



The Village of  
**PORT CLEMENTS**  
"Gateway to the Wilderness"

36 Cedar Avenue West  
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Port Clements, BC  
V0T1R0  
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7:00 PM Regular Meeting of Council, Monday, March 7<sup>th</sup>, 2022

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**  
M-1—February 22<sup>nd</sup>, 2022, Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**  
C-1—INFO—February Regional Meeting – Ministry of Municipal Affairs  
C-2—INFO—February Message – Honourable Josie Osborne, Minister of Municipal Affairs  
C-3—INFO—February Board Highlights—North Coast Regional District  
C-4—INFO—Request for Provincial Restriction Reduction – City of Maple Ridge  
C-5—INFO—Strike Notice – Vancouver Island Regional Library
6. **FINANCE**
7. **GOVERNMENT**  
G-1—Land Development Applications Procedures Bylaw #476, 2022  
*Recommended motion: THAT Council reconsiders and adopts Land Development Applications Procedures Bylaw #476, 2022*  
G-2—2022 Annual Budget – Vibrant Community Commission  
G-3—Sewer Lagoon Project – Project Site Clearing/Burning Phase  
G-4—Sunset Park Revitalization Project – Bridge Replacement  
G-5—2022 Annual Budget – Recreation Commission
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**  
R-1—INFO - Regular Report on Current Operations – Deputy CAO Elizabeth Cumming
10. **ACTION ITEMS**
11. **QUESTIONS FROM THE PUBLIC & PRESS**
12. **IN-CAMERA**
13. **ADJOURNMENT**



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**Minutes of the Regular Meeting of Council, Tuesday, February 22<sup>nd</sup>, 2022**

**Present:**

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

**Not present:** Councillor Ian Gould

Acting CAO Elizabeth Cumming

Members of the public: none

**Meeting Called to Order at 7:10 PM**

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

**1. ADOPT AGENDA**

2022-02-050—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould  
THAT Council adopts the February 22<sup>nd</sup>, 2022, Regular Council Meeting Agenda with the late addition of R-2—INFO - Mayor's Report, and correction of M-1 to identify that the minutes of M-1 are from 2022,  
**CARRIED**

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

**3. MINUTES**

M-1—February 7<sup>th</sup>, 2022, Regular Council Meeting Minutes  
2022-02-051—Moved by Councillor Cumming, seconded by Councillor Whitney-Gould  
THAT Council adopts the February 7<sup>th</sup>, 2022, Regular Council Meeting Minutes as presented.  
**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE**

C-1—INFO — Support for Legal Challenge to Bill 21 -- City of Victoria  
C-2—INFO — Old Growth Forest Deferral Announcement-- Village of McBride  
C-3—INFO—Support for BC Wildfires Petition-District of Lillooet – Village of Chase  
C-4—INFO—Board Highlights—Misty Isles Economic Development Society  
2022-02-052—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council receives items C-1, C-2, C-3, and C-4.  
**CARRIED**

C-5—REQUEST—Support for Private members' Bill C-299—Peter Julian, MP  
2022-02-053—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the request for support for Private member's Bill C-299 from MP Peter Julian.  
**CARRIED**

C-6—INVITATION—Virtual Announcement BC Economic Plan – Premier John Horgan  
2022-02-054—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the invitation for the virtual announcement BC Economic Plan from Premier John Horgan.

**CARRIED**

G-7—INVITATION—Woodlot Licence – Old Masset Village Council  
2022-02-055—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the invitation to respond to Woodlot Licence from the Old Masset Village Council.

**CARRIED**

2022-02-056—Moved by Mayor Daugert, seconded by Councillor  
THAT Council directs staff to write a letter to Old Massett, thanking them for the opportunity for comment, and to identify the hope that the commercial wood, as much as possible, from their woodlot would be manufactured locally, and potentially make some of the non-commercial wood be made available for firewood and salvage.

**CARRIED**

**6. FINANCE**

F-1—2021 4<sup>th</sup> Quarter Financial Report – Senior Finance Manager Bell  
2022-02-057—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the 2021 4<sup>th</sup> Quarter Financial Report from Senior Finance Manager Bell.

**CARRIED**

**7. GOVERNMENT**

G-1— Sunset Park Campground Bylaw #475, 2022  
2022-02-058—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council reconsiders and adopts Sunset Park Campground Bylaw #475, 2022

**CARRIED**

G-2—Land Development Applications Procedures Bylaw #476, 2022  
2022-02-059—Moved by Councillor Cumming, seconded by Councillor Falconbridge  
THAT Council does 3<sup>rd</sup> reading of Land Development Applications Procedures Bylaw #476, 2022.

**CARRIED**

G-3—2021 Activity Report – Vibrant Community Commission  
2022-02-060—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the 2021 Activity Report from the Vibrant Community Commission.

