



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, December 19th, 2022

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**
M-1—December 5th, 2022, Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1—INFORMATION – Organization & Survey information - BC SPCA
C-2—INFORMATION—Healthy Communities Role -- Northern Health
C-3—INFORMATION—Concern for physician training and sustainability – Northwest Regional Hospital District
C-4—FEEDBACK—Reduction in Regular Council Meetings/Proposed Bylaw Changes -- Linda Berston
C-5—FEEDBACK-- Reduction in Regular Council Meetings/Proposed Bylaw Changes – Bev Lore & Tracy Marrs
C-6—REQUEST—Village Advertising Sponsorship in Service Recognition Book – Royal Canadian Legion
6. **FINANCE**
7. **GOVERNMENT**
G-1—Procedural Bylaw Amendment Bylaw #479, 2022
Recommended motion: THAT Council does 3rd reading of Procedural Amendment Bylaw No. 479. 2022.
G-2—Amendment to *Donations Policy No. 11, 2022*
G-3 – Multiplex Building Insurance Coverage
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson
10. **ACTION ITEMS**
A-1—Action Item List
11. **QUESTIONS FROM THE PUBLIC & PRESS**
12. **IN-CAMERA**
13. **ADJOURNMENT**



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

Minutes of the Regular Meeting of Council, Monday, December 5th, 2022

Present:

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

Not Present:

Mayor Scott Cabianca

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Marilyn Bliss, Maureen Bailey, Lauren Williams, Christine Cunningham, Bev Lore, Ruth Bellamy.

Meeting Called to Order at 7:02 PM

Councillor Brigid Cumming: 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

2022-12-263—Moved by Councillor Falconbridge, seconded by Councillor Nicol
THAT Council adopts the December 5th, 2022, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—November 21st, 2022, Regular Council Meeting Minutes
2022-12-264—Moved by Councillor Falconbridge, seconded by Councillor Nicol
THAT Council adopts the November 21st, 2022, Regular Council Meeting Minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1—INFORMATION – Bylaw Amendment, Fee Increase – North Coast Regional District
2022-12-265—Moved by Councillor Nicol, seconded by Councillor Falconbridge
THAT Council receives C-1—INFORMATION – Bylaw Amendment, Fee Increase from the North Coast Regional District.
CARRIED

C-2—INFORMATION/REQUEST – Congratulations & Community Priority Meeting – Mascon (Telus)
2022-12-266—Moved by Councillor Falconbridge, seconded by Councillor Reindl
THAT Council receives C-2—INFORMATION/REQUEST – Congratulations & Community Priority Meeting from Mascon (Telus).
CARRIED

M-1

C-3—INFORMATION/INVITATION – Linaang iinang Herring Rebuilding Plan Community Dinner – Council of Haida Nation, Fisheries and Oceans Canada, and Gwaii Haanas.

2022-12-267—Moved by Councillor Falconbridge, seconded by Councillor Nicol

THAT Council receives C-3—INFORMATION/INVITATION – Linaang iinang Herring Rebuilding Plan Community Dinner from Council of Haida Nation, Fisheries and Oceans Canada, and Gwaii Haanas.

CARRIED

C-4—REQUEST—Guiding Lights Across BC Celebration – BC Girl Guides

2022-12-268—Moved by Councillor Falconbridge, seconded by Councillor Reindl

THAT Council receives C-4—REQUEST—Guiding Lights Across BC Celebration from BC Girl Guides.

CARRIED

2022-12-269—Moved by Councillor Falconbridge, seconded by Councillor Nicol

THAT Council supports the initiative and directs staff to turn on the blue lights at St. Marks Church on February 22nd, 2022, as requested and put a note on the Village's social media explaining what it is for (a week before and afterwards).

CARRIED

6. FINANCE

7. GOVERNMENT

G-1—Procedural Bylaw Amendment Bylaw #479, 2022

2022-12-270—Moved by Councillor Falconbridge, seconded by Councillor Nicol

THAT Council will amend the Bylaw #460, 2020, section 5(2) to reflect the change, and will read: Regular Council meeting will be held at least once per month.

CARRIED

2022-12-271—Moved by Councillor Falconbridge, seconded by Councillor Nicol

THAT Council does 1st and 2nd reading on *Procedural Bylaw Amendment Bylaw #479, 2022*

CARRIED

G-2—2023 Annual Workplan – Vibrant Community Commission

2022-12-272—Moved by Councillor Falconbridge, seconded by Councillor Nicol

THAT Council approves the Vibrant Community Commission's 2023 Annual Workplan as presented.

CARRIED

G-3—Donation of Sand from O'Brien Road & Bridge Maintenance Ltd – CAO Dobson

2022-12-273—Moved by Councillor Nicol, seconded by Councillor Falconbridge

THAT Council receives the report on the Donation of Sand from O'Brien Road & Bridge Maintenance Ltd by CAO Dobson.

CARRIED

2022-12-274—Moved by Councillor Falconbridge

THAT Council accepts the offer to receive the donation of sand from O'Brien Road & Bridge Maintenance Ltd and an arrangement with O'Brien Road & Bridge to supply the Village with sanding winter material be made going forward.

Motion failed for lack of seconder

M-1

2022-12-275—Moved by Councillor Nicol, seconded by Councillor Reindl
THAT Council accepts the offer to receive the donation of sand from O'Brien Road & Bridge
Maintenance Ltd
CARRIED

2022-12-276—Moved by Councillor Falconbridge, seconded by Councillor Nicol
THAT Council directs staff to investigate and report back to Council on options for the winter sanding
going forward.
CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson
2022-12-277—Moved by Councillor Falconbridge, seconded by Councillor Nicol
THAT Council receives the Regular Report on Current Operations from CAO Marjorie Dobson.
CARRIED

2022-12-278—Moved by Councillor Nicol, seconded by Councillor Falconbridge
THAT Council directs staff to add a section on acknowledging donations in the donations policy no. 11.
CARRIED

R-2—INFO – Public Engagement for #12 Dyson Development Potential – Deputy CAO Cumming
2022-12-279—Moved by Councillor Falconbridge, seconded by Councillor Nicol
THAT Council receives the report on Public Engagement for #12 Dyson Development Potential from
Deputy CAO Cumming.
CARRIED

2022-12-280—Moved by Councillor Nicol, seconded by Councillor Falconbridge
THAT Council forward discussion of development of #12 Dyson Street to Strategic Planning.
CARRIED

Councillor Cumming: *Attended training session earlier today.*

Councillor Falconbridge: *Not enough attendance for the VIRL meeting, so it is postponed to the AGM in
January (which he will have to go to Nanaimo for). Attended the training session today. . Away from last
Regular Council Meeting.*

Councillor Nicol: *Nothing to report.*

Councillor Reindl: *Nothing to report.*

2022-12-281—Moved by Councillor Falconbridge, seconded by Councillor Nicol
THAT Council receives the verbal reports from Council.
CARRIED

10. ACTION ITEMS

A-1—Action Item List

11. QUESTIONS FROM THE PUBLIC & PRESS

Question – Lauren Williams: Do we need a formal policy for donations acknowledgements? Isn't it just
good manners, can't staff just do it?

Answer: It is good practice to put it into formal policy when it involves social media, and it will ensure that it occurs in absence of other direction from Council (it is staff's responsibility to follow policies).

Question – Bev Lore: If she came to a meeting and at the very start, when there is a call for any amendments to the Agenda, can she just bring an item to be put onto the Agenda then?

Answer: No. Our procedure bylaw identifies how late-adds can be added, and they are only permitted to go before Council for consideration as a late-add item if it goes through the CAO beforehand. Any individual or group would need to go through the CAO prior to the meeting.

