



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

6:00 PM Regular Meeting of Council, Monday, January 22nd, 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—December 18th, 2023, Regular Council Meeting Minutes
 - M-2—December 20th, 2023, Special Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
 - C-1—INFORMATION – Heritage Week – Heritage BC
 - C-2—INVITATION – Renewable Energy Open House – TYE/Swiilawiid
 - C-3—INVITATION– High Ground Hike – Northwest Emergency Management, Climate & Readiness
 - C-4—INVITATION – Housing Summit – Union of BC Municipalities
 - C-5 – INVITATION/REQUEST – Guiding Lights across British Columbia -- Girl Guides BC Council
 - C-6—INVITATION/REQUEST—Meeting/New President & Vice Chancellor -- University of Canada West
 - C-7—REQUEST—Roosters in the Village/Cars – Bev Lore
 - C-8—REQUEST – Roosters in the Village – Neil Lore
 - C-9—REQUEST – Plant Based Treaty -- Juan Enrique Hinojosa
- 6. FINANCE**
- 7. GOVERNMENT**
 - G-1—Committee of the Whole Meeting Topics
 - G-2—Community Grant Applications – Port Clements Historical Society
 - G-3—Northern Residents’ Deduction – Joint Letter – Protocol Table
 - G-4—BC Ferries Service to Haida Gwaii, North & Central Coast Communities – Joint Letter—Protocol Table
 - G-5-- Broadcasting Certificate
 - G-6—Request for Use of St. Mark’s as a Community Market
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
 - R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson
 - R-2—INFO – December 2023 Christmas Market – Vibrant Community Commission
- 10. ACTION ITEMS**
 - A-1—Action Item List
- 11. QUESTIONS FROM THE PUBLIC & PRESS**

- 12. IN-CAMERA**
- 13. RISE AND REPORT**
- 14. ADJOURNMENT**



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Minutes of the Regular Meeting of Council, Monday, December 18th, 2023

Present:

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

Acting CAO Elizabeth Cumming

Members of the public: none

Meeting Called to Order at 7:00 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

2023-12-309—Moved by Councillor Cumming, seconded by Mayor Cabianca
THAT Council adopts the December 18th, 2023, Regular Council Meeting Agenda with the amendment of the late addition of G-8-- Well #3 Outfitting & Connection.
CARRIED

Councillor Reindl joined the meeting at 7:02 PM

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—November 21st, 2023, Regular Council Meeting Minutes
2023-12-310—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council adopts the November 21st, 2023, Regular Council Meeting Minutes as presented.
CARRIED

M-2— November 23rd, 2023, Special Council Meeting Minutes
2023-12-311—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council adopts the November 23rd, 2023, Special Council Meeting Minutes as presented.
CARRIED

M-3— December 4th, 2023, Committee of the Whole Meeting Minutes
2023-12-312—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council adopts the December 4th, 2023, Committee of the Whole Meeting Minutes as presented.
CARRIED

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 – VIRL 2024 Budget and Levies -- Vancouver Island Regional Library
2023-12-313—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council receives items C-1 to C-4.

CARRIED

C-5—INVITATION— Invitation to participate in peer network – Ministry of Housing
2023-12-314—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council refers the invitation to participate in the peer network from the Ministry of Housing to the Port Clements Housing and Restoration Society to see if participating in the network is of any use.

CARRIED

C-6—INVITATION – Invitation to Meet for Follow Up -- Northwest Hydraulic Consultants
2023-12-315—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council receives the invitation to meet to follow up from Northwest Hydraulic Consultants for information.

CARRIED

C-7—REQUEST—Permission to Visit Port Clements for Study – Environment and Climate Change Canada
2023-12-316—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council are happy for them to come here and look forward to the results of their study, and request that they provide updates of their results.

CARRIED

C-8—REQUEST—Support for Private Member's Bill C-273 – Peter Julian, Member of Parliament
2023-12-317—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council receives the request.

CARRIED

C-9—REQUEST – Comment on Marine Conservation Targets on HG - Port Clements Rod & Gun Club
2023-12-318—Moved by Councillor Reindl, seconded by Mayor Cabianca
THAT Council receives the request on the comment on Marine Conservation Targets on Haida Gwaii from the Rod and Gun Club.

CARRIED

2023-12-319—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council send a letter to the Port Clements Rod & Gun Club identifying that they are open/interested in learning more and is prepared to participate with Village representatives if/when they get another meeting organized with the Department of Fisheries and Oceans.

CARRIED

6. FINANCE

7. GOVERNMENT

G-1— Recommendation from COTW
2023-12-320—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council accepts all the recommendations from the December 4th, 2023, Committee of the Whole Meeting.

CARRIED

G-2—Fee Bylaw #484, 2023

2023-12-321—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council reconsiders and adopts "Fee Setting Bylaw #484, 2023"

CARRIED

G-3—Regular Council Meeting Schedule 2024

2023-12-322—Moved by Councillor Cumming, seconded by Mayor Cabianca
THAT Council adopts the 2024 Regular Council Meeting Schedule as presented.

CARRIED

G-4—Committee of the Whole Meeting Schedule 2024

2023-12-323—Moved by Councillor Cumming, seconded by Mayor Cabianca
THAT Council adopts the 2024 Committee of the Whole Meeting Schedule as presented.

CARRIED

Councillor Cumming left the meeting at 7:35 PM

G-5—Museum Applications for Funds

2023-12-324—Moved by Mayor Cabianca, seconded by Councillor Reindl
THAT Council receives the application.

CARRIED

2023-12-325—Moved by Councillor Reindl, seconded by Mayor Cabianca

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, and that the 2023 grant report be received by February 29th, 2024.

CARRIED

Councillor Cumming rejoined the meeting at 7:46 PM

Councillor Falconbridge joined the meeting at 7:46 PM

G-6—Grant Writer Grant Application

2023-12-326—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council supports the application to Northern Development Initiative Trust (NDIT) Grant Writer Support Program AND THAT Council approves that the Community Contribution for the 2024 Grants Manager budget be \$4,825.

CARRIED

G-7—Potential Alternate to Sewer Lagoon Project – Verbal – Council

2023-12-327—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the presentation from Councilor Wayne Nicol.

CARRIED

2023-12-328—Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council have a zoom presentation on a Rotating Biological Contactor, if it can be put together this week, with Rob Lee.

CARRIED

G-8—Well #3 Outfitting & Connection

2023-12-329—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council awards the contract for the Well #3 outfitting and connection to Canadian Western Mechanical Ltd to move forward with the project.

CARRIED

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

Mayor Cabianca: Attended Christmas party. Brought up that the expansion of the Tlell cemetery may put an end to the cemetery issue in Port Clements, may be able to leave cemetery as it is.

Councillor Cumming: Attended the Committee of the Whole Meeting on December 4th. Attended the Community Futures AGM on December 8th.

Councillor Falconbridge: Attended last Council Meeting on November 20th. Was off-island and returned on November 24th. Attended Vancouver Island Regional Library meeting on November 25th. Attended Committee of the Whole Meeting on December 4th. Attended All-Island Protocol Meeting on November 29th. At that meeting there was a new CHN Vice President, and the discussion on the Community Emergency Fund, BC Ferries (letter being drafted), Tll Yahda Energy, Northern Living Allowance (trying to get Haida Gwaii on Zone A, rather than B), as well as reconciliation framework agreement.

Councillor Nicol: Still waiting for report from the Vibrant Community Commission, no response from former members to letters sent. Concern on whether the Commission is functional or not. There also may be a solution for cemetery – knowledge about developers working on private deal that may include a cemetery.

Councillor Reindl: Misty Isles Economic Development Society still look for new Executive Director. Elizabeth Stewart has been working at St. Marks to organize for event.

2023-12-340—Moved by Councillor Falconbridge, seconded by Councillor Cumming

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

CARRIED

10. ACTION ITEMS

A-1—Action Item List

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

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;

2023-12-341—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council moves in-camera as per section 90(1)(a) and (c) of the *Community Charter* at 9:05PM.

CARRIED

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

2023-12-342—Moved by Councillor Cumming,
THAT Council adjourns this meeting at 9:34 PM.

CARRIED

Mayor Scott Cabianca

Acting CAO Elizabeth Cumming



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Minutes of the Special Meeting of Council, Wednesday, December 20th, 2023

Present:

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

Acting CAO Elizabeth Cumming

Members of the public: Rob Lee and Austin Lee (presenters, Tekton Construction)

Meeting Called to Order at 7:00 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.

2023-12-343—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT as per section 127(4) of the Community Charter, Council moves to waive the 24-hour advance public notice requirements of a Special Council Meeting.

CARRIED - unanimously

1. ADOPT AGENDA

2023-12-344—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council adopts the December 20th, 2023, Special Council Meeting Agenda as presented.

CARRIED

2. GOVERNMENT

G-1— Rotating Biological Contractor – Presentation – Tekton Construction

2023-12-345—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives the presentation on the Rotating Biological Contractor from Tekton Construction.

CARRIED

3. IN CAMERA

2023-12-346—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council moves in-camera as per section 90(1)(d) and (j) of the *Community Charter* at 8:04 PM.

CARRIED

4. ADJOURNMENT

2023-12-347—Moved by Councillor Reindl,

THAT Council adjourns this meeting at 8:54 PM.

CARRIED

Mayor Scott Cabianca

Acting CAO Elizabeth Cumming

4-2



Dear Mayor and Council,

We are sending you this poster to celebrate Heritage Week, Layer by Layer, which takes place on February 19-25, 2024. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a member-based non-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

As the leaders of your community, your initiative will play an important role in stewarding local heritage for future generations.

There are a few key things that you can do to promote awareness of and advocate for heritage.

- **Declare Heritage Week through a Municipal Proclamation**
Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. We have attached a template for your reference. Share your proclamation with us at info@heritagebc.ca.
- **Visit a Heritage Site, Museum, or Cultural Centre**
Consider a local government 'field trip' to a local heritage site, museum or heritage organization to learn more about your community's history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.
- **Learn About the Basics of Local Heritage Conservation**
Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: heritagebc.ca/heritage-quick-studies.
- **Support Your Heritage Commission**
Heritage BC offers workshops and webinars for members of local heritage committees. These workshops help educate volunteers who care about heritage conservation, so they can make better informed decisions in their work.
- **Become a Member**
For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community's unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, heritagebc.ca or reach out by email at info@heritagebc.ca. We would love to hear from you.

Thank you from all of us at Heritage BC!

Kirstin Clausen
Executive Director
604 417 7243
kclausen@heritagebc.ca

As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.

C-1

Sample Statements

Heritage Week 2024 Proclamation
Sample Statements

WHEREAS the (name of the local or regional government) recognizes the importance of protecting and stewarding our rich and diverse heritage by proclaiming Heritage Week;

WHEREAS the theme for Heritage Week 2024 is Heritage : Layer by Layer;

WHEREAS Heritage Week is held to recognize the histories that make the foundation of our community, connecting citizens through shared values and creating a place of pride and social well-being;

WHEREAS heritage creates and encourages economic activity, job creation, and tourism;

WHEREAS our community is enhanced and sustained by its heritage places and spaces;

WHEREAS our community celebrates the past and future by embracing, exploring and enjoying our enduring heritage;

WHEREAS preserving heritage places is a key element of building a sustainable community;

WHEREAS we acknowledge that all people of our community contribute to our rich and cultural heritage;

WHEREAS we recognize our cultural and natural heritage are irreplaceable sources of life and inspiration, our touchstone, our reference point, our identity;

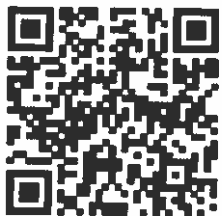
Be it resolved that the (name of the local or regional government) hereby proclaims February 19 – 25, 2024 as “Heritage Week”



LAYER

by

Layer



Heritage Week

FEBRUARY 19 - 25, 2024

Heritage Week is an annual event that celebrates and showcases local heritage across the province. During Heritage Week, organizations around the province host local heritage events for their communities, and municipalities issue proclamations formalizing the week. Visit our website to learn more heritagebc.ca/heritage-week

HeritageBC



BRITISH
COLUMBIA

C-1

Elizabeth Cumming

From: Haida Gwaii Protocol Table <protocoltable@haidanation.com>
Sent: January 15, 2024 1:36 PM
To: Elizabeth Cumming
Subject: Energy Open House Invitation & poster
Attachments: Energy Open House 2024_poster.jpg

Good afternoon Elizabeth!

