



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

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

**7:00 PM Regular Meeting of Council, Monday, Jun 19<sup>th</sup>, 2023**

**AGENDA**

*This meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.*

**1. ADOPT AGENDA**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**

D-1-MIEDS Update, Strategic Planning – Jennifer Rutt, Misty Isles Economic Development Society

**3. MINUTES**

M-1—May 15<sup>th</sup>, 2023, Regular Council Meeting Minutes

M-2—June 5<sup>th</sup>, 2023, Committee of the Whole Meeting Minutes

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**

BA-1—SCH Opportunity – Follow Up – Deputy CAO

UB-1—Grant Opportunities, Feasibility Study Consideration – Deputy CAO

**5. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION – Continuation Uncertainty Visitor Info Centre/Society – Port Clements Historical Society

C-2—INFORMATION – Investment in Recycling Depot Upgrades – North Coast Regional District

C-3—INFORMATION – Board Highlights – North Coast Regional District

C-4—INFORMATION – 3 Year Agreement with CUPE – North Coast Regional District

C-5—INFORMATION – Coldstream Concern on Homes for People Action Plan – District of Coldstream

C-6—INFORMATION – 2022 Annual Report Announcement – Office of the Fire Commissioner

C-7—INFORMATION/REQUEST – 2023 Digital Permitting Update – Ministry of Housing

C-8—REQUEST— Rename Firehall – Lisa Waring

C-9—REQUEST – Adopt Resolution and share with UBCM – Sharon Gregson, Coalition of Child Care Advocates of BC

**6. FINANCE**

F-1—2022 Statement of Financial Information (SOFI) Report

*Recommended motion: THAT Council approves the 2022 Statement of Financial Information Report as presented.*

**7. GOVERNMENT**

G-1—In-Kind Donation Request – Haida Gwaii Regional Recreation Commission

G-2— Recommendations from COTW

G-3—Athlii Gwaii Fund – Councillor Cumming

**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**

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;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

**13. ADJOURNMENT**

### Delegation Requirements:

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

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

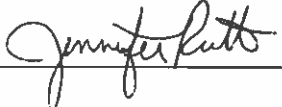
### Delegation Rules at Council Meetings:

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

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

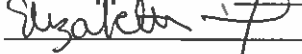
Name: Jennifer Rutt

Date: June 7, 2023

Signature: 

### For Office Use Only:

Date Application Received: 2023-06-07 Documents Submitted with Application: 9

Application Received by: Elizabeth Hamming Signature: 

☒ Approved

☐ Declined

☐ Other (please specify): \_\_\_\_\_

Council Meeting Appearance date of Delegation: June 19, 2023

  
Signature of Chief Administrative Officer

June 13, 2023  
Signature Date

D-1



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Email: cao@portclements.ca

### Delegation to Council Application Form

**Applicant Group/Individual Name:** Misty Isles Economic Development Society (MIEDS)  
**Mailing Address:** PO Box 652, Daajing Giids, BC V0T 1S0  
**Telephone:** 250-559-8050 **Email:** jenrutt@gohaidagwaii.ca

**Subject of Delegation:** MIEDS update on the villages economic development society. Provide information and receive feedback from council about comprehensive strategic planning.

#### Purpose of Delegation:

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

- ☐ Question for council
- ☐ Requesting information
- ☐ Requesting a letter of support
- ☐ Requesting funding
- ☒ Other (provide details): To educate the council on current MIEDS structure and operations to prepare for comprehensive organizational strategic planning.

**Contact Person (if different from above):** Jennifer Rutt, Executive Director  
**Telephone number:** 250-559-8050 **Email:** jenrutt@gohaidagwaii.ca

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

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

**Council Meeting date requested:** June 19, 2023  
**Attending delegate (if different from above):** \_\_\_\_\_

D-1



misty isles

economic development  
society

Executive Director Report  
Village of Port Clements  
June 19, 2023

# History of MIEDS

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- Established in 2008
- Non-profit society, dedicated to economic development in the member communities with island wide partnership
- Member Communities: Masset, Port Clements, Daajing Giids, Sandspit (NCRD Area E), NCRD Area D (Rural Graham Island)
- Destination Marketing Mandate through Destination BC
- Economic Development Understanding Signed in 2007 with CHN, SBC, OMVC primarily based around forestry
- MIEDS holds the 0994943 BC Ltd ownership: Potential Community Forest Funds

# Economic Development

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Economic development is a project or initiative that prompts, demonstrates or contributes to long term income sustainability, job creation, skill development, community or individual capacity building, or sustainable growth for the benefit of all island communities.

### Our Mandate

*To support the development of a **sustainable and diversified economy** for all residents of Haida Gwaii by:*

- *Providing leadership in **business** attraction, retention and expansion;*
- *Actively **addressing barriers** to development;*
- *Developing and supporting initiatives that strengthen the **economic capacity** of the islands and/or of islanders;*
- *Providing a link to **regional** and provincial economic development initiatives;*
- *Engaging in **workforce** and business development initiatives;*
- *Being **accountable and transparent** as an organization*

MIEDS Mandate and Mission were developed in 2012 during the last organizational strategic planning session.

### Our Mission

*“To work with individuals, businesses, stakeholders, governments, communities and potential investors to coordinate, collaborate and implement island wide economic development initiatives aimed at increasing employability, employment and/or jobs for the people of Haida Gwaii.”*

D-1



# MIEDS Funding Structure

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- Northern Development Initiative Trust (NDIT) provides MIEDS core funding of combined economic development capacity building grant funding from each member community.
- Destination BC provides destination management funding that funds a portion of the Tourism Manager position and funds the This Is Haida Gwaii and Go Haida Gwaii project funding, we provide matching funds from a variety of sources.
- CERIP funding for Shop Haida Gwaii will be expended fully by November 2023.
- NDIT has decided to no longer fund Love Haida Gwaii.

# Board of directors

We have one Board member from each of the aforementioned five communities. They are appointed by their councils.

- Evan Putterill (NCRD Area E = Sandspit) MIEDS Board Chair
- Alanah Mountifield (Daajing Giids)
- Dennis Reindl (Port Clements)
- Johanne Young (NCRD Area D = Rural Graham Island e.g. Tow Hill/Lawn Hill/Tlell)
- Jim Currie (Masset)

# MIEDS Team

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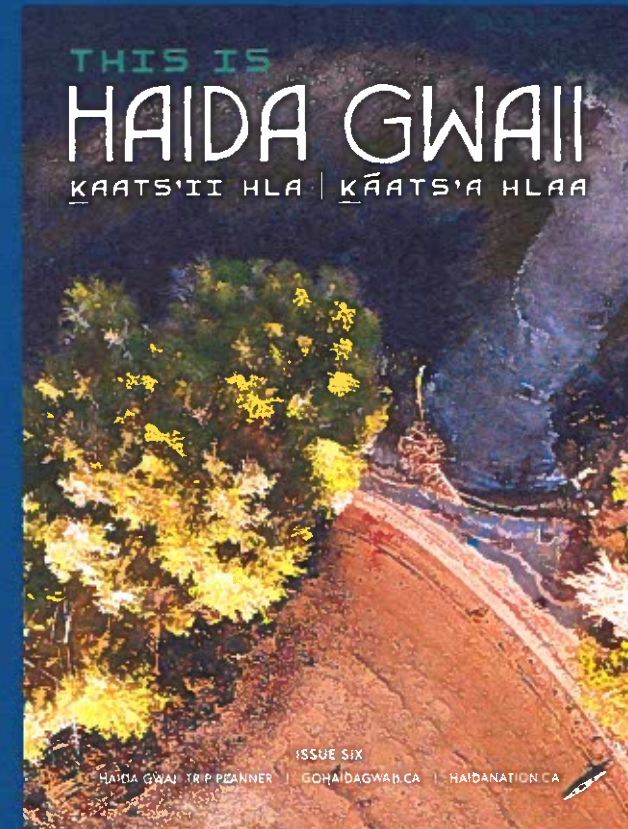
- Jennifer Rutt, Executive Director
- Troy Moth, EcDev & Tourism Manager
- Andrew Hudson, Grants Manager (¾ time)
- Summer Student



# Tourism

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- This is Haida Gwaii/Kaats'ii Hla 2023
- Amplify local businesses and the new Haida Gwaii Pledge
- Hired over 20 local artists/writers for content creation on Go Haida Gwaii & Social Media
- Partnership with CHN on content approval and Haida language programs for dual dialects





# Tourism

- GoHaidaGwaii.ca Redesign Launched
- Updates to Community Pages - Launch Soon
  - Resources, upgraded map, etc.
  - Video of each community
  - Excited to partner more deeply with communities
- Integration of Haida language and the Haida Gwaii pledge
- New Pricing for Go Haida Gwaii listings in conjunction with trip planner sales
- Costs to businesses support the matching portion of our Destination BC funding



# Local Business Directory - Changes

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- NDIT is discontinuing the Love Northern BC Community website and business pages
- We will be moving the Love Haida Gwaii business profiles to the Go Haida Gwaii website at no cost to existing businesses
- Sign up for the Business Newsletter at [mieds.ca](http://mieds.ca)



# Grant Writing

- Help local non-profit organizations and local member governments find and apply for funding
- Maintains a list of available grant funds leveraged by Gwaii Trust on their “other grants” section of their website and via Google Docs
- Cumulatively obtains millions of dollars annually in funding for respective organizations
- Available business grants are included in the active grants list, however we do not provide grant writing services direct to businesses

# Shop Haida Gwaii - ECommerce

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- Successfully received \$313,947 in CERIP funding for technology infrastructure
- Creation of Shop Haida Gwaii
- Moving local maker product sales from a 3 to 12 month selling cycle with an off-island audience
- Leverage traffic from visitor information website





# Economic Stimulus Project - Clean Oceans

- 2021-22 MIEDS participated in the Clean Coasts, Clean Waters Initiative with the CHN - \$2.3 million in funding
- 190,000 lbs of debris cleaned off Haida Gwaii's beaches
- 73% of debris collected diverted from landfills
- Over 144 people employed and 41 businesses involved.
- Approx. 80% of the funding (\$1.85 million) stayed local through direct local employment, contractors, businesses, etc.



# Haida Gwaii Community Forest

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- Waiting on a response from the minister regarding AAC apportionment
- Anticipating a new revised offer
- See <https://haidagwaiicomunityforest.com/> for a comprehensive timeline and information about the project



# Comprehensive Strategic Planning

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- Funding from REDIP for the process
- Strategic Landscape Assessment (Research/Surveying/Etc.)
- Two Strategic Planning Session
  - One with Mayors, Full Councils, and CAO's invited to participate
  - One with the MIEDS Board of Directors
- We hope to have full engagement to discuss the mission and the mandate of the organization, including feedback on individual community economic development goals
- Recommendations will be provided on the future of the organization and we will produce a 5 year-strategic plan
- Watch for the opportunities to provide feedback and participate

Any  
Questions





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**7:00 PM Regular Meeting of Council, Monday, May 15<sup>th</sup>, 2023**

**Present:**

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

**Not Present:**

Councillor Wayne Nicol

Acting CAO Elizabeth Cumming

Members of the public: Marilyn Bliss, Maureen Bailey, Bev Lore, Ian Gould and Wayne Hann.

**Meeting Called to Order at 7:00 PM**

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

**1. ADOPT AGENDA**

2023-05-117—Moved by Councillor Reindl, seconded by Councillor Cumming  
THAT Council adopts the May 15<sup>th</sup>, 2023, Regular Council Meeting Agenda as presented.  
**CARRIED**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**

**3. MINUTES**

M-1—April 17<sup>th</sup>, 2023, Regular Council Meeting Minutes  
2023-05-118—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT the April 17<sup>th</sup>, 2023, Regular Council Meeting Minutes be adopted as presented.  
**CARRIED**

M-2—April 19<sup>th</sup>, 2023, Special Council Meeting Minutes  
2023-05-119—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the April 19<sup>th</sup>, 2023, Special Council Meeting Minutes be adopted as presented.  
**CARRIED**

M-3—April 27<sup>th</sup>, 2023, Special Council Meeting Minutes  
2023-05-120—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the April 27<sup>th</sup>, 2023, Special Council Meeting Minutes be adopted with the correction to remove "via conferencing" from besides Councillor Falconbridge's name as he attended the meeting in person.  
**CARRIED**

M-4—May 5<sup>th</sup>, 2023, Special Council Meeting Minutes  
2023-05-121—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT the May 5<sup>th</sup>, 2023, Special Council Meeting Minutes be adopted as presented.  
**CARRIED**

M-5—May 8<sup>th</sup>, 2023, Special Council Meeting Minutes  
2023-05-122—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the May 8<sup>th</sup>, 2023, Special Council Meeting Minutes be adopted as presented.  
**CARRIED**

M-6—May 8<sup>th</sup>, 2023, Committee of the Whole Minutes  
2023-05-123—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT the May 8<sup>th</sup>, 2023, Committee of the Whole Minutes be adopted as presented.  
**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**

UB-1-- Potential Land Opportunities – Jen Ford, Union of BC Municipalities  
2023-05-124—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council recommends sending the recommend list (folios 20033130, 20033140, 20033150, and 20033250) of properties for housing development to the provincial government/UBCM to add to their list.  
**CARRIED**

**5. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION – 2023 Economic Development Capacity Building – Northern Development  
C-2—INFORMATION – 2022 Community Relations Annual Report – BC Hydro  
C-3—INFORMATION – Emergency Preparedness Resources – Ministry of Emergency Management and Climate Readiness.  
2023-05-125—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council receives C-1, C-2 and C-3 for information.  
**CARRIED**

C-4—INFORMATION/INVITATION – Proposed Forest Service Roads Deactivation – Haida Gwaii Natural Resource District  
2023-05-126—Moved by Councillor Cumming, seconded by Mayor Reindl  
THAT Council receives the C-4, Proposed Forest Service Roads Deactivation, from the Haida Gwaii Natural Resource District for information.  
**CARRIED**

C-5—INFORMATION/INVITATION – Child Sex Trafficking, Sexual Exploitation – Cathy Peters  
2023-05-127—Moved by Councillor Reindl, seconded by Councillor Cumming  
THAT Council receives C-5, Child Sex Trafficking, Sexual Exploitation, from Cathy Peters for information.  
**CARRIED**

C-6—REQUEST—Garbage/Debris Complaint on Neighbouring Property -- Gloria & Randy O'Brien  
2023-05-128—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council refers this item to staff for review and to look into for response/follow up.  
**CARRIED**

C-7—REQUEST – Dog Park – Harmonie Blais  
2023-05-127—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council receives the request for a Dog Park from Harmonie Blais.  
**CARRIED**

2023-05-128—Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council directs staff to write a letter to Harmonie Blais that identifying that Council currently has a limited capacity to take on new projects, as it has several projects outstanding, but will consider the idea at a later time.

**CARRIED**

*Mayor Cabianca declared conflict of interest for C-8 as he is employed by O'Brien Road & Bridge Maintenance Ltd and left the meeting at 7:31 PM*

C-8—REQUEST -- Use of Rainbow Wharf – O'Brien Road & Bridge Maintenance Ltd  
2023-05-128—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council receives the request for Use of the Rainbow Wharf from O'Brien Road & Bridge Maintenance Ltd.

**CARRIED**

2023-05-129—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council calls a Special In-Camera Council meeting before the end of May to review the background information on this matter and make a decision following that and determine a course of action.

**CARRIED**

*Mayor Cabianca returned to the meeting at 7:43 PM*

**6. FINANCE**

**7. GOVERNMENT**

G-1—Grant Opportunities, Feasibility Study Consideration – Deputy CAO

2023-05-129—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council looks at applying to this fund (whether it is this year or next year) and direct staff to bring a list of suitable projects back to Council to select from.

**CARRIED**

G-2—Community Policing Report – Sgt. Damon MacDonald, Masset RCMP

2023-05-130—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council receives the Community Policing Report from Sgt. Damon MacDonald for information.

**CARRIED**

G-3—1<sup>st</sup> Quarter 2023 Grants Report – Andrew Hudson, Grant Writer

2023-05-131—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council receives the 1<sup>st</sup> Quarter 2023 Grants Report from Andrew Hudson, Grant Writer.

**CARRIED**

G-4—Recommendations from COTW

2023-05-132—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council receives the recommendations from the May 8<sup>th</sup>, 2023, Committee of the Whole Meeting.

**CARRIED**

2023-05-133—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council accepts the recommendations from the May 8<sup>th</sup>, 2023, Committee of the Whole Meeting on the topic of Municipal Capacity and directs staff to act on the recommendations.

**CARRIED**

2023-05-134—Moved by Councillor Cumming, seconded by Falconbridge  
THAT Council directs public works to reduce the mowing frequency within reason, as weather permits, from once a week and to report back to Council in July on how it is going.

**CARRIED**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

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

R-2 -- INFO -- The Bidding Process – CAO Marjorie Dobson

R-3 – INFO -- Sunset Park Revitalization Project – Project manager- Kim Mushynsky

*Mayor Cabianca: Attended strategic planning weekend with the Regional District in Tlell. Main topics revolved around housing concerns, erosion, and bylaws. Other communities are interested in the M&B Subdivision talks. The Regional District is working on ideas to address affordable housing in the region. Off Island during the Village Cleanup while off-island/childcare duty, thank you to staff, volunteers and everyone who assisted. Unfortunate deaths in Daajing Giids.*

*Councillor Cumming: Attended COTW meeting last Monday, May 8<sup>th</sup>, went to OCP open house on May 13<sup>th</sup>, have another meeting tomorrow night. Will not be able to attend Recreation Commission Meeting. Two weeks ago had a meeting with Community Futures and recommended to approve a loan for a business in Masset. Identified that Council may want to support Gwaii Trust on Athlii Trust to assist them in the process with the province. Will bring this back to Council later.*

*Councillor Falconbridge: Missed April 17<sup>th</sup> Regular Council Meeting due to first responder training (urban search & rescue). Unable to help with Village Cleanup due to childcare obligations. Attended the May COTW Meeting. Attended OCP Open house on May 13<sup>th</sup> at the Community Hall, appreciation for the volunteers who made the Community Hall ready and assisted with the OCP Open House. Brought up that housing discussion has not included Airbnb considerations, noting that whole houses and apartment, residences, which are not Bed & Breakfast facilities. Suggestion that Port Clements can look at bylaws to look at regulating where Airbnbs can occur. He will be off-island next weekend.*

*Councillor Reindl: Involved with the Village Cleanup, mostly on the Friday. Worked with the O'Brien Crew and the truck & loader. It went well. We had people phone in and register with the Village by the Thursday before Friday to have a list of people with debris. It worked out very well. Had a couple jump in but it did not disrupt the operation. Some people wanted reloads, but if they came late to the party with garbage that the container was up in the public works yard. Think it went well, and that a thank you letter was sent by the office. Would like to have a review of the costs of that, have some ideas that may help to make it more efficient or suitable for the next time they have it. As the representative for Council on MIEDS, a new director has been hired, Jennifer Rutt, she has been at it for a couple of weeks. She has called a meeting for May 24<sup>th</sup>. She has been involved with MIEDS before and has a good handle on things and direction MIEDS should be going. Did attend a meeting with the Port Clements Housing and Restoration Society, that went well and is moving forward.*

2023-05-136—Moved by Councillor Reindl, seconded by Councillor Cumming  
THAT Council receives the verbal and written reports from Staff, Consultant and Council as presented.

**CARRIED**

**10. ACTION ITEMS**

A-1—Action Item List

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



**Question – Ian Gould:** Attended OCP Open House (on the 13<sup>th</sup>), personally disappointed. Was not approached by anyone and had limited conversation. The OCP is the most important document for the Village, especially for grant applications and the rest of the province, and how things run. It spells out what you want to do and is very important for things like housing, economic diversification, etc. It needs to be forthright and clear in the document, with that information available. When the current OCP was developed (2012/2013) he believes they did 7 or 8 open houses/public meetings. They were not all well attended, it's a challenge, but the bones were put in place for what we wanted to achieve.

