



The Village of  
**PORT CLEMENTS**  
“Gateway to the Wilderness”

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

7:00 PM Regular Meeting of Council, Monday, June 20<sup>th</sup>, 2022

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**  
M-1—June 6<sup>th</sup>, 2022, Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**  
C-1—INFO— May Board Highlights – North Coast Regional District  
C-2—INFO— Vegetation Crews Working – BC Hydro  
C-3—REQUEST/INVITATION— Townhall for Federal Funding for Rural Communities- Damien Kurek, MP & Jacques Gourde, MP  
C-4—INVITATION—Virtual Focus Group BC Building Code Requirements – Dan Coulter, Secretary for Accessibility
6. **FINANCE**  
F-1—2021 State of Financial Information (SOFI) Report  
*Recommended motion: THAT Council approves the 2021 Statement of Financial Information Report*
7. **GOVERNMENT**  
G-1— Golden Spruce Trail Extension Study  
G-2-- Water Treatment Plan Upgrade – Well #3 Outfitting & Connection
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**  
R-1—INFO -- Regular Report on Current Operations – CAO Marjorie Dobson  
R-2—INFO—Official Community Plan Framework
10. **ACTION ITEMS**  
A-1—Action Items List
11. **QUESTIONS FROM THE PUBLIC & PRESS**
12. **IN-CAMERA**
13. **ADJOURNMENT**



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**Minutes of the Regular Meeting of Council, Monday, June 6<sup>th</sup>, 2022**

**Present:**

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

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: Kaitlyn Bailey (press), Dale Lore

**Meeting Called to Order at 7:01 PM**

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

**1. ADOPT AGENDA**

2022-06-155—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council adopts the June 6, 2022, Regular Council Meeting Agenda as presented with the correction of the heading date of 'June 6' instead of the incorrect 'May 16'.

**CARRIED**

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

**3. MINUTES**

M-1—May 16<sup>th</sup>, 2022, Regular Council Meeting Minutes

2022-06-156—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council adopts the May 16<sup>th</sup>, 2022, Regular council Meeting Minutes as presented.

**CARRIED**

M-2—May 27<sup>th</sup>, 2022, Special Council Meeting Minutes

2022-06-157—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council adopts the May 27<sup>th</sup>, 2022, Special Council Meeting Minutes.

**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE**

C-1—INFO—Name Change to 'Village of Daajing Giids' in progress – Village of Queen Charlotte

2022-06-158—Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT council receives from the Village of Port Clements information of their name change to 'Village of Daajing Giids' being in progress.

**CARRIED**

C-2—INFO/COMMUNICATION— Haida Gwaii Paramedics -- MLA Jennifer Rice

11-1

2022-06-159—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the letter to Haida Gwaii Paramedics from MLA Jennifer Rice.  
**CARRIED**

C-3—REQUEST—Request for Support for Request to increase BC Ferries sailings – Haida Gwaii Protocol Table  
2022-06-160—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council supports the letter from the Haida Gwaii Protocol Table and authorizes Mayor Daugert to sign  
it on behalf of the Village of Port Clements.  
**CARRIED**

C-4—REQUEST—Interview/Introduction with Councillor—Kaitlyn Bailey, Black Press Media  
2022-06-161—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council receives the interview/introduction request from Kaitlyn Bailey with Black Press Media.  
**CARRIED**

**6. FINANCE**

**7. GOVERNMENT**

G-1—Credit Card Limit Increase – Deputy CAO Elizabeth Cumming  
2022-06-162—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould  
THAT Council requests an increase of its credit limit for its credit card account with Collabria to \$70,000.  
**CARRIED**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

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

*Mayor Daugert:* Received a very nice thank you card from the class that they attended to show at least basics of municipal governance to the younger students in the Port Clements Elementary School. On May 19<sup>th</sup> held an in-camera Misty Isles Economic Development Society meeting to discuss pending issues. On May 25<sup>th</sup> attended climate action plan webinar hosted by the Province (got very little information out of it), also attended the first in-person All-Islands Protocol Table meeting in 2 years, nice to re-establish relationships with Haida leadership to discuss common goals (one idea proposed was an All-Island Spring Cleanup altogether on the same days with bins in every community, proposed by Daajing Gids/Queen Charlotte, referred to the CAOs to work on). On May 27<sup>th</sup> attended a Northwest Hospital District Meeting online, intended to attend in person but fell ill and phoned in instead. It had a very long in-camera session around future visions of service delivery from staff, staff requirement is an ongoing problem and staff do not appear to understand all the difficulties of transporting patients to other communities in the North, especially in wintertime. Once again, they talked about having specialized centres in Prince Rupert, trauma centre in Terrace, might have some other specialty in Kitimat and Prince George. It was pointed out that this was a difficult model because it was asking people to travel in some of the worst conditions at the worst time of year for it, for both patients on Haida Gwaii and the central coast that need to get to these locations and face the same challenges. If they go to specialized services in different communities, are they going to be transporting people from Terrace to Prince Rupert? It is concerning that they do not recognize the difficulties with transportation when they seem to recognize how difficult it is for them to transport a staff member to Haida Gwaii for chemotherapy services. The local directors are keeping the pressure on and reminding them, but it is almost built into the system that they are centred to where they are than what would be useful for managing the healthcare system. On May 27<sup>th</sup> attended North Coast Regional District meeting online, discussion on items that were not relevant to Haida Gwaii/Port Clements, though they asked for letter for increased ferry service and a land application from within Masset that affects us in retaining a Masset business – amendment to their water lot to include all their infrastructure with fish processing facility. On May 31<sup>st</sup> attended All-Island Emergency Management Committee Meeting online, was an interesting meeting but was quite a large meeting, and difficult to make out conversations due to sidebar conversations.

27-1

*Councillor Falconbridge:* Attended the All-Island Emergency Management Planning Committee meeting. Lots of good conversation, discussion for consideration for switching from ePact to a new service provider, Buoyant, for notification system – Old Masset seems to be directing that, as well Old Masset is looking at alternative exit routes and setting up their own evacuation centre for their emergency response. When it comes to off-island medical services, if things cannot be arranged to occur in Prince Rupert (with the specialists/equipment timing) then they have to go to Prince George – medical covers the cost of travel but they do not cover the cost of lost wages. We have a low population (<4000) we are unlikely to ever get the CAT scan machine or MRI machine, or even if we had it, we cannot keep the staff here as there is not full-time demand for it. Junior Canadian Ranger Patrol is available for assistance during emergencies for the Village.

*Councillor Gould:* NDI and VIRT meetings upcoming. Involved with and checked out campground work and sewer lagoon projects there.

*Councillor Whitney-Gould:* Attended the Special Meeting regarding the bird tower on May 27<sup>th</sup>. Had a meeting with CAO Marjorie on the Seaview Ramp project regarding options/ideas. Saw more work done at the swimming hole: the outhouse is installed, new gazebo is not yet in place but is onsite, swimshack is in place. They got positive feedback from neighbours to the swimming hole. The Vibrant Community Commission has advertised for new members as the membership has gone down to very few – they are asking for people to put their names forward. Back when the Vice-premier was on Island a few months ago, they had asked about getting crosswalks in town, recently the Ministry of Transportation sent a rep to meet with staff at the end of May to talk about getting crosswalks in place. The main problem they have with them in getting them placed in front of Bayview Market is the visibility requirements before and after a crosswalk. They discussed consideration for making the speed limit 30km in town, which may help with that. Took them on a tour to view three sites that were considered for a crosswalk possibility, but one is not viable due to visibility and driveways. The ministry is going to be putting in a data board to reflect the amount of traffic and do a full review and assessment of the movement in Port Clements – she pushed them to not just look at past data for determining their ability to move forward, but to look at current data and alternatives. To consider that we have no sidewalks in town and that is an exacerbating factor for need for crosswalks. Their rep was open to working with the community on the issue. She communicated unhappiness on the outcome so far on crosswalks. They identified that it will take about year before real changes could happen; impression that in next few months they would connect back with the Village on this.

*Councillor Cumming:* Attended the Special Council Meeting on May 27<sup>th</sup>, attended All-Island Emergency Management Committee meeting, attended a Recreation Commission meeting on June 2<sup>nd</sup>. Big focus was on Canada Day Weekend at end of the month, with another meeting to confirm everything on the 16<sup>th</sup> and hoping to have a celebration on weekend of July 2/3. Watch for a post on the Village's Facebook feed tomorrow. Seeing good numbers at Village Information Centre, numbers comparable with 2018/2019 visitor rates.

2022-06-163—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives R-1 and verbal reports from Council and CAO Dobson.  
**CARRIED**

R-2—INFO—M&B Subdivision/Official Community Plan – CAO Marjorie Dobson  
2022-06-164—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the M&B Subdivision/Official Community Plan report from CAO Marjorie Dobson.  
**CARRIED**

## 10. ACTION ITEMS

A-1—Action Items List

## 11. QUESTIONS FROM THE PUBLIC & PRESS

**Question – Dale Lore:** There are 17 communities without any crosswalks in BC. Without crosswalks it makes it illegal to cross the street in Port Clements – it is jaywalking – and in front of Bayview market is a prime area for an accident to occur. How can it be this difficult to get crosswalks?

**Answer:** For it to be jaywalking to cross the street outside of a crosswalk it would need to be a provision in bylaw, it is not illegal to cross the road otherwise.

**Question – Dale Lore:** Regarding the M+B Subdivision, he would be willing to go into a public-private partnership to develop the thing. It has to be done, it is a wonderful opportunity, no other community on Island has this much land to develop where they could put assisted living; Councils have gone 18 years doing their best to prevent the community from declining but failing to grow the community. Council's first job is to grow the community, their second job is to sustain it and their third job is to keep the community from going to hell. It is not rocket science to develop it, Council just needs to set the framework.

**Answer:** It is capital from capitalists and business that grows the community, though politicians can pave the way to get the ball rolling. While the public-private partnership idea has worked in some places, they would like to see what all the options are for them to consider first. The Village did engage in such a public-private partnership for the development of the container port in the Village and that relationship did not work, did not materialize the port.

**Question – Dale Lore:** Council vs. Canada Days. He talked with his Haida Connections, Council of the Haida Nation, and they basically looks at Port Clements as a Village that was a strong friend to make things right (we were in court for them). They look at us calling them to see if we should change the name – changing the name does not change anything, does not change the relationship. They look at us, if we go this route, as someone they thought as a strong friend as now rolling over.

**Answer:** We have not yet received a response to our letter to the Council of the Haida Nation and hereditary chiefs.

**Question – Dale Lore:** Councillor Falconbridge, are you a member of the Fire Department? I spent 5 years with the Fire Department – we used to do the fireworks, the big thing for Halloween, the big thing for Canada Days – putting something back in the community, and in return the community put a fair chunk of money into the Fire Department. They are putting even more money now. We are now in a time where everyone wants to see Canada Days go ahead, but nobody wants to do any work. The very people who want to see logger sports, want to see this, want to see that – the volunteers who did the mudbog do not want to do it, the volunteers who did the hamburgers do not want to do the hamburgers. These things do not happen because people are watching, they happened because people in the community did things to make things happen – we are not seeing that, and it is very annoying and depressing. Many of our volunteers have died in the last little while and have not been replaced. People who sit there and have their fun; it's not the same things as the other emergency services who are depended on every day. The Fire Department is used once in a blue moon – we need them, but the same value is not there day to day as with the other emergency services. This community puts money into the Fire Department – what is coming back from the Fire Department? Nothing and he finds it distressing. We used to be a community of volunteers – what happened? Why is it that everyone wants all these things to entertain them, but no one is willing to step up to the plate to do them? We cannot do these things without people putting in the effort into the community and it is not happening right now.

**Answer:** Councillor Falconbridge has been a member of the Fire Department for 14 years. Volunteer burnout has been an issue all over the place; it is a systematic, socio-cultural issue that is province-wide, Canada-wide, North America-wide, it is not specific to just Port Clements. The volunteers available are aging, and not sure why younger volunteers are not stepping up. Some people are volunteering for many things, but no one else stepping up in the community is an issue. The Firefighters have been involved in events for their fundraising activities, where traditionally they used that money to supplement the money received from the Village to fund equipment. Much of the equipment, such as the tankers, are hard to find and very costly. COVID also shut down all the volunteers and volunteer activity; it has been three years and some people have forgotten to be involved/moved on. This year may be scaled down Canada Days, but hopefully next year things will resume as normal. It takes time and notice for the mud bog to assemble; it takes time to get supplies in. There is equipment available to run things, that people can use.

The Recreation Commission got a slow start to organizing their events/activities due to the ongoing pandemic, and not knowing until April if they were even able to hold any events. The omicron variant of

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COVID arrived on Island at the beginning of 2022, and created a surge in COVID cases on Island, more than the previous case volumes. The advance noticed needed for many of the expected activities was not there, so they are looking at a reduced event. Efforts are being worked on for the potential for a parade, and the Commission hopes to have an update out to allay questions about it.

**Question – Kaitlyn Bailey:** Would love to meet with anyone willing to meet to discuss what is important to the community and what is happening in the community.

**Answer:** It would be easier to schedule a meeting closer to when she is on Island. During that time, Mayor Daugert will be around town and Councillors have identified willingness/availability.

**12. IN-CAMERA**

**13. ADJOURNMENT**

2022-06-164—Moved by Councillor Falconbridge  
THAT Council adjourns this meeting at 8:11 PM.  
CARRIED

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Mayor Doug Daugert

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CAO Marjorie Dobson

11-1



## Board Highlights

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May 27, 2022

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### Delegation:

Nick Adey of the Skeena Motocross Association provided an overview of possible locations for off-road motocross and discussed plans to incorporate as a society. The Chair of the Board thanked Mr. Adey for his delegation.

### Board Business:

1. The Board resolved to approve the Draft 2021 NCRD Audited Financial Statements.
2. The Board resolved to begin conversations with Citywest to explore a proposal for last mile service for the District of Port Edward.
3. The Board resolved to appoint Director Nobels (Electoral Area A), Director Bergman (Electoral Area C), Director Olsen (Village of Queen Charlotte), and Director Pages (Village of Masset) to the Northern Health Authority's Healthy Communities Integration Committee.
4. The Board resolved to send a letter of support to the BC Commercial Fishing Association regarding a labour market study for the commercial fishing sector.
5. The Board resolved to enter into separate cost sharing agreements with School District 50 and School District 52 for the conduct of 2022 local government elections.
6. The Board resolved to prepare an application for the Sandspit Trail Development project in the amount of \$341,982.
7. The Board resolved to send a letter to the BC Electoral Area Boundaries Commission opposing expanding the North Coast riding.
8. The Board resolved to request a meeting with Minister Osborne, Minister of Land, Water and Resource Stewardship to discuss the state of BC commercial fisheries and invite regional districts with coastal communities to this meeting.
9. The Board resolved to enter into agreement with 101 Industries for the completion of the Regional Recycling Depot Roof Replacement project.

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

## Elizabeth Cumming

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**Subject:** FW: Electricity Interruptions in Port Clements

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**From:** Mosure, David <[Dave.Mosure@bchydro.com](mailto:Dave.Mosure@bchydro.com)>  
**Sent:** June-10-22 8:21 AM  
**To:** CAO <[cao@portclements.ca](mailto:cao@portclements.ca)>  
**Cc:** [jennifer.rice.MLA@leg.bc.ca](mailto:jennifer.rice.MLA@leg.bc.ca)  
**Subject:** RE: Electricity Interruptions in Port Clements

Hi again Marjorie,

I received a little more information on this and wanted to pass it along.

We currently have three vegetation crews on the island working on the line between Masset and Port Clements. There are 170 hazard trees in the job that we are currently removing. The trees in the images were removed during the scheduled power outage June 4<sup>th</sup> 4:00am-10:00am.

We estimate the crews will be finished the hazard tree removal and vegetation clearing of the line by July.

Regards,  
Dave

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**From:** Mosure, David  
**Sent:** 2022, June 10 8:08 AM  
**To:** CAO <[cao@portclements.ca](mailto:cao@portclements.ca)>  
**Cc:** [jennifer.rice.MLA@leg.bc.ca](mailto:jennifer.rice.MLA@leg.bc.ca)  
**Subject:** RE: Electricity Interruptions in Port Clements

Good morning Marjorie,

Our vegetation maintenance team advises these particular trees were cut down this past Saturday.

Again, my sincere thanks for bringing this to our attention. In this case we were in step, but please continue to forward anything you are made aware of. We appreciate the extra eyes out there as we can't be everywhere all the time.

Have a great weekend,  
Dave

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**From:** Mosure, David  
**Sent:** 2022, June 08 3:53 PM  
**To:** CAO <[cao@portclements.ca](mailto:cao@portclements.ca)>  
**Cc:** [jennifer.rice.MLA@leg.bc.ca](mailto:jennifer.rice.MLA@leg.bc.ca)  
**Subject:** RE: Electricity Interruptions in Port Clements

Hi Marjorie,

I wish I could say all is well, but I'm on the mend after picking the door prize at NCLGA in Fort St. John. My very own dose of COVID-19. Can't say I recommend the experience and would suggest passing if you're ever afforded the opportunity.



