



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

7:00 PM Regular Meeting of Council, Monday, October 3rd, 2022

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**
M-1—September 19th, 2022, Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1—INFORMATION—September Board Highlights – North Coast Regional District
C-2—INFORMATION—2023 Budget & updates – Vancouver Island Regional Library
C-3—REQUEST/INVITATION – Celebrate Foster Family Month – Minister Mitzi Dean, Ministry of Children and Family Development
6. **FINANCE**
7. **GOVERNMENT**
G-1—Donations Policy No. 11, 2022 – Deputy CAO Cumming
G-2—3rd Quarter 2022 Strategic Plan Progress Report – CAO Marjorie Dobson
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
R-1—INFO -- Regular Report on Current Operations – CAO Marjorie Dobson
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;
 - (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, Monday, September 19th, 2022

Present:

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

Not Present:

Councillor Ian Gould

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Kaitlyn Bailey (Haida Gwaii Observer),

Meeting Called to Order at 7:02 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

2022-09-224—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council adopts the September 19th, 2022, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—September 6th, 2022, Regular Council Meeting Minutes
2022-09-225—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council adopts the September 6th, 2022, Regular Council Meeting Minutes as presented.
CARRIED

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
2022-09-226—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council receives the Waste Reduction Week Proclamation information from Jennifer Helman, Recycling Council of British Columbia.
CARRIED

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

M-1

Mayor Daugert: *North Coast Regional District meeting with the main issue being discussed about the Solid Waste Management Plan for Prince Rupert and Haida Gwaii. Extensive document, with projected cost scenarios. Money from the Gas Tax Fund was allocated for new water wells for Sandspit as they are running low on water (barely keeping up running their two wells 24/7 during the dry periods in summer). They have also allocated money to train a helper who will be able to take over the operation as their current manager, who has managed the water for 30 years, is getting to retirement age. UBCM was quite a disappointment, as this time it was entirely in person and he had no opportunity to attend electronically – North Coast Regional District tried to use one of their phones to let him into the meeting and it did not work. A let down that they went from entirely electronic to entirely in-person, but there may have been concerns of confidentiality, etc, or the rooms in Whistler were not adequately provisioned for it. Would have liked to hear response on health, forestry and transportation/infrastructure (regarding highways and ferries) files, which are all important to us. Has electronic regional district meeting in 2-3 weeks before the end of term. Mayor Daugert also thanked Council for this term, identifying that it was very helpful and good to have a supportive Council that wanted to get business done, though there have been different options and views Council has been able to work together effectively as a team.*

Councillor Whitney-Gould: *Vibrant Community Commission has organized their meeting for Wednesday so they can get up and get going. New Council will appoint the new Council representative for the Commission in November, and the Commission will appoint a new Chair at that time as she is stepping away.*

Councillor Cumming: *Has not had any Council related meetings. The death of Queen Elizabeth II occurred.*

Councillor Falconbridge: *Nothing to report except that he has medical matters upcoming.*

2022-09-227—Moved by Councillor Whitney-Gould, seconded by Councillor Cumming
THAT Council receives the written and verbal reports from Council, staff, and consultant.
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:

- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

2022-09-228—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould
THAT Council moves in-camera as per section 90(1)(i) of the *Community Charter* at 7:32 PM.
CARRIED

13. ADJOURNMENT

2022-09-229—Moved by Councillor Falconbridge
THAT Council adjourns this meeting at 8:07 PM.
CARRIED

Mayor Doug Daugert

CAO Marjorie Dobson



Board Highlights

September 22, 2022

Board Business:

1. The Board resolved to appoint Mysti Bateham, Peter Fleck, Civa Gauthier, and Kelsey Kircheldorf to the Moresby Island Advisory Planning Commission.
2. The Board resolved to enter into a Last Mile Network Infrastructure Partnering Agreement with Citywest.
3. The Board resolved to allocate \$49,500 in gas tax funds toward the Citywest Partnering Agreement for connectivity in Oona River.
4. The Board resolved to allocate \$10,000 towards the Civic Address signage rebate program in Electoral Area D.
5. The Board resolved to write a letter of support for the Old Massett Village Council's Zero Waste Management Program funding application to Gwaii Trust.
6. The Board approved the draft solid waste management plan to be released for public consultation. Consultation will take place this fall. Please see the NCRD website for more information: www.ncrdbc.com/swmp.
7. The Board authorized \$10,000 in reserve funds to be used to complete well drilling in Sandspit.

