



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, Tuesday, September 6th, 2022

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
D-1—Request for Usage of Rainbow Wharf -- Gloria O'Brien, Scott Cabianca, O'Brien & Fuerst Road & Bridge Maintenance Ltd.
- 3. MINUTES**
M-1—August 15th, 2022, Regular Council Meeting Minutes
M-2—August 29th, 2022, Special Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1—INFORMATION—August Board Highlights – North Coast Regional District
C-2—INFORMATION – Summer Newsletter-- Child Care Resource and Referral, Island Wellness Society
C-3—INFORMATION—Proposed Cannabis 'Farm-Gate' Sales Program – Liquor and Cannabis Regulation Branch
C-4—INVITATION/STAKEHOLDER ENGAGEMENT – Heritage Conservation Act Transformation Project – Joint Working Group on First Nations Heritage Conservation
C-5—INVITATION/STAKEHOLDER ENGAGEMENT – Controlled Wood Stakeholder Consultation – KPMG Forest Certification Services Inc
- 6. FINANCE**
- 7. GOVERNMENT**
G-1— Respect in the Workplace Policy – Acting CAO Elizabeth Cumming
G-2— New Additions to Draft Terms of Reference for Table - Haida Gwaii Protocol Table
G-3—Request for Usage of Rainbow Wharf – O'Brien & Fuerst Road & Bridge Maintenance Ltd.
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
R-1—INFO -- Regular Report on Current Operations – Acting CAO Elizabeth Cumming
- 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;
- 13. ADJOURNMENT**



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
 PO Box 198
 Port Clements, BC
 V0T1R0
 www.portclements.ca

For more information please contact by:
 Phone: 250-557-4295
 FAX: 250-557-4568
 Email: cao@portclements.ca

Delegation to Council Application Form

Applicant Group/Individual Name: GLORIA O'BRIEN / SCOTT CAGLIANCA
 Mailing Address: PO Box 23 Port Clements BC
 Telephone: 250-557-4202 Email: _____

Subject of Delegation: DISCUSSION RE: REQUEST FOR
USAGE BIG DOCK.

Purpose of Delegation:

****Please note that delegations regarding any aspect of an Official Community Plan or a zoning application are prohibited between the conclusion of a Public Hearing and the adoption of a Bylaw and may not come before Council at that time.****

- ☐ Question for council
- ☐ Requesting information
- ☐ Requesting a letter of support
- ☐ Requesting funding
- ☒ Other (provide details): DISCUSSION

Contact Person (if different from above): _____

Telephone number: _____ Email: _____

It is recommended that if an applicant has a deadline or specific time constraint then the applicant should make their delegation application to a Council Meeting that has at least one other Council Meeting occurring before this deadline.

Please note that your delegation may not be on the date requested due to prior commitments, staff resources or at the Chief Administrative Officers' discretion due to subject matter. Your delegation is not confirmed until it is approved by the CAO and you have been contacted by Village staff.

Council Meeting date requested: Sept 6th
 Attending delegate (if different from above): _____

D-1

Delegation Requirements:

If approved the name of the delegation and its subject will be published in the Council Meeting Agenda, which is made available to the public and on our website. This is not optional and cannot be withdrawn from the public record.

If you wish to provide supporting documentation to be published in the Agenda, it must be provided to our office no later than 1:00 PM on the Wednesday prior to the Council Meeting. After the Agenda's deadline the delegation must bring its supporting document to the Council Meeting for distribution. It is mandatory to bring 7 copies for Council and Staff

Delegation Rules at Council Meetings:

1. The delegation has a 10 minute time limit for speaking to Council. This limit is regardless of how many speakers the delegation presents as part of their delegation. This limit also includes time for any questions.
2. The presentation must be directed at Council in a respectful and collaborative manner. The meeting Chairperson will indicate who has the turn to speak and in what order: interrupting and talking over someone when they are speaking is strongly discouraged. Disrespectful and abusive language will not be tolerated.
3. Do not expect an immediate answer or response to your delegation: Council may refer to staff for more information or postpone it to another meeting for further consideration. Council reserves the right to make its decision in its own time and will not be pressed to a decision due to a delegate's deadline.

I understand and agree that I have been advised on the rules and requirements of a delegation to Council and I agree to these terms.

Name: CNT O'BRIEN

Date: 3/1/22

Signature: C. O'Brien

For Office Use Only:

Date Application Received: Aug 31 2022 Documents Submitted with Application: N/A

Application Received by: Suzanne Warming Signature: Suzanne Warming

☒ Approved

☐ Declined

☐ Other (please specify): _____

Council Meeting Appearance date of Delegation: September 6, 2022

Suzanne Warming
Signature of Chief Administrative Officer

Acting

2022-09-01
Signature Date

D-



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

Minutes of the Regular Meeting of Council, Monday, August 15th, 2022

Present:

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

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Kaitlyn Bailey (Haida Gwaii Observer, via conference)

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

2022-08-204—Moved by Councillor Cumming, seconded by Councillor Gould
THAT Council adopts the August 15th, 2022, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—August 2nd, 2022, Regular Council Meeting Minutes
2022-08-205—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council adopts the August 2nd, 2022, Regular Council Meeting Minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1—INFORMATION/INVITATION — Meeting with Office of Seniors Advocate and Land Title Survey Authority at UBCM – UBCM Convention Coordinator
2022-08-206—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council receives C-1, the information on meeting with Office of Seniors Advocate and Land Title Survey Authority at UBCM from the UBCM Convention Coordinator, and C-2, the information on Policing/Public Safety Related Issues at UBCM from Sgt. Damon MacDonald, RCMP.
CARRIED

6. FINANCE

7. GOVERNMENT

G-1— Report on Council Grant Expenditure to July 2022 – Haida Gwaii Mental Health and Addictions Advisory Committee

Councillor Cumming left the meeting at 7:27 PM

M-1

2022-08-207—Moved by Councillor Gould, seconded by Councillor Whitney-Gould
THAT Council receives the report on Council Grant Expenditure to July 2022 from the Haida Gwaii Mental Health and Addictions Advisory Committee.

CARRIED

Councillor Cumming returned to the meeting at 7:29 PM

G-2—Crosswalks—CAO Marjorie Dobson

2022-08-208—Moved by Councillor Gould, seconded by Councillor Whitney-Gould
THAT Council opens the report on crosswalks from CAO Marjorie Dobson for discussion.

CARRIED

2022-08-209—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council to direct staff to bring Ministry of Transportation and infrastructure over to begin the design process for crosswalks.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

Mayor Daugert: Had one meeting with Northwest Regional Hospital District, special meeting to get advertising for a new CAO for the hospital district because Yvonne, the long-time CAO, has left to a new job. See if anyone was interested in taking it on as a 3-day a week contract; if things look too slim, they will expand their search. They are looking for someone local, as it is hard to get someone to commute for a part-time position.

Councillor Cumming: Taylor Bachrach MP visited in the afternoon to 4 locals and one tourist.

Councillor Gould: Nothing of significance to report.

Councillor Whitney-Gould: Work with the Ministry of Transportation with getting the crosswalk issue sorted out – thrilled at the potential to get two crosswalks in town. Finished the change shack and was involved on an ongoing basis with staff and Kim Mushynsky to finish everything. Took a significant amount of time (45 hours).

Councillor Falconbridge: RCMP presence at music festival were due to getting a grant to bring in all the extra officers. In 2019 there were so many ODs it overloaded the Hospital in Daajing Giids. That's why the police were closely inspecting everyone's cars to see if people were getting involved in drugs and stuff, and he has not heard of any issues at the hospital, so it probably had the desired effect.

2022-08-209—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council receives the written and verbal reports from Council and staff.

CARRIED

10. ACTION ITEMS

A-1—Action Items List

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

13. ADJOURNMENT

2022-08-210—Moved by Councillor Cumming
THAT Council adjourns this meeting at 7:56 PM.

CARRIED

Mayor Doug Daugert

CAO Marjorie Dobson



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

Minutes of the Special Meeting of Council, Monday, August 29th, 2022

Present:

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

Acting CAO Elizabeth Cumming

Members of the public: none

Meeting Called to Order at 11:00 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

2022-08-211—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council adopts the August 29th, 2022, Special Council Meeting Agenda as presented.
CARRIED

2. GOVERNMENT

G-1—Major Infrastructure Grant Application – Fire Department Tanker
2022-08-212—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council supports the application to the Gwaii Trust Society's Major Contributions Grant program for \$250,000 towards the purchase of a new Tanker for the Village's fire services;

AND THAT Council approves the commitment of the Village's Northern Capital and Planning funds for the \$353,655.47 in this application for the Village's contributions for the purchase of a new Tanker for the Village's fire services.

CARRIED

3. ADJOURNMENT

2022-08-213—Moved by Councillor Falconbridge
THAT Council adjourns this meeting at 11:06 AM
CARRIED

Mayor Doug Daugert

Acting CAO Elizabeth Cumming

M-2



Board Highlights

August 19, 2022

Board Business:

1. The Board resolved to appoint Chantal Wentland, Planning/Economic Development Officer, as the NCRD representative to the North Coast Integrated Advisory Committee.
2. The Board resolved to send a letter to the Prince Rupert Port Authority to request the concept plan for the Fairview Harbour Reconfiguration and Proposed DP World Terminal Expansion. The Board will also request that the PRPA provide a list of user groups who were consulted as part of this project.
3. The Board approved the purchase of a new phone system for the Mainland Recycling Depot.
4. The Board approved the costs to replace the front receiving door at the Mainland Recycling Depot.
5. The Board authorized staff to make application to replace the Sandspit Landfill Tenure, with a ten-year tenure, under the Environmental Management Act.
6. The Board resolved to hold regional housing workshops in Prince Rupert, B.C. and Haida Gwaii, B.C. in February 2023 and directed staff to engage with proposed workshop participants and prepare an application to the UBCM Community to Community Forum grant program.
7. The Board authorized continuation of the Business Façade Improvement Program intake until November 30, 2022.
8. The Board referred to staff for a report regarding a new Sandspit well and pump house to enhance water capacity of the Sandspit Water System.

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

C-1

EARLY YEARS NEWSLETTER



Happy summer to our families and early years educators on Haida Gwaii! Our team has been busy doubling up on summer playgroups in Daajing Giids, providing a weekly outdoor playgroup in Gaw/Masset, installing the Storywalk Program across the island, and continuing to support ECE education and the creation of new child care spaces.

We are looking ahead to the fall with the return of our regular programming and some new offerings for families and care providers in the form of Early Years Parent Support Groups and Profession Development opportunities. Our team will be travelling to the first in-person CCRR conference in years and we look forward to bringing back those learnings to our communities on Haida Gwaii.

We hope you are enjoying your summers and we look forward to continuing to connect with you, addressing concerns you may have, and supporting you in your early years challenges and triumphs.

— Jenna Inglis Family and Resource Consultant

Inside This Issue

We Are Indigenous: Big Worries/ Fears Parent & Caregiver Support Program launch summary	2
Upcoming Professional Development	4
CCRR Staff Changes.....	5
CCRR Car Seat Clinics	6
Storywalk Program.....	7
Learning Opportunities	8

Daajing Giids Office hours
Thursdays - 9:30am - 3:30pm

Masset Office Hours
Wednesdays 9:00am - 3:00pm

Sandspit Hours
By Appointment Only
ccrrfamilyresource@islandswellnesssociety.com

Follow us on Facebook!

Haida Gwaii Child Care Resource and Referral

CCRR Lending Library



The Haida Gwaii Child Care Resource
and Referral Program is Funded by the
Province of British Columbia



Winnie Tsai
Program Co-ordinator
ccrrfamilyresource@islandswellnesssociety.com

Anja McLeod
Community Outreach Coordinator
ccrroutreach@islandswellnesssociety.com

Jenna Inglis
Family and Resource Consultant
ccrrfamilyresource@islandswellnesssociety.com



We Are Indigenous: Big Worries/Fears Parent/Caregiver Support Program

~ Jenna Inglis, summary of the launch of the new program for Indigenous parents/caregivers in BC

July 26 at 10 am I clicked on the link contained in an email sent to my inbox a few weeks prior asking me to save the date to participate in the launch of a new mental health program specifically designed by and for indigenous families in BC. Johnny Morris, CEO of the [Canadian Mental Health Association](#) opened the



YouTube live stream launch of the [We Are Indigenous: Big Worries/Fears Parent/Caregiver Support Program](#) by

welcoming everyone as they signed on and remarked on what an exciting day this is for Indigenous families in BC.

As part of his introduction for the first speaker of the morning, Jacqueline McPherson, he spoke about [Caring in All Directions](#) - an Indigenous advisory group that was created to help develop, lead, and support the implementation of the new program for Indigenous families across BC. Jackie McPherson is the Co-Chair of the Caring in All Directions Board and has worked in Indigenous mental health for decades. She took to the

podium and expressed thanks for Johnny's introduction.



Jackie was quick to comment that CMHA as an organization has amazing programs for families, one of which is the [Confident Parents/Thriving Kids program](#) - however it did not include an indigenous perspective. For example, there was no content addressing the legacy of residential schools or the 60's scoop. These experiences have resulted in, what the western world labels as anxiety, but what the Indigenous perspective calls Big Worries and Fears being expressed overwhelmingly in Indigenous communities. She went on "add on top of those generational traumas the covid affect" - which created an inability to gather food in traditional ways, an inability to gather for birth, marriage, and death ceremonies, etc. and we could all see the need for a program specifically designed for parent/caregiver needs in response to big

worries and fears coming from their children.

Jackie went on further stating that learning "how to handle stress, anxiety, depression, how to ask for help, how to communicate - these skills are needed for all ages but vital for our young children to learn from the get go".

Jackie ended her time at the podium by recognizing the other partners that came together to help develop the [Big Worries/Fears Program](#): Métis BC, MCFD, and multiple first nations across the province.

Next, Sheila Malcolmson Minister of Mental Health and Addictions took the podium and thanked Minister Mitzi



Dean for being there as well. She provided a land acknowledgement and thanked the elders and importantly, all the strong women for prioritizing and doing this amazing work.

Sheila stated that "70% of all addictions take root in the early years, this is why early intervention is CRUCIAL to helping them navigate small worries before they become bigger problems". Moreover the minister recognized that children, youth, and families in BC have suffered under a



fragmented system of mental health care and especially Indigenous families deserve services that are culturally grounded to serve their youth.

Specifically commenting on the curriculum for the new program, Sheila stated that the Caring in All Directions Indigenous Advisory Group has designed a program for children 3 - 12 years old and

Jackie McPherson back to the podium to introduce the promotional/informational video:

www.Bigworriesstrongspirit.ca

I encourage you to visit this website and watch the video to gain a deeper understanding of the intent of this amazing program and some of the key contributors to its development.

next speak. She began by saying that FNHA wanted to acknowledge the importance of transforming mental health services for First Nations children. "Mental, Physical, and Spiritual balance is what helps children develop to their full potential." She stated firmly and passionately. Next she commented that there are three goals which her work with FNHA aims for:



that Indigenous families can access the program from anywhere in the Province.

In addition to the online modules, a coach is made available to help with online sources for families should they require extra support; a main goal of this program is a seamless continuum of care.

Minister Malcolmson then left the podium after thanking everyone for her time addressing the room and those that were watching from their homes, and invited

Tammie Myles - Interim Vice-Chair of the [First Nations Health Authority](#) Board was



1)Enhancing access to quality health services

2)Providing Culturally safe services

And,

3)Addressing bias and racism in health services embedded in system towards indigenous peoples.

Tammie mentioned her hope that all the initiative and good work done to create this program of community directed mental health practices in the spirit of

↗

alignment and self determination would bring about the process of well-being. "Nothing about us, without us", she concluded.

Next those who were tuned into the online launch were privileged to watch a video interviewing Lenny Baptiste and Jackie McPherson speaking about the value of the Big Worries/Fears Program.

This intergenerational discussion included meaningful reflections and ...personal stories about their experiences of losing access to their culture and good parenting practices which both interviewees attributed to the colonial legacy of residential schooling and the 60's scoop.

Minister Mitzi Dean returned to the podium to make her

closing remarks. She addressed the colonial legacy of MCFD and stressed that the Big Worries/Fears Program is trauma informed to address that legacy and that her ministry, MCFD, is committed to ensuring it will no longer harm children. She stressed further that this program is designed and delivered by, and for, Indigenous People and how very critical and beautiful that is. She then thanked everyone for their time and allowed the next speaker to begin.

Closing remarks were then offered by Louis De Jager - Minister of Health for Métis Nation BC. He identified that he spent the past 3 years working on this program and feels that it embodies the

Métis saying Kaa-wiichihitoyaak' (We take care of each other). De Jager said that living by this saying results in the "weaving together of strong families" - and that is exactly what this program aims to support.

After Minister De Jager left the podium Johnny Morris came up to offer closing remarks and with that, the launch of the Big Worries and Fears Program was over. I was grateful to be a part of the launch and excited to be able to include this article for you here as well as provide the necessary resources for anyone who is interested in learning more about the Program.

~ Jenna Inglis

Upcoming Professional Development

November 25th Skidegate Youth Centre

Elyssa McKee, M. ED., BCBA, Behaviour Analyst and Clinical Director of [Happy Oak Canada](#) will be travelling to Haida Gwaii to deliver a talk addressing challenging behaviours in the early years.



This presentation is suitable for individuals working in an environment supporting learners with challenging behaviours and/or learners who require additional support. The aim of this presentation



is to give professionals and support staff an overview of how and why behaviour occurs, specifically what causes behaviour and what maintains behaviour. We will also touch on why some behaviours increase while others decrease. Following the functions of behaviour, specific strategies for classroom management are discussed. In this presentation, there will be an opportunity for two follow-up Zoom sessions and 10 one-on-one calls which will allow space for individualized questions and answers specialized to participants' classrooms and experiences with their young learners.

Stay tuned to the CCRR [Facebook](#) page for more updates!

CCRR Staff Changes

The CCRR team and Island Wellness Society would like to take this opportunity to appreciate Anja McLeod, Outreach Coordinator, for her attention, care, and dedication to the families and communities she has served throughout her three years with this team. We wish her nothing but success, enjoyment, and connection in her new endeavours!

Dear Early Years Community of Haida Gwaii,

I have made the difficult but exciting decision to go back to school this Fall so I will be taking an extended leave from my position with CCRR. The three years I have spent as Community Outreach Coordinator in the beautiful North End of Haida territory have been incredible. Working alongside community organizations of Gaw Tlagée has been the highlight for me, so I want to say a special, heartfelt haw'aa to the teams at Tawlang ga Tlaayds, Chief Matthews School, Haida Child and Family Services, and Niislaa Naay Traditional Wellness. I am grateful to have built relationships with parents, caregivers, community members and children and I have learned so much from the many people who care for the next generation. Supporting children in the early years is the most important job in the world, and families of Haida Gwaii deserve culturally relevant, quality, and affordable childcare. Making that a reality takes advocacy and change to the current systems, which I plan to continue working towards in a different capacity during my education. In the meantime, I have full trust that the interim Community Outreach Coordinator will bring their own passions, connections, and fresh ideas to the role.

**See you soon,
Anja**

Our team is welcoming a new interim Outreach Coordinator - Courtney Bell - who shares our passion for supporting families and their children in the early years and we look forward to introducing Courtney to the families, daycares, and CCRR program attendees in the months to come.

"My name is Courtney Bell, my Xaad Kil name is Saandlanee Xuhl, I come from the Naikun Qiigaawaay clan. I was born in Prince Rupert and raised in Old Masset. I am excited for this new opportunity with Islands Wellness Society. I will be working towards my ECE this coming fall. I look forward to getting to know the organization and learning a lot along the way."