I hope you and yours are doing better than I.

Thank you so much for the letter and the details included. I am forwarding this to our vegetation maintenance team immediately. Please do not hesitate to send this type of info to me if you so choose. I will action it right away.

Sincerely,  
Dave

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**From:** CAO <cao@portclements.ca>  
**Sent:** 2022, June 08 3:47 PM  
**To:** Mosure, David <Dave.Mosure@bchydro.com>  
**Cc:** jennifer.rice.MLA@leg.bc.ca  
**Subject:** [External] Electricity Interruptions in Port Clements

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**Security Risk Assessment: Use Caution**

The email is from <cao@portclements.ca> with a friendly name of CAO <cao@portclements.ca>

**DO NOT click on links or open attachments unless you trust the sender and are expecting the link or attachment.**  
**If you suspect this message to be phishing, please report it to BC Hydro Phishing Support**

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Hi Dave

I hope that this email finds you well.  
Please see attached regarding follow-up to Electricity Interruptions in Port Clements.

Sincerely

Marjorie Dobson  
Chief Administrative Officer  
Village of Port Clements  
Box 198, Port Clements  
BC, V0T 1R0  
Phone: 250-557-4295  
Fax: 250-557-4568



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MAYOR DOUGLAS DAUGERT  
PO BOX 198 36 CEDAR AVE. WEST  
PORT CLEMENTS BC V0T 1R0

Ottawa, June 2022

Dear MAYOR DOUGLAS DAUGERT and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), M.P. Kurek at [damien.kurek@parl.gc.ca](mailto:damien.kurek@parl.gc.ca), or M.P. Gourde at [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Thank you for your time.

Shannon Stubbs, M.P.  
Shadow Minister for Rural Economic Development  
and Rural Broadband Strategy  
Lakeland

Damien C. Kurek, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Battle River—Crowfoot

Jacques Gourde, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Lévis—Lotbinière

C-3



MAYOR DOUGLAS DAUGERT  
PO BOX 198 36 CEDAR AVE. WEST  
PORT CLEMENTS BC V0T 1R0

Ottawa, Juin 2022

Madame. Monsieur, MAYOR DOUGLAS DAUGERT et Conseil,

La contribution économique des collectivités rurales est indissociable de la réussite du Canada. Les régions rurales comptent de nombreuses industries clés comme la fabrication, la foresterie, l'agriculture et l'énergie.

Or, les municipalités comptant moins de 20 000 résidents reçoivent moins de soutien du gouvernement fédéral que les municipalités plus grandes. Les déboulements administratifs et certaines exigences en matière de présentation de demandes ont une incidence disproportionnée sur les petites collectivités, même si elles comptent peu d'employés.

C'est une situation injuste qu'il faut régler de toute urgence. Ainsi, la ministre conservatrice du Cabinet fantôme responsable du développement économique rural et de la stratégie sur la large bande rurale, la députée Shannon Stubbs, de même que deux autres ministres du Cabinet fantôme, les députés Damien Kurek et Jacques Gourde, souhaitent tenir une séance de discussion avec vous afin d'aborder la question du financement fédéral des collectivités rurales.

Les Canadiens des régions rurales doivent faire front commun, de sorte que l'ensemble des collectivités rurales du Canada bénéficient d'un financement plus juste et plus robuste.

Il est primordial, pour favoriser notre économie, que le gouvernement fédéral soit au service de tous, peu importe où ils vivent. Il faut faire entendre la voix des Canadiens des régions rurales. Nous vous prions de nous faire part des trois enjeux les plus importants ayant une incidence sur votre développement économique, en tant que collectivité rurale. Nous utiliserons ces commentaires pour veiller à ce que notre travail pour les régions rurales du Canada soit le plus efficace possible. Vos commentaires nous aideront également à établir l'ordre du jour de la séance de discussion que nous proposons. C'est une excellente occasion de faire du réseautage, de faire connaître vos priorités et de trouver des solutions aux défis que nous devons relever.

Nous attendons de vos nouvelles. Si vous souhaitez participer à notre forum, veuillez envoyer un courriel à la députée Shannon Stubbs à [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), au député Damien Kurek à [damien.kurek@pal.gc.ca](mailto:damien.kurek@pal.gc.ca) ou au député Jacques Gourde à [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Nous vous remercions de votre collaboration.

Sincères salutations,

Shannon Stubbs, députée de Lakeland Ministre du Cabinet fantôme responsable du développement économique rural et de la stratégie sur la large bande rurale

Damien C. Kurek, député de Battle River—Crowfoot

Jacques Gourde, député de Lévis—Lotbinière

## Elizabeth Cumming

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**From:** OHCS BSSB Public Review OHCS:EX <BSSB.public.review@gov.bc.ca>  
**Sent:** June-14-22 1:23 PM  
**To:** OHCS BSSB Public Review OHCS:EX  
**Subject:** Invite: BC Building Code Accessibility Focus Group (LG Officials)

Dear Local Government Officials:

I am writing to invite your organization to attend a virtual focus group discussion about how BC Building Code requirements may be improved to make new buildings more accessible.

This engagement follows the fall 2021 public engagement where I invited British Columbians to complete an online survey on accessibility in new buildings.

The purpose of this focus group session is to deepen our understanding of the feedback received to help inform the development of enhanced BC Building Code changes to support all people to navigate new buildings safely.

**Note:** A separate engagement session with First Nations and organizations representing Indigenous Peoples is planned for the fall 2022. A separate invitation will be provided.

Two virtual focus group sessions are planned to occur on June 29 from 12:30 pm to 3:00 pm and June 30 from 10:00 am to 12:30 pm. Each session will offer discussion on the following breakout group topics.

| Topics                 | Objectives  |
|------------------------|---|
| Accessibility Features | Identify opportunities to enhance functional accessibility features to improve accessibility for people navigating new buildings.                       |
| Adaptable Buildings    | Identify opportunities for homes to be designed and built to be more easily and cost-effectively changed to meet peoples' evolving accessibility needs. |
| Safe Evacuation        | Identify changes to the BC Building Code that could enhance safe evacuation from new buildings.   |
| Visitable Buildings    | Identify enhanced standards that would help make new buildings more visitable.  |

If your organization would like to take part, please nominate a participant. To deepen the understanding of feedback collected, it would be ideal to nominate the person who responded to the fall survey and/or a person living with a disability. This request is provided as guidance to support inclusion of perspectives from people with lived experience. To support fluid discussions and time to hear all perspectives, a maximum of one participant per organization is requested.

I understand that some organizations may want to attend multiple topics, or some won't have the availability or capacity to attend a focus group. To make sure we receive your input, we will accept written feedback in response to specific questions related to the topics identified, until June 30, 2022.

**Registration for nominees will close June 20 at 4:00 pm and is on a first-come basis. Please note we are unable to guarantee registration in selected breakout groups, as space is limited.**

To register, please visit [BC Building Code accessibility event poll](#) to:

- Provide the name and email address of your nominee,
- Indicate whether they wish to attend a virtual session or submit written feedback,
- Request the preferred date and breakout group topic they would like to attend, and
- Note any accessibility requirements, such as an ASL translator.

Upon receipt of your nominee, we will send them background information in advance to support discussions as well as the virtual Zoom invite.

Focus group sessions will conclude the initial public engagement phase for how BC Building Code accessibility requirements may be improved. The next step will involve ministry staff working with construction industry representatives to develop proposed changes that will be published for a final public review, prior to adoption in the next BC Building Code.

If you have any questions or would prefer to provide the required information by email or phone, please contact Kate Rollheiser, with Elevate Consulting, by email to [Kate@elevateconsulting.ca](mailto:Kate@elevateconsulting.ca) or call 250-858-1307.

Thank you for considering this invitation. I look forward to meeting with your organization.

Yours truly,

Dan Coulter  
Parliamentary Secretary for Accessibility

**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.



**2021 STATEMENT OF FINANCIAL  
INFORMATION  
FOR THE  
VILLAGE OF PORT CLEMENTS**

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# 2021 Audited Financial Statements

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**Village of Port Clements**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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## MANAGEMENT'S RESPONSIBILITY

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

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

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

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

---

May 1, 2022  
Port Clements, British Columbia

## INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council,  
Village of Port Clements

### Opinion

We have audited the financial statements of Village of Port Clements, which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Village of Port Clements as at December 31, 2021, and its financial performance and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

### Basis for Opinion

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

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

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

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

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

## INDEPENDENT AUDITOR'S REPORT (continued)

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

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

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

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

May 1, 2022  
Prince George, British Columbia

FBB Chartered Professional Accountants LLP

**Village of Port Clements**  
**Consolidated Statement of Financial Position**  
**As at December 31, 2021**

|   | <u>2021</u>          | <u>2020</u><br>(restated) |
|---|----------------------|---------------------------|
| <b>Financial assets</b>                           |                      |                           |
| Cash and investments                              | \$ 6,175,484         | \$ 5,921,245              |
| Taxes and accounts receivable (note 2)            | 122,909              | 269,503                   |
|   | <u>6,298,393</u>     | <u>6,190,748</u>          |
| <b>Financial Liabilities</b>                      |                      |                           |
| Accounts payable and accrued liabilities (note 3) | 50,790               | 99,345                    |
| Liability for contaminated site (note 13)         | 3,425,832            | 3,425,832                 |
| Deferred revenue (note 4)                         | 499,603              | 533,041                   |
|   | <u>3,976,225</u>     | <u>4,058,218</u>          |
| <b>Net financial assets</b>                       | <u>2,322,168</u>     | <u>2,132,530</u>          |
| <b>Non-financial assets</b>                       |                      |                           |
| Property acquired for taxes                       | 9,202                | 16,859                    |
| Prepaid expenses                                  | 22,076               | 17,594                    |
| Tangible capital assets (note 5)                  | 8,697,282            | 8,773,712                 |
|   | <u>8,728,560</u>     | <u>8,808,165</u>          |
| <b>Accumulated Surplus (note 8)</b>               | <u>\$ 11,050,728</u> | <u>\$ 10,940,695</u>      |

Approved by the Mayor and Council

Day L R Dagit  
Brigid Cumming

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**Village of Port Clements**  
**Consolidated Statement of Operations**  
**For the year ended December 31, 2021**

|   | 2021<br>Budget<br>(unaudited) | 2021<br>Actual       | 2020<br>Actual       |
|---|-------------------------------|----------------------|----------------------|
| <b>Revenue</b>  |                               |                      |                      |
| Property taxes  | \$ 202,300                    | \$ 202,366           | \$ 204,281           |
| Grants in lieu  | 8,730                         | 8,766                | 7,847                |
| Sale of services  | 31,675                        | 2,379                | 4,861                |
| Revenue from own sources                                | 210,450                       | 236,797              | 220,740              |
| Multi-purpose building rental                           | 10,200                        | 11,900               | 11,131               |
| Unconditional grants                                    | 425,000                       | 389,000              | 425,979              |
| Conditional grants                                      | 1,486,600                     | 387,678              | 1,008,900            |
| Interest and penalties on taxes and user fees           | 2,350                         | 49,276               | 154,406              |
| Collections for other agencies                          | 171,607                       | 194,042              | 171,951              |
|   | <u>2,548,912</u>              | <u>1,482,204</u>     | <u>2,210,096</u>     |
| <b>Expenses</b>   |                               |                      |                      |
| Legislative   | 31,150                        | 26,435               | 21,009               |
| General administration                                  | 336,950                       | 307,757              | 382,154              |
| Emergency services                                      | 22,000                        | 10,086               | 3,376                |
| Protective services                                     | 54,100                        | 43,092               | 42,274               |
| Common services   | 47,050                        | 51,331               | 32,590               |
| Wharf   | 11,600                        | 5,060                | 324,301              |
| Small craft harbour                                     | 14,700                        | 10,467               | 33,235               |
| Roads and public works                                  | 71,050                        | 60,486               | 49,956               |
| Economic development                                    | 18,500                        | 242,320              | 108,828              |
| Parks, recreation and tourism                           | 61,300                        | 56,731               | 60,427               |
| Water and sewer utility operations                      | 180,000                       | 140,900              | 115,798              |
| Multi-purpose building maintenance                      | 65,000                        | 54,180               | 59,298               |
| Fiscal services   | 2,100                         | 2,109                | 1,766                |
| Amortization  | 126,000                       | 167,176              | 158,762              |
| Payments to other agencies                              | 171,607                       | 194,041              | 171,664              |
|   | <u>1,213,107</u>              | <u>1,372,171</u>     | <u>1,565,438</u>     |
| <b>Annual Surplus</b>                                   | <u>1,335,805</u>              | 110,033              | 644,658              |
| <b>Accumulated surplus, beginning of year (Note 17)</b> |                               | <u>10,940,695</u>    | <u>10,296,037</u>    |
| <b>Accumulated surplus, end of year (Note 8)</b>        |                               | <u>\$ 11,050,728</u> | <u>\$ 10,940,695</u> |

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## Village of Port Clements

### Consolidated Statement of Changes in Net Financial Assets For the year ended December 31, 2021

|   | 2021<br>Budget<br>(unaudited) | 2021<br>Actual      | 2020<br>Actual      |
|---|-------------------------------|---------------------|---------------------|
| Annual surplus                          | \$ 1,335,805                  | \$ 110,033          | \$ 644,658          |
| Amortization                            | -                             | 167,176             | 158,762             |
| Change in property acquired for taxes   | -                             | 7,657               | -                   |
| Change in prepaid expenses              | -                             | (4,482)             | 3,634               |
| Transfer (to) from reserve funds        | (30,805)                      | -                   | -                   |
| Disposition of tangible capital assets  | -                             | 1,000               | -                   |
| Acquisition of tangible capital assets  | (1,305,000)                   | (91,746)            | (322,608)           |
| Increase in net financial assets        | <u>\$ -</u>                   | 189,638             | 484,446             |
| Net Financial Assets, beginning of year |                               | <u>2,132,530</u>    | <u>1,648,084</u>    |
| Net Financial Assets, end of year       |                               | <u>\$ 2,322,168</u> | <u>\$ 2,132,530</u> |

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## Village of Port Clements

Consolidated Statement of Cash Flows  
For the year ended December 31, 2021

|   | <u>2021</u>         | <u>2020</u>         |
|---|---------------------|---------------------|
| <b>NET INFLOW (OUTFLOW) OF CASH:</b>                            |                     |                     |
| <b>Operating Activities</b>                                     |                     |                     |
| Annual surplus  | \$ 110,033          | \$ 644,658          |
| Non-cash charges to operations                                  |                     |                     |
| Amortization  | 167,176             | 158,762             |
| Loss on disposition of tangible capital assets                  | 1,000               | -                   |
| Liability for contaminated site                                 | -                   | -                   |
| Changes in non-cash operating balances:                         |                     |                     |
| Increase in taxes and accounts receivable                       | 146,594             | (138,659)           |
| Increase (decrease) in accounts payable and accrued liabilities | (48,555)            | 47,490              |
| Property acquired for taxes                                     | 7,657               | -                   |
| Decrease in deferred revenue                                    | (33,438)            | 370,212             |
| Decrease in prepaid expenses                                    | (4,482)             | 3,634               |
|   | <u>345,985</u>      | <u>1,086,097</u>    |
| <b>Capital Activity</b>   |                     |                     |
| Acquisition of tangible capital assets                          | (91,746)            | (322,608)           |
| <b>Increase (decrease) in cash and investments</b>              | <u>254,239</u>      | <u>763,489</u>      |
| <b>Cash and investments, beginning of year</b>                  | <u>5,921,245</u>    | <u>5,157,756</u>    |
| <b>Cash and investments, end of year</b>                        | <u>\$ 6,175,484</u> | <u>\$ 5,921,245</u> |

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# Village of Port Clements

## Notes to the Consolidated Financial Statements For the year ended December 31, 2021

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### General

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

### 1. SIGNIFICANT ACCOUNTING POLICIES

#### a. Basis of Presentation

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

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

##### i. Operating Funds

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

##### ii. Capital Funds

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

##### iii. Reserve Funds

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

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

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

## Village of Port Clements

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2021

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### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### b. Restricted Financial Assets

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

#### c. Revenue recognition

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

#### d. Tangible Capital Assets

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

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

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

#### e. Property acquired for taxes

Property acquired for taxes is recorded at acquisition cost.

