



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 PM Regular Meeting of Council, Monday, April 17th, 2023

AGENDA

- 1. ADOPT AGENDA**
This meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
M-1—March 20th, 2023, Regular Council Meeting Minutes
M-2—March 31st, 2023, Special Council Meeting Minutes
M-3—April 3rd, 2023, Committee of the Whole Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1—INFORMATION – March Board Highlights – North Coast Regional District
C-2—INFORMATION/INVITATION – Potential Land Opportunities – Jen Ford, Union of BC Municipalities
C-3—INFORMATION/INVITATION – Athlii Gwaii Legacy Trust – Gwaii Trust Society/Athlii Gwaii Legacy Trust
- 6. FINANCE**
F-1—1st Quarter 2023 Financial Report – Senior Finance Manager Bell
- 7. GOVERNMENT**
G-1—Cheque Signing Policy – Senior Finance Manager Bell
G-2—Economic Development Grant Application – Misty Isles Economic Development Society
G-3—1st Quarter 2023 Strategic Plan Progress Update
G-4—Columbarium Requirements – Deputy CAO Cumming
G-5—Cemetery Potential of #20 Grouse Street—Deputy CAO Cumming
G-6—Vyse Cemetery Status – Deputy CAO Cumming
G-7— Review of NCRD SWMP Update on Recycling – Deputy CAO Cumming
G-8—Set Topics for Next Three COTW Meetings
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson
- 10. ACTION ITEMS**
A-1—Action Item List
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. IN-CAMERA**
- 13. ADJOURNMENT**



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Minutes of the Regular Meeting of Council, Monday, March 20th, 2023

Present:

Mayor Scott Cabianca – via conferencing
Councillor Brigid Cumming - via conferencing
Councillor Kazamir Falconbridge
Councillor Wayne Nicol
Councillor Dennis Reindl

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Paul Adams (delegate, via conference), Colin Moss (delegate, via conference), Marilyn Bliss, Maureen Bailey, and Bev Lore.

Meeting Called to Order at 7:00 PM

Councillor Kazamir Falconbridge: I call to order this meeting of Council of the Village of Port Clements being held on the traditional territory of the Haida People.

1. ADOPT AGENDA

2023-03-053—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council adopts the March 20th, 2023, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1- Presentation on BC Rural Health Network - Paul Adams, BC Rural Health Network

3. MINUTES

M-1—February 21st, 2023, Regular Council Meeting Minutes
2023-03-054—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council adopts the February 21st, 2023, Regular Council Meeting Minutes as presented.
CARRIED

M-2—March 6th, 2023, Committee of the Whole Minutes
2023-03-054—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council adopts the March 6th, 2023, Committee of the Whole Minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1—INFORMATION – February Board Highlights – North Coast Regional District
2023-03-055—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council receives the February Board Highlights from the North Coast Regional District for information.
CARRIED

C-2—INFORMATION/INVITATION – Host Local High Ground Hikes – Prepared BC
2023-03-055—Moved by Councillor Cumming, seconded by Councillor Nicol
THAT Council receives the information and invitation to host local high ground hikes from prepared BC.

CARRIED

C-3—INFORMATION/INVITATION – Lyme Disease Awareness Month – BC Lyme

2023-03-055—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council receives the information and invitation on lyme disease awareness month from BC Lyme.

CARRIED

C-4—INFORMATION/INVITATION – Animal Bylaws -- BC SPCA

2023-03-055—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council receives the Animal Bylaws from the BC SPCA for information.

CARRIED

2023-03-056—Moved by Councillor Reindl, seconded by Councillor Nicol

THAT Council directs staff to investigate municipal fireworks and similar events bylaws.

CARRIED

C-5—INFORMATION/REQUEST – Letter to Province re: Bulkley Valley District Hospital -- North West Regional Hospital District

2023-03-056—Moved by Councillor Reindl, seconded by Councillor Nicol

THAT Council receives the request from the North West Regional Hospital District.

CARRIED

2023-03-056—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council send a letter in support of the North West Regional Hospital District as requested as edited by staff.

CARRIED

C-6—INFORMATION/INVITATION – Indigenous Engagement Training Opportunity – KWAIST-en-ayu (L. Maynard Harry).

2023-03-057—Moved by Councillor Reindl, seconded by Councillor Cumming

THAT Council receives indigenous engagement training opportunity from KWAIST-en-ayu (L. Maynard Harry) for information.

CARRIED

C-7—REQUEST—Request for Support for Grant Application – Haida Gwaii Protocol Table

2023-03-058—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council send a letter of support for the Haida Gwaii Protocol Table's grant application.

CARRIED

OPPOSED Councillor Nicol

6. FINANCE

7. GOVERNMENT

G-1— 2023 Budget Request – Vibrant Community Commission

2023-03-059—Moved by Councillor Cumming, seconded by Councillor Nicol

THAT Council forwards the Vibrant Community Commission's 2023 Budget to its budget meetings to be held later, AND THAT it does so with the amendment that incorrect references to "committee" be struck, corrected, or replaced as needed by staff.

CARRIED

G-2—2023 Budget Request – Recreation Commission

2023-03-060—Moved by Councillor Nicol, seconded by Councillor Cumming

THAT Council forwards the Recreation Commission's 2023 Budget to its budget meetings to be held later.

CARRIED

G-3—2022 Annual Report – Vibrant Community Commission

2023-03-061—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council approves the Vibrant Community Commission's 2022 Annual Report with the amendment that incorrect references to "committee" be struck, corrected, or replaced as needed by staff.

CARRIED

G-4—2022 Annual Report – Recreation Commission

2023-03-062—Moved by Councillor Nicol, seconded by Councillor Cumming

THAT Council approves the Recreation Commission's 2022 Annual Report as presented.

CARRIED

Councillor Cumming left the meeting at 7:51 PM

Mayor Cabianca left the meeting at 7:52 PM

G-5—Youth Centre Grant Application – Recreation Commission

2023-03-063—Moved by Councillor Nicol, seconded by Councillor Reindl

THAT Council supports an application to the Gwaii Trust Society's Youth Centred Communities Grant on behalf of the Port Clements Recreation Commission's Youth Centre project, on the condition that such application not include any capital project aspects and require waivers/indemnification agreements, drafted to Village requirements, for their activities (including, but not limited to, sports activities and dirt biking) as well as cost for insurance if it is required that it be additionally or separately insured for their activities.

CARRIED

G-6—Donation Application – Port Clements Housing and Restoration Society

2023-03-064—Moved by Councillor Reindl, seconded by Councillor Nicol

THAT Council provides a donation of \$500 to the Port Clements Housing and Restoration Society and to waive rental fees for their meetings within the Multiplex facility and School Gym.

CARRIED

Councillor Cumming returned to the meeting at 7:58 PM.

G-7—Village Cleanup

2023-03-065—Moved by Councillor Reindl, seconded by Councillor Nicol

THAT Council rescinds the previous motion "2023-02-041—Moved by Councillor Cumming, seconded by Councillor Falconbridge THAT Council set to have their 2023 Cleanup 'free tipping day' on Friday April 21st and Saturday April 22nd".

CARRIED

2023-03-066—Moved by Councillor Reindl, seconded by Councillor Nicol.

THAT Council sets to have their 2023 Cleanup on Friday April 28th and Saturday April 29th.

CARRIED

G-8—Change of Signers – Municipal Finance Authority Account

2023-03-067—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council authorizes a change of signers for the Village of Port Clements' account with the Municipal Finance Authority of British Columbia being the removal of Ruby Decock, Doug Daugert, Teresa Robinson, and Norman Ian Gould from the accounts and the addition of Marjorie Dobson, Scott Cabianca, Wayne Nicol and Dennis Reindl as authorized signers on the account.

CARRIED

G-9—Discounted Student Rate for Weightroom Request

2023-03-068—Moved by Councillor Cumming, seconded by Councillor Nicol

THAT Council considers that junior members of first responders organizations providing services within the Village of Port Clements are eligible for the existing first responder exemption to weightroom membership fees.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

Councillor Cumming: Nothing to report.

Councillor Falconbridge: Attended Swilawiid All-Island Energy Symposium, only able to attend one day of event, but saw booths and presentation on the two main ideas to reduce carbon emission and mitigation/adjustment for changing climate. Also attended COTW meeting with other Councillors.

Councillor Nicol: Had two letters from residents in town that were directed to him, office/Council [It was identified to Councillor Nicol that this topic is intended to be discussed at a later in-camera meeting]. Councillor Nicol presented his account of the history of the nature of the issue involving the catch-basin matter on one of the letters. He is concerned on the Village being held liable and responsible if the Village does not address it in a timely matter. Attended the COTW meeting. He has been observing the proposed Tingley/Bayview crossing location and has not seen two people cross at the same place.

Councillor Reindl: Port Clements Housing and Restoration Society had a meeting last Saturday that went quite well (20 people in attendance, elected new executive). He thinks that the group will make some progress.

2023-03-069—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council receives the verbal and written reports from Staff and Council as presented.

CARRIED

10. ACTION ITEMS

A-1—Action Item List

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

Question – Bev Lore: Does the \$600 thousand dollars have a home yet?

Answer: We have not received the funds from the Growing Communities Fund.

13. ADJOURNMENT

2023-03-070—Moved by Councillor Reindl

THAT Council adjourns this meeting at 8:35 PM.

CARRIED

Councillor Kazamir Falconbridge

CAO Marjorie Dobson



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Minutes of the Special Meeting of Council, Friday, March 31, 2023

Present:

Mayor Scott Cabianca
Councillor Brigid Cumming - via conferencing
Councillor Kazamir Falconbridge – via conferencing
Councillor Wayne Nicol

Not Present:

Councillor Dennis Reindl

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Rob Tamaki (PS Turje & Associates)

Meeting Called to Order at 12:11 PM

Mayor Cabianca: I call to order this meeting of Council of the Village of Port Clements being held on the traditional territory of the Haida People.

1. ADOPT AGENDA

2023-03-071—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the March 31st, 2023 Special Council Meeting Agenda as presented.

CARRIED

2. GOVERNMENT

G-1—Sewer Lagoon Project – Project Update – Rob Tamaki, PS Turje & Associates

2023-03-072—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the update on the Sewer Lagoon Project from Rob Tamaki, PS Turje & Associates, and staff.