Welcome to the IWS/CCRR team Courtney!

Courtney can be reached via: ccrroutreach@islandswellnesssociety.com

CCRR Car Seat Clinics

This summer the CCRR Team ran three days of Car Seat Clinics serving the communities of north and south Graham Island as well as Sandspit on Moresby Island. Our Masset office ran a clinic in partnership with Tawlang Ga Tlaayds giving out 8 car seats to the many families who attended. Our Daajing Giids office ran clinics at the Island Wellness Society and Haida Child and Family Services office in Skidegate servicing nine families total while giving out four car seats; and Sandspit also received a clinic mid July with three families attending and three car seats given out. Our team imparted the knowledge we received during our Car Seat Safety Educator

Certification last winter to each attendee and were able to identify and correct almost one area of risk per attendee. These clinics proved to be an extremely beneficial community engagement opportunity but we would like to stress that they were not a one time offer for Car Seat Education! Family and Resource Consultant, Jenna Inglis, is always available to contact for an appointment to check a car seat install or answer any questions you may have. Our offices still have a collection of both seat styles and we welcome you to contact Jenna in order to arrange a pick-up/installation meeting:

ccrrfamilyresource@islandswellnesssociety.com



CCRR Car Seat Clinic Wrap-Up

The CCRR Team would like to thank the communities across Haida Gwaii for participating in the Car Seat Installation Clinics held this June and July

The important takeaways we would like to impart are:

- *Check seat expiration date
- *Consult your Car Owner's Manual to verify what seat is safest for child seat install
- *Always leave at least 1 inch space between car seat and driver seat or passenger seat- No bracing between rear and front seats
- *Keep child rear facing for the first year - and as long as possible- until height or weight limits for seat have been met
- *Harness straps at or below shoulders rear-facing, at or above shoulders forward-facing
- *Use UAS tether system OR seat belt for install, not both
- *Booster Seats necessary for 4 - 9 year olds



Storywalk Program Updates



Our Haida Gwaii Storywalk Program has been up and running for a month now and we hope you have come across them in your daily errands or weekend activities! Storywalks will be removed the second week of September.

*Each Storywalk has a book giveaway available! Remember to take a selfie at the story you visit and post it to our [Facebook page](#) for your chance to win the featured book!

*Please report any damage or missing pages to our Family and Resource Consultant at ccrrfamilyresource@islandswellnesssociety.com

*We would like to apologize to the communities of K'il Kun/Sandspit and Gaw/Masset for the unapproved removal of *The Barnabus Project* and *Where Are You From?* While we hope that individuals who come across our community projects respect the work that has gone into them and intent of enriching the lives of families and their little ones, we aren't always so lucky. This has

brought forward renewed energy in communicating that we have received permissions from Village Offices, Band Councils, and BC Parks to post all of these Storywalks, and hope that in the future the program will be able to run the full length of time allotted and not be cut short by early removal.

*Next year new sites will be chosen so as to continue to develop the visibility of the program and also to continue to encourage families to combine nature play with literacy.

*Our community partners like Literacy Haida Gwaii have been amazing in their support of the program and we hope to continue to develop partnerships in the future.

*If you have any questions or comments about our annual Storywalk Program please do not hesitate to reach out to:

ccrrfamilyresource@islandswellnesssociety.com



Learning Opportunities and Events

WORKSHOPS ON EARLY LEARNING



Workshops on Early Learning

Ongoing
www.workshopsonearlylearning.ca

These workshops allow ECEs in BC hours towards their professional development to renew their License to Practice. All workshops are \$15 each and certificates will be granted upon completion. All certificates are numbered and unique to their owners.

BC Ministry of Education

Ongoing
<http://ocf.openschool.bc.ca/course>

This website offers two online courses: Early Learning Framework and Connecting with Families. The courses are module-based with each module duration about 45 minutes. These workshops allow ECEs in BC hours towards their professional development to renew their License to Practice.



Early Years Professional Development Portal



Ongoing
<https://earlyyearsbc.ca/>

In 2015, this website was launched to respond to the identified gaps and opportunities in training needs of early years professionals throughout BC. In responding to those needs the BC Office for the Early Years sponsored BC campus to create a pilot a website to improve access to and coordination of professional development in the sector. This website is now a hub for early years professionals to find and post training events.

***Please note: The Portal is changing soon! Please be aware if you are using the tracking function, it will be unavailable in the coming months and users were be responsible for tracking their own professional development hours.**



Early Learning Cafe™

Early Learning Cafe

Ongoing
<http://earlylearningcafe.com>
[Varying costs](#)

Early Learning Cafe is an online learning space that inspires early learning educators and supports their professional learning. We invite you to discover new ideas, engage in conversations, collaborate with others and create new understandings with current pedagogical practices.

Choose from "Online Conversations", engaging with early learning experts in an online format then with each other in breakout rooms, or "Communities of Learning", prerecorded videos of featured presenters supplemented with reflection materials to prompt conversations within communities of practice or staff meetings.

Science of Early Childhood Development

Ongoing
<http://www.scienceofecd/pages/workshops>

In the SECD online professional development (PD) workshops, participants access multimedia content and "meet" each other in online discussion groups, over the course of two to three weeks. During the workshop period, participants choose the times and locations most suitable for them to work through the engaging, interactive material and complete the weekly tasks. This format means it is



Learning Opportunities and Events Cont'd

Early Childhood Care & Education

All courses delivered online for distance learning!

ECE Assistant certificate course

ECCE 167 Guiding Young Children

Thursday evenings - 6pm-9pm—September 8—December 15, 2022

*Grade 11 English required.

Apply today!

ECCE Basic Courses—September-December 2022

ECCE 209 Place-Based Environments—Saturdays—Sept. 10-Oct. 22

ECCE 210 Science, Math & the Outdoor Classroom—Saturdays—Oct. 29-Dec. 10

ECCE 220 Modes of Care for Infants and Toddlers—Wed. 6-9pm—Sept. 7-Dec. 14

ECCE 211 Field Placement III—Nov. 8-Dec. 16

Infant and Toddler Certificate - January-May 2023

ECCE 205 Inclusive Child Care

ECCE 208 Essential Skills for ECE Administrators

ECCE 221 Responsive Care & Education for Under 3

ECCE 222 Infant Toddler Placement

ECCE 223 Journey to Professionalism

Dates and times to be confirmed.

Apply today!

Contact us for more information.
Vicki Mackenzie-Denis, Coordinator and Instructor
vmackenziedenis@coastmountaincollege.ca
coastmountaincollege.ca/apply



BC Open Course Resources

<https://ocr.openschool.bc.ca/>

Log in or easily create a free account to access Professional Learning courses like "Connecting With Families" or "Selecting Resources for the Classroom" with this online provincial education portal.

We Are One



REGISTER NOW

For the BCACCS Annual Provincial Training Conference

September 29 – October 1, 2022

BCACCS' First ever hybrid event! There will be 200 in-person seats available as well as online streaming for virtual delegates.

Registration

In-person Sept. 29 or Sept. 30 \$80.00 / Oct. 1 \$60.00

Online Sept. 29 or Sept. 30 \$40.00 / Oct. 1 \$30.00

Questions

If you have any questions please contact coordinator@acc-society.bc.ca or call 604-913-9128.

ECE Development Canada

Ongoing
<https://ecedevlopment.ca/>



ECE Development Canada is offering Early Childhood Educator (ECE) professional development workshops for only \$11.

Our workshops are delivered virtually allowing you to learn anywhere and anytime. We offer a variety of workshop topics that will expand your interest in the ECE profession. Once registered for a workshop, you will have 52 weeks to complete all workshop materials and quiz. ECE Development Canada's workshops are accepted by the ECE registry in British Columbia, Ontario, Nova Scotia, Newfoundland, and Prince Edward Island. We have over 3,500 active Canadian ECEs across Canada learning on our platform virtually.



**EARLY YEARS
INDIGENOUS CULTURAL SAFETY
RESOURCE GUIDE**

A [guide](#) to help Early Childhood Educators who work with Indigenous children, families, and communities find appropriate and meaningful resources that will increase their ability to provide culturally safe and respectful care.

Elizabeth Cumming

From: LCRB Cannabis Regulation and Policy LCRB:EX <cannabisregs@gov.bc.ca>
Sent: August 12, 2022 11:46 AM
Subject: Update: Proposed cannabis 'farm-gate' sales program
Attachments: FAQ - Farm-gate Project Update.pdf

Hello,

I am writing to provide an update on the continuing development of a new licence class to enable non-medical cannabis 'farm-gate' sales.

In September 2020, the Province [announced](#) that the Liquor and Cannabis Regulation Branch (LCRB) would develop a 'farm-gate' cannabis sales program. This would allow federally licensed cannabis cultivators to sell non-medical cannabis products from a retail store located at their production site.

The LCRB is seeking B.C. government approval to enable non-medical cannabis 'farm-gate' sales through a new licence class tentatively called a Producer Retail Store (PRS) licence. If approved, the new licence class is expected to come into effect in Fall 2022. More information, such as details on the fee structure and the application process for the new licence, will be shared at that time.

The proposed PRS licence would operate within the current legal framework, which includes the provincial *Cannabis Control and Licensing Act* and the federal *Cannabis Act* and related regulations. This new licence class would also reflect B.C.'s cannabis framework priorities, which include:

- protecting children and youth;
- promoting health and safety;
- keeping the criminal element out of cannabis;
- keeping B.C.'s roads safe; and
- supporting economic development.

The requirements for a PRS licence are expected to align with the current rules for the Cannabis Retail Store (CRS) licence class where possible. This includes the [role of Indigenous Nations or local governments in the cannabis licensing process](#). To learn more about the current cannabis framework, you can also refer to the [CRS Terms and Conditions Handbook](#).

To help answer some preliminary questions you may have, we have attached a Frequently Asked Questions document about the proposed licence class. If you have questions about this program, please email cannabisregs@gov.bc.ca.

Sincerely,

Dugald Smith
A/Assistant Deputy Minister and General Manager



Proposed Cannabis 'Farm-Gate' Sales Program Information for Local Governments and Indigenous Nations

The Liquor and Cannabis Regulation Branch (LCRB) is seeking B.C. government approval to enable non-medical cannabis 'farm-gate' sales through a new licence class tentatively called a Producer Retail Store (PRS) licence. If approved, the new licence class is expected to come into effect in Fall 2022. To help understand what this program could look like, please refer to some frequently asked questions below.

Overview

What does 'farm-gate sales' mean?

In B.C., the proposed PRS licence class would allow eligible federally licensed cannabis producers to sell non-medical cannabis from a retail store that is at the same location as their production site.

Who will be eligible for the proposed PRS licence?

Those who hold federal cultivation licences, inclusive of the Micro Cultivator, Standard Cultivator, or Nursery sub-classes, would be eligible to apply for a PRS licence when the licence comes into effect.

Cultivators that also hold a processing licence would be eligible to apply, but federal licence holders that only hold a processing licence would not be eligible for the proposed PRS licence.

Is there a limit to how many PRS licences a business can have?

If and when the licence comes into effect, an eligible federal licence holder could hold one PRS licence for each eligible federal production licence they hold.

It is proposed that a PRS licence would be issued to the legal entity that holds the associated federal cannabis production licence.

Will applicants need a marketing licence to apply for the proposed PRS?

It is proposed that PRS licensees would not be required to hold a marketing licence to sell their own cannabis in their own PRS. PRS licensees who wish to sell their cannabis to other retail stores would have to apply for a marketing licence.

The LCRB will release more information about marketing licence requirements if the PRS licence class is approved by government and comes into effect.

The Application Process

When can federal cultivators apply for the proposed PRS licence?

The LCRB expects to begin accepting applications in Fall 2022, if the licence class is approved by government.

How do I apply for a Producer Retail Store (PRS) licence?

If the proposed PRS licence comes into effect, applications would be accepted online through the [Liquor and Cannabis Licensing Portal](#).

The LCRB will announce when the applications will open in Fall 2022, should it come into effect.

How much will a PRS licence cost?

The LCRB will announce the PRS licence fee structure in Fall 2022, should it come into effect

How long does the application process take?

The LCRB expects the PRS application process would be similar to the existing [Cannabis Retail Store \(CRS\) application process](#).

Application processing timelines can vary between applicants due to a few factors, including [Fit and Proper requirements](#) and [local government or Indigenous Nation recommendations](#).

Will applications need further approval from local government or Indigenous Nation to get the proposed PRS licence?

The requirements for a PRS licence are expected to be the same as for a CRS licence.

To approve and issue a non-medical CRS licence, the general manager of the LCRB must have a positive recommendation from either the:

- Local government with jurisdiction in the area of the proposed store, or
- Indigenous Nation, if the proposed store location is within an area such as reserve land, Nisga'a land, or treaty land.

Visit the LCRB website for more information about the [role of Indigenous Nations or local governments in the cannabis licensing process](#).

Operating a PRS

What products would a PRS licensee be able to sell?

The LCRB expects the proposed PRS licence class to align with the current CRS framework.

More information about products will be available if the PRS licence comes into effect in Fall 2022.

What are the specific location and building requirements for the proposed PRS?

It is proposed that the PRS are to be at the same location or sufficiently proximate to, but not overlapping with, the perimeter of the federal cultivation site described on the federal licence.

The LCRB does not expect to impose specific building requirements/restrictions for PRS beyond the existing requirements in place for CRS (e.g., security, visibility, entry/exit). See the [CRS Terms and Conditions Handbook](#) for more information.

When approved, will PRS licensees be able to host events, such as educational workshops?

The only business that may take place in retail stores, whether CRS or PRS, is the sale and transfer of personal possession of cannabis, cannabis accessories, bags, prepaid purchase cards, and delivery fees.

Will cannabis consumption be allowed in PRSs?

Consumption of cannabis is prohibited inside CRSs. The LCRB expects this to be the same for PRSs.

In addition, the federal *Cannabis Act* prohibits marketing, advertising or promoting any location as a place to consume cannabis or to spend time after consuming cannabis.

Aside from certain exceptions for health, workplace and safety reasons, there are no prohibitions regarding outdoor cannabis consumption on private property. No additional restrictions are being considered for outdoor cannabis consumption on private property.

Are there additional considerations for the proposed PRS licence class on Agricultural Land Reserve (ALR) land?

The Agricultural Land Reserve Use Regulation limits the activities that can occur on ALR land, including cannabis production and sales.

Licensees **must** comply with the laws and rules set by local governments, Indigenous Nations, the Agricultural Land Commission, and other authorities.

What will the enforcement process for the PRS establishments look like?

The enforcement processes for a PRS licence is expected to align with that of a Cannabis Retail Store licence.

Will a PRS licensee be able to operate an online store and offer delivery and/or mail products to customers?

If it is approved by government, more information about the PRS licence class will be available if it were to come into effect in the Fall of 2022, if. The LCRB expects the PRS licence class would align closely with the existing CRS framework.

Elizabeth Cumming

Subject: FW: Invitation to HCATP Phase 1 Engagement
Attachments: PortClements_Invitation-HCATP-Engagement-Aug24-2022.pdf; HCA Stakeholder Backgrounder - August 23 2022.pdf

From: Engage HCA FOR:EX
Sent: August 24, 2022 10:01 AM
To: 'cao@portclements.ca' <cao@portclements.ca>
Subject: Invitation to HCATP Phase 1 Engagement

Hello,

The Province wishes to engage with you on Phase 1 of the Heritage Conservation Act Transformation Project (HCATP). The Province has a mandate to undertake Phase 1 of the Heritage Conservation Act (HCA) Transformation Project, which includes broad engagement with Modern Treaty Nations, First Nations, and key stakeholders on the HCA and its administration. Phase 1 will serve to inform priority areas of change to align the HCA with the United Nations Declaration on the Rights of Indigenous Peoples and to transform the HCA to better meet the needs of all British Columbians.

Please find attached the invitation letter with further information on engagement opportunities, and the Backgrounder document which includes important information to support engagement. To register for a session, please respond via email (EngageHCA@gov.bc.ca) with the participant's names, organization or affiliation, and session(s) you are planning to attend by September 6th, 2022.

For any questions relating to this initiative, please visit the [HCATP Webpage](#) or email EngageHCA@gov.bc.ca.

Thank you,



HCA Engagement

Email: engageHCA@gov.bc.ca

Collection Notice

Your personal information is collected under section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act for the purposes of contacting you and collecting information for the Heritage Conservation Act Transformation Project. If you have any questions about the collection of your information, please contact Project Team Staff at EngageHCA@gov.bc.ca.

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.



August 23, 2022

Dear Village of Port Clements:

RE: Invitation to participate in the Heritage Conservation Act Transformation Project – Stakeholder Engagement Sessions (Fall 2022)

As co-chairs of the Joint Working Group on First Nations Heritage Conservation (JWGFNHC), we are writing to inform you of upcoming opportunities for stakeholders to engage on the *Heritage Conservation Act* (HCA) and its administration as part of the HCA Transformation Project (HCATP).

Background

The HCA encourages and facilitates the protection and conservation of B.C.'s unique cultural heritage. The Provincial Heritage Register lists nearly 60,000 protected heritage sites, of which over 90% are of First Nations origin. Over many years, First Nations and stakeholders have shared issues, concerns, and recommendations for improving the HCA and its administration. While the Act underwent administrative amendments in 2019, no significant changes have been made since 1996.

The Province is committed to advancing its reconciliation mandate and upholding its obligations set out in the *Declaration on the Rights of Indigenous Peoples Act* (Declaration Act) on aligning laws with the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) and commitment 4.35 of the Declaration Act Action Plan.

The JWGFNHC was created in 2007 through resolutions of the BC Assembly of First Nations, First Nations Summit, and Union of BC Indian Chiefs. Its membership includes representatives appointed by the First Nations Leadership Council (FNLC) and the Province. The JWGFNHC is collaboratively designing and leading the HCATP process.

The JWGFNHC recognizes the need to transform the HCA to better meet the needs of all British Columbians. The HCATP will strive to increase certainty and stability for First Nations, landowners, proponents, developers, and government, while supporting sound heritage management and decision-making.

HCATP Phase 1 Stakeholder Engagement Sessions

Phase 1 of the HCATP involves engagement with First Nations and stakeholders (through various in-person, virtual, and written/survey mechanisms) on the HCA and its administration and the HCATP engagement approach. It also involves engagement with First Nations regarding legislative alignment with the UN Declaration.

C-4

Phase 1 stakeholder engagement sessions will provide an opportunity to confirm previously received feedback related to the HCA, and to discuss additional challenges and potential solutions. Please find attached a Backgrounder document developed by the JWGFNHC to provide additional context and information about the HCATP and key discussion questions for your consideration.

Previous input provided by First Nations and stakeholders has been grouped within the following five key themes; these themes and their content will form the basis for discussion during the engagement sessions. This feedback is summarized in *Appendix A: Phase 1 HCA Transformation Project Framework* of the Backgrounder.


1. Indigenous Values and Rights Recognition (engagement with First Nations only)
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Management
5. Compliance and Enforcement


We encourage your participation on this important initiative as your insights and perspectives will help guide the HCATP. Both in-person and virtual engagement sessions are available as outlined in Table 1 below.

To register for a session, please respond via email (EngageHCA@gov.bc.ca) with the participant's names, organization or affiliation, and session(s) you are planning to attend by **September 6th, 2022**. An online survey will be available following the first engagement session while written submissions will be accepted until October 15, 2022, and can be submitted to the above email address.

We appreciate you taking the time to engage on the HCATP and look forward to meeting with you. If you have questions or comments regarding the HCATP, please email EngageHCA@gov.bc.ca.

