



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 16th, 2022, Regular Council Meeting Minutes
M-2—May 27th, 2022, Special Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1—INFO—Name Change to 'Village of Daajing Giids' in progress – Village of Queen Charlotte
C-2—INFO/COMMUNICATION— Haida Gwaii Paramedics -- MLA Jennifer Rice
C-3—REQUEST—Request for Support for Request to increase BC Ferries sailings – Haida Gwaii Protocol Table
C-4—REQUEST—Interview/Introduction with Councillor—Kaitlyn Bailey, Black Press Media
6. **FINANCE**
7. **GOVERNMENT**
G-1—Credit Card Limit Increase – Deputy CAO Elizabeth Cumming
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
R-1—INFO -- Regular Report on Current Operations – CAO Marjorie Dobson
R-2—INFO—M&B Subdivision/Official Community Plan – CAO Marjorie Dobson
10. **ACTION ITEMS**
A-1—Action Items List
11. **QUESTIONS FROM THE PUBLIC & PRESS**
12. **IN-CAMERA**
13. **ADJOURNMENT**



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Minutes of the Regular Meeting of Council, Monday, May 16th, 2022

Present:

Mayor Doug Daugert
Councillor Brigid Cumming
Councillor Ian Gould
Councillor Kazamir Falconbridge (by conference)

Not Present:

Councillor Kelly Whitney-Gould

CAO Marjorie Dobson

Deputy CAO Elizabeth Cumming

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

2022-05-140—Moved by Councillor Gould, seconded by Councillor Cumming
THAT Council adopts the May 16th, 2022, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—May 2nd, 2022, Regular Council Meeting Minutes
2022-05-141—Moved by Councillor Cumming, seconded Councillor Gould
THAT Council adopts the May 2nd, 2022, Regular Council Meeting Minutes as presented.
CARRIED

M-2—May 10th, 2022, Special Council Meeting Minutes

2022-05-142—Moved by Councillor Cumming, seconded by Councillor Gould
THAT Council adopts the May 10th, 2022, Special Council Meeting Minutes as presented.
CARRIED

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
2022-05-143—Moved by Councillor Cumming, seconded by Councillor Gould
THAT Council receive items C1, C-2, C-3 for information.
CARRIED

M-1

C-4—INFO/RESPONSE—Northwest BC Resource Benefits Alliance -- Nathan Cullen MLA, Ministry of Municipal Affairs

2022-05-144—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council receives C-4 for information.

CARRIED

Councillor Falconbridge joined the meeting by conference at 7:07 PM

C-5—RESPONSE—Power Reliability in Port Clements -- BC Hydro

2022-05-145—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council receives the response from BC Hydro on power reliability in Port Clements.

CARRIED

2022-05-146—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council sends a letter in response to BC Hydro, with the Ministry of Highways cc'd in the letter, with specific examples of known issues/danger trees that are a precarious concern currently.

CARRIED

C-6—RESPONSE—Payphone Removal -- Telus

2022-05-147—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council accepts the offer to keep the decommissioned phone and decommissioned phonebooth.

CARRIED

6. FINANCE

7. GOVERNMENT

G-1—Golden Spruce Trail Extension Study – Deputy CAO Cumming

2022-05-148—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council keep the scope of the Golden Spruce Trail Extension Study to be focused on the Golden Spruce Trail and potential extensions of it.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

Mayor Daugert: May 10th attended Special Council Meeting to reconsider & adopt budget bylaws to meet the provincial deadlines. On May 12th met with the Port Clements Elementary kids, Mrs. Condrotte's Class, with CAO Dobson to give a presentation on where local government sits in the hierarchy of governments and how it works (meetings, voting, elections) with a mock Council Meeting. Got some suggestions on how to improve the community from the students: ball field new fencing (6/6 votes), establishing a water park (5/6 votes), hanging plants, zoo in Port Clements, veterinary office in the Village, a new swing (2/6 votes).

Councillor Cumming: Attended May 10th Special Council Meeting.