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

C-1

Elizabeth Cumming

Subject:

FW: Vancouver Island Regional Library 2023 Budget Adopted

From: Mariah Patterson <MPatterson@virl.bc.ca>

Sent: September 27, 2022 11:35 AM

To: [redacted]

Subject: Vancouver Island Regional Library 2023 Budget Adopted

Good Morning,

Re: Vancouver Island Regional Library 2023 Budget Adopted!

On behalf of the Board of Trustees of Vancouver Island Regional Library (VIRL), I am writing to inform you the Board adopted the [2023 Budget](#) at its September 24 meeting, with a total budget of \$33,140,504 for 2023. Municipal and regional levies will contribute \$27,501,775 to the library budget, an average increase of 8.10% over 2022. The Budget was supported by 86% of Trustees in attendance. For quick facts and information, please see our [2023 Budget-at-glance](#).

With costs rising everywhere, these are challenging times for organizations, governments, families, and individuals in every corner of VIRL's service area. I truly believe now more than ever is the time to commit to investing in our libraries. After all, libraries ensure equitable access to technology, educational materials, children's resources, and so much more, no matter your circumstances or challenges. As always, I am proud to lead a Board that was able to deliver a budget that will not compromise on service, and affirms our confidence in and commitment to our world-class library system.

VIRL delivers tremendous economies of scale and significant returns on investment, by working with 38 local governments across a 42,000 km² service area. The library offers accessible, cost-free spaces in 39 communities, and access to downloadable content, books, movies, music, technology and regular events, as well as a Books by Mail service.

"Like so many other sectors, libraries have seen significant increases in the costs to deliver our critical services," says Joel Adams, VIRL's Director of Finance. "With 97% of our costs fixed, there is little room for us to shave our budget without negatively impacting our services. I would like to thank our Board of Trustees for recognizing the return-on-investment libraries provide to our communities, for their tireless support of our library system, and for approving a budget that allows us to maintain the service levels our communities expect from us."

Budget 2023 confirms VIRL's commitment to going permanently fine-free, to ensure the broadest community access to the library's collections and services. Budget 2023 also reflects VIRL's projected economic operating conditions, including high inflation, increasing demand for services, supply chain challenges, regulatory pressures and the increasingly complex operating realities in the communities we serve.

In early 2023, VIRL will begin implementing its new strategic plan. All are invited to participate in the Strategic Planning process – please visit <https://virl.bc.ca/strategic-plan/> for more information.

Sincerely,



Gaby Wickstrom
Chair, VIRL Board of Trustees

Sent on behalf of Gaby Wickstrom, Chair, Vancouver Island Regional Library Board of Trustees.



Mariah Patterson
Executive Assistant
Vancouver Island Regional Library
Phone: 250-729-2310
Email: mpatterson@virl.bc.ca
Web: virl.bc.ca

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A handwritten mark, possibly initials or a signature, located in the bottom right corner of the page.

CAO

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: September 27, 2022 4:04 PM
To: CAO
Subject: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL
Ref: 271626

Village of Port Clements
E-mail: cao@portclements.ca

Dear Mayor and Council:

For 32 years, British Columbians have taken **October to honour** the caregivers in British Columbia that have dedicated themselves to some of this province's most vulnerable children and youth. I am pleased to announce that, once again, this October will be declared Foster Family Month in British Columbia.

This month is about celebrating and honouring caregivers and foster families that have stepped up to help children and youth who are experiencing hardship. The role foster families play in the lives of young people and the contribution they make to their communities is vital to helping children and youth reach their full potential. The impact that they have on the young people in their care will last a lifetime, from stepping up to become a mentor, advocate, and friend, to providing a nurturing and safe home, and responding to each unique situation with love and support. As Minister of Children and Family Development, I wish to express my sincere gratitude for the warmth and dedication that these caregivers and foster families have shown to the children and youth in their care.

Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a foster caregiver is. I encourage you to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia.

On behalf of the Government of British Columbia, thank you for your continued support in recognizing foster caregivers.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:



Client Relations Branch
Executive Operations
Ministry of Children and Family Development

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

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REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: October 3rd, 2022
RE: Donations Policy

BACKGROUND:

Council directed staff to redevelop the Village's donations policy to include a process for when donations are requested from the Village.

DISCUSSION:

Staff have drafted an expanded Donations Policy that outlines processes for both when donations are requested from the Village or received by the Village.

This draft policy had a quick review by casual legal service (CLS) which identified suggested wording be included/minor changes, which were incorporated into the draft, but otherwise identified that the policy does a good job of not binding the Village with overtly prescriptive/rigid language.

Any budgetary figures or number values in the draft policy are recommended values by staff but also serve as placeholders; it is Council's discretion to accept these values or change them to different amounts. However, it is recommended that the amounts be limited to smaller monetary values, with larger value requests being limited as grants under the Village's *Community Grants Policy No. 22, 2019*, which has more accountability procedures (such as financial reporting) and other conditions to ensure that the money is being specifically used as intended.

CONCLUSION:

Staff have prepared a draft Donations Policy for Council's consideration for adoption.

STRATEGIC

(Guiding Documents Relevancy – OCP, Community Charter)

A policy that clearly outlines how donations are handled is good practice – it ensures procedural fairness when it comes to applications, but it also better serves to ensure that the *Community Charter*, and other application legislation, is being upheld in the Village's practices.

FINANCIAL

(Corporate Budget Impact)

In the current policy draft there would be a cost of \$1,000 budgeted annually to go towards donations. If Council changes the values identified in the policy, then the budget impact will change accordingly. The Village is responsible to ensure that its resources, including financial resources, are appropriately managed to prioritize the Village's needs.

ADMINISTRATIVE

(Workload Impact and Consequence)

Administrative staff time is spent updating and implementing policy.

RECOMMENDATION:

THAT Council adopts *Donations Policy No. 11, 2022*, as presented.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

Village of Port Clements

Donations Policy

Policy No. 11, 2022

Adopted: October XX, 2022
Reviewed: October XX, 2022
Next Review: October 2023

Replaces all prior Donations Policies

1.0 DEFINITIONS

Donation: A free and unrestricted contribution that may be received by the Village or requested from the Village. In this policy "donation" will specifically refer to a free and unrestricted financial contribution, a gift in cash, with "in-kind donations" being used to refer to free and unrestricted non-financial contributions.

In-Kind Donation: Also known as a gift-in-kind, is a free and unrestricted non-financial contribution that may be received by the Village or requested from the Village.

Grant: A financial contribution that is restricted for a specific purpose with specific terms and conditions to be met. The Village handles grants through its *Community Grants Policy No. 22*.

Not-for-Profit Organization (NFP): Describes a type of organization that does not earn profits for its owners. All the money earned by or donated to a NFP organization is used in pursuing the organization's objectives and keeping it operational.

Representative: The designated individual of the applicant responsible for managing the funds on behalf of their organization or group and may be liable in the case of misuse of funds.

2.0 OBJECTIVE

To set guidelines for how donations and in-kind donations received or requested, are handled by the Village of Port Clements. Nothing in this policy is intended to in any way modify statutory requirements under the *Community Charter* or other applicable legislation and this policy shall not be applicable in any instance where it is inconsistent with such statutory requirements or authority.

3.0 SCOPE:

This policy is specifically for donations and in-kind donations that are being made to or requested from the Village of Port Clements as an organization, outside of circumstances where the Village has specifically requested or invited such requests (ex. the Village sent a request to another organization requesting a donation or contribution to a Village event/activity).

The Village does not permit donations and in-kind donations to be made through the Village that are intended for individual staff and Council members to personally receive and benefit from, nor may applications received by the Village for donations and in-kind donations be directed or intended for individual staff and Council to personally fulfill the request.

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4.0 RECEIVED BY THE VILLAGE

The Village is open to receive donations and in-kind donations from individuals, businesses or organizations that may be given or bequeathed to the Village.