Attached is a poster for an upcoming event TYE and Swiilawiid are putting on in Skidegate and Masset at the end of the month (open to everyone!) They asked me to extend the invitation to council, are you able to share this poster with them?

Haawa and let me know if you have any questions!

Linnaea

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

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C-2

RENEWABLE ENERGY OPEN HOUSE

Everyone is invited to come out to learn about the renewable energy work happening on Haida Gwaii!

Share your input on the Clean Energy Declaration and provide your feedback on a new Haida Gwaii Community Energy Plan!

HIGaagilda Skidegate

**Wednesday, January 31
3pm - 7pm**

Skidegate Small Hall

Masset

**Thursday, February 1
3pm - 7pm**

Howard Phillips Hall

All are welcome to attend and ask questions!

INFORMATION TABLES @ 3 PM - 7 PM

DINNER W/ ISLAND FOODS @ 5 PM

PRESENTATIONS @ 5:30 PM

DRAW FOR ADULT + YOUTH PRIZES @ 6:45 PM

C-2

Elizabeth Cumming

From: EMCR NWE Admin EMCR:EX <EMBC.NWEAdmin@gov.bc.ca>
Sent: January 18, 2024 8:52 AM
Subject: High Ground Hike outreach

Good morning Northwest Emergency Management Climate & Readiness Partners,

In preparation for Tsunami Awareness Week, April 14 – 20, 2024, we're contacting you with an invitation to host a High Ground Hike in your community.

High Ground Hike community events, which typically take place during Tsunami Preparedness Week, offer an opportunity to educate coastal residents about tsunami risk and preparedness—including tsunami alerting—and get participants to practice their tsunami response by hiking/walking to high ground.

Typically, High Ground Hike events start at a beach or waterfront where community members gather to “drop, cover and hold on”, and then walk, run or hike to high ground together. We encourage you to host an event that best benefits your community. This could be a virtual event, a week-long challenge, an in-person event, etc. If it works in your community, conclude your High Ground Hike with refreshments and a preparedness fair. It's a fun way to bring community members and organizations together and build community resilience through tsunami awareness and preparedness. We'd love to discuss ideas with you!

The Prepared BC team is here to help you organize your High Ground Hike. We can offer:

- 1 on 1 support to answer your questions about the planning process
- Customized High Ground Hike logo with your community name and event date
- Social media text and graphics
- Prizes to encourage participation in your community
- Cross promotion to help spread the word
- To ship you printed copies of the following host resources:
 - High Ground Hike promotional poster (11 x 17 or 18 x 24)
 - Earthquake and tsunami safety action poster (11 x17 or 18 x 24)
 - Fill-in-the-blanks Home Emergency Plans
 - Earthquake and Tsunami Preparedness Guides

Please contact Rachel Schoeler (Public Education Officer/High Ground Hike Coordinator) at rachel.schoeler@gov.bc.ca if you're interested in hosting a High Ground Hike this year. We are aiming to have at least 20 communities participate this year. Join us!

Thank you,

Rachel Schoeler (she/her) | Public Education and Online Communications Officer
Communications, Planning & People Branch
Rachel.Schoeler@gov.bc.ca | Phone: 604-968-9106
[Ministry of Emergency Management and Climate Readiness](#)

Follow Prepared BC: [Facebook](#) | [X](#) | [Instagram](#)



Ministry of
Emergency Management
and Climate Readiness

Rae-Ann Polowski | Regional Office Administrator
[Ministry of Emergency Management & Climate Readiness](#)
18-3215 Eby Street
Terrace BC CANADA V8G 2X8

Ph: 250-615-4800 Fax: 250-615-4817
24 Hour Emergency Reporting: 1-800-663-3456

Follow PreparedBC   and EmergencyInfoBC 

I acknowledge and respect the Kitselas and Kitsumkalum First Nations people on whose ancestral Tsimshian Territories I work, live and play on, and whose relationships with the land continue to this day.

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Elizabeth Cumming

From: Union of BC Municipalities <ubcm@ubcm.ca>
Sent: January 17, 2024 12:50 PM
To: Elizabeth Cumming
Subject: Register for 2024 Housing Summit



To: Mayor and Council; Chair and Board

From: UBCM President Trish Mandewo

Re: Register for 2024 UBCM Housing Summit

I am writing to invite you and your Council or Regional District Board of Directors to attend a housing summit for local government in Vancouver at the Westin Bayshore on February 13-14.

Local governments can see firsthand how B.C.'s entrenched housing crisis is impacting our communities. While impacts vary from one community or region to the next, the bottom line is the same everywhere: there are too many people who can't find a home, or if they can, afford to keep it.

Last fall the province introduced a sweeping set of legislation aimed at increasing the supply of new homes in British Columbia. Most of the legislation was focused on the role of local governments in the housing system:

- Housing targets for specified local governments;
- Pre-zoning for multiple homes on single-family lots;
- Requirements for municipalities to update Official Community Plans every five years;
- A restructured development finance system;
- Increased density minimums in areas around public transit hubs with frequent service;
- and
- New rules to restrict short-term rentals.

The recent legislation represents a seismic shift in how B.C. communities are developed. In light of the speed with which the legislation was introduced, there is a need for local governments to gather to discuss the implications of these changes. As BC's population continues to surge largely due to federal immigration policy, British Columbians need solutions that work.

I am aware that we are providing short notice for this summit, but we can't wait until the next UBCM convention to gather local governments together.

UBCM members know the value of gathering in person for critical discussions, and so we are offering this event in person. We are also aware that the short timelines or cost of attending may be a barrier to some local governments, which is why we will also make this event available virtually. The cost to do so for UBCM will be considerable, but we believe it is critical to hear from as many members as possible over the two days of the event.

As our draft program is taking shape, there are key themes that will shape the summit agenda:

- The legislation's potential to increase housing supply and improve affordability;
- Areas where unintended consequences are apparent;
- Impacts of the legislation on staffing capacity and infrastructure;
- The diversity of housing needs among B.C. communities and the unique capacity constraints faced by smaller communities;
- The effect of the legislation on current local government policies aimed at increasing supply, safeguarding affordability and building complete communities;
- Gaps within the current legislative framework; and
- A common approach for local governments moving forward.

Registration for the event is now open. I encourage all of BC's councils and boards to participate. If you have any questions, please contact UBCM's administration at ubcm@ubcm.ca.

Sincerely,



Councillor Trish Mandewo
UBCM President

Union of BC Municipalities | 525 Government Street, Victoria, V8V 0A8 Canada

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C-4

Elizabeth Cumming

Subject: FW: Guiding Lights Across BC
Attachments: Guiding Lights Invitation.docx

From: BC PR & Communications Adviser <bc-prcomm@girlguides.ca>
Sent: Saturday, January 13, 2024 3:42 PM
Cc: BC Guiding Lights <bc-guidinglights@girlguides.ca>
Subject: Guiding Lights Across BC

Dear Mayor and Council,

On behalf of Girl Guides of Canada's British Columbia Council, I am writing to ask for your support for girl empowerment in BC on February 22 2024, by lighting up in the colour blue. Blue is the well-known colour of Girl Guides. Our members of all ages in BC have worn their blue Girl Guide uniforms with pride for many generations.

Best Regards,
Shalan Kelly

Shalan Kelly (She/Her) | BC Public Relations and Communications Adviser

BC Council, Girl Guides of Canada

bc-prcomm@girlguides.ca / (cell) 250-816-0353

I respectfully acknowledge that I live and work within the traditional and unceded territory of the Stz'uminus First Nation, whose heriatge we honour and respect.



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To Whom it may concern,

February 22, is a special day for Girl Guides around the world. Here in Canada, Girl Guides celebrate World Thinking Day, a day of international friendship. It is an opportunity to speak out on issues that affect girls and young women globally, celebrate the founding of Girl Guides, and be connected to the 10 million members around the world who are part of the Guiding movement.

Here in British Columbia, we have thousands of girls and women who are members of Girl Guides of Canada. Our Girl Guide program is present in nearly every community across BC. Our girls/volunteers light up their communities year-round through leadership and community service. Girls typically participate in annual Thinking Day activities held on/around February 22. When the COVID-19 pandemic impacted the way we participate in usual gatherings, we developed an initiative to keep our communities and members connected by lighting up our communities blue. This event has been widely accepted by our members and communities, we are excited to announce we will be entering our fourth year of Guiding Lights across British Columbia.

For Thinking Day 2024, we will be celebrating in a way that brings our member and the public together : **Guiding Lights Across British Columbia**. This community initiative will light up outdoor landmarks, bridges, buildings, stadiums, and other illuminated locations, with blue lights, in celebration of the sisterhood of Guiding across BC and beyond, on February 22. Participating locations and the Guiding Lights Poster can be found at: www.girlguides.ca/guidinglightsacrossbc

We will be encouraging our members, their families and members of the public to admire these lit-up sites in ways that share in the guiding spirit. Photos will be shared on social media, emailing our members with info about how to participate, and more.

Our Girl Guide members and broader network of supporters would be thrilled to have your landmarks lit up as part of Guiding Lights Across British Columbia, and to highlight your participation as part of this province-wide event. Please contact us at bc-prcomm@girlguides.ca to confirm your ability to participate in this February 22, 2024, activity.

Thank you for your support for Guiding in BC!

C-5

December 1, 2023

Scott Cabianca
Mayor of Port Clements
36 Cedar Avenue West, PO Box 198,
Port Clements, BC V0T 1R0



Dear Mayor Cabianca,

I hope this letter finds you in good health and high spirits. It is with great pleasure that I introduce myself as the newly appointed President & Vice-Chancellor of University Canada West (UCW). It is both an honour and a privilege to join the esteemed academic community and engage with the leaders who contribute significantly to the prosperity of British Columbia.

In my previous leadership roles in the UK, I have witnessed the transformative power of collaboration between educational institutions and local governments. I am enthusiastic about the prospect of forging strong connections with municipalities across British Columbia to enhance the collective impact on education, innovation and community development.

UCW is dedicated to fostering meaningful partnerships that extend beyond its campus borders. I am eager to explore opportunities for collaboration on initiatives that align with the priorities and goals of our community. From joint research projects to community outreach programs, I believe we can create lasting positive change together.

In the coming weeks, I would be honoured to arrange a meeting to discuss potential areas of collaboration and to gain insights into the specific needs and aspirations of our community. Your guidance and partnerships are invaluable as we work together to strengthen the ties between our university and the communities we serve.

Please feel free to reach out to me directly at bashir.makhoul@ucanwest.ca to schedule a meeting or share your thoughts on how we can best collaborate for the benefit of our shared constituents.

Thank you for your time and I look forward to the prospect of working closely with you to contribute to the continued success and well-being of British Columbia.

