



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, August 19th, 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—July 15th, 2024, Regular Council Meeting Minutes

M-2—August 14th, 2024, Special Council Meeting Minutes

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1—INFORMATION—Reminder of Legislative Deadlines - Ravi Kahlon, Minister of Housing

C-2—INFORMATION—Update on Wildfire Activities & Information Resources - BC Wildfire Service

C-3—INFORMATION—How to Request a Meeting with Northern Health at UBCM - Northern Health

C-4—INFORMATION—Appointments at UBCM to discuss Funding Programs – Union of BC Municipalities

C-5—INFORMATION—UBCM Resolution - District of Saanich

C-6—INFORMATION – Election Advertising Rules for 2024 Provincial Election – Elections BC

C-7—INFORMATION – Recent Joining of BC Anti-Human Trafficking Network -- City of Prince George

C-8—INVITATION – Casual Call Offer Regarding Housing and Energy – Community Power

C-9—INVITATION – Convention - Canadian Emergency Preparedness and Climate Adaptation

C-10—INVITATION –Province-wide Community-to-Community Forum – Union of BC Municipalities & BC
Assesmbly of First Nations

C-11-- REQUEST –UBCM Protocol with First Nations Leadership Council Feedback – Union of BC
Municipalities

C-12—REQUEST—Small Talk Forum Survey– Union of BC Municipalities

C-13—REQUEST – Change to Weightroom Policy to Permit Non-member Children – Jasmine Beachy

C-14—REQUEST—Village to Organize Volunteer Fair – Elizabeth Stewart

C-15—RECEIVED RESPONSE– Unsafe & Unsightly Premises - Lauren Bell, District Manager, Ministry of
Transportation and Infrastructure

6. FINANCE

7. GOVERNMENT

G-1—Reserve Fund for Northwest British Columbia Regional Funding Agreement Bylaw #488, 2024
*Recommended motion: THAT Council does reconsideration and adoption 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 reconsideration and adoption of "Reserve Fund for
Reserve Fund for Growing Communities Fund Bylaw #489, 2024"*

G-3—Weightroom

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

10. ACTION ITEMS

A-1—Action Item List

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

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

(d) the security of the property of the municipality

13. RISE AND REPORT

14. ADJOURNMENT



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

Minutes of the Regular Meeting of Council, Monday, July 15th, 2024

Present:

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

Not Present:

Councillor Dennis Reindl
Councillor Wayne Nicol

CAO Marjorie Dobson

Members of the public: Maureen Baily, Chris Bellamy, Cara Goddard, Donald Smillie, Elizabeth Stewart

Meeting Called to Order at 6:05 PM

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

1. ADOPT AGENDA

2024-07-129—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopts the July 15th, 2024, Regular Council Meeting Agenda with the amendment of the late addition of C-9-Kidney Foundation of BC and Yukon branch and C-10-Lifesaving Society BC & Yukon Branch.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—June 17th, 2024, Regular Council Meeting Minutes

2024-07-130—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the June 17th, 2024, Regular Council Meeting Minutes.

CARRIED

M-2—June 25th, 2024, Special Council Meeting Minutes

2024-07-131—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the June 25th, 2024, Special Council Meeting Minutes

CARRIED

M-3—July 5th, 2024, Special Council Meeting Minutes

2024-07-132—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the July 5th, 2024, Special Council Meeting Minutes.

CARRIED

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

2024-07-133—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives C-1, C-2, C-3, for information.

CARRIED

M-1

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

2024-07-134—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives C-4, C-5, and C-6, the invitations.

CARRIED

C-7-- REQUEST – Request Support and Signatory on Joint Letter to Federal Ministries Regarding Land
Weather Station Service Interruptions – North Coast Regional District

2024-07-135—Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT the Village of Port Clements supports and become a signatory on the joint letter to the two
Federal ministries regarding land weather station service disruptions as per the request of the North
Coast Regional District.

CARRIED

C-8—REQUEST—Trail Development – Harmonie Blais

2024-07-136—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives the letter.

CARRIED

C-9—Kidney Foundation of BC and Yukoun Branch

2024-07-137—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives C-9.

CARRIED

C-10—Lifesaving Society BC & Yukon Branch

2024-07-138—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives C-10

CARRIED

6. FINANCE

F-1—2nd Quarter Financial Report – Sr Finance Manager Bell

2024-07-139—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council accepts the 2nd Quarter Financial Report from Sr Finance Manager Bell.

CARRIED

7. GOVERNMENT

G-1—Reserve Fund for Northwest British Columbia Regional Funding Agreement Bylaw #488, 2024

2024-07-140—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council does 1st, 2nd and 3rd reading of “Reserve Fund for Northwest British Columbia Regional
Funding Agreement Bylaw #488, 2024”

CARRIED

G-2--Reserve Fund for Growing Communities Fund Bylaw #489, 2024

2024-07-141—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council does 1st, 2nd and 3rd reading of “Reserve Fund for Reserve Fund for Growing Communities
Fund Bylaw #489, 2024”

CARRIED

G-3—Vibrant Community Commission 2024 Annual Workplan & 2024 Budget
2024-07-142—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives the Vibrant Community Commission’s 2024 Annual Workplan and Budget.
CARRIED

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

Mayor Cabianca: Attended the North Coast Regional District meeting in Dodge Cove which had local attendance. Also attended the Haida Signing for the Celebration on July 5th in Masset, mirrored the event in Skidegate. It was offered that the civic community Mayors could speak at the event, but by midnight it had still not happened and the event came to a conclusion with dwindling crowds. However, the civic communities were recognized by Gaagwis (Jason, CHN President) for our role in the Protocol Table participation and dialogue. Canada Day was good, and a Thank you to Clint and the Beachy company for organizing the parade.

Councillor Cumming: Will be attending the upcoming Haida Title recognition session. Missed a Community Futures meeting last week. Have attended Special Council Meetings. Did not attend the Canada Day Weekend activities, but thinks that next year with Canada Days, should pre-emptively declare if having a parade in March to get more people in other communities to attend/participate and ask the O’Briens to sponsor the parade to get it going. Attended two separate meetings involving BC Ferries, which were interesting. Hopefully will see positive changes there.

Councillor Falconbridge: Acted as the parade marshal for the Canada Day Parade. Will be connecting with the Recreation Commission regarding planning activities for next year, maybe asking Council to direct staff to prepare an action plan. Looked after the bouncy castle at Canada Days as no one else was supervising, should have it properly supervised by volunteers if having it. Canada Days was very successful, with cars parked all over town for the mudbog including Tingley Street and Bayview Drive due to the attendance. It is a big event that should be Council and staff’s responsibility to ensure/support.

CAO Dobson: construction with the Sewer Lagoon project will begin on July 22nd, with a break during winter and resuming again in early 2025. It is expected that the project will be completed by March 2025. With regards to the land use projects, looking forward to community engagement session and attract people to participate. Have received a couple of questions pertaining to the legislation. Maybe have a barbeque after the engagement to help attract people. One staff short as a member of public works resigned, so in process of replacement. With Canada Day celebrations, the Village planned to have two booths but only had one, rain conditions affected her and difficult with manually setting up booths. Hopefully better planning for next year and have a little booth for the youth (teenagers). Appraisal done for Fire Department and Clinic/Ambulance Station, difficult to arrange for them. The appraisal was a shock to see the replacement costs. The Firehall is looking around \$8 million dollar, for example. We can ensure the property for 80% value of the rebuild cost. We are not budgeted for that, but will have to do a budget amendment to accommodate it.

2024-07-143—Moved by Councillor Cumming seconded by Councillor Falconbridge
THAT Council receives the verbal and written reports from Council and Staff.
CARRIED

10. ACTION ITEMS

A-1—Action Item List

M-1

11. QUESTIONS FROM THE PUBLIC & PRESS

Councillor Nicol joined the meeting before the meeting went in-camera

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.

2024-07-144—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council moves in-camera as per section 90(1)(j) and 90(2)(b) of the *Community Charter* at 7:48 PM.