4.1 In general, on receipt of a donation or in-kind donation, the Village will:

- (a) Provide an income tax receipt for all donations and in-kind donations if requested
- (b) Record all information pertaining to the donations and in-kind donations using the form in Appendix A, including pictures for in-kind donations if they are a material object or structure. The Port Clements Historical Society may request and receive a copy of this record regarding in-kind donations received by the Village for their museum after the completed installation of said in-kind donation.

4.2 However, the Village reserves the right to not accept a donation or in-kind donation for any reason. In particular, the Village may choose not to receive a donation or in-kind donation out of consideration for, but not limited to:

- (a) Potential contravention, or the appearance of contravention, of legislation regarding conflict of interest and undue influence
- (b) Potential impact on the Village's operations and burden to maintain or handle
- (c) Costs that may be incurred on the Village in association to the donation or in-kind donation.

In situations where it may be in the Village's best interest to not accept the donation or in-kind donation the Chief Administrative Officer will bring the matter of the donation to Council for consideration.

4.3 In-kind donations have further guidelines that will be followed:

- (a) in-kind donations are not intended to be received at significant cost for the Village to install and maintain.
 - (i) the donor will be required to pay for all the cost of installation and maintenance of the in-kind donation unless the Village otherwise agrees in writing to pay the cost, and only where such cost is accounted for in the Village's budget.
 - (ii) the Village does not intend to keep donations permanently except at its discretion and only agrees to keep received in-kind donations until they have deteriorated. The Village does not agree to substantially maintain or replace received in-kind-donations after their deterioration except at its discretion.
 - (iii) The Village reserves the right to remove in-kind donations for any reason, which may include, but is not limited to, reasons of need for repairs (deterioration), unsightliness (including vandalism), and public safety concerns.
 - (iv) Within the first five (5) years of installation of the in-kind donation, if the Village is considering the removal of an in-kind donation the donor will be notified in writing of the intended removal, and, in the case where the removal is out of consideration of need for repairs or unsightliness, the donor will be given an opportunity to bring the in-kind donation back to its original condition or fix the issue at the donor's cost. This offer will have a set expiry of sixty (60) days for the donor to consider and notify the Village of acceptance of the offer. If the offer is accepted, the donor will have thirty (30) days to take action to restore/fix the in-kind donation.

(b) for the in-kind donation of structures (such as commemorative benches) the Village is to provide an appropriate commemorative plaque, which at the time of deterioration of the structure, will be removed from the structure and re-installed on the back of a pew at St. Mark's church.

(c) While the donor is to be consulted concerning the installation of the in-kind donation, the final decision for any aspect, including but not limited to site location, is with the Village.

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5.0 REQUESTED FROM THE VILLAGE

The Village is open to consider requests for donations and in-kind donations from Not-for-Profit Organizations or registered charities that operate locally on Haida Gwaii, with priority for consideration given to Not-for-Profit Organizations that provide services directly within Port Clements.

The Village expressly will not consider request for donations and in-kind donations from individuals, businesses or organizations that are for-profit, or from Not-for-Profit Organizations or registered charities that do not normally or regularly operate locally on Haida Gwaii.

5.1 Requests for donations:

- (a) The total budget each year the Village has for donations is \$1,000, and funds may only be expended until that budget is reached.
- (b) NFPs and registered charities that operate locally on Haida Gwaii can request up to a maximum of \$250 per year, but it is Council's discretion to award any value up to the maximum permitted or to not donate for any reason. NFPs and registered charities that provide services directly within Port Clements can request up to \$500 per year but it is Council's discretion to award any value up to the maximum permitted or to not donate for any reason.
- (c) NFPs and registered charities are required to complete the application form Appendix B and are also required to provide proof of their non-profit status or registered charity status with the submission of their application form.
- (d) NFPs and registered charities that have applied under the Village's *Community Grant Policy* are not eligible to apply for or receive a donation under this policy in connection to the activity/project identified in their application submitted under the Village's *Community Grant Policy*.
- (e) NFPs and registered charities may only submit one application per year calendar year for requests for donations, and they must submit a new application each year.