CARRIED

2023-03-073—Moved by Mayor Cabianca, seconded by Councillor Falconbridge

THAT Council directs staff to continue seeking external funding sources for potential cost increase, to get a legal opinion for a better understanding on the tender scenario potential, and to request Rob to explore and provide more potential ideas on cost savings to the project and to bring an update on this to a later Council Meeting.

CARRIED

G-2—Public Works Yard Improvement Project – Project Update/Budget Increase Request

2023-03-073—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council authorizes \$30,000 in additional funds from its Northern Capital and Planning Fund to be utilized to complete the outstanding project aspects needed to complete the Public Works Yard Improvement Project.

CARRIED

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3. 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:

- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (g) litigation or potential litigation affecting the community;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

2023-03-074—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council moves in-camera as per section 90(1)(c)(d)(g)&(i) of the Community Charter at 2:01 PM.

CARRIED

4. ADJOURNMENT

2023-03-075—Moved by Councillor Cumming,
THAT Council adjourns this meeting at 3:07 PM

CARRIED

Mayor Scott Cabianca

CAO Marjorie Dobson



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7:00 PM, Monday, April 3, 2023
Committee of the Whole Minutes

PRESENT:

Mayor Scott Cabianca
Councillor Brigid Cumming (via conference)
Councillor Kazamir Falconbridge
Councillor Wayne Nicol

NOT PRESENT:

Councillor Dennis Reindl

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the Public: Marilyn Bliss, Linda Berston, and Bev Lore

Committee of the Whole Meeting Called to Order at 7:03 PM

Mayor Scott Cabianca: I call to order the committee of the whole meeting of the Village of Port Clements being held on the traditional territory of the Haida People.

1. ADOPT AGENDA

2023-04-076—Moved by Councillor Falconbridge
THAT the Committee adopts the April 3rd, 2023, Committee of the Whole Agenda as presented.
CARRIED

2. REPORTS & DISCUSSIONS

D-1-Tourism and Beautification Infrastructure Improvement

- Background details on the Vibrant Community Commission and their relationship to Council, how it went from a tourism advisory committee to a commission that can undertake activities with a bit more flexibility to pull up tourism and some economic aspects as struggle with having ideas and motivation but could not get final steps of approval. It is a Commission of the Council, so Council does have the ability to modify or add to workload, they are accountable to Council, and can ask them to consider/undertake projects, though it is also dependent on Commission's capacity. The focus of the commission has been to make the Village more attractive, to orient it around tourism and to attract tourist operators and pickup on the tourists that go past the Village (to get them to come in). A small group of the ideas could go into the commission; maybe some ideas need a society in of themselves. Commission would run these projects. Commission meetings are public meetings, but currently a struggle to get their meetings held. Recommended to not have another Committee of the Whole Meeting on the topic of tourism without the Vibrant Community Commission being present.
- Discussion on what the focus on tourism and beautification is, how they are interlinked to a degree. If the Village improves itself for its residents, rather than just for tourism, it benefits tourism anyway. However, tourism benefits the community by supporting the businesses the community relies on – if there isn't a summer tourism season, businesses shut down as they cannot support themselves from locals alone, and then residents suffer from losing the businesses. Developing tourism is not the sole responsibility of the Village either, private businesses have their own responsibilities and the Village shouldn't get involved in marketing

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individual businesses, but the Village can work on a supportive and attractive environment for it that brings in business, employees and residents. The Village can take initiatives to get the ball rolling, and then others will come along. Additionally, tourism is not just about off-island visitors, but Islanders from other communities as well.

- Discussion identified that Vibrant Community Commission may need a dedicated staff person. Idea identified to hire someone for three years to research and assess some of the projects brought up in the discussion and develop a business plan for them where then Council could determine if they should/could be pursued (ex. background, tax implications, how to go forward). The Village cannot do into things with just a good idea, needs solid plans and information for decision-making.
- Capacity brought up as frequent topic of discussion. Need to build staff capacity to be able to pursue additional projects in addition to regular workload. For example, hiring another public works person (ex. to look after gardens, etc, instead of trying to rely on volunteers as people in community either too busy working to make a living, or too old). Suggestion to hire someone for 3 years to take ideas and business cases for them, and then conversation evolved into evolved into considering hiring a full-time tourism advocate for town that understands tourism and need to orient town to suit its current and future economic climate. However, pointed out that no one was willing to undertake position when advertised (too short-term), and they must be able to jump through all the hoops, processes, and procedures that municipalities face. Identified that too expensive to employ contractors, but also identified issue with public not historically being in support of hiring additional staff due to increase in cost, and maybe not in a position to hire additional staff.
- Several ideas were brought up and discussed for potential tourism and/or beautification: turning St. Mark's Church into a thrift store, music nights at St. Marks, developing St. Marks for destination weddings, outdoor pool, outdoor pagoda, boardwalk, pump track, developing the property at the Small Craft Harbour (building steps to beach, etc), proper signage at community entrances (Tlell, Masset ways), putting signs far in advance of community entrances to grab attention, more garbage cans in the Village, signs being installed on empty sign posts along trail (end of Park Street, at Bayview Drive crossing), viewing platforms for "vulture restaurants" equivalent" where birds are fed – or covert feeding stations, bird feeders/nesting boxes, etc. Brought up that until something is tried it is not known for sure that it will not work; attending members of public identified frustration where they attend meetings where nothing happens.
- Frequent identification and discussion of maintenance related issues, including discussion on need to maintain infrastructure currently in place and if pursuing new infrastructure, but issue that no grant funding available for operational maintenance. Identification that maintenance plays a part in beautification/tourism, as 90% of tourism is aesthetics. Councillor Wayne identified his opinion that whole Village looks like a construction site, and disagreement with using culverts (construction by product) for flower beds and painting them (looks "redneck"), though intent is good. Dead planters are also a detraction on the Village, as are the 4 unsightly eyesores at the Village entrances. Also, identification of issue with Sunset Park Trail project in how it "clear cut" some areas in its project and expanded gravel roads, etc, rather than focusing on an ecological tourism design, which is not necessarily about convenience. Issue identified with maintenance grading the trails or using leaf blowers, pushing gravel off and ripping up fabric, and moss on the bird tower handrails.
- Discussion identified specific pieces of infrastructure. Identification that management of the Community Hall should be brought under the Village to properly look after it. Identification that St. Marks should not be a municipal business itself (gift store, etc), to not compete with and undercut private business, but could be looked at for renting out to something (charging market rent, etc), same with Dyson corner and laundromat/showers idea. Also identified concern with loggers' sports and mud bog being able to continue – two of the biggest events on the Island based in Port Clements – never historically had involvement of the Village to organize, except

liability, but volunteers no longer there. May need to look at the one-time a year events as attractants and get direction from leadership to run it.

- Discussion of challenges and limitations with projects. The need for short term vs. long-term planning. Short-term, focus on what we have that can be improved (St. Marks, Community Hall, pub, Airbnb) and utilizing what we have. At the same time can make long-term plans for infrastructure that could belong to the Village, such as revenue generators (ex. municipal ski-lift [not suggested to undertake but example of municipal-owned infrastructure]) – solid infrastructure that is accountable and financeable that could be managed itself or rented out. Recognition that not all ideas can be implemented all at once, and some may never be achieved (cost, pros and cons, maintenance costs). Additionally, public contribution/consultation would be involved.
- Discussion of issue of lack of proper vision of tourism in Port Clements, which results in projects not being set up properly and well-realized. It's not just infrastructure, but a picture or identity being created for the Village. It's a combination of infrastructure vs. marketing vs. activities, and to attract operators and people alike, the Village needs to look good. Making the Village attractive enough to market and promote this identity that will bring in tourism and maybe even some light industrial sector potential. Tourism website needs to be dynamic to capture this identity for tourism. The name "Haida Gwaii" itself brings an identity that sells the tourism and the products, but it needs to be enhanced what brings them to Port Clements. Brought up that the Village does have a Tourism Roadmap that was developed in 2016.
- Discussion turned to an overall idea that someone interested in tourism (like an advocate) or a separate entity could achieve some of the ideas identified, just need a budget, some funding and hiring. Someone who can physically do the work but can also do other things (whatever is needed – website, maintenance, reports, grants, etc). Countered that workload identified sounds like several people, not just one, and for municipal operations they need to be answerable to Council. Also highlighted issues with finding people in the past.
- Discussion included identification of need for having some sort of ways to go forward on a set number of issues, way of narrowing down the ideas proposed. Maybe more COTW meetings to figure out how to make things happen and hammer out what could be implemented. Could be meetings looking at existing infrastructures, activities infrastructure, one-off activities, and then capital projects. Need to involve the Vibrant Community Commission to confirm whether they are getting involved or not, and where their interest is.

Councillor Wayne Nicol arrived at 7:19PM

Councillor Cumming left the meeting at 8:27 PM

Meeting end at 9:08 PM

Mayor Scott Cabianca

CAO Marjorie Dobson



Board Highlights

March 2023

Delegations:

Charles Tree, Craig Rimmer, Rheannon Brooks, and Trevor Cewers of the North Coast Mountain Bike Association gave an update on the progress towards building a pump track in Prince Rupert. The Chair of the Board thanked the delegation.

Des Nobels provided an update on the Groundfish Development Authority. The Chair of the Board thanked the delegation.

Board Business:

1. The Board resolved to send a letter to Minister Dix in support of the Northwest Regional Hospital District's request to approve the master plan for the Bulkley Valley District Hospital replacement project.
2. The Board adopted an amended [2023 Board meeting schedule](#).
3. The Board directed staff to investigate the feasibility of regional housing coordination.
4. The Board passed three readings and adopted [Bylaw No. 682, 2023 – 2023-2027 Financial Plan Bylaw](#).
5. The Board adopted [Bylaw 608, 2017 – North Coast Official Community Plan Electoral Areas A & C](#).
6. The Board passed three readings to [Bylaw No. 683, 2023 - Mainland Arts and Culture Contribution Bylaw](#).
7. The Board resolved to send a letter to Minister Heyman, Environment & Climate Change Strategy, to request that BC Parks consider the development of marine campgrounds in the Prince Rupert area, as well as overnight camping at the Diana Lake Provincial Campground.
8. The Board resolved to send a letter to Environment Canada to express concern with respect to the unreliability of land station weather monitors such as Holland Rock and Lucy Island. Further, the letter requests that Environment Canada rectify these reliability issues, citing concern for mariner safety.

