



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 PM Regular Meeting of Council, Monday, February 7th, 2022

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**
M-1— January 17th, 2021, Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1—INFO — Bylaw 676, 2021 – Alternative Approval Process – North Coast Regional District
C-2—INFO – January Board Highlights – North Coast Regional District
C-3—INFO—Place Name Changes - Ministry of Forests, Lands, Natural Resource Operations and Rural Development
C-4—INFO—December Meeting Updates - Ministry of Municipal Affairs
C-5—INFO—BC Wildfires Petition, Letter of Support—District of Stewart
C-6—INFO—CleanBC Communities Fund Intake 3 Open - Ministry of Municipal Affairs
C-7—RESPONSE-- RE: Community and Council Concerns - Sgt. Damon MacDonald - RCMP, Masset Detachment
6. **FINANCE**
7. **GOVERNMENT**
G-1—Authorizing New CAO on Municipal Accounts
G-2—Municipal Officials Indemnification Bylaw #472, 2022
Recommended motion: THAT Council reconsiders and adopts Municipal Officials Indemnification Bylaw #472, 2022.
G-3 – Officers Appointment Bylaw #473, 2022
Recommended motion: THAT Council reconsiders and adopts Officers Appointment Bylaw #473, 2022.
G-4—Delegation Bylaw #474, 2022
Recommended motion: THAT Council reconsiders and adopts Delegation Bylaw #474, 2022.
G-5— Sunset Park Campground Bylaw #475, 2022
Recommended motion: THAT Council does 3rd reading of Sunset Park Campground Bylaw #475, 2022.
G-6—Snow & Ice Removal Policy No. 23, 2022
G-7—Land Development Applications Procedures Bylaw #476, 2022
G-8— November 2021 Commission Meeting Minutes - Emergency Management Commission
G-9—Recommendations to Council – Emergency Management Commission
G-10—4th Quarter 2021 Grants Report – Andrew Hudson, Grant Writer
G-11—Grant Writer Grant Application
G-12—Community Works Fund – Use of Funds 2022
G-13 – Kubuta Mower Issue – Expenditure Approval

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

R-2—Mayor’s Report

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

13. ADJOURNMENT



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7:00 PM Regular Meeting of Council, Monday, January 17th, 2022

Present:

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

CAO Elsie Lemke
Deputy Clerk Elizabeth Cumming

Members of the public: Marilyn Bliss, Bev Lore

Meeting Called to Order at 7:03 PM

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

1. **ADOPT AGENDA**
2022-01-001—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the January 17th, 2022, Regular Council Meeting Agenda as presented.
CARRIED
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**
M-1— December 20th, 2021, Regular Council Meeting Minutes
2022-01-002—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT the December 20th, 2021, Regular Council Meeting Minutes be adopted as presented.
CARRIED
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1—INFO — December 2021 Regional Minister Meeting – Ministry of Municipal Affairs
C-2—INFO – Update: Weather Warning, Restrictions, Proof of Vaccination - Ministry of Municipal Affairs
C-3—INFO – Municipal Speed Limits – Ministry of Transportation
2022-01-003—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives items C-1, C-2, and C-3 for information.
CARRIED

C-4—REQUEST – BC Wildfires Petition – District of Lillooet
2022-01-004—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council receives the BC Wildfire Petition request from the District of Lillooet.
CARRIED

M-1

C-5—REQUEST – Community Park Modular Home Proposal – Linda Berston
2022-01-005—Moved by Councillor Gould, seconded by Councillor Whitney-Gould
THAT Council consider the suggestions to locate a modular home in the Community Park during future budget deliberations and further; THAT a letter be sent to Linda Berston thanking her for her letter and advising her of Council's decision.
CARRIED

C-6—REQUEST – Village Advertising Sponsorship in Service Recognition Book (Fundraiser) - Royal Canadian Legion
2022-01-006—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council supports the BC/Yukon Royal Canadian Legion recognition book for 2022 by placing a 1/10 page add into the publication.
CARRIED

6. FINANCE

Councillor Cumming left the meeting at 7:15 PM.

7. GOVERNMENT

G-1— Report on Council Grant Expenditure 2021- Haida Gwaii Mental Health and Addictions Advisory Committee
2022-01-007—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council receives the 2021 Expenditure Report from the Northern Health Authority's Mental Health & Addictions Advisory Committee.
CARRIED

Councillor Cumming returned to the meeting at 7:20 PM

G-2—Sewer Rates Bylaw #469, 2021
2022-01-008—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council reconsiders and adopts Sewer Rates Bylaw #469, 2021.
CARRIED

G-3—Water Rates Bylaw #470, 2021
2022-01-009—Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT Council reconsiders and adopts Water Rates Bylaw #470, 2021.
CARRIED

G-4—Berthage and Moorage Bylaw #471, 2021
2022-01-010—Moved by Councillor Falconbridge, seconded by Councilor Whitney-Gould
THAT Council reconsiders and adopts Berthage and Moorage Bylaw #471, 2021.
CARRIED

G-5—Municipal Officials Indemnification Bylaw #472, 2022
2022-01-011—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council does 1st & 2nd reading of Municipal Officials Indemnification Bylaw #472, 2022
CARRIED

2022-01-012—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council does 3rd reading of Municipal Officials Indemnification Bylaw #472, 2022
CARRIED

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G-6 – Officers Appointment Bylaw #473, 2022

2022-01-013—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council does 1st & 2nd reading of Officers Appointment Bylaw #473, 2022
CARRIED

2022-01-014—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council does 3rd reading of Officers Appointment Bylaw #473, 2022
CARRIED

G-7—Delegation Bylaw #474, 2022

2022-01-015—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council does 1st & 2nd reading of Delegation Bylaw #474, 2022
CARRIED

2022-01-016—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council does 3rd reading of Delegation Bylaw #474, 2022
CARRIED

G-8—Purchasing Policy No. 03

2022-01-017—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopts Purchasing Policy No. 03, 2022, as presented.
CARRIED

G-9— Sunset Park Campground Bylaw #475, 2022

2022-01-018—Moved by Councillor Gould, seconded by Councillor Whitney-Gould
THAT Council does 1st & 2nd reading of Sunset Park Campground Bylaw #475, 2022.
CARRIED

Direction: Staff to redraft to include two fee schedules – Schedule A to maintain current campground rates, and Schedule B to list new rates to be effective 2023.

G-10—Community Places Grant Application – CAO Elsie Lemke

2022-01-019—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council supports the grant application to Northern Development Initiative Trust, under the Community Places program, for construction of a Seaview Ramp and Wheelchair Platform, in the amount of \$35,099;

AND FURTHER, THAT Council agrees to provide a 30% equity contribution to the project, in the amount of \$10,530;

AND FURTHER, THAT Council directs staff to apply for funding to Gwaii Trust in the amount of \$10,000 to fund a portion of the Village's equity contribution.

CARRIED

G-11—Rainbow Wharf Property Damage Insurance Coverage – CAO Elsie Lemke

2022-01-020—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council agrees to discontinue purchasing insurance coverage for property damage for the Rainbow Wharf due to excessive costs.

CARRIED

G-12—Strategic Plan 2021 – 2025 Update – CAO Elsie Lemke

2022-01-021—Moved by Councillor Falconbridge, seconded by Councillor Cumming

M-1

THAT Council adopts the Updated Strategic Plan 2021-2025, with the amendment to include an acknowledgement of the forestry industry in the first sentence of the second paragraph of the introduction for the community's continued reliance on the industry, such as "... the community is supported by new industries and businesses and a sustainable and renewable forestry industry providing a basis for value-added economic activity in Port Clements..."

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

Mayor Daugert: No meetings but went over MIEDS and community forest things. Ecommerce coordinator for MIEDS has resigned, looking for replacement. At some point in winter or spring will have a strategic planning session with MIEDS, that will need feedback from the Village Councils – needs clearer direction for MIEDS to operate well, need a reasonable way refocus while still ensuring a useful service with MIEDs. We need an economic arm for the communities on Haida Gwaii, but its difficult to provide that when working closely with Haida, with reconciliation, but working under two different sets of rules and operational funding through NDIT – which is a provincial body designed to work for things that work provincially, and the CHN does not recognize those limited. Need to find a comfortable way for us to work together. A bit bothered with the amount of time this takes, similar things and concerns around the Community Forest. There are six different areas primarily identified as MIEDs responsibility, which becomes a complex list, a flowchart. Noted that BC Logger had a 180-degree perspective on forest tenures from the Province's – interesting to be such a difference. Also observed work commencing at the Sewer Lagoon site, some clearing, and machines.

Councillor Whitney-Gould: Attended regular meetings, attended special meeting regarding CAO recruitment. Also continuing to work on ordering for St. Marks and managing that project – some good news that the Gazebo has been started on, benches are finished (2), picnic table, and outhouse has been ordered and will be on its way. Helped Andrew with getting quotes put together for grant application.

Councillor Gould: NDIT and VIRL meetings at the end of the month. VIRL is feeling the pinch from the financial excesses of the marketplace, the upping of costs.

Councillor Cumming: Emergency Management Commission meeting scheduled for next Tuesday, Recreation Commission meeting to be held next Thursday.

Councillor Falconbridge: Attended CAO recruitment meeting, signed cheques as needed. Happy to see Public Works truck out with sanding and plowing during the snow. Ambulance station manager may reach out to the office regarding development of new ambulance station, potentially.

2022-01-022—Moved by Councillor Falconbridge, seconded by Councillor Whitney-Gould
THAT Council receives the written and verbal reports from Council and CAO Lemke.

CARRIED

10. ACTION ITEMS

A-1- Action Items List

11. QUESTIONS FROM THE PUBLIC & PRESS

Question – Bev Lore: *Concern over the breaks in on Island, can Council send a letter to RCMP about it?*

Answer: *Council will write to RCMP*

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2022-01-023--Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council writes to RCMP (Masset & Charlotte Detachment) to ask them to develop a joint force
plan to address the troubling patterns of break-ins on Haida Gwaii and ask them to present it to the
communities.

CARRIED

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;

2022-01-024—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council moves in-camera as per section 90(1)(a) and (b) of the *Community Charter* at 8:23 PM.

CARRIED

13. ADJOURNMENT

2022-01-025—Moved by Councillor Falconbridge
THAT Council adjourns this meeting at 8:33 PM

CARRIED

Mayor Doug Daugert

CAO Elsie Lemke

Elizabeth Cumming

From: Daniel Fish <cao@ncrdbc.com>
Sent: January-27-22 10:47 AM
To: CAO; cao@masset.ca; cao@queencharlotte.ca; robert.buchan@princerupert.ca; Danielle Myles-Wilson
Cc: Elizabeth Cumming; Howard Tsang
Subject: Bylaw 676, 2021 - Alternative Approval Process
Attachments: 2022 01 21 AAP re Regional Broadband Contribution Service Establishment Bylaw 676.pdf; 2022.01.27 Regional Broadband Contribution Service Establishment Bylaw 676 - AAP - Memo to Municipalities.pdf

Good morning CAOs,

I hope that this email finds you keeping well.

On Friday, January 21, 2022, the Board of the NCRD, following approval from the Inspector of Municipalities, initiated an Alternative Approval Process (AAP) to be held throughout the entire service area of the North Coast Regional District (NCRD) for Bylaw 676, 2021, a service establishing bylaw for a regional broadband contribution service within the entirety of the NCRD service area (regional). The Board has asked that I circulate information on the proposed service and the AAP process to member municipalities throughout the NCRD. Additional detail on the proposed service and AAP process is included in the attached memo.

Notice of the AAP will be advertised in the Northern View, NCRD website, social media channels, and public posting places commencing February 3rd, 2022, with a response deadline set for March 18th, 2022. Using the Provincial Voters List, the NCRD has calculated the 10% threshold for responses to be 1,198. I have attached additional reporting on the establishment of the AAP for your information. Feel free to also post notice of the AAP in your public posting places or regular channels of communication with the public.

Again, passing this along for information in case you field any questions from the public in your municipal offices. Of course, feel free to direct anyone to our offices for follow up on any questions, concerns or comments they may have.

I hope all of you enjoy the rest of your week. Looking forward to meeting next Friday on the RBA issue.

Cheers,



Daniel Fish
Chief Administrative Officer | North Coast Regional District
P: 250.624.2002 (ext.8)

A: 14, 342 3rd Avenue West, Prince Rupert BC, V8J 1L5
T: 888.301.2002 | F: 250.627.8493

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NORTH COAST REGIONAL DISTRICT

NOTICE OF ALTERNATIVE APPROVAL PROCESS

Proposed adoption of Bylaw No. 676, 2021 – Regional Broadband Contribution Service Establishing Bylaw

NOTICE IS HEREBY GIVEN THAT the Board of the North Coast Regional District (NCRD) proposes to adopt “*Bylaw No. 676, 2021 – Regional Broadband Contribution Service*,” a bylaw to establish a regional broadband contribution service. The proposed service would provide for the NCRD to make a contribution of Gas Tax (grant) funds toward broadband infrastructure in unserved and underserved communities in the NCRD under an agreement with City West Cable. Revenues earned under agreement will be used to undertake community projects within the service area that generate improved and broadly shared economic well-being and quality of life for residents within the NCRD.

The maximum amount that may be requisitioned annually for the service is the equivalent of \$0.01 per \$1,000 of the net taxable value of land and improvements in the service area. Considering an average residential value of \$294,270 in the NCRD, the annual cost of this service to the average residential home will be \$2.94.

FURTHER NOTICE IS HEREBY GIVEN THAT the Board of the NCRD may approve “*Bylaw No. 676, 2021 – Regional Broadband Contribution Service*” if, after the deadline, elector response forms are certified by the Corporate Officer as having been signed by less than 10% (calculated to be 1,198) of the eligible electors in the boundary of the proposed service area which is the whole of the Villages of Masset, Port Clements, Queen Charlotte, City of Prince Rupert, District of Port Edward, and NCRD Electoral Areas “A”, “C”, “D” and “E”. If, after the deadline, elector response forms are certified by the Corporate Officer as having been signed by at least 10% of the eligible electors in the entire service area, the Board may not proceed with the adoption of “*Bylaw No. 676, 2021 – Regional Broadband Contribution Service*” and may not proceed with the process unless the matter receives assent of the electors in a voting proceeding (referendum).

Elector Response forms

The response of the electors must be in the form established by the NCRD. Forms are available at the NCRD office (14-342 3rd Avenue West, Prince Rupert). Blank forms can be mailed, faxed, or e-mailed, upon request, or are available for download on the NCRD website: www.ncrdbc.com. An accurate copy of the elector response form may be utilized, provided that it is made of the form prior to any electors signing such form, so that only elector response forms with original signatures are submitted. For an elector

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response to be accepted it must meet the following conditions:

- only eligible electors of the NCRD are entitled to sign an elector response form;
- the full name of the elector must be stated;
- the residential address of the elector must be stated;
- the elector must sign the elector response form;
- if applicable, the address of the property in relation to which the person is entitled to vote as a non-resident property elector must be stated; and,
- the elector response form must be submitted to the Corporate Officer before the deadline.

Forms may be submitted in person or by mail to be received by the Corporate Officer at the NCRD office located at 14-342 3rd Avenue West, Prince Rupert, BC V8J 1L5 **NO LATER THAN 4:30 P.M. on Friday, March 18, 2022.** Elector response forms must be in the possession of the Corporate Officer by this time, as postmarks **WILL NOT** be accepted as date of submission. **FORMS MAY NOT BE RETURNED BY FAX.**

Eligible Elector

An eligible elector for the purpose of this Alternative Approval Process is a person entitled to be registered as elector and who meets the following criteria:

- is age eighteen or older;
- is a Canadian citizen;
- has been a resident of British Columbia for at least six months;
- has been a resident of within the NCRD for at least thirty days; and,
- is not disqualified from voting by the *Local Government Act* or any other act.

A non-resident property elector who meets the following criteria is also an eligible elector:

- is not entitled to register as a resident elector for the Regional District;
- is age eighteen or older;
- is a Canadian citizen;
- has been a resident of British Columbia for at least six months;
- has been a registered owner of the real property within the Village of Masset, Village of Port Clements, Village of Queen Charlotte, City of Prince Rupert, District of Port Edward, NCRD Electoral Area "A", NCRD Electoral Area "C", NCRD Electoral Area "D" or NCRD Electoral Area "E" for at least thirty days; and,
- is not disqualified from voting by the *Local Government Act* or any other act.

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Note: Corporations or land held in a corporate name are not entitled to vote. In the case of multiple owners of a parcel, only one person (with the consent of the majority of owners) may vote as a non-resident property elector.

What is an Alternative Approval Process?

On January 1st, 2004 the *Community Charter* came into force and prescribes two methods by which a local government may seek approval of the electors. These are *Assent of the Electors* (which is approval by voting) or *Alternative Approval Process* which allows a Board to proceed with an action unless at least 10% of the eligible electors state their opposition within a prescribed period. In this case, the Board has opted for the latter process. If at least 10% of the eligible electors state their opposition to the proposed action, the matter requires the *Assent of the Electors* if the Board wishes to proceed. The *Alternative Approval Process* under the *Community Charter* replaces the *Counter Petition Opportunity* under the *Local Government Act* that some may have been familiar with.

More information may be obtained by contacting Howard Tsang, Corporate Officer at the North Coast Regional District office at 14-342 3rd Avenue West, Prince Rupert, BC or by telephone at 250-624-2002, ext. 2.



Staff Report

Date: January 27, 2022
To: NCRD Member Municipalities
From: D. Fish, Chief Administrative Officer
Subject: Bylaw No. 676, 2021 – Regional Broadband Contribution Service

RECOMMENDATION:

THAT the Staff Report entitled “Bylaw No. 676, 2021 – Regional Broadband Contribution Service” be received;

AND THAT the Board pass 3 readings to Bylaw No. 676, 2021.

PURPOSE:

The purpose of this report is to present two (2) proposed regional service establishing bylaws to facilitate the contribution of capital funds for broadband infrastructure in the North Coast Regional District (NCRD) for consideration. The variation between bylaws is the intended use of revenue earned under agreement with the recipient of capital financing. Attachment A contemplates that revenues will be used toward community projects into the future, whereas Attachment B contemplates that revenue will be used to provide grants and other forms of assistance to community groups.

POLICY ANALYSIS:

In order to operate a service, the *Local Government Act* requires the Board to adopt an establishing bylaw. Approval of the electors must be obtained and may be achieved, in this instance, through an Alternative Approval Process (AAP).

BACKGROUND:

In January 2018, it was announced that the Connected Coast project was successful in attracting \$45.5 million in federal and provincial funding. The Strathcona Regional District (SRD) and CityWest entered into a memorandum of understanding to facilitate a continued collaborative approach to the project.

In May 2021, CityWest was awarded approximately \$10.3 million from the Connected British Columbia funding program to enhance connectivity for more than 2,800 households throughout coastal B.C. through 6 distinct coastal projects.

The Board is considering a proposed partnership agreement with City West Cable for the delivery of broadband service throughout the NCRD. In order to do so, a service must first be established. Similar partnerships have been reached or are being proposed in other municipal, regional district and First Nations communities throughout the Connected Coast Project's service area.