**Question – Ian Gould:** When it comes to Airbnbs, not sure how you would rectify/actively change the situation when we cannot enforce our bylaws.

**Question – Ian Gould:** Would like to remind Council that if you proceed with the O'Brien's unloading salt at Rainbow Wharf without commercial insurance, you should get an opinion from the Municipal Insurance Association of BC on what your actual liability person is as they will not cover it.

**Answer:** Thank you for the feedback.

**Question – Wayne Hann:** Council really needs to look at the insurance aspect and that it would need to be recovered, billed out, to the O'Briens. It should be considered to have tarps over the dock so that the trucks did not lose excess materials, and a safety person at the dock to oversee things (to keep people off the docks and away from the vehicles) – all paid by the O'Briens. I think we all agree that the O'Briens are a valuable asset to our community, in multiple ways, and everything should be done to accommodate them, but safety and additional costs should be recovered if insurance can be acquired.

**Answer:** Thank you for your feedback.

**12. IN-CAMERA**

**13. ADJOURNMENT**

2023-05-137—Moved by Councillor Cumming  
THAT Council adjourns this meeting at 8:31 PM.  
**CARRIED**

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Mayor Scott Cabianca

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Acting CAO Elizabeth Cumming



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7:00 PM, Monday, June 5<sup>th</sup>, 2023  
Committee of the Whole Minutes

**Present:**

Mayor Scott Cabianca  
Councillor Brigid Cumming - via conferencing  
Councillor Kazamir Falconbridge - via conferencing

**Not Present:**

Councillor Wayne Nicol  
Councillor Dennis Reindl

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: Manzanita Snow, Sharon Petitpas, Pam Greenstock, Marion Pierce, Kelly Green, Linda Berston, Roman Busshoff, Marilyn Bliss, Anita Simonsen, David Bowering, Josette Wier, and Alysha Waring.

**Meeting Called to Order at 7:03 PM**

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

**1. ADOPT AGENDA**

2023-06-138—Moved by Councillor Cumming

THAT the Committee adopts the June 5<sup>th</sup>, 2023, Committee of the Whole Agenda as presented.

**CARRIED**

**2. REPORTS & DISCUSSIONS**

**D-1- M & Subdivision**

- *Opening remarks/background by Mayor Cabianca: The Village owns a piece of land, known as the M&B Subdivision that was given to the Village by MacMillan Bloedel Ltd. M&B had the lot surveyed by McElhanney Ltd and plans drawn up for a subdivision to be developed, however, it was never legally subdivided. In addition to this lot, the Village also owns three neighboring lots. The Village has reached out to McElhanney and they are prepared to redo the survey, if the Village wanted to start the process of subdivision. There are thoughts to keep the existing subdivision survey, as there is infrastructure in there based on that proposed layout (water, fibre optic, etc) to all the proposed individual lots. The last committee of the whole led to seeing what currently exists there. The cost isn't too excessive to redo the survey. However, there needs to be some discussion on possible subdivision options before going ahead and doing something.*
- *Maybe the Village could look into three different subdivision layout options or ideas, at least. There is funding available to bring someone in to work on that process (the three or more subdivision layout options). Tonight is intended to help narrow down the different potential layouts to consider. The Village could also potentially have a townhall-style meeting to bring the options to the public and maybe then have a referendum on which scenario people are interested in seeing developed, given that it is a big enough issue that would affect many people in the Village. In an 8-10 year period it could have a drastic/shaping impact on demographics if lots are sold to the public or otherwise (summer place, speculation, businesses, etc).*

M-2

- The Mayor has identified a few scenarios that could be looked at for consideration, but there could be more scenarios:
  - Subdividing the lots per the layout in the old McElhanney survey and retaining some lots for Village purposes that might not be able to identify right now or housing society (if the Village would provide land). The rest of the lots would be sold to the general public, potentially with certain requirements (ex. construction timelines).
  - Subdividing the lots per the layout in the old McElhanney survey and putting them all for sale, not reserving any for societies or Village.
  - Selling the M&B Subdivision lot to a developer, potentially with certain requirements and directives from the Village. That way the developer would be selling finished products to the public (land and built houses). This might be a more realistic way to provide housing in Port Clements. Maybe lots could also be set aside.
  - Keep the lot in its current state (undeveloped).
- All options are still on the table, and nothing has been settled/determined at this point (not even if what has been identified are the only options being considered).
- A Councillor identified that they would like not to be restricted to only consider the old McElhanney survey plan at this point, as they do not believe the lots are laid out well there. They would prefer to use the original 1079 Plan layout of lots as it has nice regularly squared off same-size lots in terms of apportioning. However, the lot could be subdivided into different ways, such as splitting it off into two big lots, it does not have to be divided into little lots. One area could be owned by a society offering shelter and accommodation and whatever, and the other developed into smaller lots. Additionally, while there are water mains and infrastructure put in according to the McElhanney layout, they were put there in the 80s, and it may be more effective and efficient, depending on their condition, to relay the pipes or utilize the main pipe but still have service to regular sized lots.
- Another Councillor identified that that the use and development of the lot goes back to the strategic plan and the Village's Official Community Plan. They also identified that the medical system across BC has been moving to do more medicine for older people at their homes rather than in institutions and there has been a growth in spaces for assisted living as well as supportive living, though the costs are 70% of income when the housing includes meals, while with the other the senior pays rent. They bring a better lifestyle to be living independently.
- Repeated concern in the discussion was brought up on speculation or using houses for Airbnb. It is challenging to get someone to come into the community to work here because there is nowhere for them to live. The Village cannot retain working population if they cannot live here, even for the workers for the potential retirement home. There was similar concern for speculation back in the 1980s when selling the rural subdivision areas. Village did it in draw format at the time, people put in their bids and then there was a draw to see what lot you won (so people were not bidding on specific lots). It was brought up that it would be a good idea for the Village to have requirements/covenants for purchases of the lots to build/have a building foundation in place by a certain set period, and not have the lots stay undeveloped. Maybe even restrictions to prevent the use of Airbnbs on the properties for short-term usage (if it's possible). Uncertain how precise the limits can be, would have to investigate/get a legal opinion.
- Some suggestions for potential development included: wood lots for firewood, utilizing the land for improvements/upgrades on the existing Community Park, extending the trail between potential housing development/lots, looking at amending bylaws to permit tiny homes and multiple buildings on a single lot (more flexibility),
- Discussion identified that the Village should recoup the investment in the lots and the subdivision costs, especially with water main and fire hydrants already being there. Lots are currently selling for around \$60-75,000, which is good revenue especially with the taxes coming in afterwards. BC Assessment ideas the lot (c. 6 acre) as worth \$56,000 in 2023. There are 23 lots total in the old

McElhanney survey plan. While the lots may sell for \$60-75,000, it will require money to build, especially with local costs for materials. Selling it off to a developer would be more profitable for the Village and may better realize houses actually being built.

- The Village is having these Committee of the Whole Meetings, and there will at least be another or a Townhall meeting, or some other kind of community engagement as the M&B Subdivision is a sizeable project and the Village does not have an engineering or planning department. These meetings are where these discussions can happen, with recommendations then being made to Council.
- This process, if development of the property is pursued, will involve the Village passing/amending bylaws (zoning, subdivision, etc), which means public hearings, going through the subdivision process, and many other steps where there will be opportunity for the public to speak. The process may also require the Village to have an engineering study to see exactly what the ground condition is like, a hydrological survey, and other pragmatic considerations in scenarios when considering roads and drainage and selling the land.
- It was brought up in the discussion that there is a prefer to hire someone to handle the development process – narrowing down the options being considered, bylaw process, looking at the covenants on properties (sales requirements), and other details.
- It should be made clear that the Village is not looking at building houses. It is not in that business and does not have that capacity, especially as funding agencies do not support municipalities in that aspect. The Village is only potentially looking at developing the lot land to a point to facilitate the building of houses, for leasing or selling of the lots. Even that would be a big undertaking for this Village. The Village is more inclined for the private sector to handle housing in one form or another.
- The Port Clements Housing and Restoration Society identified that they were thinking of asking the Village for 12 lots (based on the 1914 PLAN 1079 original layout, the 12 lots at the front, closest to the Community Park). They feel that they need that many lots for future expansion, gardens and making it a livable space. Their concept is an 8-10 unit assisted living facility and a 4-unit low-income seniors facility. They clarified that each unit would be 1 bedroom, bathroom and combined living/dining/kitchen area. It would be all be in one big building with a central dining area and common area. Lunch and super would be supplied in the home with weekly housekeeping, bed changes, etc. The home support being provided by Northern Health. They clarified that there would not be staff housing, but that workers would live in the community or very close (or commute). They identified an opportunity that that this facility would create local jobs and distinguish it from the other communities (put it on the map) – there are only 4 seniors facilities in Daajing Giids and Masset (so 8 on the Island), and these facilities can take up to 70% of the seniors monthly income. A lot of seniors own housing in the Village and are looking for assistance as they age and living space without stairs, identified that as they move into the new facility it could potentially mean some of their houses in the Village coming up for sale. Only Martin Manor is an assisted living facility on Island, with the other facilities being different living situations. They identified that the facility would not be limited to Port Clements and Tlell residents but feel that it should be accessible to seniors island-wide. The society also identified that it needs confirmation from the Village about the lots they may or may not be able to get so that they can get to their next step. They identified that they believe that there is a funding opportunity (c. \$20-30,000) to explore things (get into the legalities, respect to access, etc).
- The Village clarifies that while it has indicated a possible scenario of gifting or selling lots to the Society, it has not committed to that yet, and the society itself is independent from the Village in its activities to build the facilities it is pursuing.
- Some members of public who live/own properties by the lot asked the question on where the idea of developing the M&B Subdivision came from. When they bought their lot, they were told nothing would ever happen with it. They identified that they were not against development but were curious. Council identified that there has been a change in Council and in that process has

*been brought up and that housing has become more of a discussion province-wide. Debate on if the lots were for sale or not, or if offers were properly made (submitted to Council).*

- In the discussion the neighboring property owners who attended the meeting were asked if they had any particular concerns with the potential development of the property. The property owners identified that they did not have any particular concerns. They appreciated that the community was coming together to discuss the potential development and getting the process started. They did express concerns over the possibility for property speculation and off-islanders buying up the land, pricing local people out of the market. They would like to see lot prices kept in a reasonable range for local people. They did identify that they would not want to see the property being sold to a big developer to develop the property, they would like to see opportunity for locals to develop and build on lots, especially an opportunity for young people, their kids, to build, though they are also supportive of a seniors home.*
- As this discussion evolved concern was expressed over the potential for if the trees (alders, which have a natural lifespan of c. 60 years)) were removed, then the downhill properties may experience flooding issues. There is no good drainage in the area, and there may be need for proper engineering to divert or try to divert water. This issue should be considered when looking at developing the property. There was no concern for slope stability, identification that the area is wet but not unstable. In general, Port Clements is swamp on top of hardpan which creates drainage issues throughout the Village. Need to be pragmatic in addressing issues before selling land.*

2023-06-139—Moved by Councillor Falconbridge,

THAT the Committee recommends to Council to direct staff to consult with legal on the flexibility that Council has with covenants and terms of sale for property.

**CARRIED**

2023-06-140—Moved by Councillor Cumming,

THAT the Committee recommends to Council that they designate funding (whether applying for a grant or other funds) to hire a person to develop a housing strategy or action plan to outline how the Village will respond to its unique housing needs.

**CARRIED**

Meeting end at 8:33 PM.

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Mayor Scott Cabianca

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CAO Marjorie Dobson

M-2



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: June 19<sup>th</sup>, 2023  
RE: SCH Opportunity – follow up

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### BACKGROUND:

The Village of Port Clements is the Harbour Authority of the Small Craft Harbour (SCH) through its Harbour Authority Lease with the Small Craft Harbours program under the Department of Fisheries and Oceans Canada (DFO).

The SCH program has undertaken some much needed and long waited for major repairs at the SCH, and Wayne Nicol was one of the sub-contractor of their hired contractor managing the repairs on their behalf.

In February 2023, Councillor Nicol identified an opportunity while that project was being undertaken for the Village to purchase more aesthetically pleasing poles for the light fixtures instead of the regular replacement poles that SCH would normally utilize. Council agreed to an expenditure of \$6,000 to purchase the poles (including all costs such as shipping, etc) at the time to take advantage of that opportunity.

### DISCUSSION:

SCH's project was completed at the end of April. Staff were invited to attend the final review with the SCH representative, Richie Chin, and Wayne Nicol (as the sub-contractor) to inspect/review the completed work and identify any concerns.

Staff noticed that the light poles and fixtures had not been replace and asked for clarification. Richie Chin identified that replacing the light poles and fixtures had not been part of the project and he had not heard of it in connection to the project. Wayne Nicol then clarified that the main contractor had been trying to get the light poles and fixtures replacements included as part of the project, but SCH did not accept it (different SCH staff member overseeing the contract) and it was not added onto the contract, so it did not occur.

However, the Richie Chin did identify that if the Village was interested in having the light poles replaced, the Village could submit a proposal to SCH for their consideration and that may result in them undertaking a project to replace the poles/electrical fixtures. As part of that proposal the Village could offer to cover the cost of more aesthetic poles (up to the \$6,000).

The concerns regarding conflict of interest as previously reported still remain, however, they are likely reduced or eliminated given that Councillor Nicol is not currently a contractor on a project to replace the SCH light fixture/pole replacement and the proposal and any communication regarding it, if Council wanted to pursue it, would be handled directly between Village staff and SCH staff and settled before the project was contracted out.

**CONCLUSION:** The circumstances where Council approved an expenditure of \$6,000 for the proposed lighting pole did not materialize and the expenditure did not occur. There is currently no project underway or being considered by SCH to replace the poles/light fixtures, though they may undertake it in the future. However, they are open to the Village submitting a proposal for pushing for it to be undertaken.

**STRATEGIC** (Guiding Documents Relevancy – Official Community Plan, Strategic Planning)  
N/A

**FINANCIAL** (Corporate Budget Impact)  
Given that the circumstances have changed and the proposal is no longer valid (it was proposed as an opportunity from the project that was underway), there will no longer be a \$6,000 expenditure. If Council submits a proposal, then any costs involved in it would need to be determined, considered, and approved at that time separately.

**ADMINISTRATIVE** (Workload Impact and Consequence)  
If Council was interested in pursuing this matter further, staff time would be involved in creating a proposal and then submitting it to SCH, and then further involved afterwards though the extent would be dependent on what agreement was reached.

**Respectfully submitted:** Elizabeth Cumming, Deputy CAO.

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## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: February 21, 2023  
RE: SCH Opportunity

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### BACKGROUND:

The Village of Port Clements is the Harbour Authority of the Small Craft Harbour (SCH) through its Harbour Authority Lease with the Small Craft Harbours program under the Department of Fisheries and Oceans Canada (DFO).

The SCH program has been undertaken some much needed and long waited for major repairs at the SCH, and Wayne Nicol is one of their hired contractors managing the repairs on their behalf.

### DISCUSSION:

With this agreement, in general the Village manages the SCH and undertakes minor repairs, while major repairs and inspection are undertaken by the SCH program. However, this is only in the case of equipment and infrastructure that is owned by the SCH program and leased to the Village.

When it comes to improvements that the Village may build, it does so at its own expense subject to the prior written consent of the SCH program. The Village would be the owner of any improvements it made, would be responsible for removing them and restoring the area to original conditions if the lease with the SCH program ends. The Village would also have to insure, at its own expense, any improvements it made, and maintain them at its own expense (both minor and major maintenance).

What has been identified to staff verbally is that this opportunity would require the Village to purchase better poles for the light fixtures to be affixed too (more aesthetically pleasing ones than what SCH has intended to install as part of their repairs). Council should consider that the Village may then be the owners of the poles and per the lease agreement would be responsible for them fully, including for costs of repairs and replacement down the road. If SCH program replaces the existing poles with their own poles, it continues to be SCH infrastructure and their property and their responsibility for replacement/major repairs as per the lease agreement.

Staff expected to receive a copy of proposed costs as staff identified that it was essential information to for Council's consideration, but it was not provided with the received email. Per the Village's *Purchasing Policy*, depending on the cost, municipal staff would have to attempt to get at least 3 different quotes for the purchase, or if it went over the \$25,000 threshold putting out an invitation to tender/request for proposal/or invitation to Quote and Council approval. There are situations where there can be exceptions to these procedures, such as the unsolicited offering of services not regularly available on Haida Gwaii, however, it generally requires a report presented to Council and made available to the public that outlines all the considerations, including specific financial cost being proposed. Such costs would have to be put into the budget, and it would have to be paid from the Village's own sources. Going forward, the Village would have to account for ongoing costs with the poles in its budget as well (insurance, maintenance, replacement, etc).



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As Councillor Wayne Nicol is a contractor hired by SCH program on their project with the SCH, and this urgent opportunity identified by Councillor Nicol is part of that project that he has been hired by them to oversee and is being paid to undertake work on, it may also raise the question of potential conflict of interest in Councillor Wayne approaching Council with this matter. Council may want to consider getting a legal opinion to clarify if there is potentially a conflict or not before proceeding on this topic as regardless of if a conflict of interest is declared or not by Councillor Wayne (who is solely responsible for declaring a conflict, not Council), if there was a potential conflict it could taint any decisions that Council made in regards to this item with Councillor Wayne's involvement. There would be better certainty if Council received a legal opinion identifying that there was no conflict before proceeding.

**CONCLUSION:**

Even if there is not a conflict of interest, Council would be needing to provide detailed information on the proposal to SCH program to get their written permission, as required in the lease agreement, before proceeding. Council may want to also consider the cost and the ongoing costs that would be involved with providing such improvements at its expense when they would not be incurred if SCH was left to replace them.

**STRATEGIC**

**(Guiding Documents Relevancy –Official Community Plan)**

Having a SCH harbour that is accessible and functional is a benefit to the Village. With the infrastructure leased by SCH program, it reduces the financial burden on the Village that would otherwise be present if it was the owner, and financial sustainability is a priority in the OCP.

**FINANCIAL**

**(Corporate Budget Impact)**

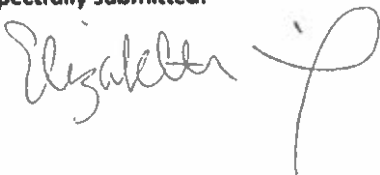
Not enough information provided. The costs for purchasing, and potentially maintaining and replacing infrastructure the Village purchased and provided would likely be on the Village, as it may be considered Village's infrastructure, when currently SCH program bears those costs for its infrastructure.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

It would increase staff workload but the extent would be dependent on what was being proposed and the costs involved. If it required the lease agreement to be amended to include the infrastructure as a Village responsibility, that may involve significant staff engagement in that process.

Respectfully submitted:





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**Elizabeth Cumming**

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**Subject:** FW: Agenda item, small craft harbour

**From:** Wayne Nicol <[info@trueshaftarchery.com](mailto:info@trueshaftarchery.com)>  
**Sent:** February 16, 2023 7:34 PM  
**To:** CAO <[cao@portclements.ca](mailto:cao@portclements.ca)>  
**Subject:** Agenda item, small craft harbour

Hi, I apologize for the delay in getting this email to you.  
However, I really need to discuss some very pertinent points with regards to SCH.  
There is an opportunity for a nice lighting upgrade with the install being paid for in this current contract.  
This is a time sensitive subject , and we need to act on it asap.  
There are also many other points about the infrastructure that need to be discussed and protocols established.  
I had been hoping to do an initial exploration of these issues during the infrastructure tour.

