



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 PM Regular Meeting of Council, Monday, May 16th, 2022

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
M-1—May 2nd, 2022, Regular Council Meeting Minutes
M-2—May 10th, 2022, Special Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1—INFO—Luxury Tax on Recreational Boats – Township of Spallumcheen
C-2—INFO/INVITATION— Climate Leaders Institute – BC Municipal Climate Leadership Council
C-3—INFO/REQUEST—Celebrating Access Awareness Day – Accessibility BC
C-4—INFO/RESPONSE—Northwest BC Resource Benefits Alliance -- Nathan Cullen MLA, Ministry of
Municipal Affairs
C-5—RESPONSE—Power Reliability in Port Clements -- BC Hydro
C-6—RESPONSE—Payphone Removal -- Telus
- 6. FINANCE**
- 7. GOVERNMENT**
G-1—Golden Spruce Trail Extension Study – Deputy CAO Cumming
- 8. NEW BUSINESS**

- 9. REPORTS & DISCUSSIONS**
R-1—INFO -- Regular Report on Current Operations – CAO Marjorie Dobson
- 10. ACTION ITEMS**
A-1—Action Items List
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. IN-CAMERA**
90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- 13. ADJOURNMENT**



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Minutes of the Regular Meeting of Council, Monday, May 2nd, 2022

Present:

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

Not Present:

Councillor Kazamir Falconbridge

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming
Senior Finance Manager Ronda Bell (via conference)

Members of the public: none

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

2022-05-112—Moved by Councillor Gould, seconded by Councillor Whitney-Gould
THAT Council adopts the May 2nd, 2022, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—April 19th, 2022, Regular Council Meeting Minutes
2022-05-113—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council adopts the April 19th, 2022, Regular Council Meeting Minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

UB-1-- proposed permanent forest service road deactivation--Ministry of Forests, Lands, and Natural Resources Operations and Rural Development

2022-05-114—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council brings back the proposed permanent forest service road deactivation from the Ministry of Forests, Lands, and Natural Resource Operations and Rural Development to the table.
CARRIED

2022-05-115—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council receives the proposed permanent forest service road deactivation from the Ministry of Forests, Lands, and Natural Resources Operations and Rural Development.
CARRIED

M-1

5. ORIGINAL CORRESPONDENCE

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

2022-05-116—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council receives the April Board Highlights from the North Coast Regional District.

CARRIED

C-2—INFO—Scheduled On-Call Improvement – BC Emergency Health Services

2022-05-117—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
That Council receives the Scheduled On-Call Improvement letter from BC Emergency Health Services.

CARRIED

2022-05-118—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council asks staff to see if the temporary measures that BCEHS has introduced is making a difference in coverage of ambulance services in our community and to postpone considering writing a letter until after staff has established the measures are making a difference.

CARRIED

C-3—INFO—Preliminary Meetings & Online Electoral District Mapping Application -- BC Electoral Boundaries Commission

2022-05-119—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council request staff to make a submission to the BC Electoral Boundaries Commission via their website requesting that there be no increase in area or boundaries or alteration of boundaries to the North Coast Electoral District whereas the North Coast Electoral District is currently very large with significant transportation difficulties, increasing the area would result in inadequate representation for our citizens.

CARRIED

C-4—INFO—April Mayors, Chairs & Representatives Meeting -- Ministry of Citizen Services

2022-05-120—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council receives the April Mayors, Chairs & Representatives Meeting from the Ministry of Citizen Services.

CARRIED

C-5—REQUEST— Proposed Changes to July 1st community events (no longer celebrate “Canada Days”) -
- Emma Millson Taylor

2022-05-121—Moved by Councillor Whitney-Gould, seconded by Councillor Gould
THAT Council receives the Proposed Changes to July 1st community events from Emma Millson Taylor.

CARRIED

2022-05-122—Moved by Councillor Cumming, seconded by Councillor Gould

THAT the Council of the Village of Port Clements directs staff to write both the Council of the Haida Nation Elected Representatives and the Council of the Haida Nation Hereditary Chiefs Council requesting their consideration of, reflection upon and advice on: how our community may best show respect for and acknowledgement and inclusion of the Haida Nation and its people in the weekend celebrations of Canada Day, called the “Canada Day Weekend in Port Clements”, which the Village wishes to resume holding the weekend of July 2nd & 3rd, 2022.