**CARRIED**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

R-1—INFO - Regular Report on Current Operations – Acting CAO Cumming  
R-2—INFO - Mayor's Report

Mayor Daugert: *February 9, 2022-Protocol Table Meeting via Zoom. The meeting received a power point set and verbal explanation of the current work being done to establish an Earthquake Early Warning System on the Coast of BC, including Haida Gwaii. This system is a series of sensors up and down the coast, including Haida Gwaii. It is an attempt to give a few minutes to several tens of minutes warning to areas of BC. On Haida Gwaii, the system would likely only give seconds of warning from an earthquake on the nearby fault lines, 10 to 20 minutes warning to Prince Rupert, and significantly longer*

to Vancouver. Warnings would be sent out over the epac system. After that presentation we discussed the loss of some Health Services, and the move of other services to Terrace. This is a serious ongoing issue that impacts all remote communities. It is being brought up by local governments at all our meetings with Northern Health, Emergency Health Services and the Provincial Ministry of Health. Sam Hall and Gaagwiis gave an update on where the connection to fibre is currently at with City West and the need for Gwaii Tel to define its direction going forward. Much of this was contained in Councilor Falconbridge's report last meeting. We had a brief discussion of Highway conditions this winter, and what the standards were for compliance and inspection of the maintenance contracts. The final item was an update on the GayGahida Changing Tide Reconciliation Framework Agreement. It will be a significant factor in land use decisions going forward. The next meeting of the Protocol Table is set for March 23.

**February 16, 2022-MIEDS meeting via Zoom.** This meeting was called to ratify our 2022 budget and included 2021 year end financial statements. Because several of the grant windows did not correspond with the year end, but included funds not yet spent, MIEDS currently appears to have a surplus that will be balanced by future expenses. MIEDS did receive a management fee for Clean Coast Clean Waters, the exact amount to be determined during the final reporting. All the field work with the exception of the final shipment of debris to mainland recycling is complete, the checks are written and mailed. There were 130 people employed, approximately 1.5 million dollars spent (mostly local) and tons of garbage picked up and shipped out. MIEDS had preliminary discussions of a request to expand our Grant Manager services to include all Haida Gwaii Communities including Old Masset, Skidegate and the CHN. This request requires further exploration and thought since both Old Masset and Skidegate have declined membership in MIEDS on several occasions including during the last year. As well, some of the expectation seems to be for Grant Writing. MIEDS tries to assist with locating suitable grants and assisting the applicants but does not do the actual grant writing. It was observed that Societies that cannot do the application process themselves actually lack the capacity to administer and document the grants, that is they need a secretary/treasurer able to do the essential documentation and financial control. It is apparent that MIEDS needs to do a strategic planning session and chart a direction for the next year that clearly defines the boundaries of our intentions, so we asked our Executive Director to move forward with a plan for doing that. In the meantime, I wish to hear from Council on this subject.

**February 19, 2022 NCRD regular Meeting via Zoom and in person.** My first observation was on the pitfalls of conducting a mixed Zoom and in person meeting. The sound using the Zoom setup was just about useless. No one not in the room could understand the conversations it was so distorted and inconsistent. The problem was finally managed by disconnecting the Zoom microphone, the room dialing in and using the conference phone for all communication. The limitations of the conference phone were far less problem than the Zoom system, so we had a phone conference with video that captured about half the board members in attendance.

Gary Coons, our North Coast representative on BC Ferries Board of Directors gave a presentation on how BC Ferry Corp. is governed. There was no discussion of operational issues. We then received a report on the Housing Needs Assessment reports that attempted to consolidate the individual reports from the member communities. A common theme was increased housing costs due to outside buyers making housing unaffordable at local wage rates, rental properties turning into air B&B's, and aging populations.

We received a letter detailing a proposed Audit of Northern Health by the Province, which we strongly support and hope addresses our concerns regarding service levels.

*There was a land application for further development of the gravel pit by Haida Gwaii Builders that lacked adequate information to make a decision.*

*This was a very slow and frustrating meeting due to the sound problems,*

*February 19, 2022-NCRD Special Budget Meeting. Fortunately, staff had figured out to use the conference phone for the audio and this meeting went much smoother. This meeting was to further discuss items from the Budget that had been flagged by directors as requiring more information. Adequate information was provided so directors were able to move all items forward to "round 3". By use of reserve funds we were able to give a modest increase to the North Pacific Cannery Society without incurring a tax increase for that service (which would have required going to a public vote). This should give the Society time to look for other sponsors, as the facility is far too large and in need of repair and maintenance to be supported entirely by the Regional District.*

Councillor Whitney-Gould: *Attended regular meetings, did the activity report and working on 2022 budget for commission.*

Councillor Cumming: *Nothing to report.*

Councillor Falconbridge: *Met up with three Fire Chiefs for a conversation about the upcoming training – no way to get the 12-person requirement for courses. Larry Duke is going to investigate seeing if a smaller class size can happen. Curious about where Gazebo will be located.*

2022-02-061—Moved by Councillor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the written and verbal reports from Council and Acting CAO Cumming.  
**CARRIED**

Councillor Falconbridge left the room at 8:20 PM  
Councillor Falconbridge returned to the room at 8:22 PM.