Councillor Falconbridge: Missed the Special Council Meeting.

Councillor Gould: Had a question from resident on where the garbage cans are (Village ones), they were noticed to be gone from usual locations.

17-1

2022-05-149—Moved by Councillor Gould, seconded by Councillor Cumming
THAT Council receives the written and verbal reports from Council and CAO Dobson.
CARRIED

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;

2022-05-150—Moved by Councillor Cumming, seconded by Councillor Gould
THAT Council moves in-camera as per section 90(2)(b) of the *Community Charter* at 7:57 PM.
CARRIED

13. ADJOURNMENT

2022-05-151—Moved by Councillor Cumming
THAT Council adjourns this meeting at 8:29 PM.
CARRIED

Mayor Doug Daugert

CAO Marjorie Dobson

4-1



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Minutes of the Special Meeting of Council, Friday, May 27th, 2022

Present:

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

Not Present:

Councillor Kazamir Falconbridge

CAO Marjorie Dobson

Members of the public: none

Meeting Called to Order at 4:05 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

2022-05-152—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council adopts the May 27th, 2022, Special Council Meeting Agenda as presented.
CARRIED

2. GOVERNMENT

G-1—Approving Carpenter for Bird Tower
2022-05-153—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council waives the purchasing policy to enable the direct hire of a carpenter for the Bird Tower project as requested by the project manager.
CARRIED

3. ADJOURNMENT

2022-05-154—Moved by Councillor Cumming
THAT Council adjourns this meeting at 4:09 PM
CARRIED

Mayor Doug Daugert

CAO Marjorie Dobson

M-2



FOR IMMEDIATE RELEASE

Contact: Kris "Dluujuu" Olsen, Mayor

Phone: 250-637-1620

Email: mayor@queencharlotte.ca

VILLAGE OF QUEEN CHARLOTTE COUNCIL VOTES TO RESTORE ANCESTRAL HAIDA NAME DAAJING GIIDS

Queen Charlotte, British Columbia - On May 16th, 2022, Mayor Kris "Dluujuu" Olsen and the Village Council passed a historic resolution that would see the return of the name Queen Charlotte to the Province of British Columbia and restoration of the ancient and ancestral Haida name Daajing Giids. Moved by Councillor Sean Young, and seconded by Councillor Ayla Pearson, Council unanimously supported amending its municipal letters patent to establish 'Village of Daajing Giids' as the municipality's name.

"Our community has been built by volunteerism and a strong relationship with the Haida", states Mayor Olsen. He explains that "previous generations have built a hard-working, healthy community that is welcoming and inclusive. This is why we can have tough conversations in a safe, respectful and understanding way, while working on strengthening our relationship with our neighbours". Mayor Olsen emphasizes "I am so proud of the of the people who have built our community and created such a welcoming atmosphere for our residents to call home".

To change the municipality's name, Council must ask the Minister of Municipal Affairs to advance a request to Cabinet. By way of May 16th's ground-breaking resolution, Council has triggered the statutory two-week notice period that aims to see a formal request to Minister Cullen by June 6th 2022. From there, Minister Cullen will need to decide whether to advance the request for an Order-in-Council.

While Haida efforts to restore place names has been ongoing for some time, it wasn't until April 2019, when the Skidegate Haida Immersion Program (S.H.I.P.) wrote a letter to Village Council with a petition that the restoration conversations on Haida Gwaii broadened to the municipal setting. Mayor Olsen and Council engaged with the Haida Hereditary Chiefs Council shortly after receiving the request in 2019. In April of 2022, the Haida Hereditary Chiefs Council formalized their endorsement by providing a resolution that supports 'Village of Daajing Giids' as the restored village name.