Sincerely,


Judith Sayers, JWGFNHC Co-Chair
President
Nuu-chah-nulth Tribal Council


Matt Austin, JWGFNHC Co-Chair
Assistant Deputy Minister
Integrated Resource Operations Division
Ministry of Forests

C-4

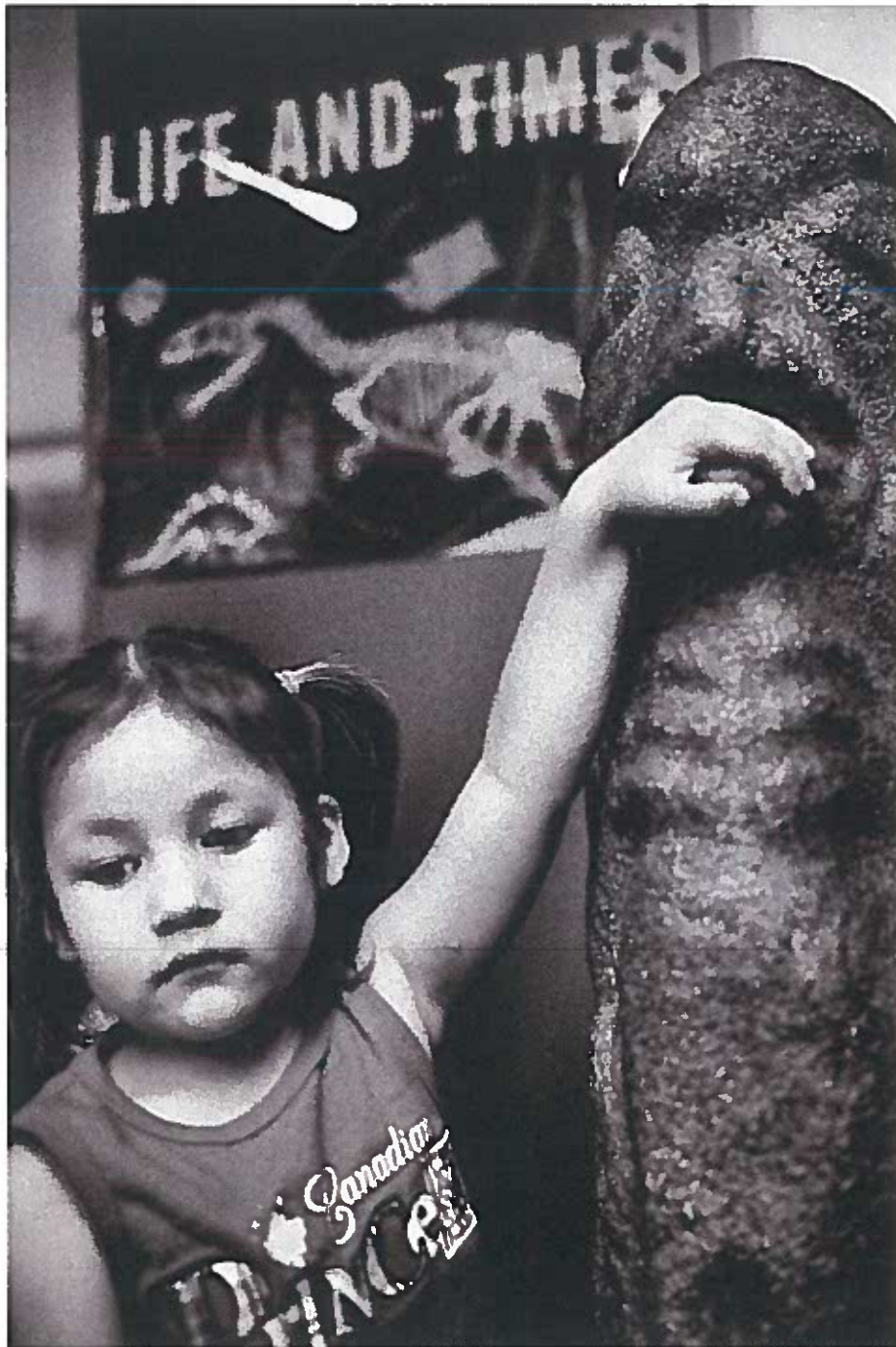
Table 1 – Stakeholder Sessions Fall 2022

Location	Date & Time	Venue	Stakeholder Group
In-Person Session Vancouver, B.C.	September 14 th 9:00am – 12:00pm	Simon Fraser University Harbour Centre Rooms 1400-1410 Segal Centre 515 West Hastings Street Vancouver, BC V6B 5K3	Open Attendance: Open in-person sessions for anyone to attend, or if your business/organization does not fall under any of the other groups.
Virtual Session	September 26 th 9:00am – 12:00pm	A link will be sent to participants upon registration	Local Government: Municipal Governments and Regional Districts.
Virtual Session	September 28 th 9:00am – 12:00pm	A link will be sent to participants upon registration	Local Government: Municipal Governments and Regional Districts.
Virtual Session	October 6 th 9:00am- 12:00 pm	A link will be sent to participants upon registration	Local Government: Municipal Governments and Regional Districts.
Virtual Session	October 6 th 1:00pm – 4:00pm	A link will be sent to participants upon registration	Open Attendance: Open sessions for anyone to attend, or if your business/organization does not fall under any of the other groups.

C-4

**HERITAGE CONSERVATION ACT TRANSFORMATION PROJECT:
BACKGROUNDER FOR
PHASE 1 STAKEHOLDER ENGAGEMENT**

August 23, 2022



Transformative Connections: Granddaughter of Today's Name Carrier T'xwelátse
with Transformed Ancestor of the Ts'elxwéyeqw Tribe - Stone T'xwelátse. (Photo: David Campion, 2005)

G-4

Table of Contents

INTRODUCTION	2
HOW WE GOT HERE.....	4
HERITAGE CONSERVATION ACT TRANSFORMATION PROJECT PROCESS	6
TRANSFORMING THE HCA: PROTECTION AND GOVERNANCE OF CULTURE AND HERITAGE IN THE PROVINCE.....	7
Discussion Questions	7

INTRODUCTION

The [*Declaration on the Rights of Indigenous Peoples Act*](#) (Declaration Act) requires that the Province in “consultation and cooperation with Indigenous peoples” take “all measures necessary”¹ to ensure consistency between the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) and the laws of British Columbia.

The regulation of cultural heritage resources in BC through the [*Heritage Conservation Act*](#) (HCA) has been identified as one immediate priority for change to achieve consistency between provincial laws and the UN Declaration. [*The Declaration Act Action Plan*](#) commits the Province to “Work with First Nations to reform the HCA to align with the UN Declaration, including shared decision-making and the protection of First Nations cultural, spiritual, and heritage sites and objects.”

The Heritage Conservation Act Transformation Project (HCATP) has therefore been launched to reform the HCA to ensure consistency with the UN Declaration and to better meet the needs of all British Columbians.

The purpose of this Backgrounder is to support the process of stakeholder engagement as part of the HCATP. This Backgrounder has been developed in collaboration with the Joint Working Group on First Nations Heritage Conservation (JWGFNHC). The JWGFNHC was formed in 2007 through resolutions of the BC Assembly of First Nations, First Nations Summit, and Union of BC Indian Chiefs, and includes members appointed by the First Nations Leadership Council (FNLC) and the Province. The mandate of the JWGFNHC is to “explore options and provide recommendations to improve the protection, management and conservation of First Nations cultural and heritage sites.”

This Backgrounder is in three parts:

1. **How we got here:** The connection of First Nations to their cultural heritage resources; the impacts of colonialism on First Nations’ relationships with these resources; and the calls for change that First Nations and stakeholders have long advanced, leading to the HCATP.
2. **Proposed HCATP process:** How engagement will occur in the HCATP to achieve consistency between the HCA and the UN Declaration while improving the HCA for all British Columbians.

¹ <https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/19044>

Declaration on the Rights of Indigenous Peoples Act

The Declaration Act establishes the UN Declaration as the Province’s framework for reconciliation. It aims to create a path forward that respects the human rights of Indigenous Peoples while introducing better transparency and predictability in the work that First Nations and the Province do together.

There are four key areas of the legislation:

- 1) Section 3 requires the Province to take all measures necessary to achieve consistency between its laws and the UN Declaration,
- 2) Section 4 requires the Province to develop and implement an action plan, in consultation and cooperation with Indigenous Peoples, to meet the objectives of the UN Declaration,
- 3) Section 5 requires regular reporting to the provincial legislature to monitor progress on the alignment of laws and implementation of the action plan, including tabling annual reports by June 30th of each year, and
- 4) Sections 6 and 7 enable forms of agreements with Indigenous governing bodies, including to implement free, prior, and informed consent.

Heritage Conservation Act

The HCA encourages and facilitates the protection and conservation of heritage within BC. The HCA provides tools and mechanisms to establish and maintain the heritage register for the currently known heritage sites (approx. 60,000) as well as authorizing inspections and alterations of heritage sites. The HCA also contains provisions that authorize various compliance and enforcement actions that may be taken against persons who damage or alter sites or objects without authorization.

The Act provides the authority for the Minister, under prescribed conditions, to enter into agreements with First Nations (i.e., s. 4 and s. 20).

3. ***Transforming the HCA:*** Previously received feedback on the HCA from First Nations and stakeholders has been summarized into five themed priority areas for change; these will form the basis of Phase 1 engagement on the HCATP:

1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Conservation
5. Compliance and Enforcement

C-4

HOW WE GOT HERE

For countless generations, First Nations have governed and stewarded their cultural heritage resources. From the remains of those who have passed, to the expressions and manifestations of their ways of life, First Nations have maintained the inextricable connection to their past, and do so to support the countless generations to come.

Part of the legacy of colonialism in B.C. has been the institution of laws, policies, and practices that did not properly recognize, respect, or protect First Nations' cultural heritage resources. Additionally, the role of First Nations' governments and laws in the protection and management of First Nations' cultural heritage resources has been extremely limited.

Over time, and for many reasons, cultural heritage resources, including ancestral remains, have been disturbed or destroyed. First Nations have advocated for change – protecting their heritage on the ground, revitalizing their laws and policies, strengthening relationships and protocols with the Province, and calling for transformation of B.C.'s heritage conservation laws and policies.

Many stakeholders who interact with the HCA (industry, landowners, developers, archaeologists, etc.) have also raised concerns with the current heritage management framework and requested its modernization. Many stakeholders continue to experience variable and often long timeframes for permitting decisions and application related responses; additionally, stakeholders and First Nations continue to seek process and timeline certainty.

The Province has legislated the oversight and protection of certain archaeological sites since 1925, though protections at that time were limited. It was not until 1977 with the passage of the HCA that protection was extended to certain archaeological sites on Crown and private land, regardless of whether sites were known or as-yet unrecorded. Significant amendments to the HCA were introduced in 1994 and 1996. These amendments expanded what was subject to automatic protection under the HCA and provided greater administrative flexibility and tools to support site protections. These amendments also included provisions to ensure impacts to sites only occurred under the authority of an HCA permit to ensure sufficient site recording, assessment and mitigation methods, and for the results and recommendations of work to be summarised in a report subject to provincial oversight and approval. The HCA has not been substantially changed since 1996. Recent amendments in 2019 were administrative in nature and served primarily to add new compliance and enforcement tools and were not subject to comprehensive engagement with First Nations or stakeholders.

While there have been several initiatives undertaken over the years to improve and/or identify prospective improvements to the heritage conservation framework in B.C., there continue to be challenges with the HCA and its administration.

In addition to ongoing interactions with First Nations and stakeholders, a number of key public-facing policy and engagement initiatives or papers have helped to inform this work:

- [First Nations Heritage Conservation Action Plan](#) (First Nations Leadership Council 2012)
- [The 2016 BC Archaeological Survey](#) (Hammond 2016)
- [Key Findings of the Indigenous Perspectives on Repatriation Symposium](#) (Royal BC Museum 2017)

- Research from Around the Globe Regarding Mechanisms for Protecting Sacred Sites, Areas and Landscape and Burial Sites of Indigenous Nations (JWGFNHC 2018)
- [Ancestral Remains Policy Review – Summary of Engagement Feedback](#) (Archaeology Branch 2019)
- [Recognizing and Including Indigenous Cultural Heritage in B.C.](#) (First Peoples' Cultural Council 2019)
- [Recommendations for Decolonizing British Columbia's Heritage-Related Processes and Legislation](#) (First Peoples' Cultural Council 2020)
- [A Selected Review of Federal and Provincial Legislation Implicating Indigenous Heritage in British Columbia](#) (First Peoples' Cultural Council 2022)

These and other numerous policy, engagement, research, and continuous improvement initiatives, along with the significant breadth of input received to date from First Nations and stakeholders, form the basis of the HCATP. The JWGFNHC has summarized this input into these five priority areas for change:

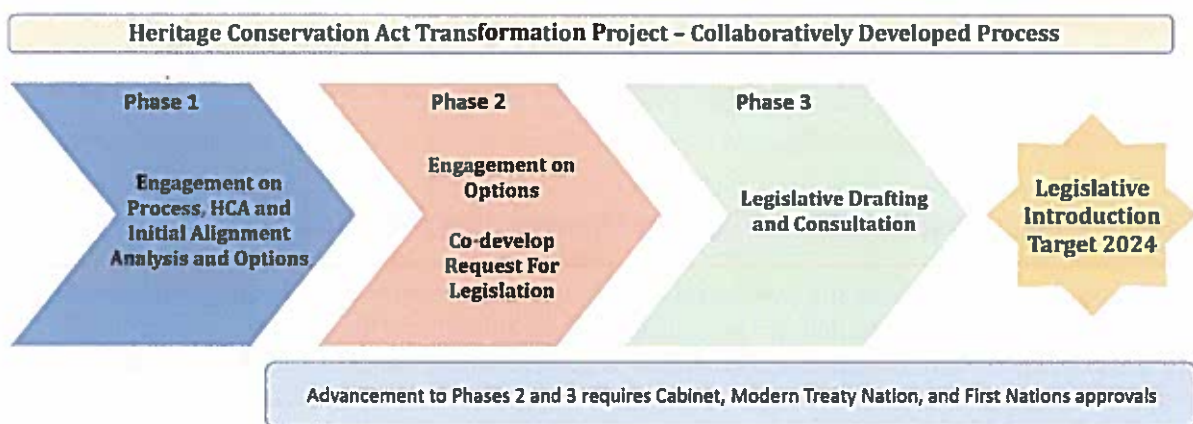
1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Conservation
5. Compliance and Enforcement

The JWGFNHC recognizes the need to transform the HCA to better meet the needs of all British Columbians. Transforming the HCA will provide for alignment with the UN Declaration, as obligated under the Declaration Act, and will support the provincial mandate of lasting and meaningful reconciliation with First Nations Title and Rights holders. Doing so will also help address current challenges with the HCA and its administration, including but not limited to, increasing process certainty through legislative and programmatic reform.

HERITAGE CONSERVATION ACT TRANSFORMATION PROJECT PROCESS

Stakeholder engagement is a key part of the HCATP process. The HCATP is proposed to take place over three phases. Phase 1 of the HCATP will include virtual and in-person engagement with First Nations Rights holders and stakeholders, while subsequent Phases will include further opportunities for stakeholders and private citizens to provide feedback.

Key stakeholders for Phase 1 of the HCATP were identified through an analysis of HCA permit applications from 2019-2021 and information provided by the Archaeology and Heritage Branches. This grouping includes industry (land and resource development), interest groups, academics, local/regional governments, and archaeological and heritage professionals.



1. **Phase 1 – Engagement on the HCATP Process and Priorities for Change (Spring-Fall 2022):** Phase 1 will serve to identify and confirm priority areas for change to align the HCA with the UN Declaration and to generate potential solutions to improve the HCA and its administration to better meet the needs of all British Columbians.
2. **Phase 2 – Policy Development (Spring 2023):** Phase 2 is anticipated to focus on developing options and solutions for priority areas for change. This phase will involve substantive work in consultation and cooperation with First Nations to consider how the standards of the UN Declaration may be reflected in changed laws, policies, and practices, as well as engagement with stakeholders to ensure that their concerns and priorities are addressed.
3. **Phase 3 – Development of Laws and Associated Practices (by Spring 2024):** Phase 3 is anticipated to focus on developing proposed changes to legislation, policy, and programs.

C-4

It is anticipated that multiple means will be utilized to engage with stakeholders throughout the HCATP process. These may include:

- Virtual and in-person engagement sessions
- Meetings with key stakeholders
- Online surveys
- Technical working groups
- Thematic workshops
- Website portals with information and updates
- Written correspondence

Details of how and when these engagement opportunities will occur will be shared and updated throughout the HCATP process.

TRANSFORMING THE HCA: PROTECTION AND GOVERNANCE OF CULTURE AND HERITAGE IN THE PROVINCE

Priorities for Change Identified by First Nations and Stakeholders

Over many years, First Nations and stakeholders have identified concerns with the HCA and priorities for change. The JWGFNHC has summarized previously received input from First Nations and stakeholders into five priority areas for change described below. A comprehensive list of feedback and proposed solutions or options received from First Nations and stakeholders is provided in Appendix A and will form the basis of Phase 1 engagement.

1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Management
5. Compliance and Enforcement

Discussion Questions

In considering these challenges, please consider the following discussion questions:

- Do these five themes cover the core priorities for change? Why or why not? What is missing?
- What additional issues and challenges are you facing, or observing, in heritage conservation?
- What specific changes would you like to see to the HCA and its administration (regulations, policies, programs)? What systems, tools or resources are needed to address these issues and challenges?

In considering the engagement process described above, please consider the following discussion questions:

- Does the proposed engagement process provide an effective approach to support the transformation of the HCA?
- What other engagement opportunities and tools should be considered?

- Who else should be engaged in the HCATP process?

NEXT STEPS

Phase 1 of the HCATP engagement process will continue through Fall 2022. A report summarizing the feedback received during Phase 1 engagement will be produced and used to support HCATP advancement. A separate report will be prepared summarizing feedback provided by First Nations.

It is anticipated that the feedback provided through the current engagement phase will inform discussion on policy options that will be developed and refined in subsequent Phases of the HCATP.

C-4

APPENDIX A: HCATP FRAMEWORK DOCUMENT

This table presents a summary of issues regarding the HCA that have been expressed by First Nations and stakeholders over many years. It draws on comments heard by the Archaeology Branch in its relationships and engagement with First Nations and stakeholders. It also incorporates some themes drawn from relevant policy documents (listed above in the section *How We Got Here*). In many cases, issues were raised by both First Nations and other stakeholder groups (e.g., industry, landowners, developers, archaeologists) and this input has been combined in the following table.

With assistance from the JWGFNHC, preliminary analysis of feedback received to date has been used to identify patterns that led to the emergence of five key themes:

1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Management
5. Compliance and Enforcement

The first part of the table summarizes key issues, while the second summarizes previously recommended options and potential solutions. The final section of the table cites relevant sections under each theme to assist with the identification of areas within the HCA that may require modernization and/or alignment with the UN Declaration on the Rights of Indigenous Peoples per Section 3 of the Declaration Act. The limitations and strengths of this table are intertwined; it has been prepared by archaeological professionals that work directly with First Nations and stakeholders on these matters on a regular basis and therefore is an informed, but not independent and structured analysis. The content combines rights-holders and stakeholder feedback to identify key shared interests but does not specifically identify what comments were received from First Nations. This table is intended to provide a summary and backdrop for Phase 1 discussion that will result in three reports: one What We Heard report summarizing input received from First Nations; another What We Heard report summarizing stakeholder input; and a single Executive Summary document that summarizes both sets of findings.