Best wishes,

A handwritten signature in black ink, appearing to read "Bashir Makhoul".

Dr. Bashir Makhoul
President & Vice-Chancellor
University Canada West

C-6

Elizabeth Cumming

From:
Sent: January 5, 2024 2:43 PM
To: Elizabeth Cumming
Subject: To: Mayor and Council / Regarding Noise & Cars

Hi Elizabeth,

Please can you pass this letter onto the council and mayor of Port for me. Also I would please like a meeting with the Mayor .

Dear Mayor Cabianca and Port Clements Council,

Re: rooster noise at all hours

As a long time resident of Port Clements, I try to be a good neighbor and accepting of people's choices in town. As there are many people living in town that have to go to work in the early morning, a good night sleep is critical. Not only to insure their safety but also the people with whom they work around and share the roads.

With this in mind, I would like to request the village of Port Clements ask that the rooster living at Shirley Weigum's home (55 Tingly Street), be moved to a rural area or into her house, until after the average working person is up for the day. When at 3:00 am the rooster is singing loudly and repeatedly, I feel it is not an unreasonable request for a change. The lack of sleep is damaging to the well being of good people everywhere!

In regard to a second issue, I would also like to know how many cars/trucks that are permitted on a village property at any given time? There are several properties that tend to store old vehicles that should be removed to an appropriately designated area. I would appreciate your attention to these matters.

Thanks Bev

To Port Clements Mayor and Village Council

This letter is regarding the rooster on Tingley. It crows late at night, early in the morning, and all times in between. Please make it stop. Everyone on Tingley is respectful of their neighbors and refrains from loud music or revving engines at all hours - we should not be having our sleep disturbed by random crowing. I have politely confronted it's owner on numerous occasions and for a while, she keeps it inside in the morning, but she stops eventually.

This is bad for the peace and order of the town - one rooster has already been killed. It undercuts the authority of the council when people take matters into their own hands like this.

Please stand up for our right to a good night's sleep.
Thank you for your time.
Sincerely,

Neil Loe
53 Tingley St
Port Clements

Jan 12, 2024

C-8

Elizabeth Cumming

From: Juan Enrique Hinojosa <civinput@newmode.org>
Sent: January 7, 2024 9:24 AM
To: Office
Subject: Include the Plant Based Treaty in your climate action plan

Dear Mayor Scott Cabianca,

I am a concerned citizen of this great country of ours. I address this letter to you, a person of political power and persuasion.

In October 2022, Los Angeles became the largest US city to pass a resolution endorsing the Plant Based Treaty, this was later followed by the capital of Scotland, Edinburgh endorsing in January 2023.

A coalition of groups, including Toronto 350.org, Reimagine Agriculture and Plant Based Data, is urging town and city councillors across the country to support sustainable diets by signing the Plant Based Treaty initiative.

The UN Secretary-General António Guterres' described the release of the IPCC sixth assessment as a 'code red' for humanity and our last chance to avoid catastrophic climate breakdown.

Greenhouse gases must be cut in a rapid and sustained manner to avoid temperatures rising above 1.5C. According to the 2021 UN Global Methane Assessment, methane, of which a third comes from animal agriculture, must be cut by 45% by 2030. Doing so will prevent a 0.3C temperature rise by 2045, buying us time for carbon dioxide, a longer-lived gas, to reduce.

The Plant Based Treaty is designed to put food systems at the forefront of combating the climate crisis. Modeled on the popular Fossil Fuel Treaty, the treaty aims to halt the widespread degradation of critical ecosystems caused by animal farming and promote a shift towards healthier, sustainable plant-based diets.

More than 650 politicians back the treaty, along with IPCC scientists Dr. Peter Carter and Professor Julia Steinberger, and Nobel Laureates, including Klaus Hasselmann and Roger D. Kornberg.

More than 3,000 groups and businesses have signed on, including Canadian fast food chain Odd Burger, Tofurky, Ocean Preservation Society, Fridays For Future Digital, and chapters of Greenpeace and Friends of the Earth.

Leah Taylor Roy MP for Aurora—Oak Ridges—Richmond Hill, Ontario said, "We can all support this! You don't need to be vegan - eating more plant-based meals is easy. You can make a difference in fighting climate change."

Please visit www.plantbasedtreaty.org, where you can sign your name to endorse the Plant Based Treaty or consider putting forward a motion for your city to endorse. You can email hello@plantbasedtreaty.org for a sample motion.

Thank you for taking climate action today to secure a future for all.

Sincerely,
Juan Enrique Hinojosa
juan.enrique.jr@gmail.com

402-3655 Saint Laurent
Montréal, QC H2X 2V6
Canada

Plant Based Treaty Supporter

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: January 22nd, 2024
RE: COTW Meeting Topics

BACKGROUND:

Council has scheduled a series of Committee of the Whole Meetings to supplement the Regular Council Meetings, typically on the first Monday of each month with a few exceptions.

DISCUSSION:

At this time Council has not set the possible discussion topics for these meetings. It is recommended that Council sets the possible topics for the three upcoming meetings in February (5th), March (4th) and April (2nd) meetings.

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

STRATEGIC (Guiding Documents Relevancy)
N/A

FINANCIAL (Corporate Budget Impact)
N/A

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

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

G-1



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: January 22nd, 2024
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).

The Village has been providing a grant for Museum Operations since at least 2004, likely earlier (our accounting software only has information going back to 2004 for this grant). Originally the requested amount was \$2,500 that increased to \$2,800 in 2008 and then to \$3,000 in 2019. The Village did not start providing a grant for the tourist information center component until 2014, after it became a tourist information centre in 2013. Originally it was expected that there would be no additional costs to the Society as the tourist information centre operations did not substantially differ from what they were already doing as part of their museum operations (see copy of *notes from the May 21, 2013 Meeting between the Village of Port Clements Tourism Committee and the Port Clements Historical Society Members*). In 2014 \$1000 was given for tourist information centre, this increased to \$1,800 in 2015, it appears it was not awarded in 2016 (though a loan for the same amount was provided), was increased to \$2,000 in 2019, was not awarded in 2020, increased to \$2,750 in 2022, decreased to \$2,500 for 2023 (the society put in a requested amount for less).

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 the funding request was denied for the tourist information centre operations 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 for 2024 have been received In January, before the Village's 2024 budget has been set.

At this time, the Village has received the required reporting for the 2022 grants that were distributed to the Museum, but it is still pending on receiving the reporting for the 2023 grants. Council has set a deadline to received the 2023 grant reporting by the end of February 2024.

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.

Asides from that issue, staff have evaluated the requests, per the required **Schedule B** under the Community Grant Policy, which funding requests currently fall under. Both the \$3,000 for operations as a tourist information centre and \$4,000 for museum operations is being recommended for Council's review and consideration.

Compared to the previous year's provided amount of \$2,500 and \$3,000 respectively, the Port Clements Historical Society has increased their requested amount by 20% and 33%. The Port Clements Historical Society has not provided supporting information as to why their request has increased (ex. no information on how their costs have increased, or if they have increased the services they provide, etc). It is typically not recommended to increase the amounts awarded in grants without sufficient reasoning being provided by the requester to account for the increase, as these grants are funded through the Village's own funds via taxation.

CONCLUSION:

Council has previously allocated \$3,000 and \$2,750 respectively for Museum operations and Visitor Information Centre operations in their 2023 budget including in budget projects for 2024 – 2027.

IMPLICATIONS:

STRATEGIC	Supporting the community's art/culture and economic development is identified as a goal in the Village's OCP.
FINANCIAL	Council has not set its 2024 budget yet, but in 2023 the projected budget amounts for 2024 – 2027 were \$3,000 and \$2,750 respectively for the Museum's request. As the budget has not been set, Council has the flexibility to make changes, however, it will need to accordingly increase its own revenue (taxes) for the increased expense.
ADMINISTRATIVE	If Council agrees to an increase in allocation, it will have to be accounted for in the 2024 budget by the Senior Finance Manager.

RECOMMENDED MOTION

THAT Council award a grant of \$3,000 for Museum Operations for 2024 and a grant of \$2,750 for Visitor Information Centre Operations for 2024 to the Port Clements Historical Society per the conditions of the Village's Community Grants Policy and on the further clarification that the Village receive the required reporting for the grants awarded for 2023 before February 29th, 2024.

Respectfully submitted: Elizabeth Cumming, Deputy CAO

Application # 002, 2024**SCHEDULE A: COMMUNITY GRANT APPLICATION**Name/Name of Organization: PORT CLEMENTS HISTORICAL SOCIETYName of Project/Event: TOURIST INFO CENTREMailing Address: P.O. Box 417, PORT CLEMENTS, VOTIROEmail Address: PCMUSEUM@THEISLANDS.CA Phone Number: 250 557 4576Amount requested: \$3,000.00 To be reviewed at _____ Council Meeting

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

TO OFFSET ADDITIONAL EXPENSES TO THE MUSEUM
FOR OPERATING THE TOURIST CENTRE OUT OF THE MUSEUM

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?Have you received a grant from VOPC before? Y N. If Yes, when? 2022What would be the positive impact on the community? TO HELP TOURISTS LOCATE
SERVICES IN THE COMMUNITY & AROUND THE
ISLANDSDoes this application include any additional/supporting documents? Y N. If yes how many pages? _____

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

M. SHERIDAN FRAGESUND[Signature] TREASURERJAN 11/24

Name/Signature of Representative

Date Submitted



COPY

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

Notes from the May 21, 2013 Meeting between Village of Port Clements Tourism Committee and
Port Clements Historical Society Members

Present:

Councilor Gaspar
Brigid Cummings – PCHS
Clint Tauber – PCHS

Councilor Gould
Joan Hein – PCHS
Kim Mushynsky - VOPC

The meeting was called to order at 6:00pm

There was general discussion about what was meant by having the Museum become the Tourism Centre and what, if any, changes were expected by the Village of Port Clements of the Port Clements Historical Society in taking this on. Discussion revealed that neither side anticipated that much change would happen on a practical side from what already happens because tourists already stop there and ask questions.

Brigid provided some statistical information about visitors to the museum over the last several years – average around 1400-1500 visitors per year, the majority of which are tourists.

The Museum will be open 11am-4pm 7 days per week from June 1 to September 15, 2013 which was satisfactory as far as Village of Port Clements representatives were concerned.

The changes that were anticipated are that the Historical Society may move the desk at the entrance a bit to allow for more standing room as you enter the building. The Village of Port Clements would create signage for the exterior of the building and also work to improve signage along the Highway. The Historical Society would pull out a brochure rack they have and determine whether it would be suitable for racking brochures for on island businesses and organizations – we would not charge racking fees. The Village of Port Clements needs to work with Telus to get a listing for "Visitor Information" in the 2014 phone book with the Museum's phone number. The Village of Port Clements will also purchase an answering machine for the Museum which will indicate that they have reached the Museum and the Visitor Information Centre and inform callers of their hours of operation.

Any other changes that may come to light will be discussed between the two parties as they occur. The understanding being that this change should not put any financial burden on the Museum that they were not already covering.

ADJOURNED at 6:30pm

PCHS Representative

VOPC Tourism Representative

G-2

Application # 002, 2024**SCHEDULE B: GRANT APPLICATION EVALUATION FOR STAFF**Name/Name of Organization: Port Clements Historical SocietyName of Project: Tourist Info CentreAmount requested: \$3000 To be reviewed at Jan 22, 2024 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?: provide resource, aside from the village office, where tourists can get a variety of information including on local business.What will be the impact on the Village Staff (including Public Works)? Negligible, whether Council agrees to provide requested amount or not.