I am more than happy to discuss the details with you, at your convenience.  
Many thanks  
Wayne

Get [Outlook for iOS](#)

**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.

BA-1



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: June 19<sup>th</sup>, 2023  
RE: Grant Opportunities Follow-up

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### BACKGROUND:

At the May 15<sup>th</sup>, 2023, Regular Council Meeting, staff brought a grant opportunity, *Local Government Infrastructure Planning Grant Program*, to Council's attention and identified that it could be potentially utilized for feasibility studies. Council identified interest in applying to this fund (this year or next year) and directed staff to bring a list of suitable projects back to Council to select from to potentially apply for this fund.

### DISCUSSION:

Staff reviewed the Council's current strategic plan, current Official Community Plan and recently completed studies to draw up a list of potential projects where the grant may be beneficial to pursue. Staff created the following list for Council's consideration:

- *Trail Network Expansion – Feasibility Study for Expanding Trails within Municipal Boundaries*  
This would essentially be the same format as the Golden Spruce Trail Extension Feasibility Study, except focused on the potential to expand the existing trails further within municipal boundaries. The Golden Spruce Trail Extension Feasibility Study cost less than \$15,000, with \$10,000 coming from the Rural Dividend Fund, and the remaining cost coming from the Village's own sources.
- *Sea-level Rise Adaptation/Mitigation Strategies – Plan/Feasibility Study*  
Council recently completed the joint Haida Gwaii Coastal Flood and Erosion Study project, which produced two reports for the community and several maps for coastal flood and erosion and tsunami risk potential with 1 and 2 metre sea-level rise. While the study assesses and establishes the potential risks to the community, it does not have specific recommendations on how the Village could potentially move forward except a general identification of different response strategies. In this suggested project, the project would be looking at potential adaptation/mitigation strategies the Village could pursue in a plan which may or may not include components like a seawall feasibility study.

However, this project is likely to be larger than what the grant covers, though the grant body identified that multi-phased projects would each be eligible for the funding and could count separately (so an application that had phase 1 and phase 2 could get approved for \$10,000 and another \$10,000 for phase 2). However, it may be better to find another funding stream if Council is considering this route. The grant body identified that their funding can be used for stacking with other grants (including other provincially or federally funded grants).

- *Land Development (M&B Subdivision) – Feasibility Study/Development Plan*  
Council has been very interested in considering the development of the M&B subdivision and there may be the potential to fit aspects of the planning under this grant. The grant identifies that its objectives are supporting a range of community infrastructure which "includes sustainable planning, design, and management" and "increases efficient use of infrastructure and other resources". It was clarified with the grant body that it would be possible to have a project to create a development plan/feasibility plan for developing municipal-owned property. Such as plan would help to determine the feasibility of proposed subdivision layout(s), installing hydro, streetlights, paved roads, other infrastructure considerations, and potentially identify and determine the costs of surveying, geotechnical assessments, and other development requires that may be required.

This project may be better suited to an application in 2024, as Council needs to give more direction on what the vision for the development is intended and what potential layouts for lots is being considered to achieve that vision. Like with the previous project, this project may be larger than what the grant covers and it may be better to find another funding stream if Council is considering this route. However, the grant body did identify that multi-phased projects were acceptable, and stacking this grant with others was possible.

- *Infrastructure Review – Condition Assessments*

This grant identifies that infrastructure condition assessments are one of the eligible types of projects funded by this grant. The municipality has several pieces of infrastructure where a conditions assessment may be relevant to consider such as the Community Hall, Rainbow Wharf, Firehall, St. Mark's Church, Clinic/Ambulance Station. It may or may not be possible to have multiple buildings assessed in the same project, but the grant body identified that they were open to it.

- *Bypass Route – Feasibility Study*

This project would be a feasibility study to look at the potential of developing Alder Avenue between Dyson Street and Bayview Drive. Or it could potentially look at the feasibility of developing a bypass route further back from the community for an alternative connection to the highway and background/Bayview Drive. In this later option, the project may be in a similar format to how the Golden Spruce Trail Extension Feasibility Study was organized, such as looking at what jurisdictional requirements would need to be pursued in addition to potential costs and mapping out a specific route.

The bypass route has been identified in the current Official Community Plan for emergency purpose as well as improving livability and safety (potentially diverting logging trucks outside of the Village core). However, the Erosion Study also highlighted that developing a secondary route may be beneficial as there is the potential for parts of Bayview Drive to be impacted in flood events/tsunami inundation, cutting off parts of the community from being able to access the highway.

Staff confirmed with the grant body that all these listed projects had the potential to be eligible under their funding, though it is a competitive grant and whether the project received funding or not would be determined after an application was submitted and assessed. Surprisingly, the grant body clarified that the Village could submit multiple applications for different projects to be funded, there is no limit to just submitting one application to fund one project at a time. They gave the example that if the Village had 5 projects that it wanted to apply for then 5 applications could be submitted, and if 2 projects were approved the other 3 applications would be retained in their files for the next round of assessment without the Village having to resubmit anything.

However, Council should be cautious when it comes to the volume of applications it submits, as there is limited capacity to undertake projects and the volume of applications submitted, and potential projects that possibly could be approved, should match what that capacity can reasonably undertake if they did all get approved.

The new Council has not yet gone through a strategic planning session and the Official Community Plan is going through a review and redevelopment. There is the potential that there could be more or better ideas/projects to consider for this grant after such processes are completed where feasibility studies may be appropriate tool to evaluate them.

## **CONCLUSION:**

This grant accepts applications on a continuous basis throughout the year, but only has two rounds of assessment, one in the spring and one in the fall. It has been identified that July 12<sup>th</sup> is the deadline for the spring assessment. If Council is interested in aiming for this deadline, then a decision is needed on which project(s) to potentially apply for either at this meeting or a special meeting before the deadline. Applications require a council resolution supporting the project.

## **STRATEGIC**

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

Feasibility and other studies can be a strategic way to evaluate a proposal before committing significant capacity and resources on a project.

**FINANCIAL****(Corporate Budget Impact)**

For a project worth \$15,000 the grant would fund \$10,000 of costs. However, there may be the potential to get additional grant funding, such as through Gwaii Trust, to cover the Village's contribution amount.

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

All projects, including feasibility studies, involve staff time and increase workload. However, undertaking a study or developing a plan can be beneficial in decreasing workload over the long-term by either making grant applications a smoother process for a project, or by finding a proposal infeasible and removing it from further consideration before more staff is undertaken to explore it.

**Respectfully submitted:** Elizabeth Cumming, Deputy CAO.

UB-1



# COPY

## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: May 15<sup>th</sup>, 2023  
RE: Grant Opportunities – Feasibility Study Consideration

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### BACKGROUND:

It has been brought to staff's attention that there is a grant, the *Local Government Infrastructure Planning Grant Program*, that may be worthwhile to consider applying to for feasibility or other studies for infrastructure planning considerations.

### DISCUSSION:

Staff were alerted to this program when the program administrator reached out to find out why the Village had not applied for this grant in several years (the last application apparently being in 2016). Apparently, this grant program is under prescribed, and they are very interested in seeing applications and were wanting to find out why organizations that previously applied stopped applying.

The grant itself is very small, for projects that are \$15,000 they offer a grant for up to \$10,000 of the cost, so the Village would have to contribute \$5,000 from its own or other sources. In conversation staff identified that this was a very small grant amount compared to the costs involved, especially to get consultants/contractors to Haida Gwaii, and after consideration and discussion internally they got back to staff identifying that larger multi-phase projects could also be submitted/considered, and they suggested that potentially a project of \$30,000 could see a grant up to \$20,000 if it was submitted in two phases. However, there would be more discussion with the grant body to confirm what was specifically acceptable in this phasing.

Potentially the Village could also stack this grant with the Gwaii Trust's *Community Innovations Grant*, or similar grants. The Community Innovation Grant has many eligibilities which may be more relevant to pursue than for studies, but it permits up to \$10,000 per year per organization.

It is uncertain how long this grant program will continue to be offered, especially if they are under prescribed, however, currently it is offered annually, and it was identified to be offered on a continuous basis throughout the year with two rounds of assessments each year (one in the Spring and the second in the Fall). The next deadline is July 12, 2023. While there are many eligible uses, one use is for feasibility studies.

A concern has been brought up in the past when it comes to undertaking feasibility or other studies if they are beneficial to pursue. Like any tool, they can bring benefit if they are used properly and strategically. Their most important function is to answer the essential question "how much will this project likely cost?", though they also can help answer questions like "what are all the components that would be involved in this project?", which is then compared with Village capacity and evaluated to answer the question "can we afford to undertake this project?".

A feasibility study is a commitment of capacity and resources to undertake the study, but typically it is a far lesser cost compared to committing to undertake a project that requires substantial resources to be devoted to it that were not realized or considered before committing to it. This can be extremely beneficial to small communities where there is extremely limited capacity and resources available, especially for ongoing operational costs, and where projects must be prioritized as not all projects can be undertaken. Feasibility studies are an evaluation tool for decision making, that provides more in-depth, solid information than is often otherwise available that Council can then rely on when making decisions in strategic planning or other planning processes.

It is not recommended to undertake a feasibility study for every possible project, but for larger infrastructure or service proposals, a feasibility study has value, especially if Council has specific projects it is interested in pursuing, as feasibility studies can offer additional support to a grant application to access funding to realize a project.

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They can also be used to consider projects frequently proposed to Council to pursue (such as by the public). Even in a situation where the project was confirmed as infeasible, it would provide information on why it was currently infeasible. If circumstances changed the proposal could always be revisited later, but in the meantime Council would be able to clearly prioritize its resources and planning to other areas without having its attention further split to consider the infeasible idea. It can also be easier to communicate with the public why Council was not interested or willing in pursuing a proposed project further if the decision not to pursue came as a result of information received from a feasibility study.

Council has recently completed the joint Haida Gwaii Coastal Flood and Erosion Study project, which produced two reports for the community and several maps for coastal flood and erosion and tsunami risk potential with 1 and 2 metre sea-level rise. While the study assesses and establishes the potential risks to the community, it does not have specific recommendations as how the Village could potentially move forward except a general identification of different response strategies (see attached pages 56 – 61 of the main report). Council may want to consider further study to look at the feasibility of different strategies the Village could consider undertaking. For example, there have been informal suggestions of the Village looking at a building a seawall, which would be a protective strategy. If Council was interested in the concept, it may be better to do a seawall feasibility study to assess its viability and potential costs before considering it further. This might be a larger study, so it may not necessarily fit in with this grant program.

Alternatively, Council also recently completed the Golden Spruce Trail Extension Feasibility Study which provided critical information on the potential costs involved in such a project, legislative considerations, and potential trail route. This study was funded through a grant from the Rural Dividend Fund for \$10,000, which the Village contributing an additional \$3000 (excluding GST which the Village is reimbursed from the province) on this amount. At one point in the project, it was suggested that Council should consider changing the scope of the study to look at the potential to expand the trail network within Village boundaries (such as on existing undeveloped Road Right of Ways). Ultimately, it was decided to continue with the focus on an extension to the Golden Spruce Trail and the Old Swimming Hole. However, if Council was interested in another feasibility study to look at trails within the Village boundaries, this grant offers a funding opportunity for such a study. It may be a better investment to focus on inland trail development over the long-term given that the Coastal Flood and Erosion Study has identified that the current shorefront, where most of the Village trail infrastructure is currently located, is at risk of flooding/eroding with 1 and 2 metre sea-level rise.

These two potential topics for studies are suggested here because there are currently funding streams for such projects that may be applied for. However, as the Village is undertaking a review and redevelopment of its Official Community Plan, where the discussion of development and long-term visions for the community are being considered, it may bring out other ideas where a feasibility study would be an appropriate tool to evaluate them.

<b>STRATEGIC</b>	<b>(Guiding Documents Relevancy – Official Community Plan, Strategic Planning)</b> Feasibility and other studies can be a strategic way to evaluate a proposal before committing significant capacity and resources on a project.
<b>FINANCIAL</b>	<b>(Corporate Budget Impact)</b> For a project worth \$15,000 the grant would fund \$10,000 of costs. However, there may be the potential to get additional grant funding, such as through Gwaii Trust, to cover the Village's contribution amount.
<b>ADMINISTRATIVE</b>	<b>(Workload Impact and Consequence)</b> All projects, including feasibility studies, involve staff time and increase workload. However, undertaking a study can be beneficial in decreasing workload over the long-term by either making grant applications a smoother process for a project, or by finding a proposal infeasible and removing it from further consideration before more staff is undertaken to explore it.

**Respectfully submitted:** Elizabeth Cumming, Deputy CAO.



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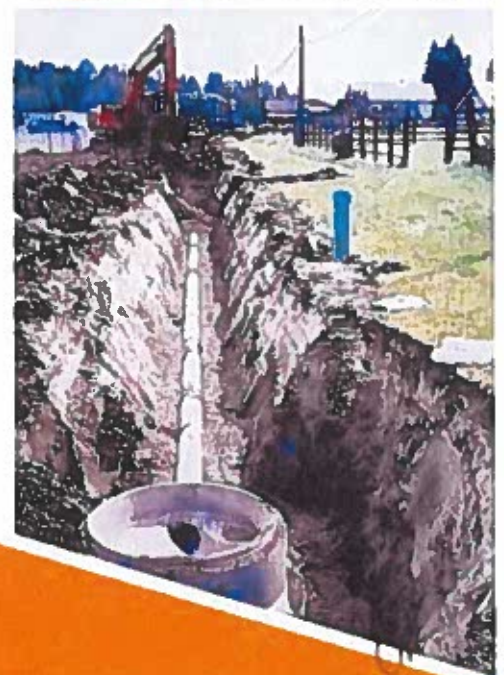
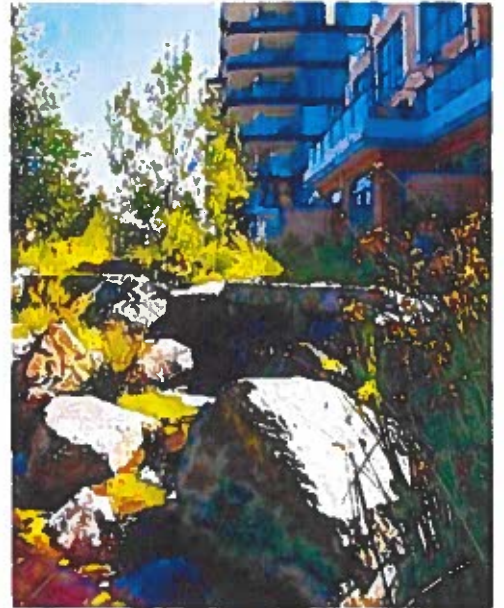
# Local Government Infrastructure Planning Grant Program

## PROGRAM GUIDE

Ministry of Municipal Affairs

Local Government Infrastructure and  
Finance Branch

March 2021



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## 1. Program Overview

### 1.1. Purpose

The Infrastructure Planning Grant Program (Program) assists local governments in developing well planned community infrastructure that will improve public health and safety, encourage resilient communities, protect the natural environment while strengthening local and regional economies

### 1.2. Amount of Grant

The Province of B.C. will provide a maximum grant amount of \$10,000 for each approved project. Each approved grant amount is arrived at through the funding formula illustrated below:

Approved Eligible Project Costs	Provincial Grant
First \$5,000 of costs or less	100% of approved costs
Next \$10,000 or less	50% of approved costs

One hundred percent of the first \$5,000 in approved eligible project costs will be paid. Those approved eligible costs over the first \$5,000, will be calculated at 50% funding and paid up to a maximum total grant amount of \$10,000. The following example shows how the formula works:

Total Incurred Approved Eligible Costs = \$8,000	
<b>Formula:</b>	
Approved Eligible Project Costs	Provincial Grant
100% of the first \$5,000 of costs	\$5,000
50% of the remaining \$3,000	\$1,500
<b>Total Provincial Funding (Grant Amount) = \$6,500</b>	

## 2 Eligibility

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### 2.1. Project Selection

Project selection criteria are focused on the principles of sustainability and resilience. Those applications that will lead to a capital project and effectively demonstrate long-term planning that supports ecological delivery, climate change adaptation, and community wellness will have the greatest opportunity in being considered for approval. The Program supports a range of community infrastructure that meets one or more of the following objectives:

- increases access to and/or the quality of municipal services, such as drinking, sewers, stormwater, waste disposal;
- improves public health and safety;
- dissolves an existing improvement district;
- provides environmental protection and enhancement;
- supports asset management;
- includes sustainable planning, design, and management;
- includes energy efficiency and greenhouse gas emission reductions;
- fosters climate resiliency planning;
- increases efficient use of infrastructure and other resources;
- applies conservation and demand-side management approaches;
- integrates ecological services and natural assets to manage climate change;
- integrates resource recovery<sup>1</sup> (creation/capture of gas, heat recovery, reclamation and reuse of treated wastewater effluents, rainwater as a resource);
- optimizes levels of service through sustainable service delivery; and,
- fosters partnership and collaboration with First Nations, organizations, and/or local governments.

### 2.2. Eligible Applicants

An eligible applicant is a local government (municipality or regional district). Local governments can submit applications on behalf of improvement districts, or other small water system operators and must include the letter of request from that organization.

### 2.3. Eligible Projects

Eligible projects are those that promote sustainable infrastructure including, and not limited to:

- natural asset management plans;
- renewable energy plans;
- integrated stormwater management plans;
- water master plans;
- watershed management plans;
- liquid waste management plans;
- climate adaptation plans;

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<sup>1</sup> For more information about resource recovery visit <https://closngtheoop.ca>

- infrastructure condition assessments;
- integrating asset management data into capital planning;
- rainwater recharge studies;
- urban forest assessments;
- local flooding assessments;
- storm surcharge/surcharging studies;
- green roof feasibility studies;
- swales/raingarden planning;
- ecological accounting studies;
- daylighting feasibility studies;
- economic evaluations of universal water metering;
- demand management strategies;
- water audits and development of water demand management strategies;
- water budget calculations/studies;
- fish passage assessments;
- community centre technology feasibility studies; and,
- demand studies for services.

## 2.4. Ineligible Projects

Applications will be deemed ineligible if the project:

- has already begun prior to the submission of the application;
- is for a privately-owned development;
- is considered routine maintenance or repair;
- main objective is modelling, or GIS based (Note: if a project that includes a modelling component has a long-term planning goal that surpasses the modelling piece, the project may be considered eligible); and,
- deliverable is water main/pipe testing.

## 2.5. Eligible Costs

Eligible costs are those direct costs properly and reasonably incurred in relation to the proposed project.

Eligible costs include:

- consultant fees (e.g. travel costs, engineer assessment of phasing of project);
- local government staff time (for projects using in-house resources); and,
- in-kind contributions.

For projects that involve in-kind contributions or are to be directly carried out by local government staff:

- a detailed cost estimate must be attached to the online application in the Local Government information System (LGIS); and,
- cost estimates must identify the charge-out rate for each participant, including:
  - fair market value costs;
  - time commitment for each task; and,
  - an outline of each participant's role (e.g. project manager, coordinator) and their qualifications pertaining to the project.

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Eligible costs are net of any contributions from other grant programs. Approved funding will be calculated once all other grant contributions have been deducted from the total cost of the project.

## 2.6. Ineligible Costs

Ineligible costs include:

- administrative overhead charges (e.g. office salaries, wages and commissions, office supplies, administration travel and entertainment, food);
- local government staff time for general administration of a project (e.g. reviewing consultant's report)
- capital project cost (e.g. construction costs, purchase of land or buildings or equipment used in the production of goods or in the rendering of services);
- routine maintenance and repair costs;
- GST (as of February 2004, municipalities receive a 100% federal government rebate on GST paid);
- costs incurred prior to the date of the application; and,
- local government staff time or consultant fees for completing grant applications.