5.2 Requests for in-kind donations:

- (a) for the purposes of this policy, the Village limits requests for in-kind donations to the use of Village property or equipment that have real value and are normally available to the public at rental cost, and to not permit requests for in-kind donations for the giving of art, valuables, equipment, or property. This, however, is not intended to limit the Village, at its discretion, from giving in-kind donations of art, valuables, equipment, or other property to a registered charity or NFP if it is in the process of disposing of such items due to its own operational or other considerations.
- (b) generally, where the in-kind donation is the waiving of rental fees for use of the Village property and equipment that are normally available for rent, a rental agreement form must still be completed as all other obligations normally under the rental agreement will persist, including any janitorial fees or costs for damages that may be incurred through use of the rental property or equipment.
- (c) NFPs and registered charities are required to complete the application form Appendix C and are also required to provide proof of their non-profit status or registered charity status with the submission of their application form.

Mayor Doug Daugert

CAO Marjorie Dobson

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Village of Port Clements

APPENDIX 'A', POLICY 11

REQUEST FOR DONATION APPLICATION FORM

Applicant Information

Name of Organization:	
Representative/Contact: (first and last name)	
Phone Number:	
Email:	
Street Address:	
Mailing Address:	

All fields of the application information are required to be completed

Please select organization type:

- Registered Charity**
 Not for Profit Organization

Applications must provide documentation with their application that confirms that they are a registered charity or not for profit organization. Accepted documentation includes documentation provided by provincial or federal government in Canada (ex. such as being on the government of Canada's list of registered charities).

Request Information

Amount Requested (\$CAD)	
---------------------------------	--

Is this donation for a specific purpose outside of general operations?	
Have you applied for a grant through the Village's <i>Community Grants Policy No. 22</i>?	
Do you operate (provide services) locally in Port Clements?	
Do you operate (provide services) on Haida Gwaii?	
Have you received donations or in-kind donations from the Village in the past? If yes, when, what, and how much?	

As the representative/contact person for the request, I confirm that the information provided on this application form is complete and accurate to the best of my abilities and knowledge.

Date: _____

Signature: _____

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Village of Port Clements

APPENDIX 'A', POLICY 11

REQUEST FOR IN-KIND DONATION APPLICATION FORM

Applicant Information

Name of Organization:	
Representative/Contact: (first and last name)	
Phone Number:	
Email:	
Street Address:	
Mailing Address:	

All fields of the application information are required to be completed

Please select organization type:

- Registered Charity**
 Not for Profit Organization

Applications must provide documentation with their application that confirms that they are a registered charity or not for profit organization. Accepted documentation includes documentation provided by provincial or federal government in Canada (ex. such as being on the government of Canada's list of registered charities).

Request Information

Description of request: _____

Is this in-kind donation for a specific purpose?	
Have you applied for a grant through the Village's <i>Community Grants Policy No. 22</i>?	
Do you operate (provide services) locally in Port Clements?	
Do you operate (provide services) on Haida Gwaii?	
Have you received donations or in-kind donations from the Village in the past? If yes, when, what, and how much?	

This form is not the Village's rental agreement form, nor does it constitute a rental agreement form. Applicants must request the separate applicable rental document(s) from staff, complete and submit them, and any other required documentation, before a rental is confirmed, even if in-kind donation is awarded by Council to cover the rental charge that is normally applicable.

As the representative/contact person for the request, I confirm that the information provided on this application form is complete and accurate to the best of my abilities and knowledge.

Date: _____

Signature: _____

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**Village of Port Clements
Donations of Gifts Policy
Policy No. 11, 2015**

COPY

Prepared by Deputy Clerk/Treasurer Sharon Ferretti
Adopted: JULY 6, 2015

Last Reviewed: August 16, 2021
Next Review: August, 2023


Policy: It is the policy of Council to provide a means for individuals, businesses or organizations to make donations of funds, outside structures and benches or plant items to the Village for the enhancement of the Village.

Background: From time to time the Village of Port Clements receives inquiries from various sources requesting to donate or bequeath to the Village on behalf of themselves or a deceased relative, benches or funds for the purchase and install as a special commemorative gift.