DISCUSSION:

Bylaw 676, 2021

Attachment A is the Regional Broadband Contribution Service Establishing Bylaw No. 676, 2021 (Bylaw) that includes the entirety of the NCRD.

In summary:

- The proposed service would provide for a contribution of NCRD Gas Tax funds to be made, under agreement with City West Cable, toward the total capital cost to deliver last mile broadband infrastructure in the unserved and underserved communities throughout the NCRD.
- The NCRD proposes to use revenue earned under agreement on community projects throughout the NCRD, similar to projects currently funded through the Community Works Fund (CWF) program.
- “Community projects” is defined as projects that generate improved and broadly shared economic well-being and quality of life in the North Coast Regional District, and without limitation includes broadband services.
- “Broadband infrastructure” is defined as infrastructure that supports or enables access to high-speed internet and other communication or telecommunication networks.
- The service area has been defined as the entirety of the NCRD, including all municipalities and electoral areas.

- Costs are recovered through property value taxes and revenues earned by way of agreement, gift, grant or otherwise, and are apportioned on the basis of converted value of land and improvements in the service area.

ANTICIPATED TIMELINE

The following is a proposed timeline for the service establishment:

SCHEDULE	ACTION
October 15, 2021	Board passes 3 readings to Bylaw
October 18, 2021	Bylaw is provided to Inspector of Municipalities for statutory approval
December 1, 2021	Inspector Approval received
January 21, 2022	Board establishes AAP forms, notices and response deadlines
February 3, 2022	First publication of AAP notice
February 10, 2022	Second publication of AAP
March 18, 2022	Deadline for AAP responses
April 22, 2022	If elector approval is received, Board adopts Bylaw

The notice of AAP will be advertised in the Northern View on February 3rd and 10th. The NCRD will also include notice on its website, social media channels and will circulate information to municipalities for posting in public posting places.

FINANCIAL IMPLICATIONS:

In a review of the proposed service, it is estimated that the costs to establish and develop this service will be approximately \$40,000 in the first year (this includes costs to establish the service through an Alternative Approval Process (AAP) such as advertising, as well as legal costs to consider a proposed partnership agreement.

These costs are equivalent to \$0.01 per \$1,000 of assessment. After establishment, administration costs associated with this service are estimated to be \$0.00543075 per \$1,000 of assessment. For example, an average residential home in the NCRD, valued at \$294,270, would pay \$2.94 in year 1 of the service, and would pay approximately \$1.60 annually in subsequent years.

Attachment B to this report outlines the financial implication of Bylaw 676, 2021 on regional district tax requisitions and the corresponding impact on property tax payers throughout the region.

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LEGAL IMPLICATIONS:

Legal counsel has been engaged and continues to provide advice to the NCRD on how best to structure the project to minimize liability to the NCRD. Project risks will continue to be identified and managed and legal advice sought where required.

NCRD BOARD STRATEGIC PLAN IMPLICATIONS:

The NCRD Board identified working to diversify the regional economy, building awareness of the North Coast, and increasing local agency over resources as a strategic goal within its 2018-2022 strategic plan.

- | | | |
|---------------------------------|-------------------|---------------------|
| 1. Environment & Climate Change | 2. First Nations | 3. Governance |
| 4. North Coast Community | 5. Economy | 6. NCRD Corporation |

ATTACHMENTS

- Attachment A – Bylaw 676, 2021
- Attachment B – Bylaw 676, 2021 Financial Implications
- Attachment C – AAP Notice (published February 3rd and 10th)

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Bylaw No. 676, 2021

A bylaw to establish a regional service to provide for a contribution of capital funds for broadband service in the North Coast Regional District, and for the use of revenue from the service to undertake community projects within the service area

WHEREAS under section 332 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the North Coast Regional District wishes to establish a service for providing capital funds toward broadband service infrastructure for communities within the regional district;

AND WHEREAS the Board of the North Coast Regional District wishes to use revenue from the service to undertake community projects within the service area;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*;

AND WHEREAS approval by alternative approval process has been obtained in accordance with sections 345 of the *Local Government Act*;

NOW THEREFORE the Board of the North Coast Regional District, in open meeting assembled, enacts as follows:

1. Citation

This Bylaw may be cited for all purposes as the “Regional Broadband Contribution Service Bylaw No. 676, 2021”.

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2. Definitions

In this bylaw, unless the context otherwise requires:

“broadband infrastructure” means infrastructure that supports or enables access to high-speed internet and other communication or telecommunication networks; and

“community project” means projects that generate improved and broadly shared economic well-being and quality of life in the North Coast Regional District, and without limitation includes broadband services.

3. Service

The service hereby established is for the contribution of capital funds for broadband infrastructure in the North Coast Regional District, and for the use of revenue earned under an agreement with the recipient of capital funding to provide funding, grants and other forms of assistance for the design, development, construction, and maintenance of community projects within the service area.

4. Service Area Boundary

The boundaries of the service area include the entirety of the North Coast Regional District.

5. Service Participants

The participating areas are the City of Prince Rupert, District of Port Edward, Village of Queen Charlotte, Village of Port Clements, Village of Masset, Electoral Area A, Electoral Area C, Electoral Area D, and Electoral Area E.

6. Cost Recovery Method

The annual cost of operating the service shall be recovered by one or more of the following methods:

- i. Property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- ii. Revenues received by way of agreement, enterprise, gift, grant or otherwise;

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iii. Revenues raised by other means authorized by the *Local Government Act*.

7. Apportionment of Costs

The cost of the service shall be apportioned among the participating areas on the basis of the converted value of land and improvements in the service area.

8. Requisition Limit

The maximum amount that may be requisitioned annually for the service is the equivalent of \$0.01 per \$1,000 of the net taxable value of land and improvements in the service area.

<i>Read a first time this</i>	<i>15th day of October, 2021</i>
<i>Read a second time this</i>	<i>15th day of October, 2021</i>
<i>Read a third time this</i>	<i>15th day of October, 2021</i>
<i>Approval of the Inspector of Municipalities</i>	<i>1st day of December, 2021</i>
<i>Approval of the electors received this</i>	<i>_____ day of _____, 2021</i>
<i>Adopted this</i>	<i>_____ day of _____, 2021</i>

Chair



Corporate Officer

I hereby certify that this is a true copy of the North Coast Regional District Bylaw No. 676, 2021 at third reading.

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Financial Implication of Bylaw 676, 2021 to NCRD Tax Payers

	2023				2024 & Subsequent Years			
	Tax Requisition Request (\$)	# of residences	Average value of residence (\$)	Cost to average home owner (\$)	Tax Requisition Request (\$)	# of residences	Average value of residence (\$)	Cost to average home owner (\$)
City of Prince Rupert	32,526	4,629	365,491	3.65	16,263	4,629	365,491	1.83
District of Port Edward	1,576	373	184,694	1.85	788	373	184,694	0.92
Village of Masset	1,242	583	147,113	1.47	621	583	147,113	0.74
Village of Port Clements	540	295	119,322	1.19	270	295	119,322	0.60
Village of Queen Charlotte	1,738	537	246,278	2.46	869	537	246,278	1.23
Electoral Area A	937	154	99,664	1.00	469	154	99,664	0.50
Electoral Area C	414	205	99,833	1.00	207	205	99,833	0.50
Electoral Area D	2,117	463	250,255	2.50	1,058	463	250,255	1.25
Electoral Area E	861	250	152,537	1.53	431	250	152,537	0.76

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NORTH COAST REGIONAL DISTRICT

NOTICE OF ALTERNATIVE APPROVAL PROCESS

Proposed adoption of Bylaw No. 676, 2021 – Regional Broadband Contribution Service Establishing Bylaw

NOTICE IS HEREBY GIVEN THAT the Board of the North Coast Regional District (NCRD) proposes to adopt "*Bylaw No. 676, 2021 – Regional Broadband Contribution Service,*" a bylaw to establish a regional broadband contribution service. The proposed service would provide for the NCRD to make a contribution of Gas Tax (grant) funds toward broadband infrastructure in unserved and underserved communities in the NCRD under an agreement with City West Cable. Revenues earned under agreement will be used to undertake community projects within the service area that generate improved and broadly shared economic well-being and quality of life for residents within the NCRD.

The maximum amount that may be requisitioned annually for the service is the equivalent of \$0.01 per \$1,000 of the net taxable value of land and improvements in the service area. Considering an average residential value of \$294,270 in the NCRD, the annual cost of this service to the average residential home will be \$2.94.

FURTHER NOTICE IS HEREBY GIVEN THAT the Board of the NCRD may approve "*Bylaw No. 676, 2021 – Regional Broadband Contribution Service*" if, after the deadline, elector response forms are certified by the Corporate Officer as having been signed by less than 10% (calculated to be 1,198) of the eligible electors in the boundary of the proposed service area which is the whole of the Villages of Masset, Port Clements, Queen Charlotte, City of Prince Rupert, District of Port Edward, and NCRD Electoral Areas "A", "C", "D" and "E". If, after the deadline, elector response forms are certified by the Corporate Officer as having been signed by at least 10% of the eligible electors in the entire service area, the Board may not proceed with the adoption of "*Bylaw No. 676, 2021 – Regional Broadband Contribution Service*" and may not proceed with the process unless the matter receives assent of the electors in a voting proceeding (referendum).

Elector Response forms

The response of the electors must be in the form established by the NCRD. Forms are available at the NCRD office (14-342 3rd Avenue West, Prince Rupert). Blank forms can be mailed, faxed, or e-mailed, upon request, or are available for download on the NCRD website: www.ncrdbc.com. An accurate copy of the elector response form may be utilized, provided that it is made of the form prior to any electors signing such form, so that only elector response forms with original signatures are submitted. For an elector

response to be accepted it must meet the following conditions:

- only eligible electors of the NCRD are entitled to sign an elector response form;
- the full name of the elector must be stated;
- the residential address of the elector must be stated;
- the elector must sign the elector response form;
- if applicable, the address of the property in relation to which the person is entitled to vote as a non-resident property elector must be stated; and,
- the elector response form must be submitted to the Corporate Officer before the deadline.

Forms may be submitted in person or by mail to be received by the Corporate Officer at the NCRD office located at 14-342 3rd Avenue West, Prince Rupert, BC V8J 1L5 **NO LATER THAN 4:30 P.M. on Friday, March 18, 2022.** Elector response forms must be in the possession of the Corporate Officer by this time, as postmarks **WILL NOT** be accepted as date of submission. **FORMS MAY NOT BE RETURNED BY FAX.**

Eligible Elector

An eligible elector for the purpose of this Alternative Approval Process is a person entitled to be registered as elector and who meets the following criteria:

- is age eighteen or older;
- is a Canadian citizen;
- has been a resident of British Columbia for at least six months;
- has been a resident of within the NCRD for at least thirty days; and,
- is not disqualified from voting by the *Local Government Act* or any other act.

A non-resident property elector who meets the following criteria is also an eligible elector:

- is not entitled to register as a resident elector for the Regional District;
- is age eighteen or older;
- is a Canadian citizen;
- has been a resident of British Columbia for at least six months;
- has been a registered owner of the real property within the Village of Masset, Village of Port Clements, Village of Queen Charlotte, City of Prince Rupert, District of Port Edward, NCRD Electoral Area "A", NCRD Electoral Area "C", NCRD Electoral Area "D" or NCRD Electoral Area "E" for at least thirty days; and,
- is not disqualified from voting by the *Local Government Act* or any other act.

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Note: Corporations or land held in a corporate name are not entitled to vote. In the case of multiple owners of a parcel, only one person (with the consent of the majority of owners) may vote as a non-resident property elector.

What is an Alternative Approval Process?

On January 1st, 2004 the *Community Charter* came into force and prescribes two methods by which a local government may seek approval of the electors. These are *Assent of the Electors* (which is approval by voting) or *Alternative Approval Process* which allows a Board to proceed with an action unless at least 10% of the eligible electors state their opposition within a prescribed period. In this case, the Board has opted for the latter process. If at least 10% of the eligible electors state their opposition to the proposed action, the matter requires the *Assent of the Electors* if the Board wishes to proceed. The *Alternative Approval Process* under the *Community Charter* replaces the *Counter Petition Opportunity* under the *Local Government Act* that some may have been familiar with.

More information may be obtained by contacting Howard Tsang, Corporate Officer at the North Coast Regional District office at 14-342 3rd Avenue West, Prince Rupert, BC or by telephone at 250-624-2002, ext. 2.

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Staff Report

Date: January 21, 2022
To: D. Fish, Chief Administrative Officer
From: H. Tsang, Corporate Officer
Subject: Alternative Approval Process for Bylaw No. 676, 2021 – Regional Broadband Contribution Service

RECOMMENDATION:

That the Staff Report entitled “Alternative Approval Process for Bylaw No. 676, 2021 – Regional Broadband Contribution Service” be received;

And that, in accordance with s. 269(b) of the *Local Government Act*, approval of the electors for Bylaw No. 676, 2021 – Regional Broadband Contribution Service be authorized in the entire North Coast Regional District Service area, which is comprised of the Villages of Masset, Port Clements, Queen Charlotte, City of Prince Rupert, District of Port Edward, and Electoral Areas “A”, “C”, “D”, and “E”;

And that, in accordance with s.86(3) of the *Community Charter*, March 18, 2022 be established as the deadline by which elector responses, under the alternative approval process for Bylaw No. 676, 2021 – Regional Broadband Contribution Service must be submitted to the North Coast Regional District by qualified electors within the service area;

And that the Notice of Alternative Approval Process (Attachment A) be approved;

And that the Elector Response form (Attachment B) be approved and established as the single response form;

And further that, pursuant to s. 86(3)(c) of the Community Charter, a fair determination of the total number of eligible electors in the service area is 11,975, with 10% of the eligible electors amounting to 1,198.

PURPOSE:

The purpose of this report is to request that the Board of the North Coast Regional District (NCRD) establish an Alternative Approval Process (AAP) for Bylaw No. 676, 2021 - Regional Broadband Contribution Service by establishing the total number of electors, approving the notice of AAP and elector response forms, and setting the deadline to receive elector responses.

BACKGROUND:

The Board is considering a proposed partnership agreement with Citywest for the delivery of broadband service throughout the NCRD.

As part of this agreement, it is proposed that the NCRD will provide capital (gas tax) funds toward broadband service infrastructure for communities within the regional district.

The requisition limit is the equivalent of \$0.01 per \$1,000 of the net taxable value of land and improvements in the service area. The cost to establish and develop this service will be approximately \$40,000 in the first year. This includes the costs to establish the service through an AAP as well as legal costs. After establishment, administration costs associated with this service are estimated to be \$0.00543075 per \$1,000 of assessment.

The Board of the NCRD will use revenue from the service to undertake community projects within the service area. Community projects are defined as projects that generate improved and broadly shared economic well-being and quality of life in the NCRD.

On December 1, 2021, the NCRD received the approval of the Inspector of Municipalities for the adoption of Bylaw No. 676, 2021 and is now able to move forward with an AAP to seek the approval of the electorate to adopt the Bylaw.

DISCUSSION:

In order to operate a service, the *Local Government Act* requires the Board to adopt an establishing bylaw. On October 15, 2021, the Board of the NCRD passed three readings of Bylaw No. 676, 2021. On October 18, 2021, the Bylaw was provided to the Inspector of Municipalities for statutory approval. On December 1, 2021, the Bylaw received statutory approval.

Now, approval of the electors must be obtained and may be achieved, in this instance, through an AAP. Staff have determined the total number of electors in the service area to be 11,975. This number was determined using the Provincial Voters List provided by Elections BC. Staff have also proposed the notice of the AAP, elector response form, and elector response deadline included with this report.

The following is an estimated timeline for the service establishment:

SCHEDULE	ACTION
October 15, 2021	Board passes 3 readings to Bylaw
October 18, 2021	Bylaw is provided to Inspector of Municipalities for statutory approval
December 1, 2021	Bylaw received statutory approval
January 21, 2022	Board establishes elector response form, elector response deadline, and determines total number of electors for AAP
February 3, 2022	First publication of AAP notice
February 10, 2022	Second publication of AAP
March 18, 2022	Deadline for AAP responses
April 22, 2022	If elector approval is received, Board adopts Bylaw

On Wednesday, January 12, 2022, the Electoral Area Advisory Committee (EAAC) met and recommended that the Board of the NCRD provide a gas tax funding contribution amount of \$456,378 toward the proposed partnership. The EAAC has recommended that \$258,456 (56.63%) of this amount be funded from the regional allocation of Gas Tax funds and the remainder of \$197,913 (43.37%) be funded from the electoral area allocation of Gas Tax funds. It is anticipated that additional discussion on the Gas Tax funds will take place at such time that the AAP has passed and the Board is able to adopt the proposed Bylaw.

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RECOMMENDATION:

Staff is recommending that the Board initiate an AAP for the adoption of Bylaw 676, 2021 by:

- Initiating the AAP to be held in the entire service area;
- Establishing the elector response forms and elector response deadline;
- Establishing the total number of eligible electors; and
- Approving the notice of AAP.

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Board Highlights

January 22, 2022

Delegations:

Mona Izumi, President, Port Edward Historical Society and Heather Hadland-Dudoward, General Manager, North Pacific Cannery provided an update on the North Pacific Cannery and gave further information relating to a funding request made to the North Coast Regional District (NCRD). The Chair of the Board thanked Ms. Izumi and Ms. Hadland-Dudoward.

Jerome Lengkeek and Lee Prevost of Calibrate Assessments Ltd. gave a presentation on the NCRD Housing Needs Assessment Reports for Electoral Areas A, C, D & E. The Chair of the Board thanked Mr. Lengkeek and Mr. Prevost. The Board received the Housing Needs Assessments Reports for Electoral Areas A, C, D & E.

Board Business:

1. The Board scheduled the Parcel Tax Roll Review Panel meeting for February 18, 2022 at 6:45 p.m. to review the Sandspit Water Parcel Tax Roll. The parcel tax roll can now be reviewed online or at the NCRD administration office.
2. The Board resolved to submit a grant funding application through the Investing in Canada Infrastructure Project – Environmental Quality program for Regional Recycling Depot efficiency upgrades. The Board also committed \$480,000 to support this project.
3. The Board authorized an alternative approval process (AAP) be held to seek the approval for Bylaw 676, 2021 – Regional Broadband Contribution Service Establishing Bylaw, which would see the NCRD, under agreement, provide gas tax funding toward broadband capital in the region and use resulting revenues to fund community projects. As a result, an AAP has been initiated and the NCRD is collecting elector responses from the public within the proposed service area until March 18, 2022 at 4:30 p.m.
4. The Board resolved to write a letter to the BC Minister of Public Safety, BC Minister of Climate Change, and Federal Minister of Fisheries and Oceans to request a joint meeting, of senior staff, to discuss improving policing and enforcement on Moresby Island.
5. On January 22, 2022, the Board held its Round 1 Budget meeting to consider the NCRD's 2022-2026 Five-Year Financial Plan. The Round 2 Budget meeting is scheduled for February 19 at 10:00 A.M. To learn more about the NCRD's financial planning visit the [2022-2026 NCRD Financial Plan Consultation](#) webpage.