2022-02-062—Moved by Mayor Daugert, seconded by Councillor Cumming  
THAT Council requests staff to provide a sketch of a cross section for the proposed 10' road and summary of proposed work to be done.  
**CARRIED**

**10. ACTION ITEMS**

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

**12. IN-CAMERA**

**13. ADJOURNMENT**

2022-02-063—Moved by Councillor Cumming  
THAT Council adjourns this meeting at 8:22 PM  
**CARRIED**

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Mayor Doug Daugert

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Acting CAO Elizabeth Cumming



February 18, 2022

Ref: 269578

Mayors and Regional District Chairs of British Columbia  
Attendees of the February 2022 Regional Meetings with Minister Josie Osborne

Dear Mayors and RD Chairs:

Thank you for taking the time to join Minister Josie Osborne for the February 2022 regional meetings. As Minister Osborne said, these meetings continue to be a great opportunity to hear from you about key issues and initiatives in your communities and for you to hear from each other and share your experiences.

Minister Osborne addressed a number of topics during the meetings, including updates on flood response/recovery, COVID-19, local government finance review, and a few funding opportunities. This email provides links and resources to the topics addressed.

**Flood Response/Recovery**

As you all well know, the atmospheric river weather events in November caused floods and landslides crippling critical transportation infrastructure, causing extensive losses to the agricultural sector; prompting the evacuation of over 17,000 people; and the tragic loss of five lives.

Local, provincial, and federal governments and our partners, including First Nations and NGOs, are working with affected communities. While some communities have moved into flood recovery, we heard during the meetings how others are still struggling with flood response issues.

Through all of this we have all been keeping in mind the human aspect of this emergency and the toll it has taken on the physical and mental wellbeing of you and your staff. I continue to be humbled and impressed by the flexibility and resilience of local government officials and staff during this difficult time, recognizing the incredible hard work you are doing, dealing with so many “on the ground” issues. Across the Ministry, we also were impressed by the inter-community support across BC that is happening, communities offering support to their colleagues whether in the EOCs or in the field with repairs.

This event has challenged all of us, but we are leveraging the relationships and learnings gained from this experience, recognizing that climate related events like the ones we experienced in 2021 will most likely happen again.

C-1

**2022 Spring Freshet and Snow Survey**

The February 1<sup>st</sup> snow survey is now complete and the full report is [available online](#) and a map of the current snow basin indices can be found [here](#).

Generally, the province has above normal snowpack for this time of the year, with the average of all snow measurements across the province at 110%. Seasonal weather forecasts from late January by Environment and Climate Change Canada indicate an increased likelihood of colder than normal temperatures from February through April for the entire province. There is an increased likelihood of greater than normal precipitation in the Northeast, Peace and Upper Fraser East for February to April, whereas there is a greater probability of below normal precipitation for Vancouver Island and the South Coast.

The River Forecast Centre will continue to monitor snowpack conditions and will provide an updated seasonal flood risk forecast in the March 1st, 2022, bulletin, which is scheduled for release on March 8th, 2022.

**COVID-19 Update**

Easing Restrictions

Provincial Health Officer Dr. Bonnie Henry announced earlier this week that starting on February 17, 2022, many province-wide restrictions will be eased. With proof of vaccination and masks as well as COVID-19 safety plans in place where applicable, these activities can return to normal.

This includes no restrictions on indoor and outdoor personal gatherings, full capacity allowed for indoor and outdoor organized events, indoor events at venues, exercise and fitness, adult sports activities, tournaments and swimming pools, full capacity and fewer restrictions in restaurants, bars, pubs, and nightclubs, including no limits on table size, normal liquor service hours, customers don't have to remain seated, and dancing is allowed when wearing a mask indoors.

Restrictions and safety measures that remain in place will be reviewed in March and April 2022. Masks continue to be mandatory for all indoor public spaces. The requirement to show proof of vaccination to access many businesses, events, and services also remains in place.

**Local Government Meetings and Public Hearings**

The easing of restrictions does not significantly impact local government business (including meetings and public hearings) as these essential functions have already been exempt from the restrictions under the Gatherings and Events Order, including in-person attendance at open meetings.

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

C-1

I would encourage local governments to continue considering enhanced safety measures where in-person attendance is required to support the health and safety of staff and the public. Note that proof of vaccination still does not apply to public attendance at local government meetings.

#### **COVID-19 Safety Plans**

On January 7, 2022 Dr. Bonnie Henry announced an order requiring employers (which includes local governments) to re-activate their COVID-19 Safety Plans to reduce the spread of the highly transmissible Omicron variant of the COVID-19 virus and the [Workplace Safety Order](#) has been posted on the government website. Note that this order does not have an expiry date and remains in force until repealed.

WorkSafe BC has provided guidance on reactivation or development of these plans and further information can be found on the [WorkSafe BC website](#). As a reminder, COVID-19 Safety Plans are formal, written plans with more rigorous controls than communicable disease prevention plans and are more appropriate for periods of elevated risk.

I recognize that many of you had COVID-19 Safety Plans earlier in the pandemic, and you may have maintained all or many of the measures from your COVID-19 Safety Plans. WorkSafe BC strongly recommends reviewing your COVID-19 Safety Plans to ensure that they are current and aligned with all guidance and orders from the Provincial Health Officer.

#### COVID-19 Vaccine Booster Doses

People 12 years and older will get a booking invitation 6 months after the date of their second dose for a booster dose of the COVID-19 vaccine. Please encourage your residents to get a booster dose as this is helping to protect your communities from COVID-19 and vaccination continues to be our primary protective measure.