C-4

Appendix A: Phase 1 Heritage Conservation Act Transformation Project (HCATP) Framework

This table presents a summary of issues regarding the HCA that have been expressed by First Nations and stakeholders over many years. It draws on comments heard by the Archaeology Branch in its relationships and engagement with First Nations and stakeholders. It also incorporates some themes drawn from relevant policy documents (listed above in the section *How We Got Here*). In many cases, issues were raised by both First Nations and other stakeholder groups (e.g., industry, landowners and developers, archaeologists) and this input has been combined in the following table. Preliminary analysis of this feedback led to the development of five key themes: Indigenous Values and Rights Recognition, Decision-Making, Protections, Resourcing to Support Heritage Management, and Compliance and Enforcement. The first part of the table summarizes key issues, while the second summarizes previously recommended options and potential solutions. The final part of the table cites relevant sections of the HCA under each theme to assist with the identification of areas that may require modernization and/or alignment with the *Declaration Act*.

Indigenous Values and Rights Recognition	Decision-Making	Protections	Resourcing to Support Heritage Management	Compliance and Enforcement
<ul style="list-style-type: none"> First Nations have been calling for an enhanced role in the management, protection, and conservation of their cultural heritage HCA automatically protects heritage sites and objects that meet certain criteria: it does not automatically protect post-1846 sites nor continuous, living cultural heritage or practices Limitations in HCA protections and the lack of UNDRIP implementation impact First Nations interests and may increase both complexity and conflict over HCA permits and referrals HCA does not address the UNDRIP concept of free, prior, and informed consent (FPIC) HCA does not recognize or integrate First Nations heritage laws and policies HCA permits do not require permit holders and proponents to follow cultural protocols for managing ancestral remains or burial places HCA permits do not require that First Nations be provided opportunities for participation in archaeological work HCA defines heritage sites as discrete locations and not as interconnected places within cultural landscapes HCA does not acknowledge the rights of Indigenous Peoples to maintain, control, protect and develop their cultural heritage, traditional knowledge, cultural expressions, or intellectual property First Nations access to culturally significant heritage sites and objects may be restricted (e.g., private land, museum collections) HCA is silent on ownership and does not address repatriation of heritage objects. Heritage objects are held in repositories that can be difficult for First Nations to access Indigenous place names are inadequately represented in archaeological records 	<ul style="list-style-type: none"> First Nations have been calling for an enhanced role in the management, protection, and conservation of their cultural heritage A decision-making model that is more inclusive of Indigenous knowledge, perspectives and direct involvement is needed Consideration of heritage sites at the earliest possible stage of development review, engagement, decision-making, and land use planning processes is required Existing regional Archaeological Overview Assessments (AOAs) and archaeological predictive models do not cover the full province and may not meet current Provincial or First Nations standards HCA does not currently enable s. 7 agreements under the <i>Declaration Act</i> HCA s. 4 agreements take too long to negotiate, are challenging to apply to private lands, are unclear regarding decision-making authority, and require intense resourcing Professional reliance: First Nations want to determine which archaeological consultants are approved to carry out HCA permitted work in their territory Inadequate Provincial Natural Resource Sector (NRS) coordination on referrals/decisions, issues with centralized vs. regional delivery models, inconsistent management of heritage resources across ministries, disjointed consultation processes across NRS HCA permitting process is administratively burdensome and complex to navigate for all parties HCA decision-making criteria are unclear and do not expressly consider other public interest factors No dispute resolution or appeal mechanisms 	<ul style="list-style-type: none"> Current legal tools and administrative processes are inadequate to address circumstances where development proposals conflict with heritage sites Lack of clear definitions in HCA causes confusion and issues with administration, protection, and enforcement (e.g., burial place, ancestral remains, grave goods, site boundaries, heritage trails, desecration) HCA is a dual-purpose statute that serves to protect heritage sites, objects, and values but also permit alterations, which can create conflict First Nations ancestral remains and burial places do not receive the same protection and respect as registered cemeteries HCA does not automatically protect post-1846 sites that have significant heritage value to First Nations or other communities HCA does not adequately recognize and protect intangible cultural heritage, including sites without physical evidence and intangible cultural heritage that is not place-based Inventory of heritage sites is incomplete and out of date, leading to gaps in protection HCA does not address cumulative impacts to heritage sites HCA does not provide different levels of protection based on assessed heritage value or site significance Lack of policy or criteria for designation and recognition of provincial heritage sites No centralized, consistent management of heritage across ministries and local governments operating under different legislation, including <i>Forest & Range Practices Act</i>, <i>Oil & Gas Activities Act</i>, <i>Environmental Assessment Act</i>, <i>Land Act</i>, <i>Mines Act</i>, <i>Transportation Act</i>, <i>Local Government Act</i>, etc. There is a need for additional tools and resources to support local government's role in the management of heritage 	<ul style="list-style-type: none"> First Nations and government do not have adequate resources to effectively support heritage management, including evaluation of all permit applications and project referrals that may impact cultural heritage Archaeology Branch resources are inadequate to address the significant number of HCA permits and site forms, and existing Branch staff are concentrated in Victoria Antiquated, burdensome, and non-integrated systems and tools for heritage management Inventory of heritage sites is incomplete and out of date, leading to gaps in protection No clear framework, funding, or mechanism to support purchase of property with significant heritage sites, to offset unforeseen archaeological costs, or support cultural protocols and repatriation of ancestral remains or heritage objects, or to support restitution When ancestral remains are disturbed because of development, First Nations may bear the costs of cultural protocols and rebuttal First Nations require further resourcing (sustainable funding, etc.), programs and tools to safeguard, revitalize and share their cultural heritage, including support for development and maintenance of repositories Policy and resources to address the impacts of climate change on cultural heritage are inadequate Lack of clear guidance for repositories Some Archaeology Branch operational policies and bulletins need to be updated 	<ul style="list-style-type: none"> Inadequate compliance and enforcement tools in the HCA Inadequate compliance and enforcement resourcing to support investigations into reported contraventions First Nations desire more direct involvement in investigations into alleged HCA contraventions Need to establish and maintain clear and rigorous professional standards for archaeologists in B.C. Need to enhance capacity for regulatory oversight, including conducting field audits Site inventory and archaeological predictive models are not publicly available (restricted access) making it difficult to determine if heritage resources are present, likely to be present, and in conflict with proposed or active development Need to clarify and formalize roles and responsibilities (e.g., Province, First Nations, local governments, realtors, industry) in educating proponents and the public and holding them accountable to the HCA Need to enhance public awareness and education to improve compliance with HCA Management recommendations made by professional archaeologists are not always clearly outlined or implemented Inconsistent administration and enforcement of cultural heritage and application requirements among different provincial legislation and regulatory bodies (Archaeology Branch, Heritage Branch, Transport & Infrastructure, Oil & Gas Commission, Forest & Range Evaluation Program, Energy & Mines, Environmental Assessment Office)

ISSUES

C-4

Appendix A: Phase 1 Heritage Conservation Act Transformation Project (HCATP) Framework

OPTIONS (PREVIOUSLY RECOMMENDED)				
Indigenous Values and Rights Recognition	Decision-Making	Protections	Resourcing to Support Heritage Management	Compliance and Enforcement
<ul style="list-style-type: none">Expand the definition of heritage to recognize and protect a broad spectrum of Indigenous cultural heritage (intangible heritage sites, post-1846 sites, continuous, living heritage)Post First Nations heritage laws and policies on the Archaeology Branch website (as desired by First Nations) for consultant and proponent consideration when planning projects and drafting permit applicationsDevelop mechanisms to support recognition of First Nations laws, policies, governance, and decision-making authorities pertaining to heritage, and consider how to incorporate the concept of free, prior, and informed consent (FPIC)As desired by First Nations, require cultural protocols for ancestral remains and burial places be followed under HCA permitsInclude requirement in HCA permits to invite, engage, and support the direct participation of First Nations in archaeological workEnable Government to Government development of collaborative programs that provide opportunities for First Nations to develop and document their heritage management policiesEnhance site inventory data and develop a single, centralized resource and approach to recognize and record all HCA-registered and known, non-registered heritage sites and objectsGive First Nations greater control over the selection of repositories for Indigenous cultural heritage resourcesDevelop collaborative and clear roles and responsibilities and Government to Government protocols with sufficient resourcing to support repatriation of Indigenous heritage objectsEnsure Indigenous place names are used in archaeological records, if supported by Indigenous communitiesEnsure Indigenous intellectual property and cultural knowledge are safeguarded and that requests for confidentiality are respected	<ul style="list-style-type: none">Enhance First Nations' role in decision making and develop clear processes, tools, and criteria (strategic and operational)Develop a provincial framework and strategy for heritageConsider existing and additional tools and mechanisms to support earlier consideration of heritage values and better land use decisions (e.g., Informed Contributors Layer, inclusion of Indigenous knowledge, Land Act reserves, Notices of Intent, restrictive covenants)Develop updated, consistent regional Archaeological Overview Assessments (AOAs) and potential modelsConsider ways to streamline the negotiation and approval of agreements with First Nations under s. 4 and s. 20 of the HCA and s. 7 of the Declaration ActFacilitate a greater role for First Nations to engage with local governments on project proposals involving heritageEnhance policy and clarify processes surrounding high-significance sites near which development may be considered untenableConsider changes to Natural Resource Sector (NRS) referral and decision-making processes:<ul style="list-style-type: none">Bolster regional archaeology branch program delivery and NRS coordination to enhance relationships and efficiencyModernize tools and integrated systems for permitting, referrals, reports, and site recordsUpdate criteria for decision-making to include broader interest factors (e.g., social and economic implications, cumulative effects, "highest and best use of land")Streamline application processes and timelines (e.g., concurrent Archaeology Branch and First Nations review of permit applications, NRS coordination and bundling of referrals)Develop resources to support enhanced consultation expectations, requirements, and complexity (e.g., increased capacity, training, guidance, and tools)Develop clear processes for appeals and dispute resolution	<ul style="list-style-type: none">Develop legislative or policy guidance to outline where alteration permits will not be considered (e.g., sites of high heritage value)Add key definitions to HCA that reflect and acknowledge Indigenous principles and perspectivesConsider application of HCA s. 4, s. 9, s. 11.1, s. 32 and other mechanisms (Land Act, etc.) to enhance site protectionsEnhance protections for ancestral remains and burial places (e.g., consider alignment with registered cemeteries under the Cremation, Interment and Funeral Services Act, other designation tools)Develop mechanisms to expand and enhance the protection of post-1846 sites and sites without physical evidence that are of significant heritage value to First Nations or other communities, including intangible cultural heritage that is not place-based (e.g., oral traditions, cultural practices, knowledge, and skills)Coordinate the protection of heritage under different legislation managed by different regulatory bodiesDevelop clear criteria for the designation and recognition of provincial heritage sitesDevelop mechanisms to ensure that cumulative impacts to heritage are addressedSupport the development of heritage planning tools and resources for municipalities	<ul style="list-style-type: none">Identify opportunities and resourcing to support increased First Nations capacity and involvement in heritage management, including review of permit applications and project referralsDevelop sustainable, long-term funding for programs and grants to support First Nations in the stewardship of their heritageConsider enhancing resources within the Archaeology Branch and Compliance and Enforcement BranchDevelop public education materials and programing (potentially Indigenous-led) to increase awareness of HCA and heritage resourcesEnhance systems and tools to support integrated, efficient, and effective heritage managementAddress the backlog of site records to ensure that the inventory provides up to date informationConsider possible mechanisms and funding sources to support land purchases, compensation, restitution, site remediation, and to provide ceremonial support for reinterment or relocation of ancestral remainsIdentify and secure resources to address the impacts of climate change on heritageDevelop clear guidance for repositoriesRevise and develop Archaeology Branch operational policies and guidelines	<ul style="list-style-type: none">Increase First Nations involvement in monitoring, oversight, protection, investigation, and enforcement responsibilities held by the Crown (i.e., Guardians, Environmental Stewardship Initiative, shared/joint/delegated decision-making authorities)Enhance training and education to increase awareness of and compliance with the HCAEnhance compliance and enforcement capacity, legal tools, and processesEnhance regulatory oversight of archaeological professionals conducting work under the HCA (qualifications, deliverable review, field audits, and eligibility to hold or conduct work under HCA permits)Develop and update policies, guidelines, and standards for archaeological work in B.C.Hold proponents and landowners accountable to adhere to professional recommendationsIdentify and develop additional deterrents to unauthorized site impacts (e.g., public education, legal authority to require archaeological work in high potential areas proposed for development)Seek opportunities to centralize or harmonize heritage management standards and requirements amongst regulatory bodies and legislation

C-4

Appendix A: Phase 1 Heritage Conservation Act Transformation Project (HCATP) Framework

Indigenous Values and Rights Recognition	Decision-Making	Protections	Resourcing to Support Heritage Management	Compliance and Enforcement
HCA SECTIONS <ul style="list-style-type: none"> Part 1 – Definitions S. 2 – Purpose of the Act S. 3 (1)(3) – Refusal to disclose site info S. 3 (6) – Protection not affected by error or omission in Provincial Heritage Register S. 4 – Agreement with First Nations S. 6 – Act prevails over other legislation S. 7 – Provincial Heritage policies S. 9, 10 and 11.1 – Heritage Designation S. 12.1 – Heritage Protection S. 12.1 – Stop work orders S. 21 – Preservation intervention S. 32 – Notice of heritage status on land title S. 32.1 – Notice of heritage status in relation to treaty lands S. 37 – Power to make regulations 	<ul style="list-style-type: none"> S. 2 – Purpose of the Act S. 3 (1) – Maintenance of the Provincial Heritage Register S. 4 – Agreement with First Nations S. 7 – Provincial Heritage policies S. 9, 10 and 11.1 – Heritage Designation S. 12.2 – Heritage Inspection/Investigation by Permit S. 12.3 – Heritage Inspection/Investigation by Order S. 12.4 – Power to issue or amend permits S. 12.5 – Permit requirements, specifications, and conditions S. 12.6 – Amending, suspending, or cancelling permits – new info available S. 20 (1) – Powers of the minister S. 20.1 – Ministerial delegation/sub-delegation S. 22 – Advisory committees S. 37 – Power to make regulations 	<ul style="list-style-type: none"> S. 3 (3) (b) and (c) – Provincial heritage register S. 4 – Agreement with First Nations S. 5 – Act is binding on government S. 6 – Act prevails over other legislation S. 8 – No derogation of aboriginal or treaty rights S. 8.1 – Application of Act to treaty lands S. 12.1 (4) – Site definition S. 18 – promotion of heritage value S. 19 – Unclaimed objects in heritage collections S. 32.1 – Notice of heritage status in relation to treaty lands 	<ul style="list-style-type: none"> S. 2 – Purpose of the Act S. 3 (5) – fees for site info S. 11 – Compensation for heritage designation S. 12.2 (3) – proponent liable to pay for heritage inspection or investigation S. 20 (1) – Powers of the minister S. 21 (2) – Preservation at expense of owner and/or government S. 35 (1) – Immunity S. 36 – Offence and Penalty 	<ul style="list-style-type: none"> S. 3 (2) – access to Provincial Heritage Register information S. 8.2 – Duty to Report Discovery S. 12.3 – Heritage Inspection/Investigation by Order S. 12.7 – Amending, suspending, or cancelling permits – enforcement S. 15 – Entry authority for heritage Inspection/Investigation orders S. 15.1 – Entry and inspection S. 15.2 – Warrant to search and seize evidence S. 15.3 – Obligation of person inspection S. 16.1 – Stop work orders S. 17 – Notices and immunity S. 21 – Preservation intervention S. 34 – Civil remedies respecting contraventions S. 36 – Offence and penalty S. 37 – Power to make regulations

(-4)



KPMG Forest Certification Services Inc.
Box 10426, 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada

Telephone (604) 691-3000
Fax (604) 691-3031
www.kpmg.ca

Village of Port Clements
P.O. Box 198
Port Clements, BC V0T1R0

August 12, 2022

Dear Stakeholder:

Controlled Wood Stakeholder Consultation

KPMG Forest Certification Services Inc. (KPMG FCSI) to conduct an FSC® Chain and Custody/Controlled Wood Certification Audit of Taan Forest LP

FSC Certificates: KF-COC-001062 and KF-CW-001062

Purpose and scope of the audit

KPMG Forest Certification Services Inc. (KPMG FCSI) will be conducting a certification audit of Taan Forest LP (Taan) against the requirements of the current Forest Stewardship Council® (FSC®) chain of custody (CoC) and controlled wood (CW) standards. A stakeholder consultation process is planned for the summer of 2022, with the main assessment occurring between September 26 to 30, 2022.

The supply area is primarily from Coastal British Columbia excluding the Taan tenures on Haida Gwaii (ie lands currently under FSC Forest Management certification).

The audit will be based on the current FSC CoC (FSC-STD-40-004 V3-1) and CW (FSC-STD-40-005 V3-1) and other relevant FSC standards.

Note that Taan Forest LP is also undergoing a FSC Forest Management re-certification audit and KPMG is conducting a parallel consultation process regarding Taan planning and practices on the Taan tenures on Haida Gwaii, BC. **The consultation to which you are responding here is related to Taan's controlled wood sourcing and risk mitigation, rather than forest management of Taan's tenures on Haida Gwaii.**

C-5

This letter serves as an invitation to interested and affected stakeholders who wish to provide comments that are pertinent to Taan's FSC CoC/CW certification. The comments received by September 25, 2022 will be considered by KPMG FCSI in reaching its conclusions regarding Taan's conformance with the applicable FSC CoC and CW standards. Comments received after the due date may not be considered until the next audit in 2023.

About FSC and the CoC and CW standards

The FSC is an international non-profit organization founded in 1993 to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests. It supports the development of national and regional standards to be used to evaluate whether a forest is being well-managed.

It is an association of members consisting of a diverse group of representatives from environmental and social organizations, forest and product industries, Indigenous People's organizations, community forestry groups and certification bodies from around the world. Membership is open to all who are involved in forestry or forest products and share its aims and objectives.

FSC, with its head office in the city of Bonn, Germany, is governed by an elected Board which consists of people from industry, environmental, social and labor groups, Indigenous People's representatives and others.

FSC-STD-40-004 V3-1 was recently released for use by FSC. Organizations holding certifications to the previous version of this standard must be assessed against the current version by December 31, 2022.

Your role

We would appreciate your comments on issues that are pertinent to Taan's FSC CoC/CW certification. Such comments may include, but are not necessarily limited to, concerns or observations regarding the Company's due diligence system (i.e., the system of measures and procedures developed by the organization to minimize the risk of sourcing material from unacceptable sources). Comments received will be considered by KPMG FCSI in assessing Taan's performance against the requirements of the applicable FSC CoC and CW standards. A summary of stakeholder comments will also be included in the Taan FSC CoC/CW certification audit summary report.

A questionnaire is provided with this letter for your comments on issues that are pertinent to Taan's FSC CoC/CW certification. However, additional materials and other methods of communication will also be accepted. Upon request, arrangements may also be made to allow stakeholders to meet with members of the audit team prior to or during the on-site portion of the audit.

Access to information

FSC requires that stakeholders be provided access to certain information as part of the consultation process, including:



- A description of the supply area and respective risk designation as described in this document.
- A written summary of the Taan DDS. A copy of this document is available in the Taan FSC CoC stakeholder information package on KPMG FCSI's website at <https://home.kpmg/ca/en/home/services/environmental-social-and-governance/assurance/certification/fsc-stakeholder-consultations.html>.
- Copies of the applicable FSC CoC and CW standards. These can be obtained from FSC International at <https://fsc.org/en/document-centre>.
- A copy of the latest version of the FSC Canada National Risk Assessment can be found at: <https://ca.fsc.org/ca-en/controlled-wood/national-risk-assessment>
- The procedure for filing complaints. A copy of KPMG FCSI's dispute resolution procedures are available on KPMG FCSI's website at <https://home.kpmg/ca/en/home/services/environmental-social-and-governance/assurance/certification/kpmg-forest-certification-services.html>
- Contact information of the person or position responsible for addressing complaints. This can be obtained by visiting the KPMG FCSI website noted above.