Question – Bev Lore: Identified concern for meetings being held once-a-month as it reduces access to Council.

Answer: Thank you for your feedback. Asides from the regularly scheduled meetings, Council can call Special Meetings at any time to address matters.

Question – Bev Lore: Identified that when she has donated, she has always received a thank you from the Village Office.

Answer: Thank you for your feedback.

Question – Bev Lore: identified that she was disturbed to see individual Councillors, on public social media, reprimanding and critiquing municipal staff. She also identified that her experience of the roads in town, during the recent snowy period, has been much better than any of the other communities on Island.

Answer: The Village has a social media policy and code of conduct policy that identifies the expected behaviour from Council. This information will be forwarded to Council training.

Question – Maureen Bailey: Gwaii Trust will be having a public consultation in Port Clements in March 2023 on the Athlii Gwaii Legacy Trust, hoping to have some of Council's time to discuss the history of the Trust and why it has been held up to this point.

Answer: Thank you for the heads up.

Question – Maureen Bailey & Marilyn Bliss: identified their compliments and appreciation to Public Works for the great work that they did, identifying that the roads were better than other communities'.

Answer: Thank you for your feedback.

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:

(c) labour relations or other employee relations;

2022-12-282—Moved by Councillor Falconbridge, seconded by Councillor Reindl
THAT Council moves in-camera as per section 90(1)(c) of the Community Charter at 8:20 PM.
CARRIED

13. ADJOURNMENT

2022-12-283—Moved by Councillor Falconbridge
THAT Council adjourns this meeting at 8:42 PM.
CARRIED

Elizabeth Cumming

From: Sarah Herring <sherring@spca.bc.ca>
Sent: December 1, 2022 5:32 PM
To: Office; Elizabeth Cumming
Subject: BC SPCA letter for Port Clements Mayor and Council
Attachments: BC SPCA email_Port Clements_11 30 2022.pdf; Exotic pets_BC SPCA_11 30 2022.pdf; Fireworks_BC SPCA_11 30 2022.pdf; Humane rodent control_BC SPCA_11 30 2022.pdf; Human-wildlife conflicts_BC SPCA_11 30 2022.pdf; Pet-friendly housing_BC SPCA_11 30 2022.pdf; Public space for dogs_BC SPCA_11 30 2022.pdf

Good afternoon,

Attached please find a letter and information package from The British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA) for Mayor and Council's consideration.

Thank you and have a great day,
Sarah

Sarah Herring
(she/her)
Government Relations Officer
and guardian to George and Oggie
BC SPCA
1245 East 7th Avenue, Vancouver BC
604-306-3532
sherring@spca.bc.ca • spca.bc.ca
Animal Helpline: 1-855-622-7722



Respectfully acknowledging that I work on, and this email was sent from, the unceded traditional territory of the WSÁNEĆ (Saanich) and Lək̓ʷəŋən (Lekwungen) People of the Songhees and Xwsepsum (Esquimalt) Nations whose historical relationships to the land continues today.

OUR MISSION: To protect and enhance the quality of life for domestic, farm and wild animals in British Columbia.

The BC SPCA is a not-for-profit organization reliant on donations from the public. Charitable Tax # BN 11881 9036 RR0001

Village of Port Clements

office@portclements.ca; deputy@portclements.ca

November 30, 2022

Dear Mayor and members of Council,

On behalf of the British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA), I'd like to congratulate you on your recent election success. As **two-thirds of British Columbians are pet owners**, and many more are animal and wildlife lovers, your constituents are keen to know how you will work to create more humane communities.

As you may know, the BC SPCA has been committed to protecting and enhancing the quality of life for domestic, farm and wild animals in British Columbia for over 125 years. We operate **42 facilities and provide a range of important community services** across the province, including emergency response for pets displaced by natural disasters, compassionate pet boarding for victims of interpersonal violence, curriculum-based education programs for youth, pet food banks and low cost spay/neuter and other veterinary services. To learn more about what we accomplished last year, please see our [2021 Annual Report](#).

Are you also aware of the evidence-based advocacy, policy and legislative work done by BC SPCA animal welfare experts? Our teams have contributed to recent provincial changes in rodenticide use and mink farming, reforms to national standards for animals used in research and farm animals, and advancing bills to end cetacean captivity and animal fighting. At the local government level, we have helped dozens of local and First Nation governments adopt **humane animal bylaws**.

~~We greatly value local government's important role in animal welfare and have support and resources~~ to help your Council adopt enhanced animal-related bylaws for your community. Our [new bylaw search tool](#) provides examples of **progressive, BC SPCA-recommended bylaws** from communities across B.C., and we are happy to answer bylaw questions from your Council and staff.

In anticipation of this year's local government election, we surveyed BC SPCA supporters and members of the public to determine their priorities for local government action on six key animal welfare issues that you can act on or influence. We heard loud and clear that advocating to the province for pet-friendly housing was their top priority: **out of the 13,865 unique survey responses that we received from B.C. residents, an incredible 9,921 people ranked increasing the availability and affordability of pet-friendly housing as a number one priority.**

The inability to find pet-friendly housing is the primary reason that adult animals are surrendered to the BC SPCA, and accounts for almost 25 per cent of cat and dog surrenders every year. Over the past eight

years, we have taken in **more than 11,000 animals whose families could not find pet-friendly housing** (and this doesn't include the animals surrendered to other organizations or rehomed privately)! This doesn't just affect the BC SPCA or the animals who are surrendered. Research has shown that **pets improve our mental, physical and psychological health** and that their unconditional love, comfort and friendship is a lifeline for many people – particularly the most vulnerable.

The pandemic and the current housing crisis have intensified the importance of pets as members of many families, and heightened the heartbreaking decisions that must be made when pet-friendly housing cannot be found. Through our outreach and compassionate boarding programs, we know that many people choose to stay in inappropriate housing, go without housing or stay in abusive situations in order to keep their pets with them.

The other animal welfare issues included in the survey also received strong public support province-wide and are key to making our communities and province a more humane place for all of us:

Animal Welfare Issue	# of Top Priority Responses*
Advocating to the province for more pet-friendly housing	9,921
Creating bylaws to keep exotic animals in the wild	4,421
Restricting private use of fireworks to protect people and animals	3,825
Providing safe, accessible public parks and trails for dogs	3,812
Reducing human/wildlife conflicts with wildlife feeding bylaws	3,737
Humanely controlling rodents by ending the use of all poisons on local government property	3,282

*Respondents could select more than one issue as a top priority

In light of this information, we hope you'll talk to your constituents about their priorities for animal welfare and take action to make your policies and bylaws more humane. To help you get started, I've included background information on the six key issues from our survey. In addition to this email and attachments, I have mailed you a package of our latest AnimalSense magazine and Science & Policy newsletter. You can also find more ways to take action for animals by [signing up for Action Alerts](#) on our website.

Please let me know if you have any questions or would like to schedule a presentation from a BC SPCA representative. We are eager to work with you to make your community and our province a safer, more caring place for animals and people.

Sincerely,



Sarah Herring
BC SPCA Government Relations Officer



YOU CAN HELP KEEP EXOTIC ANIMALS IN THE WILD

Exotic animals suffer when they're captured, kept, bred in captivity and sold as pets or entertainment. Removing them from the wild, and releasing them in B.C., damages sensitive ecosystems.

The BC SPCA's mission is to enhance the quality of life for domestic, farm and wild animals in British Columbia.

Have questions about how you can improve animal welfare in your community?

Contact us at:
1-855-622-7722
animalbylaws@spca.bc.ca



The BC SPCA respectfully acknowledges that we live, work and play on the unceded traditional territories of the numerous and diverse First Nations within British Columbia.