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

#### Local Government Finance Review

In January 2022, Municipal Affairs Minister Josie Osborne, Finance Minister Selina Robinson, and UBCM President Laurey-Anne Roodenburg signed a [Memorandum of Understanding](#) (MOU) on local government financial resiliency.

Over the past several years, local governments have been faced with multiple new financial challenges around the costs of attainable housing, community safety, and climate change. The Province and UBCM will work together to review the local government finance system in BC to ensure that local governments remain resilient in the face of economic changes. This will include discussions about cost pressures local governments may be experiencing around attainable housing, community safety and climate change, and the impact of the new economy. These issues were identified in a UBCM membership-endorsed [report](#) and published in August 2021. The report included 20 recommendations that focused on strengthening the municipal and regional district finance system.

C-1



Progress under the MOU will be made through the creation of a Local Government Financial Review Working Group made up of staff from the Province and UBCM. The working group will review the recommendations and develop a work plan for short, medium, and long-term consideration.

### **Investing in Canada Infrastructure Program (ICIP) Update**

#### **Environmental Quality Program**

The final intake for the ICIP Environmental Quality Program has been extended to **February 23, 2022, at 4 pm PST**. Program information can be found at: [www.gov.bc.ca/investing-in-Canada-Infrastructure-Program](http://www.gov.bc.ca/investing-in-Canada-Infrastructure-Program)

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

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

#### **CleanBC Communities Fund**

The third intake for the ICIP CleanBC Communities Fund is now open for applications until **May 25, 2022, at 3:00 pm PST**. This intake supports projects starting in 2023 and must be completed by March 2027. Program information can be found [here](#).

The CleanBC Communities Fund is a foundational component of the province's CleanBC plan, which puts BC on the path to a cleaner, better future with a low-carbon economy that creates opportunities for all while protecting our clean air, land, and water.

It funds infrastructure projects that reduce Canada's net greenhouse gas emissions and provide "public use for benefit". The four project outcomes are energy efficiency of buildings, generation of clean energy, management of renewable energy, and access to clean energy transportation.

The CleanBC Communities Fund is a collaboration between the BC Ministry of Environment and Climate Change Strategy and the Ministry of Municipal Affairs in close partnership with Infrastructure Canada.

Please email [infra@gov.bc.ca](mailto:infra@gov.bc.ca) to get connected to a program team member who can respond to your questions.

#### **Strengthening Communities' Services Program**

The second intake for the Strengthening Communities' Services Program opened on February 8, 2022 and will accept applications until **April 22, 2022**. This means that communities can continue to respond to peoples' unique needs, especially those who are most vulnerable.

2-1

The fund is open to all local governments and modern Treaty Nations to support unsheltered homeless populations and address community impacts caused by COVID-19. For the second intake, the program guidelines have been updated to clarify that supports to address extreme weather events, such as temporary warming and cooling centres, are eligible for funding. Although these services were eligible during the program's first intake, the guidelines did not specifically mention them.

UBCM is administering the program on behalf of the province. For more information visit the [UBCM website](#).

The next round of regional meetings will take place during the first week of March. Minister Osborne will be joined by Minister Beare to provide an update on connectivity. Minister's Office staff will have been in touch this afternoon with invitations to the next meetings.

Sincerely,



Tara Faganello  
Assistant Deputy Minister

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

C-1

## Elizabeth Cumming

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**From:** Minister, MUNI MUNI:EX <MUNI.Minister@gov.bc.ca>  
**Sent:** February-22-22 3:59 PM  
**Subject:** REF: 269563 Message from Honourable Josie Osborne, Minister of Municipal Affairs, Feb 22, 2022

FROM THE DESK OF  
**JOSIE OSBORNE**  
MINISTER OF MUNICIPAL AFFAIRS

**February 2022**

Good afternoon:

Thank you for joining me for the February 2022 regional meetings. These meetings continue to be a great opportunity to hear directly from you about key issues and initiatives in your communities and provides us all with the opportunity to learn from each other. I also would like to thank UBCM President Laurey-Anne Roodenburg for listening in on these meetings.

During the recent round of meetings, we reflected on the upcoming fall 2022 local elections. As the former mayor of Tofino, I know that serving your community as a local elected official is an incredibly rewarding and full-time experience. There are so many good reasons to run for office, and it is a question I have always enjoyed asking people. Over and over, the one reason that is always mentioned is “because I love my community and I want to make a positive impact.”

As I have expressed many times, none of us knew when we ran for local office in October 2018 that we would face a pandemic or experience severe weather emergencies. Over the past two years, local governments have demonstrated incredible strength, and it has been demonstrated to us over and over just how important it is to collaborate and to actively listen—with open minds and hearts—in the pursuit of collective solutions.

But it can be hard work when things keep changing, and we are tired. People look to you for strength, wisdom and compassion—and it is hard sometimes to dig deep in yourself to find it. But you do it—and it is just one of the many reasons why I am so impressed and humbled by your leadership.

I know that some of you have already made the decision not to run again, and some of you have already declared that you will run. Whether or not you choose to seek re-election, I know it is a difficult decision and one that takes a lot of personal reflection and checking in with those people who are closest to you. I believe it is important to ask yourself why you wanted to do this and—whether you have decided or not about running again—what it is that you want to bring to your community?