KPMG FCSI Contact information

All comments and requests for additional information should be directed to Bodo von Schilling at:

KPMG Forest Certification Services Inc.
PO Box 10426, Pacific Centre
Vancouver, B.C.
V7Y 1K3
Fax: (604) 691-3031
Email: bvonschilling@kpmg.ca

Our commitments

1. The source of specific comments received will remain confidential unless the commenting party specifically indicates to the contrary.
2. We will respond to all stakeholders who provide comments and provide information on how their comments were taken into account.
3. A summary of stakeholder comments and how they were considered by KPMG FCSI will be included in the Taan FSC CoC/CW certification audit summary report.

Dispute resolution procedures

As required by FSC, KPMG FCSI also draws notice to the existence of dispute resolution procedures that are available to all stakeholders providing comments. A written description of the

Taan Forest LP FSC CoC/CW Stakeholders
August 12, 2022
Page 4

dispute resolution process is available on KPMG FCSI's website at
<https://home.kpmg/ca/en/home/services/environmental-social-and-governance/assurance/certification/fsc-stakeholder-consultations.html>

Yours very truly,



Bodo von Schilling, RPF (BC, AB), EP(EMSLA)
KPMG FCSI
(604) 691-3440

Enclosures



Controlled Wood Stakeholder Questionnaire – 2022 Taan Forest Limited Partnership FSC® Re-certification Audit

To: Bodo von Schilling, KPMG FCSI **Fax #:** 604-691-3031

From: _____ **Phone #:** _____

Organization (if applicable): _____

KPMG Forest Certification Services Inc. (KPMG FCSI) will be conducting a certification audit of Taan Forest Limited Partnership (Taan) against the requirements of the current Forest Stewardship Council® (FSC) chain of custody (CoC) and controlled wood (CW) standards. A stakeholder consultation process is planned for the late summer of 2022, with the main assessment occurring between September 26 to 30, 2022. This questionnaire is intended to obtain information from interested and affected stakeholders regarding issues that are pertinent to Taan's FSC CoC/CW certification. Such comments may include, but are not necessarily limited to, concerns or observation's regarding the Company's due diligence system (i.e., the system of measures and procedures developed by the organization to minimize the risk of sourcing material from unacceptable sources). Comments received will be considered by KPMG FCSI in assessing Taan's performance against the requirements of the applicable FSC CoC and CW standards. A summary of stakeholder comments will also be included in the Taan FSC certification report. However, the identity of individuals/organizations providing comments will be kept confidential by KPMG FCSI unless the party providing comments specifically indicates in writing to the contrary.

Note that Taan Forest LP is also undergoing a FSC Forest Management re-certification audit and KPMG is conducting a parallel consultation process regarding Taan planning and practices on the Taan controlled tenures on Haida Gwaii. **The consultation to which you are responding here is related to Taan's controlled wood sourcing and risk mitigation, rather than forest management of Taan's tenures on Haida Gwaii.**

NB: In order to be considered during the 2022 audit, comments must be received no later than September 25, 2022. At the discretion of the Lead Auditor, late submissions may be considered at the 2022 audit or may be identified for follow-up at the 2023 surveillance audit.



**Controlled Wood Stakeholder Questionnaire – 2022 Taan Forest Limited
Partnership FSC® Re-certification Audit**

To: Bodo von Schilling, KPMG FCSI **Fax #:** 604-691-3031

From: _____ **Phone #:** _____

Organization (if applicable): _____

1. Do you have any specific concerns regarding the Taan due diligence system (DDS) or other issues that are pertinent to the Company's FSC CoC/CW certification (i.e., not on the Taan Haida Gwaii tenures)? <u>Comments:</u>	YES NO NA
2. If you answered yes to question 1 above, have you communicated your concerns to Taan? <u>Comments:</u>	YES NO NA
3. If you answered yes to question 2 above, in your opinion, has Taan made a reasonable attempt to address your specific concerns? <u>Comments:</u>	YES NO NA
4. Do you have any other concerns regarding Taan's FSC CoC/CW certification that have not been addressed in the above questions? <u>Comments:</u>	YES NO NA

C-5

<p>5. Are there any specific issues or requirements of the FSC CoC or CW standard (FSC-STD-40-004 V3-1 and FSC-STD-40-005 V3-1) that you believe merit special attention during the 2022 Taan FSC CoC/CW audit?</p> <p><u>Comments:</u></p>	<p>YES</p> <p>NO</p> <p>NA</p>
---	---

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, Acting CAO
Date: September 6th, 2022
RE: Respect in the Workplace Policy

BACKGROUND:

The Village received a compliance inspection by Worksafe BC on July 6th and issued their inspection report 16 compliance orders on July 13th.

DISCUSSION:

Staff have been working on addressing the orders and getting the Village into compliance.

The current *Respect in the Workplace Policy #10* was found not in compliance with legislation for handling workplace bullying and harassment and an order has been issued to address this.

The Worksafe BC officer provided templates recommended to be utilized for updating our Respect in the Workplace Policy, staff utilized them and modified them to the Village's circumstances. The draft policy was then sent to staff for review and as an opportunity for feedback, with changes being made and suggestions incorporated to the draft. After discussion at staff meetings, the draft policy was then submitted for review to the Worksafe BC officer to confirm if the draft policy met the requirements of the order before the draft policy was taken to Council for consideration. The officer identified that the draft policy was sufficient to meet the requirements of the order and did not have changes.

CONCLUSION:

It is required by Worksafe BC for our policy to be updated to comply with legislation for handling workplace bullying and harassment. With the changes taken from the templates provided by Worksafe BC, the policy should now comply.

STRATEGIC

(Guiding Documents Relevancy – Provincial Legislation)

The Village must comply with the *Workers Compensation Act* and *Occupational Health and Safety Regulation*.

FINANCIAL

(Corporate Budget Impact)

If the Village does not comply with legislation, penalties and other punitive actions may be enforced by Worksafe BC and they may have substantial cost to the Village. Having policy that is up to standards also means that if there are instances of workplace bullying and harassment, there is fewer potential costs than if the policy was not up to standards and a potential issue itself.

ADMINISTRATIVE

(Workload Impact and Consequence)

Administrative staff time is spent updating and implementing policy.

RECOMMENDATION:

THAT Council adopts *Respect in the Workplace Policy No. 10, 2022*, as presented.

Respectfully submitted: Elizabeth Cumming, Acting CAO

65-1

Village of Port Clements

Respect in the Workplace Policy

Policy No. 10, 2022

Adopted: September XX, 2022
Reviewed: September XX, 2022
Next Review: September 2023

Replaces all prior Respect in the Workplace Policies

1.0 OBJECTIVE:

To clearly establish that bullying and harassment is not acceptable in the operations of the Village of Port Clements from any persons and to set guidelines on how incidents and complaints of workplace bullying and harassment are reported and investigated.

2.0 SCOPE:

2.1 Interactions general:

This policy applies to all Village employees, Mayor, Council Members, Village committee and commissions members, and volunteers and contractors who are working on projects for the Village/involved in Village activities.

- (a) In this understanding the referenced "workers" throughout this document will be used in this policy to collectively to the groups identified in 2.1 in addition to employees.

2.2 Interactions with the public:

This policy also applies to incidents where the alleged bully/harasser is a member of the public in their interactions with workers, as bullying and harassment is not tolerated from any persons external or internal to the Village body/operations. While it is recognized that the Village is less able to get cooperation and apply corrective action onto an alleged bully/harasser external to the organization, the Village still has the responsibility to provide a workplace free of bullying and harassment.

3.0 POLICY STATEMENT:

3.1 Workplace Conduct:

Bullying and harassment is not acceptable or tolerated the Village's workplaces. All workers will be treated in a fair and respectful manner.

3.2 Bullying and Harassment:

- (a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

- (b) excludes any reasonable action taken by the Village, employer or supervisor relating to the management and direction of workers or the workplace.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing, or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

GT-1

3.3 Workers must:

- Not engage in bullying and harassment of other workers
- Report if bullying and harassment is observed or experienced
- Apply and comply with the Village's policies and procedure on bullying and harassment

3.4 Application:

This policy statement applies to all workers, including permanent, temporary, casual, contract and student employees. It applies to interpersonal and electronic communications, such as email.

4.0 REPORTING PROCEDURES:

4.1 How to report:

Workers at the Village of Port Clements can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

4.2 When to report:

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

4.3 Reporting contact:

It is generally expected that a complainant will report to their supervisor, with the supervisor informing the Chief Administrative Officer. Otherwise, incidents or complaints are reported directly to the Village's Chief Administrative Officer. Which can be submitted to their office, verbally (by phone, 250-557-4295, or in person), or by email (cao@portclements.ca).

- (a) In the case of Council Members, their supervisor for these purposes is considered the Mayor.
- (b) In the case of committee and commission members, their supervisor for these purposes is considered the committee/commission chair.
- (c) In the case of volunteers, if they are volunteering with a specific committee/commission, their supervisor for these purposes is considered the committee/commission chair.

4.4 Alternate reporting contact:

If the complainant's supervisor is the person engaging in bullying and harassing behaviour contact the Chief Administrative Officer. Which can be submitted to their office, verbally (by phone, 250-557-4295, or in person), or by email (cao@portclements.ca).

For incidents or complaints involving the Chief Administrative Officer, please report to the Mayor. Which can be submitted to their physical inbox in Council Chambers, verbally (by phone or in person), or by email at their council email address.

4.5 What to include in a report:

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

4.6 Complaint Form:

Schedule 'A' contains the complaint form to be used for the report submission.

5.0 INVESTIGATION PROCEDURES:

5.1 How and when investigations will be conducted:

Most investigations at the Village of Port Clements will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances.
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- Be sensitive to the interests of all parties involved, and maintain confidentiality
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- Incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigations process

5.2 What will be included:

Investigations will include interviews with the alleged target, the alleged bully/harasser, and any witnesses. If the alleged target and the alleged bully/harasser agree on what happened, then the Village of Port Clements' will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

5.3 Roles and responsibilities:

The Chief Administrative Officer is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

The Chief Administrative Officer will either conduct the investigation or delegate another member of staff to conduct the investigation on their behalf and provide a written report with conclusions to the Chief Administrative Officer. For complaints involving the Chief Administrative Officer, the Mayor, Council Members, or Committee/Commission Members, a written report with the conclusions will be provided to Council.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Chief Administrative Officer, or to Council if the complaint involves the Chief Administrative Officer.

5.4 Follow-up:

The alleged bully/harasser and alleged target will be advised of the investigation findings by the Chief Administrative Officer. If the Chief Administrative Officer is one of the parties, the parties will be notified of the results by the Mayor, supervisor or other designated staff member for these purposes.

Following an investigation, the Chief Administrative Officer will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to assistance programs or be encouraged to seek medical advice.

5.5 Record-keeping requirements:

The Village of Port Clements expects that workers will keep written accounts of incidents to submit with any complaints. The Village of Port Clements will keep a written record of investigations, including the findings.

5.6. Investigation form;

Schedule 'B' contains the investigation form to be used for conducting investigations.

Mayor Doug Daugert

Acting CAO Elizabeth Cumming

Village of Port Clements

SCHEDULE 'A', POLICY 10

WORKPLACE BULLYING AND HARASSMENT COMPLAINT FORM

Name and contact information of complainant

Name of alleged bully or bullies

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature

Date

6-1

Village of Port Clements

SCHEDULE 'B', POLICY 10

WORKPLACE BULLYING AND HARASSMENT INVESTIGATION FORM

Name of complainant	
Name of respondent/alleged bully	
Date	Location
Name of investigator	

Person interviewed	Other people involved (e.g., alleged bully, witnesses)	Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated)

Based on the investigation, did workplace bullying and harassment occur?
Yes ☐ No ☐

Reason(s) for this conclusion

6-1

Village of Port Clements

Respect in the Workplace Policy

Policy No. 10, 2013

Prepared by CAO Kim Mushynsky

Adopted: November 21, 2013

Last Reviewed August 16 2021

Next Review August 2023

Objective:

- to formalize the responsibility and commitment of the Village of Port Clements to ensure the workplace is free from any form of discrimination or harassment (including sexual harassment and bullying).
- to provide processes and procedures to handle complaints and remedy situations if workplace discrimination, harassment, bullying or conflict occurs.

Policy:

- **Harassment is not acceptable in the operations of the Village of Port Clements. Everyone has a right to a harassment free environment and everyone has a responsibility to ensure that the Village of Port Clements is a harassment free place to work.**
- **This policy applies to all employees, Mayor, Council Members, Volunteers and Contractors who are working on projects for the Municipality.**

GENERAL

- Getting along with co-workers may not always be easy, but making an effort to resolve conflict at work should be the goal of all. It is the expectation that each person will try his/her best to get along with co-workers, Council and management.

Discrimination refers to unfair, differential treatment of individuals and is prohibited by law. The BC Human Rights Code protects all from discrimination on the following grounds: race, colour, ancestry, place of origin, religion, marital status, physical or mental disability,

- sex, sexual orientation, age, political belief or unrelated criminal or summary conviction.

Bullying/Harassment means engaging in a course of annoying comment or conduct that is known, or ought reasonably to be known, to be unwelcome but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. Bullying can also be described as the assertion of power through aggression. Harassment includes, but is not limited to, physical threats or intimidation and


- words, gestures actions or jokes which may humiliate, degrade or abuse someone and distribution.

Sexual harassment is uninvited, unwelcome conduct that is sexual in nature. Sexual harassment includes, but is not limited to, jokes, innuendoes or derogatory comments regarding someone's body, appearance, physical or sexual characteristics, displaying sexually offensive pictures and unwanted physical contact of any kind.

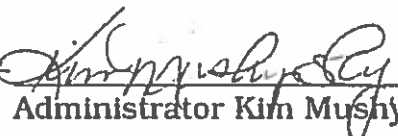
0-1

PROCEDURE

- Those who feel subject to, or who are aware of an incident of discrimination or bullying/harassment, are encouraged to try and communicate directly with the other individual involved and advise him/her that the behavior is unwelcome. If an individual does not feel able to communicate directly with the other person involved he/she should discuss the issue with a member of management or from Council if that is more appropriate. All incidents of discrimination and/or bullying/harassment must be reported so that corrective action may be taken to stop the behavior.
- Each incident reported will be investigated in a timely manner and appropriate remedial action will be taken upon completion of the investigation. All complaints should be resolved within 60 days. Where warranted, disciplinary action will be taken. Individuals who file a complaint under this policy are still eligible to file a Human Rights complaint with the BC Human Rights Tribunal. Complaints to the BC Human Rights Tribunal must be filed within six months of the alleged incident.
- An allegation of harassment is an extremely serious matter. Complaints which are made in bad faith or which are vexatious or vindictive in nature may lead to discipline for the individual who filed the complaint.



Mayor Wally Cheer



Administrator Kim Mushynsky



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, Acting CAO
Date: September 6th, 2022
RE: Protocol Table Terms of Reference

BACKGROUND:

Since 2011 a Terms of Reference (TOR) for the All-Islands Protocol Table has been in development, but never adopted. The current version of the draft TOR has been submitted to Council for its review and consideration of the newest suggested changes for potential adoption.

DISCUSSION:

Staff have reviewed the document and spotted some areas where the draft as-is potentially sets itself up for conflict, leaves fundamental points undefined, and other issues that would be best to identify to the Protocol Table for changes to be made and for Council to refrain from supporting adoption of the draft at this time.

The issue of a fundamental point being undefined is found in Attachment D to the terms of reference, under 3. Decisions, 1, where a trailing sentence is left on "If consensus cannot be achieved, unanimity minus one". This has an appearance that "unanimity minus one" has not been clearly defined, and it is not just a typing error where an extra period was added to a complete sentence. When it comes to the terms on what qualifies as a valid vote for decisions of the Protocol Table, it needs to be expressly identified and clear.

There is also issues where the draft as-is potentially sets itself up for conflict. For example, under the main body of the TOR, section 9.4.b Meeting Notice, identifies that meeting notices will be issued "no less than seven (7) days of the meeting". However, 9.4.c Meeting Agenda and Meeting Materials, identifies that communities can only submit items to for the agenda "no less than ten (10) days before the scheduled meeting". Therefore, for a meeting called 9, 8, or 7 days before the scheduled meeting time, communities would not be able to submit agenda items to that meeting per the TOR. This should be changed; communities should have the ability to submit items to the agenda at least one day after the deadline for a notice of meeting to be issued. A companion section, 9.4.c.vi that identifies that agenda packages will be provided "no less than seven (7) days before the meeting", would also need to be revised, and it should be at least one day less than what is set for the submission of agenda items.

The suggested revision could be as simple as changing 9.4.c to "no less than six (6) days before the schedule meeting" and 9.4.c.vi to "no less than five (5) days before the meeting" if the issuing of notice of meetings is kept to seven (7) days.

The final issue that staff notice was that the TOR identify Gwaii Trust funding/financial support in the TOR. For example, 9.4.e. Meeting Costs, identifies that "Protocol Table personnel will continue to seek funding to supplement Gwaii Trust financial support of the table". Unless the Gwaii Trust Society has entered a permanent commitment agreement to provide funding to the protocol table, it is not recommended to have direct references to Gwaii Trust as a source of funding in the TOR. To staff's awareness, the Table currently must submit grant applications to Gwaii Trust to access funding through them, and grant funding is conditional and not guaranteed. As such, references to Gwaii Trust should be rephrased to remove it, for example "Protocol Table personnel will continue to seek funding through grant bodies and other funding sources to support the table". If a permanent agreement is later provided by Gwaii Trust, the TOR could always be revisited later for its specific inclusion.

CONCLUSION:

There are a few areas in the current draft of the Protocol Table's TOR that would be better to be changed. It is not recommended that Council give their support for adoption of the current draft TOR in its current state.

STRATEGIC

(Guiding Documents Relevancy – All-Island Protocol Table)

The Protocol Table is an important body and process that the Village of Port Clements is a member of, especially for reconciliation and matters of concern for all of Haida Gwaii.

FINANCIAL

(Corporate Budget Impact)

The TOR identifies that costs will be borne by the Table in concerns of the meetings. Areas that have potential cost to the Village, such as with Attachment H, regarding suggested in-person meeting planning, are only suggestions and are not necessarily a cost that the Village would be required to incur.

ADMINISTRATIVE

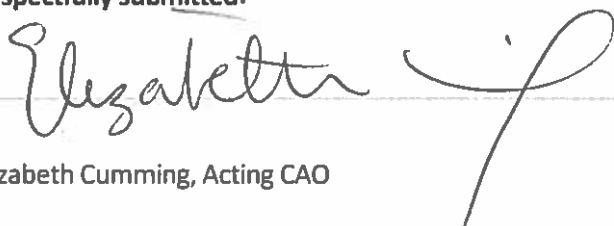
(Workload Impact and Consequence)

CAOs have a more defined role in the draft TOR, but what has been identified is not substantially different from what has already been occurring.

RECOMMENDATION:

THAT Council direct their representative to bring the suggested changes identified by staff of the current TOR draft to the next Protocol Table meeting.

