



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, November 21st, 2022

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
D-1—Policing Reports- Sgt. Damon MacDonald, Masset RCMP Detachment.
3. **MINUTES**
M-1—November 7th, 2022, Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1—INFORMATION - October Board Highlights – North Coast Regional District
C-2—INFORMATION – NCRD & CityWest Joint-Partnership Agreement – North Coast Regional District
C-3—INFORMATION – NCRD Solid Waste Management Plan Consultation Update – North Coast Regional District
C-4—INFORMATION – Community ReGreening Program – BC Hydro
C-5—INFORMATION – Adoption Awareness Month - Honourable Minister Dean, Ministry of Children and Family Development
C-6—INFORMATION – Congratulations – Taylor Bachrach, MP
C-7—INFORMATION – Congratulations/resources – BC Assessment
C-8—INFORMATION – Property Assessment Strategic Review – Ministry of Finance
C-9—INFORMATION/INVITATION – Background on table and upcoming meeting - All-Islands Protocol Table
C-10—INFORMATION/INVITATION – National Public Reviews of BC Building Codes – Ministry of Attorney General and Ministry Responsible for Housing
C-11—INFORMATION/REQUEST – Preliminary Report Feedback/Input -- BC Electoral Boundaries Commission
C-12—INFORMATION/REQUEST – Schedule Meeting -- Milan Mi, BC Timber Sales
C-13—INFORMATION/REQUEST – Tlell Cemetery Closure/Port Clements Cemetery – Sharon Petitpas

6. **FINANCE**
F-1—3rd Quarter Financial Report
7. **GOVERNMENT**
G-1—Winter Holiday Events Grant Application
G-2—3rd Quarter Grant Writer Report – Andrew Hudson, Grant Writer
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson
R-2—INFO – Recycling – Deputy CAO Cumming
R-3—INFO -- 2023 Regular Council Meeting Schedule
10. **ACTION ITEMS**
11. **QUESTIONS FROM THE PUBLIC & PRESS**

12. IN-CAMERA

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

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

13. ADJOURNMENT

Delegation Requirements:

If approved the name of the delegation and its subject will be published in the Council Meeting Agenda, which is made available to the public and on our website. This is not optional and cannot be withdrawn from the public record.

If you wish to provide supporting documentation to be published in the Agenda, it must be provided to our office no later than **1:00 PM on the Wednesday prior to the Council Meeting**. After the Agenda's deadline the delegation must bring its supporting document to the Council Meeting for distribution. It is mandatory to bring 7 copies for Council and Staff

Delegation Rules at Council Meetings:

1. **The delegation has a 10 minute time limit for speaking to Council.** This limit is regardless of how many speakers the delegation presents as part of their delegation. This limit also includes time for any questions.
2. The presentation must be directed at Council in a respectful and collaborative manner. The meeting Chairperson will indicate who has the turn to speak and in what order: interrupting and talking over someone when they are speaking is strongly discouraged. Disrespectful and abusive language will not be tolerated.
3. **Do not expect an immediate answer or response to your delegation:** Council may refer to staff for more information or postpone it to another meeting for further consideration. Council reserves the right to make its decision in its own time and will not be pressed to a decision due to a delegate's deadline.

I understand and agree that I have been advised on the rules and requirements of a delegation to Council and I agree to these terms.

Name: Damon MacDonald, Sgt.

Date: 2022-10-20

Signature: MacDonald,Damo n Scott,000183089
Digitally signed by MacDonald,Damon Scott,000183089 Date: 2022.10.20 15:27:56 -0700

For Office Use Only:

Date Application Received: Nov 16, 2022 Documents Submitted with Application: 1
Application Received by: Elizabeth Cumming Signature: Elizabeth

- Approved
- Declined
- Other (please specify): _____

Council Meeting Appearance date of Delegation: Nov. 21, 2022.

[Signature]
Signature of Chief Administrative Officer

2022-11-16.
Signature Date

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Email: cao@portclements.ca

Delegation to Council Application Form

Applicant Group/Individual Name: Sergeant Damon MacDonald
Mailing Address: Masset RCMP, PO Box 39, Masset, BC V0T 1M0
Telephone: (250) 626-3991 **Email:** damon.macdonald@rcmp-grc.gc.ca

Subject of Delegation: Deliver Q2 policing report and discuss / answer questions

Purpose of Delegation:

Please note that delegations regarding any aspect of an Official Community Plan or a zoning application are prohibited between the conclusion of a Public Hearing and the adoption of a Bylaw and may not come before Council at that time.

- Question for council
- Requesting information
- Requesting a letter of support
- Requesting funding
- Other (provide details): Q2 policing report

Contact Person (if different from above): _____
Telephone number: _____ **Email:** _____

It is recommended that if an applicant has a deadline or specific time constraint then the applicant should make their delegation application to a Council Meeting that has at least one other Council Meeting occurring before this deadline.

Please note that your delegation may not be on the date requested due to prior commitments, staff resources or at the Chief Administrative Officers' discretion due to subject matter. Your delegation is not confirmed until it is approved by the CAO and you have been contacted by Village staff.

Council Meeting date requested: 2022-11-21
Attending delegate (if different from above): _____

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Village of Port Clements

Community Policing Report

****Hand deliver original to Mayor and Council****

To: Mayor and Council Village of Port Clements 36 Cedar Avenue West P.O. Box 198 Port Clements, BC V0T 1R0	From: Sgt. Damon MacDonald Masset RCMP-GRC 2042 Collison Avenue P.O. Box 39 Masset, BC V0T 1M0	Month of July 2022 to September 2022
		Date Prepared: 2022-10-20
		Phone No. (250) 626-3991

OFFENCES REPORTED AND/OR COMMITTED IN THE VILLAGE OF PORT CLEMENTS

A) Criminal Code		C) Liquor	
1. Sexual Assaults	0	1. Liquor offences	0
2. Assaults – Spousal/Other	1	2. Prevention efforts	1
3. Mischief	1	D) Traffic	
4. Break & Enter & Theft	0	1. Accidents	1
5. Theft	2	2. Charges	0
6. Impaired Operation	1	E) Assistance/Services	
7. Disturbing the Peace	1	1. Missing Persons	0
8. Fraud	0	2. Sudden Deaths	0
B) Drugs		3. Assistance-General Public	0
1. Possession of Drugs	0	4. Town By-laws	0
2. Trafficking	0	5. Other (Wildlife Act)	0

Sgt. Damon MacDonald
 Detachment Commander

Mayor Douglas Daugert
 Mayor and Council

2022-10-20
 Date

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NARRATIVE INTERPRETATION OF ABOVE STATISTICS

1. Crime trends / problems:

Masset Detachment responded to 28 calls for service within the community of Port Clements between July 1st and September 30th, 2022. Calls for service are monitored to identify any developing trends or issues.

During the second quarter the detachment received one report of possible impaired driving. Investigation revealed that this event did not have sufficient evidence to proceed. Members will respond to all complaints of impaired driving but encourage the public to provide as much detail as possible when reporting such crimes. Helpful information includes a description of the vehicle (including make, model and licence plate number if possible), number of occupants (identity of driver if known), direction of travel and anything that makes the vehicle unique (such as decals, after market rims/effects, etc).

In the second quarter there was one assault reported to the detachment. This was a domestic situation that members investigated and gathered enough evidence to form reasonable grounds that an offence was committed. Enforceable conditions were placed on the offender and charges were recommended. This matter is currently before the Court.

During the second quarter the detachment continued their proactive traffic enforcement initiatives. These initiatives resulted in numerous vehicles being stopped to ensure that the vehicle were insured and that the drivers were sober and properly licenced.

Other significant investigations included:

2022-07-02 – Masset RCMP members received a complaint of an assault. It was determined through investigation that the parties involved were in an intimate relationship and as such this offence met the RCMP's domestic threshold. The parties had separated prior to members arriving, however, further investigation identified the assailant. The assailant was arrested and released on Court compelling documents as well as protective conditions. This matter is currently before the Court.

2022-08-14 – Masset RCMP members responded to a complaint of a stolen vehicle. Members spoke with registered owner and determined a description for the vehicle. Initial patrols for the stolen vehicle were

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negative, however, it was located a few days later further south on Haida Gwaii. There was nothing of evidentiary value discovered upon examination of the vehicle and it was returned to the owner. All avenues of investigation explored but a suspect could not be identified.

2022-09-21 – Masset RCMP responded to a complaint of theft from mail. The complainant reported that their ex-spouse was collecting and opening mail that was addressed to them. The ex-spouse was spoken with and they advised members that the only mail that had been opened by them was mail that was addressed mutually. Advice to not open any mail not addressed to them and to return to sender was provided by members.

2. Crime Prevention Initiatives:

During the second Masset RCMP members were invited to be part of the Canada Day festivities. Unfortunately, calls for service prevented a member from participating in the parade. Members make all efforts to be in the community and visit with as many people as possible.

Detachment members conduct proactive traffic enforcement when feasible and use these initiatives not only for enforcement efforts but also as educational opportunities.

3. Feed Back from Community Consultative Groups / Justice Committees / Community Leadership:

Sgt. MacDonald arrived at the end of June 2021 and to his knowledge the Village of Port Clements does not have a CCG or a Justice Committee.

~~Sgt. MacDonald has been to a previous committee meeting with~~ community leadership. At that time a discussion of emergency preparedness was had and there was a discussion of a committee being developed or reactivated. Sgt. MacDonald has since attended an emergency preparedness meeting in the community.

4. Other Significant Issues:

Masset RCMP is currently fully staffed. Our full compliment is 1 Sgt, 1 Cpl and 7 Csts with 2 of those positions being assigned to the FNP.

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5. Document Feedback and indicate delivery method:

Report delivered via email to Mayor and Council by Sgt. Damon MacDonald and addressed during general council meeting.

6. APP update to community:

Priority initiatives continue to be actioned by Masset members. Port Clements Mayor and Council have identified road safety and police visibility as priorities for the 22/23 fiscal year.

7. Community Familiarization:

A familiarization package is available at the detachment and is reviewed by all new incoming members.