That is why I asked you to share, as we continue through the year and the final stretch of this local government term, what are the top one or two priorities you have set out to accomplish as we work to ensure a strong foundation is in place to set the next council or board up for success.

I was impressed by the range of goals that I heard you are setting out to accomplish in the coming year, from providing sound fiscal and budget management, continuing or finalizing important infrastructure and housing projects, establishing or updating codes of conduct, and supporting staff retention and training. As one meeting participant said, and I liked this analogy, serving in public office is neither a sprint nor a marathon. It is like running a never-ending relay where you want to pass the baton successfully to the next runner, also recognizing that this can only be done with knowledgeable and passionate staff supporting the team.

One of the themes that I heard from you during the meetings was the importance of educating and providing information to potential candidates before the local elections, to impress upon them what it entails to sit on a municipal council or regional district board. Elected officials are entrusted with making decisions that directly affect the daily lives of residents, local businesses and many others in the community. Council or board members should not be surprised by the amount of work and time commitment necessary to accomplish these goals.

Many of you have already planned pre-election information sessions, webinars and providing written information materials. Whether organized by your corporate officer for those considering taking out nomination packages from your local government or regionally through your regional district or UBCM Area Association, the opportunity to share what it really takes to carry the baton for the community throughout your leg of the relay is so valuable.

The province also offers information for people who are thinking of running for local office, explaining the role elected officials play, how to best serve the community and the impact people will have as an elected official. Potential candidate videos and additional information can be found [here](#). The pdf guide "Thinking About Running for Local Office?" is available [here](#). These materials were developed in collaboration with UBCM, LGLA and LGMA.

There were also a number of important other themes I heard from you during the meetings. Ministry staff sent a follow up letter with pertinent information on Friday, February 18<sup>th</sup>.

The next regional meetings will be in March 2022. My office has scheduled Minister Beare to join me for the March meetings to provide an update on connectivity.

Thank you again for your participation in the regional meetings and I look forward to continuing these meetings. I welcome any input you have on topics or themes you would like to cover in these meetings going forward. Please send any feedback by email to: [MUNI.Minister@gov.bc.ca](mailto:MUNI.Minister@gov.bc.ca).

Sincerely,

Josie Osborne  
Minister of Municipal Affairs

**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-2

## Board Highlights

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February 2022

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### Delegations:

Gary Coons, Director, BC Ferry Authority Board, provided an update on the BC Ferry Authority's Northern Coastal and North Vancouver Island Appointment Area. The Chair of the Board thanked Mr. Coons.

Jerome Lengkeek of Calibrate Assessments Ltd. gave a presentation on the NCRD Regional Housing Needs Assessment Report. The Chair of the Board thanked Mr. Lengkeek. The Board received the Regional Housing Needs Assessment Report and resolved to correspond with member municipalities to identify whether there is interest in joint-advocacy efforts around vacant home taxes.

### Board Business:

1. The Board appointed Howard Tsang as Chief Election Officer and Daniel Fish as Deputy Chief Election Officer for conducting the 2022 general local elections.
2. The Board authorized up to \$250,000 be borrowed for the purpose of purchasing a Haul Truck for Islands Solid Waste.
3. The Board resolved to write a letter to the Ministry of Transportation and Infrastructure's Skeena District Manager regarding rockfalls on roads near Alliford Bay Road.
4. The Board resolved to request meetings during the 2022 Association of Vancouver Island and Coastal Communities Annual Convention and AGM with the Ministry of Environment and Climate Change, Ministry of Health, Ministry of Transportation and Infrastructure, and Ministry of Forests, Lands and Natural Resource Operations.
5. The Board resolved to send letters to Transport Canada & School District 50 regarding excess land in Sandspit.
6. On February 19, 2022, the Board held its Round 2 Budget meeting to consider the NCRD's 2022-2026 Five-Year Financial Plan. The Round 3 Budget meeting is scheduled for March 9, 2022 at 7:00 P.M. To learn more about the NCRD's financial planning visit the [2022-2026 NCRD Financial Plan Consultation](#) webpage.

***For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***



**mapleridge.ca**

February 28, 2022

Honourable Minister Adrian Dix  
Minister of Health  
PO Box 9050 Stn Prov Govt  
Victoria, BC V8W 9E2  
Sent via email: [HLTH.Minister@gov.bc.ca](mailto:HLTH.Minister@gov.bc.ca)

Dear Minister Dix,

At their February 22, 2022 regular meeting, Maple Ridge Council considered the impact that restricted access to health and fitness facilities can have on a person's mental health and sense of well-being, and passed the following resolution:

WHEREAS the City of Maple Ridge recognizes the negative impact on mental health caused by social isolation during the Covid-19 pandemic and the mental and physical benefits of recreation for our citizens;

THEREFORE BE IT RESOLVED that the Mayor request the provincial Minister of Health allow all individuals access to civic recreation facilities paid for and maintained by their tax dollars without restrictions in order to minimize social isolation and promote positive mental health, with a carbon copy to the UBCM and other BC Municipalities.

In April-May 2021 the Province conducted a survey asking British Columbians about the impact COVID-19 has had on their lives. Of the 394,382 respondents, nearly 47% said they had seen their mental health worsen due to the pandemic.