We express our gratitude to all Indigenous communities - First Nations, Métis and Inuit - for stewarding and sharing this land.

BCSPCA

SPEAKING FOR ANIMALS

spca.bc.ca



WHY IS THIS AN ISSUE?

Exotic animals are wild animals; they haven't been domesticated over thousands of years like cats or dogs. Even generations of captive breeding does not remove their wild instincts and needs. They suffer in captivity and most people don't have the resources or knowledge to fully meet their physical, behavioural and psychological needs.

Removing exotic animals from their natural habitat damages fragile ecosystems and can threaten the survival of wild populations. When they're released in B.C., they can harm our ecosystem and threaten native wildlife. Exotic animals can also transfer serious diseases to humans or other animals, and injure their owners. Learn more about the problem with exotic pets [here](#).

The B.C. Wildlife Act only regulates the most dangerous exotic animals as Controlled Alien Species, leaving local governments to deal with other exotic species such as serval cats, kangaroos, ball pythons, parrots and turtles.



WHAT CAN WE DO?

You can personally choose not to keep exotic pets or support businesses that display or sell them, and educate others about the exotic pet trade. As a local government, you can adopt bylaws that prohibit keeping, breeding, selling and displaying exotic animals and their hybrids.



WHO ELSE HAS TAKEN ACTION?

City of Courtenay:
Bylaw No. 1897

City of Fort St. John:
Bylaw No. 2527

Ahousaht First Nation:
Bylaw No. 2019-01

Find more BC SPCA-recommended progressive bylaws [here](#).

C-1



YOU CAN PROTECT ANIMALS & PEOPLE FROM FIREWORKS

Fireworks might seem like harmless entertainment, but they can have far-reaching and long-lasting impacts on animals, people and the environment.

The BC SPCA's mission is to enhance the quality of life for domestic, farm and wild animals in British Columbia.

Have questions about how you can improve animal welfare in your community?

Contact us at:
1-855-622-7722
animalbylaws@spca.bc.ca



The BC SPCA respectfully acknowledges that we live, work and play on the unceded traditional territories of the numerous and diverse First Nations within British Columbia.

We express our gratitude to all Indigenous communities - First Nations, Métis and Inuit - for stewarding and sharing this land.

BCSPCA

SPEAKING FOR ANIMALS

spca.bc.ca



WHY IS THIS AN ISSUE?

Exploding fireworks can terrify pets, farm animals and wildlife. Frightened animals are more likely to panic, try to escape or act uncharacteristically. This may mean pets bolting through doors and into traffic, farm animals trampling through fences and breaking limbs, and wildlife flying into buildings or abandoning vulnerable young.

Fireworks can also injure and traumatize people, including those with sensory issues and PTSD, veterans, and survivors and witnesses of gun violence. Structure fires and wildfires can be sparked by fireworks, particularly in dry conditions. Toxic chemicals and debris from fireworks can contaminate air, water and soil, and the debris that's left behind can be eaten by wildlife or domestic animals.

Learn more about the dangers of fireworks [here](#).



WHAT CAN WE DO?

You can personally refrain from setting off fireworks and encourage your friends and neighbours to do the same. You can also keep your pets safe indoors on nights when fireworks are usually set off.

As a local government, you can adopt bylaws to prohibit the sale of fireworks and control when and where fireworks can be set off. You can also prohibit the use of fireworks or require permits and proper training and certification.



WHO ELSE HAS TAKEN ACTION?

City of Vancouver:

Bylaw No. 12472

District of Saanich:

Bylaw No. 8865

City of Mission:

Bylaw No. 1706

Find more BC SPCA-recommended progressive bylaws [here](#).

51



YOU CAN HELP HUMANELY CONTROL RODENTS

Even though rodents and other wild animals can pose a health risk or be seen as a nuisance, they don't deserve to be treated inhumanely.

The BC SPCA's mission is to enhance the quality of life for domestic, farm and wild animals in British Columbia.

Have questions about how you can improve animal welfare in your community?

Contact us at:
1-855-622-7722
animalbylaws@spca.bc.ca

The BC SPCA respectfully acknowledges that we live, work and play on the unceded traditional territories of the numerous and diverse First Nations within British Columbia.

We express our gratitude to all Indigenous communities - First Nations, Métis and Inuit - for stewarding and sharing this land.

BCSPCA
SPEAKING FOR ANIMALS
spca.bc.ca

? WHY IS THIS AN ISSUE?

Each year, millions of rodents and other animals suffer cruel deaths from inhumane pest control methods like glueboards and poison. Rodents trapped on glueboards often die slowly from suffocation, dehydration or exposure. Birds, small animals such as squirrels or chipmunks, and cats can also be trapped and die on glueboards.

Rodent poisons (rodenticides) cause a slow, painful death and can also kill owls, eagles, cats and dogs who eat poisoned rodents or the poison itself.

Thanks to action by thousands of animal welfare supporters and over 20 B.C. municipalities, the provincial government announced a temporary ban on three specific second-generation anticoagulant rodenticides in July of 2021, then a permanent ban set for January 21, 2023. Find out more [here](#).

💡 WHAT CAN WE DO?

You can personally take steps to rodent-proof your home, car or office, use [AnimalKind](#) standards to humanely control nuisance wildlife and encourage your friends and neighbours to do the same. As a local government, you can adopt policies to ban the use of all types of harmful rodenticides and glueboards on all municipal property and educate your residents on humane methods of rodent control.

✔ WHO ELSE HAS TAKEN ACTION?

At least 23 B.C. municipalities (listed [here](#)) have passed motions or bylaws to ban all rodenticides (not just second-generation anticoagulants) on all municipal property to focus on prevention, exclusion and humane control.

Find more BC SPCA-recommended progressive bylaws [here](#).

61



YOU CAN REDUCE CONFLICTS BETWEEN PEOPLE & WILDLIFE

The most effective way to solve wildlife conflicts is to prevent them before they happen. Feeding wild animals is harmful and dangerous for us and them.

The BC SPCA's mission is to enhance the quality of life for domestic, farm and wild animals in British Columbia.

Have questions about how you can improve animal welfare in your community?

Contact us at:
1-855-622-7722
animalbylaws@spca.bc.ca



The BC SPCA respectfully acknowledges that we live, work and play on the unceded traditional territories of the numerous and diverse First Nations within British Columbia.

We express our gratitude to all Indigenous communities - First Nations, Métis and Inuit - for stewarding and sharing this land.

BCSPCA
SPEAKING FOR ANIMALS
spca.bc.ca



WHY IS THIS AN ISSUE?

When wild animals eat human food instead of their natural diet, their health suffers. If they come to rely on us for food, it can disrupt their natural movement and migration patterns and lead to the spread of disease. Wild animals who regularly interact with humans lose their healthy sense of fear and can become a nuisance and a public safety concern.

Even if feeding isn't intentional, wildlife can be attracted to our neighbourhoods by improperly stored garbage, compost, bird feeders, dirty barbecues, pet food, and fruit in trees or on the ground. Get more information about the dangers of feeding wildlife [here](#).

The B.C. Wildlife Act only prohibits the feeding of dangerous wildlife such as bears, cougars, coyotes or wolves, leaving local governments to regulate the feeding and management of attractants for other wildlife species.



WHAT CAN WE DO?

You can personally refrain from feeding wild animals, make sure you properly manage your garbage, compost, gardens and barbecues and encourage your friends and neighbours to do the same.

As a local government, you can adopt bylaws that prohibit intentional feeding and require proper storage and management of attractants.



WHO ELSE HAS TAKEN ACTION?

