



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, January 17<sup>th</sup>, 2022**

**AGENDA**

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**  
M-1— December 20<sup>th</sup>, 2021, Regular Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**  
C-1—INFO — December 2021 Regional Minister Meeting – Ministry of Municipal Affairs  
C-2—INFO – Update: Weather Warning, Restrictions, Proof of Vaccination - Ministry of Municipal Affairs  
C-3—INFO – Municipal Speed Limits – Ministry of Transportation  
C-4—REQUEST – BC Wildfires Petition – District of Lillooet  
C-5—REQUEST – Community Park Modular Home Proposal – Linda Berston  
C-6—REQUEST – Village Advertising Sponsorship in Service Recognition Book (Fundraiser) - Royal Canadian Legion
- 6. FINANCE**
- 7. GOVERNMENT**  
G-1— Report on Council Grant Expenditure 2021- Haida Gwaii Mental Health and Addictions Advisory Committee  
G-2—Sewer Rates Bylaw #469, 2021  
*Recommended motion: THAT Council reconsiders and adopts Sewer Rates Bylaw #469, 2021.*  
G-3—Water Rates Bylaw #470, 2021  
*Recommended motion: THAT Council reconsiders and adopts Water Rates Bylaw #470, 2021.*  
G-4—Berthage and Moorage Bylaw #471, 2021  
*Recommended motion: THAT Council reconsiders and adopts Berthage and Moorage Bylaw #471, 2021.*  
G-5—Municipal Officials Indemnification Bylaw #472, 2022  
G-6 – Officers Appointment Bylaw #473, 2022  
G-7—Delegation Bylaw #474, 2022  
G-8—Purchasing Policy No. 03  
G-9— Sunset Park Campground Bylaw #475, 2022  
G-10—Community Places Grant Application – CAO Elsie Lemke  
G-11—Rainbow Wharf Property Damage Insurance Coverage – CAO Elsie Lemke  
G-12—Strategic Plan 2021 – 2025 Update – CAO Elsie Lemke
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**  
R-1—INFO - Regular Report on Current Operations – CAO Lemke

**10. ACTION ITEMS**

A-1- Action Items List

**11. QUESTIONS FROM THE PUBLIC & PRESS**

**12. IN-CAMERA**

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;

**13. ADJOURNMENT**



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)

**Minutes of the Regular Meeting of Council, Monday, December 20<sup>th</sup>, 2021**

**Present:**

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

CAO Elsie Lemke (by teleconference)  
Deputy Clerk Elizabeth Cumming

Members of the public: none present

**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**  
2021-12-283—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould  
THAT Council adopts the December 20<sup>th</sup>, 2021, Regular Council Meeting Agenda as presented.  
**CARRIED**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**  
M-1— December 6<sup>th</sup>, 2021, Regular Council Meeting Minutes  
2021-12-284—Moved by Councillor Gould, seconded by Councillor Whitney-Gould  
THAT Council adopts the December 6<sup>th</sup>, 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 December 6<sup>th</sup>, 2021  
THAT Council has removed commercial usage from the Rainbow Wharf effective December 19<sup>th</sup>,  
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  
2021-12-285—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould  
THAT Council receives items C-1 and C-2 for information.  
**CARRIED**
- 6. FINANCE**

M-1

**7. GOVERNMENT**

G-1—Solid Waste Collection Handling Charge Agreement – CAO Lemke

2021-12-286—Moved by Councillor Gould, seconded by Councillor Whitney-Gould

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 2022.

**CARRIED**

G-2—Amended Financial Plan Bylaw 2021 – 2025 #468, 2021

2021-12-287—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council reconsiders and adopts the Amended Financial Plan for the Years 2021-2025 Bylaw #468, 2021.

**CARRIED**

G-3—Sewer Rates Bylaw, #469, 2021

2021-12-288—Moved by Councillor Cumming, seconded by Councillor Gould

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

**CARRIED**

2021-12-289—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council does 3<sup>rd</sup> reading of Sewer Rates Bylaw #469, 2021.

**CARRIED**

G-4—Water Rates Bylaw, #470, 2021

2021-12-290—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

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

**CARRIED**

2021-12-291—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council does 3<sup>rd</sup> reading of Water Rates Bylaw #470, 2021 with the correction of Schedule 'A' as "effective January 1, 2022".

**CARRIED**

G-5—Berthage and Moorage Bylaw, #471, 2021

2021-12-292—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council does 1<sup>st</sup> and 2<sup>nd</sup> reading of Berthage and Moorage Bylaw, #471, 2021.

**CARRIED**

2021-12-293—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council does 3<sup>rd</sup> reading of Berthage and Moorage Bylaw, #471, 2021.

**CARRIED**

G-6—2022 Annual Workplan - Vibrant Community Commission

2021-12-294—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council approves the Vibrant Community Commission's 2022 Annual Workplan as presented.

**CARRIED**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

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

R-2—Mayor's Report

Mayor Daugert: Had a Northern Health call last Thursday that basically was an update on the COVID number and COVID restrictions, which were further updated over the weekend. Basically, they were talking that in the Northern Health Region there has been an increase of ICU care for the unvaccinated, disappointment from the medical community to keep dealing with the unvaccinated who are getting sicker, are the ones in the ICU and the ones approaching death - it's disturbing to the health care community who deal with it. Then had a meeting with the Minister of Municipal Affairs and Housing, Josie Osborne, regarding the structure for working together with reconciliation. Was a little bit annoyed as he had to phone in as he was not able to make the Microsoft teams meeting work, and then when Port Clements was called on, his call was not recognized, so he was not able to say anything. Was wanting to point out that we had signed protocol agreements with the Haida early on and had been actively involved with the other communities on working together, that we were at least a step ahead of the province and are right there with the federal government with extensive planning sessions on the marine use plan on Haida Gwaii. He wishes the Province would come to more of the meetings that we have had. Interesting to hear from other jurisdictions, went quite South in attending communities. Central Coast pointed out several initiatives they had undertaken with agreements with their First Nations neighbors and joint projects.

Councillor Whitney-Gould: Mostly working on Vibrant Community Commission – have been doing some of the ordering for St. Marks, collecting pieces (ex. 3 display pieces), had a meeting at St. Marks with Christine to develop a short proposal to Elsie, to develop ability to allow people to use the equipment in lieu of reopening St. Marks. Worked with Andrew, the grant writer and Sean, to provide a quote for stairway on Rainbow Wharf. Has a short report for it, Rainbow Wharf stairs, are we supported for a solar lighting in it? To get it going, looking for Council feedback.

Councillor Gould: Concern over the power outages and impact on remote workers. Also concern where the Community Trail crosses into Sunset Trail, would love to see actual crossing sign – maybe in the New Year to pursue with Highways. Have a lot of snow/cold weather coming on the forecast, do we need more resources put into plowing/sanding? Lows of -18 next week are predicted. Worried that Public Works may need support. NDIT is also trying to schedule a meeting but is likely to have to do it online.

Councillor Cumming: Attended Haida Gwaii Community Futures regular meeting and Annual General Meeting.

2021-12-295- Moved by Councillor Cumming, 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**

**12. IN-CAMERA**

**13. ADJOURNMENT**

2021-12-296—Moved by Councillor Cumming  
THAT Council adjourns this meeting at 7:49 PM.

**CARRIED**

## Elizabeth Cumming

---

**From:** McCabe, Kate MUNI:EX <Kate.McCabe@gov.bc.ca>  
**Sent:** December-17-21 10:44 AM  
**To:** Wilkins, Christina MUNI:EX  
**Cc:** Minister, MUNI MUNI:EX; Minister, IRR IRR:EX; MUNI DMO MUNI:EX; Faganello, Tara MUNI:EX; Edmondson, Marijke MUNI:EX; Starkl-Moser, Miriam MUNI:EX; Andrade, Ana MUNI:EX  
**Subject:** Follow up to regional meetings with Minister Osborne and Minister Rankin – funding information

This message is being forwarded to you on behalf of Tara Faganello, Assistant Deputy Minister of the Local Government Division, Ministry of Municipal Affairs

To: Mayors, Regional District Chairs, and Chief Administrative Officers of British Columbia

Dear Mayors, Chairs, and CAOs:

Thank you for participating in the December 2021 regional meetings with Minister Osborne and Minister Rankin. During the meetings, two funding programs were mentioned and here are the details for these funding opportunities:

### 150 Time Immemorial grant program – Heritage BC

The intake for the 150 Time Immemorial grant program – Heritage BC closes on **December 24, 2021**.

In July 2021, the Province announced the \$30 million Time Immemorial grant program to be administered by the First Peoples' Foundation and Heritage BC. Indigenous communities, local governments and eligible organizations can apply for funding under the 150 Time Immemorial program for projects that promote and educate British Columbians about diversity, inclusion, and resilience through cultural heritage infrastructure, awareness, and planning.

All

### **Infrastructure Funding – ICIP Environmental Quality Program**

The intake for the ICIP Environmental Quality Program closes on **January 26, 2022 at 4 pm PST**. Program information can be found [here](#).

The Environmental Quality Program is focused on infrastructure that will support quality and management improvements for drinking water, wastewater, and stormwater. It will also support projects that remediate contaminated sites and divert solid waste from landfill. Applicants are encouraged to consider projects that add value around environmental protection, resource recovery and reuse, climate change adaptation and mitigation and energy efficiency, generation and recovery. A water conservation plan is a requirement for any drinking water and wastewater projects.

Funding for local governments is available up to 73.33% of the eligible project costs (40% Government of Canada, 33.33% Province of British Columbia). Municipalities may submit one application. Regional Districts may submit one application for each community in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.

Please email [infra@gov.bc.ca](mailto:infra@gov.bc.ca) to get connected to a program team member who can respond to your questions.

If you didn't get a chance to speak during the meeting or if you would like to share additional thoughts please email [MUNI.Minister@gov.bc.ca](mailto:MUNI.Minister@gov.bc.ca).

After you share examples of recent initiatives or resources in your community for building relations with First Nations and Indigenous people during the meetings, I encourage you to email [relations@civicinfo.bc.ca](mailto:relations@civicinfo.bc.ca) to have the resources or news releases of them added to the Joint Indigenous and Local Government Initiatives and Relations library to inspire and support other local governments.

Happy Holidays and wishing everyone a safe and healthy New Year 2022!

Kind regards,

Tara Faganello, CPA CGA BA Ec. (she/her)  
Assistant Deputy Minister  
Local Government Division | Ministry of Municipal Affairs  
And Inspector of Municipalities  
250 356-6575



Where ideas work

**CAUTION:** This email originated from outside of the Village of Port Clements Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.



December 22, 2021

Ref: 269049

Mayors, Regional District Chairs and Chief Administrative Officers of British Columbia

Dear Mayors, Chairs and CAOs:

I am writing to you to provide you with additional information respecting the expected extreme weather conditions forecast for the coming week and further information respecting the additional COVID-19 restrictions announced yesterday.

#### **Weather Warning**

Environment Canada is forecasting periods of heavy and blowing snow, freezing rain and very cold weather in many parts of the province between now and New Year's Day. Please advise residents to prepare for extreme cold, including cold winds with wind chill values of up to -20 C, and be prepared for potential power outages. Severe weather can lead to power outages and it is recommended that households have emergency kits prepared for these circumstances.

As temperatures drop, there will be an increase in demand for space at warming centres and shelters.

Emergency Management BC Regional Offices have already distributed an Environment and Climate Change Canada notification to the emergency program coordinators in your communities to support preparedness. In addition, given this extreme weather is less frequent on the coast, the Southwest and Vancouver Island Coastal Regional Offices and key ministry representatives held coordination calls with First Nation and local government emergency program staff to provide information and answer questions.

Emergency Management BC (EMBC) staff are available to your governments to assist in responding to emergency needs should they arise.

Local governments can contact their local regional offices for any needs they have from EMBC. The 24-hour emergency reporting line can be reached at 1-800-663-3456.

The province is providing more than 1,900 temporary shelter spaces and nearly 360 extreme-weather response shelter spaces to ensure people experiencing homelessness have a warm place to sleep. The extreme weather response shelters are available overnight when a community issues an extreme weather alert.

C-2



A copy of the news release from EMBC can be found [here](#). There you'll find additional links to resources that you, your staff, and residents within your community may find helpful to prepare for the anticipated extreme weather.

#### **Additional COVID-19 Restrictions**

The additional COVID-19 restrictions announced on December 21, 2021 will affect all local government recreational centres that include fitness centres or dance studios. As required by the Provincial Health Officer, all adult gyms, fitness centres and dance studios must be closed until January 18, 2022. We know that these, and the other restrictions announced yesterday, will continue to have impacts for local governments and residents. We appreciate your continued support and assistance through these challenging times.

Further information on province-wide restrictions can be found [here](#). Please continue to monitor this website for further updates.

#### **Proof of Vaccination and Layers of Protection**

Essential local government business - including by-elections, council/board meetings, and public hearings - continue to be exempt from the Provincial Health Gatherings and Events Order. That means that council and board members and staff, as well as the public, are not required to show a vaccine card to attend these important functions.

Other layers of protection such as the mask requirement for all indoor public spaces continue to apply. The PHO Order – Face Coverings can be found [here](#). Local governments can determine other health and safety measures in their local communicable disease plans (e.g., capacity limits for specific spaces).

Keep watching [BC's Response to COVID-19](#) website for updates, and please encourage your residents to do the same. We will continue to work with you over the coming weeks, so that you have the support and information you need to move forward based on the Provincial Health Officer and Medical Health Officer's most recent Orders.

If you have specific questions about meetings, please contact the Governance and Structure Branch at 250-387-4020 or [lggovernance@gov.bc.ca](mailto:lggovernance@gov.bc.ca).

Sincerely,



Tara Faganello  
Assistant Deputy Minister

12

## Elizabeth Cumming

---

**From:** Transportation, Minister TRAN:EX <Minister.Transportation@gov.bc.ca>  
**Sent:** January-05-22 3:55 PM  
**Cc:** Minister, MSI TRAN:EX; Wood, Jeremy TRAN:EX  
**Subject:** 306334 – Municipal speed limits

306334 – Municipal speed limits

Dear Union of British Columbia Municipalities members:

Municipalities throughout British Columbia are committed to creating safer streets for all road users, and the ministry shares in this commitment. Reducing speed limits is one available avenue to meet this goal and, under the Motor Vehicle Act (MVA), municipalities have the authority to set and change speed limits on municipal roads as they deem appropriate. The purpose of this letter is to provide clarity about the options available to municipalities for enacting changes to speed limits.

Section 146 of the MVA establishes a “default” speed limit of 50 km/h on municipal roads unless a municipality provides otherwise by way of:

- a bylaw directing the rate of speed at which a person may drive or operate a motor vehicle on a highway in the municipality; and,
- signs that have been erected or placed limiting the rate of speed of motor vehicles driven or operated on a designated portion of the highway.

The MVA does not specify the frequency or placement of speed limit signage—it is not necessarily the case that a municipality establishing either a 30 or 40 km/h speed limit on roads within specific geographic areas in the community will need to post speed signs on every block. Communities should take into consideration a range of factors when considering the placement of signage to support enforcement of speeding offences. Local factors such as the road network in the area under consideration, as well as advice from legal counsel and police are all important considerations in making adjustments to speed limits on local roads.

There are a number of municipalities that have taken different approaches to lowering speed limits and we encourage communities to engage one another and share best practices. The City of Nelson is an example of a community with a long-standing blanket speed limit of 40 km/hr, which is enforced using perimeter signage at highway entry points into the community. For examples of local speed reduction pilots, the Cities of Vancouver and Surrey have each recently implemented projects using a combination of street markings, gateway and speed limit signs to inform drivers about new slow streets initiatives and the reduced speed limits of 30 or 40 km/hr as applicable on specific neighbourhood roads.

Division 23, Schedule 1, of the Motor Vehicle Act Regulations sets out signage standards, and local governments may apply for funding of signs through the Active Transportation Grant.

We look forward to learning of the approaches that communities take to lowering speeds and continuing to work together to expand networks of active transportation to meet the CleanBC goal of doubling trips taken by walking, biking and other kinds of active networks by the year 2030. Thank you for your commitment to road safety, and we hope the information above provides clarity around options available to municipalities for adopting changes to speed limits.

If you have questions about the authority under the Motor Vehicle Act for local governments to reduce speed limits along their local roads, please do not hesitate to contact the Senior Legislative Director for the Transportation Policy and Legislation Branch, Jeremy Wood. Mr. Wood can be reached at 778 698-5191 or [Jeremy.Wood@gov.bc.ca](mailto:Jeremy.Wood@gov.bc.ca) and would be happy to help.

Sincerely,

Rob Fleming  
Minister

Copy to: Honourable Bowinn Ma  
Minister of State for Infrastructure  
MLA, North Vancouver-Lonsdale

Jeremy Wood, Senior Legislative Director  
Transportation Policy and Legislation Branch

**CAUTION:** This email originated from outside of the Village of Port Clements Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.



**District of Lillooet**

615 Main Street, PO Box 610, Lillooet, BC V0K 1V0

**Tel:** 250-256-4289 **Fax:** 250-256-4288

🌐 Lillooet.ca ✉ info@lillooet.ca

December 15, 2021

File #: 0400-20

*Via email:* brad.vis@parl.gc.ca

Brad Vis, MP for Mission-Matsqui-Fraser Canyon  
House of Commons  
Ottawa, Ontario K1A 0A6

**To:** Mr. Brad Vis:

**RE:** BC Wildfires Petition

---

The District of Lillooet (the "District") Councillor Laurie Hopfl has taken part in conversations with many stakeholders across our community regarding the needed changes to protect BC forests and every living thing in them.

On December 7, 2021, Councillor Hopfl made a notice of motion at the District Regular Council Meeting and sought Council support for a call to action as outlined in a petition, "BC Wildfires" that was signed by 46 Lillooet area residents.

The BC Wildfires petition, enclosed with this correspondence, is addressed to the Government of Canada and asks for the Government of BC and Canada to empower local persons, those working with licensees, industry and contractors, Indigenous communities, ranchers and workers such as fire fighters, forestry workers, and all those that see the day-to-day issues and have front line knowledge to provide feedback on the inconsistencies and shortcomings with regard to forest management and wildfire prevention in order to help bring about much-needed change.