## Village of Port Clements

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2021

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### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### f. Use of Estimates

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

#### g. Liability for contaminated sites

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

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

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

### 2. TAXES AND ACCOUNTS RECEIVABLE

|                   | <u>2021</u>       | <u>2020</u>       |
|-------------------|-------------------|-------------------|
| Property taxes    | \$ 14,878         | \$ 16,116         |
| Utilities         | 28,976            | 25,326            |
| Sales taxes       | 10,345            | 33,374            |
| Other receivables | 68,711            | 194,687           |
|                   | <u>\$ 122,910</u> | <u>\$ 269,503</u> |

### 3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

|                               |                  |                  |
|-------------------------------|------------------|------------------|
| Trade and accrued liabilities | \$ 48,016        | \$ 96,818        |
| Payroll and withholding taxes | 2,774            | 2,527            |
|                               | <u>\$ 50,790</u> | <u>\$ 99,345</u> |

## Village of Port Clements

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2021

### 4. DEFERRED REVENUE

|   | <u>2021</u>       | <u>2020</u>       |
|---|-------------------|-------------------|
| Federal Gas Tax Community Works                       | \$ 316,780        | \$ 230,355        |
| Province of B.C. - Sunset Trail                       | 99,951            | 99,951            |
| Province of B.C. - Trail Extension Study              | 10,000            | 10,000            |
| Union of B.C. Municipalities - Flood Study            | 4,602             | 44,255            |
| Covid-19 Restart Grant                                | 68,000            | 148,000           |
| Prepaid taxes, business licences, fitness memberships | 270               | 480               |
|   | <u>\$ 499,603</u> | <u>\$ 533,041</u> |

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

### 5. TANGIBLE CAPITAL ASSETS

|                        |                      |                             | <u>2021</u>         | <u>2020</u>         |
|------------------------|----------------------|-----------------------------|---------------------|---------------------|
|                        | Cost                 | Accumulated<br>Amortization | Net Carrying Amount |                     |
| Land                   | \$ 466,958           | \$ -                        | \$ 466,958          | \$ 466,958          |
| Buildings              | 3,818,933            | 941,847                     | 2,877,086           | 2,916,108           |
| Automotive             | 196,189              | 46,332                      | 149,857             | 165,649             |
| Fire department        | 546,175              | 335,957                     | 210,218             | 236,490             |
| Office equipment       | 36,180               | 16,216                      | 19,964              | 21,038              |
| Tools and equipment    | 83,903               | 46,416                      | 37,487              | 29,417              |
| Parks and recreation   | 1,119,099            | 267,468                     | 851,631             | 870,038             |
| Roads and sidewalks    | 471,067              | 140,525                     | 330,542             | 345,774             |
| Biomass heating system | 414,148              | 80,631                      | 333,517             | 343,095             |
| Solar Panel            | 151,900              | 55,698                      | 96,202              | 106,329             |
| Water system           | 2,404,288            | 386,619                     | 2,017,669           | 2,006,561           |
| Sewer system           | 1,620,533            | 314,382                     | 1,306,151           | 1,266,255           |
|                        | <u>\$ 11,329,373</u> | <u>\$ 2,632,091</u>         | <u>\$ 8,697,282</u> | <u>\$ 8,773,712</u> |

## Village of Port Clements

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2021

### 5. TANGIBLE CAPITAL ASSETS (continued)

Tangible Capital Asset Additions for the year are as follows:

|                        | Cost<br>January 1, 2021 | Disposals          | Additions        | Cost<br>December 31, 2021 |
|------------------------|-------------------------|--------------------|------------------|---------------------------|
| Land                   | \$ 466,958              | \$ -               | \$ -             | \$ 466,958                |
| Buildings              | 3,818,933               | -                  | -                | 3,818,933                 |
| Automotive             | 215,449                 | (19,260)           | -                | 196,189                   |
| Fire department        | 546,175                 | -                  | -                | 546,175                   |
| Office equipment       | 36,180                  | -                  | -                | 36,180                    |
| Tools and equipment    | 71,175                  | -                  | 12,728           | 83,903                    |
| Parks and recreation   | 1,122,401               | (3,302)            | -                | 1,119,099                 |
| Roads and sidewalks    | 487,359                 | (16,292)           | -                | 471,067                   |
| Biomass heating system | 414,148                 | -                  | -                | 414,148                   |
| Solar panel            | 151,900                 | -                  | -                | 151,900                   |
| Water system           | 2,376,137               | -                  | 28,151           | 2,404,288                 |
| Sewer system           | 1,569,666               | -                  | 50,867           | 1,620,533                 |
|                        | <u>\$ 11,276,481</u>    | <u>\$ (38,854)</u> | <u>\$ 91,746</u> | <u>\$ 11,329,373</u>      |

Amortization for the year is as follows:

|                        | Balance<br>January 1, 2021 | Disposals          | Amortization      | Balance<br>December 31, 2021 |
|------------------------|----------------------------|--------------------|-------------------|------------------------------|
| Land                   | \$ -                       | \$ -               | \$ -              | \$ -                         |
| Buildings              | 902,825                    | -                  | 39,022            | 941,847                      |
| Automotive             | 49,800                     | (18,260)           | 14,792            | 46,332                       |
| Fire department        | 309,685                    | -                  | 26,272            | 335,957                      |
| Office equipment       | 15,142                     | -                  | 1,074             | 16,216                       |
| Tools and equipment    | 41,758                     | -                  | 4,658             | 46,416                       |
| Parks and recreation   | 252,363                    | (3,302)            | 18,407            | 267,468                      |
| Roads and sidewalks    | 141,585                    | (16,292)           | 15,232            | 140,525                      |
| Biomass heating system | 71,053                     | -                  | 9,578             | 80,631                       |
| Solar panel            | 45,571                     | -                  | 10,127            | 55,698                       |
| Water system           | 369,576                    | -                  | 17,043            | 386,619                      |
| Sewer system           | 303,411                    | -                  | 10,971            | 314,382                      |
|                        | <u>\$ 2,502,769</u>        | <u>\$ (37,854)</u> | <u>\$ 167,176</u> | <u>\$ 2,632,091</u>          |

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## Village of Port Clements

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2021

### 5. TANGIBLE CAPITAL ASSETS (continued)

|                             | <u>2021</u>      | <u>2020</u> |
|-----------------------------|------------------|-------------|
| Details of asset additions: |                  |             |
| Shipping containers         | \$ 12,728        |             |
| Water well project          | 28,151           |             |
| Flygt Sewer System Pumps    | <u>50,868</u>    |             |
|                             | <u>\$ 91,747</u> |             |

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

|  |                     |                     |
|--|---------------------|---------------------|
| Net assets in tangible capital assets, beginning of year | \$ 8,773,712        | \$ 8,609,866        |
| Add: acquisition of tangible capital assets              | 91,746              | 322,608             |
| Less: loss on disposals                                  | (1,000)             | -                   |
| Less: amortization                                       | <u>(167,176)</u>    | <u>(158,762)</u>    |
|  | <u>\$ 8,697,282</u> | <u>\$ 8,773,712</u> |

### 7. RESERVE FUNDS

|                                     | <u>Balance</u><br><u>January 1, 2021</u> | <u>Additions/</u><br><u>Funds used</u> | <u>Balance</u><br><u>December 31, 2021</u> |
|-------------------------------------|--|--|--|
| Northern Capital and Planning Grant | \$ 2,206,778                             | \$ 17,048                              | \$ 2,223,826                               |
| Latecomer's fee reserve             | 9,369                                    | -                                      | 9,369                                      |
| Fire department reserve             | 5,500                                    | -                                      | 5,500                                      |
| Bursary reserve                     | -  | 500                                    | 500  |
| Planning fund reserve               | <u>3,595</u>                             | <u>-</u>                               | <u>3,595</u>                               |
|                                     | <u>\$ 2,225,242</u>                      | <u>\$ 17,548</u>                       | <u>\$ 2,242,790</u>                        |

These internally restricted net assets are not available for other purposes without the approval of mayor and council. Interest was added to NCPG grant reserve and \$500 was appropriated for bursary reserve.

## Village of Port Clements

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2021

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### 8. ACCUMULATED SURPLUS

|   | <u>2021</u>          | <u>2020</u>          |
|---|----------------------|----------------------|
| General operating fund                                  | \$ 2,591,080         | \$ 2,434,363         |
| Water system  | 639,501              | 624,498              |
| Sewer system  | (3,119,925)          | (3,067,120)          |
| Net assets invested in tangible capital assets (note 6) | 8,697,282            | 8,773,712            |
| Reserve funds (note 7)                                  | 2,242,790            | 2,225,242            |
|   | <u>\$ 11,050,728</u> | <u>\$ 10,990,695</u> |

### 9. COMMITMENTS AND CONTINGENCIES

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

The Village and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The Plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The actuary determines an appropriate combined employer and member contribution rate to the fund. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit. The most recent valuation as at December 2018 indicated a funding surplus of \$2,866 million for basic pension benefits on a going concern basis.

The next valuation will be December 31, 2021 with results available in 2022. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension accounting). This is because the Plan records accrued liabilities and assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and costs to the individual employers participating in the Plan.

The Village of Port Clements paid \$18,043 for employer contributions and \$15,775 in employee contributions to the Plan in the year ended December 31, 2021 (\$24,771 and \$22,111 - 2020).

## Village of Port Clements

### Notes to the Consolidated Financial Statements For the year ended December 31, 2021

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#### 10. ECONOMIC DEPENDENCE

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

#### 11. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT

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

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

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

#### 12. EXPENSES BY OBJECT

|   | <u>2021</u>         | <u>2020</u>         |
|---|---------------------|---------------------|
| Salaries, wages and benefits              | \$ 273,602          | \$ 342,125          |
| Materials and supplies                    | 93,009              | 104,352             |
| Contracted services                       | 102,495             | 85,176              |
| Rent, maintenance and utilities           | 249,455             | 548,987             |
| Mayor and council remuneration and travel | 19,735              | 17,669              |
| Insurance                                 | 33,544              | 32,718              |
| Grants                                    | 237,925             | 102,223             |
| Interest and bank charges                 | 1,189               | 1,762               |
| Amortization                              | 167,176             | 158,762             |
| Payment to other agencies                 | 194,041             | 171,664             |
|   | <u>\$ 1,372,171</u> | <u>\$ 1,565,438</u> |



## Village of Port Clements

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2021

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### 13. LIABILITY FOR CONTAMINATED SITES

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

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

|   |                     |
|---|---------------------|
| Construction costs, with 3% inflation allowance for materials | \$ 2,535,984        |
| Consultant costs (engineers, forester, monitor)               | 435,500             |
| Other costs (federal and provincial required signage)         | 7,500               |
| Contingency for cost overruns and unforeseen items (15%)      | <u>446,848</u>      |
| Provision for environmental remediation                       | <u>\$ 3,425,832</u> |

During the year, the Village has also incurred \$21,177 in costs with respect to planning and preparation for this project. These items have been expensed in the year under Environmental remediation expenses in the statement of operations along with the above provision. The item is recorded as an expense rather than an asset since it has no alternate use as required by PS3260.45 and Note 2.

The Villages believes the above liability will be funded \$1,000,000 by the Village from a combination of reserves and surpluses and the additional \$2,425,832 will be funded by federal and provincial grants. The Village has applied for and received confirmation for the relevant federal and provincial grants and these grant will be recorded as revenue when received or receivable.

## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

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#### 14. BUDGETED FIGURES

The budget amounts presented throughout these consolidated financial statements are unaudited and represent the amended five year financial plan bylaw No. 468 approved by the Village Mayor and Council on December 20, 2021.

#### 15. CONTINGENT LIABILITY

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

#### 16. COVID-19

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact. At this time, these factors continue to present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

#### 17. PRIOR PERIOD ADJUSTMENT

Management has determined that \$50,000 of the NDIIT economic development flow-through grant paid to Misty Isles Economic development is actually for prior years. It was previously understood that the Village paid \$50,000 twice in 2018 and had prepaid for 2019. It has been determined that the Village has always been paying the flow-through grant for the previous fiscal year and the item should have been setup originally as accounts payable and then cleared with the payment. This goes back to the start of the flow-through economic development grant many years ago. Management has corrected this item retroactively and restated the figures for 2020. The impact of the change is as follows:

|   | <u>2021</u>     | <u>2020</u>     |
|---|-----------------|-----------------|
| Accumulated surplus opening, as previously reported | \$ 10,990,695   | \$ 10,346,037   |
| Decrease to 2020 opening operating surplus          | <u>(50,000)</u> | <u>(50,000)</u> |
| Accumulated surplus opening, as restated            | 10,940,695      | 10,296,037      |
| <br>  |                 |                 |
| Decrease to 2020 prepaid expenses                   | \$ -            | \$ (50,000)     |

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

To the Mayor and Council,  
Village of Port Clements,

We have audited and reported separately herein on the consolidated financial statements of the Village of Port Clements as at and for the year ended December 31, 2021.

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

May 1, 2022  
Prince George, British Columbia

FBB Chartered Professional Accountants LLP

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# Village of Port Clements

## General Operating Fund - Statement of Financial Position As at December 31, 2021

|  | <u>2021</u>          | <u>2020</u>          |
|--|----------------------|----------------------|
| <b>Financial assets</b>                  |                      |                      |
| Cash and investments                     | \$ 6,175,484         | \$ 5,921,245         |
| Taxes and accounts receivable            | 122,909              | 269,503              |
|  | <u>6,298,393</u>     | <u>6,190,748</u>     |
| <b>Financial Liabilities</b>             |                      |                      |
| Accounts payable and accrued liabilities | 50,790               | 99,345               |
| Deferred revenue                         | 499,603              | 533,041              |
| Due to other funds                       | 945,408              | 983,210              |
|  | <u>1,495,801</u>     | <u>1,615,596</u>     |
| <b>Net financial assets</b>              | <u>4,802,592</u>     | <u>4,575,152</u>     |
| <b>Non-financial assets</b>              |                      |                      |
| Property acquired for taxes              | 9,202                | 16,859               |
| Prepaid expenses                         | 22,076               | 17,594               |
| Tangible capital assets                  | 5,373,462            | 5,500,896            |
|  | <u>5,404,740</u>     | <u>5,535,349</u>     |
|  | <u>\$ 10,207,332</u> | <u>\$ 10,110,501</u> |
| <b>Accumulated surplus</b>               |                      |                      |
| Accumulated surplus                      | 2,591,080            | 2,384,363            |
| Equity in tangible capital assets        | 5,373,462            | 5,500,896            |
| Reserves                                 | 2,242,790            | 2,225,242            |
|  | <u>\$ 10,207,332</u> | <u>\$ 10,110,501</u> |

## Village of Port Clements

### General Operating Fund - Statement of Operations For the year ended December 31, 2021

|   | 2021<br>Budget<br>(unaudited) | 2021<br>Actual       | 2020<br>Actual       |
|---|-------------------------------|----------------------|----------------------|
| <b>Revenue</b>                                |                               |                      |                      |
| Property taxes                                | \$ 114,000                    | \$ 113,998           | \$ 113,939           |
| Grants in lieu                                | 8,730                         | 8,766                | 7,847                |
| Sale of services                              | 31,675                        | 2,379                | 4,861                |
| Revenue from own sources                      | 121,100                       | 147,552              | 131,382              |
| Multi-purpose building rental                 | 10,200                        | 11,900               | 11,131               |
| Unconditional grants                          | 425,000                       | 389,000              | 425,979              |
| Conditional grants                            | 261,600                       | 387,678              | 1,008,900            |
| Interest and penalties on taxes and user fees | -                             | 47,273               | 152,078              |
| Collections for other agencies                | 171,607                       | 194,042              | 171,951              |
|   | <u>1,143,912</u>              | <u>1,302,588</u>     | <u>2,028,068</u>     |
| <b>Expenses</b>                               |                               |                      |                      |
| Legislative                                   | 31,150                        | 26,435               | 21,009               |
| General administration                        | 336,950                       | 307,757              | 382,154              |
| Emergency services                            | 22,000                        | 10,086               | 3,376                |
| Protective services                           | 54,100                        | 43,092               | 42,274               |
| Common services                               | 47,050                        | 51,331               | 32,590               |
| Wharf   | 11,600                        | 5,060                | 324,301              |
| Small craft harbour                           | 14,700                        | 10,467               | 33,235               |
| Roads and public works                        | 71,050                        | 60,486               | 49,956               |
| Economic development                          | 18,500                        | 242,320              | 108,828              |
| Parks, recreation and tourism                 | 61,300                        | 56,731               | 60,427               |
| Sewer lagoon                                  | -                             | 2,500                | -                    |
| Multi-purpose building maintenance            | 65,000                        | 54,180               | 59,298               |
| Fiscal services                               | 2,100                         | 2,109                | 1,766                |
| Amortization                                  | 126,000                       | 139,162              | 131,902              |
| Payments to other agencies                    | 171,607                       | 194,041              | 171,664              |
|   | <u>1,033,107</u>              | <u>1,205,757</u>     | <u>1,422,780</u>     |
| <b>Annual surplus</b>                         | <u>110,805</u>                | 96,831               | 605,288              |
| Transfer to reserves                          | (30,805)                      | -                    | -                    |
| Investment in tangible capital assets         | (80,000)                      | -                    | -                    |
| <b>Accumulated surplus, beginning of year</b> |                               | <u>10,110,501</u>    | <u>9,505,213</u>     |
| <b>Accumulated surplus, end of year</b>       |                               | <u>\$ 10,207,332</u> | <u>\$ 10,110,501</u> |