CARRIED

2022-05-123—Moved by Councillor Gould, seconded by Councillor Cumming

THAT Council responds to Emma’s letter to thank her for her contributions and to include a copy of the motion made as a step to move forward.

CARRIED

C-6—REQUEST- Sponsorship – Literacy Haida Gwaii

2022-05-124—Moved by Councillor Gould, seconded by Councillor Whitney-Gould
THAT Council receives the request for sponsorship from the Literacy Haida Gwaii.

CARRIED

2022-05-125—Moved by Councillor Gould, seconded by Councillor Whitney-Gould

THAT Council donates \$200 to Literacy Haida Gwaii from the appropriate budget line item.

CARRIED

2022-05-126 – Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council request staff to expand the Donation Policy #11 to include the awarding of gifts from the Village as well as when the Village is receiving gifts.

CARRIED

6. FINANCE

F-1—Financial Plan Bylaw 2022-2026

2022-05-127—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council does 1st, 2nd & 3rd reading of “The Financial Plan for the years 2022-2026, Bylaw #477, 2022”.

CARRIED

F-2—Tax Rates Bylaw

2022-05-128—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council does 1st, 2nd & 3rd reading of “Tax Rates Bylaw #478, 2022”

CARRIED

7. GOVERNMENT

G-1—Quote Honorarium

2022-05-129—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould

THAT Council receives the report on the Quote Honorarium.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

2022-05-130—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council receives the Regular Report on Current Operations from CAO Marjorie Dobson.

CARRIED

R-2—INFO – Structural Assessment of Port Clements’ Bird Tower – McElhanney

2022-05-131—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council receives the Structural Assessment of Port Clements’ Bird Tower from McElhanney.

CARRIED

Mayor Daugert: Attended meet & greet with Vice Premier Mike Farnsworth and MLA Jennifer Rice, later on same day had North Coast Regional District zoom meeting, interesting that there was an application from Transportation Canada for a subdivision in Sandspit to sell of the property where the hotel is on instead of demolishing it. Transport Canada being a government agency a list of criteria they had to meet before they could look at a subdivision (ex. Endangered species in area? Flooding projects for the next 20 years?). On the 22nd & 23rd attended the Resource Benefits Alliance meeting with Minister Cullen, his staff, and representatives from all the communities of the Resource Benefits Alliance. There is a communication put out that was a joint statement by the Resource Benefits Alliance that was vetted by Nathan Cullen’s office,

identifying that we had a meeting that Nathan Cullen met the members and the province was engaging with everyone to discuss regional challenges and infrastructure service delivery needs, the minister was well received and his participation and understanding was very high, he has lived in the north for a long time and understands the challenges the small communities have. Everyone was engaged and well informed on their communities, with different perspectives. It was valuable to see how many common problems we have – all got infrastructure deficits, big ones, and they are growing by the fact that it is aging, cost to replace it is aging, and government requirements are getting more restrictive. The Minister will be pushing towards working with us for a memorandum of understanding together, hopefully by Fall 2022. Had an In-camera meeting to discuss Community Forest, for advice & what was possible with it.

Councillor Cumming: Was present for the meet & greet with Vice Premier Mike Farnsworth and MLA Jennifer Rice. Also had a meeting with CAO Dobson that was very thorough.

Councillor Whitney-Gould: Attended the meeting with the Vice Premier Mike Farnsworth and MLA Jennifer Rice and pitched the crosswalk issue on Bayview Drive to them – they were very keen to investigate it and follow up, but later came back deferring to the Ministry of Transportation. Would like to get the history of the Village's exchanges with the Ministry of Transportation about it. Had a meeting with CAO Dobson about priorities. Also had a Vibrant Community Commission meeting on Wednesday.

Councillor Gould: Nothing of significance to report.

2022-05-132—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council receives the verbal reports from Council.

CARRIED

Councillor Cumming left the meeting at 8:46 PM

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

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2022-05-133—Moved by Councillor Gould, seconded by Councillor Whitney-Gould
THAT Council moves in-camera as per section 90(2)(b) of the *Community Charter* at 8:47 PM.