Inspired by the Ontario government who assembled an 'All Hazards Agency' that employs people to manage fire, flood and slides, we believe that BC needs this type of agency as well.

We believe that impacts to lumber prices and job availability, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases are trickle effects that will continue to have detrimental effects on BC's future if we do not make necessary changes to current forest practice procedures.

Consequently, the District of Lillooet calls upon the Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

C-4

As such, the District Council passed resolution R-235-2021:

*THAT Mayor and Council accept the petition "BC Wildfires" for information;*

*AND THAT the petition be provided to the House of Commons and that MP Brad Vis may address the petition there;*

*AND THAT staff write a letter on behalf of Mayor and Council that reiterates and supports the points in the petition;*

*AND FURTHER THAT the letter be sent to the MLA, MP, and all Councils of BC communities.*

We respectfully request that you present the BC Wildfires petition to the Clerk of Petitions and upon receiving certification, to the House of Commons.

We invite other BC communities to adopt similar resolutions and join our efforts to bring about change in BC.

On behalf of Council, thank you for your consideration of this request.

Sincerely,



Mayor Peter Busse  
District of Lillooet

cc: All UBCM Member Local Governments  
Jackie Tegart, MLA for Fraser-Nicola  
encl. BC Wildfires petition

C-4

## BC Wildfires:

### Whereas:

We are calling for better forest management and wildfire prevention as well as empowering Local People, working with Licensees, Industry & Contractors, Indigenous Communities, Ranchers, and boots on the ground workers such as Fire Fighters, Forestry workers, and all those that see day to day issues and have the frontline knowledge to provide feedback on the inconsistencies and can help to create change.

Ontario created an 'All Hazards Agency' that employs people to manage fire, flood and slides. We believe BC needs this too. Create full time, year around employment for forest restoration and management for fire fighters.





The trickle effect of lumber prices and availability along with jobs, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases will have an alarming effect on BC's future if we don't change the current forest practice procedures.

We need to make a change to protect BC Forests and every living thing in it.

### Therefore:

This petition is calling on our Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

Reference: Youtube: 'A Valley Destroyed', The story of Monte Lake & Paxton Valley, Part 1 & 2

	NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
1.	Renee Angus	1-2220 Hwy 99 N Lillooet BC.		Renee Angus
2.	Jacqueline Babel	697 Columbia St Lillooet, BC V0K1V0		
3.				
4.	D. Adolph	PO Box 264 1251 Avenue 6 E. Lillooet B.C., V0K1V0, CA		
5.	L. Nathanson	PO Box 701 #3-118 11th Ave. Lillooet, BC V0K1V0		
6.				
7.	Chelsea Atkinson	PO Box 2007 Lillooet BC V0K1V0		
8.	Maria Mascher	133 PINE RIDGE RD LILLOOET, BC V0K1V0		MASCHER Maria
9.	Ellen COGGINS	PO Box 1636 LILLOOET BC V0K1V0		Ellen Coggins
10.	Erna Storkan	Box 916 Lillooet BC V0K1V0		Erna Storkan
11.	Sarah Russell	Box 1109 Lillooet BC V0K1V0		Sarah Russell

THEREFORE

NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
Robin Jones	123 Main Avenue Mission		Robin Jones
12. Betty Grossler	415 Sumner Rd		E. J. Grossler
13. BARBARA WESTON	640 SUMNER		Barbara Weston
14. Paddy Weston	116-11 <sup>th</sup> AVE		P Weston
15. <del>John</del> Lono	662 Main St		<del>John</del>
16. Daryle Hayward	112 Hwy		Daryle Hayward
17. Shirley Hocking	2527 Transcan Lytton, BC Hwy		S Hocking
18. Patrick Loring	2527 Transcan Lytton, BC Hwy		Patrick L. Loring
19. B. McCandless	Texas CK Hill		B McCandless
20. Debbie Lani	16.5 Ponderosa Hwy		Debbie Lani
21. Jairo Tayan	Yalakom Rd 1990		Jairo Tayan
22. LINDA LORP FICKLIN	632 Main St		Linda Lorp
23. Ron Taylor	405 Kennedy Pk		Ron Taylor
24. Karime Jolly	689 Columbia		Karime Jolly
25. Wendy Barman	Box 1402, Lillooet		Wendy Barman
26. <del>Patricia</del>	1111		<del>Patricia</del>
27. BRENT CARTER	WINNIPEG		Brent Carter
28. LACH MACDONALD	760 HOMA RD		Lach MacDonald
29. LAUREN WHITE	PO Box 204 J. J. J. P.C.		Lauren White
30. Brian S. White	270 TAYLOR RD.		Brian S. White

ONCE BOTH SIDES OF THIS PETITION ARE COMPLETED, PLEASE RETURN THIS PAGE POSTAGE-FREE TO:

BRAD VIS, MEMBER OF PARLIAMENT – House of Commons, Ottawa, ON K1A 0A6

A paper petition must contain a minimum of 25 valid signatures with addresses. A petition must contain original signatures written directly on the document and not pasted, taped, photocopied or otherwise transferred to it. Each petitioner must sign (not print) their name directly on the petition and must not sign for anyone else. If a petitioner cannot sign because of illness or disability, this must be noted on the petition and the note signed by a witness.

# PETITION TO THE GOVERNMENT OF CANADA

## BC Wildfires:

### Whereas:

We are calling for better forest management and wildfire prevention as well as empowering Local People, working with Licensees, Industry & Contractors, Indigenous Communities, Ranchers, and boots on the ground workers such as Fire Fighters, Forestry workers, and all those that see day to day issues and have the frontline knowledge to provide feedback on the inconsistencies and can help to create change.

Ontario created an 'All Hazards Agency' that employs people to manage fire, flood and slides. We believe BC needs this too. Create full time, year around employment for forest restoration and management for fire fighters.

The trickle effect of lumber prices and availability along with jobs, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases will have an alarming effect on BC's future if we don't change the current forest practice procedures.

We need to make a change to protect BC Forests and every living thing in it.

### Therefore:

This petition is calling on our Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

Reference: Youtube: 'A Valley Destroyed', The story of Monte Lake & Paxton Valley, Part 1 & 2

NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
Robin Jones	123 Main Avenue Mission		Robin Jones
31. LAURIE TAYLOR	P.O. Box 1428 Lillooet, B.C.		Laurie Taylor
32. VANDERKAM	P.O. Box 1305 Lillooet, B.C.		Vanderkam
33. Hannah Weeks	270 Taylor Rd Lillooet B.C.		HWeeks
34. WAYNE COOK	Box 1507 Lillooet, B.C.		Wayne Cook
35. Bob Armitstead	Lillooet Bc		Bob Armitstead
36. Ron McKay	Lillooet BC		Ron McKay
37. Michael/Sam	Lytton BC		Michael/Sam
38. Maria Torero	Lillooet		M. Torero

ONCE BOTH SIDES OF THIS PETITION ARE COMPLETED, PLEASE RETURN THIS PAGE POSTAGE-FREE TO:

BRAD VIS, MEMBER OF PARLIAMENT – House of Commons, Ottawa, ON K1A 0A6

C-14



[illegible]

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: Elsie Lemke, Interim CAO  
Date: January 17, 2022  
RE: Letter from Resident – Linda Berston

**BACKGROUND:**

Attached is a letter from Linda Berston that was received in December, proposing that the Village place a modular home in the community park to address the housing issues in Port Clements. It is further suggested that this could resolve the problem of housing for the Village's Chief Administrative Officer, while at the same time providing park security.

**DISCUSSION:**

The attached letter makes a number of assumptions that Council may or may not agree with:

- That housing in Port Clements is not meeting demand;
- That on-site security is required at the Community Park;
- That the 'Firemen's Concession Stand' is underutilized and should be moved.

Council may wish to discuss this further at annual budget deliberations.

**Recommendation:** That Council consider the suggestions to locate a modular home in the Community Park during future budget deliberations and further;  
That a letter be sent to Linda Berston thanking her for her letter and advising her of Council's decision.

**CONCLUSION:**

<b>STRATEGIC</b>	<b>(Guiding Documents Relevancy – Village Policies)</b> Recruit and retain high quality professional staff; To bring together people, partnerships and possibilities to support a strong and vibrant community.
<b>FINANCIAL</b>	<b>(Corporate Budget Impact)</b> Potential financial impacts not reviewed.
<b>ADMINISTRATIVE</b>	<b>(Workload Impact and Consequence)</b> Minimal impact at this time, until a decision is made on the suggestion.

Respectfully submitted:

  
\_\_\_\_\_  
Elsie Lemke, Interim CAO

CS

Mr. Mayor and Council.

It is becoming evident that housing in Port Clements is not meeting the demand.

Therefore I propose that the village invest in a nice modular home, locate it up at the community park where the infrastructure is already in place, and move the existing building there that is used for Canada day only.

This will help with the problem of housing our CAO if wanted. If not just rent it.

This will also go a long way to provide security of the park A win win situation.

It's time to think progressively.

Sincerely

Linda Berston

Sent from my iPad

CAUTION: This email originated from outside of the Village of Port Clements Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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

Author: Elizabeth Cumming, Deputy Clerk  
Date: January 17<sup>th</sup>, 2022  
RE: Royal Canadian Legion Advertising Sponsorship Request

---

**BACKGROUND:**

In December 2021 a request from the Royal Canadian Legion for Advertising in their 17<sup>th</sup> Annual Military Service Recognition Book was received.

**DISCUSSION:**

The last time the Village participated in advertising in the Annual Military Service Recognition Book was in 2011 where a 1/10-page ad was approved by Council. It is not known what the cost of this ad was as it is now outside of the records retention schedule.

The current cost of a 1/10-page ad is \$300.00

The Village regularly donates to the Legion through its Remembrance Day Wreath program, in 2021 \$225 was collected and donated to the local legion branch. It appears that this program started in 2011, which corresponds with the last record of advertising in the Annual Military Service Recognition Book. Annual collections tend to be between \$100 - \$250 dollars.

This program may be preferred as a means of donating to the Royal Canadian Legion as donations are collected voluntarily from residents and businesses who want to support the organization.

**CONCLUSION:**

It is at Council's discretion to decide to advertise in the Annual Military Service Recognition Book or not.

**STRATEGIC**

(Guiding Documents Relevancy – Village Bylaws)  
N/A

**FINANCIAL**

(Corporate Budget Impact)

This expense was not anticipated for 2022 and it is unclear if it would come from the budget for advertising or Council Grants. In the last two years advertising expenses have come under budget due to the impacts of the pandemic.

**ADMINISTRATIVE**

(Workload Impact and Consequence)

There is not a 1/10-page ad on hand so time will need to be spent by staff to develop one if Council is interested in this. Input from the Vibrant Community Commission on the ad may also be advisable.

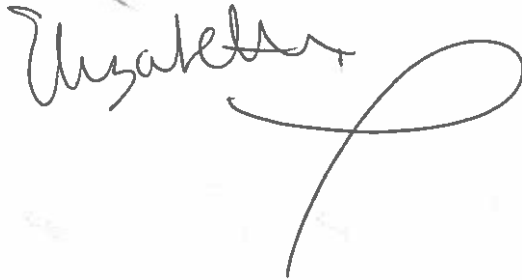
C-6

**RECOMMENDATION:**

If Council is interested in advertising, the format of the motion could be as follows:

THAT Council supports the BC/Yukon Royal Canadian Legion recognition book for 2022 by placing a 1/10 page add into the publication.

**Respectfully submitted:**

A handwritten signature in black ink, appearing to read "Elizabeth", followed by a large, stylized flourish that loops around and extends downwards.

## Elizabeth Cumming

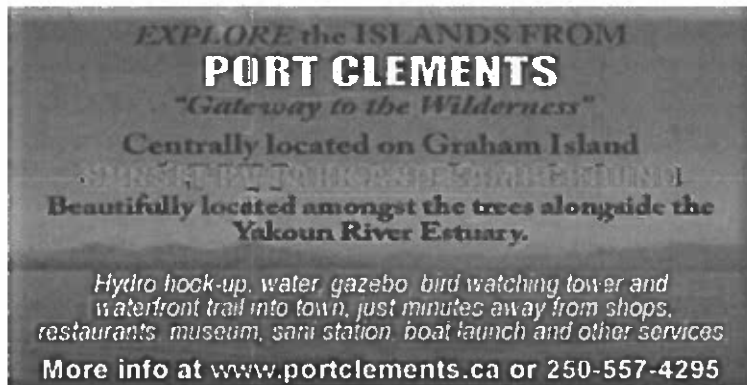
---

**Subject:** FW: \*\*\*Attention- Elizabeth-BC/YUKON COMMAND OF THE ROYAL CANADIAN  
LEGION- 17th Annual Military Service Recognition Book  
**Attachments:** letter&rates.pdf  
**Importance:** High

**From:** Holly Williston <[hwilliston@campaign-office.com](mailto:hwilliston@campaign-office.com)>  
**Sent:** December 13, 2021 1:54 PM  
**To:** [deputy@portclements.ca](mailto:deputy@portclements.ca) <[deputy@portclements.ca](mailto:deputy@portclements.ca)>  
**Subject:** \*\*\*Attention- Elizabeth-BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION- 17th Annual Military Service Recognition Book

Hello, Elizabeth;  
It was plesau<sup>re</sup> speaking with you! Thank you for taking care of this for me!

I want to first thank your village once again for your past support of our veterans and their programs. It is appreciated!



Please find enclosed information for the **British Columbia Yukon Command of The Royal Canadian Legion's 17<sup>th</sup> Annual Military Service Recognition Book** to honor and recognize our Veterans

Please view previous publications online at: [Military Service Recognition Book](#)

This unique publication includes past and present-day Veterans' biographies and photographs;

With the help of our Veterans families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **November 2022**, to helps us, and our younger generations, appreciate and never forget the **Sacrifices** made by our Veterans for the **freedoms we enjoy today!**

The funds raised are used to support our Veterans, their families and their programs like trauma and post-traumatic stress disorders in addition to supporting your local Legion's Community Activities.

We are truly grateful for the support of our business community!

However, some supporters have had to bow out this year because of Covid!

We would greatly appreciate the support once again of the **Village of Port Clements** for our **Veterans** in our next edition.

I have attached the Command request letter as well as *graphic ad rate sheet*.

All graphic supporters receive a complimentary copy of the book as well as a certificate of appreciation.

Your B/W Business Card space is still available-\$300.(all layout & taxes included)

However, as I mentioned, there is no set amount to contribute! Your *support once again at any level* would be greatly appreciated!

If you require any additional information, or to be included in the book, please don't hesitate to contact me.

Thank you once again for your support! It truly makes a difference!

Sincerely,

---

**Holly Williston**

**Advertising Rep/ Military Service Recognition Book**

**BC/Yukon Command**

**Royal Canadian Legion Campaign Office**

**1-866-354-6277**

**+ <mailto:bccl@fenety.com>**



[www.legionbcyukon.ca](http://www.legionbcyukon.ca)

## **British Columbia / Yukon Command The Royal Canadian Legion**

### ***“Military Service Recognition Book”***

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **5,000 copies** of our 17th Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2022, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada's largest **“Community Service”** organizations, and we are an integral part of the communities we serve. This project ensures the Legion's continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **149 Branches** and **80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,

**Val MacGregor**  
**President of BC/Yukon Command of The Royal Canadian Legion**

C-6





www.legionbcyukon.ca

## British Columbia / Yukon Command The Royal Canadian Legion

### *"Military Service Recognition Book"*

#### Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,071.43	+ \$103.57	= \$2,175.00
Inside Front/Back Cover (Full Colour)	\$1,833.33	+ \$91.67	= \$1,925.00
Full Colour 2-Page Spread (COLOUR)	\$3,419.05	+ \$170.95	= \$3,590.00
Full Page (Full Colour) 7" X 9.735"	\$1,709.52	+ \$85.48	= \$1,795.00
Full Page B&W 7" X 9.735"	\$1,142.86	+ \$57.14	= \$1,200.00
½ Page (Full Colour) 7" X 4.735"	\$1,000.00	+ \$50.00	= \$1,050.00
½ Page B&W 7" X 4.735"	\$685.71	+ \$34.29	= \$720.00
¼ Page (Full Colour) 3.375" X 4.735"	\$619.05	+ \$30.95	= \$650.00
¼ Page B&W 3.375" X 4.735"	\$485.71	+ \$24.29	= \$510.00
1/10 Page (Business Card-Full Colour)	\$333.33	+ \$16.67	= \$350.00
1/10 Page B&W (Business Card) 3.375" X 1.735"	\$285.71	+ \$14.29	= \$300.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:  
BC/Yukon Command  
The Royal Canadian Legion  
(BC/Y RCL)  
(Campaign Office)  
P O Box 5555  
Vancouver, BC V6B 4B5



C-6



BC/Yukon Command

#101 – 17618 58 Avenue  
Surrey, BC V3S 1L3  
Tel: (604) 575-8840  
Fax: (604) 575-8820  
info@legionbcyukon.ca

[legionbcyukon.ca](http://legionbcyukon.ca)

Dear Valued Supporter,

Thank you very much for your pledge of support of The BC/Yukon Royal Canadian Legion's Military Service Recognition Book Project. This annual publication recognizes the Veterans and Service Personnel of BC and the Yukon who have so honourably served our country. This keepsake book helps us to remember their selfless contributions. Your vital and generous contribution makes it possible to print 5,000 copies of this book free of charge to distribute to communities throughout BC and the Yukon.

The Royal Canadian Legion plays an active role in communities throughout BC and the Yukon. There is barely a citizen within our Command whose life isn't touched by The Royal Canadian Legion. Often times the public isn't aware of the extent of our work.

#### Who we are and what do we do?

The Royal Canadian Legion receives no Government funding for our operations. We rely on our member's dues, donations from the public and in-house fundraising activities. The over 45,000 Legion members in BC/Yukon are dedicated to assisting Veterans and local communities. Here are some ways we give back:

- \$1,000,000 to sponsor the Veterans' transition and trauma counseling program at UBC for Veterans.
- The Legion has contributed to the education of over 200 rural family doctors through UBC Chair of Family Practice.
- \$250,000 commitment to providing education transition services for Veterans at BCIT.
- Over \$600,000 donated annually for Veterans' hospitals and extended care facilities.
- Over \$350,000 donated to Youth Programs, sponsoring a variety of sports teams.
- Over \$275,000 in Bursaries and Scholarships.
- Sponsor over 5,000 cubs, scouts, guides and cadet groups.
- \$25,000 donated annually to send youth athletes to National Athletic Camps.
- Over \$500,000 from poppy funds in direct assistance to Veterans and their dependents in need.