Since the original request, with an interruption in 2020 due to the COVID-19 pandemic, Council has been engaging with Village residents, business owners and island stakeholders to have meaningful discussions, listen, share knowledge, and ask and answer questions. In March of 2022, the Village disseminated a Community Response Form to formally gather opinions of residents and property owners. The results of the 380 concurring responses, which were shared at the May 2, 2022 council meeting, indicated that 48.7% of respondents strongly supported a change, 11.8% somewhat supported a name change, and 36.3% did not support changing the name of the village. Council's subsequent resolution on May 16, 2022 that supports restoring Daajing Giids as the municipality's name is the most recent step in an ongoing process started in 2019 that is without precedent.

Mayor Olsen notes "our community is committed to the Truth & Reconciliation Commission's calls to action and the United Nations Declaration of the Rights of Indigenous Peoples". Mayor Olsen further clarifies "the ball will soon be in the provincial court. While our Council has expressed its full support of restoring Daajing Giids as our village name, the municipality must continue to operate as the Village of Queen Charlotte until a final decision has been made by provincial cabinet".

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Released: May 20, 2022

C-1



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA



Jennifer Rice, MLA
North Coast

Haida Gwaii Paramedics

May 23rd, 2022

Dear Paramedics,

May 23rd to 29th is Paramedic Services Week and I wanted to specifically reach out to your station and commend you on a job well done. We know there are specific challenges to your region and that you continue to answer the call for your community. I will continue to advocate for rural paramedics and stations and bring your voice to Victoria, BCEHS and the Ministry of Health.

Please feel free to reach out to my office anytime and I'll be sure to stop by when I am on Haida Gwaii again.

Thank you again for providing exceptional service to your community and delivering lifesaving work.

Respectfully,

Jennifer Rice,
MLA North Coast

North Coast Community Office

290-309 2nd Avenue West
Prince Rupert, B.C. V8J 3T1
T 250.624.7734 | F 250.624.7737
Toll Free 1.866.624.7734

Legislative Office

East Annex Parliament Buildings
Victoria, B.C. V8V 1X4
T 250.387.3655 | F 250.387.4680
Jennifer.Rice.MLA@leg.bc.ca

Elizabeth Cumming

From: Haida Gwaii Protocol Table <protocoltable@haidanation.com>
Sent: May-31-22 2:15 PM
To: Elizabeth Cumming
Subject: Protocol Table Letter for VoPC Signature RE: BC Ferries
Attachments: 2022-05-27 Letter to BC Ferries CEO Mark Collins.docx

Good afternoon Elizabeth,

Please find attached a letter to BC Ferries advocating for increased sailings for this summer, for the next council meeting agenda. We're looking for council's support to add Mayor Daugert's signature and the Port Clements logo.

Thanks and let me know if there are any issues!

Linnaea

Linnaea Fyles
Executive Assistant | Haida Gwaii Protocol Table
protocoltable@haidanation.com
T: 250-637-1029

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Letterheads (to add upon council approval)

Mr. Mark Collins, CEO BC Ferries

RE: BC Ferries Service to Haida Gwaii

Mr. Collins,

The Council of the Haida Nation, Band Councils (Skidegate and Old Massett), and Civic communities (Villages Queen Charlotte/Daajing Giids, Port Clements, Masset, and North Coast Regional District Electoral Areas E and D) of Haida Gwaii are requesting that BC Ferries add additional sailings on routes 11 (Prince Rupert to Haida Gwaii) and 26 (Alliford Bay to Skidegate) this summer in order to accommodate increased demand and to offset the cancellations and service reductions associated with:

- 1) Temporary service reductions related to CoVID-19.
- 2) Engine failure on the Northern Expedition in the summer of 2021.
- 3) Reduced sailings below contract levels associated with the Kwuna refit scheduled for fall 2022.
- 4) Increased levels of weather and crewing related cancellations experienced over the past 2 years.

We are requesting the following service increases for the summer of 2022:

Route 11:

- Increase from 5 to 6 sailings per week during the peak season effective July 1 until Labour Day. NOTE: this was the summer sailing frequency prior to service cuts in 2014.
- Increase from 3 to 4 sailings per week in a shoulder season for a period to commencing as soon as practicable after June 1 until June 30 and from Labour Day until September 30. NOTE: this is within the period both the Northern Expedition and Adventure are fully staffed.