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### 3 Application Process

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#### 3.1. Application Guidelines

##### 3.1.1. Required Materials:

- completed Application Supplementary Form;
- council or board resolution supporting the project;
- public health / regulatory agency order if applicable;
- letter of request, if applicable. (See section 2.2 for details); and,
- completed Application Supplementary Form.

##### Full and Accurate Information

Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry of Municipal Affairs and any applicable supporting information has also been submitted. If a question in the Application Supplementary Form is not applicable to the project, provide a brief explanation of why it is not applicable.

##### 3.1.2. Freedom of Information and Protection of Privacy Act

Applicant information collected during the application process is subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being collected is for the purpose of administering the Program and will be used for the purpose of evaluating eligibility under the Program. Any questions about the collection, use or disclosure of this information can be directed to Ministry staff (refer to Section 5. Contact Information).

#### 3.2. How to Apply

Applications for the infrastructure planning grant funding must be completed and submitted online using the [Local Government Information System \(LGIS\)](#).

A Business BCeID credential and password are required to access the LGIS online application system. After receiving your Business BCeID credentials, you must request access to the online application system in LGIS (these processes can take up to three weeks).

After gaining access to the LGIS system, please visit the [LGIS Learning Centre](#) for step-by-step instructions to completing the application forms. Please review [Accessing the Online Application \(PDF\)](#) on the [website](#) for further details.

Once you have obtained access to LGIS, follow these steps:

- **Step 1.** Log in LGIS.
- **Step 2.** Complete the LGIS online application and ensure you have attached the Application Supplementary Form and required materials.
- **Step 3.** Submit your application. Changes cannot be made once an application is submitted.

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Once an application is submitted, the application status can be viewed online using LGIS.

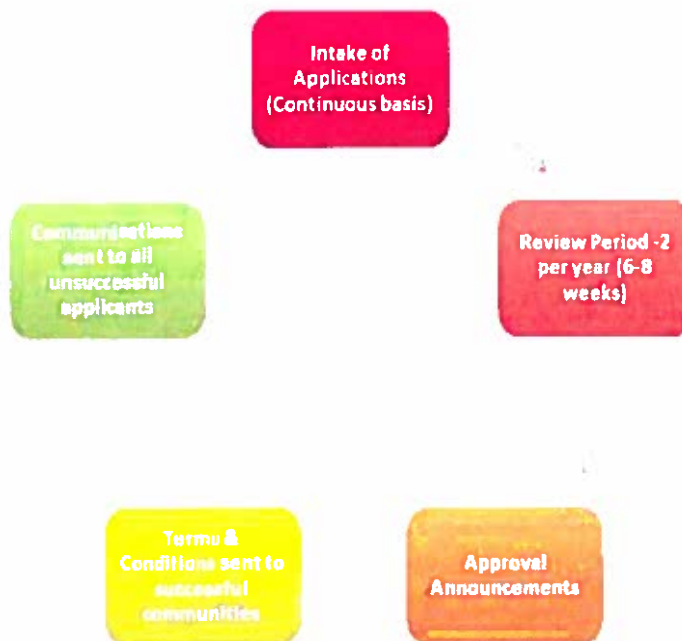
### 3.3. Application Deadline

Applications are received on a continuous basis throughout the year. Ministry staff generally complete two rounds of assessments each year – one in the Spring and the second in the Fall.

Grant applications that are not successful in the first round of assessment will be considered for a subsequent evaluation in the next round of approvals. Applications that are not successful within two rounds of approvals are withdrawn from further assessment. Applicants are notified after first and second rounds of assessment. Applicants would have the opportunity to request Ministry's feedback and update their application before the application is considered for the second round of review.

The application submission date becomes your eligible cost date and you can begin your project; however, funding is not guaranteed. If the application is successful in a subsequent round of review, any eligible costs incurred after submission date will be reimbursed through an approved grant.

The following diagram illustrates the general intake and approval process for all applications:



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## **4 Approval and Payment of Grants**

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### **4.1. Announcements**

Successful applicants will receive written notification of approved funding. Grant announcements are usually made within three months following a posted deadline.

Unsuccessful applicants will receive email notification of their status, as per Section 3.4. of this Guide.

### **4.2. Terms and Conditions**

Successful applicants will receive the Terms and Conditions associated with their approved grant. This acts as a contract that confirms all parties' understanding of the project, the maximum grant amount to which the applicant is entitled and the grant's expiry date. Certain conditions may be attached to successful contracts in order to ensure that sustainability goals are met.

It is the responsibility of the successful applicant to sign the Terms and Conditions and send it back to the Ministry at [infra@gov.bc.ca](mailto:infra@gov.bc.ca). Signed Terms and Conditions are required before payment can be made.

### **4.3. Claim Period and Expiry of Grant**

The claim period is approximately two years from the announcement date. Requests for an extension of this claim period will only be considered where there are unforeseen or extenuating circumstances. Such requests must be received before the expiry date of the grant. Extensions are granted in one-year increments. Grants are only eligible for two extensions.

### **4.4. Transfers between Projects and Scope Changes**

Grants are project-specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by the initial application, a consultant's proposal or a detailed work program, may be considered only with the prior agreement of the Ministry. Any substitute project must produce similar results to that for which the original grant was approved.

The Ministry must be notified of any changes to the project description prior to completion of the project, which could then be eligible for a formal scope change process for approval of proposed changes.

### **4.5. Grant Payment**

The total amount of the grant payable will not exceed either the amount noted in the approval letter or the approved percentage of the actual cost, whichever is less. To request payment, the grant recipient must be submitted online using LGIS: <https://www.localgovernmentinformationssystem.gov.bc.ca/LGIS>

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- **Step 1:** Complete the online Claim using LGIS. The Program allows for one claim to be submitted at the completion of the project, when no further expenses will occur. (See Section 4.5.2. of this Guide for details on the Claim Form).
- **Step 2:** Attach all invoices and Final Report under the "Attachment" tab for all eligible expenses. The invoices should include details of all times and charges, or, a schedule detailing the cost (time and charges) for in-house resources used to prepare the report. The Final Report is the final product that has resulted from the awarded grant. If the attachment is larger than 15Mb please contact the Ministry to discuss how to submit the Final Report.
- **Step 3:** Submit the Claim. Note: No changes can be made once a Claim is submitted. Status of a claim post-submission can be viewed online using LGIS.

**\*Note:** For projects that did not generate invoices (e.g. used in-house resources or in-kind contributions), the Claim must be accompanied by a schedule detailing the costs (time and charges) for the project. Should the schedule show unreasonable or ineligible costs, grant claims may be denied or reduced.

The Ministry may publish, release, or otherwise disseminate information related to the plan or study, including the Final Report. Should the Final Report be different than shown in contract description and deliverables, the proponent shall be held responsible and grant funding may be withdrawn. See Section 4.4. of this Guide for information about changes to project scope.

Final Reports prepared by a registered engineer and/or geoscientist, must be sealed or stamped with a signature and date clearly showing the report author and responsible professional.

The following is an example of how the financial section of the claim form is calculated. The example uses a total project cost of \$24,242.50 and no financial contributions from others:

Total Amount of Grant Approved: A	\$10,000
Total Eligible Costs Incurred to Date:	\$24,242.50
Less Contributions or Grants from Others:	\$0
Total Eligible Costs Incurred:	\$24,242.50
100% of first \$5,000: B	\$5,000
50% of next \$10,000: C	\$5,000
Grant calculation (B plus C): D	\$10,000
Claim A or D, whichever is less:	\$10,000

Refer to **Section 1** of this Guide for further explanation on the breakdown of costs and the formula used by the Ministry to determine the grant amount per community.

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## 5 Contact Information

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Ministry staff are available to discuss potential applications.

### Mailing Address

Ministry of Municipal Affairs  
Local Government Infrastructure and Finance Branch  
PO Box 9838 Stn Prov Govt  
Victoria BC V8W 9T1

### Location Address

4th Floor - 800 Johnson Street, Victoria, BC

Phone: 250 387-4060

Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

Website: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/infrastructure-planning-grant-program>

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*Village of Port Clements*  
*Box 198 36 Cedar Ave. W.*  
*Port Clements, BC V0T 1R0*

*Port Clements Historical Society*  
*45 Bayview Dr. PO Box 417*  
*Port Clements, BC V0T 1R0*

*May 10, 2023*

*Mayor and Council*

*The Port Clements Historical Society is seriously understaffed and is having trouble getting enough members to have a legal meeting. We have lost Joan, Dale and Craig in the last few years and have not been able to recruit new members, and some of our present members are having health issues.*

*As currently we are taking care of the Visitors centre for You, we felt it was only fair to let you know that this is probably our last year to do this with You. We will complete this year and will make a final decision in October but unless we can get some new members before then I cannot see us being able to function as a society any longer...*

*Sincerely,*



*William Lore*

*President*

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## **Canada, British Columbia, and the North Coast Regional District invest in North Coast Recycling Depot upgrades**

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May 18, 2023

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Today, the Honourable Harjit S. Sajjan, Minister of International Development and Minister responsible for the Pacific Economic Development Agency of Canada, the Honourable Anne Kang, B.C. Minister of Municipal Affairs, and Barry Pages, Chair of North Coast Regional District, announced a joint investment of more than \$1.5 million to support upgrades to the North Coast Recycling Depot.

This investment will enable structural, electrical, and lighting upgrades that will increase the recycling depot's efficiency and capacity to process material. The project will also allow for the purchase and installation of two new balers, and the construction of an elevated loading dock. Once complete, project works will increase the capacity of the recycling depot by approximately 1,200 tonnes annually. The upgrades will ensure the proper disposal of waste, helping to minimize greenhouse gas emissions and protect the local environment.

By investing in infrastructure, the Government of Canada is growing our country's economy, building resilient communities, and improving the lives of Canadians.

"Today's investment represents our government's commitment to investing in green infrastructure. Upgrading the recycling depot in the North Coast Regional District will support proper waste management and protect the beautiful natural environment that British Columbia is known for. We will continue to invest in projects that contribute to the health, ecological wellbeing, and sustainability of our communities."

*The Honourable Harjit S. Sajjan, Minister of International Development and Minister responsible for the Pacific Economic Development Agency of Canada, on behalf of the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities*

“Investments in green infrastructure keep our communities healthy, help maintain fragile ecosystems, and protect our unique environment. I’m proud to be working with Infrastructure Canada and the North Coast Regional District to support important upgrades to the North Coast Recycling Depot.”

*The Honourable Anne Kang, Minister of Municipal Affairs*

“The North Coast Regional District is grateful to the Investing in Canada Infrastructure Program for providing this much-needed contribution to the North Coast Recycling Depot. The North Coast Recycling Depot is a critical piece of infrastructure that supports recycling throughout the entire region. This contribution will increase the North Coast Recycling Depot’s efficiency and capacity to process and divert materials headed to the landfill, ultimately reducing waste and green house gas emissions.”

*Barry Pages, Chair of North Coast Regional District*

### **Quick facts**

- The Government of Canada’s Investing in Canada Infrastructure Program is investing \$630,446 in this project, while the Government of British Columbia is investing \$525,319, and North Coast the Regional District is contributing \$420,351.
- The Government of Canada’s funding comes from the Green Infrastructure Stream of the Investing in Canada Infrastructure Program.
- This stream helps build greener communities by contributing to climate change preparedness, reducing greenhouse gas emissions, and supporting renewable technologies.
- Including today’s announcement, 97 infrastructure projects or project bundles under the Green Infrastructure Stream have been funded in British Columbia, with a total federal contribution of more than \$530.8 million and a total provincial contribution of nearly \$258.6 million.
- Under the Investing in Canada Plan, the federal government is investing more than \$180 billion over 12 years in public transit projects, green infrastructure, social infrastructure, trade and transportation routes, and Canada’s rural and northern communities.
- Infrastructure Canada helps address complex challenges that Canadians face every day—ranging from the rapid growth of our cities, to climate change, and environmental threats to our water and land.



## Associated Links

Investing in Canada: Canada's Long-Term Infrastructure Plan  
<https://www.infrastructure.gc.ca/plan/icp-publication-pic-eng.html>

Green Infrastructure Stream  
<https://www.infrastructure.gc.ca/plan/gi-iv-eng.html>

Federal infrastructure investments in British Columbia  
<https://www.infrastructure.gc.ca/plan/prog-proj-bc-eng.html>

Strengthened Climate Plan  
<https://www.canada.ca/en/services/environment/weather/climatechange/climate-plan/climate-plan-overview.html>

North Coast Regional District Recycling  
<https://www.ncrdbc.com/services/waste/recycling>

*For more information on this news release contact Daniel Fish, Chief Administrative Officer for the North Coast Regional District at 250.624.2002, extension 8 or email [cao@ncrdbc.com](mailto:cao@ncrdbc.com).*

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## Board Highlights

April 2023

### Delegations:

Alissa MacMullin and Jamie Polk of the Haida Gwaii Regional Recreation Commission gave an update on enabling recreation and leisure on Haida Gwaii. The Chair of the Board thanked the delegation.

### Board Business:

1. The Board resolved to direct staff to explore grant funding opportunities to develop Kwuna Point Trail in Sandspit, B.C.
2. The Board resolved to send a letter to Honourable Nathan Cullen, Minister of Water, Land and Resource Stewardship, to support SkeenaWild Conservation Trust's request that Land Act cancellations be given immediate interim protection, with the exception of pre-existing tenured activities.
3. The Board resolved to send a letter to the Minister of Transportation and Infrastructure, copying port industry partners, to inquire about the status of the Mile 28 level crossing project on Highway 16.
4. The Board resolved to send a letter of support to Haida Gwaii Regional Recreation Commission regarding Gwaii Trust funding for youth programming in Sandspit.
5. The Board resolved to send a letter to the Minister of Forests stating that while the Board has no objections to Interfor Corporation's transfer of Crown forest tenures, the Board would like to meet with the Minister of Forests to discuss Haida Gwaii community forests.
6. The Board resolved to apply for funding from the Prince Rupert Port Authority Community Investment Fund and Trigon Community Investment Fund for the purchase of new recycling bins in the District of Port Edward.
7. The Board passed three readings and adopted [Bylaw 665.1, 2023 – A bylaw to amend the North Coast Regional District Electoral Area D Civic Addressing Bylaw No. 665, 2019.](#)
8. The Board authorized the Chief Administrative Officer and the Chair to sign the 2023-2025 "Collective Agreement between the North Coast Regional District and the Canadian Union of Public Employees Local 105-04"

***For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***

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## **NCRD and CUPE Sign 3-Year Collective Agreement**

May 16, 2023

The North Coast Regional District (NCRD) and the Canadian Union of Public Employees (CUPE) Local 105-04 have reached a 3-year collective agreement for the period of January 1, 2023 to December 31, 2025.

The agreement includes a 4% wage increase for the first year (retroactive for 2023), a 3.5% increase in 2024, and a 3% increase in 2025. It also provides greater safety, health and wellness benefits to employees.

CUPE Local 105-04 represents approximately 20 members who work for the NCRD and provide important community services for residents and businesses across the entire region from Haida Gwaii to Kaien Island and beyond.

### **Quote**

"I am very pleased that we have been able to reach a fair and mutually beneficial agreement through respectful negotiation," said NCRD Chief Administrative Officer Daniel Fish. "I wish to extend a thank you to everyone involved in the bargaining process for the work that they have done to create an agreement that meets the needs of our employees during these uncertain times."

*For more information on this news release contact Daniel Fish, Chief Administrative Officer for the North Coast Regional District at 250.624.2002, extension 8 or email [cao@ncrdbc.com](mailto:cao@ncrdbc.com).*

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## DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6

Phone 250-545-5304 Fax 250-545-4733

Email: [info@coldstream.ca](mailto:info@coldstream.ca) Website: [www.coldstream.ca](http://www.coldstream.ca)

*"Rural Living At Its Best"*

### OFFICE OF THE MAYOR

File: 0410-01

May 9, 2023

Honourable Ravi Kahlon  
Minister of Housing  
Room 248 Parliament Buildings  
Victoria BC V8V 1X4

VIA EMAIL: [ravi.kahlon.MLA@leg.bc.ca](mailto:ravi.kahlon.MLA@leg.bc.ca)

Dear Honourable Kahlon:

**Re: Homes for People Action Plan**

At their Regular meeting held on May 8, 2023, the District of Coldstream passed the following resolution:

*"THAT the Mayor be authorized to send a letter to the Minister of Housing, with copies to the MLA for Vernon-Monashee and all members of the Union of British Columbia Municipalities, regarding the recently announced action plan "Homes for People" and request that the Minister take into consideration the following:*

- 1. the diversity and size of communities throughout the province and their unique housing needs;*
- 2. the differences between rural and urban communities and their availability of infrastructure; and*
- 3. the significant impact on existing local infrastructure capacity to service increased development and density;*

*AND THAT the Minister be further advised that the District of Coldstream is concerned that broad legislative changes may curtail the local planning authority vested in local governments and expressed in their Official Community Plans and Zoning bylaws, for which significant public input has been received and accounted for in these important planning instruments.*

In addition to the points enumerated above, we would also bring to your attention that a large portion of Coldstream is served by septic systems, which are not equipped to manage the type of densification the Homes for People Action Plan contemplates. To provide the appropriate infrastructure would have a considerable financial impact to our residents without guaranteed and predictable funding/grants from the Province.

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A good portion of Coldstream is in the Agricultural Land Reserve (ALR); as such, we have concerns regarding the potential conflict between residential and agricultural land use. We have struggled with this very issue in recent years as have other communities surrounded with rural areas and have experienced development pressure.

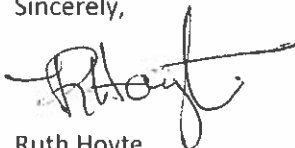
The portion of Coldstream that would be characterized as urban is very much residential and we lack access to local services such as shopping, health care, employment, and transit. These types of services and amenities are located in Vernon, a neighbouring community which acts as a the commercial 'hub' for many of our residents.

The District of Coldstream values and is known for our carefully managed growth which has always respected the wishes of the members of this community. Our Official Community Plan and Zoning Bylaws have been developed with considerable input from the residents. Coldstream is a desirable place to live, farm and enjoy the abundance of natural amenities we are fortunate to have. We have worked diligently to balance the need for a variety of housing types and density with moderate growth while preserving the much sought after rural lifestyle that Coldstream is known for.

Respectfully, we request you consider that there are other communities, just as unique as ours, for which a province-wide, "one-size-fits-all", approach to increasing housing supply may not be in their best interest and may result in communities that no longer resemble the ones that people chose to live in. If the Province targeted support to communities either better suited or desirous of increased density, British Columbians would have the ability to choose the housing type and the community that is the best fit for them.

We thank you for your thoughtful consideration of our concerns on this very important initiative.

Sincerely,



Ruth Hoyte  
Mayor

cc: Council, District of Coldstream (via email)  
MLA Harwinder Sandhu ([Harwinder.sandhu.MLA@leg.bc.ca](mailto:Harwinder.sandhu.MLA@leg.bc.ca))  
Members of the Union of British Columbia Municipalities

CS



Office of the  
Fire Commissioner



June 8, 2023

### **Announcement from the Office of the Fire Commissioner – 2022 Annual Report**

The Office of the Fire Commissioner (OFC) has released the [2022 Annual Report](#). Under the *Fire Services Act*, the fire commissioner must submit to the minister a report describing the fire commissioner's administration from the preceding year. The annual report informs the OFC's focus and direction for the coming year and advises fire services of the previous year's statistics and current trends.

As with the 2021 report, this year's report includes some very concerning trends that are also being reported in Ontario. In 2022, there were 86 fire-related deaths – a 46 percent increase from 2021. Between 2019 and 2020, fire-related deaths in British Columbia rose from 28 to 56 – a 100 percent increase. Between 2018 and 2022, there was a **207 percent increase in fire-related deaths**. The leading causes for structure fires continue to be smoker's materials (match, lighter, candle, etc.), cooking equipment, electrical, heating, smoking, and appliances. Most fire-related deaths and injuries occur in people's homes.