Goal: It is the goal of this policy to accept outside structures and benches, plant or monetary donations for the enhancement of the Village, and when deemed applicable, to clearly set out where the maintenance and responsibility of liability rests.

Objectives: To set guidelines for the acceptance of donations in the form of outside structures and benches, plant or monetary gift items, and to clarify the responsibility of any maintenance/upkeep of the donation.

1. To accept donations from donors in the form of outside structures and benches, plant or monetary value, who wish to contribute to the enhancement of the Village.
2. That the Village will take a picture of the donated item and record all information pertaining to the donation. This record is then to be submitted to the Port Clements Historical Society (museum) within thirty (30) days of the completed donation being installed for the Village's enjoyment.
3. That the Village is to provide an appropriate commemorative plaque, which at the time of deterioration of the donated item, will be removed and re-installed on the back of a pew at St. Mark's church.
4. That the Village is to issue an income tax receipt for all donations if requested.
5. That the donator be in consultation with the Village concerning installation of the item.
6. To limit the final decision on site location and the style of structure, bench or type of plant, to the Village.
7. To provide a line item in the Public Works Budget to provide funds to assist with the installation of the donated item to the Village under this policy.
8. That at the onset of needing repair or attention concerning unsightliness to include vandalism, and public safety the donator will be notified in writing by the Village of Port Clements, the notification to include a deadline date of not less than sixty days with action to be completed within thirty days by the donator to bring the item back to its original condition or it will be removed by the Village.
9. That the Village of Port Clements shall not be held liable in connection to the donated item as specified in Appendix 'A'.



Ian Gould
Mayor



Sharon Ferretti
Deputy Clerk/Treasurer

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Village of Port Clements
Donation of Gift(s) Form
Appendix A

COPY

Item(s) Donated:

Donation Made By:

Organization/Business/Individual

Representative/Contact Individual:

First and last name

Address and Contact Information:

Mailing address + phone/cell number(s)

Email:

As the representative/contact person for the above noted donation,

I _____ (individual's legal name) shall assume full responsibility for any maintenance/repair requirements as deemed necessary by the Village of Port Clements in keeping with beautification which includes vandalism, and public safety.

Date: _____

Donator/Representative's Signature

Village Of Port Clements

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REPORT TO COUNCIL

Author: Marjorie Dobson, CAO
 Date: October 3, 2022
 RE: 2022 Third Quarter Progress Report on the Strategic Plan

RECOMMENDATION(s):

That Council receives this report on the goals, objectives and targets outlined in the Village of Port Clements 2021 – 2025 Strategic Plan.

BACKGROUND:

Council requires regular updates to review progress on their Strategic Plan to make any adjustments needed to ensure deliverables can be accomplished within identified timelines.

On April 19, 2021, Council adopted their 2021-2025 Strategic Plan outlining their targets and capital priorities for the next five years. On January 17, 2022, Council adopted their Updated Strategic Plan 2021-2025. This report provides updates on each of the Council's four Strategic Priorities for the first quarter of 2022.

SUMMARY OF RESULTS:

In the 2022 Strategic Plan, Council set a total of 18 core services targets and 14 Council initiative targets to be completed this year (i.e. by the end of 2022). Of those, **16%** (5) are **COMPLETE**, **56%** (18) are **IN PROGRESS**, and **28%** (9) are **NOT STARTED** or **ON HOLD**.

DETAILED RESULTS:

Creating Stability and Capacity in the Village Office

GOALS: *To increase staff capacity to maintain municipal operations, operate infrastructure and manage existing and future projects while supporting the Village Council.*

To ensure Council has the knowledge and training to provide effective, efficient and transparent governance for the municipality.