Route 26:

- Increase of two sailings per day from as soon as practicable until Labour Day. NOTE: this may not be achievable 7 days a week due to dangerous cargo sailings.

We are aware that this request is for additional sailings above minimum levels outlined in the Coastal Ferry Services Contract; however, adding additional sailings is within the authority of BC Ferries and is done regularly on other routes. We are in discussions with the province about increasing service levels on these routes; however, these potential changes would not be effective for this summer.

These additional sailings can be achieved within existing staffing levels and shift structures for both routes 11 and 26 without encroaching on mandatory breaks or crew rest. Additional fuel and wear/tear would have to be incurred, however there has been significant savings associated with numerous cancellations, and these costs would be somewhat offset by increased traffic.

We are confident that this request will be taken seriously as it will go a long way to help with our CoVID-19 recovery and offset the economic harm caused by sailing cancellations. We look forward to your prompt response.

C-3

Letterheads (to add upon council approval)

Sincerely,

Signatories List

CC:

- Brian Anderson, Vice President Strategy & Community Engagement, BC Ferries
- Lecia Stewart, Chair, BC Ferry Authority
- Jennifer Rice, MLA North Coast
- Kirk Handrahan, Executive Director, Marine Branch, BC Ministry of Transportation & Infrastructure
- Eva Hage, BC Ferries Commissioner
- Brenda J. Eaton, Chair, BC Ferries Board of Directors
- Janine North, Director, BC Ferries Board of Directors
- Gary Coons, BC Ferry Authority, Northern Coastal & North Vancouver Island Appointment Area

Elizabeth Cumming

From: Kaitlyn Bailey <kaitlyn.bailey@blackpress.ca>
Sent: May-31-22 10:55 AM
To: Elizabeth Cumming
Subject: Introduction

Hi ,

I am a new journalist with the Northern View and the Haida Gwaii Observer and I just wanted to send an email and introduce myself. I am based out of Smithers but I will be in Haida Gwaii June 14 to 24. I would love to set up a time to meet with someone from Council if they are available when I am there.

Kind regards,
Kaitlyn

Kaitlyn Bailey
Multi-media Journalist
Black Press Media
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We're In This Together
 **Black Press Media**

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The Village of
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REPORT TO COUNCIL

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Author: Elizabeth Cumming, Deputy CAO
Date: June 6, 2022
RE: Credit Card Limit Increase

BACKGROUND:

The Village has a credit account through Northern Savings Credit Union which enables the Village to make credit card purchases. The Village's individual employees, with purchasing authority, have cardholder accounts (sub accounts) under this main account.

DISCUSSION:

Collabria provides credit card services on behalf of Northern Savings Credit Union. The current credit limit of the Village's master account via Collabria is \$20,000.

The relationship between the master account and cardholder accounts is as such: individual purchases are made on the individual cardholder accounts throughout a month and then at the end of the month the individual balance of the cardholder accounts rolls over into the master account which then issues a consolidated bill. Payments are then made to the master account to clear the bill.

The master account credit limit is a shared limit that can reduce the individual credit card limits prior to the balance rollover: the cardholders individual purchases collectively cannot exceed the master account's credit limit when making purchases. For example, if two cardholders have individual credit card limits of \$15,000, then if one spends \$10,000 of their limit, the other in turn cannot exceed \$10,000 in purchases on their card, despite their own limit of \$15,000, because the master limit is \$20,000.

While prepayments have been explored, the rollover relationship between the cardholder accounts and master account frustrates this process. Further it creates additional administration work and creates delays as prepayments take time to be received into the account.

Due to these dynamics, the cardholder's card limits should add up together to the master account's limit. Typically, the cardholder limits are set to the individual employee's purchasing threshold as set out in the Delegation Bylaw, so that they can spend up to their permitted threshold if required in any one instance. The bylaw laying out these purchasing thresholds has recently changed, both increasing the value of the thresholds and adding one more employee to have a purchasing threshold.

