



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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Web: [www.portclements.ca](http://www.portclements.ca)

7:00 PM Regular Meeting of Council, Monday, September 19<sup>th</sup>, 2022

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**  
M-1—September 6<sup>th</sup>, 2022, Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**  
C-1—REQUEST/INVITATION—Waste Reduction Week Proclamation—Jennifer Helman, Recycling Council of British Columbia
6. **FINANCE**
7. **GOVERNMENT**
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**  
R-1—INFO -- Regular Report on Current Operations – Acting CAO Cumming  
R-2—INFO— Sunset Park Projects – Project Manager Mushynsky
10. **ACTION ITEMS**  
A-1—Action Items List
11. **QUESTIONS FROM THE PUBLIC & PRESS**
12. **IN-CAMERA**  
90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:  
(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
13. **ADJOURNMENT**



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**Minutes of the Regular Meeting of Council, Tuesday, September 6<sup>th</sup>, 2022**

**Present:**

Mayor Doug Daugert  
Councillor Ian Gould  
Councillor Brigid Cumming

**Not Present:**

Councillor Kelly Whitney-Gould  
Councillor Kazamir Falconbridge

CAO Marjorie Dobson (by conference)  
Acting CAO Elizabeth Cumming

Members of the public: Gloria O'Brien (Delegation, O'Brien Road & Bridge Maintenance Ltd), Scott Cabianca (Delegation, O'Brien Road & Bridge Maintenance Ltd).

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

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

**1. ADOPT AGENDA**

2022-09-213—Moved by Councillor Cumming, seconded by Councillor Gould  
THAT Council adopts the September 6<sup>th</sup>, 2022, Regular Council Meeting Agenda as presented.  
**CARRIED**

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

D-1—Request for Usage of Rainbow Wharf -- Gloria O'Brien, Scott Cabianca, O'Brien Road & Bridge Maintenance Ltd.

**3. MINUTES**

M-1—August 15<sup>th</sup>, 2022, Regular Council Meeting Minutes  
2022-09-214—Moved by Councillor Cumming, seconded by Councillor Gould  
THAT Council adopts the August 15<sup>th</sup>, 2022, Regular Council Meeting Minutes and the August 29<sup>th</sup>, 2022, Special Council Meeting Minutes as presented.  
**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION—August Board Highlights – North Coast Regional District  
C-2—INFORMATION – Summer Newsletter-- Child Care Resource and Referral, Island Wellness Society  
C-3—INFORMATION—Proposed Cannabis 'Farm-Gate' Sales Program – Liquor and Cannabis Regulation Branch  
C-4—INVITATION/STAKEHOLDER ENGAGEMENT – Heritage Conservation Act Transformation Project – Joint Working Group on First Nations Heritage Conservation  
2022-09-215—Moved by Councillor Cumming, seconded by Councillor Gould  
THAT Council receives C-1, C-2, C-3, and C-4 for information.  
**CARRIED**

M-1

C-5--INVITATION/STAKEHOLDER ENGAGEMENT – Controlled Wood Stakeholder Consultation – KPMG Forest Certification Services Inc

2022-09-216—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council receives the invitation/stakeholder engagement for the controlled wood stakeholder consultation of KPMG Forest Certification Services Inc for information.

**CARRIED**

**6. FINANCE**

**7. GOVERNMENT**

G-1— Respect in the Workplace Policy – Acting CAO Elizabeth Cumming

2022-09-217—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council adopts *Respect in the Workplace Policy No. 10, 2022*, as presented.

**CARRIED**

G-2— New Additions to Draft Terms of Reference for Table - Haida Gwaii Protocol Table

2022-09-218—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council receives the Draft Terms of Reference for the Protocol Table from the Haida Gwaii Protocol Table for discussion.

**CARRIED**

2022-09-219—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council direct their representative to bring the suggested changes identified by staff and Councillor Cumming of the current TOR draft to the next Protocol Table meeting.

**CARRIED**

G-3—Request for Usage of Rainbow Wharf – O’Brien & Fuerst Road & Bridge Maintenance Ltd.

2022-09-220—Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council directs staff to contact MIABC to determine what conditions would be required of the Village’s insurance and the O’Brien’s insurance to accommodate a one-time unloading of salt as per O’Brien’s request, and to ask staff to expediate the matter.