The programs delivered at our public facilities reduce isolation, promote community pride, increase self-esteem, build connected communities and strengthen family bonds.

Since the onset of COVID-19, the City has supported and followed all public health orders and WorkSafe BC requirements to ensure our civic facilities remain safe. With the recent lifting of many capacity restrictions and the acknowledgement that recreation contributes to one's mental and physical health we ask that public facilities be open to all citizens to allow equal opportunity to recreate.

Sincerely,

  
Mike Morden  
Mayor

cc: MLA Lisa Beare, Maple Ridge – Pitt Meadows  
MLA Bob D'Eith, Maple Ridge – Mission  
Union of BC Municipalities  
Maple Ridge City Council

**OFFICE OF THE MAYOR**

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Doc #3019420

C-4

## Elizabeth Cumming

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**Subject:** FW: VIRL: BCGEU Negotiations Update

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

**Sent:** February-25-22 4:32 PM

**To:** [redacted]

Greetings Colleagues,

Vancouver Island Regional Library (VIRL) and BC General Employees' Union Local 702 (BCGEU) have been bargaining the expired BCGEU Collective Agreement (January 1, 2016 – December 31, 2020) since September 2021.

12% (42 permanent, full time) of the VIRL staff are BCGEU-affiliated. These colleagues are professional librarians who work at 20 of 39 branches, and in Information Technology, Collections and Support Services divisions.

On Tuesday, VIRL was notified that BCGEU members had voted 95% in favour of a strike mandate. This afternoon, BCGEU served 72 hour strike notice, meaning job action may start Monday afternoon.

VIRL remains committed to constructive efforts towards bargaining resolution; however, exempt staff are also planning for potential service disruptions, and I wanted each of you to know the locations that we may see primary, secondary or rotational picketing (please see below). You should also know that CUPE 401 members represent 64% of VIRL's workforce, and we have reached out to CUPE Executive today to engage a conversation.

Please be in touch if you have questions or concerns.

All the best,



Executive Director

*Sent on behalf of Ben Hyman, Executive Director, Vancouver Island Regional Library.*

Branches that may expect primary or rotational picketing include:

- Campbell River
- Chemainus
- Comox
- Courtenay
- \*Cowichan (Duncan)
- Cowichan Lake
- Gabriola
- Ladysmith
- Masset
- \*Nanaimo (3 locations)
- Parksville

- \*Port Alberni
- Port Hardy
- \*Qualicum Beach
- South Cowichan (Mill Bay)
- Sidney
- Sooke
- Queen Charlotte City

\*Branches that are co-located with other businesses or offices.

Branches that do not employ BCGEU members but may experience secondary picketing, *in the event that an application is made to the Labour Relations Board*, include:

- Bella Coola
- Bowser
- Cortes Island
- Cumberland
- Gold River
- Hornby Island
- Port Alice
- Port Clements
- Port McNeill
- Port Renfrew
- Quadra Island
- Sandspit
- Sayward
- Sointula
- Tahsis
- Tofino
- Ucluelet
- Union Bay
- Woss



**Mariah Patterson**  
 Executive Assistant  
 Vancouver Island Regional Library  
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**VILLAGE OF PORT CLEMENTS  
BYLAW #476, 2022**

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

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

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

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

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

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

1.0 TITLE

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

2.0 SCHEDULES

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

3.0 DEFINITIONS

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

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

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

#### 4.0 SCOPE

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

#### 5.0 APPLICATION

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

#### 6.0 FEES

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

#### 7.0 NOTICE OF DEVELOPMENT SIGNS

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

#### 8.0 PROCESS – OFFICIAL COMMUNITY PLAN, ZONING BYLAW AMENDMENT APPLICATIONS

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

#### 9.0 PROCESS – DEVELOPMENT VARIANCE APPLICATIONS

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

#### 10.0 PROCESS – TEMPORARY USE PERMIT APPLICATIONS

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

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11.0 PROCESS – DEVELOPMENT PERMIT APPLICATIONS

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

12.0 NOTIFICATION OF REFUSAL

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

13.0 NOTIFICATION

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

14.0 RE-APPLICATION

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

15.0 EXPIRY OF APPLICATION

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

16.0 SEVERABILITY

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

17.0 REPEAL

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

READ A FIRST TIME THIS 7 DAY OF FEBRUARY 2022  
READ A SECOND TIME THIS 7 DAY OF FEBRUARY 2022  
READ A THIRD TIME THIS 22 DAY OF FEBRUARY 2022  
RECONSIDERED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022

\_\_\_\_\_  
Doug Daugert  
MAYOR

\_\_\_\_\_  
Elsie Lemke  
CHIEF ADMINISTRATIVE OFFICER

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

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## SCHEDULE "A"