CARRIED

13. RISE AND REPORT

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

2024-07-145—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council rise and report on the July 15th, 2024, meeting items that Council has agreed to rise and report on:

- That it has accepted the Northwest B.C. Regional Funding Agreement
- That it has agreed to refund a portion of the historical costs of the Northwest BC Resource Benefits Alliance
- And that it has approved for Poole Consulting Services to continue to provide management services to the Northwest BC Resource Benefits Alliance

CARRIED

14. ADJOURNMENT

2024-07-146—Moved by Councillor Cumming,

THAT Council adjourns this meeting at 7:51 PM.

CARRIED

Mayor Scott Cabianga

CAO Marjorie Dobson



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

Minutes of the Special Meeting of Council, Wednesday, August 14th, 2024

Present:

Mayor Scott Cabianca
Councillor Brigid Cumming
Councillor Dennis Reindl

Not Present:

Councillor Wayne Nicol
Councillor Kazamir Falconbridge

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Andrew Hudson

Meeting Called to Order at 4:32 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 AGENDA

2024-08-147—Moved by Councillor Reindl, seconded by Councillor Cumming
THAT Council adopts the August 14th, 2024, Special Council Meeting Agenda as presented.
CARRIED

2. GOVERNMENT

G-1— Northwest BC Funding Agreement Requirements
2024-08-148—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT the Village of Port Clements commits to implementing sound asset management practices and the development of asset management plans that are linked to long-term financial plans for core assets
CARRIED

2024-08-149—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT the Village of Port Clements commits to using the 2024 annual payment from the Northwest Regional Funding agreement for an eligible purpose as stipulated by the province.
CARRIED

3. IN CAMERA

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.

11-2

2024-08-150—Moved by Councillor Cumming, seconded by Councillor Reindl
THAT Council moves in-camera as per section 90(2)(b) of the *Community Charter* at 4:41 PM.
CARRIED

4. ADJOURNMENT

2024-08-151—Moved by Councillor Cumming
THAT Council adjourns this meeting at 5:01 PM
CARRIED

Mayor Scott Cabianna

CAO Marjorie Dobson

11-2



July 24, 2024

Reference: 68879

Dear Mayors and Chairs:

Last year, to support our government's ongoing work in tackling the housing crisis and providing more homes to meet the needs of British Columbians, we passed legislation requiring local governments to update their zoning bylaws to make it easier to build Small-Scale Multi-Unit Housing (SSMUH). I would like to acknowledge the tremendous work that most local governments across BC have undertaken to comply with this new legislation.

As you are aware, the compliance date for zoning bylaw amendments was June 30, 2024. All local governments were required to notify the Ministry 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 the compliance date.

The Province will be working to ensure that all local governments are in compliance with the legislation. We will be undertaking a comprehensive evaluation of the implementation of the legislation by local governments, including consideration of how recommended provincial standards have been applied, to ensure it is effective at creating the conditions across BC to get more housing built and does not deter building much needed homes for people.

As you are aware the deadline to apply for an extension to the compliance date for the SSMUH requirements has passed. Local governments that have applied for an extension for part of their community were still required to adopt an amended zoning bylaw by June 30, 2024 for all areas for which they have not requested an extension. If your local government has applied for an extension, please be assured the Ministry of Housing is currently processing applications, and decisions will be communicated as they are made.

Page 1 of 2

Office of the
Minister of Housing

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

C-1

Local governments who have not complied with the legislative requirements or requested an extension may receive a 30-day compliance notice. After the 30 days, the Province can issue a Ministerial Order overriding the local government zoning bylaw to comply with the legislation and putting the basic site standards from the SSMUH policy manual in place until the local government passes their own bylaw amendments. By ensuring SSMUH zoning has been adopted, we are supporting building more homes for people faster by reducing delays for anyone who wants to build this type of housing.

Please express my gratitude to your council colleagues and staff for all of their hard work to bring about these changes to make it easier for families to build this much needed housing in your community. I look forward to our continued work together to ensure that all British Columbians have access to the homes that they need.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', written in a cursive style.

Ravi Kahlon
Minister of Housing

cc: Chief Administrative Officers
City Managers

C-1

Elizabeth Cumming

Subject: FW: ATTN: Mayor and Council, Chair and Board, CAOs | Provincial Wildfire Update - July 22, 2024

From: Rob Schweitzer <rob.schweitzer@bcwildfire.gov.bc.ca>

Sent: Monday, July 22, 2024 11:20 AM

To: CAO <cao@portclements.ca>

Subject: ATTN: Mayor and Council, Chair and Board, CAOs | Provincial Wildfire Update - July 22, 2024



BC Wildfire
Service

Good morning Mayor and Council, Chair and Board, and CAOs,

The last week has seen heightened wildfire activity across the province, with over 300 new starts. Starting yesterday evening, a changing weather pattern brought elevated wind conditions which has increased fire behaviour on existing wildfires and brings the chance of new lightning starts over the next several days.

There continues to be a forecast for increased winds and unstable weather today. We are expecting to see increased fire behaviour today into mid-week as temperatures and wind remain high and little precipitation. The BC Wildfire Service is fully engaged in response with all partners.

Please continue to utilize the wildfire map and dashboard for updates on wildfires within your areas. As travel corridors continue to be impacted, Drive BC will have all relevant information.

We continue to receive out-of-province support from national and international partners. In addition to the filled requests below, BCWS has open requests to CIFFC for additional crew resources and aircraft.

The following resources are in province:

- 20 wildland firefighters from Nova Scotia
- Aviation resources from Ontario (2 CL415s, birddog and crew), Alaska (Q400) and the Yukon (Q400+birddog)
- Australia and New Zealand (2 Type 1 IMTs (15 person teams) + 29 Single resources, 3 agency reps)

The following resources are incoming:

- 9 x 3-person IA crews plus 9 single resources from the Yukon
- 5 x 20-person crews from Ontario

Thank you for your continued support in wildfire response this season,

Rob Schweitzer

A/ Assistant Deputy Minister

Ministry of Forests, BC Wildfire Service

Provincial Summary

Lightning caused wildfires continue to show along lightning tracks, predominantly in the southeast, northeast and central parts of the province.

Fire suppression efforts continue to be challenged due to hot, dry conditions and localized winds. Initial attack continues to be a high priority for newly discovered wildfires, and we ask the public to keep reporting new wildfires. Please use the web and mobile app to report a fire if possible, as your photos are very valuable to our early assessments for response. Fire reports can also be made to *5555 or 1-800-663-5555.

A three week heat wave continues, and more hot and dry conditions are expected to continue for most of the province. Today lightning potential is focused in the northern part of our province, however thunder cells are also possible elsewhere.

Provincial Information Officer | FIREINFO@gov.bc.ca | (250) 312-3051

WILDFIRE MAP

The wildfire map has information on every active wildfire in B.C. Detailed information for large incidents can be found under the Response tab of the incident webpage.

WILDFIRE DASHBOARD

The wildfire dashboard has a provincial summary, wildfire statistics, assigned resources, fire prohibition information, and other relevant resources.

Web and Mobile App Reference Guide

Statistics

Visit the BC Wildfire Service Dashboard for the most up-to-date wildfire statistics available.

CURRENT STATISTICS

Resources

Connect with your local Fire Centre, stay current on the latest Wildfire news, and learn more about how we can work together to build resilience and keep your community safe.

CONNECT

COLLABORATE

STAY CURRENT

Elizabeth Cumming

From: Chipman, Desa [NH] <Desa.Chipman@northernhealth.ca>
Sent: July 30, 2024 8:18 AM
To: Chipman, Desa [NH]
Subject: Northern Health Stakeholder Meetings - UBCM

Good morning,

I am emailing to inform you of Northern Health's participation at the upcoming UBCM Convention in Vancouver, BC. Ciro Panessa, President and CEO, will be joining Colleen Nyce, Chair, Northern Health Board at the UBCM convention on the afternoon of Wednesday, September 18 and throughout the day on Thursday September 19. As in previous years, we are pleased to invite representatives from local government to meet with Northern Health.