**CARRIED**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

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

*Mayor Daugert: On August 19<sup>th</sup> drove to Terrace for the tour of construction site of St. Mills Hospital – which is on schedule and on budget according to engineers. Toured around outside and then were shown detailed 3d drawings (incredible level of detail: piping, control wiring, electrical). They identified that they had 200 people working onsite and 250 people working offsite for the project (engineers, designers, and prefabrication). They had to build a special storage for materials to purchase them in advance and stockpile, as well as most equipment (recognized that they may not be available later); doubt that they will have the same ability to get things done on schedule and on budget with St. Pauls in a year. Attended a Northern Health Meeting in Terrace, which was a long discussion on doctor recruitment, particularly in Terrace. However, they were informed that Terrace was not the centre, and that Prince Rupert, Haida Gwaii and other places needed to maintain their staff and equipment, and attention was needed for that level of recruitment. Haida Gwaii has particular concerns due to lack of service provision (cancer treatment, ambulance services, etc). Attended Regional District Meeting in evening. Attended Protocol Meeting on August 24<sup>th</sup>, 2022 with a presentation from the Central Coast. They would like to work with us on our ambulance and emergency services file as they had the same problems and with being a coastal area and coastal first nations it would be useful for both our causes to work together.*

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*Other half of meeting was the terms of reference for the Protocol Table. Attended Special Council Meeting on August 29<sup>th</sup>. On August 30<sup>th</sup> had a meeting with Ciro Panessa, Chief Operating Officer of the Northwest Health Service Delivery Area, and Julia Pemberton, Health Service Administrator for Prince Rupert and Haida Gwaii with Northern Health. Did not go over staffing issues and services, only mentioned, mainly discussed problems facing their entire planning on modelling and the weaknesses of modelling – with the underlying assumptions, which are influenced by what they have done rather than the actual need, modelling can also not account for the unexpected. Ciro is aware of the criticisms of modelling, he did see some of the weaknesses with the COVID modelling and he identified that the healthcare system will be dealing with impacts on children and youth from the isolation and extra demands on them for years to come, but he said it was still doable and if they had to do it again, he would do the same thing as far as restrictions, as he could not imagine what the situation would be like if the health care system was allowed to collapse – they were close. It was worth the pain to maintain the functionality of the system. On August 31<sup>st</sup>, went to Daajing Giids for the restoration ceremony and dinner, where he was sat next to the head of BC Ambulance, so he got to reiterate his complaining about BC Ambulance and its dysfunctionality all over again. Could only repeat it so many times before regressing into other subjects. Restoration ceremony had provincial and national coverage; ceremony was well done. Roughly 100-200 people (closer to 200). The George Brown Recreation Centre was packed for the reception. Hugely received by the senior levels of government as a huge step for reconciliation. His understanding that following Haida protocol you need a potlach to solidify it, paid with dinner for witnessing the important agreement.*

*Councillor Cumming: Attended Special Council Meeting on 29<sup>th</sup>. People can book their booster shots with the community nurse in Masset, they usually have them on Tuesdays.*

*Councillor Gould: Nothing to report.*

2022-09-221—Moved by Councillor Cumming, seconded by Councillor Cumming  
THAT Council receives the written and verbal reports from Council and Staff  
**CARRIED**

**10. ACTION ITEMS**

A-1—Action Items List

**11. QUESTIONS FROM THE PUBLIC & PRESS**

**12. IN-CAMERA**

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

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

2022-09-222—Moved by Councillor Cumming, seconded by Councillor Gould  
THAT Council moves in-camera as per section 90(1)(a) of the *Community Charter* at 8:19 PM.  
**CARRIED**

*Rise & Report from In-Camera*

THAT Council has appointed Ruth Bellamy and Lauren Williams as Vibrant Community Commission members for a one (1) year term.