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Minutes of the Regular Meeting of Council, Monday, November 7th, 2022

Present:

Mayor Scott Cabianca
Councillor Brigid Cumming
Councillor Kazamir Falconbridge
Councillor Wayne Nicol
Councillor Dennis Reindl (by conference)

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Doug Daugert

Meeting Called to Order at 7:00 PM

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

1. ADOPT AGENDA

2022-11-241—Moved by Councillor Cumming, seconded by Councillor Nicol
THAT Council adopts the November 7th, 2022, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—October 19th, 2022, Special Council Meeting Minutes
2022-11-242—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopts the October 19th, 2022, Special Council Meeting Minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1—INFORMATION/REQUEST – Representative Appointment, Upcoming Meeting – North Coast Regional District
2022-11-243—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives C-1—INFORMATION/REQUEST – Representative Appointment, Upcoming Meeting – North Coast Regional District.
CARRIED

6. FINANCE

F-1—Council Signing Authority for Northern Savings Credit Union
2022-11-244—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council authorizes a Change of Signers for the Village's Northern Savings Credit Union accounts being the deletion of Doug Daugert, Norman Ian Gould and Kelly Whitney-Gould, and the addition of Scott Cabianca, Wayne Nicol and Dennis Reindl as signers.
CARRIED

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7. GOVERNMENT

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Mayor Cabianca: *Nothing to report*

Councillor Cumming: *Attended the Council training session last Friday with Bill Beemish.*

Councillor Falconbridge: *Nothing to report*

Councillor Reindl: *Nothing to report*

Councillor Nicol: *Uncertain if reports section is appropriate place to identify concerns. Would like to see process for members of the public to have an open floor discussion prior to the discussion (prior to vote on matters) and would like to see where the voting constituents are divided into wards and each Councillor is responsible for each ward to canvas the constituents on serious matters concerning them/issues they have.*

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

Question – Doug Daugert: Congratulations and well wishes to new Council, also identified that if there are any questions on the Committees/Commissions that he was part of on Council, anyone is welcome to call him up to get background information. Best of luck and go for it.

Answer: Thank you.

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;

2022-11-245—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council moves in-camera as per section 90(1)(a) of the *Community Charter* at 7:28 PM.

CARRIED

Rise & Report

THAT Council has made the appointments for the remainder of 2022 and for 2023 as follows:

VIBRANT COMMUNITY COMMISSION: Councillor Nicol,

Alternate: Councillor Falconbridge

EMERGENCY MANAGEMENT COMMISSION: Councillor Falconbridge

Alternate: Councillor Cumming

RECREATION COMMISSION: Councillor Cumming

Alternate: Councillor Falconbridge

NORTHERN DEVELOPMENT INITIATIVE TRUST (NORTHWEST REGIONAL ADVISORY COMMITTEE):

Councillor Reindl

Alternate: Councillor Falconbridge

NORTH COAST REGIONAL DISTRICT: Mayor Cabianca

Alternate: Councillor Falconbridge

***NORTHERN HEALTH AUTHORITY: Mayor Cabianca**
Alternate: Councillor Falconbridge
**This appointment is tied to the NCRD appointment*

North Coast Regional District Public Technical Advisory Committee: Councillor Falconbridge
Alternate: Councillor Nicol

MISTY ISLES ECONOMIC DEVELOPMENT: Councillor Reindl
Alternate: Councillor Nicol

GWAIL TEL: Councillor Falconbridge
Alternate: Councillor Cumming

VANCOUVER ISLAND REGIONAL LIBRARY: Councillor Falconbridge
Alternate: Councillor Nicol

COMMUNITY FUTURES: Councillor Cumming
Alternate: Councillor Reindl

MUNICIPAL INSURANCE ASSOCIATION BOARD REPRESENTATIVES: Mayor Cabianca
Alternate: Councillor Falconbridge

DEPUTY MAYOR: Councillor Falconbridge

HAIDA GWAIL PROTOCOL TABLE: Mayor is the representative, and the Deputy Mayor is the alternate.

- 13. ADJOURNMENT**
2022-11-246—Moved by Councillor Falconbridge
THAT Council adjourns this meeting at 7:57 PM
CARRIED

Mayor Scott Cabianca

CAO Marjorie Dobson



NORTH COAST
REGIONAL DISTRICT

Board Highlights

October 28, 2022

Delegations:

Andrew Cuthbert, Urban Systems Ltd., gave an update on active transportation policy for Electoral Area D's Rural Graham Island Official Community Plan. The Board received the report and resolved to have the Electoral Area D Director work with staff to bring forward a bylaw update for the Rural Graham Island Official Community Plan.

Board Business:

1. The Chief Election Officer reported the results of the North Coast Regional District's (NCRD) 2022 Local General Election. The following Directors were elected by acclamation:
 - a. Electoral Area C: Karl Bergman;
 - b. Electoral Area D: Johanne Young; and
 - c. Electoral Area E: Evan Putterill.
 2. The Board resolved to send correspondence to the Minister of Fisheries, Oceans and the Coast Guard to request the Minister's assistance in scheduling a delegation with Department of Fisheries and Oceans staff to discuss crab fisheries on the north coast and the Integrated Fisheries Management Plan.
 3. The Board resolved to send follow-up correspondence summarizing meetings that occurred between the NCRD and various ministers and Northern Health at the 2022 UBCM Convention in Whistler B.C.
 4. The Board resolved to reach out to the Village of Masset Council to inquire about applying to the UBCM Regional Community to Community Forum Program for the amount of \$5,000 to hold a regional housing needs workshop in Haida Gwaii.
-
5. The Board reviewed its 2019-2022 NCRD strategic priorities.

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

CA



NCRD & CityWest Announce Joint-Partnership Agreement

October 31, 2022

The North Coast Regional District (NCRD) Board has entered into a joint-partnership agreement with CityWest to improve broadband connectivity across the region in unserved and underserved communities. The partnership is now finalized after the NCRD board resolved to enter into the partnership agreement at its meeting held on August 19, 2022.

The partnership will see CityWest services brought to unserved and underserved communities in the NCRD with a portion of the profits going back into the NCRD for community projects. CityWest has already committed to bringing their services to communities within the NCRD, which will now have a partnership agreement in place. To date, CityWest and the NCRD have plans to deliver services to Daajing Giids, Masset, Tlell, Tow Hill, Dodge Cove, and Oona River.

As part of the partnership agreement, the NCRD has levied a portion of the capital build costs through a gas tax transfer.

CityWest has already created partnership agreements with many First Nations groups within the NCRD to bring better connectivity to their communities. These active partnerships will not be included in the new NCRD agreement.

Quotes

“This partnership with the NCRD will help us bring better connectivity to even more unserved and underserved communities in our backyard. As a company that was founded in Prince Rupert, it’s exciting for us to serve more communities in the area. We are grateful for this partnership with the NCRD and look forward to working with them for years to come” – Stefan Woloszyn, CEO of CityWest

“Access to reliable Internet has been an issue for many residents in the NCRD. Our partnership with CityWest paves the way for better connectivity and future economic growth in our region.” - Des Nobels, NCRD Vice Chair, Electoral Area A

“Isolated communities will benefit greatly from the urban-class connectivity Citywest is bringing. This partnership will improve the lives of our residents, while allowing them to learn online, work remotely, and access health services in today’s digital world.” – Barry Pages, NCRD Chair, Village of Masset

About the Connected Coast project

The Connected Coast project is a joint venture between CityWest and the Strathcona Regional District. The \$45.4 million project received funding from the government of Canada’s Connected to Innovate program (\$22 million), Indigenous Services Canada (\$12 million), and the Province of B.C. through the Connected British Columbia program (\$11.4 million). When complete, the Connected Coast project will provide backbone communication services to 139 rural and remote communities, including 48 Indigenous communities – representing 44 First Nations – along the BC Coast from Prince Rupert, to Haida Gwaii, south to Vancouver, and around Vancouver Island.

When complete, the project will touch approximately 90,000 households in rural and remote communities around B.C., stretching 3,400 kilometres – about the distance from Vancouver to Ottawa. Laid in an environmentally-friendly manner on the ocean floor, it will be one of the longest coastal subsea networks in the world.

For more information on this news release contact Daniel Fish, Chief Administrative Officer for the North Coast Regional District at 250.624.2002, extension 8 or email cao@ncrdbc.com.



NCRD Solid Waste Management Plan Consultation Update

November 8, 2022

The North Coast Regional District (NCRD) has prepared a draft update to its regional Solid Waste Management Plan (SWMP). This plan provides a foundation for managing garbage and recyclables in the region over the next five to ten years. The primary goal is to reduce the amount of solid waste disposed at our landfills.

Throughout October and November 2022, the NCRD hosted open houses in Old Massett, Daajing Giids, Prince Rupert, and virtually. Participants at the open-house events expressed an interest in more composting of organic waste in the region, learning more about where recyclables go when they leave the region and, generally, wanting to better understand the region's waste management systems, including landfill and recycling facilities.

The NCRD is still seeking your input and will be collecting feedback into the draft Solid Waste Management Plan until January 31, 2023. Everyone living in the North Coast Regional District is encouraged to submit their feedback through the following options:

- Email: info@ncrdbc.com;
 - Online survey at www.ncrdbc.com/swmp; or
 - Attend a Recycling Depot Pop-Up Event: NCRD staff will be hosting pop-up events at the Recycling Depot (251 Kaien Road, Prince Rupert) to get feedback from you! Please visit our website in December for future dates!
-

Quote

“The Solid Waste Management Plan update project is so important for our region. This plan will establish the programs and policies needed in our region to divert as much waste from our landfills as possible into the future” – Barry Pages, NCRD Chair

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About the Solid Waste Management Plan Update

Updating the SWMP was identified as a high priority by the Board of Directors in its 2019-2022 NCRD Strategic Plan. The current SWMP was adopted for the region in 1996, and since then the region and its solid waste needs have changed.

The Draft SWMP was developed with the assistance of a Public and Technical Advisory Committee (PTAC) made up of 22 representatives from both the Haida Gwaii (Island Service Area) and the Mainland Service Areas.

The PTAC held six meetings throughout 2021 and 2022 and reviewed three technical memoranda, which have been compiled into the Draft SWMP that has been released for public consultation. Public consultation on the draft SWMP is ongoing until January 31, 2023.

The Draft SWMP is available at www.ncrdbc.com/swmp

For more information on this news release contact Daniel Fish, Chief Administrative Officer for the North Coast Regional District at 250.624.2002, extension 8 or email cao@ncrdbc.com.

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Elizabeth Cumming

Subject: FW: BC Hydro Community ReGreening Program Update

From: Kellett, Mike <Mike.Kellett@bchydro.com>
Sent: October 5, 2022 9:28 AM
Subject: BC Hydro Community ReGreening Program Update

Good morning,

BC Hydro is proud to assist local governments through our Community ReGreening Program which supports the planting of trees and other vegetation that help enhance ecological networks across the province.

The Program also helps to ensure the right trees are planted near our power lines.

Our ReGreening grants fund small-scale community planting projects and are open to all municipal and Indigenous Nations' governments within BC Hydro's service area.

The Program was updated last year to include:

- A new online application process administered directly by BC Hydro*
- An expanded scope to fund a wider variety of projects
- Street or park trees that don't interfere with electrical equipment
- Trees and other vegetation for habitat restoration or enhancement
- Plants for pollinator gardens
- Plants of cultural significance to Indigenous Nations (qualifying plants are at the discretion of the applying Nation, so long as plants' mature height meet our requirements if planted in proximity to power lines)

*If you are a recipient of a 2021 BC Hydro ReGreening grant through Tree Canada, please complete your final report and submit it to Tree Canada.