CARRIED

Councillor Cumming returned to the meeting at 8:48 PM

Councillor Gould left the meeting at 8:48 PM

Councillor Gould returned to the meeting at 8:50 PM

13. ADJOURNMENT

2022-05-134—Moved by Councillor Cumming
THAT Council adjourns this meeting at 9:20 PM

CARRIED

Mayor Doug Daugert

CAO Marjorie Dobson

4-1



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Minutes of the Special Meeting of Council, Tuesday, May 10th, 2022

Present:

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

Not Present:

Councillor Kazamir Falconbridge

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: none

Meeting Called to Order at 10:04 AM

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

2022-05-135—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council adopts the May 10th, 2022, Special Council Meeting Agenda as presented.
CARRIED

2. FINANCE

F-1—Financial Plan Bylaw 2022-2026

2022-05-136—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council reconsiders and adopts "The Financial Plan for the years 2022 – 2026, Bylaw #477, 2022"
CARRIED

F-2—Tax Rates Bylaw

2022-05-137—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council reconsiders and adopts "Tax Rates Bylaw #478, 2022"

CARRIED

F-3—2021 Financial Statements- FBB Accounting

2022-05-138—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council receives and approves the 2021 Financial Statements with the correction on Note 14 that the bylaw being referenced is bylaw #468 that was approved by Council on December 20, 2021, on the Financial Statements prepared by FBB Accounting

CARRIED

3. ADJOURNMENT

2022-05-139—Moved by Councillor Cumming
THAT Council adjourns this meeting at 10:08 AM

CARRIED

Mayor Doug Daugert

CAO Marjorie Dobson

11-2

THE CORPORATION OF THE
TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013
FAX. (250) 546-8878
OUR FILE NO.

4144 Spallumcheen Way
Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc.ca

May 3, 2022

www.spallumcheentwp.bc.ca

OFFICE OF THE MAYOR

File: 0375-01
sent via email

Department of Finance Canada
Tax Policy Branch

fin.luxury-luxe.fin@fin.gc.ca

Re: Luxury Tax on Recreational Boats

The Township of Spallumcheen prides itself on ensuring that farming, business and tourism can cohesively exist together, with each industry complementing the other. The proposed 10% luxury tax on the sale of boats valued at more than \$250,000 is sure to be detrimental to the livelihood of many who live and work in the Okanagan.

Certain niche markets, like the one in the District of Sicamous, known as the Houseboat Capital of Canada, will be severely affected by this tax. Sicamous is famous for its amazing scenery, hospitality and, of course, houseboating.

The local houseboat manufacturers and rental businesses are instrumental in the success of the community, as they provide employment for residents, in both manufacturing and tourism industries. Introducing this luxury tax will have devastating effects on the District of Sicamous, essentially crippling a large portion of their industry.

In support of the District of Sicamous, the Township of Spallumcheen Council wishes to respectfully request the federal government reconsider this luxury tax and consider the impact it will have on local small business in the Sicamous area and the community.

Thank you for your attention to this matter. If you have any questions in this regard, please contact the undersigned.

Respectfully,



Christine Fraser
Mayor

cc: Member Municipalities

6-1

Elizabeth Cumming

From: bcmclc <bcmclc@communityenergy.bc.ca>
Sent: May-03-22 12:13 PM
To: bcmclc
Subject: Information Item Request for Council Meeting Agenda - Climate Leaders Institute 2022
Attachments: CLI Info.pdf

The BC Municipal Climate Leadership Council and Community Energy Association are organizing a 3-day event on June 8-10, 2022, called the Climate Leaders Institute (CLI). CLI is a unique opportunity for BC local elected officials to come together for peer mentorship, support, tools, and inspiration on accelerating climate action in their communities. We would appreciate you forwarding the details of this valuable event (see below and the attached PDF) to your Mayor and Councillors either in advance of your next council meeting or as an info item on the next meeting agenda.

Greetings on behalf of the BC Municipal Climate Leadership Council (BCMCLC) and the Community Energy Association (CEA). Together, we are working to present the 2022 Climate Leaders Institute (CLI) for elected officials – from June 8-10 at UBC's Vancouver campus.

The Climate Leaders Institute is less like a conference and more like a retreat; we prioritize small group discussions and interactive activities alongside short, relevant presentations. Our focus is on helping you build your knowledge of what to do to be a climate leader and how to do it. CLI is a unique opportunity for BC local elected officials to come together for peer mentorship, support, tools, and inspiration on accelerating climate action in your community.

In short, if you want to lead climate action in your community, this is the event for you.

For more information, see <https://bcclimateleaders.ca/cli/>. The web page provides up-to-date information on the program, accommodation options, and registration info. Note that those attendees from CEA member municipalities will receive a discount on their registration.