Please note that the process to request a meeting with Northern Health **has changed** (apologies for any confusion this may have caused). You may have already received an email from the MUNI UBCM Convention Coordinator with an Invitation to meet with the Health Authorities of BC during the UBCM Convention. In order to request a meeting with Northern Health please follow the steps outlined in that email and complete the form located at: <https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff>. The deadline to submit online meeting requests is **Wednesday, August 21**.

Should you have any questions please contact either myself or Christine Villareal at nhadministration@northernhealth.ca

Thank you very much and we look forward to meeting with you in September.

Desa

Desa Chipman, Executive Assistant to:
- Ciro Panessa, President & Chief Executive Officer
- Northern Health Board of Directors

Northern Health
600 – 299 Victoria St,
Prince George BC, V2L 5B8
Ph: 250-645-8542
www.northernhealth.ca

'The Northern Way of Caring'
"through the efforts of our dedicated staff and physicians, in partnership with communities and organizations, we provide exceptional health services for Northerners"

The contents of this electronic mail transmission are PRIVILEGED, intended to be CONFIDENTIAL, and for the sole use of the designated recipient. If this message has been misdirected, or if a resend is desired, please contact the sending office as soon as possible.

Elizabeth Cumming

From: Union of BC Municipalities <convention@ubcm.ca>
Sent: August 8, 2024 10:46 AM
To: Elizabeth Cumming
Subject: UBCM Funding Program Appointments at Convention



Convention Appointments Available with UBCM Funding Program Staff

UBCM staff will be available to discuss funding programs during this year's Convention, September 16th to 20th, 2024. Appointments are available with staff from the Canada Community-Building Fund and Local Government Program Services.

If you would like to meet with program staff to discuss potential funding opportunities or existing projects, please [complete the form](#).

The deadline for meeting requests is **August 16, 2024**.

For more information, please contact lgps@ubcm.ca

[Read More](#)



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

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)

C-4

Elizabeth Cumming

Subject: FW: District of Saanich UBCM Resolution
Attachments: UBCM Resolution_BC Hydro Projects.pdf

From: Sydney Murphy <Sydney.Murphy@saanich.ca>
Sent: Thursday, July 11, 2024 11:02 AM
To: [redacted]

Subject: District of Saanich UBCM Resolution

Good morning,

Please find the attached UBCM Resolution on behalf of Saanich Council regarding BC Hydro Projects.

Thank you kindly,

Sydney Murphy
Executive Assistant to the Mayor
Mayor's Office
District of Saanich
770 Vernon Avenue
Victoria BC V8X 2W7
t. 250.475.5510
e. sydney.murphy@saanich.ca
www.saanich.ca

We acknowledge that the District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱JOLELP (Tsarlip), BOKÉCEN (Pauquachin), STÁUTW (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEL (Malahat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

This email and any attachments are for the sole use of the intended recipient and must not be distributed or disclosed to anyone else. The content of this email and any attachments may be confidential, privileged and/or subject to the Freedom of Information and Protection of Privacy Act. If you have received this message in error, please delete it and contact the sender. Please consider the environment before printing this email.

Sign up to receive our Saanich Spotlight quarterly newsletter at Saanich.ca/spotlight.

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.

C-5



The Corporation of the District of Saanich | Mayor's Office
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | www.saanich.ca

UNION OF BRITISH COLUMBIA MUNICIPALITIES RESOLUTION REGARDING BC HYDRO PROJECTS – ESTABLISHMENT OF FUNDING FOR CLIMATE ACTION ECOSYSTEM RESTORATION

WHEREAS the *BC Hydro and Power Authority Act* and associated statutes references other Acts within its scope, including the *Climate Change Accountability Act* and *Environmental Management Act*. Various communities have experienced that their operations do not fully comply with these Acts or the Provincial Government's Nature-Based 2030 Climate Change targets to protect land, preserve nature, and reverse diversity loss. Moreover, the Authority does not allocate a budget for adequate eco-restoration in areas where its activities have harmfully impacted biodiversity. Financial support is crucial to the success of hydro projects and the realization of provincial climate change targets;

AND WHEREAS to prepare the Province for the impacts of climate change, it is essential that BC Hydro collaborates with local governments, stakeholders, and landowners. The *BC Hydro Power and Authority Act* must also prioritize ecosystem retention in its mandate to provide affordable power while minimizing environmental impact, restoring biodiversity and in the process support local governments' Climate Action Plans;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities recommend the Provincial Government mandate an amendment to the *BC Hydro and Power Authority Act* to incorporate a budget for Climate Change Ecosystem Restoration as well as technologies that support tree retention and/or re-planting in all its projects, thus demonstrating the Provincial Government's commitment to its Nature-Based 2030 Climate Change targets.

C-5

Elizabeth Cumming

From: Finance, Electoral EBC:EX <electoral.finance@elections.bc.ca>
Sent: July 18, 2024 11:15 AM
Subject: 2024 Provincial Election - Rules for Election Advertising

To whom it may concern,

This email is a general reminder being sent to all local governments that election advertising rules for the 2024 Provincial Election come into effect on **July 23, 2024**.

The rules apply to any individual or organization that pays for election advertising (which includes advertising or campaigning to support or oppose a provincial political party, candidate or issue associated with a party or candidate).

Generally, operational communications from local governments about their programs and services are not election advertising. That said, the legal definition of election advertising is broad, particularly during the election campaign period from **September 21 to October 19**. There can be perception issues about what is and what is not election advertising. Elections BC will respond to public complaints we receive about communications that may constitute election advertising.

Local government communicators are encouraged to review the [Election Communications Guidelines for Government Communicators](#) on our website.

If your local government is planning a communications campaign during the pre-campaign or campaign periods when election advertising is regulated, and you are unsure if this communication may constitute election advertising, we encourage you to contact our office for guidance. You can reach us by emailing electoral.finance@elections.bc.ca or by calling 1-800-661-8683.

Sincerely,

Jodi Cooke, CPA, CGA (she/her)
Executive Director, Electoral Finance
Elections BC

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.

Elizabeth Cumming

From: McLaren, Roberta <Roberta.McLaren@princegeorge.ca>
Sent: August 13, 2024 4:51 PM
Cc: Depenau, Eric
Subject: Intimate Partner Violence (IPV) Motion
Attachments: Motion_to_Acknowledge_IPV_as_an_Epidemic.pdf

Good day,

On behalf of Prince George Mayor and Council, please find attached a recent motion passed by the City of Prince George regarding intimate partner violence (IPV). The City of Prince George has recently voted to join the BC Anti-Human Trafficking Network and is working to draw attention to related issues such as IPV. We encourage our local government neighbors to meet with groups in your community who are working on these issues and to consider your own motion.

Declaring IPV an epidemic, cost nothing and has a significant impact. It makes it clear that IPV is a public health crisis and public policy issue. The declaration also serves as validation for anyone who has survived IPV or who is living with IPV now.

Thank you for your time and consideration



Roberta McLaren, E.A. MBA
Office of the Mayor
1100 Patricia Blvd, Prince George, B.C. V2L 3V9
Phone: 250.561.7609
roberta.mclaren@princegeorge.ca | www.princegeorge.ca

This email is subject to the [Freedom of Information and Protection of Privacy Act](#). If you are not the intended recipient please notify me immediately by return email, delete this email and do not copy, use, or disclose it.

We respectfully acknowledge the unceded ancestral lands of the Lheidli T'enneh, on whose lands we live, work, and play.

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.

C-7

City of Prince George Acknowledges Intimate Partner Violence as an Epidemic in British Columbia

WHEREAS the Province of British Columbia reports concerning, and increasing, figures of gender-based and intimate partner violence; and

WHEREAS a research paper on Male Survivors of IPV in Canada, commissioned by Office of the Federal Ombudsman for Victims of Crime, states that men in Canada experience intimate partner violence in significant numbers, yet little attention has been paid to their needs; and

WHEREAS the Province of British Columbia reports that 20,000 women in BC experience relationship violence (which includes Intimate Partner Violence) annually.