1. Do the direct and indirect benefits to VOPC outweigh the cost? Y / N possibly.
2. Has this person/organization received a grant before?
 - a. If yes, Was it a positive experience? Y / N
3. Lifespan of project
 - a. Is the project sustainable? Will it have an impact for greater than 1 year? Y / N challenge with meeting reporting requirement
4. Alignment with Official Community Plan? Y / N annually requests funds suggests financial deficit
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
9. Feasibility of Project
 - a. Specific Y / N \$2,750 is allocated from budget; funded by village via taxation
 - b. Measurable Y / N difficult to ascertain
 - c. Attainable Y / N \$3000 requested, \$2,750 currently allocated in budget could be accounted for
 - d. Realistic Y / N "
 - e. Timely Y / N request received at beginning of the year.
10. Does this project fill a need in the community? Y / N

Accepted application for Grant of \$ 3000 to be forwarded to Council OR Application Declined

Reason for declined: _____

Signature

2024-01-17

Date



Application # 002, 2024

SCHEDULE C: COUNCIL GRANT EVALUATION

Name/Name of Organization: Port Clements Historical Society

Name of Project: Tourist Info Centre -

Amount requested: \$ 3000 To be reviewed at Jan 22, 2024 Council Meeting

Agree with recommendations of staff? Y / N

Any notes: _____

Approval: Accepted / Declined

Reason for declined: _____

G-2



Application # 001, 2024

SCHEDULE A: COMMUNITY GRANT APPLICATION

Name/Name of Organization: PORT CLEMENTS HISTORICAL SOCIETY

Name of Project/Event: MUSEUM OPERATIONS

Mailing Address: P.O. BOX 417, PORT CLEMENTS, VOT 1R0

Email Address: PCMUSEUM@BCISLANDS.CA Phone Number: 250 557 4576

Amount requested: \$1000.00 To be reviewed at _____ Council Meeting

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

THE OPERATION OF THE PORT CLEMENTS MUSEUM INCLUDING
MAINTENANCE & UTILITIES, WAGES.

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?

THE NCRT FOR OPERATING FUNDS

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

What would be the positive impact on the community? TO ATTRACT TOURISTS TO
THE COMMUNITY & FOR EDUCATIONAL TOURS FROM THE
SCHOOLS ON ISLAND. ALSO TO SHOW CASE OUR HISTORY
TO LOCAL ISLANDERS.

Does this application include any additional/supporting documents? (Y) N. If yes how many pages? _____

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

M. SHELDON FSARGESUND

[Signature] TREASURER

JAN 11/24

Name/Signature of Representative

Date Submitted

G-2

Application # 001, 20 24**SCHEDULE B: GRANT APPLICATION EVALUATION FOR STAFF**Name/Name of Organization: Port Clements Historical SocietyName of Project: Museum operationsAmount requested: \$ 4000 To be reviewed at Jan. 22, 2024 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 has historical social/cultural value and brings an economic benefit to local businesses by bringing in tourists (attraction)What will be the impact on the Village Staff (including Public Works)? Negligible. Whether council agrees to provide requested amount or not.

1. Do the direct and indirect benefits to VOPC outweigh the cost? Y/N *likely but no tangible data provided.*
2. Has this person/organization received a grant before? Y/N
- a. If yes, Was it a positive experience? Y/N *challenges w/ meeting reporting requirements.*
3. Lifespan of project
- a. Is the project sustainable? Will it have an impact for greater than 1 year? Y/N *but annually require to fund support financial depend*
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 *\$3,000 is allocated from budget; funded by village via taxation, will need to account for any needs*
- b. Measurable Y/N *difficult to ascertain.*
- c. Attainable Y/N *\$4,000 requested, \$3,000 currently allocated in budget; could be accurate.*
- d. Realistic Y/N *"*
- e. Timely Y/N *request received at beginning of year.*
10. Does this project fill a need in the community? Y/N

Accepted application for Grant of \$ 4,000 to be forwarded to Council OR Application Declined

Reason for declined: _____

Elizabeth

Signature

2024-01-17.

Date



Application # 001, 20 24

SCHEDULE C: COUNCIL GRANT EVALUATION

Name/Name of Organization: Port Clements Historical Society

Name of Project: Museum operations

Amount requested: \$ 4000 To be reviewed at Jan 22, 2024 Council Meeting

Agree with recommendations of staff? Y / N

Any notes: _____

Approval: Accepted / Declined

Reason for declined: _____

G-2

Elizabeth Cumming

From: Haida Gwaii Protocol Table <protocoltable@haidanation.com>
Sent: December 20, 2023 6:50 AM
To: Elizabeth Cumming
Subject: Northern Residents' Deduction- Letter for Council approval
Attachments: 2023-11-30 Northern Living Allowance Joint Letter V4.docx

Good morning Elizabeth!

At the last Protocol Table meeting (already 3 weeks ago), there was discussion of signing a shared letter to advocate for Haida Gwaii to be included in zone A for the northern living allowance. I'm not sure if there has been any discussion of this at Port council, and if there hasn't can we add this letter (attached) to the next council agenda to see if they would like to sign?

Thanks and happy holidays!

Linnaea

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.

[Logos from communities to be added after approval]

Honourable Chrystia Freeland
Deputy Prime Minister and Minister of Finance
House of Commons Parliament Buildings Ottawa, Ontario K1A 0A6
By email: chrystia.freeland@fin.gc.ca

DATE

Dear Minister:

The Haida Nation and all Local Governments on Haida Gwaii (Council of the Haida Nation, Skidegate Band Council, Old Masset Village Council, North Coast Regional District, and Villages of Daajing Giids, Port Clements, and Masset) request that Haida Gwaii be included in the Northern Zone for the purposes of calculating the Northern Residents Tax Deduction.

Now, more than ever, people across the country are struggling with the pressures of increased cost of living, with these pressures exacerbated for residents of Haida Gwaii who face unique affordability challenges due to our remoteness.

Many essential goods and services can only be obtained via a minimum seven-hour ferry trip across the Hecate Strait, which is subject to extreme north coast weather. The expense of the ferry, coupled with the cost of extended stays in Prince Rupert due to weather cancellations or ferry maintenance issues, adds significantly to Haida Gwaii residents' cost of living.

Haida Gwaii also faces rapidly rising housing costs stemming from a variety of factors, including high construction costs and Haida Gwaii's growing popularity as a tourism destination.

The high cost of living on Haida Gwaii is reflected in the average wage required to afford necessities. In 2022, the required living wage in Daajing Giids was calculated at \$25.87 — among the highest of any community in British Columbia.

Under the Northern Residents Tax Deduction residents of the Intermediate Zone, which includes Haida Gwaii, are only able to claim half of the deduction, amounting to \$5.50 per day of residency. Including Haida Gwaii in the Northern Zone would allow residents to claim \$11.00 per day, which would better reflect the remoteness and high cost of living we face.

The proposed change to the Northern Residents Tax Deduction will help Haida Gwaii residents with the high cost of living. The change would also greatly assist with recruitment and retention of skilled professionals to the region.

We urge you to consider this change to include Haida Gwaii residents in the Northern Zone A for the of calculating the Northern Residents Tax Deduction.

[Add signatures from representatives when letter is approved]

Cc:
Hon. Gary Anandasangaree
Minister of Crown-Indigenous Relations

G-3

[Logos from communities to be added after approval]

Gary.Anandasangaree@rcaanc-cirnac.gc.ca

Rachel Bendayan
Parliamentary Secretary for Finance
Rachel.Bendayan@parl.gc.ca

Taylor Bachrach
Member of Parliament, Skeena-Bulkley Valley
Taylor.bachrach@parl.gc.ca

Elizabeth Cumming

Subject: FW: Protocol Table- Ferries Letter support
Attachments: 2023-12-04 Letter to BCF_ signature blocks.docx

From: Haida Gwaii Protocol Table <protocoltable@haidanation.com>
Sent: Monday, January 15, 2024 11:59 AM
To: Elizabeth Cumming <deputy@portclements.ca>
Subject: RE: Protocol Table- Ferries Letter support

Hi Elizabeth, sorry for the delay! Here's a little summary of how this came up:

The Protocol Table met with the BC Ferry Authority Board (one of the parties that set direction for BC Ferries) at a meeting in Prince Rupert in June 2023. We spoke to BCFA about Haida Gwaii's unique reliance on the ferry service and our routes are not provided for in the same way the rest of the provincial routes are (some of this also applies to the North and Central coast). BCF & BCFA has been conducting engagement around their long-term vision for ferries ("Charting the Course" initiative), so the timing is good to be talking about changes for our region.

Part of our discussion with BCFA at the meeting last year was that it would be critical to have all the different ferries parties in the room for this discussion, as approaching them separately over the years hasn't been very effective. We suggested a meeting on Haida Gwaii (as the board was not able to make it up here on their provincial tour), so the main purpose of this letter is re-iterating that ask.

Councillor Falconbridge was at the last meeting where this was recapped, so may be on top of all this! We discussed following up this letter with a broader meeting with other north and central coast communities, to see if there was any interest on a joint effort for getting these meetings to happen. Next steps for that will be on the Protocol Table agenda at the end of January.

The other piece I realized I forgot to mention in my last email is that we're hoping to have all councils sign on to the same letter, so I've attached a version with signature blocks and logos to use if approval is given by council (obviously if any councils decline to sign I'll remove logos etc. so this is still a draft!)

Let me know if you want more info than that or if anything is unclear!

Linnaea

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



OLD MASSETT VILLAGE COUNCIL

TO:

B.C. Ferry Authority Board of Directors,
BC Ferries Services Executive Team,
British Columbia Ferry Commissioner Eva Hage,
Ministry of Transportation and Infrastructure

15 January 2023

RE: BC Ferries Service to Haida Gwaii, North & Central Coast Communities

We are writing to request a dedicated Northern process for your “Charting the Course, Vision for Coastal Ferries” long-term vision and engagement process that recognizes the uniqueness of the northern ferry routes and their importance to all the residents of the North and Central Coast population.

For the residents of the North and Central Coast, ferries are our highway, providing essential access to the rest of the province. In addition to basic transportation needs we rely on the service for access to medical care, access to most goods and services, and our local tourism economy.

It has become increasingly clear that the North and Central Coast and Haida Gwaii Routes provide different levels of service and meet different needs than the other service regions in the province. This difference is clearly demonstrated in the Coastal Ferry Contract; we are the only routes quantified on a weekly basis, with all others are quantified daily and the majority serviced by numerous times round trips per day. We wish to see this reflected and acknowledged in BC Ferries’ policies and planning. Fleet-wide policies do not reflect this fundamental difference which leaves our areas vastly disadvantaged.

Creating a vision for our coastal ferry system is very important and long overdue; however, it is our view that the “Charting the Course, Vision for Coastal Ferries” process is not positioned to deliver a vision that represents the needs of the North and Central Coast. To date the consultation has been rushed, exclusively online, dominated by input from the South, and has not included meaningful engagement with many stakeholders (including First Nations and local government). This process is too important to get wrong, and based on what we have seen we have no confidence in the process. We need a dedicated visioning process for the North and Central Coast led by the communities the northern ferries service.

Over many years our communities have continually advocated about the critical nature and our reliance on the ferry service for the residents of the North and Central Coast with the Ferry Advisory Committees, the BC Ferry Authority and advocated directly to BC Ferries as well as provincial government. Earlier this year the entire B.C. Ferry Authority Board of Directors accepted an invitation to meet with the Haida Gwaii All-Islands Protocol Table in Prince Rupert. At that same meeting an invitation was extended for representatives from the B.C. Ferry Authority Board of Directors, the Board of Directors, BC Ferries Services Executive Team Members, the British Columbia Ferry Commissioner and Ministry of Transportation to come to Haida Gwaii together and meet with leadership.