The number of fires where there was no working smoke alarm continues to be concerning. In 2022, only 45 percent of residential structure fires had a working smoke alarm. Working smoke alarms remain the most effective measure for preventing fire-related injuries and deaths. The Province has provided \$1.6 million to the BC Research and Injury Prevention Unit for a new campaign to help educate people on proper smoke alarm use and reducing fire risks.

Working together, I am confident that we will reduce the number of fire-related injuries and deaths. It is imperative that fire services continue to increase fire prevention public education efforts, particularly home fire safety programs for the older adults who are an over-represented population in the categories of fire-related injuries and deaths.

The information in the annual report will guide our continued efforts to keep the people in British Columbia safe from fire.

Brian Godlonton  
Fire Commissioner

Ministry of Public Safety and  
Solicitor General

Office of the Fire Commissioner

Mailing Address:  
PO Box 9201 STN PROV GOVT  
Victoria BC V8W 9J1

Location:  
Block A – Suite 200  
2261 Keating Cross Road  
Saanichton, BC  
Telephone: 1-888-988-9488  
Facsimile: 250-952-4888

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## Elizabeth Cumming

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**From:** HOUS Building & Safety Standards Branch HOUS:EX <Building.Safety@gov.bc.ca>  
**Sent:** May 15, 2023 4:07 PM  
**To:** HOUS Building & Safety Standards Branch HOUS:EX  
**Subject:** SPRING 2023 Digital Permitting Update

### SPRING 2023 Digital Permitting Update

Through the [2023 Homes for People](#) plan, the Ministry of Housing committed to making B.C. a North American leader for digital transformation in the housing construction sector. The focus of this work is on modernizing housing permitting and approvals by digitizing the BC Building Code, advancing the adoption of digital permitting processes across B.C., integrating permit systems across the housing sector, and supporting collaboration technologies that help project teams work more effectively with housing development regulators. This work is being informed by the Development Approvals Process Review (DAPR) engagement and other engagement processes focused on improving B.C.'s housing development sector.

Over the coming months, the Ministry will continue its engagement and seek input from Indigenous communities, local governments, and industry. We are looking to identify key partners interested in helping us advance this important work. **Please confirm your organization's interest in being engaged and provide the key contact's name, title, and email by replying to this email.**

The Ministry of Housing is now responsible for the DAPR initiative and has announced efforts to spur innovation in the housing sector through the rapid implementation of digitized construction codes and digital design and permit processes. The move was intended to better align the work underway in local governments and across the provincial government to increase the efficiency and effectiveness of the housing construction process and unlock more housing, faster.

The Ministry of Housing, with support from the Ministry of Citizens' Services, is focused on three key outcomes:

1. **Digitally Enhanced BC Building Code:** making it easier and faster to understand and interpret information.
2. **Digitized Building Permit System:** providing a basic permit structure for all B.C. communities and integrating with existing local government digital permit submission tools. Digital building permitting will provide opportunities for standardization and automated review of key parts of the building code, making compliance easier and permit reviews faster.
3. **Digital Integration of Permit Systems and Tools:** facilitating the integration with existing digital permitting systems used by local governments, the Province's recently announced housing permit system, and other construction software. Integration will allow housing design and construction information to flow more easily through the housing development process.

Our work is aligned with the work already underway at the Ministry of Water, Land and Resource Stewardship on the [Single Window](#) and single applications for provincial housing permits.

In addition, to accelerate the development and adoption of innovative technologies in the construction sector, the Province invested in [Digital](#), a B.C.-based independent, not-for-profit organization that focuses on the development, adoption, and deployment of Canadian-made digital technologies through a unique collaborative model that brings together small and medium-sized Canadian enterprises, multinationals, and academia. Digital's work will involve collaborating with several partners in industry, academia and at all levels of government to create digital solutions for the construction sector and design pilot projects to test those solutions.

## More information

- [Summary Report](#): Development Approvals Process Review, final report from a province-wide stakeholder consultation 9/2019 - [Information Bulletin](#): Report provides ideas for speeding up development approval process 9/25/2019  
[News Release](#): New permitting strategy will help build homes faster 1/16/2023
- [News Release](#): Homes for People plan, an action plan to deliver more homes for people, faster 4/3/2023
- [Expediting Development Approvals](#): UBCM (Union of BC Municipalities) Housing Summit, presentation development approvals process review update 4/4-5/2023
- [News Release](#): B.C. invests in digital permitting to get homes built faster 4/12/2023

Best,  
**Zachary D. May, MBA**  
Executive Director  
(he/him/his)

Building and Safety Standards Branch | Ministry of Housing  
Phone: 778-679-9641 | Email: [zachary.may@gov.bc.ca](mailto:zachary.may@gov.bc.ca)

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## Elizabeth Cumming

---

**From:** Lisa Waring <lwaring@sd50.bc.ca>  
**Sent:** May 15, 2023 4:56 PM  
**To:** Elizabeth Cumming  
**Subject:** Fire Hall Name Chnge

Hello Elizabeth,  
Can you please forward this to the Village Council.

Thank you.

Good afternoon Village of Port Clements,

I would like to forward to the town and council that the Port Clements Fire Hall name be changed to Craig Beachy Fire Hall in honour and recognition of Craig's commitment and service to the people of Port Clements.

Thank you for the consideration

Lisa Waring  
Resident of Port Clements

Sent from my iPad

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## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: June 19<sup>th</sup>, 2023  
RE: Request to Rename Firehall

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### BACKGROUND:

Lisa Waring has submitted a request to Council to consider renaming the Port Clements Fire Hall to the Craig Beachy Fire Hall in honour and recognition of Craig Beachy.

### DISCUSSION:

There is currently no practice in the Village of Port Clements of naming or renaming municipal property or infrastructure after individuals. Typically, they are just named after the Village (ex. Port Clements Fire Hall, Port Clements Community Hall) or after concepts/descriptors (ex. Community Park, Millennium Park, Sunset Park, Rainbow Wharf). There is a wider practice within Canada for naming facilities after prominent figures and donators, however, there has been some movement away from this trend due to controversies and protests involving some of the figures.

Historically, the Village itself was named after Member of Parliament Herb Clements in 1914. This was a specific transaction where, in exchange for him arranging for a federal government wharf to be built in the community (Rainbow Wharf), the Village would be named after him. Such arrangements are no longer legally permitted in most, if not all, circumstances involving legislative or parliamentary members implemented in following years.

The Village does have a practice of naming streets, roads or avenues, after people or families, taking on their surnames ex. Tingley Street, Nyeholt Road, Ryland Road, etc. They have either been named as such out of respect (Eli Tingley was one of the Village founders, if not the Village founder), or they were commonly referred to as such informally as the family was the only house on the street at the time, and then were formally adopted as the name.

More privately, there is a practice of memorial benches where families and friends have commissioned a bench with a plaque commemorating a deceased loved one. Sometimes these benches are donated to the Village to be installed in municipal parks or other public properties, or otherwise they are installed on private property.

If Council decided to pursue renaming a municipal property after a specific individual, it would be precedent setting and the Village may receive similar requests going forward. It may be best to set out a policy and clear circumstances of when such honours are given if it was to be pursued. The Village has many residents who have contributed in many significant ways to the community (past and current), but the Village only has a limited number of municipal facilities and public buildings, so the selection of who is honoured that way and who is not could get controversial.

In addition to these considerations, the request has come from a resident who is not a relative nor representative of Craig Beachy or his family. If Council is interested in considering the request further, the best practice would be to reach out to his immediate family to confirm if they are supportive of the proposal or not, if they feel that it would have been something that he would have wanted or not. Council may also want to consult with the Fire Department for their opinion.

**CONCLUSION:** If Council was interested in fulfilling the request, the best practice is to reach out to the family first to confirm if they were in support of it or not. However, even if they are Council should carefully consider it as it would be precedent setting.

**STRATEGIC** (Guiding Documents Relevancy)  
N/A

**FINANCIAL** (Corporate Budget Impact)  
There would be costs involved in renaming the facility, such as updating signage, and potentially updating brochures, maps, or legal paperwork/agreements which may have costs.

**ADMINISTRATIVE** (Workload Impact and Consequence)  
There would be an increase in workload, especially for staff time involved in policy development if it was pursued.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

## Elizabeth Cumming

---

**Subject:** FW: Urgent - UBCM Child Care Resolution

**From:** sharon gregson <[sharongregson4@gmail.com](mailto:sharongregson4@gmail.com)>  
**Sent:** Sunday, June 4, 2023 8:06 PM  
**To:** CAO <[cao@portclements.ca](mailto:cao@portclements.ca)>; Scott Cabianca <[s.cabianca@portclements.ca](mailto:s.cabianca@portclements.ca)>  
**Subject:** Urgent - UBCM Child Care Resolution

Sharon Gregson  
Coalition of Child Care Advocates of BC  
2772 East Broadway  
Vancouver, BC V5M 1Y8

Mayor Scott A Cabianca  
The Village of Port Clements  
36 Cedar Avenue West  
Port Clements, BC V0T 1R0

Subject: Urgent - UBCM Child Care Resolution

To Honourable Mayor Scott A Cabianca and Council,

The Coalition of Child Care Advocates of BC is a longstanding, non-profit organization dedicated to the creation of a high-quality, affordable, accessible child care system in BC. We appreciate that your Council shares this vision to support families with young children, and the local economy in your community.

In recent years there has been measurable progress toward a quality child care system in BC with historic provincial and federal investments. New publicly-funded affordability measures for families including \$10aDay sites, wage enhancements for educators, and more licensed programs are making a positive difference.

However, local and Indigenous governments and nonprofit organizations across BC are still facing significant child care challenges, with demand for licensed child care outstripping supply, and a severe shortage of early childhood educators.

One of the major obstacles facing local governments when they want to expand child care in their communities is the grant-based application process required to access provincial capital funding. The current process places a major burden on applicants, usually local government staff working with non-profit agencies, requiring them to coordinate all aspects of design, development, and implementation. Significant technical expertise and organizational capacity are also necessary to complete the online applications, which often does not exist at the local level or pulls resources away from other municipal duties.

To address this urgent issue, we request that your Council adopt the resolution shared below, as originally supported by the Regional District of Nanaimo, or a similar resolution. Once adopted we hope the resolution will be forwarded to your local area association and on to the 2023 UBCM Convention.

This resolution urges the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and non-profit organizations to enhance their organizational capacity to coordinate the current grant applications process.

The resolution further requests the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

Evidence-based research makes clear that such a systemic approach will lead to a more equitable and accessible child care system across British Columbia.

Thank you for your attention to this matter, and for recognizing that child care is a priority for healthy communities. Please reach out should any clarification be required.

Yours sincerely,



Sharon Gregson  
Spokesperson \$10aDay  
Coalition of Child Care Advocates of BC

### Sample Resolution

WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day child care program, and ChildCareBC's growing system of universal child care has been life-changing for families, with demand far outstripping supply;

AND WHEREAS the current grant-based process to expand universal child care relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and nonprofit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded child care needs assessments and action plans;

THEREFORE BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi-year funding to local and Indigenous governments and nonprofit organizations to support resources to coordinate this process:

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

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2022 STATEMENT OF FINANCIAL  
INFORMATION  
FOR THE  
VILLAGE OF PORT CLEMENTS

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2022 Audited Financial Statements

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**Village of Port Clements**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

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### **MANAGEMENT'S RESPONSIBILITY**

The information and representations in the consolidated financial statements are the responsibility of management and have been approved by the Mayor and Council of the Village of Port Clements. The consolidated financial statements were prepared by management in accordance with Canadian Public Sector Accounting Standards and, where necessary, reflect management's best estimates and judgements at this time. It is reasonably possible that circumstances may arise which cause actual results to differ. Management does not believe it is likely that any differences will be material.

The Village of Port Clements maintains systems of internal accounting controls, policies and procedures to provide reasonable assurances as to the reliability of the financial records and safeguarding of its assets.

The Mayor and Council are responsible for ensuring that management fulfills its responsibilities for financial reporting and are ultimately responsible for reviewing and approving the consolidated financial statements.

The consolidated financial statements have been reviewed and approved by the Mayor and Council. The consolidated financial statements have been audited by FBB Chartered Professional Accountants LLP, the independent auditors, whose report follows.

May 8, 2023  
Port Clements, British Columbia



**CHARTERED  
PROFESSIONAL  
ACCOUNTANTS LLP**

**Ryan Broughton, CPA, CA\***  
*Partner*

**Quan Cheng, CPA, CA\***  
*Partner*

*\*Denotes incorporated professional*

## **INDEPENDENT AUDITOR'S REPORT**

To the Mayor and Council,  
**Village of Port Clements**

### **Opinion**

We have audited the financial statements of Village of Port Clements, which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Village of Port Clements as at December 31, 2022, and its financial performance and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the municipality's financial reporting process.





## INDEPENDENT AUDITOR'S REPORT (continued)

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



May 8, 2023  
Prince George, British Columbia

FBB Chartered Professional Accountants LLP

**Village of Port Clements****Consolidated Statement of Financial Position****As at December 31, 2022**

	<u>2022</u>	<u>2021</u>
<b>Financial assets</b>		
Cash and investments	\$ 6,557,835	\$ 6,175,484
Taxes and accounts receivable (note 2)	<u>204,475</u>	<u>122,909</u>
	<u>6,762,310</u>	<u>6,298,393</u>
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities (note 3)	122,783	50,790
Liability for contaminated site (note 13)	4,479,385	3,425,832
Deferred revenue (note 4)	<u>697,928</u>	<u>499,603</u>
	<u>5,300,096</u>	<u>3,976,225</u>
<b>Net financial assets</b>	<u>1,462,214</u>	<u>2,322,168</u>
<b>Non-financial assets</b>		
Property acquired for taxes	9,202	9,202
Prepaid expenses	28,012	22,076
Tangible capital assets (note 5)	<u>8,632,028</u>	<u>8,697,282</u>
	<u>8,669,242</u>	<u>8,728,560</u>
<b>Accumulated Surplus (note 8)</b>	<u>\$ 10,131,456</u>	<u>\$ 11,050,728</u>

Approved by the Mayor and Council

**Village of Port Clements**  
**Consolidated Statement of Operations**  
**For the year ended December 31, 2022**

	<b>2022</b> <b>Budget</b> <b>(unaudited)</b>	<b>2022</b> <b>Actual</b>	<b>2021</b> <b>Actual</b>
<b>Revenue</b>			
Property taxes	\$ 224,300	\$ 224,236	\$ 202,366
Grants in lieu	8,150	8,335	8,766
Sale of services	5,300	5,184	2,379
Revenue from own sources	234,705	246,820	236,797
Sale of logs	-	199,458	-
Multi purpose building rental	12,200	13,028	11,900
Unconditional grants	389,000	483,000	389,000
Conditional grants	2,537,527	375,523	387,678
Interest and penalties on taxes and user fees	29,550	95,279	49,276
Collections for other agencies	188,510	232,374	194,042
	<u>3,629,242</u>	<u>1,883,237</u>	<u>1,482,204</u>
<b>Expenses</b>			
Legislative	35,800	30,999	26,435
General administration	404,100	308,364	307,757
Emergency services	3,000	2,440	10,086
Protective services	51,750	31,327	43,092
Common services	46,000	39,310	51,331
Wharf	10,120	560	5,060
Small craft harbour	16,700	12,068	10,467
Roads and public works	64,050	53,251	60,486
Contaminated site remediation	1,750,000	1,355,168	-
Economic development	4,500	317,839	242,320
Parks, recreation and tourism	83,300	73,230	56,731
Water and sewer utility operations	137,750	148,461	140,900
Multi-purpose building maintenance	64,900	57,473	54,180
Fiscal services	2,000	1,248	2,109
Amortization	181,889	138,404	167,176
Payments to other agencies	188,510	232,367	194,041
	<u>3,044,369</u>	<u>2,802,509</u>	<u>1,372,171</u>
<b>Annual Surplus (deficit)</b>	<u>584,873</u>	(919,272)	110,033
<b>Accumulated surplus, beginning of year (Note 17)</b>		<u>11,050,728</u>	<u>10,940,695</u>
<b>Accumulated surplus, end of year (Note 8)</b>		<u>\$ 10,131,456</u>	<u>\$ 11,050,728</u>

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## Village of Port Clements

### Consolidated Statement of Changes in Net Financial Assets

For the year ended December 31, 2022

	<b>2022 Budget (unaudited)</b>	<b>2022 Actual</b>	<b>2021 Actual</b>
<b>Annual surplus</b>	\$ 584,873	\$ (919,272)	\$ 110,033
Amortization	-	138,404	167,176
Change in property acquired for taxes	-	-	7,657
Change in prepaid expenses	-	(5,936)	(4,482)
Transfer (to) from reserve funds	140,785	-	-
Disposition of tangible capital assets	-	-	1,000
Acquisition of tangible capital assets	<u>(725,658)</u>	<u>(73,150)</u>	<u>(91,746)</u>
<b>Increase in net financial assets</b>	<u>\$ -</u>	<u>(859,954)</u>	<u>189,638</u>
<b>Net Financial Assets, beginning of year</b>		<u>2,322,168</u>	<u>2,132,530</u>
<b>Net Financial Assets, end of year</b>		<u>\$ 1,462,214</u>	<u>\$ 2,322,168</u>

**Village of Port Clements****Consolidated Statement of Cash Flows****For the year ended December 31, 2022**

	<u>2022</u>	<u>2021</u>
<b>NET INFLOW (OUTFLOW) OF CASH:</b>		
<b>Operating Activities</b>		
Annual surplus	\$ (919,272)	\$ 110,033
Non cash charges to operations		
Amortization	138,404	167,176
Loss on disposition of tangible capital assets	-	1,000
Liability for contaminated site	1,053,553	-
Changes in non-cash operating balances:		
Increase in taxes and accounts receivable	(81,566)	146,594
Increase (decrease) in accounts payable and accrued liabilities	71,993	(48,555)
Property acquired for taxes		7,657
Decrease in deferred revenue	198,325	(33,438)
Decrease in prepaid expenses	(5,936)	(4,482)
	<u>455,501</u>	<u>345,985</u>
<b>Capital Activity</b>		
Acquisition of tangible capital assets	<u>(73,150)</u>	<u>(91,746)</u>
<b>Increase (decrease) in cash and investments</b>	<u>382,351</u>	<u>254,239</u>
<b>Cash and investments, beginning of year</b>	<u>6,175,484</u>	<u>5,921,245</u>
<b>Cash and investments, end of year</b>	<u>\$ 6,557,835</u>	<u>\$ 6,175,484</u>

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## **Village of Port Clements**

### **Notes to the Consolidated Financial Statements**

**For the year ended December 31, 2022**

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#### **General**

The Village of Port Clements is a municipality and provides general government, water, sewer and related services to the residents of Port Clements, British Columbia.

#### **1. SIGNIFICANT ACCOUNTING POLICIES**

##### **a. Basis of Presentation**

These consolidated financial statements reflect all revenues, expenses, assets and liabilities of the Village of Port Clements. It is the Village's policy to follow Canadian public sector accounting standards and apply such principles consistently. The consolidated financial statements have been prepared incorporating guidelines issued by the Public Sector Accounting Board (PSAB) of the CPA Canada Handbook as recommended by Municipal Affairs, Province of British Columbia.

The focus of Canadian public sector accounting standards is on the financial position of the Village and the changes thereto. The Consolidated Statement of Financial Position reflects the combined results and activities of the Village's Operating, Capital and Reserve Funds. The purposes of these funds are:

##### **i. Operating Funds**

Operating Funds are to be used to record the costs associated with providing Village services.