THEREFORE BE IT RESOLVED THAT THE CITY OF PRINCE GEORGE:

1. Acknowledges intimate-partner violence as an epidemic in British Columbia to bring attention to this issue; and asks the provincial and federal governments to provide the appropriate supports necessary to address the epidemic; and
2. Encourages other local governments to acknowledge intimate partner violence as an epidemic to bring attention to this issue; and
3. Encourages the Province of British Columbia to declare intimate partner violence an epidemic across the province.
4. Encourages the Federal government to introduce femicide as a term within the Criminal Code of Canada as femicide is a result of gender-based, and often intimate partner, violence.

Background:

Intimate Partner Violence is a serious issue and other jurisdictions in Canada are acting. In Ontario, recent (2022) Statistics Canada data (per 100,000 population) shows a rate of Intimate partner violence (IPV) of 257. In the same year rates in British Columbia were significantly higher at 292.

In response to high rates of IPV, 94 municipalities in Ontario have declared IPV an epidemic. In 2024, the Ontario provincial government indicated support for a Private Members Bill to do the same provincially (Bill 173 An Act Respecting Intimate Partner Violence. 2024).

In 2023 the BC provincial government made a commitment to provide a three-year gender-based violence strategy; this is a good step. Local governments may be able to support this work by raising awareness and making their own declaration that IPV is an epidemic in need of action.

Declaring IPV an epidemic costs nothing and has a significant impact. It makes it clear that IPV is a public health crisis and public policy issue. The declaration also serves as validation for anyone who has survived IPV or who is living with IPV now.

“Women experience the highest rates of injury from IPV, and misogynistic violence leads to femicide. Children experience collateral damage. And when men are abused, it can be difficult to find help or be believed.”- The Federal Ombudsperson for Victims of Crime, Dr. Benjamin Roebuck.

The City of Prince George feels it is crucial to use our voice to support work that draws attention to these issues. We encourage our neighbours to consider doing the same.

Elizabeth Cumming

From: Katrina Cote <katrina@kambo.com>
Sent: July 30, 2024 3:23 PM
To: Office
Subject: Funding available for FN housing & energy upgrades

Hi there,

My name is Katrina, I'm from Gitxsan Nation in the Hazelton area and I work with an organization called [Community Power](#). We have partnered with over 60 Indigenous communities across Western Canada to provide housing and energy upgrade support. In my particular role, I help Nations secure project funding from available grant and financing programs.

We recently met with New Relationship Trust to discuss their [Community Energy Diesel Reduction \(CEDR\)](#) grant program, and we noticed that the community of Port Clements is on the eligibility list. I'm reaching out today to see if this is an opportunity your community might be interested in and if there is any way we can assist?

I'd be delighted to schedule a casual call, at your convenience, to further discuss how the CEDR program and Community Power might be able to support your community's housing and energy needs. I appreciate your time and look forward to connecting soon.

Ha'mi'yaa – Thank you,



Katrina Cote | Community Partnerships & Funding Manager
Community Power
(604) 306-9483 | kambo.com/communitypower | [LinkedIn](#)

We respectfully acknowledge the unceded and ancestral territories upon which our team lives and works. Community Power is a division of **Kambo Energy Group**.

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.

C-8

Elizabeth Cumming

From: David Ghoris from CEPCA <marketing@emergencyexpo.com>
Sent: August 1, 2024 8:32 AM
To: Office
Subject: Join Us at the CEPCA Strategic Conference

Hi Scott,

My name is David Ghoris from the **CEPCA – Canadian Emergency Preparedness and Climate Adaptation Convention** team. We are excited to invite you to join us at our upcoming convention, which promises to be a pivotal event for advancing knowledge and skills transfer across interprovincial borders in Canada.

At CEPCA, we are dedicated to fostering a collaborative environment where experts from various sectors can come together to share insights, strategies, and solutions. Our Strategic Conference will focus on the following key areas:

- Taking a national approach to emergency management
- Public and private sector collaboration
- Emergency response and recovery strategies
- Building resilient communities
- Indigenous knowledge and practice
- Nature based solutions
- Risk assessment
- Technology, creativity and innovation

This conference is an excellent opportunity for **professionals, policymakers, researchers, and community leaders** to engage in meaningful discussions, network with peers, and gain valuable insights into the latest advancements in emergency preparedness and climate adaptation.

We would be honored to have you join us and contribute to this important dialogue. Please visit our registration page to secure your spot at the convention.

[Register now](#)

Should you have any questions or need further information, please do not hesitate to reach out to us at customerservice@emergencyexpo.com.

I look forward to welcoming you to the CEPCA Conference and working together to build a more resilient future.

Best regards,
David Ghoris
Senior Director, Strategy and Content – North America

Canadian Emergency Preparedness and Climate Adaptation (CEPCA)

September 24 - 26, 2024 | Shaw Centre | Ottawa, Canada

W: www.emergencyexpo.com | E: customerservice@emergencyexpo.com | T: +1 (888) 799-2545

Elizabeth Cumming

From: Raelene Adamson <ubcm@ubcm.ca>
Sent: July 17, 2024 10:06 AM
To: Elizabeth Cumming
Subject: joint letter re: Province-wide C2C Forum



joint letter re: Province-wide C2C Forum

PLEASE DISTRIBUTE ACCORDINGLY

Hello,

On behalf of the First Nations Summit, BC Assembly of First Nations and Union of BC Indian Chiefs (collectively working as the First Nations Leadership Council), and the Union of BC Municipalities, would like to extend our [invitation](#) to you and your neighbouring community to join us for the 7th Province-wide Community-to-Community Forum on September 16th in Vancouver.

Should you have any questions, please do not hesitate to contact Colin Braker at cbraker@fns.bc.ca or Marlene Wells at mwells@ubcm.ca.

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

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!

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.

C-10

Elizabeth Cumming

Subject: FW: UBCM seeks member feedback on protocol with First Nations Leadership Council

From: Raelene Adamson <ubcm@ubcm.ca>

Sent: Wednesday, August 7, 2024 11:20 AM

To: CAO <cao@portclements.ca>

Subject: UBCM seeks member feedback on protocol with First Nations Leadership Council



UBCM seeks member feedback on protocol with First Nations Leadership Council

PLEASE DISTRIBUTE ACCORDINGLY

UBCM and the First Nations Leadership Council are working on drafting a Relationship Protocol. In accordance with UBCM's Executive policies, we are inviting UBCM members to vet this initiative by indicating whether they do or do not support this initiative. The Protocol is a nonbinding agreement, and its purpose is to promote dialogue, build relationships between local governments and First Nations, and advance reconciliation and collaboration on specific initiatives.

In September 2023, members of the UBCM Executive met with the First Nations Leadership Council and discussed the opportunity of entering into an MOU together. The First Nations Leadership Council (FNLC) is comprised of the political executives of the BC Assembly of First Nations (BCAFN), First Nations Summit (FNS), and the Union of BC Indian Chiefs (UBCIC). Together they represent all First Nations in BC. Establishing a formalized relationship with the FNLC is a natural progression for UBCM as we currently have a Protocol on Cooperation and Communication with FNS, under which we administer the Community to Community Forum program. The proposed Relationship Protocol does not replace UBCM's longstanding relationship and Protocol with FNS, which represent those First Nations in BC who are part of the BC Treaty Process.

Over the last few months, under the direction of the UBCM Indigenous Relations Committee and with support from the UBCM Executive, staff have been working with the First Nations Leadership Council to develop a draft protocol. UBCM members have shown that advancing reconciliation is important to them by passing resolutions supporting action on the Truth and Reconciliation Commission's Calls to Action, UNDRIP and Missing and Murdered Indigenous Women and Girls Calls for Justice. Entering into a Protocol with FNLC, provides UBCM with greater opportunities for proactive collaboration with Indigenous leadership as the Province implements UNDRIP.

As prescribed by section 4.1(c) of UBCM's Executive policies, all proposals for new MOU's or agreements must be vetted by the membership. Our intent is to sign the Relationship Protocol on September 16th at the Province-wide Community to Community Forum. Like UBCM, the First Nations Leadership Council is also undertaking their own internal vetting process with their membership.