District of Tumbler Ridge: Bylaw No. 692 **City of Vancouver:** Bylaw No. 13321 **City of Coquitlam:** Bylaw No. 4284

Find more BC SPCA-recommended progressive bylaws [here](#).

CA



YOU CAN ADVOCATE FOR PET-FRIENDLY HOUSING

British Columbia is in a housing crisis, and finding a home that allows pets is even more difficult. Vulnerable people that need a pet's companionship the most often have the hardest time.

The BC SPCA's mission is to enhance the quality of life for domestic, farm and wild animals in British Columbia.

Have questions about how you can improve animal welfare in your community?

Contact us at:
1-855-622-7722

animalbylaws@spca.bc.ca



The BC SPCA respectfully acknowledges that we live, work and play on the unceded traditional territories of the numerous and diverse First Nations within British Columbia.

We express our gratitude to all Indigenous communities - First Nations, Métis and Inuit - for stewarding and sharing this land.

BCSPCA

SPEAKING FOR ANIMALS

spca.bc.ca



WHY IS THIS AN ISSUE?

Most pet owners consider their animals an important part of their family, and research has proven that pets improve our physical, mental and emotional health and well-being. However, many families have to make the heartbreaking choice between keeping their pets and finding a place to live. Approximately 25% of all cats and dogs surrendered to the BC SPCA (totaling more than 11,000 animals and families over the past eight years) are victims of a lack of pet-friendly housing.

Already vulnerable populations, including those earning low incomes, young people, seniors and women are disproportionately impacted by the lack of pet-friendly housing across the province - and these are the very people who often rely on the love and support of their pets the most.



WHAT CAN WE DO?

Although local governments are not primarily responsible for housing, you can call on the provincial government to increase the availability and affordability of pet-friendly housing in your community and across British Columbia. You can also work with MLAs, housing developers, non-profit housing providers and landlords in your community to advocate for more pet-friendly housing and find creative solutions that protect families with pets as well as landlords and stratas.



WHO ELSE HAS TAKEN ACTION?

Ontario's Residential Tenancies Act does not allow landlords to include "no pet" clauses in rental agreements or to charge additional pet deposits on top of regular damage deposits. In 2020, the City of Vancouver passed a motion to ask the province to prohibit "no pet" clauses in rental contracts in B.C.



YOU CAN PROVIDE PUBLIC SPACES FOR DOGS

Safe, accessible dog-friendly spaces, especially in higher density neighbourhoods, can be important places for dogs and people to exercise and socialize outdoors.

The BC SPCA's mission is to enhance the quality of life for domestic, farm and wild animals in British Columbia.

Have questions about how you can improve animal welfare in your community?

Contact us at:
1-855-622-7722
animalbylaws@spca.bc.ca



The BC SPCA respectfully acknowledges that we live, work and play on the unceded traditional territories of the numerous and diverse First Nations within British Columbia.

We express our gratitude to all Indigenous communities - First Nations, Métis and Inuit - for stewarding and sharing this land.

BCSPCA
SPEAKING FOR ANIMALS

spca.bc.ca

? WHY IS THIS AN ISSUE?

Increasing rates of pet ownership and increasing density in our neighbourhoods mean there is less private space for dogs (like personal backyards). This has created a growing demand for safe, accessible, dog-friendly public spaces. Research has shown that pets contribute to their owner's mental, physical and emotional health, so making communities more welcoming for dogs is also an investment in people's health and well-being.

Dog-friendly public spaces can be a great place for well-socialized dogs and their owners to exercise, enjoy the outdoors and socialize with other dogs and people. Designated off-leash areas can reduce conflicts with other park users, reduce unsanctioned off-leash activity in more sensitive areas and protect wildlife.

💡 WHAT CAN WE DO?

You can talk to your friends, neighbours and dog owners in your community to find out what spaces they use and value, and what else might be needed.

As a local government, you can analyze access to and distribution of safe, accessible dog-friendly spaces throughout your community and allocate land and financing to develop more spaces where needed.

✓ WHO ELSE HAS TAKEN ACTION?

The City of Vancouver adopted its People, Parks and Dogs: A Strategy for Sharing Vancouver's Parks in 2017.

The District of Saanich is currently developing a People, Pets and Parks strategy.

Healthy Settings Advisors: Supports Offered to Communities

Where we live, learn, work and play impacts our health. Healthy communities are the places where multiple sectors collaborate to improve the conditions – like transportation, housing, food, the environment, and mental health – that influence our health and well-being. They are places that make it easier to make healthy choices.

Local governments play a key role in developing healthy communities. However, they cannot do it alone. As Healthy Settings Advisors, we're here to support local governments and community partners as they undertake this important work. This is the healthy communities approach, and it is connected to a provincial strategy and accountable to the Ministry of Health.

How We Do This

We Facilitate. We are process experts. We know how to bring groups together to have meaningful conversations. Involving us means that community members can focus on generating ideas, building connections and creating action plans.

We support communities by:

- Planning and supporting healthy community development initiatives;
- Facilitating visioning, engagement and planning sessions, related to healthy community development;
- Facilitating learning opportunities to increase capacity around community health, through webinars, forums, etc.

We Connect. We build bridges between partners and stakeholders, connecting them with the knowledge, experience and relationships they need within Northern Health, and the northern region more broadly.

We support communities by:

- Reviewing bylaws and policy changes, such as cannabis and smoke-free spaces, from a public health perspective;
- Compiling education and outreach materials, on topics including cannabis, housing, food security, healthy aging, transportation, and healthy built and natural environments;
- Connecting subject matter experts with review processes, such as official community plans.
- ~~Linking partners and stakeholders with community health resources and supports.~~

We Fund. We support the funding of healthy community projects, and we connect stakeholders and partners to a wide range of other funding opportunities.

We support communities by:

- Sharing information about, and making connections to, external grants and funding opportunities;
- We support the delivery of more than \$2.7 million to northern BC communities through our internal IMAGINE grants over the last decade.

The examples shared are not the limit of our team's work. We are community-centred. We listen to communities, and we mobilize knowledge and resources to help respond to their needs. We encourage those we work with to share their unique requests with us.

02



December 6, 2022

Honourable Minister Dix
Ministry of Health
PO Box 9050
Stn. Prov Govt
Victoria, BC V8W 9E2

Dear Minister Dix;

At the August 19, 2022 meeting of the North West Regional Hospital District board it was resolved to write a letter to the Province regarding concerns about the recruitment and retention of physicians in northwestern BC. Since that time, there has been the announcement of a new physician master agreement. This new agreement, when ratified, will address some of the issues around the current physician crisis, particularly compensation for work and the overhead administrative burden felt by many physicians.

Access to primary care remains a concern as an estimated one million British Columbians are without a primary health care provider and this situation is felt in more acutely by residents in northwest BC. Resources to support physicians in regions like northwest BC are essential to attract and retain enough physicians to provide services to our communities.

The North West Regional Hospital District Board is concerned about the number of residence spaces for training and the sustainability of BC's health care system. More resources to increase training capacity, particularly in programs such as the Northern Medical Program at UBC and UNBC are essential to ensure there are enough physicians in the future, particularly in northern and rural communities. The North West Regional Hospital District asks that the province consider funding more residence spaces to allow more physicians to be trained and that the province look into internationally trained physicians to fill the gap.

Northern, smaller, and rural communities do not have the options available in larger urban centres; our health care options are fewer and there is less redundancy in the system. With a reduced capacity to deal with increased pressures on health care providers means the northwest faces challenges providing accessible health care to our residents due to geographical isolation, weather, and sometimes limited transportation options. It is an additional challenge to attract physicians to work in our communities, especially when the proportion of patients with complex needs is higher in our region than in the southern part of the province.

