



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

6:00 PM Regular Meeting of Council, Monday, July 15th, 2024

AGENDA

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

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**
M-1—June 17th, 2024, Regular Council Meeting Minutes
M-2—June 25th, 2024, Special Council Meeting Minutes
M-3—July 5th, 2024, Special Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1—INFORMATION--June 2024 Board Highlights – North Coast Regional District
C-2—INFORMATION– Reminder of SSMUH Zoning Updates Deadline -- Ravi Kahlon, Minister of Housing
C-3—INFORMATION– Concern at Proposed Changes to Tax Sale Processes – City of Prince George
C-4—INVITIATON – Resource Breakfast Series – Sarah Weber, C3 Alliance
C-5—INVITIATON – Canadian Emergency Preparedness and Climate Adaption Expose -- Nick Samian, DMG Events
C-6—INVATION/SURVEY—Member Feedback on Provincial Community Consultation – Union of BC Municipalities
C-7-- REQUEST – Request Support and Signatory on Joint Letter to Federal Ministries Regarding Land Weather Station Service Interruptions – North Coast Regional District
C-8—REQUEST—Trail Development – Harmonie Blais
6. **FINANCE**
F-1—2nd Quarter Financial Report – SR Finance Manager Bell
7. **GOVERNMENT**
G-1—Reserve Fund for Northwest British Columbia Regional Funding Agreement Bylaw #488, 2024
Recommended motion: THAT Council does 1st, 2nd and 3rd reading of "Reserve Fund for Northwest British Columbia Regional Funding Agreement Bylaw #488, 2024"
G-2--Reserve Fund for Growing Communities Fund Bylaw #489, 2024
Recommended motion: THAT Council does 1st, 2nd and 3rd reading of "Reserve Fund for Reserve Fund for Growing Communities Fund Bylaw #489, 2024"
G-3—Vibrant Community Commission 2024 Annual Workplan & 2024 Budget
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson
R-2-- INFO-- Firehall & Clinic/Ambulance Appraisal Report – CAO Marjorie Dobson
10. **ACTION ITEMS**

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

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

90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

13. RISE AND REPORT

RR-In Camera Meeting July 15th, 2024, items

14. ADJOURNMENT



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Minutes of the Regular Meeting of Council, Monday, June 17th, 2024

Present:

Mayor Scott Cabianca
Councillor Brigid Cumming
Councillor Wayne Nicol
Councillor Dennis Reindl

Not Present:

Councillor Kazamir Falconbridge

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Courtney Kirk,

Meeting Called to Order at 6:00 PM

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

1. ADOPT AGENDA

2024-06-102—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council adopts the June 17th, 2024, Regular Council Meeting Agenda.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—May 7th, 2024, Special Council Meeting Minutes

2024-06-103—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council rescinds motion 2024-05-08 *"THAT Council adopts the May 10th, 2024, Special Council Meeting Minutes"*.

CARRIED

2024-06-104—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council adopts the May 7th, 2024, Special Council Meeting Minutes.

CARRIED

M-2—May 21st, 2024, Regular Council Meeting Minutes

2024-06-105—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council adopts the May 21st, 2024, Regular Council Meeting Minutes.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

UB-1—UBCM Convention

2024-06-106—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council receives UB-1 for discussion.

CARRIED

M-1

2024-06-107—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council authorizes the Mayor Scott Cabianca to attend UBCM on the Village's behalf if
there are meetings he feels are valuable to attend for the Village.

CARRIED

5. ORIGINAL CORRESPONDENCE

C-1—INFORMATION—May 2024 Board Highlights – North Coast Regional District

2024-06-108—Moved by Mayor Cabianca, seconded by Councillor Reindl

THAT Council receives C-4 for information.

CARRIED

C-2—INFORMATION/INVITATION – To Tell the Truth – island Well Society

C-3—INFORMATION/INVITATION – Portrait of King Charles -- Monarchist League of Canada

C-4—INFORMATION/INVITIATON – Crown Land to Aboriginal Title Land Transfer Experience - Tyslos
Lodge & Karen McLean

2024-06-109—Moved by Mayor Cabianca, seconded by Councillor Reindl

THAT Council receives C-2, C-3 and C-4 for information.

CARRIED

C-5—REQUEST – Local Government Act Reform Letter of Support – Regional District of Nanaimo

2024-06-110—Moved by Councillor Reindl, seconded by Councillor Cumming

THAT Council receives C-5 for information.

CARRIED

C-6—REQUEST—Canada Day Event Name Change -- Alissa MacMullin

2024-06-111—Moved by Councillor Reindl, seconded by Mayor Cabianca

THAT Council receives C-6 for information.

CARRIED

2024-06-112—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council directs staff to reply to Alissa MacMullen that Council is going ahead with the
event as "Canada Day".

CARRIED

6. FINANCE

F-1—2023 Statement of Financial Information

1024-06-113—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council approves the 2023 Statement of Financial Information Report as presented.

CARRIED

7. GOVERNMENT

G-1— The Village of Port Clements Subdivision Servicing Bylaw No. 487, 2024

2024-06-114—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council does 1st reading of "The Village of Port Clements Subdivision Servicing Bylaw No. 487,
2024"

CARRIED

Councillor Nicol left the meeting at 6:41 PM

MH

G-2— Zoning Bylaw No. 444, 2024 of the Village of Port Clements
2024-06-115—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council does 1st reading of “Zoning Bylaw No. 444, 2024 of the Village of Port Clements”
CARRIED

Councillor Nicol rejoined the meeting via conferencing at 6:42 PM.

G-3— INFORMATION ONLY -- Land Development Application Forms Policies
2024-06-116—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council receives the Land Development Application Forms Policies.
CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1—INFO—Regular Report on Current Operations – Acting CAO Elizabeth Cumming

Mayor Cabianca: Attended a Protocol meeting about the Ferries and Haida Title. Attended a Regional District with the Haida Title introduced to the mainland members of the Regional District. The issue raised at the Regional District meeting is what people think about the national law firms talking about the incompatibility out of fee simple vs. title land, and they were looking for a response from Jason and Hands. Hans seemed to think the agreement in place is watertight and not an issue.

Councillor Cumming: Been involved with two Protocol Table Meetings via zoom on BC Ferries, one for North Coast, Central Coast and Northern Vancouver Island. That was a pre-meeting for just the various elected representatives to talk about how we would approach the meeting with BC Ferries, which has not happened yet. The meeting with the members of the Protocol Table pre-meeting on May 29th and June 4th, and then a BC Ferries meeting on June 12th. Evan Putterill spoke on behalf of the whole group, summarizing our group issues. The shared ferry in winter reduces growth as it takes sailings from each other, and it does not make dealing with weather easy. Asked them to do more, such as more than just emailing notice of cancellation (as people are travelling and may not have access to their emails). There has been a legislative change, so the advisory committee is obliged to bring up the public’s perspective and BC Ferries is obliged to listen to them and make changes based on that feedback. They need to make it user friendly, ex. coffee services at 5:00 AM; uncomfortable to see people on blankets on the floor because the chairs are too uncomfortable; cabins are too few and too expensive. Also circulated things for BC Hydro, they are re-arranging their rates, so will be involved with a meeting on June 18th. Apparently, instead of having separate rate classes, they are doing something different – one rate class for the whole Province.

Councillor Nicol: Vibrant Community Commission is moving the community market days from Tuesday days to Wednesday evenings, and permit garage sale items. Would like to utilize the empty lots in Millennium Park for vendors, for those who wish to bring their own tables, rather than the parking lot – would like permission.

Councillor Reindl: Nothing to report.

CAO Dobson: to inform Council that well #3 project is concerned, the paving area with cement will be done sometime this week. Issue with the contractor delayed it. Other issues that Rob is working on to resolve certain minor issues.

M-1

2024-06-117—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council receives the verbal and written reports from Council and Staff.

CARRIED

10. ACTION ITEMS

A-1—Action Item List

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

2024-06-118—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council moves in-camera as per section 90(1)(a),(c),(d) & (j) and 90(2)(b) of the *Community Charter* at 7:02 PM.

CARRIED

13. RISE AND REPORT

14. ADJOURNMENT

2024-06-119—Moved by Councillor Cumming,
THAT Council adjourns this meeting at 9:40 PM.