To be Completed in 2022	Ongoing
CORE SERVICES <ul style="list-style-type: none"> • CAO Recruitment – COMPLETE • Municipal COVID-19 Reopening Plan – COMPLETE COUNCIL INITIATIVES <ul style="list-style-type: none"> • Role clarity for Commissions – COMPLETE • Vibrant Commission: Hiring of tourism Advocate – 80% COMPLETE, GRANT FUNDING TRANSFERRED 	<ul style="list-style-type: none"> • Senior Finance Manager training for Chief Financial Officer (CFO) role • Training for Village Staff • Focus on operational efficiencies in the Village office • Council governance training

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Village of Port Clements - Report to Council

Maintaining and Improving Existing Infrastructure

GOALS: *To develop short and long term plans to ensure our assets are well-maintained and the community is a good place to live.*

To ensure that infrastructure projects include an assessment of ongoing operating and maintenance costs.

To complete projects/initiatives within their scope, schedule and budget, involving Council at all key decision points.

To improve community safety and ability to respond to emergencies.

To be Completed in 2022

CORE SERVICES

- Sewer Lagoon, lift station(s) compliance upgrade – **IN PROGRESS**
- Water Treatment Plant upgrades:
 - Well # 3 connection – **IN PROGRESS**
 - Chlorine shed repairs – **IN PROGRESS**
 - Asbestos cement water line replacement – **IN PROGRESS, PRELIMINARY**
 - Operating System Upgrades – **NOT STARTED**
- Froese subdivision streetlights – **COMPLETE**
- Fire Hall floors – **COMPLETE**
- Clinic heat return ventilation system & heat pumps, drainage, building assessment – **IN PROGRESS, LOOKING FOR GRANTS**
- Heat pumps for St. Marks, Community Park Bathroom, Water Pump House – **IN PROGRESS, LOOKING FOR GRANTS**
- Public Works Salt/Sand Shed/Pellet Storage – **IN PROGRESS**
 - Biomass Supply – **NOT STARTED**
 - Fire Hall Heat Supply – **NOT STARTED**

COUNCIL INITIATIVES

- Sunset Park Campground upgrade – **IN PROGRESS**
- Community Park improvements:
 - Tennis Court Revitalization -- **IN PROGRESS**
 - Soccer Field – **NOT STARTED**
 - Bathroom Security -- **IN PROGRESS, GRANT APPROVED**
 - Playground Fencing – **NOT STARTED**
 - Playground Equipment – **NOT STARTED**

Improving Livability and Revitalizing the Economy

GOALS: *To encourage island governments working together for the betterment of all island communities.*

To support and encourage local industries and businesses to grow through new opportunities and partnerships.

To support and encourage volunteers and volunteer organizations and their contributions to the local economy.

To develop community recreation options and promote a healthy lifestyle for all ages.

To maintain and operate our Parks and Recreation facilities and spaces for the benefit of the community and make improvements as budget and staff capacity allow.

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Village of Port Clements - Report to Council

To be Completed in 2022	Ongoing
<p>CORE SERVICES</p> <ul style="list-style-type: none"> • Update Emergency Preparedness Plan – NOT STARTED • Review Community Wildfire Protection Plan – NOT STARTED <p>COUNCIL INITIATIVES</p> <ul style="list-style-type: none"> • Vibrant Community Commission <ul style="list-style-type: none"> ○ St. Mark’s Gift Shop – IN PROGRESS ○ Downtown core beautification projects – IN PROGRESS ○ Tourism Signage – NOT STARTED ○ Tourism Marketing – IN PROGRESS ○ Golden Spruce Trail Extension Study – IN PROGRESS ○ Sunset Trail Improvement Project – IN PROGRESS 	<ul style="list-style-type: none"> • Community Forest Development

Encouraging and Supporting Land Development

- GOALS:**
- To encourage and support the development of residential properties within the municipality.*
 - To support the development of senior’s housing options.*
 - To encourage and support the sale and development of industrial properties for job creation.*
 - To increase the number of young families living in the community.*

To be Completed in 2022
<p>CORE SERVICES</p> <ul style="list-style-type: none"> • OCP/Zoning/Subdivision modernization – IN PROGRESS • Coastal Erosion and Flood Mapping study (Regional partnership) – IN PROGRESS <p>COUNCIL INITIATIVES</p>

IMPLICATIONS:

- STRATEGIC:** The 2022 Strategic Plan was developed at Council’s direction and incorporated resident feedback in the initial 2021-2025 Strategic Plan.
- FINANCIAL:** The completion and adoption of the 5-year Strategic Plan has informed Budget Development for the 5 Year Financial Plan and provided direction for grant applications.
- ADMINISTRATIVE:** The adoption of the 5 -year Strategic Plan has formed the basis of the annual work plan for administrative and public works staff.