##### **ii. Capital Funds**

Capital Funds are used to account for the acquisition costs of the Village's Tangible Capital Assets, the accumulated amortization thereon, and the funding thereof including related long-term debt.

##### **iii. Reserve Funds**

Under the Local Government Act of the Province of British Columbia, the Mayor and Council of the Village may, by bylaw, establish Reserve Funds for specific purposes. Money in a Reserve Fund and interest thereon must be used only for the purpose for which the fund was established. If the amount in a Reserve Fund is greater than required, the Mayor and Council may, by bylaw, transfer all or part of the balance to another Reserve Fund.

Financial assets are economic resources controlled by the government as a result of past transactions from which future economic benefits may be obtained. Liabilities are present obligations of the government to others arising from past transactions, the settlement of which is expected to result in the future sacrifice of economic benefits.

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues. Expenses are recorded in the period in which goods and services are acquired and a liability is incurred.



## **Village of Port Clements**

### **Notes to the Consolidated Financial Statements**

**For the year ended December 31, 2022**

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#### **1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **b. Restricted Financial Assets**

Restricted financial assets include assets held in trust to be expended only in accordance with the conditions of the trust, and amounts from reserve funds set aside for future debt retirement or for future capital expenditures.

##### **c. Revenue recognition**

Taxes are recognized as revenue when they are levied. Sale of services and user fee revenues are recognized when the service or product is provided by the Village. Conditional grants are recorded as revenue when specified conditions have been met. Unconditional grants are recorded when funding is received or receivable. Revenues received where conditions have not yet been met are recorded as deferred revenue.

##### **d. Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset, excluding all interest costs. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Assets under development or construction are not amortized until put into use.

Amortization is provided using the straight-line method at the estimated useful lives of the assets at the following rates:

Land	Nil
Buildings	20-150 years
Automotive	6-13 years
Fire department	10-30 years
Office equipment	15 years
Tools and equipment	4-20 years
Parks and recreation	3-100 years
Roads and sidewalks	20-40 years
Biomass heating system	50-70 years
Water system	4-140 years
Sewer system	165 years

##### **e. Property acquired for taxes**

Property acquired for taxes is recorded at acquisition cost.

## Village of Port Clements

### Notes to the Consolidated Financial Statements For the year ended December 31, 2022

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#### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

##### f. Use of Estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates include: determination of accrued sick benefits, collectibility of accounts receivable, amortization of tangible capital assets, liability for contaminated site and provisions for contingencies. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

##### g. Liability for contaminated sites

The Village recognizes a liability for contaminated sites as at the reporting date when:

- a) an environmental standard exists;
- b) contamination exceeds the environmental standard;
- c) the government:
  - (i) is directly responsible; or
  - (ii) accepts responsibility;
- (d) it is expected that future economic benefits will be given up; and
- (e) a reasonable estimate of the amount can be made.

An asset acquired as part of remediation is recorded as an expense if the asset has no alternate use.

#### 2. TAXES AND ACCOUNTS RECEIVABLE

	<u>2022</u>	<u>2021</u>
Property taxes	\$ 29,280	\$ 14,878
Utilities	19,828	28,976
Sales taxes	23,137	10,345
Other receivables	<u>132,230</u>	<u>68,711</u>
	<u>\$ 204,475</u>	<u>\$ 122,910</u>

#### 3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Trade and accrued liabilities	\$ 120,915	\$ 48,016
Payroll and withholding taxes	<u>1,868</u>	<u>2,774</u>
	<u>\$ 122,783</u>	<u>\$ 50,790</u>

## Village of Port Clements

### Notes to the Consolidated Financial Statements For the year ended December 31, 2022

#### 4. DEFERRED REVENUE

	2022	2021
Federal Gas Tax Community Works	\$ 387,910	\$ 316,780
Province of B.C. - Sunset Trail	81,270	99,951
Province of B.C. - Trail Extension Study	-	10,000
Union of B.C. Municipalities - Flood Study	-	4,602
Covid-19 Restart Grant	-	68,000
CERIP - Sunset Bird Tower Grant	227,838	-
Prepaid taxes, business licences, fitness memberships	910	270
	<u>\$ 697,928</u>	<u>\$ 499,603</u>

The Village is a participant under the Community Works Fund that provides for the Village's receiving Federal gas taxes transferred under the New Deal for Cities and Communities signed by the Union of BC Municipalities, the Province of British Columbia, and the Government of Canada. Although the Village has some latitude in determining which projects to pursue, the agreement provides that projects should address the reduction of greenhouse gas emissions, cleaner air and cleaner water.

#### 5. TANGIBLE CAPITAL ASSETS

			2022	2021
	Cost	Accumulated Amortization	Net Carrying Amount	
Land	\$ 466,958	\$ -	\$ 466,958	\$ 466,958
Buildings	3,853,409	697,361	3,156,048	2,877,086
Automotive	196,189	51,277	144,912	149,857
Fire department	546,175	469,288	76,887	210,218
Office equipment	36,180	16,227	19,953	19,964
Tools and equipment	83,903	71,637	12,266	37,487
Parks and recreation	1,147,439	333,276	814,163	851,631
Roads and sidewalks	471,067	259,249	211,818	330,542
Biomass heating system	414,148	80,988	333,160	333,517
Solar Panel	151,900	65,825	86,075	96,202
Water system	2,414,622	401,164	2,013,458	2,017,669
Sewer system	1,620,533	324,203	1,296,330	1,306,151
	<u>\$ 11,402,523</u>	<u>\$ 2,770,495</u>	<u>\$ 8,632,028</u>	<u>\$ 8,697,282</u>

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## Village of Port Clements

### Notes to the Consolidated Financial Statements For the year ended December 31, 2022

#### 5. TANGIBLE CAPITAL ASSETS (continued)

Tangible Capital Asset Additions for the year are as follows:

	Cost January 1, 2022	Disposals	Additions	Cost December 31, 2022
Land	\$ 466,958	\$ -	\$ -	\$ 466,958
Buildings	3,818,933	-	34,476	3,853,409
Automotive	196,189	-	-	196,189
Fire department	546,175	-	-	546,175
Office equipment	36,180	-	-	36,180
Tools and equipment	83,903	-	-	83,903
Parks and recreation	1,119,099	-	28,340	1,147,439
Roads and sidewalks	471,067	-	-	471,067
Biomass heating system	414,148	-	-	414,148
Solar panel	151,900	-	-	151,900
Water system	2,404,288	-	10,334	2,414,622
Sewer system	1,620,533	-	-	1,620,533
	<u>\$ 11,329,373</u>	<u>\$ -</u>	<u>\$ 73,150</u>	<u>\$ 11,402,523</u>

Amortization for the year is as follows:

	Balance January 1, 2022	Adjustments	Amortization	Balance December 31, 2022
Land	\$ -	\$ -	\$ -	\$ -
Buildings	671,488	(13,041)	38,914	697,361
Automotive	40,083	-	11,194	51,277
Fire department	447,265	-	22,023	469,288
Office equipment	15,869	-	358	16,227
Tools and equipment	67,654	-	3,983	71,637
Parks and recreation	317,510	-	15,766	333,276
Roads and sidewalks	244,017	-	15,232	259,249
Biomass heating system	71,506	-	9,482	80,988
Solar panel	55,698	-	10,127	65,825
Water system	386,619	(2,778)	17,323	401,164
Sewer system	314,382	-	9,821	324,203
	<u>\$ 2,632,091</u>	<u>\$ (15,819)</u>	<u>\$ 154,223</u>	<u>\$ 2,770,495</u>

## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

#### 5. TANGIBLE CAPITAL ASSETS (continued)

	<u>2022</u>	<u>2021</u>
Details of asset additions:		
Public works yard improvements in progress	\$ 20,000	
Sandbox shelter	14,476	
Outhouse building	18,340	
Gazebo near swimming hole	10,000	
Water system design and drawings	10,334	
	<u>\$ 73,150</u>	

#### 6. NET ASSETS INVESTED IN TANGIBLE CAPITAL ASSETS

Net assets in tangible capital assets, beginning of year	\$ 8,697,282	\$ 8,773,712
Add: acquisition of tangible capital assets	73,150	91,746
Less: loss on disposals	-	(1,000)
Less: amortization	<u>(138,404)</u>	<u>(167,176)</u>
	<u>\$ 8,632,028</u>	<u>\$ 8,697,282</u>

#### 7. RESERVE FUNDS

	<u>Balance January 1, 2022</u>	<u>Additions/ Funds Used</u>	<u>Balance December 31, 2022</u>
Northern Capital and Planning Grant	\$ 2,223,826	\$ 47,398	\$ 2,271,224
Latecomer's fee reserve	9,369	-	9,369
Fire department reserve	5,500	-	5,500
Bursary reserve	500	-	500
Planning fund reserve	<u>3,595</u>	<u>-</u>	<u>3,595</u>
	<u>\$ 2,242,790</u>	<u>\$ 47,398</u>	<u>\$ 2,290,188</u>

These internally restricted net assets are not available for other purposes without the approval of mayor and council. Interest was added to NCPG grant reserve in the amount of \$47,398.

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## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

#### 8. ACCUMULATED SURPLUS

	<u>2022</u>	<u>2021</u>
General operating fund	\$ 3,008,275	\$ 2,591,080
Water system	659,959	639,501
Sewer system	(4,458,994)	(3,119,925)
Net assets invested in tangible capital assets (note 6)	8,632,028	8,697,282
Reserve funds (note 7)	2,290,188	2,242,790
	<u>\$ 10,131,456</u>	<u>\$ 11,050,728</u>

#### 9. COMMITMENTS AND CONTINGENCIES

- a. The Village is jointly and severally liable under the provisions of the Community Charter for any default on monies borrowed by the Village.

b. Municipal Pension Plan

The Village and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The Plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The actuary determines an appropriate combined employer and member contribution rate to the fund. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit. The most recent valuation as at December 2021 indicated a funding surplus of \$3,761 million for basic pension benefits on a going concern basis.

The next valuation will be December 31, 2024 with results available in 2025. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension accounting). This is because the Plan records accrued liabilities and assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and costs to the individual employers participating in the Plan.

The Village of Port Clements paid \$20,264 for employer contributions and \$18,664 in employee contributions to the Plan in the year ended December 31, 2022 (2021 - \$18,043 and \$15,775).



## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

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#### 10. ECONOMIC DEPENDENCE

The Village receives a significant portion of revenue from the Province of British Columbia through the government's Small Community Protection Program.

#### 11. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT

The Village's financial instruments consist of cash and investments, taxes and accounts receivable, accounts payable and accrued liabilities and deferred revenue. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

The Village is exposed to financial risk that arises from the credit quality of the entities to which it provides services. Credit risk arises from the possibility that the entities to which the Village provides services may experience financial difficulty and be unable to fulfill their obligations. The Village mitigates this risk by dealing with counterparties management considers to be of high integrity.

The Village is exposed to interest rate risk arising from fluctuations in interest rates on its cash and investments. No financial instruments are held that mitigate this risk.

#### 12. EXPENSES BY OBJECT

	<u>2022</u>	<u>2021</u>
Salaries, wages and benefits	\$ 333,804	\$ 273,602
Materials and supplies	108,676	93,009
Contracted services	41,928	102,495
Rent, maintenance and utilities	1,581,582	249,455
Mayor and council remuneration and travel	18,583	19,735
Insurance	31,578	33,544
Grant expenses	314,344	237,925
Interest and bank charges	1,243	1,189
Amortization	138,404	167,176
Payment to other agencies	<u>232,367</u>	<u>194,041</u>
	<u>\$ 2,802,509</u>	<u>\$ 1,372,171</u>

## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

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#### 13. LIABILITY FOR CONTAMINATED SITES

The Village is aware of one potentially contaminated site on land the Village is responsible for. An old gas station site may require environmental remediation. The Village has no plans to redevelop or sell the property and has no future plans to remediate the property. Since there is no obligation to remediate the property or expected future outlay, no provision has been made in these financial statements. Should management become aware of any contaminated sites the Village is responsible for remediating, a liability for contaminated sites would be setup in accordance with PS3260.

During the year, the Village has exceeded environmental standards relating to its effluent discharge from its wastewater operations into the Masset Inlet which has been deemed hazardous to fish as per Environment Canada. As directed by Environment Canada, the Village has to remediate the effluent discharge fully or reduce to acceptable levels by September 2022. Given the issues surrounding Covid-19 and obtaining contractors to complete the project, the Village was granted additional time to complete the project. The Village has determined the only effective way to mitigate the issue is the construction of a new sewer lagoon and related wastewater facility. The Village has undertaken studies and quotation from professional contractors for the costs to extend the sewer lagoon and facilities and has recorded a liability for environmental contamination as follows:

Construction costs, with 3% inflation allowance for materials	\$ 3,552,000
Consultant costs (engineers, forester, monitor)	349,000
Other costs (federal and provincial required signage)	2,000
Contingency for cost overruns and unforeseen items (15%)	<u>878,000</u>
	4,781,000
Less costs incurred to date	<u>(301,615)</u>
Provision for environmental remediation	<u>\$ 4,479,385</u>

During the year, the Village has already incurred \$301,615 in costs with respect to planning and preparation for this project. These items have been expensed in the year incurred under Environmental remediation expenses in the statement of operations along with the above provision. The item is recorded as an expense rather than an asset since it has no alternate use as required by PS3260.45 and Note 2.

The Villages believes the above liability will be funded \$1,000,000 by the Village from a combination of reserves and surpluses and the balance will be funded by federal and provincial grants. The Village has applied for and received confirmation for the relevant federal and provincial grants and these grant will be recorded as revenue when received or receivable.

## **Village of Port Clements**

### **Notes to the Consolidated Financial Statements**

**For the year ended December 31, 2022**

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#### **14. BUDGETED FIGURES**

The budget amounts presented throughout these consolidated financial statements are unaudited and represent the amended five year financial plan bylaw No. 477 approved by the Village Mayor and Council on May 10, 2022.

#### **15. CONTINGENT LIABILITY**

The Village is contingently liable for fines of \$500,000 to \$6,000,000 from Environment Canada should they not carry out the environmental remediation as disclosed in Note 14. The Village believes their remediation plan will be accepted by Environment Canada and the project will be completed before any fines are applied.

#### **16. COMPARATIVE FIGURES**

Due to the updating of useful lives of certain of the tangible capital assets, the opening accumulated amortization has been retrospectively adjusted through amortization expense in the amount of \$15,819, (a decrease to amortization expense). The amount of adjustment is included on Note 5 and was not material to adjust retroactively.



**CHARTERED  
PROFESSIONAL  
ACCOUNTANTS LLP**

**Ryan Broughton, CPA, CA\***  
*Partner*

**Quan Cheng, CPA, CA\***  
*Partner*

*\*Denotes incorporated professional*

## **INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION**

To the Mayor and Council,  
**Village of Port Clements,**

We have audited and reported separately herein on the consolidated financial statements of the Village of Port Clements as at and for the year ended December 31, 2022.

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated in all material respects in relation to the consolidated financial statements taken as a whole.

May 8, 2023  
Prince George, British Columbia

FBB Chartered Professional Accountants LLP

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**Village of Port Clements****General Operating Fund - Statement of Financial Position****As at December 31, 2022**

	<u>2022</u>	<u>2021</u>
<b>Financial assets</b>		
Cash and investments	\$ 6,557,835	\$ 6,175,484
Taxes and accounts receivable	<u>204,475</u>	<u>122,909</u>
	<u>6,762,310</u>	<u>6,298,393</u>
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities	122,783	50,790
Deferred revenue	697,928	499,603
Due to other funds	<u>680,350</u>	<u>945,408</u>
	<u>1,501,061</u>	<u>1,495,801</u>
<b>Net financial assets</b>	<u>5,261,249</u>	<u>4,802,592</u>
<b>Non-financial assets</b>		
Property acquired for taxes	9,202	9,202
Prepaid expenses	28,012	22,076
Tangible capital assets	<u>5,322,240</u>	<u>5,373,462</u>
	<u>5,359,454</u>	<u>5,404,740</u>
	<u>\$ 10,620,703</u>	<u>\$ 10,207,332</u>
<b>Accumulated surplus</b>		
Accumulated surplus	3,008,275	2,591,080
Equity in tangible capital assets	5,322,240	5,373,462
Reserves	<u>2,290,188</u>	<u>2,242,790</u>
	<u>\$ 10,620,703</u>	<u>\$ 10,207,332</u>

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## Village of Port Clements

### General Operating Fund - Statement of Operations

For the year ended December 31, 2022

	2022 Budget (unaudited)	2022 Actual	2021 Actual
<b>Revenue</b>			
Property taxes	\$ 136,000	\$ 136,001	\$ 113,998
Grants in lieu	8,150	8,335	8,766
Sale of services	3,250	5,184	2,379
Revenue from own sources	93,555	151,558	147,552
Sale of logs	-	199,458	-
Multi-purpose building rental	12,200	13,028	11,900
Unconditional grants	389,000	483,000	389,000
Conditional grants	837,527	375,523	387,678
Interest and penalties on taxes and user fees	27,200	92,894	47,273
Collections for other agencies	188,510	232,374	194,042
	<u>1,695,392</u>	<u>1,697,355</u>	<u>1,302,588</u>
<b>Expenses</b>			
Legislative	35,800	30,999	26,435
General administration	404,100	308,364	307,757
Emergency services	3,000	2,440	10,086
Protective services	51,750	31,327	43,092
Common services	46,000	39,310	51,331
Wharf	10,120	560	5,060
Small craft harbour	16,700	12,068	10,467
Roads and public works	64,050	53,251	60,486
Economic development	4,500	317,839	242,320
Parks, recreation and tourism	83,300	73,230	56,731
Sewer lagoon	-	9,470	2,500
Multi-purpose building maintenance	63,700	57,473	54,180
Fiscal services	2,000	1,249	2,109
Amortization	137,889	114,037	139,162
Payments to other agencies	188,510	232,367	194,041
	<u>1,111,419</u>	<u>1,283,984</u>	<u>1,205,757</u>
<b>Annual surplus</b>	<u>583,973</u>	413,371	96,831
<b>Transfer from reserves</b>	141,685	-	-
<b>Investment in tangible capital assets</b>	(725,658)	-	-
<b>Accumulated surplus, beginning of year</b>		<u>10,207,332</u>	<u>10,110,501</u>
<b>Accumulated surplus, end of year</b>		<u>\$ 10,620,703</u>	<u>\$ 10,207,332</u>

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**Village of Port Clements****Water System - Statement of Financial Position****As at December 31, 2022**

	<u>2022</u>	<u>2021</u>
<b>Financial assets</b>		
Due from general operating fund	\$ 659,959	\$ 639,501
<b>Non-financial assets</b>		
Tangible capital assets	<u>2,013,458</u>	<u>2,017,669</u>
	<u>\$ 2,673,417</u>	<u>\$ 2,657,170</u>
<b>Accumulated Surplus</b>		
Accumulated surplus	\$ 659,959	\$ 639,501
Equity in tangible capital assets	<u>2,013,458</u>	<u>2,017,669</u>
	<u>\$ 2,673,417</u>	<u>\$ 2,657,170</u>

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**Village of Port Clements****Water System - Statement of Operations****For the year ended December 31, 2022**

	<b>2022 Budget (unaudited)</b>	<b>2022 Actual</b>	<b>2021 Actual</b>
<b>Revenue</b>			
User charges	\$ 62,000	\$ 61,912	\$ 57,685
Water frontage tax	52,600	52,570	52,640
Interest and other	2,350	2,385	2,004
	<u>116,950</u>	<u>116,867</u>	<u>112,329</u>
<b>Expenses</b>			
Administration	5,000	15,000	5,055
Amortization	26,000	14,545	17,043
Distribution	28,350	29,192	23,408
Repairs and maintenance	15,900	5,680	7,480
Wages and benefits	40,350	36,203	33,232
	<u>115,600</u>	<u>100,620</u>	<u>86,218</u>
<b>Annual surplus (deficit)</b>	<u>1,350</u>	16,247	26,111
<b>Transfer from surplus Capital projects</b>	(1,350)		
<b>Accumulated surplus, beginning of year</b>		<u>2,657,170</u>	<u>2,631,059</u>
<b>Accumulated surplus, end of year</b>		<u>\$ 2,673,417</u>	<u>\$ 2,657,170</u>

