



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE: 250-557-4295
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Email: office@portclements.ca
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7:00 PM Regular Meeting of Council, Monday, December 18th, 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**
- 3. MINUTES**
 - M-1— November 21st, 2023, Regular Council Meeting Minutes
 - M-2— November 23rd, 2023, Special Council Meeting Minutes
 - M-3— December 4th, 2023, Committee of the Whole Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
 - C-1—INFORMATION – November Board Highlights – North Coast Regional District
 - C-2—INFORMATION – December Board Highlights – North Coast Regional District
 - C-3—INFORMATION – Canada Community Building Fund BC – Union of BC Municipalities
 - C-4—INFORMATION – VIRC 2024 Budget and Levies -- Vancouver Island Regional Library
 - C-5—INVITATION— Invitation to participate in peer network – Ministry of Housing
 - C-6—INVITATION – Invitation to Meet for Follow Up -- Northwest Hydraulic Consultants
 - C-7—REQUEST—Permission to Visit Port Clements for Study – Environment and Climate Change Canada
 - C-8—REQUEST—Support for Private Member's Bill C-273 – Peter Julian, Member of Parliament
 - C-9—REQUEST – Comment on Marine Conservation Targets on HG - Port Clements Rod & Gun Club
- 6. FINANCE**
- 7. GOVERNMENT**
 - G-1— Recommendation from COTW
 - G-2—Fee Bylaw #484, 2023
 - Recommended motion: THAT Council reconsiders and adopts "Fee Setting Bylaw #484, 2023"*
 - G-3—Regular Council Meeting Schedule 2024
 - G-4—Committee of the Whole Meeting Schedule 2024
 - G-5— Museum Applications for Funds
 - G-6— Grant Writer Grant Application
 - G-7— Potential Alternate to Sewer Lagoon Project – Verbal – Council
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
 - R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson
 - R-2—INFO—Offloading of Salt at Rainbow Wharf – 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:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;

13. RISE AND REPORT

RR—In Camera Meeting November 20th, 2023:

- Council approved the probationary period of Jared Vandenberg and Paul Burton in the Port Clements Volunteer Fire Department and appoint them to serve on the Fire Department
- Council accepted the resignations of Lauren Williams and Ruth Bellamy from the Vibrant Community Commission
- Council continued the 2023 Council appointments into 2024 without any changes or alterations.

14. ADJOURNMENT



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Minutes of the Regular Meeting of Council, Monday, November 21st, 2023

Present:

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

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Sharon Petitpas, Elizabeth Stewart, Travis O'Brien, Alysha Waring, Ian Gould and Gloria O'Brien.

Meeting Called to Order at 6:02 PM

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

1. ADOPT AGENDA

2023-11-273—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council adopts the November 20th, 2023, Regular Council Meeting agenda with the amendment of the late addition of G-6—Request of Use of St. Mark's Church for Christmas Market – Elizabeth Stewart
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1--- Progress Report - Port Clements Housing and Restoration Society

3. MINUTES

M-1—October 16th, 2023, Regular Council Meeting Minutes

2023-11-274—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT the October 16th, 2023, Regular Council Meeting Minutes be adopted.
CARRIED

M-2— October 30th, 2023, Special Council Meeting Minutes

2023-11-275—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT the October 30th, 2023, Special Council Meeting Minutes be adopted.
CARRIED

M-3— November 6th, 2023, Committee of the Whole Meeting Minutes

2023-11-276—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT the November 6th, 2023, Committee of the Whole Meeting Minutes be adopted.
CARRIED

M-4— November 7th, 2023, Special Council Meeting Minutes

2023-11-277—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT the November 7th, 2023, Special Council Meeting Minutes be adopted as presented.
CARRIED

M-5— November 16th, 2023, Special Council Meeting Minutes

2023-11-278—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT the November 16th, 2023, Special Council Meeting Minutes be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1—INFORMATION – October Board Highlights – North Coast Regional District

C-2—INFORMATION – Adoption Awareness Month - Ministry of Children and Family Development

C-3—INFORMATION – Leadership Change at Northern Haida Gwaii Hospital - Julia Pemberton, Northern Health

C-4—INFORMATION – New legislation to Support Local Government Housing Initiatives – Ministry of Housing

C-5—INFORMATION – NSB (Masset Inlet) Conservation Targets -- Port Clements Rod & Gun Club

C-6—INFORMATION/REQUEST— 2024 VIRL Board Appointments – Vancouver Island Regional Library

2023-11-279—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT the items C-1 to C-6 be received for information.

CARRIED

C-7—REQUEST – Village Advertising Sponsorship in Service Recognition Book – Royal Canadian Legion

2023-11-280—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council approves the advertising sponsorship in the BC/Yukon Royal Canadian legion recognition book for 2024 by placing a 1/10 page add into the publication.

CARRIED

C-8—INVITATION—Scheduling Information Meeting BCTS -- Milan, Ministry of Forests

2023-11-281—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives C-8 for information.

CARRIED

C-9—INVITATION— Socioeconomic Assessment Project - Gwaii Haanas Archipelago Management Board

2023-11-282—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives for information.

CARRIED

C-10—INVITATION—Referral Request on Residential Use Application - Front Counter BC

2023-11-283—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives for information.

CARRIED

2023-11-284—Moved by Mayor Cabianca, seconded by Councillor Reindl

THAT Council offers their support of the application.

CARRIED

11

C-11—CONCERN/COMPLAINT— Rainbow Wharf Usage – Marilyn Bliss
C-12—CONCERN/COMPLAINT— Rainbow Wharf Usage – Maureen Bailey
C-13—CONCERN/COMPLAINT— Rainbow Wharf Usage – Linda Berston
2023-11-285—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council receives C-11 to C-13 for discussion.

CARRIED

2023-11-286—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council request staff prepare a public release outlining Council's rationale to authorizing the use of the Rainbow Wharf for the unloading of salt.

CARRIED

2023-11-287—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT future use of the Rainbow Wharf go to a Committee of a Whole discussion in the next quarter of the new year.

CARRIED

C-14—INFORMATION – Update on RCMP from Commissioner – Commanding Officer, RCMP
2023-11-288—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT the Update on the RCMP from Commissioner be received for information.

CARRIED

6. FINANCE

7. GOVERNMENT

G-1— Recommendation from COTW

2023-11-289—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council directs staff to follow up with the Grant Writer, Andrew Hudson, about the concession stands, community park washrooms and stage.

CARRIED

G-2— 3rd Quarter Grants Report – Andrew Hudson, Grant Writer

2023-11-290—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council receives the 3rd Quarter Grants Report from Andrew Hudson, the Grant Writer.

CARRIED

G-3—Clarification on Village Interest in Section 16 Reserve -- Sonia Waiz, Haida Gwaii Natural Resource District

2023-11-291—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council advise that as far as they know Council does not have an interest in the property.

CARRIED

G-4—COTW Format Evaluation/Review

2023-11-292—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives the report.

CARRIED

G-5—Fee Bylaw #484, 2023

2023-11-293—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council does 1st, 2nd and 3rd reading of "Fee Setting Bylaw #484, 2023"

CARRIED

G-6—Request of Use of St. Mark's Church for Christmas Market – Elizabeth Stewart

2023-11-294—Moved by Councillor Cumming, seconded by Councillor

THAT Council approve the use of St Mark's Church for the Christmas Bazar without fee for this occasion and condition that it is left clean.

CARRIED

2023-11-295—Moved by Councillor Cumming, seconded by Councillor

Moved by Councillor Reindl, seconded by Mayor Cabianca

THAT the Village sell the display cabinets in St Marks.

CARRIED

OPPOSED Councillor Cumming, Councillor Falconbridge

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

R-2—Project Status Update -- Vibrant Community Commission

Mayor Cabianca: *Attended Remembrance Day event, thanks to the staff/public works for their contribution, time and energy.*

Councillor Cumming: *Nothing to report except Community Futures planning a workshop that is coming up. Successful Remembrance Day gathering with post-ceremony refreshments.*

Councillor Falconbridge: *Attended the Remembrance Day with the Rangers and brought a junior ranger as well. Vancouver Island Regional Library meeting on Saturday. Attended Special Council Meetings. Currently off-island. Thank you to staff for all the work, especially for Marjorie with the Volunteer Fire Department event and Remembrance Day.*

Councillor Nicol: *Informal meeting with engineer (involved with projects with Daajing Giids and Village of Masset). Thinks that as a Village we are missing the boat with funding. Daajing Giids got 21 million in funding for their sewer project, Village of Masset is doing tourism infrastructure upgrade. Sandspit got money too. Port Clements struggles to get hundreds of thousands of dollars while they get millions, something is wrong with that.*

Councillor Reindl: *Attended Misty Isles Economic Development Society meeting. The society is in flux again as the executive staff resigned and more key staff are leaving at the end of December. Representatives have agreed to temporarily fill the position. Still questions the value of MIEDS but has some use. Had intention to attend Remembrance Day but was ill. Has also been looking around the Village on drainage issues, and looking at the railing on the wharf.*

2023-11-296—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives the verbal and written reports from Staff, Council and the Vibrant Community Commission as presented.

CARRIED

2023-11-297—Moved by Mayor Cabianca, seconded by Councillor Reindl

THAT the Village purchase some rechargeable lanterns for the Village Office during power outages.

CARRIED

10. ACTION ITEMS

A-1—Action Item List

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

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- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (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;

2023-11-298—Moved by Councillor Reindl, seconded by Councillor Cumming

THAT Council moves in-camera as per section 90(1)(a), (b), (c), (d), and (j) of the *Community Charter* at 8:07 PM.

CARRIED

13. RISE AND REPORT

RR—In Camera Special Council Meeting November 3rd, 2023:

- o Council is permitting the usage of Rainbow Wharf

14. ADJOURNMENT

2023-11-299—Moved by Councillor Cumming,
THAT Council adjourns this meeting at 8:46 PM

CARRIED

Mayor Scott Cagianca

CAO Marjorie Dobson



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PM Minute of the Special Meeting of Council, Thursday, November 23rd, 2023

Present:

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

Not Present:

Councillor Kazamir Falconbridge

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: none

Meeting Called to Order at 3:02 PM

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

1. ADOPT AGENDA

2023-11-300 —Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council adopts the November 23rd, 2023, Special Council Meeting agenda.
CARRIED

2. GOVERNMENT

G-1— Ambulance Station – Facilities Renovation Proposal

2023-11-301 —Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council gives its support and permission to BCEHS facilities for the proposed projects (replacement and installation of a kitchenette, washable commercial grade linoleum compatible with the in-floor heating system, and replacing the bay door with an exterior wall complete with insulation, a man door and opening window) to be undertaken at no cost to the Village AND THAT the Village donate the siding and matching stain that it may have in its inventory and the old bay/garage door to facilitate the project provided that the contractor has WorkSafe and follows all provincial requirements.

CARRIED

3. ADJOURNMENT

2023-11-302 —Moved by Councillor Reindl
THAT Council adjourns this Special Meeting at 3:13 PM
CARRIED

Mayor Scott Cabianca

CAO Marjorie Dobson



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7:00 PM, Monday, December 4th, 2023
Minutes of the Committee of the Whole

Present:

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

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming
Public Works Superintendent Sean O'Donoghue

Members of the public: Andrew Hudson (Grant Writer) via conference, Marilyn Bliss, Maureen Bailey

Meeting Called to Order at 7:06 PM

Councillor Reindl: 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

2023-12-303—Moved by Councillor Cumming,
THAT the Committee adopts the December 4th, 2023, Committee of the Whole Agenda as presented.

CARRIED

Mayor Scott Cabianca joined meeting at 7:15 PM

2. REPORTS & DISCUSSIONS

D-1-Water/Sewer

- Andrew Hudson, Grant Writer, gave a presentation to the committee. In his presentation he identified that large municipal infrastructure projects in the Village (and on Haida Gwaii, and for municipalities generally) have been relying on two grants for funding that are sunsetting this year (2023) and have not had replacement grant funds identified/announced by the federal or provincial governments. While it is expected that there will be a replacement, there is no guarantee at this time. Unfortunately, he is only privy to publicly announced information. Outside of these two grants there are not many available funds to cover these projects (such as involving sewer systems, water systems, roads, etc) as these projects are viewed as typical municipal expenditures that they are expected to pay themselves and most funds explicitly make typical municipal expenditures ineligible for grant funding. However, there are more grant funding options for feasibility studies for such infrastructure projects (ex. Tingley Street, sewer extensions, etc). In general, funding application timelines tend to not be kind for communities on Haida Gwaii.
- Sean O'Donoghue, Public Works Superintendent, gave a presentation to the committee. He identified that on the topic of sewer, such as a sewer extension to the Bayview Rural Subdivision it is not the first time the idea has been brought up, it has been brought up several times over several decades. The most recent plan is a feasibility study/design plan from 2005 (which considers two designs), and it is recommended that if Council was interested in a possible extension that this feasibility study be

redone as it is severely outdated now (18 years out of date with its cost estimates). As the cost of the extension (either in full or at least a percentage of it) would be borne by the property owners being serviced by the extension property owners have been polled several times, the most recent being in 2010 and 2014, and on both occasions the majority did not agree to the sewer extension so there is currently only water service going to the properties. The sewer extension offers the best solution to get sewer service to the campground, however, the sewer extension has not been a strategic priority of Council. On the topic of water, he identified that dealing the asbestos water line on Tingley Street has been a strategic priority for many previous Councils. The most recent infrastructure study on it was done by McElhanney c. 5/6 years ago. It includes replacement of the waterline – the engineers had wanted to cut out a portion of the line to test it (stress testing, etc) to determine its aged/condition, however, for safety reasons it was not done. Urban Systems later considered the infrastructure (c. 1967) in their asset management plan, and generally the age of the infrastructure, as it is the oldest part of the water system, prioritizes its replacement. There are more onerous legislative conditions for handling asbestos and it poses significant challenges to public works as they do not have capacity to meet those conditions – currently if there is an emergency break or maintenance need on the line, an outside contractor would need to be brought in to handle it. Engineers identify that replacement of the water line would be ideal when developing well #4. A feasibility study is also advisable for costing out expenses for the project, one that included an engineers assessment of costing and options of where to place. Such an engineered feasibility study would be a beneficial tool for applying to grant funding for the project. Additionally, if funding was in place for the feasibility study, it is possible that when construction work with the sewer lagoon is underway, and when the engineers for that project are already on island and in the Village for that work, that the feasibility study could be coordinated to be undertaken at the same time with the same engineers and thereby reduce costs for it (cost savings with mobilization/demobilization). In general, there is a strong staff recommendation for the asbestos waterline removal project.