ASK: UBCM is asking the membership, do you or do you not support this initiative? Please provide one response from your community via your CAO by August 28th. Your response can be emailed to Marlene Wells at UBCM at mwells@ubcm.ca.

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

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!

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.

C-11

Elizabeth Cumming

From: Raelene Adamson <ubcm@ubcm.ca>
Sent: August 14, 2024 12:42 PM
To: Elizabeth Cumming
Subject: Success Stories & Challenges for Small Talk Forum



Success Stories & Challenges for Small Talk Forum

Elected officials and senior staff from small communities are invited to submit success stories or challenges that they are experiencing, for presentation or discussion as part of the 2024 Small Talk Forum at the UBCM Annual Convention.

We are finalizing the Small Talk Forum agenda, so please submit ideas as soon as possible to Reiko Tagami, Policy Analyst, email: rtagami@ubcm.ca.

The Small Talk Forum brings together villages, and all other local governments with population under 5,000, to learn from each other and problem solve, and where possible provide access to technical experts. It will take place Tues Sept 17, 2024, 9:00 am – 12:00 pm in Ballroom A/B of the Vancouver Convention Centre, East Building.

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

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!

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.

C-12

Elizabeth Cumming

Subject: FW: Weight Room

From: Jasmine Beachy <northtreecontracting@gmail.com>
Sent: Tuesday, August 13, 2024 11:10 AM
To: CAO <cao@portclements.ca>
Subject: Weight Room

Good Morning Marjorie,

I have some questions about the weight room notice that was posted today on Facebook. Is this notice referring to small children under the age of 12 coming in with their parents? The notice reads that members under 12 years of age may only enter if their parents also have their membership. I was under the impression that children couldn't have a membership? I am concerned about the well being of those mothers that don't have childcare during the hours that they can work out.

Can there not be a policy in place that allows children under 12 years of age to only enter the facility if they are with a parent that has a membership? Perhaps an addition added to the waivers stating that parents are responsible for their children and they are not to use the equipment. Being able to bring children to the weightroom with their tablets and other activities allows mothers the chance to take time for themselves to better their health and well being.

If this is something that council has to decide on please add this to the next agenda.

Thanks!

Jasmine Beachy
North Tree Contracting Ltd.
P.O. Box 162
Port Clements, BC, V0T 1R0
250-626-7657

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.

C-13

Elizabeth Cumming

From: Vibrant Community Commission
Sent: August 14, 2024 11:44 AM
To: Office; Elizabeth Cumming
Subject: Volunteer Fair

Volunteerism is at an all-time low in our Community. I would like to suggest holding a Volunteer Fair in either the Senior's Room or even at St. Mark's to see if more people would like to get involved in our Volunteer Groups.

Reps from the different Volunteer groups in Port could attend to provide information to interested parties about the different Volunteer groups in Port Clements, what they do and how to get involved.

Coffee & Goodies would be nice to offer as an incentive to come to the Fair.

Elizabeth Stewart
Commission Chair
Port Clements Vibrant Community Commission

Get [Outlook for Android](#)

C-14



July 17th, 2024

Marjorie Dobson, CAO
36 Cedar Avenue West
Port Clements, BC V0T1R0

Dear Marjorie:

Re: Unsafe & Unsightly Premises - Lot 3, Plan PRP 11576, District Lot 747 and adjoining lot

Thank you for your letter on April 29, 2024, regarding Lot 3, Plan PRP 11576, District Lot 747 and the adjoining lot. The Ministry understands the ongoing concern and frustration with the buildup of vehicles and other items in the right-of-way adjacent to the properties noted above.

The Ministry continues to use the laws and processes outlined in Part 5, Division 3 - Abandoned Vehicles and Things of the Transportation Act. District staff have sent official letters to the property owner, and if known, the registered owners of the vehicles in question. The Ministry can remove vehicles if there is a place where they can be deposited until proper disposal can be arranged. The Ministry has been in contact with the RCMP about the vehicle storage and disposal within the right of way at this location.

Signage for no littering or dumping is already in place in the right of way in front of Mr. Melney's property. While it may be Mr. Melney soliciting these items, persons depositing vehicles or items are also responsible for the problem but may not be aware of the legalities and liability they are incurring.

The issue at this location is unique compared to the general problem of derelict vehicles on the islands. Developing a strategy for the island for people to dispose of defunct vehicles could help alleviate the concerns at this property.

As noted last year, if contamination is known or suspected it can be reported to the Ministry of Environment's Report All Poachers and Polluters (RAPP) line at 1-877-952-7277.

C-15

Thank you again for taking the time to write. I'd be available for a meeting for further discussion on this topic. If you have questions or concerns, please contact myself by phone at 778-576-1110 or by email.

Sincerely,

A handwritten signature in blue ink that reads "Lauren Bell". The signature is fluid and cursive, with the first name "Lauren" written in a larger, more prominent script than the last name "Bell".

Lauren Bell
District Manager Transportation
Skeena District

Copy to: Nathan Voogd, Operations Manager
MoTI

**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 15 DAY OF JULY 2024
READ A SECOND TIME THIS 15 DAY OF JULY 2024
READ A THIRD TIME THIS 15 DAY OF JULY 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 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 15 DAY OF JULY 2024
READ A SECOND TIME THIS 15 DAY OF JULY 2024
READ A THIRD TIME THIS 15 DAY OF JULY 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"

6-2



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: August 19th, 2024
RE: Weightroom

BACKGROUND:

The Village Office has received reports of members bringing in their young, non-member children in with them as they use the weightroom facility. Aside from non-members not being permitted in the facility generally, in these reported instances, if accurate, the children were negatively impacting other users with their parent(s)/guardians not adequately controlling them. Better signage was put up at the weightroom on the first report of the issue, after the second report, staff posted a general reminder and shared the posted signage on Facebook. After seeing the post and inquiring with staff, the Mayor asked for the weightroom to be put on the agenda as a topic.

DISCUSSION:

In May 2024 and August 2024, the Village Office received complaints from a weight room member regarding other weightroom members bringing in their young (approximately 4 children, the same on each occasion, appearing to be under 10 years of age, and one described as potentially around 3 years of age) into the weightroom. They reported that the children were running around the weightroom, yelling/crying, playing on/with larger stationary equipment and with the dumbbell equipment that is located on the floor. On the first occasion, the children were also, reportedly, climbing over on top of this user while they were in the facility and using equipment, and on the second occasion the children had been running over their personal equipment they had with them.

The weightroom facility has had the policy, since it began operation in 2010, that it is a member only facility. Except for staff on municipal business, no person, regardless of age, is permitted in the weightroom if they do not have membership. Members are not permitted to share the passcode with non-members, they are not permitted to bring in non-members in with them regardless of relation (acquaintance, colleague, friend, spouse/partner, or child). If they do so (or violate any of the rules set out for the weightroom, which are posted in the facility, with the current signage in place since 2021) they can lose their membership whether temporary suspension or permanent ban depending on situation. This policy has been identified on several versions of signs put up in the facility (or on the front door) over the years as well as on various forms and documents (such as on the sign-in sheets, the posted membership list, the posted rules), staff have also communicated it over the years such as when there has been issues.

In response to the May 2024 incident, staff reviewed existing signage in the facility and installed more signage on every exit and entrance door to the facility more prominently reminding that it was a member-only facility, taking a general educational approach (a similar approach was taken after it was reported that someone brought in an animal; a signage response seemed to address the issue). There were no further reports of incidents until August 12th. On August 13th while considering potential options to address the situation, staff posted an updated version of the signage already posted on the weightroom doors onto the Village Facebook page with a reminder that the weightroom facility is a members-only facility. The Village Office subsequently received correspondence and feedback expressing concern when it comes to parent(s)/guardians with young children who have limited childcare options but still want to utilize the facilities while caring for their children.