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



January 27, 2022

File: 10280-60 (103G/04)

Mayor and Council
Village of Port Clements
Sent by email to: office@portclements.ca

Dear Mayor and Council:

This letter is to advise you that the name Mount Poole was officially changed to **Juus Káahlii**, as detailed below, effective January 7, 2022 for the inlet S of Masset Inlet, Graham Island, Haida Gwaii, as shown on the attached map.

- Juus Káahlii is the ancestral Xaad Kil name for this inlet (advice from the Council of The Haida Nation, 2020)
- This inlet is located at: 53.62889, -132.39833.
- Name record: <http://apps.gov.bc.ca/pub/bcqnws/names/74850.html>

This name was proposed by The Council of The Haida Nation and supported by Village of Port Clements, North Coast Regional District, Archipelago Search and Rescue, and Royal Canadian Marine. Search and Rescue.

In accordance with the BC Geographical Naming Policy, local and Indigenous governments as well as relevant organizations were invited to comment on the proposed name change and bring forward any local or heritage considerations and comments. The comment period was from December 15, 2021 to March 9, 2021.

Official names are labelled on suitably-scaled provincial and federal government maps, listed in the province's Geographical Names Gazetteer and in the BC Geographical Names Information System. Adoption of this name does not prejudice legitimate claims to the land.

Please feel free to contact me with any questions.

Kind regards,

Richard Linzey
Director, Heritage Branch
Richard.Linzey@gov.bc.ca

Enclosure

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cc: Alpine Club of Canada
Archipelago Search and Rescue
Association of Canadian Mountain Guides
Avalanche Canada
BC Mountaineering Club
BC Parks
Canadian Coast Guard
Federation of Mountain Clubs of BC

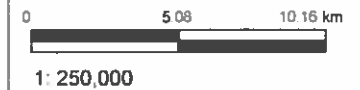
Hydrographic Services
North Coast Regional District
Parks Canada
Rec Sites and Trails BC
Royal Canadian Marine Search and Rescue
Village of Masset
Village of Port Clements





BC Geographical Names
Names Adopted 07-01-2022

Juus Káahlí
 Former Name: Juskatla Inlet
 Lat, Long: 53.629, -132.398
 NTS Map: 103F/9

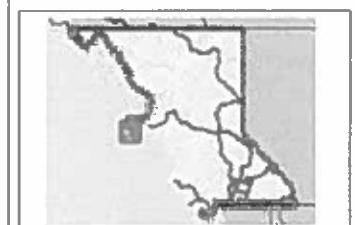


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Datum: NAD83
 Projection: WGS_1984_Web_Mercator_Auxiliary Sphere

Key Map of British Columbia



CS



January 13, 2022

Ref: 269202

Mayors and Regional District Chairs of British Columbia

Attendees of the December 2021 Regional Meetings with Minister Josie Osborne and Minister Murray Rankin

Dear Mayors and Chairs:

Happy New Year 2022!

Thank you for taking the time to join Minister Josie Osborne and Minister Murray Rankin for the December 2021 regional meetings. As Minister Osborne and Minister Rankin said, these meetings continue to be a great opportunity to hear from you about key issues and initiatives in your communities.

The December meetings were focused on Indigenous relations and reconciliation. We very much appreciated the opportunity to hear from local governments about all the great work that is taking place to advance reconciliation and build meaningful and lasting partnerships with Indigenous communities.

Many local governments shared examples of collaboration including working together on cultural, arts and heritage projects, developing service agreements and MOUs, and incorporating Indigenous languages into signage and public spaces, to name a few. The Province acknowledges and supports the work local governments are doing to build relationships with Indigenous peoples and looks forward to hearing about future initiatives in this regard.

Inclusive Regional Governance

In the province's Draft Action Plan on the Declaration on the Rights of Indigenous Peoples Act, the Ministry of Municipal Affairs has committed to supporting inclusive regional governance by advancing Indigenous participation in regional district boards. Interest on this has been building for some time and several regional districts and First Nations are keen to see this advance. We are looking forward to engaging on this in the near future.

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Other actions to support reconciliation

Given the feedback on the draft plan, government is considering other possible actions to add, to support reconciliation at the local level. The idea of working on new approaches and practices to local government name changes, in those circumstances of negative colonial context, is one of many ideas under consideration.

Finally, we heard clearly that local governments have questions on their role in supporting the implementation of the articles of the UN Declaration and the TRC calls to action, on their responsibilities with respect to DRIPA, and what that means for their evolving relationships with First Nations and Indigenous people. We are working on new guidance and encouraging the sharing of best practices you are already undertaking. We will continue to collaborate with UBCM.

Please share examples of recent initiatives or resources in your community for building relations with First Nations and Indigenous people by emailing relations@civicinfo.bc.ca to have the resources or news releases of them added to the Joint Indigenous and Local Government Initiatives and Relations library to inspire and support other local governments.

Provincial State of Emergency – catastrophic flooding

The Provincial State of Emergency with respect to catastrophic flooding has been extended until end of day **January 18, 2022** due to the continued need for public safety measures under the *Emergency Program Act* and ongoing repairs to critical infrastructure.

Travel restrictions are currently still in place, including on Highway 1, Highway 5 (Coquihalla), and Highway 99. Note that the DriveBC home page is the most current source of highway conditions.

COVID 19 – Update

PHO Gatherings and Events Order – application to local governments

The December 22, 2021 Provincial Health Officer (PHO) Gatherings and Events Order exempts local governments (including meetings and public hearings) from the Order. It is our understanding that there is no intention for any additional restrictions for local government meetings, including restricting in-person attendance at open meetings. Accordingly, local governments can decide whether to hold electronic meetings if it is authorized in their procedure bylaw.

Local governments' decisions around electronic or in-person public attendance will depend on the unique circumstances in each community. Based on individual community needs, this could include a hybrid of virtual and in-person attendance at meetings. Local governments are encouraged to review their meeting rules and update them accordingly.

With the end of the Provincial State of Emergency, and expiration of the previous exceptional orders made under *Emergency Program Act*, no legislative authority exists to allow the Minister to issue a Ministerial Order (or any other legislative tool) to override public presence at open meetings (including providing a place for the public when electronic meetings are held). Local governments that choose to

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have electronic meetings as authorized in their procedure bylaw are therefore required to provide a place for the public to attend to hear or watch meetings.

I would encourage local governments to consider enhanced safety measures where in-person attendance is required to support the health and safety of staff and the public.

COVID-19 Safety Plans

On January 7, 2022 Dr. Bonnie Henry announced an order requiring employers to re-activate their COVID-19 Safety Plans to reduce the spread of the highly transmissible Omicron variant of the COVID-19 virus. WorkSafe BC has provided guidance on reactivation or development of these plans and further information can be found [here](#).

The Provincial Health Office has confirmed that a new written Workplace Safety Order will be available shortly and I will provide you with an update as soon as the new order is posted. Vaccination continues to be our primary protective measure. [Masks](#) continue to be mandatory for all indoor public spaces.

COVID-19 Vaccine Booster Doses

Starting in January 2022, people 18 years and older will get a booking invitation 6 months after the date of their second dose for a booster dose of the COVID-19 vaccine. Please encourage your residents to get a booster dose as this is helping to protect your communities from COVID-19.

Keep watching [BC's Response to COVID-19](#) website for updates, and please encourage your residents to do the same.

Infrastructure Funding

As a reminder, the intake for the ICIP Environmental Quality Program closes on **January 26, 2022**. Program information can be found at: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program

The Environmental Quality Program is focused on infrastructure that will support quality and management improvements for drinking water, wastewater, and stormwater. It will also support projects that remediate contaminated sites and divert solid waste from landfill.

Applicants are encouraged to consider projects that add value around environmental protection, resource recovery and reuse, climate change adaptation and mitigation and energy efficiency, generation, and recovery. A water conservation plan is a requirement for any drinking water and wastewater projects.

Please email infra@gov.bc.ca to get connected to a program team member who can respond to your questions.

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MO 84/2020 – Local Authorities and Essential Goods and Supplies (COVID-19) Order

On December 15, 2021 [MO 84/2020](#) under the *COVID-19 Related Measures Act* (CRMA) was amended to repeal certain sections that are no longer necessary for current pandemic response actions and change the repeal date for the remaining sections from December 31, 2021 to December 31, 2022. Note that the sunset date for CRMA also has been extended to December 31, 2022. These changes reflect the ongoing and evolving nature of the COVID-19 pandemic.

See the following summary table for the current status of sections under the Order:

Section	Application	Status
Section 1	Definitions	Extended to Dec 2022
Section 2	Application of Order	Extended to Dec 2022
Section 3	Local emergency plans	Repealed in July 2020
Section 4	Declarations of SOLE and orders set aside	Repealed in July 2020
Section 5	<i>Emergency powers of Local Authorities (LAs)</i> Requires LAs to obtain ministerial approval to declare a SOLE under section 12 (1) of the Emergency Program Act (EPA) or to use a power under the EPA in respect of the COVID-19 pandemic.	Extended to Dec 2022
Section 6	<i>LA resources and plans</i> LAs are no longer obligated to identify resources and facilities for COVID response or identify critical supplies and services.	Repealed in Dec 2021
Section 7	<i>Continuity of LA services</i> LAs are no longer required to ensure that certain services are maintained.	Repealed in Dec 2021
Section 8	<i>Critical services and essential goods and supplies</i> LAs are no longer required to provide assistance to ensure delivery of supplies to services and facilities that serve vulnerable populations.	Repealed in Dec 2021
Section 9	<i>Secondary selling prohibited</i> The minister may no longer direct limits on quantities of certain goods and services that may be purchased, and secondary selling of essential goods and supplies is no longer prohibited.	Repealed in Dec 2021
Section 10	<i>BC Ferry Services</i>	Repealed in July 2020 and July 2021
Section 11	<i>Delivery of essential goods and supplies</i> The Minister is no longer authorized to coordinate measures to ensure delivery of essential goods and supplies.	Repealed in Dec 2021

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I appreciate you communicating back information from the province to your councils and boards, to your local government staff and to your communities.

The next regional meetings with Municipal Affairs will be in early February 2022. Minister of Citizens' Services Lisa Beare will join Minister Osborne to give an update on connectivity. Minister Osborne's office will be in touch with you in the upcoming week about the February date, time, and meeting information. If you are unable to attend a minister's meeting, please feel free to send an alternate elected official or a staff member to attend on your behalf.

I hope you were able to take some time for yourself and to celebrate with your families during the holiday season. I continue to be humbled and impressed by the flexibility and resilience of you and your staff during these difficult times. The new year will hold its own challenges, however, I know that by working together, we will be able to tackle whatever comes.

Sincerely,



Tara Faganello
Assistant Deputy Minister

pc: Chief Administrative Officers
Laurey-Anne Roodenburg, President, UBCM
Gary MacIsaac, Executive Director, UBCM
Candace Witkowskyj, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo BC

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DISTRICT OF STEWART

Office of the Mayor

January 28, 2022

Mr. Taylor Bachrach, MP for Skeena-Bulkley Valley
House of Commons
Ottawa, Ontario K1A 0A6

sent via email to: Taylor.Bachrach@parl.gc.ca

Dear Mr. Bachrach,

Re: BC Wildfires Petition – Letter of Support

Council considered correspondence from the District of Lillooet at the January 24, 2022 Regular Council Meeting, and made a resolution to support the community's BC Wildfires Petition.

The BC Wildfires petition that was previously sent to BC Municipalities from the District of Lillooet, is addressed to the Government of Canada and asks for the Government of BC and Canada to empower local persons, those working with licensees, industry and contractors, Indigenous communities, ranchers and workers such as fire fighters, forestry workers, and all those that see the day-to-day issues and have front line knowledge to provide feedback on the inconsistencies and shortcomings with regard to forest management and wildfire prevention in order to help bring about much-needed change.

Inspired by the Ontario government who assembled an 'All Hazards Agency' that employs people to manage fire, flood and slides, we believe that BC needs this type of agency as well.

We support the District of Lillooet's belief that impacts to lumber prices and job availability, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases are trickle effects that will continue to have detrimental effects on BC's future if we do not make necessary changes to current forest practice procedures.

Consequently, the District of Stewart calls upon the Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working to re-evaluate and change those that are not.

We respectfully request that you present our letter supporting the District of Lillooet's BC Wildfires petition to the Clerk of Petitions and upon receiving certification, to the House of Commons.

On behalf of Council, thank you for your consideration of this request.

Sincerely,

Gina McKay
Mayor
District of Stewart

Cc: Hon. Nathan Cullen, MLA for Stikine
District of Lillooet
Councils of BC Communities

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Ministry of
Municipal Affairs

Local Government Infrastructure
and Finance Branch
PO Box 9838 Stn Prov Govt
(800 Johnson St, 4th Floor
Victoria BC V8W 9T1
Phone: 250-387-4060
Fax: 250-387-7972

CIRCULAR

Circular No. 22:04

February 2, 2022

To: Chief Administrative Officers

Re: **Investing in Canada Infrastructure Program - Green Infrastructure - Climate Change Mitigation - CleanBC Communities Fund Intake 3 Open for Applications**

The Province of British Columbia and Government of Canada have partnered on the Investing in Canada Infrastructure Program (ICIP) to provide communities across British Columbia a variety of funding opportunities to build sustainable communities, help create long-term economic growth, and support a low-carbon green economy.

On January 17, 2022 the Province and Canada announced they are committing up to **\$134 million for a third and final intake of the CleanBC Communities Fund (CCF)** under the Green Infrastructure – Climate Change Mitigation sub-stream of ICIP. Local Governments are eligible to receive up to 73% towards total eligible project costs (40% from Canada and 33.33% from the Province).

The CCF supports cost-sharing of infrastructure projects for “public use or benefit” that focus on management of renewable energy, access to clean-energy transportation, energy efficiency of buildings, and generation of clean energy. Eligible applicants include Local Governments, Indigenous applicants, Not-for-Profit organizations, and private sector For-Profit organizations (when partnering with a Local Government or Indigenous organization).

Program information, including Program Guide, Greenhouse Gas Preliminary Assessment guidance, application instructions, and the link to the application are now available on the ICIP- CCF website at: <http://gov.bc.ca/cleanbc-communities-fund>

Intake 3 is open until the application deadline of May 25, 2022.

Program staff are offering a series of webinars in February and March 2022 with guidance on developing CCF grant applications. Registration is at: <http://cleanbc.ca/communitiesfund>.

Intake 3 is designed to target projects starting as early as summer 2023 and completing by March 2027. Grant approvals are anticipated starting in summer 2023.

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The CleanBC Communities Fund is a collaboration between the Ministries of Environment and Climate Change Strategy and Municipal Affairs and is an important part of the Province's CleanBC plan cleanbc.gov.bc.ca. CleanBC puts the province on a path to a cleaner, better future with a low-carbon economy that creates opportunities for all while protecting our clean air, land, and water.

Each grant application is assessed according to published program outcomes, eligibility, and guidelines, and consideration is given to projects demonstrating alignment with all program criteria. This reinforces the expectation that grant funds are allocated fairly and equitably between competing projects. Approved grants are subject to the requirements and conditions outlined in Appendix B of the Program Guide.

Program staff are pleased to provide guidance on program fit and developing an application. For more information, please contact the Local Government Infrastructure and Finance Branch at: 250-387-4060 or infra@gov.bc.ca.

Brian Bedford



Executive Director
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs

C-6



Sgt. Damon MacDonald
NCOi/c Masset RCMP
2042 Collision Avenue
Masset, BC
V0T 1M0

Your File

Port Clements Village Council

Our File

2022-01-19

Mayor and Council

Community and Council Concerns

Thank you for your correspondence dated January 18, 2022 expressing your Community's, and the Council's, concern over the recent break-ins on Haida Gwaii. The RCMP share your concern and understand the frustration that community members and business owners alike are feeling.

I would like to take this opportunity to assure Council that there has been collaboration between Queen Charlotte Detachment and Masset Detachment from the very beginning; collaboration that will continue in these investigations and all future investigations, where necessary. There is a constant exchange of information between the two detachments and all break-ins are actively being investigated.

Unfortunately, I am not in a position to divulge information pertaining to any operational plan. Doing so not only presents a security risk for my members but may also compromise the integrity of an investigation. I will offer that both RCMP Detachments on Haida Gwaii are currently, and will continue, assessing any intelligence received and exploring all avenues of investigation that are presented to us.

The community has an important role to play and can assist directly in providing the RCMP with any and all information relating to these offences. If anyone has any information pertaining to these or any other crimes they are encouraged to contact the detachment immediately. Alternatively, if community members wish to remain anonymous, they can call Crime Stoppers at 1 (800) 222-8477 or submit a tip on-line at bccrimestoppers.com.

Best Regards,

Sgt. Damon MacDonald
NCOi/c Masset RCMP



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

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

Author: Elizabeth Cumming, Deputy Clerk
Date: February 7, 2022
RE: Authorizing New CAO on Municipal Accounts

BACKGROUND:

The Village has hired a new permanent CAO.

DISCUSSION/CONCLUSION:

Council needs to pass motions to authorize the new CAO, Majorie Dobson, onto municipal accounts and remove the previous authorization for Elsie Lemke while she was Interim CAO.

RECOMMENDATION:

THAT Council authorizes their CAO Marjorie Dobson to be added as a signing authority, authorized representative, and administrator for the Village's Northern Savings Credit Union accounts.

THAT Council authorizes their CAO Marjorie Dobson to be added onto the Village's Post Office Box at Canada Post as the administrator, authorized representative, and signing authority.

THAT Council authorizes their CAO Marjorie Dobson to be added onto all municipal accounts as administrator, authorized representative, and signing authority, including all financial accounts, vendor accounts and provincial/federal reporting accounts.

THAT Council authorizes removing Elsie Lemke from all municipal accounts as administrator, authorized representative, and signing authority, including all financial accounts, vendor accounts and provincial/federal reporting accounts.

Respectfully submitted:

G-1

**VILLAGE OF PORT CLEMENTS
BYLAW #472, 2022**

A BYLAW FOR THE INDEMNIFICATION OF MUNICIPAL OFFICIALS

WHEREAS the Council for the Village of Port Clements may, pursuant to section 187 of the *Community Charter* and section 740 of the *Local Government Act*, provide by bylaw for the indemnification of its municipal officials to defend against an action or prosecution brought against them pursuant with the exercise or intended performance of their duties or functions in the conduct of Village business;

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

1. CITATION

- 1.1 This bylaw shall be cited for all purposes as "Municipal Officials Indemnification Bylaw #472, 2022"

2. DEFINITONS

- 2.1 "**Council**" refers to the Council of the Village of Port Clements
- 2.2 "**Village**" or "**Municipality**" means the Village of Port Clements.
- 2.3 "**Municipal Official**" means a person defined as such in section 740.1 of the *Local Government Act*.
- 2.3.1 A current or former council member
- 2.3.2 A current or former municipal officer or employee, or
- 2.3.3 A person who is or was a person referred to in section 738(1) of the *Local Government Act* [immunity for individual municipal local public officers], but only in relation to the exercise of powers or the performance of duties or functions for or on behalf of the municipality.
- 2.3.4 But does not include an independent service provider, professional advisor or contractor engaged by the Village from time to time on a fee for service basis.
- 2.4 "**CAO**" means the Chief Administrative Officer of the Village as appointed by Council under the *Community Charter* or the person Acting in this position.
- 2.5 "**Indemnify**" has the meaning under section 740 of the *Local Government Act*, which is the payment of amounts required or incurred:
- 2.5.1 To defend an action or prosecution brought against a person in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions.
- 2.5.2 To satisfy a judgement, award or penalty imposed in action or prosecution referred to in 2.5.1, or

2.5.3 In relation to an inquiry under the Public Inquiry Act, or to another proceeding, that involves the administration of the municipality or the conduct of municipal business.