Again, we thank you for your sponsorship and support of this very important project. Consider the Legion for your charitable giving, volunteer opportunities and even for a great place to meet new friends when you join as a member of your friendly local branch!

Sincerely,

Valerie MacGregor,  
President of BC/Yukon Command of The Royal Canadian Legion

P.S. Check out our organization at [www.legionbcyukon.ca](http://www.legionbcyukon.ca)

C-16

# Join The Legion to be part of a welcoming organization: **Where Belonging Matters**

Legion Branches in 150 communities in British Columbia and the Yukon are open for new members and look forward to welcoming you! Legion membership is open to all Canadian citizens 18 and over.

If you'd like to be referred to a local Branch - call, email or go online.

Call: 604.575.8840 or 1.888.261.2211

Email: [info@legionbcyukon.ca](mailto:info@legionbcyukon.ca)

[legionbcyukon.ca](http://legionbcyukon.ca)





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

Author: Elizabeth Cumming, Deputy Clerk  
Date: January 17<sup>th</sup>, 2022  
RE: MHAAC 2021 Expenditure Report

---

**BACKGROUND:**

In 2021, the Northern Health Authority's Mental Health & Addictions Advisory Committee (MHAAC) requested \$15,000 from the Village's COVID-19 Safe Restart Fund for programs from 2021-2023.

The Village agreed to provide \$15,000 to cover programs 2021-2022 inclusive, requiring reporting on fund expenditure and for the funds received to be expended entirely by December 31<sup>st</sup>, 2023.

**DISCUSSION:**

In 2021 \$6,400 was disbursed to MHAAC. If Council accepts the *December 2021 Safe Restart Funding Report to Port Clements Village Council* provided by MHAAC to account for 2021 expenditures, then the remaining \$8,600 will be disbursed to MHAAC for 2022.

**CONCLUSION:**

If Council is satisfied with MHAAC's reporting, staff will provide to disburse the remaining \$8,600 to MHAAC.

If Council is not satisfied with the report, Council will need to clarify what they are unsatisfied with so this can be relayed by staff to MHAAC.

**STRATEGIC** (Guiding Documents Relevancy – Village Bylaws)  
Supporting the well-being of residents is an important theme in the OCP.

**FINANCIAL** (Corporate Budget Impact)  
This expense has been accounted for in the Village's budget.

**ADMINISTRATIVE** (Workload Impact and Consequence)  
Negligible impact on workload.

Respectfully submitted:

51-1

23 December 2021

## **December 2021 Safe Restart Funding Report to Port Clements Village Council**

From the Haida Gwaii Mental Health and Addictions Advisory Committee

We have a balance of **\$3,396** remaining from the \$6,400 granted April 22 2021

Since our July report we have approved four more funding requests for \$1,703.11 from Northern Health clinicians on behalf of Port Clements residents.

<b>Requests:</b>	<b>\$1,703.11 total from Port Safe Restart</b>
1) Groceries	\$500 + \$200 from Gwaii Trust
2) Computer:	\$500 + \$318.49 from Gwaii trust
3) Medical travel expenses	\$583.11
4) Gym membership fee	\$120

We still have not been able to contact anyone local in Port Clements to provide us more requests from Port residents, we are still working on this. If the Port Clements Village council knows of anyone who could assist us, we will be grateful. People are out there who need help: For December 2021 we granted \$20,000 from 40 requests elsewhere on Haida Gwaii.

Thank you again for your generous support.



Gerry Leminski, Chair,

For the Haida Gwaii Mental Health and Addictions Advisory Committee

G1-1

# 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 15<sup>th</sup> 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 31<sup>st</sup> 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 20 DAY OF DECEMBER 2021

READ A SECOND TIME THIS 20 DAY OF DECEMBER 2021

READ A THIRD TIME THIS 20 DAY OF DECEMBER 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

G-2

**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 <sup>2</sup>	\$ 14.60
-greater than 2501 ft <sup>2</sup>	\$ 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 #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 15<sup>th</sup> 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 31<sup>st</sup> 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 20 DAY OF DECEMBER 2021

READ A SECOND TIME THIS 20 DAY OF DECEMBER 2021

READ A THIRD TIME THIS 20 DAY OF DECEMBER 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

Water Rates Bylaw #470, 2021

61-3

## **SCHEDULE "A"**

**EFFECTIVE JANUARY 1, 2022**

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 <sup>2</sup>	\$ 23.45
-greater than 2501 ft <sup>2</sup>	\$ 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

# 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 20 DAY OF DECEMBER, 2021

READ A SECOND TIME THIS 20 DAY OF DECEMBER, 2021

READ A THIRD TIME THIS 20 DAY OF DECEMBER, 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

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

Author: Elizabeth Cumming, Deputy Clerk  
Date: January 17, 2021  
RE: Municipal Officials Indemnification Bylaw #473, 2022

---

**BACKGROUND:**

As part of the ongoing bylaw review project, Council Members, Officers and Employees Indemnification Bylaw No. 310, 2000 was reviewed by staff.

**DISCUSSION:**

The current indemnification bylaw was found to be insufficient and not in line with common expectations of indemnification for staff and Council in local government.

Indemnification is important to have and maintain, and while the *Community Charter* provides some default protections, an insufficient bylaw can result in recruitment and retention issues for both staff and Council positions if it would potentially expose them to significant financial repercussions and legal liabilities to be in those positions.

For example, the current bylaw limits paying legal costs to only those incurred in a court proceeding arising out of a claim, but there are many other legal processes and fees incurred before a court proceeding or without the claim going to a court proceeding.

The bylaw was also reviewed for legislation complication, 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 substantial changes are recommended.

The most notable of these changes is the expanded definitions section and inclusion of additional sections such as a section outlining exclusions from indemnity and a section on the indemnification process.

**CONCLUSION:**

Indemnification bylaws are one of the fundamental bylaws adopted by Council and are essential to have in place. Adjustments need to be made to the current bylaw to make it sufficient in its scope and in line with basic expectations for indemnification, in addition to adjustments for legislation, clarity and legibility.

**STRATEGIC**

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

Indemnification bylaws should be in place to sufficiently cover potential legal matters or issues during the regular operation of the municipality and the duties of staff and Council. It is essential that such indemnification meet the basic expectation and standards of such coverage.

6-5

**FINANCIAL**

**(Corporate Budget Impact)**

If a matter arises that falls under the indemnification bylaw, the Village would be covering those costs. Financial impact is variable and case-by-case.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

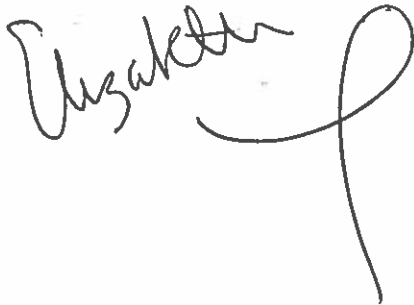
Administrative staff are involved in researching and updating bylaws, staff also enforce and implement bylaws. An insufficient indemnification bylaw may result in recruitment and retention issues for municipal positions, as the burden of potential risk and financial impact may be a significant deterrent.

**RECOMMENDATION:**

THAT Council does 1<sup>st</sup> & 2<sup>nd</sup> reading of Municipal Officials Indemnification Bylaw #472, 2022

THAT Council does 3<sup>rd</sup> reading of Municipal Officials Indemnification Bylaw #472, 2022

**Respectfully submitted:**

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



# VILLAGE OF PORT CLEMENTS

## BYLAW #472, 2022

---

### A BYLAW FOR THE INDEMNIFICATION OF MUNICIPAL OFFICIALS

---

WHEREAS the Council for the Village of Port Clements may, pursuant to section 187 of the *Community Charter* and section 740 of the *Local Government Act*, provide by bylaw for the indemnification of its municipal officials to defend against an action or prosecution brought against them pursuant with the exercise or intended performance of their duties or functions in the conduct of Village business;

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

#### 1. CITATION

- 1.1 This bylaw shall be cited for all purposes as "Municipal Officials Indemnification Bylaw #472, 2022"

#### 2. DEFINITIONS

- 2.1 "**Council**" refers to the Council of the Village of Port Clements
- 2.2 "**Village**" or "**Municipality**" means the Village of Port Clements.
- 2.3 "**Municipal Official**" means a person defined as such in section 740.1 of the *Local Government Act*.
  - 2.3.1 A current or former council member
  - 2.3.2 A current or former municipal officer or employee, or
  - 2.3.3 A person who is or was a person referred to in section 738(1) of the *Local Government Act* [immunity for individual municipal local public officers], but only in relation to the exercise of powers or the performance of duties or functions for or on behalf of the municipality.
  - 2.3.4 But does not include an independent service provider, professional advisor or contractor engaged by the Village from time to time on a fee for service basis.
- 2.4 "**CAO**" means the Chief Administrative Officer of the Village as appointed by Council under the *Community Charter* or the person Acting in this position.
- 2.5 "**Indemnify**" has the meaning under section 740 of the *Local Government Act*, which is the payment of amounts required or incurred:
  - 2.5.1 To defend an action or prosecution brought against a person in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions.
  - 2.5.2 To satisfy a judgement, award or penalty imposed in action or prosecution referred to in 2.5.1, or

6-5

2.5.3 In relation to an inquiry under the Public Inquiry Act, or to another proceeding, that involves the administration of the municipality or the conduct of municipal business.

2.6 **“malicious or willful misconduct”** in relation to a municipal official, includes, without limitation, willfully or maliciously acting contrary to the terms and conditions of his or her employment or to a lawful direction or order of a superior.

2.7 Words importing the singular include the plural and vice versa, and words importing a male person include a female person and vice versa.

### **3. INDEMNITY**

3.1 The Village will indemnify its Municipal Officials for any costs reasonably required or incurred:

3.1.1 To defend an action or prosecution brought against a person in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions.

3.1.2 To satisfy a judgement, award or penalty imposed in action or prosecution referred to in 3.1.1, or

3.1.3 In relation to an inquiry under the Public Inquiry Act, or to another proceeding, that involves the administration of the municipality or the conduct of municipal business.

### **4. EXCLUSIONS FROM INDEMNITY**

4.1 Despite Section 3 above, the Village will not pay or indemnify a Municipal Official for any fine or penalty imposed as a result of the Municipal Official's conviction for an offense that is not a strict or absolute liability offence.

4.2 Further, Section 3 does not apply if the Municipal Official:

4.2.1 Has acted dishonestly or has been grossly negligent; or

4.2.2 Has been guilty of malicious or willful misconduct.

4.3 If a court or tribunal makes a finding listed in subsection 4.2 of this bylaw, and the Village has already paid the costs or damages of the Municipal Official, the Municipal Official must repay those costs or damages to the Village.

### **5. INDEMNIFICATION PROCESS**

5.1 The Village will indemnify its municipal officials against an action or prosecution brought against a municipal official, including, for certainty, reasonable legal costs incurred in relation to the proceeding, if the person to be indemnified:

5.1.1 Promptly, within 7 days of receipt, after being served with a document initiating an action or prosecution delivers a copy of the same to the CAO;

- 5.1.2 Does not admit or assume liability, enter into a settlement, or enter a guilty plea except with the approval of Council;
- 5.1.3 Consents in writing to the Village having sole discretion to appoint and instruct legal counsel, conduct all necessary investigations, to negotiate and settle the action or prosecution, provided that if the person believes they have an interest that is in conflict with the interest of the Village the person is entitled to independent legal counsel; and
- 5.1.4 Assists in providing and securing information, evidence, and witnesses, and cooperates with the Village and their legal counsel in the defence of the action or prosecution.

5.2 If the Municipal Official is entitled to indemnity, under this bylaw, the CAO shall report the provision of the indemnity to Council at its next in-camera meeting or, if necessary, at a special in-camera Council Meeting.

## **6. SPECIFIC CASE**

6.1 Nothing in this bylaw precludes a Municipal Official from applying for indemnification pursuant to Council's jurisdiction under section 740.2.a of the *Local Government Act* for a resolution indemnifying the Municipal Official in a specific case.

## **7. REPEAL**

7.1 Bylaw No. 310, 2000 cited as "Council Members, Officers and Employees Indemnification Bylaw #310, 2000" is hereby repealed.

READ A FIRST TIME THIS ... DAY OF ..., 2022

READ A SECOND TIME THIS ... DAY OF ..., 2022

READ A THIRD TIME THIS ... DAY OF ..., 2022

FINALLY PASSED AND ADOPTED THIS ... DAY OF ..., 2022

---

Elsie Lemke  
Chief Administrative Officer

---

Doug Daugert  
Mayor

---

CERTIFIED A TRUE COPY OF  
"Municipal Officials Indemnification Bylaw #472, 2022"

**VILLAGE OF PORT CLEMENTS  
BYLAW NO. 310, 2000**

**A BYLAW TO INDEMNIFY MEMBERS OF COUNCIL  
OFFICERS AND EMPLOYEES AGAINST DAMAGES AND  
COST OF LEGAL PROCEEDINGS**

**WHEREAS** section 287.2 of the *Local Government Act* authorizes a municipality to provide by bylaw for the indemnification of its members of council, officers and employees against claims for damage and to pay the legal costs incurred in a court proceeding out of the claim.

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

**1. Interpretation**

- 1.1. In this bylaw:  
"Act" means the *Local Government Act*.  
"Council" means the council of the municipality.  
"Municipality" means the Village of Port Clements.  
"Officers and employees" means officers and employees of the Municipality and includes the person described in section 287.2(7) of the Act.
- 1.2. The words "council member", "officer" and "employee" include persons who were members of council, officers or employees of the Municipality, as applicable, at the time the cause of action arose in respect of which a claim for damages against that person or against the municipality is brought or alleged.

**2. Indemnity**

- 2.1. The Municipality will indemnify a member of Council, an officer or an employee against a claim for damages against him or her arising out of the performance of his or her duties and, in addition, will pay legal costs incurred in a court proceeding arising out of the claim.
- 2.2. Section 2.1 does not apply where claim against the person arises because the member of Council, officer or employee acted dishonestly, was grossly negligent, behaved maliciously or willfully or committed an act of libel or slander, in relation to the subject matter of the claim.

**3. Recovery of Damages**

- 3.1. Where any action of a member of Council, officer or employee results in a claim for damages against the Municipality, the Municipality may seek indemnity or reimbursement from that person, if:
- 3.2. the claim arises out of the gross negligence of the member of Council, officer or employee; or
- 3.3. in the case of an officer or employee, that person acted contrary to a term of his or her employment or an order of a superior, including a direction of Council in relation to the action that gave rise to the claim.

G-5

**4. Citation**

- 4.1. This Bylaw may be cited as "Council Members, Officers and Employees Indemnification Bylaw No. 310, 2000".

**5. Coming Into Force**


- 5.1. This bylaw shall come into force and take effect on and after the date of adoption.

READ A FIRST TIME THIS 11th day of SEPTEMBER, 2000

READ A SECOND TIME THIS 11th day of SEPTEMBER, 2000

READ A THIRD TIME THIS 11th day of SEPTEMBER, 2000

ADOPTED THIS 18th day of SEPTEMBER, 2000

  
\_\_\_\_\_  
Joan Ann Allen  
Mayor

  
\_\_\_\_\_  
John E. Nielsen  
Chief Administrator

\_\_\_\_\_  
Certified to be a true copy

6-5



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: January 17, 2021  
RE: Officers Appointment Bylaw #473, 2022

---

**BACKGROUND:**

As part of the ongoing bylaw review project, Village of Port Clements Delegation Bylaw #428, 2015 was reviewed by staff.

**DISCUSSION:**

This delegation bylaw, which is also the establishing officer positions bylaw, was found to be unusual from general practice in that it includes the job description, laying out the work duties and responsibilities, of the established officer positions. Typically, such job descriptions are not included in the officer establishing bylaw.

The responsibilities and duties of such positions as the Chief Administrative Officer, Corporate Officer and Chief Financial Officer are established in the *Community Charter*. Additional duties and expectations of officers are set in employment agreements (and terms set out in employment agreements trump municipal policies and bylaws). It is better practice to remove such job descriptions from the bylaw, especially as it allows more flexibility with changes in operations, legislation, and job duties.

It is also better practice for officer establishing and delegation of powers and duties to be separate bylaws, so these have been drafted out into two proposed bylaws: Officers Appointment Bylaw #473, 2022 and Delegation Bylaw #474, 2022.

Additional changes in the proposed Officers Appointment Bylaw includes the abilities for officer suspension and termination under the *Community Charter*.

**CONCLUSION:**

Officer establishing bylaws are required under the *Community Charter* in relation to officer positions required under it. Such bylaws do not require to detail out the job description of such positions, and removal of such section is recommended, as well as additional adjustments for legislation, clarity and legibility.

**STRATEGIC**

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

Officer Establishing bylaws are required to be in place for legislated officer positions.