.../2

C-3

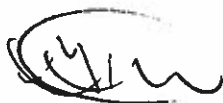
We are concerned about the retention and recruitment of primary care providers to our region and ask that the Province work with Northern Health and physicians to find solutions for our communities to ensure that our residents have continued and timely access to primary care providers.

Yours truly,

The North West Regional Hospital District Executive and Board



Barry Pages
NWRHD Chair
NCRD



Gladys Atrill
NWRHD Vice Chair
RDBN



Bruce Bidgood
NWRHD Vice Chair
RDKS

/AT

- cc. North Coast Regional District
Village of Daajing Giids
Village of Masset
Village of Port Clements
District of Port Edward
City of Prince Rupert
Regional District of Kitimat-Stikine
Village of Hazelton
District of New Hazelton
District of Kitimat
District of Stewart
City of Terrace
Nisga'a Lisims Government
Regional District of Bulkley-Nechako
District of Houston
Village of Telkwa
Town of Smithers

Elizabeth Cumming

From: linda berston <lgberston@gmail.com>
Sent: December 7, 2022 1:03 PM
To: Office
Subject: Change of council meetings.

Hello

I am sending this e mail to express my disapproval of the plan to go to monthly council meetings.

Should this not have been put forth prior to the election? Have we just elected people who will be paid more and do less? Will this not make it more difficult for the people they were elected to represent to put their concerns forward?

Not a Pat on the back for this one , council.

Respectfully

Linda Berston

Sent from my iPad

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

Elizabeth Cumming

From: Elizabeth Cumming
Sent: December 14, 2022 10:34 AM
To: CAO
Subject: More Feedback on proposed 1 meeting per month format

Hi Marjorie,

We just received a phone call from Bev Lore and Tracy Marrs identifying that they think Council going to 1 meeting per month is a bad idea.

Regards,

Elizabeth Cumming

Deputy Clerk
Village of Port Clements
Ph: [250.557.4295](tel:250.557.4295)
Fx: [250.557.4568](tel:250.557.4568)
www.portclements.ca



This message is intended only for the use of the individual or entity to whom it is addressed and may contain information (including all attachments) that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, please notify the sender immediately and delete the original and any copies of this message. Please do not print, copy, disseminate, or otherwise use this information. Thank you.



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

REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: December 19, 2022
RE: Royal Canadian Legion Advertising Sponsorship Request

BACKGROUND:

The Village has received a request from the Royal Canadian Legion for Advertising in their 18th Annual Military Service Recognition Book.

DISCUSSION:

In December 2021 the Village received a similar request and placed a 1/10 page add into the publication, so it appears that this request will continue to be received annually.

Prior to this, the Village had not participated in advertising in the Annual Military Service Recognition Book since 2011 where a 1/10-page ad was approved by Council. It is not known what the cost of this ad was as it is now outside of the records retention schedule.

The current cost of a 1/10-page ad is \$300.00, which is the same cost in 2021.

The Village regularly donates to the Legion through its Remembrance Day Wreath program, in 2021 \$225 was collected and donated to the local legion branch, and in 2022 \$307.81 was donated. It appears that the Remembrance Day Wreath program started in 2011, which corresponds to the last record of advertising in the Annual Military Service Recognition Book prior to 2021. As such, it may be that the practice of donation to the local legion branch was intended to replace advertising in the Military Service Recognition Book. This may have been a preferred method over taking out advertising as the donations collected from the Remembrance Day Wreath Donation program are collected voluntarily from residents and businesses who want to support the service and veterans.

CONCLUSION:

It is at Council's discretion to decide to advertise in the Annual Military Service Recognition Book or not.

STRATEGIC (Guiding Documents Relevancy – Village Bylaws)

N/A

FINANCIAL (Corporate Budget Impact)

This expense was not anticipated for 2023, but it can be allocated to advertising. In the last three years advertising expenses have come under budget due to impacts of the pandemic.

ADMINISTRATIVE (Workload Impact and Consequence)

If the same 1/10-page ad from 2021 is re-utilized, there will only be minor impact to staff workload.

RECOMMENDATION:

If Council is interested in advertising, the format of the motion could be as follows:

THAT Council supports the BC/Yukon Royal Canadian Legion recognition book for 2023 by placing a 1/10 page add into the publication.

Respectfully submitted:

Elizabeth Cumming

cl

Elizabeth Cumming

From: Janet Murphy <jmurphy@campaign-office.com>
Sent: November 28, 2022 9:28 AM
To: Elizabeth Cumming
Subject: Attn: The Village of Port Clements-BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION- 18th Annual Military Service Recognition Book
Attachments: letter&rates.pdf
Importance: High

Hello Elizabeth & The Village of Port Clements,

First and foremost, I'd like to thank you so very much for the generous support you show for our Veterans and Troops, we really appreciate all your great help. When I called, this morning, I was asked to reach out to you via email.

Please find enclosed a copy of our **Advertisement Letter** and **Rate Sheet** for the **British Columbia Yukon Command of The Royal Canadian Legion's 18th Annual Military Service Recognition Book** to honor and recognize our Veterans.

This unique remembrance publication includes past and present day Veterans biographies and photographs. With the help of our Veterans, their families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **November 2023**, in advance of our Annual Remembrance Day Ceremonies.

It is available for all to see at local legion branches and online at the BC/Yukon Command Legion's website: <https://www.legionbc yukon.ca/what-we-do/military-service-recognition-book> It helps us, and our younger generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today.

Here's a copy of the beautiful business card size support ad you used in our last edition, for your review:



We would sincerely appreciate your **organization's** support and appreciation for our Veterans by purchasing an advertisement, once again, in our next edition.

If you require any additional information, please reply to this email or phone me at our toll-free number below. I will follow up with you in the near future.

Thank you for your consideration and/or support.

Sincerely,

Janet Murphy

Advertising Rep/ Military Service Recognition Book

BC/Yukon Command

Royal Canadian Legion Campaign Office

1-866-354-6277

+ <mailto:bccl@fenety.com>



This e-mail and any attachment(s) is for authorized use by the intended recipient(s) only. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or any other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete this e-mail and any attachment(s). Thank you. Ref [ED071422139]

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

C-6



Legion

www.legionbcyukon.ca

**British Columbia / Yukon Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **5,000 copies** of our 18th Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2023, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest **“Community Service”** organizations, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **149 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,



Craig Thomson
President of BC/Yukon Command of The Royal Canadian Legion

C-6



Legion

www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,071.43	+ \$103.57	= \$2,175.00
Inside Front/Back Cover (Full Colour)	\$1,833.33	+ \$91.67	= \$1,925.00
Full Colour 2-Page Spread (COLOUR)	\$3,419.05	+ \$170.95	= \$3,590.00
Full Page (Full Colour) 7" X 9.735"	\$1,709.52	+ \$85.48	= \$1,795.00
Full Page B&W 7" X 9.735"	\$1,142.86	+ \$57.14	= \$1,200.00
½ Page (Full Colour) 7" X 4.735"	\$1,000.00	+ \$50.00	= \$1,050.00
½ Page B&W 7" X 4.735"	\$685.71	+ \$34.29	= \$720.00
¼ Page (Full Colour) 3.375" X 4.735"	\$619.05	+ \$30.95	= \$650.00
¼ Page B&W 3.375" X 4.735"	\$485.71	+ \$24.29	= \$510.00
1/10 Page (Business Card-Full Colour)	\$333.33	+ \$16.67	= \$350.00
1/10 Page B&W (Business Card) 3.375" X 1.735"	\$285.71	+ \$14.29	= \$300.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:

BC/Yukon Command
The Royal Canadian Legion
(BC/Y RCL)
(Campaign Office)
P O Box 5555
Vancouver, BC V6B 4B5



C-6



REPORT TO COUNCIL

COPY

Author: Marjorie Dobson CAO
Date: December 5, 2022
RE: Amending Procedural Bylaw #460, 2020

BACKGROUND

See report R-3 - Council Meeting November 21, 2022

This report is a follow-up based on the discussion that ensued the report to Council on November 21, 2022, entitled Council meeting Schedule.