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

### NOTICE OF DEVELOPMENT SIGN REQUIREMENTS

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

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

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

## SCHEDULE "B"

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

### OCP AND ZONING BYLAW AMENDMENTS PROCESSING PROCEDURE

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#### APPLY

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

#### REVIEW

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

#### REFER

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

#### NOTIFY PUBLIC

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

#### COUNCIL CONSIDERATION AND PUBLIC HEARING

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

#### COUNCIL DECISION

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

#### NOTIFY APPLICANT

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

## SCHEDULE "C"

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

### DEVELOPMENT VARIANCE PERMIT PROCESSING PROCEDURE

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#### APPLY

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

#### REVIEW

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

#### REFER

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

#### NOTIFY PUBLIC

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

#### COUNCIL DECISION

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

#### REGISTRATION

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

#### PERMIT

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

## SCHEDULE "D"

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

### TEMPORARY USE PERMIT PROCESSING PROCEDURE

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#### APPLY

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

#### REVIEW

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

#### REFER

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

#### NOTIFY PUBLIC

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

#### PUBLIC HEARING

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

#### COUNCIL DECISION

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

#### REGISTRATION

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

#### PERMIT

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

## SCHEDULE "E"

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

### DEVELOPMENT PERMIT AREA PROCESSING PROCEDURE

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#### APPLY

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

#### REVIEW

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

#### REFER

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

#### CONDITIONS

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

#### STAFF DECISION

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



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

**APPEAL & COUNCIL DECISION**

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

**REGISTER**

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

**PERMIT**

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

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## SCHEDULE "F"

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

### FEES

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

**Port Clements Vibrant Community Commission / 2022 Projected Budget**

**Clarification:**

This budget includes only those items not covered by the various grant applications. (See the Workplan for details, dated November 22, 2021.)

**Planned Projects / Expenditures:**

<b>Project</b>	<b>Est. Cost</b>
Beachy Bench /	\$2,000
Social Media Management -six month contract	\$5,000
Signage Swimming Area	\$2,000
Beach Access / Sani-Station	\$2,000
<b>Total Budget 2022</b>	<b>\$11,000</b>

Note 1: The Beachy Bench could be moved from the sunset campground, which will reduce the estimated cost.

Note 2: The general tourism budget should be the same as 2021 with the designated amount for the Museum to provide information services included.

G-2

November 22, 2021

**Title:**

Vibrant Community Commission: Annual Workplan 2022

**Purpose Scope:**

The purpose of the Annual Workplan is provide information on the activities of the Vibrant Community Commission (the Commission) to support planning and operational objectives within the Village of Port Clements.

Broadly, the objectives of the Commission in 2022 is to complete and carry out beautification and economic development initiatives begun in 2020 and 2021 linked to funding provided by the Gwaii Trust Vibrant Community Fund.

These projects were significantly delayed due to challenges linked to the Covid 19 pandemic.

**1. Development of the swimming area located near the north end of the Sunset Park Trail. These projects include:**

- a) Receive and install the toilet building and tank onsite (on order)
- b) Receive and install change shack onsite (install only)
- c) Receive and install gazebo onsite (on order)
- d) Receive and install two benches onsite (on order)
- e) Receive and install picnic table onsite (on order)
- f) Site prep (pending)

**2. Economic initiatives linked to website development and the reopening St. Marks Gift & Gallery. These projects include:**

- a) St. Marks start-up (re-opening is dependent on covid-19 restrictions)
  - i. Includes purchase of items to support reopening
    - Sales counter (pending)
    - Point of sale system (1-complete)
    - Showcase (4-pending)
    - Express machine (1-complete)
    - Office supplies/services (pending)
- b) Completion of website development and social marketing strategy\*\*
  - i. Includes a range of services to support development
    - Website development (ongoing)
    - Media marketing support (ongoing)
    - Market network research (ongoing)
    - Strategic planning (ongoing)

G-2

November 22, 2021

**3. Additional proposed initiatives planned for development and/or implementation in 2022 include:**

- a) Placement of bench across from Beachy (tentative/pending)
- b) Installation of cement beach access stairs (2) (tentative/pending)
- c) Website social media management (tentative/pending)
- d) Signage for swimming area (planned)

**Goals/Timelines:**

**Section 1 (page 1):** The timing and completion of the swimming hole projects are all dependent on delivery of the service and product providers. We will also have to wait for the land to dry up somewhat so installation will likely occur between March and May 2022.

**Section 2 (page 1):** The timing and completion of ordering to support the reopening of St. Marks Gift and Gallery should be completed by end December 2021; however, opening may be delayed until 2023 due to ongoing covid 19 restrictions and the slow re-start of tourism on-island.

**Section 2 (page 1):** The tourism website for Port Clements and the strategic marketing plan should be completed by the end March (2022).

**Section 3 (page 2):** All listed projects are dependent on available funding and other resources.

**Funding**

Description	Gwaii Trust	Village	Notes
Swimming Hole	Approved		
St. Marks (displays etc.)	Approved		
Marketing / Website	Approved		
Social Media Mgmt.		5,000 (est.)	Six-month contract.
Beachy Bench		2,000 (est.)	
Beach Access		4,000 (est.)	Rainbow Wharf and Sani-Station
Reconstruct Outhouse		2,000 (est.)	Put it together on site.
Signage (swimming hole)		2,000 (est.)	-no overnight parking/tenting -day use only -no parking on highway

**Constraints:**

- Neighbors adjacent to the local swimming hole may express concerns.
- May have difficulty recruiting local with the required skill set/capacities.
- Ability of public works to consult/supervise/support the beautification projects.
- Lack of support within community for economic development linked to tourism.