- There was a question on the impacts of the asbestos pipes on the water quality if there were asbestos fibres in the water. Currently, the Northern Health permit does not require asbestos testing, nor is there a requirement or asbestos test identified in the guidelines for water treatment. This is probably due to asbestos fibres not posing a danger with ingestion, as their danger comes from inhalation of free fibres in the air (though it would be interesting to consider if laundry lint poses a risk of exposure). It probably is testable, which would mean setting up a testing program for months or a year.
- Discussion had questions with presenters. One prominent question to Grant Writer was how Daajing Giids proceeded with their Sewer Project grant application as it is a \$23.6 million project that they received \$20 million in funding for. Daajing Giids made their application in 2022, but it was identified that the application had been long in development and had been revised. Likely, a large factor is that Daajing Giids is one of the last communities in the province that provides an untreated sewer service.
- Another question posed to the grant writer, was the ongoing funding issue with the sewer lagoon project. Council had talked with the member of Parliament weeks ago, who talked with the Minister and suggested they can look for funding, however, later on the Minister identified no funding possibilities and told the Village to borrow the money for the new sewer lagoon. This reflects how generally municipalities are expected to fund water/sewer projects themselves – historically the Village was incorporated in order to set up the sewer and water system and borrowed to fund it which was recovered through property taxes (the Village was still paying off the initial project costs in 2001). Would it help to talk to our update the Member of Parliament of the Minister's response, that there has been no progress? The Grant Writer did not see why not but is not involved with this political aspect.
- Regarding water, the discussion identified a priority to deal with the asbestos water line on Tingley Street, ideally at the same time as the well #4 installation project. There is a question on whether to bury the line in the ground – which is the current best practice – or removing it entirely. Concern that environmental and other legislation considerations will be getting stricter and may necessitate removal and at that time it will be very expensive and onerous to remove it (currently, restrictions and costs are increasing for removal of treated boards on docks, lead paint, etc) and in 5-10 years may not be an option to leave it in the ground. Grant money needed to fund the project.

11-3

- *Regarding sewer, the discussion identified desire to find grant money to redo the report and undertake any projects. Heavy obligation to put on the taxpayers to pay for sewer extension, so they have to be in agreement to pay the costs – for the rest of the sewer system, the rest of the property owners did pay its costs, were taxed for it, so not unusual/unfair if these property owners to pay for the costs if they want the service, though finding grant money would be ideal. Concern that property owners failing/aging septic systems and potential environmental impact may pose liability on Village, especially with potentially stricter legislation and oversight down the road. Some discussion that the likely cost of extending the sewer into the area would be \$2-4 million, replacing the whole sewer system would probably cost around \$20 million (however, these are only guesses). All the sewer lines are old, most around 40+ years in age and need maintenance. Debate about need to prioritize projects, with the sewer lagoon coming before considerations for extensions. General consensus to redo the 2005 Mechlanney Report for the sewer line extension and extending it to the campground and looping it (new design) so it was not a dead end. It was brought up for consideration that the Village, if they are undertaking that extension, should look at starting it at the Williams Road connection and replacing that part as part of it as it was poorly constructed and problematic, and identified potential Village liability.*

2023-12-304—Moved by Councillor Cumming,

THAT the Committee recommends to Council to go ahead and plan to replace, leaving the ascrete in situ, the water piping along the top two blocks of Tingley St (the old M&B Subdivision water piping) and also not forgetting the extension that goes to the water tower AND THAT we couple this with installing the access to well #4.

CARRIED

2023-12-305—Moved by Councillor Cumming,

THAT the Committee recommends to Council that we look at updating the 2005 engineering study with the addition of extending water and sewer as far as the campground and that we also include the Williams St sewer extension that was done in the 1990s.

CARRIED

2023-12-306—Moved by Councillor Cumming,

THAT the Committee recommends to Council that if an engineering study is required to address the asbestos pipe situation in the old M&B subdivision that Council do the engineering study.

CARRIED

2023-12-307—Moved by Councillor Cumming,

THAT the Committee recommends to Council that, ideally, in conjunction with completing the hookup for well #3 that we do an engineering assessment of the water treatment plant.

CARRIED

2023-12-308—Moved by Councillor Reindl,

THAT the Committee recommends to Council that, before we delve too deeply into any of these things, we determine what the engineering costs might be and we look into some grant money for feasibility studies to do these things that we think we need to do.

CARRIED

Meeting end at 8:36 PM

Councillor Dennis Reindl

CAO Marjorie Dobson



Board Highlights

November 2023

Delegations:

The Ministry of Transportation and Infrastructure provided an update on the Ministry's Skeena winter maintenance program. The Chair of the Board thanked the Ministry for their delegation.

The Invasive Species Council of BC and the Department of Fisheries and Oceans Canada provided an update on European green crab programs in B.C. The Chair of the Board thanked the Invasive Species Council of BC and the Department of Fisheries and Oceans Canada for their delegation.

Board Business:

1. The Board resolved to provide a letter of support to the Village of Daajing Giids for its Foundry Centre project.
2. The Board resolved to write a letter to the Minister of Housing to request that properties within electoral areas be included in the Secondary Suite Incentive Program.
3. The Board resolved to support an application to Northern Development Initiative Trust for a grant of up to \$20,000 for a Business Façade Improvement program.
4. The Board resolved to support approval of a residential subdivision.
5. The Board resolved to send a letter to the Canadian Radio-television and Telecommunications Commission in support of Citywest's subsea fibre redundancy project and requesting a timely decision be made on the funding application.
6. The Board appointed Director Evan Putterill as Trustee and Director Johanne Young as Alternate to the Vancouver Island Regional Library Board.

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

C-1



Board Highlights

December 2023

Delegations:

B.C. Ferries provided an update on Charting the Course: A Vision for Coastal Ferries. Delegates provided information on the engagement process and how to submit feedback. The Chair of the Board thanked the B.C. Ferries for their delegation.

Board Business:

1. The Board resolved to send a joint letter to B.C. Ferries from the NCRD and local governments and First Nations within the NCRD to provide comments on B.C. Ferries' Charting the Course engagement.
2. The Board resolved to send a letter to Fisheries and Oceans Canada and provide input into the Draft 2024/25 Integrated Fisheries Management Plan for Crab.
3. The Board resolved to send a letter to the Minister of Fisheries, Oceans and the Canadian Coast Guard, copying MP Taylor Bachrach, regarding inviting a Fisheries and Oceans Canada delegation to a future Board meeting of the North Coast Regional District to discuss the Draft 2024/25 Integrated Fisheries Management Plan for Crab.
4. The Board resolved to commit to hold tenure for leased lands for a Tlell Cemetery boundary expansion, following consultation and engagement.
5. The Board resolved to direct staff to prepare draft resolutions to be submitted for consideration by the Association of Vancouver Island and Coastal Communities in advance of the AVICC 2024 AGM & Convention.
6. The Board resolved to write a letter to the B.C. Fire Commissioner to outline issues relating to fire risks and derelict homes in the community of Sandspit.
7. The Board resolved to write a letter to the Minister of Housing requesting that all municipalities and electoral areas be given the option to opt into the Speculation and Vacancy Tax program.
8. The Board resolved to write a letter to the Executive Director of the North Central Local Government Association in support of a northern living allowance for Haida Gwaii residents.

C-2



9. The Board resolved to write a letter to the North Central Local Government Association in support of CityWest's subsea fibre redundancy project.
10. The Board adopted its [2024 Board Meeting Schedule](#).
11. The Board made its Board appointments for 2024, available [here](#).
12. The Board made its Committee and Commission appointments for 2024.

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

November 28, 2023

Mayor Scott Cabianca and Council
Village of Port Clements
Box 198
Port Clements, BC V0T 1R0

Dear Mayor Scott Cabianca and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2023/2024**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2023/2024. An electronic transfer of \$36,909.15 is expected to occur in December 2023. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

This payment marks the final CWF disbursement of the current 10-year Canada Community-Building Fund agreement. Spanning from 2014 to 2024, this agreement has successfully allocated over \$1.25 billion in CWF funding to local governments in British Columbia. Looking ahead, UBCM anticipates the implementation of a new agreement in April 2024. Information on a renewed program will be communicated in the following months.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](https://www.ubcm.ca).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbfi@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo
UBCM President

PC: Marjorie Dobson, Chief Administrative Officer



Elizabeth Cumming

Subject: FW: VIRL 2024 Budget and Levies

From: Mariah Patterson <MPatterson@virl.bc.ca>
Sent: Thursday, November 30, 2023 11:02 AM
To: Scott Cabianca <s.cabianca@portclements.ca>; CAO <cao@portclements.ca>; Kazamir Falconbridge <k.falconbridge@portclements.ca>
Cc: Ben Hyman <BHyman@virl.bc.ca>
Subject: VIRL 2024 Budget and Levies

Greetings Mayor Cabianca,

As you know, based on member local government feedback, the VIRL Board reconsidered Budget 2024 on November 25. Ultimately, a motion to adjust the budget failed by weighted vote.

The VIRL 2024 Budget addresses the financial legacy of the previous administration, and the complexity and impacts of post-pandemic intersecting crises on VIRL's operations. It commits to ongoing operating continuity and maintains major Capital commitments.

In FY22/23, VIRL management and Board have worked to identify and contain legacy financial issues. Through a public tender process, a new auditor has been appointed for 2023-2025, and a Board Finance and Audit Committee is being established.

Expertise was brought in to develop Budget 2024 in consultation with the Board's Executive Committee and senior leadership in May, June and July, and the Budget was unanimously approved by the Board in September.

Provincial funding for VIRL in 2024 is projected at 4% of budget (\$1.4M). The base Per Capita funding formulas have been unchanged for decades, despite rising costs, population growth and complex service demands. In this context, the BC Public Library Partners are requesting an increase in annual sectoral funding, and met recently with Minister Kang. In support of this request, please know that VIRL has corresponded with the 11 MLA's in its service area, and met last week with Sheila Malcomson, Minister of Social Development and Poverty Reduction.

A recent report by the Canadian Urban Institute (CUI) and the Canadian Urban Libraries Council (CULC) makes the case for why investment in public libraries is essential to Canada's post-pandemic recovery, competitiveness, and resilience. The findings of the report's three-year analysis are a compelling read: Canada's public libraries play a crucial role in enabling all levels of government to meet their obligations and strengthen the common good. Here is a link to the report: <https://canurb.org/publications/overdue/>

Rest assured, this is an atypical budget for VIRL. Thank you for your continuing support.

Erin Hemmens
VIRL Board Chair

Sent on behalf of Erin Hemmens, Chair, Vancouver Island Regional Library Board of Trustees

Original JYFI sent Nov. 7, 2023

Greetings Mayor Cabianca,

With budget deliberations getting underway across the region, concerns have been shared about VIRL's 2024 levy. In consultation with the VIRL Chair and Vice Chair, staff have reopened the budget for review, and the VIRL Executive Committee will convene soon. The discussion will focus on options for a possible budget amendment to be considered at the November 25 VIRL board meeting.

Please standby for an update during the week of November 27.

Ben

Sent on behalf of Ben Hyman, Executive Director, Vancouver Island Regional Library



Mariah Patterson
Executive Assistant
Vancouver Island Regional Library
Phone: 250-729-2310
Email: mpatterson@virl.bc.ca
Web: virl.bc.ca

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C-4

Elizabeth Cumming

Subject: FW: HOLD - Invitation to participate in peer network for Local and First Nations Governments
Location: Microsoft Teams Meeting
Start: Mon 2024-01-15 1:30 PM
End: Mon 2024-01-15 3:00 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: HOUS Housing Innovations - Digital Delivery HOUS:EX

-----Original Appointment-----

From: HOUS Housing Innovations - Digital Delivery HOUS:EX <Digital.codes.permits@gov.bc.ca>
Sent: Monday, December 4, 2023 5:11 PM
To: [redacted]
Cc: May, Zachary HOUS:EX; Ushtchenko, Melissa HOUS:EX; Vukosavljevic, Nicole HOUS:EX
Subject: HOLD - Invitation to participate in peer network for Local and First Nations Governments
When: January 15, 2024 1:30 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Microsoft Teams Meeting

Dear Local and First Nations Governments,

As part of the commitments made in the [Homes for People plan](#), the Ministry of Housing is working to make B.C. a North American leader in digital permitting and construction. This involves transformation of the housing construction permitting process, for a future where anyone that wants to build new homes in B.C. experiences a seamless and efficient journey through the regulatory system for housing. To that end, the Ministry is developing a digital building permit submission and code compliance tool that will standardize and streamline the building permit application process by local governments.