CARRIED

Mayor Scott Cabianga

CAO Marjorie Dobson

M-1



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Minutes of the Special Meeting of Council, Tuesday, June 25, 2024

Present:

Mayor Scott Cabianca
Councillor Brigid Cumming via conferencing
Councillor Dennis Reindl

Not Present:

Councillor Wayne Nicol
Councillor Kazamir Falconbridge

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: none

Meeting Called to Order at 3:02 PM

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

1. Adopt the Agenda

2024-06-120—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council adopts the June 25th, 2024, Special Council Meeting Agenda.

CARRIED

2. Government

G-1— 2023 Annual Report

2024-06-121—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council receives and approves the 2023 Annual Report as presented.

CARRIED

G-2— Invitation to Attend Gaayhllxid Giihlagalgang "Rising Tide" Haida Title Lands Agreement
Celebration – Council of the Haida Nation

2024-06-122—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council receives the invitation to attend the Gaayhllxid Giihlagalgang "Rising Tide"
Haida Title Lands Agreement Celebration from the Council of the Haida Nation.

CARRIED

3. In Camera

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considered relates to one or more of the following:

(b) the consideration of information received and held in confidence relating to
negotiations between the municipality and a provincial government or the federal
government or both, or between a provincial government or the federal government
or both and a third party.

2024-06-123—Moved by Councillor Cumming, seconded by Mayor Cabianca
THAT Council moves in-camera as per section 90(2)(b) of the *Community Charter* at 3:08 PM.

CARRIED

M-2

4. Adjournment

2024-06-124—Moved by Councillor Reindl,
THAT Council adjourns this meeting at 3:26 PM.

CARRIED

Mayor Scott Cabianca

CAO Marjorie Dobson

11-2



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Minutes of the Special Meeting of Council, Friday, July 5, 2024

Present:

Mayor Scott Cabianca
Councillor Brigid Cumming via conferencing
Councillor Kazamir Falconbridge

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: none

Not Present:

Councillor Wayne Nicol
Councillor Dennis Reindl

Meeting Called to Order at 9:08 AM

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

1. ADOPT THE AGENDA

2024-07-125—Moved by Councillor Cumming, seconded by Mayor Cabianca
THAT Council adopts the July 5th, 2024, Special Council Meeting Agenda as presented.
CARRIED

2. GOVERNMENT

G-1— 2023-2024 Canada Community-Building Fund Agreement - UBCM
2024-07-126—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council approves entering into the 2024-2034 Community Works Fund Agreement between the Village of Port Clements and the Union of BC Municipalities and authorizes Mayor Scott Cabianca and CAO Marjorie Dobson (who is also the Corporate Officer) to sign on behalf of the Village.
CARRIED

3. IN CAMERA

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2024-07-127—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council moves in camera as per 90(1)(j) and 90(2)(b) of the *Community Charter* at 9:10 AM.
CARRIED

M-3

4. RISE AND REPORT

RR-- In Camera Meeting June 17th, 2024:

- That Council has appointed Austin Beachy as a Junior Firefighter and Jean Francois as a Firefighter with the Port Clements Volunteer Fire Department.

In Camera Meeting July 5th, 2024, items:

- That Council has awarded the tender for the Sewer Lagoon Project to Infracon Construction Inc.

5. ADJOURNMENT

2024-07-128—Moved by Councillor Falconbridge,
THAT Council adjourns this meeting at 9:20 PM.

CARRIED

Mayor Scott Cabianca

CAO Marjorie Dobson



Board Highlights

June 2024

Board Business:

1. The Board held its Regular meeting in Dodge Cove, B.C. and hosted a community barbecue following the meeting. The Board wishes to thank the community for its hospitality.
2. The Board resolved to approve the [2023 Statement of Financial Information](#).
3. The Board resolved to request a meeting with senior BC Hydro executives during the 2024 UBCM Convention to discuss grid improvements in the NCRD and to send a letter to BC Hydro about grid improvements in the NCRD.
4. The Board resolved to send a joint letter to the Minister of Environment and Climate Change regarding regular maintenance on the solar batteries of the Holland Rock Lighthouse Weather Station.
5. The Board directed staff to begin revitalization of the Official Community Plans for Electoral Areas D and E.
6. The Board resolved to adopt the [Moresby Island Zoning Amendment Bylaw 691, 2024](#) and [Graham Island Zoning Amendment Bylaw 692, 2024](#).
7. The Board resolved to appoint election officers, establish the question to be placed on the ballot, and approved the notice for assent voting for the Oona River Community Hall Service Establishing Bylaw 694, 2024.
8. The Board resolved to send a letter to the District Manager at the Ministry of Transportation and Infrastructure regarding allowing unpaved roads for new subdivisions in Sandspit with a request that the Ministry maintain these unpaved roads.
9. The Board resolved to sign the Islands Solid Waste Service Agreement with the Skidegate Band Council.

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

C-1



BRITISH
COLUMBIA

June 14, 2024

Ref. 68598

Dear Mayors and Chairs:

As you know, last fall, we passed legislation requiring local governments to update their zoning bylaws to make it easier to build Small Scale Multi-Unit Housing (SSMUH), like town homes, multiplexes, and laneway houses. These changes support our government's work to tackle the housing crisis and build more homes faster. We know local governments in BC have been working hard to comply.

I would like to remind you that the deadline for local governments to amend their zoning bylaws to comply with the new SSMUH requirements is fast approaching. All local governments are required to notify the Minister of Housing that they have amended their bylaws in accordance with the SSMUH requirements in Bill 44: *Housing Statutes (Residential Development) Amendment Act, 2023*, legislation by June 30, 2024. Direction on notification can be found on the Ministry website [here](#).

While the compliance date for zoning bylaw amendments is June 30, 2024, the requirements must be applied to all zones that met the definition in the legislation of a restricted zone on the date the legislation came into force, which was December 7, 2023. In preparing, amending, or adopting a zoning bylaw to permit the use and density required by the SSMUH legislation, a local government must consider any applicable guidelines for SSMUH, including the Provincial Policy Manual and Site Standards and any subsequent policy bulletins issued by the Province. These guidelines were developed to ensure that SSMU projects are viable so more homes will be available in our communities for people. Current and future resources can be found online at: [Local government housing initiatives - Province of British Columbia](#). Of note, the legislation also states that local governments must not unreasonably prohibit or restrict the use or density of use required by Bill 44 for SSMUH.

.../2

Handwritten initials, possibly 'C-2', in the bottom right corner of the page.

I would also like to remind you that the Province encourages local governments to allow for strata-titled SSMUH at every opportunity. This will increase opportunities for home ownership while still adding to the supply of rental housing in the secondary rental market.

Similarly, policy recommendations for parking contained in the [Provincial Policy Manual and Site Standards](#) highlight the influence of onsite vehicular parking requirements on the viability of SSMUH housing forms. Local governments should seek to minimize parking requirements when updating their zoning bylaws, and where appropriate, consider removing parking requirements for residential zones altogether.

Finally, if you have applied for an extension to the compliance date for the SSMUH requirements, please be assured the Ministry of Housing is processing applications, and decisions will be communicated as they are made. Local governments that have applied for an extension for part of their community are still required to adopt an amended zoning bylaw for all areas for which they have not requested an extension by June 30, 2024.

I look forward to our continued work together to ensure that all British Columbians have access to the homes that they need.

Sincerely,



Ravi Kahlon
Minister of Housing

pc: Chief Administrative Officers
City Managers





OFFICE OF CITY COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

14 June 2024

Honourable Anne Kang
Minister of Municipal Affairs
Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Kang,

On behalf of the City of Prince George, we write to express concern regarding the proposed changes to the tax sale process, as outlined in Parts 5 and 6 of Bills 3 – 2023 and 42 – 2023 respectively (the “Amendments”) and to request that you work with municipalities to address concerns.

As you know, the proposed Amendments are in response to recommendations from the Office of the Ombudsperson following a complaint regarding a property sold at tax sale in the City of Penticton. While perhaps well intentioned, the Amendments in their current form present a risk of non-compliance on the part of municipal governments, while failing to provide the safeguards sought by the BC Ombudsperson.

Our staff share the concerns expressed by other municipalities. Specifically, we believe that the obligation to notify property owners and charge holders that a property is subject to tax sale by means of registered mail or personal service, no less than 60 days prior to the tax sale is unworkable. The City is mandated to wait for several independent taxing authorities (e.g. BC Assessment as one example) to provide their collection requisitions or taxing rates before finalizing the tax notices and before identification of delinquent accounts can be verified. As the taxing authority information is generally not provided until April of the given year, this adds additional pressures to this process without a recognized benefit.