*If you are a recipient of a 2022 BC Hydro ReGreening grant, please complete your final report and submit it by December 31, 2022.

All new applications for 2023 ReGreening grants need to be submitted directly to BC Hydro and are being accepted starting November 1, 2022 through our online form. The deadline to apply for a 2023 ReGreening grant is January 31, 2023. All applicants will be notified of funding decisions after March 2023.

The online application and additional details regarding the Program, including evaluation criteria, can be found at: www.bchydro.com/regreening.

Please share this information with anyone in your organization who may be interested.

Sincerely,

Mike Kellett | Manager, Northern Community Relations

BC Hydro
3333 – 22nd Avenue
Prince George, BC V2N 1B4

Elizabeth Cumming

Subject: FW: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Sent: October 31, 2022 10:29 AM

To: CAO <cao@portclements.ca>

Subject: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL

Ref: 273526

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

Dear Mayor and Council:

As Minister of Children and Family Development, I am honoured to declare that November will once again be recognized as Adoption Awareness Month.

This month is about raising awareness for adoption and permanency in British Columbia and celebrating the families that provide children and youth with love and support as permanent members of their family. Adoptive families make a difference in the lives of children and youth by providing care, guidance, and a sense of belonging. They offer a welcoming stability, ensuring children and youth have the foundation they need to build the lives they dream of, while recognizing the importance of staying connected to their community and culture.

November is also about recognizing that there are children who are still waiting for permanent families. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

There are many online resources and support services that can help families who are considering adoption in British Columbia.

- The [Ways to Adopt in British Columbia Web site](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- [The Adoptive Families Association of British Columbia](#) provides information and support services for families who wish to adopt now or in the future.

I encourage you to share these resources with your community members who are interested in becoming an adoptive or permanent family.

Please join me in celebrating November as Adoption Awareness Month to recognize all the families that have provided children and youth with the care, compassion, and the unselfish commitment of a permanent home,

and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

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.

CAUTION: This email originated from outside of the Village of Port Clements Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Taylor Bachrach

MP SKEENA-BULKLEY VALLEY

Ottawa
512 Confederation Bldg
Ottawa, ON K1A 0A6
T: 613-992-7688

Prince Rupert
290-309 2nd Ave West
Prince Rupert, BC V8J 3T1
T: 250-622-2413

Terrace
112-4716 Lazelle Ave
Terrace, BC V8G 1T2
T: 250-615-5339

Smithers
1226 Main St
Smithers, BC V0J 2N0
T: 250-877-4140

October 27, 2022

Mayor Cabianca and Councillors
Village of Port Clements
Box 198
Port Clements, BC V0T 1R0

Dear Mayor Cabianca and Councillors:

Congratulations on being elected to serve the Village of Port Clements!

Local government is by far the most accessible order of government, and your success in the 2022 election shows your connection and dedication to your community. I thank you for stepping up to lead at this important time.

From my years around the council table, I know addressing the challenges local communities face often requires partnerships with other orders of government. I look forward to working collaboratively with the Village of Port Clements to ensure you receive the federal support you deserve.

My constituency team is always at your service. We are happy to provide letters of support, connect you with federal ministers and their departments, and provide information regarding federal programs. Please do not hesitate to reach out to one of our offices to discuss how we can support your efforts.

Again, congratulations and best wishes for your time in public office. I look forward to meeting with you soon.

Yours truly,

Taylor Bachrach
Member of Parliament
Skeena-Bulkley Valley

C-6

Elizabeth Cumming

Subject: FW: Congratulations in the 2022 Local Government General Elections

From: Customer Connections BCA:EX <connect@bcassessment.ca>
Sent: November 9, 2022 1:20 PM
To: CAO <cao@portclements.ca>
Subject: Congratulations in the 2022 Local Government General Elections

Dear Mayor Scott Cagianca and Councilors,

On behalf of BC Assessment, I want to offer my congratulations regarding your recent success in the 2022 local government general elections. My name is David Keough, and I am the regional liaison for your community.

BC Assessment is the Crown corporation responsible for producing independent and equitable annual property assessments and trusted assessment information. The products and services that we offer support development of strong and vibrant communities in British Columbia.

All British Columbia property owners will receive their annual property assessment notices in early January 2023. You can visit bcassessment.ca on January 3 to access a variety of 2023 assessment information including searching and comparing 2023 property assessments as well as regional news releases with detailed assessment value changes by community and other market movement trends.

In addition, please visit our Local Government webpage anytime to access self-serve products and services available to support you at: <https://info.bcasessment.ca/services-products/government/local-government/> Our Local Government Department strives to serve local governments with continuous improvement to ensure our products and services effectively meet your needs. You can contact our Local Government Department at localgovernment@bcassessment.ca.

Congratulations once again, and we welcome opportunities to grow the relationship between BC Assessment and your Council. We look forward to connecting with you at upcoming local government conferences and we are available to present to your Council upon request to share more details about our mandate and specific market activity within your community.

Sincerely,

David Keough
Deputy Assessor, Northern BC Region
david.keough@bcassessment.ca
1-866-valueBC (825-8322) x 26267

Elizabeth Cumming

From: Glickman, Marika FIN:EX <Marika.Glickman@gov.bc.ca>
Sent: November 9, 2022 11:32 AM
To: Glickman, Marika FIN:EX
Subject: Property Assessment Strategic Review Update
Attachments: PASR - Update November UBCM.pptx

Good morning,

The Province wishes to update Union of BC Municipalities members on the Property Assessment Strategic Review (PASR), which aimed to develop a long-term property tax strategy for occupiers of commercial properties paying high property taxes due to development potential. The PASR legislation was tabled on October 3 and received Royal Assent November 3: [BILL 28 – 2022 MUNICIPAL AFFAIRS STATUTES \(PROPERTY TAXATION\) AMENDMENT ACT, 2022](#).

For your reference, the Ministry of Finance has provided the attached PPT deck to further illustrate how the Development Potential Relief works. Translated versions of the news release can be found at: [Potential tax relief on the way for B.C. small businesses, non-profits | BC Gov News](#).

Please feel free to reach out to me if you have any questions about the legislation.

Sincerely,

Marika Glickman

Strategic Advisor
Property Taxation and Assessment Policy Branch
Ministry of Finance

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PROPERTY ASSESSMENT STRATEGIC REVIEW (PASR)

November 2022 Update



Ministry of
Finance

C-8

PURPOSE OF PASR

- Fulfil the Minister of Finance's mandate letter commitment to:
 - Work with the Minister of Municipal Affairs to continue work to provide relief for commercial tenants with triple-net leases who are paying high property taxes.*
- Specifically:
 - Government committed to developing a long-term property tax strategy for occupiers of commercial properties paying high property taxes due to development potential.

C-8

DEVELOPMENT POTENTIAL RELIEF

- The legislation enables municipalities to apply a reduced tax rate to a portion of the land value for eligible commercial properties.
- **“Development potential”** is a defined term but only used in the purpose statement to signal that the relief is intended to target development potential.
 - The legislation does not require municipalities or the Province to calculate a development potential value.

C-8

DEVELOPMENT POTENTIAL RELIEF CONT'D

- Municipalities may choose to pass a property tax bylaw that would:
 - Identify the properties receiving relief.
 - Specify the percentage of land value for each property to be taxed at the lower rate (may vary for different properties, areas or kinds of properties).
 - Set the reduced tax rate for eligible land in Class 5 and/or 6 (these rates can be the same or different).
- The bylaw may require that an owner give notice to any occupiers of the property.

Cab

ELIGIBILITY CRITERIA

- In order to be eligible for the relief, commercial properties would have to meet the following provincial eligibility criteria:
 - Must have land and improvements in Class 5 (light industry) and/or 6 (business and other).
 - The improvement must have been in use as of October 31 of the previous tax year.
 - Must have a combined Class 5/6 land value that is a minimum of 95 percent of the total Class 5/6 assessed value.

C-8

EXCLUSIONS

- A property would be ineligible if:
 - More than four years have passed since it first received the relief (or a prescribed period of more than four years).
 - Any portion is in Class 2,3,4,7,8 or 9 (can only be split with Class 1).
 - It is a designated restricted-use or ski-hill property.
 - Any portion is exempt from municipal taxation (this does not include the Industrial and Business Property Exemption Regulation, which is being excluded by regulation).
 - The land value is subject to assessment averaging or phasing.

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DATA/TIMELINES

- BC Assessment provides data upon request to interested municipalities that identifies the potentially eligible properties (once completed roll data is available).
- Municipality undertakes data analysis and identifies properties for relief.
 - Municipalities must include reference to the development potential relief in their annual Financial Plans.

C-8

DATA/TIMELINES CONT'D

- After adoption of the Financial Plan, the municipality passes a property tax bylaw that identifies properties, sets the land value percentages and the reduced tax rate(s).
 - Municipality provides list of properties to BC Assessment.
- BC Assessment provides data back to municipalities for input into tax systems.

8

16 November 2022

RE: All-Islands Protocol Table, upcoming meeting

Good afternoon Port Clements Council,

Congratulations on your new appointments! I'm writing to you on behalf of the All-Islands Protocol Table, to provide a brief overview of the table for new council members who are not familiar with the history, and to extend an invitation to a meeting at the end of November.

Haida Gwaii's Protocol Agreements were signed between 2004 and 2008 between the Haida Nation and Haida Gwaii's municipalities and NCRD electoral areas D and E. The intent of these accords was to work together for the betterment of our Islands Community.

The Protocol Agreement signatories as well as Skidegate Band Council and Old Massett Village Council sit at the Protocol Table together, and decisions are made by consensus. The meetings focus on joint advocacy, sharing information, Haida Title and issues of islands-wide interest.

More recently, The Protocol Table was brought together to meet about the COVID-19 pandemic and local state of emergency. Gwaii Trust has provided funding to the Table since 2020 for a part-time executive assistant and to cover costs for some in-person meetings every year. After meeting weekly throughout 2020, the Table has since been meeting monthly or bi-monthly (as required), generally online over Zoom.

Meetings have not been open to the public since prior to 2020, but minutes are available to interested parties after the meetings, and the Table has receives delegates who want to present issues to leadership.

We're looking to host a Protocol Table meeting & dinner on the evening of **Wednesday November 30th** (more details to come) and look forward to getting back into good work together.

Best regards,



Linnaea Fyles
Protocol Table Executive Assistant
protocoltable@haidanation.com

c-9

Elizabeth Cumming

From: OHCS Building & Safety Standards Branch OHCS:EX <Building.Safety@gov.bc.ca>
Sent: November 10, 2022 10:49 AM
Subject: National Public Review Invitations

Dear Local Government Representatives:

I am writing to invite you to participate in two national public reviews that contain technical content that will be considered for adoption in future BC Building Codes.