The main concern brought forward during the discussion was the frequency of Regular Council meeting. Members of council voiced the opinion that the possibility of having regular council meeting once per month should be investigated

Council then directed staff to review Procedural bylaw #460, 2020 with specific instruction to focus on the Sections 5 (2) through to section 8.

DISCUSSION

Changing the frequency of regular council meeting requires an amendment to the Procedural bylaw

The Procedural bylaw#460, 2020 section 5 (2) shows that Regular Council meetings must:

- (a) be held on the first and third Monday of each month, and
- (b) begin at 7:00pm;
- (c) be adjourned at 10:00pm on the day scheduled for the meeting unless Council has passed a motion to proceed beyond that time that states the revised adjournment time.
- (d) when such meeting falls on a statutory holiday, be held on the next day the Village Office is open following which is not a statutory holiday.

STRATEGIC

In compliance with Community Charter and the Village Procedural Bylaw

The power to amend a bylaw must be exercised by law and is subject to the same approval and other requirements as the power to adopt a new bylaw.

Section 124 (3) of the Community Charter states that a bylaw under this section must not be amended , or repealed and substituted, unless the council first gives notice in accordance with section 94 (public notice)

Before a bylaw is adopted by Council, it must be given 3 readings by Council, (Community Charter section 135 (1) and there must be at least one day between the third reading and the adoption of a bylaw

FINANCIAL

None

ADMINISTRATIVE

(Workload Impact and Consequence)

Staff has prepared a report, along with the draft with recommended changes to Procedural bylaw #460, 2020 section 5 (2) which address frequency of regular council meetings. Council will review, discuss and if necessary, adopt. There is no other section of the Procedural bylaw #460, 2020 that addresses the frequency of regular council meetings

Staff may be required to amend the draft presented.

CA-1

COPY

RECOMMENDATIONS: Bylaw # 460, 2020, section 5 (2) be amended to reflect the change, and will read:
Regular Council meetings will be held at least once per month

Council via motion, will then decide on a day of the working week on which to hold meetings.

Going forward, Council will have the opportunity to change the frequency and day of the meeting without having to amend the bylaw.

Respectfully submitted:

Marjorie Dobson CAO

VILLAGE OF PORT CLEMENTS

BYLAW NO 479, 2022

**A Bylaw of the Village of Port Clements
to amend Procedural Bylaw # 460, 2020.**

The Council of the Village of Port Clements deems it desirable to amend the Village of Port Clements Procedural Bylaw;

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

1. The Procedural Bylaw for the Village of Port Clements # 460, 2020 is amended
 - (a) Change section (2) (a) Regular Council meeting must be held on the first and third Monday of each month
 - to
 - Regular Council meeting must be held at least once per month.

This Bylaw may be cited for all purposes as "Procedural Amendment Bylaw No. 479, 2022.

READ a first time this 5th day of December 2022.

READ a second time this 5th day of December 2022.

READ a third time this ----- day of December 2022.

FINALLY PASSED AND ADOPTED this ----- day of December, 2022.

Scott Cabianca
Mayor

Marjorie Dobson
Chief Administrative Officer

CERTIFIED A TRUE COPY OF 'THE AMENDED PROCEDURAL BYLAW # 479, 2022'

G-1



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

REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: December 19, 2022
RE: Amendment to Donations Policy No. 11

BACKGROUND:

At the December 5, 2022, Regular Council Meeting, Council directed staff to add a section on donation acknowledgement to *Donations Policy No. 11, 2022*.

DISCUSSION:

Staff have added a section to 4.1 that directs what the Village will do in general on receipt of a donation or in-kind donation, adding sub-section (c):

"Acknowledge the donor with a thank you letter or card (by mail or email), and, if the donor consents, acknowledging the donor through social media or other public communication formats used by the Village. This consent must be given in writing by the donor using the form in Appendix A."

The *Donations and In-Kind Donations Receipt Form* in Appendix A has also been amended to include:

"Do you consent for public acknowledgement of your donation or in-kind donation being shared or made on the Village's social media or other public communication formats? Please identify 'yes' or 'no':"
"

It was already the practice that donors would receive acknowledgement for their donation with a thank you provided by mail or email to them, however, with this amendment it will be solidified into policy which enables better consistency.

When it comes to wider public acknowledgement of donors through social media or other public communication formats that the Village may have access to, it is better practice to get the donor's express consent for such publicity as some donors may not prefer it or object to it. The Village's responsibilities under the *Freedom of Information Protection of Privacy Act* to protect privacy may also be a factor outside of any legislative requirements to identify a donor (if it is required as part of the Annual Report or Statement of Financial Information, or otherwise, for example).

It is also recommended to keep the wording in the policy flexible with "social media or other public communication formats" as social media platforms are provided and controlled by third parties, and the Village is not guaranteed to have access to these platforms at any specific moment (there can be system crashes, down for maintenance, account frozen or under review, or other issues that can limit the Village's access). By having the wording of 'or other public communication formats' it provides other avenues for staff to comply with the policy than just social media, but still achieve its objective of providing public acknowledgement, such as through the Village's quarterly newsletter, or its

CONCLUSION:

Staff have presented Council with an amendment Donations Policy that provides a process for public acknowledgement of donors for their generosity.

RECOMMENDATION:

THAT Council adopts the *Donations Policy #11, 2022* as amended.

Respectfully submitted:

11-2

Village of Port Clements Donations Policy Policy No. 11, 2022

Adopted: October 3, 2022
Reviewed: December 19, 2022
Amended: December 19, 2022
Next Review: October 2023

Replaces all prior Donations Policies

1.0 DEFINITIONS

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

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

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

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

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

2.0 OBJECTIVE

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

3.0 SCOPE:

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

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

4.0 RECEIVED BY THE VILLAGE

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

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

- (a) Provide an income tax receipt for all donations and in-kind donations if requested.
- (b) Record all information pertaining to the donations and in-kind donations using the form in Appendix A, including pictures for in-kind donations if they are a material object or structure. The Port Clements Historical Society may request and receive a copy of this record regarding in-kind donations received by the Village for their museum after the completed installation of said in-kind donation.
- (c) Acknowledge the donor with a thank you letter or card (by mail or email), and, if the donor consents, acknowledging the donor through social media or other public communication formats used by the Village. This consent must be given in writing by the donor using the form in Appendix A.

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

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

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

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

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

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

5-2

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

5.0 REQUESTED FROM THE VILLAGE

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

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

5.1 Requests for donations:

(a) The total budget each year the Village has for donations is \$1,000, and funds may only be expended until that budget is reached.

(b) NFPs and registered charities that operate locally on Haida Gwaii can request up to a maximum of \$250 per year, but it is Council's discretion to award any value up to the maximum permitted or to not donate for any reason. NFPs and registered charities that provide services directly within Port Clements can request up to \$500 per year but it is Council's discretion to award any value up to the maximum permitted or to not donate for any reason.

(c) NFPs and registered charities are required to complete the application form Appendix B and are also required to provide proof of their non-profit status or registered charity status with the submission of their application form.