2.6 “malicious or willful misconduct” in relation to a municipal official, includes, without limitation, willfully or maliciously acting contrary to the terms and conditions of his or her employment or to a lawful direction or order of a superior.

2.7 Words importing the singular include the plural and vice versa, and words importing a male person include a female person and vice versa.

3. INDEMNITY

3.1 The Village will indemnify its Municipal Officials for any costs reasonably required or incurred:

3.1.1 To defend an action or prosecution brought against a person in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions.

3.1.2 To satisfy a judgement, award or penalty imposed in action or prosecution referred to in 3.1.1, or

3.1.3 In relation to an inquiry under the Public Inquiry Act, or to another proceeding, that involves the administration of the municipality or the conduct of municipal business.

4. EXCLUSIONS FROM INDEMNITY

4.1 Despite Section 3 above, the Village will not pay or indemnify a Municipal Official for any fine or penalty imposed as a result of the Municipal Official's conviction for an offense that is not a strict or absolute liability offence.

4.2 Further, Section 3 does not apply if the Municipal Official:

4.2.1 Has acted dishonestly or has been grossly negligent; or

4.2.2 Has been guilty of malicious or willful misconduct.

4.3 If a court or tribunal makes a finding listed in subsection 4.2 of this bylaw, and the Village has already paid the costs or damages of the Municipal Official, the Municipal Official must repay those costs or damages to the Village.

5. INDEMNIFICATION PROCESS

5.1 The Village will indemnify its municipal officials against an action or prosecution brought against a municipal official, including, for certainty, reasonable legal costs incurred in relation to the proceeding, if the person to be indemnified:

5.1.1 Promptly, within 7 days of receipt, after being served with a document initiating an action or prosecution delivers a copy of the same to the CAO;

- 5.1.2 Does not admit or assume liability, enter into a settlement, or enter a guilty plea except with the approval of Council;
- 5.1.3 Consents in writing to the Village having sole discretion to appoint and instruct legal counsel, conduct all necessary investigations, to negotiate and settle the action or prosecution, provided that if the person believes they have an interest that is in conflict with the interest of the Village the person is entitled to independent legal counsel; and
- 5.1.4 Assists in providing and securing information, evidence, and witnesses, and cooperates with the Village and their legal counsel in the defence of the action or prosecution.

5.2 If the Municipal Official is entitled to indemnity, under this bylaw, the CAO shall report the provision of the indemnity to Council at its next in-camera meeting or, if necessary, at a special in-camera Council Meeting.

6. SPECIFIC CASE

6.1 Nothing in this bylaw precludes a Municipal Official from applying for indemnification pursuant to Council's jurisdiction under section 740.2.a of the *Local Government Act* for a resolution indemnifying the Municipal Official in a specific case.

7. REPEAL

7.1 Bylaw No. 310, 2000 cited as "Council Members, Officers and Employees Indemnification Bylaw #310, 2000" is hereby repealed.

READ A FIRST TIME THIS 17 DAY OF JANUARY 2022

READ A SECOND TIME THIS 17 DAY OF JANUARY 2022

READ A THIRD TIME THIS 17 DAY OF JANUARY 2022

FINALLY PASSED AND ADOPTED THIS ... DAY OF ..., 2022

Elsie Lemke
Chief Administrative Officer

Doug Daugert
Mayor

CERTIFIED A TRUE COPY OF
"Municipal Officials Indemnification Bylaw #472, 2022"

Gr-2

VILLAGE OF PORT CLEMENTS

BYLAW #473, 2022

A BYLAW FOR THE APPOINTMENT OF OFFICERS OF THE VILLAGE OF PORT CLEMENTS

WHEREAS the *Community Charter* pursuant to Section 146(a) requires the Council of the Village of Port Clements to establish, by bylaw, corporate officer and financial officers positions;

AND WHEREAS the Council, may, by bylaw, pursuant to Section 146(b), also establish other officer positions;

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

TITLE

This Bylaw may be cited as "Officers Appointment Bylaw #473, 2022"

BODY

1. The persons holding the following offices of the Village of Port Clements are hereby deemed to be Officers of the Village of Port Clements:
 - a. Chief Administrative Officer
 - b. Deputy Chief Administrative Officer
 - c. Senior Finance Manager
2. The above-mentioned officers shall have the powers, duties and functions assigned by the *Community Charter* and/or Municipal Council.
3. The Mayor of the Village of Port Clements shall have the power to suspend an Officer listed under section 1 of this Bylaw, subject to the provisions of Section 151 of the *Community Charter*.
4. The Council of the Village of Port Clements shall have the power to terminate an Officer listed under section 1 of this Bylaw, subject to the provision of section 152 of the *Community Charter*.
5. "Village of Port Clements Delegation Bylaw #428, 2015" is hereby repealed.

READ A FIRST TIME THIS 17 DAY OF JANUARY 2022

READ A SECOND TIME THIS 17 DAY OF JANUARY 2022

READ A THIRD TIME THIS 17 DAY OF JANUARY 2022

RECONSIDERED AND FINALLY ADOPTED THIS _____ DAY OF _____ 2022

Doug Daugert
MAYOR

Elsie Lemke
CHIEF ADMINISTRATIVE OFFICER

CERTIFIED A TRUE COPY OF
Officers Appointment Bylaw #473, 2022

5-3

VILLAGE OF PORT CLEMENTS

BYLAW #474, 2022

A BYLAW FOR DELEGATION OF POWERS DUTIES AND FUNCTIONS

WHEREAS the *Community Charter* gives Council the ability to provide for the delegation of its powers, duties and functions including those specifically established by an enactment to its officers and employees, its committees or members, or to other bodies established by Council;

AND WHEREAS it is deemed desirable and expedient to delegate the powers, duties and functions set out in this Bylaw;

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

TITLE

This Bylaw may be cited as "Delegation Bylaw #474, 2022"

DEFINITIONS

"Act" means the *Community Charter*

"Village" or "Municipality" means the Village of Port Clements

"Council" means the Council of the Village of Port Clements

BODY

1. Council hereby delegates to the Chief Administrative Officer all the powers, duties, and function of Council, to make agreements respecting the Village's activities, works or services, subject to the limitations on that delegated authority as set out in the Village's Purchasing Policy No. 03, as amended from time to time.
2. Council hereby delegates the authority to contract, sign agreements or licenses or purchase goods and services on behalf of the Village subject to the following limitations and as set out in the Village's Purchasing Policy No. 03 as amended from time to time:
 - a. For the Chief Administrative Officer: up to \$25,000
For the Deputy Chief Administrative Officer: up to \$15,000
For the Senior Finance Manager: up to \$15,000
For the Public Works Superintendent: up to \$15,000
 - b. All expenditures are subject to the availability of funds contained within the financial plan.
 - c. Council may, by resolution, authorize limits greater than those set out in section "a" above for specific projects or for specific time periods.
3. For clarity, subject to the Act, unless a power, duty or function of Council has been expressly delegated by this Bylaw or another Village bylaw, all the powers, duties and functions of Council remain with Council.
4. Where this Bylaw delegates a power, duty, or function to a named position, the delegation of power, duty or function is to the person who from time to time holds the position and to any person who, from time to time, is the deputy of that person so appointed by Council. To the extent the Chief Administrative Officer is unavailable to

5-4

exercise the powers, duties and functions set out in section 1 of this Bylaw, the Deputy Chief Administrative Officer acts in their role.

5. For clarity, a person to whom a power, duty or function has been delegated under this Bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this bylaw.
6. If any section, subsection, or paragraph of this Bylaw is found invalid by a decision of a Court or competent jurisdiction, the invalid section, subsection, or paragraph shall be severed without effect on the remainder of the Bylaw.

READ A FIRST TIME THIS 17 DAY OF JANUARY 2022

READ A SECOND TIME THIS 17 DAY OF JANUARY 2022

READ A THIRD TIME THIS 17 DAY OF JANUARY 2022

RECONSIDERED AND FINALLY ADOPTED THIS _____ DAY OF _____ 2022

Doug Daugert
MAYOR

Elsie Lemke
CHIEF ADMINISTRATIVE OFFICER

CERTIFIED A TRUE COPY OF
Delegation Bylaw #474, 2022

VILLAGE OF PORT CLEMENTS

BYLAW #475, 2022

A BYLAW TO ESTABLISH THE OPERATION, MAINTENANCE, ADMINISTRATION AND FEES OF THE SUNSET PARK CAMPGROUND SERVICE AND FACILITIES OF THE VILLAGE OF PORT CLEMENTS

WHEREAS the Community Charter gives Council the power to establish services and impose rates and fees payable in respect of the service and use of municipal property;

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

TITLE

This Bylaw may be cited as "Sunset Park Campground Bylaw #475, 2022"

DEFINITIONS

Village: means the Village of Port Clements

Council: means the Council of the Village of Port Clements

Campsites: means an area in a campground used or intended to be used, leased, or rented for occupancy of tents or recreational vehicles for short-term recreational use.

BODY

1. It is established that the Village will operate, maintain, and administer the Sunset Park Campground service with its campground facilities located at Sunset Park in the Village of Port Clements.
2. The Village will pay costs required for any expense to operate, maintain, and administer the Sunset Park Campground service and its facilities, unless these costs are being covered by the individual or company that may enter contract with the Village as identified in section 3.a of this bylaw as may be agreed in such contract.
3. The Council may by resolution:
 - a. Enter into contract with an individual or company for the management of the Sunset Park Campground service and facilities
 - b. Adopt policies that regulate the operations, maintenance, and administration of the Sunset Park Campground service and facilities
 - c. Make any regulation necessary for the safe and efficient operation of the facility
4. forming part of this bylaw, the rates and fees for the Sunset Park Campground Service are set out in the attached schedules:
 - a. the rates in Schedule "A" are in effect until December 31, 2022
 - b. the rates in Schedule "B" come into effect January 1, 2023

G-5

5. "Sunset Park Recreational Vehicle and Tent Sites Operation, Maintenance, and Administration Bylaw #325, 2002" and "Sunset Park Recreational Vehicle and Tent Sites Facility Fee Setting Bylaw #327, 2002" are hereby repealed.

READ A FIRST TIME THIS 17 DAY OF JANUARY 2022

READ A SECOND TIME THIS 17 DAY OF JANUARY 2022

READ A THIRD TIME THIS THIS ____ DAY OF ____ 2022

RECONSIDERED AND FINALLY ADOPTED THIS ____ DAY OF ____ 2022

Doug Daugert
MAYOR

Elsie Lemke
CHIEF ADMINISTRATIVE OFFICER

CERTIFIED A TRUE COPY OF
Sunset Park Campground Bylaw #475, 2022

CS

SCHEDULE "A"

Attached to and forming part of "Sunset Park Campground Service Bylaw #475, 2022"

Effective until December 31, 2022

Rates are based on 1 (one) recreation vehicle or tent per respective campsite

1. Recreational Vehicle Campsites

<i>Daily</i>	<i>Weekly</i>
\$ 20.00	\$ 112.00

Payable in advance

2. Tent Campsites

<i>Daily</i>	<i>Weekly</i>
\$ 12.00	\$ 70.00

Payable in advance

SCHEDULE "B"

Attached to and forming part of "Sunset Park Campground Service Bylaw #475, 2022"

Effective January 1, 2023

Rates are based on 1 (one) recreation vehicle or tent per respective campsite

1. Recreational Vehicle Campsites

<i>Daily</i>	<i>Weekly</i>
\$ 25.00	\$ 150.00

Payable in advance

2. Tent Campsites

<i>Daily</i>	<i>Weekly</i>
\$ 15.00	\$ 90.00

Payable in advance

GS



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

36 Cedar Avenue West
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V0T1R0
OFFICE : 250-557-4295
Public Works : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

Author: Elsie Lemke, Interim CAO
Date: February 7, 2022
RE: Snow and Ice Removal Policy #23, 2022

BACKGROUND:

Attached is draft Snow and Ice Removal Policy #23, 2022 for Council's consideration.

DISCUSSION:

The Village of Port Clements has not adopted a formal policy with respect to snow and ice removal in the past. In order for a local government to be immune to liability in negligence, a "core policy" needs to be established. Core policies are established when four factors are taken into consideration in their establishment:

- 1.) The level and responsibilities of the decision-maker
- 2.) The process by which the decision is made
- 3.) The nature and extent of budgetary considerations
- 4.) The extent to which the decision was based on objective criteria.

If a policy is to be considered a "core policy" it is important that Council be involved in the policy decisions. The current practice of snow and ice removal without a Council established written policy in place has potential negative legal consequences for the Village. One thing to keep in mind when adopting a policy, is Council will have to decide how detailed they would like to make it, as once a standard is specified in the policy, the Village must meet it.

In order to meet the hallmarks of core policy, I have followed this process:

- 1.) Identified the details of the policy through consultation with senior and operational staff, who are the best source of knowledge for what are currently day-to-day decisions;
- 2.) Engaged in a deliberative process which connects the details of the policy to the budgetary and public policy considerations;
- 3.) Consolidated the various options into a staff report which is hereby provided to Council;
- 4.) Presented the staff report to Council in an open meeting with the opportunity for questions and deliberation from elected officials.
- 5.) Council adoption of the final written policy by resolution completes the process.

The Village's combined Street Maintenance and Street Sanding (and salting) expenses, which include labour and materials is between \$12,000 and \$25,000 per year. Budgets compared to actual expenditures are highly dependent on weather conditions.

Recommendation: That Council adopts Snow and Ice Removal Policy #23, 2021.

CONCLUSION:

STRATEGIC (Guiding Documents Relevancy – Village Policies)
Operational efficiencies and consistency; community safety.

FINANCIAL (Corporate Budget Impact)
No additional costs due to policy establishment.

ADMINISTRATIVE (Workload Impact and Consequence)
Additional documentation is required to address winter condition monitoring standards.

Respectfully submitted:



Elsie Lemke, Interim CAO

Cr-6

Village of Port Clements

Snow and Ice Removal Policy

Policy No. 23, 2022

Adopted:

Reviewed:

Next Review: September, 2023

Policy statement:

PREAMBLE:

The effective and efficient provision of snow and ice removal operations is necessary to allow the Village of Port Clements ("Village") to function under normal winter conditions. A policy is necessary to make a clear statement of the intent of Village snow and ice removal operations and to establish a framework for the priorities within which limited resources will be applied.

The intent of snow and ice removal operations is to maintain Village streets in a safe and passable condition. Snow and ice removal services are not intended to eliminate all hazardous conditions on Village streets at all times. They are intended to assist vehicles that are properly equipped for winter driving and operated using good winter driving practices and pedestrians using the roadways with proper winter footwear.

It is expected that under normal winter conditions, there will be situations when the immediate demand for snow and ice removal services will exceed the available resources.

PROCEDURES:

Winter Condition Monitoring

During the months of December to April the Public Works Superintendent or his designate will monitor and record weather conditions daily by consulting the following:

Environment Canada: https://weather.gc.ca/city/pages/bc-56_metric_e.html

The Weather Network: <https://www.theweathernetwork.com/ca/weather/british-columbia/port-clements>

As well, personal observation of changing weather conditions that may require the initiation of snow removal or ice control will be noted and recorded by the Public Works Superintendent or his designate.

When weather forecasts indicate snow during any daytime hours which produce accumulations at or over 5 cm. (2 inches) within the next 48 hours, or when weather forecasts indicate extreme icy conditions the next morning, the Public Works Superintendent or his designate will make preparations for snow management and ice control by readying equipment, ensuring adequate supplies of sand and salt, and arranging for employee availability.

Weekend and After Hours Callouts

The Public Works Superintendent or his designate will perform snow management and ice control after normal working hours and on weekends when 5 cm. (2 inches) or more of snow accumulates or upon verification of poor street conditions as determined by the Public Works Superintendent or his designate. After hours and weekend snow management and ice control will be completed on priority routes only as indicated in Appendix A.

General Priorities

Priority

Main streets
School access roads
Emergency Services
Identified key intersections

Second Priority

(provide access to)
Post Office
Village Office
Businesses
Residential & Industrial Streets

General Provisions

As the snow removal budget is insufficient to cover the removal of all snow and ice accumulations on every street on every day, the Village's snow and ice management plan is based on a priority system. The details are outlined on the attached Appendices.

Not all streets are cleared at all times, and maintenance is dependent on variables such as snow accumulation and icy surfaces. The following snow and ice management plan is intended for guidance purposes.

If or when snowfall remains both heavy and continuous causing an ongoing accumulation of snow on the first priority routes, snow clearing services shall remain directed to first priority routes until the accumulation has been reduced to and remains at an acceptable level according to this policy. At times when snow removal or ice control equipment is enroute to a first priority area, for efficiency purposes a lower priority area may receive service during the pass. Under extreme winter conditions or unforeseen circumstances, the routes may be out of priority sequence to facilitate operational needs.

Sanding and/or the application of de-icing chemicals shall be undertaken whenever necessary to maintain safe and passable street conditions for properly equipped vehicles and pedestrians with winter footwear.

The Village does not plow to bare pavement. Pedestrians should have appropriate footwear for snowy and icy conditions.

Snow plowing may result in windrows of snow. The Village will not normally clear snow windrows from private driveway or private access.

Responsibilities of Businesses and Residents

Property owners are required to keep boulevards, lanes and streets clear of obstructions which could impede snow removal.

Windrows left in private driveways are the responsibility of the owner of the property to clear.

Private property owners are expected to assist Village crews by clearing storm drains of debris and ice abutting the owner's property, allowing for the adequate flow of runoff from melting snow.

The Village does not accept liability for damage to fences, structures, shrubs and trees caused by routine procedures, including pushing back snow or ice from the streets.