Currently, only two employees have cardholder accounts, the Deputy CAO and Public Works Superintendent, but staff are in the process of getting cardholder accounts set up for the new CAO and Senior Finance Manager. Even with just the two employees, the current threshold is \$10,000 short of their combined purchasing threshold (which is \$15,000 each).

As such, the master accounts current credit limit should be \$70,000 to match up to the individual cardholder account thresholds when they are all in place.

6-1

Even without the need to increase the master account to match the collective limits of the cardholder accounts, the current \$20,000 limit is very low considering the Village's operational budgets and volume of projects being undertaken that can require making credit card purchases for them. It has been particularly challenging recently and staff have had to stagger some project's purchases around the credit limit billing, which delays project timelines that otherwise would not have happened if the credit limit was higher and more realistic for a municipality to operate with.

The current credit limit could also pose challenges if the Village was facing an emergency event where the Village had time sensitive purchases that needed to be made and may not have the ability to access other forms of payment to make them with. Though it would be expected that this situation would be very irregular, it could occur, and it would be better to be prepared to maximize the potential available options that could be utilized to face such a situation rather than being in such a situation with limited options.

While it is being requested for Council to authorize increasing the master account's credit limit to \$70,000, it is not expected that this credit limit would be potentially maximized except in irregular circumstances if they occurred. In most typical credit card usage of the Village, outside of usage by projects, the monthly bill varies roughly between \$2,000 to \$7,500 (or roughly up to 40% of the currently available credit limit; under 15% of the requested increased limit). Even with higher utilization due to projects, staff would be surprised to see 40-50% utilization of the requested new limit in any given period in the current circumstances of municipal operations and projects.

As per Collabria's rules, to start the process of increasing the main account's credit limit requires a motion from Council authorizing the increase.

CONCLUSION:

The Village's current \$20,000 credit limit is very low and restricting especially with projects. Staff are requesting Council to approve increasing the Village's credit limit to \$70,000 on the Village's credit account with Collabria to match the collective total of individual employee's purchasing thresholds that their individual cardholder accounts would be set to.

If Council is agreeable to this, Collabria requires a motion from Council authorizing this increase.

STRATEGIC (Guiding Documents Relevancy – Village Policies/Objectives)
Increasing the credit limit would better facilitate efficient operation of the Village's procurement policy and delegation bylaw. It also connects to emergency preparedness.

FINANCIAL (Corporate Budget Impact)
N/A credit card purchases are made within approved budgets and purchasing thresholds. It does increase the available credit that the Village has at its use.

ADMINISTRATIVE (Workload Impact and Consequence)
Increasing the credit limit reduces a negligible amount of current workload; its main benefit is potentially reducing delays to projects due to current limits improving project completion timelines.

RECOMMENDATION:

THAT Council requests an increase of its credit limit for its credit card account with Collabria to \$70,000.

Respectfully submitted:
Elizabeth Cumming, Deputy CAO



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: June 6, 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:

The Village's 2021 Annual Report will be ready for release for required public review/inspection on June 13th or 14th; required 14-day period before Council can have meeting to consider/approve the 2021 Annual Report (and any submissions/questions from the public from the review/inspection). This means that Council will need to hold a Special Meeting on either the 28th, 29th or 30th. Staff will be shortly emailing Council for which date/time works best for this meeting as it is required to be advertised to the public for at least 2 weeks (per Section 94 CC).

Community Plans, Studies & Reports

Going forward we intend to:

- Have these documents in a binder, visibly marked, and readily available to staff for easy and quick reference.
- Review these documents on a regular basis in order to pursue set targets and objectives

The Official Community Plan (OCP)

Preliminary work continues on the OCP. If there are any planned activities at the community park for Canada Day celebrations, a booth will be established displaying information pertaining to the OCP. A framework will be available to the council for the next regular meeting.