Canadian Commission on Building and Fire Code public review

The Canadian Commission on Building and Fire Code's (CCBFC) is inviting the public to review proposed changes to the 2020 National Model Codes, including the National Building Code of Canada, the National Fire Code of Canada, the National Plumbing Code of Canada, and the National Energy Code of Canada for Buildings. The public review runs until December 23, 2022.

You are encouraged to participate in the public review. Your feedback on the proposed changes will help shape the National Model Codes which the BC Codes are based on.

Refer to the [CCBFC website](#) for details on how to participate. If you require further information on the CCBFC public review, please email the CCBFCSecretary-SecretaireCCCBPI@nrc-cnrc.gc.ca.

Accessibility Standards Canada public review

In addition to our participation in development of the National Model Codes, we're also working with standards development organizations to advance accessibility in the BC Building Code.

In June 2022, the Office of Housing and Construction Standards signed a memorandum of understanding with [Accessibility Standards Canada](#). The agreement supports the collaboration and coordination to enhance accessibility in building codes and standards across Canada.

Accessibility Standards Canada is holding a public review of its draft [Model standard for the built environment – accessibility](#). ~~The B.C. government is reviewing this standard and may consider adopting portions in future~~ BC Building Codes. We are pleased to extend this invitation to you, to participate in the public review. Your feedback will be valuable to confirm the requirements are clear, technically accurate, and remove barriers to accessibility at the design and construction stage.

The public review is open from November 8, 2022, to January 7, 2023. To participate, please visit the Accessibility Standards Canada [website](#).

Thank you for your expertise and continued work to support enhancing accessibility in building codes.

Sincerely,

Zachary D. May
Executive Director
Building and Safety Standards Branch, Office of Housing and Construction Standards
Ministry of Attorney General and Ministry Responsible for Housing

Elizabeth Cumming

Subject: FW: Invitation from the Chair of the BC Electoral Boundaries Commission

From: MacInnis, Wesley BCEBC:EX <Wesley.MacInnis@bcebc.ca>
Sent: October 4, 2022 11:36 AM
Subject: Invitation from the Chair of the BC Electoral Boundaries Commission



Please accept this invitation to provide your views on the [Preliminary Report](#) of the British Columbia Electoral Boundaries Commission.

On Oct. 3, 2022, the Commission submitted its Preliminary Report to the Legislative Assembly with proposals for electoral boundary changes for the next two provincial general elections.

We thank you for sharing your views with us earlier this year.

The Commission is now asking for input on our preliminary proposals. Your feedback will help inform us as we prepare our Final Report.


We welcome your views in the following ways:

- through the Commission's [website](#);
- at an in-person or virtual public meeting; or
- by writing the Commission directly.

Please visit our website to learn more about the Commission, read our [Preliminary Report](#), review maps and resources and find the electoral districts in your community.

Please feel free to share this information with others and contact us with any questions.

Sincerely,



Justice Nitya Iyer
Commission Chair
BC Electoral Boundaries Commission

BC ELECTORAL BOUNDARIES COMMISSION | 100- 1112 FORT STREET, VICTORIA B.C. V8V 3PK
BCEBC.CA | INFO@BCEBC.CA | 1-800-661-8683

C-11

Elizabeth Cumming

From: Mi, Milan FOR:EX <Milan.Mi@gov.bc.ca>
Sent: September 8, 2022 1:47 PM
To: Elizabeth Cumming
Cc: Johnson, Tom E FOR:EX; Monge, Todd FOR:EX
Subject: BCTS Operation Plan Info share meeting request
Attachments: BCTS_Proposed_OpsPlan_Overview_Map.pdf

Hi Elizabeth ,

This is Milan and I am the Woodlands Supervisor for the BC Timber Sales (BCTS) Haida Gwaii Field Team. It was nice talking to you over the phone yesterday.

I am reaching out as BCTS hasn't been very active during the past 4 years and we are looking to ramp up our operations in the near future. As a part of that process my team is meeting with Haida and Community leaders to outline our future plan of operations. To date we have had an initial meeting with the Haida Heritage Natural Resource Department(HNRD) and are hoping to meet with Community leaders in the coming weeks/months.

We would like have a info sharing meeting with the representatives from the Village of Port Clements to present BCTS's future operational plans so we can discuss your comments and concerns.

As the 2022 General Local Election is coming in Oct, we are pretty flexible on the timing and propose meeting once the new government is in place. If this is amenable to your team, the week of Nov 14, Dec 5 or Dec 12 will work for us.

Please see the attached Overview Location Map for our proposed block development. Due to large file size, a detailed package will get sent out via our FTP site once we have a meeting time arranged.

Thank you, please let me know if you have any questions, and I look forward to meeting you.

Thanks,



BCTS
BC Timber Sales

Milan Mi, RFT
Woodlands Supervisor
Haida Gwaii Field Team | Chinook Business Area
UC: 778-704-7325 Cell: 604-795-0957

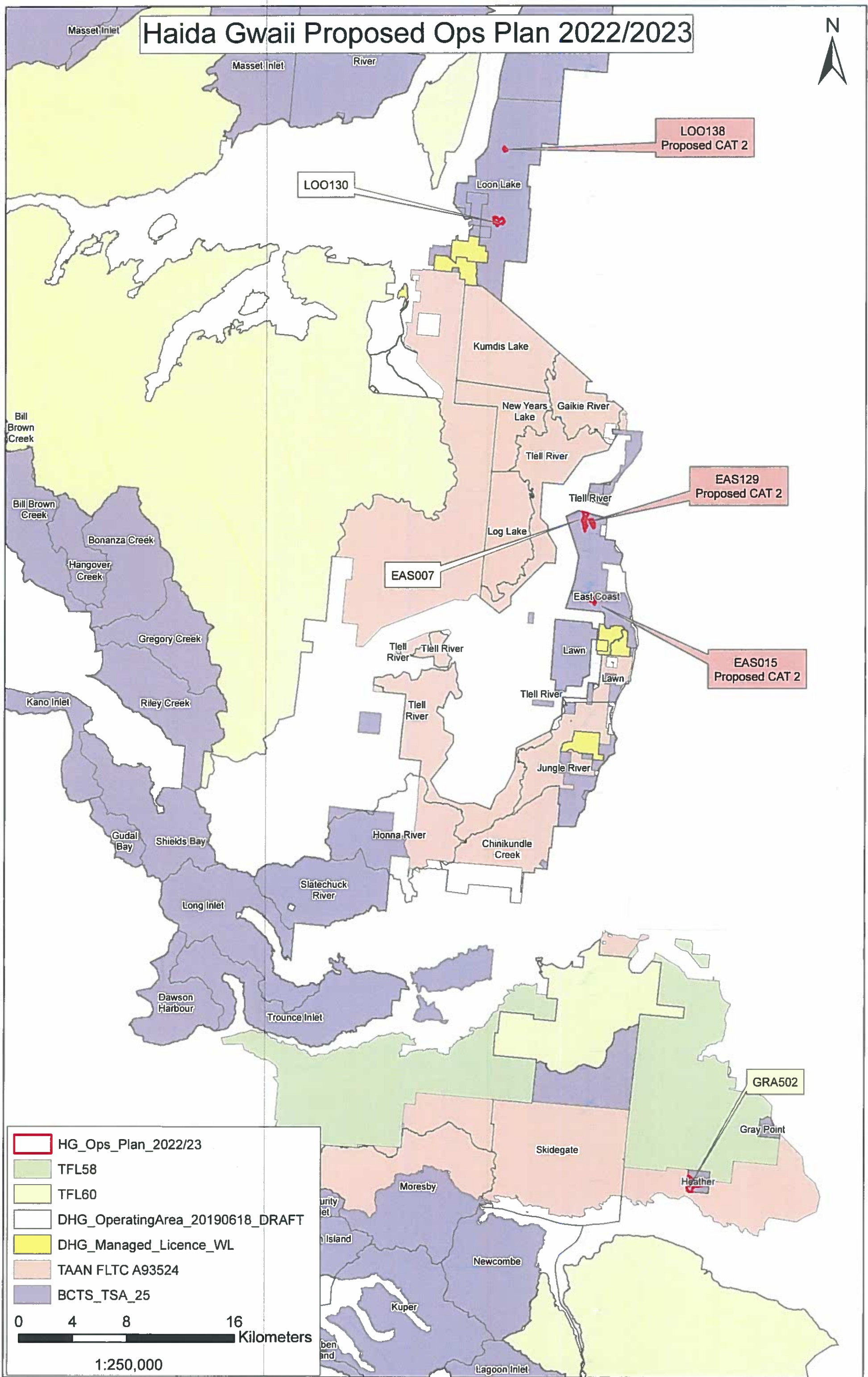


Ministry of Forests

I acknowledge that the Haida Nation are the keepers of these lands and my ongoing responsibility to work towards reconciliation

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Haida Gwaii Proposed Ops Plan 2022/2023



	HG_Ops_Plan_2022/23
	TFL58
	TFL60
	DHG_OperatingArea_20190618_DRAFT
	DHG_Managed_Licence_WL
	TAAN FLTC A93524
	BCTS_TSA_25

0 4 8 16 Kilometers

1:250,000

pg 1

Sept 28/22

This letter is a point of interest addressed to the Port Clements Village Council. I have been living in Port Clements since 1976 and the Village has not owned its own "Graveyard". I recently was talking with Penny Richards (person in charge of The Cemetery) she told me that there are no spaces left in the graveyard. She is presently dealing with Parks Canada to try and obtain some property that borders the The Cemetery; but that might take 2-3 years with all the paper work.

C-13

pg 2

Penny is recommending to anyone that phones her about a lot in the Hill Cemetery, that if a member of their family passes away, (and they have relatives already buried in the Hill Cemetery, that the family can add Cremated remains to an already family member lot. Due to this recent information, I strongly believe Port Clements should have its own Cemetery.

Sharon Pettus

C-13



REPORT TO COUNCIL

Author: Ronda Bell
Date: October 4, 2022
RE: 3rd Quarter Financial

BACKGROUND: Supporting information regarding 3rd Quarter financial report.

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

Revenue from Own Sources: The revenue from the logs (\$209,431) from the sewer lagoon site has been received.

Total Reserves: These will be withdrawn from Northern Capital and Planning Grant held in Reserves for the Sewer Lagoon Project and the Well #3 Project.

Total Collections for Other Agencies: This amount will be adjusted as further information becomes available.

CONCLUSION: Informational purposes only.

IMPLICATIONS:

STRATEGIC	N/A
FINANCIAL	No concerns as of Q3
ADMINISTRATIVE	N/A

Respectfully submitted:

A handwritten signature in black ink that reads "Ronda Bell".