Local and First Nations governments and organizations across B.C. are at varying stages of technological readiness and adoption. The purpose of establishing a peer learning network (PLN) is to support local and First Nations governments through the digital transformation of the housing development system that is currently underway, with a focus on the adoption of new digital permitting tools.

The Ministry of Housing is partnering with BOABC facilitate the PLN, which is intended to be a space for local and First Nations governments and organizations to connect, collaborate, and identify how they can best be supported and to drive digital change in their organizations. We look forward to providing a forum to share resources and knowledge, identify barriers, and work together to overcome roadblocks to your success with digital transformation in the permitting process.

The first meeting will be on **January 15, 2024** to set the direction of the PLN and better understand where members need support.

If your local or First Nations government / organization is interested in joining the PLN, please RSVP to this calendar invite or email the following information to digital.codes.permits@gov.bc.ca by **January 8, 2024**:

- The name and contact information for at least one person in your government / organization to serve as a point-of-contact for PLN scheduling and logistics. We recognize this work and its impacts extend to IT departments and organizations, building officials, planners, and the development industry broadly, so we are making this an open call for participation.
- Whether you or someone in your local or First Nations government would be interested in speaking or presenting at a future PLN session, and if so, on anything specific.

Please feel free to share this invitation with those in your network who would be interested in participating.

Sincerely,

Nicole Vukosavljevic (she/her)

Director, Digital Delivery

Housing Innovations | Ministry of Housing

UC: 778-974-5044 | Email: nicole.vukosavljevic@gov.bc.ca

I respectfully acknowledge the Lekwungen People, known today as the Esquimalt and Songhees Nations, and all the Indigenous Peoples of British Columbia, on whose territories I am grateful to work, live and grow on.

Elizabeth Cumming

From: Grant Lamont <GLamont@nhcweb.com>
Sent: December 13, 2023 1:25 PM
To: Elizabeth Cumming; CAO
Cc: Derek Ray
Subject: NHC on-Island January 15-17

Hi Elizabeth,

I hope things are well with you. I'm reaching out to let a few people know that Derek Ray and I will be travelling to Haida Gwaii in the new year – tentatively January 15-17 – to meet with Skidegate and we wanted to see if there is any interest in meeting with Port Clement while we are on island. We could be available to discuss coastal flood issues, or follow up on the coastal flood and tsunami assessment presentations from last spring if that is of interested.

Hope you are doing well.

Best regards,

Grant Lamont, P.Eng. | Principal
northwest hydraulic consultants

30 Gostick Place | North Vancouver, BC V7M 3G3 | Canada

Tel: (604) 980-6011 , Ext. 3218

glamont@nhcweb.com | www.nhcweb.com

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Check this email and attachments for viruses, NHC accepts no liability for virus damage caused by email.

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Elizabeth Cumming

From: Vanderpas, Anneka (elle, la, lui | she, her, hers) (ECCC) <Anneka.Vanderpas@ec.gc.ca>
Sent: November 22, 2023 2:20 PM
To: Office; CAO; Elizabeth Cumming
Subject: ECCC Salish Sea Gull Project: 2024 Fieldwork
Attachments: 2023ECCCSalishSeaGullProjectFieldReport.pdf;
ECCC_SalishSeaGullProject_FormQRcode.png

Proposed Research: Gulls of the Salish Sea



Dear Village of Port Clements,

We hope this email finds you well. We are researchers from Environment and Climate Change Canada (ECCC) based at the Pacific Wildlife Research Centre in Delta, BC. We are reaching out to municipalities for the opportunity to conduct research on gull species in their jurisdictions. This winter, with your permission, we hope to visit Port Clements in February 2024, weather dependent. Before our arrival, we would contact you with precise field dates. Our visit will also depend on approval from the Council of the Haida Nation after they review our research permit application. We will update you on the permit status as it becomes available. An overview of our research project is provided below, and attached is a summary of last year's fieldwork.

Research Project Overview

The Salish Sea is an area of importance to both humans and wildlife and is under increasing pressure from marine transportation and pollution. To better understand the impact of anthropogenic stressors in this region, we are using wintering gulls as an indicator species of marine food-web health, including how variations in diet and habitat use influence their exposure to contaminants. This winter, we will also visit sites outside of the Salish Sea as a comparison. This collaborative project involves researchers from the Science and Technology Branch of ECCC, Simon Fraser University, University of British Columbia, and the University of Lethbridge.

Our fieldwork involves capturing adult and juvenile gulls of a variety of species. Each gull captured is banded with a unique set of colour bands, and a small blood sample is taken. On a small number of gulls, we also attach GPS tracking devices to understand how they move around the Salish Sea and beyond. Our work is done under the necessary permits and Animal Care approvals (available upon request). We ensure gulls are captured, sampled, and released unharmed. If you see a colour-banded gull, you can report your sightings through the online form linked here: <https://bit.ly/3vIthW3>. Sightings of marked gulls are an important part of the project and allows us to estimate survival and local movements. Attached is also a poster for sharing online and/or with your peers. We are proposing to visit locations, such as parks and beaches, with high numbers of gulls but sites are subject to change based on gull presence.

Should you have any questions or concerns, please contact us by email or phone (details below). If interested, we are happy to meet with you at field sites in your jurisdiction. Once we have completed the study, we look forward to sharing reports and publications, or presenting a summary of our work as they become available.

Sincerely,

Anneka Vanderpas

Wildlife Technician | Wildlife Research Division
Environment and Climate Change Canada
anneka.vanderpas@ec.gc.ca | (604) 803-8642

Mark Hipfner

Research Scientist | Wildlife Research Division
Environment and Climate Change Canada
mark.hipfner@ec.gc.ca | (604) 364-1778

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2023 FIELD REPORT

SALISH SEA GULL PROJECT



A colour-banded juvenile Glaucous-winged Gull.

credit: Josh Green



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

C-57

2023 FIELD SUMMARY

- Completed fourth year of research on gulls as indicators of the health of the Salish Sea.
- Fieldwork conducted at 60 sites across coastal BC: 42 sites in the Salish Sea and 18 sites outside of the Salish Sea.
- 195 gulls tagged with unique colour band combinations: 184 Glaucous-winged Gulls and 11 California Gulls.



credit: Josh Green



credit: Josh Green

- Blood and feather samples collected from 181 Glaucous-winged Gulls for ongoing physiological, genetic, and contaminant analyses.
- Deployed 10 new GPS tracking tags on California Gulls.

C-7

PROGRAM OVERVIEW

The Salish Sea is an important habitat for several species of gulls. Glaucous-winged Gulls (*Larus glaucescens*) and California Gulls (*Larus californicus*) are abundant, generalist foragers that occupy coastal habitats in both urban and natural areas throughout the year making them effective indicators of ecosystem health. Glaucous-winged Gulls are the largest and most abundant species of gull present year-round in the Salish Sea, and the residents are joined in winter by large numbers of migrants from Alaska and elsewhere. California Gulls stop-over in the Salish Sea on their migration to take advantage of ephemeral food sources, notably herring spawn, before dispersing to breed inland on freshwater lakes.



credit: Josh Green

View of Mount Baker from southern Vancouver Island, British Columbia.

The Salish Sea Gull Project is part of Environment and Climate Change Canada's Salish Sea Marine Bird Monitoring and Conservation Program. Our research assesses the health and habitat use of marine birds in this highly human-impacted area focusing on the movements, diets, and contaminant levels of gull species in the Salish Sea.

The project started in 2020 and is a collaboration between Environment and Climate Change Canada (ECCC) and academia, led by Dr. Mark Hipfner (ECCC) in collaboration with Dr. Tony Williams (Centre for Wildlife Ecology, Simon Fraser University), Drs. Amy Wilson and Marie Auger-Méthé (University of British Columbia), Dr. Theresa Burg (University of Lethbridge), as well as Drs. Keith Hobson and John Elliott (ECCC).

PROJECT OUTREACH

Those involved in the Salish Sea Gull Project respectfully acknowledge that this work takes place on the traditional, ancestral, and unceded territories of the Coast Salish Peoples. As visitors and public servants, we have a responsibility to the land and to the people who have stewarded these lands since time immemorial.

We hope that this project can continue to provide opportunities for meaningful collaboration and engagement with the Coast Salish Peoples, and support information gathering and sharing that is relevant and useful for the continued stewardship of their territory in a good way.

This year, researchers met with Guardians and members from the Tla'amin Nation, Wei Wai Kum First Nation, Haida Nation, and the 'Namgis First Nation. We would like to express our gratitude to the many Indigenous Nations who offered access to their lands as well as fieldwork assistance. To become involved in future field seasons, or if you would like more information on this project, please contact Mark.Hipfner@ec.gc.ca.



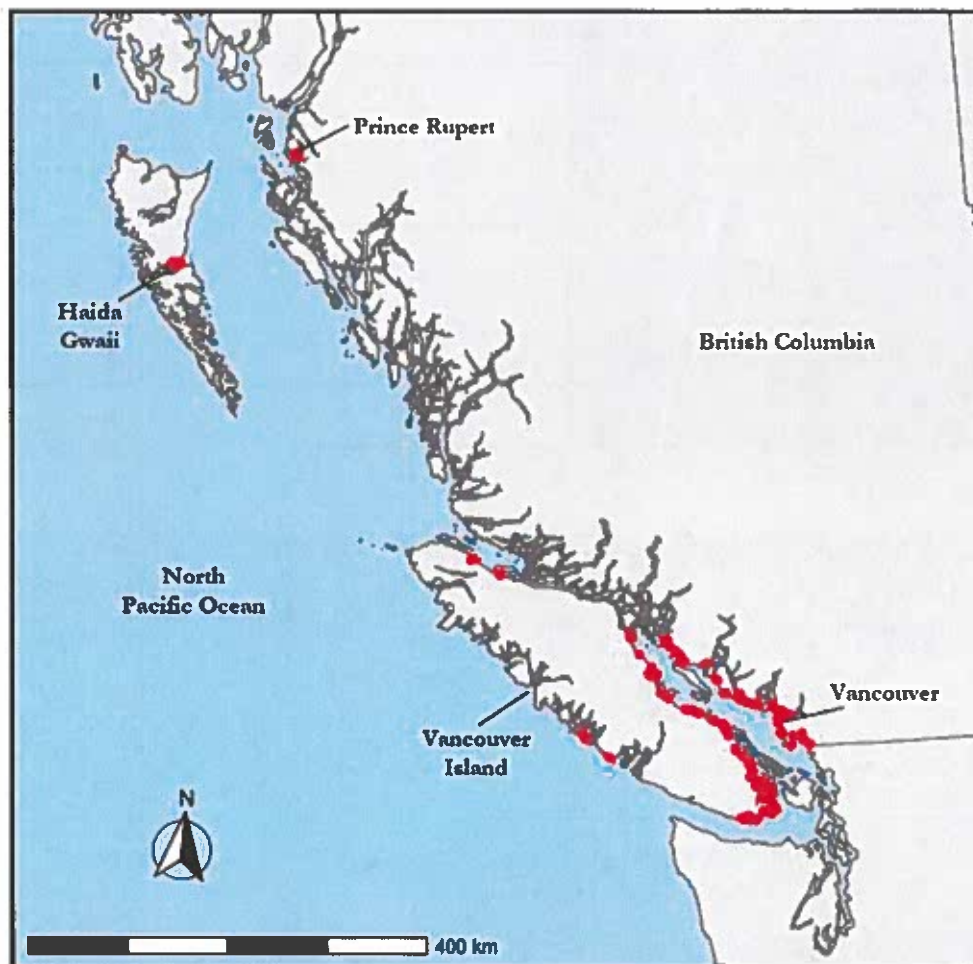
credit: Anneka Vanderpas

ECCC researcher delivering a presentation to elementary school students at 'Namgis First Nation T'lisalagi'lakw School.

57

FIELD METHODS

From early January to early March 2023, two teams of ECCC researchers visited a total of 60 capture sites: 42 sites within the Salish Sea and 18 sites outside the Salish Sea, including Tofino, Ucluelet, Port Hardy, Port McNeill, Prince Rupert, and Haida Gwaii (see Map 1). We included sites outside of the Salish Sea to expand the range of environmental conditions experienced by gulls sampled in our study. Our sites included a variety of habitat types, including natural beaches, urban areas, as well as the Vancouver and Nanaimo Landfills.



Map 1. Location of the Salish Sea Gull Project winter 2023 sampling sites in British Columbia, Canada.

Adult and juvenile Glaucous-winged Gulls (n=184) as well as adult California Gulls (n=11) were captured using leg-hold noose line traps (see Table 1). For all captured birds, we measured and collected blood and feather samples for physiological, genetic, and contaminant analyses. California Gulls were only captured at the Nanaimo Landfill to deploy GPS tracking tags.

Table 1. Number of gulls captured and colour-banded by region in the winter 2023 field season.

| REGIONS | SITES | GULLS |
|-------------------------------|-----------|------------|
| Metro Vancouver | 13 | 40 |
| Sunshine Coast | 7 | 20 |
| Victoria to Saanich Peninsula | 4 | 9 |
| Nanaimo to Campbell River | 13 | 33 |
| Cowichan Valley | 3 | 7 |
| North Island | 4 | 13 |
| West Island | 6 | 23 |
| North Coast and Haida Gwaii | 8 | 35 |
| Landfills | 2 | 15 |
| Totals | 60 | 195 |



credit: Neena Pradd

A second year Glaucous-winged Gull, identifiable by brown and white mottling, grey plumage on mantle, and a mostly black bill.