**FINANCIAL**

**(Corporate Budget Impact)**

N/A

C-6

ADMINISTRATIVE

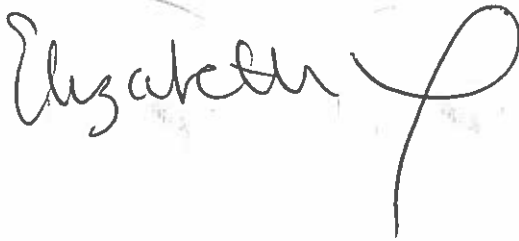
(Workload Impact and Consequence)  
N/A

**RECOMMENDATION:**

THAT Council does 1<sup>st</sup> & 2<sup>nd</sup> reading of Officers Appointment Bylaw #473, 2022

THAT Council does 3<sup>rd</sup> reading of Officers Appointment Bylaw #473, 2022

Respectfully submitted:

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

# VILLAGE OF PORT CLEMENTS

## BYLAW #473, 2022

---

### A BYLAW FOR THE APPOINTMENT OF OFFICERS OF THE VILLAGE OF PORT CLEMENTS

---

WHEREAS the *Community Charter* pursuant to Section 146(a) requires the Council of the Village of Port Clements to establish, by bylaw, corporate officer and financial officers positions;

AND WHEREAS the Council, may, by bylaw, pursuant to Section 146(b), also establish other officer positions;

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

#### TITLE

This Bylaw may be cited as "Officers Appointment Bylaw #473, 2022"

#### BODY

1. The persons holding the following offices of the Village of Port Clements are hereby deemed to be Officers of the Village of Port Clements:
  - a. Chief Administrative Officer
  - b. Deputy Chief Administrative Officer
  - c. Senior Finance Manager
2. The above-mentioned officers shall have the powers, duties and functions assigned by the *Community Charter* and/or Municipal Council.
3. The Mayor of the Village of Port Clements shall have the power to suspend an Officer listed under section 1 of this Bylaw, subject to the provisions of Section 151 of the *Community Charter*.
4. The Council of the Village of Port Clements shall have the power to terminate an Officer listed under section 1 of this Bylaw, subject to the provision of section 152 of the *Community Charter*.
5. "Village of Port Clements Delegation Bylaw #428, 2015" is hereby repealed.

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

RECONSIDERED AND FINALLY ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

\_\_\_\_\_  
Doug Daugert  
MAYOR

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

\_\_\_\_\_  
CERTIFIED A TRUE COPY OF  
Officers Appointment Bylaw #473, 2022



# **VILLAGE OF PORT CLEMENTS**

## **BYLAW NO.428, 2015**

### **A bylaw to Establish Officer Positions and Delegate Powers, Duties and Functions to Village of Port Clements Officers.**

WHEREAS under the *Community Charter Sections 146-153*, Council may, by bylaw, establish officer positions in relation to powers, duties and functions;

AND WHEREAS Council wishes to establish officer positions, powers, duties and functions as allowed for under that authority;

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

#### **PART 1 - GENERAL**

##### **1. Citation**

This Bylaw may be cited as "Village of Port Clements Delegation Bylaw #428, 2015".

##### **2. Repeal**

Bylaw #333, 2003 is hereby repealed.

#### **PART 11 - ESTABLISHING OFFICER POSITIONS**

##### **3. Officer Positions**

The following officer positions are hereby established:

a) Chief Administrative Officer in accordance with Section 147 of the *Community Charter* such position will also include the responsibilities of Corporate Officer in accordance with Section 148 of the *Community Charter* and Financial Officer in accordance with Section 149 of the *Community Charter*.

b) Deputy Clerk

##### **4. Responsibilities**

The duties of each Officer shall be:

5-6

a) The Chief Administrative Officer is assigned all powers, duties and functions specified in Section 147 of the *Community Charter* including, without limitation:

- i) overall management of the operations of the municipality;
- ii) ensuring that the policies, programs and other directions of the Council are implemented;
- iii) advising and informing the Council on the operation and affairs of the municipality.

In addition, the Chief Administrative Officer is also assigned all powers, duties and functions of the Corporate Officer as set out in Section 148 of the *Community Charter* including, without limitation:

- iv) ensuring the accurate minutes of the meetings of the Council and committees are prepared and that the minutes, bylaws and other records of the business of the Council and committees are maintained and kept safe;
- v) ensuring that access is provided to records of the Council and committees, as required by law or authorized by Council;
- vi) administering oaths and taking affirmations, affidavits and declarations required to be taken under any Act relating to municipalities;
- vii) certifying copies of bylaws and other documents, as required or requested;
- viii) accepting notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- ix) keeping the corporate seal, if any, and having it affixed to documents as required.

In addition, the Chief Administrative Officer is also assigned all the powers, duties and functions of the Financial Officer as set out in Section 149 of the *Community Charter*, including without limitation:

- x) receiving all money paid to the municipality;
- xi) ensuring the keeping of all funds and securities of the municipality;
- xii) investing municipal funds, until required, in authorized investments;
- xiii) expending municipal money in the manner authorized by council;
- xiv) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;

xv) exercising control and supervision over all other financial affairs of the municipality.

Finally, the Chief Administrative Officer also has the following general responsibilities:

- be conversant with all pertinent statutes and regulations and keep up to date on their amendments;
- prepare timely annual plans and supplementary budgets for the efficient operation of the municipality;
- draft, or cause to be drafted, bylaws, tender documents, request for proposals, public notices and other such necessary documents and letters as required;
- ensure the operation of an efficient filing system for municipal documents;
- act as the principal contact and intermediary between the municipality and the public, other governments and entities dealing with the municipality;
- the CAO may delegate portions of his/her authority to appropriate staff but can not relinquish overall responsibility for results nor accountability to the Mayor and Council for the performance of his/her duties;
- assist in planning municipal hosted events or dignitaries' visits;
- oversee and approve the review, updating and maintenance of the municipalities website and other social media services;
- supervise the preparation of Council agendas;
- provide advice to Council or its committees;
- act as approving officer as defined by the Land Titles Act of BC;
- seek legal and accounting advice per budget limitations or as approved by Council;
- perform or support the person performing the duties of the Emergency Operations Centre Coordinator;
- oversee the Freedom of Information and Protection of Privacy legislation for the municipality;
- perform the duties of tax collector;
- supervise the preparation and maintenance of personnel files of municipal employees and ensure annual performance appraisals are completed;
- ensure a safe and efficient work space;
- hire casual labour as required and permitted by the budget;
- identify to Council staff training requirements;
- plan and prepare for job succession;

G-6

- supervise the Public Works Superintendent
- whatever additional powers, duties and functions assigned by Council.

b) The Deputy Clerk's position will include, but not be limited to, the powers, duties and functions outlined below:

- report directly to the CAO;
- perform secretarial/receptionist duties;
- be a liaison between the municipality, the public and other levels of government and business contacts in a courteous and effective manner;
- perform regular office functions;
- operate an efficient filing system;
- be proactive in regards to problem solving and conflict management;
- promote and reflect a philosophy of teamwork;
- be proficient in the operation of computer software used by the municipality;
- assume the responsibilities of the CAO when required;
- in the absence of the CAO consult with the Mayor on matters requiring immediate direction;
- keep accurate and timely accounts payable, accounts receivable, payroll and account reconciliations;
- maintain a working knowledge of the bylaws and policies of the municipality;
- assist in the preparation of financial statements and budget documents;
- be knowledgeable about accepted practices of bookkeeping;
- ensure that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- prepare tax and utility searches as required;
- prepare tax reports and process tax notices;
- bill for water, sewer and garbage and other accounts receivable;
- issue and keep records of all business licenses and gym memberships;
- administer all employee benefits;
- exercise whatever additional powers and discharge whatever additional duties and functions assigned by the CAO.

## **PART 111 - DELEGATION OF AUTHORITY**

### **5. Delegation for purchasing**

5-6

Council hereby delegates the authority to contract, sign agreements or licenses or purchase goods and services on behalf of the Village of Port Clements, subject to the following limitations:

- a) For the Chief Administrative Officer – up to \$15,000.00  
For the Deputy Clerk – up to \$5,000.00.  
For the Public Works Superintendent – up to \$10,000.00
- b) All expenditures are subject to the availability of funds contained within the financial plan.
- c) Council may, by resolution, authorize limits greater than those set out in "a" above for specific projects or for specific time periods.


Read a first time this 6<sup>th</sup> day of July, 2015

Read a second time this 6<sup>th</sup> day of July, 2015

Read a third time this 6<sup>th</sup> day of July, 2015

Reconsidered and finally adopted this 20 day of July, 2015

  
Ian Gould – Mayor

  
Kim Mushynsky – CAO

CERTIFIED A TRUE COPY OF VILLAGE OF  
PORT CLEMENTS ESTABLISHING OFFICER POSITIONS  
NO. 428, 2015



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: January 17, 2021

RE: Delegation Bylaw #474, 2022

---

**BACKGROUND:**

As part of the ongoing bylaw review project, *Village of Port Clements Delegation Bylaw #428, 2015* was reviewed by staff.

**DISCUSSION:**

As identified in staff report on *Officers Appointment Bylaw #473, 2022* it is better practice for office establishing bylaws to be separate from bylaws regarding the delegation of powers and duties. As such, proposed draft *Delegation Bylaw #474, 2022* only concerns the delegation of powers and duties.

Additionally changes to the proposed Delegation Bylaw include more specific delegation of powers, duties, and functions to the Chief Administrative Officer separate from other staff, as well as including this delegation as subject to the Village's Purchasing Policy No. 03. The purchasing threshold limits have also been increased out of consideration of operational realities and efficiency, for project timelines and potential emergency events, as well as commonly seen standards to support the ability of staff to complete their duties and meet expectations. Clarification on the limits of the scope of this delegation within the bylaw have also been included. A copy of the current bylaw in force for delegation is attached to the staff report for the *Officers Appointment Bylaw #473, 2022*.

**CONCLUSION:**

Delegation bylaws enable the efficient operation and day-to-day functioning of the municipality by delegating duties, powers, and functions to staff to handle rather than requiring every function subject to be subject to Council approval. The previous delegation bylaw was reviewed, and the proposed bylaw has proposed amendments including sections that limit the scope of the delegation. Additional adjustments have been made for legislation, clarity and legibility.

**STRATEGIC**

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

Delegation bylaws should be in place to sufficiently provide for the day-to-day operations of the municipality as well as support the ability for staff to carry out their duties and meet expectations.

**FINANCIAL**

**(Corporate Budget Impact)**

While purchasing thresholds are increased, they are still limited by what is set out in the budget. However, there may be cost savings and efficiency with a higher threshold for when tenders, proposals, quotes, and Council approval is required.

G-57

**ADMINISTRATIVE****(Workload Impact and Consequence)**

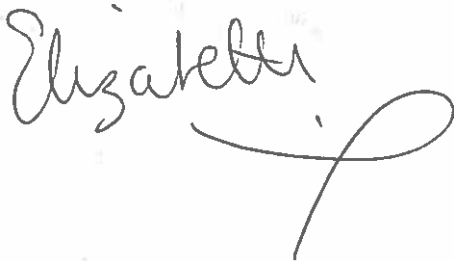
Administrative staff are involved in researching and updating bylaws, staff also enforce and implement bylaws. More detailed clarification on what is delegated and the limit on this delegation is better for application of the bylaw. Additionally, higher purchasing thresholds may reduce workload by increasing efficiency in purchasing processes.

**RECOMMENDATION:**

THAT Council does 1<sup>st</sup> & 2<sup>nd</sup> reading of Delegation Bylaw #474, 2022

THAT Council does 3<sup>rd</sup> reading of Delegation Bylaw #474, 2022

**Respectfully submitted:**

A handwritten signature in cursive script, appearing to read "Elizabeth", followed by a large, stylized flourish.Handwritten initials or a mark in the bottom right corner, possibly "G-7" or similar.

# VILLAGE OF PORT CLEMENTS

## BYLAW #474, 2022

---

### A BYLAW FOR DELEGATION OF POWERS DUTIES AND FUNCTIONS

---

WHEREAS the *Community Charter* gives Council the ability to provide for the delegation of its powers, duties and functions including those specifically established by an enactment to its officers and employees, its committees or members, or to other bodies established by Council;

AND WHEREAS it is deemed desirable and expedient to delegate the powers, duties and functions set out in this 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 "Delegation Bylaw #474, 2022"

#### DEFINITIONS

"Act" means the *Community Charter*

"Village" or "Municipality" means the Village of Port Clements

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

#### BODY

1. Council hereby delegates to the Chief Administrative Officer all the powers, duties, and function of Council, to make agreements respecting the Village's activities, works or services, subject to the limitations on that delegated authority as set out in the Village's Purchasing Policy No. 03, as amended from time to time.
2. Council hereby delegates the authority to contract, sign agreements or licenses or purchase goods and services on behalf of the Village subject to the following limitations and as set out in the Village's Purchasing Policy No. 03 as amended from time to time:
  - a. For the Chief Administrative Officer: up to \$25,000  
For the Deputy Chief Administrative Officer: up to \$15,000  
For the Senior Finance Manager: up to \$15,000  
For the Public Works Superintendent: up to \$15,000
  - b. All expenditures are subject to the availability of funds contained within the financial plan.
  - c. Council may, by resolution, authorize limits greater than those set out in section "a" above for specific projects or for specific time periods.
3. For clarity, subject to the Act, unless a power, duty or function of Council has been expressly delegated by this Bylaw or another Village bylaw, all the powers, duties and functions of Council remain with Council.
4. Where this Bylaw delegates a power, duty, or function to a named position, the delegation of power, duty or function is to the person who from time to time holds the position and to any person who, from time to time, is the deputy of that person so appointed by Council. To the extent the Chief Administrative Officer is unavailable to



exercise the powers, duties and functions set out in section 1 of this Bylaw, the Deputy Chief Administrative Officer acts in their role.

5. For clarity, a person to whom a power, duty or function has been delegated under this Bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this bylaw.
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.

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

RECONSIDERED AND FINALLY ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

\_\_\_\_\_  
Doug Daugert  
MAYOR

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

\_\_\_\_\_  
CERTIFIED A TRUE COPY OF  
Delegation Bylaw #474, 2022



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: January 17, 2021  
RE: Purchasing Policy No. 03

---

**BACKGROUND:**

As part of the ongoing bylaw review project, Village of Port Clements Delegation Bylaw #428, 2015 was reviewed by staff.

**DISCUSSION:**

Delegation Bylaw #474, 2022 is one of the proposed drafted bylaws to replace Bylaw #428 and includes proposed changes to purchasing thresholds and inclusion of reference to Purchasing Policy No. 03. As such, the policy was also reviewed.

Asides from the purchasing thresholds, the main change to Purchasing Policy No. 03 regards tender opening to enable flexibility for received tenders to be opened outside of Council Meetings, which can pose challenges to projects with tight timelines and can aggravate contractors. The main purpose in this change is creating operational efficiency. Transparency and accountability are maintained by requiring tender openings to be in the presence of at least 2 (two) Council members and can still occur at Council Meetings.

Changes were also made to formatting, with the wording of some sections being edited for better clarity and legibility.

**CONCLUSION:**

Purchasing Policy No. 03 has recommended changes to bring it in line with the proposed changes in purchasing threshold in the drafted Delegation Bylaw #474, 2022. It also includes recommended changes to the tender opening process and other minor changes.

**STRATEGIC**

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

Village policies give direction to staff, Council and residents on how municipal operations/services are handled in the circumstances outlined in the policies. Policies should be reviewed when bylaws that reference the policy are being changed to ensure that the policy is consistent with the bylaw and its proposed changes. Aligned policies and bylaws reduce potential confusion that can arise with discrepancies.

**FINANCIAL**

**(Corporate Budget Impact)**

Changes in policies can have direct or indirect financial impacts, depending on the policy. While purchasing thresholds are increased, they are still limited by what is set out in the budget. There may be cost savings with increased efficiency that a higher threshold for when tenders, proposals, quotes, and Council approval is required to be sought.

17-8

**ADMINISTRATIVE**

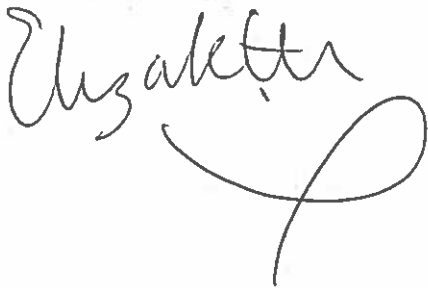
**(Workload Impact and Consequence)**

Administrative staff are involved in researching and updating policies, staff also enforce and implement policies. Higher purchasing thresholds and more flexibility in tender opening process may reduce workload by increasing efficiency, help support project timelines.

**RECOMMENDATION:**

THAT Council adopts Purchasing Policy No. 03, 2022 as presented.

**Respectfully submitted:**

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

# **Village of Port Clements Purchasing Policy Policy No. 03, 2022**

Adopted: \_\_\_\_\_, 2022

Reviewed: N/A

Next Review: January 2024

*Replaces all prior Purchasing Policies*

## **1.0 OBJECTIVE:**

To set guidelines for the procurement of goods and services for the Village of Port Clements (Village) to promote effective, economic, efficient, and responsible acquisition of goods and service. The Village has established this policy in the pursuit of this commitment, and it will enable staff to maintain a customer-service focus while meeting the needs and protecting the interests of the Village and the public.

## **2.0 SCOPE:**

This policy governs the acquisition of goods and services, by purchase or by lease, using Village funds from all sources, including operating, capital, or other funds. Interpretation and administration of this policy is the responsibility of the Chief Administrative Officer who will establish all procedures and controls necessary to comply with all relevant statutory and legal obligations. The Chief Administrative Officer, with the assistance of the Senior Finance Manager, will ensure that all acquisitions are made according to this policy, sound business practise, and will employ appropriate accountability measures, thereby making procurement decisions defensible.

## **3.0 PROCUREMENT PRINCIPLES:**

A. *Efficient* – after consideration of needs, alternatives, timing and availability of funds, acquire the necessary quality and quantify of goods and services in an efficient and cost-effective manner.

B. *Ethical* – act in a manner which provides potential suppliers equal opportunity to participate in the business of the Village and to ensure open and transparent procedures that withstand public scrutiny. The Village will implement appropriate procedures to avoid any perception of conflict of interests.

C. *Accountable* – the Village will publicly post the outcome of any publicly posted supply request within 20 days of contract signing and/or issue a report to Council.

D. *Impartial* – the process of open competitive bidding on the acquisition and disposal of goods and services will be fair, transparent, and non-discriminatory.

E. *Economical* – consider the total cost of ownership as defined by the Village in all contracts for goods and services.

61-8

F. *Co-operative* – participate with other governmental entities in co-operative purchasing programs and Supply Agreements where the best long-term interests of the Village will be served.

G. *Lawful* – comply with all applicable laws, Village policies, domestic and international trade agreements.

H. *Social* – use procurement practices to promote social and economic development.

I. Where practical the Village will endeavor to shop locally. Preference will be given to local suppliers and contractors up to a premium of 10%.

#### 4.0 AUTHORITY:

The Chief Administrative Officer, Deputy Chief Administrative Officer, Senior Finance Manager, and Public Works Superintendent are hereby appointed by Council as the “purchasers” of the Village to purchase goods and services within the scope of this policy.