As part of the community engagement, BC housing has promised to be on location for a presentation on the program that supports housing needs.

Vandalism: There has been evidence of vandalism at the community park. The RCMP was asked to patrol the area when they visit town.

(i) Critical Infrastructure status

(a) Sewer Lagoon Project- The Residue surveying is completed, and the Strip, Pile & Burn phase will begin between June 3-6, 2022. The drawings for the construction of the lagoon is almost ready, and will be going to tender soon. There are the possibilities of delays resulting from supply chain issues along with a cost over-run.

(b) Well #3 Construction & Connection – See Public Works report below.

(ii) Other Projects:

- Community Park Upgrade: Village staff continues to work on this project. Nothing significant has taken place since the last report
- Seaview Ramp & Wheelchair Platform: No changes since the report of May 2, 2022.
- Sunset Park Revitalization, Tourism Advocate Projects: Activities are progressing

Finance:

- Utility Bills and Tax Notices were completed, and mailed to customers

R-1

Public Works

- Continuing work in support of Bird Tower/Sunset Trail upgrades with project manager. Bridge assessment complete and project manager is formulating a plan acting upon the recommendations of that assessment. Final placement of swim shack and gazebo nearly complete, as per project manager. Improvements to trail approach to bird tower and final brushing out underneath the structure have been completed by contractor.
- Continuing support to engineers and administration for wastewater lagoon upgrade. Waste residue survey is complete, enabling phase 2 of lagoon project (grubbing and burning) to commence. Contractor mobilization to be determined.
- 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.
- Electrical upgrades to Port Clements SCH are now complete. Site visit and review of project from DFO/SCH administrator scheduled for June 9.
- Efforts to receive 3 separate experienced electrical contractor quotes for supply, install and commissioning for the Well completion project have been exhausted. Only 1 full quote received. Electrical Engineer reports that 2 experienced contractors declined to bid because of problems associated with the remote nature of the site, and associated expenses that would be incurred. One submitted quote has been reviewed by Electrical engineer and he advises to proceed with awarding the contract to BV Electrical in a timely manner to stay ahead of supply chain delays.
- 2 days of targeted training for municipal public works staff of Masset, Port Clements, and Daajing Giids/Village of Queen Charlotte, focusing on Chlorine Handling Safety and Confined Space Entry scheduled for June 14-15, with one day hosted by Village of Masset and one day hosted by Village of Port Clements.
- Public Works is feeling overwhelmed with the pressures of added projects on top of our normal operating duties, seeking a balance that will inevitably affect the projected timelines of project completions. I wish to respectfully remind Council of the issue of lack of equipment and capacity both in house, and lack of capacity of available contractors to complete projects in a reasonable timeframe.

Respectfully submitted:

Marjorie Dobson, CAO

R-1



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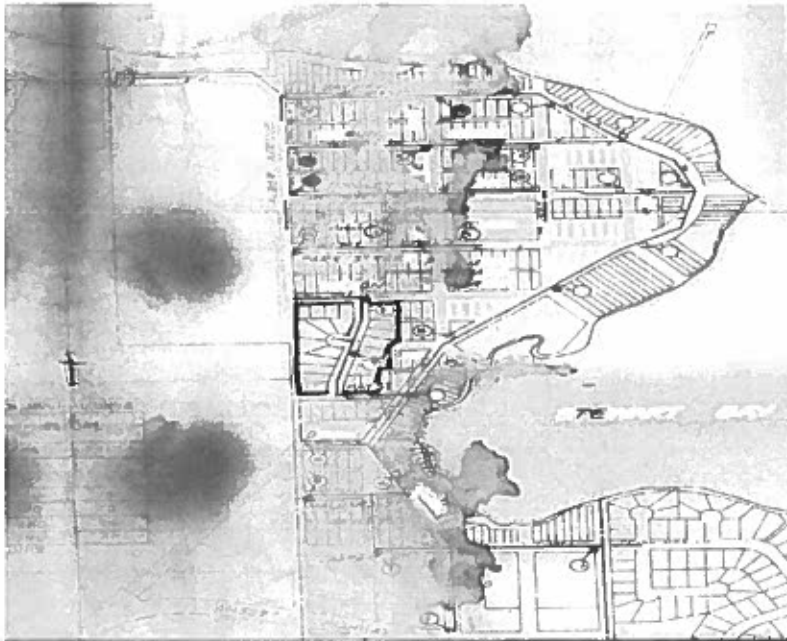
REPORT TO COUNCIL