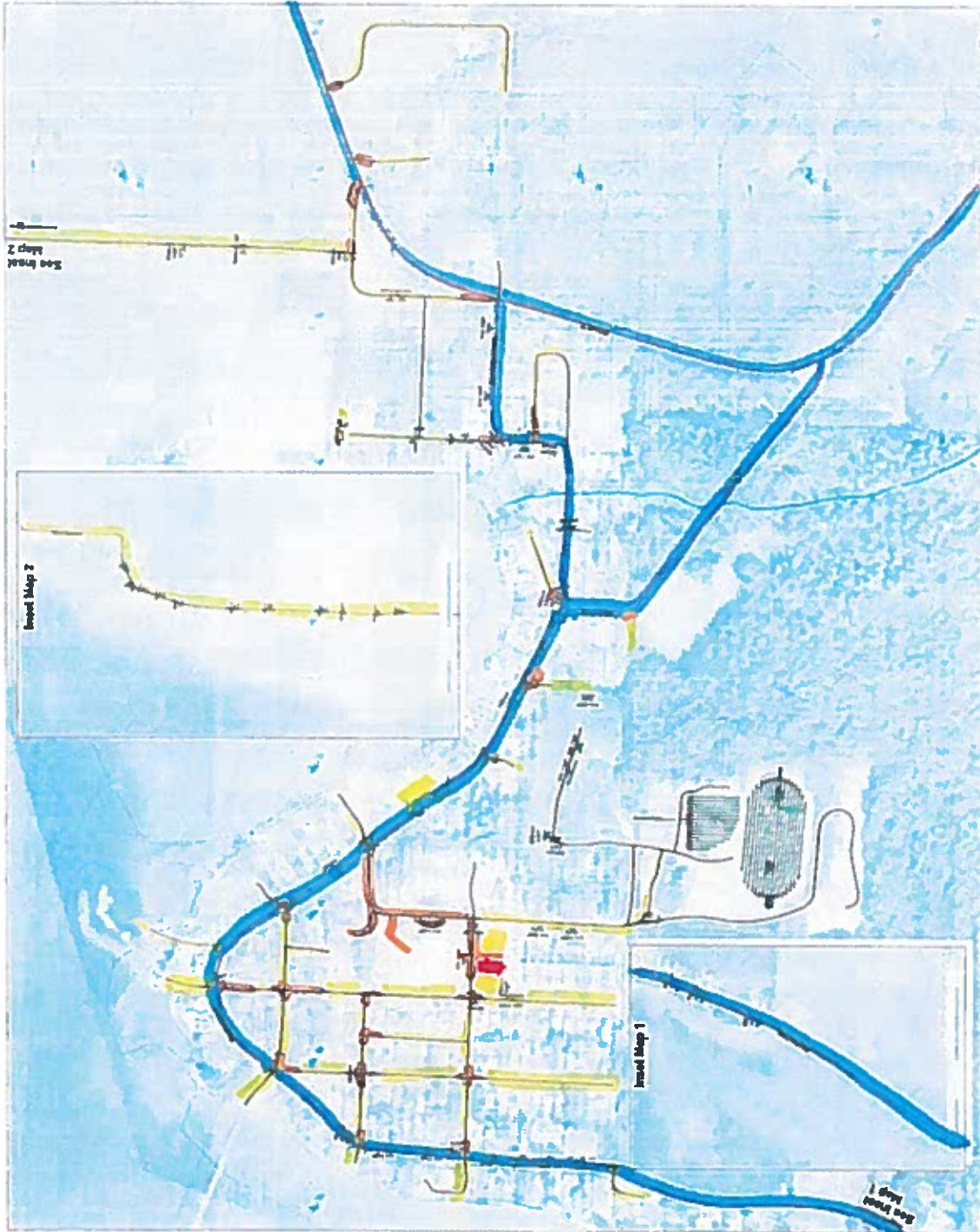
Mayor Doug Daugert

Chief Administrative Officer

Appendix 'A'

Village of Port Clements Map of Snow Removal Routes

<i>Snow Removal Route Map Legend: Colour Designation</i>	
Primary Priority	Orange
Secondary Priority	Yellow
Ministry of Transportation Responsibility	Blue





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

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Author: Elizabeth Cumming, Deputy Clerk
Date: February 7, 2022
RE: Land Development Applications Procedures Bylaw #476, 2022

BACKGROUND:

Consultant Lori Wiedeman was tasked with reviewing the Village's bylaws in relation to subdivisions and land development application procedures.

DISCUSSION:

Among other bylaws, Consultant Lori Wiedeman (who is also currently the Approving Officer for the Village) drafted up a proposed Land Development Applications Procedures Bylaw which was then sent for legal review. After legal review, the draft bylaw was revised by staff based on the legal recommendations.

The proposed bylaw offers a clearer process for both applicant and staff when it comes to land development applications and procedures for amending an official community plan and/or zoning bylaw. The proposed bylaw is also in line with current legislative requirements and references the correct sections of the *Local Government Act* (the older bylaws have outdated references).

CONCLUSION:

A land development application procedures bylaw is one of the fundamental bylaws adopted by Council and are essential to have in place.

STRATEGIC

(Guiding Documents Relevancy – Village Bylaws)

Land Development Application Procedures bylaws should be in place to clarify and account for the process of development. They essential to have to support and OCP or Zoning Bylaw.

FINANCIAL

(Corporate Budget Impact)

The proposed bylaw sets out the fee charges involved in such applications.

ADMINISTRATIVE

(Workload Impact and Consequence)

Administrative staff are involved in researching and updating bylaws, staff also enforce and implement bylaws. Land Development Application Procedures bylaw is essential to have in place to guide staff and applicant alike in the development process.

RECOMMENDATION:

THAT Council does 1st & 2nd reading of Land Development Applications Procedures Bylaw #476, 2022

THAT Council does 3rd reading of Land Development Applications Procedures Bylaw #476, 2022

Respectfully submitted:

C-7

**VILLAGE OF PORT CLEMENTS
BYLAW #476, 2022**

A BYLAW TO ESTABLISH THE PROCESSING OF LAND DEVELOPMENT
APPLICATIONS INCLUDE AMENDMENTS OF AN OFFICIAL COMMUNITY PALN
BYLAW AND ZONING BYLAW

WHEREAS Council has adopted an Official Community Plan, and a Zoning Bylaw;

AND WHEREAS Council has designated areas within which Development Permits are required;

AND WHEREAS Council must, under the *Local Government Act* Section 460, by bylaw establish procedures to amend an Official Community Plan, Zoning Bylaw or issue a permit;

AND WHEREAS Council may, under the *Local Government Act* Section 502, require that the *Applicant* apply for a permit that provides security in an amount stated in the permit by an irrevocable letter of credit or the deposit of securities in a form satisfactory to the local government;

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

1.0 TITLE

1.1 This bylaw may be cited for all purposes as the 'Land Development Applications Procedures Bylaw #476, 2022'.

2.0 SCHEDULES

2.1 The following schedules are attached to and form a part of this Bylaw:
(A) Notice of Development Sign Requirements;
(B) OCP and Zoning Bylaw Amendments Processing Procedure;
(C) Development Variance Permit Processing Procedure;
(D) Temporary Use Permit Processing Procedure;
(E) Development Permit Processing Procedure; and
(F) Fees;

3.0 DEFINITIONS

APPLICATION means an application for a development permit, development variance permit, a temporary use permit, an amendment to an official community plan or zoning bylaw submitted to the *Village* of Port Clements as per this bylaw.

COUNCIL means the *Council* of the *Village* of Port Clements.

VILLAGE means the *Village* of Port Clements, inclusive of any responsibilities it may assign to employees or to agents acting on its behalf.

G-7

4.0 SCOPE

- 4.1 This bylaw applies to *Applications* and Fees impose in relation to:
 - 4.1.1 an amendment to an Official Community Plan Bylaw;
or a Zoning Bylaw; and
 - 4.1.2 the issuance of a Development Permit, Development Variance Permit and Temporary Use Permit.

5.0 APPLICATION

- 5.1 *Applications* shall be:
 - 5.1.1 made by the owner of the land that is the subject of Application or by a person authorized in writing by the owner;
 - 5.1.2 made to the *Village*; and
 - 5.1.3 accompanied by the required information identified on the Land Development Application forms.

6.0 FEES

- 6.1 At the time an *Application* is made the *Applicant* shall pay to the *Village* an *Application* fee in the amount set out in Schedule F of this Bylaw.

7.0 NOTICE OF DEVELOPMENT SIGNS

- 7.1 In the case of *Applications* to amend an Official Community Plan Bylaw, Zoning Bylaw or apply for Development Variance or Temporary Use Permits, the *Applicant* shall be responsible for erecting a development notification sign in accordance with the specifications outlined in Schedule A.
- 7.2 Notwithstanding section 7.1, where 10 or more parcels owned by 10 or more persons are proposed to be rezoned, a development notification sign shall not be required.

8.0 PROCESS – OFFICIAL COMMUNITY PLAN, ZONING BYLAW AMENDMENT APPLICATIONS

- 8.1 An *Application* for an Official Community Plan or Zoning Bylaw amendment must be processed as outlined in Schedule B of this Bylaw.
- 8.2 In the case of an *Application* to amend a Zoning Bylaw, where an Official Community Plan Bylaw is in place, a public hearing may be waived subject to meeting the requirements of Section 464 (2) of the *Local Government Act* and approval from the *Village Council*. In instances where a public hearing is waived, public notice must be published as required under Section 467 of the *Local Government Act*.

9.0 PROCESS – DEVELOPMENT VARIANCE APPLICATIONS

- 9.1 The *Village* will process an *Application* for a Development Variance Permit following the procedures outlined in Schedule C of this Bylaw.

10.0 PROCESS – TEMPORARY USE PERMIT APPLICATIONS

- 10.1 The *Village* will process an *Application* for a Temporary Use Permit following the procedures outlined in Schedule D of this Bylaw.

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11.0 PROCESS – DEVELOPMENT PERMIT APPLICATIONS

11.1 The Village will process an Application for a Development Permit following the procedures outlined in Schedule E of this Bylaw.

12.0 NOTIFICATION OF REFUSAL

12.1 Where an Application has been refused by the Council, Council will notify the Applicant in writing within fourteen (14) days following the date it was not approved.

13.0 NOTIFICATION

13.1 Pursuant to the Local Government Act Sections 466, 467, 468, 494 and 499, a notice where required for amendments to the Official Community Plan, or Zoning Bylaw, or for the issuance of a development variance or temporary use permits, shall be mailed or otherwise delivered to owners and any tenants of land on the property which is the subject of the Application and within a minimum distance of 100 meters from the property which is the subject of the Application.

14.0 RE-APPLICATION

14.1 Subject to Section 460 (3) of the Local Government Act, where an Application has been refused by Development Staff and/or Council it shall not be re-considered for a six (6) month period from the date of refusal.

15.0 EXPIRY OF APPLICATION

15.1 A permit expires within eighteen (18) months from the approval date is deemed to have expired and requires a new Application.

16.0 SEVERABILITY

16.1 If any portion of this bylaw is for any reason held to be invalid by a Court of competent jurisdiction, the invalid portion shall be severed and the portion that is invalid shall not affect the validity of the remainder of this bylaw.

17.0 REPEAL

17.1 "The Village of Port Clements Rezoning, and Amendments to the Official Community Plan Procedures, Form, and Application Fee Bylaw #185, 1990" and "Development, Variance and Temporary Use Permits Bylaw #399, 2013" are hereby repealed.

READ A FIRST TIME THIS ____ DAY OF _____ 2022
READ A SECOND TIME THIS ____ DAY OF _____ 2022
READ A THIRD TIME THIS ____ DAY OF _____ 2022
RECONSIDERED AND ADOPTED THIS ____ DAY OF _____ 2022

Doug Daugert
MAYOR

Elsie Lemke
CHIEF ADMINISTRATIVE OFFICER

CERTIFIED A TRUE COPY OF
Land Development Applications Procedures Bylaw #476, 2022

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SCHEDULE "A"

Attached to and forming part of Land Development Applications Procedures Bylaw #476, 2022

NOTICE OF DEVELOPMENT SIGN REQUIREMENTS

These requirements apply to *Applications* for amendments to the Official Community Plan and Zoning Bylaws, and for Development Variance and Temporary Use Permits where required.

Where an *Application* is submitted the *Applicant* shall post a notification sign on the subject property, and shall:

1. Erect the sign on street frontage of the site to inform the public about the nature and purpose of the *Application*. The sign shall be clearly visible from the street and be securely fixed to either the building or the ground. The sign shall be located a minimum 1 meter above the ground.
2. The sign shall be prepared by the *Village* and posted on the subject property at least 10 days prior to the *Application* being considered by *Council*. The *Applicant* must verify to the *Village* that the sign has been erected by submitting a photo of the installed sign.
3. The development sign is the property of the Village of Port Clements. It is the responsibility of the *Applicant* to pick up, install, and return the sign to the *Village* office.
4. The *Applicant* is to remove and return the sign within one week of the *Application* being refused or approved by *Council*, or within one week of the *Application* being withdrawn by the *Applicant*.
5. Failure to install the sign according to these requirements will result in a postponement in the processing of the *Application*.
6. A security deposit in the amount set out in Schedule F is required for Official Community Plan and/or Zoning Bylaw amendments, Development Variance and Temporary Use Permit *Applications*.

SCHEDULE "B"

Attached to and forming part of Land Development Applications Procedures Bylaw #476, 2022

OCP AND ZONING BYLAW AMENDMENTS PROCESSING PROCEDURE

APPLY

1. Upon receipt of an *Application* accompanied by the required fees and attachments, staff will open a file and issue a receipt to the *Applicant*.

REVIEW

2. Staff will review the *Application* to determine whether it is complete and, if incomplete, will request the required information from the *Applicant*. If the *Applicant* does not provide the required information within a timeframe identified at the discretion of Development Services staff, the *Application* and fees will be returned to the *Applicant*.

REFER

3. Development Services staff will refer the *Application* to *Village* departments, government ministries and agencies as applicable, and in accordance with section 475 and 476 of the *Local Government Act*. The proposal may also be referred to the North Coast Regional District if the *Application* could affect that jurisdiction.
4. The referral agencies' comments will then be incorporated into a staff report to *Council*.

NOTIFY PUBLIC

5. No later than 10 days prior to the *Application* being considered by *Council* the *Applicant* is required to erect a Notice of Development Sign in accordance with the requirements outlined in Schedule A of this bylaw.

COUNCIL CONSIDERATION AND PUBLIC HEARING

6. *Council* will, upon receipt, consider the staff report and the amending bylaws.
7. If a Public Hearing is required and after an amending bylaw receives First Reading and before the Third Reading, a Public Hearing will be advertised in an appropriate newspaper. If required, a Public Hearing will be held to permit the public to comment on the *Application*. Notice of a Public Hearing will be given pursuant to the *Local Government Act* to owners of all parcels within a distance of 100 meters of the property that is the subject to the Land Development Application.

COUNCIL DECISION

8. Following the Public Hearing, *Council* will consider the amendment bylaw and may proceed with Third Reading and Adoption, or refer, or table the amendment.

NOTIFY APPLICANT

9. The *Applicant* will be notified in writing of the outcome.

SCHEDULE "C"

Attached to and forming part of Land Development Applications Procedures Bylaw #476, 2022

DEVELOPMENT VARIANCE PERMIT PROCESSING PROCEDURE

APPLY

1. Upon receipt of an *Application* accompanied by the required fees and attachments, Development Services staff will open a file and issue a fee receipt to the *Application*.

REVIEW

2. Staff will review the *Application* to determine whether it is complete and, if incomplete, will request the required information from the *Applicant*. If the *Applicant* does not provide the required information within a timeframe identified at the discretion of staff, the *Application* and fees will be returned to the applicant.
3. Staff will evaluate the proposal for compliance with relevant *Village* bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.

REFER

4. Staff will refer the *Application* to all applicable *Village* departments, government ministries, and agencies as applicable or required by legislation. The proposal will also be referred to the North Coast Regional District if the *Application* could affect its jurisdiction.
5. The referral agencies' comments will then be incorporated into a staff report with a recommendation to *Council*.

NOTIFY PUBLIC

6. No later than 10 days prior to the *Application* being considered by *Council* the *Applicant* is required to erect a Notice of Development Sign in accordance with the requirements outlined in Schedule A of this bylaw.
7. Notice of the Development Variance Permit *Application* will be issued no later than 10 days prior to the *Application* being considered by *Council*, pursuant to the *Local Government Act*, to owners of all parcels within a distance of 100 meters of the property subject to the *Application*.

COUNCIL DECISION

8. *Council* will consider the staff report and may, by resolution, grant or deny the requested permit, or alternatively refer, or table the *Application*.
9. The *Applicant* will be notified, in writing, of the outcome.

REGISTRATION

10. If a Development Variance Permit is granted, a Notice of Permit will be **registered against the title** of the property(s) at the Land Title Office.

PERMIT

11. If a Development Variance Permit is granted, the permit will be issued.

SCHEDULE "D"

Attached to and forming part of Land Development Applications Procedures Bylaw #476, 2022

TEMPORARY USE PERMIT PROCESSING PROCEDURE

APPLY

1. Upon receipt of an *Application* accompanied by the required fees and attachments, Development Services staff will open a file and issue a fee receipt to the *Applicant*.

REVIEW

2. Staff will review the *Application* to determine whether it is complete and, if incomplete, will request the required information from the *Applicant*. If the *Applicant* does not provide the required information within a timeframe identified at the discretion of staff, the *Applicant* and fees will be returned to the *Applicant*.
3. Staff will evaluate the proposal for compliance with relevant *Village* bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.

REFER

4. Staff will refer the *Application* to all applicable *Village* departments, government ministries, and agencies as applicable or required by legislation. The proposal will also be referred to the North Coast Regional District if the *Application* could affect its jurisdiction.
5. The referral agencies' comments will then be incorporated into a staff report with a recommendation to *Council*.
6. The recommendation may identify as a condition of the issue of a permit, that the *Applicant* for the permit provide security requirements in an amount stated in the permit to guarantee the performance of the terms of the permit, subject to section 502 of the *Local Government Act* (as amended from time to time).

NOTIFY PUBLIC

7. No later than 10 days prior to the *Application* being considered by *Council* the *Applicant* is required to erect a Notice of Development Sign in accordance with Schedule A of this bylaw.
8. Notice of the Temporary Use Permit *Application* will be issued no later than 10 days prior to the *Application* being considered by *Council*, pursuant to the *Local Government Act*, to owners of all parcels within a distance of 100 meters of the property subject to the *Application*.

PUBLIC HEARING

9. Public Hearing requirements will be followed as per section 494 of the *Local Government Act*.

COUNCIL DECISION

10. *Council* will consider the staff report and may, by resolution, grant or deny the requested permit, or alternatively refer, or table the *Application*.
11. The applicant will be notified, in writing, of the outcome.

REGISTRATION

12. If a Temporary Use Permit is granted, a Notice of Permit will be **registered against the title** of the property(s) at the Land Title Office.

PERMIT

13. The owner of land to which a Temporary Use Permit has been issued shall have the right to put the land to the use described in the permit for a period of 3 years or until the date specified in the permit, whichever is the lesser period.

SCHEDULE "E"

Attached to and forming part of Land Development Applications Procedures Bylaw #476, 2022

DEVELOPMENT PERMIT AREA PROCESSING PROCEDURE

APPLY

1. Upon receipt of an *Application* accompanied by the required fees and attachments, Development Services staff will open a file and issue a receipt to the *Applicant*.

REVIEW

2. Staff will review the *Application* to determine whether it is complete and, if incomplete, will request the required information from the *Applicant*. If the *Applicant* does not provide the required information within a timeframe identified at the discretion of the staff, the *Application* and fee will be returned to the *Applicant*.
3. Staff will evaluate the proposal for compliance with relevant *Village* bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process. The *Application* does not require a Notice of Development Sign or written notice to adjacent property owners.

REFER

4. Staff will refer the *Application* to all applicable *Village* departments, government ministries and agencies as applicable.
5. The referral agencies' comments will then be incorporated into a staff report to *Council*.