**The Purchasers may expend within the approval of the current adopted financial plan and the limits imposed by the Delegation Bylaw’s spending limitations.**

#### 5.0 PURCHASING THRESHOLDS

Value of Goods or Services	<\$5,000	>\$5,000 to <\$25,000	≥25,000
Requirements	none	3 written quotes	Invitation to Tender; Request for Proposal; Invitation to Quote; Council Approval

Contracting out for goods or services valued at or between \$5,000 to \$25,000 (excluding taxes) requires written quotes. The Purchasers shall seek to obtain a minimum of three written quotations from Contractors, recognizing that we may not always succeed in receiving three quotes.

Contracting for works valued in excess of \$25,000 shall be done via tender or request for proposals. The Tender process is utilized when specifications and conditions to a contract are known. The contract is built into the tender document.

Tenders will be evaluated on, but not limited to, the following:

- A. The lowest of any price may not necessarily be accepted.
- B. Must have evidence of successful performance for similar works.

Requests for proposals are used for the purchase of goods, services, equipment and materials when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected.

Requests for proposals will be evaluated on but not limited to the following:

- A. Price, with the understanding that the lowest of any price may not necessarily be accepted.

5-8

- B. Reference checks; must have evidence of successful performance for similar works
- C. Equipment and related experience and suitability
- D. Time frame of works
- E. Innovation of project
- F. Description of works
- G. Inclusion of applicable supporting documentation or information included in the submitted proposal.

All submission of RFPs, ITT's, ITQ's will be date and time stamped. In the circumstances where items are received via email, the time the emails are received (time stamped) will be used as the time received for the purposes of submission. Mailed submissions will be checked ½ hour prior to the closing time. Faxed submissions will be checked at the time of closing.

The Village reserves the right to offset any outstanding debts owed to the Village by the Contractor against any amounts owing to the Contractor regarding contracted works.

**All Tenders will be opened in the presence of at least 2 (two) Council members, at a time which may be set by the Chief Administrative Officer outside of Council Meetings. After opening, tenders will be reviewed by staff and then approved by Council at a Council meeting. All RFP's will be received by staff, reported to Council, and approvals and awarding of proposed works will be made by Council.**

#### **6.0 EXCEPTIONS TO THE POLICY:**

Where goods, services or construction are urgently required and delay would be injurious to life and/or property, the Chief Administrative Officer or their designate will authorize any and all actions to be taken and these will be considered as an exception to this policy.

At the conclusion of such described emergency conditions, the Chief Administrative Officer or their designate will report back to Council with the cost implications and summary of actions taken to mitigate the event.

#### **7.0 SOLE SOURCE/SINGLE SOURCE SUPPLY**

The Village may contract with a sole or single source, as defined below, in the following instances:

- A. Low value purchases made by purchase card;
- B. When an ITQ, RFP, or ITT has been publicly issued and either none or only one acceptable response is received;
- C. When a Notice of Intent (NOI) has been publicly posted and no reasonable objection has been received in accordance with the terms of the NOI;
- D. When utilizing a co-op group contract with other local governments or first nations on Haida Gwaii;
- E. Upon written approval of the Chief Administrative Officer or designate, if requested by Council to enter into a Direct Award Contract.

If the Village must award a contract without following the procedures set out in this policy, a "Notice of Intent to Direct Award a Contract" Report must be presented to Council and made available to the public. Reasons for direct awarding a contract include, but are not limited to:

- A. Insufficient quotes received for an RFP or RFT.
- B. Emergency projects or works.
- C. Unsolicited offering of services not regularly available on Haida Gwaii.

The "Notice of Intent to Direct Award a Contract" Report must include the reasons for direct award including an internal and external analysis, which details the strategic, financial, and administrative impacts of direct award, and also the consequences had the contract not been directly awarded. In the event of an emergency project or works, the report will be provided to Council after the occurrence of the direct award.

## **8.0 SUPPLIER PREQUALIFICATION**

The Village may choose to prequalify service providers where there is a probability of services being required on an ongoing, and when required, basis or as part of a multi-stage procurement process.

A supplier not currently on a prequalification list may submit their qualifications once a year for consideration.

The Village may remove a supplier from the prequalification list where performance is not satisfactory or does not comply with the contracted terms and conditions.

---

Mayor Doug Daugert

---

CAO Elsie Lemke

# **Village of Port Clements**

## **Purchasing Policy**

### **Policy No. 03**

Originally prepared by Clerk/Treasurer Heather Nelson-Smith - 2009

Updated by CAO Kim Mushynsky – 2017

Updated by CAO Ruby Decock & Intern Emily Welford 2019

Adopted: 2009 by Mayor and Council

Last Reviewed and amendments approved by Council: October 7, 2019

Next Review: October 2021

#### **TABLE OF CONTENTS**

- 1.0 OBJECTIVE**
- 2.0 SCOPE**
- 3.0 PROCUREMENT PRINCIPLES**
- 4.0 AUTHORITY**
- 5.0 PURCHASING THRESHOLDS**
- 6.0 EXCEPTIONS TO THE POLICY**
- 7.0 SOLE SOURCE/SINGLE SOURCE SUPPLY**
- 8.0 SUPPLIER PREQUALIFICATION**

#### **1.0 OBJECTIVE:**

To set guidelines for the procurement of goods and services for the Village and in pursuit of this commitment, and in order to promote effective, economic, efficient and responsible acquisition of goods and services, the Municipality has established this policy which will enable staff to maintain a customer-service focus while meeting the needs and protecting the interests of the Municipality and the public.

#### **2.0 SCOPE:**

This policy governs the acquisition of goods and services, by purchase or by lease, using Municipal funds from all sources, including operating, capital or other funds. Interpretation and administration of this policy is the responsibility of the Chief Administrative Officer who will establish all procedures and controls necessary to comply with all relevant statutory and legal obligations. The Chief Administrative Officer will ensure that all acquisitions are made according to this policy, sound business practices, and will employ appropriate accountability measures, thereby making procurement decisions defensible.

#### **3.0 PROCUREMENT PRINCIPLES:**

1. Efficient - after consideration of needs, alternatives, timing and availability of funds, acquire the necessary quality and quantity of goods and services in an efficient and cost-effective manner.
2. Ethical - act in a manner which provides potential suppliers equal opportunity to participate in the business of the Municipality and to ensure open and transparent procedures that withstand public scrutiny at all times. The Municipality will implement appropriate procedures to avoid any perception of conflict of interests.
3. Accountable - The Municipality will publicly post the outcome of any publicly posted supply request within 20 days of contract signing and/or issue a report to Council.
4. Impartial - the process of open competitive bidding on the acquisition and disposal of goods and services will be fair, transparent and non-discriminatory.

5-8



5. Economical - consider the total cost of ownership as defined by the Municipality in all contracts for goods and services.
6. Co-operative - participate with other governmental entities in co-operative purchasing programs and Supply Agreements where the best long-term interests of the Municipality will be served
7. Lawful - comply with all applicable laws, municipal policies, domestic and international trade agreements.
8. Social - use procurement practices to promote social and economic development.
9. Where practical the Village will endeavor to shop locally. Preference will be given to local suppliers and contractors up to a premium of 10%.

#### **4.0 AUTHORITY:**

The CAO, Deputy Clerk, and Public Works Superintendent are hereby appointed by Council as the “purchasers” of the Municipality to purchase goods and services within the scope of this policy.

**The Purchasers may expend within the approval of the current adopted financial plan and the limits imposed by the current Establishing Officer Positions Bylaw’s spending limitations.**

#### **5.0 PURCHASING THRESHOLDS**

Value of Goods or Services	>5000 to <\$15,000	≥ \$15,000
Requirements	3 written quotes	Invitation to Tender Request for Proposal Invitation to Quote Council Approval

Contracting out for goods or services valued at \$5000.00 to \$15,000.00 (excluding taxes) requires written quotes. The Purchasers shall seek to obtain a minimum of three written quotations from Contractors, recognizing that we may not always succeed in receiving three quotes.

Contracting for works valued in excess of \$15,000.00 shall be done via tender or request for proposals. The Tender process is utilized when specifications and conditions to a contract are known. The contract is built into the tender document.

Tenders will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Must have evidence of successful performance for similar works.

Requests for proposals are used for the purchase of goods, services, equipment and materials when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected.

Request for Proposals will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Must have evidence of successful performance for similar works.

28  
5

Request for Proposals will be evaluated based on the following:

- a) Price
- b) Equipment and related experience and suitability
- c) Time frame of works
- d) Innovation of project
- d) Description of works
- e) Reference checks
- f) Inclusion of applicable supporting documentation or information included in the submitted proposal.

All submission of RFPs, ITT's, ITQ's will be date and time stamped. In the circumstances where items are received via email, the time the emails are received (time stamped) will be used as the time received. Mailed submissions will be checked ½ hour prior to the closing time. Faxed submissions will be checked at the time of closing.

The Village of Port Clements reserves the right to offset any outstanding debts owed to the Village by the Contractor against any amounts owing to the Contractor in regards to contracted works.

**All Tenders will be opened during a Council meeting, reviewed by staff and approved by Council at the next Council meeting unless an exception requires a quicker response. All RFP's will be received by staff, reported to Council, and approvals and awarding of proposed works will be made by Council**

#### **6.0 EXCEPTIONS TO THE POLICY:**

1. Where goods, services or construction are urgently required and delay would be injurious to life and/or property, the Chief Administrative Officer or their designate will authorize any and all actions to be taken and these will be considered as an exception to this policy.
  - i. At the conclusion of the Emergency conditions, the Chief Administrative Officer or their designate will report back to Council with the cost implications and summary of actions taken to mitigate the event.

#### **7.0 SOLE SOURCE/SINGLE SOURCE SUPPLY**

The Municipality may contract with a sole or single source, as defined below, in the following instances:

1. Low value purchases made by purchase card;
2. When an ITQ, RFP, or ITT has been publicly issued and either none or only one acceptable response is received;
3. When a Notice of Intent (NOI) has been publicly posted and no reasonable objection has been received in accordance with the terms of the NOI;
4. When utilizing a co-op group contract with other local governments or first nations on Haida Gwaii;
5. Upon written approval of the Chief Administrative Officer or designate, if requested by Council to enter into a Direct Award Contract.

If the Village must award a contract without following the procedures set out in this policy, a "Notice of Intent to Direct Award a Contract" Report must be presented to Council and made available to the public. Reasons for a direct awarding of contract include, but are not limited to:

- i. Insufficient quotes received for an RFP or RFT.
- ii. Emergency projects or work.
- iii. Unsolicited offering of services not regularly available on Haida Gwaii.

The "Notice of Intent to Direct Award a Contract" Report must include the reasons for the direct award including an internal and external analysis, which details the strategic, financial and administrative impacts of the direct award, and also the consequences had the contract not been directly awarded. In the event of an Emergency project or

works, the report will be provided to Council after the occurrence of the direct award. All Direct Award reports will remain on file as suggested by the Freedom Of Information and Privacy Protection Act (FOIPPA), for 7 years.

#### 8.0 SUPPLIER PREQUALIFICATION

1. The Municipality may choose to prequalify service providers where there is a probability of services being required on an ongoing and when required basis or as part of a multi-stage procurement process.
2. A supplier not currently on a prequalification list may submit their qualifications once a year for consideration.
3. The Municipality may remove a supplier from the prequalification list where performance is not satisfactory or does not comply with the contracted terms and conditions.

  
Mayor Doug Daugert

  
CAO Ruby Decock,



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

Author: Elizabeth Cumming, Deputy Clerk  
Date: January 17<sup>th</sup>, 2022  
RE: Sunset Park Campground Bylaw #475, 2022

---

**BACKGROUND:**

In 2018, Council added 'amending the Sunset Park Campground fees' onto the Action Item list. Campground Fees have not changed since 2002.

In 2021, this action item was incorporated into the larger ongoing bylaw review project.

**DISCUSSION:**

The Campground fees have remained unchanged for 20 years. The current fees are differentiated by type of campsite (RV or Tent), and then separated out into daily and weekly rates. The weekly rate is a reduction compared to the daily rate of 7 days (essentially "stay for 7 consecutive days, only pay for 6 days" though the reduction is slightly more than 1 day's rate). RV campsites are larger and have hydro hookups on the site, while tent campsites are smaller and not serviced.

Current Sunset Park Campground Fees		
TYPE	DAILY	WEEKLY
RV	\$20	\$112
Tent	\$12	\$70

When comparing with other campgrounds on Island, the Village's campground is unusual to offer weekly campground rates. Hidden Island RV Park & Campground in Masset (private campground), Haydn Turner Campground in Queen Charlotte (municipal campground), Misty Meadows Campground in Tlell (provincial campground) only have daily rates, often have additional costs on top of the basic daily rate depending on how many people/tents/vehicles are using the site, and some campgrounds differentiate sites based on services on site rather than based on intended user (RV vs. Tent).

In general, the Village's campground rates are lower than comparable serviced campgrounds, but of comparable cost to campgrounds without services in the basic daily fees. Considering costs that have increased over 20 years, even just to account for basic inflation, and that most campgrounds charge additional fees on top of the basic daily fee, it would be recommended to increase the daily and weekly costs for better cost recovery to better provide the campground service in a more financially sustainable manner (currently on a surface review, the campground [all the municipal parks in general], despite revenue generated, operates at a loss though it [and the parks] bring other social, cultural, and economic benefits to the community that may balance out the direct financial cost).

h-9

Other Campground's Daily Fees					
CAMPGROUND	TYPE	No Service	Electricity Only	Full Service	Additional Fees?
Hidden RV Park & Campground	RV	\$ 33.00	\$ 39.50	\$ 46.50	Yes
Hidden RV Park & Campground	Tent	\$ 27.00	\$ 39.50	\$ 46.50	Yes
Haydn Turner	Drive-in	\$ 20.00	\$ -	\$ -	No
Haydn Turner	Walk-in	\$ 15.00	\$ -	\$ -	No
Misty Meadows	Any	\$ 20.00	\$ -	\$ -	Yes

In 2018, there was some discussion on whether the campground should have a monthly rate and amending the campground fees accordingly. This was prompted by previous years experiences where people were looking for longer-term stays in the campground, typically in the off-season as an alternative to housing (due to inability to find housing or rentals), with local employers bringing in staff from off-island. From time to time, a camper will ask about a monthly rate as they are looking for reduced costs in comparison to the weekly rate. However, the weekly rate is already a discount from the daily rate, especially when considering that other island campgrounds only offer daily rates.

It is advisable to seek a legal opinion with considering a monthly rate if Council is interested in seeing a monthly rate. In 2020, the Province updated its housing guidelines to clarify that recreational vehicles can count as permanent homes in an RV Park or campground, and may fall under tenancy laws when it comes to long-term stays. A legal advisor would be able better identify potential liabilities and legal obligations that might result if a monthly rate would potentially create a landlord-tenancy relationship.

When evaluating its fee structure, it is better to consider the main purpose of the campground. While Sunset Park Campground is used by residents, particularly the free-to-use day-use facilities, it is primarily intended for short-term recreational stays by non-residents and tourists during the tourist season (May-September). The campground is intended to encourage tourists to stay in the community longer and spend more of their budget in the community's local businesses, thus bringing in tourism revenue to the community. The volume of tourist spending may diminish the longer individual tourists spend at a location (may become more comparable to residential spending over long-term stays), but most tourists are vacationing for 1-2 weeks on average on Haida Gwaii (*Go Haida Gwaii 2019 Visitor Survey*). In this pattern, the current structure of daily and weekly rates is suited to the typical tourist's vacation duration, and having a weekly rate offers an incentive that other campgrounds do not have.

It is recommended keep the daily and weekly rate structure, and slightly increase the rates to account for the rises in costs over the last 20-year period.

Recommended Sunset Park Campground Fees		
TYPE	DAILY	WEEKLY
RV	\$ 25.00	\$ 150.00
Tent	\$ 15.00	\$ 90.00

5-9

Aside from reviewing the campground fees, the two bylaws for the campground (service establishment and fee) were reviewed for legislative compliance, if they needed clarification for better understanding or interpretation, or to better reflect operational practices and limitations.

The bylaws were redrafted into one consolidated bylaw. Primarily their referenced sections of the *Local Government Act* were outdated, so they were redrafted for legislative compliance under the *Community Charter*. Other than formatting, most changes were to simplify language and legislative compliance.

**CONCLUSION:**

It is recommended keep the daily and weekly rate structure, and slightly increase the rates to account for the rises in costs over the last 20-year period. The bylaws were also consolidated and adjusted for legislation, clarity, and legibility.

**STRATEGIC**

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

In the OCP, maintaining and enhancing the Sunset Park Campground is part of the tourist commercial policies of the Village.

The campground service is accounted through general taxation revenue 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, though consideration of social, cultural, and economic benefits that result from having the services can justify shortfalls, though the long-term sustainability of service provision needs to be accounted for.

**FINANCIAL**

**(Corporate Budget Impact)**

Increasing the campground fees better accounts for its operational cost, which better enables financial sustainability such as with the service being provided at-cost rather than at a potential shortfall.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

Administrative staff are involved in researching and updating bylaws, staff also enforce and implement bylaws. Adjusting the campground fees is a simple process, mainly with signage being updated.

**RECOMMENDATION:**

THAT Council does 1<sup>st</sup> & 2<sup>nd</sup> reading of Sunset Park Campground Bylaw, #475, 2022

THAT Council does 3<sup>rd</sup> reading of Sunset Park Campground Bylaw, #475, 2022

**Respectfully submitted:**

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

6-9

# VILLAGE OF PORT CLEMENTS

## BYLAW #475, 2022

---

### A BYLAW TO ESTABLISH THE OPERATION, MAINTENANCE, ADMINISTRATION AND FEES OF THE SUNSET PARK CAMPGROUND SERVICE AND FACILITIES OF THE VILLAGE OF PORT CLEMENTS

---

WHEREAS the Community Charter gives Council the power to establish services and impose rates and fees payable in respect of the service and use of municipal property;

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

#### **TITLE**

This Bylaw may be cited as "Sunset Park Campground Bylaw #475, 2022"

#### **DEFINITIONS**

*Village:* means the Village of Port Clements

*Council:* means the Council of the Village of Port Clements

*Campsites:* means an area in a campground used or intended to be used, leased, or rented for occupancy of tents or recreational vehicles for short-term recreational use.