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

C-1

Elizabeth Cumming

Subject: FW: UBCM letter to local governments re: land opportunities
Attachments: MuncipalLandLetter_March 24, 2023[2].pdf

From: Raelene Adamson <radamson@ubcm.ca>
Sent: Friday, March 24, 2023 11:50 AM
Subject: UBCM letter to local governments re: land opportunities

Good morning,

Please find attached a letter to Mayor and CAO's from President Jen Ford conveying an information request from the Province regarding potential land opportunities for housing within your local government.

Have a lovely day and a fantastic weekend,

UBCM Secretariat

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.

March 24, 2023

Dear Mayor and Chief Administrative Officer,

In a spirit of continued partnership with the provincial government to address the issue of housing, which is pressing in so many of our member communities both rural and urban, we are writing to convey a voluntary request on behalf of the Ministry of Housing. The Ministry is seeking your assistance with respect to documenting potential municipal land for housing as the Province rolls out and implements its refreshed housing strategy in the coming months and years.

The provincial government is currently undertaking an inventory of provincial lands that could potentially be used for the creation of affordable housing of all sorts: co-ops, non-profits, affordable home ownership and other opportunities to get more people into housing they can afford.

At the same time, the Ministry of Housing would like to invite willing local governments to provide a list of municipally owned land that could potentially be used for housing. This can include bare land. And they are also encouraging local governments to think ahead for the next five to ten years: in addition to potential bare land, is there a community centre, library, firehall or other municipal infrastructure that you plan to build or rebuild where, through partnership, housing could be part of the development or redevelopment?

Providing a list to the Ministry creates no obligation on behalf of the Province or the local government to take any further action. The purpose at this point is to get a sense of public land available for housing and understand which municipalities might be interested down the road in partnerships to create more housing in their communities. All information shared with the Province will be kept confidential.

To make it simple, the Ministry is providing an example (see Appendix A) of the kind of information they are seeking. All that is being requested at this point, as per the Appendix, is a simple description of the lot or lots and any maps or information easily available to share.

Please submit any information you wish to share in confidence with the Ministry by July 31st 2023 by email to housing.policy@gov.bc.ca

In Minister Kahlon's words, "The Province and local governments have been working together to address the housing crisis and together we've had success. In 2017, our government committed \$7 billion to get housing built for people and today we see new affordable housing opening in communities across the province. Yet still with a strong economy and high quality of life, our province, and your communities, continue to grow. That's why in budget 2023 our government is

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committing another \$4.2 billion to continue to work with you to build housing that working people, families and seniors can afford, so they can make a good life and have a good home in your cities and towns."

Sincerely,

A handwritten signature in dark ink, appearing to read "Jen Ford". The signature is stylized with a large, looped "J" and a cursive "Ford".

Jen Ford
UBCM President

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APPENDIX A

770 Vernon Avenue (C-4 Office and Apartment Zoned) 366,775 sq ft. This property houses the District of Saanich Municipal Hall, Fire Station and Police Station, which would all need to be incorporated into a redeveloped building on the site (unless suitable alternate location(s) are found).



District of Saanich Property Information Report

Report generated 3/14/2023 2:01:10 PM



Property location within District of Saanich



Property Map

770 VERNON AVE

Property Information

Folio: 65-2046-999

PID: 004-317-211

Status: ACTIVE

Property Number: 114568

LTO Number: EM6832

Legal: LOT A SECTION 33 VICTORIA DISTRICT PLAN 14934 EXCEPT PLAN 33545 AND PT IN 803RW.

Land Attributes

Exemption/ Taxation Code:	SAANICH OWNED PROPERTY
School District:	SCHOOL DISTRICT 61
BCAA Lot Size:	366775 SQUARE FEET
BCAA Manual Class:	WAREHOUSE - STORAGE
BCAA Neighbourhood Code:	SWAN LAKE/CREASE-CADILLAC
Development Cost Charge Area:	----
Municipal Parks DCC Area:	----
Year Built:	1962
Zoning:	C-4 OFFICE AND APARTMENT
Local Area:	SAANICH CORE
Development Permit Area:	SAANICH CORE

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Property Tax Levies and Assessments Summary

Notice Date	Total Levy	Class	Gross Land	Gross Improvement	Gross Assessment	Net Assessment
May 11, 2022	0.00	6-Bus/Other	41,627,000	175,000	41,802,000	0
May 11, 2021	0.00	6-Bus/Other	36,423,000	179,000	36,602,000	0

Property Activity

Building Permits: (any)	YES
Engineering Permits: (any)	YES
Active Tree Permits:	NO
Active Development Applications:	NO
Active Business License:	NO
Active Bylaw Calls:	NO
Covenants on File With Saanich:	NO

It is the responsibility of the client to confirm through a title search at the Land Title Office whether there are covenants or other charges on title. A YES or NO in this field only indicates that the District of Saanich does or does not have a copy of a covenant on file.

If you require additional information, call 250-475-5457 (Inspection Enquiries).

Local Service / Business Improvement Areas

There is no additional information.

Additional Comments

Category	Date	Details
PLANNING	Dec 19, 2011	STREAMSIDE DP AREA
PLANNING	Jul 29, 2003	DEVELOPMENT PERMIT NUMBER DPR2003-00001 proposed construction of a single storey addition for vehicle maintenance bays, with basement, at the north end of the existing municipal fire hall.
PLANNING	Jul 29, 2003	VARIANCE PERMIT DVP97-00007; DVP93-00008 DVP99-00007
PLANNING	Mar 29, 2007	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	DEVELOPMENT PERMIT NUMBER DPR2003-00001 - PROPOSED CONSTRUCTION OF A SINGLE STOREY ADDITION FOR VEHICLE MAINTENANCE BAYS, WITH BASEMENT, AT THE NORTH END OF THE EXISTING MUNICIPAL FIRE HALL
PLANNING	Sep 02, 2008	VARIANCE PERMIT DVP97-00007 DVP93-00008 DVP99-00007

The information on this report is provided in good faith for the interest and convenience of the general public. The District of Saanich makes no representations as to, and does not warrant, the accuracy or completeness of any electronic data; you should confirm all information before making any decisions based on it. The District of Saanich disclaims all responsibility for accuracy and completeness or errors and omissions of the information contained herein

6-5

Join Us
for the

Athlii Gwaii Legacy Trust Community Consultation Sessions

Want to learn about the next steps for the Athlii Gwaii Legacy Trust? Join us at the session nearest you and hear from the Gwaii Trust Executive.

There will be a meet & greet, followed by a presentation and Q&A session for the public.

Time: 6:30-8:30pm

Locations:

Skidegate, Small Hall – April 3

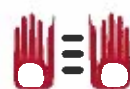
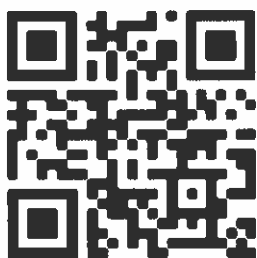
Sandspit, Sandspit Adventures – April 5

Old Massett, Sarah's Longhouse – April 24 (or join by Zoom Webinar)

Port Clements, Fire Hall - April 26

Plus door prizes & refreshments.

For more information visit www.gwaiitrust.com or contact COO Carla Lutner, carla.lutner@gwaiitrust.com



Gwaii Trust Society
Athlii Gwaii Legacy Trust

U3

It is proposed that the Athlii Gwaii Legacy Trust would provide funding for specific purposes under three pillars:





REPORT TO COUNCIL

Author: Ronda Bell
Date: April 13th, 2023
RE: 1st Quarter Financial

BACKGROUND: Supporting information regarding 1st Quarter financial report.

DISCUSSION: Following is the explanation for any areas that had a material difference between actual and budget or actual and previous year.

Budget has not been finalized for 2023, so no input for that column at time of report.

CONCLUSION: Informational purposes only.

IMPLICATIONS:

STRATEGIC N/A

FINANCIAL No concerns as of Q1

ADMINISTRATIVE N/A

Respectfully submitted:

Ronda Bell
Sr. Finance Manager

F-1

	2022	2023	Jan - Mar 2023	
Revenue Gen Operating	Previous Year Actual	Annual Budget	Current Period	% to Date
Description				
Total Taxes	- 136,002.00	-	-	#DIV/0!
Total Payment in Lieu of Taxes	- 8,335.00	-	-	#DIV/0!
Total Sales of Service	- 31,851.00	-	2,995.00	#DIV/0!
Total Revenue from Own Sources	- 120,387.00	-	51,951.00	#DIV/0!
Total Multipurpose Building Rental	- 13,028.00	-	4,619.00	#DIV/0!
Total Unconditional Transfers	- 483,000.00	-	-	#DIV/0!
Total Conditional Grants	- 627,272.00	-	62,908.00	#DIV/0!
Total Reserves	-	-	-	
Total Collections for Other Agencies	- 232,374.00	-	-	#DIV/0!
Total Gen Revenues	- 1,652,249.00	-	122,473.00	#DIV/0!
Expenses Gen Operating				
Total Legislative Expenses	27,683.00	-	11,756.00	#DIV/0!
Total General Administration	324,868.00	-	96,386.00	#DIV/0!
Total Fire Department	33,531.00	-	3,585.00	#DIV/0!
Total Emergency Services	655.00	-	-	#DIV/0!
Total Common Services	36,897.00	-	11,532.00	#DIV/0!
Total Wharf	560.00	-	42.47	#DIV/0!
Total Small Craft Harbour	11,924.00	-	967.00	#DIV/0!
Total Roads	56,167.00	-	5,966.00	#DIV/0!
Total Environmental Health	-	-	-	
Total Environmental Development	1,785.00	-	423.49	#DIV/0!
Total Parks and Recreation	59,785.00	-	4,379.00	#DIV/0!
Total MPBC Operating Expenses	57,371.00	-	14,214.00	#DIV/0!
Total Debt Services	1,252.00	-	232.00	#DIV/0!
Total Contributions to Reserves	-	-	-	
Total Grants & Misc	387,927.00	-	219,062.00	#DIV/0!
Total Amortized Asset	122,921.00	-	-	#DIV/0!
Total Taxes Levied-Other Gov't	237,969.00	-	631.20	#DIV/0!
Total Gen Expenses	1,361,295.00	-	369,176.16	#DIV/0!