**Village of Port Clements****Sewer System - Statement of Financial Position****As at December 31, 2022**

	<u>2022</u>	<u>2021</u>
<b>Financial assets</b>		
Due from general operating fund	\$ 20,391	\$ 305,907
<b>Financial liabilities</b>		
Liability for contaminated site	<u>4,479,385</u>	<u>3,425,832</u>
<b>Net financial assets</b>	<u>(4,458,994)</u>	<u>(3,119,925)</u>
<b>Non-financial assets</b>		
Tangible capital assets	<u>1,296,330</u>	<u>1,306,151</u>
	<u>1,296,330</u>	<u>1,306,151</u>
	<u>\$ (3,162,664)</u>	<u>\$ (1,813,774)</u>
<b>Accumulated surplus</b>		
Accumulated surplus	\$ (4,458,994)	\$ (3,119,925)
Equity in tangible capital assets	<u>1,296,330</u>	<u>1,306,151</u>
	<u>\$ (3,162,664)</u>	<u>\$ (1,813,774)</u>

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**Village of Port Clements**  
**Sewer System - Statement of Operations**  
**For the year ended December 31, 2022**

	<b>2022 Budget (unaudited)</b>	<b>2022 Actual</b>	<b>2021 Actual</b>
<b>Revenue</b>			
User charges	\$ 33,000	\$ 33,350	\$ 31,560
Sewer frontage tax	35,700	35,665	35,728
	<u>68,700</u>	<u>69,015</u>	<u>67,288</u>
<b>Expenses</b>			
Administration	3,000	10,000	3,000
Amortization	18,000	9,821	10,971
Contaminated site remediation	1,750,000	1,355,168	21,177
Operations	9,850	10,735	12,074
Repairs and maintenance	11,000	1,882	3,922
Wages and benefits	26,100	30,299	29,053
	<u>1,817,950</u>	<u>1,417,905</u>	<u>80,197</u>
<b>Annual surplus (deficit)</b>	<u>(1,749,250)</u>	(1,348,890)	(12,909)
<b>Transfer to surplus</b>	(750)	-	-
<b>Capital grant</b>	1,750,000	-	-
<b>Accumulated surplus, beginning of year</b>		<u>(1,813,774)</u>	<u>(1,800,865)</u>
<b>Accumulated surplus, end of year</b>		<u>\$ (3,162,664)</u>	<u>\$ (1,813,774)</u>

**Village of Port Clements****Northern Capital and Planning Grant - Statement of Operations  
For the year ended December 31, 2022**

	<b>2022 Budget (unaudited)</b>	<b>2022 Actual</b>	<b>2021 Actual</b>
<b>Revenue</b>			
Northern Capital and Planning Grant	\$ 729,000	\$ -	\$ -
Interest		47,398	17,048
	729,000	47,398	17,048
<b>Reserve funds, beginning of year</b>		2,223,826	2,206,778
<b>Reserve funds, end of year</b>		<u>\$ 2,271,224</u>	<u>\$ 2,223,826</u>

F-1

Village of Port Clements  
STATEMENT OF FINANCIAL INFORMATION APPROVAL  
For The Period of January 1 – December 1, 2022

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, Subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

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Marjorie Dobson  
Chief Administrative Officer/Chief Financial Officer  
June 20, 2023

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Scott Cabianca  
Mayor  
June 20, 2023



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

**CERTIFIED EXTRACT**  
**REGULAR MEETING OF COUNCIL**

2023-06-XXX– Moved by Councillor XXX, seconded by Councillor XXX

THAT Council approves the 2022 Statement of Financial Information Report.

**CARRIED**

Certified a true extract of the Minutes  
of the Regular Council Meeting

held June 19<sup>th</sup>, 2023.

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Marjorie Dobson, CAO



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

36 Cedar Avenue West

PO Box 198

Port Clements, BC

V0T1R0

OFFICE :250-557-4295

FAX :250-557-4568

## Management Letter

### Fiscal Year 2022

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by administration in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements is the Chief Administrative Officer's responsibility. Administration is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Administration is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Village of Port Clements Council is responsible for ensuring that administration fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Village Council which meets twice monthly.

The CAO has the responsibility for assessing the management systems and practices of the Village office.

The external auditors, FBB Chartered Professional Accountants LLP, Prince George, BC, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Village of Port Clements financial records, Council and administrative staff.

On behalf of the Village of Port Clements,

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Marjorie Dobson, CAO



## **Village of Port Clements Schedule of Debt**

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The Village of Port Clements did not incur any debt during the 2022 financial year as per the Financial Information Regulation Schedule 1, section 4.

F-1

## **Village of Port Clements**

### **Schedule of Guarantee and Indemnity Agreements**

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The Village of Port Clements does not have any Guarantee and Indemnity Agreements as per the Financial Information Regulation Schedule 1, section 5.

## Village of Port Clements

### Schedule of Remuneration and Expenses paid to each Employee

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As per the Financial Information Regulations Schedule 1, section 6.

#### 1. Elected Officials

Name	Position	Remuneration	Expenses	Total Per Official
Cabianca, Scott	Mayor	\$ 750.03	\$ 0.00	\$ 750.03
Cumming, Brigid	Councillor	\$ 3,000.00	\$ 0.00	\$ 3,000.00
Daugert, Doug	Mayor	\$ 4,250.02	\$ 0.00	\$ 4,250.02
Falconbridge, Kazimir	Councillor	\$ 3,000.00	\$ 22.80	\$ 3,022.80
Gould, Ian	Councillor	\$ 2,549.98	\$ 0.00	\$ 2,549.98
Nicol, Wayne	Councillor	\$ 449.92	\$ 0.00	\$ 449.92
Reindl, Dennis	Councillor	\$ 449.92	\$ 0.00	\$ 449.92
Whitney-Gould, Kelly	Councillor	\$ 2,549.98	\$ 0.00	\$ 2,549.98
<b>TOTALS FOR ALL OFFICIALS</b>		<b>\$ 16,999.85</b>	<b>\$ 22.80</b>	<b>\$ 17,022.65</b>

#### 2. Employees

Name	Remuneration	Expenses	Total
Employees over \$75,000.00	\$ 94,154.57	\$ 0.00	\$ 94,154.57
Employees under \$75,000.00	\$ 202,651.98	\$ 1,466.44	\$ 204,118.42
<b>TOTALS FOR ALL OFFICIALS</b>	<b>\$ 296,806.55</b>	<b>\$ 1,466.44</b>	<b>\$ 298,272.99</b>

\*Remuneration includes taxable benefits

#### 3. Reconciliation

No reconciliation is required as the financial statements record remuneration by department and not as a separate line item.

F-1

## **Village of Port Clements Statement of Severance Agreements**

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As per the Financial Information Regulations Schedule 1 section 6 (7), a severance agreement was not entered into in 2022.

## Village of Port Clements

### Schedule of Payments to Suppliers of Goods and Services

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As per the Financial Information Regulation Schedule 1, section 7 the table below is the alphabetical list of suppliers and their aggregate payments exceeding \$25,000.00.

Name	Amount
1069557 BC Ltd.	\$ 53,087.76
Alderleaf Land and Tree Services	\$ 58,945.69
BC Hydro	\$ 66,658.03
C&C Beachy	\$ 218,751.75
Minister of Finance School & Police Tax	\$ 66,746.69
Misty Isles Economic Development Society	\$ 62,910.00
Municipal Pension Plan	\$ 42,463.35
North Coast Regional District	\$ 129,977.85
Northwest Regional Hospital	\$ 27,892.00
Northwest Hydraulic Consultants Ltd	\$ 55,152.46
P.S. Turje & Associates Ltd.	\$ 60,814.54
Receiver General CRA	\$ 91,641.78
<b>Subtotal</b>	<b>\$ 935,041.90</b>

Payments Made (Venders over \$25,000)	\$ 935,041.90
Miscellaneous Payments (\$25,000 and under)	\$ 473,171.29
<b>TOTAL</b>	<b>\$ 1,408,213.19</b>

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**Village of Port Clements**  
**Schedule of Grant Payments (included in the suppliers listing above)**

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Name	Amount
Ben Simonsen student bursary	\$ 500.00
Haida Gwaii Mental Health and Addictions	\$ 8,600.00
Literacy Haida Gwaii	\$ 200.00
Royal Canadian Legion	\$ 307.81
Port Clements Historical Society	\$ 3,000.00

**Total Grants** **\$ 12,607.81**



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: June 19, 2023  
RE: In-Kind Donation Application – Haida Gwaii Rec

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### BACKGROUND:

For several years, the Haida Gwaii Regional Recreation Commission (Haida Gwaii Rec) has held a Summer Day Camp in Port Clements. Typically, they request an in-kind donation of Seniors Room and Community Kitchen from the Village, as the daily rental rates for the typically 2-week rental are higher than their budgets can afford for this program.

In previous years, Council has donated in-kind use of the facilities as well as potential janitorial fees that may be incurred from the rental.

### DISCUSSION:

Haida Gwaii Rec has submitted a request for an in-kind donation for use of the Seniors Room for their 5-day Summer Camp (July 31 – August 4) for 2023. The in-kind donation helps them to keep the program feasible for Port Clements, especially as attendance numbers decline.

The Village's room rental fees are set out in the Fee Setting Bylaw. Haida Gwaii Rec would normally incur a \$75/day or \$375/week charge, with the potential of \$20 per hour of potential janitorial fees if needed.

VALUE OF IN-KIND DONATION				
SPACE	DAILY RENTAL RATE	JANITORIAL	# OF DAYS	TOTAL
SENIORS' ROOM	\$75	\$20	5	\$475
TOTAL VALUE OF IN-KIND DONATION				\$475

### CONCLUSION:

It is Council's discretion to provide an in-kind donation of use of the spaces for the Haida Gwaii Rec summer camp rental.

### IMPLICATIONS:

**STRATEGIC** N/A

**FINANCIAL** As an in-kind donation, the Village would not be collecting the fees it would normally from this rental activity.

**ADMINISTRATIVE** Negligible

### Recommended Motions:

THAT Council provides an in-kind donation to the Haida Gwaii Regional Recreation Commission for its 5-day summer camp programming between July 31 – August 4<sup>th</sup>, 2023.

Respectfully submitted:

Elizabeth Cumming, Deputy CAO

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## Village of Port Clements

### APPENDIX 'C', POLICY 11

#### REQUEST FOR IN-KIND DONATION APPLICATION FORM

##### Applicant Information

<b>Name of Organization:</b>	Haida Gwaii Recreation
<b>Representative/Contact:</b> (first and last name)	Alissa MacMullin
<b>Phone Number:</b>	250-637-1192
<b>Email:</b>	coordinator@hgrec.com
<b>Street Address:</b>	2151 Tahayghen Drive, Masset BC
<b>Mailing Address:</b>	PO Box 187, V0T 1M0

*All fields of the application information are required to be completed*

Please select organization type:

☐ Registered Charity

☒ Not for Profit Organization

Applications must provide documentation with their application that confirms that they are a registered charity or not for profit organization. Accepted documentation includes documentation provided by provincial or federal government in Canada (ex. such as being on the government of Canada's list of registered charities).

##### Request Information

Description of request: Free use of seniors room & gymnasium for HGR summer camp, July 31 - Aug 4 2023

<b>Is this in-kind donation for a specific purpose?</b>	Space use subsidy. Helps to keep programs feasible for Port Clements as #'s decline, while keeping affordable for families.
<b>Have you applied for a grant through the Village's Community Grants Policy No. 22?</b>	N
<b>Do you operate (provide services) locally in Port Clements?</b>	Y
<b>Do you operate (provide services) on Haida Gwaii?</b>	Y
<b>Have you received donations or in-kind donations from the Village in the past? If yes, when, what, and how much?</b>	Y - up to 2 weeks space use subsidy

*This form is not the Village's rental agreement form, nor does it constitute a rental agreement form. Applicants must request the separate applicable rental document(s) from staff, complete and submit them, and any other required documentation, before a rental is confirmed, even if in-kind donation is awarded by Council to cover the rental charge that is normally applicable.*

As the representative/contact person for the request, I confirm that the information provided on this application form is complete and accurate to the best of my abilities and knowledge.

Date: June 12, 2023

Signature: 





S-0042874

***SOCIETIES ACT***

***I Hereby Certify that*** the documents annexed hereto and relating to **HAIDA GWAIH REGIONAL RECREATION COMMISSION** are true copies of the documents on file with the Registrar of Companies.



***Issued under my hand and Seal of Office  
at Victoria, British Columbia,  
on October 28, 2022***

**T.K. SPARKS**  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA

Cr-1



DUPLICATE

NUMBER: S-42874

*SOCIETY ACT*

## CERTIFICATE OF INCORPORATION

*I Hereby Certify that*

**QUEEN CHARLOTTE ISLANDS REGIONAL RECREATION  
COMMISSION**

has this day been incorporated under the *Society Act*

*Issued under my hand at Victoria, British Columbia*

*on March 20, 2001*



JOHN S. POWELL  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA

0-1



The Best Place on Earth

DUPLICATE

Number: S-0042874

# CERTIFICATE OF CHANGE OF NAME

*SOCIETY ACT*

*I Hereby Certify that* **QUEEN CHARLOTTE ISLANDS REGIONAL RECREATION COMMISSION** has  
this day changed its name to **HAIDA GWAI REGIONAL RECREATION COMMISSION** on February 20,  
2012 at 10:49 AM Pacific Time.



*Issued under my hand at Victoria, British Columbia,  
on February 20, 2012*

RON TOWNSHEND  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA

6-1



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: June 19<sup>th</sup>, 2023  
RE: Recommendations from COTW

---

### BACKGROUND:

At the June 5<sup>th</sup>, 2023, Committee of the Whole Meeting (COTW) on the topic of M&B Subdivision two motions of recommendation were made.

### DISCUSSION:

The two motions of recommendation made at the COTW meeting were:

“2023-06-139—Moved by Councillor Falconbridge

THAT the Committee recommends to Council to direct staff to consult with legal on the flexibility that Council has with covenants and terms of sale for property.

**CARRIED**

2023-06-140 – Moved by Councillor Cumming

THAT the Committee recommends to Council that they designate funding (whether applying for a grant or other funds) to hire a person to develop a housing strategy or action plan to outline how the Village will respond to its unique housing needs.

**CARRIED”**

Council can receive or accept these recommendations from the COTW. Council can then either make motions to fulfill the recommendation or to direct staff to investigate a matter of the recommendation and bring a report back to Council for Council to make a decision.

**STRATEGIC** (Guiding Documents Relevancy)  
N/A

**FINANCIAL** (Corporate Budget Impact)  
N/A

**ADMINISTRATIVE** (Workload Impact and Consequence)  
Staff's workload increases to provide reports to investigate recommendations. 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.

## **June 15<sup>th</sup> Report to Council re Athlii Gwaii Legacy Trust**

On April 26, 2023 I attended an information meeting held in the Firehall in Port Clements about the Athlii Gwaii Legacy Trust.

Essentially, islands residents are denied access to this fund, now worth just over \$59-million dollars, because the Province of BC continues to drag its feet on correcting a mistake made when the fund, then called the Gwaii Forest Charitable Trust, was set up in 2007.

The fund would operate similarly to the Gwaii Trust, where the core sum is invested and inflation-protected and interest is spent on funding programs. Athlii Gwaii programs would specifically fund forestry initiatives, as it was originally created to offset jobs lost by removing the equivalent of 300,000 cubic metres of working forest from use by creating the Gwaii Haanas Park Reserve. Once active, \$2-million per year in program funds will be distributed islands-wide, plus there is now a decade's unspent program funds that would also need to be distributed.

The Gwaii Trust has been working on getting the Athlii Gwaii Legacy Trust functioning since the legal complications were realized in 2014. In 2019, the federal government finally issued necessary paperwork. After initially saying that required legislation correcting the situation would be put forward in the fall of 2023, this past January the provincial government lead retired, and now the Province of BC claims that their new lead on this file will require the rest of this year to catch up, and nothing will be happening in Fall 2023 after all and in fact, they have not issued a revised date when anything might occur.

I believe that Council needs to send a letter to the provincial government and to our local MLA insisting that they immediately remedy this problem which has dragged on well past the point of absurdity. Getting this fund up and running would help local forestry and logging activities, both of which are critical to our community's wellbeing and hope for growth. Having this fund sit idle is unconscionable and Council needs to make this clear loudly and publicly to both government and media.

Respectfully submitted,

Brigid Cumming  
Councillor

C-3

# Athlii Gwaii Legacy Trust

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[Trustees](#)

[Statement of Investment  
Policy](#)

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Projects](#)

[Fund Yield Monthly  
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[News Release](#)



## Welcome to Athlii Gwaii Legacy Trust

In the fall of 1985, a small but resolute group took a stand against clear cut logging. The group of Haida elders, youth and civic citizens from all across the country held fast in a peaceful resistance that resulted in a total of 72 arrests. Their small movement won global attention, and resulted in the established of the Gwaii Haanas Park Reserve/Haida Heritage Site.

In 1988 the Government of Canada, along with the Province of BC, created the South Moresby Agreement (SMA). The original intent and purpose of the SMA was twofold, firstly, as the newly designated park lands removed working forests from Haida Gwaii, islanders wanted to see the recreation and continuation of those jobs that would be lost once the logging stopped. The Crown calculated that the parklands equated to roughly 300,000 cubic meters of working forest, and this translated into approximately 135 full time equivalents. While it was noted the park had the potential to create its own share of jobs all agreed that this transition could take some time. Secondly the Crown felt that by removing 300,000 cubic meters of working forest any efforts that could be made to make the island remaining forests more efficient would greatly benefit the communities in the long run.

This agreement resulted in the creation of two local legacy funds to be used to create economic opportunity on Haida Gwaii.

The first fund, established in Sep. 1994, was the Gwaii Trust Society. This fund, comprised of \$38.2 million, was created with a local Board of Directors representing all



**Athlii Gwaii Legacy Trust**  
**GWAI TRUST SOCIETY**

**Carla Lutner**  
Chief Operations Officer  
Box 588 Masset  
Haida Gwaii  
BC V0T 1M0

**[carla.lutner@gwaiitrust.com](mailto:carla.lutner@gwaiitrust.com)**  
p. 1.250.559.5807



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island communities in a consensus driven, demographically split Board of Directors. This fund was set up as a perpetual fund, and still operates today.

The second fund initially began life as the South Moresby Forest Repatriation Account. (SMFRFA) This fund had split representation between the Crown and locals, with funding primarily allocated to forestry based proposals. This second fund, initially \$24 million, was expected to be spent down over a number of years, however strong financial markets generating a steady stream of returns kept replenishing the balance beyond eligible projects, and in the spring 2007 the Crown turned the fund over to the communities of Haida Gwaii to be managed under the same model as the Gwaii Trust Society (GTS). The Crown, so impressed with the functioning of the GTS, decreed that the Trustees of the then named Gwaii Forest Charitable Trust, be represented by three Trustees; one corporate Trustee, which was to be the Gwaii Trust Society, as a whole entity, and two individual members, which was to be the two Executive members of the Gwaii Trust Society.

As of April 5th 2014, the Trustees of the Gwaii Forest Charitable Trust changed the fund's name to the Athlii Gwaii Legacy Trust. The change was precipitated by the Trustees in an attempt to honour the birthplace of the Trust. Athlii Gwaii is the Haida name for Lyell Island where islanders first stood shoulder to shoulder to protect the scared grounds of Lyell Island.