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- 13. ADJOURNMENT**  
2022-09-223—Moved by Councillor Cumming  
THAT Council adjourns this meeting at 8:26 PM  
CARRIED

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Mayor Doug Daugert

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Acting CAO Elizabeth Cumming

M-1

## Elizabeth Cumming

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**From:** Jennifer Helman <jennifer@rcbc.ca>  
**Sent:** September 1, 2022 11:00 AM  
**Subject:** Proclaim Your Support for Circular Economy Month in Canada!  
**Attachments:** Circular-Economy-Month-Proclamation-Certificate.docx; Circular-Economy-Month-Proclamation-Certificate.pdf

### Proclaim Your Support for *Circular Economy Month* in Canada!

Each year the [Recycling Council of British Columbia](#) organizes BC's involvement in observing Waste Reduction Week (October 17th through 23rd, 2022) in Canada. This year, the [Circular Innovation Council](#) has expanded the campaign to recognize **October 1st through 31st, 2022** as Canada's very first [Circular Economy Month!](#)

Since 2001, hundreds of organizations and municipal governments in BC and across the country have proclaimed **Waste Reduction Week** in Canada. To continue to demonstrate your commitment and recognition of preserving our natural resources, reducing greenhouse gas emissions, supporting local economies, and protecting our environment, we ask that you proclaim October 1st through 31st, 2022 **Circular Economy Month**.

Each week of October will focus on introducing a different concept of the Circular Economy, with the third week of the month remaining **Waste Reduction Week**:

- Week 1 - October 1-9: Introducing the Circular Economy
- Week 2 - October 10-16: Environmental Benefits of the Circular Economy
- Week 3 - October 17-23: Waste Reduction Week
- Week 4 - October 24-31: Social and Economic Benefits of the Circular Economy

We hope your council will take this opportunity to join and show your support to this newly expanded campaign that will continue to engage millions of Canadians each year.

Please join RCBC in proclaiming October 1st through 31st, 2022 as **Circular Economy Month**.

I have attached a sample Proclamation for your convenience. Of course, you are free to use your own Proclamation format if you prefer.

Completed Proclamations can be emailed, faxed or mailed as per the contact information below. Thank you for your continued support of this important event!

Kind Regards,

Jennifer

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Jennifer Helman  
Technical and Special Projects Coordinator  
Recycling Council of British Columbia

[Organization / Municipality Name]

hereby declares

# Circular Economy Month

## October 1-31, 2022

We commit to waste reduction, resource conservation, and community education for sustainable living. We recognize that losing waste to disposal and as litter are local and global threats to the environment. We will take action to reduce our waste and support the circular economy.

[Enter Representative name, title]

Name, Title

[Insert representative signature]

August 10, 2022

Signed

Date



Insert your logo here, if desired



## REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting Chief Administrative Officer

Date: September 19<sup>th</sup>, 2022

RE: Regular Report on Current Operations

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### BACKGROUND:

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

### DISCUSSION:

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

#### Administration:

Currently administration is at a reduced capacity with staff being away, however, there will be normal capacity by the end of September. On September 15<sup>th</sup> & 16<sup>th</sup> the Village Office required reduce hours due to reduced capacity.

**WorkSafe BC:** The staff continues to work on orders to be in compliance with the requirements of WorkSafe BC. We have been updated that our efforts towards compliance have resulted in nine (9) of the orders being deemed as now being complied with out of the sixteen (16) issued orders. Staff continue to work on compliance for the remaining orders, with a current compliance deadline of the end of September.

**The Official Community Plan (OCP):** Preparatory work leading up to the formal community engagement continues.

**Local Government Elections:** A sufficient number of nomination packages were received on September 9<sup>th</sup>, so extension of nomination period was not required. Candidates have until 4:00 PM September 16<sup>th</sup> to withdraw their candidacy if they wish. Declaration of Election (voting/acclamation) is planned to be released on September 19<sup>th</sup>.

#### **Critical Infrastructure:**

**Sewage Lagoon-** The construction phase of the project continues to be hampered by the Coastal Fire Centre burning prohibition which is expected to be lifted in October.

**Water System Upgrade-** Well # 3. We were informed that the potential delivery date for materials to construct the panel for well # 3 is September 2022.

#### **Finance:**

Financial operations proceeding as usual. Accounts payable, accounts receivable and payroll along with government tax payments, GST rebate filing and meeting grant reporting requirements. Our investments with Northern Savings Credit Union are being considered for renewal due to the rise in interest rates and the office has yet to hear back on if they will give

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us the option of investing in their Harvest Terms early. The Harvest Terms are scheduled to open from October to December.