F-1

	2022	2023	Jan - Mar 2022	
venue Water Operating	Previous Year Actual	Annual Budget	Current Period	Current Period %
Total Fees & Taxation Revenue	- 116,867.00	- -	16,644.00	#DIV/0!
Total Grants	-	-	-	
Total Water Revenues	- 116,867.00	- -	16,644.00	#DIV/0!
Total Expenses	84,619.00	-	25,581.00	#DIV/0!
Amortized asset expense	17,043.00	-	-	
Total Water Expenses	101,662.00	-	25,581.00	#DIV/0!
venue Sewer Operating				
Total Fees & Taxation	- 69,015.00	- -	8,657.00	#DIV/0!
Total Grants & Transfers	-	-	-	
Total Sewer Revenues	- 69,015.00	- -	8,657.00	#DIV/0!
Total Operating Expenses	52,621.00		13,364.00	#DIV/0!
Total Contributions to Reserves	-	-	-	
Amortized asset expense	8,428.00		-	#DIV/0!
Total Sewer Expenses	61,049.00	-	13,364.00	#DIV/0!
Total Revenue	- 1,838,131.00	- -	147,774.00	#DIV/0!
Total Expense	1,524,006.00	-	408,121.16	#DIV/0!
	- 314,125.00	-	260,347.16	

F-1



REPORT TO COUNCIL

Author: Ronda Bell, Sr Finance Manager

Date: April 17th, 2023

RE: Cheque Signing Policy

BACKGROUND: staff have a recommendation for updating the current cheque signing policy.

DISCUSSION: Although the current policy is to have one council member and one member of staff sign the outgoing cheques, there is not mentioned in the current policy to accommodate a time when no Councillor is available or authorized to sign cheques (such as during the transition period between Councils). The purpose of this policy amendment is to ensure that business transactions can continue in this situation.

CONCLUSION: it is recommended that Council adopt this amended policy to continue transparency, accountability, and municipal operations in the future.

IMPLICATIONS:

STRATEGIC Efficient and effective operations are beneficial for the community's undertakings.

FINANCIAL It will permit Accounts Payable to proceed with minimal interruption during periods when Council availability is limited, or Council is in transition.

ADMINISTRATIVE Streamlining operations to be more efficient reduces staff workload.

Recommendation:

THAT Council approves and adopts the Cheque Signing Policy No 19, 2023 as amended.

Respectfully submitted: Ronda Bell, Sr. Finance Manager

6-1

The Village of Port Clements

Cheque Signing Policy

Policy No. 19, 2023

Prepared by Emily Welford, Municipal Intern
Amended by Ronda Bell, Sr Finance Manager

Adopted: July 15, 2019
Amendment Adopted:

Replaces all prior cheque signing policies

Last Reviewed: April 17, 2023
Next Review: April 2025

PURPOSE

The purpose of this policy is to maintain transparency, accountability, and municipal operations for the Village of Port Clements.

CHEQUE SIGNING POLICY

When authorized Councillors are unable to attend the office within three (3) business days of a cheque issuance or no authorized Councillors are available, two authorized staff members can sign the signature lines. At all other times, one signature will be given by one authorized staff member and one signature will be given by one authorized Council member.

ONLINE PAYMENT TRANSACTIONS

When there are no authorized Councillors or when authorized Councillors are unable to access the online payment portal within three (3) business days of transaction initiation, another authorized member of staff can complete the transaction.

FAMILY MEMBERS

Staff and Council members who are immediate family members will not normally be allowed to both be signees of a cheque or co-authorize online payments unless in emergency or mitigating circumstances where payments are urgently required, and delay would have a negative impact on the municipality and/or its operations.

Mayor Scott Cabianca

Chief Administrative Officer Marjorie Dobson

**The Village of Port Clements
Cheque Signing Policy
Policy No. 19, 2019**

COPY

Prepared by: Emily Welford

Adopted: 15 July 2019

PURPOSE

The purpose of this policy is to maintain transparency and accountability for the staff of the Village of Port Clements.

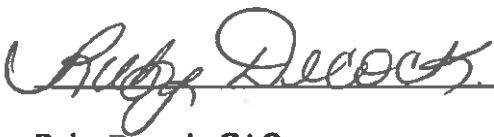
POLICY

That on all Village of Port Clements cheques and online payment approvals that one signature will be given by an authorized staff member and the other provided by a member of Village of Port Clements Council.

Staff and Council members who are immediate family members will not be allowed to both be signees of a cheque or co-authorize online payments.



Mayor Doug Daugert



Ruby Decock, CAO

6-1



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: April 17th, 2023
RE: NDIT Grant Funding for MIEDS

BACKGROUND:

Attached is a grant application to Northern Development Initiative Trust, under the Economic Development Capacity Building program.

This grant is applied for annually to cover the expense for the Misty Isles Economic Development Society's (MIEDS's) operations and economic development officer position, which serves as an economic development arm for the municipalities and regional district on Haida Gwaii. The grant requires a Council resolution to be submitted, though it is not a requirement of the granting body, supporting the application and confirming its continued agreement for this arrangement with MIEDS.

For general background on MIEDS, it was established in 2008 following the initializing of the Land Use Plan. A non-profit society dedicated to economic development, MIEDS represents the communities of Masset, Port Clements, Daajing Giids, Sandspit, and NCRD Area D (rural Graham Island). The organization was created to enable coordinated efforts between island communities and pursue joint economic development activities. MIEDS is funded through Northern Development Initiative Trust's Economic Capacity Building Grants and Grant Writer Grants that are applied for by the civic communities and passed through to the society so that the collective amount pays for the cost of positions and operations of MIEDS so that it can operate.

Economic development accords were signed by the communities and the Haida Nation and represent shared economic development priorities that provide direction in moving our island communities forward (Economic Development Accord & Economic Development Understanding). The economic development activities taken on by MIEDS focus strategies outlined in the annual workplan that include: promoting small business on Haida Gwaii through the Love Haida Gwaii campaign, promoting Haida Gwaii tourism through the Go Haida Gwaii campaign and Kaats'ii Hla/Kaats'a Hlaa/This is Haida Gwaii trip planner, promoting and continuing to recruit new artist and artisan vendors to the Shop Haida Gwaii e-commerce platform, and working towards the creation of a Haida Gwaii Community Forest. MIEDS staff work collaboratively to meet the goals identified in their annual work plan and look for ways to ensure value for each civic community and Area.

DISCUSSION:

Funding for the MIEDS Economic Development Operational Expenses provides supportive services for the Village of Port Clements. The Village does not have the capacity to carry out these economic development projects on this own as it does not have its own economic development department or capacity otherwise, so supporting this application is away to provide that function and capacity to the Village. Without this organization, the economic development workload would fall to staff which would be a significant burden with existing workload and capacity issues.

Normally it is required that Council receives the grant application in advance of being applied for, for sufficient review and consideration of the grant application and request, as the Village does not have any permanent agreement with MIEDS that it will continually apply for this grant to fund it, so it must be re-affirmed each year that the Village is willing to continue to do so. Unfortunately, due to staff turnover at MIEDs and the remaining staff's unfamiliarity with this specific grant and the specific requirements that the Village's have for its application, staff were only given notice to review the draft application a day before the deadline, as the grant is accounted for as a 2023 undertaking in the Village's 5-year Annual Plan Bylaw that was approved by Council last year (and thus in the budget), the application was submitted on its deadline with approval Council's normal approve being sought after the fact.

Normally, the draft is prepared by MIEDS, submitted to municipal staff for review, put to Council at a Council Meeting for approval, and then, if approved, municipal staff notify MIEDS to proceed with submitting the application. Municipal staff have thoroughly clarified this expectation with MIEDS staff, the position they have put the Village into and the position they have put themselves into. It is expected that the staff of the other municipalities have also provided clarification, as this issue was not just isolated to our Village.

At this point, there is still the ability for Council to withdraw the application if Council is not satisfied or does not wish to proceed with the application, and MIEDS staff have been informed of this ability, however, this would mean that the grant could not be reapplied to as the application period has been closed so there is not ability for the Village to otherwise use this funding for this year. It would also severely impact MIEDS as they would lose the \$50,000 normally provided to them through this grant, that the Village is likely not obligated to provide to MIEDS as there is no agreement for such funding outside of the grant application when it has been authorized to proceed by Council.

As this is applied for annually, there is no significant change to the grant application in 2023 (see attached), except for update to reflect that there is no longer a reference to the COVID-19 response in activities.

STRATEGIC	(Guiding Documents Relevancy – Official Community Plan) Supporting economic development in the community and on Island is in the OCP.
FINANCIAL	(Corporate Budget Impact) This grant application is normally accounted for in the budgets as an assumption that it will be undertaken, and it is in the currently approved 5-year Financial Plan from 2022 as it relates to 2023.
ADMINISTRATIVE	(Workload Impact and Consequence) Staff’s workloads are likely to be impacted if the Village loses the services that MIEDS currently provides as it does not have the capacity to undertake them itself. The collaborative arrangements with MIEDs that the municipalities and Regional District undertake together means that while the Village applies for \$50,000 in funding, we all reap the collective economic capacity benefits and services from the total \$200,000 worth of funding going to MIEDS that we otherwise do not have access to.

Recommended Motion:
THAT Council supports the application to Northern Development Initiative Trust 2023 Economic Development Capacity Building Program.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

Elizabeth Cumming

From: Andrew Hudson <andrew@gohaidagwaii.ca>
Sent: March 30, 2023 9:23 AM
To: CAO
Cc: Ronda Bell; Elizabeth Cumming
Subject: 2023 MIEDS operating grant
Attachments: Draft--Village of Port Clements Economic Development Capacity Building 2023 _ Northern Development Online Funding Application.pdf

Hi Marjorie,

Attached below is a draft application for the \$50,000 NDIT grant that helps fund MIEDS' annual operating expenses. The application is largely unchanged from previous years, except that the MIEDS 2023 activities no longer refer to the COVID-19 response.