All Trustees, policies, procedures and governance practices remain as previous. And like the GTS, the original principle, plus an annual increment for inflation, must be set aside each year to guarantee that both funds will remain in perpetuity. Only the interest generated from the investments is available for community granting of approved projects meeting the criteria outlined within the original Deed of Trust, creating an enduring legacy to the benefit of many future generations of islanders.

Pages are still under constructions, please visit back.

**Deed of Trust [click here](#)**

6-3

## Item 7.5

**From:** Carla Lutner <carla.lutner@gwaiitrust.com>

**Sent:** September-10-19 11:32 AM

**To:** bpages@mhtv.ca; mayor@queencharlotte.ca; aread-director@ncrdbc.com; areae-director@ncrdbc.com; Doug Daugert <d.daugert@portclements.ca>; billy.yovanovich@skidegate.ca; duffyedgars@gmail.com; 'Jason' <jason.alsop@haidanation.net>

**Cc:** vom@mhtv.ca; Ruby Decock <cao@portclements.ca>; cao@queencharlotte.ca; corporateofficer@ncrdbc.com; directors@gwaiitrust.com; alternates@gwaiitrust.com; 'Errol Winter' <errol.winter@gwaiitrust.com>

**Subject:** UBCM request

Hello Island Leaders,

After many years of working with the federal and provincial governments to transfer the funds from the invalidly set up Athlii Gwaii Legacy Trust to a nonprofit to allow granting to commence, the Trustees and staff of Athlii Gwaii have finally received a letter from the federal government that confirms their support for the transfer and their commitment to working with the provincial government to start the process of facilitating the transfer of funds. The provincial government seems to be dragging their feet on the issue and the Trustees fear that without pressure they will not prioritize the work needed to be done to allow access to these funds and it could drag on for years to come.

Athlii Gwaii falls provincially under the jurisdiction of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development. The current Minister is the Honourable Doug Donaldson. The Athlii Gwaii Trustees (Gwaii Trust Executive) request that if there is an opportunity for an audience with Minister Donaldson at the UBCM that Island leaders advocate for the expedition of this transfer. I have attached a backgrounder prepared for Jennifer Rice as well as a copy of the federal letter of comfort for your information.

Please contact me if you have any questions or for further information.

Carla Lutner  
Chief Operations Officer  
Gwaii Trust Society/ Athlii Gwaii Legacy Trust  
ph: 250 559 5807  
[www.gwaiitrust.com](http://www.gwaiitrust.com)



**Gwaii Trust**



June 25, 2019



Mr. Chris Stagg  
Assistant Deputy Minister  
Timber Operations, Pricing and First Nations Division  
BC Ministry of Forests, Lands, Natural  
Resource Operations and Rural Development

Dear Mr. Stagg:

**RE: Athlii Gwaii Legacy Trust request to transfer trust funds to Gwaii Trust Society fund**

The Athlii Gwaii Legacy Trust (AGLT) has approached the Government of Canada (GoC) and the Government of British Columbia with a request to transfer funds currently in the AGLT (a perpetual trust) to a fund managed and owned by the Gwaii Trust Society (GTS). The GTS is a not-for-profit society formed under BC legislation. The GoC and the Government of British Columbia, as part of the 1988 South Moresby Agreement, jointly funded the AGLT. AGLT's request would require an amending agreement signed by both the federal Minister of the Environment and Climate Change and the BC Minister of Forests, Lands, Natural Resource Operations and Rural Development.

We are writing this letter to indicate that the GoC, as represented by Environment and Climate Change Canada (ECCC) and Natural Resources Canada (NRCan), agrees with the strategy of transferring funds from the AGLT to the above-mentioned GTS fund. The departments have reviewed the request from both a policy and legal perspective and see no impediments to this conversion. A working group with members from our departments (Sophia Lee, Director of Strategic Relations, ECCC; and Brad Stennes, Director Policy, Planning and Operations, NRCan) along with Peter Wyatt, Acting Executive Director, Rural Opportunities, Tenures and Engineering Division from your Ministry are working with Errol Winter, Chief Investment Officer for the AGLT. The working group will finalize a work plan to facilitate the conversion of funds, including to our understanding, a next step of enacting provincial legislation to dissolve the AGLT.

At this time, neither NRCan nor ECCC have gone forward to our Federal Ministers. We are prepared to seek that support prior to you going to your provincial Cabinet committee.

Please confirm our understanding of the Government of BC's support for proceeding with this approach as well as the next step of finalizing a work plan through the working group.

Yours truly,

Caroline Caza  
Director General, West and North  
Environment and Climate Change Canada

Judi Beck  
Director General, Pacific Forestry Centre  
Natural Resources Canada, Canadian Forest  
Service

cc: James Cowpar, Trustee, Athlii Gwaii Legacy Trust  
Jason Alsop, Trustee, Athlii Gwaii Legacy Trust  
Clyde Greenough, Trustee, Athlii Gwaii Legacy Trust  
Warren Foster, Athlii Gwaii Legacy Trust



Environment and  
Climate Change Canada

Environnement et  
Changement climatique Canada

Canada

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September 4, 2019

## **Backgrounder regarding the proposed amalgamation of the Athlii Gwaii Legacy Trust and the Gwaii Trust Society**

The Gwaii Trust Society is a provincially legislated not for profit which has operated successfully since 1994 under the local control of a consensus-based Board of Directors representing all communities on Haida Gwaii. The Society was seeded with a \$38.2 million contribution from the federal government as a part of the agreement that created Gwaii Haanas. The Gwaii Trust operates as a perpetual fund, with the original principle, plus an annual increment for inflation, set aside each year to guarantee that the funds will remain in perpetuity. The interest generated from the investments is available for community granting, creating an enduring legacy to the benefit of many future generations of Haida Gwaii residents.

The Gwaii Trust fund is now worth over \$85 million dollars and almost \$80 million dollars has been distributed on Haida Gwaii through a variety of grant programs since its inception. Funding has been invested to help Islanders pay for post-secondary studies, youth programs, Haida Language programs, food banks and infrastructure among many other worthy projects. The Gwaii Trust Society is a true success story.

The Athlii Gwaii Legacy Trust, (previously named the Gwaii Forest Charitable Trust) is a charitable trust legislated provincially under a deed of trust. The Athlii Gwaii Legacy Trust was created in 2007, when the government of British Columbia (with Federal sign off) transferred the remnants of what was then the South Moresby Forest Replacement Account, at the time worth \$24 million, to local control, with the Gwaii Trust directors acting as trustees.

Athlii Gwaii has three trustees. Two members of the Gwaii Trust Society Executive act as individual trustees and the Gwaii Trust Society as a whole serves as the third trustee (called a corporate trustee). The Athlii Gwaii Legacy Trustees manage a perpetual fund currently worth approximately \$45 million. The Athlii Gwaii fund is invested to mirror the Gwaii Trust Society portfolio of investments.

At the time of the transfer, the federal government felt that the charitable trust model was the only acceptable structure for these funds and a deed of trust was created which contained a mixture of charitable and non-charitable purposes, focussing on contributions to the long-term stability of forest resources on the Islands and supporting the stability of the communities through adjustment to changes in the forest economy of the Islands.

# Gwaii Trust Society

When the financial crisis of 2008 hit, the value of the Athlil Gwaii fund dipped below its protected amount and granting ceased while the fund rebuilt a reasonable reserve beyond the core amount. By 2013, the fund had rebuilt to a level where granting was deemed prudent (the original investment indexed for inflation with a buffer of 20%).

As the trustees began examining the purposes of the Trust to see how they could best impact the Island's struggling economy they came upon an error that had inadvertently been built into the Trust Deed. The trustees requested a legal opinion from Donovan Waters, Canada's leading expert on trust law, who confirmed that there was an error in the original set up of the trust. It was his opinion that a charitable trust could not carry out the mixed charitable and non-charitable purposes outlined in the deed and that in fact the trust was void- a bare trust. After review, both the Province and the Federal governments agreed with Dr. Water's opinion. In short, the trust was not valid. There were also concerns that if the AGLT's charitable status was in question, there may be issues with the non-taxable status through Canada Revenue Agency. With the uncertainty of the legal status of AGLT, the trustees felt it was not fiduciarily responsible to fund the purposes of AGLT until this was resolved.

The trustees have been working with both the provincial (as represented by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development) and federal government (as represented by Environment and Climate Change Canada and Natural Resource Canada) since March of 2014 to rectify this problem. Unfortunately, the process of garnering federal and provincial approval has been mired in bureaucracy and rife with delays. The solution that the trustees and government representatives had been pursuing was a dissolution of the trust and a transfer of the funds to a federally regulated not for profit society.

In late 2017, the federal government proposed rolling the Athlil Gwaii fund into the Gwaii Trust fund. The federal and provincial governments agreed that this would be a significantly easier road since the Trust is already a legal entity with essentially the same mandate, has a business plan and a long operational history. The Gwaii Trust agreed to pursue this option with the intention to operate AGLT under its own stand-alone program within the Gwaii Trust, ensuring all capital and both current and future earnings are accorded back to the program. In addition to expediting the process to resume granting, the Board sees several advantages to the amalgamation including efficiencies and cost savings, simplification and the ability to amend purposes and funding parameters as needed.



## Gwaii Trust Society

PO Box 588, Masset, Haida Gwaii, V0T 1M0  
[www.gwaitrust.com](http://www.gwaitrust.com)

phone: 250.626.3654 fax: 250.626.3261 (Masset Office)  
phone: 250.559.8883 fax: 250.559.8876 (Skidegate Office)

A comprehensive review of the request was performed by the federal government to ensure that they had completed their due diligence and a number of requirements and conditions were met by the Athlii Gwaii Trustees. The provincial representatives from the Ministry of Forests, Lands and Natural Resource Operations and Rural Development indicated that they were amenable to the proposed transfer but were waiting on the federal government's agreement before providing a letter to that effect.

In July of this year, the trustees received a copy of a letter jointly signed by Natural Resources Canada and Environment and Climate Change Canada addressed to FLNRORD. The letter of comfort indicated that the Government of Canada was in support of the strategy of transferring funds and was looking to work with the province to facilitate the transfer. The trustees were assured that a similar letter would be forthcoming from the provincial representatives.

The Trustees were frustrated to learn from their contact at FLNRORD this week that a letter of comfort was not eminent and that there would be a new representative on the file as well as new legal counsel. Both of these yet to be named contacts would need to be brought up to speed on a long and complex file. This will add yet another delay to the process.

While this file may not be a priority for the province, it is a priority for Haida Gwaii. There is significant pressure on the Trustees to recommence with distributing these funds, and the excuse that we are waiting for government is wearing thin.

The Trustees of Athlii Gwaii request that the original error in the creation of the charitable trust be rectified without further delay through transferring the funds to Gwaii Trust Society and allowing them to do the good work as originally intended when the funds were transferred to their control.

## Athlii Gwaii Legacy Trust Frequently Asked Questions

### **What is the Athlii Gwaii Legacy Trust?**

The Athlii Gwaii Legacy Trust (AGLT) is a perpetual fund managed by the Gwaii Trust Society (GTS), which is currently worth just over 59 Million dollars. AGLT was created in 2007 when the Government of British Columbia (with federal sign-off) set up a charitable trust and transferred the South Moresby Forest Replacement Account (SMFRA) funds to this trust. The AGLT Deed of Trust outlines the purposes of the fund and how it is to be managed. The deed named Gwaii Trust as the trustee of the AGLT fund, with two GTS Executive members serving as individual trustees and Gwaii Trust as the corporate trustee. The trustees have control over AGLT with a legal obligation to administer it solely for the purposes specified in the deed.

### **Why aren't the funds being used for community granting?**

The provincial government set up AGLT incorrectly with a combination of charitable and non-charitable purposes, which means the trust is not valid. The Canada Revenue Agency (CRA) determines what qualifies as charitable purposes, and the risk is that there could be significant taxes and penalties owing to the CRA if the fund is used.

### **Why has it taken so long to get this resolved?**

For the past several years GTS has been negotiating with the original funding partners through the AGLT working group to transfer the funds to Gwaii Trust. The working group consists of representatives from the BC government (Ministry of Water, Land and Resource Stewardship), Canada (Ministry of Environment and Climate Change, and Natural Resources Canada) and Gwaii Trust. Each partner needs to satisfy themselves that there is a problem with AGLT as-is and that transferring it would be the right solution. Over the years, there have been numerous changes in external staff, ministers, and lawyers, which means that this process has had to restart several times.

### **When will funds be available for community granting?**

Provincial legislation must first be written and passed to dissolve or amend the charitable trust. The province had indicated it was likely that this legislation would be put forward in the Fall 2023 session, however, we received notice at the end of January 2023 that the lead for the province has retired. This has pushed back timelines, and we don't have updated timelines for legislation.

### **How will the Athlii Gwaii Legacy Trust work?**

AGLT will be governed by the same board, legislation, bylaws, and constitution as GTS. AGLT funds will be held as part of GTS but tracked separately. The Board may bring in technical advisors to assist with decision-making, but the funds will be Gwaii Trust's responsibility. There will be approximately 2 Million dollars available to be spent annually for grants and administration, and Gwaii Trust will need to create a



plan to spend down its excess buffer within five years. Grants may be application-based or by request for proposals, and the Board may consider providing loans through a third party.

The Board envisions that funding will support the following three goals:

1. Restoration (Natural habitat protection and restoration)
2. Renewables (Transition to renewable energy and sustainability of natural resources)
3. Revitalization (Economic development and diversification)

## Where are we now?

Our Chief Operations Officer, lawyer, and members of the Gwaii Trust Board participated in regular meetings of the AGLT working group from December 2020 to November 2021 to finalize the details of the agreements to transfer the funds. The group made an agreement in principle in May 2022, and all appropriate ministers were briefed and supported the transfer, though there wasn't a government sign-off. As late as January 2023, the province and Canada stated they were on track for the Fall 2023 deadline. Several government conditions were included in the agreement to transfer the funds to Gwaii Trust.

The conditions to date are:

1. AGLT funds will support economic development initiatives on Haida Gwaii.
2. There will be a complaint process overseen by a third party (called the protector) to ensure that funds are used for the intended purposes.
3. AGLT funds cannot be used to sue the government.
4. Gwaii Trust agrees to publish its annual financial statements, strategic plans and a listing of all projects funded through Athlii Gwaii Legacy Trust.

The government is aware that the Gwaii Trust is looking to recover the legal costs it has incurred during the lengthy negotiations. Neither the federal nor provincial governments have indicated that this was under consideration.

In January 2023, the lead on the Athlii Gwaii file for the province retired. The provincial government is now stating that they need additional time to review the file and will not be ready for the Fall 2023 date for previously communicated legislation.

## What about community consultation?

Gwaii Trust has committed to completing community consultation before starting any spending from the fund. The Board is going to the public with a framework of how Athlii Gwaii would operate and what it would fund prior to developing a full business plan. The framework is now ready to be presented to the public for feedback, and then a full business plan will be developed incorporating this feedback.



# REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: June 19, 2023

RE: Regular Report on Current Operations

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## **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:**

#### **Additional Personnel**

To increase staff capacity, Council directed administration to advertise for a full-time Public Works assistant. With increased personnel, the Public Works department will be able to improve municipal services, and address residents issues, and concerns in a more timely manner.

#### **Land Development**

According to a directive from the Council, Staff started the process of obtaining guidance on the requirements to successfully prepare property for housing development. The proposed M&B subdivision is the initial target, and there are several factors to be considered in the process. We are currently at the preliminary phase where staff is establishing relationships with external agencies and actively seeking funding to secure the services of a professional who will help to guide the process.

#### **Annual Reports**

Municipalities are required by law to produce annual reports. The 2022 annual municipal report demonstrates the progress made and the goals and objectives for the 2023 year. The 2022 Statement of Financial Information prepared in accordance with the Public Sector Accounting Board will help to provide transparency, and accountability to the public. These two reports are now available for public inspection.

#### **Property Tax**

Unlike other property tax collecting entities that increased their property tax, the Village Council decided to maintain the existing tax level despite the existing inflationary environment.

#### **Customer Payment Options**

In the continuing efforts to improve customer experience, the Village Office now has a point-of-sale machine' capable of processing debit and credit cards transactions.

#### **The Official Community Plan**

The Official Community Plan (OCP) workshop held May13, 2023 provided community residents with an opportunity to participate in the long-term vision of Port Clements. The process in updating the document continues as the staff, Advisory Committee, and

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consultant continue to work together with the goal of having the comprehensive update adopted during 2023.

### **Legislative Requirement- Accessibility British Columbia Act**

Municipalities continue to be loaded with Provincial Legislative requirements.

The most recent being the Accessible British Columbia Act. This act was formally approved on June 17, 2021, and on April 14, 2022, the government filed the Accessible British Columbia Regulation (B.C. Regulation) providing clarity to the types of organizations that will be subject to accessibility requirements under the B.C. Act.

The act provides a framework to identify, remove, and prevent barriers to accessibility. Municipalities are among the prescribed organizations that must be in compliance by September 1, 2023. Under the law the local government needs to create a plan to identify, remove, and prevent barriers to individuals in or interacting with the organization.

The council has the option of supporting a Haida Gwaii collaborative approach spearheaded by North Coast Regional District (NCRD) or to work Independently on its own.

### **Critical Infrastructure**

#### **(i) Sewage Lagoon**

The council is in the process of reviewing the tender documents for the construction phase of the project, and hopefully the final modifications will be completed soon. At this stage, all indications are that the project will not meet the targeted completion date of March 2024. In the interim, staff continue to search for external sources of funding to offset the budget imbalance due to increased cost

#### **(ii) Water System Upgrade**

The outfitting of Well #3 for incorporation into the existing water system continues to be affected by delays in supplies of materials.

### **Other Infrastructure:**

Work continues on other Capital projects including.

- The Community Park upgrade
- Improvement of the Public Works Yard
- Sunset Park Revitalization

### **Finance:**

- Routine activities in accounts payable, accounts receivable, payroll and bank reconciliations continue.
- Utility Bills and Tax Notices prepared, mailed.
- Preparation for public inspection of the annual report of the Statement of Financial Information for public inspection.

### **Public Works**

Month of June is typically focused on preparations at the Community Park for Canada Days, i.e.: groundskeeping and maintaining safe facility.

- We have received fencing order for sports court project, to be determined whether PW staff will be completing or whether work will be contracted out.
- Final touch-ups and repairs to sports court surface (pickleball and tennis court lines and coating touch-ups) is ongoing, weather dependent. Received new pickle ball net system as well as tennis nets. Confidant that the advertised pickleball demonstration activity for Canada Day weekend will be a success.
- Community Park has been extensively brushed and cleared of encroaching alder trees.

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- Sewer: Continued support of engineers and administration towards wastewater system upgrades. Monthly effluent tests show an improving trend, though still out of compliance with Provincial MOE permit requirements. PW is targeting summer months of July and August to fulfil requirements of recent lift station pump maintenance assessment.
- Water: Completed necessary repairs to chlorination system, new float controls and solenoid valve installed, solving some intermittent troubles we have been experiencing. All monthly water sample testing has been satisfactory to Northern Health. Regular scheduled flushing completed. Northern Health has scheduled a site inspection for June 21st.
- Mowing: PW has reduced mowing frequency as requested, in greenspaces where appropriate. Due to softball season in full effect, community park mowing has proceeded as necessary.
- Industrial Road: Road edges currently being brushed of encroaching alders to improve site lines.
- Small Craft harbour: Emergency repair of floats completed after a large deadhead embedded in harbour floor damaged decking during falling tide.

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-4	2022-12-05	Council to investigate and report back to Council on options for the winter sanding going forward	CAO	