#### **BODY**

1. It is established that the Village will operate, maintain, and administer the Sunset Park Campground service with its campground facilities located at Sunset Park in the Village of Port Clements.
2. The Village will pay costs required for any expense to operate, maintain, and administer the Sunset Park Campground service and its facilities, unless these costs are being covered by the individual or company that may enter contract with the Village as identified in section 3.a of this bylaw as may be agreed in such contract.
3. The Council may by resolution:
  - a. Enter into contract with an individual or company for the management of the Sunset Park Campground service and facilities
  - b. Adopt policies that regulate the operations, maintenance, and administration of the Sunset Park Campground service and facilities
  - c. Make any regulation necessary for the safe and efficient operation of the facility
4. The rates and fees for the Sunset Park Campground Service is set out in Schedule "A" attached to and forming part of this bylaw.
5. "Sunset Park Recreational Vehicle and Tent Sites Operation, Maintenance, and Administration Bylaw #325, 2002" and "Sunset Park Recreational Vehicle and Tent Sites Facility Fee Setting Bylaw #327, 2002" are hereby repealed.

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

READ A THIRD TIME THIS THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

RECONSIDERED AND FINALLY ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_ 2022

---

Doug Daugert  
MAYOR

---

Elsie Lemke  
CHIEF ADMINISTRATIVE OFFICER

---

CERTIFIED A TRUE COPY OF  
Sunset Park Campground Bylaw #475, 2022

6-9



## SCHEDULE "A"

Attached to and forming part of "Sunset Park Campground Service Bylaw #475, 2022"

*Rates are based on 1 (one) recreation vehicle or tent per respective campsite*

### 1. Recreational Vehicle Campsites

<i>Daily</i>	<i>Weekly</i>
\$ 25.00	\$ 150.00

*Payable in advance*

### 2. Tent Campsites

<i>Daily</i>	<i>Weekly</i>
\$ 15.00	\$ 90.00

*Payable in advance*

6-9

## VILLAGE OF PORT CLEMENTS

### Bylaw No. 325, 2002

A bylaw to establish the operation, maintenance and administration of Port Clements Sunset Park Recreational Vehicle and Tent Sites facility.

**WHEREAS** section 517 (1) of the *Local Government Act* RSBC 1996, Chapter 323 empowers the local government to operate any service that the Council considers necessary or desirable for all or part of the municipality;

**AND WHEREAS** the Village of Port Clements desires to operate, maintain and administer the Port Clements Sunset Park Recreational Vehicle and Tent Sites facility for the benefit of the residents of Port Clements.

**NOW THEREFORE**, the Council of the Village of Port Clements in open meeting assembled enacts the following:

#### 1) TITLE

This bylaw may be cited for all purposes as the "Sunset Park Recreational Vehicle and Tent Sites Operation, Maintenance, and Administration. Bylaw No. 325, 2002."

#### 2) INTERPRETATION

In this bylaw, unless the context otherwise requires;

- a) the words "the Village" shall mean the Village of Port Clements.
- b) the words "the Council" shall mean the Council of the Village of Port Clements.

#### 3) ESTABLISHMENT

- a) It shall be lawful for the Council to establish, and it is hereby established, operate, maintain, and administer the Sunset Park Recreational Vehicle and Tent Sites facility, located at Sunset Park in the Village of Port Clement.
- b) The Council may establish usage rates and such other rates or fees as are deemed necessary.
- c) The Council may pay such monies as may be requisite for any expenses to operate, maintain, and administer the Sunset Park Recreational Vehicle and Tent Sites facility.
- d) The Council may by resolution and is hereby empowered to:
  - i) Enter into a contract with an individual or company for the management of the Sunset Park Recreational Vehicle and Tent Sites facility.
  - ii) Fix by written agreement charges made for additional services.
  - iii) Make any regulation necessary for the safe and efficient operation of the facility.

6-9

READ A FIRST TIME THIS 21st day of May, 2002.

READ A SECOND TIME THIS 21 day of May, 2002.

READ A THIRD TIME THIS 21st day of May, 2002.

ADOPTED THIS 3rd day of June, 2002.



Joan Ann Allan  
Mayor



John E. Nielsen  
Chief Administrator

Certified to be a true copy

6-9

**VILLAGE OF PORT CLEMENTS**

**Bylaw No. 327, 2002**

**WHEREAS** section 363 of the *Local Government Act* RSBC 1996, Chapter 323 empowers the local government to impose a fee or charge payable in respect of all or part of a service of the municipality;

**AND WHEREAS** the Council of the Village of Port Clements desires to establish rates and fees deemed necessary for the operation, maintenance, and administration of the Port Clements Sunset Park Recreational Vehicle and Tent Sites facility.

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

**1. TITLE**

This bylaw may be cited for all purposes as the "Sunset Park Recreational Vehicle and Tent Sites Facility Fee Setting Bylaw No. 327, 2002."

**2. RATES & FEES**

The rates and fees for the Sunset Park Recreational Vehicle and Tent Sites facility shall be as set out in Schedule "A" attached to and forming part of this bylaw.

**READ** a first time this 3rd day of June, 2002.

**READ** a second time this 3rd day of June, 2002.

**READ** a third time this 3rd day of June, 2002.

**ADOPTED** this 5th day of June, 2002.

  
Joan Ann Allen  
Mayor

  
John E. Nielsen  
Chief Administrator

Certified to be a true copy of Bylaw No. 327

C-9

**Bylaw No. 327, 2002**

**Schedule "A"**

**1. Recreational Vehicles Sites**

<b>Daily</b>	<b>Weekly</b>
<b>\$20.00</b>	<b>\$112.00</b>

**Payable in advance**

**2. Tent Sites**

<b>Daily</b>	<b>Weekly</b>
<b>\$12.00</b>	<b>\$70.00</b>

**Payable in advance**



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: Elsie Lemke, Interim CAO  
Date: January 17, 2022  
RE: Community Places Grant Application – Seaview Ramp and Wheelchair Platform

---

**BACKGROUND:**

Attached is a grant application to Northern Development Initiative Trust, under the Community Places program, for the construction of a Seaview Ramp and Wheelchair Platform, proposed to be located just north of Rainbow Wharf. This application was submitted on December 29, 2021, just before the deadline for meeting the minimum grant threshold for 2021. The application requires a Council resolution to be submitted, supporting the project and confirming funding for its 30% funding portion.

**DISCUSSION:**

The Vibrant Community Commission identified this project in 2021 as one that could potentially be undertaken using regular tourism funds. By adding an accessibility component, the project improves accessibility for people who experience disabilities, thereby making it more appealing for community use and to grant reviewers.

The proposed project as described in the Community Places grant application will consist of a set of stairs and wheelchair ramp leading to a viewing platform on the shoreline just north of Rainbow Wharf. Details of the size and specific project components are described in the application. The area will be lit by a solar-powered light and a small wooden bench will be located on the viewing platform.

The Seaview Ramp and stairs will significantly improve the safety of accessing the shoreline for all users, including people who use wheelchairs or other mobility devices, as well as for young children, seniors with mobility challenges and people with infants in strollers.

The total cost is estimated to be \$35,099, of which 30% is required to be contributed from the applicant (\$10,530.00). Our grant writer has recommended that we apply to Gwaii Trust by February 1<sup>st</sup> for \$10,000 under their Community Innovations grant, which would leave \$530 to come from the Village budget. The proposed project timeline is between April 15, 2022 and April 5, 2023.

**Recommendation:** That Council supports the grant application to Northern Development Initiative Trust, under the Community Places program, for construction of a Seaview Ramp and Wheelchair Platform, in the amount of \$35,099, and further,  
That Council agrees to provide a 30% equity contribution to the project, in the amount of \$10,530, and further,  
That Council directs staff to apply for funding to Gwaii Trust in the amount of \$10,000 to fund a portion of the Village's equity contribution.

6-10

**CONCLUSION:**

**STRATEGIC**

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

To develop community recreation options and promote a healthy lifestyle for all ages.

**FINANCIAL**

**(Corporate Budget Impact)**

\$10,530 maximum, reduced to \$530 if the Gwaii Trust application is approved.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

Public Works and Administration will work together to coordinate the activities identified to be performed by private contractors.

Respectfully submitted:



---

Elsie Lemke, Interim CAO

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



+ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

### 1. Project Name

<b>Project name:</b>  Port Clements Seaview Ramp and Wheelchair Platform	<b>Has this facility and/or footprint previously received financial support from Northern Development under this program?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No
--	--

### 2. Applicant Profile

<b>Applicant organization (legal name):</b> Village of Port Clements	<b>Non-profit society registration number: (if applicable)</b> 
<b>Mailing address:</b> PO Box 198 Port Clements, BC V0T 1R0	<b>Telephone:</b> 250-557-4295
<b>Email:</b> cao@portclements.ca	<b>Website (URL):</b> https://portclements.ca/

### 3. Primary Contact Information

<b>Primary contact (for this application):</b> Elsie Lemke	<b>Position/title:</b> Chief administrative officer	
<b>Email:</b> cao@portclements.ca	<b>Primary Phone Number:</b> 250-557-4295	<b>Secondary Phone Number:</b> 





## 4. Project Location and Resolution

Appropriate jurisdiction the project is located within:	Name of the appropriate local government or First Nations Band providing the resolution of support:
<input checked="" type="radio"/> Municipality (city, town, village or regional district):	If regional district, what electoral area:
<input type="radio"/> First Nation reserve:	
Has the resolution of support been secured? + Refer to the <a href="#">Application Guide</a> for sample resolution wording.	
<input type="radio"/> Yes; attached to application	<input checked="" type="radio"/> No; date resolution of support is expected to be secured: 01/17/22

## 5. Project Timeline

Stage of project:	Scheduled date (dd-mmm-yyyy):
Forecasted project start date	04/15/22
Forecasted project completion date	04/15/23

## 6. Project Overview

Will the applicant own and operate the asset?
<input checked="" type="radio"/> Yes <input type="radio"/> No + If the property/building is not owned by the applicant, please provide evidence of control (i.e. lease agreement for five years or more).
Indicate the physical condition of the asset before investment. + Before photos required.
<input checked="" type="radio"/> N/A <input type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Very good
Enter a brief description of the project, including the scope and objective/outcome:
<p>The project will consist of a set of stairs and wheelchair ramp leading to a viewing platform along the Masset Inlet shoreline just north of Rainbow Wharf. The stairs, ramp, and platform will all be constructed using marine-grade concrete.</p> <p>A 6' x 6' concrete landing will be built at the top of the six-step staircase along with a four-foot wide, 20-foot long wheelchair ramp of 4.76% grade. Both the stairs and ramp will feature railings. At the base of the stairs and ramp will be an 8' x 8' viewing platform. The platform and all project works will be installed above the existing shoreline.</p> <p>The stairs, ramp, and platform will be lit by a solar-powered outdoor light standard. A small wooden bench will be placed on the viewing platform.</p>

Please explain why your project is needed in your community.

Port Clements is located on the eastern shore of Masset Inlet. The community has an extensive shoreline with no planned access points for people living with mobility challenges, including wheelchair users. Currently, the majority of shoreline in Port Clements consists of high rock berms that serve to protect homes, buildings, and other community structures but are dangerous to scramble over.

Rainbow Wharf, a long wooden wharf that is immediately adjacent to the project site, is a Port Clements landmark but it provides poor wheelchair access due to its often slippery and uneven surface. The project site is a good location for the development of a viewing platform because there is ample parking, easy road access, as well as a local pub and restaurant.

## 7. Strategic Factors

Fill out all that are applicable. The following strategic factors will be considered in the application assessment.

Does the project create space(s) that offer ancillary uses that will generate revenues for the applicant? If so, please explain

The seaview ramp and wheelchair platform will not directly generate revenue for the Village of Port Clements. However, the ramp and stairs are likely to be used by local kayak guides and tourists with stand-up paddle boards and other small watercraft, which may increase use of the village-owned Sunset Park Campground nearby.

If any market research or a business case been completed, summarize the results:

*This must be demonstrated by attaching the relevant supporting document.*

We have not completed market research or a business case for this particular project.

Will the project foster cultural awareness and contributes to inclusivity? if so, please explain

The project will meaningfully contribute to a more inclusive Port Clements by creating the first safe access point to the Masset Inlet shoreline for people who use wheelchairs or other mobility devices, as well as for young children, seniors with mobility challenges, and people with infants in strollers.

Will this project enhance the physical appearance, character, or natural environment in the community? If so, please explain

The project will enhance the physical appearance and character of Port Clements by creating an attractive, welcoming seaview ramp and wheelchair platform that features a viewing bench and a solar-powered light standard. The seaview ramp and platform will also fit nicely with the adjacent Rainbow Wharf, the village birdhouse tree, and the Yakoun River Pub.

Will the completion of the project will result in reduced operation, maintenance and related costs over the life-cycle of the asset? If so, please explain

The project will not reduce existing operating costs, but we have sourced marine-grade concrete to ensure a minimal amount of long-term maintenance costs for the seaview ramp and viewing platform.

What, if any systems, policies or practices are in place to ensure that funds to replace the asset at the end of its life will be available?

*This must be demonstrated by attaching the relevant supporting document (e.g. Asset Management Plan).*

Once complete, the new seaview ramp and viewing platform will be listed along with other public assets in the Village of Port Clements' asset management plan. Routine maintenance will be scheduled according to the asset management plan, while the decision to replace the platform at the end of its life will be made as part of the village's annual strategic planning exercise.

If the project is aligned with the long-term plans/vision of the community, please explain how.

*This must be demonstrated by attaching the relevant supporting document (e.g. OCP)*

The project aligns with the Village of Port Clements' Official Community Plan (attached). Specifically, the project aligns with objectives under section 7.0 Social Well Being, which states that the village will provide adequate and safe infrastructure, and will also plan for an array of facilities and services that support residents of all ages. The project also aligns with objective 8.3 — Tourism — which commits the village to supporting tourism initiatives in Port Clements.

Describe any accessibility concerns the completion of this project will alleviate:

The project will alleviate the lack of any wheelchair-accessible areas to access the shoreline within the Village of Port Clements. Furthermore, the seaview ramp and wheelchair platform will be of use to people with mobility challenges who do not use wheelchairs, as well as people launching small watercraft at high tide and those pushing strollers.

Describe any health and safety concerns the completion of this project will alleviate:

The project will alleviate what are now unplanned and unsafe points of access to the Port Clements shoreline near Rainbow Wharf — areas where residents and visitors are scrambling over eight- and nine-foot rock berms to access the water. By building stairs and a ramp to the shoreline that are wide, well-lit, and in a high-traffic area, the project will make for a safer Port Clements.

If the project will support resident/workforce attraction and retention, please explain how.

The project will create temporary contract opportunities for local workers, and as an improvement in accessibility and waterfront access, it is one of a number of infrastructure plans that have the dual function of encouraging tourism and making Port Clements a more inclusive, welcoming place to live and work.

How does the project result in the preservation/creation of an amenity that serves multiple uses?

The project will create a set of stairs and wheelchair platform that can be used by tourists and residents of all abilities to view and access the Port Clements shoreline. At high-tide, the platform can double as a convenient launch spot for tourists and residents with small watercraft such as kayaks and stand-up paddleboards.

## 8. Project Budget, Funding Request, and Funding %

Eligible project budget (as per Project Budget Template):	Funding request (grant):	Requested funding %:
\$ 35,099.00	\$ 24,569	% 70.00
+ Applicants are required to use the <a href="#">Project Budget Template</a> .	+ Maximum \$30,000.	+ Maximum 70%.

## 9. Other Funding Sources

Funding source: + Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Village of Port Clements cash reserves	\$ 10,530.00	Applicant contribution	<input type="checkbox"/> Approval letter attached <input type="checkbox"/> Date approval expected: 01/17/22
	\$	<input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING: \$ 10,530.00</b>		<b>TOTAL PROJECT FUNDING: \$ 35,099.30</b> (Northern Development + Other Sources)	
+ Eligible project budget must match total project funding +			

6-10

## 10. Attachments

Check all documents that are applicable and attached to this application:

Document name:
<input checked="" type="checkbox"/> Detailed project budget using Northern Development's <a href="#">Project Budget Template</a> (required; in excel format)
<input checked="" type="checkbox"/> Detailed quotes
<input type="checkbox"/> Funding approval confirmations (required prior to approval, except in the Northeast)
<input type="checkbox"/> Local government or band resolution of support (required prior to the regional advisory committee meeting)
<input type="checkbox"/> Society certificate of incorporation (required for not-for-profit applicants)
<input checked="" type="checkbox"/> 'Before' photo(s)
<input checked="" type="checkbox"/> Most recent annual financial statements
<input type="checkbox"/> Letters of support from community organizations
<input type="checkbox"/> Lease agreement/or user agreement
<input type="checkbox"/> Business case or other market research
<input type="checkbox"/> Asset management plan
<input checked="" type="checkbox"/> Community alignment document (OCP, council priorities, strategic plan, economic development plan etc.)
<input type="checkbox"/> Other:
<input type="checkbox"/> Other:
<input type="checkbox"/> Other:
<input type="checkbox"/> Other:
<input type="checkbox"/> Other:

5-16

## 11. Authorization

- ☒ I have read and understand the [Application Guide](#) and confirm that all the required information has been completed in this form, and required attachments are being submitted.
- ☒ I understand that Northern Development has the right to discard incomplete applications.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree to enter into an agreement with Northern Development prior to commencing the project. Project costs incurred by the Applicant in the absence of a signed agreement are at the sole risk of the Applicant and any such costs may be considered ineligible for reimbursement.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development.
- ☒ I also agree to submit reporting materials as required by Northern Development.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree to acknowledge funding by Northern Development, where applicable.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): + Please type name.	Position/title:	Date:
Elsie Lemke	Chief administrative officer	29 December 2021

## 12. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email to [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca).

+ Please submit this Application Form and all attachments in one email; do not scan this form.