G-4

We would like to reiterate that invitation and request an in-person meeting this spring. During this meeting we can discuss North & Central Coast ferry issues and the path forward for a dedicated northern ferry vision.

Gaagwiis Jason Alsop
President of the Haida Nation

Scott Cabianca
Mayor, Village of Port Clements

Billy Yovanovich
Chief Councilor, Skidegate Band Council

Sheri Disney
Mayor, Village of Masset

Donald Edgars
Chief Councilor, Old Massett Village Council

Evan Putterill
Director, North Coast Regional District Area E

Lisa Pineault
Mayor, Village of Daajing Giids

Johanne Young
Director, North Coast Regional District Area D

cc. Jennifer Rice, MLA North Coast
Taylor Bacharach, MP Skeena-Bulkley Valley
Daniel Fish, CAO North Coast Regional District

3-4

Elizabeth Cumming

From: Haida Gwaii Protocol Table <protocoltable@haidanation.com>
Sent: January 11, 2024 10:58 AM
To: Elizabeth Cumming
Subject: Protocol Table- Ferries Letter support
Attachments: 2023-12-04 Letter to BCF V3.docx

Good morning Elizabeth and happy new year!

Attached is a letter from Protocol Table communities to BC Ferries, BCFA, MoTI and the BC Ferry Commissioner- that we're looking for support/ signature from council and Mayor at your next council meeting. This is a follow-up to a meeting in June with the BC Ferry Authority in Prince Rupert, and formalizing an invitation for a cross-agency ferry meeting.

Let me know if you have any questions or if you think it would be helpful to share more information with council for context on this!

Linnaea

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

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[Insert logos if/when approved]

B.C. Ferry Authority Board of Directors,
BC Ferries Services Executive Team,
British Columbia Ferry Commissioner Eva Hage,
Ministry of Transportation and Infrastructure

DATE

RE: BC Ferries Service to Haida Gwaii, North & Central Coast Communities

We are writing to request a dedicated Northern process for your “Charting the Course, Vision for Coastal Ferries” long-term vision and engagement process that recognizes the uniqueness of the northern ferry routes and their importance to all the residents of the North and Central Coast population.

For the residents of the North and Central Coast, ferries are our highway, providing essential access to the rest of the province. In addition to basic transportation needs we rely on the service for access to medical care, access to most goods and services, and our local tourism economy.

It has become increasingly clear that the North and Central Coast and Haida Gwaii Routes provide different levels of service and meet different needs than the other service regions in the province. This difference is clearly demonstrated in the Coastal Ferry Contract; we are the only routes quantified on a weekly basis, with all others are quantified daily and the majority serviced by numerous times round trips per day. We wish to see this reflected and acknowledged in BC Ferries’ policies and planning. Fleet-wide policies do not reflect this fundamental difference which leaves our areas vastly disadvantaged.

Creating a vision for our coastal ferry system is very important and long overdue; however it is our view that the “Charting the Course, Vision for Coastal Ferries” process is not positioned to deliver a vision that represents the needs of the North and Central Coast. To date the consultation has been rushed, exclusively online, dominated by input from the South, and has not included meaningful engagement with many stakeholders (including First Nations and local government). This process is too important to get wrong, and based on what we have seen we have no confidence in the process. We need a dedicated visioning process for the North and Central Coast led by the communities the northern ferries service.

Over many years our communities have continually advocated about the critical nature and our reliance on the ferry service for the residents of the North and Central Coast with the Ferry Advisory Committees, the BC Ferry Authority and advocated directly to BC Ferries as well as provincial government. Earlier this year the entire B.C. Ferry Authority Board of Directors accepted an invitation to meet with the Haida Gwaii All-Islands Protocol Table in Prince Rupert. At that same meeting an invitation was extended for representatives from the B.C. Ferry Authority Board of Directors, the Board of Directors, BC Ferries Services Executive Team Members, the British Columbia Ferry Commissioner and Ministry of Transportation to come to Haida Gwaii together and meet with leadership.

C-4

[Insert logos if/when approved]

We would like to reiterate that invitation and request an in-person meeting this spring. During this meeting we can discuss North & Central Coast ferry issues and the path forward for a dedicated northern ferry vision.

[signatures]

cc. Jennifer Rice, MLA North Coast
Taylor Bacharach, MP Skeena-Bulkley Valley
Daniel Fish, CAO North Coast Regional District

C-4



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: January 22nd, 2024
RE: Broadcasting Certificate

BACKGROUND:

On November 15th, the Village received an email from the broadcasting division of the department of Innovation, Science and Economic Development identifying that a broadcasting certificate in the Village's name had to be renewed.

DISCUSSION:

Staff were unable to find any information in our files about this item, however, the frequency involved was Canada's First Nation's Radio's (CFNR) FM radio transmitter that was apparently permitted to be installed on the Village's Firehall back in 2018/2019.

Staff reached out to a contact with CFNR and they were able to confirm that apparently the application for the broadcasting certificate at the time had to be made in the name of the local entity, it was done on behalf of the Village. They identified that they could take care of the process for the renewal and have it transferred to them so that it would no longer involve the Village.

In that process, the broadcasting division has requested that a representative of the Village of Port Clements confirm that the Village agrees to the transfer of the broadcast certification for the station from the Village to Northern Native Broadcasting (Terrace) Inc?

As such, to proceed, we need a resolution from Council agreeing to the transfer.

CONCLUSION:

A council resolution is required to proceed with the transfer. It is uncertain how the original arrangement came to be as records were not able to be located.

IMPLICATIONS:

STRATEGIC	N/A
FINANCIAL	If the broadcasting certificate remains in the Village's name, it can become financially responsible for it.
ADMINISTRATIVE	N/A

RECOMMENDED MOTION

THAT the Village of Port Clements confirms and agrees to the transfer of the broadcast certificate for station VF2674 from the Village of Port Clements to Northern Native Broadcasting (Terrace) Inc.

Respectfully submitted: Elizabeth Cumming, Deputy CAO

G-5

Elizabeth Cumming

From: Broadcasting-Radiodiffusion (IC) <broadcasting-radiodiffusion@ised-isde.gc.ca>
Sent: December 19, 2023 4:32 AM
To: Elizabeth Cumming; Office; Elizabeth Cumming
Cc: Broadcasting-Radiodiffusion (IC)
Subject: RE: ISED - Annex A - Village Of Port Clements - 075000010533 - Broadcasting certificate(s) expiring on August 31, 2024

Hello,

Will a representative of the Village Of Port Clements confirm to me that they agree to the transfer of the broadcast certificate for station VF2674 from the Village Of Port Clements to Northern Native Broadcasting (Terrace) Inc.?

Sincerely,

Annie Duchesne
(she | her / elle | la)

Broadcast Application and Certification Officer, Spectrum Management Operations Branch
Innovation, Science and Economic Development Canada / Government of Canada
broadcasting-radiodiffusion@ised-isde.gc.ca / Tel: 343-291-1568 / TTY: 1-866-694-8389

Agente des demandes de radiodiffusion et de certification, Direction générale des opérations de la gestion du spectre
Innovation, Sciences et Développement économique Canada / Gouvernement du Canada
broadcasting-radiodiffusion@ised-isde.gc.ca / Tél: 343-291-1568 / ATS: 1-866-694-8389

De : Craig Ellis <cellis@cfnrfm.ca>

Envoyé : 18 décembre 2023 13:01

À : Broadcasting-Radiodiffusion (IC) <broadcasting-radiodiffusion@ised-isde.gc.ca>

Cc : Elizabeth Cumming <deputy@portclements.ca>

Objet : Re: ISED - Annex A - Village Of Port Clements - 075000010533 - Broadcasting certificate(s) expiring on August 31, 2024

Thank you Annie. Perhaps cancel the document previously sent and I will resubmit leaving the status quo. Legal name changes etc seem to be a lot of extra paperwork simply for the sake of streamlining the renewal.

The history on this is that because our station is a point of contact for tsunami messaging, we were invited to put a repeater in their facility and rebroadcast our signal. I applied on their behalf and we purchased the equipment and installed it and maintain it. So when the inevitable change in local governments and employees happens, they often have no knowledge of the previous paradigms. When they receive unfamiliar correspondence about the situation it's confusing for them. So, rather than do more paperwork, we'll just continue to do the current renewal on their behalf.

Regards,

C. Ellis

General Manager

Northern Native Broadcasting (Terrace) CFNR

On Dec 18, 2023, at 07:12, Broadcasting-Radiodiffusion (IC) <broadcasting-radiodiffusion@ised-isde.gc.ca> wrote:

Hello Mr. Ellis,

Thank you for completing and returning Annex A.

To complete the business name change from Village Of Port Clements to Northern Native Broadcasting (Terrace) Inc., please send us legal proof of a name change or change of ownership for VF2674 station.

Sincerely,

Annie Duchesne
(she | her / elle | la)

Broadcast Application and Certification Officer, Spectrum Management Operations Branch
Innovation, Science and Economic Development Canada / Government of Canada
broadcasting-radiodiffusion@ised-isde.gc.ca / Tel: 343-291-1568 / TTY: 1-866-694-8389

Agente des demandes de radiodiffusion et de certification, Direction générale des opérations de la
gestion du spectre
Innovation, Sciences et Développement économique Canada / Gouvernement du Canada
broadcasting-radiodiffusion@ised-isde.gc.ca / Tél: 343-291-1568 / ATS: 1-866-694-8389

De : Craig Ellis <cellis@cfnrfm.ca>
Envoyé : 14 décembre 2023 14:28
À : Broadcasting-Radiodiffusion (IC) <broadcasting-radiodiffusion@ised-isde.gc.ca>
Cc : Elizabeth Cumming <deputy@portclements.ca>
Objet : Re: ISD - Annex A - Village Of Port Clements - 075000010533 - Broadcasting certificate(s)
expiring on August 31, 2024

On behalf of the Village of Port Clements, please accept the attached document.

--
--

Regards,
Craig Ellis
General Manager - CFNR / CJNY
<[image001.png](#)>
<[image002.jpg](#)>

Office 250 638-8137 ext221

CFNR and CJNY respectfully acknowledges that we broadcast from the unceded and ancestral territory of the Gitselasu, Tsimshian people in northwest BC and the Musqueam, Squamish and Tsleil-Waututh peoples of the lower mainland.

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www.cfnrfm.ca
www.cfnrfm.ca
<[image003.png](#)>
<[image004.png](#)>

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BROADCASTING CERTIFICATE ISSUANCE FORM (FOR A NEW TERM)

Village Of Port Clements - 075000010533

CERTIFICATE HOLDER INFORMATION

Clearly indicate any changes to your contact information.

		Please identify any changes to your contact information
Business Name (see note below)	Village Of Port Clements	Northern Native Broadcasting (Terrace) Inc
Address	36 Cedar Ave West Port Clements, BC V0T 1R0	4562B, Queensway Dr, Terrace BC, V8G 3X6
Email		cellis@cfnrfm.ca
Language of Correspondence	English	No Change

Note: Any requests for changes to the certificate holder name should be accompanied by the CRTC decision. For stations exempt from a CRTC license, legal proof of a name change or change of ownership should be included with your request.

BROADCASTING CERTIFICATE INFORMATION

Please enter **YES** or **NO** in the **New Certificate** column of the table below to indicate whether or not you want to continue operating each installation after September 1, 2024.

[illegible]

*Any changes to the approved broadcasting undertaking (e.g. site, parameters, equipment, etc.) shall be submitted to ISED for authorization and, where applicable, to the CRTC for approval. Please note that any request for correction of site coordinates, must include the consent of the site owner.