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**Village of Port Clements**  
**Water System - Statement of Financial Position**  
**As at December 31, 2021**

|                                   | <u>2021</u>         | <u>2020</u>         |
|-----------------------------------|---------------------|---------------------|
| <b>Financial assets</b>           |                     |                     |
| Due from general operating fund   | \$ 639,501          | \$ 624,498          |
| <b>Non-financial assets</b>       |                     |                     |
| Tangible capital assets           | <u>2,017,669</u>    | <u>2,006,561</u>    |
|                                   | <u>\$ 2,657,170</u> | <u>\$ 2,631,059</u> |
| <b>Accumulated Surplus</b>        |                     |                     |
| Accumulated surplus               | \$ 639,501          | \$ 624,498          |
| Equity in tangible capital assets | <u>2,017,669</u>    | <u>2,006,561</u>    |
|                                   | <u>\$ 2,657,170</u> | <u>\$ 2,631,059</u> |

**Village of Port Clements**  
**Water System - Statement of Operations**  
**For the year ended December 31, 2021**

|   | 2021<br>Budget<br>(unaudited) | 2021<br>Actual      | 2020<br>Actual      |
|---|-------------------------------|---------------------|---------------------|
| <b>Revenue</b>                                |                               |                     |                     |
| User charges                                  | \$ 58,150                     | \$ 57,685           | \$ 58,149           |
| Water frontage tax                            | 52,600                        | 52,640              | 52,640              |
| Interest and other                            | 2,350                         | 2,004               | 2,328               |
|   | <u>113,100</u>                | <u>112,329</u>      | <u>113,117</u>      |
| <b>Expenses</b>                               |                               |                     |                     |
| Administration                                | 5,000                         | 5,055               | 5,000               |
| Amortization                                  | 26,000                        | 17,043              | 18,432              |
| Distribution                                  | 27,600                        | 23,408              | 23,632              |
| Repairs and maintenance                       | 15,500                        | 7,480               | 10,184              |
| Wages and benefits                            | 39,000                        | 33,232              | 38,487              |
|   | <u>113,100</u>                | <u>86,218</u>       | <u>95,735</u>       |
| <b>Annual surplus (deficit)</b>               | <u>-</u>                      | 26,111              | 17,382              |
| <b>Capital project grant</b>                  | 225,000                       |                     |                     |
| <b>Capital projects</b>                       | (225,000)                     | -                   |                     |
| <b>Accumulated surplus, beginning of year</b> |                               | <u>2,631,059</u>    | <u>2,613,677</u>    |
| <b>Accumulated surplus, end of year</b>       |                               | <u>\$ 2,657,170</u> | <u>\$ 2,631,059</u> |

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**Village of Port Clements**  
**Sewer System - Statement of Financial Position**  
**As at December 31, 2021**

|                                   | <u>2021</u>           | <u>2020</u>           |
|-----------------------------------|-----------------------|-----------------------|
| <b>Financial assets</b>           |                       |                       |
| Due from general operating fund   | \$ 305,907            | \$ 358,712            |
| <b>Financial Liabilities</b>      |                       |                       |
| Liability for contaminated site   | <u>3,425,832</u>      | <u>3,425,832</u>      |
| <b>Net financial assets</b>       | <u>(3,119,925)</u>    | <u>(3,067,120)</u>    |
| <b>Non-financial assets</b>       |                       |                       |
| Tangible capital assets           | <u>1,306,151</u>      | <u>1,266,255</u>      |
|                                   | <u>1,306,151</u>      | <u>1,266,255</u>      |
|                                   | <u>\$ (1,813,774)</u> | <u>\$ (1,800,865)</u> |
| <b>Accumulated surplus</b>        |                       |                       |
| Accumulated surplus               | \$ (3,119,925)        | \$ (3,067,120)        |
| Equity in tangible capital assets | <u>1,306,151</u>      | <u>1,266,255</u>      |
|                                   | <u>\$ (1,813,774)</u> | <u>\$ (1,800,865)</u> |



**Village of Port Clements**  
**Sewer System - Statement of Operations**  
**For the year ended December 31, 2021**

|   | 2021<br>Budget<br>(unaudited) | 2021<br>Actual        | 2020<br>Actual        |
|---|-------------------------------|-----------------------|-----------------------|
| <b>Revenue</b>                                |                               |                       |                       |
| User charges                                  | \$ 31,200                     | \$ 31,560             | \$ 31,209             |
| Sewer frontage tax                            | 35,700                        | 35,728                | 37,702                |
|   | <u>66,900</u>                 | <u>67,288</u>         | <u>68,911</u>         |
| <b>Expenses</b>                               |                               |                       |                       |
| Administration                                | 3,000                         | 3,000                 | 3,000                 |
| Amortization                                  | 18,000                        | 10,971                | 8,428                 |
| Contaminated site remediation                 | -                             | 21,177                | -                     |
| Operations                                    | 9,850                         | 12,074                | 7,822                 |
| Repairs and maintenance                       | 11,000                        | 3,922                 | 5,979                 |
| Wages and benefits                            | 25,050                        | 29,053                | 21,694                |
|   | <u>66,900</u>                 | <u>80,197</u>         | <u>46,923</u>         |
| <b>Annual surplus (deficit)</b>               | <u>-</u>                      | (12,909)              | 21,988                |
| <b>Capital project grant</b>                  | 1,000,000                     | -                     | -                     |
| <b>Capital projects</b>                       | (1,000,000)                   | -                     | -                     |
| <b>Accumulated surplus, beginning of year</b> |                               | <u>(1,800,865)</u>    | <u>(1,822,853)</u>    |
| <b>Accumulated surplus, end of year</b>       |                               | <u>\$ (1,813,774)</u> | <u>\$ (1,800,865)</u> |

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**Village of Port Clements**

**Northern Capital and Planning Grant - Statement of Operations**  
**For the year ended December 31, 2021**

|   | <u>2021</u><br><u>Budget</u><br><u>(unaudited)</u> | <u>2021</u><br><u>Actual</u> | <u>2020</u><br><u>Actual</u> |
|---|--|------------------------------|------------------------------|
| <b>Revenue</b>                          |  |                              |                              |
| Northern Capital and Planning Grant     | \$ -   | \$ -                         | \$ -                         |
| Interest                                | <u>-</u>   | <u>17,048</u>                | <u>91,452</u>                |
|   | -  | 17,048                       | 91,452                       |
| <b>Reserve funds, beginning of year</b> |  | <u>2,206,778</u>             | <u>2,115,326</u>             |
| <b>Reserve funds, end of year</b>       |  | <u>\$ 2,223,826</u>          | <u>\$ 2,206,778</u>          |

Village of Port Clements  
STATEMENT OF FINANCIAL INFORMATION APPROVAL  
For The Period of January 1 – December 1, 2021

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

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Marjorie Dobson  
Chief Administrative Officer/Chief Financial Officer  
June XX, 2021

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Doug Daugert  
Mayor  
June XX, 2021

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

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

2022-06-XXX– Moved by Councillor XXX, seconded by Councillor XXX

THAT Council approves the 2021 Statement of Financial Information Report.

**CARRIED**

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

held June 20<sup>th</sup>, 2022.

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Marjorie Dobson, CAO

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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE :250-557-4295  
FAX :250-557-4568

## Management Letter

### Fiscal Year 2021

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

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

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

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

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

On behalf of the Village of Port Clements,

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Marjorie Dobson, CAO

## Village of Port Clements Schedule of Debt

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The Village of Port Clements did not incur any debt during the 2021 financial year as per the Financial Information Regulation Schedule 1, section 4.

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## **Village of Port Clements Schedule of Guarantee and Indemnity Agreements**

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

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## Village of Port Clements

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

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

#### 1. Elected Officials

| Name                            | Position         | Remuneration        | Expenses         | Total Per Official  |
|---------------------------------|------------------|---------------------|------------------|---------------------|
| Cumming, Brigid                 | Councillor       | \$ 3000.00          | \$ 0.00          | \$ 3,000.00         |
| Daugert, Doug                   | Councillor/Mayor | \$ 5000.00          | \$ 0.00          | \$ 5,000.00         |
| Falconbridge, Kazimir           | Councillor       | \$ 3000.00          | \$ 0.00          | \$ 3,000.00         |
| Gould, Ian                      | Councillor       | \$ 3000.00          | \$ 500.00        | \$ 3,500.00         |
| Whitney-Gould, Kelly            | Councillor       | \$ 3000.00          | \$ 0.00          | \$ 3,000.00         |
| <b>TOTALS FOR ALL OFFICIALS</b> |                  | <b>\$ 17,000.00</b> | <b>\$ 500.00</b> | <b>\$ 17,500.00</b> |

#### 2. Employees

| Name                              | Remuneration         | Expenses           | Total                |
|-----------------------------------|----------------------|--------------------|----------------------|
| Employees over \$75,000.00        |                      |                    |                      |
| Employees under \$75,000.00 (all) | \$ 280,546.25        | \$ 5,615.88        | \$ 286,162.13        |
| <b>TOTALS FOR ALL OFFICIALS</b>   | <b>\$ 280,546.25</b> | <b>\$ 5,615.88</b> | <b>\$ 286,162.13</b> |

\*Remuneration includes taxable benefits

#### 3. Reconciliation

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



## Village of Port Clements Statement of Severance Agreements

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As per the Financial Information Regulations Schedule 1 section 6 (7), a severance agreement was not entered into in 2021.

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## Village of Port Clements Schedule of Payments to Suppliers of Goods and Services

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

| Name                                     | Amount               |
|--|----------------------|
| BC Hydro                                 | \$ 53,169.53         |
| Board of School Trustees SD#50           | \$ 26,714.09         |
| C&C Beachy                               | \$ 38,047.52         |
| Johnny's Machine Shop                    | \$ 53,244.80         |
| Misty Isles Economic Development Society | \$ 63,162.00         |
| Minister of Finance School & Police Tax  | \$ 41,711.28         |
| Municipal Pension Plan                   | \$ 40,541.03         |
| North Coast Regional District            | \$ 90,143.06         |
| Northwest Hydraulic Consultants Ltd      | \$ 37,008.30         |
| Receiver General CRA                     | \$ 76,856.54         |
| <b>Subtotal</b>                          | <b>\$ 520,598.15</b> |

|   |                        |
|---|------------------------|
| Payments Made (Vendors over \$25,000)       | \$ 520,598.15          |
| Miscellaneous Payments (\$25,000 and under) | \$ 621,358.58          |
| <b>TOTAL</b>                                | <b>\$ 1,141,956.73</b> |

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

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| Name                                     | Amount      |
|--|-------------|
| Caden Bergstrom student bursary          | \$ 500.00   |
| Haida Gwaii Mental Health and Addictions | \$ 6,400.00 |
| Literacy Haida Gwaii                     | \$ 200.00   |
| Royal Canadian Legion                    | \$ 225.00   |
| Port Clements Historical Society         | \$ 3,000.00 |
|  |             |

**Total Grants** **\$ 10,325.00**

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

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

Author: Elizabeth Cumming, Deputy CAO  
Date: June 20, 2022  
RE: Golden Spruce Trail Extension Study

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**BACKGROUND:**

One of Council's strategic priorities for 2022 and approved grant projects is the Golden Spruce Trail Extension Study.

**DISCUSSION:**

The project was originally intended to be undertaken and completed in 2020; however, the project was delayed with the start of the global pandemic and capacity challenges. The project is relatively small compared to other projects with a budget of \$11,150 with \$10,000 being covered by the grant received, and the remaining \$1,150 from Village reserves. The project must be completed, including reporting to the grant agency, by March 31, 2023; so, this project is scheduled in the strategic plan to be undertaken and completed in 2022.

Since the last staff report on the Golden Spruce Trail Extension Study to Council at the May 16, 2022, Regular Council Meeting for clarification on project scope, staff have reached out to potential qualified consultants both on Island and off-Island to get quotes for the feasibility study.

Per the Village's Purchasing Policy, with a project of this value, best efforts are to be made to obtain at least three written quotes before proceeding, with the understanding that the best efforts may not be successful.

Unfortunately, only one quote was successfully received by staff; as staff are finding with other projects, the consultants, especially local consultants, are already engaged with projects (some not having availability until next year or longer) and are not available to take on more work at this time.

Fortunately, the quote that was received is a high-quality quote, incorporated into a detailed proposal from the consultant, LEES + Associates, that thoroughly outlines what they can provide for undertaking this project and their extensive experience specifically with feasibility studies for trail development projects (please see attached this document to this report).

As part of the request for quote, staff asked that two costs be provided depending on what areas of study would be included: if the project would just be looking at Area 1 or would be including both Areas 1 and 2. As per the grant application, Area 1 being the Sunset Park Trail to Golden Spruce Trail Extension, and Area 2 being the Golden Spruce Trail to Old Swimming Hole Extension (please see attached the RFQ staff developed for reference). LEES+Associates provided a quote that met with this request.

If the project only includes Area 1, their quoted cost would be \$11,000 (excluding GST; the Village gets GST reimbursed back from the province), which is within the budget for this project. As such, staff can proceed with hiring LEES+Associates to undertake the feasibility study for this quoted cost without any further approval from Council (as the cost is within budget and within staff's purchasing limits). Staff are getting clarification on some parts of the proposed workplan that has been provided but intentions are likely to proceed with hiring LEES+Associates for this project.

G-1

However, staff request Council's consideration of authorizing increased project expenditure for the project to include both Areas 1 and 2. LEES & Associates quote \$13,000 (excluding GST) for the cost of a feasibility study that includes Areas 1 and 2, which is only \$1,850 more than the current project budget. This is a very small price difference, especially when considering that the value of the additional information having both study areas included would bring (though, if it came down to it, Area 1 provides more value to the community as a solo study, than Area 2 would provide as a solo study). While it is possible that Area 2 could always be looked at in a different future feasibility study, it would cost more than what is being offered in LEES+Associates' proposal given that some set costs (ex. travel), would have to be incurred again separately.

For funding of this \$1,850 requested for approval, it could either come from reserves which is the same source that was authorized for the \$1,150 that the Village is already contributing to this project, or it could be authorized from other Village budget lines. For example, the Tourism Expense budget line (set at \$6,000 for 2022, with \$4,000 available for use).

**CONCLUSION:**

If Council does not wish to authorize the project budget to increase by the \$1,850 difference, so that the study may include Areas 1 and Area 2 in its scope, then staff are likely to proceed with hiring LEES+Associates to undertake the project with the scope of only including Area 1 as has been quoted (pending some clarification on parts of the proposal received). Staff recommend approving the additional \$1,850 cost.

**STRATEGIC**

**(Guiding Documents Relevancy – Village Policies)**

In the Village's Official Community Plan, it is identified that the Village has the objective to enhance quality of life by providing adequate and safe infrastructure and promoting a range of age-friendly recreational opportunities, which trails would be considered a part of. Further it is committed to pursuing and supporting tourism initiatives such as parks and walking trails, and providing a system of such parks, trails, and creational areas. Regardless if Area 2 is included in the feasibility study or not, the feasibility study feeds into these objectives.

**FINANCIAL**

**(Corporate Budget Impact)**

The project has a budget that is majorly covered by the \$10,000 grant through the Rural Dividend Fund, with an additional \$1,150 coming from Village reserves. If Council approves the increased budget, this \$1,850 expenditure would need to be accounted for from Village funds. It could continue to be authorized from Village reserves or it could be authorized from other budget lines.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

N/A

**RECOMMENDATION:**

THAT Council authorizes an additional expenditure of \$1,850 for the Golden Spruce Trail Extension Study project from the Village's reserve funds to increase the total project budget from \$11,150 to \$13,000.