Best,
Andrew

Andrew Hudson

Grant writer, Misty Isles Economic Development Society (MIEDS)
250-626-9150

[MIEDS.ca](https://mieds.ca) | [GoHaidaGwaii.ca](https://gohaidagwaii.ca) | [LoveHaidaGwaii.com](https://lovehaidagwaii.com)

Facebook: [@mistyisles.ec.dev](https://www.facebook.com/mistyisles.ec.dev) Instagram: [@gohaidagwaii](https://www.instagram.com/gohaidagwaii) YouTube: [@hgtourism](https://www.youtube.com/@hgtourism)

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.

Step 6. Review & Submit

APPLICATION PROCESS

- ✓ Step 1. Applicant Information
- ✓ Step 2. Goals
- ✓ Step 3. Wages
- ✓ Step 4. Activities
- ✓ Step 5. Confirmation
- ✓ Step 6. Review & Submit

APPLICANT INFORMATION

[Edit](#)

Local Government Name

Village of Port Clements

Primary Contact Name

Marjorie Dobson

Position / Title

Chief administrative officer

Email

cao@portclements.ca

Phone Number

2505574295

PLEASE NOTE:

You must complete the entire step and proceed to the next step for all changes to be saved in the system. Please keep in mind that partially completed steps will be lost if you leave the page.

CV

Email

cao@portclements.ca

Phone Number

2505574295

GOALS

Provide an overview of the economic development goals your community is focused on this year.

The Village of Port Clements, together with the Village of Daajing Giids, the Village of Masset and the North Coast Regional District, incorporated the non-profit Misty Isles Economic Development Society (MIEDS) in 2008 to provide economic development services on Haida Gwaii.

In 2023, MIEDS' economic development goals include promoting small businesses on Haida Gwaii through the Love Haida Gwaii campaign; promoting Haida Gwaii tourism through the Go Haida Gwaii campaign and K̓aats'ii Hla | K̓aats'a Hlaa | This is Haida Gwaii trip planner; promoting and continuing to recruit new artist and artisan vendors to the Shop Haida Gwaii e-commerce platform; and working towards the creation of a Haida Gwaii Community Forest.

Along with these ongoing campaigns, MIEDS will continue to provide grant-writing assistance to local non-profit groups and collaborate on projects as needed with local governments, visitor information centres, the Gwaalagaa Naay Corporation in Skidegate, the Old Massett Economic Development Corporation, the Hecate Strait Employment Development Society, and the local business-development office of Haida Gwaii Community Futures.

Strategic Plan Document

2021-01-20-VPC-Final-Draft-Strat-Plan.pdf

6-2

ACTIVITY 1

Edit

Name of Activity

MIEDS Operational Expenses 2023

Activity Start Date

Jan 1, 2023

Activity Completion Date

Dec 31, 2023

Provide a description of the activity

Love Haida Gwaii

MIEDS will boost Love Haida Gwaii participation and awareness through initiatives such as Plaid Friday, the Love Haida Gwaii Holiday Passport, and the Love Haida Gwaii trade show.

Go Haida Gwaii

MIEDS continues to promote tourism on Haida Gwaii through the recently upgraded Go Haida Gwaii website, social media channels, and the K̓aats'ii Hla | K̓áats'a Hlaa | This Is Haida Gwaii magazine.

Shop Haida Gwaii

MIEDS will continue to recruit new vendors and promote Shop Haida Gwaii, a new e-commerce platform for Haida Gwaii artists, artisans, and vendors of all kinds who are aiming to sell products and services off-island.

Haida Gwaii Community Forest

MIEDS will continue working toward a community forest agreement on Haida Gwaii.

What are the expected outcomes of the activity?

Love Haida Gwaii

MIEDS will grow the number of businesses listed on the Love Haida Gwaii website, providing a much-needed platform for small businesses and individuals who don't have the capacity to create their own social media/marketing materials. We plan to move the Love Haida Gwaii directory onto the Go Haida Gwaii website towards the end of 2023 as the stand-alone Love Haida Gwaii program is dissolved.

Tourism Marketing

MIEDS will help increase tourism visits to Haida Gwaii and grow the audience for our various online and print marketing campaigns

6-2

campaigns:

Shop Haida Gwaii

We aim to recruit a total of 50 vendors to the Shop Haida Gwaii platform by the end of 2023.

Haida Gwaii Community Forest

MIEDS will continue to meet with provincial officials and the Council of the Haida Nation regarding a potential offer of a Haida Gwaii Community Forest agreement.

Lead Contact Name

Position / Title

Chantal Bacchus

Acting executive director /
Tourism and economic
development manager

Email

Phone Number

chantal@gohaidagwaii.ca

2505598050

Expense Item

Amount

Vendor

MIEDS
Operational
Expenses

\$50,000.00

Misty Isles
Economic
Development
Society

Quote

MIEDS Budget 2023.pdf

APPLICATION CONFIRMATION

- ☒ I have read and understand the Economic Development Capacity Building Application Guide including the eligible and ineligible costs.

6/22

- ☒ I confirm that the information in this application is accurate and complete, including attachments.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants.
- ☒ I agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☒ If approved for economic development capacity building funding, our organization agrees to submit a report by February 28 of the following year using Northern Development's reporting form and provide the required attachments. After May 31, no additional reporting documentation will be accepted.
- ☒ I understand that this application will not be approved until reporting on the prior year has been received and processed by Northern Development.

Name (organization signing authority)

Position / Title

Marjorie Dobson

Chief administrative officer

⚠ PLEASE NOTE:

Once an application has been submitted to Northern Development, it cannot be edited or revised. Please contact us if you require any changes.

[Edit Application](#)

[Submit Application](#)

61-7



REPORT TO COUNCIL

Author: Marjorie Dobson, CAO
Date: April 17, 2023
RE: 2023 1st Quarter Progress Report on the Strategic Plan

RECOMMENDATION(s):

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

BACKGROUND:

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

On April 19, 2021, Council adopted their 2021-2025 Strategic Plan outlining their targets and capital priorities for the next five years. On January 17, 2022, Council adopted their Updated Strategic Plan 2021-2025. Council has not otherwise reviewed or updated their strategic plan, but all not-started or in-progress identified from 2022 have been rolled over into priorities identified for 2023. This report provides updates on each of the Council's Strategic Priorities as of the 1st quarter of 2023.

SUMMARY OF RESULTS:

For 2023, in the Strategic Plan, Council set a total of 15 core services targets and 9 Council initiative targets to be completed this year (i.e. by the end of 2022). Of those, **0%** (0) are **COMPLETE**, **58%** (14) are **IN PROGRESS**, and **42%** (10) are **NOT STARTED** or **ON HOLD**.

DETAILED RESULTS:

Creating Stability and Capacity in the Village Office

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

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

To be Completed in 2023	Ongoing
CORE SERVICES COUNCIL INITIATIVES	<ul style="list-style-type: none">• Senior Finance Manager training for Chief Financial Officer (CFO) role• Training for Village Staff

Village of Port Clements - Report to Council

	<ul style="list-style-type: none"> • Focus on operational efficiencies in the Village office • Council governance training
--	--

Maintaining and Improving Existing Infrastructure

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

To be Completed in 2023
<p>CORE SERVICES</p> <ul style="list-style-type: none"> • Sewer Lagoon, lift station(s) compliance upgrade – IN PROGRESS • Water Treatment Plant upgrades: <ul style="list-style-type: none"> ○ Well # 3 connection – IN PROGRESS ○ Chlorine shed repairs – IN PROGRESS ○ Asbestos cement water line replacement – IN PROGRESS, PRELIMINARY ○ Operating System Upgrades – NOT STARTED • Clinic heat return ventilation system & heat pumps, drainage, building assessment – IN PROGRESS, LOOKING FOR GRANTS • Heat pumps for St. Marks, Community Park Bathroom, Water Pump House – IN PROGRESS, LOOKING FOR GRANTS • Public Works Salt/Sand Shed/Pellet Storage – IN PROGRESS <ul style="list-style-type: none"> ○ Biomass Supply – NOT STARTED ○ Fire Hall Heat Supply – NOT STARTED <p>COUNCIL INITIATIVES</p> <ul style="list-style-type: none"> • Sunset Park Campground upgrade – IN PROGRESS • Community Park improvements: <ul style="list-style-type: none"> ○ Tennis Court Revitalization -- IN PROGRESS ○ Soccer Field – NOT STARTED ○ Bathroom Security -- IN PROGRESS, GRANT APPROVED ○ Playground Fencing – NOT STARTED ○ Playground Equipment – NOT STARTED

Improving Livability and Revitalizing the Economy

- GOALS:**
- To encourage island governments working together for the betterment of all island communities.*
 - To support and encourage local industries and businesses to grow through new opportunities and partnerships.*
 - To support and encourage volunteers and volunteer organizations and their contributions to the local economy.*
 - To develop community recreation options and promote a healthy lifestyle for all ages.*

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Village of Port Clements - Report to Council

To maintain and operate our Parks and Recreation facilities and spaces for the benefit of the community and make improvements as budget and staff capacity allow.

To be Completed in 2023	Ongoing
CORE SERVICES <ul style="list-style-type: none">• Update Emergency Preparedness Plan – NOT STARTED• Review Community Wildfire Protection Plan – NOT STARTED COUNCIL INITIATIVES <ul style="list-style-type: none">• Vibrant Community Commission<ul style="list-style-type: none">○ Downtown core beautification projects – IN PROGRESS○ Tourism Signage – NOT STARTED○ Sunset Trail Improvement Project – IN PROGRESS	<ul style="list-style-type: none">• Community Forest Development

Encouraging and Supporting Land Development

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

To support the development of senior's housing options.