57

Each captured gull was banded with a unique combination of three colour bands and a numerical metal band. This protocol enables us to recognize individuals that we re-sight, helping us to understand the movements, site fidelity, and age-specific survival of this species across the Salish Sea. Colour-banded gull sightings can be reported to the Canadian Bird Banding Office and/or by completing this form for the ECCC research team.



 <https://forms.office.com/r/i9PG9zHCfs>

Use the live QR code in the above image or share this link with family and friends to report colour-banded gull sightings!

PRELIMINARY RESULTS: BANDING & GPS DATA

We have completed four years of winter sampling on the Salish Sea Gull Project. In total, we have sampled 619 Glaucous-winged Gulls, colour-banded 351 individuals, and deployed 34 GPS tags, of which a quarter are still transmitting (see Table 2). In 2022 and 2023 we colour-banded 25 California Gulls, and deployed 20 GPS tags, of which 80% are still transmitting (see Table 3).

Table 2. Totals for 4 years (2020-2023) of the Glaucous-winged Gull (GWGU) component of the Salish Sea Gull Project.

| YEAR | SITES | GWGU | GPS TAGS DEPLOYED | GPS TAGS STILL TRANSMITTING |
|--------|-------|------|-------------------|-----------------------------|
| 2020 | 26 | 64 | 14 | 1 |
| 2021 | 78 | 188 | 17 | 5 |
| 2022 | 64 | 183 | 3 | 3 |
| 2023 | 60 | 184 | 0 | n/a |
| Totals | 228 | 619 | 34 | 9 |

Table 3. Totals for 2 years (2022-2023) of the California Gull (CAGU) component of the Salish Sea Gull Project.

| YEAR | CAGU | GPS TAGS DEPLOYED | GPS TAGS STILL TRANSMITTING |
|--------|------|-------------------|-----------------------------|
| 2022 | 14 | 10 | 8 |
| 2023 | 11 | 10 | 9 |
| Totals | 25 | 20 | 17 |

Our year-round tracking data suggest that Glaucous-winged Gulls have relatively fixed migration strategies. The majority (>75%) of tagged gulls remain in the Salish Sea throughout the year. Of the nine Glaucous-winged Gulls with tags still transmitting, seven have remained within small home ranges in the one to three years after tagging.

However, two Glaucous-winged Gulls made long-distance migrations north or south: one individual tagged in the Salish Sea travelled north to breed in Alaska in three consecutive years (see Map 2), while the other individual tagged in Tofino spent the summer breeding season on the west coast of Vancouver Island and wintered in California (see Map 3).

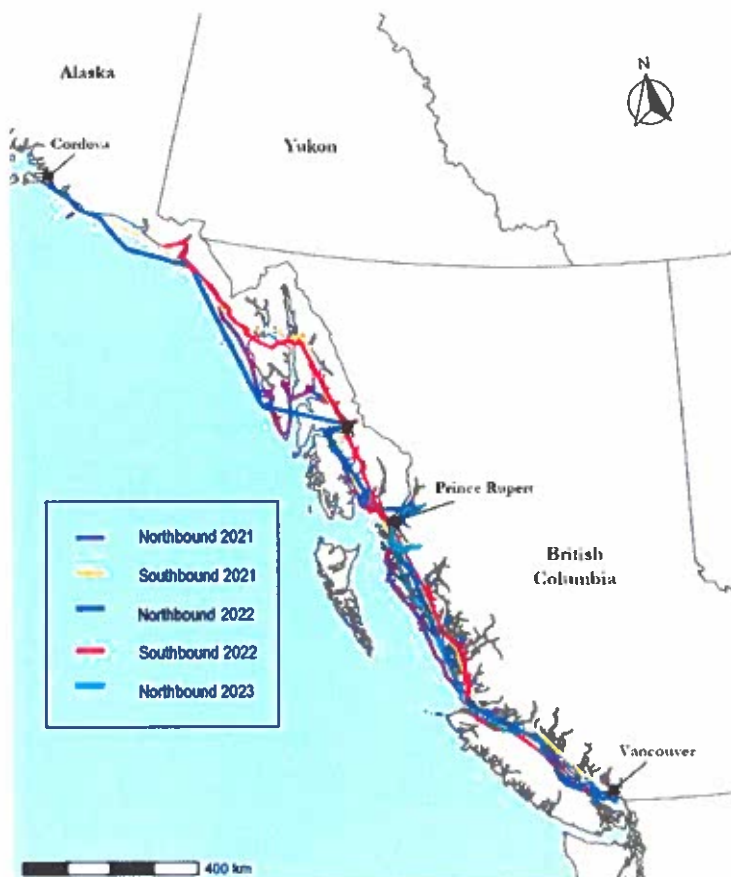


credit: Liam Kagan

A first winter Glaucous-winged Gull with colour-bands (green over yellow on the left leg, and white over metal on the right leg) catching a herring.

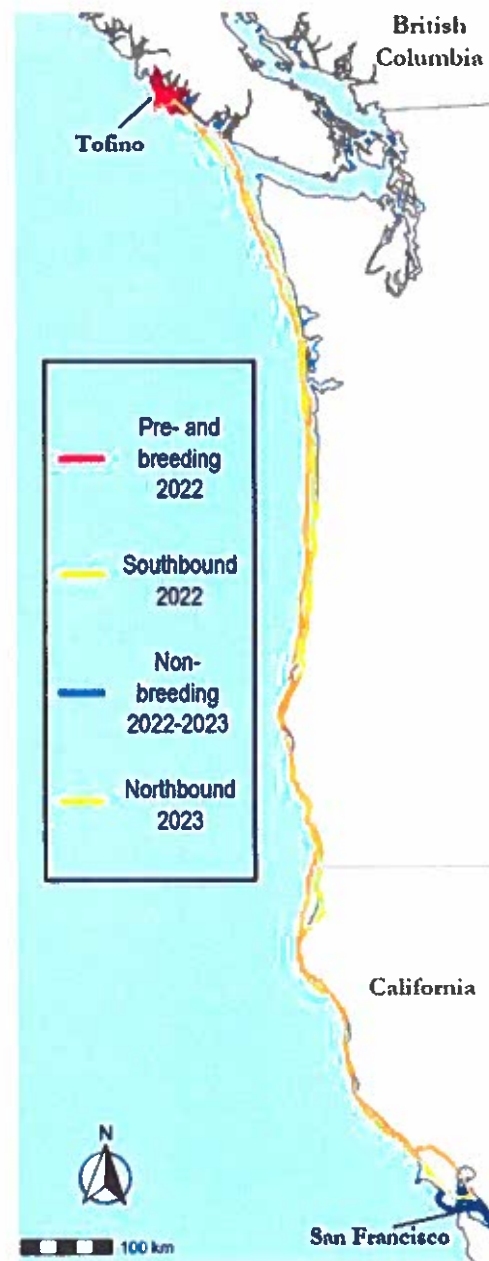
GPS tracked California Gulls ($n = 20$) were observed in areas of herring spawn off the east coast of Vancouver Island in March before leaving for breeding grounds in Alberta, Saskatchewan, and Montana. These birds wintered in southern California and refueled in the Salish Sea on route to their breeding sites (see Map 4).

C-5x



Map 2 (left). Year-round movements of a Glaucous-winged Gull tagged at the Vancouver Landfill in Delta, BC. For three years, this individual departed the Salish Sea towards northern breeding grounds near Cordova, Alaska. On its northbound migration it consistently stopped at key sites with abundant forage fish in the Salish Sea (herring spawn) and near Prince Rupert on the Nass River (eulachon spawn).

For additional GPS tagging details please refer to [Hannah Hall's Master of Science Thesis](#) from Simon Fraser University.



Map 3 (right). Year-round movements of a Glaucous-winged Gull tagged in Tofino, BC. After tag deployment on February 22, 2022, this individual remained on the west coast of Vancouver Island throughout the breeding season. It migrated south in the fall (October 22nd – 31st, 2022) to overwinter in southern California and subsequently returned to Tofino after a week-long migration (February 10th – 18th, 2023).



Map 4. Year-round movements of two California Gulls tagged at the Nanaimo Landfill, BC. After tag deployment in March 2022 both individuals remained in the Salish Sea for the herring spawn. In early spring, one individual moved to breed near north-east of Calgary, Alberta (red track), while the other migrated to Montana (blue).

Both gulls left their breeding grounds in late summer and returned to the San Francisco Bay area, California by December. Interestingly, one individual (blue track) returned to its breeding site in Montana for a second year, but instead took an inland route that did not involve travelling through the Salish Sea.

PRELIMINARY RESULTS: HEALTH INDICATORS

Our previous analyses suggested that there is little variation in health indicators of adult Glaucous-winged Gulls captured in different regions and habitat types. To expand on these findings, in 2023 we sampled sites along the northern coast of British Columbia, with captures in Prince Rupert and Haida Gwaii. This region is historically less impacted by human activity than southern sites and will help us compare the health of gulls in different regions.

In 2023, we also sampled different age groups of Glaucous-winged Gulls (first year, second year, third year, fourth year, and adult), with preliminary results showing relatively little variation in physiological health indicators with age. As shown in Figure 1 below, note how the age classes cluster together, with little separation. Not surprisingly, the least experienced birds, juvenile gulls in their first winter, had lower health metrics (body condition, aerobic capacity) compared to individuals in all other age classes.

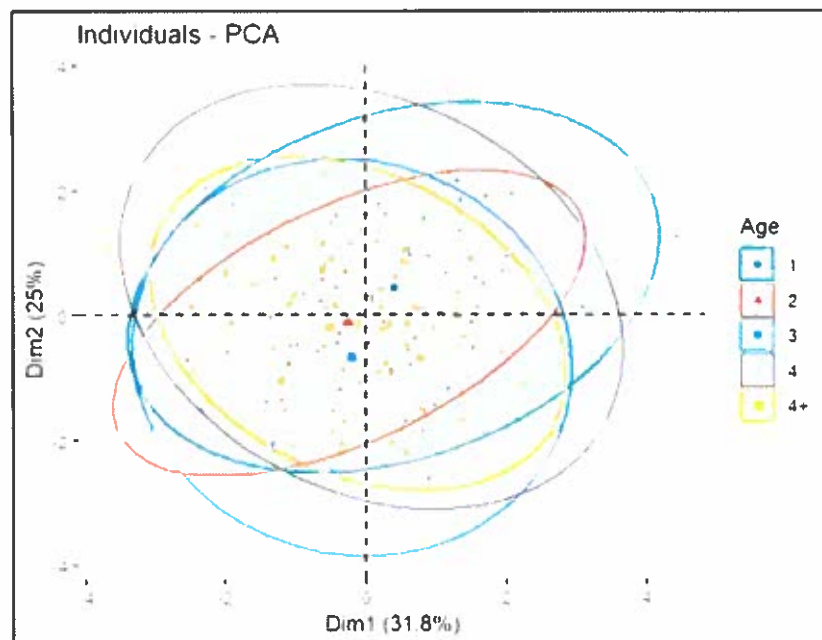


Figure 1. Biplot of principal component analysis (PCA) results for individual Glaucous-winged Gulls from each age group. Individual positions on the plot are based on PCA conducted on five physiological measurements of health including: glucose, hematocrit, hemoglobin, OXY, and d-ROMs levels. Note: circles represent 95% concentration ellipses.

FUTURE FIELDWORK AND ANALYSIS

Data from the first 2 years of the Salish Sea Gull Project (2020, 2021) were recently analyzed in Hannah Hall's Masters of Science thesis (supervised by Dr. Tony Williams, Simon Fraser University) and will form part of an ongoing veterinary research project by Neena Pradal from Université de Paul Sabatier, France (co-supervised by Dr. Tony Williams, Simon Fraser University and Dr. Mark Hipfner, ECCC).

In winter 2024, we plan to complete a final year of sampling for physiological, genomic, and toxicological studies at sites in the Salish Sea, the northern coast of British Columbia, and the north and west coasts of Vancouver Island. We will also complete another season of GPS tagging of Glaucous-winged Gulls. Once sampling is complete, we will use our five-year dataset to investigate relationships between habitat use, diet (via stable isotope analysis), physiological health, age, and contaminant levels. The genomics data will enable us to determine the provenance of gulls that winter in the Salish Sea (i.e., where they come from), establish the extent to which gull populations are structured (i.e., their connectivity), and determine the extent of hybridization. We will also complete detailed analyses of GPS data to delineate year-round movements and identify key habitat areas for emergency response planning. We hope to continue studies of age-specific survival rates indefinitely.



credit: Anneka Vanderpas

Field site in Haida Gwaii, British Columbia.

C-7

THANK YOU



The Salish Sea Gull Project research team would like to express their gratitude to the following for their support:

Thank you to the 'Namgis First Nation, Gwa'sala-'Nakwaxda'xw Nations, Kwakiutl First Nation, Council of the Haida Nation, Skidegate Band Council, Metlakatla First Nation, Lax Kw'alaams Band, Wei Wai Kum First Nation, K'ómoks First Nation, Tla'amin Nation, T'Sou-ke First Nation, Tsawout First Nation, Tsartlip First Nation, Cowichan Tribes, Lyackson First Nation, Snuneymuxw First Nation, Ucluelet First Nation, Ahousaht First Nation and Maaqutusiis Hahoulthee Stewardship Society, Musqueam Indian Band, Squamish Nation, Tsleil-Waututh Nation, Tsawwassen First Nation, Semiahmoo First Nation for the opportunity to work within their traditional territories.