Respectfully submitted
Marjorie Dobson, CAO

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REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: October 3rd, 2022

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:

The Official Community Plan (OCP)

The activities leading up to updating the OCP is running behind schedule – The mapping technician has rescheduled for some time in October. The OCP contractor is finalizing arrangements for his first visit to the community in October. Preparatory work leading up to the formal community engagement continues.

As an added feature to the OCP, the mapping will capture trails, parks, and places of interest along the trails.

Local Government Election:

The Office continues preparation for the election.

Election will be held for the council positions, while that of mayor was acclaimed

Notices will be posted as a reminder of advance vote, general voting, and identification requirement for voting.

Volunteer Recognition:

Groundwork is now completed for community volunteer recognition observance. A list will be posted before October 1, so that if any volunteer is inadvertently omitted, they can get their names added. A date for the official recognition will be decided soon.

Council Orientation

Preparations are underway for the incoming Council orientation. We were able to secure the services of a consultant for the task.

Change in Office Opening Hours

The Village Office has been opened to the public from Monday to Friday since the latter part of August, and will continue with schedule until any other developments

WorkSafe BC: Most of the orders have been completed, while the more complicated ones are being addressed with the assistance of specialists.

Local Government Climate Action Programme (LGCAP)

As signatory to the Climate Action Charter, the Village of Port Clements has committed to implement measures to reduce Green House Gas (GHG) emission in its operations and create a more energy efficient community.

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As an extension of actions to reduce GHG, the staff recommends the following:

- Setting up an Electric Vehicle Charge Station – To facilitate those owners of electric vehicle and encourage others to buy into the idea
- Purchase of an electric vehicle for the Public Works Department. This new vehicle would replace the 2000 Chevrolet white van which is now 22 years old, and although still functional, some of the issues are not worth fixing. The asset has already surpassed its economic life expectancy of 13 years.

The above recommendations can be partly financed by the \$40,082 allocated to the village by the BC government under LGCAP.

Critical Infrastructure

(i) 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 sometime in October.

(ii) Water System Upgrade

Well #3. The project continues to be delayed because of the contractor being unable to source materials for a pre-designed panel. As a result, the potential delivery has now moved from September to a date to be determined.

(iii) Replacement of Asbestos Pipes:

Preliminary enquiries have started with the aim of obtaining a better perspective on the companies that specialize in water main replacement and road paving. A meeting is scheduled for September 29/2022 with Terus Construction formerly Adventure Paving. This company did similar work in one of our neighboring communities and was recommended.

Finance:

Regular duties continue with maintenance of accounts receivable, payroll, accounts payable and tracking of special projects.

Our accounting program offers a Project Management Module which we are planning to add to our annual subscription. Going forward, it will simplify tracking and reporting requirements.

Other Projects: (See Strategic Plan Third Quarter Progress Report)

Public Works

- Progressing on resurfacing sports court. Patching and prime coat resurfacing now complete. Ready for final color and court layouts.
- Sandbox structure at Community Park scheduled by contractor for Oct 9 - Oct 24 . Materials are in storage on island.
- Support of Sunset bridge and bird tower improvements ongoing.
- Ongoing preparations for winter road maintenance.
- Some progress being made with Worksafe BC compliance orders. Compliance achieved on some, and extensions on all others have been granted.
- 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

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re-decking of fixed approach and some float repairs. Public Works facilitating with target date of mid-October.

- Brushing and grading of industrial road scheduled.
- Delay in procuring pellets for biomass for this heating season due to unavailability of fuel at pellet transfer facility in Prince Rupert. Targeting mid-October for resupply.
- Leak has developed at Well #2 wellhead. Parts are ordered to complete a critical repair.

Respectfully submitted:

Marjorie Dobson, CAO

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

<u>Action #</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A-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.
	27-09-2022			Draft finalized to go to October 3rd Council Meeting with feedback from casual legal and CAO

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