charges.

All Vessels wishing to gain access to the facility are to fill out a usage agreement attached.

Miscellaneous Rates:

1. A fee for returned cheques is \$25.00
2. Interest of 2% per month will be charged on accounts unpaid for 30 days

C-5

Title:

Vibrant Community Commission: Annual Workplan 2022

Purpose Scope:

The purpose of the Annual Workplan is provide information on the activities of the Vibrant Community Commission (the Commission) to support planning and operational objectives within the Village of Port Clements.

Broadly, the objectives of the Commission in 2022 is to complete and carry out beautification and economic development initiatives begun in 2020 and 2021 linked to funding provided by the Gwaii Trust Vibrant Community Fund.

These projects were significantly delayed due to challenges linked to the Covid 19 pandemic.

1. Development of the swimming area located near the north end of the Sunset Park Trail.

These projects include:

- a) Receive and install the toilet building and tank onsite (on order)
- b) Receive and install change shack onsite (install only)
- c) Receive and install gazebo onsite (on order)
- d) Receive and install two benches onsite (on order)
- e) Receive and install picnic table onsite (on order)
- f) Site prep (pending)

2. Economic initiatives linked to website development and the reopening St. Marks Gift & Gallery. These projects include:

- a) St. Marks start-up (re-opening is dependent on covid-19 restrictions)
 - i. Includes purchase of items to support reopening
 - Sales counter (pending)
 - Point of sale system (1-complete)
 - Showcase (4-pending)
 - Express machine (1-complete)
 - Office supplies/services (pending)
- b) Completion of website development and social marketing strategy**
 - i. Includes a range of services to support development
 - Website development (ongoing)
 - Media marketing support (ongoing)
 - Market network research (ongoing)
 - Strategic planning (ongoing)

November 22, 2021

3. Additional proposed initiatives planned for development and/or implementation in 2022 include:

- | | |
|---|---------------------|
| a) Placement of bench across from Beachy | (tentative/pending) |
| b) Installation of cement beach access stairs (2) | (tentative/pending) |
| c) Website social media management | (tentative/pending) |
| d) Signage for swimming area | (planned) |

Goals/Timelines:

Section 1 (page 1): The timing and completion of the swimming hole projects are all dependent on delivery of the service and product providers. We will also have to wait for the land to dry up somewhat so installation will likely occur between March and May 2022.

Section 2 (page 1): The timing and completion of ordering to support the reopening of St. Marks Gift and Gallery should be completed by end December 2021; however, opening may be delayed until 2023 due to ongoing covid 19 restrictions and the slow re-start of tourism on-island.

Section 2 (page 1): The tourism website for Port Clements and the strategic marketing plan should be completed by the end March (2022).

Section 3 (page 2): All listed projects are dependent on available funding and other resources.

Funding

Description	Gwaii Trust	Village	Notes
Swimming Hole	Approved		
St. Marks (displays etc.)	Approved		
Marketing / Website	Approved		
Social Media Mgmt.		5,000 (est.)	Six-month contract.
Beachy Bench		2,000 (est.)	
Beach Access		4,000 (est.)	Rainbow Wharf and Sani-Station
Reconstruct Outhouse		2,000 (est.)	Put it together on site.
Signage (swimming hole)		2,000 (est.)	-no overnight parking/tenting -day use only -no parking on highway

Constraints:

- Neighbors adjacent to the local swimming hole may express concerns.
- May have difficulty recruiting local with the required skill set/capacities.
- Ability of public works to consult/supervise/support the beautification projects.
- Lack of support within community for economic development linked to tourism.