Thank you to the North Coast Regional District, Regional District of Mount Waddington, Capital Regional District, Cowichan Valley Regional District, Regional District of Nanaimo, Comox Valley Regional District, Strathcona Regional District, Alberni-Clayoquot Regional District, Metro Vancouver Regional District, Sunshine Coast Regional District, and the qathet Regional District for supporting our work in regional parks. Thank you to the Ministry of Water, Land and Resource Stewardship for the chance to work in the West and South Coast Conservation Lands of British Columbia.

Thank you also to the Vancouver Island municipalities: Prince Rupert, Port Edward, Daajing Giids, Skidegate, Sooke, Metchosin, Langford, Colwood, Esquimalt, View Royal, Victoria, Oak Bay, Saanich, North Saanich, Sidney, North Cowichan, Ladysmith, Campbell River, Nanaimo, Lantzville, Parksville, Qualicum Beach, Courtenay, Comox, Tofino, Ucluelet, Port Hardy, and Port McNeill. As well as Metro Vancouver and Sunshine Coast municipalities: West Vancouver, Vancouver, Richmond, Burnaby, Delta, White Rock, Surrey, Port Moody, Gibsons, Sechelt, and Powell River for the opportunity to work in local parks and beaches. Thank you to the Nanaimo Landfill and Vancouver Landfill.

Furthermore, we would like to thank the Raptors, also known as the Pacific Northwest Raptors Ltd., for their expertise. An additional thank you to Sara Couper with Idea Camp Communications and the Town of Qualicum Beach for their community engagement and outreach support.

This project was funded by the Government of Canada in response to recommendation 3 from the National Energy Board's (NEB) Reconsideration Report for the Trans Mountain Pipeline Expansion (TMX) Project. Anneka Vanderpas (ECCC) coordinated with Indigenous communities, municipalities, districts, and the Province of British Columbia. All work was conducted under the appropriate federal permits (banding #10667F, 10667R and Animal Care #23MH03).



Dr. Mark Hipfner
Mark.Hipfner@ec.gc.ca



Nik Clyde
Nik.Clyde@ec.gc.ca

C-17

Elizabeth Cumming

From: Julian, Peter - Riding 1D <peter.julian.c1d@parl.gc.ca>
Sent: November 23, 2023 8:07 AM
To: Julian, Peter - Riding 1D; Julian, Peter - M.P.
Subject: BC - Private Member's Bill C-273 | Projet de loi d'initiative parlementaire C-273

Mayor and Council,

I am writing to urge you and your organization to support my Private Member's [Bill C-273 - An Act to amend the Criminal Code \(Corinne's Quest and the protection of children\)](#). It is appalling that physical punishment of children is still legal in Canada, even though more than [sixty countries](#) around the world have banned the practice. [Bill C-273](#) seeks to repeal section 43 of the Criminal Code, which allows for physical punishment of children. If it passes in Parliament, Bill C-273 will help to end the legalized physical punishment of children in Canada.

It is important to note that Bill C-273 is a response to the [Truth & Reconciliation Recommendation Call to Action #6](#). Nearly [700 Canadian organizations](#) signed a [Joint Statement](#) to end physical punishment of children and youth. Child and youth advocates across Canada, such as [Justice for Children and Youth](#), [Spirit of the Children Society](#), [Indigenous Watchdog](#), and the [Canadian Coalition for the Rights of Children](#), continue to fight for the repeal of Section 43. We have also received endorsements by [BC Association of Social Workers](#) and [First Call Child and Youth Advocacy Coalition](#).

"This Bill (C-273) holds great importance in the development and well-being of all children. Children need to be permitted to live in an environment free from violence and fear. At Spirit of the Children Society, it is our goal to empower and strengthen Indigenous families by providing support and resources through a model of love, caring, and understanding. This is accomplished by teaching the parents, and children, that hurting a person to get their way is not the appropriate way of child rearing; mindfulness, communicating, and role modeling is the ideal way to raise a child. Through this model a child will develop into an individual who is able to learn from their own successes and mistakes and not be fearful of challenge", Ruth Weller, Executive Director of Spirit of the Children Society.

Bill C-273 will be coming up for first hour of debate at the end of November in the House of Commons. **There are two ways to support this legislation:**

1. **Sign my petition:** https://www.peterjulian.ca/support_bill_c_273
2. **Write to your MP:** https://www.peterjulian.ca/write_to_your_mp_section_43

If you have any questions, please contact my staff, Doris Mah, peter.julian.c1d@parl.gc.ca.

Sincerely,

Peter Julian,
MP – New Westminster-Burnaby
Peter.julian@parl.gc.ca
613-992-4214

I acknowledge that I work on the unceded traditional territory of the Algonquin, Haudenosaunee and Anishinabek peoples.

New Westminster is located on the unceded and traditional territory of the Halq'eméylem speaking Coast Salish peoples. This includes the nations of the Qayqayt, q'wa:ńł'əń (Kwantlen), Katzie, kwikwəłwəm (Kwikwetlem), xwməθk'əyəm (Musqueam), Stó:lō, scəwaθn məsteyəxw (Tsawwassen), and Tsleil-Waututh.

Burnaby is located on the ancestral and unceded homelands of the hənqəminəm and Skwxwú7mesh speaking peoples as well as all Coast Salish peoples.

////

Le maire et le conseil municipal,

Je vous écris pour vous demander instamment, à vous et à votre organisation, de soutenir mon projet de loi d'initiative parlementaire [C-273](#) - Loi modifiant le Code criminel (La quête de Corinne et la protection des enfants). Il est consternant que les châtiments corporels infligés aux enfants soient encore légaux au Canada, alors que plus de [soixante pays](#) dans le monde ont interdit cette pratique. Le projet de loi [C-273](#) vise à abroger l'article 43 du code pénal, qui autorise les châtiments corporels à l'encontre des enfants. Si elle est adoptée par le Parlement, la proposition de loi C-273 contribuera à mettre fin à la légalisation des châtiments corporels infligés aux enfants au Canada.

Il est important de noter que le projet de loi C-273 est une réponse à [l'Appel à l'action #6 de la Commission de vérité et réconciliation du Canada](#). Près de [700 organisations](#) canadiennes ont signé une [déclaration conjointe](#) pour mettre fin aux châtiments corporels infligés aux enfants et aux jeunes. Les défenseurs des enfants et des jeunes, comme la [Coalition canadienne pour les droits des enfants](#), la [Justice for Child and Youth](#), [Spirit of the Children Society](#), [Indigenous Watchdog](#) continue à lutter pour l'abrogation de l'article 43. Nous avons également reçu le soutien de la [BC Association of Social Workers](#) et de la [First Call Child and Youth Advocacy Coalition](#).

"Ce projet de loi (C-273) revêt une grande importance pour le développement et le bien-être de tous les enfants. Les enfants doivent pouvoir vivre dans un environnement exempt de violence et de peur. À la Spirit of the Children Society, notre objectif est d'autonomiser et de renforcer les familles indigènes en leur apportant un soutien et des ressources par le biais d'un modèle d'amour, d'attention et de compréhension. Pour ce faire, nous enseignons aux parents et aux enfants qu'il n'est pas approprié d'élever un enfant en blessant une personne pour obtenir ce que l'on veut ; la pleine conscience, la communication et la modélisation sont les moyens idéaux d'élever un enfant.

Elizabeth Cumming

Subject: FW: RE: Response Port Clements Rod&Gun Club re: Marine Conservation Targets on HG

From: Urs Thomas <golden@qcislands.net>

Sent: Thursday, December 14, 2023 8:35 PM

To: [redacted]

Cc: dreindl@qcislands.net; CAO <cao@portclements.ca>

Subject: Fwd: RE: Response Port Clements Rod&Gun Club re: Marine Conservation Targets on HG

----- Original Message -----

Subject: RE: Response Port Clements Rod&Gun Club re: Marine Conservation Targets on HG

Date: 2023-12-08 09:36

From: "Leus, Dan (DFO/MPO)" <Dan.Leus@dfo-mpo.gc.ca>

To: Urs Thomas <golden@qcislands.net>

Cc: "Perron, Danielle" <Danielle.Perron@dfo-mpo.gc.ca>, "Croke, Rebecca (she, they / elle, iel) (DFO/MPO)" <Rebecca.Croke@dfo-mpo.gc.ca>, "Dilay, Ariane (she, her / elle, la) (DFO/MPO)" <Ariane.Dilay@dfo-mpo.gc.ca>, Niisii Guujaaw <mpp.pm@haidanation.com>, Spencer Lindsay <spencer.lindsay@haidanation.com>, "gudtaawtis@outlook.com" <Gudtaawtis@outlook.com>, dan.mcneill <dan.mcneill@haidanation.com>, "Rice.MLA, Jennifer" <Jennifer.Rice.MLA@leg.bc.ca>, Davidandmarielewis <davidandmarielewis@gmail.com>, "Barabash, Rosalind WLRS:EX" <Rosalind.Barabash@gov.bc.ca>, "Prichard, Nichole WLRS:EX" <nichole.prichard@gov.bc.ca>, CAO <cao@portclements.ca>, "Hornby, Greg" <Greg.Hornby@dfo-mpo.gc.ca>, "Mann, Joshua (he, him / il, lui) (DFO/MPO)" <Joshua.Mann@dfo-mpo.gc.ca>, "Brekke, Heather" <Heather.Brekke@dfo-mpo.gc.ca>

Hello Rod&Gun Club members,

Please find below the response from DFO (Dan Leus) regarding our concerns on Masset Inlet and Skidegate Marine Conservation Targets. I would like to suggest, that we wait until we hear back after New Year and then have hopefully a meaningful Consultation Process as requested in our letter.

Thanks again to everyone for your participation and I wish you all a Wonderfull Holiday season!

Urs Thomas, Chair Port Clements R&G Club

Hello Urs,

DFO and the Council of Haida Nation are considering next steps for the proposed Marine Refuges for Masset and Skidegate Inlets, which may include further consultations. We are not currently expecting impact to recreational fisheries for the upcoming 2024 season and will be in touch in the new year with a response to the feedback provided by the Port Clements Rod and Gun Club members and next steps. Thank you again for providing this feedback,

Dan Leus (He/him / il/ lui)

Senior Regional Fisheries Management Officer | Coordonnateur régionale principale du Cadre pour la pêche durable
Fisheries and Aquaculture Management | Gestion des pêches et de l'aquaculture
Fisheries and Oceans Canada | Pêches et Océans Canada

Government of Canada | Gouvernement du Canada

[Connect via Teams](#)

Dan.Leus@dfo-mpo.gc.ca

Telephone/Téléphone 250 739-3483



Government
of Canada

Gouvernement
du Canada

Canada

From: Leus, Dan (DFO/MPO)

Sent: November 30, 2023 11:26 AM

To: Urs Thomas <golden@gcislands.net>

Cc: Perron, Danielle <Danielle.Perron@dfo-mpo.gc.ca>; Croke, Rebecca (she, they / elle, iel) (DFO/MPO) <Rebecca.Croke@dfo-mpo.gc.ca>; Dilay, Ariane (she, her / elle, la) (DFO/MPO) <Ariane.Dilay@dfo-mpo.gc.ca>; mpp.pm <mpp.pm@haidanation.com>; Spencer Lindsay <spencer.lindsay@haidanation.com>; gudtaawtis@outlook.com; dan.mcneill <dan.mcneill@haidanation.com>; Rice.MLA, Jennifer <Jennifer.Rice.MLA@leg.bc.ca>; Davidandmarielewis <davidandmarielewis@gmail.com>; Barabash, Rosalind WLRs:EX <Rosalind.Barabash@gov.bc.ca>; Prichard, Nichole WLRs:EX <nichole.prichard@gov.bc.ca>; CAO <cao@portclements.ca>; Hornby, Greg <Greg.Hornby@dfo-mpo.gc.ca>; Mann, Joshua (he, him / il, lui) (DFO/MPO) <Joshua.Mann@dfo-mpo.gc.ca>

Subject: RE: Response Port Clements Rod&Gun Club re: Marine Conservation Targets on HG

C-9

Hello Urs,

Thank you for the feedback on behalf of the Port Clements Rod and Gun Club members on the proposed Haida Gwaii Marine Refuges in Masset and Skidegate Inlets. We will be considering the feedback in our planning for next steps and will be in touch with a response.

Sincerely,

Dan Leus (He/him | il/ lui)

Senior Regional Fisheries Management Officer | Coordonnateur régionale principale du Cadre pour la pêche durable
Fisheries and Aquaculture Management | Gestion des pêches et de l'aquaculture
Fisheries and Oceans Canada | Pêches et Océans Canada

Government of Canada | Gouvernement du Canada

[Connect via Teams](#)
Dan.Leus@dfo-mpo.gc.ca
Telephone/Téléphone 250 739-3483



Canada

From: Urs Thomas <golden@gcislands.net>

Sent: November 28, 2023 3:39 PM

To: Leus, Dan (DFO/MPO) <Dan.Leus@dfo-mpo.gc.ca>; Mann, Joshua (he, him / il, lui) (DFO/MPO) <Joshua.Mann@dfo-mpo.gc.ca>

Cc: Perron, Danielle <Danielle.Perron@dfo-mpo.gc.ca>; Croke, Rebecca (she, they / elle, iel) (DFO/MPO) <Rebecca.Croke@dfo-mpo.gc.ca>; Dilay, Ariane (she, her / elle, la) (DFO/MPO) <Ariane.Dilay@dfo-mpo.gc.ca>; mpp.pm

<mpp.pm@haidanation.com>; Spencer Lindsay <spencer.lindsay@haidanation.com>;
gudtaawtis@outlook.com; dan.mcneill <dan.mcneill@haidanation.com>; Rice.MLA,

Jennifer <Jennifer.Rice.MLA@leg.bc.ca>; Davidandmarielewis

<davidandmarielewis@gmail.com>; Barabash, Rosalind WLRs:EX

<Rosalind.Barabash@gov.bc.ca>; Prichard, Nichole WLRs:EX

<nichole.prichard@gov.bc.ca>; CAO <cao@portclements.ca>

Subject: Re: Response Port Clements Rod&Gun Club re: Marine Conservation Targets on HG

Some people who received this message don't often get email from golden@gcislands.net. [Learn why this is important](#)

C-0

Hello Dan, Joshua and others,

Thank you so much for reaching out and provide us with some information on the proposed Marine Conservation Targets on HG.