If Council was considering permitting parent(s)/guardians to bring in non-member children into the weightroom, the Village should first consult MIABC and legal for feedback on the extent of potential liabilities or risks the Village would potentially be exposed to (if any), as well as advice on a potential process that could reduce such liabilities or risks (for example, if parents would have to register in advance with the Village of their minor under-aged children and sign off indemnity agreements or other forms, rather than freely being able to bring children in).

A-3

Council should also consider: the purpose and intended use of the weightroom facility, the very small size of the one-room facility (with the layout of the equipment and the clearance necessary around equipment for function and safety, there is very limited space available to secure or locate a child that would not potentially impede with another members' use of the equipment if there are multiple users at the same time), and whether young children (such as infants or toddlers) are appropriate to have within the facility and potentially interacting with equipment. There is also the question of whether the Village, to reduce liability, would have to take steps to make the facility and equipment in it child-safe, or provide a designated area to isolate the children in. The existing facility would not be able to easily accommodate such a step without intentionally making space by potentially removing some existing equipment, which would reduce the equipment offerings for members to utilize.

In 2021 a concern was raised of minor weightroom members using the facility unsupervised (or at all), which brought the topic to Council's consideration on whether the Village should even permit minor members. After consideration of liability and both feedback from MIABC and legal, the Village did not change its policy, which encouraged members who are parent(s)/guardians of other members ages 12 and under to accompany them in their use, but did not set it as a requirement, choosing not to implement a minimum age requirement for membership and putting the responsibility on the parent(s)/guardians to assess the maturity of their children on whether their child had the ability to act responsibly and safely in the weightroom whether supervised or unsupervised. Shortly after the policy changed to requiring members ages 12 and under to be accompanied by parent(s)/guardians who also had membership, but it was still left to the discretion of the parent(s)/guardians on whether their children were old enough to become weightroom members. Minor members are required to meet the same requirements for memberships as members generally – complete the orientation, complete the paperwork (though parent(s)/guardians are required to additionally sign to indemnify the Village rather than just a waiver from the participant), and adhere to weightroom rules.

At the time, typically only parents with children over the age of 10 years (older elementary and high school) were inquiring with the Village about getting them membership for the weightroom. It was a general assumption in Council's discussion that parents of very young children would not likely be seeking membership for their children and young children would not be present in the facility. It was not considered for the potential of infants, toddlers and generally young children under 10s would be brought into the facility by their parent(s)/guardians without the children having membership.

For that report, staff looked into the other weightrooms/gyms on Haida Gwaii as well as the some off-island gyms/weightrooms to find out what their policies were towards minor members. The HG Fitness Association in Masset identified that their policy was that minors could only be in and use their facility with adult supervision. However, in comparison, Northern YMCA notes that its policy is that minors under the age of 14 must be supervised by a guardian present, and those 14 – 18 do not require guardian supervision. Planet Fitness identified that the minimum age for membership is 13, with minors 13 – 15 required to have guardian supervision, with minors 16+ being unsupervised with parental waiver required. Another example was 12 – 15 years old requiring supervision, with under 12s not permitted in facilities at all and 16+ being able to access facilities without supervision.

For this report, staff attempted to reach out to the HG Fitness Association and Gidgalang Kuuyas Naay Secondar School Weightroom but were not able to connect. However, on the latter's facebook page, it appears to identify that it is also a members-only facility, identifying that members are not permitted to grant others without membership access to the gym. It is assumed that that parent(s)/guardians are not permitted to bring in their non-member children with them if they use the facility. Northern YMCA offers child minding services to parents to facilitate their ability to exercise, with a dedicated childcare space separate from equipment areas.

Even if the Village's weightroom policy did permit for parent(s)/guardians to bring in young non-member children into the facility while they were utilizing it to accommodate childcare constraints, it would be under the requirement that the parent(s)/guardians directly supervise and control their children to ensure that they do not disrupt other users, misbehave, and that they would not be interacting with the equipment at all in any capacity (limiting equipment to only members). The nature of the situations described in the complaints, especially the claims of children climbing over another user and their equipment, while apparently the parent(s)/guardian did not stop or manage, if accurate, would likely still be a situation where a violation of weightroom rules was occurring and ability to bring in non-member children would be revoked if it repeatedly occurred (whether on a case-by-case basis with the individual member or blanket if there were multiple occurrences of similar issues with multiple members).

CONCLUSION:

If Council was wanting to consider changing the weightroom policy to permit members to bring in non-members in certain situations, such as parent(s)/guardians with young children, it should seek advice/guidance from legal and our insurance providers as there are potentially liabilities involved that should be identified and considered first. It could also potentially consider seeking feedback from its weightroom members generally (such as a survey), for users to identify any concerns or issues or position regarding the idea (support for or being against).

STRATEGIC

(Guiding Documents Relevancy – bylaw)

Improving community wellbeing and offering services that benefit the community, that enhance the living experience in Port Clements, are identified as objectives in the OCP.

FINANCIAL

(Corporate Budget Impact)

The weightroom has operated at a small loss when not accounting for grant funding received (if the costs for equipment and renovation that were covered by grants were accounted for, then it would have operated at a significant loss. For example, the weightroom upgrade project in 2020/2021 cost \$25,212.60. The total revenue generated from the weightroom from 2010 to 2023 [excluding grants] is \$22,214.56 while costs [excluding grants] \$21,473.81. There have been other upgrade projects over the decade); as it is, from 2010 – 2023, the weightroom has worked out to a total loss of \$741. This loss is largely driven by the impacts of the COVID-19 pandemic closure (in 2021 fees were waived when reopening) and rising operational costs, though there was a trend of declining revenue over the decade prior to the pandemic and it may simply be a continuation of this pre-existing downward trend. Despite normal operations and having more memberships in 2023 (52), it had a loss of \$346.89 (2022 also had a loss of \$174.21, membership of 41). In 2019 and prior years there was usually a small surplus, but steadily reducing from a peak profit of \$1458 in 2011 to \$40 in 2019. While membership numbers have fluctuated, the average is 41 members per year, and membership is typically around the 40s – there have only been 3 years below the 40s (one being 2020 prior to closure), and potentially only 2-4 years above.

When it comes to municipal services the goal is to provide service at cost. As it is, the existing service level of the weightroom is not self-sustaining, being supplemented by taxes and dependent on grants. Changes or alterations to accommodate childcare, if required, would either be grant driven, from general municipal tax revenue, or be accounted for in an increase in membership fees. Potentially a combination of all three, though largely grant-driven.

ADMINISTRATIVE

(Workload Impact and Consequence)

If pursued, administrative time would be involved in researching the liability concern, as well as updating weightroom policy documentation (signs, posted rules, etc) and managing/organizing/overseeing any resulting projects if needed to facilitate policy change.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

U-3

COPY

The Village has received reports about members bringing in or giving non-members access to the facility.

As a general reminder to members:

ONLY WEIGHTROOM MEMBERS ARE PERMITTED IN THIS FACILITY

WEIGHTROOM MEMBERS ARE NOT PERMITTED TO BRING/GIVE ACCESS TO FRIENDS, FAMILY MEMBERS OR OTHER PERSONS WHO DO NOT HAVE THEIR OWN MEMBERSHIP.

THIS INCLUDES CHILDREN OF ANY AGE. *CHILDREN ARE ONLY PERMITTED ENTRY IF THEY HAVE THEIR OWN SEPARATE MEMBERSHIP.*

MEMBERS WHO ARE UNDER 12 YEARS OF AGE ALSO MAY ONLY ENTER THE FACILITY UNDER THE DIRECT CARE AND SUPERVISION OF THEIR PARENTS/GUARDIANS WHO ALSO MUST HAVE MEMBERSHIP.

If the Village continues to receive reports of non-member entry into the facility, this can potentially mean loss of weightroom membership (either temporary suspension or on a permanent basis) or a larger impact on the weightroom program if it becomes a chronic issue of non-compliance.

2024-05-22



G-3

COPY



Port Clements

Admin

Top contributor

3 hours ago

...

Hello Everyone,

We have continued to receive sporadic reports of non-members being brought into the facility, or given access, by members despite having clear signage on all the doors clarifying that members are not permitted to bring non-members into the facility, including family relations such as children.