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

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

To be Completed in 2023
CORE SERVICES <ul style="list-style-type: none">• OCP/Zoning/Subdivision modernization – IN PROGRESS• Coastal Erosion and Flood Mapping study (Regional partnership) – IN PROGRESS, NEAR COMPLETION• Document Village Rights-of-Way (ROW)/ Roads & ROW upgrade design study – NOT STARTED COUNCIL INITIATIVES

IMPLICATIONS:

STRATEGIC: The 2023 Strategic Plan was developed at Council's direction and incorporated resident feedback in the initial 2021-2025 Strategic Plan.

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

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

Respectfully submitted
Marjorie Dobson, CAO



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: April 17th, 2023
RE: Columbarium Requirements

BACKGROUND:

At the February 21st, 2023, Regular Council Meeting, Council made the resolution directing staff to research the requirements to create a columbarium in the community.

DISCUSSION:

A columbarium is defined as a structure or building or an area in a structure or a building that contains, as an integral part of the structure or building or as a free-standing sections, niches for the inurnment of cremated remains. In this report, this structure or building will be referred to as a "facility".

The key pieces of provincial legislation that the municipality must follow in this matter is the *Cremation, Internment and Funeral Services Act* as well as the *Community Charter and Local Government Act*, but there are several other Acts that are referenced in the *Cremation, Internment, and Funeral Services Act* as applicable to different parts of approval and operations. The Village also must follow its Zoning Bylaw when it comes to the facility, as the facility can only be located on a property where the zoning permits that activity. While churches are permitted in all zones, cemeteries are only permitted in public use and park zones (P). Under the *Cremation, Internment and Funeral Services Act* it defines a cemetery as including land where interned and/or cremated remains are located, so a columbarium would need to be in a zone that permitted cemeteries as it would be considered a cemetery.

The Village does have properties located in the public use and park zones, excluding the public works yard and firehall area, these properties are the Village's parks and the property it leases to the Port Clements Historical Society where the Museum is located. While the Village's Community Park and Sunset Park are firmly in the public use and park zone, a discrepancy was found with Millennium Park (and thus St. Mark's Church) where our software records indicate that it is in the public use and park zone, while the zoning map in the Official Community Plan identifies it as in the Commercial Core Zone. It is difficult to determine where the error lies as public parks are also identified as permitted in all zones. It is advisable that in any future updates or replacements of the Zoning Bylaw and Official Community Plan this should be rectified and recommended that Millennium Park be put in a public use and park zone. If Council is considering other properties for a columbarium or cemetery, it would need to change the zoning for that property to public use and park zones for it to happen, so this should also be considered during the Official Community Plan and Zoning Bylaw update that is currently occurring.

Except for the Community Park, all the municipal parks are in or very close to low-lying areas of the community, meaning that they may be vulnerable to sea-level rises within the next century. In determining a suitable property for where a columbarium could be located, in addition to zoning, Council should consider that these facilities are intended to be in place permanently, and it may be better to plan for capacity for at least a century of inurnments. Millennium Park may be a more suitable location (if the zoning issue is sorted out), though it may later require relocation, as it is a park focused on remembrance, while the Community Park, though located on higher ground and less likely to require relocation, is more aimed at recreational activities and may be an ill-suited location for a columbarium.

In terms of the requirements to create a columbarium in the community. The *Cremation, Internment and Funeral Services Act* identifies that a municipality that proposes to own or operate a place of internment, must: incorporate a company, and establish itself as a board of trustees or appoint a board of trustees to own and operate the place of internment. Then the operators must make bylaws respecting the organization, operation and management of the place of internment, as well as the rights, privileges and responsibilities of the operator and the rights holders in respect of the place of internment, and any other matter relating to the place of internment.

In addition to that, for land to be used for internment, a notice of a certificate of public interest in relation to the land must be applied for, approved, and then registered in the Land Title Office on the property. The application process includes Council submitting a letter confirming the land is zoned for the use, and it would include an evaluation on whether the land is suitable as a “place of internment in perpetuity”. There may be authorization that must be received under the *Vital Statistics Act*, *Public Health Act*, and *Health Authorities Act*. If the certificate is granted, then it must be filed with the Land Title Office and registered. Part of the granting of the certificate could be an order for the operator of the columbarium to establish a care fund for the place of internment, requiring specified deposits to be made to the fund in prescribed amounts, which must be kept separate and apart from any other funds, though it appears that a municipality that administers its own care fund is deemed as the trustee of that fund and must administer it in accordance with regulations. The funds could only be used for the operations involving the care and maintenance for the place of internment. If a care fund is not ordered to be created, then the operator must provide a reasonable level of care and maintenance at its own expense.

Additionally, given the scope and size of the commitment involved, such as the requirement to create a company and take on a long-term financial responsibility, it is likely that the direct approval of the electors (such as by a referendum or an alternative approval process) will be required at several parts in this process, indeed it may be required for Council to even begin the process.

Proceeding with such a project would require substantial support from legal and other professionals specialized in the subject of interment and creating internment land, to successfully guide staff and Council through the process as the legislative and technical aspects involved as it would be difficult for staff and Council to navigate on their own. It would not be recommended to undertake this process without this support, and frankly, it would be beyond current staff capacity to undertake it without support.

Council directed staff to research into the requirements to create a columbarium as it was thought that it may be easier to pursue than a full cemetery and may be held to lower standards in legislation. Unfortunately, all places of internment, whether a cemetery or columbarium, are held to the same standard and it will not be easier to create a columbarium than it would be to create a cemetery.

In the development of the 2021-2025 Strategic Plan a community survey was conducted on the plan to determine what the community thought were not important, important, or very important of the included priorities and help Council prioritize. On the topic of the graveyard in town (to pursue it), 47% of survey respondents though that the graveyard was not important, 34% thought it was important, and 16% though it was very important. At the time, Council was not considering undertaking the development of a new cemetery/place of internment, just getting ownership of the existing, abandoned cemetery in the Village, so it may be prudent for to undertake an informal survey to assess where the community would stand on it, as well as potentially discussing it more as a topic of a Committee of the Whole meeting.

STRATEGIC	(Guiding Documents Relevancy – Official Community Plan) Cradle-to-grave services better enable a sustainable community and strong community connections.
FINANCIAL	(Corporate Budget Impact) Establishing a columbarium, or any place of internment, is likely to have significant upfront costs and would be a long-term, permanent financial commitment of the Village. Likely, the Village would have to explore having a specific tax to support the columbarium to be collected by the Village, separate and specific from the Village’s general taxation collection, as is collected for the Village’s sewer and water systems.
ADMINISTRATIVE	(Workload Impact and Consequence) Staff time was involved reviewing legislation and preparing the report to Council. Substantial staff time would be involved in setting up and realizing columbarium. The company that is required to be set up to run the columbarium may need to have its own staff capacity, but likely municipal staff capacity would also have to be considered.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: April 17th, 2023
RE: Cemetery Potential of #20 Grouse Street

BACKGROUND:

At the February 21st, 2023, Regular Council Meeting, Council made the resolution directing staff to investigate the possibility of using "lot 20", #20 Grouse Street, as a cemetery.

DISCUSSION:

Whether a land is suitable or not for becoming a cemetery is partially determined by zoning, which is controlled by the Village, but ultimately it is determined in the application process where it undergoes an assessment for suitability by the province.

Cemeteries fall under the *Cremation, Internment, and Funeral Services Act*, but for a municipality there are aspects of the *Community Charter* and *Local Government Act* that would also be at play, as well as several other referenced acts by the *Cremation, Internment, and Funeral Services Act* as being applicable to different parts of approval and operations for a cemetery. For property to be used for internment, a notice of a certificate of public interest in relation to the land must be applied for, approved, and then registered in the Land Title Office on the property. This process includes an evaluation on whether the land is suitable as a "place of internment in perpetuity" and may require further authorization under authorities from the *Vital Statistics Act*, *Public Health Act*, and *Health Authorities Act* among others.

The only zone that permits cemeteries in the Village is the public use and park zone (P). #20 Grouse Street is currently zoned Commercial Service Zone (C2). Without changing its zoning, #20 Grouse Street cannot be used as a location for a cemetery. If Council wants to continue to consider this particular property for a cemetery, then it should consider changing its zoning during the Official Community Plan and Zoning Bylaw update that is currently occurring. Zoning is not a particular barrier for the Village if it wanted to pursue a cemetery on this property.

However, staff believe that the property is likely to be unsuitable for use as a cemetery due to its location. It is located in or very close to a low-lying area of the community, which means that it may be vulnerable to sea-level rises within the next century, let alone in "perpetuity", which is an identified criteria for application approval. However, no specific assessments have been undertaken to evaluate suitability, nor are staff qualified to undertake such assessments themselves, so Council would have to hire professionals to undertake the study on the property be certain of its possibility or not as a cemetery location.

Without that, staff would recommend looking at properties that are on high ground in the community for cemetery consideration.

STRATEGIC

(Guiding Documents Relevancy – Official Community Plan)

Cradle-to-grave services better enable a sustainable community and strong community connections.

FINANCIAL

(Corporate Budget Impact)

The actual possibility on whether #20 Grouse Street can be used as a cemetery cannot be determined by staff, an assessment by a qualified professional would have to be done, which would have costs though it may be possible to find grant funding for such a study.

ADMINISTRATIVE

(Workload Impact and Consequence)

Staff time was involved reviewing legislation and preparing the report to Council. If Council wanted to pursue an assessment by a qualified professional, then staff would be involved in overseeing the project (grant applications, hiring the assessor, reporting to Council results)

Respectfully submitted: Elizabeth Cumming, Deputy CAO.



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: April 17th, 2023
RE: Vyse Cemetery Status

BACKGROUND:

At the February 21st, 2023, Regular Council Meeting, Council made the resolution directing staff to provide an up-to-date report on the existing cemetery in Port Clements, the Vyse Cemetery.

DISCUSSION:

The Vyse Cemetery issue has been ongoing for several decades, with Village looking to sort out the issue to gain ownership over the property since 2001. A chronology of the Vyse Cemetery issue has been attached to this report for review.