The Port Clements Rod & Gun Club had their annual meeting on November 19.2023 and our response is attached as a pdf. file.

Please contact me anytime if you have any questions or wanted to arrange further consultation as outlined in our letter.

Thanks for your time and have a great day!

Yours in Conservation

Urs Thomas

Chair, Port Clements R&G Club

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.



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: October 16th, 2023
RE: Recommendations from COTW

BACKGROUND:

At the December 4th, 2023, Committee of the Whole Meeting (COTW) on the topic of Water/Sewer recommendations were made for Council's consideration.

DISCUSSION:

The motions of recommendations made at the COTW meeting regarding the development of the property were:

"2023-12-304—Moved by Councillor Cumming,

THAT the Committee recommends to Council to go ahead and plan to replace, leaving the ascrete in situ, the water piping along the top two blocks of Tingley St (the old M&B Subdivision water piping) and also not forgetting the extension that goes to the water tower AND THAT we couple this with installing the access to well #4.

CARRIED

2023-12-305—Moved by Councillor Cumming,

THAT the Committee recommends to Council that we look at updating the 2005 engineering study with the addition of extending water and sewer as far as the campground and that we also include the Williams St sewer extension that was done in the 1990s.

CARRIED

2023-12-306—Moved by Councillor Cumming,

THAT the Committee recommends to Council that if an engineering study is required to address the asbestos pipe situation in the old M&B subdivision that Council do the engineering study.

CARRIED

2023-12-307—Moved by Councillor Cumming,

THAT the Committee recommends to Council that, ideally, in conjunction with completing the hookup for well #3 that we do an engineering assessment of the water treatment plant.

CARRIED

2023-12-308—Moved by Councillor Reindl,

THAT the Committee recommends to Council that, before we delve too deeply into any of these things, we determine what the engineering costs might be and we look into some grant money for feasibility studies to do these things that we think we need to do.

CARRIED"

Council can receive or accept these recommendations from the COTW. Council could also forward the recommendations from the COTW to Strategic Planning.

STRATEGIC (Guiding Documents Relevancy)
N/A

FINANCIAL (Corporate Budget Impact)
The recommendation from the COTW is for the Village to undertake projects for feasibility studies/updating reports, and undertaking projects which have financial costs and considerations.

ADMINISTRATIVE (Workload Impact and Consequence)
Undertaking a new project will add to staff workload, and there are already many strategic projects underway, as well as substantial undertakings such as the sewer lagoon project that are planned to begin within the next year.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

**VILLAGE OF PORT CLEMENTS
BY LAW #484, 2023**

**A BYLAW TO ESTABLISH FEES, RATES AND CHARGES FOR MUNICIPAL
SERVICES, RENTALS AND SALES**

WHEREAS the Community Charter gives Council the power to impose a fee payable in respect of all or part of a service of the municipality, to establish different rates or levels of fees in relation to different factors, and to establish terms and conditions for payment of a fee, including discounts, interest and penalties, by bylaw;

NOW THEREFORE the Council of the Village of Port Clements in open meeting assembled enacts as follows:

TITLE:

This bylaw may be cited as "Fee Bylaw #484, 2023"

BODY:

1. As per the following schedules, attached to and forming part of this bylaw:
 - a. Fees set for Administrative Services will be as set out in Schedule A
 - b. Fees set for Public Works Services will be as set out in Schedule B
 - c. Fees set for Facility Rental Rates will be as set out in Schedule C
 - d. Fees set for Equipment Rental and Miscellaneous will be as set out in Schedule D
2. For situations or items not considered or identified within this bylaw or applicable schedule, staff are delegated the ability to charge or waive a fee to an amount set at their discretion.
3. The Village of Port Clements "Fee Setting Bylaw #403, 2014" and "Amend Fee Setting Bylaw #416, 2014" Is hereby repealed.

READ A FIRST TIME THIS 20 DAY OF NOVEMBER, 2023

READ A SECOND TIME THIS 20 DAY OF NOVEMBER, 2023

READ A THIRD TIME THIS 20 DAY OF NOVEMBER, 2023

RECONSIDERED AND FINALLY ADOPTED THIS ____ DAY OF DECEMBER, 2023

Scott Cabianca
Mayor

Marjorie Dobson
Chief Administrative Officer

CERTIFIED A TRUE COPY OF
Fee Bylaw #484, 2023

6-7

Schedule "A"

Attached to and forming part of Fee Setting Bylaw #484, 2023

ADMINISTRATIVE SERVICES

| | |
|---|---|
| 1. Copies of Minutes or Bylaws | \$ 0.35 per page |
| 2. Photocopies – black – letter & legal | \$ 0.35 per page |
| - Tabloid | \$ 0.70 per page |
| Color – letter & legal | \$ 1.00 per page |
| - Tabloid | \$ 1.75 per page |
| Discount for over 20 copies | 20% |
| 3. Tax Search Certificates | \$10.00 per folio per request per third party |
| 4. Business Licenses | Per current Business License Bylaw |
| 5. Commissioner for taking Oaths | \$ 5.00 per signature |
| 6. Faxes sent& Scanned to email | \$ 3.00 for 20 pages or less |
| a. Each additional page | \$ 0.50 per page over 20 pages |
| 7. Faxes received | \$ 0.50 per page |
| 8. Historical Information Research Fee | \$38 per hour (in addition to other fees) |
| 9. FOIPPA Application Fee | \$10 per application per individual |

Schedule "B"

Attached to and forming part of Fee Setting Bylaw #484, 2023

PUBLIC WORKS SERVICES

| | |
|----------------------------------|--|
| 1. Utilities (monthly user fees) | Per current respective utility bylaws |
| 2. Water/Sewer Installations | Material+freight+labour+taxes Plus 15% administration fee |
| 3. Utilities turned on | \$50.00 during normal business hours \$50.00 plus wages after working hours |
| 4. Utilities turned off | \$20.00 during normal business hours \$20.00 plus wages after working hours |
| 5. Public Works Services | Material+freight+labour+taxes Plus 15% administration fee |
| 6. Culvert Installation | Material+freight+labour+taxes Plus 15% administration fee |
| 7. Zoning & OCP Amendments | Per current Zoning & OCP Amendment Bylaw |

9-2

Schedule "C"

Attached to and forming part of Fee Setting Bylaw #484, 2023

FACILITY RENTAL RATES

Facility rental rates are to be charges from time of exclusive use to end of exclusive use. This includes, but is not limited to, all time required to set up the facility for the intended rental use by the renter, the time that equipment is left set up in the facility by the renter, and the time clearing up the facility of equipment by the renter after intended use by the renter.

Damage Deposit may be requested at the discretion of the Village Office Staff.

Damage deposit will be returned upon approval of Village Staff after inspection of the facility after the conclusion of the rental and the return of any applicable facility key(s) by the renter.

It is understood that the municipal facility rental rates do not prevent Council, by resolution, from providing access and use of facilities as an in-kind donation(s) as per the Village's Donations Policy.

The following municipal facility rental rates apply:

SENIORS ROOM, PLAYSCHOOL ROOM, COMMUNITY KITCHEN, COUNCIL CHAMBERS, SCHOOL GYMNASIUM and ST. MARK'S CHURCH for all functions:

- \$25.00 per hour up to 6 consecutive hours, with a minimum charge of 1 hour
- \$150.00 Full Day 6 consecutive hours and beyond
- \$100.00 Damage Deposit

It is understood that the Village of Port Clements Council will not impose a charge to the Port Clements Tiny Tots Society (or the group recognized as its successor by Council resolution), the Port Clements Seniors Association, the Board of School Trustees of School District No.50, Misty Isles Economic Development Society or Vancouver Island Regional Library with the understanding between all parties that when there is a potential for revenue that preference will be given to paying groups. It is also understood that this fee waiver only applies when these named organizations are directly applying for a rental for their usage of the facility(ies) and does not extend to third-parties that may be related to these organizations but otherwise legally separate and applying for rental in the name of their separate organization for their usage of the facility(ies).

It is understood that the Haida Gwaii Regional Recreation Commission and Haida Gwaii After School Sports & Arts Initiative are given a reduced rental rate to municipal facilities, excluding the School Gymnasium where there will be no hourly or daily rental fee imposed:

- \$5.00 per hour up to 6 consecutive hours, with a minimum charge of 1 hour
- \$75.00 Full Day of 6 consecutive hours and beyond
- \$100.00 Damage Deposit

For the following groups using the SENIORS ROOM, PLAYSCHOOL ROOM OR COUNCIL CHAMBERS the following rental rates will be in effect at the Village Staff's Discretion:

- Registered Charities and Societies (with proof of registration)
- Youth Groups
- Groups Conducting functions open to all age groups

- \$20.00 Per Hour up to 3 consecutive hours
- \$75.00 Full day 3 consecutive hours and beyond
- \$100.00 Damage Deposit

5-2

Schedule "D"

Attached to and forming part of Fee Setting Bylaw #484, 2023

EQUIPMENT RENTAL AND MISCELLANEOUS

| <i>Item</i> | <i>Rental Rate</i> | <i>Damage Deposit</i> |
|--|---|-----------------------|
| Tables | \$10/table/day | \$20/table |
| Chairs | \$5/chair/day | \$5/chair |
| Cotton Candy Machine | \$0.50/cone | \$50 |
| Saleable items such as Maps, souvenirs, supplies, etc | Discretion of Staff | Not applicable |
| Audiovisual Equipment | \$5/hour or \$30/day (a day being 6 hours or more) | Not applicable |
| Insufficient Funds Charge Fee | \$25 per instance | Not applicable |

6-2



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: December 18, 2023
RE: Council Meeting Schedule 2024

BACKGROUND:

Annually the Village of Port Clements is required to adopt a schedule for the upcoming year's Regular Council Meetings and typically staff prepare and present this to Council for adoption in November/December.

DISCUSSION:

As per s. 127 of the *Community Charter*, Council must make available a public schedule of the date, time, and place of regular council meetings at least once a year, following other notice requirements per s. 94. The meeting times and place must be in accordance with the Procedural Bylaw that the Village is required to have as per s. 124. As per the Village's *Procedural Bylaw #460, 2020*, the notice for this Regular Council Meeting schedule must be prepared and issued before January 15th of the year. Typically, staff prepare a draft of the meeting schedule for Council's approval in November or December, to meet the requirements set in the *Procedural Bylaw*.

The Village's *Procedural Bylaw* sets out that Regular Council Meetings must be scheduled to occur at least once per month. Meetings can be cancelled and postponed, but the bylaw cannot be circumvented in a way that defeats the bylaw.

CONCLUSION:

Staff have prepared the draft Council Meeting Schedule for 2024 based on the current requirements set out by the procedure bylaw, operational needs considerations and the previous 2023 schedule. If Council is satisfied with it, it can be adopted as presented.

| | |
|----------------|---|
| STRATEGIC | (Guiding Documents Relevancy – Community Charter, Procedural Bylaw) <i>Community Charter</i> and the Village's <i>Procedural Bylaw</i> require the bylaw to issue a schedule of the Regular Council Meetings for the upcoming year. |
| FINANCIAL | (Corporate Budget Impact) N/A |
| ADMINISTRATIVE | (Workload Impact and Consequence) Once the schedule is approved, staff give public notice of the meeting. |

Respectfully submitted: Elizabeth Cumming, Deputy 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
Public Works : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

Pursuant to *Community Charter* Section 127 notice is hereby given for the 2024 Regular Council Meetings. Meetings are scheduled to meet the requirement of having at least one Regular Council Meeting per month, and not be held on a date which is a statutory holiday. The schedules of regular meetings are as follows:

January 15th
February 20th (Family Day, February 19th)
March 18th
April 15th
May 21st (Victoria Day, May 20th)
June 17th
July 15th
August 19th
September 16th
October 21st
November 18th
December 16th

Meetings are open to the public and are held in the Council Chambers located in the Multi-Purpose Building at 36 Cedar Ave West, Port Clements, BC at 7:00 PM. Submissions of Correspondence and/or request to appear as a delegation in front of Council must be made in writing a minimum four business days (Wednesday by 1 PM) prior to the scheduled meeting.

Committees of Council Schedule

| | |
|---|---------------------------------------|
| Port Clements Vibrant Community Commission | -- as required – will post in advance |
| Port Clements Emergency Management Commission | – as required – will post in advance |
| Port Clements Recreation Commission | – as required – will post in advance |

Please contact the Village Office Monday through Friday 9:00 AM to 3:00 PM for updates or changes to scheduled meetings. Notices for any changes to scheduled meetings will be located on the public posting location and on the municipal website (www.portclements.ca).

C-2



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
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FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

Notice is hereby given for the 2024 Committee of the Whole (COTW) meeting schedule.

COTW meetings will be held once per month except in January and July where there will be no meeting, and meetings will not be held on a date which is a statutory holiday. Note: the COTW meetings are not mandated, and both topics and scheduling are subject to change. Council sets proposed topics to be assigned to meetings typically on a quarterly basis. Notice will be given separately for the meeting topics as they are determined.