I hope to see you there. The Climate Leaders Institute is one of the events I have really enjoyed as an elected official, and the testimonials are similarly positive from other past attendees. Climate change is one of the defining issues of our time. People are looking to local governments for leadership on land use, zero-emission transportation and buildings, utilization of waste, and the sustainability of our corporate operations and activities. I feel confident that we can and will provide that leadership, and there is much we can learn from each other.

For any questions, please email bcmclc@communityenergy.bc.ca.

Arjun Singh, Councillor, City of Kamloops
Chair, BC Municipal Climate Leadership Council





2022 CLIMATE LEADERS INSTITUTE

June 8-10, 2022

at UBC Centre for Interactive
Research on Sustainability



As an elected leader in BC, you are invited to this 3-day event to learn, share and contextualize proven climate action solutions to meet your community's unique needs.

*At this year's CLI, our focus is on helping you build your knowledge of **what to do to be a climate leader and how to do it***,*

- › Learn about youth engagement
- › Develop and communicate your future vision for a low carbon community
- › Social and peer networking *(evening social events are an extra opportunity to connect with other elected leaders and build your network)*
- › Learn about big impact climate solutions and how to adapt them to your community context
- › How to communicate the benefits of climate action to gain community and council support

**The CLI program prioritizes small group discussions and interactive activities alongside short relevant presentations.*

If you want to lead climate action in your community, this is **the** event for you.

Learn more & register: BCclimateleaders.ca/cli

CLI is brought
to you by:



Elizabeth Cumming

From: Accessibility <accessibility@sparc.bc.ca>
Sent: May-04-22 10:17 AM
Subject: Accessibility is Inclusion - Access Awareness Day 2022
Attachments: SPARC_AAD2022PosterTabloid.pdf; SPARC_AAD2022PosterLetter.pdf; SPARC_AADLetter2022.pdf; SPARC_AADGrantApplication2022.pdf

Dear Mayor and Council;

RE: Please Join Us in Celebrating Access Awareness Day on June 4, 2022

The year 2022 would mark the 25th annual Access Awareness Day celebrated by British Columbians! Access Awareness Day provides an opportunity for communities to come together to celebrate their successes and show what it means to be truly accessible and inclusive for everyone. Access Awareness Day also falls within National AccessAbility Week which is celebrated from May 29th to June 4th, 2022. National AccessAbility Week is designed to celebrate and recognize the contributions that individuals living with disabilities make in their communities every day.

The theme for this year's Access Awareness Day is "Accessibility Is Inclusion". We have adopted this theme to draw attention to the fact that when we focus on addressing issues of accessibility in our communities, we are also creating opportunities to build true inclusion.

Attached is a copy of our Access Awareness Day poster for this year (in letter and tabloid formats). We recognize that many communities no longer have a practice of passing proclamations and therefore welcome your participation in other ways. For example, you may wish to access our small grant funding of \$500 to host an Accessibility Event in your community to highlight some of the ways your community is working to make accessibility a reality. If you choose to complete a grant application form, please note that the Grant will be made out to the contact listed beside "Your Name".

Please reflect on different ways your community can join the conversation. We appreciate your efforts in creating an accessible and inclusive community where everyone can share their talents, experiences, and abilities in real and meaningful ways.

We look forward to the opportunity to work with you and others in your community to show that by investing in accessibility and believing in the community the possibilities are limitless.

Thank you for the role that you play every day in making this vision a reality!



Please join us in celebrating Access Awareness Day on June 4, 2022. We know the difference that we can make together in building truly inclusive and accessible communities.





May 10, 2022

Ref: 270248

Mayors and Chairs
Northwest BC Resource Benefits Alliance
300-4545 Lazelle Ave
Terrace BC V8G 4E1

Dear Mayors and Chairs:

I would like to personally thank you all for taking the time to welcome us to beautiful Northwest British Columbia. The ability to build personal working relationships allows us to have more open and direct conversations and continue the work required that relates to the future benefits for the Resource Benefits Alliance (RBA) region.

The Province of British Columbia is keenly aware of the time and effort that all of you and your staff have committed to ensuring our visit to the region was informative and reflective of the challenges and opportunities in your communities. We would especially like to thank Ron Poole, the Co-Chairs and other local government staff throughout the RBA region for their organizing work.