**Respectfully submitted:**

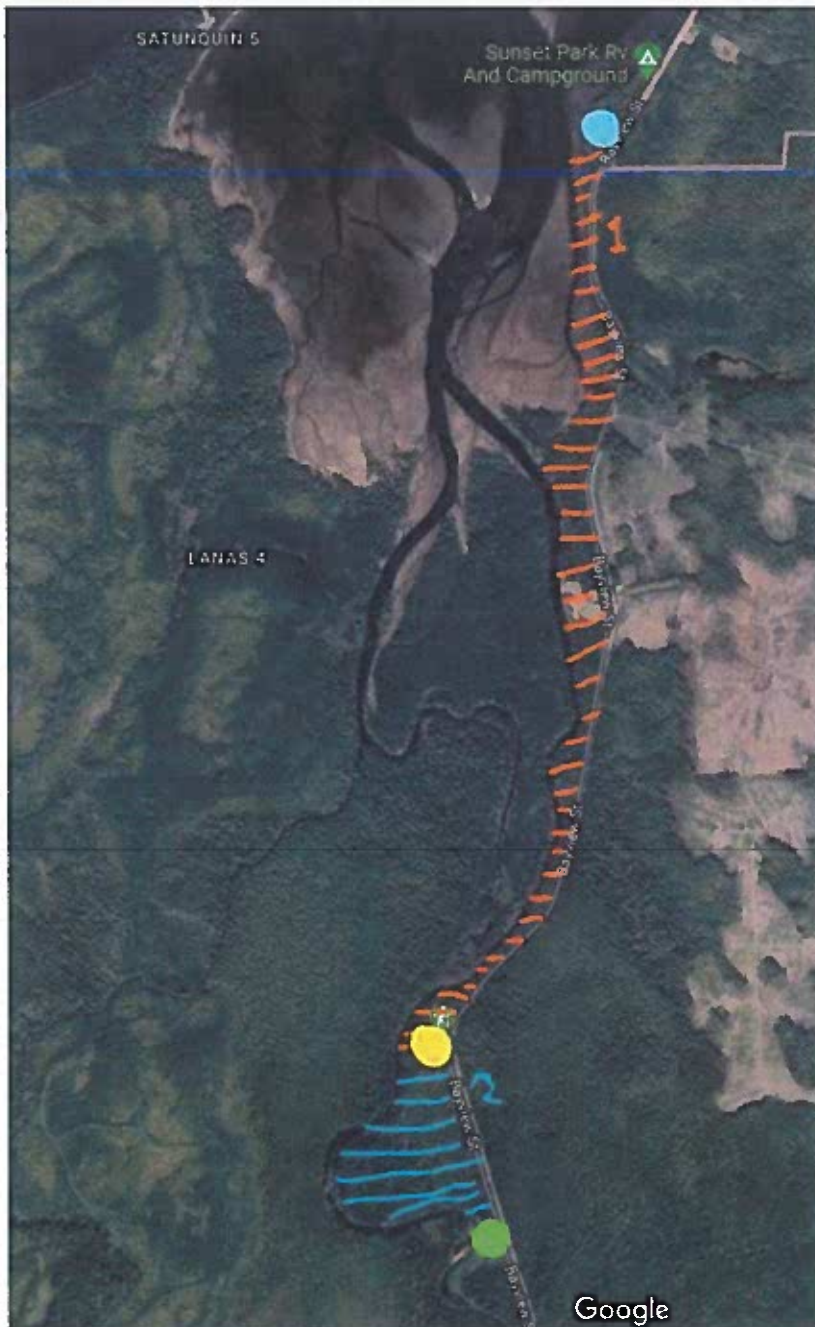
Elizabeth Cumming, Deputy CAO





## Village of Port Clements Request for Quotes – Golden Spruce Trail Extension Feasibility Study

The Village of Port Clements is seeking quotes from qualified professional consultants to conduct a feasibility study for the possible extension of the Golden Spruce Trail north and possibly south along the Yakoun River, which is near the Village.



### Area of Study:

**Area 1** (shown roughly in the image to the left marked in orange) is the primary focus of the feasibility study. It is referenced in this project as the *Sunset Park Trail to Golden Spruce Trail Extension*.

The intent in this study area is to assess the potential to connect the Village's existing Sunset Park Trail (the end of which is roughly identified by the blue dot) to the existing Golden Spruce Trail (location roughly identified by the yellow dot). This is roughly estimated as a 4 km trail extension.

The Sunset Park Trail is located within Village boundaries on Village property (Sunset Park). The Golden Spruce Trail is located within the Yaaguun Gandlaay Conservancy. The area between the two is variously over private property and crown land within the North Coast Regional District (outside of Village boundaries).

**Area 2** (shown roughly in the image to the left marked in blue), is a secondary focus of the feasibility study that may or may not be included in the study area. It is referenced in this project as the *Golden Spruce Trail to Old Swimming Hole Extension*.

The Old Swimming Hole (location roughly identified by the green dot) is also located within the Yaaguun Gandlaay Conservancy. The intent in this project area is to assess the potential to establish a trail in the Old Swimming Hole area that would connect with the Golden Spruce Trail. This is roughly estimated as a 1.5 km trail extension.

### Scope of Work – Golden Spruce Trail Extension Feasibility Study

- The main deliverable is the production of a report that identifies the feasibility of extending the Golden Spruce Trail north along the Yakoun River to connect with the Village's Sunset Park Trail. In addition to this it may also include looking at the feasibility of extending the Golden Spruce Trail south along the Yakoun River. This feasibility study must:
  - Explore the options for extending the Golden Spruce Trail (including mapping of possible trail routes and any requirements or restrictions for those routes [ex. bridges]).
  - Provide a business case for the extension(s) including potential barriers, restrictions or limits involved in the options.
  - Identify the steps that would need to be undertaken with the involved jurisdictions that oversee the land that the proposed extension(s) would go through to get their permission/authorization for the trail extension(s) (ex. with the Yaaguun Gandlaay Conservancy, private property owners, and provincial crown land). Including consideration for requirements and restrictions under the Yaaguun Candlaay Management Plan, GayGahlda "Changing Tide" Framework and All-Islands Protocol Table, if applicable.
- It is required that the consultant's research for this study will include:
  - Assembling relevant maps, photos and plans of the study areas (ex. including but not limiting, aerial photos, subdivision plans, previous trail planning, historic and anecdotal trail routes if available)
  - Walking the study areas in question and scout possible trail routes
  - Identifying and consulting with the involved jurisdictions and stakeholders in the study areas

### Quotes should include a breakdown of the following:

- Flat fee for scope of work; with cost separated out for if the project contains **both Area 1 and Area 2** in the study area, or if the study area is **only Area 1**.
- Fee per hour or per project component if scope of work increased/changed
- Expected time (timeline) needed to undertake and complete work
- PST/GST calculated separately if applicable

Submission of quotes for the Golden Spruce Trail Extension Feasibility Study should be sent to Elizabeth Cumming, Deputy Chief Administrative Officer by any of the following means:

Email: [deputy@portclements.ca](mailto:deputy@portclements.ca)

Mail: PO Box 198, Port Clements, BC V0T 1R0

Or dropped off in person at 36 Cedar Avenue West, Port Clements, BC

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Village of Port Clements

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# Golden Spruce Trail Expansion Feasibility Study

LEES  
+  
ASSOCIATES

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Village of Port Clements

Golden Spruce Trail Feasibility Study

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June 10, 2022

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Contact Information:

509-318 Homer St, Vancouver BC Canada, V6B 2V2 | p: 604.899.3806

51 Wolseley St, Toronto ON Canada, M5T 1A4 | p: 416 645 7033 | f: 415 645 7046

8 Boswell Crescent, Whitehorse YT Canada, Y1A 4T3 | p: 867.332.3806

info@elac.ca | www.elac.ca

June 10, 2022

Elizabeth Cumming

PO Box 198

Port Clements, BC V0T 1R0

Attention: Elizabeth Cumming, Deputy Chief Administrative Officer

Dear Elizabeth,

**Re: Golden Spruce Trail Extension Feasibility Study**

E. LEES + Associates Consulting Ltd. (LEES+Associates) is pleased to submit the enclosed proposal for consulting services for a Golden Spruce Trail Extension Feasibility Study for the Village of Port Clements (the Village). With our extensive background in trails master planning, design, and feasibility studies, as well as our experience working with remote and northern communities, our team's skills and expertise are an excellent fit for this project.

We have demonstrated expertise in many successful trail planning projects such as the Blue River Trails Master Plan, trail planning and design for a watershed in Metro Vancouver (Lower Seymour Conservation Reserve), and recent trail planning projects for Recreation Sites and Trails BC and BC Parks.

This proposal provides a detailed description of our intended methodology and detailed work plan, including tasks, meetings, and deliverables associated with each of the proposed phases of the project. We are available to start work immediately upon award of the contract.

We would welcome an opportunity to discuss the skills and value that our team could bring to your organization. Please do not hesitate to contact me if you require further information or clarification.

Sincerely,



Megan Turnock, MSc, MLA

Principal

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## PROJECT UNDERSTANDING

Port Clements is a town with a population of about 340, located on the Masset Inlet in Central Graham Island, Haida Gwaii. As a centrally-located, full-service town, Port Clements is a tourist gateway to the many ecologically diverse and historically rich sights of Haida Gwaii.

While Port Clements retains its heritage as Graham Island's hub for logging industry, tourism plays an increasingly significant role in the town's economic sustainability. The 2016 Port Clements Tourism Road Map identifies the Island's lack of transportation and liability issues associated with the use of logging roads as challenges for tourists. As a consequence, safe and accessible walking/hiking trails are imperative to the growing network of tourism amenities in the Port Clements area. Some initiatives are already underway; for example, a trail has recently been added to the Port Clements Museum grounds, providing opportunities for recreational activity within view of Stewart Bay.



The project focus for this proposal is to connect the existing Golden Spruce Trail with existing Sunset Park Trail via a ~4 km extension parallel to Bayview Street and along Yakoun River. This trail extension connects the community of Port Clements to the site of the famous felled Golden Spruce, located in the Yaaguun Gandlaay Heritage Site/Conservancy. By developing safe walking access from Port Clements to the Golden Spruce Trail, residents and visitors are invited to regularly engage with this culturally significant site and are provided the opportunity for extended recreational trail use close to the Village.

In addition, a potential trail extension is proposed between the Golden Spruce Trail to the Old Swimming Hole to the south. These trails begin to link a network of tourism amenities identified in the Port Clements Tourism Road Map, including the Port Clements Museum (where a preserved piece of the Golden Spruce remains displayed), the Sunset RV and Camp Sites, the Yakoun River estuary, and, if included, the Old Swimming Hole. Opportunities for trail-side education, beneficial to both residents and tourists, could refer to the area's ecological significance, Haida culture and lore, forestry heritage, and the story of the Golden Spruce. Developing a well-defined, accessible trail network will increase tourist safety and encourage extended stays, providing valuable income for the Village and its residents.

The key deliverable for this project is a report that includes a proposed trail alignment for connecting the Golden Spruce Trail north to Sunset Park Trail, and potentially south to the old swimming hole. This report will also identify potential barriers to the proposed concept and detail the process of attaining permission/authorization from the various landowners/managers/rights-holders to extend the trail. We anticipate that this work will take four months and will be completed by September of 2022.

# EXPERIENCE + QUALIFICATIONS

## WHY LEES?

### Trails Planning, Design, and Construction

We are landscape architects, registered planners, and IAP2 trained engagement specialists. Our experience on trail projects spans from planning through to design and construction. We bring the critical experience in mapping, reporting, and stakeholder/land manager coordination to successfully deliver the Golden Spruce Trail Extension Feasibility Study.



From high-level strategic planning to detailed design, we offer our clients a breadth of knowledge when it comes to providing clear, grounded and actionable trail plans. We regularly lead engagement with land managers, interested organizations, and the public; work in environmentally and culturally sensitive areas; and work with Indigenous and remote communities with limited resources. Our approach integrates considerations for biodiversity and accessibility into all our projects.

Our team has delivered strategic planning for trails, landholder engagement, and trail design projects for regional and municipal governments across Canada. We have demonstrated our expertise in trails planning, trail layout and design, feasibility studies, and outdoor recreation over the last 20 years, including recent projects for the City of Powell River, the Regional District of Fraser Fort George, Metro Vancouver, BC Parks, and Recreation Sites and Trails BC.

## ADDED VALUE

### Public Engagement/IAP2

Staff on our team have completed the International Association of Public Participation (IAP2) foundations training. We have led engagement in large and small communities for a wide range of projects including parks and trail plans, however we have engaged the public on topics ranging from recreation centre feasibility studies to community forest management plans. Using the IAP2 principles allows our staff to employ the most effective techniques and strategies for engaging communities and ensures that our engagement process is rigorous, thorough, and of the highest quality possible.

### Working with Indigenous Communities

LEES+Associates has provided services to Indigenous clients, stakeholders, and governments across Canada, including in First Nations, Inuit, and Métis communities. We strive to build capacity and support through our collaborative approach and implement strategies to commemorate and honour diverse cultures and traditions. Our work for Indigenous clients includes cultural centres (Dettah Cultural Centre,

NWT and Da Kų Cultural Centre, YT), civic buildings (Kwanlin Dųn Admin Building, Kluane First Nation Admin Building, YT), cemeteries (McLeod Lake Indian Band, Iqaluit Cemetery), and unique projects like the Tr’ondęk Hwęch’in First Nation Teaching Farm in Dawson City. We have delivered landscape design for the Daylu Dena First Nation in Lower Post, BC, the Kitselas First Nation east of Terrace, and the Skidegate Band Council in Haida Gwaii, BC. We have also guided numerous clients on ways to reach out to local Indigenous communities and weave opportunities for reconciliation throughout our work.

### **Northern Landscapes**

Members of our team have completed projects in northern and remote communities including, most recently, the Trails Plan for the City of Whitehorse and the Regional Parks Plan for the Regional District of Fraser Fort George. We have integrated northern city initiatives to improve access and usability of parks, trails, and open spaces for year-round recreational use. We also have a strong understanding of the planning, management, and maintenance implications of northern and remote communities through our work with the parks team at the Regional Municipality of Wood Buffalo.

### **Accessibility**

Our firm includes staff who have completed accessibility training through the Rick Hansen Foundation Accessibility Certification™ (RHFAC) program. We have conducted accessibility audits for front country parks and trails for BC Parks. This perspective and training are brought to every project with a goal of making the process and outcome as inclusive and accessible as possible.



### **Biodiversity**

We uphold a strong reputation for integrating scientific evidence and research into our projects, and we stay abreast of current trends in ecological restoration and climate resilience through conferences and other professional development initiatives. We bring a climate change lens to all of our work because we are in a climate crisis. Climate change will affect all aspects of our communities, so we actively seek opportunities to improve resilience in all aspects of our work.

Project examples where we put this into practice include the Surrey Biodiversity Design Guidelines, Port Moody Climate Resilient Landscape Standards, Beaver Lake Environmental Enhancement Project (Stanley Park), Surrey Bend Regional Park Concept Plan, Esquimalt Gorge Park Green Shores Restoration Project, and the Powell Beach Park Management Plan (waterfront park in Summerland).

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## PROJECT EXPERIENCE

### BLUE RIVER TRAILS + ACTIVE TRANSPORTATION MASTER PLAN

Thompson-Nicola Regional District (2021)

LEES+Associates, in partnership with IMBA Canada and Drdul Community Transportation Planning, worked closely with the Thompson-Nicola Regional District and local stakeholders to deliver a plan for practical and actionable improvements to the Blue River trail system and active transportation network.

The Blue River Trails and Active Transportation Master Plan presents a community-guided vision that preserves the overarching goals of a sustainable and resilient community, and balances the needs of sometimes competing groups – cyclists and hikers, advanced users and beginners, motorized and non-motorized activities, locals and visitors, and optimizing for winter or summer activities. The planning process worked to build capacity and empower participating stakeholders by finding common ground and vision, balancing priorities, and presenting sound technical advice and examples of best practices.

Plan recommendations aim to build on years of work by local residents, businesses, community organizations, and the TNRD by designating trail uses, adding wayfinding and signage, and creating a framework for partnerships. Through these improvements, the trail system has the potential to grow in a way that is sustainable and deliver high-quality trail experiences for locals and visitors, bringing economic benefits to the town and region.



## LOWER SEYMOUR CONSERVATION RESERVE TRAILS STRATEGY

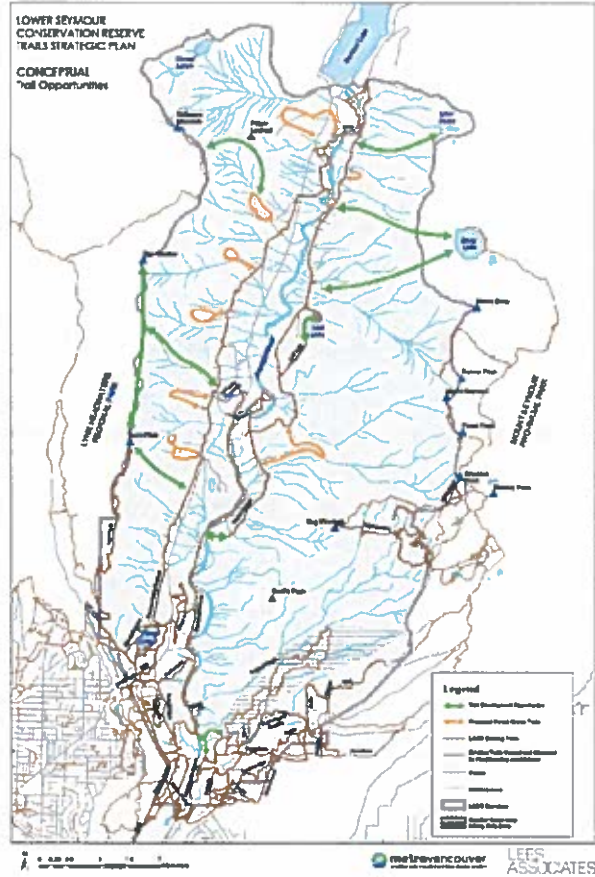
Metro Vancouver (2004 and 2018)

LEES+Associates developed the first Trails Strategy in 2004 and completed the 10-year Strategic Trails Plan in 2018 for the Lower Seymour Conservation Reserve (LSCR).