CONDITIONS

6. The recommendation may identify as a condition of the issue of a permit, that the *Applicant* for the permit provide security requirements in an amount stated in the permit to guarantee the performance of the terms of the permit, subject to section 502 of the *Local Government Act*.
7. The *Applicant* may be required to provide a report to assist the local government in determining what conditions or requirements it will impose for the protection of the natural environment, its ecosystems and biological diversity, or *protection from hazardous conditions*. The report must be provided by the *Applicant* at the *Applicant's* expense and be certified by a qualified professional with experience relevant to the applicable matter, as per section 491 of the *Local Government Act*.

STAFF DECISION

8. The staff report and qualified professional report will be provided to Development Services staff for review and decision. Development Services staff has the ability to refer the *Application* directly to *Council* for decision.
9. If the decision is made by Development Services the *Applicant* will be notified, in writing, of the outcome.

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10. No response from the *Applicant* within a 14 day period will be deemed as acceptance of the terms of the Development Permit.

APPEAL & COUNCIL DECISION

11. If the *Applicant* is dissatisfied with the decision of the staff of Development Services, the *Applicant* has 14 days to appeal to *Council*. The Permit is suspended until *Council* renders a final decision. *Council* shall decide the matter **via resolution** and give direction to the staff of Development Services, who shall issue the permit or not accordingly.
12. In some cases where a Development Variance request is included in a Development Permit *Application*, the decision on the issuance of the Development Permit is made by *Council* **via resolution**. A decision by *Council* is considered final. If *Council* refuses the *Application* for variance, no further similar *Applications* shall be considered by *Council* for six months.

REGISTER

13. If a Development Permit is granted, a Notice of Permit will be **registered against the title** of the property(s) at the Land Title Office.

PERMIT

14. Once any and all relevant conditions have been satisfied (i.e. a letter of credit has been submitted for security if applicable) notification is provided to the relevant agencies.
15. Staff may conduct inspections, on an as-required basis, to ensure that the terms of the Development Permit are being satisfied.

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SCHEDULE "F"

Attached to and forming part of Land Development Applications Procedures Bylaw #476, 2022

FEES

APPLICATION TYPE:	FEE:
OFFICIAL COMMUNITY PLAN AND/OR ZONING AMENDMENT	\$1,200
DEVELOPMENT VARIANCE PERMIT APPLICATION	\$350
TEMPORARY USE PERMIT APPLICATION	\$600
DEVELOPMENT PERMIT APPLICATION	\$350
PUBLIC HEARING	\$300
"NOTICE OF DEVELOPMENT SIGN" SECURITY DEPOSIT	\$150

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VILLAGE OF PORT CLEMENTS

BYLAW NO. 185

BYLAW TO ESTABLISH PROCEDURES AND PROVIDE
FOR THE APPLICATION FEE TO AMEND AN
OFFICIAL COMMUNITY PLAN OR THE ZONING BYLAW

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VILLAGE OF PORT CLEMENTS

BYLAW NO. 185

A bylaw to establish procedures and to provide for the form and application fee to amend an Official Community Plan, or a Zoning Bylaw.

WHEREAS THE Council has adopted an Official Community Plan and/or Zoning Bylaw;

AND WHEREAS THE Council shall, under Section 954(1) of the Municipal Act, by bylaw establish procedures to amend a plan or bylaw;

NOW THEREFORE THE Council of the Village of Port Clements in open meeting assembled HEREBY ENACTS AS FOLLOWS:

1. TITLE

This bylaw may be cited for all purposes as "The Village of Port Clements Rezoning, and Amendments to the Official Community Plan Procedures, Form, and Application Fee Bylaw No. 185, 1990".

2. SCOPE

This bylaw shall apply to the amendments to the following:

- a) the official community plan, and
- b) the zoning bylaw.

3. APPLICATION

- 1) Applications for amendments described in Section 2 of this Bylaw shall be made to the Clerk of the Village of Port Clements on the applicable application form attached hereto as Schedule "A1" or "A2".
- 2) Applications for an amendment to an Official Community plan map or a zoning map shall be made by the owner of the land involved or by a person authorized by the owner.
- 3) All applications shall be accompanied with the applicable information form attached hereto as Schedule "A1" or "A2".

4. FEE

At the time of application for an amendment the applicant shall pay to the Village of Port Clements an application fee in the amount as follows:

- a) Any application to amend the Zoning Bylaw shall at the time of application, pay to the Clerk, as a fee for application:
 - i) for processing and inspection - \$250.00
 - ii) for public hearing advertising - \$150.00.
- b) An application to amend the Official Community Plan adopted by the Village of Port Clements shall at the time of application, pay to the Clerk, as a fee for application:
 - i) for processing and inspection - \$250.00
 - ii) for public hearing advertising - \$150.00
- c) Refunds of varying amounts will be granted depending on when an application is withdrawn. Once a report has been prepared on an amendment to the Zoning Bylaw, or Official Community Plan amendment and submitted to Council, no

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refund of the processing and inspection fee shall be granted. Once the public hearing notice has been confirmed for advertising, no refund of the public hearing advertising fee shall be granted.

5. PROCESS

Every application shall be processed by the Clerk of the Village of Port Clements who shall present a report to Council for its consideration. The report shall:

- a) contain a copy of the application
- b) contain a copy of the proposed amendment bylaw and recommendations
- c) specify whether or not the approval of the Minister of Transportation and Highways under Section 57(2) of the Highway Act or Section 979(1) of the Municipal Act is required
- d) state the amount of fee collected; and
- e) contain additional relevant information.

6. AMENDMENTS - APPROVAL OR REFUSAL

The Council may, upon receipt of the report under Section 5 of this bylaw proceed with an amendment bylaw, or reject the application. (For evidence purposes the decision of Council to proceed with or reject an application is to be recorded in Council Minutes).

Where an application for amendment to a bylaw has been refused by Council after a public hearing no re-application for the same amendment shall be considered within six (6) months of the date of refusal.

7. REFUSAL

Where an application or amendment bylaw has been refused by the Council the Clerk shall notify the applicant in writing within 30 (thirty) days immediately following the date of refusal and shall give reasons for refusal.

8. RE-APPLICATION

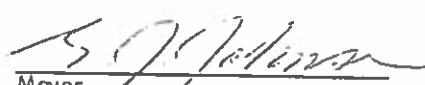
Subject to Sections 954(3) and 240 of the Municipal Act, re-application for an amendment that has been refused by the Council shall not be considered within a 6 (six) month period immediately following the date of refusal.

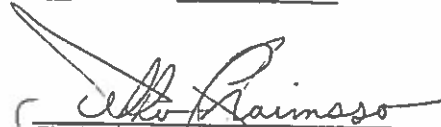
READ A FIRST TIME THIS 29th DAY OF FEBRUARY 1988.

READ A SECOND TIME THIS 29th DAY OF FEBRUARY 1988.

READ A THIRD TIME THIS 29th DAY OF FEBRUARY 1988.

RECONSIDERED AND FINALLY ADOPTED THIS 25th DAY OF June 1990.



Mayor


Clerk

CERTIFIED TO BE a true and correct copy of Bylaw No. 185, being the Village of Port Clements "Bylaw to Establish Procedures and Provide for the Application Fee to Amend an Official Community Plan on the Zoning Bylaw".

A true copy of By-Law No. 185 registered in the office of the Inspector of Municipalities this 18th day of July 1990.


Deputy Inspector of Municipalities


Municipal Clerk

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SCHEDULE "A1"

As Referred to in Section 3 of Bylaw No. 185
of the Village of Port Clements

APPLICATION FOR OFFICIAL COMMUNITY PLAN AMENDMENT

Application/File No. _____

I/We hereby apply for: (check where applicable)

_____ an amendment to the text of Official Community Plan Bylaw No. _____
_____ the change in Land Use Designation on part or all of the property described as
(legal description):

and located at (street address or general location) _____

from (current designation): _____

to (proposed designation): _____

The required application fee of \$ _____ and the completed Official Community
Plan Amendment Information Form are attached.

_____ (Date)

_____ (Applicant's Signature)

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

_____ (Date)

_____ (Registered Owner's Signature)

Where the Applicant is NOT the REGISTERED OWNER the Application must be signed by
the REGISTERED OWNER or his SOLICITOR.

FOR OFFICE USE ONLY

APPLICATION FEE \$ _____ RECEIVED. Receipt No. _____

_____ (Date)

_____ (Signature of Official)

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SCHEDULE "A1" (CONTINUED)
REZONING INFORMATION FORM

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Official Community Plan Amendment Application, Application Fee and Certificate of State of Title or of Indefeasible Title for the subject property.

1. APPLICANT AND REGISTERED OWNER

(1) Applicant's Name _____
Address _____ Postal Code _____
Telephone: Business _____ Home _____

(2) Registered Owner's Name _____
Address _____ Postal Code _____
Telephone: Business _____ Home _____

2. APPLICATION FEE

REQUIRED APPLICATION FEE: _____

3. TEXT AMENDMENT

Described the Proposed Text Amendment _____

4. REDESIGNATION - PROPERTY TO BE REDESIGNATED

(1) Size of Property (area, number of parcels)

(2) redesignation to apply to _____ part
_____ all
of the property described above.

(3) Present Designation _____

(4) Proposed Designation _____

(5) Description of the Existing Use/Development _____

(6) Description of the Proposed Use/Development (use separate sheet if necessary)

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SCHEDULE "A1" (CONTINUED)
REZONING INFORMATION FORM

5. REASONS IN SUPPORT OF APPLICATION

Reasons and comments in support of the application (use separate sheet if necessary)

(Date)

(Applicant's Signature)

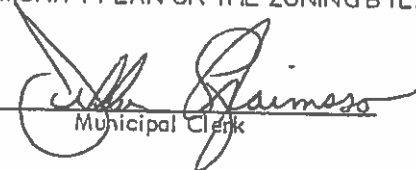
FOR OFFICE USE ONLY

Forms duly completed, received.

(Date)

(Signature of Officer)

CERTIFIED TO BE A TRUE AND CORRECT COPY
OF SCHEDULE A-1 OF BYLAW NO. 185,
BEING THE VILLAGE OF PORT CLEMENTS 'BYLAW
TO ESTABLISH PROCEDURES AND PROVIDE FOR
THE APPLICATION TO AMEND AN OFFICIAL
COMMUNITY PLAN OR THE ZONING BYLAW'.


Municipal Clerk

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SCHEDULE "A2"

As Referred to in Section 3 of Bylaw No. 185
of the Village of Port Clements

APPLICATION FOR REZONING

Application/File No. _____

I/We hereby apply for: (check where applicable)

_____ an amendment to the text of Zoning Bylaw No. _____.
_____ the rezoning of part or all of the property described as (legal description):

_____ and located at (street address or general location) _____

from _____ zone, to _____ zone.

The required application fee of \$ _____ and the completed Rezoning Information Form are attached.

(Date)

(Applicant's Signature)

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

(Date)

(Registered Owner's Signature)

Where the Applicant is NOT the REGISTERED OWNER the Application must be signed by the REGISTERED OWNER or his SOLICITOR.

FOR OFFICE USE ONLY

APPLICATION FEE \$ _____ RECEIVED. Receipt No. _____

(Date)

(Signature of Official)

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VILLAGE OF PORT CLEMENTS

BYLAW #399, 2013

A Bylaw to provide the form, procedure and applicable fees for the issuance of Development Permits, Development Variance Permits and Temporary Use Permits.

WHEREAS Council, pursuant to Sections 920, 921 & 922 of the Local Government Act, has the authority to require an owner to obtain a Development Permit, Development Variance Permit or Temporary Use permit and set the fees and procedures for such permit;

AND WHEREAS the Council of the Village of Port Clements have adopted Official Community Plan and Zoning Bylaws to direct them in decision making

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

1 – Administration

- 1.1 This Bylaw may be cited as Bylaw #399, 2013 – Development, Variance and Temporary Use Permits and takes effect as of the date of adoption
- 1.2 Bylaw #213, 1990 and Bylaw #194, 1988 and any amendments are hereby repealed.
- 1.3 If any portion of this Bylaw is found invalid by a court of competent jurisdiction, it shall be severed and the severance shall not affect the validity of the remainder of the Bylaw.
- 1.4 In the case of Temporary Use permits the term temporary may vary from application to application but under no circumstances shall a permit be issued which extends beyond two years from the date of issuance.

2 – Scope

- 2.1 This Bylaw shall apply to applications to amend the Official Community Plan, Zoning Bylaw and the issuance of Development Permits, Temporary Use Permits and Development Variance Permits.
- 2.2 The entire area included in the Official Community Plan Bylaw #398, 2013 is hereby designated by Council as an area where Development Permits, Development Variance Permits and Temporary Use Permits may be allowed pursuant to Section 920.2 of the Local Government Act. The purpose of this designation is to provide Council with the ability to consider the issuance of a permit pursuant to Sections 920, 921 & 922 of the Local Government Act.

3 – Application

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3.1 Applications shall be made by the owner of the land involved or by a person authorized by the owner in writing. All joint tenants and tenants in common must sign the application.

3.2 All applications shall be made on the forms provided on Schedule "B" attached to and forming a part of this Bylaw and shall, at a minimum, contain the following information:

3.2.1 Name, address and signature of applicant

3.2.2 Name, address and signature of registered owner(s) if different

3.2.3 Legal description and civic address of property

3.2.4 Present and proposed OCP and Zoning designations

3.2.5 Description of the existing and proposed use(s)

3.2.6 Two (2) copies of a site plan that illustrates existing and proposed buildings, setbacks, parking and landscaping

3.2.7 Reasons, comments or plans in support of the application.

3.3 Applications shall be submitted with the fees specified in Schedule "A" attached to and forming part of this Bylaw. An application is not made until all required fees and documentation have been received by the Village of Port Clements.

4 – Application Review Procedure

4.1 The application shall be reviewed by Village Administration staff to ensure it is complete and the proper fees have been applied. The application will then be reviewed to the Public Works staff for comment. Finally the application will be referred to any applicable agencies for comment.

4.2 After 4.1 is complete the application will be referred to a Regular Meeting of Council. Any comments or recommendation by Administration, Public Works staff or referral agencies will accompany the application.

5 – Notice

5.1 Notice of a Public Hearing on the adoption of an OCP or zoning Bylaw amendment, or notice that the Council proposes to pass a resolution to issue a Development, Development Variance or Temporary Use Permit, shall be mailed to all property owners and tenants within 60 metres from the legal boundary of the subject property.

5.2 Notice shall also be advertised in the local weekly paper for two consecutive weeks prior to the meeting date, shall be posted on a public board at the Administration office for at least two weeks prior to the meeting date and shall be posted in at least two other public locations two weeks prior to the meeting date.

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6 – Permit Approval Procedure

6.1 After the application has been reviewed by all necessary agencies, considered by Council and completed the Public Hearing process, Council shall, by resolution:

6.1.1 Authorize the permit application as requested

6.1.2 Authorize the permit application as amended by Council in its resolution

6.1.3 Refuse the issuance of a permit

6.2 Council and Staff will make every effort to have a decision to the applicant within 120 days of application; however, this is not a guarantee that that timeline will be attainable.

6.3 Where an application has been refused by Council, Staff shall notify the applicant in writing within five (5) working days immediately following the date of refusal.

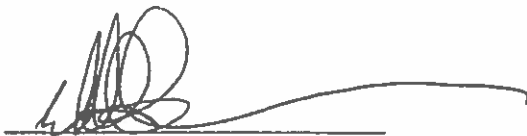
6.4 Subject to the requirements of the Local Government Act, re-application for a Bylaw amendment or permit that has been refused by Council shall not be considered within a six (6) month period immediately following the date of refusal.

READ A FIRST TIME THIS 15th DAY OF APRIL, 2013

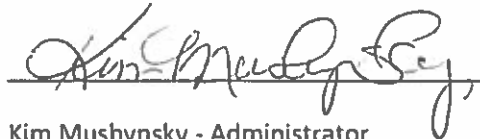
READ A SECOND TIME THIS 15th DAY OF APRIL, 2013

READ A THIRD TIME THIS 6th DAY OF MAY, 2013

RECONSIDERED AND ADOPTED THIS 21st DAY OF MAY, 2013



Wally Cheer – Mayor



Kim Mushynsky - Administrator

Certified to be a true copy of the Development, Variance and Temporary Use Permit Bylaw #399, 2013

5-7

SCHEDULE A – DEVELOPMENT, VARIANCE AND TEMPORARY USE PERMIT BYLAW # 399, 2013

FEE SCHEDULE

1. Joint Official Community Plan & Zoning Bylaw Amendments	\$ 600.00
2. Official Community Plan or Zoning Bylaw Amendment	\$ 450.00
3. Temporary Use permit – less than 120 days	\$ 50.00
4. Temporary Use permit – 4-24 month	\$ 100.00
5. Development Permit	\$ 175.00
6. Development Variance Permit	\$ 175.00
7. Development Permit Amendment	\$ 100.00

Applications withdrawn, in writing, before staff and agency reviews are finalized shall be eligible for a 75% refund of the application fee.

Applications withdrawn, in writing, after all reviews are complete, but before the Public Consultation has been held, shall be eligible for a 50% refund of the application fee.

GT-7

SCHEDULE B – DEVELOPMENT, VARIANCE AND TEMPORARY USE PERMIT BYLAW # 399, 2013

APPLICATION FORM

APPLICATION TYPE:

Joint OCP & Zoning Amendment (\$600.00)
 Temporary Use <120 days (\$50.00)
 Development Permit (\$175.00)
 Development Permit Amendment (\$100.00)

OCP or Zoning Amendment (\$450.00)
 Temporary Use 4-24 months (\$100.00)
 Development Variance Permit (\$175.00)

APPLICANT INFORMATION

APPLICANT:

Name(s): _____
Mailing Address: _____
Phone: _____
Fax/Email: _____

REGISTERED OWNER(S):

Name(s): _____
Mailing Address: _____
Phone: _____
Fax/Email: _____

SUBJECT PROPERTY INFORMATION

Civic address: _____
Legal Description: _____
Description of the present use of the property: _____

Existing OCP designation: _____ Existing Zoning designation: _____
Proposed OCP designation: _____ Proposed Zoning designation: _____

PROPOSAL DESCRIPTION (supplemental letter of intent/rationale is encouraged)

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ATTACHMENT CHECKLIST

PLEASE ATTACH THE FOLLOWING FOR ALL APPLICATIONS:

1. Letter of Authorization if the applicant is other than the Registered owner(s).
2. Site Plan showing:
 - a. Location of existing and proposed buildings and structures, lot dimensions and setbacks.
 - b. Parking areas, garbage areas and landscaping.
 - c. North arrow and scale
 - d. Measurements in metric (imperial measurements may also be included)
3. Supplemental letter of intent & rationale is strongly encouraged but not required – however lack of this information could hinder agencies in making a favourable decision.
4. Other information you feel would be helpful or necessary to assess the development proposal.

AUTHORIZATION

As the applicant or approved agent, I hereby make application in accordance with the above-stated information and declare that the statements are true and correct.

I understand that this application form is a public document and that any and all information contained in it, including personal information as defined in the Freedom of Information and Protection of Privacy Act (FOIPPA) BC, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a Public Hearing.