While we are reviewing next steps, in the meantime we are sharing this general reminder that membership only permits the individual members' access to our facility.

The Village has received reports about members bringing in or giving non-members access to the facility.

As a general reminder to members:

ONLY WEIGHTROOM MEMBERS ARE PERMITTED IN THIS FACILITY

WEIGHTROOM MEMBERS ARE NOT PERMITTED TO BRING/GIVE ACCESS TO FRIENDS, FAMILY MEMBERS OR OTHER PERSONS WHO DO NOT HAVE THEIR OWN MEMBERSHIP.

THIS INCLUDES CHILDREN OF ANY AGE. CHILDREN ARE ONLY PERMITTED ENTRY IF THEY HAVE THEIR OWN SEPARATE MEMBERSHIP.


MEMBERS WHO ARE UNDER 12 YEARS OF AGE ALSO MAY ONLY ENTER THE FACILITY UNDER THE DIRECT CARE AND SUPERVISION OF THEIR PARENTS/GUARDIANS WHO ALSO MUST HAVE MEMBERSHIP.

If the Village continues to receive reports of non-member entry into the facility, this can potentially mean loss of weightroom membership (either temporary suspension or on a permanent basis) or a larger impact on the weightroom program if it becomes a chronic issue of non-compliance.

2024-08-13



G-3

 **The Village of Port Clements**
Port Clements · May 8, 2023 · 🌐

Hello Port Clements' Weightroom Members,

We have continued to receive reports of weights being put away sloppily or not at all in our weightroom. Please be respectful to other members and properly put away weights after use as it is an extreme inconvenience to other members and directly impacts their ability to utilize the weightroom to its full extent.


In addition, please be aware that weightroom members are not able to bring guests in with them when they use the weightroom. The facility is members only. Despite our posted signage, we have received a few questions about this matter.

Thank you for your assistance with these matters.

 Mark Van Herd and Maureen Orr Bailey 1 share

 Like  Send  Share

You turned off commenting for this post.


 **The Village of Port Clements**
Port Clements · February 27, 2023 · 🌐



Hello Weightroom Members,

We have had a report of recent issues at the weightroom. We have signage in the weightroom, but this is a further reminder to members that:

- after use, put the equipment back in its storage spot (rack, shelf, etc. ex. take off the barbel plates from the machine).
- no food and drinks are permitted in the weightroom except for water in a proper container
- garbage must not be left on counters/tables but in the garbage cans provided

Anyone found breaking the rules can have their membership revoked temporarily or permanently. Please be kind to the other members and the facility, a lot of volunteer and community work has gone into the facility, and it is disheartening when the spaces are mistreated.

 Jessie Fletcher, Mel Campbell and 1 other 1 share

 Like  Send  Share

You turned off commenting for this post.



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

COPY

WEIGHT ROOM RULES

Membership Requirements

- **MANDATORY WEIGHTROOM ORIENTATION** must be completed to become a weightroom member and use this facility. Contact the Village Office to schedule an orientation, variable times based on instructor availability. Reorientation required as circumstances call for.
- **MANDATORY WAIVER** must be completed to become a weightroom member and use this facility. Waivers then must be resigned annually (at the beginning of the new year) to continue to use this facility.
- **MEMBERS ONLY** are permitted in this facility – friends, relatives, guests, or anyone else (including minors) who wish to enter the facility **MUST** have their own weight room membership. Contact the Village Office to start the application process for membership.
- **AGE:** It is the parent's discretion to permit their children to get weightroom membership use the weightroom facilities. There are no staff onsite: it is the parent's discretion to supervise their child's use of the facility.
- **DOOR CODE** may not be given out to non-members. Any member found sharing the door code risks losing their membership for a period or permanently.

Apparel and Water Bottle Requirements

- **ONLY WATER** is a permitted liquid in this facility in a stainless steel or plastic water container.
- **NO FOOD** permitted in this facility.
- **CLEAN INDOOR SHOES** only. Dirt and moisture create additional wear and tear on machinery/equipment
- **WIPE UP** any water spills

Equipment/Machinery Usage

- **USE AT YOUR OWN RISK**
- **WIPE DOWN** machines after use. DO NOT SPRAY the machines directly, SPRAY PAPER TOWEL then wipe machine down.
- **RETURN** all free weights to their stored location. DO NOT REMOVE FROM FACILITY
- Collars are required on all dead lift and squat equipment
- A spotter is **REQUIRED** for all free weight lifters
- **MUSIC** is to be kept at lower volume between the hours of 8:00 PM – 9:00 AM



Village of Port Clements
Weight Room
Participant Waiver, Release, Indemnity and Consent Form
2024

PLEASE CAREFULLY CONSIDER THE RISKS OF USING THE WEIGHT ROOM FACILITIES

All exercise carries inherent risk, but there are **additional hazards** to consider in a **public, unsupervised weight room facility**.

- o Any public area has the risk of exposure to germs and viruses.
- o The weight room also has **equipment that can poses risks of serious injury that can impact quality of life (such as permanent, life-long debilitating injury) or even up to and including loss of limbs or life**, especially if improperly handled by the participant or by other parties.

Our facility has unsecured equipment such as dumbbells, weight plates, barbells, free-weights, as well as weight machines and cardiovascular equipment that have moving parts and weights. These can pose a fall, pinch, or entrapment hazard to the body, including limbs, feet, hands, the head, clothing, and hair. Loose, wobbly machine connection in the machine frame, erratic behaviour from electronics, machine wear and tear can also make machines unsafe to use. There also may be slippery surfaces and other equipment such as exercise balls that can move unexpectedly.

These hazards are aside from the potential risk posed by other users, should interpersonal conflicts or others' misuse of equipment arise.

The facility does not have staff onsite to oversee or assist users in their use of the facility. This means that the users are responsible for using the equipment as designed and for its intended purpose, verifying the safety of the equipment prior to use, monitoring their surroundings for hazards, alerting others/first responders for assistance if they are experiencing medical issues or suffer an injury, alerting municipal staff if they see non-compliance to safety rules/problematic behavior by other users or notice any issues/concerns with equipment.

PARENTS/GUARDIANS MUST ESPECIALLY CONSIDER THE RISKS THAT THEY ARE ACKNOWLEDGING AND CONSENTING TO IN YOUR CHILD'S USE OF THE WEIGHT ROOM FACILITY.

In addition to the risks above, as a parent/guardian, if you are permitting your child to use the facility without your supervision you are affirming that the child has the capability to alert and notify others if issues arise and understand that there are no adult staff supervisors present that can assist your child onsite.

PLEASE READ CAREFULLY AND CONSIDER THE LEGAL RIGHTS YOU ARE GIVING UP BY SIGNING THIS DOCUMENT, AND FOR WHAT YOU MAY BE REQUIRED TO COMPENSATE THE VILLAGE:

I am aware that, by using the equipment supplied in the **Port Clements Weight Room**, I may be exposed to the possibility of injury, death, or other losses, including property damage. I willingly accept and assume all such risks, dangers, and hazards associated with my participating, and the possibility of personal injury, death or loss which may result, directly or indirectly, from my use of the Port Clements Weight Room and any supplied equipment. I hereby remise, release and forever hold harmless the **Village of Port Clements**, its employees, officers, leaders, agents, or representatives from all manner of actions or claims in relation to such risks and any associated injury, death or other loss including, without limitation, where any injury, death or loss is the direct or indirect result of negligence or gross negligence by the such employees, officers, leaders, agents or representatives.

I hereby remise, release and forever hold harmless the **Village of Port Clements** from any and all liability for any damage to property of, or personal injury to, any third party resulting from my participation.

In entering into this agreement I am not relying on any oral, written or visual representations or statements made by the **Village of Port Clements**.

I will inform the **Village of Port Clements**, and any leader or employee as required, of any medical, psychological or physical conditions which may affect my ability to participate. Please describe all past and current conditions, how they affect you, the symptoms of onset and the causes or potential causes of onset:

I understand and agree to practice the BC Health COVID-19 safety regulations and restrictions as posted by the **Village of Port Clements** and that my non-compliance of these regulations, or any unsafe activities on my part can result in loss of membership.