I appreciated hearing your perspectives on how the province and the RBA can work collaboratively to ensure every community benefits from the industrial activity taking place in the region. We look forward to continuing the dialogue with the RBA as we work towards finalizing a process-oriented Memorandum of Understanding (MOU) that will formalize our shared work plan going forward. The process-oriented MOU will outline common goals, sets out principles for future engagement, and will include a schedule for future meetings so that we can proceed with certainty and resolve on the work of ensuring the future prosperity of the region together.

As discussed, this work is necessary to advance future discussions with my colleagues at the Cabinet and Treasury Board tables. I would like to acknowledge the request you made to the ministry for \$300,000 as planning and engagement assistance for the RBA in order to proceed with this further work. This request is under active consideration and a decision will be communicated back to you soon.

.../2

C-41

Mayors and Chairs
Northwest BC Resource Benefits Alliance
Page 2

As Minister, I am committed to working with you and look forward to signing an MOU at UBCM in September.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Cullen". The signature is fluid and cursive, with the first name "Nathan" and last name "Cullen" clearly distinguishable.

Nathan Cullen
Minister

pc: Honourable John Horgan, Premier
Honourable Selina Robinson, Minister of Finance
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Heather Wood, Deputy Minister, Ministry of Finance
Chief Administrative Officers
Ron Poole, Management Consultant, Northwest BC Resource Benefits Alliance

C-4



Chris O'Riley
President & Chief Executive Officer
Email: chris.oriley@bchydro.com

April 28, 2022

Marjorie Dobson
Chief Administrative Officer
Village of Port Clements
Box 198
Port Clements, BC V0T 1R0

Dear Ms. Dobson,

Thank you for your April 11, 2022 letter on behalf of the Village of Port Clements regarding the reliability in your community. I acknowledge your frustration and appreciate the opportunity to address your concerns.

The distribution circuit that supplies power to your community serves approximately 400 customers. This circuit consists of approximately 62 km of overhead line and 4 km of underground cable, running from the Masset Diesel Generating Station along the Yellowhead Highway to Port Clements. We've inspected the line and note the geography exposes this circuit to strong winds and heavy vegetation. Recent logging activity has left a narrow band of windrow trees adjacent to our power line, causing more outages as these trees fail and disrupt service.

We are working hard to improve the service to your community. Last year, I understand your mayor met with BC Hydro at the Union of BC Municipalities so we could better understand how these outages are impacting your residents. As a result of this meeting, we've developed an action plan. Our Distribution Planners will conduct a study of the circuit serving Port Clements so we can identify potential system improvements that could increase service reliability. This study is expected to be completed by December 2022.

We will also augment our vegetation management on Haida Gwaii. As you may be aware, we currently have two vegetation crews working on the Island. We have identified 174 hazard trees for removal, and we will prune approximately 23,000 metres of vegetation that could grow into the line and cause outages. This work is expected to be complete by June 2022, ahead of the autumn and winter weather.

It is important to remember that, despite our best efforts, power outages are most often caused by factors beyond anyone's control, such as wind, lightning, motor vehicle accidents, animals, and unexpected equipment failure. I encourage the residents of Port Clements to visit our website for more information on how to prepare their home for an outage, including protecting electronics.

Page 2

Going forward, we would appreciate it if your residents could contact us directly at 1-800-224-9376, if they experience an outage. The information provided by our customers is often key to developing an accurate idea of what is happening and where, which helps our field crews efficiently investigate and quickly restore the power in remote communities.

If you have any further questions, you may contact Dave Mosure, BC Hydro Community Relations for Haida Gwaii, at 250-561-4906 or Dave.Mosure@bchydro.com.

Once again thank you for taking the time to write on this important issue. Your feedback is important. We will continue to monitor the performance of the circuit providing service to the Village of Port Clements.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. O'Riley', with a stylized, cursive script.

Chris O'Riley

c: Dave Mosure, Community Relations, BC Hydro

C-5

Elizabeth Cumming

Subject:

FW: Port Clements Payphone Follow-up

From: Jennifer Hunter <Jennifer.Hunter@telus.com> **On Behalf Of** Shaye Draper

Sent: April-28-22 12:40 PM

To: CAO <cao@portclements.ca>; Doug Daugert <d.daugert@portclements.ca>

Cc: Shaye Draper <Shaye.Draper@telus.com>; Jennifer Hunter <Jennifer.Hunter@telus.com>

Subject: Port Clements Payphone Follow-up

Hello Mayor Daugert & CAO Dobson,

I would like to thank you for our discussion on April 14th, 2022 regarding the sole payphone in Port Clements. For your awareness, the past 3 years of data for the payphone in Port Clements demonstrates a strong downward trending in use, with no recorded calls being made in over 730 days.