The 2004 Trails Strategy included a multi-phased consultation program, visioning exercise, and trail by trail evaluations and recommendations. An innovative trailhead survey that applied qualitative research methodologies (first developed in front and backcountry wilderness areas in the U.S.) provided data to support short- and long-term trail, amenity, and infrastructure decisions.

The 2018 Trails Strategy repeated the trail head survey methodology, providing valuable data regarding changes in trail use trends and patterns, engaged stakeholders and staff, and compiled data from staff trail evaluations to develop new recommendations and to set priorities for spending.

Challenges that were identified included mitigating environmental impacts of trail use in sensitive ecosystems, balancing the needs of different users on a multi-use trail system, and developing strategies to provide increased access to backcountry trails safely and within fiscal constraints.





## LOWER SEYMOUR CONSERVATION RESERVE (LSCR) TRAIL REBURSHISHMENTS

Metro Vancouver (2020-Ongoing)

Building on a long history of involvement with Metro Vancouver's LSCR, LEES+Associates and IMBA Canada were retained to support a multi-year planning and construction process to restore and upgrade mountain bike-primary trails in the LSCR's East Area on Mt. Seymour. This ongoing work includes trail network planning, detailed trail refurbishment plans, the development of risk management strategies, RFP development and evaluation, and construction observation services.

The first trail to be restored as part of this work, is the North-Shore classic CBC Trail, which has reopened this spring. LEES produced a detailed plan for restoration in order to retain the unique character of the trail while restoring extensive degradation, modernizing the trail geometry, and protecting sensitive ecosystems, including old growth cedar stands and wetland. Construction was a highly rewarding process involving collaboration between the designers, land manager, professional trail builders, and local mountain bike association.



The next phase of trail restoration projects currently are underway, with LEES providing construction support on work being executed by professional trail builders and volunteers.

## CMHC MT. SEYMOUR RECREATION ACCESS MANAGEMENT PLAN

Recreation Sites and Trails BC (2021-Ongoing)

LEES+Associates are developing a soon-to-be-released Recreation Access Management Plan (RAMP) on behalf of Recreation Sites and Trails BC (RSTBC) for the CMCH lands on Mt. Seymour. The CMHC Mt. Seymour lands are a 170-ha forested area on the southern aspect of Mt. Seymour within the District of North Vancouver. The lands are best known as the home of an extensive trail system that includes popular and well-loved trails for mountain biking, hiking, and trail running.

Megan and Patrick executed a rigorous methodology that considered trail assessment data, environmental data, public engagement, Indigenous consultation results as provided by the Province, and input from stakeholders, including extensive consultation with the NSMBA, neighbourhood association, and adjacent land managers. Through analysis of this data, we collaborated with RSTBC to describe management zones, produce trail classifications and descriptions, establish a monitoring approach, and define limits of acceptable change. The management plan also outlines recommendations for management principles and actions including, but not limited to, wayfinding approach and options, user conflict management strategies, environmental protection, trail user outreach and communication, and development of partnerships and collaboration. The Management Plan will be a document ready for implementation through work plans and capital plans. Implementing the RAMP's recommendations would result in establishing the area as a Trail-Based Recreation Area under Section 56 of FRPA – an important level of protection for the currently unprotected trail system.



# PROJECT TEAM

## KEY PERSONNEL + ROLES

### **Megan Turnock, BSc, MSc, MLA - Principal**

#### **Project Manager**

Megan has a multidisciplinary background and over 18 years of experience in landscape architecture, planning and environmental consulting for public and private clients, working on a wide range of projects. Her current specialty and area of focus is parks, trails and recreation planning and design, strategic and master planning, and integrated environmental planning and design. She is a member of IAP2 Canada, completed the IAP2 Public Participation Planning and Techniques foundations courses in 2018, and has planned and implemented dozens of public engagement processes. She is expanding her area of expertise as a member of the IAP2 Canada Indigenous Engagement Community of Practice. Her recent parks and recreation planning project clients have included the City of Victoria, Town of Banff, Vancouver Park Board, and Metro Vancouver, as well as currently working on a parks and trails plan for the Regional District of Nanaimo.



**Role:** Megan will be Principal in Charge and will be the main point of contact for Village of Port Clements project staff.

### **Patrick Beech, BA, MLA, BCSLA Intern - Associate**

#### **Landscape Designer**

Patrick is a Landscape Designer at LEES+Associates with a Masters in Landscape Architecture from UBC and experience on a wide variety of planning, design, engagement, and construction projects. He has led trail planning projects for clients such as Metro Vancouver, BC Parks, and Rec Sites and Trails BC, and has been involved in all levels of trail planning and design, including trail master plans, assessments, stakeholder and community engagement, design and layout, and tendering and construction support. As a graduate student, his thesis focused on sustainable, landscape-based economic development in rural and remote communities.



**Role:** Patrick will be the project manager and will direct the technical deliverables through all phases of the project.

Note that our team includes additional staffing resources experienced in trail design that are available to contribute to this project if required.

**Ivy Smith, B.Sc., MLA, BCSLA Intern | Accessibility Specialist and Landscape Designer**

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Ivy has a multidisciplinary background in ecological restoration, environmental planning, and landscape architecture. She has a Masters of Landscape Architecture and a Bachelor of Science from the University of British Columbia. Ivy brings to the team several years of diverse experience including public engagement, accessibility auditing, recreation planning, cemetery planning, ecological restoration, landscape maintenance and invasive plant management. Ivy has completed the Rick Hansen Foundation Accessibility Certification™ (RHFAC) program and brings an awareness of universal accessibility in the outdoor environment to all her projects.



Ivy's training with the Rick Hansen Foundation along with her background in landscape architecture has given her a well-rounded perspective of the built environment and how it is designed. Ivy also serves on the Accessibility Standards of Canada Technical Committee for Standards for Outdoor Spaces; the role of the committee is to identify accessibility barriers in the outdoor environment and develop national standards that address them. She is passionate about working to make landscapes, particularly parks, trails, and outdoor recreation amenities as accessible and inclusive as possible.

**Role:** Ivy will support the project team with deliverables and bring an accessibility perspective to this trail feasibility project.

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# METHODOLOGY

## Project Delivery Approach

LEES+Associates adhere to the following principles to ensure successful project delivery.

**Client Liaison** - We believe it is crucial that a collegial atmosphere be established and maintained throughout the project, to ensure that the project deliverables meet the needs of the community and the Client. To this end, LEES+Associates follows a client liaison protocol that promotes regular client and project team communication and collaboration. Collaboration with our clients is key to our success and mission. Working closely with Staff, our team will use collective insight and expertise to guide the development of a community-appropriate plan.

**Client Communication** - We propose early and ongoing contact between the consultant team and Client Staff. In addition to in-person meetings at key intervals, we propose biweekly project update meetings by video or teleconference. Summary minutes with key action items will be distributed following each meeting. Regular teleconference meetings with the Principal-in-Charge provide the opportunity to ensure progress, cost control, and maintain scope, timing and resource allocation to complete the project per the proposal.

**Comment Logs** - We will keep comment logs documenting feedback to ensure that we address key issues and specific feedback throughout the project.

**Quality Management** - To ensure that all work meets your quality objectives, project deliverables will be reviewed throughout the duration of the project in conjunction with the monitoring of progress, schedule and reporting, as part of the regular consulting team project meeting. Any shortfalls will be identified and a plan established to ensure that the schedule is followed and the quality of deliverables is maintained.

**Cost Control** - Once our work begins, actual costs will be captured and reviewed on a weekly basis against proposed costs using our proprietary project management system. Monthly invoices will be reviewed and approved by the Project Manager and Principal-in-Charge prior to being forwarded to the Client. Work and associated costs not included in the proposal will be reviewed and approved through a Change Order process. Each Change Order will need to be approved by the appropriate Client representative prior to making any changes to the work plan.

**Schedule Control** - Throughout the planning and design stages, the schedule will be monitored regularly, with the consulting team reporting to the Client's Project Manager on a bi-weekly basis, or more frequently as required, to ensure that deliverables are provided on key milestone dates. Scheduled reviews will be an agenda item at the bi-weekly project update meetings with the Client. Any schedule deviations will be identified, with a turn-around plan developed for returning the project to schedule, as needed.

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# WORK PLAN

## PHASE 1: PROJECT START-UP AND BACKGROUND REVIEW

### Project Start-Up Meeting (virtual)

Once we have been given the go-ahead to begin project work, we will hold a virtual start-up meeting with the Village of Port Clements project team to:

- Introduce the project team;
- Confirm and make adjustments as necessary to scope of work, methodology, schedule, and other details;
- Identify the key measures of success, and
- Confirm communications protocol, billing procedures, and other administrative items in relation to the contract.

As with all future meetings, we will provide the agenda and meeting notes. Following this meeting we will also provide an updated work plan and schedule, as necessary. This meeting will be initiated within 2 weeks of notification of acceptance of this proposal.

### Review of Background Material

Following the start-up meeting, we will submit a request to the Village for all relevant background material (e.g., relevant maps, aerial photos, and plans of the study areas). A review of the planning and policy context will commence shortly after acceptance of this proposal.

The Feasibility Study will consider existing policies and initiatives, including, but not limited to:

- Subdivision plans
- Previous trail planning documents
- Historic and anecdotal trail routes if available
- Yaaguun Candlaay Management Plan
- GayGahlda "Changing Tide" framework
- All-Islands Protocol Table

After receiving the background material, our team will develop a base map including all existing trails, recreational amenities, natural and human-made features, land ownership/management, environmentally and culturally sensitive areas, and topography. The base map and background review will inform the initial trail options developed in the second phase of the project.

**Bi-weekly meetings (virtual)**

We propose regular bi-weekly meetings hosted over MS Teams (or the Village’s preferred platform) throughout the duration of the project to discuss project process, goals, schedule, budget and our approach to each task outlined in this project.

| Meetings  | Deliverables  | Proposed Client Responsibilities   |
|---|---|--|
| <ul style="list-style-type: none"> <li>▪ Start-up Meeting</li> <li>▪ Bi-weekly teleconferences</li> </ul> | <ul style="list-style-type: none"> <li>▪ Meeting agendas and minutes</li> <li>▪ Base map and background review</li> </ul> | <ul style="list-style-type: none"> <li>▪ Attend start up Meeting</li> <li>▪ Provide relevant background documents</li> </ul> |

**PHASE 2: TRAIL CONCEPT DEVELOPMENT AND CONSULATION**

**Workshop with the Village of Port Clements Project Team (2 LEES staff, in-person)**

After reviewing the background information and preparing and studying the base maps, we will visit Port Clements and host a workshop with the Village of Port Clements project team and any stakeholders/rights-holders that have been identified by the Village. The workshop is an opportunity to better understand the needs of the community, collect information about the site and its history, increase awareness of nuances to expand on the background review, and - ideally - build consensus on the most appropriate approach to expanding the Golden Spruce Trail.

Early in the project we will work with Village of Port Clements staff to identify the involved jurisdictions and stakeholders in the study areas and invite them to participate in the workshop. As the study area crosses lands owned/managed by the Yaaguun Gandlaay Conservancy, private property owners, and the Province of BC, it is anticipated that consultation with these groups will be required, at a minimum.

*Note: If there are some who are not able to attend the workshop, we will endeavor to set up separate meetings while we are there or follow-up with phone calls or videocalls later. However, the budget is limiting so Village staff may also need to do some follow-up with those who cannot attend the workshop to ensure we get input from everyone.*

The workshop will be a charette-style session that involves a short presentation on the project followed by a group brainstorming and mapping exercise. Input will be captured via notes and drawings. The first objective of this workshop will be to produce a draft vision statement that outlines the goals for the project, including:

- Goals for the expansion of the Golden Spruce Trail;
- Initial ideas for the expansion of the trail;
- Stakeholder/ rights-holder roles in the planning process and in the implementation of the trail;
- Benefits to the community of Port Clements, and

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- Key destinations and connections.

We will then brainstorm alignments with the group using maps and tracing paper. We anticipate this exercise will draw out local knowledge of the terrain, including both challenges and opportunities.

**Ground Truthing**

Following the workshop, our team will transfer the preferred concept(s) to a georeferenced map and conduct an in-person assessment of the proposed trail expansion corridor connecting Sunset Park Campground and Golden Spruce Trail (Area 1).

As an optional additional, we will also do ground-truthing alignment for extending the Golden Spruce Trail to the Old Swimming Hole (Area 2), depending on stakeholder input. We have provided a separate price for this additional field work.

The goal of the field review will be to both ground-truth the desktop inventory and analyse considerations such as maintenance issues, user conflicts, connections, potential wayfinding locations, and opportunities to highlight unique site features. We will record a GPS track of the proposed alignment, and document ground conditions with photographs and geo-referenced notes.

| Meetings   | Deliverables  | Proposed Client Responsibilities   |
|--|---|--|
| <ul style="list-style-type: none"> <li>▪ Visioning Workshop</li> <li>▪ Site visit</li> </ul> | <ul style="list-style-type: none"> <li>▪ Meeting agendas and minutes</li> <li>▪ Visioning Workshop presentation and maps</li> <li>▪ Consultation summary</li> <li>▪ Trail Concept (Area 1 and 2 or just Area 1)</li> <li>▪ Summary Table</li> </ul> | <ul style="list-style-type: none"> <li>▪ Attend visioning workshop</li> <li>▪ Provide timely feedback on all deliverables</li> <li>▪ Attend Trail Option Review Workshop</li> <li>▪ Attend site visit</li> <li>▪ Site visit (in-person)</li> </ul> |

**PHASE 3: DRAFT FEASIBILITY REPORT**

**Trail Concept Refinement**

Following our visit to Port Clements and integrating our findings from the site visit and visioning workshop, we will refine the trail concept and create the draft feasibility report.

**Draft Feasibility Report**

Drawing from all the work of previous phases, we will prepare a draft feasibility report, including:

- Draft vision and goals for the trail expansion;
- A map of the proposed trail expansion including potential opportunities, barriers, restrictions and limits;



- Steps that would need to be undertaken with the involved jurisdictions that oversee the land that the proposed extension(s);
- A preliminary implementation plan outlining funding and phasing considerations, and
- Future maintenance considerations and key performance indicators.

| Meetings   | Deliverables  | Proposed Client Responsibilities   |
|--|---|--|
| <ul style="list-style-type: none"> <li>▪ Bi-weekly meetings (virtual)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Meeting agendas and minutes</li> <li>▪ Draft feasibility report</li> </ul> | <ul style="list-style-type: none"> <li>▪ Attend bi-weekly meetings</li> <li>▪ Provide timely feedback on draft feasibility report</li> </ul> |

## PHASE 4: FINAL FEASIBILITY REPORT

### Final Feasibility Report

In the final phase of work, we will revise the draft feasibility report and integrate comments from the Village of Port Clements project team. The final deliverable will be a report that identifies the feasibility of extending the Golden Spruce Trail north along the Yakoun River to connect with the Village’s Sunset Park Trail, and potentially extending the Golden Spruce Trail south along the Yakoun River. The report will include a finalized georeferenced trail map and photos of any key features, obstacles, or restrictions.

| Meetings   | Deliverables  | Proposed Client Responsibilities   |
|--|---|--|
| <ul style="list-style-type: none"> <li>▪ Bi-weekly meetings (virtual)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Meeting agendas and minutes</li> <li>▪ Final feasibility report (a digital PDF)</li> <li>▪ A final trail map (georeferenced PDF)</li> <li>▪ Photos of any key obstacles, restrictions, or features.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Attend bi-weekly meetings</li> <li>▪ Provide relevant background documents</li> </ul> |

## PROJECT FEE

The table below delineates our estimated costs. We will endeavour to find cost savings through our work and through disbursements wherever possible. Overall, the first fee includes three days in-person for two of our staff in Phase 2, while the second includes four days in-person for two staff. There may be opportunities for our staff to be joined by a local staff member or other knowledgeable local community member for the field work, if appropriate. This could result in further cost savings. However, running a community workshop with only one of us in attendance would be challenging and would require more involvement from the Village.

|  |                    |
|--|--------------------|
| Project Fees Including Area 1 Groundtruthing:          | \$8,500.00         |
| Disbursements*:  | \$2,500.00         |
| GST/PST:   | \$550.00           |
| <b>Total Project Fees Including Area 1 and Area 2:</b> | <b>\$11,550.00</b> |

|   |                    |
|---|--------------------|
| Project Fees Including both Areas 1 and 2 Groundtruthing: | \$10,000.00        |
| Disbursements:  | \$3,000.00         |
| GST/PST:  | \$650.00           |
| <b>Total Project Fees Including Area 1 Only:</b>          | <b>\$13,650.00</b> |

## TERMS AND CONDITIONS

### Payment Terms

Project cost summaries will be included with monthly invoices. Invoices will be based on the percentage of work completed plus any disbursements as of the month-end invoice date. All disbursements that are incurred are subject to a 5% administration fee. All invoices are payable within 30 days of receipt.