I confirm that I am aged 19 years or older, and that I have read and understood this agreement prior to signing it and agree that this agreement will be binding upon my heirs, next of kin, executors, administrators and successors. I agree that this agreement will be governed by and interpreted in accordance with the laws of British Columbia and Canada, as applicable.

If the applicant is below 19 years of age, the parent or legal guardian signing consent to this agreement acknowledges and confirms that the applicant may use the equipment offered by the **Village of Port Clements**, and that the participant release, waiver, indemnity and consent contained in this agreement applies to and is binding on the parent or legal guardian, and the indemnity extends to include any claim or action brought by the minor child or any person associated with the applicant, or by any person on behalf of the applicant, or by any third party suffering any loss as a result of the actions of the applicant.

=====
I understand that this waiver will be retained by the **Village of Port Clements** and will be valid for all activities offered in which I choose to participate.

Required:

Participant's Signature: _____

Participant's Name (please print): _____

Witness' Signature: _____

Phone Number: _____

Date: _____

Required if Applicable:

Parent/Guardian Signature (if under 19 years old): _____

Parent/Guardian Name (please print): _____

Parent/Guardian phone number: _____

Birthdate of participant under 19 years old: _____

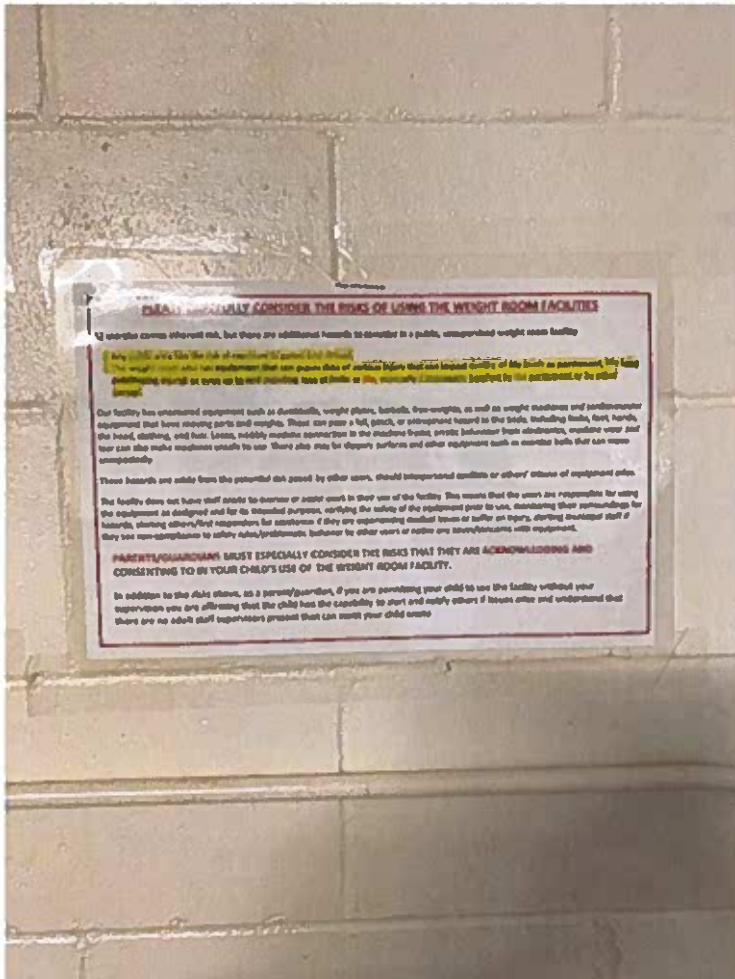
Optional:

E-mail address: _____

Emergency Phone Number: _____



u-3



11-2



G-3



cr-3



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:

Land Use Changes

The Village has already started the process of updating its land use related bylaws and tools to reflect the changes required to comply with recent provincial legislations. With recommendations from residents' part of this change is already reflected in the Official Community Plan (OCP) which is nearing completion. Like the OCP engagement activities, the Village residents will get the opportunity to participate in the process of updating the bylaws that affect land use. Consequently, the Village will be hosting a public engagement session during the second week of September 2024. We invite residents to be a part of this important activity. Further details will be published soon.

Emergency Notifications

As of August 1, 2024, all communities on Haida Gwaii and the North Coast Regional District are using the Voyent Alert as their notification service. The Village of Port Clements will be using the service for emergency notifications as well as any relevant community notification. We are encouraging residents to register for emergency alerts as well as the day-to-day notifications.

Funding Agreement

The province has allocated \$250 million over a five-year period to 21 local governments represented through the Northwest BC Resource Benefit Alliance. The funding supports infrastructure construction, and the replacement of capital assets. The Village of Port Clements will receive \$4,454,985 over the period, converting to \$890,997 annually.

Wastewater Systems Effluent Regulations

The Village has been updating the Federal Government on the status of the Sewage Lagoon project on a monthly basis. After submitting July update indicating that a contract was awarded for construction phase, and subsequently having a verbal conversation about the start date of construction, and the components of the construction phase, a written warning was issued on July 25, 2024, similar to those issued previously that prompted the Village to start the process of the Sewage Lagoon project. The warning came from the Enforcement Branch, Environment and Climate Change Canada/Government of Canada and identified that we are in contravention of the Wastewater Systems Effluent Regulations.

2-1

It's very discouraging after all the efforts that went into getting the project to this stage to receive such warning. The Enforcement Branch however indicated that they recognized our efforts and admitted that they are obligated to identify and inform Regulatees of non-compliance.

Critical Infrastructure:

(i) Waste Water System Upgrading

The construction phase of the sewage lagoon started on July 22, 2024. The main activity has been stripping of topsoil, and stock piling. In compliance with the Heritage and Natural Resource Department of Haida Nation, the Village entered into an agreement with the Haida Nation for them to provide an archaeological monitor during the excavation process at the Village expense. Work on the site will continue until the winter season begins, providing conditions are favorable.

(ii) Water System

- (a) Water Treatment Plant:** Plans are underway to have the defective instruments replaced and installed by the fall before the year ends

Other Infrastructure & Projects:

- **Improvement of Public Works Yard:**
Work is expected to begin soon on the storage building project scheduled to be completed by November 2024.

Finance:

Utility Billing for the quarter ending September were created, and mailed
Routine activities in accounts payable, accounts receivable, payroll and bank reconciliations continue.

Public Works

- **Infrastructure:**
 - Lift Stations:** Public Works assisted by a contractor has been working on upgrades to the Sani and Jasper life stations. Parts have been ordered for the Museum lift station, and repairs should be in effect by August.
 - Public Works Yard Project:** New c-can storage builds in our back yard to start September, it will house our equipment and large parts
- **Minor projects completed:**
 - Installed signage at the Village office
 - Constructed, painted and install storage container at the Rainbow Wharf for children's life vest
 - Installed parking line at ambulance station
- **Maintenance**
 - Completed pressure washing of signage around town
 - Pressure washed sunset park RV/tent facilities (tables, washrooms, etc)
 - Completed weed eating activities on sunset trail/multiplex, Community Park, Museum
 - Installed new signage in the Sunset Park area
 - Clean and opened drains, community park, multiplex ditch cleaning
 - Completed mowing as required

R-1

Completed ditching for St. Marks Church

Respectfully submitted:

Marjorie Dobson, CAO

R-1

**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.
	19-08-2024		Deputy CAO	Currently only limited option of winter sanding in-house (either be permanent or could consider hiring temporary seasonal staff), or by potentially only one interested contractor. Contractor rates higher cost than doing sanding in-house on an hour per hour basis (approximately double the cost, higher when just comparing labour costs). Year-to-year sanding costs, in house, are highly variable depending on freezing & snow fall conditions. Rough cost of in-house for sanding was \$850 for early 2024, \$3,600 for 2023, \$6,650 for 2022, \$5,350 for 2021 and \$2,800 for 2020 (costs have been rounded).

A-1