There is essentially no update or change in status since 2016. In 2016 it was identified to Council, and to the community via a public survey, that to gain ownership, a representative who is not a part of the Village (due to conflict of interest), such as the Public Guardian and Trustee of BC, must make an application to the Supreme Court of British Columbia to be appointed as Mr. William Vyse's personal representative. Once appointed, then they would be responsible for tracking down all the descendants of the original recipients from Mr. Vyse's estate. All the individuals must either voluntarily sign off on the land and transfer it to the Village for free, or the land must be appraised, and the Village pay money into the courts to have the funds distributed by the Public Guardian and Trustee of BC. In the worst-case scenario, it was identified that the Village would have to pay market value for the land, pay the fees associated with the land, pay the Supreme Court application fees, and the fees for the Public Guardian and Trustee of BC.

After gaining ownership of the property, then the Village would have to apply to have it re-opened as a cemetery. It appears that this might be the same process of getting a notice of a certificate of public interest in relation to the land, as outlined in the report to Council on columbarium requirements (please see that report for further information). However, one point of notable concern for this process, is that the previous update acknowledged that there was an existing note on the title for the cemetery, dating to 1978, that identified that the ground conditions in the cemetery are not suitable for use as "it is hard and the water table is high". If that is the case, an application to re-open the cemetery may be denied, then the obtaining the property loses its intended functional value though it may still have a cultural or social value.

As identified in 2016, if Council wishes to pursue obtaining the Vyse Cemetery, then it needs to hire a lawyer to work through the process for the Village. Council should be aware that given the significant increases in costs in every area since 2016, this process may be upwards of \$50,000 - \$100,000 or more. For example, BC Assessment identifies the property as currently having a value of \$36,600, an appraisal may give an even higher figure.

STRATEGIC

(Guiding Documents Relevancy – Official Community Plan, Strategic Planning)

Cradle-to-grave services better enable a sustainable community and strong community connections. It is identified as a priority on the strategic plan.

FINANCIAL

(Corporate Budget Impact)

In 2016 it was estimated that pursuing ownership of the cemetery and then going through the application process of re-activating as a cemetery would cost between \$35,000 - \$40,000. It has been 7 years since, and costs have increased. It is uncertain if these costs would be eligible for grant funding. It was identified that there was the potential that the application for re-activate would be unsuccessful due to the note on title identifying the property as unsuitable for a cemetery, so these costs incurred may not obtain the result of a functioning cemetery, but for a historical property that the Village would then have to maintain.

ADMINISTRATIVE

(Workload Impact and Consequence)

Significant staff time has been involved over several decades on this topic. If Council wished to continue to pursue this matter, then staff time would continue to be involved (overseeing the project, grant applications, hiring a lawyer, hiring engineers, reporting to Council with results).

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

2023-03-27

Chronology of the Vyse Cemetery Issue

****this list does not include every activity, but the significant movements****

Date	Activity
1925	Mr. William Vyse purchased property.
April 19, 1933	Mr. Vyse made an application for a piece of property (from the 1925 purchase) to become a cemetery and the application was approved by the Lieutenant Governor.
April 1935	First burial in Vyse Cemetery (21 documented burials on record)
1955 - 1960	Mr. Vyse kept a diary, which mentions the cemetery often and which indicates his desire to transfer it to Port Clements (Oct. 4, 1955 entry) however the community was not incorporated at the time. Previous reports to Council identify that he was intending to leave it to the Diocese of Caledonia for the actual transfer.
May 5, 1960	Lot officially subdivided so that cemetery portion had its own title which was in the name of Mr. Vyse.
November 21, 1960	Mr. Vyse died suddenly while in Prince Rupert for medical treatment. As he died without a will, January 17, 1961 Letters of Administration were granted to his brother Robert Vyse to deal with the estate. The cemetery property was not listed as part of the estate, and a previous staff report to Council identifies that his family believed that the cemetery had been transferred to the Diocese at the time.
April 4, 1961	Letter from the Secretary-Treasurer of the Diocese wrote to Rev. C.S. Lutener in Masset regarding a cemetery in Port Clements. She stated that there is a note on an old map in the Prince Rupert Court House which states that this lot was deeded by Mr. Vyse to the Diocese of Caledonia (they also owned St. Mark's Church). No legal paperwork on this "transfer" exists.
October 29, 1963	The Port Clements Improvement District is authorized as a crown-provincial lease and starts to function in 1964.
1973	last known burial at the cemetery.
1975	the Village of Port Clements is incorporated. Per the later patent, the activities and bylaws of the pre-cursor improvement district are included in this incorporation (so the bylaws and agreements of the improvement district carry over to the municipality).
2001	The Port Clements Economic Development Advisory Committee begins to look into correcting the cemetery situation. They received a letter from the Public Guardian and Trustee of British Columbia stating that the land was still in Mr. Vyse's name but they could be of no further assistance to the Village on this matter. Also had correspondence with the Diocese of Caledonia regarding the cemetery.

C-12

November 6, 2008	Joan Hein, daughter of historian Kathleen Dalzell, wrote 28 letters to every Vyse she located in British Columbia and Alberta asking if they were, or knew anyone who was, a relative of Mr. Robert Vyse (brother of William Vyse). The letter included email contact, phone number and self-addressed stamped envelope for people to reply - but there were no useful results from the search. She also spoke with Mr. Armstrong of the Diocese of Calendonia who stated that the church would be willing to sign an affidavit to indicate that they do not want to take over the cemetery.
December 18, 2008	All known information about the cemetery was turned over to Notary Caron Moffat who had agreed, pro bono, to work with the Village to get the title changed from Mr. Vyse to the Village of Port Clements.
May 13, 2009	Ms. Moffat wrote to Land Titles office in New Westminster to indicate that she was working on behalf of the Village and asking for direction on how to proceed with getting a transfer filed for the cemetery.
October 5, 2009	Ms. Moffat advised Council that a motion was required as a necessary step for the issue to move forward, this motion was made by Council to proceed with the transfer of property.
March 2011	As directed by Ms. Moffat, Joan Hein signed a Statutory Declaration as to the circumstances of the Cemetery property as they were known. In March, the Village also signed an Indemnity Agreement as a moral claimant under the Escheat Act agreeing to the transfer of the property to the Village. Ms. Moffat noted that the Escheats Department were requiring that a direct descendant of Mr. Vyse give permission for the transfer but the Village had been unable to locate a descendant.
December 31, 2011	Ms. Moffat retired as a Notary of Public having been unable to complete the task of the property transfer.
January 31, 2012	Joan Hein wrote a letter to Gary Coons, MLA, requesting help with the cemetery situation that appeared to hit an immovable wall with the Escheats Department.
February 20, 2012	Kim Mushynsky, as the new CAO for the Village, sent an email to Gary Coons, MLA, also requesting help with moving the issue through the Escheats Department as it seemed that the cemetery stalled with the department.
April 29, 2012	Joan Hein and CAO Mushynsky meet in person with Gary Coons, MLA, to recap and formalize a plan for moving forward with this issue. Information to date was supplied to Mr. Coons who passed it along government channels to see what could be done.
December 2012	CAO Mushynsky received an email from Minister Shirley Bond (then Minister of Justice) indicating that their department would be unable to assist in the matter. It appears the matter with the Escheats Department may have went to them at some point.

6-10

September 4, 2015	Joan Hein located Ernie Vyse who is the grandson of Robert Vyse, brother of William Vyse and executor of his will. In his correspondence he indicated as a direct descendant he was willing to donate the cemetery to the Village.
September 10, 2015	The conversation with the Ministry of Justice, in light of the location of a descendant, was reinitiated. At some point, the Village is advised to hire a lawyer to proceed with the issue (unclear who advice was from)
2016	The Village hired legal firm Stewart, Macdonald, Stuart to research the Vyse Cemetery issue and make recommendation on how the Village could proceed and what the cost might be. At this point, it appears that the requirement for getting one descendant to sign off on the transfer changed into needing to get all the descendants to sign off
November 2016	It appears that after receiving legal advice, the Village sent out a letter to residents with a survey of public input on whether or not residents felt that there was value in pursuing obtaining the cemetery. Included in that letter was a recap on the chronology of the issue, as well as identifying that they were advised that to gain ownership, a representative who is not part of the Village, such as the Public Guardian and Trustee of BC, must make an application to the Supreme Court of British Columbia to be appointed as Mr. William Vyse's personal representative. Once appointed, the entity, would then be responsible for tracking all the descendants of the original recipients from Mr. Vyse's estate. All of the individuals must either agree to voluntarily sign off on the land and transfer it to the Village for free or the land must be appraised and the Village pay money into the courts to have the funds distributed by the Public Guardian and Trustee of BC. It was expected that in the worst case scenario the Village would have to pay market value for the land, with the fees for the associated with the land, the Supreme Court application and fees for the Public Guardian and Trustee of BC. It was estimated at that point it would cost \$26,000 - \$30,000 to undertake. After gaining ownership, then the Village would have to apply to have it re-opened as a cemetery, including licensing and passing bylaws. However, there is a note on the title for the cemetery dating from 1978 that states that the ground conditions in the cemetery are not suitable for use as it is hard and the water table is high. It was identified that the Village would likely require an Engineers confirmation that the land is suitable for a cemetery before getting to the next step. At the time it was estimated that it would cost \$8,500 to undertake. It was also identified in this letter to the public that the Gwaii Trust Society had confirmed that this initiative would be eligible for grant funding, so the full cost may not be fully on the Village.
Sometime Later in 2016	In a later report to Council in 2020, It was identified that there were minimal responses from the 2016 survey sent out, only around 12-15 responses with the majority luke-warm towards acquisition, with one or two strongly for and one or two against acquiring the Vyse cemetery.
2019	Another descendant of the heirs of William Vyse, Araxie, visited the Port Clements Museum and their contact information was obtained. She later provided contact information her children and grandchildren. However, communication was later unresponsive, but the information remains on file.

6-1

2021	<p>The Village adopted a 2021 - 2025 Strategic Plan that identified the vyse graveyard purchase/transfer ownership to the Village/restoration as a strategic priority for 2023. Part of this strategic planning included a survey for public input on the identified priorities and there were 32 responses received, meaning that only 11% of the Village's 282 residents responded. 47% of respondents (15) identified that the graveyard purchase/restoration was not important, with 34% (11) saying it was important, 16% (5) identifying it as very important, and 3% (1) not responding to it.</p>
2022	<p>In the 2022 update to the 2021- 2025 Strategic Plan, Council removed the cemetary from the list of active and assigned-year priorites but added it to a list of high priorities with no year assigned</p>

6-6



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: April 17th, 2023
RE: Review of NCRD SWMP Update - Recycling

BACKGROUND:

At the February 21st, 2023, Regular Council Meeting, Council made the resolution directing staff to review the North Coast Regional District's Solid Waste Management Plan update to see what it contained regarding recycling.