Additionally, based on past experience with providing post-sale notice, we anticipate a large number of applications for substitute service will be required to come before the Courts to complete service, due to the City's inability to confirm receipt of registered mail or effect personal service. Not only does this impose an unbearable administrative and financial burden on the City of Prince George and other local governments, but it will also overwhelm the Court system with an enormous number of substitute service applications by local governments at a time when there is already pressure on court services. Moreover, work performed to try and meet these new requirements will in turn detract from existing efforts made by our staff to work with property owners to bring their accounts into good standing prior to tax sale.

Also, in our experience a significant number of property owners wait until shortly before the day of the annual tax sale before clearing their outstanding balances. It is also known that financial institutions regularly take action in response to tax sale notices and initiate foreclosure proceedings to avoid the risk of monetary loss in the event of a change in ownership as a result of a tax sale. By mandating that all charge holders are notified in advance of the tax sale, there is real risk that financial institutions may initiate foreclosure proceedings at this earlier stage, which could result in property owners losing their homes.

We believe that these changes are unworkable and do not guarantee improvements to an already well managed process. We believe a broader review of the entire tax sale process should take place. We strongly urge you to take our concerns into consideration and work in partnership with municipalities to build a process that is workable to achieve the original desired objectives of the BC Ombudsperson.

Sincerely,

Prince George City Council

Document Number: 719574

C-3



June 6, 2024

Mayor and Council
City of Port Clements
36 Cedar Avenue West, P.O. Box 198,
Port Clements, BC, V0T 1R0

Dear Mayor and Council,

Re: Invitation to the 11th Annual Resource Breakfast Series – September 17, 18, 19, 2024

It is my pleasure to invite you to the 11th Annual Resource Breakfast Series scheduled for September 17, 18, and 19, 2024 at the Terminal City Club in Vancouver, BC. The Resource Breakfast Series promises an exceptional experience, bringing together Resource Ministers, Local Government Representatives, and natural resource sector leaders for insightful discussions on the latest news, advancements, and future strategies in BC's natural resource sectors.

Event Details:

Date:	September 17, 18, and 19	Location:	Terminal City Club, Vancouver
Time:	7:00 – 8:30 am	Dress Code:	Business Casual
Style:	Plated Breakfast	Price:	\$31.00 + tax per breakfast

Registration: <https://www.eventbrite.ca/e/11th-annual-resource-breakfast-series-tickets-866938184447>

Continuing its tradition of fostering a welcoming atmosphere, the annual Resource Breakfast Series remains a cornerstone event, facilitating meaningful exchanges. Through engaging presentations, attendees will gain valuable insights into the newest resource initiatives and developments. Speaker announcements to follow shortly.

This exclusive event is reserved for elected officials and sponsoring companies, ensuring a focused and intimate atmosphere for meaningful discussions. While the series operates independently from the UBCM convention, it provides a platform for Local Area Government, Provincial Government officials, and invited sponsors to engage in insightful conversations about BC's natural resource sector. General tickets are not available for purchase.

We look forward to seeing you at the 11th Annual Resource Breakfast Series. Please reach out to events@c3alliance.ca if you have any questions.

Sincerely,

Sarah Weber, P.Geo., MBA
President & CEO, C3 Alliance



580 – 688 West Hastings Street
Vancouver, British Columbia
V6B 1P1, Canada

(604) 343-4847
info@c3alliance.ca
www.c3alliance.ca

C-4

On behalf of dmG events, I would like to extend an invitation to municipalities across Canada to attend Canadian Emergency Preparedness and Climate Adaptation Convention (CEPCA) – Canada's first national disaster expo!

On behalf of our esteemed Governing Body members and the International Association of Emergency Management (IAEM), we invite you to join us at CEPCA as a special delegate. Canada's emergency management ecosystem is fragmented, and public safety is at risk as natural disasters increase across the country.

Municipalities are at the epicenter of decision-making, emergency response and delivering service through solutions to our citizens in time of crisis. CEPCA, led by experts in emergency preparedness and climate adaptation, will foster collaboration within a sector responsible for protecting citizens of Canada. Taking place on September 24-26 on the un-ceded Anishinabe Algonquin territory, at the political centre of Canada and the headquarters of the federal government, this national event will focus on funding alignment, policy integration and partnerships.

Join representatives from all levels of government, NGOs, academia and the private sector at a major conference and exhibition to discuss to network, connect and learn from peers in municipal government from across Canada and share challenges with new suppliers and technology companies to strengthen your municipality for better, safer and streamlined emergency preparedness.

We are delighted to announce special pricing exclusively for municipalities:

- Conference pass rate – \$895 (*regular rate \$1595*) – use code **MUN895**
- Groups of 2-5 pass rate - \$745 – use code **MUN795**
- Groups of 6+ pass rate - \$495 – use code **MUN495**



SCAN TO REGISTER

Register at [emergencyexpo.com/register](https://www.emergencyexpo.com/register)

Have your voice heard to shape a better system of emergency and disaster management for Canada.

We are excited to meet you in Ottawa!

Sincerely,

Nick Samain
Senior Vice President

dmG events



Elizabeth Cumming

From: Raelene Adamson <ubcm@ubcm.ca>
Sent: July 10, 2024 12:43 PM
To: Elizabeth Cumming
Subject: UBCM Seeks feedback on provincial consultation for treaty and non-treaty agreements



UBCM Seeks feedback on provincial consultation for treaty and non-treaty agreements

PLEASE DISTRIBUTE ACCORDINGLY

Hello,

UBCM is seeking member feedback on how satisfied your community is with the level of consultation by the provincial government when they are negotiating agreements with First Nations.

Please click [here](#) to take the short survey. Alternatively, please forward this to a Council member or a member of your staff to complete.

UBCM and the Province have a longstanding MOU that commits the Province to consult directly with affected local governments on local agreements and initiatives that pertain to First Nations. This includes consultation on agreements and negotiations in and outside the treaty process. The MOU is up for renewal and UBCM would like to collect member feedback on local governments' experiences with its implementation. The survey will remain open until July 31.

You may contact [Marlene Wells](#), Senior Policy Analyst, with additional feedback or questions.

Union of BC Municipalities | 60-10551 Shellbridge Way | Richmond, BC V6X 2W9 CA

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C-10



June 26, 2024

Council of the Haida Nation
Skidegate Band Council
Old Massett Village Council
Village of Port Clements
Village of Daajing Giids
Village of Masset
Gitga'at First Nation
Gitxaala First Nation
Lax Kw'alaams First Nation
Metlakatla First Nation
City of Prince Rupert
District of Port Edward

RE: Joint Letter re: Service Interruptions at the Land Weather Station on Holland Rock

Dear Neighbouring Governments,

On January 29, 2024 and May 1, 2024, the Board of the North Coast Regional District sent correspondence to the Minister of Environment and Climate Change Canada, the Minister of Fisheries, Oceans and the Canadian Coast Guard, Maritime Communications and Traffic Services and the Minister of Transportation and Infrastructure regarding service interruptions at the Land Weather Station on Holland Rock (Weather Station).

The Weather Station was out of service between December 2022 and April 2023, and January and April 2024. As residents and commercial enterprises in our region depend on land weather stations for safe and dependable maritime travel, this outage is unacceptable. If one station is out of service, it can leave a significant gap and increase the risk that mariners face when traversing the region's waters.

The Minister responded on June 7, 2024, noting that the 2024 outage period was due to the solar power system being unable to keep the batteries charged and that on April 24, 2024, a maintenance visit was conducted and that batteries were replaced and a second solar panel was added. As the Board understands, the solar power batteries are prone to outages during periods of inclement weather and, as a result, future outages are likely to occur.

At its meeting held June 21, 2024, the Board of the NCRD resolved to send a letter responding to the Minister of Environment and Climate Change and that, if possible, this letter be a joint letter from neighbouring governments.



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

6-7



The NCRD has attached a proposed letter to the Minister of Environment and Climate Change for your information. Should your government resolve to be a signatory to this letter, please inform Howard Tsang, Corporate Officer, at corporateofficer@ncrdbc.com, before Friday, July 26, 2024.

If you have any questions, please do not hesitate to contact the office of the NCRD.

Sincerely,

A handwritten signature in blue ink, appearing to read "Barry Pages".