REPORT TO COUNCIL

Author: Elsie Lemke, Interim Chief Administrative Officer

Date: December 20, 2021

RE: Regular Report on Current Operations

BACKGROUND:

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

DISCUSSION:

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

Administration:

- CAO interview process underway and progressing well.
- Snow Management and Ice Control Policy drafted. Street prioritization and map appendix required before presenting to Council for review.
- Updated Strategic Plan following meeting with Council. Final draft with project priorities will be presented to Council for review and adoption in January.
- Reviewed bids for Timber Harvest and Haul tender, and pricing for log purchase. Contract awarded to 1069557 BC. Ltd. for Timber Harvest and Haul, and to Taan Forest for log purchase. Contract signed and work to begin following consultant's field review with lead operator.
- Office hours now open to the public 9:30 am – 3:00 pm, Tuesday through Friday, effective December 13th.
- Assisted Recreation Commission volunteers with organizing Children's Christmas Party.
- Prepared and mailed out fire inspection notice letters to businesses in advance of Local Assistant undertaking fire inspections.
- Prepared and mailed out Business Licence notice letters to businesses for 2022
- Work on development of new Sewer Rates Bylaw, Water Rates Bylaw & Berthage and Moorage Bylaw and accompanying reports.
- Office closed to public December 24th – 31st inclusive for winter holidays; staff will not be accessible while office closed.
- End of year prep work underway

Finance:

- Calculated water and sewer user fee increase for bylaw.
- Continue to work as usual on payroll, accounts payable and receivable, bank reconciliation and month end reports.
- Gathering information for 2022 Budget.

Public Works:

- Community Park bathroom leak was effectively repaired in time to make bathrooms available for Rec Commission Christmas event. Bathrooms will remain open until freeze conditions indicate necessity to close.

R-1

- Well completion project being advanced as Electrical engineer is finalizing design of control panel and necessary Water Treatment Plant upgrades. Turje & Asc. to make formal application to Northern Health Authority for construction permit to allow final connections and commissioning. This strategic priority is unlikely to be completed in this calendar year.
- Unprecedented weather events during first two weeks of December (and beyond) have unexpectedly dominated Public Works activities and may influence completion of year end priorities.
- Reviewed and provided revisions to the first draft snow removal policy

Respectfully submitted:

Elsie Lemke, Chief Administrative Officer

Mayor's Report December 20, 2021

December 7 attended a Zoom meeting in the Forestry Engagement Sessions regarding Compliance and Enforcement. This was the last of the series of 15 2 hour meetings on the Provincial **New Directions in Forest Policy** paper presented by the Province last June. While most of the discussion was not immediately useful to the Village, it presented a good view of the challenges to forest management in BC, and perspectives of various types of tenures and the limitations and/or advantages. In was able to listen to 10 of the sessions over the October-December period they were presented. Together the sessions helped me to understand what a complex system forest management becomes as we attempt to manage for multiple values, many of which lack clear and measurable objectives. This, combined with our isolation from the markets for products poses unique challenges going forward.

December 10-attended NCRD meeting via Zoom. I presented our request and passed a motion asking the NCRD to investigate options for a Haida Gwaii unified 911 service. We received a short presentation from the Dept. of Fisheries and Oceans Regional Crab Manager. He generally denied that a lack of abundance near coastal communities was related to commercial overharvest, and related it to the Pacific Decadal Oscillation and observer bias. The long delayed OCP for Dodge Cove and Oona River was given third reading, and now goes to the Minister for approval (got kicked out at this step 4 years ago due to pending LNG development).

December 12-dropped in at the children's Christmas Party in the Park. A fun event, and nice to see people getting some enjoyment during our snowy weather. Thanks to the volunteers who worked on this and managed to pull it off despite the weather and Covid.

December 14-chaired a MIEDS meeting via Zoom. Notable here was some progress was made in all program areas. In Tourism the Go Haida Gwaii website is constantly being updated and receiving more hits and the trip planner/Taadswii is gearing up for a new issue in 2022 in cooperation with the CHN. Grants to the Islands have been steadily building, with Areas D and E utilizing the grant writer more. N The ecommerce site is well along in development and undergoing trials. Hopes to be running about the end of February. Clean Coast Clean Waters initiative has spent about half its \$2.3 million budget, but with winter here and a funding deadline of Feb. 28, 2022, work remaining will likely be on the accessible beaches. Lost hydro during the final presentation on the Community Forest which I was giving, so I had to phone in. Nothing new that I had not reported to Council previously.

Doug Daugert

2-2

Village of Port Clements
Council Meeting Action Items List

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

A-1