G-S

**BROADCASTING CERTIFICATE ISSUANCE
FORM (FOR A NEW TERM)
Village Of Port Clements - 075000010533**

ATTESTATION

Please **certify by checking the boxes below and sign:**

I certify that:

- ☒ The information on this form and in the related documents is true, accurate and complete to the best of my knowledge, and;
- ☒ The station(s) for which I have indicated I want a certificate for a new term will be used only as authorized by Innovation, Science and Economic Development Canada (ISED) and in compliance with the *Radiocommunication Act* and its associated regulations, and;
- ☒ Information demonstrating SC6 compliance is available upon request for the station(s) for which I have indicated that I want a certificate for a new term. I understand that I may be called upon to provide to ISED within 5 working days a copy of the SC6 compliance report I used to attest compliance with SC6 in this annex and;
- ☒ No changes to the local radio environment or equipment have been made since the information demonstrating SC6 compliance was created, and;
- ☒ My installation(s) is / are currently compliant and will continue to be compliant with SC6 at all times.

I understand that ISED reserves the right to ask for additional information. I also understand that non-compliance with the conditions listed on my certificate(s), SC6 or the *Radiocommunication Act* and its associated regulations may result in enforcement actions which could include tickets, administrative monetary penalties, license suspension or revocation or prosecution.

Craig Ellis
Name (Print)

Digitally signed by
Craig Ellis
Date: 2023.12.14
11:22:16 -08'00'

Craig Ellis
Certificate Holder Signature

2023-11-29
Date (YYYY/MM/DD)

SAFETY CODE 6 - INDUSTRY REPORTING PROGRAM

The Safety Code 6 (SC6) Industry Reporting program requires that all broadcasting undertakings comply with the Health Canada's [Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz](#).

SC6 analysis requirements

At the request of ISED, broadcasting operators must provide detailed compliance information for individual installations within five days of the request.

The analysis must:

- Include report elements as specified in [GL-08 Guidelines for the Preparation of Radio Frequency \(RF\) Exposure Compliance Reports for Radiocommunication and Broadcasting Antenna Systems requirements](#); and
- Clearly attest compliance with anchors and guy wires, where applicable.

Any SC6 analysis that uses different technical parameters for stations than authorized by ISED will not be accepted unless corresponding applications modifying the stations' facilities have been submitted.

Low-power (LP) stations, including stand-alone LP stations

Stations that are classified as low-power or very low-power as per the relevant [Broadcasting Procedure and Rule \(BPR\)](#) can choose to submit the following instead of a SC6 analysis to demonstrate compliance:

- Low-power FM stations may choose to submit an attestation that their installations meet the SC6 limits at all times
- If the general public cannot access the area surrounding the antenna delimited by the relevant distance for the type of station in [Annex C of BPR-1](#) of BPR-1, an attestation clearly citing Annex C and how the operation meets the relevant criteria can be submitted
- F_i calculations and other provisions described in [Section 8.4 of BPR-1](#) to demonstrate compliance

Reusing previous compliance reports

For installations where no changes to the local radio environment have been made, operators can reuse previously prepared compliance reports as long as any theoretical calculations or measurements in the report is less than seven years old. Otherwise, compliance reports based on new theoretical calculations or measurements must be prepared.

G-5

Elizabeth Cumming

Subject: FW: FW: ISED - Annex A - Village Of Port Clements - 075000010533 - Broadcasting certificate(s) expiring on August 31, 2024

From: Craig Ellis <cellis@cfnrfm.ca>

Sent: Wednesday, November 29, 2023 1:44 PM

To: Elizabeth Cumming <deputy@portclements.ca>

Subject: Re: FW: ISED - Annex A - Village Of Port Clements - 075000010533 - Broadcasting certificate(s) expiring on August 31, 2024

Absolutely, thanks Elizabeth. At that time the application had to be the local entity I think so we made it on behalf of the village. I'll renew the certificate and take care of it and see about transferring it to us to streamline the process if that's okay with you?

--

--

Regards,
Craig Ellis
General Manager - CFNR / CJNY



Office 250 638-8137 ext221

CFNR and CJNY respectfully acknowledges that we broadcast from the unceded and ancestral territory of the Gitselasu, Tsimshian people in northwest BC and the Musqueam, Squamish and Tsleil-Waututh peoples of the lower mainland.

LISTEN ONLINE!

www.cfnrfm.ca

www.cfnrfm.ca



On 2023-11-29 1:39 p.m., Elizabeth Cumming wrote:

Good Afternoon Craig,

We got an email about renewing a broadcasting certificate. We do not have any records of this, so we are unsure what it is identifying.

However, it has been identified to us that the frequency 96.1 involved is the CFNR's FM radio transmitter that is in our Firehall. From what we have been told, you installed it sometime in 2018-2019.

We are hoping that you would be able to provide any clarification to the situation, if possible.

Regards,

Elizabeth Cumming

Deputy Chief Administrative Officer

Village of Port Clements

Ph: 250.557.4295

Fx: 250.557.4568

www.portclements.ca



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From: Broadcasting-Radiodiffusion (IC) [<broadcasting-radiodiffusion@ised-isde.gc.ca>](mailto:broadcasting-radiodiffusion@ised-isde.gc.ca)

Sent: Wednesday, November 15, 2023 4:26 AM

To: Office [<office@portclements.ca>](mailto:office@portclements.ca); Elizabeth Cumming [<deputy@portclements.ca>](mailto:deputy@portclements.ca)

Cc: Broadcasting-Radiodiffusion (IC) [<broadcasting-radiodiffusion@ised-isde.gc.ca>](mailto:broadcasting-radiodiffusion@ised-isde.gc.ca)

Subject: ISED - Annex A - Village Of Port Clements - 075000010533 - Broadcasting certificate(s) expiring on August 31, 2024

Importance: High

Dear

Sir/Madam,

Your broadcasting certificate(s) listed in the attached Annex A will expire on August 31, 2024.

For each station listed in the attached Annex A, we require the following:

1. **Confirmation from you that you will need a new certificate for a new term**
 1. Please complete, sign and return the attached Annex A to us to confirm whether or not you still require your broadcasting certificate(s)
 2. Please ensure that the correspondence information on your file is complete and up-to-date

Certificate(s) will only be issued based on confirmation provided in a completed version of the Annex A.

If we do not receive the completed and signed annex A prior to June 30, 2024, the certificate(s) will expire on August 31, 2024. Consequently, you will no longer have authority to operate your station(s) and the Canadian Radio-Television and Telecommunications Commission (CRTC) will be informed.

New certificate(s) will be available on our Spectrum Management System - [view and print a certificate](#) as of September 1, 2024.

2. Submission of information demonstrating compliance with Health Canada's Safety Code 6

Please note that compliance with Health Canada's [Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz \(2015\)](#), also known as Safety Code 6, is a condition of your broadcasting certificate(s). It is your responsibility to ensure that your installations, including the consideration of combined effects of nearby installations within the local radio environment, comply with Safety Code 6 at all times.

Since May 2017, Innovation, Science and Economic Development Canada (ISED) has required operators to demonstrate compliance with Safety Code 6 before being issued a broadcasting certificate for a new term. Additional details are provided in the Industry Reporting Program section of the attached form.

You will not be required to send us the Safety Code 6 report(s), however, you must provide the requested information in the attached Annex A. Safety Code 6 report(s) shall be available upon request.

If you have any questions, please contact us at broadcasting-radiodiffusion@ised-isde.gc.ca or at 343-291-1568.

Sincerely,

Director – Broadcast, Coordination and Planning - Spectrum Management Operations Branch
Innovation, Science and Economic Development Canada / Government of Canada
broadcasting-radiodiffusion@ised-isde.gc.ca / Tel: 343-291-1568 / TTY: 1-866-694-8389

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REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: January 22nd, 2024
RE: Request for Use of St. Mark's as a Community Market

BACKGROUND:

A member of the Vibrant Community Commission has submitted a request to Council to hold a Community Market throughout 2024.

DISCUSSION:

In November, the Vibrant Community Commission submitted a request to Council to extend its 2023 annual workplan of projects into 2024. By its bylaw, the Vibrant Community Commission cannot undertake works outside of its approved workplan without Council permission. As it stands, this workplan does not include the requested community market, though the Commission can submit requests to change/amend its annual workplan (in a form acceptable to the CAO) and then Council can approve it/reject it/amend it, etc. The Annual Workplan is then required to align with the Commission's annual budget request (which is required to be received by February).

Currently there are only two members of the Vibrant Community Commission, Elizabeth "Betty" Stewart, and the Council appointed representative Councillor Wayne Nicol. Having less than three members is not ideal, but not against its bylaw.

However, the Commission has not had any public meetings which it is required to hold to conduct its business. Like with Council, the decisions of the commission are made jointly together at a meeting – in this, the Commission should have held a meeting to discuss its 2024 plans, decided on what to do together at the meeting, then forwarded the request to amend/replace its 2024 work plan to Council with the new plan. This has been an ongoing issue with the Commission in the past, and it should be corrected so that the Commission follows its bylaw (or potentially the bylaw should be amended). Additionally, the Commission does not have an appointed chair, and that should be done as soon as possible. However, the current commission has been more proactive in providing reports to Council on its activities (such as the report on the winter market), which had also been an issue previously.

Council has previously identified uncertainty on the future of the commission (given the issue with lack of members, functioning/bylaw compliance, etc), and that it would review the matter in the new year (2024). Ultimately, Council needs to provide clarification on whether the Commission will be permitted to continue to operate in its current form or if it will be dissolved, as that has impacts on the received request. In its current form, the request is under the assumption that it is conducted as an activity under the Vibrant Community Commission.

Potentially even in the situation where the Commission is dissolved, though it requires further investigation into what is possible/what format it would need to be organized under, the request may be possible to consider. For example, the Village's donation policy permits the Village to provide in-kind donations (such as waiving rental fees) to Not-for-Profit Organizations and registered charities, but not for individuals, businesses, or for-profit organizations. There could also be consideration on whether it could operate as a special project under another Commission, such as the Recreation Commission (if they were willing to host it as a special project) – the youth centre currently operates as a special project under the Village's Recreation Commission, for example (though it was required to get additional insurance to cover its activities/volunteers). However, this does need to be looked into further.

CONCLUSION:

Council needs to provide clarification to staff on if the Vibrant Community Commission is to continue to operate or will be dissolved. In the case that the Commission is being dissolved, if Council is interested in the request then direction should be given for staff to investigate the matter further.

STRATEGIC**(Guiding Documents Relevancy – bylaw)**

The Commission is required by bylaw to hold meetings for its decision-makings and submit annual workplans and budgets for Council's approval. Its activities must be what is approved in its annual workplan, and its budget also must match what has been approved in that work plan.

FINANCIAL**(Corporate Budget Impact)**

The Commission must develop their 2024 Annual Budget in line with what has been approved as their annual workplan by Council. The Commission cannot include budget items for activities that are not identified and approved in its annual workplan.