Barry Pages

Chair

Attachment A – 2024.06.07 Service Interruptions at the Land Weather Station on Holland Rock from Minister Guilbeault

Attachment B – 2024.05.01 Service Interruptions at the Land Weather Station on Holland Rock from the NCRD

Attachment C – 2024.01.29 Service Interruptions at the Land Weather Station on Holland Rock from the NCRD



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

5-7



July 29, 2024

Honourable Steven Guilbeault
House of Commons
Ottawa, Ontario, Canada, K1A 0A6
Email: ministre-minister@ec.gc.ca

Dear Minister Guilbeault,

Re: Service Interruptions at the Land Weather Station on Holland Rock

Thank you for your letter to the Board of the North Coast Regional District (NCRD) dated June 7, 2024 responding to the NCRD's concerns around service interruptions at the land weather station on Holland Rock (Weather Station).

As the Minister stated, the Weather Station did not report observations between January 6 and April 2, 2024 as a result of the solar power system being unable to keep the batteries charged. The letter noted that on April 18, 2024, a maintenance visit was conducted and that batteries were replaced and a second solar panel was added to enhance the resilience of the station during inclement weather. As the Board understands, these solar power systems are prone to failure during times of inclement weather, which can be prolonged during the fall and winter months along the north coast.

The Board of the NCRD appreciates the completed upgrades and that the Ministry is actively investigating options to improve the resiliency of the infrastructure, including the addition of batteries, solar panels, and/or wind generation.

The Board wishes to reiterate the critical importance of the Weather Station to marine safety in our region. Inclement weather on the north coast is unavoidable and we urge you to consider a more reliable power source that can be implemented. After all, it is during inclement weather when the Weather Station is most needed to ensure safe and dependable maritime travel in our region.

We look forward to your prompt response on this matter. Please let us know if you have any questions.

Sincerely,

Barry Pages

Chair



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

(-17)



*Cc: Honourable Diane Lebouthillier, Minister of Fisheries, Oceans and the Canadian Coast Guard
Marine Communications and Traffic Services
Honourable Rob Fleming, Minister of Transportation and Infrastructure*

Attachment A – 2024.06.07 Service Interruptions at the Land Weather Station on Holland Rock from Minister Guilbeault



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

Handwritten mark resembling a stylized 'S' or a signature.



May 1, 2024

Honourable Steven Guilbeault
House of Commons
Ottawa, Ontario, Canada
K1A 0A6
Email: ministre-minister@ec.gc.ca

Dear Minister Guilbeault,

Re: Service Interruptions at the Land Weather Station on Holland Rock

The North Coast Regional District (NCRD) is uniquely situated on B.C.'s north coast and is home to the communities in and around Prince Rupert and on Haida Gwaii. With a long and proud maritime history, the region's residents and commercial enterprises depend on land weather stations for safe and dependable maritime travel.

On January 29, 2024, the Board of the NCRD sent a letter to the Minister of Fisheries, Oceans and the Canadian Coast Guard about the service interruptions at the land weather station on Holland Rock (WHL). At that time, WHL had been out of service since early January 2024. The NCRD was notified on February 12, 2024 that this letter was forwarded to you as it falls under the purview of Environment and Climate Change Canada.

While WHL has returned to service after March 1, 2024 and remains in service, the Board of the NCRD is concerned that the next inclement weather event will lead to further service disruptions. Previously, WHL was out of service from around December 2022 to April 2023. Are you able to provide additional information as to the nature of these system failures and what sort of repairs have been made or are being planned? The Board is concerned that these may be budgetary issues and it wishes to reiterate the critical importance of this infrastructure as it related to marine safety in our region.

The NCRD would like to request that infrastructure upgrades be considered for WHL to ensure that future service disruptions are mitigated.

We look forward to your prompt response on this matter. Please let us know if you have any questions.



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

C-7



Sincerely,

A handwritten signature in blue ink, appearing to read "Barry Pages".

Barry Pages

Chair

*Cc: Honourable Diane Lebouthillier, Minister of Fisheries, Oceans and the
Canadian Coast Guard
Marine Communications and Traffic Services
Honourable Rob Fleming, Minister of Transportation and Infrastructure*



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

A handwritten mark in the bottom right corner, consisting of a dashed line forming a shape that resembles a stylized 'S' or a signature.



January 29, 2024

Honourable Diane Lebouthillier
Minister of Fisheries, Oceans and the Canadian Coast Guard
200 Kent St
Station 15N100
Ottawa, ON, K1A 0E6
Email: DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca

Dear Minister Lebouthillier,

Re: Service Interruptions at the Land Weather Station on Holland Rock

The North Coast Regional District (NCRD) is uniquely situated on B.C.'s north coast and is home to the communities in and around Prince Rupert and on Haida Gwaii. With a long and proud maritime history, the region's residents and commercial enterprises depend on land weather stations for safe and dependable maritime travel.

It has come to the NCRD's attention that the land weather station on Holland Rock (WHL) has been out of service since early January 2024. In the north coast, land station weather monitors are more spread out. If one station is out of service, it can leave a significant gap and increase the risk that mariners face when traversing the region's waters.

Previously, the land weather station on Holland Rock (WHL) was out of service from around December 2022 to April 2023. In April 2023 and July 2023, the NCRD wrote to Environment and Climate Change Canada about the service interruptions at the land weather station on Holland Rock. It is apparent that infrastructure upgrades have not been considered.

As a result, the NCRD would like to request that infrastructure upgrades be considered for the land weather station on Holland Rock (WHL) to ensure it is more resilient during inclement weather events. Inclement weather on the north coast, particularly in the fall/winter season, is unavoidable and service interruptions will continue to happen unless the infrastructure is upgraded.

We look forward to your prompt response on this matter. Please let us know if you have any questions.



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

C-7



Sincerely,

A handwritten signature in blue ink, appearing to read "Barry Pages", is written over a faint, light blue grid background.

Barry Pages

Chair

*Cc: Marine Communications and Traffic Services
Honourable Rob Fleming, Minister of Transportation and Infrastructure*



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

Handwritten initials "RF" in blue ink, located in the bottom right corner of the page.

Ministre de l'Environnement et
du Changement climatique



Minister of Environment
and Climate Change

Ottawa, Canada K1A 0H3

Mr. Barry Pages
Chair
North Coast Regional District
c/o Mr. Howard Tsang
Corporate Officer
corporateofficer@ncrdbc.com

Dear Mr. Pages:

Thank you for your correspondence of May 1, 2024, regarding service interruptions at the Holland Rock Lighthouse Weather Station and your concerns about infrastructure upgrades for this station. I am also responding to your related correspondence of January 29 forwarded by the Honourable Diane Lebouthillier, Minister of Fisheries, Oceans and the Canadian Coast Guard, and I regret the delay in replying.

Environment and Climate Change Canada is committed to producing accurate and reliable weather forecasts and timely weather warnings to help Canadians make decisions about their health, safety, and economic well-being. The Department's Meteorological Service of Canada continuously evaluates the state and effectiveness of the weather monitoring networks that support weather forecast.

The Meteorological Service of Canada operates a diverse network of stations on the British Columbia Coast. This network includes 47 automatic weather stations, 18 moored buoys and, currently, 51 manual, volunteer-run Co-operative Climate Network weather stations that have reported data in 2024. It also includes 21 lighthouses, all of which are co-located with Co-operative Climate Network stations that are currently reporting the observations.

As you noted, the Holland Rock Lighthouse Weather Station did not report observations between January 6 and April 2, 2024. The reason for this is that the solar power system was unable to keep the batteries charged. Typically, when the sun starts to shine and the batteries recharge, the observation data will come back online, which occurred in early April, ahead of this year's planned maintenance visit. Previous to this, Holland Rock was maintained during the annual preventative maintenance inspection the week of June 15, 2023, when new batteries were installed.

.../2

Environment and Climate Change Canada performs a preventative maintenance inspection annually for each of the approximately 585 automatic weather stations across the country. When there is an issue with a station, a corrective maintenance visit is scheduled based on factors such as accessibility to the site, safety of employees, and the availability of charters. Access to coastal sites for maintenance trips poses a challenge as it relies on charters, whose schedules can become unpredictable under inclement weather conditions. Due to access restrictions, coastal sites are typically only maintained during the scheduled annual maintenance trips.

In the case of Holland Rock Lighthouse Weather Station, which requires a Canadian Coast Guard helicopter to access the island, Environment and Climate Change Canada was able to visit the station on April 18, 2024. This maintenance visit included replacing the batteries and the enhancement of the station by the addition of a second solar panel to enhance the resilience of the station during inclement weather (see attachment). Furthermore, the Department is actively investigating options to improve the resiliency of the infrastructure at Holland Rock and other stations on the British Columbia Coast, including the addition of batteries, solar panels, and/or wind generation. Deployment of these measures will continue as they become feasible.