### Additional Services

Any work outside the scope of this proposal will be charged at the following hourly rates.

| Position        | Staff         | Hourly Rate  |
|-----------------|---------------|--------------|
| Principal       | Megan Turnock | \$160 / hour |
| Project Manager | Patrick Beech | \$110 / hour |

# PROJECT SCHEDULE

We have included a proposed project schedule for our work plan, outlined in Gantt Chart format below. This is a draft schedule, and we anticipate it being flexible to accommodate the schedules of Village Staff. Schedule dates, deliverable deadlines, and milestones will be confirmed with the client in the Project Start-up Meeting.

## Project Schedule

| Work Phase / Task   | Jun 22 |    |    |    | Jul 22 |    |    |    | Aug 22 |   |    |    |    | Sep 22 |    |    |    | Milestones |
|---|--------|----|----|----|--------|----|----|----|--------|---|----|----|----|--------|----|----|----|------------|
|   | 6      | 13 | 20 | 27 | 4      | 11 | 18 | 25 | 1      | 8 | 15 | 22 | 29 | 5      | 12 | 19 | 26 |            |
| <b>PHASE 1 - Project Start-up and Background Review</b>     |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Start-Up Meeting  |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Review of Background Material                               |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Base Map Preparation  |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Project Management + Administration                         |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Biweekly Client Meeting                                     |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| <b>PHASE 2 - Trail Concept Development and Consultation</b> |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Visioning workshop (In-person)                              |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Trail Option Development (Area 1 and 2)                     |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Trail Concept Development (Area 1 Only)                     |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Travel Time   |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Site Visit  |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Project Management + Administration                         |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| <b>PHASE 3 - Site Visit and Draft Feasibility Report</b>    |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Draft Feasibility Report                                    |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Trail Option Refinement                                     |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Project Management + Administration                         |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Biweekly Client Meeting                                     |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| <b>PHASE 4 - Final Feasibility Report</b>                   |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Final Feasibility Report                                    |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Project Management + Administration                         |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |
| Biweekly Client Meeting                                     |        |    |    |    |        |    |    |    |        |   |    |    |    |        |    |    |    |            |

**Legend**

|                      |
|----------------------|
| Project Work         |
| Deadline             |
| Meeting/Presentation |
| Review - Client      |
| Consultation         |

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# APPENDIX A: CORPORATE PROFILE

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# LEES + ASSOCIATES

LANDSCAPE ARCHITECTS + PLANNERS

ELAC.CA

We create places of **beauty** and **enjoyment, connection** and **memory**. We partner with our clients and their communities to **connect people** with **meaningful landscapes**.

LEES + Associates has been in practice for two decades and has a professional staff of over 15. From parks and trails to cemeteries and memorials, we bring diverse skills and experience in the planning, design, and management of open space at every scale.

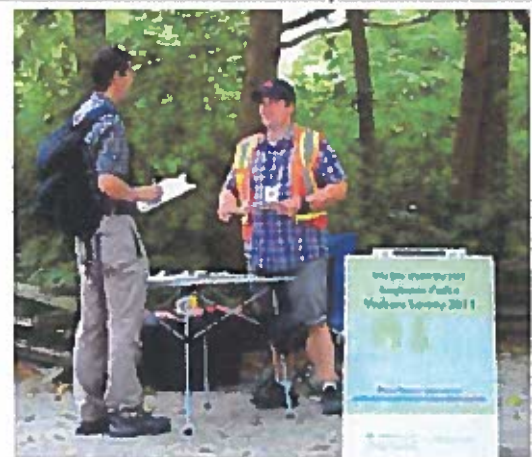
We provide our clients with a broad spectrum of services based on the principle of supporting healthy, sustainable communities. We have expertise in virtually every aspect of parks, recreation, open space and cemetery planning, design, operations and management. Our public engagement expertise includes outreach and marketing, meaningful stakeholder engagement, social media strategies, and fun and innovative public events that build relationships and momentum.

#### OUR KEY SERVICES INCLUDE:

Master Planning • Feasibility Studies and Policy • Community and Stakeholder Engagement • Conceptual Design • Detailed Site Design • Construction Documentation • Construction Administration

#### ADDITIONAL SERVICES:

Capacity Analyses • Land Acquisition Strategies • Environmental Audits • GIS Mapping • Land Needs Assessment • Maintenance Manuals and Operational Guidelines • Policy, Standard Operating Procedures • Site planning • Perpetual Care Fund Analyses • Cemetery Bylaws • Cemetery Market Research • Cremation Interment Research • Cemetery Conference Presentations • Lectures and Seminars • Cemetery Trends Workshops



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# Projects

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## PARKS AND RECREATION PROJECTS

- Parks and Trails Strategy | Regional District of Nanaimo
- Biodiversity Design Guidelines | City of Surrey
- Parks and Trails Master Plan + Active Transportation Plan | City of Powell River
- Lower Seymour Conservation Reserve Management Plan | Metro Vancouver
- Recreation Master Plan | City of West Kelowna
- Lot 108 Park Plan | Town of Ladysmith
- Track and Field Strategy | Vancouver Park Board
- VanPlay - Vancouver's Parks and Recreation Master Plan | Vancouver Park Board
- Recreation Market Analysis Study | District of Saanich
- Carnarvon Park Master Plan | District of Oak Bay
- Inter-River + Myrtle Park Sport Court Design | District of North Vancouver
- Salt Spring Island Bike Park Concept and Detailed Design | Capital Regional District
- Parks and Open Spaces Master Plan | City of Victoria
- Parks and Recreation Master Plan | City of White Rock
- Parks and Trails Master Plan for Electoral Area E | Cowichan Valley Regional District
- Parks Master Plan for Electoral Area C | Columbia Shuswap Regional District
- Parks and Recreation Master Plan | District of Peachland
- Parks and Recreation Master Plan | District of Summerland
- Parks Master Plan | Regional Municipality of Wood Buffalo
- Urban Forest Strategy | Regional Municipality of Wood Buffalo
- Bowen Island Parks Plan | Bowen Island Municipality BC
- Merritt Parks, Recreation and Culture Master Plan | City of Merritt BC
- Quesnel Parks, Green Spaces and Outdoor Recreation Master Plan | City of Quesnel BC
- Osoyoos Community Services Master Plan | Town of Osoyoos BC
- Kent Park Acquisition, Improvement and Trail Development Program | District of Kent BC
- Anmore Parks Master Plan | Village of Anmore BC
- Lower Lynn Recreation Facility Needs Assessment District of North Vancouver BC
- Recreation, Parks and Open Space Master Plan | Lac La Biche County AB
- Banff Recreation Master Plan | Town of Banff AB
- Fernie Leisure Services Master Plan | City of Fernie BC
- Princeton Parks and Recreation Strategy | Town of Princeton BC
- Squamish Parks and Recreation Master Plan | District of Squamish BC
- Salmon Arm Parks and Recreation Master Plan | City of Salmon Arm BC
- Logan Lake Parks Master Plan | District of Logan Lake BC
- Blackburn Park Master Plan | City of Salmon Arm BC
- Gibsons Parks Master Plan | Town of Gibsons BC

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## **TRAILS AND ACTIVE TRANSPORTATION**

- Lower Seymour Conservation Reserve 10yr Trails Strategic Plan | Metro Vancouver
- Town of Banff Trails Master Plan | Town of Banff AB
- Brunette-Fraser Greenway Design | Metro Vancouver
- Humber Bay Shores Park Trail Improvements | City of Toronto ON
- River Valley Trails Master Plan | Town of Devon AB
- Sunshine Coast Trails Strategy | Sunshine Coast Trail Society
- Master Trail Plans: Echo Valley & Blackstrap Provincial Parks | Province of Saskatchewan
- Mill Pond Accessible Trail Design | District of Mission BC
- Capilano River Regional Park Riverfront Trail Concept | Metro Vancouver BC
- Natural Environment Trails Strategy | City of Toronto ON
- Stanley Park Cycling Plan | City of Vancouver BC
- Sheep Paddocks Trail Design at Colony Farm Regional Park | Metro Vancouver

## **OUTDOOR RECREATION STUDIES**

- Front Country Campground Revitalization | Parks Canada
- Stave West Recreation Master Plan | District of Mission BC
- Regional Parks Trailhead Survey | Metro Vancouver
- Regional Parks Supply and Demand Study | Metro Vancouver, Fraser Valley Regional District
- Outdoor Recreation & Economic Impact Study for TFL 26 | District of Mission
- BC Hydro Arrow Lakes Recreation Demand Study | BC Hydro
- Pacific Spirit Regional Park Mountain Bike Study | Metro Vancouver

## **PUBLIC OPEN SPACE DESIGN**

- Beacon Hill Lookout Project | Regional Municipality of Wood Buffalo
- Cache Creek Gateway Project | Village of Cache Creek
- Gibsons Reservoir Project | Town of Gibsons, BC
- New Westminster Hyack Square | City of New Westminster, BC
- Fort St. James Streetscape Project | City of Fort St. James, BC
- Renfrew Town Square Design | Town of Lake Cowichan, BC
- Saanich Reservoir Project | District of Saanich, BC

## **HEALTHY BUILT ENVIRONMENT**

- Health and the Built Environment Linkages Toolkit | Provincial Health Services Authority
- Built Environment and Active Transportation (BEAT) Summit | BC Recreation and Parks Association
- Built Environment Resources | Environmental Health Officers National Collaborating Centre for Environmental Health
- "Health 201" for Planning Professionals | Provincial Health Services Authority
- Built Environment Project - Survey Evaluation | Public Health Association of BC
- Foundations for a Healthier Built Environment: Summary Paper | Provincial Health Services Authority
- Built Environment and Active Transportation (BEAT) Implementation Plan | BC Healthy Living Alliance

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# Awards + Honours

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## Iqaluit Municipal Cemetery

Honor Award for General Design, American Society of Landscape Architects (ASLA), 2018  
National Award of Excellence, Canadian Society of Landscape Architects (CSLA), 2017

## Toronto Natural Environment Trails Strategy

Merit Award for Recreational Planning Excellence by the Canadian Institute of Planners, 2014  
National Merit Award, Canadian Society of Landscape Architects (CSLA), 2014

## SANDBOX!

VIVA Vancouver Robson Redux – Honourable Mention, 2014

## Komagata Maru Memorial

Regional Merit Award, Canadian Society of Landscape Architects (CSLA), 2013

## Air India Memorial + Ceperly Park

National Merit Award, Canadian Society of Landscape Architects (CSLA), 2008

## Everett Crowley Park Management Plan, Vancouver Park Board

Environmental Leadership Award, BC Recreation + Parks Association (BCRPA), 2006

## Still Creek Rehabilitation + Enhancement Study

Honourable Mention, Canadian Institute of Planners Award for Planning Excellence, 2005





## APPENDIX B: RESUMES

# Megan Turnock

MSc, MLA, SITES AP | Principal

Megan is a Principal at LEES+Associates with a Masters of Landscape Architecture, a Masters of Environmental Science (Conservation Biology), and a Bachelor of Science in Biology. She has 20 years of experience in landscape architecture, planning and environmental consulting for public and private clients, working on a wide range of projects. Her current specialty and area of focus is parks, trails and recreation planning and design, strategic and master planning, and integrated environmental planning and design. She strives to apply her broad range of experience to projects such that they improve quality of life, build community, and improve sustainability and resiliency.



## PROFESSIONAL EXPERIENCE

Principal, LEES+Associates, Vancouver BC, 2020 - Present

Associate, LEES+Associates, Vancouver BC, 2011- 2019

Instructor: Green Shores for Coastal Development and Homes, Stewardship Centre for BC, Vancouver BC, 2018 - Present

Project Biologist + Restoration Designer, Phoenix Environmental Services Ltd., Vancouver BC, 2005 - 2011

Technical Advisor + Project Reviewer, Sustainable Sites Initiative (SITES), University of Texas, Lady Bird Johnson Wildflower Center, Austin TX, USA, 2007 - 2012

Environmental Project Manager, American Land Concepts, Reisterstown MD, USA, 2003 - 2004

Water Resources Designer, Environmental Quality Resources, Gaithersburg MD, USA, 2000 - 2003

## ACADEMIC CREDENTIALS + TRAINING

IAP2 Foundations in Public Participation, Canadian Trainers Collective, 2018

SITES Accredited Professional, Sustainable Sites Initiative, since 2017

Master of Landscape Architecture, University of British Columbia, Vancouver, BC, 2008

Master of Science, Environmental Science, American University, Washington DC, USA, 2000

Bachelor of Science, Biology, Pacific Lutheran University, Tacoma, WA, USA, 1998

## PROFESSIONAL AFFILIATIONS

BC Society of Landscape Architects, Intern Member

Green Shores Technical Advisory Committee, Stewardship Centre for BC

Society of Outdoor Recreation Professionals, Member

LEES  
+  
ASSOCIATES



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## RECENT PROJECT EXPERIENCE

### Trails Planning + Design

Recreation Access Management Plan - Seymour Mtn Trails, Recreation Sites and Trails BC, In progress  
LSCR Management Plan Update, Metro Vancouver, BC, 2019 - 2020  
Parks and Trails Master Plan, Powell River, BC, 2019 - 2020  
Trails 10 Year Strategic Plan, Lower Seymour Conservation Reserve, Metro Vancouver, BC, 2018  
Trails Master Plan, Town of Banff, AB 2015  
River Valley Trails Master Plan, Town of Devon, AB, 2014

### Other Recent Projects

Parks, Recreation, and Culture Master Plan, City of Chilliwack, In progress  
Parks Master Plan, City of Regina, In progress  
Recreation and Community Health Centre Needs Assessment, District of Summerland, 2020 - Present  
Track and Field Strategy, Vancouver Park Board, 2018  
VanPlay - Vancouver Parks and Recreation Master Plan, Vancouver Park Board, 2019  
Market Analysis Study - Recreation, Health and Wellness Programs, Services, Activities & Experiences, District of Saanich, 2019  
Powell Beach Park Management Plan, District of Summerland, 2018  
Skaha Provincial Park Rock Climbing Strategy - Climbers Engagement Workshop, BC Parks, 2018  
Marpole Community Centre Needs Assessment and Location Study, Vancouver Park Board, BC, 2018  
Parks Master Plan and Urban Forest Strategy, Regional Municipality of Wood Buffalo AB, 2018  
Parks and Open Spaces Master Plan, City of Victoria, BC, 2018  
Parks Master Plan - Electoral Area C, Columbia Shuswap Regional District, BC, 2017  
Community Parks and Trails Master Plan - Electoral Area E, Cowichan Valley Regional District, BC, 2017  
Parks and Recreation Master Plan, City of White Rock, BC, 2017  
Deer Lake Integrated Watershed Management Plan, City of Burnaby, BC, 2014  
Community Services Needs Assessment, Lower Lynn Town Centre, District of North Vancouver, BC, 2014  
Parks and Recreation Master Plan, City of Salmon Arm, BC, 2012  
Parks and Recreation Master Plan, District of Squamish, BC, 2012  
New Cemetery Master Plan, City of Salmon Arm, BC, 2012

# Patrick Beech

BA, MLA, BCSLA Intern | Landscape Designer

Patrick is an Olmsted Scholar and second-generation landscape designer with experience on a variety of public space planning, design, and construction projects. He has put his strong technical design, 3D modelling, and graphic skills to work for clients around the region, such as wayfinding and interpretative signage for Metro Vancouver Parks at Davies Orchard in Crippen Regional Park, feasibility planning for a new track field stadium in Surrey, and a public art horticultural installation for the City of Richmond. As a designer, Patrick thrives on collaboration across disciplines, and enjoys the rigors of detailed design.