I acknowledge that fees per the Village of Port Clements Development, Variance and Temporary Use Permit Bylaw #399, 2013 do not imply or guarantee application approval.

Applicant Signature: _____ Date: _____

Witness to Applicant Signature: _____

Printed name of Witness: _____

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The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

Minutes of the Emergency Management Commission Meeting Tuesday, November 2nd, 2021

Present:

Aaron Cunningham, Emergency Coordinator
Doug Daugert, Mayor
Kazamir Falconbridge, Councillor, Council representative
Brigid Cumming, Councillor, Alternative Council representative (*non-voting at this meeting*)
Elsie Lemke, CAO
Marilyn Bliss, Seniors/Community & ESS

Members of the Public and Press: None.

Meeting Called to Order at 7:04 PM

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

1. ADOPT AGENDA

2021-11-01—Moved by Kazamir Falconbridge, seconded by Aaron Cunningham,
THAT the Commission adopts the agenda with the addition of BA-6, Staff Representative resignation.
CARRIED

2. APPOINT MINUTE-TAKER

2021-11-02—Moved Kazamir Falconbridge, seconded Aaron Cunningham, to appoint Brigid
Cumming to be minute-taker for this meeting.
CARRIED.

BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-6 Staff Representative resignation

The resignation of CAO Jana Zamyslicka leaves the Staff Representative position on the EMC vacant.

2021-11-03—Moved Aaron Cunningham, seconded Kazamir Falconbridge, to appoint the CAO to be
the staff representative to the Emergency Management Commission.
CARRIED.

61-8

3. MINUTES

M-1—July 20th, 2021 Emergency Management Commission Meeting Minutes

2021-11-04—Moved Kazamir Falconbridge, seconded Aaron Cunningham, THAT the Commission adopts the July 20th, 2021 Emergency Commission Meeting Minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1—Formal Hazard Risk and Vulnerability Analysis

- a) CSZ-type tsunami impact
- b) Alaska-type tsunami impact

Two maps illustrating predicted tsunami impacts for the west coast of Canada were circulated.

2021-11-05—Moved by Kazamir Falconbridge, seconded by Aaron Cunningham, TO receive items a) CSZ-type tsunami impact and b) Alaska-type tsunami impact.

CARRIED

BA-2—Emergency Preparedness Plan review – progress towards hiring consultant?

No progress to date due to staff turnover. Funding for emergency plans/hiring consultant to update plan referred to CAO for research.

BA-3—Updated on S-100A Wildfire Training recertification course.

No new information on offering this course. Could ask Larry Duke at FLNR, Husby, if any they have heard anything/have course scheduled.

2021-11-06—Moved by Kazamir Falconbridge, seconded by Aaron Cunningham, TO ask about on-island availability of the S-100A Wildfire Training recertification course at the next VFD meeting.

CARRIED

BA-4—Firesmart funding program not accepting applications at this time.

Check with Andrew Hudson, MIEDS grantwriter to see if there are other funding opportunities. Could also check with Daniel Fish as NCRD has to develop Wildfire Protection Plans for Areas D & E.

BA-5—Appointment of Village Fire Commissioner?

Kazamir Falconbridge is the Village's Local Assistant to the Fire Commissioner, LAFC. He is paid \$30/visit and provides copies of his findings to the Village. Inspections are supposed to be carried out regularly—possibly every 12 months?—but this was affected by the COVID-19 pandemic. CAO to research the inspection schedule.

5. NEW BUSINESS

NB-1—Scheduling January 2022 Meeting (required by bylaw)

January 18, 2022 set as date for next meeting.

5-8

DISCUSSION

Marilyn Bliss asked that the EMC find another person to act as the representative for Seniors, Community and/or Emergency Support Services. The Port Clements ESS has been unable to meet since the pandemic was declared, same with the Seniors Association. Port Clements ESS material is stored in a locker in Council Chambers, there are a couple boxes of paperwork in the Senior's room, and other material in the EOC in the Firehall.

6. ADJOURNMENT

2021-11-07—Moved by Elsie Lemke

THAT the meeting be adjourned at 7:50 PM

CARRIED

Commission Chair Doug Daugert

Minute-taker Brigid Cumming

G7-8

**Village of Port Clements Emergency Management
Commission**

Recommendation to Council

**Wildland firefighter level 1 (WSPP-WFF 1)
trainer & structural firefighter courses**

At its meeting of July 20, 2021, Fire Chief Craig Beachy noted that he had been unable to arrange required annual wildfire firefighting training (S-100 & S-100A) for members of the Port Clements Volunteer Fire Department and asked the EMC to investigate, as wildfire is identified as the highest risk emergency in the EMC community emergency plan.

At its meeting of January 25, 2022, e-mail information from Larry Duke, Haida Gwaii Natural Resource District, FLNR was circulated confirming that the combination of pandemic regulations and lack of on-island trainers meant that the course had not been offered on-island for at least the past two years. In January 2020 a “train the trainer” course had been set up, but was cancelled by Covid-19 public health restrictions. Regrettably, the Haida Gwaii Natural Resource District does not have funding nor further information on these courses.

Larry’s e-mail provided links, phone and e-mail contacts for the office of the provincial Fire Commissioner, which describes these courses:

Fire Fighter Standards and Training, <https://www2.gov.bc.ca/gov/content/safety/emergency-management/fire-safety/training>

Email: OFC@gov.bc.ca, phone: 1-888-988-9488

The S-100 and S-185 courses have been replaced by the Wildland firefighter level 1 (WSPP-WFF 1) course, which has two types of session, one for training trainers and one for structural firefighters. While the Wildland firefighter level 1 (WSPP-WFF 1)- trainer course is not being offered in person, the Wildland firefighter level 1 (WSPP-WFF 1) – structural firefighter course may be.

After discussion, it was:

2022-01-05—Moved by Doug Daugert, seconded by Aaron Cunningham,
TO recommend to Council that they ask staff to investigate and report back on offering Wildland firefighter level 1 (WSPP-WFF 1) – trainer and/or Wildland firefighter level 1 (WSPP-WFF 1) – structural firefighter courses in Port Clements.

CARRIED

Respectfully submitted,

Brigid Cumming,
Acting Secretary
Village of Port Clements Emergency Management Commission

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**Village of Port Clements Emergency Management
Commission**

Recommendation to Council

**Hire a Consultant to Redevelop Village of Port
Clements Emergency Preparedness Plan**

The Emergency Management Commission considers that the existing village emergency preparedness plan, while kept updated by village staff and volunteers, needs a complete rewrite and redevelopment to improve its utility and use. It is not reasonable to expect either village staff or EMC volunteers to attempt this as it requires more time, resources, emergency management expertise and current regulatory knowledge than is reasonably available. The EMC has been looking for funding to hire an experienced consultant for this project.

At its meeting of January 25, 2022, CAO Elsie Lemke reported that while there is funding available through UBCM for Emergency Operations Centres & Training (application deadline February 25, 2022/max \$25,000) this does not fund hiring consultants to update Emergency Management Plans. MIEDS Grantwriter Andrew Hudson thought believed it might be possible to access funding through the provincial Community Works Fund.

2022-01-06—Moved by Doug Daugert, seconded by Aaron Cunningham,
TO recommend to Council that they ask staff to investigate and report back on using the Community Works Program funding to update the Village of Port Clements Emergency Management Plan.
CARRIED

Respectfully submitted,

Brigid Cumming,
Acting Secretary
Village of Port Clements Emergency Management Commission

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Grants report

Q4 2021

(January to December)

Andrew Hudson, grant writer
Misty Isles Economic Development Society

 *misty isles*
economic development society

Highlights: New or upcoming grants

BC Rehab Project Grant

BC Rehab Foundation

No cap, but average is \$2,000 to \$5,000

Next intake 18 February 2022

- Funds non-profits and community groups to do small capital projects that improve accessibility for people with disabilities
- If bundled with other grants as part of a larger capital project, the BC Rehab-funded portion must be distinct
- Not for playground equipment

Canada Summer Jobs

Employment and Social Development Canada

25 January 2022

- Funds wage subsidies for local governments, non-profits, and businesses hiring people aged 15 to 30 for summer jobs
- Due to COVID-19, wage subsidies up to 100% of minimum wage are now available

CleanBC Go Electric Fleets Program

BC Ministry of Energy, Mines and Low Carbon Innovation

Rebates ranging from \$5,000 to \$50,000

1 March 2023

- Helps public and private organizations transition to zero-emission vehicle fleets
- Offers free ZEV fleet advisor services, up to \$10,000 in 50% funding towards telematics tools and a fleet assessment; \$5,000 in 50% funding for facility planning; \$20,000 in 33% funding for electrical upgrades to support charging; \$2,000 in 50% funding each for up to 25 Level 2 charging stations; \$50,000 in 50% funding for installing fast chargers
- Eligible applicants include B.C. companies, local and Indigenous governments (Indigenous governments eligible for higher percentage funding)

Co-op Community Spaces

Federated Co-operatives Limited

\$25,000 to \$150,000 in 100% funding

Likely open 1 February 2022 to 1 March 2022

- Eligible applicants: charities, registered non-profits, community service co-operatives, and non-profits partnered with local government
- Eligible projects: capital projects focused on 1) recreation 2) environmental conservation or 3) urban agriculture
- Project must be done in two years
- Project must include permanent Co-op signage

Emergency Operations Centres & Training

Union of B.C. Municipalities (UBCM)

Up to \$25,000 and 100% funding

25 February 2022

- Funds equipment and training for EOCs
- Also funds public emergency communications systems
- Regional applications welcome
- Must finish within a year

2021 Grant applications

Masset

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
Jan 28	Village of Masset	Masset Recreation Centre Renovation (Phase 2)	Investing in Canada Infrastructure Program	COVID-19 Resilience Infrastructure Stream	638,400	-	Declined
Feb 1	Village of Masset	Village of Masset Summer Jobs 2021	Employment & Social Dev. Canada	Canada Summer Jobs	35,355	35,355	Approved
Feb 10	Village of Masset	Masset Main Street Vision and Action Plan	Northern Development Initiative Trust	Main Street Revitalization Planning	20,000	20,000	Approved
Feb 19	Masset Volunteer Fire Department	Exterior Operations Level Fire Fighter Training	Fire Chiefs Association of BC	Red Cross Community Resiliency Grant	1,700	1,700	Approved
Feb 28	Village of Masset	2021 Howard Phillips Community Hall Upgrade	Gwaii Trust Society	Major Contributions	62,056	44,496	Approved
Mar 1	Haida Gwaii Fitness Association	HGFA Equipment and Infrastructure Upgrade	Gwaii Trust Society	Major Contributions	28,406	28,406	Approved
June 1	Village of Masset	Haida Gwaii Food Security Coordinator	Plan H	Healthy Public Policy Grant	15,000	15,000	Approved
June 25	Dixon Entrance Maritime Museum	Outdoor signs and website	Community Foundations Canada	Canada Healthy Communities Initiative	7,578	7,578	Pending
June 30	Village of Masset	Water Treatment Plant Safety Update	Gwaii Trust Society	Community Innovation	10,000	10,000	Approved
July 16	Village of Masset	Water Treatment Plant Safety Update	Ministry of Municipal Affairs	Infrastructure Planning Grant	10,000	10,000	Pending
Sept 3	Village of Masset	Masset Soup Kitchen Upgrade	Agriculture Canada	Local Food Infrastructure Fund	15,393	-	Declined
Oct 31	Masset Seniors Club	Flooring and Furniture Upgrades for Masset Srs. Room	Gwaii Trust Society	Community Innovation	6,895	6,895	Approved
Oct 31	Dixon Entrance Maritime Museum	Outdoor signs and website	Gwaii Trust Society	Community Innovation	5,683	5,683	Approved
Dec 20	Masset Seniors Club	Masset Seniors Room Upgrade	Employment and Social Development Canada	New Horizons for Seniors Program	7,514		Pending
2021 Totals					863,980	177,535	

Port Clements

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
Jan 18	Village of Port Clements	Public Works Summer Employee	Employment and Social Development Canada	Canada Summer Jobs	14,280	8,160	Approved
June 25	Port Clements Historical Society	Outdoor Exhibits Pathways at Port Clements Museum	Community Foundations of Canada	Canada Healthy Communities Initiative	15,750		Pending
July 23	Village of Port Clements	Upgrade Port Clements Community Park	Western Economic Diversification Canada	Canada Community Revitalization Fund	101,205		Pending
Nov 17	Village of Port Clements	Graham Island Central Community and Holiday Events 2021	Gwaii Trust Society	Community and Holiday Events Grant	16,000	16,000	Approved
Dec 20	Village of Port Clements	2022 Village of Port Clements Economic Development Capacity Building	Northern Development Initiative Trust	Economic Development Capacity Building	50,000		Pending
Dec 31	Village of Port Clements	Port Clements Seaview Ramp and Wheelchair Platform	Northern Development Initiative Trust	Community Places	24,569		Pending
2021 Totals					215,684	24,160	

Queen Charlotte

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
1 Mar	Village of Queen Charlotte	East and west tsunami sirens	Gwaii Trust Society	Major Contributions	74,532	-	Declined
9 Mar	Village of Queen Charlotte	Generator for Queen Charlotte Emergency Operations Centre	Community Foundations of Canada	Canada Healthy Communities Initiative	11,273	-	Declined
19 Mar	Village of Queen Charlotte	Generator for Queen Charlotte Emergency Operations Centre	Union of BC Municipalities	2021 Emergency Operation Centres & Training	25,000	25,000	Approved
April 1	The Queen Charlotte City	New office space at Queen Charlotte City	Gwaii Trust Society	Community Innovation	6,352	6,352	Approved

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April 30	Community Club Village of Queen Charlotte	Community Club Queen Charlotte Youth Centre Operations 2021	Gwaii Trust Society	Youth Centred Communities	10,000	10,000	Approved
June 14	Village of Queen Charlotte	Generator for Queen Charlotte Emergency Operations Centre	Community Foundations of Canada	Canada Healthy Communities Initiative	11,273	-	Declined
June 30	Village of Queen Charlotte	Generator for Queen Charlotte Emergency Operations Centre	Gwaii Trust Society	Community Innovation	10,000	10,000	Approved
July 30	Village of Queen Charlotte	Skidegate Inlet Cycling/Walking Route	Ministry of Municipal Affairs and Housing	BC Active Transportation Infrastructure	213,633	213,633	Approved
Aug 13	Village of Queen Charlotte	Queen Charlotte Cemetery Upgrades	Northern Development Initiative Trust	Community Places	30,000	-	Declined
Sept 1	Village of Queen Charlotte	QCVPD Wellness Program	Gwaii Trust Society	Community Innovation	10,000	10,000	Approved
Oct 1	Village of Queen Charlotte	Queen Charlotte Youth Centre Staff Costs	Gwaii Trust Society	Youth Grant	10,000	10,000	Approved
2021 Totals					412,063	284,985	

North Coast Regional District

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
Feb 15	Misty Isles Economic Development Society	Haida Gwaii Marine Debris Clean-up	Clean Coast, Clean Waters Initiative Fund	Shoreline clean-up	2,313,000	2,313,000	Approved
Feb 15	Misty Isles Economic Development Society	Haida Gwaii Derelict Vessels Removal	Clean Coast, Clean Waters Initiative Fund	Derelict vessel removal	317,935	-	Declined
Mar 1	Haida Gwaii Museum Society	Gyaa'Isdla / Give Away Party Book	Gwaii Trust Society	Major Contributions	25,000	-	Declined
Mar 1	Sandspit Harbour Society	Sandspit Harbour Society Major Capital Planning Study	Gwaii Trust Society	Major Contributions	76,696	59,245	Approved

April 1	Sandspit Volunteer Fire Department Society	Road & Rope Rescue Training & Equipment	Gwaii Trust Society	Community Innovation	9,522	9,522	Approved
June 1	Archipelago Search and Rescue Society	Archipelago SAR Radio Equipment Project	Gwaii Trust Society	Community Innovation	10,000	10,000	Approved
June 17	Haida Gwaii Community Futures	Haida Gwaii Primary Care Paramedic Program	Ministry of Advanced Education and Skills Training Pacific	Community Workforce Response Grant	262,463	262,463	Approved
Oct 19	Moresby Explorers	Staff Accommodation Project	Economic Development Canada (PacifiCan)	Tourism Relief Fund	140,000		Pending
Nov 16	Misty Isles Economic Development Society	Shop Haida Gwaii Launch Campaign	BC Chamber of Commerce	Shop Local BC	29,000	29,000	Approved
2021 Totals					4,015,511	3,486,125	

Grants list

For a regularly updated list of Haida Gwaii grant options, [please bookmark this link.](#)

Questions?

Email andrew@sona.dnwgwaii.ca or phone 250-626-9150.



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

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

Author: Elizabeth Cumming, Acting CAO
Date: February 7, 2022
RE: Grant Writer Grant Application

BACKGROUND:

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

This grant is applied for annually to cover the expense for the Misty Islands Economic Development Society's Grant Writer, which serves as the joint grant writer for the municipalities and regional district on Haida Gwaii. The grant requires a Council resolution to be submitted, supporting the application, and confirming its contribution of \$4,595 funding portion.

DISCUSSION:

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

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

As this is applied for annually, there is no significant change to the grant application in 2021 (see attached), except that the list of community priorities has been updated for the 2022 year. It is not an exhaustive list (some of the grants regularly applied for are not on it), but it does not need to be. It reflects the grants that are known to be intended to apply to in 2022 and projected to meet the \$200,000 quota.

CONCLUSION:

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

STRATEGIC

(Guiding Documents Relevancy – Village Policies)

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

FINANCIAL

(Corporate Budget Impact)

\$4,595 for the Grant Writer's budget which is an expense incorporated into the Annual Budget.

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ADMINISTRATIVE

(Workload Impact and Consequence)

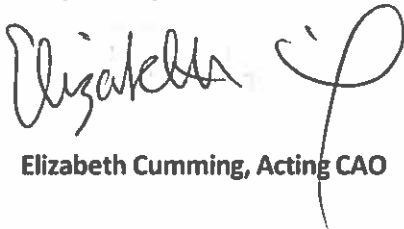
The Grant Writer significantly helps to streamline and reduce Administration Workload when it comes to grant applications which helps with the timeline of projects.

RECOMMENDATION:

THAT Council supports the application to Northern Development Initiative Trust (NDIT) 2022 Grant Writer Support Program.

THAT Council approves that the Community Contribution for the 2022 Grants Manager budget be \$4,595.