Ronda Bell
Sr. Finance Manager

F-1

	2021	2022	Jan - Oct 25 2022	
Revenue Gen Operating	Previous Year Actual	Annual Budget	Current Period	% to Date
Description				
Total Taxes	113,998.00	136,000.00	136,002.00	100.00%
Total Payment in Lieu of Taxes	8,766.00	8,150.00	6,654.00	81.64%
Total Sales of Service	41,179.00	29,450.00	6,594.00	22.39%
Total Revenue from Own Sources	105,907.00	95,755.00	87,091.00	90.95%
Total Multipurpose Building Rental	11,900.00	12,200.00	9,898.00	81.13%
Total Unconditional Transfers	389,000.00	389,000.00	483,000.00	124.16%
Total Conditional Grants	552,630.00	1,857,327.00	657,542.00	35.40%
Total Reserves	-	740,084.00	-	
Total Collections for Other Agencies	194,042.00	232,374.00	232,374.00	100.00%
Total Gen Revenues	1,417,422.00	3,500,340.00	1,619,155.00	46.26%
Expenses Gen Operating				
Total Legislative Expenses	25,905.00	39,600.00	23,095.00	58.32%
Total General Administration	303,238.00	387,700.00	262,817.00	67.79%
Total Fire Department	46,101.00	51,750.00	25,869.00	49.99%
Total Emergency Services	7,065.00	3,000.00	-	0.00%
Total Common Services	34,582.00	46,000.00	27,595.00	59.99%
Total Wharf	5,060.00	10,120.00	463.00	4.58%
Total Small Craft Harbour	10,467.00	16,700.00	8,594.00	51.46%
Total Roads	64,196.00	64,050.00	41,564.00	64.89%
Total Environmental Health	14,902.00	-	-	
Total Environmental Development	8,570.00	4,500.00	1,339.00	29.76%
Total Parks and Recreation	39,251.00	83,300.00	54,345.00	65.24%
Total MPBC Operating Expenses	55,700.00	63,700.00	41,864.00	65.72%
Total Debt Services	2,109.00	2,000.00	995.00	49.75%
Total Contributions to Reserves	-	-	-	
Total Grants & Misc	254,409.00	2,611,275.00	291,993.00	11.18%
Total Amortized Asset	139,161.00	137,889.00	-	0.00%
Total Taxes Levied-Other Gov't	194,041.00	188,766.00	200,677.00	106.31%
Total Gen Expenses	1,204,757.00	3,710,350.00	981,210.00	26.45%

F-1

	2020	2021	Jan - Dec 2021	
Revenue Water Operating	Previous Year Actual	Annual Budget	Current Period	Current Period %
Total Fees & Taxation Revenue	- 112,329.00	- 116,950.00	- 100,424.00	85.87%
Total Grants	-	-	-	
Total Water Revenues	- 112,329.00	- 116,950.00	- 100,424.00	85.87%
Total Expenses	69,175.00	97,450.00	50,652.00	51.98%
Amortized asset expense	17,043.00	19,000.00	-	
Total Water Expenses	86,218.00	116,450.00	50,652.00	0.52
Revenue Sewer Operating				
Total Fees & Taxation	- 67,288.00	- 68,700.00	- 60,702.00	88.36%
Total Grants & Transfers	-	-	-	
Total Sewer Revenues	- 67,288.00	- 68,700.00	- 60,702.00	88.36%
Total Operating Expenses	48,048.00	58,250.00	31,042.00	53.29%
Total Contributions to Reserves	-	-	-	
Amortized asset expense	10,971.00	8,500.00	-	0.00%
Total Sewer Expenses	59,019.00	66,750.00	31,042.00	46.50%
Total Revenue	- 1,597,039.00	- 3,685,990.00	- 1,780,281.00	48.30%
Total Expense	1,349,994.00	3,893,550.00	1,062,904.00	27.30%
	- 247,045.00	207,560.00	- 717,377.00	

FA



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: November 21st, 2022
RE: Community and Holiday Events Grant Application

BACKGROUND:

Grant Application to the Gwaii Trust Society’s Community and Holiday Events Grant program.

DISCUSSION:

Annually the Village of Port Clements applies to Gwaii Trust for a grant to cover the cost of winter holiday events. In previous years it had its own separate grant stream but during the COVID pandemic this grant stream the Winter Holidays Grant was combined with the Community Events grant. It has been identified that in 2023 it will return to be two different grant programs.

This grant program is different from other Gwaii Trust grant programs in that the funding is distributed between the different Gwaii Trust Areas and only one application is permitted per area (ex. Graham Island North, Graham Island Central, Graham Island South, etc). Each area is allotted a maximum grant of \$16,000.

Port Clements is part of Graham Island Central, which also includes Tlell and Nadu Road. As the other communities are not incorporated and do not have their own office and administrative staff, Port Clements is relied on as the organization that applies for the grant and manages its reporting and claim submission. The grant funding is split 60-40% between Port Clements and Tlell (a ratio agreed by Council in 2017). As such, Port Clements’ portion of the funding is \$9,600 and Tlell’s portion is \$6,400).

For Port Clements, typically it splits its funding between the Recreation Commission (Breakfast with Santa), Port Clements Seniors Association (Christmas Meal/Hamper for Seniors), and the Port Buck Program (\$30 per Household in Port Clements and, more recently, Nadu Road), though it may also include other activities such as Christmas Lights on municipal properties.

CONCLUSION:

Staff have prepared the grant application and require a letter of support from Council.

STRATEGIC	(Guiding Documents Relevancy – OCP, Community Charter) Community Events and Recreation are strongly encouraged to be fostered within the Village’s Official Community Plan. The Village applies to this grant annually for these activities.
FINANCIAL	(Corporate Budget Impact) The grant does not require a commitment of matching funds for the project. While the Port Clements Recreation Commission would be able to fund its Breakfast with Santa program from its own budget if the grant was not received, the other organizations and Tlell would lose their funding source and may not be able to hold their activities without the grant.
ADMINISTRATIVE	(Workload Impact and Consequence) Administrative workload increases to manage grant and its reporting requirements, as well as managing the Port Buck program.

RECOMMENDATION:

THAT Council supports the application to the Gwaii Trust Society’s Community and Holiday Events Grant program.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

6-1

Winter Holiday Events 2022

Community and Holiday Events / Food Security Grants / Highschool Bursary / Post Secondary Tours 2022

Village of Port Clements

Marjorie Dobson
P.O. Box 198
36 Cedar Avenue West
Port Clements, BC V0T 1R0

cao@portclements.ca
O: 250-557-4295

Marjorie Dobson

P.O. Box 198
36 Cedar Avenue West
Port Clements, BC V0T 1R0

cao@portclements.ca
O: 250-557-4295

Application Form

Application Instructions

Application Instructions:

- This application must be in the name of and submitted by the organization who will receive the grant payments and do the reporting.
- You can copy answers from a prior application to this one by clicking *'Copy Previous Answers'* and selecting an earlier grant application. The system will automatically move the answers of all matching questions to this application for editing.
- Throughout this process the named applicant will receive email notifications from Gwaii Trust's grant management system. Please be sure to read these emails as they often contain important information.
- If you are working with someone else on this request, you can invite them to be a Collaborator with read, edit, or submit privileges. To do so, please click the blue *'Collaborate'* button in the top right-hand corner of this screen.
- Collaborators will not receive system notification emails and cannot see Administrator Comments. Administrator comments are added if additional information is requested by your Grant Manager. Administrator Comments can be shared by downloading a PDF of the draft application by clicking the *'Application Packet'* button and emailing it to them.
- Links to external materials will not be reviewed or included in the decision-making process. An exception is for the Gwaii Trust Arts program where links to video or audio examples of works will be accepted.

****Before you start your online application, make sure you have reviewed the guidelines for the grant you are applying for.****

- ✦ <https://gwaiitrust.com/wp-content/uploads/2021/12/2022-Food-Security-Grant-guidelines.pdf><https://gwaiitrust.com/wp-content/uploads/2021/12/2022-SD50-grant-guidelines.pdf> Food Security
- ✦ Highschool Bursaries
- ✦ Community & Holiday Events
- ✦ Post Secondary Institution Tours

Project Information

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request. As applicable, please use either the Project Name, the Group's name or for an individual the Applicant's full name.

Winter Holiday Events 2022

Community and Holiday Events / Food Security Grants / Highschool Bursary / Post Secondary

01-1

Granting Stream*

Please choose which grant you are applying for from the drop down list below.

Community and Holiday Events

Project Location*

Please check all the Gwaii Trust areas that apply.

Graham Island Central (Port Clements and Tlell)

Other Location

If you answered 'Other' to the above question, please indicate where your project is located in the space provided below.

Amount Pre-approved*

Please enter the amount you have been pre-approved for here.

\$16,000.00

Project Total Cost*

Before you submit your application, make sure these numbers are updated and match those in your budget.

\$16,000.00

Project Start Date*

Project must not be in progress or incur any expenses prior to approval.

12/01/2022

Project Completion Date*

Maximum project length is one year.

01/16/2023

Project Summary*

Please describe your project in 3-4 sentences.

For the 2022 winter holiday season we are planning four events/activities in Port Clements and four events in Tlell.

The Port Clements events include a Christmas Meal or Hamper for seniors, a children's Breakfast with Santa, a Christmas Lights display, and Port Bucks for residents to support local holiday shopping in the community.

The Tlell events include gifts for kids, Christmas Hampers, a Christmas Party for residents, and tentatively Tlell Bucks. The Tlell Community Group have an alternative winter activity or redistribute the funds from the Tlell Buck program to one of the other listed activities. The Tlell community group is meeting later in November for final decision-making.

Community and Holiday Events / Food Security
Grants / Highschool Bursary / Post Secondary

A-1

Project Objectives

Why is this project needed?*

The project is needed to help put on a fun, inclusive, community-building events for families and seniors in Tlell and Port Clements. It continues a tradition of winter celebrations that keep the communities close. The project will also help boost local business sales in Port Clements through the Port Bucks program, as well as potentially in Tlell with the Tlell Bucks program.

What will be the results from this project?*

The results of the project will be Christmas lights displays, a seniors Christmas Meal or hamper, a Breakfast with Santa for the children, and Port Bucks in Port Clements to encourage local shopping. In Tlell the project will result in the distribution of hampers to residents, gifts for kids, a Christmas Party for the community and tentatively the return of the Tlell buck program which will encourage local shopping, or another winter activity.

What will be the benefit(s) from this project?*

The social benefits of this project include creating fun, memorable events that bring the community together and provide cheer during darker winter months – an especially welcome benefit after the long period of restricted social gathering due to COVID-19. Other social benefits include supporting lower-income residents to celebrate the holidays and creating Christmas lights displays that boost community pride.