(d) NFPs and registered charities that have applied under the Village's *Community Grant Policy* are not eligible to apply for or receive a donation under this policy in connection to the activity/project identified in their application submitted under the Village's *Community Grant Policy*.

(e) NFPs and registered charities may only submit one application per year calendar year for requests for donations, and they must submit a new application each year.

5.2 Requests for in-kind donations:

(a) for the purposes of this policy, the Village limits requests for in-kind donations to the use of Village property or equipment that have real value and are normally available to the public at rental cost, and to not permit requests for in-kind donations for the giving of art, valuables, equipment, or property. This, however, is not intended to limit the Village, at its discretion, from giving in-kind donations of art, valuables, equipment, or other property to a registered charity or NFP if it is in the process of disposing of such items due to its own operational or other considerations.

(b) generally, where the in-kind donation is the waiving of rental fees for use of the Village property and equipment that are normally available for rent, a rental agreement form must still be completed as all other obligations normally under the rental agreement will persist, including any janitorial fees or costs for damages that may be incurred through use of the rental property or equipment.

(c) NFPs and registered charities are required to complete the application form Appendix C and are also required to provide proof of their non-profit status or registered charity status with the submission of their application form.

Mayor Scott Cabianca

CAO Marjorie Dobson

G-2

Village of Port Clements

APPENDIX 'A', POLICY 11

DONATIONS AND IN-KIND DONATIONS RECEIPT FORM

Donor: (organization/business/individual)	
Representative/contact Individual: (first and last name)	
Phone Number:	
Email:	
Street Address:	
Mailing Address:	

Please select the donation type being made:

- Donation** (financial)
 In-kind Donation (non-financial)

Is this donation/in-kind donation in honour of someone?

- In memory**
 For a celebration

Name of individual in memory of/celebration: _____

Do you consent for public acknowledgement of your donation or in-kind donation being shared or made on the Village's social media or other public communication formats? Please identify 'yes' or 'no': _____

For Donation(s) (financial):

Amount being donated \$ _____ (CAD)
 Is this donation for a specific purpose? _____

For In-kind Donation(s) (non-financial):

Description of item(s): _____

Where possible, please provide a picture of the in-kind donation(s) when submitting this form

As the representative/contact person for the above noted donation or in-kind donation, I agree to the terms and requirements for my donation and/or in-kind donation according to the Village's *Donation Policy No.11*, as may be amended from time to time. Further, I acknowledge for in-kind donations that, unless otherwise agreed by the Village in writing and at Council's discretion, I assume full responsibility for the costs to install the in-kind donation, including any maintenance and repair requirements as deemed necessary by the Village of Port Clements until its removal at the discretion of the Village of Port Clements.

Date: _____ Signature: _____

Village of Port Clements

APPENDIX 'B', POLICY 11

REQUEST FOR DONATION APPLICATION FORM

Applicant Information

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

All fields of the application information are required to be completed

Please select organization type:

- Registered Charity**
 Not for Profit Organization

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

Request Information

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

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

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

Date: _____

Signature: _____

5-7

Village of Port Clements

APPENDIX 'C', POLICY 11

REQUEST FOR IN-KIND DONATION APPLICATION FORM

Applicant Information

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

All fields of the application information are required to be completed

Please select organization type:

- Registered Charity**
 Not for Profit Organization

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

Request Information

Description of request: _____

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

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

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

Date: _____

Signature: _____

5-2

Village of Port Clements

Donations Policy

Policy No. 11, 2022

Adopted: October 3, 2022
Reviewed: October 3, 2022
Next Review: October 2023

Replaces all prior Donations Policies

1.0 DEFINITIONS

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

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

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

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

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

2.0 OBJECTIVE

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

3.0 SCOPE:

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

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

6-7

4.0 RECEIVED BY THE VILLAGE

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

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

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

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

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

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

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

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

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

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

5.0 REQUESTED FROM THE VILLAGE

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

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

5.1 Requests for donations:

(a) The total budget each year the Village has for donations is \$1,000, and funds may only be expended until that budget is reached.

(b) NFPs and registered charities that operate locally on Haida Gwaii can request up to a maximum of \$250 per year, but it is Council's discretion to award any value up to the maximum permitted or to not donate for any reason. NFPs and registered charities that provide services directly within Port Clements can request up to \$500 per year but it is Council's discretion to award any value up to the maximum permitted or to not donate for any reason.

(c) NFPs and registered charities are required to complete the application form Appendix B and are also required to provide proof of their non-profit status or registered charity status with the submission of their application form.

(d) NFPs and registered charities that have applied under the Village's *Community Grant Policy* are not eligible to apply for or receive a donation under this policy in connection to the activity/project identified in their application submitted under the Village's *Community Grant Policy*.

(e) NFPs and registered charities may only submit one application per year calendar year for requests for donations, and they must submit a new application each year.

5.2 Requests for in-kind donations:

(a) for the purposes of this policy, the Village limits requests for in-kind donations to the use of Village property or equipment that have real value and are normally available to the public at rental cost, and to not permit requests for in-kind donations for the giving of art, valuables, equipment, or property. This, however, is not intended to limit the Village, at its discretion, from giving in-kind donations of art, valuables, equipment, or other property to a registered charity or NFP if it is in the process of disposing of such items ~~due to its own operational or other considerations.~~

(b) generally, where the in-kind donation is the waiving of rental fees for use of the Village property and equipment that are normally available for rent, a rental agreement form must still be completed as all other obligations normally under the rental agreement will persist, including any janitorial fees or costs for damages that may be incurred through use of the rental property or equipment.

(c) NFPs and registered charities are required to complete the application form Appendix C and are also required to provide proof of their non-profit status or registered charity status with the submission of their application form.



Mayor Doug Daugert



CAO Marnie Dobson

Village of Port Clements

APPENDIX 'A', POLICY 11

DONATIONS AND IN-KIND DONATIONS RECEIPT FORM

Donor: (organization/business/individual)	
Representative/contact Individual: (first and last name)	
Phone Number:	
Email:	
Street Address:	
Mailing Address:	

Please select the donation type being made:

- Donation (financial) In-kind Donation (non-financial)

Is this donation/in-kind donation in honour of someone?

- In memory For a celebration

Name of individual in memory of/celebration: _____

~~~~~  
**For Donation(s) (financial):**

Amount being donated \$ \_\_\_\_\_ (CAD)

Is this donation for a specific purpose? \_\_\_\_\_

~~~~~  
For In-kind Donation(s) (non-financial):

Description of item(s): _____

~~~~~  
*Where possible, please provide a picture of the in-kind donation(s) when submitting this form*

~~~~~  
As the representative/contact person for the above noted donation or in-kind donation, I agree to the terms and requirements for my donation and/or in-kind donation according to the Village's *Donation Policy No. 11*, as may be amended from time to time. Further, I acknowledge for in-kind donations that, unless otherwise agreed by the Village in writing and at Council's discretion, I assume full responsibility for the costs to install the in-kind donation, including any maintenance and repair requirements as deemed necessary by the Village of Port Clements until its removal at the discretion of the Village of Port Clements.

Date: _____

Signature: _____

G-2

Village of Port Clements

APPENDIX 'B', POLICY 11

REQUEST FOR DONATION APPLICATION FORM

Applicant Information

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

All fields of the application information are required to be completed

Please select organization type:

- Registered Charity**
 Not for Profit Organization

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

Request Information

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

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

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

Date: _____

Signature: _____

Village of Port Clements

APPENDIX 'C', POLICY 11

REQUEST FOR IN-KIND DONATION APPLICATION FORM

Applicant Information

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

All fields of the application information are required to be completed

Please select organization type:

- Registered Charity**
 Not for Profit Organization

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

Request Information

Description of request: _____

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

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

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

Date: _____

Signature: _____

5-2



REPORT TO COUNCIL

Author: Marjorie Dobson CAO

Date: December 19, 2022

RE: Multiplex Building Insurance Coverage

BACKGROUND:

In 1998 The Village of Port Clements Council passed a motion to investigate a Community Multiplex facility. The municipal office building was dated and needed replacement.