Respectfully submitted:



Elizabeth Cumming, Acting CAO

Mailing Address

PO Box 198
V0T1R0, Port Clements

Email

cao@portclements.ca

Website

https://portclements.ca/

PRIMARY CONTACT INFORMATION

Edit

Primary Contact

Elizabeth Cumming

Position / Title

Acting chief administrative
officer

Email

cao@portclements.ca

Phone

2505574295

GRANT WRITER SUPERVISOR

Edit

Supervisor

Jennifer Rutt

Position / Title

Executive director, Misty
Isles Economic
Development Society

Email

jenrutt@gohaidagwaii.ca

Phone

2505598050

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ABOUT THE POSITION

Edit

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

Part-time (100% dedicated grant writing position)

ABOUT THE GRANT WRITER

Edit

Grant Writer Name

Andrew Hudson

Grant Writer is Based in the Community

No

Location:
NCRD
Area D
(Graham
Island)

Phone Number

2506269150

Email

andrew@gohaidagwaii.ca

Grant Writer's Background and Qualifications:

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

For three years before taking on the grant-writer role, Hudson reported for a weekly newspaper on Haida Gwaii, where he

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closely followed the work of the regional district and municipalities. Besides working as a reporter in Toronto and B.C.'s Bulkley Valley, Hudson has held several other positions that require attention to detail and clear writing. Those include work as a copy editor for Desjardins Capital Markets, as a transcriptionist for post-secondary students who are hard of hearing, and as a teacher of English as a Second Language. Hudson holds an honours Bachelor of Arts degree from the University of Toronto and a Journalism Certificate from Langara College.

GRANT WRITING FUNDING / BUDGET

[Edit](#)

Amount Requested	Community Contribution	Budget for Grant Writing Wages
\$8,000	\$4,595.00	\$12,595.00

COMMUNITY PRIORITIES

[Edit](#)

Project Name	Funding Required	Estimated Project Value
Port Clements Seaview Ramp and Wheelchair Platform	\$10,000.00	\$35,100.00
Public Works Assistant (Summer)	\$3,648.00	\$8,160.00
Official Community Plan Review	\$25,000.00	\$25,000.00
Health Clinic HVAC Upgrade	\$40,000	\$40,000

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	.00	.00
Asbestos Cement Waterline Replacement	\$354,050.00	\$485,000.00
	Total Funding Required	Estimated Total Project Value
	\$432,698.00	\$593,260.00

APPLICATION CONFIRMATION

[Edit](#)

- I have read and understand the Grant Writing Support Application Guide including the eligible positions and ineligible positions / costs.
- I confirm that the information in this application is accurate and complete, including attachments.
- I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- I agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- I agree that information provided in this application form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants.
- If approved for grant writing support funding, our organization agrees to

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submit a report by February 28 of the following year to verify the following performance measures for the program:

- a. Pay stub(s) for the grant writer employee or invoice(s) for the contractor verifying a minimum of \$10,500 in wages and a minimum of 400 hours of employment.
- b. Verification of \$200,000 grants applied for by the grant writer during the term of employment and approved calendar year (using Northern Development's template).
- c. Verification of grants approved from those applied for during the term of the program.
- d. Upon request, updates on funding applications made in prior years that was financially supported under Northern Development's Grant Writing Support program.

Name (organization signing authority)

Position / Title

Elizabeth Cumming

Acting chief administrative officer

⚠ PLEASE NOTE:

Once an application has been submitted to Northern Development, it cannot be edited or revised. Please contact us if you require any changes.

[Edit Application](#)

[Submit Application](#)

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**NORTHERN
DEVELOPMENT**

Online Funding Application

COPY

01/27/2021 PST

2021 Village of Port Clements Grant Writing Support

Andrew Hudson

Application Summary

DATE SUBMITTED	FUNDING PROGRAM	STATUS
01/27/2021 PST	Grant Writing Support	Application Submitted

APPLICANT PROFILE

Community Name	Phone Number
Village of Port Clements	2505574295

Mailing Address

PO Box 198
V0T1R0, Port Clements

Email	Phone
deputy@portclements.ca	2505574295

PRIMARY CONTACT INFORMATION

Primary Contact	Position / Title
Elizabeth Cumming	Acting chief administrative officer

Email	Phone
deputy@portclements.ca	2505574295

GRANT WRITER SUPERVISOR

Supervisor	Position / Title
Jennifer Rutt	Executive director, Misty Isles Economic Development Society

Email	Phone
jenrutt@gohalidagwaii.ca	2505598050

02-11

ABOUT THE POSITION

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

Part-time (100% dedicated grant writing position)



Job Title	Annual Wage	% of time dedicated to grant writing
	\$	%

Required Document

ABOUT THE GRANT WRITER

Grant Writer Name	Grant Writer is Based in the Community
Andrew Hudson	No Area D (Graham Island)
Phone Number	Email
2506269150	andrew@gohaidagwaii.ca

Grant Writer's Background and Qualifications:

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

For three years before taking on the grant-writer role, Hudson reported for a weekly newspaper on Haida Gwaii, where he closely followed the work of the regional district and municipalities. Besides working as a reporter in Toronto and B.C.'s Bulkley Valley, Hudson has held several other positions that require attention to detail and clear writing. Those include work as a copy editor for Desjardins Capital Markets, as a transcriptionist for post-secondary students who are hard of hearing, and as a teacher of English as a Second Language. Hudson holds an honours Bachelor of Arts degree from the University of Toronto and a Journalism Certificate from Langara College.

GRANT WRITING FUNDING / BUDGET

Amount Requested	Community Contribution	Budget for Grant Writing Wages
\$8,000	\$4,595	\$12,595

COMMUNITY PRIORITIES

Project Name	Funding Required	Estimated Project Value
Summer student (Public works)	\$7,752	\$11,560
Tennis Court Improvements	\$17,500	\$25,000
Youth Centred Communities	\$10,000	\$10,000
Youth Grant	\$5,000	\$10,000

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Playground Upgrades	\$20,505	\$20,505
Official Community Plan Review	\$25,000	\$25,000
Sunset Trail Improvement Project	\$50,000	\$100,000
Community and Holidays Events Grant	\$16,000	\$16,000
Economic Development (MIEDS)	\$50,000	\$175,000
	Total Funding Required	Estimated Total Project Value
	\$201,757	\$393,065

APPLICATION CONFIRMATION

- I have read and understand the Grant Writing Support Application Guide including the eligible positions and ineligible positions / costs.
- I confirm that the information in this application is accurate and complete, including attachments.
- I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- I agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- I agree that information provided in this application form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants
- If approved for grant writing support funding, our organization agrees to submit a report by February 28 of the following year to verify the following performance measures for the program.
 - a. Pay stub(s) for the grant writer employee or invoice(s) for the contractor verifying a minimum of \$10,500 in wages and a minimum of 400 hours of employment.
 - b. Verification of \$200,000 grants applied for by the grant writer during the term of employment and approved calendar year (using Northern Development's template)
 - c. Verification of grants approved from those applied for during the term of the program.
 - d. Upon request, updates on funding applications made in prior years that was financially supported under Northern Development's Grant Writing Support program.

Name (organization signing authority)

Position / Title

Elizabeth Cumming

Acting chief administrative officer

COPY

57-11



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

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

Author: Elizabeth Cumming, Acting CAO
Date: February 7, 2022
RE: Community Works Fund – Use of Funds 2022

BACKGROUND:

The Community Works Funds (commonly referred to as the "Gas Tax Fund" by Council and staff), through the Union of British Columbia Municipalities (UBCM), is one of the main grants the community receives for funding its operations and projects.

The Community Works Funds are distributed by the Province through UBCM on set term periods, which are typically renewed but any unspent portion of a previous term are not carried forward but clawed back.

The funds for this grant are distributed annually to the municipality without application, with the municipality responsible for reporting on how the funding is used. The use of funding does have eligibility requirements.

DISCUSSION:

The funding term for the current amount of Community Works Funds that the municipality has expires at the end of 2022. As such, the municipality needs to spend these funds in total this year. If the funds are not expended, it will be clawed back and returned to the funding body. The municipality currently has \$179,487 of funding that it needs to expend. Staff are analyzing the budget to determine which projects, works and operations can utilize these funds.

One of the projects is the Sunset Park Revitalization project, which is funded through a CERIP grant. However, the quotes for those grants are now 2-years out of date, the costs of lumber and materials has greatly increased since, and it is expected that the actual costs of the works within the approved workplan will be higher. This is similar with other projects in the park as well, due to the delays in receiving approval for grant applications.

While staff and project leader are investigating potential application to Gwaii Trust, staff are seeking approval to a maximum of \$75,000 of the Community Works Fund for the various projects in Sunset Park that have been approved by Council. While pursuing additional grant funding through Gwaii Trust may be possible, the process to go through grant applications takes time and resources to undertake and the delay to project timelines would be particularly disruptive with the volume of projects that are being undertaken this year.

CONCLUSION:

Council approval is being sought for use of up to \$75,000 of the \$179,487 Of Community Works Fund that the municipality needs to expend this year.

STRATEGIC

(Guiding Documents Relevancy – Village Policies)

Utilizing available funding resources to their maximum potential for the provision of municipal operations and projects is for the benefit of the community.

FINANCIAL

(Corporate Budget Impact)

Up to \$75,000 of the available Community Works Fund balance can be utilized with the project, which helps ensure that all the funds are utilized within the year and ensure that the project expenses have a source of funding.

ADMINISTRATIVE

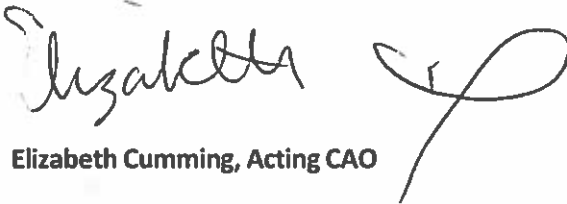
(Workload Impact and Consequence)

Permitting the Community Works Funding to be used for project overruns is more efficient, timely, and reduces staff workload than requiring to go through the grant application process. It also better works to ensure that project deadlines are met.

RECOMMENDATION:

THAT Council permits up to \$75,000 of the Village's Community Works Funds to be utilized for Council approved projects within the Sunset Park in 2022.

Respectfully submitted:



Elizabeth Cumming, Acting CAO

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The Village of
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"Gateway to the Wilderness"

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REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting CAO; Sean O'Donoghue, Public Works Superintendent
Date: February 7, 2022
RE: Kubuta Mower – Expenditure Approval

BACKGROUND:

The Village purchased a mower, a Kubuta model, from Avenue Machinery in 2018.

DISCUSSION:

In the years since purchase, the mower has had an issue with its computer system. The issue effectively makes the mower inoperable when it occurs, which severely hinders public works mowing operations. It takes time, and expense for repairs to be undertaken.

As the mower is under warranty (at this time, only partial), diagnostics and reset requires using the dealership's specialized equipment. When the issue first emerged, the dealership, very reluctantly, sent over their specialized equipment for staff to use and send back, but now they require the mower to be shipped over to them on the mainland when the issue arises, and shipping is at the Village's expense.

Public Works has become aware that the issue with the mower is developing into a known issue with the model in general and mechanics have identified that the issue will continue to occur and a permanent fix either is not possible or is not being pursued (the solution of resetting the computer only takes 15 minutes with their equipment). This was recognized by one of the dealerships staff reached out to looking at possible options with trade in, where they identified they could not offer a trade in value for the mower given the issue.

Public Works must send the mower to Avenue Machinery for the resetting and is exploring what further options Avenue Machinery could offer (they possibly may be able to offer a trade in value). Consideration when setting the 2022 budgets may be for inclusion of the cost of getting a new mower (one less computerized), which may be an expense of \$20,000 - \$35,000. Operational equipment expenses are typically not eligible under grants, but staff are exploring if there are grant options.

One of the other options to explore that public works has become aware of is the purchase of third-party equipment to work around the computer issue, so that the mower would be operable despite the issue. Public Works is still seeking more information on whether it is a viable option, but it may only cost approximately \$2,000 to obtain. Third-party work arounds would void the warranty, but the partial warranty only covers the resetting of the computer. The third-party work around would be a less costly option than potentially having to buy a replacement mower.

07-13

Given these issues with the main mower, Public Works would like Council approval to purchase a flail mower in the meantime so that mowing operations can be impacted less by the issue. \$12,000 was budgeted in 2021 for purchase of a flail mower, but that purchase did not occur due as expected. Approval is being requested to commit \$16,000 in the 2022 capital works budget for the purchase of the flail mower and potentially the third-party work around equipment for the main mower.

CONCLUSION:

Council approval is being sought for commitment of up to \$16,000 in the 2022 capital works budget for purchase of a flail mower and possible third-party equipment as a potential work around for the ongoing issue with the Kubuta mower.

STRATEGIC

(Guiding Documents Relevancy – Village Policies)

The mower is a key piece of equipment for Public Works, and the Village has substantial mowing activities that it undertakes.

FINANCIAL

(Corporate Budget Impact)

\$16,000 being budgeted into capital works for 2022 for flail mower and other mower equipment purchase.

ADMINISTRATIVE

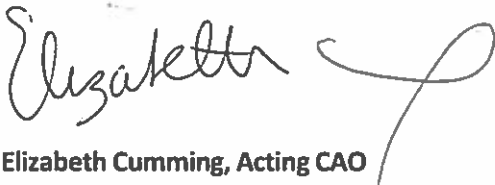
(Workload Impact and Consequence)

Significant Public Works time has been spent dealing with the mower issue. It would be more efficient and better for operational continuity to purchase the flail mower and explore the third-party equipment, rather than continuing through the cycle and expense of breakdown and sending the mower off for repair or going to the cost of complete replacement.

RECOMMENDATION:

THAT Council approves expenditure of up to \$16,000 for the purchase of a flail mower and mower equipment, and this expense be included in the 2022 capital works budget.

Respectfully submitted:



Elizabeth Cumming, Acting CAO

09-13



REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting Chief Administrative Officer

Date: February 7, 2021

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:

- Interim CAO Lemke's contract with the Village has concluded. CAO Dobson is expected to be in the office late February, in the meantime Deputy Clerk Cumming is Acting CAO.
- Work on draft bylaws and policies for Council adoption, as part of ongoing bylaw review project and operational needs.
- Working on amended agreement with Natural Resources Canada for use of space/electricity in Firehall with seismic monitoring equipment additions (add on to existing equipment).
- BC Hydro contractor reached out with permit application to identify they will be replacing some Hydro poles within community (date not yet identified; Public Works will in contact to identify location of pipes when they are here).
- The equipment for the Council Chambers Electronic Meetings project has arrived, project pending installation by IT contractor. Expected install mid-February.

Finance:

- Year-end rollover
- 2021 Audit will be conducted in-person this year, organizing date with Auditor (March/April).
- Regular financial operations
- Preparations for 2022 budget process: to keep on track, preliminary budget meeting sessions may start mid-February.

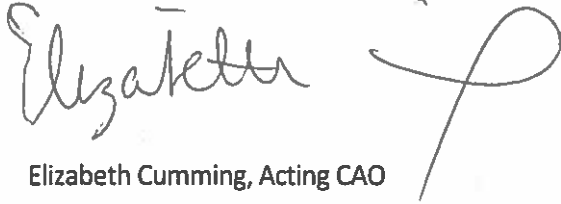
Public Works:

- Northern Health Authority has approved the engineered well 2 and 3 design/upgrade plan, subject to some of their own requirements and recommendations around water testing and proper disinfecting of new works before commissioning. Next step is electrical panel build and scheduling with certified well installer.
- Wastewater upgrade project is progressing, with first phase of clearing and hauling site prep underway. Hyland Fraser will update specific hauling schedule of rock for truck access as well as hauling logs to Ferguson Bay at the end of this week
- Materials for phase two of Froese lamp base install ordered and expected next week. Lack of availability of contractor install in a timely, reasonable manner has Public Works planning for in house install.
- Milder weather has enabled PW to do some trail maintenance as well as start early spring turf maintenance. e.g. aeration/seeding prep. Assisting volunteers with golf course improvements.
- Full record of 2021 sewer flow monitoring data and sewer effluent test results submitted to engineers for federal wastewater effluent reporting purposes. Deadline for federal reporting is February 14th.
- Public Works support of Sunset Trail/Birdtower upgrade project is ongoing. Expecting heavy materials (e.g. outhouse package) arriving via freight barge week of Feb. 13-20th.

R-1

- Spring Groundskeeping. Challenge exists in that we must send our main mower (Purchased 2018. Still under partial warranty) back to dealer for likely warranty repair. A decision may have to be made to trade it in/downgrade to a model with less complicated mechanical/computer equipment so that intermittent issues that require a proprietary dealer computer to remedy can be avoided in the future. This could have capital budget implications.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Elizabeth Cumming". The signature is written in black ink on a white background.

Elizabeth Cumming, Acting CAO

R-1

Mayors Report for February 7, 2022

Doug Daugert

The most notable event of the recent several weeks was the departure of Acting CAO Elsie Lemke. Thanks for her assistance in the transition period as we searched for a new CAO. Her experience and ability helped us to continue moving forward with our projects, and contributed to the effectiveness of our hard working staff.

Meetings attended:

January 18-Teleconference with Adrian Dix regarding new Covid cases, their effects on the Health Care system, and Provincial measures to control then spread of the virus in Northern BC. Many of the Mayors on the call expressed the frustration we are all feeling around restrictions dragging on over 2 years since this began, but we were urged to have patience and expect Provincial restrictions to be removed by summer. Many participants on the call were concerned with the mental health aspects of the restrictions being more severe than the virus, but health care officials said that within the medical system the effects of Covid were a huge challenge.

January 21-TEAMS meeting with the Northwest Regional Hospital District. In this meeting we examined and passed the first round of the 2022 budget, to be reviewed at a special meeting later this week. We also received updates on the Mills Memorial Hospital construction, and there was a lively discussion around recruitment for then smaller hospitals in the Northwest.. Several Board members felt their service areas were being "shorted" in deference to filling Positions in larger centers such as Prince George and Terrace. Ciro Panessa, CEO of Northern Health responded that services in all areas was his priority, and more was available now than ever in the past.

January 21-Zoom meeting with the North Coast Regional District. We had a long presentation from the North Pacific Cannery Society regarding their financial needs. In 2010 to 20125 the Federal Government declared the Cannery a Canadian Heritage site and invested several million dollars in repairs to the dock and wharf structures. Subsequently, they pulled out of continuing any funding, and have said they do not wish to maintain and/or restore the site. But it would be a huge burden to try and maintain an site that extensive on local property tax roles. Many of the buildings need new roofs, and in many cases repairs to the structure supporting and holding the roofs. Various options were discussed, and Port Edward and the Society are exploring possibilities. We also received the Housing Needs Assessment report for Areas A, C, D and E. I was not overly impressed with the report, as it ignored the unique characteristics of the different areas, and ignored existing restrictions we do not control such as the ALR

2-2

regulations, septic requirements, reconciliation goals and others. The remainder of the meeting was focused on updating service bylaws to support the various functions of the Regional District such as the Landfill costs and Sandspit water system and Tlell Fire hall and other similar services. One interesting item was a directive that all Municipal and Regional Governments now have to include end-of-life costs for assets, and include those costs in liabilities and allow for them in reserve funds. This has implications for our Village as well, and may add some work for staff.

January 22-Zoom meeting for the NCRD 2022 budget. Items that were lacking information were referred to round 2 for further discussion later in February, while items that the Board felt were fully explained and unlikely to change were referred directly to round 3. There were 34 items on the budget taking up 350 pages, but it was very clear and easy to follow then way it is organized, and only took a bit over 3 hours.

January 25-Emergency Management Commission meeting in Council Chambers. We received updated reports on Wildfire Training certification, discussed fire inspections for commercial businesses, and recruitment. Our next meeting is set for April 12.

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