**Other Projects:**

**Computer Equipment Replacement:** Physical hardware of office computers and server rollover occurred over long weekend of July, backend rollover continues but is largely complete with system manual and last finishing elements expected to be received and completed by end of September.

**Golden Spruce Trail Extension Study:** Meetings with stakeholders were organized and undertaken with some follow-up meetings being organized. Onsite visit to consultants occurred September 14<sup>th</sup> – 18<sup>th</sup>.

**Community Park Improvement:** Public Works has been working on the tennis court resurfacing.

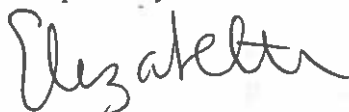
**Sunset Park & Trail Improvement Projects:** Work continues on these projects. Project Manager provided separate update report for Council.

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

**Public Works**

- o Progressing on resurfacing sports court. Aided by dry fall weather. All resurfacing materials have been received.
- o Sandbox structure at Community Park scheduled by contractor for Oct 9 - Oct 24. Materials are in storage on island.
- o Support of Sunset bridge and bird tower improvements ongoing.
- o Boat launch yard improvements and Coast Guard spill response sea can placement has been completed.
- o PW Yard project stalled due to unexpected absence of contractor preparing to freight 50,000lb concrete lock blocks. Alternative method being considered for next week.
- o Ongoing preparations for winter road maintenance.
- o Some progress being made with Worksafe BC compliance orders. Compliance achieved on some, and extensions on all others have been granted
- o Preparations underway to facilitate Department of Fisheries and Oceans-Small Craft Harbours major upgrade to our facility. DFO-SCH have awarded a contract for entire redecking of fixed approach and some float repairs. Public Works facilitating with target date of mid-October.

Respectfully submitted:



Elizabeth Cumming, Acting CAO

R-1

## REPORT TO VILLAGE OF PORT CLEMENTS COUNCIL

FROM: KIM MUSHYNSKY

### REGARDING THE SUNSET PARK PROJECTS

As of September 8, 2022

There were 3 grants related to the Sunset Park upgrades.

The first grant, CERIP for \$269,746 deals mainly with the bird tower upgrades and brushing to open the area up. At this point \$56,788 has been expended. This covered the danger tree assessment, danger tree removal, brushing and widening of trail to the bird tower and the engineering report in regards to the bird tower. There is \$212,958 remaining in this grant. Hopefully work on the bird tower will commence in October. Deadline for this grant is March 31, 2023 and we need to advise the province if we are less than 80% complete as of December 31, 2022. Council has approved some additional funds which can be used to deal with the support beam that was identified by the Engineer. The timeline on this grant is somewhat concerning at this point in time.

The second grant is the Gwaii Trust tourism advocate grant for \$51,515. Approximately \$5400 remains in this budget and \$4800 of that is to cover finalizing the website and creating posts for twitter and facebook for 2023 following the launch of the website. The remaining grant was spent on the outhouse, gazebo, benches, picnic tables, change room and some items for St. Mark's for eventually opening that venue. The website should be available for first review in late October and finalized by the end of November. The deadline for this grant is December 31, 2022 and an 80% completion report has already been submitted to Gwaii Trust. I have no concerns on the successful completion of this project.

The final grant is the Community Development grant for \$99,951. The main component of this grant is the replacement of the bridges in the park. At this point in time 4 of the 9 bridges are completely done and a couple more bridges are partially complete and most of the lumber for the remaining bridges has been cut to size. We have \$83,544 remaining in the budget. The deadline for this grant is March 31, 2023 and I have no concerns that this grant will be successfully completed on time and within budget.

I will submit another update in late October.

Sincerely,

Kim Mushynsky – Project Manager



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

<u>Action #</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A-1	02-05-2022	Donations Policy #11	Staff	Council directed staff to pursue updating Donations Policy #11 to include process for when donations are requested from the Village; identified as something that can be brought back for council consideration later in the year (ex. fall)
	13-09-2022			finished drafting policy; sent to casual legal services for review. Potentially will be on October 3rd Agenda