In closing, I appreciate your concern for the safety of residents and mariners in the North Coast Regional District, and I can assure you that the Government of Canada is committed to protecting the health and safety of Canadians. As well, Environment and Climate Change Canada will continue to work collaboratively with its partners across all levels of government in order to provide foundational advice, data and services necessary to ensure Canadians have the tools and guidance necessary to make sound decisions about their health and safety.

I trust that this information is of assistance, and I extend my best regards.

Sincerely,

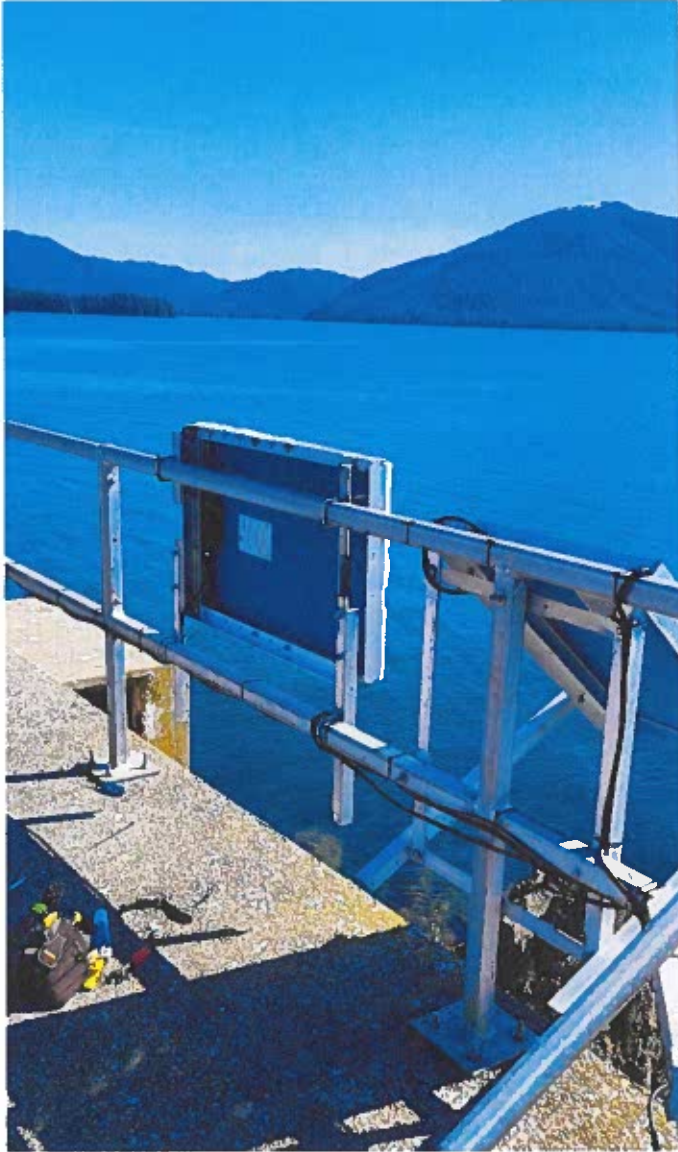


The Honourable Steven Guilbeault, P.C., M.P. (il/lui/he/him)

Attachment

1-57

Attachment - A second solar panel was added to Holland Rock Lighthouse Weather Station on April 18, 2024, to enhance the resiliency of the station.



Elizabeth Cumming

From: Blais, Harmonie EHS:EX <Harmonie.Blais@bcehs.ca>
Sent: June 13, 2024 11:53 AM
To: Office
Subject: Regarding the School Trail

Attention Mayor and Council,

I have been showing interest in the upkeep/development of the trail on the Health Centre side of the School fence. I have regularly done some tree branch trimming over the last few years and noticed this year it has not been grass mowed. It is a frequently used trail by many townspeople. Without it being trimmed, it is hard to see the dips and hills which may cause an ankle turn. It is also wet grass over the knee. Discouraging to walk when not mowed. I have called and been told that it is unclear who's property it is. My request is to do the research and formalize this pathway. Without this pathway, one would need to walk either through the school ground or the long way around the school, or the back trail beside the Health Centre. The post office is a hub and getting to it by short cut is handy. I would like to see attention paid to this trail in our town. If the current trail is not on actual town property, would the village please consider the development of a bike path through the adjacent forest similar to the one behind the old church? Thanks,

Harmonie Blais

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REPORT TO COUNCIL

Author: Ronda Bell
Date: July 11, 2024
RE: 2nd Quarter Financial Report

BACKGROUND: Supporting information regarding 2nd Quarter financial report.

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

CONCLUSION: Informational purposes only.

IMPLICATIONS:

STRATEGIC N/A

FINANCIAL No concerns as of Q2

ADMINISTRATIVE N/A

Respectfully submitted:

Ronda Bell
Sr. Finance Manager

FA

	2023	2024	Jan - Jun 2024	
Revenue Gen Operating	Previous Year Actual	Annual Budget	Current Period	% to Date
Description				
Total Taxes	- 135,982.00	- 136,000.00	- 135,780.00	99.84%
Total Payment in Lieu of Taxes	- 8,804.00	- 8,513.00	- 6,852.00	80.49%
Total Sales of Service	- 33,789.00	- 31,860.00	- 3,715.00	11.66%
Total Revenue from Own Sources	- 305,013.00	- 166,146.00	- 97,947.00	58.95%
Total Multipurpose Building Rental	- 13,681.00	- 14,500.00	- 8,618.00	59.43%
Total Unconditional Transfers	- 361,000.00	- 361,000.00	- 336,000.00	93.07%
Total Conditional Grants	- 1,061,836.00	- 3,434,445.00	- 1,617,501.00	47.10%
Total Reserves	- -	- 2,665,245.00	- -	
Total Collections for Other Agencies	- 292,601.00	- 298,425.00	- 317,128.00	106.27%
Total Gen Revenues	- 2,212,706.00	- 7,116,134.00	- 2,523,541.00	35.46%
Expenses Gen Operating				
Total Legislative Expenses	44,270.00	55,500.00	18,276.00	32.93%
Total General Administration	379,576.00	430,000.00	217,621.00	50.61%
Total Fire Department	39,532.00	52,100.00	19,320.00	37.08%
Total Emergency Services	354.00	2,500.00	-	0.00%
Total Common Services	46,596.00	75,148.00	36,211.00	48.19%
Total Wharf	1,626.00	10,480.00	1,071.00	10.22%
Total Small Craft Harbour	10,712.00	23,700.00	7,866.00	33.19%
Total Roads	44,056.00	87,850.00	25,469.00	28.99%
Total Environmental Health	-	-	-	
Total Environmental Development	1,686.00	3,000.00	1,290.00	43.00%
Total Parks and Recreation	58,663.00	85,200.00	45,429.00	53.32%
Total MPBC Operating Expenses	73,832.00	81,300.00	23,138.00	28.46%
Total Debt Services	1,784.00	2,000.00	604.27	30.21%
Total Contributions to Reserves	-	2,336,444.00	-	
Total Grants & Misc	390,937.00	3,449,445.00	129,458.00	3.75%
Total Amortized Asset	120,166.00	122,921.00	-	0.00%
Total Taxes Levied-Other Gov't	292,616.00	304,404.00	11,549.80	3.79%
Total Gen Expenses	1,506,406.00	7,121,992.00	537,303.07	7.54%

F-1

	2023	2024	Jan - Jun 2024	
Revenue Water Operating	Previous Year Actual	Annual Budget	Current Period	Current Period %
Total Fees & Taxation Revenue	- 120,184.00	- 164,966.00	- 87,281.00	52.91%
Total Grants	-	-	-	
Total Water Revenues	- 120,184.00	- 164,966.00	- 87,281.00	52.91%
Total Expenses	98,527.00	147,923.00	57,890.00	39.14%
Amortized asset expense	17,043.00	17,043.00		
Total Water Expenses	115,570.00	164,966.00	57,890.00	0.39
Revenue Sewer Operating				
Total Fees & Taxation	- 70,796.00	- 67,417.00	- 53,981.00	80.07%
Total Grants & Transfers	-	52,434.00	-	
Total Sewer Revenues	- 70,796.00	- 119,851.00	- 53,981.00	45.04%
Total Operating Expenses	54,267.00	111,423.00	31,026.00	27.85%
Total Contributions to Reserves	-	-	-	
Amortized asset expense	8,428.00	8,428.00		0.00%
Total Sewer Expenses	62,695.00	119,851.00	31,026.00	25.89%
Total General, Water & Sewer Revenue	- 2,403,686.00	- 7,400,951.00	- 2,664,803.00	36.01%
Total General, Water & Sewer Expense	1,684,671.00	7,406,809.00	626,219.07	8.45%
	- 719,015.00	5,858.00	- 2,038,583.93	