Respectfully submitted:



Elizabeth Cumming, Acting CAO

Protocol Table Terms of Reference

TO: All-Islands Protocol Table Participating Government Bodies

FROM: Linnaea Fyles, Protocol Table Executive Assistant

DATE: 29 August 2022

BACKGROUND:

- In 2011 a Terms of Reference (TOR) was drafted by the All-Islands Protocol Table, to establish a shared understanding for the processes and meetings. This draft was never formally adopted.
- The draft was updated in 2020, with the hiring of the Protocol Table Executive Assistant and more consistent meetings of the Table. Since then it has been reviewed and updated by a Protocol Table working group, and has had input from CHN and staff. A draft was sent to councils for review and provide feedback in 2021 (feedback was then incorporated).
- On August 24th 2022 the Protocol Table looked at the newest suggested changes to the TOR and agreed that the next step would be to send the draft back to councils for review and possible adoption.

DECISION:

- Looking for decision from each council on the adoption of the Protocol Table Terms of Reference. Possible outcomes include:
 - o To support adoption of this draft and direct the representative at the Table to support a motion to adopt the TOR at the next Protocol Table meeting.
 - o To suggest changes to the current TOR draft for the representative at the Table to bring to the next Protocol Table meeting.

G-2

HAIDA GWAII ON-ISLAND PROTOCOL PROCESS TERMS OF REFERENCE

MISSION STATEMENT

“The Haida Gwaii On-Island Protocol Process provides opportunity for Island Communities to work in cooperation to improve the quality of life and stability of the Island Community through the responsible management of Haida Gwaii resources and cooperative effort in areas of common interest.”

1. PURPOSE

The Haida Gwaii On-island Protocol Process (HGOPP) provides a consultative communication forum for cooperative effort in achieving common objectives of the Council of the Haida Nation (CHN) and the communities of Old Massett, Skidegate, Masset, Port Clements, Daajing Giids and North Coast Regional District Area D (rural Graham Island) and Area E (Sandspit). The leadership from each of the participating governing bodies will meet to discuss issues – social and health, economics, environment, infrastructure, and island services – relating to Haida Gwaii (HG).

2. AUTHORITY

The HGOPP is established through the signed On-Island Protocol Agreements between the Haida Nation and the Haida Gwaii communities.

3. MANDATE

HGOPP is an advisory body for each of the signatory councils and provides opportunity to hear concerns expressed in a public forum and to bring recommendation back to respective councils. The HGOPP mandate as set out in the On-Island Protocol Agreements is as follows:

1. To design a future that provides for a healthy environment and sustainable islands economy.
2. To discuss outcomes and implication of Haida rights and title, strategic land and coastal resource use planning, islands governance, and economic development.
3. To respectfully and cooperatively design a relationship of balance; and to support and promote jointly made decisions as a result of discussions.

4. SCOPE

To fulfill its purpose the HGOPP will discuss on an on-going, proactive basis, the matters related to the mandate and agenda, which includes:

1. Economic Development
2. Infrastructure & Services
3. Advocacy related to Social Development including Health & Education
4. Advocacy related to Land and Marine Planning and Management
5. Islands Governance
6. Advocacy related to Haida Gwaii forestry
7. Implication of Haida Title and Rights
8. Annual Island Wide Symposium

6-2

9. Other issues, as determined by leadership

5. RESPONSIBILITIES

The leadership sitting at the Protocol Table actively participates in and supports the meetings to achieve the agreed upon objectives, and will:

1. Support and promote jointly made decisions.
2. Identify and where possible share resources to support the agreed upon objectives and activities of HGOPP.

Representatives will:

1. Actively support the development and make contributions to the agendas.
2. Respectfully discuss issues.
3. Decide on recommendations to respective Councils.
4. Seek input from their constituent groups on issues, concerns and recommendations;
5. Review and update the Terms of Reference as required to ensure that the mandate and membership remain current and appropriate.
6. Participate in the development of a HGOPP Decision Making Framework.
7. Participate in the development of a Work Plan that includes the objectives of common interest and to educate and inform the public.
8. The HGOPP may appoint ad-hoc sub-committees to deal with specific issues as they arise.
9. Apply each of their respective council's Code of Ethics and Conflict of Interest policies and processes.

6. COMMUNICATION

1. HGOPP representatives will share information that will assist the table to achieve the agreed upon objectives.
2. The HGOPP leadership, with the assistance of their respective CAOs or personnel, will be a communication conduit to and from each of their councils and community constituent groups.
3. The CAOs of the HGOPP leadership governance bodies will be welcomed as observers to all HGOPP meetings and included as recipients of agenda packages and background documentation.
4. Protocol Table personnel will organize a meeting with the CAOs and relevant staff within 10 working days of each Protocol Table meeting to collaborate on the most expedient, efficient and cost effective implementation and support of the HGOPP directives. Through participation, the CAOs will:
 - a. support Protocol Table personnel in navigating: jurisdictions, service mandates, pertinent fiscal considerations and procedural requirements to achieve HGOPP directives.
 - b. support their respective HGOPP leadership representatives in ensuring their source governance procedural requirements are met for whole-of-organization participation in, and effective support of, protocol table initiatives.
3. Communication between the councils will be through Protocol Table personnel, copying the Councils' CAOs and appropriate personnel:
 - a) The person sending communication will confirm that the other communities have received the communication.
 - b) Protocol Table personnel will ensure that the contact list is kept current.
4. News releases from the table will be approved by consensus of quorum.

C1-2

7. COMPOSITION

HGOPP is comprised of one (1) elected representative and one (1) alternate both appointed annually from the Council of the Haida Nation, each of the band councils, municipal councils, and one (1) representative and one (1) alternate from each of North Coast Regional District Area E and Area D, as identified in Attachment B of these Terms of Reference. Communities each have one (1) vote, to be cast by the Protocol Agreement signatory representative, or the alternate if the representative is not present.

Each community may invite non-voting resource people to support the table, as necessary.

8. QUORUM

The quorum of the HGOPP is no less than one (1) appointed leader from the Council of the Haida Nation and one (1) appointed leader from each of the Protocol Table signatory communities.

As a point of clarification: Old Massett Village Council and Skidegate Band Council are not Protocol Agreement signatories, but are voting participants at the Table.

1. The communities will ensure an alternate is present in the case of an absent representative.
2. In the event that a duly called meeting is without quorum, the meeting will go forward as a HGOPP Working Group Meeting, as long as at minimum representation from CHN and three (3) additional signatories is present.
3. Additional council members, representatives or support staff may be present at regular meetings but may not make motions or vote.

9. MEETINGS

The participating communities will take turns hosting the in-person HGOPP meetings in their respective communities.

1) Attendance:

Regular attendance is expected of members at meetings.

2) Meeting Dates:

- a) The HGOPP will meet in person (if circumstances allow) no less than once (1) a year that will be open to members of the public and present key updates (eg. Community Forest, energy, etc.) Directors may determine that additional meetings are required as business arises.
- b) The annual regular meeting schedule will be identified at the first meeting of the year; and Protocol Table personnel will inform each council's contact (Appendix A) to place on meeting calendars.
- c) Through the use of alternates the regularly scheduled meeting dates will not change.
- d) Special Meetings may be called, as may be necessary, by a consensus of HGOPP signatories.
- e) All in-person meetings will be accessible to the public via online meeting (Zoom meeting)
- f) The HGOPP will endeavour to cooperatively host one (1) Island-wide symposium each year.
- g) In-camera meetings will take place at the request of a community representative [subject to conditions listed in Attachment J].

3) In-person Meeting Location:

The location of the HGOPP meetings will be in the community of the Host Community. The rotation of meeting locations is in alphabetical order of the communities' names. If in-person meetings are not possible, suitable arrangements will be made by the Table.

4) Meeting Implementation:

Protocol Table personnel with assistance from the Host Community will be accountable for facilitating and implementing the meetings.

a) Meeting Time:

h-2

Protocol Table personnel will poll the leadership to determine start and end time of meeting and make every effort to accommodate each representative's daily schedules.

b) Meeting Notice:

The HGOPP meeting notice will be distributed by Protocol Table personnel to council/board offices to be shared on social media, on community poster boards and through other local methods of communication within no less than seven (7) days of the meeting.

c) Meeting Agenda and Meeting Materials:

Each community will submit agenda items to Protocol Table personnel, no less than ten (10) days before the scheduled meeting.

- i) Agenda numbers are to be applied to each Agenda Item to ensure that the items with greatest and most immediate need receive adequate discussion time.
- ii) To expedite the process it is recommended that when possible, that the Briefing Note format (example in Attachment D) is used when there is expectation for the table to make a decision.
- iii) Some items may simply be the written report in the meeting package and do not require discussion. In this case a motion to receive will be made to acknowledge review.
- iv) To ensure that the meeting is addressing and dealing with factual material and information, all agenda items and meeting discussions must include written reports and/or supporting documentation that has been submitted to the meeting table prior to the Call to Order.
- v) Persons that do not meet the meeting package material deadline will provide copies of information via email or in print to all those in attendance prior to the Call to Order, it may be added as an amendment to the agenda.
- vi) Protocol Table personnel will provide meeting packages to representatives no less than seven (7) days before the meeting.

d) Facility:

The Host Community will assist Protocol Table personnel in finding a public facility of a size that accommodates public attendance, if necessary. Facility costs will be covered by Protocol Table funding.

e) Meeting Costs:

Protocol Table personnel will continue to seek funding to supplement Gwaii Trust financial support of the table.

Funding provided by Gwaii Trust will cover all costs associated with meetings, as applicable.

- (1) Advertising and Notice
- (2) Meeting packages
- (3) Secretarial costs (Protocol Table personnel)
- (4) Facility rental
- (5) Refreshments, if appropriate
- (6) Set Up & Clean Up

5. Meeting Officials:

a) Chairperson:

The Host Community provides the meeting Chairperson who will conduct the meeting within the order of business, through the application of the Rules of Order (Attachment D)

b) Recording Secretary:

The Protocol Table personnel will record the meeting as outlined in Attachment F.

c) Sergeant at Arms:

The Host Community provides the meeting Sergeant at Arms whose duties are outlined in Attachment G.

6-2

6. Meeting Minutes:

Minutes will be taken and produced by Protocol Table personnel, using the HGOPP Minutes Format (Attachment F).

- a) Every effort will be made by the Protocol Table personnel to distribute the draft minutes to the community representatives within five (5) working days after the meeting.

10. PUBLIC PARTICIPATION:

If possible, both in-person meetings and electronic meetings will be open to the public.

The public comments and questions are after closing comments at the end of the Agenda, for the bi-annual in-person meetings of the Table.

The public comment session and will not exceed ½ hour; and the HGOPP may set the duration for public comment at the opening of the public comment session, based upon time constraints.

1. Delegations wishing to address the HGOPP, will provide **in advance** the name of the person who will speak on their behalf and will provide written documentation that supports the presentation (report or slides), if possible.
2. The chair will manage time for the public comment period to ensure that all members of the public present are given the opportunity to speak, time permitting.
3. Members of the public attending by online meeting may submit questions or comments through the online "chat" function which will be read by Protocol Table personnel.
4. HGOPP rules of order apply to all public comments and questions.

11. AMENDMENTS

By consensus the HGOPP Terms of Reference may be amended as required.

6-2

HGOPP TERMS OF REFERENCE
Attachment A
COMMUNICATION CONTACTS

Council of the Haida Nation

Person or Position:
Mail:
Phone:
Fax:
Email:

Village of Port Clements

Person or Position:
Mail:
Phone:
Fax:
Email:

Old Massett Village Council:

Person or Position:
Mail:
Phone:
Fax:
Email:

Village of Daajing Giids

Person or Position:
Mail:
Phone:
Fax:
Email:

Skidegate Band Council:

Person or Position:
Mail:
Phone:
Fax:
Email:

**North Coast Regional District Area D (rural
Graham Island)**

Person or Position:
Mail:
Phone:
Fax:
Email:

Village of Masset

Person or Position:
Mail:
Phone:
Fax:
Email:

**North Coast Regional District Area E
(Sandspit)**

Person or Position:
Mail:
Phone:
Fax:
Email:

HGOPP TERMS OF REFERENCE

Attachment B

MEMBERSHIP

Council of the Haida Nation (CHN):

Alternates:

Old Massett Village Council:

Alternates:

Village of Masset:

Alternates:

Village of Port Clements:

Alternates:

Village of Daajing Giids:

Alternates:

Skidegate Band Council:

Alternates:

North Coast Regional District Area D (rural Graham Island):

Alternates:

North Coast Regional District Area E (Sandspit):

Alternates:

0-2

HGOPP TERMS OF REFERENCE
Attachment C
HGOPP MEETING AGENDA FORMAT

Haida Gwaii On-island Protocol Process Meeting
(Day)
(Time)
(Location)

Agenda

Present: (List Representatives by Council)
(List Public from the Sign in Sheet)

1. Call to Order
2. Nomination of Chair
3. Opening prayer
4. Opening remarks
5. Approval of Agenda
6. Adoption of Minutes
7. Housekeeping
 - a. Report on action items (if applicable)
 - b. Community roundtable (updates and invitations)
8. Delegations
9. Discussion items
10. Closing comments
11. Public Participation
12. Setting/ confirmation of next meeting
13. Adjournment

6-2

HGOPP TERMS OF REFERENCE
Attachment D
HGOPP BRIEFING NOTE FORMAT

HGOPP BRIEFING NOTE

TO: (Date, HGOPP Meeting)

FROM: (Council Name), (Person to Contact Name)

DATE: (Date Submitted)

ISSUE: (Very Short Description One or Two Sentences)

BACKGROUND: (Short Summary of Relevant Information. Use Bullets Rather than large narratives. Attach documentation that may apply)

POSSIBLE ACTIONS: (Short explanation of possible actions that were considered)

RECOMMENDATION: (Make recommendation in the form of a motion)

67-2

HGOPP TERMS OF REFERENCE

Attachment D

HGOPP MEETING RULES OF ORDER

These Rules of Order will govern the Haida Gwaii On-Island Protocol Process Meetings. All persons attending the meeting are subject to these rules which will be available at each meeting for reference.

HGOPP meetings are alcohol and drug free. All people attending the meeting are subject to this rule.

1. The Chairperson will:

1. conduct the meeting as guided by the agenda and in so doing maintains order through the application of the rules of order.
2. keep a speakers list of those who raise their hand to obtain the floor; and
3. recognize speakers in order of the list.
4. ensure that the speakers respect the speaking time limit of no more than 5 minutes.
5. cut off the speakers list to maintain the timeframe indicated on the Agenda, except as agreed by consensus of the table that the discussion will continue.
6. call for order when speaker strays from the Agenda Item.
7. call for order when a speaker makes use of profanity or rudeness of any nature; and
8. accept apology from the speaker on behalf of the meeting; and if the behavior continues after a call for order will consult with the Sergeant at Arms.

2. Addressing the Meeting:

1. Speakers:
 - a) Speak only when given the floor by the Chairperson.
 - b) Address remarks to the Chair.
 - c) Are limited to no more than five (5) minutes to comment.
 - d) Avoid personalities and keep comments directed to the Agenda Item discussion.
 - e) Present viewpoints and opinions respectfully.
 - f) Provide only factual information. If written/digital documentation is not provided to the meeting the speaker will provide the meeting with the source of information.
 - g) When presenting a problem include possible solutions and a level of participation and willingness to cooperatively help solve the problem.
 - h) May not resort to profanity or rudeness and will be called out of order if this form of communication is used.
2. Public Participation and Delegations:
 - a) The public comment and question session occurs after closing comments, at the end of the Agenda.
 - b) The public comment session will not exceed ½ hour; and the table will set the length of time for receiving the public's comments and questions, at the opening of the Public Session. A motion may be made by the table to extend the public comment and question session.

6-2

- c) Delegations wishing to address the HGOPP, will provide the name of the person who will speak on the delegation's behalf and will provide written documentation that supports the presentation.
- d) Members of the Public are subject to the HGOPP Rules of Order.

3. Decisions:

1. Every effort will be made by the table to come to consensus decisions of the table, as identified by no dissenting or abstention votes on a question. If consensus cannot be achieved, unanimity minus one....
2. In the event that a lack of consensus occurs a "unanimity minus one" vote can prevail.
3. Lack of consensus does not limit or fetter any of the participating communities' right to move forward independently or in cooperation with another community in the area of discussion.
4. The Motion:
 - a) Motions are stated in the affirmative. ("I move that we....", Rather than "I move that we do not..")
 - b) The Chairperson will call for a second.
 - c) If there is no second the motion is lost.
 - d) The Chairperson states the motion slowly and concisely, ensuring that Protocol Table personnel have recorded it precisely before the discussion or debate begins.
5. The Discussion & Debate:
 - a) The Chairperson gives the floor to the mover if the motion was made without explanation; otherwise the chair opens the floor for discussion and debate.
 - b) All comments and debate are directed to the Chairperson and the speaker will respect the five (5) minute time limit for speaking.
 - c) The Chairperson may call upon the mover to answer questions; or may call on the mover and seconder to amend the motion.
 - d) After other speakers are finished, the Chairperson will give the floor to the mover.
 - e) The Chair asks the body if it is ready to vote on the question. If there is no more discussion a vote is taken.
 - f) The Chairperson may summarize key points of the discussion to ensure clarity before vote is taken.
6. The Vote:
 - a) The method of voting will be by a show of hands for in-person meetings; for electronic meetings the voting method will be by voice vote.
 - b) An elected leader serving as the Chairperson is counted in the vote.
 - c) A non-elected chairperson is not counted in the vote.
 - d) Only the appointed elected leaderships' votes are counted.
 - e) The motion passes only if the vote is consensus or unanimity minus one.

Consensus: suggested from the Land Use Plan process:

This is a "consensus seeking" process where agreement in principle is sought and where consensus is defined as general agreement. General agreement means that participants are willing to accept the proposed solution without stated qualifications or reservations.

5-2

7. Reading of the Motion:

Before moving to the next Agenda Item the Chairperson will have Protocol Table personnel read the motion to ensure accuracy in recording.

4. Adjournment:

Adjournment is through motion.

67-2

HGOPP TERMS OF REFERENCE

Attachment F

HGOPP MEETING MINUTES FORMAT [Example]

All-Island Protocol Table Meeting
(Day)(Time)
(Location)

Minutes

Present: (List Representatives by Council)
(List Public from the Sign in Sheet)

Meeting called to order by the Chairperson (Name) at (time). Opening prayer provided by (name). Welcome by (Name, Title). Sergeant at Arms provides facility and safety overview (if applicable). Reading of the Rules of Order, by the Chairperson.

1. Call to Order
2. Nomination of Chair
3. Opening prayer
4. Opening remarks
5. Approval of Agenda

2010 January 1

HGOPP Motion #1: >>>>>>moves and >>>>>> seconds to adopt the (date) HGOPP minutes with the correction to 2.a, changing "James" to "Bill". Consensus.

6. Adoption of Minutes
7. Housekeeping
 - a. Report on action items (if applicable)
 - b. Community roundtable (updates and invitations)
8. Delegations
9. Discussion items

Action Item: Councils will provide a list of those who will attend from their councils by January 26, to the QC Office.

10. Closing comments
11. Public Participation
12. Setting/ confirmation of next meeting
13. Adjournment

I affirm that these minutes were adopted at the (Date) HGOPP meeting.

Name, Recording Secretary

Date

5-2

HGOPP TERMS OF REFERENCE

Attachment G

HGOPP MEETING SERGEANT AT ARMS (in-person meetings only)

1. Purpose:

To maintain security and provide for safety at the meeting.

2. Selection:

1. The Host Community will identify a meeting Sergeant at Arms and prior to the meeting provide that person with these Terms of Reference.
2. The Chair may not serve in this role.