The Port Buck (and Tlell Buck) program will also benefit the Haida Gwaii economy by encouraging residents to do more Christmas shopping locally.

How many people will directly benefit from the project and who are they?*

Roughly 520 people will directly benefit from the project. They are the residents of Port Clements, Nadu Road, and Tlell. According to the 2021 census, there were 340 year-round residents in Port Clements, and 180 in Tlell.

Project Specifics - CHE

Provide the name, date, and brief description of what event(s) this grant will support.*

Port Clements:

- Christmas Meal or Hampers for Seniors:

The Port Clements Seniors Association will be holding either a Christmas Dinner or a Hamper distribution for seniors. This will occur on the weekend of December 17/18th.

- Children's Breakfast with Santa:

Organized by the Port Clements Recreation Commission, it features Santa Claus and a pancake breakfast at the Port Clements Multiplex Building. It also includes presents for the attending children and teens. It will be held on December 10th.

- Christmas Lights:

A Christmas Lights display on municipal property, such as potentially the Millennium Park or other suitable location, for public enjoyment.

- Port Buck Program (December 1st – December 31st)

Every local household in Port Clements receives \$30 in "Port Bucks"- coupons that can be cashed in participating local businesses.

Tlell:

- Christmas Party (Dec 1 – Dec 31):

Tlell Christmas Party held in December at the Tlell Fall Fairgrounds for residents of Tlell.

- Christmas Hampers (Dec 1 – Dec 31):

Volunteers will prepare Christmas hampers for Tlell households with festive foods.

- Gifts for Kids (Dec 1 – Dec 31):

Tlell families can sign up to receive children's Christmas gifts.

- Tlell Bucks Program (potentially Dec 1 – Dec 31):

Tentatively, every household in Tlell would receive a "Tlell Buck" coupon that can be cashed in participating local businesses. Otherwise, another activity may occur or funding redistributed to the other listed activities.

Describe your safety plan to prevent the spread of COVID-19 during the delivery of your project.*

Everyone involved in the project will follow the latest public-health orders or mandates to reduce the risk of spreading COVID-19. Should public-health orders or mandates change, activities will be modified/adjusted to accommodate them.

As of November 16th, 2022, there are no public-health orders in effect that put restrictions on gatherings and events. Wearing masks in indoor settings is encouraged but is not required. Proof of vaccination is also not required to be provided.

Gwaii Trust Purposes

The purpose of the Gwaii Trust Society is to carry out activities beneficial to the communities of Haida Gwaii. From the list below, please select the Society purpose(s) that your project will support.

- Assisting in promoting cultural and economic health
- Fostering the spirit of cooperating, cultural understanding, and trust

Project Budget

Complete and upload your project budget below. Download a template by [CLICKING HERE](#).

Project Budget Upload*

Budget-Template-Nov-2021.xlsx

G-1

Letters of Support

For project uploads please use the following formats Word, Excel, PDF, JPEG, screen shots, or pictures from cell phones.

Upload a letter of support from the local community government.*

Upload a letter of approval from the local Gwaii Trust director.*

Additional Supporting Information

For project uploads please use the following formats Word, Excel, PDF, JPEG, screen shots, or pictures from cell phones.

Upload relevant supporting documentation #1 (Optional):

If you have a partnership letter or authorization letter to share, please upload it here.

Certification

Certification*

I certify that the information contained in this application and other submitted information are correct and complete at the date of submission. I confirm that I have appropriate signing authority to submit this proposal on behalf of the organization or that I have attached a written endorsement from someone with signing authority.

Submission of false or deliberately misleading information may result in the Gwaii Trust denying this and or future applications to the Trust under any of its granting programs.

Verbal or physical abuse of directors or staff in person, by phone, or in writing will not be tolerated. Offenses may result in Gwaii Trust denying current and future applications to any of its granting programs as per its workplace bullying, harassment and violence policy.

All applications submitted become the property of the Gwaii Trust, who may publish said applications on their website www.gwaiitrust.com or may otherwise utilize the content as the Gwaii Trust sees fit.

Newsletter Sign-up

6-1

File Attachment Summary

Applicant File Uploads

- Budget-Template-Nov-2021.xlsx

7
Cr-1

Winter Holiday Events 2022

Village of Port Clements

November 16th, 2022

Description of Income	Amount	Income Type	Confirmed (yes/pending)	Notes
<i>List all sources of project support such as: other grants, volunteer time, in-kind donations, cash, etc.</i>	<i>List the dollar value</i>	<i>Grant, cash, in-kind, volunteer</i>	<i>Gwaii Trust will not advance any project funds until all sources of funding are confirmed</i>	
Gwaii Trust Application	\$ 16,000.00		pending	
Total funding	16,000.00			
Description of Expenses	Amount	Quote (Y/N)	Who will pay?	Notes
<i>Expenses can be listed as individual items or grouped into line items such as: food, accommodation, facilitator, etc.</i>	<i>List the dollar value</i>	<i>Quotes or Gwaii Trust standard rate</i>	<i>List the funding source that will pay for each budget line. If nothing is written, Gwaii Trust will cost share with all other income sources</i>	
PC - Christmas Meals/Hampers for Seniors	1,200.00		Gwaii Trust	
PC - children's Breakfast with Santa	1,700.00		Gwaii Trust	
PC - Christmas Lights	1,700.00		Gwaii Trust	
PC - Port Bucks	5,000.00		Gwaii Trust	
Tlell - Gifts for kids	500.00		Gwaii Trust	
Tlell - Christmas Hampers	1,600.00		Gwaii Trust	
Tlell - Christmas Party	1,200.00		Gwaii Trust	
Tlell - Tlell Bucks (or another activity/redistributed)	3,100.00		Gwaii Trust	
Total expenses	16,000.00			
<i>Difference</i>	-			

The above table is an example of a budget template that can be used when submitting an application. Please update the Gwaii Trust ask and the total project cost on your application before submitting.

9/1

Gwaii Trust Standard Rates

Updated November 17th, 2021

Item	Standard Rate
Volunteer time	\$20 an hour
Airfare return	\$750 Vancouver
	\$1,300 anywhere in North America
	\$1,500 anywhere in the world
Venue rental	\$300 per day
Hotel	\$150 per night
Staying with a friend	\$50 per night
Mileage	\$0.59 per km
BC Ferries rates for on island & to Prince Rupert	See BC Ferries webpage
Facilitator or wages (maximum per person per day)	\$300
Meals calculated per person per day	\$17 breakfast
	\$22 lunch
	\$35 dinner
Meeting coffee & snacks	\$8 per person
Advertising	\$300
Project administration (for requests under \$50,000)	Up to 15% of Gwaii Trust ask
Project administration (for requests over \$50,000)	Up to 10% of the Gwaii Trust ask
Miscellaneous itemized expenses OR contingency for requests under \$10,000	Maximum of 10% of the Gwaii Trust ask
<p><i>A contingency can be used to cover unforeseen increases to the approved costs in the budget that follow the grant eligibility, the Gwaii Trust General Grant Guidelines, and the Gwaii Trust Standard Rates.</i></p>	
<p><i>Gwaii Trust Standard Rates are the estimated price of a product or service. When standard rates are used in an application's budget, quotes are not needed. If applicants would like to include higher rates in their applications, quotes will be required as outlined by the individual grant requirements.</i></p>	
<p><i>When grantees are submitting a claim, receipts are required for all claim requests. When standard rates have been used, expenses will be paid at the actual cost of the item as demonstrated by the receipt, up to the maximum amount of the standard rate.</i></p>	

5-1

November 14th, 2022

Village of Port Clements
Port Clements, BC

Attention: Elizabeth Cummings

Dear Elizabeth,

Re: Winter Holiday Events Grant Application – Gwaii Trust Society

I am pleased to provide a letter in support of the Winter Holiday Events Grant Application in the amount of \$16,000 for Graham Island Central which includes Port Clements, Tlell and Nadu Road.

The activities planned in the communities, as outlined in the application, will bring together families and residents for fun and memorable events.

It is a pleasure to provide this letter of support and to see the variety of activities being planned. Thank you for bringing this together for all our Graham Island Central residents.

Kind regards,

Maureen Bailey

Maureen Bailey
Director, Gwaii Trust Society, Graham Island Central

6-1

Grants report

January to October
2022

NOVEMBER 9

Andrew Hudson, grant writer
Misty Isles Economic Development Society
andrew@gohaidagwaii.ca

The logo consists of three white, wavy horizontal lines of varying lengths, creating a stylized representation of mist or waves.

misty isles
economic development society

Introduction: MIEDS Grant writer

Beginning in 2015, the four local governments that direct the Misty Isles Economic Development Society began funding a year-round position for a part-time grant writer.

Working alongside local government staff, elected leaders, and local non-profit organizers, the grant writer is tasked with finding and applying for grants that benefit the MIEDS communities and Haida Gwaii as a whole.

The position is co-funded by direct contributions from each of the four MIEDS communities, and by pooling funds from the Grant Writing Support program run by the Northern Development Initiative Trust (NDIT). As a condition of continued NDIT funding, each year the grant writer must apply for at least \$200,000 in project funding in each of the four MIEDS communities (the Village of Masset, Village of Port Clements, Village of Daajing Giids, and North Coast Regional District).

I am available anytime by email or phone (andrew@gohaidagwaii.ca 250-626-9150), and I would be happy to attend future council or regional district meetings. I look forward to speaking with local government staff and elected representatives about new projects in need of funding, especially as the MIEDS communities review their strategic plans in the new year.

I keep a [regularly updated list](#) of available grant programs online. Please bookmark the link, and please let me know if ever you hear of a new grant program that is not yet listed.