Author: Marjorie Dobson

Date: June 6/2022

Topic: Macmillan Bloedell Subdivision (M&B)/Official Community Plan

MacMillan Bloedell Subdivision (enclosed in red)



Background

The Official Community Plan is in the process of being reviewed and updated.

The M & B subdivision will be among the hot topics during the community engagement phase.

In house documents showed that the M& B Subdivision was surveyed in 1981 and is approximately 2.426 hectares or 5.995 acres. BC Land Titles Office confirmed that they do have a regular title for the lot, and there have been no changes to the standard subdivision.

Reference from 1982 shows that some work on this sub-division was completed, including the following:

- the area was cleared and leveled
- Water lines were partially installed, and there were several deficiencies to be addressed
- Sewer pipes installed

However the following work was yet to be completed:

- hydro, telephone, complete and pave streets , ditching and controlled drainage,
- Set survey pins, and register plan, and
- Provide the Village with a constructed design.

R-2

Current Situation

The Subdivision Bylaw modernization which is a part of the Strategic Plan is scheduled to be completed in 2022. This plan will have some influence on the Official Community Plan. It becomes imperative for Council/Village to plan how this lot will be developed.

It has been a while since anything was done to this lot, and going forward would require a new beginning.

Recently, interest has been expressed in purchasing the lot where it would be utilized to build 6 assisted living units, 12 affordable housing units, and along the ridge would accommodate high -cost houses.

The Housing Needs Assessment study conducted in 2020 showed that 70% of people felt their current housing meets their household needs- However,

- (a) There is a lack of smaller housing options for those who desire to downsize.
- (b) Lack of seniors housing complex where seniors and perhaps others in need of housing could live independent lives with some communal support.
- © Lack of affordable housing to rent or buy

GOING FORWARD

Financial and Capacity implications of development

The Village does not have the capacity, in developing the lot itself to a stage of constructing residential dwellings for the market. Undertaking such a venture also carries a huge commercial risk.

Options for Development

- a) Previously, the plan was to subdivide the lot, and sell these for residential dwelling developments. If the Council/Village chooses this route, it is recommended that professional legal advice be sought before anything is done since this may trigger a range of servicing and British Columbia regulations including but not limited to sidewalks etc.
- b) The Council/Village can investigate what private parties might be willing to construct on the lot.
- c) The Council/Village could also explore what interest there may be from private parties to purchase the lot (or a part of the lot) and develop on it.

If options b and c are chosen, it would be vital to retain the services of a Realtor or other real estate professional to assist in marketing the property and determining what type of development is practical for this location.

When the Council/Village have a better sense of what development it wishes to pursue then it becomes necessary to retain legal services

The Official Community Plan

The Official Community Plan (OCP) is not a legal requirement. However, if a municipality chooses to do one, there are some legislative requirements. Over the past month, I have contacted other communities to get information on their most recent OCP. On a few occasions I was sent copies of their Integrated Community Sustainability Plan,(ICSP) and was informed that the ICSP has replaced the OCP. While the OCP has legislative requirements, the ICSP does not. After reviewing copies of both plans, I realized that there were similarities in objectives, but there was a difference in focus. So in a nutshell the OCP is a different document from the ICSP, and communities are not legislatively required to do either. Work is currently in progress to review and update our OCP

Respectfully submitted:
Marjorie Dobson – CAO

**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)

A-1