With the discontinuation of the payphone at the Bayview Market, there are a couple of options that may be of interest to you and your community:

- To address some of the challenges that may face more vulnerable populations or those with limited communications access, I have attached the link to our [Mobility for Good Program](#) that is available to ease access to a mobile device and low priced rate plan. We offer free refurbished smartphones and plans for youth leaving foster care and Indigenous women at risk or surviving violence. There are also subsidized plans and the option to buy a discontinued device from our Mobile Klinik for low-income seniors.
- We have low cost options to install a business phone services within public centres specifically in the public library and/or public office. For approximately \$20/month, a business and/or municipality can have a dedicated line with limits set to restrict long distance calls, incoming calls, etc. If this is an agreeable option, I would be happy to connect you with the business team that looks after these inquiries. Please note, I have inquired whether similar services have been provided to libraries across the province and thus far, only found examples of high speed internet services.

If your community would like to keep the decommissioned phone for display purposes, in part for its shared piece of technology history, I would be happy to connect you with the team looking after this. Further, as part of the payphone decommissioning, TELUS is donating \$1,000 on behalf of the community to automatically support [TELUS Friendly Future Foundation](#) to fund health, education and technology focused charitable programs for you in communities across Canada. The TELUS Friendly Future Foundation is an independent registered charitable organization that is committed to helping build brighter futures for youth through their support of health, education and technology programs.

Please feel free to reach out to me with any additional questions and if you would like me to connect you with the business team.

Warm regards,

Shaye

Shaye Draper

General Manager, CSD Vancouver Island & North Coast



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REPORT TO COUNCIL

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Web : www.portclements.ca

Author: Elizabeth Cumming, Deputy CAO
Date: May 16, 2022
RE: Golden Spruce Trail Extension Study

BACKGROUND:

One of Council's strategic priorities for 2022 and approved grant projects is the Golden Spruce Trail Extension Study.

DISCUSSION:

The project was originally intended to be undertaken and completed in 2020; however, the project was delayed with the start of the global pandemic and capacity challenges. The project is relatively small compared to other projects with a budget of \$11,150 with \$10,000 being covered by the grant received.

The project must be completed, including reporting to the grant agency, by March 31, 2023; so, this project is scheduled in the strategic plan to be undertaken and completed in 2022.

The scope of the project is to assess the feasibility of extending the Golden Spruce Trail up a portion of the Yakoun River to connect with the Village's Sunset Park Trail.

In its application, the project was identified as expected to take roughly 2 months of work. A consultant would be hired to produce the feasibility study, with the deliverables expected to include the assembly of existing maps and trail plans, site walks and hikes to scout possible trail routes, and providing a business case and final proposed mapping. The feasibility study is expected to specifically include listing options for extending the Golden Spruce Trail and connecting it with the Sunset Park Trail to create an improved destination trail.

In the time since the project has been delayed, it has been brought up by a few Council members that potentially the project scope should be changed away from being a feasibility study on extending the Golden Spruce Trail, to becoming a feasibility study on extending trails within the Village's boundaries. This is primarily due to recent changes with the GayGahlda (Changing Tide) Framework for Reconciliation signed between the Haida nation, British Columbia, and Canada; there is the view that realizing the trail extension is unlikely given that the proposed areas of its development would cross protected areas (Yaaguun Gandlaay) and crown lands that are under the management of this new agreement. The previous Yaaguun Gandlaay Management Plan identified that trails were an approved activity/facility within the area, and it is uncertain how the new framework impacts this.

Staff reached out the grant body and confirmed with them that they are open to the possibility of changing the scope of the feasibility study from extending the Golden Spruce Trail to looking at extending the trail system with Village boundaries. Staff have identified this in the Regular Report on Current Operations to Council, however, Council has not clarified if it wants to change the project scope or for staff to just continue with the existing project. Staff would like that clarification for certainty.

Staff believe it would be better to leave the project's scope on the Golden Spruce Trail extension, as the feasibility study would confirm if the extension was possible or not in the current management environment or other feasibility factors; that is the purpose of such a study. Currently the impact of the new management agreement is an assumption, not a known fact, even if it may be a reasonable one to have. Having certainty is better for Council to make decisions on.