3. Responsibilities:

1. Informs meeting of emergency exits and building logistics.
2. Has contact numbers & ability to call ambulance, fire department and police departments quickly.
3. Greets participants and public at the door.
4. Informs persons who are under the influence of alcohol or exhibit behavior that indicates the influence of drugs that the meeting is a alcohol and drug free assembly, as such they may not attend the meeting.
5. At the direction and in consultation with the meeting Chair maintains order at the table and on the floor, and assists the Chair in the application of the Rules of Order.
6. In the event that after the Chair has called for Order and enforcement is required consult with the Chair to determine approach to the following:
 - a) First: use diplomacy to bring order.
 - b) Second, request person(s) to leave the meeting.
 - c) Third, contact appropriate law enforcement agency to remove disorderly person.
 - a. When person exhibits or threatens physical danger or is verbally abusive the third step will be implemented immediately.

4. Limitations:

1. In fulfilling the duties of the position the Sergeant at Arms may not engage in or respond to argumentative dialogue; and must use utmost restraint and respectful but firm instruction.
2. May not endanger self or others in the exercise of duties.

5. Reporting

1. In the event that the Sergeant of Arms is called upon to exercise duties, an incident report will be written and each representative at the table will sign as to witnessing the situation.
2. Incident reports are to be on file with each of the participating communities.

Incident Report

HGOPP (Date) Meeting

People Present:

Disruptive Person (s) Name (s):

Estimated Time of Event:

Chronological Order of Events:

Signature: Sergeant at Arms

Signatures of Representative Present:

Protocol Table personnel will distribute to councils' contacts for inclusion in the HGOPP file.

G-2

HGOPP TERMS OF REFERENCE

Attachment H

HGOPP SUGGESTED IN-PERSON MEETING PLANNING

The following items are suggested as a checklist to ensure a well-run meeting:

1. Set up

- Open 'U' works best with gallery seating at the open end. This allows the meeting participants to face each other without backs to the gallery and for the gallery to observe and hear participants.
- Table tents on the main table are very useful for the participants, the recorder and the public. They should be large enough for participants to clearly write their names and to be read across the room. Felt pens need to be strategically placed on the tables for participants to use.
- Extra chairs and tables should be readily available (in the room) in case they are needed.

2. Refreshments

- Coffee, cookies, juice in bulk tetra packs, tap water (plastic water bottles are not considered to be 'green')
- Good cookies always impress
- A 'break' should be planned or scheduled after 1-1 ½ hours of meeting time has elapsed

3. Agenda packages

- Double sided printing for agenda and packages is preferred (being 'green')
- Distribute in advance if possible
 - Post on websites if possible

4. Resource table

- Extra agendas and attachments (we can recycle the paper but people notice if we run out)
- Pens/pencils
- Writing paper

5. Welcoming

- It is a good idea to have a staffed table at the door to welcome participants and guests and to have them sign into the meeting. This avoids the need to circulate a sign in sheet later or to try to remember who attended.
- In some situations name tags could be considered. The pin-on plastic kind that can be reused ---- *not the stick-on ones*. (being green)

6. Signage

- It is good to have clear signage outside the room/building to guide participants and guests to the right location and to welcome them.
- This also informs the general public as to what meeting is being held.

7. Projectors

- For using a projector the following considerations are required:
 - Projector and Laptop (written instructions help)
 - Extension cord
 - Projector wall or screen
 - Location of the projector relative to the table set up

- Practice first to ensure the projector works before it is required for the presentation

8. Photos

- Photos are a good record for the report or future reference to the meeting
- It is best to ask permission of the participants and the gallery before taking photos.
Anyone who does not want to be included has the opportunity to leave the room

9. Clean up

- Leave the meeting space as you found it or better.

HGOPP TERMS OF REFERENCE

Attachment I

HGOPP SUGGESTED ONLINE MEETING PLANNING (ZOOM WEBINAR)

1. Agenda packages:

- Agenda packages will be made available one (1) week ahead of a scheduled meeting.

2. Invitation

- Meeting links will be provided to Protocol Table representatives ahead of the meeting, provided to the public upon request and shared online via digital poster.

3. Set up

- Voting members, support staff and guests will join the meeting as “panelists” with controls to mute/un-mute, share screen, etc.
- Members of the public will join the meeting as “attendees” and be muted throughout the meeting. Members of the public can submit questions via the chat or Q&A function to be addressed at the end of the agenda.

6-2

HGOPP TERMS OF REFERENCE
Attachment J
HGOPP RULES FOR IN-CAMERA

Protocol Table meetings may or must be closed to the public under the following circumstances:

1 A meeting or part of a 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 Protocol Table or another position appointed by the Protocol Table;
- (b) litigation or potential litigation affecting the municipality, regional district, band council or Council of the Haida Nation;
- (c) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (d) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (e) negotiations and related discussions respecting the proposed provision of a common service that are at their preliminary stages and that, in the view of the Protocol Table, could reasonably be expected to harm the interests of the members of the Protocol Table if they were held in public;
- (f) the consideration of whether the authority under *Other persons attending closed meetings* should be exercised in relation to a Protocol Table meeting.

2 A meeting or part of a meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) a request under the *Freedom of Information and Protection of Privacy Act*, if the Protocol Table is designated as head of the local public body for the purposes of that Act in relation to the matter;
- (b) the consideration of information received and held in confidence relating to negotiations between the member organizations and a provincial government or the federal government or both, or between

6-2

a provincial government or the federal government or both and a third party;

Other persons attending closed meetings

1 If all or part of a meeting is closed to the public, the Protocol Table may allow one or more employees to attend or exclude them from attending, as it considers appropriate.

2 If all or part of a meeting is closed to the public, the council may allow a person other than municipal officers and employees to attend,

(a) in the case of a meeting that must be closed under section 2, if the council considers this necessary and the person

(i) already has knowledge of the confidential information, or

(ii) is a lawyer attending to provide legal advice in relation to the matter, and

(b) in other cases, if the council considers this necessary.

5-2



REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting CAO

Date: September 6, 2022

RE: Request for Usage of Rainbow Wharf

BACKGROUND:

The Village of Port Clements has leased the Rainbow Wharf water lot for 30 years from the Provincial Government, of which the Rainbow Wharf is a fixture. The divestiture of the management/operation of Rainbow Wharf (but not ownership) as a port from the Federal Government involved a payment of \$500,000 to complete some major repairs, and the receipt of a large metal storage building. The Village is required to maintain the Wharf in a condition satisfactory to the Province that is "safe, clean and sanitary". All funds received through the operations divestiture were spent on the required repairs.

To address ongoing operating and maintenance costs when they took on the divestiture & lease, the Village created the "Port Clements Moorage and Fees Amendment Bylaw No. 441, 2017". The sole commercial user of the Rainbow Wharf in the last decade has been O'Brien & Fuerst Road & Bridge Maintenance Ltd. (OBRM), who have used it to unload salt and other freight. Over the years it has become apparent that the service fees charged through the Bylaw have not been enough to cover the costs of the ongoing maintenance of the facility.

In 2015, the Village hired a Professional Engineer to assess the condition of Rainbow Wharf and identify any required maintenance. The municipality put out a Request for Proposals (RFP) for the work, which was estimated by the bidders to be approximately \$360,000 to \$380,000. As this amount far exceeded the allocated budget, the Council at that time decided not to proceed with the repairs.

As the repairs were not completed, the 2015 engineer's report recommended reducing the Wharf's vehicle load limits to 3500 kg. This load limit restricted use to vehicles the size of a pickup truck. As a result, OBRM was unable to continue using the Wharf commercially. A liability waiver was proposed and signed with OBRM to remove the ability for OBRM to file against the Village should their use of the Wharf, in its current condition, cause it to fail, and the Village agreed to permit OBRM to use the Wharf again in 2016.

In 2018, the CAO received complaints about how OBRM was using the Wharf and reviewed the agreement. Through this review, it was determined that the waiver did not protect the municipality from being held liable for damages to the Wharf caused by OBRM's use or protect the Village from being held liable from third party users if they experienced damages to their property or themselves through OBRM's use of the Wharf. Further, it was identified that the 2015 engineer's report did not address the impacts of large vessel mooring on the Wharf, an oversight which needed to be addressed.

Following this review, the Village hired Coast Isle Engineering to complete another inspection to verify required repairs and maintenance, and to address vessel moorage and the impacts horizontal/lateral have on the Wharf infrastructure. The engineers report determined that the barges used by OBRM were grossly oversized for the Wharf and had caused damage. Therefore, in December 2018, Council decided to close the Wharf for commercial use and cancelled the agreement regarding the liability waiver with OBRM.

In December 2019, OBRM submitted a request to unload their salt barge at Rainbow Wharf. Based on Council's decision, the request was initially denied by the CAO, as they would be using the same barge, which was too large, and the potential loads would be too heavy for the 3,500 kg load rating of the Wharf. In October 2020, OBRM submitted another request to unload their salt barge at Rainbow Wharf. Council requested that OBRM provide a plan that satisfied the weight load restrictions, and if they did, Council would consider a one-time use of the Wharf.

OBRM developed a plan that satisfied the weight load restrictions, which was reviewed by the engineer and adjusted until it was satisfactory to Council, though the engineer identified that they would only do it on this one-off request and would not do this in the future. Based on this, OBRM were granted a one-time permission to use the Wharf. OBRM's use of the Wharf was supervised on-site by the Mayor to ensure compliance with the plan.

In 2020 repair works (pilings, bullrails, pile caps, etc) on the Wharf was also undertaken and completed by Greenleaf Construction. This work was reviewed by Coast Isle Engineering Ltd, and they submitted their review document to the Village Office after work was completed.

In October 2021, the engineer provided their updated report, *Rainbow Wharf Recommended Vehicle Load Rating – October 2021*, for Council's review. Their report identifies that commercial offloading and barge berthing can have a significant financial impact regarding cost of repairs, which may or may not be alleviated if agreements are in place for cost coverage. Additionally, the Village may have a potential liability risk if it permits use more than recommended load limits/usage.

Despite otherwise closing Rainbow Wharf for commercial use, the Village still had been maintaining commercial use insurance coverage for the Wharf and still had moorage rates set by bylaw for Wharf usage. In December 2021, continuing to hold commercial use insurance for the wharf was quoted as \$45,000/year, which was not affordable to the Village. Council decided to not retain this insurance. The Municipal Insurance Association of British Columbia (MIABC) identified to staff that all charges in relation to Rainbow Wharf would have to be removed or it would be considered as having "commercial usage" by virtue of having those fees. Accordingly, Council adopted *Berthage and Moorage Bylaw #471, 2021* that explicitly removes moorage costs from Rainbow Wharf and does not permit moorage at the facility, commercial or otherwise.

In March OBRM contacted the office inquiring about using the Wharf for salt barge deliveries in the summer. They were informed of the changes to the Village's insurance coverage and the bylaw no longer permitting usage of Rainbow Wharf for moorage.

DISCUSSION:

It was identified in March to OBRM that any request/proposal would need to go to Council for consideration, as to be able to permit one-time use would require the Village to adopt a new bylaw permitting it. Staff also identified that the Village could not consider any request without the Village having commercial use insurance as even with a liability agreement with OBRM, a court could still find the Village liable, and the Village would require their own insurance to cover this risk.

The OBRM has now submitted a proposal for Council's consideration for use of the Rainbow Wharf in October 2022. With this request they have submitted copies of their previous certificate of commercial liability insurance that has the Village as an additional insured, and Emergency Response Plan, and a Work Plan which they had submitted to the Village for the one-time use that had been permitted in October 2020.

As it stands, the Village, by bylaw, does not permit usage of Rainbow Wharf for moorage; Council cannot give permission without changing the bylaw. This would take at least two meetings with a drafted bylaw.

In the interest of doing due diligence, Council should not consider changing its bylaw without the proposal by OBRM being reviewed by legal, by an engineer, and by MIABC again, especially given that the Village no longer has its own commercial use insurance as it did before the last time one-time usage was permitted. While OBRM's proposal identifies that the Village would be an additionally insured party under their insurance, for the duration of their usage of the Wharf, it may not be sufficient to remove the need for the Village to have its own separate commercial use insurance coverage in addition to being insured under their insurance.

CONCLUSION:

The Village does not currently permit usage of Rainbow Wharf for moorage by bylaw. Further, it does not have commercial use insurance to protect it from liability that may arise. If Council was willing to consider the request from OBRM, it is strongly recommended for their proposal to be reviewed by legal, an engineer and MIABC to protect the Village's interests before any further actions were taken or permissions given. It would be difficult to meet the request for barge usage in October, especially given that it is the end of Council's term.

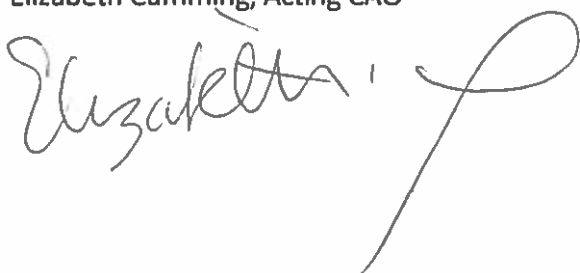
STRATEGIC	(Guiding Documents Relevancy – Village Bylaws) The Village by bylaw does not permit usage of Rainbow Wharf for moorage. The bylaw would have to be changed to have the ability to give permission.
FINANCIAL	(Corporate Budget Impact) Unless the Village required OBRM to pay the costs for the legal and engineer review, these costs will be incurred by the Village. Further, if it was required that the Village had to obtain its own commercial usage insurance, unless the OBRM was required to provide this expense, it is not an expense currently accounted for in the Village's budget (our last quote for commercial use insurance was \$45,000/year, which was deemed unaffordable for the Village). If it was possible for the Village to re-open the Wharf to commercial usage, staff would also have to review and determine moorage fees.
ADMINISTRATIVE	(Workload Impact and Consequence) Staff's workload is significantly high, dealing with the elections, potentially tax sale, Worksafe BC orders, and having key staff away into late September. It is difficult for staff capacity to handle requests that require quick turnaround.

RECOMMENDATION:

If Council is willing to consider OBRM's request further, direction is needed to be given to staff. Otherwise, the Village's bylaw does not permit Rainbow Wharf to be used, and Council cannot give permission that is against its bylaws.

Respectfully submitted:

Elizabeth Cumming, Acting CAO





P.O. BOX 280, Highway 16 West, Port Clements, B.C. V0T 1R0
Telephone: (250) 557-4282 Fax: (250) 557-4306 E-Mail: obrien@qcislands.net

August 19, 2022

Mayor and Council
Ms. Marjorie Dobson, CEO
Village of Port Clements,
P.O. Box 198,
Port Clements, B.C. V0T 1R0

Dear Sir/Madams:

We are having to replenish our highways road salt supply on Haida Gwaii/QCIslands in the very near future. This will require us to dock at the Port Clements wharf as per our last delivery.

We are prepared to follow the past agreement and obligations as outlined in the 'OBLF One-Time Use Agreement for Rainbow Wharf' from October 2020, to facilitate this delivery.

I respectfully request a quick response to this request in order that we can plan pickup and delivery.

Thank you,

A handwritten signature in black ink, appearing to read 'G.J. O'Brien'.

Yours truly,

G.J. O'Brien

cc. Scott Cabianca, Operations Manager

Handwritten initials in the bottom right corner, possibly 'G-3'.



HUB International Insurance Brokers

1-11 South 2nd Avenue
Williams Lake, BC, Canada V2G3W3
T: (250) 392-6565
F: (250) 392-4348
www.hubinternational.com

Certificate of Liability Insurance

This certificate of insurance neither affirmatively nor negatively amends, extends or alters the coverage afforded by the policies scheduled herein. It is furnished as a matter of information only, confers no rights upon the holder and is issued with the understanding that the rights and liabilities of the parties will be governed by the original policy or policies as they may be lawfully amended by endorsement.

Certificate Holder			Name and address of Insured		
Village of Port Clements 36 Cedar Ave West Port Clements, BC V0T 1R0			O'Brien and Fuerst Logging Ltd. PO Box 293 Port Clements, BC V0T 1R0		
Type of Insurance	Insurer	Policy Number	Deductible		Limits of Liability
Commercial General Liability	Certain Lloyd's Underwriters under contract B113517B01235, as arranged by Can-sure Underwriting	CS511594	\$2,500 Bodily Injury/Property Damage Deductible		\$2,000,000 Bodily Injury & Property Damage – Each Occurrence \$2,000,000 Products Completed Operations – Aggregate \$2,000,000 Personal and Advertising Injury – Aggregate \$2,000,000 General Aggregate \$2,000,000 Non-Owned Automobile Liability \$250,000 Tenants Legal Liability – Any One Premises \$2,000,000 Limited Pollution Liability \$1,000,000 Fire Fighting Expense
Umbrella Liability	Certain Lloyd's Underwriting under contract B113518B01234, as arranged by Can-Sure Underwriting	CS511596	\$10,000 Self-Insured Retention		\$8,000,000 Limit
Policy Effective Date: October 12, 2020			to Policy Expiry Date: October 12, 2021		

Operations Covered: Logging and Log Hauling and Log Sales Contractor

Additional Insured(s): Village of Port Clements – Address as noted Above

It is hereby understood and agreed that the Village of Port Clements are named as Additional Insureds to the above noted policy with respect to Commercial General Liability – but only with respect to the operations of the Named Insured.

CANCELLATION NOTICE:

Should the above described policy be cancelled before the expiration date thereof, the Insurer will endeavour to mail 0 days written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer or HUB International Insurance Brokers.

Issued at: 1-11 South 2nd Ave, Williams Lake, BC V2G3W3

Date: October 21, 2020
Rgy/amr

HUB International Insurance Brokers

Per Roger Gysel, CAIB

GT-3



EMERGENCY RESPONSE PLAN

Part A Core Information

Worksite Details

Project: **Barge Unloading Port Clements October 2020**

Physical location of activity: Rainbow Wharf, Port Clements, BC

Latitude: 53°41'20.23"N

Longitude: 132°11'22.33"W

Latitude:

Longitude:

Latitude:

Longitude:

Duration of Activities: TBD Date: **2020** Year **October** Month **10** Day **22**

Company Contact Information

24 hr Contact Name and Phone (s) # Randy O'Brien 250 557 4282 or 250 557 4694

Company Name/Contact/Email: O'Brien & Fuerst Logging Ltd., Office, Obrien@qcislands.net

Other Key Emergency Contact(s) # **Scott Cabilia 250 557 4282 or 604 725 5377**

Travis O'Brien 250 557 4282 or 250 557 4673

Environmental Emergency Contact Information

Forest Fire Reporting : **1-800-663-5555** or * **5555** on the Cantel and Telus networks

Spill Reporting: **1-800-663-3456** Emergency Management BC (EMBC)

CANUTEC **1-613-996-6666** or ***666** on cell phone (technical contact)

61-3



EMERGENCY RESPONSE PLAN

Part B *Supplemental Information*

General Contact Information

Police: Masset 250-626-3991	Work Safe BC 1-888-621-7233; After hrs 1-866-922-4357
Ambulance: 1-800-461-9911	Canadian Coast Guard 1-800-567-5111 or cell #727
Fire Department: 250-557-4355	Hospital: Masset 250-626-4700
Poison Control Centre 1-800-567-8911	Water Taxi / Ferry
Helicopter Companies: 250-637-5344/250-637-1015	Aircraft Companies: 250-626-3225
	BC Wildfire Management Branch Website http://bcwildfire.ca
BC Wildfire Management Branch Phone and Fax # Coastal: 250 951-4200 Fax: 250-954-0819	

Part C *Core Information*

FOREST FIRE PREPAREDNESS AND RESPONSE

Initial Fire Response

1. Stop operations and notify the rest of the crew.
2. **Report Forest Fires immediately to BC Wildfire Management Branch (WMB) and BCTS.**
3. The individual reporting the fire shall remain available to communicate details of the fire suppression activity taken and what may be required.
4. The remaining crew shall begin immediate action on the fire to their level of safety and competence.
5. The person in charge of the crew during suppression operations will continue to supervise the efforts until relieved by licensee/contractor representative or WMB personnel.