**VILLAGE OF PORT CLEMENTS
BYLAW #488, 2024**

**A BYLAW TO ESTABLISH A RESERVE FUND FOR THE NORTHWEST BRITISH COLUMBIA
REGIONAL FUNDING AGREEMENT DISBURSEMENTS**

WHEREAS the *Community Charter* gives Council the power by bylaw to establish a reserve fund for a specified purpose and direct money to be placed to the credit of the reserve fund;

AND WHEREAS the *Community Charter* gives Council the power to provide for the expenditure of the money in a reserve fund and interest earned on it for the purposes specified in the bylaw establishing the reserve fund;

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

TITLE:

This bylaw may be cited as "Reserve Fund for Northwest British Columbia Regional Funding Agreement Bylaw #488, 2024"

BODY:

1. This bylaw hereby establishes a reserve fund for the monies received as disbursements of the Northwest British Columbia Regional Funding Agreement.
2. The monies received as the disbursements of the Northwest British Columbia Regional Funding Agreement, together with any interest earned on it, will be kept in a separate dedicated reserve fund for eligible purposes as established in the agreement.
3. The monies will and can only be used for purposes permitted in accordance with the terms of the Northwest British Columbia Regional Funding Agreement.
4. The Village may transfer other money into this reserve fund but may not transfer money from this fund to other reserve funds.
5. Monies placed to a reserve fund established by the bylaw may be expended by resolution of Council or as expressly authorized by a Financial Plan bylaw adopted by Council.

READ A FIRST TIME THIS ____ DAY OF _____ 2024

READ A SECOND TIME THIS ____ DAY OF _____ 2024

READ A THIRD TIME THIS ____ DAY OF _____ 2024

RECONSIDERED AND FINALLY ADOPTED THIS ____ DAY OF _____ 2024

Scott Cagianca
MAYOR

Marjorie Dobson
CAO

CERTIFIED TO BE A TRUE COPY OF "RESERVE FUND FOR NORTHWEST
BRITISH COLUMBIA REGIONAL FUNDING AGREEMENT BYLAW #488, 2024"

**VILLAGE OF PORT CLEMENTS
BYLAW #489, 2024**

A BYLAW TO ESTABLISH A RESERVE FUND FOR THE GROWING COMMUNITIES FUND

WHEREAS the *Community Charter* gives Council the power by bylaw to establish a reserve fund for a specified purpose and direct money to be placed to the credit of the reserve fund;

AND WHEREAS the *Community Charter* gives Council the power to provide for the expenditure of the money in a reserve fund and interest earned on it for the purposes specified in the bylaw establishing the reserve fund;

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

TITLE:

This bylaw may be cited as "Reserve Fund for Growing Communities Fund Bylaw #489, 2024"

BODY:

1. This bylaw hereby establishes a reserve fund for the monies received as the Growing Communities Fund.
2. The monies received as the Growing Communities Fund, together with any interest earned on it, will be kept in a separate dedicated reserve fund for the purposes of building community infrastructure and amenities in the eligible categories as established and permitted by the Province of British Columbia for use of the funds.
3. The Village may transfer other money into this reserve fund but may not transfer money from this fund to other reserve funds.
4. Monies placed to a reserve fund established by the bylaw may be expended by resolution of Council or as expressly authorized by a Financial Plan bylaw adopted by Council.

READ A FIRST TIME THIS ____ DAY OF _____ 2024

READ A SECOND TIME THIS ____ DAY OF _____ 2024

READ A THIRD TIME THIS ____ DAY OF _____ 2024

RECONSIDERED AND FINALLY ADOPTED THIS ____ DAY OF _____ 2024

Scott Cabianca
MAYOR

Marjorie Dobson
CAO

CERTIFIED TO BE A TRUE COPY OF "RESERVE FUND FOR GROWING
COMMUNITIES FUND BYLAW #489, 2024"

5-2



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: July 15, 2024
RE: 2024 Budget & Amended Workplan, Vibrant Community Commission

BACKGROUND:

The Vibrant Community Commission has submitted its proposed 2024 Budget and amended 2024 Workplan for consideration and approval. Additionally, the Commission has submitted recommendations to Council that are outside of the Commission's scope.

DISCUSSION:

The Vibrant Community Commission is required by its bylaw to submit its budget and annual workplan for the upcoming year in a format that is sufficient as determined by the CAO. Per the Commission's bylaw they are restricted in only being able to budget for activities that have been approved in the annual workplan by Council, and they cannot exceed the budget approved by Council. Likewise, per the Commission's bylaw that are not permitted to undertake any activities that have not been approved in an annual workplan approved by Council.

Council can accept the budget and amended workplan as presented, amend the budget and workplan as it sees fit (for example, only approve a portion of some of the proposed costs or set them higher or lower and only approve some of the projects identified in the workplan or none of them), or not approve the budget and amended workplan and sending it back to the Commission to revise or submit another budget and amended workplan for Council's consideration. Council may also defer consideration of the budget and workplan and request more information to be provided by the Commission (for example, request more information on how the numbers are determined/request quotes, or how they intend for a project to include).

Council typically forwards the budget requests from its commissions to its budget meetings where it considers them in conjunction with the rest of the Village's proposed budget for 2024. However, this year, the Commission did not submit its budget by the deadline set by bylaw due to challenges it was facing, as such Council's budget process has already been completed and the annual amount allocated to the Commission already set in the Village's budget, so that the is the maximum amount that the Commission can work with.

When it comes to the proposed 2024 Annual Workplan amendment, while most of the projects proposed are more or less in line with the scope of the commission as set by its bylaw, the Wharf to Wharf Tugboat Relay Race proposed, in addition to being a substantial project requiring the consent and coordination with the Village of Masset (from the proposed start being the Wharf in Masset), seek and receive permits and permissions from the Ministry of Transportation (highway) if required, in addition to having suitable flagging and other requirements, it may fall more under a grey area where it may be considered overlapping into a recreation activity. However, the bylaw does identify that the Commission can "... organize and oversee activities provided and conducted on or in connection with tourism which will collaborate on economic development that currently exist or may come into existence...". Council potentially should seek more information from the Commission on the exact details and budget implications before permitting it as a project that the Commission can undertake, especially as it is proposed as an annual event. As such, it would be recommended as part of the 2024 workplan that Council only approves the Commission developing a more detailed plan and proposal (including detailed budget information and permits and permissions would be needed from other organizations) to bring back to Council (as such, then the earliest the event could occur would be 2025).

G-3

Additionally, there is a proposal that the Vibrant Community Commission should have its own logo. Council should consider if it wants for its Commissions to have their own logo; currently, the only logo permitted for any body under the Village to use in relation to municipal events or activities is the Village's logo, when either municipal staff or Council have authorized it, thereby promoting the Village's branding and ensuring that municipal events and activities are correctly identified as municipal events and activities and thereby reduce potential confusion. There is the potential that if only the Commission's proposed logo and branding for itself is used for events and activities it organizes on behalf of the Village, then the Village's own logo would not be as strongly promoted or diminished and for there to be confusion on the nature of the Commission. It may also potentially go against the intent of the Commission which is to promote the tourism of the Village of Port Clements. If permitted, it would be advised that restrictions be in place that any tourism advertising and brochures to market the community itself only promote the Village's logo, if any logo was intended to be incorporated into such external advertising. At the minimum, the Council should require that a proposed logo be submitted to Council for approval before permitting a logo to be used.

When it comes to the recommendations proposed by the Commission to Council, the majority of them would require further staff investigation and reports to be provided to Council before they should be considered further, if they were to be considered, as many of them have significant implications to consider, some which would impact several municipal operations and bylaws currently in place. These recommendations should only be received at this time, and either be directed to a Committee of the Whole to discuss them further or to Council's Strategic Planning, if Council is interested in considering them.