The schedule of COTW meetings are as follows:

February 5th
March 4th
April 2nd (Easter Monday, April 1st)
May 6th
June 3rd
August 6th (BC Day, August 5th)
September 3rd (Labour Day, September 2nd)
October 7th
November 4th
December 2nd

Meetings are open to the public and are held in the Council Chambers located in the Multi-Purpose Building at 36 Cedar Ave West, Port Clements, BC at 7:00 PM.

Please contact the Village Office Monday through Friday 9:00 AM to 3:00 PM for updates or changes to scheduled meetings. Notices for any changes to scheduled meetings will be located on the public posting location and on the municipal website (www.portclements.ca).

G



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: December 18th, 2023
RE: Museum Applications for Funds

BACKGROUND:

The Village has received two applications from the Port Clements Historical Society for funding. One is a request for funding of general operations, another is funding for operations as a Visitor Information Centre in Port Clements.

DISCUSSION:

These requests are received annually from the Museum and have a long standing of being provided by the Village, to the degree that it is typically specially included in the Village's annual budget as it is expected to receive a request (normally already having received it).

However, the Village is not obligated, nor is it mandatory, or has any agreement with the Port Clements Historical Society to provide these grants and they are only considered on a year-to-year basis once a request is received. Even if budgeted for, if a request is not received, funding is not disbursed. Even in situations where a request is received, Council can deny it – for example, in 2020 funding was not given to the Museum for the tourist information as the Museum was closed due to the COVID-19 pandemic.

Typically, the requests for funds are received near the end of the previous year or very early in the year the funding is requested for before the Village finalizes its annual budget. This year the requests were received in December, well after the budget was set and where there is no time to change the budget.

As such, the budget was set based on the previous years budgets with \$3,000 being allocated for a potential request for Museum operations and \$2,750 allocated for a potential request for operations as a tourist information centre.

Staff have evaluated the requests, per the required **Schedule B** under the Community Grant Policy, which funding requests currently fall under. While the request for the \$2,500 for operations as a tourist information centre is recommended to Council for review for consideration, the request for \$5,000 for museum operations is being recommended for review for consideration only for up to \$3,000 as that is what is set in 2023 budget for this grant.

A further complication is that the Village has not received the required reporting, **Schedule E**, per the policy, for the 2022 grants to the Port Clements Historical Society. It should have been received no later than by the end of February 2023 (as the policy identifies they must be submitted within 2 months of completion of the project or event), however, it was not submitted and not followed up on, though it has now been identified and communicated to the Port Clements Historical Society that the reporting forms are outstanding and need to be completed.

It is not good practice to award further grants when the reporting obligation of previously awarded grants have not been met. As such, it is recommended that if Council wishes to provide further grants that they make them conditional on receiving the outstanding reporting no later than January 31st, 2024.

65

CONCLUSION:

Council has allocated \$3,000 and \$2,750 respectively for Museum operations and Visitor Information Centre operations in their 2023 budget, so they can provide \$3,000 for Museum Operations and the requested \$2,500 for Visitor Information Centre operations.

IMPLICATIONS:

| | |
|-----------------------|---|
| STRATEGIC | Supporting the community's art/culture and economic development is identified as a goal in the Village's OCP. |
| FINANCIAL | Council only budgeted \$3,000 and \$2,750 respectively for the Museum's request, it is too late for the Village to modify the budgets so it can only disburse funds as available in its budgets. |
| ADMINISTRATIVE | Any changes to the budget would likely require amending the Financial Plan Bylaw and given that there is less than two weeks in the year, in which the office is closed and key administrative staff are unavailable due to scheduled vacations, there is no reasonable means to make such a bylaw amendment. |

RECOMMENDED MOTION

THAT Council award a grant of \$3,000 for Museum Operations for 2023 and a grant of \$2,500 for Visitor Information Centre Operations for 2023 to the Port Clements Historical Society per the conditions of the Village's Community Grants Policy and on the further condition that the Village receive the required reporting for the grants awarded for 2022 before January 31st, 2024.

Respectfully submitted: Elizabeth Cumming, Deputy CAO

6-5

The Village of Port Clements

Community Grant Policy

Policy No. 22, 2019

Prepared by Municipal Management Intern Emily Welford

Adopted: August 6, 2019

DEFINITIONS

Award/Awarding: a successful grant application in which Council votes to give the monies to the applicant(s).

Grant: a financial award given by the Village of Port Clements.

In-Kind Donation: A non- financial award given by the Village of Port Clements. This includes waiving fees for use of property of the Village of Port Clements, where the Village does not incur any direct financial costs.

Non-government Organizations: A non-governmental organization (NGO) is a non-profit, citizen-based group that functions independently of government. NGOs, sometimes called civil societies, are organized on community, national and international levels to serve specific social or political purposes, and are cooperative, rather than commercial, in nature.

Not for profit (NFP) Organization: Not for profit describes a type of organization that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives and keeping it operational.

Representative – the person responsible for managing the funds on behalf of their organization, group... may be liable in the case of misuse of funds.

PURPOSE

1. The Village of Port Clements may contribute to the general interest and advantage of the community through the awarding of Community Grants.
2. It is the intent of this policy to regulate the amounts given as grants, and to remain consistent and fair in the awarding of grants. The awarding of grants is to have a net positive impact: to increase goodwill, relationships, attachment, and engagement within the community.
3. This policy is to set expectations, responsibilities and accountabilities to staff, council and residents of the Village of Port Clements.

DETAILS OF POLICY

1. Preference for the awarding of grants will go to groups located in the Village of Port Clements, other on-island groups may be considered.
2. Grant funding must fall into one of the following categories
 - a. Youth
 - b. Arts and Culture
 - c. Events
 - d. Environmental Sustainability
 - e. Economic Development
 - f. Business Façade Program
3. Grants will be awarded to NGO's and not-for-profit groups such as charities, community service groups. Individuals may receive a grant if they are supported/sponsored by an NGO, or NFP.
4. Applicants must have a complete application (SCHEDULE A) submitted in a timely manner. Incomplete applications will not be considered. All Grant Applications must be received before the Wednesday before the Council Meeting, at 1:00 PM (13:00). All applications should include any relevant documentation such as quotes, letters of support, diagrams and maps.
5. Applications must be submitted to the Village office for review before being passed onto Council. Preliminary screening will be conducted by staff (SCHEDULE B) to determine viability/feasibility of the project.
6. Applications will be assigned a number, which will continue to be the reference number throughout the entire grant-awarding and reporting process, even if the grant application is not accepted.
7. Applications are considered to be legally binding documents.
8. Projects applications must be submitted to the Village office for preliminary screening using Schedule B. Staff will report all applications to Council, and the reason for their rejection if applicable.
9. The CAO will pass along accepted applications to Council, to approve or reject the application. The applications are evaluated consistently on the following topics:
 - a. Total funding requested
 - b. Impact on community
 - c. Feasibility of project
 - d. Alignment with OCP, goals and strategy of community and Council.
10. Council may use SCHEDULE C as a decision making tool, or as a record to be attached with the application for future reference.
11. All rejected applications have the right to appeal Staff or Council's decision by using Schedule D, in conjunction with any additional documents or letters of support from community members. Appeals will be heard at the following Council meeting after receiving the appeal. Any appeals must be received on the Wednesday before the Council meeting. Incomplete forms will not be considered.
12. Council will have final approval of grant awarding and funding amount.

13. Recipients must complete the Report (SCHEDULE E) within 2 months of completion of the project or event. Extensions may be granted in extenuating circumstances. The purpose of the report is to ensure funds went where they were intended, receive feedback on the program, and celebrate of success stories.
14. An individual must be responsible for the funds, as a representative of a group or organization. This individual may be responsible for repaying the monies awarded if any of the following occur:
 - a. The grant money is forwarded onto another cause as an indirect donation
 - b. The project does not occur (cancelled)
 - c. The monies are used for something they were not intended for, that could be perceived as controversial, "in bad taste" or "in bad faith"; at the discretion of council
 - d. The monies were used for something illegal
 - e. The monies are used to promote a self interest (political, membership drives, unionization, religious events or professional organizations)
15. Grants may be awarded after a project or event with proof of purchase with receipts.
16. Applicants will be notified whether their grant request was successful with a letter from the Village. This letter may identify any terms and conditions of the grant, and may serve as a contract between the recipient and the Village, if such terms were decided by Council. A representative of the group, organization or themselves will sign said letter and return it to the Village office to receive their grants.
17. Grants will not be awarded to reduce fees such as property taxes, water, sewer or garbage fees as collected by the Village in accordance with of the Community Charter (Section 25, as of July 2019).
18. Grants may not be awarded to any item that will revert to private ownership of an individual.
19. In-kind donations will be awarded according to the same criteria as financial grants, including the application and reporting process.



Mayor Doug Dauger



Ruby Decock, CAO



Grant # _____, 20____

SCHEDULE E: COMMUNITY GRANT REPORTING

Name/Name of Organization: _____

Name of Project: _____

Amount Awarded: _____ Date Grant Awarded: _____

OFFICE USE ONLY. Resolution #: _____ Category: _____

How did this Grant positively impact your project?

Please provide a simple budget for your project and identify what the grant money was used for.

| Revenue | Expense | Total |
|---------|---------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

Additional Comments/Feedback: _____

Are there any supporting/additional documents with this report? Y / N. If yes, how many pages? _____

Name/Signature of Representative

Date Submitted

**We would love to see any pictures of your successful project, so please attach or send to
office@portclements.ca!**

6-5



Application # 01, 2023

SCHEDULE A: COMMUNITY GRANT APPLICATION

Name/Name of Organization: PORT CLEMENTS HISTORICAL SOCIETY
Name of Project/Event: MUSEUM OPERATION
Mailing Address: P.O. Box 417, PORT CLEMENTS, VOTIRO
Email Address: PC-MUSEUM@QCISLANDICA Phone Number: 250 357 4576
Amount requested: \$5,000.00 To be reviewed at DEC 18th Council Meeting

Give a description of your project: include a completion timeline, and what the monies would be used for.

THE OPERATION OF PORT CLEMENTS MUSEUM
INCLUDING MAINTENANCE & UTILITIES & WAGES
FOR ATTENDANT

What Category of Community Grant would your project fall under? Check one.

| | | | |
|------------------|-------------------------------------|------------------------------|--------------------------|
| Youth Programs | <input type="checkbox"/> | Environmental Sustainability | <input type="checkbox"/> |
| Events | <input type="checkbox"/> | Economic Development | <input type="checkbox"/> |
| Arts and Culture | <input checked="" type="checkbox"/> | Business Façade Program | <input type="checkbox"/> |

Have you requested monies from other organizations (Provincial, Federal government)? Y / N. If yes, where?

YES NCRD FOR OPERATING FUNDS

Have you received a grant from VOPC before? Y / N. If Yes, when? YES 2022.

What would be the positive impact on the community? TO ATTRACT TOURISTS TO
THE COMMUNITY & SHOW OUR HISTORY TO LOCALS

Does this application include any additional/supporting documents? Y / N. If yes how many pages? NO

I have read and understand the Community Grant Policy and am responsible for the allocation of funds if the Grant is awarded.

M. SHER FRANCES LIND

M. SHER FRANCES LIND

DEC 7/23

Name/Signature of Representative

Date Submitted

CS

Application # 01, 2023**SCHEDULE B: GRANT APPLICATION EVALUATION FOR STAFF**Name/Name of Organization: Port Clements Historical SocietyName of Project: Museum operationAmount requested: \$5,000 To be reviewed at December 18th Council Meeting

What Category of Community Grant does project fall under?

Youth Programs

Events

Environmental Sustainability

Economic Development

Arts and Culture

Business Façade Program

Are there funds available for this project? Y/N, \$ 3000 available in budgetWhat will be the impact on the Village?: It brings an economic benefit to local businesses by bringing in tourists, it also has a historical social/culturalWhat will be the impact on the Village Staff (including Public Works)? Negligible if Council only provides as allocated in 2023 budget.

1. Do the direct and indirect benefits to VOPC outweigh the cost? Y/N
2. Has this person/organization received a grant before?
a. If yes, Was it a positive experience? Y/N *undetermined have not received reporting.*
3. Lifespan of project
a. Is the project sustainable? Will it have an impact for greater than 1 year? Y/N
4. Alignment with Official Community Plan? Y/N
5. Conflict with any legislation (Bylaws, Provincial laws, Acts, etc.)
a. If yes, which legislation? Y/N
6. Does/would this project have community support? Y/N
7. Could this project be perceived as controversial? Y/N
8. Is there any additional documentation required before submitting application to Council? Y/N
a. If yes, what is missing from the application? _____
9. Feasibility of Project
a. Specific Y/N \$3000 is the 2023 budget for Museum.
b. Measurable Y/N difficult to ascertain.
c. Attainable Y/N only if \$3,000 is given; \$5,000 request not.
d. Realistic Y/N "
e. Timely Y/N no, the request was received in the last month of year
10. Does this project fill a need in the community? Y/N

Accepted application for Grant of \$ 3,000 to be forwarded to Council OR Application Declined

Reason for declined: _____

Signature

Date



Application # 01, 2023

SCHEDULE C: COUNCIL GRANT EVALUATION

Name/Name of Organization: Port Clements Historical Society

Name of Project: Museum Operation

Amount requested: \$5,000 To be reviewed at December 8th Council Meeting

Agree with recommendations of staff? Y / N

Any notes: _____

Approval: **Accepted / Declined**

Reason for declined: _____

Gr-4



Application # 02, 2023.