This is particularly the case when it is likely, even if set aside on this occasion, that interest in extending the Golden Spruce Trail to connect with the Village's Sunset Park Trail will continue unless it is known to be explicitly infeasible. The potential tourism and economic development benefit to the community has been a focus for many years.

A feasibility study is also not a commitment or agreement to build the extension. It is part of the first stage of when considering committing or not to undertake such a project. The study would provide essential information and look at potential opportunities for ways to build such an extension if it could be pursued. It would also be a very beneficial or required document for possible grant applications for such a project.

Having solid information is a better value for Council's long-term planning and development considerations. Even if the project was confirmed as infeasible, it would identify what limitations or barriers make it that way, and then if those circumstances change in the future, it can be re-evaluated. In the meantime, Council would be able to clearly prioritize its resources and planning to other areas without having its attention split to this project (which is easier done when it is solidly known that the project is infeasible and why it is, especially over many years).

CONCLUSION:

Council approved the current scope of project on the Golden Spruce Trail Extension, and staff will proceed with the project as currently approved unless Council identifies that it wants the project scope change. Staff recommend leaving the project scope as it is.

STRATEGIC

(Guiding Documents Relevancy – Village Policies)

In the Village's Official Community Plan, it is identified that the Village has the objective to enhance quality of life by providing adequate and safe infrastructure and promoting a range of age-friendly recreational opportunities, which trails would be considered a part of. Further it is committed to pursuing and supporting tourism initiatives such as parks and walking trails, and providing a system of such parks, trails, and recreational areas. In either case, if the project's scope was changed or not, such feasibility study would feed into these objectives.

FINANCIAL

(Corporate Budget Impact)

The project has a budget that is majorly covered by the \$10,000 grant that was approved. If the project is not completed before the March 2023 deadline, then the Village loses the grant funding.

ADMINISTRATIVE

(Workload Impact and Consequence)

Changing the scope would likely result in more administrative work to clarify the scope change: what it consists of and where to focus the project within municipal boundaries. It would also require submission to the grant body for the scope changes to be approved – at this time they are just open to the potential to change. This potentially could delay the timeline.

RECOMMENDATION:

That Council provides clarification to staff on whether they want to pursue a scope change with this project or not.

Respectfully submitted:

Elizabeth Cumming, Deputy CAO



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: May 16, 2022

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:

Workplace observation

I have been observing employees and facilities over an extended period and believe s that the Village staff is an excellent little group. They are dependable, dedicated, and motivated.

Regarding general operations, this goes beyond the regular municipal services, and as such requires much more than the normal input from our regular staff.

The village like other communities on the island is faced with the challenges to comply with Provincial as well as Federal governments regulations regarding Drinking Water and Wastewater

The calendar year of 2022 is laden with projects targeted for completion in 2022, (great for the community). However, for some projects the preliminary work was not done, nor any funding sources targeted. Also, the absence of a provision for project management personnel for some of these projects results in village staff having to do the work. As a result, the staff is thinly stretched.

The Critical Infrastructure Projects (Sewage Lagoon and Well Construction & Connection) along with other minor projects is being impacted by the irregular market situation. Apart from the scarcity of some specialized skills, cost will exceed budget. By extension, there's concern particularly for the added funding that will be required to complete the Sewage Lagoon project that has a budget of \$3,425,832.00.

After sharing my observations with my superiors individually, and in an unofficial manner, I was inspired by their comments

There is much to be done, and while "several targets" is on the agenda, and therefore will not be ignored, special emphases will be placed on the completion of following projects: Sewage Lagoon, Drinking Water facility including the Drinking Water Emergency Response and Contingency Plan, Official Community Plan now called Integrated Community Sustainability Plan.

I have learnt and continues to learn about the Village of Port Clements in general, and the Operations of the Village in particular.