Staff also recommends that the documents be amended for that any reference to a "committee" be struck, corrected or replaced by the Commission as the Commission has several references to "committee" when it should be identifying itself as a commission. Commissions and committees are distinct and different bodies under the *Community Charter* and should not be used interchangeably in official reports or documents.

CONCLUSION:

The budget and amended workplan is at Council's discretion except in whole or in part or reject. It is staff's recommendation that the workplan not be accepted in whole, but with the proposed "Wharf to Wharf Tugboat Relay Race" be only permitted for the Commission to develop a more thorough proposal for Council's consideration in 2024. Additionally, that the logo proposal have restrictions, if Council's permits it, in addition to requiring Council's permission over the design of the logo.

At this time, the recommendations from the Vibrant Community Commission to Council should only be received and forwarded to a future Committee of the Whole or Strategic Planning session for Council's consideration.

- | | |
|-----------------------|--|
| STRATEGIC | (Guiding Documents Relevancy – bylaw)
The Commission is required by bylaw to have a budget and annual workplan for the year, and this budget must match what has been approved in its annual workplan for the year, and to limit its expenditures to what is included in the budget once approved. |
| FINANCIAL | (Corporate Budget Impact)
The Commission must develop their 2023 Annual Budget in line with the workplan that is approved by Council. The Commission cannot include budget items for activities that are not identified and approved in its annual workplan. |
| ADMINISTRATIVE | (Workload Impact and Consequence)
Without an approved budget, the Commission's ability to function is hindered and has the potential to impact staff time and increasing workload. |

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

Elizabeth Cumming

From: Elizabeth Stewart <st6an7g5@qcislands.ca>
Sent: July 11, 2024 2:52 PM
To: Elizabeth Cumming; Office; CAO
Subject: Port Clements Vibrant Community Commission 2024 WorkPlan & Budget for next July, 2024 Council Meeting
Attachments: PC VCC 2024 Projected Budget 11Jul2024.pdf, VCC 20Feb24 - Amended 2024 WORKPLAN FINAL 11Jul2024.pdf

Dear Mayor & Council:

Please find attached the 2024 Vibrant Community Commission's WorkPlan, which includes Projects to be accomplished by the PCVCC for 2024, along with Recommendations to Council for additional Projects & Processes. Please also find attached our 2024 Projected Budget, which is based on the Budget Amount allotted by Council to the Vibrant Community Commission for 2024.

Thank-you very much for your consideration of these Tourism & Tourism-related Projects for our Community.

Sincerely,



Elizabeth Stewart
Committee Chair
Port Clements Vibrant Community Commission

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**PORT CLEMENTS VIBRANT COMMUNITY COMMISSION ("VCC")
2024 PROJECTED BUDGET**

<u>Project</u>	<u>Estimated Cost</u>
Relocation of "Beachy Benches" and Gazebo (Donated Time & Equipment). Nominal fee for Fuel Cost	\$ 300.00
Modification of existing Gazebo to make universally accessible to all potential users	\$ 500.00
Additional Gazebo from Christopher Zimmerman with accessible features for placement in the Millennium Park	\$ 3,500.00
Remove old wooden Kiosk Structure from the Pullout by the Welcome to Port Clements sign on the south end of town (Donated Time & Equipment). Nominal fee for Fuel Cost & Tipping Fee for Disposal	\$ 300.00
St. Mark's Church:	
- Thorough Cleaning inside & outside (to be done by Kathy Steiner) (White Raven Stained Glass will not be cleaned but will have insects and Dirt removed from the frame on the inside)	\$ 350.00
- Cleaning & Inspection of White Raven Stained Glass (A couple of suggested experts in Stained Glass to be contacted)	\$ 300.00
Community Market at St. Mark's Church:	
- Cleaning Supplies (Toilet Paper/Paper Towels/Cleaners/Garbage Bags)	\$ 250.00
- Sandwich Board for Roadside Advertising during Markets (presently using a Sandwich Board Sign on loan from Elizabeth Stewart)	\$ 250.00
- Keurig K-Supreme Coffee Maker & Coffee Supplies (Compostable Coffee Pods/Sugar/Coffee Whitener/Paper Cups/Stir Sticks/Napkins)	\$ 250.00
Computer Equipment (Laptop/Printer/Paper/Toner/USB Flash Drives/Microsoft Office /Norton 360 Premium):	
Acer 15.6" Intel Core i5-1135G7 / 712GB SSD / 12 GB RAM / Win 11 / Laptop with 2x SanDisk Cruzer Glide 128GB Flash Drives & USB Mouse	\$ 1,000.00
HP Colour LaserJet Pro MFP 3301fdw Printer with Additional Toner	\$ 1,000.00
Printer / Copy Paper (Case)	\$ 90.00
Bronze Plaques for St. Mark's Church (2) - Achinback Foundry	\$ 1,000.00
Information Signs (Metal on Vinyl) x 4 (approx)	\$ 750.00
Contingency for the above Projects	<u>\$ 2,160.00</u>
TOTAL BUDGET FOR 2024	\$12,000.00

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**PORT CLEMENTS VIBRANT COMMUNITY COMMISSION (“VCC”)
2024 ANNUAL WORKPLAN
(AMENDED FROM ORIGINAL 2023 ANNUAL WORKPLAN CREATED BY
PRIOR VIBRANT COMMUNITY COMMISSION MEMBERS
THAT WAS CARRIED FORWARD TO 2024 WITH COUNCIL’S APPROVAL)
VCC MODIFIED WORK PLAN AT July 8, 2024**

OBJECTIVES & INITIATIVES - To increase the number of available amenities; improve visitor-related infrastructure and activities; undertake targeted beautification projects; and continue strategic planning to support development and economic growth.

KEY INITIATIVES FOR 2024:

- A)** Relocation of the Former Vibrant Community Commission Wooden Benches (aka “the Beachy Benches”) built by C. Zimmerman from the Sunset Park location(s); to 2 other locations in Port Clements.

- B)**
 - i) Relocation of the Gazebo built by C. Zimmerman from the Sunset Park location to the space located at the entrance to the Small Craft Harbour. Modify this Gazebo to make it accessible.
 - ii) Have C. Zimmerman build an accessible Gazebo for the Millennium Park for placement on the Millennium Park lots adjacent to the Time Capsule (where the Heritage Ash Trees are growing, and near the Flower Rockery).
 - iii) Remove the old wooden Kiosk Structure from its current location at the Pullout by the Welcome to Port Clements sign on the south end of town. It is doubtful that it could be used elsewhere.

- C) St. Mark’s Church:**
 - i) Hold Community Markets at the Church (inside and outside) - not less than 2 times per month, with the exception of October, when the Market will be closed.
 - ii) Develop a Workplan for a thorough Cleaning of the Church to remove Dead Insects, Webs, Dirt, etc. This work would be done by labourers.
 - iii) Cleaning and Inspection of White Raven Stained Glass (inside & out).

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VCC 2024 MODIFIED WORK PLAN AT July 8, 2024 (Cont'd)

D) Signage & Information Brochures:

- i) Design & Order 2 Bronze Plaques for St. Mark's Church - one with Building Info and the other in Memory of the Sipes Family who tragically perished in the St. Mark's building in 1916.
- ii) Design an Informational Brochure with historical & present-day facts and information about the Services & Attractions in our Community. This would be a very basic, point-form document that could be updated and printed in-house on a laser printer. These could be made available at the Community Market; the Museum; the Village Office; and businesses throughout Port Clements. The layout could then be modified and enhanced to be used on the Interactive Information Display at Dyson Corner.
- iii) Contact Ministry of Transportation & Highways re Golden Spruce Tree Stop of Interest Signs on either side of the Millennium Park on Bayview Drive, and ask that it be added to the Service & Attraction sign at the Dyson/Bayview Corner. Also request that the Golden Spruce Trail be added to this Service & Attraction sign, and request new Golden Spruce Trail signs be installed along Bayview Drive notating how many km the trail is from the signs (there is an existing Ministry of Transportation & Highways Golden Spruce Trail sign design).

At the head of the Golden Spruce Trail, an information sign could be created that directs visitors to stop at the Port Clements Millennium Memorial Park to see the living Golden Spruce Tree that was planted in Port Clements in 2001.