Háw'aa,
Andrew

Highlights: New or upcoming grants

Haida Gwaii COVID-19 Emergency Response Grant

Gwaii Trust Society

Up to \$10,000 (\$25,000 for community partnerships), 100% funding

1 December 2022 (Final 2022 intake)

- Funds local governments and non-profits (partnerships encouraged)
- For projects that keep Haida Gwaii people safe, healthy, fed, sheltered and connected during the pandemic
- Not for capital projects, or retroactive funding
- Priority goes to residents who are vulnerable or have financial need

Disaster Risk Reduction — Climate Adaptation

Union of B.C. Municipalities (UBCM)

Up to \$150,000, 100% funding for Foundational Activities (Risk mapping/assessment, planning)

Up to \$150,000, 100% \$ for Non-Structural Activities (Equipment, education, land-use plans)

Up to \$2 million, 100% funding for Small-Scale Structural Activities (ex. flood protection)

24 February 2023 (Notice in 120 days)

- Funds projects by local governments and First Nations that reduce the risk of natural disasters and climate risks (projects must finish two years from approval)
- Regional projects with multiple grant recipients are encouraged
- Some projects require a qualified professional as project manager
- Eligible Foundational Activities include risk mapping (ex. tsunami/flood); risk assessments (ex. Natural hazards, compounding events, overall community risk); long-term plans that account for climate adaptation under given climate scenarios
- Eligible Non-Structural Activities include equipment purchases (ex. Monitoring and hydrometric equipment), land-use plans (including OCP updates)
- Eligible Small-Scale Structural Activities must be financially sustainable, plan-based, and follow provincial/federal standards (ex. for dikes and flood-hazard area plans)
- Ineligible costs include seismic microzonation assessments, plans/structures primarily for reducing wildfire risk, major capital building projects or renovations to existing structures except those for cooling centres

Emergency Operations Centres Equipment & Training

Union of B.C. Municipalities (UBCM)

Up to \$30,000 and 100% funding

31 March 2023 (Notice in 90 days)

- Funds local governments and First Nations to upgrade equipment and run training for Emergency Operation Centres (EOCs)
- Eligible costs include equipment purchases and installation, training courses (including travel, accommodation), incremental staff and consultant costs, honoraria for Indigenous knowledge keepers and equity-denied populations, public information and translation/development of culturally appropriate EOC materials
- Ineligible costs include major capital expenditures and new EOC buildings, vehicles, and emergency preparedness marketing materials, door prizes
- Regional applications welcome
- Must finish within a year

Emergency Support Services

Union of B.C. Municipalities (UBCM)

Up to \$30,000 and 100% funding (single applicant)

27 January 2023

- Funds local governments and First Nations for emergency support services equipment, training, and/or volunteer recruitment/retention projects
- Focused on moving existing ESS programs to electronic registration and reporting
- Regional projects are eligible, and have a higher maximum funding depending on the number of local governments involved
- Eligible costs include modernization equipment (computers, printers, mobile devices etc.); support supplies and equipment (reception-centre kits, generators, storage, trailers for mobile ESS, etc.); training and exercises for ESS responders, ESS recruitment/retention activities (including small gifts for volunteers); and personal protective gear for responders
- Ineligible costs include vehicles, major capital, or training already offered by EMBC's ESS Training program
- Applications must meet a minimum point score to be considered

FireSmart Community Funding & Supports

Union of B.C. Municipalities (UBCM)

Up to \$100,000 in 100% funding (\$200,000 for higher-risk areas with WUI Risk Class of 1 to 3)

Up to \$45,000 per application for new FireSmart Structure Protection Trailer program

Open until exhausted or 31 December 2023

- Funds local governments and First Nations in two streams to 1) create FireSmart plans and activities that reduce the risk of wildfire in communities and 2) to reduce wildfire risk on Crown land
- Can fund rebates for FireSmart homeowners, fuel-management activities, select wildfire training courses for firefighters (activities are funded for two years), honoraria for Indigenous cultural keepers and cultural protocols
- Projects that include fuel management on Crown land may exceed funding maximum for those fuel-management activities only if the activities are adjacent to community structures and they extend no more than 1 km away from a structure density class greater than six
- Regional projects involving multiple applicants are encouraged—regional districts can apply for multiple projects across electoral areas
- Risk-reduction measures must be supported by a plan, such as a Community Wildfire Protection Plan (CWPP)
- Applications that involve fuel management activities or a Community Wildfire Protection Plan or Community Wildfire Resiliency Plan must be previewed by a BCWS Wildfire Prevention Officer/Prevention Specialist and/or a FNESS Mitigation Specialist/Liaison
- Projects must be completed within two years after grant approval
- Applicants are strongly encouraged to create a FireSmart position and have that person oversee project activities (will become a requirement in 2024)

BC Hydro Community Re-Greening Program

BC Hydro

Up to \$7,500 per applicant

31 January 2023 (Notice after March 2023)

- Funds tree seedlings and other vegetation for streets, parks, and habitat restoration/enhancement — shipping costs are included for some local governments and First Nations, but applicants pay for labour and maintenance
- Trees and other vegetation may be for street or park enhancement, ecosystem restoration or enhancement
- Requires a site planting plan (includes power-line assessment, specific tree species and heights), and permission letters from any affected landowners
- As of 2022, program includes plants for pollinator gardens, plants of cultural significance to Indigenous nations (qualifying plants are at the discretion of the applying Nation, so long as the plants' mature height meets BC Hydro requirements when planted near power lines — preference goes to native B.C. plants)

B.C. Air Access Program (BCAAP)

BC Ministry of Transportation and Infrastructure

Up to \$2 million total in 65% to 90% funding (funding percentage varies by applicant, and across four project types: airside/avionics; environmental; transitional; and groundside)

22 December 2022

- Funds infrastructure and environmental needs for airports, heliports, and water aerodromes as well as master plans for select airports
- Separate applications for environmental projects; major projects (over \$67,000) and GPS approach projects; minor projects; and airport master plans
- Eligible applicants must be the air facility operator of a public-access facility with fewer than 1 million passengers per year (i.e. local government, non-profit operating society, contracted operator)

- BCAAP offers up to 15% more of total project funding to Indigenous and remote applicants (over three hours' road travel to nearest airport). Increased contribution percentages also go to facilities with limited revenue streams, a greenhouse gas reduction plan, infrastructure/policies/procedures to support active transportation, and to projects required for medevacs, wildfire suppression, emergency response/preparedness, repairs following natural disaster, correcting non-compliance with aviation regulations, required for climate-change mitigation/adaptation)
- Can apply for multiple projects, but annual cap across all projects is \$2 million
- Ineligible expenses include operating and maintenance costs, and projects that don't comply with applicable regulations/standards

BCCC Community Cycling Grant

BC Cycling Coalition

Up to \$5,000

2 December 2022

- Funds small promotion campaigns (advocacy, education, outreach) and infrastructure improvements such as cycle highways focused on highway/roadway safety, Motor Vehicle Act reform, cycle tourism, and active transportation policy
- For this intake, projects must take place between 1 January 2022 and 31 October 2022
- Eligible applicants must be BCCC organisations, a non-profit (priority for those with less than 30,000 people in the community), a cycling organization, an organization with no paid staff, an organization with a bank account
- Ineligible costs include travel costs, community events to promote cycling, campaign materials costs, costs for a Kids on Wheels start up
- Small grants may be used as matching funds for those engaged in fundraising platforms

Canada Summer Jobs

Employment and Social Development Canada

Closed, next intake January 2023

- Funds wage subsidies for local governments, non-profits, and businesses hiring people aged 15 to 30 for summer jobs

Grant applications (January to October)

Masset

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
1-Mar-2022	Masset Market Collective Society	Masset Market Finishings	Federated Co-operatives Limited	Co-op Community Spaces	\$ 67,811	\$ -	Declined
21-Mar-2022	Village of Masset	Village of Masset Economic Development Capacity Building 2022	Northern Development Initiative Trust	Economic Development Capacity Building	\$ 50,000	\$ 50,000	Approved
29-Mar-2022	Village of Masset	Concept Plan for Masset Seaplane Terminal Building and Site	Gwaii Trust Society	Community Innovation	\$ 10,000	\$ 10,000	Approved
1-Jun-2022	Haida Gwaii Fitness Association	HGFA Gym Attendants	Gwaii Trust Society	Community Innovation	\$ 10,000	\$ -	Declined

13-Jul-2022	Dixon Entrance Maritime Museum Society	Data entry position for new website catalog	Friends of the British Columbia Archives	Terry Reksten Memorial Fund	\$ 1,000		Pending
21-Oct-2022	Village of Masset	MVFD Equipment Upgrade	Union of B.C. Municipalities	Volunteer and Composite Fire Departments Equipment and Training	\$ 20,219		Pending
29-Oct-2022	Village of Masset	2023 Village of Masset Façade Improvement Program	Northern Development Initiative Trust	Business Façade Improvement Program	\$ 20,000		Pending
Totals to 31 October					\$179,029	\$60,000	

*Note that two Masset-area applications made in 2020 to the Canada Economic Recovery Infrastructure Program (CERIP) were updated and approved in early 2022: the Village of Masset's \$547,269 Masset Seaplane Terminal and Boat Launch Upgrade project and the Masset Market Collective Society's \$50,473 Masset Market project. Both grants provided 100% funding.

Port Clements

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
20-Jan-2022	Village of Port Clements	Public works labourer	Employment and Social Development Canada	Canada Summer Jobs	3,648	3,648	Approved
1-Feb-2022	Village of Port Clements	Port Clements seaview ramp and wheelchair platform	Gwaii Trust Society	Community Innovation	10,000	10,000	Approved
1-Sep-2022	Village of Port Clements	Tanker Truck for Port Clements Volunteer Fire Department	Gwaii Trust Society	Major Contributions	\$ 250,000	\$ 250,000	Approved
Totals to 31 October					\$263,648	\$263,468	

Daajing Giids

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
11-Feb-2022	Village of Queen Charlotte	Xaayda Kil street signs	Northern Development Initiative Trust	Community Places	11,941	-	Declined
23-Feb-2022	Village of Queen Charlotte	Village of Queen Charlotte Water Treatment Plant	Investing in Canada Infrastructure Program	Environmental Quality	17,002,860		Pending
22-Mar-2022	Village of Queen Charlotte	Village of Queen Charlotte Economic	Northern Development Initiative Trust	Economic Development and Capacity Building	50,000	50,000	Approved

		Development Capacity Building 2022					
28-Mar-2022	Village of Queen Charlotte	QCYC Youth Program Coordinator 2022	Gwaii Trust Society	Youth-Centred Communities	10,000	10,000	Approved
1-Oct-2022	Village of Daajing Giids	DGYC Winter Programming 2022/23	Gwaii Trust Society	Youth Grant	\$ 8,952		Pending
3-Oct-2022	Queen Charlotte City Community Club	Recovery and Resiliency 2022	Vancouver Foundation	Recovery and Resiliency Fund	\$ 150,000		Pending
21-Oct-2022	Village of Daajing Giids	Daajing Giids Volunteer Fire Department Equipment and Training Upgrade	Union of B.C. Municipalities	Volunteer and Composite Fire Departments Equipment and Training	\$ 29,878		Pending
30-Oct-2022	Village of Daajing Giids	2023 Village of Daajing Giids Business Façade Improvement Program	Northern Development Initiative Trust	Business Façade Improvement Program	\$ 20,000		Pending
31-Oct-2022	Village of Daajing Giids	Village of Daajing Giids Website Redevelopment	Northern Development Initiative Trust	Marketing Initiatives Program	\$ 20,000		Pending
Totals to 31 October					\$17,303,632	\$60,000	

North Coast Regional District

Date	Applicant	Project	Funder	Program	Request \$	Awarded \$	Status
1-Sep-2022	Haida Gwaii Regional Recreation Commission	GidGalang Kuuyas Naay Secondary Weight Room Revitalization	Gwaii Trust Society	Major Contributions	\$ 50,000		Pending
5-Oct-2022	Haida Gwaii Regional Recreation Commission	Recovery and Resiliency 2022	Vancouver Foundation	Recovery and Resiliency Fund	\$ 150,000		Pending
31-Oct-2022	Haida Gwaii Regional Recreation Commission	GidGalang Kuuyas Naay Secondary Weight Room Revitalization	Northern Development Initiative Trust	Recreation Infrastructure	\$ 45,628		Pending
Totals to 31 October					\$245,628		



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: November 21, 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 timeline for the OCP roll out previously estimated was somewhat ambitious. The mapping update and Consultant visit to the community has been rescheduled for early January 2022 due to factors beyond our control. Preparatory work leading up to the formal community engagement will resume. A communication and engagement strategy is being finalized with the consultant.