DISCUSSION:

Staff have reviewed the draft Solid Waste Management Plan update (revised September 2022) that was available on the North Coast Regional District's (Regional District) website for review. The Regional District had further consultation sessions with the public on the draft plan and accepted feedback on the draft plan until January 31st, 2023. There is likely to be revision of the draft from these public consultations, and the finalized Solid Waste Management Plan update is not currently available.

On review of the draft plan, the entire Solid Waste Management Plan update will be revolving around a waste management hierarchy established by provincial guidelines, principles, targets, and regulations with the aim to develop and strengthen a circular economy. The main mantra of this hierarchy is to: reduce, reuse, recycle/compost, recover, and dispose, with disposal being focused as the last resort. The intent of the plan is to be the guide for the next 5-10 years of solid waste management operations and provide clear direction on solid waste collection, disposal, reduction and recycling. As such, throughout the plan there is a commitment to improve the recycling collection on Haida Gwaii, and potential to undertake strategies to expand on them (such as expanding the recycling facilities at the Landfill located near Port Clements). An intent to develop strategies to reduce single use items, develop options for compost collection and organics processing, and reducing food waste are in their priorities. There are also references to undertaking initiatives to encourage backyard composting and enhancing recycling at the Landfill and/or transfer stations such as by inviting interested parties to operate recycling facilities at specified areas.

In two studies undertaken by the North Coast Regional District in 2007, they both identified that the top three components of the waste collected were paper materials (including cardboard), organics (including compostable), and plastics, though each study identified a different order of volume for the categories (with one identifying paper materials as the largest component, and another identifying compostable organics as the largest component). Regardless, the largest contributors to waste collected are in materials that could be diverted from the land fill and recycled, which may be why there is an emphasis on waste prevention and reuse initiatives in the draft update.

In the 5-year financial plan (2022 – 2027) laid out in the draft plan, it shows planning and budgeting for funding a waste reduction coordinator (2023 – 2027), developing a food waste strategy (2026/2027), developing an organics management strategy (2023), and undertaking a waste characterization study (2026). However, there are no other references to specific undertakings or activities as it regards to recycling.

It is also identified in the report that the Landfill located near Port Clements is expected to reach its lifespan in 2041. Recycling and reduction are likely to be important over the next 18 years to enhance and extend the lifespan of the facility.

STRATEGIC	(Guiding Documents Relevancy –Official Community Plan) Recycling and supporting recycling endeavors is encouraged in the OCP.
FINANCIAL	(Corporate Budget Impact) N/A
ADMINISTRATIVE	(Workload Impact and Consequence) Staff time was involved reviewed the draft SWMP update and preparing the report to Council.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: April 17th, 2023
RE: Set Topics for next Three COTW Meetings

BACKGROUND:

At the January 16th, 2023, Regular Council Meeting, Council made the resolution to schedule a series of Committee of the Whole Meetings to supplement the Regular Council meetings on the first Monday of each month. At that time Council also set the possible topics for discussions for the February, March, and April Committee of the Whole meetings.

DISCUSSION:

Council should set the potential topics for the Committee of the Whole Meetings for May, June, and July at this time.

One topic that could potentially be considered would be the review of the Community Wildfire Protection Plan (2021), the review of which is listed as a strategic priority. A Committee of the Whole Meeting may be a better venue to conduct this review as it gives more opportunity to discuss the plan in detail than may be provided at a regular Council meeting, though any recommendations from the committee would have to go back to Council at a regular Council Meeting.

Council should also look at revisiting the previous topics of Housing, Bylaws & Bylaw Enforcement, and Tourism and Beautification Infrastructure Improvement as these are broad topics that require more discussion/consideration.

STRATEGIC (Guiding Documents Relevancy)
N/A

FINANCIAL (Corporate Budget Impact)
N/A

ADMINISTRATIVE (Workload Impact and Consequence)
Depending on the topic involved it may increase staff's workload to provide reports on the selected topics (background information, etc), however, this would not be a significant increase compared to the normal staff reports that go to Council Meetings.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: April 17, 2023

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:

Customer Payment Options

We continue to investigate options that would make it easier for customers to make payments to the Village. Currently reviewing the most cost-effective solution of having a device for in-house credit and debit transactions. The availability of increased payment options would help to improve our service and overall customer experience.

The Official Community Plan

The Official Community Plan (OCP) workshop scheduled for Saturday, May 13, 2023, aims to offer community residents an opportunity to participate in the long-term vision of the community. This open house exercise is a crucial step in the process of updating the plan. Staff will continue to advertise the engagement with the aim of encouraging community participation. The OCP Advisory Committee and Village staff are actively engaged in the process.

Capital Funding

At the end of March 2023, the Village received a grant of \$600,000.00 from the BC government under the Growing Community Fund. The grant is designated to address community infrastructure demand.

Community Park

Acts of vandalism have been reported at the community park washrooms. The lights were destroyed, damage was done to the walls, and there was evidence of BB gun pellets inside the building. The RCMP was notified, and subsequently visited the site.

Coastal Flooding & Erosion Study

The study is completed, and a public information session to disclose the findings for the Village of Port Clements will be held on May 2, 2023, in the Council Chambers.

Crosswalks on Bayview Avenue

The Ministry of Transportation and Infrastructure (MOTI) informed us that surveyors and engineers that were on island during the latter part of March have completed the field work for the Bayview/Tingley crossing. The next phase requires the design and traffic engineers to compile the information. MOTI also advised of the challenge of getting the disciplines together. Therefore, it will take some time before this phase is completed.

2-1

The Museum Trail cross-walk is still on schedule for the tourist season.

Critical Infrastructure

(i) Sewage Lagoon

The construction phase of the project is yet to begin and faces challenges including increased costs due mainly to the prevailing complexities in the construction industry. The contractor made a presentation to council outlining the additional cost requirement among other things and the council has decided that cost-saving options be explored before the project proceeds.

At the same time, staff continue to search for external sources of funding to help to alleviate the burden on the Village.

(ii) Water System Upgrade

Well #3.- The progress of the project continues to be hampered by delays. The potential delivery has now been moved to later in the year.

Other Infrastructure:

See Strategic Plan update

Finance:

The auditor has completed the fieldwork on the Village financial records and is preparing the audited financial statements for release.

Budget preparation is currently in progress. Staff have prepared the preliminary estimates for the 2023- 2027 budget for council review and discussion.

Routine activities in accounts payable, accounts receivable, payroll and bank reconciliations continue.

Public Works

- Currently engaged with Sewer engineers seeking expedited effluent and water testing for specific parameters (not normally tested for during routine monitoring) towards the goal of a consideration of change in the scope of original design of new sewer lagoons, with end goal of reduction in costs with no reduction in targeted effluent quality.
- Currently engaged with Sewer engineers for support in planning, install and regular operational maintenance of sewer lift station pumps that are either in operation or in hand as shelf spares. (Background: Several years back, capital purchase of over \$50,000 was made for two new sewer lift station pumps to update our pump program, as no new pump replacement had been done in approximately 15 years. This was aside from any then current recommendation on the part of engineers for all recommended lift station upgrades. There is an outstanding recommendation to replace the entire mechanical works within the "wet well" of the lift stations pumps, check valves, associated piping and valves) as part of the overall sewer lagoon upgrade, and that recommendation is within the current design plan and feasibility studies, and the main reason it was included in the overall project was that the engineers identified that this work would have to be done in consideration of and observance of increasingly onerous requirements for "Confined Space Entry" as legislated by Worksafe BC, requirements that currently Public Works is not equipped or prepared for with an acceptable to WSBC "Confined Space Entry Program", noting that both employees are currently fully trained and certified for the activity.) In short, we are consulting with engineers as to the best interim program of pump replacement and maintenance with what we currently have on hand, with the ideal goal to have 2 working pumps in each lift station, with 2 working

pumps on hand as shelf spares for emergency replacement. I believe we are one pump short of that goal. Note that pump replacement does not involve Confined Space Entry.

- Finalizing large order of materials as well as associated freight for Sports Court fencing completion, with projected freight delays until May, as we are in the busy season for barge freight. (No room on April barge) Final court resurfacing repairs and sportscourt lines to be completed when temps are consistently above 10 degrees, necessary materials for that activity on hand.
- Our grass cutting equipment has been serviced and is ready to go, expecting grass to be exploding in growth any day now.
- Potentially difficult yet small potable water leak has developed on our water main running along Bayview drive within Highways ROW. Plan to investigate and address this leak is being formulated. (Watermain leaks as opposed to service lateral leaks are considerably harder and more costly to address)

Respectfully submitted:

Marjorie Dobson, CAO

Village of Port Clements
Council Meeting Action Items List

<u>Action #</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A-1	2022-11-21	staff to investigate the possibility of using "lot 20" (#20 Grouse Street) as a cemetery and also an up-to-date report on the existing cemetery	Deputy CAO	
			2023-03-24	Investigation begun on #20 Grouse suitability. Report written on results of investigation for suitability. This element is complete.
A-2	2022-11-21	staff to research the requirements to create a Columbarium in the community	Deputy CAO	start research into files to produce up-to-date report on existing cemetery. Review completed, report written for April 17th, 2023, Regular Council Meeting. Action Item complete.
			2023-03-27	
			2023-03-23	Research begun on requirements to create columbarium in the community.
			2023-03-24	Research continued, staff report written for April 17th, 2023, Regular Council Meeting. Action Item complete.
A-3	2022-11-21	staff to review the Solid Waste Management Plan update on Haida Gwaii to see what is contained regarding recycling and then take it from there	Deputy CAO	
			2023-03-20	Review begun on Solid Waste Management Plan update by staff
			2023-03-22	Review completed, staff report written for April 17th, 2023, Regular Council Meeting. Action Item complete
A-4	2022-12-05	Council to investigate and report back to Council on options for the winter sanding going forward	CAO	

A-1