ADMINISTRATIVE**(Workload Impact and Consequence)**

Clarification is needed on whether the commission will be dissolved or not. If the Commission is to be dissolved, then Council would need to repeal its bylaw and staff would be involved in the deactivation activities. If the Commission is to continue, staff can assist the Commission in setting up its meeting (meeting notice, etc), and can provide more information/guidance generally on what the bylaw requirements are.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

Elizabeth Cumming

Subject:

FW: Report on Dec. 23, 2023 Christmas Market & Request to Use St. Mark's Church for a Community Market

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

From: Elizabeth Stewart <st6an7g5@qcislands.ca>

Sent: Sunday, January 14, 2024 7:09 PM

To: Office <office@portclements.ca>; CAO <cao@portclements.ca>; Elizabeth Cumming <deputy@portclements.ca>

Subject: Report on Dec. 23, 2023 Christmas Market & Request to Use St. Mark's Church for a Community Market

Dear Mayor, Council & Administration:

[note: original email separated out into two parts so one section was report + other was request]

REQUEST TO USE ST. MARK'S AS A COMMUNITY MARKET:

Community and/or Farmers Markets are held regularly (with seasonal breaks) in Daajing Giids (Community Market), Tlell (Farmers Market), Moresby (Sandspit) Farmers Market & Masset Farmers Market (there may also be one in Old Massett but I haven't been able to confirm this yet). Port Clements is the only community that does not have a Market.

As the feedback at the Christmas Market regarding holding future Markets at St. Mark's was very positive, I would like to propose the following:

- To use the St. Mark's Church Venue as a Community Market open bi-monthly for 11 months of the year for selling hand-made crafts, knit, sewn & crocheted goods, desserts, confections & other baked goods, hot & cold beverages, jams & preserves, locally-made giftware, tourism-themed goods, jewellery, cosmetics, plants, etc. (Some gently-used/new garage sale type items may be acceptable, depending on what the items are.) Hours could be increased to 11:00 am to 3:00 pm for the December 21, 2024 Last Minute Christmas Market.

Note - Vendors selling food and/or beverage products must provide proof of having a current FoodSafe Certificate, and must adhere to the hot/cold food handling specifications as set out in the FoodSafe Requirements.

- In time for Valentine's Day, the first Port Clements Community Market would be held on Saturday, February 10, 2024 from 11 am to 2 pm.

- After February 10, 2024, in order not to compete with the other Island Markets that take place on Fridays, Saturdays & Sundays, I propose that the Community Market days in Port Clements would then change to Tuesdays, starting Tuesday, February 27, 2024 and then taking place twice a month on Tuesdays until October as follows:

February 27; March 12 & 26; April 9 & 23; May 7 & 21; June 4 & 18; July 9 & 23; August 6 & 20; September 10 & 24

October (CLOSED)

November & December - Open some Tuesdays & Saturdays (as the other Markets are closed for the regular Season), as follows:

November 9 & 23 (Saturdays); December 3 & 10 (Tuesdays) & 21 (Saturday - Last Minute Christmas Market)

- We used 6 of the Community Hall's Long White Tables & 6 Plastic Chairs for the Christmas Market, but this isn't the most ideal arrangement, as they need to be returned to the Hall for Community Events. I've spoken to Jasmine Beachy and she would be in favour of our bringing 6 of the old wooden octagonal and/or square tables, and 8 "good" wooden chairs to St. Mark's for Vendor Use. If it's not a problem, these would be kept at St. Mark's for the Market Use. Table fees would be \$15.00 for the use of each wooden table. If vendors wish to bring their own table, the space rental would be \$10.00 per allotted space.

Vendors will be asked to remove their belongings at the end of each Market (unless they would like to leave their Table in the Building for the next Market and that the Village has agreed to this). Vendors will also be required to remove and dispose of their garbage from the building.

I will clean the washroom and sweep/vacuum the Church main floor. Access to the top floor will be off-limits. I will need a small supply of the small garbage bags for the bathroom garbage can, along with a couple of large garbage bags and a couple of extra rolls of toilet paper for the bathroom. Elizabeth at the Village Office said there are several spare keys for the Toilet Paper Dispensers, and it would be helpful to have one of these copies stored in the Church storage room. (This storage room on the main floor needs to be cleaned out and organized, thus leaving room for tables & chairs, and cleaning supplies, should they need to be stored out of the way.)

From past VCC Minutes I have reviewed from 2019-2022, and in keeping with what I perceive from these Minutes as the Vibrant Community Commission Initiative Theme, the creation of a Community Market in Port Clements would create a financial & social benefit to our Community, as it will draw people into Port Clements, which will benefit other businesses, and provide a warm and inviting social gathering place for locals and visitors. An historical tourism component could be an added attraction to the Market as I am more than happy to create slide shows utilizing my many years of video and photographs with respect to St.

Mark's, the Millennium Park, the White Raven, the Golden Spruce Tree, Sunset Park & the Community Park.

The table rental fees will be given to the Village to pay for the use of the building for the short period of time 2x a month. What is hoped is that if there's only a handful of vendors for one Market, therefore not generating a reasonable fee for renting the building, that the next Market will draw more vendors, which in turn will generate enough fees to cover a reasonable rental fee.

I note that a few grants were applied for on behalf of the VCC during 2019-2022, but I cannot determine the status of these grants and whether any of the money that was applied for and received is left over which could be used for repairs/upgrades to the St. Mark's Building (lighting/electrical/heating), and perhaps some new folding plastic tables & chairs that would be easier to move and store when necessary.

I note that the Church's Altar is in dire need of restoration and preservation. Perhaps there is someone who could look at it and give the Village an idea as to what it would cost to repair/restore this antique piece of the Church's history.

I know there are other things to take into consideration, but for now, I appreciate your considering my request and I look forward to doing something positive for Port Clements.

Many thanks for your time & consideration.

Sincerely,
Elizabeth "Betty" Stewart
Vibrant Community Commission Member
250-922-5467

COPY

Vibrant Commission Report
November 6, 2023

For various reasons the Vibrant Commission project proposals for 2023 have been stalled. We will be requesting council extend our proposed projects to 2024. We will also be requesting that the funding for our projects be carried forward to 2024.

In order to pursue the projects we need clarification from the village on a number of issues.

Regarding Newcombe Ave project

Will the village by-laws allow an existing road allowance to be re purposed as a viewing/fire pit area. Our concern is that it may necessitate a change to the existing community plan. Or that it may require a re zoning application. Is so how does that proceed?

What does the village require in terms of infrastructure in place in order to proceed with the project. I.e. it has been pointed out that a culvert would be necessary to access from Jasper Ave. Are there any other infrastructure requirements? How do we ascertain this?

We think it is prudent to confirm the location of the property lines for the existing road allowance. How does this proceed?

If the project is able to go ahead we will be putting in a work order to move the 2 benches from the swimming beach to the proposed Newcombe Ave project. We feel that change rooms, a picnic table and the gazebo(now with seating capacity, thank you Wayne Hann) is overkill for one location and that money could be saved by using the benches for the new viewing area. Will this be possible?

Regarding St Mark's church

There has been discussion with village staff that insurance for events may be an issue. The language around the village insurance is confusing and may require clarification on a piecemeal basis. We hope that the staff is able to help us assist us with this. In particular, we are looking at music events, both ticketed or free admission. Also pop up thrift type shops which could be charitable or for profit. The church as a venue for weddings or other similar celebrations. Also, craft shows/sales.

If we are able to facilitate any of these events we would like to advertise that St Mark's church is available for those purposes. Does the village take the responsibility for such advertising or does the Vibrant Commission?

At the most recent meeting with village staff there was mention of the church needing a structural assessment before this can proceed. This has not been discussed before and if that is the case the Vibrant Commission would need to rethink this project, we do hope that this lovely little building can be a more vibrant part of the community and not left empty.

Regarding local signage

A work in progress.

Does the Vibrant Commission need to identify where the discussed signage would be placed or just put in a work order at the village office when we are ready?

G-6

Draft of Proposal for Future Vibrant Community Commission Projects

1. Request Council approve an amendment and extension of Seaview ramp funding and plan. Suggestion is more simple access to 2 or 3 waterfront spots, such as a simple set of stairs or a ramp. We propose that one is built beside the Rainbow Wharf and perhaps other spots too, as yet to be determined.
2. Beach access off Newcombe Avenue with a fire pit as well. Would require felling some trees and gravelling a path. We envision a picnic table also.
3. Local flavor signage for swim spot, gazebo, walking trail, museum, community park and playground etc. We would like this signage to be created by an artist local to Port Clements.
4. Revamping St. Mark's church plan to accommodate 3rd party rentals for pop up shops, coffee houses, musical events, community gatherings etc.
5. Landscaping/tidying up at Dyson corner. Local signage, tree planting and perhaps a perennial garden. Could also include a permanent display of some sort.

COPY

G-6

VILLAGE OF PORT CLEMENTS

COPY

BYLAW NO. 457, 2020

VIBRANT COMMUNITY COMMISSION BYLAW 457, 2020

WHEREAS the Council for the Village of Port Clements may, pursuant to section 143 of the *Community Charter*, establish commission to operate village services;

AND WHEREAS the Council for the Village of Port Clements, establishes a tourism service which will collaborate on economic development activities within the Village of Port Clements;

AND WHEREAS the Council of the Village of Port Clements deem it appropriate to establish a Vibrant Community Commission to provide this service;

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

1. ESTABLISHMENT

1.1 The Port Clements Vibrant Community Commission is hereby established.

2. DEFINITIONS

2.1 "**Council**" refers to the Council of the Village of Port Clements

2.2 "**Chief Administrative Officer**" means the person appointment by the Board as Chief Administrative Officer.

2.3 "**Commission**" means the Port Clements Vibrant Community Commission.

2.4 "**Commission member**" means a person who has been appointed by Council and has voting privileges on the Commission.

2.5 "**Province**" shall mean the Province of British Columbia.

2.6 "**Supervisory Responsibility**" means the responsibility to organize and oversee activities provided and conducted on or in connection with tourism which will collaborate on economic development that currently exist, or may come into existence, and shall have the power to conduct any form of tourism which will collaborate on economic development activity within the Village of Port Clements.

2.7 "**Village**" means the Village of Port Clements.

G-6

3. PURPOSE

- 3.1 The purpose of this commission is to all matters which relate to tourism which will collaborate on economic development, and to promote, expand, enhance and revitalize these opportunities and conditions in the Village of Port Clements.

4. MEMBERSHIP

- 4.1 The Commission shall consist of no more than five (5) members of the following composition:
- 4.1.1 At least one (1) member of the Commission shall be from Council, no more than (2) two.
- 4.1.2 The remaining members of the Commission shall be from interested community members of the Village who write in their interest in being a Commission Member to Council or are recommended to Council by existing Commission members.
- 4.2 Members in immediately adjacent unincorporated areas whose residence is no more than 2.5 km outside of Village boundaries are eligible to be members of the Commission.

5. APPOINTMENT

- 5.1 Members of the Commission shall be appointed by Council.
- 5.2 Members of the Commission shall be appointed to a one (1) year term.
- 5.3 Members of the Commission shall be eligible for reappointment to successive terms without limitation.
- 5.4 Each member of the Commission may appoint an alternate representative to service in his or her absence provided that the Village has been notified, in writing, of the appointment.
- 5.5 In the event of a vacancy between appointments due to death, resignation or termination, the vacancy shall be filled forthwith by the Commission subject to the approval of the Council.
- 5.6 The appointment of a Commission member may be rescinded at any time, for cause, by the resolution of Council.

6. PROCEDURE

- 6.1 The Chair and Vice Chair of the Commission shall be elected annually in the month of March by a majority vote of all Commission members.