Volunteer Recognition:

The volunteer recognition dinner was well attended, and volunteers have expressed appreciation for the efforts of the Village. Going forward a listing of volunteers will be required for administrative and insurance purposes.

Council Orientation

Council orientation has started and will continue in segments as planned.

~~WorkSafe BC: The Village continues to work towards addressing the deficiencies outlined by WorkSafe BC. Most of the orders have been completed. The Village is receiving assistance from specialists for the more complicated orders.~~

Critical Infrastructure

(i) Sewage Lagoon

The construction phase of the project should follow the completion of the burning of the logging residue. However, before the tender for construction goes to the public, the cost estimate needs to be updated. Given the supply chain issues one can conservatively anticipate an escalation cost greater than 50 percent. By extension, additional funding will be required to have the project completed. Total budget in 2020 was (\$3,425,825). With a conservative 50 percent increase, the Village would have to find another \$1.7 million to complete the project.

The project contractor P.S. Turje & Associates is willing to have a discussion with Council on the matter.

R-1

(ii) **Water System Upgrade**

Well #3. The progress of the project continues to be hampered by delays including supply chain issues, etc. As a result, the potential delivery is around year end to early 2023.

(iii) **Replacement of Asbestos Pipes:**

Preliminary work on replacing the pipes has started. On September 29/2022 an expert in the field visited the site, and had discussions with staff. Discussions will now focus on an engineer to design the plan.

Finance:

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

As a new procedure, delinquent customers have started to receive reminder notices before it gets to the stage where their property qualifies for a tax sale. This will give them an opportunity to make payment arrangements.

Public Works

- Progressing on sportscourt. Patching and final coats completed. Lining interrupted by winter weather. To be completed by spring.
 - Sandbox structure at Community Park completion by contractor with PW support. Well appreciated by public users.
 - Support of Sunset bridge and bird tower improvements ongoing.
 - Ongoing operations for winter road maintenance. Minor pothole patching to occur within 2 weeks.
 - Some progress being made with Worksafe BC compliance orders. Compliance achieved on some, and extensions on all others have been granted. Continues to be a time demand on PW and administration.
 - Small craft harbour major upgrades on behalf of DFO-SCH: Project support from PW and Admin on behalf of PC Harbour Authority includes communication between DFO-SCH, contractor, and Port harbour users.
 - Brushing and grading of industrial road scheduled: Contractor delays. Road is in useable condition.
-
- Biomass: After a delay from the supplier, pellets have been acquired and Biomass boiler commissioned and burning well, transferring heat to MPLEX and Firehall.
 - Well #2 critical leak has been successfully repaired.
 - Sewer treatment lagoon project: Burn permits for fall (after burn ban lifted) have been received, burning has commenced.
 - Water testing: Monthly testing ongoing, results all return satisfactory to Northern Health Authority and operators. Full metals testing (Northern Health Core Chemistry tests) have been received, satisfactory to NHA and Operators. Full report on current potable water tests available to council and public in a report form scheduled for next council meeting .
 - Tingley A/C pipe replacement: Site visit with Adventure Paving as consultant complete. Discussions ongoing.
 - General challenges around ongoing issues due to lack of capacity both internally to Public Works, Admin and externally with contractor availability

R-1

continue to be highlighted and discussed as to potential solutions. Requesting direction from new council and Mayor in this regard.

Respectfully submitted:

Marjorie Dobson, CAO



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: November 21st, 2022
RE: Recycling

BACKGROUND:

Mayor Cabianca wanted to know how to initiate an inquiry into reinstating a recycling facility in Port Clements.

DISCUSSION:

The Village of Port Clements does not provide recycling services as a municipality. On Haida Gwaii recycling and other solid waste serves are handled as a regional service provided by the North Coast Regional District (Regional District) through agreed service arrangements. The Regional District determines service levels, though these processes have requirements for public engagement and other community input as the community pays into the Regional District services through taxation and user fees. The Village can approach and interact with the Regional District through several avenues to influence or request service level changes from the North Coast Regional District.

Prior to 2020 and the start of the COVID-19 pandemic, the Regional District had unmanned recycling blue bins (tin, paper, cardboard, etc) located in communities across Haida Gwaii, including Port Clements. At the onset of the pandemic these bins were closed due to transmission concerns, abuse of the bins and worker safety, however, they were already scheduled for permanent closure. Provincial legislation had changed, coincidentally at the onset of the pandemic, removing the ability to have unmanned recycling bins, requiring recycling to occur at a secured, fenced, and manned facility where the sorting of commercial, industrial, and residential recycling can be done. The Regional District gave public notification of the bin closures in the newspaper and the bins were removed in 2020. As it currently stands, recycling must be dropped off at the manned Island Solid Waste Stations, such as the landfill, which is not convenient to residents, especially residents who do not have regular vehicle access.

Over the last few years and is ongoing, the Regional District launched the processing of updating their Island Solid Waste Management Plan, creating the North Coast Regional District Public Technical Advisory Committee to assist in this process for the consideration of recycling and other solid waste service levels and other planning aspects. Council has an appointed representatives on this committee and the board relaying Village concerns through this process, such as those on recycling service levels, and in turn the representatives have reported back to Council identifying that recycling is being considered in the update of the Island Solid Waste Management Plan. The Regional District also provided and continues to provide several opportunities for community feedback, including the recent public open houses in October 2022 in Old Masset and Daajing Giids.

Council can request its representatives to provide an update to Council on the status of recycling service levels and if specifically, reinstatement of the local facilities is being considered by the respective bodies in their planning. Council can also direct staff to contact the bodies, or Council can send a letter to express the continued desire for the reinstatement of recycling facilities and request more information on what steps would need to happen for it to occur through the Regional District.

STRATEGIC	(Guiding Documents Relevancy – OCP) Increasing recycling is an identified objective in the Village’s OCP.
FINANCIAL	(Corporate Budget Impact) N/A
ADMINISTRATIVE	(Workload Impact and Consequence) N/A

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

2-2



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: November 21st, 2022
RE: Council Meeting Schedule 2023

BACKGROUND:

Annually the Village of Port Clements is required to adopt a schedule for the upcoming year’s Regular Council Meetings and typically staff prepare and present this to Council for adoption in November/December. Mayor Cabianca also wanted to know how to reduce the number of Regular Council Meetings to once per month.

DISCUSSION:

As per s. 127 of the *Community Charter*, Council must make available a public schedule of the date, time, and place of regular council meetings at least once a year, following other notice requirements per s. 94. The meeting times and place must be in accordance with the Procedural Bylaw that the Village is required to have as per s. 124. As per the Village’s *Procedural Bylaw #460, 2020*, the notice for this Regular Council Meeting schedule must be prepared and issued before January 15th of the year. Typically, staff prepare a draft of the meeting schedule for Council’s approval in November or December, to meet the requirements set in the *Procedural Bylaw*.

The Village’s *Procedural Bylaw* sets out that Regular Council Meetings must be schedule on the first and third Monday of each month. Meetings can be cancelled and postponed, and usually one meeting in January and July are cancelled in the schedule and the other meeting moved, as these months are two operational busy periods, but the bylaw cannot be circumvented in a way that defeats the bylaw. Not scheduling most of the meetings would be such circumvention. A change like reducing or increasing the number of meetings per month or changing the order of proceedings and business (for example, it was previously brought up a question on moving the public question section to the start of the agenda), can be done but it requires the *Procedural Bylaw* to be amended or a new *Procedural Bylaw* to be adopted with the desired changes. If Council desired this, it should bring the bylaw onto the agenda for review and discussion and then direct staff to initiate bylaw development/redevelopment processes and bring a draft bylaw back to Council for consideration.

CONCLUSION:

Staff have prepared the draft Council Meeting Schedule for 2023 based on the current requirements set out by the procedure bylaw and operational needs considerations. If Council is satisfied with it, it can be adopted as presented. However, if Council would rather consider changings its procedure bylaw, it does not have to be adopted at this time and Council can initiate the process for the procedural bylaw to be reviewed instead.

STRATEGIC (Guiding Documents Relevancy – Community Charter, Procedural Bylaw)
Community Charter and the Village’s *Procedural Bylaw* require the bylaw to issue a schedule of the Regular Council Meetings for the upcoming year.

FINANCIAL (Corporate Budget Impact)
N/A

ADMINISTRATIVE (Workload Impact and Consequence)
Once the schedule is approved, staff give public notice of the meeting. Administrative staff workload would increase if Council wanted to review and make changes to the *Procedural Bylaw* and, depending on timing, changes may not be in effect for the 2023 but for the years following.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

R-3



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

Pursuant to *Community Charter* Section 127 notice is hereby given for the 2023 Regular Council Meetings. Meetings are scheduled on the first and third Monday of every month, except in January and July where the first Monday Meeting is cancelled, so there is only one meeting in each of those months. Where there is a holiday Monday the meeting is moved to the Tuesday. The schedules of regular meetings are as follows:

January 16th
February 6th & 21st (Family Day, February 20th)
March 6th & 20th
April 3rd & 17th
May 1st & 15th
June 5th & 19th
July 17th
August 8th & 21st (BC Day August 7th)
September 5th & 18th (Labour Day, September 4th)
October 2nd & 16th
November 6th & 20th
December 4th & 18th

Meetings are open to the public and are held in the Council Chambers located in the Multi-Purpose Building at 36 Cedar Ave West, Port Clements, BC at 7:00 PM. Submissions of Correspondence and/or request to appear as a delegation in front of Council must be made in writing a minimum four business days (Wednesday by 1 PM) prior to the scheduled meeting.

Committees of Council Schedule

Port Clements Vibrant Community Commission	-- as required – will post in advance
Port Clements Emergency Management Commission	– as required – will post in advance
Port Clements Recreation Commission	– as required – will post in advance

Please contact the Village Office Monday through Thursday 9:30 AM to 3:00 PM and Friday 9:30 AM to 2:00 PM for updates or changes to scheduled meetings. Notices for any changes to scheduled meetings will be located on the public posting location and on the municipal website (www.portclements.ca).

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