## PROFESSIONAL EXPERIENCE

Associate, LEES+Associates, 2018 - Present

Graduate Teaching Assistant, SALA: School of Architecture and Landscape Architecture, UBC, 2017

Graduate Research Assistant, SALA: School of Architecture and Landscape Architecture, UBC, 2016 - 2017

## ACADEMIC CREDENTIALS

Master of Landscape Architecture, University of British Columbia, Vancouver, BC, 2018

Bachelor of Arts, University of Winnipeg, 2013

## AWARDS + HONORS

University Olmsted Scholar, 2018

Faculty Book Prize, 2018

Will Marsh-Doug Paterson Scholarship, 2018

Winning Entry, City of Richmond Our Home and Native Bloom Competition, 2017

## PROFESSIONAL AFFILIATIONS

BC Society of Landscape Architects, Intern



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## RECENT PROJECT EXPERIENCE

### Trails Planning + Design

CMHC Mt. Seymour Recreation Access Management Plan, Recreation Sites and Trails BC, In Progress

LSCR East Area Trail Planning, Metro Vancouver, BC, In Progress

CBC Trail Construction Observation, Metro Vancouver, BC, In Progress

Blue River Trails and Active Transportation Master Plan, Thompson-Nicola Regional District, BC, 2021

LSCR Management Plan Update, Metro Vancouver, BC, 2019 - 2020

Davies Orchard Wayfinding and Interpretation, Metro Vancouver, BC, 2018 - Present

### Other Recent Projects

Recreation and Community Health Centre Needs Assessment, District of Summerland, 2020 - 2021

Alexander Street Landscaping, City of Whitehorse, YT, 2019

Grand Centre Cemetery, City of Cold Lake, AB, 2019

Recreation Market Analysis Study, District of Saanich, BC, 2018 - 2019

Ft. Langley Cemetery Expansion, Township of Langley BC, 2018 - 2019

Kwanlin Dūn Administrative Building, Whitehorse, YT, 2018 - 2019

Charlottetown Roman Catholic Cemetery, Diocese of Charlottetown, PEI, 2018 - Present

Urban Forest Strategy, Regional Municipality of Wood Buffalo AB, 2016 - 2019

Parks Master Plan, Regional Municipality of Wood Buffalo AB, 2016 - 2019

Bear Creek Park Athletics Centre Feasibility Study, City of Surrey BC, 2019 - Present

Elk Falls Cemetery Expansion Design, City of Cambell River BC, 2019 - Present

Hillside Cemetery Cremation Garden, City of Medicine Hat, BC, 2019 - Present

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# Ivy Smith

BSc, MLA, BCSLA Intern | Landscape Designer

Ivy brings to the team several years of diverse experience in landscape planning, sustainability, public engagement, ecological restoration, and invasive plant management. She has completed the Rick Hansen Foundation Accessibility Certification™ (RHFAC) program and also sits on the National Committee that is currently developing accessibility standards for the outdoor built environment. Ivy brings an awareness of universal accessibility in the outdoor environment to all her projects. Ivy's skills in research, writing, and graphics, combined with her strong background in hands-on environmental work results in a holistic and informed approach to landscape design and planning.



## PROFESSIONAL EXPERIENCE

Associate, LEES+Associates, Vancouver, BC, 2017 - Present

Landscape Labourer/Planting Designer, City of Fort St. John, BC, 2016 - 2017

Invasive Plant Technician, Invasive Species Council of Metro Vancouver, Vancouver BC, 2015

Stewardship Coordinator, Stanley Park Ecology Society, Vancouver BC, 2011 - 2014

## ACADEMIC CREDENTIALS + TRAINING

Master of Landscape Architecture, University of British Columbia, Vancouver BC, 2017

Bachelor of Science in Natural Resources Conservation, University of British Columbia, Vancouver BC, 2011

IAP2 Foundations in Public Participation, Delaney+Associates, 2020

Rick Hansen Foundation Accessibility Certification™ (RHFAC) Professional, 2019

## PROFESSIONAL AFFILIATIONS + ACTIVITIES

British Columbia Society of Landscape Architects, Intern Member

Technical Committee on Outdoor Spaces - Accessibility Standards, Government of Canada, Committee Member

## RECENT PROJECT EXPERIENCE

### Parks, Trails and Recreation Projects:

Parks Master Plan, City of Regina, In progress

Burnaby Central Park Ponds Restoration, Burnaby, BC, In progress





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Atlin Hydro Trail Master Plan, Atlin, BC, In progress  
Community Engagement - Municipal Forest Reserve, District of North Cowichan, BC, 2020 - In progress  
Snafu and Tarfu Campground Redesign, Yukon Government, In progress  
Parks Service Delivery Functional Review, Regional District of Wood Buffalo, AB, In progress  
Accessibility Assessment Tool, Meewasin Valley Authority, SK, 2022  
Marsh Lake Public Access Upgrades Concept Design, Yukon Government, 2021  
Whitehorse North Trail Plan, City of Whitehorse, YT, In progress  
Whitehorse South Trail Plan, City of Whitehorse, YT, 2021  
Buntzen Lake Congestion Study, Anmore, BC, 2021  
Long Lake Concept Plan, City of Whitehorse, YT, 2020 - 2021  
Lakeside Campground Redevelopment Plan, Village of Silverton, BC, 2020 - 2021  
Gwich'in Park Sports and Recreation Area Development, Gvt. of the Northwest Territories, 2020  
Trail Plan, City of Whitehorse, YT, 2020  
Festival Plaza Construction Administration with EDS Group, Fort St. John, BC, 2020  
Dettah Cultural Centre Landscape Development, Yellowknives Dene First Nation, NWT, 2020  
Regional Parks Plan Review, Regional District of Fraser-Fort George, BC, 2020 - 2021  
North Arm Territorial Park Campground Design Development, Gvt. of the Northwest Territories, 2020  
Parks and Trails Master Plan, City of Powell River, BC, 2019 - 2020  
Oak Park Schematic Plan, City of Vancouver, BC, 2019  
Wayfinding Strategy, City of Yellowknife, NWT, 2019  
Rivers Reach Residential Development Trail Design, Whitehorse, YT, 2019  
Buntzen Lake Recreation Area Visitor Use Study, Buntzen Lake Public Use Management Area, BC, 2019  
RV Park Location Study, Beaumont, AB, 2019  
Playing Field Strategy, Beaumont AB, 2019  
West Kelowna Recreation Programming and Facilities Master Plan, City of West Kelowna, BC, 2019  
Beaumont Parks and Recreation Master Plan, Beaumont, AB, 2019  
North Arm Territorial Park and Campground Concept Design, Gvt. of the Northwest Territories, 2019  
Urban Forest Strategy, Regional Municipality of Wood Buffalo, AB, 2019  
Parks and Recreation Master Plan, Regional Municipality of Wood Buffalo, AB, 2019  
Inter River Sport Court CDs and CA Services, District of North Vancouver, BC, 2019  
Lac La Biche Tourism Strategy + Recreation Master Plan, Lac La Biche, AB, 2019  
Trails 10 Year Strategic Plan, Lower Seymour Conservation Reserve, Metro Vancouver, BC, 2018



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

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Author: Marjorie Dobson CAO  
Date: June 20, 2022  
RE: Water Treatment Plant Upgrade- Well #3 Outfitting & Connection

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#### **BACKGROUND:**

The Village of Port Clements water supply system is currently sourced by 2 wells. A study conducted in 2009 by the Geotechnical and Hydrogeological Consultants Piteau Associates revealed the inadequacy of the current source. It was recommended that a new well be constructed to augment supplies in order to provide adequate back-up, and to meet long term needs.

In 2019, Double D Drilling drilled two (2) wells. Namely Well #3, and Well # 4. The Council then gave the green light to develop well #3. To date, drilling and testing are completed. More recently the electrical design for the well control system was completed, and quotes were requested for the panel construction and electrical installation.

#### **Discussion & Analysis**

The Water Treatment Plant Upgrade is one of the core infrastructure projects identified by Council to be completed in 2022. Among the 4 projects associated with this upgrade is Well # 3 Outfitting & Connections. Quotes were requested for the construction and installation of the panel but the results were not encouraging. Four companies showed interest, however only two (2) provided quotes. The general comment was that Port Clements was isolated and the cost to get the work done would be exorbitant. BV Electric Ltd submitted a quote outlining the cost for materials and labour, \$79,050.00. T&T Power Group gave a quote of \$41,482.73. This amount was for materials for panel constructions, and did not include labour for electrical installation. T&T Power Group indicated that they would not be able to provide the electrical service because they could not find an electrician capable of doing that type of work. Note also that while BV Electrical included the cabling material from Water Treatment Plant to Well #3 site, T&T Power Group did not include this in their quote.

A comparison of the actual cost of materials for the panel obtained two years ago with the recently supplied quote from BV Electric Ltd showed a 62.5 percent increase. Note that the cost of labour to install the panel was not acquired when the data for the materials was obtained two years ago.

The drawback with T&T Power group is that we do not know the estimate for the cabling material to connect the Water Treatment Plant to Well #3 site. Secondly, if the Village was able to get an electrician we do not have the capacity to oversee the work. Also, should there be a problem after the work is completed it would be difficult for staff to determine whether it was poor workmanship or faulty materials?

It is therefore logical that materials and labour be supplied by the same company.

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**Financial:**

The 62.5 percent increase in material cost is a result of among other things instability in the market. The supply chain issues are further exacerbated by the war in Ukraine, and there is no indication that the market will stabilize anytime soon. It therefore follows that the longer the project is delayed, the more likely the possibility for cost overrun.

**Recommendation:**

The staff recommends that the award be given to BV Electric Ltd based on the fact that the company representative visited the site, thereby empowering them with personal knowledge of the situation. Also, having one company doing the project eliminates the issues associated with having to deal with more than one company.

**Purchasing Policy**

The Village of Port Clements Purchasing Policy sets guidelines for the procurement of goods and services. The guideline stipulates that Contracting for works valued in excess of \$25,000 shall be done via tender, request for proposals, or invitation to quote.

Having gone through the process of requesting quotes and having received only one that was complete, it is advisable to consider the following:

- The fact that we are looking at a specialized market with very limited contractors
- The administrative time spent on the advertising process which is more likely to result in one company responding
- The current schedule from material supplier Rockwell PLC is September or October for shipping

It follows that the sooner the order is placed for these parts the better, as there is a large shortage.

**Recommendation:**

That Council waives the Purchasing Policy, and award the project to BV Electric Ltd.

**Respectfully submitted:**

Marjorie Dobson CAO



# REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: June 20, 2022

RE: Regular Report on Current Operations

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## **BACKGROUND:**

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

## **DISCUSSION:**

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

### Administration:

The Village's 2021 Annual Report was released on June 14<sup>th</sup> for the public review period prior to the meeting for the consideration/approval of the 2021 Annual Report by Council. The date of the Special Meeting for the Annual Report has been set for 12:00 PM on June 29<sup>th</sup>, 2022, and notice has been given to the public.

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

### **The Official Community Plan (OCP)**

See report on Official Community Framework Activities

(i) **Critical Infrastructure status**

(a) See spreadsheet report – Village of Port Clements Projects

(ii) **Other Projects:** See spreadsheet report- village of Port Clements Projects

### Finance:

- o Local Government Financial Data entry is completed

### Public Works

- o Continuing work in support of Bird Tower/Sunset Trail upgrades with project manager. Bridge assessment complete and project manager is formulating a plan acting upon the recommendations of that assessment. Final placement of swim shack and gazebo completed
- o Continuing support to engineers and administration for wastewater lagoon upgrade.
- o PW crew attended a chlorine handling course in Masset and also participated in a workshop held in town for confined space entry. During the workshop the crew and the course presenter visited the Jasper lift station as part of the training.
- o Supporting admin with finishing up carried over funded projects, i.e., PW yard, Firehall interior upgrades.
- o Electrical upgrades to Port Clements SCH are now complete. Site visit and review of project from DFO/SCH administrator scheduled for June 9.
- o Efforts to receive 3 separate experienced electrical contractor quotes for supply, install and commissioning for the Well completion project have been exhausted. Only 1 full quote received. Electrical Engineer reports that 2 experienced contractors declined to bid because of problems associated with the remote nature of the site, and associated expenses that would be incurred. One submitted quote has been reviewed by Electrical engineer and he advises to

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proceed with awarding the contract to BV Electrical in a timely manner to stay ahead of supply chain delays.

- Public Works is feeling overwhelmed with the pressures of added projects on top of our normal operating duties, seeking a balance that will inevitably affect the projected timelines of project completions. I wish to respectfully remind Council of the issue of lack of equipment and capacity both in house, and lack of capacity of available contractors to complete projects in a reasonable timeframe.

Respectfully submitted:

Marjorie Dobson, CAO

Village of Port Clements Projects  
Work in Progress

|  |   |
|--|---|
| Sewer Lagoon Project                                   | Clearing & Grubbing in progress. Awaiting the burning of the material which may be delayed due to uncertainty in weather conditions. Documents are being prepared for the construction phase of the project   |
| Water Treatment Plant Upgrades -Well #3                | We received quotes to supply and install control panels. The tender process will follow .   |
| Sunset Park Revitalization Project                     | The pathway to the bird tower has been widened to allow easier access with materials.The upgrade of the bird tower is in progress-Repair and improving the network of trails connecting campground, bird watching tower and sunset trail is in progress . The brushing and cleanup of woods surrounding the the Sunset Park campground is completed.  |
| Port Clements Tourism Advocate                         | In the "swim area" proper signage has been purchased per consultation with the Municipal Insurance Association, the change room has been moved into place and a small deck will be built in front of it, the gazebo has been moved into place, the picnic table has been moved into place. The two benches will be placed shortly.  |
| Sunset Park Trail Improvement Project                  | There are 9 bridges along the Sunset Park trail. One has already been replaced with a culvert. A second bridge is slated to be replaced with a culvert shortly. Of the remaining 7 bridges, 2 need to be completely replaced and 5 can just have the deck and railing replaced per an inspection provided by Hyland Fraser. The timber from the sewer lagoon site has been milled and is ready for use on the bridges |
| Community Park Improvement Project                     | The Village staff has completed the prep work for resurfacing the tennis court, and is in the process of acquiring materials to effect repairs to tennis court, fencing,  |
| Fire Hall Project                                      |   |
| Public Works Yard Improvement Project                  | Levelling of the yard is completed, and the Village is currently working on the storage building. Sea Cans will be used for storage. These are already in house along with roofing material, & concrete blocks  |
| Official Community Plan                                | Work in progress- Preliminary work is ongoing including consolidating and updating Zoning bylaw, modernizing a Subdivision Bylaw etc. A consultant will be appointed soon   |
| Coastal Erosion & Flood Mapping Study                  | There has been delays, August completion will not be met. Funding agency granted extension to October 2022.   |
| Computer Equipment Replacement                         | Hardware is in house- Will be done after tax season is completed.   |
| Seaview Ramp & Platform                                | Preliminary work has started  |
| Golden Spruce Trail Study                              | The process of getting a specialist is currently in progress  |
| Clinic: heat return ventilation system & heat pumps, d | On hold until funding is sourced  |
| Heat Pump Project: St. Marks, Community Park Wash      | On hold until funding is sourced  |
| Community Park: Playground Equipment                   | Cost of Musical equipment exceeds budget- awaiting direction from Recreation Commission   |
| Update Emergency Preparedness Plan                     | In the process of seeking funds to obtain a specialist  |
| Review Community Wildfire Protection Plan              | Review to commence in near future   |
| Zoning/Subdivision Modernization                       | Work in progress on draft   |
|  |   |

**OFFICIAL COMMUNITY PLAN  
FRAMEWORK**

**ACTIVITIES**

**Estimated Timeline**

|   |                               |
|---|-------------------------------|
| <b>Getting familiar with requirements &amp; documents</b>   | April-May                     |
| Review documents  |                               |
| Source advice   |                               |
| Network with other communities and agencies   |                               |
|   |                               |
| <b>COMMUNITY AWARENESS</b>  | May -June                     |
| Posters - public places, social media, website  |                               |
| Letters to residents & companies- flyer mailboxes   | May                           |
| Inform - Posters, social media, website   | May-June                      |
| Teasing Activities-Social media, website, posters   | June-August                   |
|   |                               |
| <b>Pre Community Engagement</b>   | June -July                    |
| Meeting with reps of agencies /Businesses   |                               |
| Display Booth at Community Park - Canada Day Celebrations   |                               |
| Consultant- Request for proposal for a qualified experienced professional to provide a policy review and update |                               |
|   |                               |
| <b>PROFESSIONAL ENGAGEMENT</b>  |                               |
| Community Physical Mapping update   | July -August                  |
|   |                               |
| <b>LEGISLATIVE MATTERS</b>  |                               |
| Update and approve Building codes to reflect BC most recent Building Code                                       | June -July                    |
|   |                               |
| Update and approve Zoning bylaw   | September                     |
|   |                               |
| Review and Approve the Subdivision Bylaw  | September                     |
|   |                               |
| <b>BREAK</b>  | <b>Late July &amp; August</b> |
|   |                               |
| <b>COMMUNITY ENGAGEMENT</b>   |                               |
| Consultant Engagement activities with community   | September-November            |
|   |                               |
| <b>New Official Community Plan roll-out</b>   | Early 2023                    |
|   |                               |
| <b>Estimated Cost</b>   |                               |
| Mapping \$3,000.00  |                               |
| Specialist \$66,000.00  |                               |

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**Village of Port Clements  
Council Meeting Action Items List**

| <u>Action #</u> | <u>Date</u> | <u>Description</u>   | <u>Lead</u> | <u>Follow up</u>   |
|-----------------|-------------|----------------------|-------------|--|
| A-1             | 02-05-2022  | Donations Policy #11 | Staff       | Council directed staff to pursue updating Donations Policy #11 to include process for when donations are requested from the Village; identified as something that can be brought back for council consideration later in the year (ex. fall) |

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