Municipal & Other Levels of Government

(i) Administration fee from Funded Projects

Response from Gwaii Trust indicated that we can apply Administrative Fee to our applications – (see attached)

Other agencies including Provincial: An approach is yet to be decided

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- (ii) Integrated Community Sustainable Plan (ICSP) or Official Community Plan (OCP) – Important components to the plan is being reviewed including the present Zoning, and Sub-division bylaws. Also, being reviewed are plans from other communities that are more recent and includes the added components that address climate change and sustainability. Information continues to be sought relating to consultant support. Soon, the community will be given a 'teaser' that will initiate the thinking process concerning the ICSP. Note however, that this is not part of the engagement activity, but intended to give them the idea that the village will be working on this plan and will require their participation very soon.
- (iii) Critical Infrastructure status
 - (a) Sewer Lagoon Project- There has been no change since the report of May 2, 2022.
 - (b) Well #3 Construction & Connection – One of the prospective contractors for the panel construction visited the site last week. Within the next two weeks, a contractor will be selected for the panel construction.
- (iv) Other Projects:
 - Community Park Upgrade: Village staff has been preparing the grounds of the tennis court for repairs. The staff has decided to source the materials for the re-paving of the court and do the work which is more cost effective than bringing contractors from off island.
 - Seaview Ramp & Wheelchair Platform: No changes since the report of May 2, 2022.
 - Sunset Park Revitalization, Tourism Advocate Projects: Activities are progressing

Finance:

- Audited Financial Statements is completed and adopted
- Financial Plan and Tax rate bylaws are adopted
- Utility Bills and Tax Notices will be out during this month of May

Public Works

- Continuing work in support of Bird Tower/Sunset Trail upgrades with project manager. Waiting for assessment from qualified contractor regarding all bridge's structural members to determine level of rebuild required. i.e.: re-decking/re-railing vs. complete replacement. Receiving and assisting in placement of structures built for "Swimming Hole" area, as per project manager. Improvements to trail approach to bird tower have been completed by contractor.
- Continuing support to engineers and administration for wastewater lagoon upgrade. Waiting for completion of required Waste Residue survey, to move on to next phase.
- PW crew tasked with prepping sports-court for resurfacing as part of funded upgrades to community park. Ongoing. Material quotes are being received for review by admin.
- Supporting admin with finishing up carried over funded projects, i.e. PW yard, Firehall interior upgrades.
- Assisting Small Craft Harbours/DFO with electrical upgrades to Port Clements SCH. Electricians are currently on-site.
- Well completion project electrical quotes incoming. One of three received.
- PW Superintendent will be off island for 1 week beginning May 13 for Water and Wastewater training

Respectfully submitted:

Marjorie Dobson, CAO

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Elizabeth Cumming

From: Meghan Cross <meghan.cross@gwaiitrust.com>
Sent: May-10-22 3:40 PM
To: CAO
Cc: Carla Lutner; Maureen Bailey; Elizabeth Cumming
Subject: RE: Administration Fees

Hi Marjorie,

Thanks for your patience.

Gwaii Trust does have a policy around administration fees. Below you will find what is listed in the General Grant Guidelines and in the Standard Rates on this topic.

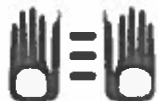
- Gwaii Trust General Grant Guideline on Administration
 - Applicants can apply for administrative costs related to the implementation and reporting of an approved project. More information on what administrative costs can be applied for can be found in the Gwaii Trust General Grant Guidelines and Standard Rates. No administrative costs are eligible if administration of the project is a paid element of the person's employment or to cover expenses related to the application stage.
- Gwaii Trust Standard Rates for Administration
 - Project Administration (for requests under \$50,000) – Up to 15% of the Gwaii Trust ask
 - Project Administration (for requests over \$50,000) – Up to 10% of the Gwaii Trust ask

The policy relating to administration fees was reviewed and adjusted for the 2022 granting year based in part on feedback we had previously received from the Village of Port Clements. Our policies aren't reviewed more than annually, so there won't be any changes to what is outlined above for the remainder of the calendar year.

I hope that helps to clarify things.

Thanks,
Meghan

Meghan Cross (she/her)
Project Officer
Gwaii Trust Society
250-559-5806
www.gwaiitrust.com



Gwaii Trust

From: Meghan Cross <meghan.cross@gwaiitrust.com>
Sent: April-28-22 2:19 PM
To: CAO <cao@portclements.ca>
Cc: Elizabeth Cumming <deputy@portclements.ca>; Maureen Bailey <maureen.bailey@gwaiitrust.com>; Carla Lutner

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Village of Port Clements
Council Meeting Action Items List

<u>Action #</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A-1	02-05-2022	Donations Policy #11	Staff	Council directed staff to pursue updating Donations Policy #11 to include process for when donations are requested from the Village; identified as something that can be brought back for council consideration later in the year (ex. fall)

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