A Society was formed in 2000 to develop a conceptual layout, survey the community, apply for funding, and co-ordinate the construction of a facility. A report shows that although the society raised in excess of \$3 million, it was not sufficient to construct a multiplex facility

At the same time concerns were raised about maintaining an Elementary School in Port Clements, since enrollment had declined to 40 students which were housed in a school built in the late 1960's for 150 students The School District met with Port Clements council to explore the viability of including an elementary school component to the building. The Minister of Education had been approached and was supportive as well

A building committee was established comprising representatives from the Village, school district etc to address the challenges to considered when sharing a building , including among other things ownership, and insurance coverage.

The Multiplex Building includes

SCHOOL

- 3 classrooms
- School Administration area
- School washrooms

MUNICIPAL

- Municipal administration offices
- Council Chambers

COMMUNITY (shared)

- School & Public Library
- Senior's center
- Daycare
- Commercial Kitchen
- Shared Staff room

The Municipality and School District provided both assistance, expertise and in-kind donations.

- Initial construction phase was completed December 31, 2008.
- The School and Municipal office moved in January 1, 2009.
- Building was officially opened April 1, 2009.

An agreement was signed in September 2009 outlining the Village initial contribution of \$2,800,000.00 and the School District 50 contributing \$1,240,000.00. Also included is the insurance coverage which states that "The School District will obtain property and fire insurance on the Multiplex Building through School Protection Plan(SPP). Optional insurance through the School Protection Plan will be billed to the Village for Insurance costs for their portion of the building". The SPP is administered by the Ministry of Finance in conjunction with the Ministry of Education.

Over the years the Village has been billed by SD50 for his coverage. For 2021, the Village was billed \$ 8,277.18 for its portion of the building.

DISCUSSION

On November 23, 2022, a representative from SD50 informed the Village that SD50 got information from SPP indicating that SD50 can no longer Obtain the optional Property Programme for the village. In a meeting convened on December 1, 2022, representatives from SPP emphasized that the current arrangement is not aligned with the objectives of the Department of Education. Further, since the building is one structure and part of the use of the structure is for K-12 education, then the entire building would be eligible for coverage under the Standard SPP. As a result, they are moving away from offering Optional Protection Plan. They further indicated that there are a number of joint-development and joint-use properties in the Education sector and if the structure is being used as a school, even though there are other occupancies (e.g. municipality/community), the structure would be eligible for the Standard SPP Property Program.

The Village was not consulted on the matter before the decision was taken to eliminate the Optional Protection Plan.

It’s all well for the Department of Education to cover the cost of insurance for the entire building, but there is a downside for the Village. If the building is destroyed, the Ministry decides to build or not to build. The Village will have **no influence in the decision-making process**. By extension, to replace the building would be dependent on “the mood” of the Provincial government of the day.

The school enrollment is now 30 students. This compared with 40 students in the year 2000 when the concern was raised about maintaining a school in Port Clements due to low enrollment. The continued reduced enrollment would give the Ministry more reason not to rebuild. This decision should not be taken lightly, since the Village in particular, and the community in general would suffer severely if there was a loss, and not rebuild

The matter has been referred to legal services and we await their opinion

RECOMMENDATIONS:

- Council officially voices the disregard shown to the Village authority in addressing a matter that concerns such a vital infrastructure in the community.
- The agreement is revisited

IMPLICATIONS:

STRATEGIC	Given the complexity of the situation, the Village seeks advice from Insurance professionals on a way forward. The seek self-insurance coverage to remedy a potential loss
FINANCIAL	The Village uses the budget allocation to SD50 for insurance premium to self-insure . The Village may be required to pay higher premium which will affect corporate budget
ADMINISTRATIVE	Increase workload on staff. (Preparing reports, seeking professional advice)

Respectfully submitted:

Marjorie Dobson CAO

GT-3



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: December 19, 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:

Customer Payment Options

We continue to investigate payment options that would make it easier for customers to make payments to the village. The availability of increased payment options would help to improve customer satisfaction.

The Official Community Plan (OCP)

We received a satisfactory number of individuals for the OCP Advisory Committee. However, representation is lacking for Millennials and Generation Z. We are hopeful that we can get representation for this group,

The consultant is expected to arrive the week beginning January 8, 2023 and will work with staff and the Advisory Community for the duration of his stay. Hands-on community engagement will take place later.

WorkSafe BC: Progress continues towards full compliance with work orders. We are expecting that the outstanding ones will be completed early in the new year

Critical Infrastructure

(i) Sewage Lagoon

The Clearing and Burning phase of the project is completed. A Certificate of Substantial Performance was issued in accordance with BC Builders Legislation.

Discussions and reviews continue with the Project contractor who has been preparing tender documents for the construction phase.

Due to effects of COVID on industries globally, the cost to complete the project is expected to increase by approximately 50 percent. In order to cover this increased cost, staff is actively searching to find external sources of funding.

(ii) Water System Upgrade

Well #3. The progress of the project continues to be hampered by delays. The potential delivery remains early 2023.

R-1

Other Infrastructure:

Activities on most minor projects have been suspended until after the holidays.

Finance:

Compiling information required for the end of the year reporting due at the beginning of 2023 such as the Municipal Pension plan, Payroll Deductions, and WCB as well as continual and routine accounts payable, accounts receivable, payroll and bank reconciliations.

Public Works

- Recent cold snap demanding freeze protection activities of village infrastructure on behalf of PW. Limited damage found in Village infrastructure. No major breakages to report.
- Support of Sunset bridge and bird tower improvements ongoing.
- Ongoing operations for winter road maintenance: Maintenance ongoing. Recent shift in weather to cold, icy conditions resulted in PW operationally implementing snow clearing and sanding activities. No concerns other than necessity of weekend/nighttime callouts. (Limited capacity)
- 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 : Emergency temporary repair on aluminum tread material performed after it was identified as a potential critical safety risk. Situation has been communicated to the facility owner, for potential rebuild/permanent repair as part of SCH upgrades.
- Biomass continues to burn well, transferring heat to Multiplex and Firehall. Sufficient fuel in stock for rest of calendar year.
- Sewer treatment lagoon project: Burning contract nearing completion. Ongoing support from PW and admin to Engineer as we approach next phase.
- Water testing: December monthly testing 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.
- Awaiting Nov and Dec wastewater effluent test results from lab for final yearly reporting requirements.
- Tingley A/C pipe replacement: No update. Discussions ongoing.
- General challenges around ongoing issues due to lack of capacity both internally to Public Works, Admin and externally with contractor availability continue to be highlighted and discussed as to potential solutions. Discussion includes effect on employee and public health and safety.

Respectfully submitted:


Marjorie Dobson, CAO

R-1

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

Action #	Date	Description	Lead	Follow up
A-1	2022-11-21	staff to investigate the possibility of using "lot 20" (9#20 Grouse Street) as a cemetery and also an up-to-date report on the existing cemetery	CAO	
A-2	2022-11-21	staff to research the requirements to create a Columbarium in the community	CAO	
A-3	2022-11-21	staff to review the Solid Waste Management Plan update on Haida Gwaii to see what is contained regarding recycling and then take it from there	CAO	
A-4	2022-12-05	Council to investigate and report back to Council on options for the winter sanding going forward	CAO	

A-1