- iii) Design a Sign for the Gazebo at the Small Craft Harbours site.
 - iv) Design a simple identification logo for use on all Vibrant Community Commission Projects. (Reference - the Economic Development Advisory Committee had their own logo, approved by Council).
- E) Wharf to Wharf Tugboat Relay Race:**

The early planning stages of this Project will be carried out in 2024. This would be a yearly Relay Race starting from the Wharf in Masset. Tugboats would travel to the Small Craft Harbour or Rainbow Wharf in Port Clements, while contestants travel via Highway 16 on foot or by bicycle (in 5 km increments), all trying to arrive in Port Clements first. This could be held each year on the Labour Day Weekend. A request for sponsors to donate merchandise or monetary prizes for 1st, 2nd & 3rd, as well as participant prizes would be advertised. Costumes may also be an option.

Elizabeth Stewart
Committee Chair
July 11, 2024

VCC 2024 MODIFIED WORK PLAN AT July 8, 2024 (Cont'd)

RECOMMENDATIONS TO COUNCIL:

St. Mark's Church and the Millennium Memorial Park:

1. Recommend to Council to Refinish the Church exterior by removing the paint and applying stain to the wood (includes bell tower/cupola; window mouldings; deck & railings. Re-paint entrance door in an Amsterdam Blue paint and paint rear exit door; re/re rear exit landing. Stain Colours would be close to the existing Paint Colours - i.e. Olympic Stain Colours Avalanche White and Amsterdam Blue.
2. Recommend to Council that the Espresso Machine purchased by the prior VCC (located in the VCC's locker in Council Chambers) be sold as it is not something that will be useful to the Committee or its functions. This was apparently paid for from Gwaii Trust Grant money (valued at approximately \$850.00).
3. Recommend that the Wood & Glass Display Case with wheels that is presently located in the foyer of St. Mark's remain inside the Church as it is being used to display copies of historical documents related to St. Mark's that were provided by the Diocese Archivist in the early 2000's.

4. **Completion of Millennium Park Lands Consolidation & Designation:**

Re: Zoning Bylaw Amendment #442-2017 adopted in October 2017 - were all 5 parcels that make up the Millennium Park consolidated into one parcel and then Officially Designated as "Park", as was the original intention?

Recommend to Council that the Millennium Park be put under the umbrella of the Vibrant Community Commission as it is a Tourism-based economic site. (According to the CAO, the Park is presently under the Rec Commission's umbrella.)

5. Recommend that the Golden Spruce Tree and the approx. 70+ year old Ash Trees in the Millennium Park be protected as heritage trees either by Village Bylaw or by BC Regulation.
6. Recommend to Council that all paint that was applied to the Millennium Walls last year be removed. The Bricks will need to be cleaned and the concrete painted/sealed with grey Concrete Paint. Invite the artist who began painting the Walls last year to come and add painted poppies along the bottom of each Wall (using paint that is weatherproof).
7. **Dyson Corner Beautification Project:**
Recommend that the VCC partner with the Village of Port Clements to Build an above-ground Interactive Information Display Kiosk/Shelter.

Elizabeth Stewart
Committee Chair
July 11, 2024

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Other Infrastructure & Projects:

- **Firehall & Clinic**
The firehall and the clinic/ambulance station that are underinsured were recently appraised for insurance purposes. (see report)
- **Improvement of Public Works Yard:**
Work is expected to begin soon on the storage building project scheduled to be completed by November 2024.

Finance:

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

Public Works

- Completed electrical connections, ditching for center gazebo community park
- Completed activities for Canada Days prep and clean up
- Hired two employees for grass cutting, weed eating and ditch cleanup
- Completed streets site of vision at stop signs
- Removed alders from ditches completed
- Mow/ weed eat park for Canada Days
- Weed eat and brushing Sunset Park areas completed camp grounds
- Weed eat trail systems completed
- Modified water tank and pressure washer, cleaned all village street signs, campground tables, chairs outhouse and barricades
- Replaced bench and set in proper place at swimming hole
- Modified signage and base and replaced old one at Rainbow Wharf with area for announcements
- Installed new signage Sunset Trail upgrade, and new announcement posting area
- Completed connections for new hook up Bayview Drive
- Ambulance Bay completed heating issue, install linage for ambulance parking Completed, need to replace 2 windows in t6his bay will put out for someone to supply quote
- Modify pumps for lift station at Jasper and Sani-station lining up crane truck and electrician for hook up, Museum lift station waiting on cost for new control panel
- Water Treatment plant have gotten BI-Pure looking and supply and installation of new analyzer's (they are original builders and suppliers of our system) everyone very busy but will have something for us soon
- When equipment available will replace on lift pump Jasper with new pump, take older pump to Sani Sation replace failed pump, Museum station will modify piping and electrical when parts arrive
- Community park washroom all weather side electrical in now waiting on ruff in and insulation walls and floors, then install toilet and sink, modify pumbing to rest of building so we can shut down old areas in cold weather.

Respectfully submitted:

Marjorie Dobson, CAO



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: July 15, 2024

RE: Regular Report on Current Operations

BACKGROUND:

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

DISCUSSION:

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

Administration:

Personnel

One of our Public Works staff voluntarily terminated his relationship with the Village. It is our intention to find a replacement as soon as possible. In the interim, the Village has employed two people to assist with summer activities, among other things.

Canada Days Celebrations

The Village had a booth at the Community Park with the aim among other things to: To help to inform residents about the new provincial regulations for Housing Developments, and to bring awareness of the measures the Village is taking to address the new land development legislative requirements.

Modifying Land Use:

New provincial legislations require local governments including Port Clements to improve on their outdated zoning rules, implement bylaws, and policies that will facilitate the development of different types of housing in the province.

Apart from meeting legislative requirements regarding land usage, the Village has been working on improving its land development application procedures including subdivision servicing. The community will get an opportunity to participate in these activities during the public engagement and consultation sessions.

Critical Infrastructure:

(i) Waste Water System Upgrading

The construction of the sewage lagoon is scheduled to begin on July 22, 2024.

A pre-construction meeting was held with the stakeholders including Infracon Construction Inc. that was awarded the contract to build the lagoon. The project is scheduled to be completed early 2025, after the winter break.

(ii) Water System Upgrade –

(a) Well #3:- To date the Village is unable to get a local contractor to cover the worksite with cement.

(b) Water Treatment Plant: Plans are underway to have the defective instruments replaced and installed.



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: July 15, 2024

RE: Firehall & Clinic/ Ambulance appraisal

BACKGROUND:

The Firehall and Clinic/Ambulance buildings are important infrastructures to the community. While the clinic/ambulance is essential, the firehall is important for public safety and is considered the heart and soul of firefighting operations in the community. It also serves as a vital hub for firefighters and other first responders to prepare to respond to emergencies at a moment's notice.

Discussion:

The firehall and the clinic/ambulance buildings are underinsured. By extension, if either of the buildings is damaged or destroyed, the current insurance coverage would leave the Village responsible for a large percentage of the repair or replacement cost. Under the current policy, the firehall is insured for \$551 300, and the contents for \$123 600, while the clinic/ambulance building is insured for \$477 800. The insurance company stipulates that each building should be insured for at least eighty percent (80 %) of what it would cost to rebuild.

On May 23, 2024, both buildings were professionally appraised, and the estimates for replacement cost is:

Firehall: -- Eight million one hundred sixty thousand dollars (\$8,160,000)

Clinic/ Ambulance: - Three million seventy thousand dollars (\$3,070,000)

The annual insurance premium for the coverage of buildings (except the multipurpose building) for the year ending August 2024 is \$13,852. From a casual observation it is likely to double when the result of the appraisal is submitted.

RECOMMENDATION: That the values or at least 80 % of the replacement cost be included in the upcoming renewal process

CONCLUSION:

STRATEGIC Should there be any damage or destructing of the infrastructures, there is The assurance that the building can be replaced without significant financial burden on the Village.

FINANCIAL **(Corporate Budget Impact)**
Significant increase in expenditure on insurance premium for commercial buildings

ADMINISTRATIVE **(Workload Impact and Consequence)**
Minimal impact expected.

Respectfully submitted

Marjorie Dobson, CAO

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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-4	2022-12-05	Staff to investigate and report back to Council on options for the winter sanding going forward	CAO	
	01-11-2023		Deputy CAO	email sent to contractors inquiring on rates for snow/ice removal services for information.
	11-01-2024		Deputy CAO	received only one response back for winter snow clearing/sanding contracting potential; quoting \$115 or \$165 hourly rate (depending on machine, the higher rate with sanding and a 14' blade, the lower rate with 84" blade and no sanding). Approximately 2 - 6 times more expensive on an hour-per-hour basis than in-house.