- 6.2 A quorum of the Commission shall be the majority of its members.
- 6.3 All decisions of the Commission shall be made by a majority vote of the members present at the meeting, with each member having one vote.
- 6.4 Regular Commission meetings shall be:
- 6.4.1 Held at a publicly accessible building owned and managed by the municipality;
 - 6.4.2 Held at least six (6) times per annum at least every two (2) months; and
 - 6.4.3 Open to the public; and
 - 6.4.4 Conducted in accordance with the Council Procedure Bylaw #422-2015.
- 6.5 Special Commission meetings shall be:
- 6.5.1 Held at a publicly accessible building owned and managed by the municipality;
 - 6.5.2 Called by resolution of the Commission at a regular meeting; or
 - 6.5.3 Called at the request of two or more Commission members; and
 - 6.5.4 Open to the public, subject to section 6.7 below.
- 6.6 Notice of meetings, by such means as the Commission deems reasonable, shall be provided to members of the Commission and residents of the Village at least 48 hours in advance of a meeting.
- 6.7 All or part of a meeting may be closed to the public in accordance with the Council Procedure Bylaw #422-2015, and amendments thereto.
- 6.8 Where this bylaw and the Village of Port Clements Procedures Bylaw #422-2015, are silent, Robert's Rules of Order, newly revised, shall apply to the conduct of the Commission meetings.
- 6.9 Minutes shall be kept for all meetings of the Commission and a copy of such minutes shall be forwarded to the Council for their information.
- 6.10 If, without good reason or notice, any member of the Commission is absent from three (3) consecutive regular meetings the Chair may, upon a recommendation of the Commission, remove the member from the Commission and notify Council of this removal.

G-6

COPY

7. DELEGATION OF AUTHORITY

7.1 The powers delegated to the Commission, except as otherwise provided by the bylaw, shall include:

7.1.1 Supervisory responsibility over all tourism which will collaborate on economic development activity within the Village of Port Clements.

7.2 The Commission shall not exercise any powers, functions or responsibilities not expressly set out in this bylaw, as amended from time to time.

7.3 The Commission shall not, without Council's prior approval, expend any funds except as set forth in the approved budget and shall not enter into any undertaking, obligation, commitment, or liability that would cause the Commission's annual budget, as approved by Council, to be exceeded.

7.4 The Commission shall not undertake initiatives or commitments outside of their annual workplan that may be legally binding on the Commission or the Village without receiving prior approval of Council.

7.5 All funds receivable by the Commission shall be paid into the hands of the Chief Administrative Officer to be processed through the Village Office and deposit to the credit of the Village bank account. Accounts for authorized expenditures of the Commission shall be paid by the Chief Administrative Officer in the same manner as all other Village accounts.

8. REPORTING OBLIGATIONS

8.1 On or before February each year, the Commission shall prepare and submit to Council an annual budget, in a form satisfactory to the Chief Administrative Officer, and such annual budget shall be considered by Council and may be rejected or accepted, in whole or in part, at the Council's discretion.

8.2 On or before November of each year the Commission shall prepare and submit to Council an annual workplan for the upcoming year, in a form satisfactory to the Chief Administrative Officer, and such annual workplan shall be considered by Council and may be rejected or accepted, in whole or in part, at the Council's discretion.

8.3 On or before January 15th of each year the Chair will submit an annual report of the previous year activities of the Commission, in a form satisfactory to the Chief Administrative Officer, and such annual report shall be considered by the Council and may be rejected or accepted, in whole or in part, at the Council's discretion.

8.4 The Commission shall forward to the Chief Administrative Officer the agenda and minutes of all meetings of the Commission.

8.5 The Commission will communicate regularly and liaise with the Chief Administrative Officer representing the exercise of the Commission's powers, duties and functions, as specified in this bylaw.

8.6 The Commission will abide by all policies of the Village as adopted or amended by Council.

9. GENERAL

9.1 The title to any real property, equipment or chattels, leases and agreements of any kind, shall be registered in the name of the Village, and the same shall be the property of the Village and shall not be disposed of without the approval of Council.

9.2 All members of the Commission shall serve without remuneration, save and except to the extent the Commission members may be reimbursed for travel and out-of-pocket expenses in accordance with the policies of the Village, and that has been approved by the Commission prior to being undertaken.

9.3 To enable the Commission to perform its functions and to carry out its duties in accordance with the intent and purpose for which the Commission was established the Chief Administrative Officer may, whenever required and without the direct instruction of Council, give to the Commission such assistance as it may reasonably require or direct other Village staff to assist.

10. SCOPE OF BYLAW

10.1 For clarity, subject to the *Community Charter*, unless a power, duty or function of Council has been expressly delegated by this bylaw or another Village bylaw, as amended from time to time, all of the powers, duties and functions of Council will remain with Council.

11. SEVERABILITY

11.1 If any portion of this bylaw, as amended from time to time, is held to be invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this bylaw shall be deemed to have been adopted without the severed portion.

12. REPEAL

12.1 For certainty, the following Village bylaws are hereby repealed:

12.1.1 Port Clements Tourism Advisory Committee Bylaw No 406, 2013

13. CITATION

13.1 This Bylaw shall be cited for all purposes as the "Vibrant Community Commission Bylaw #457, 2020"


COPY


READ A FIRST TIME THIS 16 DAY OF MARCH 2020

READ A SECOND TIME THIS 16 DAY OF MARCH 2020

READ A THIRD TIME THIS 16 DAY OF MARCH 2020

FINALLY PASSED AND ADOPTED THIS 6 DAY OF APRIL 2020


Doug Daugert
MAYOR


Ruby Decock
CAO

CERTIFIED A TRUE COPY OF "ESTABLISHING A VIBRANT COMMUNITY
COMMISSION BYLAW #457, 2020"



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: January 22, 2024

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:

Increased work activities

It's that time of the year when the workload for staff increases. Winter weather conditions have resulted in additional work activities, especially for the Public Works department. Simultaneously, Admin staff fulfill requirements from funding agencies, government departments, and individuals.

Water Reserves Adversely Affected

The cold weather conditions have had a negative impact on the Village water reserves. On January 16, 2024, a public notice informed the community of the increased demand for water, while the recovery rate from the wells was not keeping up with the demand. The public was asked to implement conservation measures aimed at stemming the outflow. The following day, the record showed that conditions deteriorated. This time, the Village's public notice was more stringent. In addition, the Haida Gwaii Emergency Notification System was activated with the aim of expanding the reach of Port Clements residents. As of January 19th, the records showed an improvement in the recovery rate, and we are hopeful that the improvement will continue.

Introducing new Public Works Staff- Miles Christen

Emergency Operations Centre Training

The Ministry of Emergency Management & Climate Readiness has selected Village of Port Clements to host in person Emergency Operations Centre Essentials training session. This exercise will be delivered by the Justice Institute of BC. The training session is scheduled for March 6 & 7, 2024, and participants are expected from other communities on Haida Gwaii.

Contribution Agreements

Union of BC Municipalities

The Village was successful in its grant application for funding for the Port Clements Fire department. The grant amount of \$29,443.00 will be used to purchase outer gear for members of the Fire Department.

R-1

Provincial Legislation

The Emergency and Disaster Management Act.

The Emergency and Disaster Management Act came into effect in December 2023. It replaces the Emergency Programme Act. The new act includes establishing agreements between First Nations and other authorities to help advance shared decisions making and co-ordinations.

The province is providing funding to Municipalities, First Nations, and Regional Districts to support capacity needs, relationship building and collaboration through the Indigenous Engagement Requirements Funding Programme. The Village will receive \$40,000.00 to be used for the project. The duration of the programme is January 2024 to March 31, 2025, and there are requirements to be met within certain timelines.

Critical Infrastructure

(i) **Sewage Lagoon:** The tender for the construction of the lagoon is expected to be issued before the end of January 2024.

(ii) **Water System Upgrade**

Well # 3 Outfitting

The contract to complete the outfitting of Well # 3 has been awarded to Canadian Western Mechanical. The company will be responsible for the civil work of installation and the associated electrical and piping connections to the existing water system. Work is expected to begin soon.

Other Capital Projects:

The following projects are scheduled to be completed in 2024 based on the funding agencies stipulations.

- **Sunset Park Revitalization** - Completion date - March 2024. The project is substantially completed. A Sunset Park brochure featuring the trail, campground and other facilities has been created.
- **Community Park Upgrade:** Completion date - March 2024. Most of the work is completed. However, work on the fencing and other areas needs to be completed before March 31st.
- **Public Works Yard:** Completion date- November 2024 - Due to workload pressures, Public Works staff has not been able to make any progress lately.

Finance:

- Continue to work as usual on payroll, accounts payable and receivable, bank reconciliation and month end reports.
- Preparing for end of year audit in which an external audit team comes in to review and verify the Village Financial records.

Respectfully submitted

Marjorie Dobson, CAO

R-1

Elizabeth Cumming

Subject:

FW: Report on Dec. 23, 2023 Christmas Market & Request to Use St. Mark's Church for a Community Market

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

From: Elizabeth Stewart <st6an7g5@qcislands.ca>

Sent: Sunday, January 14, 2024 7:09 PM

To: Office <office@portclements.ca>; CAO <cao@portclements.ca>; Elizabeth Cumming <deputy@portclements.ca>

Subject: Report on Dec. 23, 2023 Christmas Market & Request to Use St. Mark's Church for a Community Market

Dear Mayor, Council & Administration:

REPORT TO COUNCIL RE DECEMBER 23, 2023 CHRISTMAS MARKET:

I am pleased to say that the December 23, 2023 Christmas Market at St. Mark's Church was a big success!

Seven Vendors displayed a variety of their products for sale, which included baked goodies; locally-made knit & crocheted clothing, blankets & giftware; locally-produced kitchenware & jewellery; Christmas-themed ornaments; miscellaneous collectible goods; locally-produced jams & preserves; hand-painted artwork; gourmet marshmallow treats; and fishing & hunting gear.

Approximately 69 people visited the Market that day, many of which had never been inside St. Mark's Church. Vendors & Visitors were quite pleased with the fact that this now 111 year-old building was being used for this type of Venue and several asked if events such as this are planned for St. Mark's in the future. Some words used to describe this space were "cozy", "welcoming", "lovely", "warm", "inviting", "perfect".

10 Door Prizes were donated from 8 generous businesses/people:

\$250.00 Gift Card from Skidegate Co-op;

Ducks Unlimited Watch (Anonymous)

\$50.00 Gift Certificate from the Axe & Anchor

3 x Azalea Bushes from City Centre

\$100.00 Gift Certificate from Charters

Aloe Vera Plant (Anonymous)

Booster Cable Set from Napa

Kids' Loader Truck Toy from Bayview Market

Visitors & Vendors were pleasantly entertained with a Video of a St.

Mark's Christmas Carol Service from 2001 and a Slide-Show of the First Phase of Restoration of the Church when work began in 1999.

A table was set up in the middle of the Church displaying several Christmas Ornaments for Sale by Donation, with proceeds (\$79.00) going to the next (2024) Mud Bog Event in Memory of Craig Beachy. Free Hot Chocolate, Crabapple Cider & Candy Canes donated by Grandma Betty's Variety Shoppe were enjoyed by Vendors & Visitors alike.

Several people came together to organize, set up & tear down for this Event. A big thank-you goes out to:

- The Village of Port Clements Council & Administration for providing the use of St. Mark's at no cost;

- Sean O'Donoghue - for getting the Propane Heater working - this made a huge difference to the comfort of the Vendors & Visitors;
- Ruth Bellamy; Dennis, Debbie & Paul Reindl; Greg Stewart; Mary Standbridge; Sharon Petitpas; Doug & Linda Louis - For the tasks of moving & setup/tear down of tables, chairs & pews, cleaning, decorating & undecorating the Church, distribution of door prize tickets, assisting with the Christmas Ornament Donation Table, setting up the Video & Slide Show Display, picking up and distribution of Door Prizes, and more.

All in all, it was an Event enjoyed by many!

[note: original email separated out into two parts
as one section was report + other was request]

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