67-10  
7

## Project Budget

Project Name: Port Clements Seaview Ramp and Wheelchair Platform

Prepared By: Kelly Whitney-Gould, VPC Councillor and Andrew Hudson, I

Date: December 29, 2021

Expense Item	Amount	Vendor	Quote or Detailed Breakdown Attached? (Yes or No)
<b>Eligible Expenses</b>			
* Refer to the Application Guide for eligible costs. <u>PST is eligible</u> . Insert additional rows as necessary.			
* Please do not combine multiple quotes on a single line.			
Concrete for stairs, ramp, and viewing platform	\$ 20,000.00	West Fraser Concrete	Yes
Excavator (16 hours at \$120/hour)	\$ 1,920.00	Local contractor (Estimate by Village of Port Clements public works staff)	Yes
Backhoe (10 hours at \$120/hour)	\$ 720.00	Local contractor (Estimate by Village of Port Clements public works staff)	Yes
General labour (\$50/hour for 48 hours)	\$ 2,400.00	Local contractor (Estimate by Village of Port Clements public works staff)	Yes
Geotextile fabric (1 roll)	\$ 349.00	Local supplier (Estimate by Village of Port Clements public works staff)	Yes
Riprap (10 cubic yards of 2", delivered)	\$ 550.00	Local contractor (Estimate by Village of Port Clements public works staff)	Yes
Shot rock (5 cubic yards, delivered)	\$ 275.00	Local supplier (Estimate by Village of Port Clements public works staff)	Yes
Crushed gravel (5 cubic yards of 3/4", delivered)	\$ 540.00	Local supplier (Estimate by Village of Port Clements public works staff)	Yes
Clean fill/sand (10 cubic yards, delivered)	\$ 180.00	Local supplier (Estimate by Village of Port Clements public works staff)	Yes
Park bench	\$ 1,700.00	Local supplier (Estimate by Village of Port Clements public works staff)	Yes
Light standard	\$ 3,275.00	Canada Lighting Experts	Yes
Contingency (10%)	\$ 3,190.90		No
<b>Eligible Expenses Subtotal</b>	<b>\$ 35,099.90</b>		
<b>Other Eligible Non-Cash:</b>			
<b>In-Kind Volunteer Labour, Internal Equipment Use, and/or Monetized Donations</b>			
* Refer to the Application Guide for other (non-cash) eligibility. If eligible, eligible rates and required attachment(s) are identified in the Application Guide. Insert additional rows as necessary.			Other Type (use dropdown): (In-Kind Volunteer Labour, Internal Equipment Use, or Monetized Donation)
<b>Other Eligible Non-Cash Subtotal</b>	<b>\$ -</b>		
<b>Eligible Project Budget Total</b>	<b>\$ 35,099.90</b>		
<b>Ineligible Expenses</b>			
* Refer to the Application Guide for ineligible costs. <u>GST is ineligible</u> . Insert additional rows as necessary.			
<b>Ineligible Expenses Subtotal</b>	<b>\$ -</b>		
<b>Total Project Budget</b>	<b>\$ 35,099.90</b>		

6-10

**Project:**

Port Clements Seaview Ramp and Wheelchair Promenade / Cost Estimate 2021

**Background:**

Port Clements is located on the east shore of Masset Inlet. The community has an extensive shoreline with no planned points for wheelchair access or viewing. Currently the majority of the shoreline consists of high rock berms that serve to protect homes, buildings, and other community structures. The nearby Rainbow Wharf provides poor wheelchair access due to slippery and uneven surfaces. Currently there is no point of access to the shoreline or even a viewing point with wheelchair access. The area (project site) immediately adjacent to the Rainbow Wharf is a good location for the development of a viewing platform as there is ample parking, easy street/roadway access, and a local pub and restaurant.

Currently, the project site is approximately 10 feet higher than the existing shoreline. The transition between the shoreline and land is protected by a raised berm of concrete pads, blast rock and scattered wood debris. All project work will take place above the existing shoreline, on the raised berm, or from the inland side of the berm area. New shot rock will be laid on the older blast rock to form a base and on this base a set of reinforced concrete stairs (five feet across) will be placed in addition to a wheelchair ramp (grade of 4.76% or a 12/1' run) leading down to a small viewing platform and bench.

**Qualification:**

The Public Works Manager (PWM) at the Village of Port Clements has spent years working on and maintaining the RV Campground Complex and is fully qualified to provide the local cost estimates below for the work required. The PWM has been involved with the care and maintenance of the area for a number of years and is familiar with the project site; construction and wheelchair ramp standards, concrete framing and construction, and the unique challenges of the weather and tidal action that will affect installation and maintenance.

**Pricing and Rates:**

All pricing based on contractor rates on file with the Village of Port Clements, Public Works.

**Scope of Work:**

Completing this work will require the following issues be addressed:

See following page.



### 1) Site Preparation

Activity	Rate	Hours/Unit	Estimate
Excavator (mini or bobcat)	\$120/hour	10	720.00
Backhoe (skid steer)	\$120/hour	10	720.00
General labour	\$50/hour	24	1,200.00
Materials:			
-geotextile (approach area)	\$349/roll	1 roll	349.00
Riprap (2 inch delivered)	\$550 (10 cubic yds)	1 load	550.00
Shot rock (various delivered)	\$550 (5 cubic yds)	½ load	275.00
Crush (3/4 delivered)	\$540	½ load	270.00
Clean fill / sand (delivered)	\$180	1 load	180.00
<b>Subtotal</b>			<b>4,264.00</b>

### 2) Installation and finishing

Activity	Rate	Hours/Unit	Estimate
Excavator (mini or bobcat)	\$120/hour	6	720.00
General labour	\$50/hour	24	1,200.00
Park Bench (Quoted)	1,700.00		1,700.00
Light standard (quote attached)	3,275.00	1	3,275.00
<b>Subtotal</b>			<b>6,895.00</b>

### TOTAL MATERIALS AND COST ESTIMATE

Activity	Estimated Cost
Site Preparation	4,264
Installation and Finishing	6,895.00
<b>TOTAL Estimated Cost</b>	<b>11,159.00</b>



## YOUR TRUSTED CONCRETE CONTRACTORS SINCE 1979

We serve the residential, commercial, and industrial clients in the entire province of British Columbia. Call us for a free estimate.

**CONTACT US  
TODAY**

**WEST FRASER CONCRETE LTD. – YOUR RELIABLE CONCRETE  
CONTRACTOR IN TELKWA**

Hi Trevor,

Nice chatting with you.

We (village) would do the site preparation as discussed. We would be looking to you for the following:

**Stairs:**

- stair upper landing (6 x 6)
- stairs (6 steps)
- railings

**Wheelchair ramp:**

- length: 20 feet
- width: 4 feet
- railings

**Viewing platform:**

- 8 x 8 feet
- railings

If we are able to go ahead as planned, we can sit down and have a better discussion. Thank you very much for your time.



**trevor@westfraserconcrete.com** 21 Dec 2021, 14:48 (19 hours ago)



to me ▾

Hi Kelly,

To supply and install the concrete you've described is going to be approx \$20,000 plus taxes. This is based upon ground work being complete and railings supplied/installed by someone else. If you had a more detailed plan we could firm up a quotation for you.

Regards,

**Trevor Meerdink**  
**Cell 250 627-9307**



5-10

## Whitney - ID #167629

**Prepared For**

Whitney

**Prepared By**



Kristina Oropeza

**Business Information:**

whitneygould.kelly@gmail.com

**Business Information:**

3321 Power Inn RD STE 310  
Sacramento, CA 95826  
916-836-3653  
kristina.oropeza@1stoplighting.com

	Item Description	Retail	Your Price	You Save	Qty	Ext. Price
	Halleron - Three Light Outdoor Post Lantern - Londonderry Finish with Clear Seedy Glass by Kichler-Lighting-Canada 49604LD	\$288.74	\$288.74	\$0.00	X 4	\$1,154.96
	Accessory - Outdoor Post Mount - Londonderry Finish by Kichler-Lighting-Canada 9510LD	\$333.88	\$333.88	\$0.00	X 4	\$1,335.52

**RUNNING TOTALS**

Sub-Total: \$2,490.48

Discounts: \$0.00

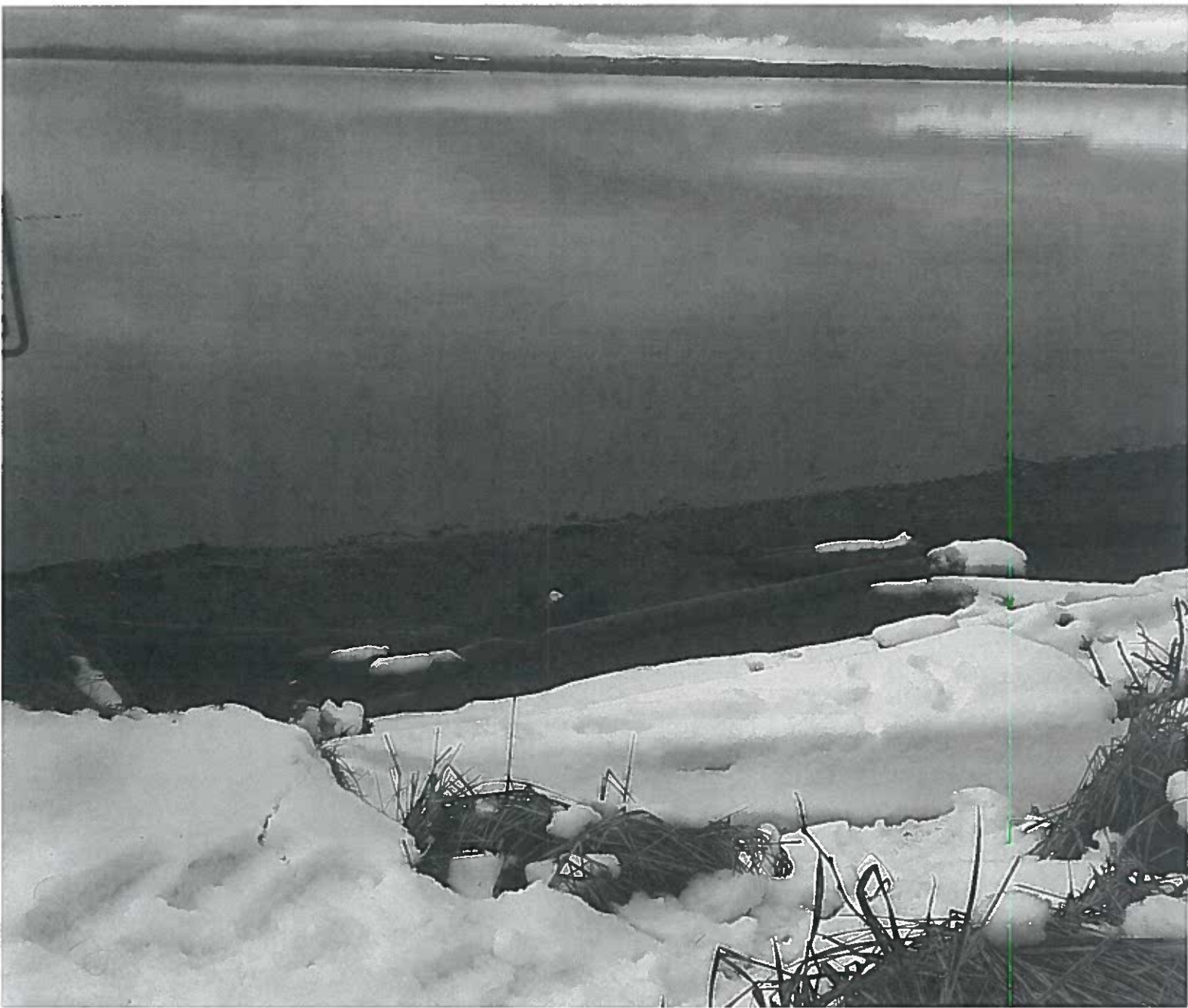
Flat Shipping &amp; Handling to: FREE

Customer Quote Total: \$2,490.48 USD

3,275 CAD

[Purchase This Quote](#)

9-10



G-10



G-10





67-10



C1-10





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

36 Cedar Avenue West  
O Box 198  
Port Clements, BC  
VOT1R0  
OFFICE : 250-557-4295  
Public Works : 250-557-4326  
FAX : 250-557-4568  
Email : office@portclements.ca  
Web : www.portclements.ca

Author: Elsie Lemke, Interim CAO  
Date: November 25<sup>th</sup>, 2021  
RE: Rainbow Wharf Property Damage Insurance Coverage

---

**BACKGROUND:**

The commercial insurance coverage (liability and property) for Rainbow Wharf expired on December 18<sup>th</sup>. Northern Savings Insurance Services Ltd., our insurance broker, advised us that the current insurer was no longer providing coverage for wharfs so we would have to look for coverage elsewhere.

The insurance provider had been providing coverage for many years, at a cost of around \$1,500 annually. This provided \$1,000,000 liability (the minimum required by our lease) and \$150,000 building (physical damage) coverage, with a \$2,500 deductible. The coverage for physical damage was substantially below the wharf's value but appeared to be renewed every year without any detailed reassessments or valuations.

Following a search for new coverage, it was determined that costs for commercial insurance coverage for the wharf were not affordable. Council therefore removed the commercial factor from the wharf, which permitted the Municipal Insurance Association to cover the Village for liability insurance at no additional cost. Property insurance is another matter, and that is addressed in the discussion below.

**DISCUSSION:**

Municipal Insurance Association (MIA) can source property insurance for our wharf from the market. In order to get coverage, a current 'Condition and Valuation' assessment would be required, to provide information on the valuation, history on repairs, our current maintenance policies and schedules, usage information, any past claims, etc. In the case of wood wharfs that are over 20 years old, this assessment would have to be undertaken every two years, at significant cost to the Village.

A basic cost estimate by MIA resulted in an estimated cost for property insurance of \$45,000 per year. This is based on an estimated value of \$3 million. As these costs (bi-annual assessment reports and insurance coverage) are clearly well beyond the Village's budget, staff suggest that property insurance coverage not be pursued.

We will still be required to complete regular and appropriate maintenance and repairs, in order to maintain the wharf in a condition satisfactory to the Province that is "safe, clean and sanitary". (Note – the lease with the Province expires in 2032). This is also an expectation of MIA with respect to their liability insurance coverage. By foregoing property insurance coverage, Council basically is making the decision that they will not replace the wharf if it gets damaged by fire, wind, etc. beyond repair.

**Recommendation:** That Council agrees to discontinue purchasing insurance coverage for property damage for the Rainbow Wharf due to excessive costs.

**CONCLUSION:**

**STRATEGIC** (Guiding Documents Relevancy – Village Policies)  
Fiscal responsibility - operating decision.

**FINANCIAL** (Corporate Budget impact)  
Reduction in direct insurance costs of \$1,500 annually.

**ADMINISTRATIVE** (Workload Impact and Consequence)  
N/A

**Respectfully submitted:**

  
\_\_\_\_\_  
Elsie Lemke, Interim CAO



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: Elsie Lemke, Interim CAO  
Date: January 17, 2022  
RE: Strategic Plan 2021 – 2025 Update

**BACKGROUND:**

The following Strategic Planning documents are attached to this report:

- Q4 2021 Strategic Plan Progress Report
- Updated Strategic Plan 2021 – 2025
- 2022 Priorities List

**DISCUSSION:**

The attached 4<sup>th</sup> Quarter Strategic Plan Progress Report is attached for Council's information.

On Tuesday, November 23<sup>rd</sup>, 2021, Council attended a workshop with senior staff to review their Strategic Plan and update it for the coming year. The attached Updated Strategic Plan 2021 – 2025 is presented for Council to review and make any final changes before adoption.

In conjunction with the updated Plan, a listing of the 2022 Priorities is attached for Council's consideration. This document summarizes the projects and priorities planned for 2022, and identifies which department will primarily be impacted, the level of effort that will be required, and whether there is an opportunity for engaging the services of a Project Management consultant to assist in ensuring the project gets completed on time. Please note the projects with an asterisk (\*) have grant funding deadlines. Given the significant number of large projects being scheduled for completion in 2022, it is strongly recommended that Council consider engaging outside assistance to support staff in getting the projects completed and avoid risking loss of grant funding. This can be further discussed during budget deliberations in the coming weeks/months.

**Recommendation:** That Council adopts the Updated Strategic Plan 2021 - 2025.

**CONCLUSION:**

**STRATEGIC** (Guiding Documents Relevancy – Village Policies)  
To be adopted as presented or as amended.

**FINANCIAL** (Corporate Budget Impact)  
To be reconciled with 5 year Financial Plan.

**ADMINISTRATIVE** (Workload Impact and Consequence)  
Significant.

G-12

Respectfully submitted:



---

Elsie Lemke, Interim CAO



## REPORT TO COUNCIL

Author: Elsie Lemke, CAO  
Date: January 17, 2022  
RE: 2021 Fourth Quarterly Progress Report on the Strategic Plan

---

### **RECOMMENDATION(s):**

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

### **BACKGROUND:**

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

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

### **SUMMARY OF RESULTS:**

In the 2021 Strategic Plan, Council set a total of 12 core services targets and 13 Council initiative targets to be completed this year (i.e. by the end of 2021). Of those, **36% (9)** are **COMPLETE**, **52% (13)** are **IN PROGRESS**, and **12% (3)** are **NOT STARTED** or **ON HOLD**.