If Alone

- Take immediate action on the fire if you believe you can safely control it yourself.
- If the fire is beyond your ability, notify the WMB immediately and follow their instructions. DO NOT take action on an intense fire yourself.
- Report the fire to WMB and licensee/contractor representative as soon as you feel that the fire can be left alone without spreading out of control.

☒ **Complete CHK-009 Incident Report Form and submit to BCTS**

Fire Roles and Responsibilities

Prior to Start-Up and During Operations

☒ For All Industrial Activities

- Determine fire response equipment sufficient for the type of operation and the associated fire risk to comply with the Wildfire Regulation:
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/11_38_2005
- When conducting an industrial operation, sufficient *fire fighting hand tools* must be available on site when the area is snow free and there is a risk of a fire starting or spreading.

EMERGENCY RESPONSE PLAN

- Hand tools must be in a combination and type to properly equip each person who works at the site with a minimum of one fire fighting hand tool per person. These may include shovels, mattocks, pulaskis, fire extinguishers and hand tank pumps. The BCTS general rule for assessing the adequacy of fire fighting hand tools is:

$$\# \text{ of workers assigned to the site during normal work hours} = \# \text{ of hand tools on site}$$

☒ **For High Risk Industrial Activities**

- Determine if your operations are High Risk as defined in Part 1 of the Wildfire Regulation.
- Determine the danger class, follow danger class restrictions and durations, keep sufficient fire fighting hand tools plus an adequate fire suppression system at the activity site, and maintain fire watcher and communication requirements.
- A fire suppression system means a system for suppressing fire by delivering water, a suppressant, a surfactant, or any combination of the these substances.

☒ **Determine Restrictions on High Risk Industrial Activities**

- Acquire local weather data to comply with the Wildfire Regulation. Weather station information is available from the WMB website at <http://www.bcwildfire.ca/Weather/stations.htm>
- Danger class rating on your site may be higher than indicated danger class ratings. Consider local conditions when determining applicable weather station and when to restrict activities.

Note: Refer to the WMB "Interpretative Bulletin on the Application of the Wildfire Regulation for the Forest Industry" for further guidance to the above, including a defined wildfire prevention and response system (Appendix A) at http://www.bcwildfire.ca/Industry_Stakeholders/Industry/

Fire Roles and Responsibilities continued

☒ **Provide 24hr Contact information**

- Timber Sale License holders must provide an official with a 24 hour a day contact telephone number if the person proposes to carry out an industrial activity on or after March 1 and before November 1 of that year.

☒ **Provide copies of your training records as required.**

☒ **Ensure employees are trained and aware of all fire emergency responsibilities.**

☒ **Complete environmental Emergency Response Plan (eERP) with worksite details and company contact information.**

☒ **List the minimum fire equipment that will be maintained on site for "Industrial" and "High Risk Industrial" activities during Danger Classes III, IV, and V (i.e., water tank(s), pump(s) hoses, accessories etc.):**

During Operations

- ☒ **Ensure employees are aware of all fire preparedness responsibilities and trained** as to their fire duties in accordance with Work Safe BC requirements.
- ☒ **Conduct test(s) and periodic drill(s) of fire preparedness and response.** Tests are to be documented on the BCTS "Environmental Emergency Response Test/Drill Report Form CHK-

010", records maintained on site and copies of results forwarded to a BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site.

- ✓ **Regularly monitor the appropriate fire weather index information** using your representative weather station and determine the appropriate Fire Danger Class for the area. For Danger Class Reports go to; http://bcwildfire.ca/Weather/Maps/danger_rating.htm
- ✓ **Restrict activities during Fire Danger Class III, IV, or V situations**, including implementing fire watch, patrol, early shift, and cease activity, as required (see Schedule 3 of the Wildfire Regulation). Monitor activities and changing site/weather conditions. Do not operate solely by the Schedule 3 of the Wildfire Regulation.
- ✓ **Ensure a copy of the environmental Emergency Response Plan (eERP) is onsite.**
- ✓ **Conduct regular fire suppression equipment inspections and maintenance.**
- ✓ **Action a forest fire that is within 1 km of the site of the industrial activity.**
- ✓ **Complete Hazard Assessments and Abatement** at prescribed intervals in accordance with the Wildfire Regulation;
 - Keep all debris piles clean, obtain burn reference number by calling 1-888-797-1717, complete hazard abatement and follow requirements including monitoring of burning activities
 - For smoke management / venting indices call Provincial Venting Index Hot Line 1-888-281-2992 or visit BC Environment Venting Index website <http://www.env.gov.bc.ca/epd/epdpa/venting/venting.html>
 - Extinguish and inspect debris piles by date specific on burning reference number
 - Apply to extend reference number if required to extinguish

Part D Core Information

SPILL PREPAREDNESS AND RESPONSE

Initial Spill Response Activity

1. Discovery and Assessment

- ✓ Follow safety procedures and use appropriate personnel protective equipment prior to initiating response plan.
- ✓ If Safe, **STOP THE PRODUCT FLOW!** Halt activities that are causing the spill (eg. Close valves; elevate leaking hoses, shut off pumps, etc.). **Minimize Impact of Spill.**
- ✓ Prior to taking action complete an incident assessment (spill identification /volume, assess potential safety, and environmental issues).
- ✓ **If you feel that the spill is beyond your level of training and experience to handle, it is advisable that you seek assistance from a spill response specialist.**

2. Notification and Documentation

- ✓ Report spills in accordance with spill reporting criteria listed "Table 1" below.

3. Containment and Recovery.

- ✓ Take action within your ability using resources (hand tools, heavy equipment and spill response equipment) at hand to minimize the spread and impact of the spill until additional resources and expertise arrive.
- ✓ **Due to the hazardous nature of gasoline, volatile gases should be allowed to dissipate before attempts are made to contain or mop up a gasoline spill.**

Spills to Land

- ✓ Determine extent of spill. Contain spills away from watercourses.

- ☑ Mark the perimeter of the spill, dig recovery ditches around the perimeter and recovery pits (sumps) within the spill area.
- ☑ Monitor ditches and recovery pits to ensure the collection system is effective.
- ☑ Recover the product from the containment area, treat or dispose of appropriately.

Spill to Water

- ☑ In a ditch or stream, contain the spill using whatever surface water containment system possible.
- ☑ Divert and corral the spilled product to the containment system using absorbent booms or other methods.
- ☑ Continue to sweep and corral the spilled product to one corner for recovery.

For Spills less than 25 litres

- ☑ Soak up all free products with absorbent pads, booms, and other materials.
- ☑ Place used absorbent materials in a heavy-duty plastic bag or other suitable container for disposal or recycling. Mix stained soil with loose absorbents or commercial bioremediation agents.

4. Follow-up, Disposal and Site Restoration

- ☑ Ensure spills have been documented and reported to agencies and BCTS as required.
- ☑ Complete clean-up and required mitigation actions. If required, contact a spill response specialist for assistance.
- ☑ **Complete CHK-009 Incident Report Form and submit to BCTS.**

Spill Roles and Responsibilities

- ☑ **Assess risk for potential spills** identify additional preventative and control measures
- ☑ **Ensure all workers understand the environmental emergency response plan** and it is available on site at all times.
- ☑ **Ensure all workers are familiar with potential spill sites, spill kit locations and spill kit requirements.**
- ☑ **Ensure workers are trained/aware** in WHMIS, TDG and Spill response
- ☑ **Conduct test(s) and periodic drill(s) of spill preparedness and response.** Tests are to be documented on the BCTS "Environmental Emergency Response Test/Drill Report Form CHK-010", records maintained on site and copies of results forwarded to a BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site.
- ☑ **Complete spill kits inspections and maintain spill kits** as necessary
 - For Equipment spill kit content requirements see Fuel Handling Environmental Field Procedure EFP-06.
- ☑ **Respond to all spills** in accordance with the emergency response plan.
 - If you are responsible for a spill of hazardous material, you are then responsible to take appropriate actions to minimize environmental impact.
- ☑ **Report all reportable spills** to the appropriate agencies and to BCTS.

Spill Reporting Criteria (If in Doubt Report the Spill)

- ☑ All spills that are equal to or greater than the EMBC reportable level must be reported to EMBC as soon as possible and within 24hrs.
- ☑ Any spills of deleterious substance to a watercourse must be reported to EMBC as soon as possible and within 24hrs.
- ☑ All spills that are equal to or greater than the BCTS reportable level must be reported to BCTS contact as soon as possible and within 24 hrs.

Table 1: Reportable Levels of Hazardous Materials Spills

Hazardous Material	EMBC Reportable Level ⁽¹⁾	BCTS Reportable Level ⁽²⁾
Antifreeze	5 litres	5 litres
Diesel fuel	100 litres	25 litres
Gasoline (auto & saw)	100 litres	25 litres
Greases	100 litres	25 litres
Hydraulic Oil	100 litres	25 litres
Lubricating Oils	100 litres	25 litres
Methyl Hydrate	5 litres	5 litres
Paints & Paint Thinners	100 litres	25 litres
Solvents	100 litres	25 litres
Pesticides	1 kilogram or 1 litre	1 kilogram or 1 litre
Explosives	Any	Any

(1) as required by the BC Spill Reporting Regulation

(2) or a spill of ANY quantity that enters a surface water body (e.g.: running ditch, stream, lake)

Part E *Core Information*

LANDSLIDE & EROSION EVENT RESPONSE

Initial Response Activity

1. **Evaluate.** Follow applicable safety procedures and notify supervisor and other workers. If safe to do so, assess situation to determine if activities must be shutdown.
2. **Immediate Remedial Action.** Take steps to control further environmental impacts.
3. **Notification.** Report the erosion event to the BCTS contact within 24 hours or as soon as practical. (Refer to Reporting Criteria). It is also the LPC's responsibility to notify applicable regulatory agencies of a reportable slide (i.e. informing DFO that a slide has entered a fish-bearing stream) and to notify WorkSafeBC if the slide event relates to a safety incident.
4. **Before Leaving the Site.** Supervisors must account for all workers before leaving the site. If a shutdown is required, park all equipment in an environmentally safe location (avoid riparian management areas, steep side slopes, steep road sections, areas with excessive soil moisture, and areas within reach of standing timber).
5. **If Environmental Damage Has Occurred.** The BCTS contact must review the situation with the appropriate personnel. Work in the area may only resume once approval has been granted.
6. **Complete CHK-009 Incident Report Form and submit to BCTS**

Landslide & Erosion Roles and Responsibilities

- ☒ **Verify** that operations are conducted in a manner that minimizes the risk of an erosion event occurring.
- ☒ **Ensure all workers understand and are trained** in response procedures and the environmental emergency response plan is available on site at all times.
- ☒ **Supervisor** ensures all employees are familiar with risk areas.
- ☒ **Conduct test(s) and periodic drill(s) of Landslide/Erosion Emergency Response.** Tests are to be documented on the BCTS "Environmental Emergency Response Test/Drill Report Form CHK-010", records maintained on site and copies of results forwarded to a BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site.
- ☒ **Assess** landslides and erosion events, determine reporting requirements, and report to BCTS contact immediately where applicable.
- ☒ **Respond to erosion events** in accordance with this emergency response plan.

Landslide/ Erosion Event Reporting Criteria

Landslides and major erosion events must be reported to BCTS in ANY of the following circumstances:

- Loss or imminent loss of life or property,
- Significant environmental damage,
- Situations which potentially create loss of provincial revenue or funds.
- Abnormal movement has occurred or is actively occurring at a site,
- Abnormal sedimentation,
- A volume of greater than 250 m³ has moved or is imminent danger of movement,
- A land area greater than 0.25 hectares is disturbed,
- A road or structure is damaged and requires structural repairs.

Part F

First Aid Emergency Response

All injuries are to be reported to your supervisor and the designated First Aid Attendant(s) must be notified.

If there is a serious injury, the following procedure must be followed:

- i) Immediately call for help
 - First: Call O'Brien Office 250-557-4282 or Hwys Channel 3
 - Second: Call the supervisor
- ii) If the radio is used, follow the recommended emergency radio protocol procedure (see below Item B).
- iii) Your approach - Do not PANIC, as it can cause delays, confusion and possibly scare the injured worker.
- iv) Ensure there is no further danger to yourself or the injured worker. If any danger exists: 1) if possible, remove the hazard, or 2) move the patient away from the hazard.
- v) If you are the designated person to stay / wait with the injured patient, don't let the patient move if the head, chest, back, legs are suspected to be injured. Talk to and re-assure the patient that further help is coming.
- vi) Upon arrival of the First Aid Attendant/BC Ambulance, he / she will take over complete charge of all first aid treatment and will direct the loading of the injured person onto the spine board, stretcher, aircraft, etc.
- vii) ALL WORKERS WILL FOLLOW THE DIRECTIONS OF THE FIRST AID ATTENDANT!!
- viii) Stretchers are not to be used unless the First Aid Attendant directs, as the ambulance stretchers contain complete equipment necessary for treatment.

RADIO PROTOCOL

Accident with an injured worker

As soon as there is an opening on the RADIO

State: "This is a First Aid Emergency"

- i) Contact the OBF office
- ii) Indicate what type of dangers still exists, if any, and ask for further instructions.
- iii) Describe the type of assistance needed.
- iv) Give exact location, if possible.
- v) Describe the type of injury that has occurred.
- vi) Do not give name of injured person.



180 Hwy 16 West, Port Clements, B.C., V0T 1R0
Telephone: 250-557-4282
Fax: 250-557-4306

October 20, 2020
Attention: Mayor Daugert and Council
Re: Rainbow Wharf Work Plan

The, O'Brien Work Plan for unloading salt at Rainbow Wharf is as follows:

1. Initiate works in accordance with favorable weather and tides. As it stands, moving the barge into location at 8am Saturday October 24th, is recommended. This is subject to change based on weather and wind conditions. The proposed mooring duration is 72 hours.
2. Transport the Komatsu 200 LC-8 excavator down the wharf with the O'Brien Lowbed. Trucks will be loaded by the excavator from its position on the barge.
3. Ensure that tugboat operator and crew are on standby for the duration of the tug moorage at the wharf.
4. Provide certified TCP flagging (accompanied by appropriate signage) at the intersection of the wharf access and Bayview Dr.
5. O'Brien will use 5 tri-axle trucks (as per the specifications outlined to the Engineer). Max speed on the wharf head and wharf approach 5km/h.
6. O'Brien will load trucks to one third capacity (or 3.2/m³ which is a 3500kg payload) and Mr Cabianca will oversee/assign personnel to monitor load sizes. Max axle load = 5400kg. Max payload on O'Brien dump trucks = 3650kg.

Additional Details:

1. Mr Cabianca will be the site supervisor
Contact Info: 250.557.4282
2. O'Brien Dump Truck Information:
Net Weight: 8863kg max
Axles: 3
Distance between center of 1st axle to center of the 2nd axle: 203"
Distance between center of 2nd axle to center of 3rd axle: 58"
Front tires: 13" (two per axle)
Rear tires: 11" (4 per axle).
3. O'Brien Lowbed Information:

GT-3



**O'BRIEN
& FUERST
LOGGING
LIMITED**

180 Hwy 16 West, Port Clements, B.C., V0T 1R0

Telephone: 250-557-4282

Fax: 250-557-4306

Net Weight: 8600kg max

Axles: 5

Distance between center of 1st axle to center of the 2nd axle: 5.3m

Distance between center of 2nd axle to center of 3rd axle: 1.45m

Distance between center of 3rd axle to center of 4th axle: 9.6m

Distance between center of 4th axle to center of 5th axle: 1.45m

Front tires: 13" (two per axle)

All other tires: 11" (4 per axle).

4. O'Brien Excavator Information:

Overall width: 3180 mm (10'5")

~~Track Gauge: 2380 mm (7'10")~~

Width of each track: 800 mm (31.5")

Track length on ground: 3665 mm (12'0")

Approximate operating weight, including 5700 mm (18'8") one-piece boom, 2925 mm (9'7") arm, SAE heaped 1.02 m³ (1.34 yd³) bucket, rated capacity of lubricants, coolant, full fuel tank, operator and standard equipment, using 800 mm (31.5") triple grouser shoes: 21437 kg (47,260 lb)

Ground pressure: 0.38 kg/cm³ (4.86 psi).

5. O'Brien Barge Information:

Barge name: The Rigger.

Tug name: Capital C.

Barge Dimensions 350ft in length and 60ft wide.

Captain: Bill Dolmage (Contact: 250.557.4282).

G-3



REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting Chief Administrative Officer

Date: September 6th, 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:

WorkSafe BC: The staff continues to work on orders to be in compliance with the requirements of WorkSafe BC.

The Official Community Plan (OCP)

Preparatory work leading up to the formal community engagement continues.

Local Government Elections: Nomination packages are now available for pickup at the Village Office during normal working hours. The nomination period began at 9:00 AM on August 30th, 2022, and will conclude at 4:00 PM on September 9th, 2022. This is the period where nomination packages can be submitted to the Village Office.

Critical Infrastructure:

Sewage Lagoon- The construction phase of the project continues to be hampered by the Coastal Fire Centre burning prohibition which is expected to be lifted in October.

Water System Upgrade- Well # 3. We were informed that the potential delivery date for materials to construct the panel for well # 3 is September 2022.

Finance:

Financial operations proceeding as usual. Accounts payable, accounts receivable and payroll along with government tax payments, GST rebate filing and meeting grant reporting requirements. Our investments with Northern Savings Credit Union are being considered for renewal due to the rise in interest rates and the office has yet to hear back on if they will give us the option of investing in their Harvest Terms early. The Harvest Terms are scheduled to open from October to December.

Other Projects:

Computer Equipment Replacement: Physical hardware of office computers and server rollover occurred over long weekend of July, backend rollover continues. Initial usage going well, minor debugging. One piece of sever hardware found not to be the correct one, working to see if return possible and getting correct piece. Project expected to be largely completed over the labour day weekend in September.

2-1

Golden Spruce Trail Extension Study: Meetings with stakeholders were organized and undertaken, onsite visit of the consultants scheduled for September 14th – 18th.

Community Park Improvement: The Village staff continues the preparation work for resurfacing the tennis court and materials for the re-surfacing arrived in late August.

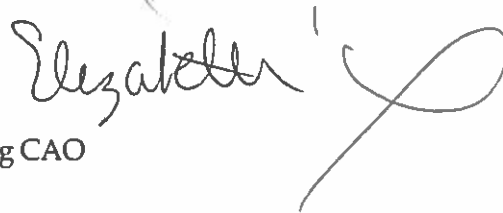
Sunset Park & Trail Improvement Projects: Work continues these projects. More details will be provided at a later date

Emergency Response and Contingency Plan for Water Supply: Continues to do the preliminary work on the document as part of the Village Drinking Water compliance requirements

Public Works

The past few weeks continue to be exceptional. Coupled with the regular activities the demand for our participation on other community projects has increased. The work orders to address issues relating to municipal services has heightened. Some customers have been having problems with their plumbing system which has triggered an input from Public Works. There was also an increase in leaks requiring Public Works attendance. Currently Public Works is at a reduced capacity with staff being away.

Respectfully submitted:

A handwritten signature in dark ink, appearing to read 'Elizabeth', followed by a large, stylized loop that extends downwards and to the right.

Elizabeth Cumming, Acting CAO

2-1

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>
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)