SCHEDULE A: COMMUNITY GRANT APPLICATION

Name/Name of Organization: PORT CLEMENTS HISTORICAL SOCIETY

Name of Project/Event: TOURIST INFO CENTRE

Mailing Address: P.O. BOX 417, PORT CLEMENTS, VOT1R0

Email Address: PC MUSEUM @ QC ISLAND. CA Phone Number: 250 557 4576

Amount requested: 2500.00 To be reviewed at DEC. 18th Council Meeting

Give a description of your project: include a completion timeline, and what the monies would be used for.

TO OFFSET ADDITION EXPENSE TO THE MUSEUM
FOR OPERATING THE TOURIST CENTRE THERE

What Category of Community Grant would your project fall under? Check one.

Youth Programs

☐

Environmental Sustainability

☐

Events

☐

Economic Development

☒

Arts and Culture

☒

Business Façade Program

☐

Have you requested monies from other organizations (Provincial, Federal government)? Y / N. If yes, where?

NO NOT FOR THE TOURIST CENTRE

Have you received a grant from VOPC before? Y / N. If Yes, when? YES 2022

What would be the positive impact on the community? TO HELP TOURISTS

TO THE COMMUNITY AND SURROUNDING AREA.

Does this application include any additional/supporting documents? Y / N. If yes how many pages? NO

I have read and understand the Community Grant Policy and am responsible for the allocation of funds if the Grant is awarded.

M.S. FJHAGES UND

[Signature] TREASURER

Name/Signature of Representative

DEC 7/23

Date Submitted

Application # 02, 20 23**SCHEDULE B: GRANT APPLICATION EVALUATION FOR STAFF**Name/Name of Organization: Port Clements Historical SocietyName of Project: Tourist Info CentreAmount requested: \$ 2,500 To be reviewed at December 18 Council Meeting

What Category of Community Grant does project fall under?

Youth Programs

Economic Development

Events

Arts and Culture

Environmental Sustainability

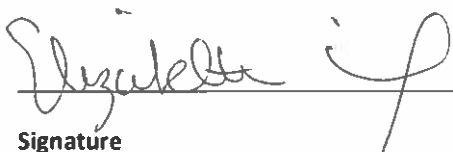
Business Façade Program

Are there funds available for this project? Y/N, \$ 2,750 available in budgetWhat will be the impact on the Village?: provides resource, aside from village office, where tourists can get a variety of information including on local businessWhat will be the impact on the Village Staff (including Public Works)? negligible if ~~and~~ Council only provides as allocated in 2023 budget.

1. Do the direct and indirect benefits to VOPC outweigh the cost? Y/N
2. Has this person/organization received a grant before? Y/N
a. If yes, Was it a positive experience? Y/N *have not received required reporting*
3. Lifespan of project
a. Is the project sustainable? Will it have an impact for greater than 1 year? Y/N
4. Alignment with Official Community Plan? Y/N
5. Conflict with any legislation (Bylaws, Provincial laws, Acts, etc.) Y/N
a. If yes, which legislation? _____
6. Does/would this project have community support? Y/N
7. Could this project be perceived as controversial? Y/N
8. Is there any additional documentation required before submitting application to Council? Y/N
a. If yes, what is missing from the application? _____
9. Feasibility of Project
a. Specific Y/N *required within budget*
b. Measurable Y/N *difficult to ascertain*
c. Attainable Y/N *yes within budget*
d. Realistic Y/N *"*
e. Timely Y/N *Should have been received at beginning of year, not end*
10. Does this project fill a need in the community? Y/N

Accepted application for Grant of \$ 2,500 to be forwarded to Council OR Application Declined

Reason for declined: _____


Signature2023-12-15
Date*W-4*



Application # 02, 20 23

SCHEDULE C: COUNCIL GRANT EVALUATION

Name/Name of Organization: Port Clements Historical Society

Name of Project: Tourist Info Centre

Amount requested: \$ 2,500 To be reviewed at December 18th Council Meeting

Agree with recommendations of staff? Y / N

Any notes: _____

Approval: Accepted / Declined

Reason for declined: _____



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"
REPORT TO COUNCIL

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE : 250-557-4295
Public Works : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

Author: Elizabeth Cumming, Deputy CAO
Date: December 18, 2023
RE: Grant Writer Grant Application

BACKGROUND:

Attached is a grant application to Northern Development Initiative Trust, under their Grant Writing Support program.

This grant is applied for annually to cover the expense for the Misty Islands Economic Development Society's Grant Writer position, which serves as the joint grant writer for the municipalities and regional district on Haida Gwaii. The grant requires a Council resolution to be submitted, supporting the application, and confirming a contribution of \$4,825 funding portion from the municipality.

DISCUSSION:

Each municipality applies for the grant in their own name and the collective amount from the grant and community contributions serves to pay for the Grant Writer's wages. This collective approach also ensures that there is a regular volume of work for the grant writer position throughout the year, as each municipality independently does not have constant volume for grant work throughout the year.

The performance goal for the Grants Manager is to write grant applications collectively valued at a minimum of \$200,000 per year for each community.

As this is applied for annually, there is no significant change to the grant application for the 2024 year, except that the contribution amount from the Village has increased by \$230, as well as a list of community priorities has been updated for the 2024 year (which not an exhaustive list, but it does not need to be). It reflects the grants that are known to be intended to apply for in 2024 and projected to meet the \$200,000 quota. The contribution portion has not increased for several years, and the \$230 amounts to a 5% increase.

CONCLUSION:

The Grant Writer Grant Application requires Council's approval for submission and approval for the community's contribution to the Grant Writer's budget.

STRATEGIC

(Guiding Documents Relevancy – Village Policies)

The Grant Writer is a key component for developing funding applications as needed to carry out the strategic plan and priorities.

FINANCIAL

(Corporate Budget Impact)

\$4,825 for the Grant Writer's budget is an expense incorporated into the Annual Budget.

ADMINISTRATIVE

(Workload Impact and Consequence)

The Grant Writer significantly helps to streamline and reduce Administration Workload when it comes to grant applications which helps with the timeline of projects.

RECOMMENDATION:

THAT Council supports the application to Northern Development Initiative Trust (NDIT) Grant Writer Support Program.

THAT Council approves that the Community Contribution for the 2024 Grants Manager budget be \$4,825.

Respectfully submitted: Elizabeth Cumming, Acting CAO

6-6

ABOUT THE POSITION

[Edit](#)

The grant writer will work or provide services on the following basis:

Part-time (100% dedicated grant writing position)

ABOUT THE GRANT WRITER

[Edit](#)

Grant Writer Name

Andrew Hudson

Grant Writer is Based in the Community

No

Location: NCRD Area D (Tow Hill)

Phone Number

2506269150

Email

andrew@gohaidagwaii.ca

Grant Writer's Background and Qualifications:

Andrew Hudson was hired in January 2019 as a shared grant writer for the North Coast Regional District Area D and E as well as the three municipalities on Haida Gwaii: the Villages of Masset, Port Clements, and Daajing Giids. Together, the four local governments fund and manage the grant writer position through the Misty Isles Economic Development Society, a non-profit society they co-founded in 2008.

For three years before taking on the grant-writer role, Hudson reported for a weekly newspaper on Haida Gwaii, where he closely followed the work of the regional district and municipalities. Hudson previously reported for newspapers in Toronto and the Bulkley Valley, worked as a copy editor for Desjardins Capital Markets, and taught English as a Second Language. He holds an honours Bachelor of Arts degree from the University of Toronto and a Journalism Certificate from Langara College.

GRANT WRITING FUNDING / BUDGET

[Edit](#)

Amount Requested

\$8,000

Community Contribution

\$4,825.00

Budget for Grant Writing Wages

\$12,825.00

G-6-

COMMUNITY PRIORITIES

[Edit](#)

| Project Name | Funding Required | Estimated Project Value |
|--|-------------------------------|--------------------------------------|
| Multiplex projector | \$5,000.00 | \$5,000.00 |
| Port Clements weight-room upgrade | \$110,000.00 | \$110,000.00 |
| Port Clements summer student | \$3,548.00 | \$8,160.00 |
| Port Clements tourism campaign | \$2,500.00 | \$5,000.00 |
| Winterized, accessible Community Park washroom | \$55,000.00 | \$55,000.00 |
| Condition assessment (Community Hall, St. Mark's Church) | \$10,000.00 | \$10,000.00 |
| Wildfire equipment cache for PCVFD (Phase 1) | \$45,000.00 | \$45,000.00 |
| Sewage lagoon upgrade | \$250,000.00 | \$4,781,000.00 |
| Beautification project | \$20,000.00 | \$20,000.00 |
| Public boat-launch upgrade | \$150,000.00 | \$150,000.00 |
| | Total Funding Required | Estimated Total Project Value |
| | \$651,048.00 | \$5,189,160.00 |

9-6



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: December 18, 2023

RE: Regular Report on Current Operations

BACKGROUND:

The CAO/Acting CAO updates Council at the Regular Council Meetings on current operations and challenges.

DISCUSSION:

The report is not an exhaustive list of operational activities that have occurred since the last update or are occurring, but to provide a general update and identify notable occurrences in current operations for Council.

Administration:

Offloading freight from Rainbow Wharf.

(see report attached)

Increasing Public Works Staff Complement:

The position of Public Works assistant has been filled after a lengthy process. The new Employee started on December 11, 2023. He will be officially introduced to the Council in early the new year.

Critical Infrastructure

(i) Sewage Lagoon

The issues relating to the confined space entry have been mostly resolved. The contractor, PS Turje & Associates, is finalizing the tender documents. Given the onset of the Christmas season, the tender will be issued early in January. During this time Village staff should be back to their full complement to manage the process from our end.

(ii) Water System Upgrade

A request for proposals (RFP) was issued to complete the civil work for the installation of Well # 3. We received two proposals, and a report will be made to Council soon. Potential completion of the project is expected within the first 5 months of 2024.

Other Infrastructure:

Activities on most minor projects have been suspended until after the holidays.

Finance:

Compiling information required for the end of the year reporting due at the beginning of 2024 including the Municipal Pension plan, Payroll Deductions, and WCB as well as continual and routine accounts payable, accounts receivable, payroll and bank reconciliations.

2-1

Public Works

Reviewing responses to Well Completion RFP

All monthly water samples satisfactory to NHA

Preparing for Engineer Review with the goal of recommendations for WTP Process and

Monitoring upgrades per COTW recommendation to Council

Sewer:

Continuing support to P Turje & Asc. towards imminent tender for Wastewater upgrades

Awaiting final acceptance of Confined Space Program from WSBC to allow us to perform some overdue pump maintenance. Otherwise no concerns with Lift Stations.

Required Sewer Testing continues to be out of Compliance with Provincial permit.

Infrastructure

Wharf remains closed to public due to critical slippery concerns

Managing recently identified small roof leaks in Community Hall, it can remain open but looking like section of metal roof requires replacement as opposed to repair. (It has already been re-screwed with oversize roof sealing screws, this is no longer a maintenance option.)

Streets/Snow/Ice clearing

Policy adhered to. PW blessed with gentle weather since start of Snow/Ice season on roads and various village infrastructure, only a few mornings have we had to spot sand/salt. This is a completely different situation from one year ago

Staffing

PW engaged in constructive actions around recent staffing changes.

Respectfully submitted:

Marjorie Dobson, CAO

2-1



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: December 18, 2023

RE: Offloading of Salt at the Rainbow Wharf

The offloading of salt began on Sunday, November 26, 2023.

I visited the site around 11:30 AM, and Scott Cabianca was on site overseeing the operations. He informed me that Councillor Reindl was on site earlier in the morning, and that minor damage occurred which will be repaired by O'Brian Road and Bridge Maintenance. Councillor Reindl arrived a few minutes later.

I observed the operations from the entrance of the dock and was subsequently accompanied by Scott to the head of the wharf where the salt was being loaded into the trucks. I saw the damage, took pictures of the operations, and then left.

On Monday, November 27, I visited the site in the morning. Scott and Councilor Reindl had already arrived. Operations were going smoothly, and after a short conversation with Councillor Reindl I left. During the day, I was in constant communication with Scott electronically, because he was not able to be on site physically. He also indicated that the offloading was on track, but they may need an extra day. I did not consider this an issue, so I granted the extension. Councillor Reindl did not have an issue with the request.

Tuesday, November 28th : Went down as usual, had a conversation with later with Councillor Reindl on the general operations. We believed the offloading was running smoothly.

Wednesday, November 29th : By then, the barge was empty except for the heavy equipment. The damage was repaired, and it was confirmed by staff that the material used for the repairs was cedar. (see picture below of the repair) Councillor Reindl identified that the repair was satisfactory.



During the entire operations, Councillor Reindl maintained a constant presence on site. He communicated with the workers, and seems to be keeping a record of the trucks that entered and leave wharf.

Since an extra day extension of use was granted, we thought the barge would be leaving sometime during the course of the day.

R-2

Thursday, November 30th: I visited the site at 8: 40 AM, and the barge was still docked at the wharf. There was no communication from O'Brien Road and Bridge maintenance to this effect.

At 2:48 PM. I received an email from a representative of O'Brien Road and Bridge Maintenance that read: 'We have untied our barge from the Rainbow Wharf as of this morning, November 30, 2023'. Thank you!!

Respectfully submitted:

Marjorie Dobson, CAO

2-2

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 | Staff to investigate and report back to Council on options for the winter sanding going forward | CAO | |
| | 01-11-2023 | | deputy CAO | email sent to contractors inquiring on rates for snow/ice removal services for information |

A-1