### **DETAILED RESULTS:**

#### **Creating Stability and Capacity in the Village Office**

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

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

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

## Village of Port Clements - Report to Council

- |   |  |
|---|--|
| o EOC Supplies and Training grant – <b>COMPLETE</b> |  |
|---|--|

### Maintaining and Improving Existing Infrastructure

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

To be Completed in 2021
<b>CORE SERVICES</b> <ul style="list-style-type: none"><li>• Office Improvement Project – <b>COMPLETE</b></li><li>• Sewer Lagoon, lift station(s) compliance upgrade – <b>IN PROGRESS</b></li><li>• Water Treatment Plant upgrades:<ul style="list-style-type: none"><li>o Well # 3 connection – <b>IN PROGRESS</b></li><li>o Chlorine shed repairs – <b>IN PROGRESS</b></li></ul></li><li>• Weight Room COVID-19 safety improvements – <b>COMPLETE</b></li><li>• Froese subdivision streetlights – <b>IN PROGRESS</b></li><li>• Fire Hall floors – <b>99% COMPLETE, WAITING ON BACKORDERED PURCHASES</b></li></ul>
<b>COUNCIL INITIATIVES</b> <ul style="list-style-type: none"><li>• Weight room upgrade – <b>COMPLETE</b></li><li>• Sunset Park Campground upgrade – <b>IN PROGRESS</b></li><li>• Community Park improvements: Tennis Court – <b>IN PROGRESS, APPLIED FOR GRANT FUNDING</b></li></ul>

### Improving Livability and Revitalizing the Economy

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

To be Completed in 2021	Ongoing
<b>CORE SERVICES</b> <ul style="list-style-type: none"><li>• COVID-19 meal delivery for seniors – <b>COMPLETE</b></li></ul>	<ul style="list-style-type: none"><li>• Community Forest Development</li></ul>
<b>COUNCIL INITIATIVES</b> <ul style="list-style-type: none"><li>• Vibrant Community Commission<ul style="list-style-type: none"><li>o St. Mark's Gift Shop – <b>IN PROGRESS</b></li><li>o Downtown core beautification projects – <b>IN PROGRESS</b></li><li>o Tourism Marketing – <b>COMPLETE</b></li><li>o Golden Spruce Trail Extension Study – <b>ON HOLD</b></li></ul></li></ul>	

## Village of Port Clements - Report to Council

### Encouraging and Supporting Land Development

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

*To support the development of senior's housing options.*

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

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

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

### IMPLICATIONS:

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

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

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

Respectfully submitted  
Elsie Lemke, CAO



## 2021 – 2025 Strategic Plan

Adopted by Council: April 19, 2021

UPDATE Adopted by Council:

### VISION

Port Clements strives to be a progressive community, seeking citizen involvement and sustainable development.

### MISSION

To bring together PEOPLE, PARTNERSHIPS and POSSIBILITIES with respect to achieve a strong and vibrant community.

### VALUES

When making decisions Council will use the following values to guide their deliberations.

Values	Decision Making Parameters
Alignment with long-term Plans	How does the idea fit with our existing plans? Is the idea achievable, reasonable and practical?
Respect for People <ul style="list-style-type: none"> <li>Equality</li> <li>Safety</li> <li>Fiscal Prudence</li> <li>Pragmatic Enforcement</li> </ul>	Will some citizens be more affected than others? How will safety be affected? How will the budget be affected? Will people want to comply? How will neighbouring communities be affected?
Respect for Place <ul style="list-style-type: none"> <li>Clean Water</li> <li>Environmental Protection</li> <li>Sustainability</li> <li>Balanced Growth</li> </ul>	How will the water and/or environment be affected? Does the idea comply with or exceed current environmental regulations? How sustainable is the idea? Does the idea promote balanced growth? Are there any opportunities for partnerships?

### DEFINITIONS:

**Sustainable Development** means development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

**Sustainability** means the ability to be maintained at a certain rate or level; or avoidance of the depletion of natural resources in order to maintain an ecological balance.

**Balanced Growth** means economic growth that is sustainable in the long term with low inflation, and balance between the environment and between different sectors of the economy such as exports and retail spending, or land development for housing and business. It is the opposite of volatile boom and bust economic cycles.

G-12



## INTRODUCTION

The Council of the Village of Port Clements believes that we need to take action if we want our community to be sustainable into the future. Our Vision and Mission Statements are intended to set the tone for positive change.

We see a future where our community is supported by new industries and businesses providing stable jobs and the return of young families. The residents of the community are respected, safe, healthy and active. The islands have transitioned to alternative energy sources, and Haida Gwaii communities have prospered after spending years partnering on projects and tackling challenging issues together.

This document was prepared in consultation with Council and staff, with public input provided through a survey at the final DRAFT stage. Our Strategic Plan will be monitored closely and staff will provide quarterly reports to Council. The Plan will be reviewed annually and updated as targets are completed and new ones are added. As they arise, Council may also pursue opportunities outside of this Plan that are in alignment with our Vision and Mission.



### CONTEXT: January 2021

The Village of Port Clements has a year round population of 282 (2016 Census), down from 378 (2011 Census). The Village operating budget has increased by 19% since 2016. An Asset Management Plan was completed in 2019, which will drive future investments in our core water, wastewater, and roads infrastructure. Since 2016, Port Clements has invested \$1.32 million in local infrastructure and plans, including \$180,000 so far for the required Sewer Lagoon replacement project, \$160,000 on the water system, \$350,000 on buildings, \$230,000 on equipment and \$400,000 on trails and roads. The Northern Capital and Planning Grant of \$2,085,000 that we received in 2019, has opened new possibilities for long term infrastructure planning and construction.

The COVID-19 Pandemic has required the Village to rethink how we conduct business, and has added workload as we adjust to the new normal. Staff capacity reductions due to turnover, leaves and vacancies have also hampered service delivery in some areas, and one of our top priorities is to recruit a new Chief Administrative Officer (CAO) as soon as possible. In order to focus our activities in the coming years, the Council has prepared this Strategic Plan to create a sustainable community and economic recovery following the COVID-19 Pandemic.

In December 2020, Council conducted an environmental scan using a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) to create a **Vision** and **Mission** and set four key strategic priority areas. The Village's **Goals** are long-term statements that strive to achieve this Vision. **Objectives** are related statements that describe the outcomes that will be achieved. **Targets** refer to specific deliverables. This plan does not describe operational activities that are the responsibility of departments or staff, but does set the priorities.

## STRATEGIC PLAN PRIORITY AREAS

As the community is currently seeking a new CAO, the Council understands that staff capacity will be limited this year. Council also recognizes that they have set ambitious targets for the next two years; which may be challenging to achieve if we are delayed in recruiting a new CAO.

In order to provide direction to staff, Council completed two Quadrant Analyses:

1. **CORE SERVICES** targets are prioritized by **Importance** and **Time Sensitivity**, and
2. **COUNCIL INITIATIVES** targets are prioritized by their **Benefit/Value** and **Cost/Effort**.

It is expected that staff will do their best to achieve the targets of highest importance/time sensitivity before focusing on lower ranked targets. Anticipated completion years have been identified in most cases; however, they are subject to change.

### CREATING STABILITY AND CAPACITY IN THE VILLAGE OFFICE

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

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

#### Objectives:

- To recruit and retain high quality professional staff;
- To provide for ongoing training and development of all Village staff;
- To support ongoing professional development for Council's governance role;
- To realize operational efficiencies in Village systems and processes;
- To provide quarterly status reports to Council on Strategic Plan goals, Village finances, operations and Council initiatives.

TARGETS	
CORE SERVICES	COUNCIL INITIATIVES
<u>HIGH IMPORTANCE   HIGH TIME SENSITIVITY:</u> <ul style="list-style-type: none"><li>• CAO recruitment (complete 2021/22)</li><li>• Municipal COVID-19 Reopening Plan (2021/22)</li></ul> <u>MEDIUM IMPORTANCE   MEDIUM TIME SENSITIVITY:</u>	<u>HIGH BENEFIT / VALUE   LOW COST / EFFORT:</u> <ul style="list-style-type: none"><li>• Role clarity for Commissions (complete 2021)</li></ul> <u>MEDIUM BENEFIT / VALUE   MEDIUM COST / EFFORT:</u> <ul style="list-style-type: none"><li>• Emergency Management Commission<ul style="list-style-type: none"><li>○ Emergency Support Services &amp; EOC Supplied &amp; Training grant (complete 2021)</li></ul></li></ul>

## MAINTAINING AND IMPROVING EXISTING INFRASTRUCTURE

**GOALS:** To develop short and long term plans to ensure our assets are well-maintained and the community is a good place to live.

To ensure that infrastructure projects include an assessment of ongoing operating and maintenance costs.

To complete projects/initiatives within their scope, schedule and budget, involving Council at all key decision points.

To improve community safety and ability to respond to emergencies.

**Objectives:**

- To finalize an asset management plan by 2023 that identifies life span for all Village assets on a prioritized basis, in particular anything that that could impact keeping our existing, or attracting new businesses and industries.

TARGETS	
CORE SERVICES	COUNCIL INITIATIVES
<p><u>HIGH IMPORTANCE   HIGH TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> <li>• Office Improvement Project (Complete 2021)</li> <li>• Sewer Lagoon, lift station(s) compliance upgrade (2021 thru 2023)</li> <li>• Water Treatment plant upgrades                             <ul style="list-style-type: none"> <li>○ Well # 3 connection (2022)</li> <li>○ Chlorine shed repairs (2022)</li> <li>○ Asbestos cement water line replacement (2022)</li> <li>○ Operating System Upgrades (2022)</li> </ul> </li> </ul> <p><u>MEDIUM IMPORTANCE   MEDIUM TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> <li>• Weight Room COVID Safety Impr. (Complete 2021)</li> <li>• Froese Subdivision Street Lights (Complete 2021)</li> <li>• Fire Hall floors (Complete 2021)</li> <li>• Clinic heat return ventilation system &amp; heat pumps, drainage, building assessment (2022)*</li> </ul> <p><u>LOW IMPORTANCE   LOW/MEDIUM TIME SENSITIVITY:</u></p> <ul style="list-style-type: none"> <li>• Heat pumps for St. Marks, park bathroom, water pump house (2022)*</li> <li>• Public Works Salt/Sand Shed/Pellet Storage (2022)                             <ul style="list-style-type: none"> <li>○ Biomass supply</li> <li>○ Fire Hall heat supply</li> </ul> </li> </ul>	<p><u>MEDIUM BENEFIT / VALUE   MEDIUM COST / EFFORT:</u></p> <ul style="list-style-type: none"> <li>• Weight Room upgrade (Complete 2021)</li> <li>• Sunset Park Campground upgrade (2022/23)</li> <li>• Community Park Improvements (2022/23)                             <ul style="list-style-type: none"> <li>○ Tennis Court revitalization</li> <li>○ Soccer Field</li> <li>○ Bathroom security</li> <li>○ Playground Fencing</li> <li>○ Playground Equipment (Rec. Comm.)</li> </ul> </li> </ul> <p><u>LOW BENEFIT / VALUE   LOW COST / EFFORT:</u></p> <p><u>LOW BENEFIT / VALUE   HIGH COST / EFFORT:</u></p>

\*Combine these projects to make application to Gwaii Trust major contributions grant.

## IMPROVING LIVABILITY AND REVITALIZING THE ECONOMY

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

**Objectives:**

- To approach reconciliation with respect, curiosity, and empathy and take action locally to uphold the intent of the United Nations Declaration on the Rights of Indigenous People.
- To support and participate in the All Islands Protocol Meetings.
- To advocate for solutions to issues of concern to the residents of the Village and/or Haida Gwaii as a whole.
- To support the islands transition to clean energy alternatives.
- To improve parks and maintain our recreation infrastructure with a goal to extend visitor stays.
- To support the development of a Community Forest.
- To encourage the development of new industries and business entrepreneurs through reduced business taxation and other incentives.

TARGETS	
CORE SERVICES	COUNCIL INITIATIVES
<u>MEDIUM IMPORTANCE   MEDIUM TIME SENSITIVITY:</u> <ul style="list-style-type: none"> <li>• COVID Meal Delivery for Seniors (Complete 2021)</li> <li>• Update Emergency Preparedness Plan &amp; Review Community Wildfire Protection Plan (2022)</li> </ul> <u>LOW IMPORTANCE   MEDIUM TIME SENSITIVITY:</u>	<u>HIGH BENEFIT / VALUE   MEDIUM COST / EFFORT:</u> <ul style="list-style-type: none"> <li>• Vibrant Community Commission                             <ul style="list-style-type: none"> <li>○ St. Mark's Gift Shop (2021)</li> <li>○ Downtown core beautification projects (2021)</li> <li>○ Tourism Signage (2022)</li> </ul> </li> </ul> <u>HIGH BENEFIT / VALUE   HIGH COST / EFFORT:</u> <ul style="list-style-type: none"> <li>• Vibrant Community Commission                             <ul style="list-style-type: none"> <li>○ Golden Spruce Trail Extension Study (2022)</li> <li>○ Tourism Marketing (complete 2021)</li> <li>○ Sunset Trail Improvement Project (2022/23)</li> </ul> </li> </ul>

## ENCOURAGING AND SUPPORTING LAND DEVELOPMENT

- GOALS:** To encourage and support the development of residential properties within the municipality.  
To support the development of senior's housing options.  
To encourage and support the sale and development of industrial properties for job creation.  
To increase the number of young families living in the community.

**Objectives:**

- To update/modernize the Official Community Plan Bylaw, Zoning Bylaw, and Subdivision Bylaw by 2022.
- To take action on the recommendations of the Housing Study in concert with the OCP modernization.
- To take action on the recommendations from the Coastal Erosion and Flooding Study by 2023.

TARGETS	
CORE SERVICES	COUNCIL INITIATIVES
<u>MEDIUM IMPORTANCE   MEDIUM TIME SENSITIVITY:</u> <ul style="list-style-type: none"><li>• Official Community Plan, Zoning / Subdivision Bylaw modernization (2022)*</li><li>• Document Village Rights-of-Way(ROW)/ Roads &amp; ROW upgrade design study (2023)</li></ul> <u>LOW IMPORTANCE   LOW TIME SENSITIVITY:</u> <ul style="list-style-type: none"><li>• Coastal Erosion and Flood Mapping Study (2022 Regional Partnership)</li></ul>	<u>HIGH BENEFIT / VALUE   HIGH COST / EFFORT:</u>

\*Include Seniors Housing, M& B Subdivision & multi-purpose planning, redevelopment of derelict properties, secondary access to Highway 16

- Projects with no year assigned, but are high importance:
  - Graveyard purchase/transfer ownership & restoration
  - Lobby for Chevron property rehab & sale
  - Emergency backup generator
  - Community Forest (ongoing)

### **What ACTIONS do we need to take to achieve our Vision?**

- Create community buy in and support for our Vision by involving them in the process through mail-in or online feedback opportunities for now, and in person once we can again.
- Use the tools of municipal governance and operations to reconfirm and/or identify priorities on an annual basis that will help move the community towards our future vision.
- Start with the basics and update our Official Community Plan and focus on ideas that will provide worthwhile results and can be accomplished by staff within a reasonable timeframe, workload and budget.
- Focus on our strengths and take deliberate action to become a place where people want to move to, and where we have the jobs and diverse economy needed to have a sustainable tax base.
- Maximize our ability successfully access grant funding for improving/replacing our community infrastructure by investing in staff training and development and planning for ongoing operating and maintenance costs.



## 2022 PRIORITIES

### PROJECTS UNDERWAY:

- 1.) CAO Recruitment
- 2.) Covid-19 Reopening Plan – grant expenditures

### Dept Effort Consult

C

Adm M

### PUBLIC WORKS PROJECTS

- 3.) Water Treatment Plant Upgrades\*
  - o Well #3 connection
  - o Chlorine shed Repairs
  - o Asbestos cement waterline replacement
  - o Operating system upgrades

PW H C

- 4.) Sewer Lagoon, Lift Stations Compliance\*

PW H C

### BUILDINGS

- 5.) Medical Clinic
  - o Heat return ventilation system
  - o Heat pump
  - o Perimeter drainage
  - o Building assessment

C

- 6.) Heat pumps
  - o St. Marks
  - o Community Park bathroom
  - o Water pumphouse

C

G-12

7.) Public Works sand/salt shed/pellet storage\*

PW H C

### PARKS

8.) Sunset Park Campground upgrade\*

PW H C

9.) Sunset Trail Improvement project\*

PW H C

10.) Community Park Improvement project

PW H C

- (grant dependent)
- Tennis Court revitalization
- Soccer Field revitalization
- Bathroom security
- Playground fencing & equipment

11.) Tourism Signage\*

PW L C

### PLANS

12.) Emergency Preparedness Plan Update & Community  
Wildfire Protection Plan Review

Adm L C

13.) OCP/Zoning/Subdivision Bylaw Modernization

Adm M C

14.) Coastal Erosion & Flood Mapping Study\*

Adm L C

15.) Golden Spruce Trail Extension Study\*

Adm L C

\*Projects with funding deadlines.

6-12





# REPORT TO COUNCIL

Author: Elsie Lemke, Interim Chief Administrative Officer

Date: January 17, 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:

- All contract documentation in place for 1069557 BC. Ltd. for Timber Harvest and Haul project. Work startup delayed due to weather conditions but set to get underway week of January 10th. Fibre Purchase Agreement signed with Taan Forest.
- Office was closed between Christmas and New Years Day.
- All documentation submitted for Well #3 waterworks construction permit application to Northern Health Authority. Have been advised it can take up to 60 days for Northern Health to finish their review and issue the construction permit. Design brief and engineered drawings completed; final electrical design drawings received.
- Reviewed and addressed approach to new COVID restrictions and requirements issued by Provincial Health Officer.
- Finalized preparations for new potential CAO visit to the community and meeting with Council.
- Work on draft bylaws and policies for Council adoption as part of ongoing bylaw review project
- Snow Removal Policy is complete and will be brought for council review.

### Finance:

- Year-end rollover
- Regular financial operations

### Public Works:

- December-January snow events and freezing weather have dominated operations. Some difficulties with frozen and/or low-quality sand, however all equipment and staff performed well otherwise, and we were able to stay ahead of the weather.
- Most village infrastructure water supply was shut off and drained for freeze protection (e.g.: Small Craft Harbour, campground, Community Park, Community Hall, etc.), through deep freeze we noted very high water consumption, (likely dripping/running taps for private freeze protection), but surprisingly no major water leaks due to burst pipes were reported.
- Well completion project construction application has been submitted by engineers on behalf of VOPC to Northern Health Authority, electrical design has been completed.
- 1st phase of Wastewater Upgrade has begun with Feller Buncher beginning clearing trees at new lagoon site.

Respectfully submitted:

Elsie Lemke, Chief Administrative Officer

R-1

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

<u>Action #</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A1	2018-09-26	Amend the Campground Bylaw fees		Still needs to be reviewed.
	2021-10-19			incorporated into larger bylaw review project
	2022-01-17			Bylaw & fees reviewed. Proposed new campground bylaw with fee increase presented to Council. Action item completed

A-1