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The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE : 250-557-4295  
Public Works : 250-557-4326  
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Email : office@portclements.ca  
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## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: March 7, 2022  
RE: Sewer Lagoon Project – Project Site Clearing/ Burning Phase

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### BACKGROUND:

The Village of Port Clements has undertaken a project to upgrade the sewer lagoon to meet Federal and Provincial regulations and standards for wastewater treatment by September 2022.

As the current sewer lagoon location is not suitable for expansion, the Village entered into a Licence of Occupation (LOO) with the Ministry of Forests, Lands, Natural Resources and Rural Development (FLNRORD) to conduct investigative activities into whether an adjacent 3.6 Ha parcel of Crown Land could be utilized for a new facility, and then further amended to the LOO to a lease for construction and management of the facility and infrastructure proposed.

The Village contracted with Hyland Fraser for the tendering and arrangements for removing and selling the trees from the project site, he also assisted with the Request for Quotes (RFQ) for the next phase of the project which involves the clearing and grubbing of the project site (including stripping the stumps, piling the combustible debris, and burning the piles).

### DISCUSSION:

The RFQ was put out with a deadline for submission by February 11, 2022, at 3:00 PM. No quotes were received by that deadline.

While staff were considering next steps and reported to Council that the deadline had passed without receipt of submission, two contractors submitted quotes on February 22, 2022 (please see attached):

- o Pineault Welding and Fabrication submitted a quote for \$178,000 to distump and burn all materials on site but requires the Village to get the permits and approval for burning.
- o C and C Beachy Contracting submitted a quote for \$189,000 + GST, for all combustible materials to be piled and burned, and clarified that the Village would get the permits and approval for burning.

In the Construction Cost Estimate provided by P.S. Turje & Associates it was projected that the cost of this phase would be around \$102,400. As such, both quotes received are at a significantly higher cost than expected. Hyland Fraser also identified that the quotes seem high for the work required, but it indicates that the work may take longer to do.

April is officially the start of wildfire season, and when burning restrictions begin to be put in place. Ideally, the clearing and burning work is intended to be undertaken in March and completed before burning restrictions come in place.

The Village has not received any further quotes, and consideration for timeline and lack of in-house capacity for this means that potentially re-issuing of the RFQ may impede the larger project schedule. Delays in the project schedule potentially mean missing the September 2022 deadline which potentially risks fines and penalties being imposed.

Hyland Fraser is open to being contracted to oversee the clearing and burning aspect of the project (his initial contract ended with the RFQ), though he is waiting until after a contractor is selected for the clearing and burning to provide his quote.

The quotes received are close with a \$11,000 difference. Pineault Welding and Fabrication identify in their quote is a base price for the work, which may mean that the actual cost could be higher. C and C Beachy Contracting's quote, though slightly higher, is a set price for the work and not a base price. The Village has not worked with Pineault Welding and Fabrication before but has extensive experience with working with C and C Beachy Contracting Ltd on projects.

**CONCLUSION:**

A Council decision is sought on how to proceed. Whether to select a contractor based on the quotes received, or re-issue a RFQ to potentially receive further quotes. If the former decision is preferred, a decision is requested to select a contractor.

**STRATEGIC**

**(Guiding Documents Relevancy – Village Policies)**

The Village is legally required to meet Federal and Provincial regulations by September 2022. It is essential to get this project into constructions phase as soon as possible this year.

**FINANCIAL**

**(Corporate Budget Impact)**

Project cost overruns are borne by the Village. The Village does have funding resources for this project in the Northern Capital and Planning Grant and the sale of the timber from the lot to cover expenses in the project.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

Significant staff time and workload has been involved in this project, to keep the project on track and on schedule around significant delays by funding bodies and other parties. It would be better to keep the momentum on the project moving forward than to have further delays given the deadline.

**RECOMMENDATION:**

THAT Council contracts C and C Beachy Contracting to complete the Project Site Clearing work as per the received quote.

Respectfully submitted:



Elizabeth Cumming, Deputy CAO

5-3

**CONSTRUCTION COST ESTIMATE - CLASS B**

Owner: Village of Port Clements  
 Contract: Wastewater Treatment Upgrading

Date: 2020-02-24  
 Version: 2.0

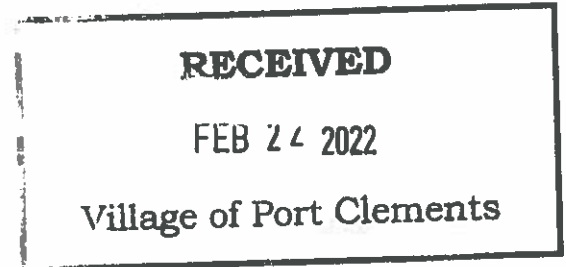
Item No.	Description	Unit	Quantity	Unit Price	Amount
<b>1 GENERAL</b>					
1 01	Mobilization and Demobilization - 75% will be paid on start of full time construction, 25% will be paid on completion. Sum not to exceed 8% of tendered price.	lump sum	1	\$142,000 00	\$142,000 00
1 02	Living Out Allowance (LOA)	man-day	960	\$200 00	\$192,000 00
1 03	Site Facilities	day	120	\$230 00	\$27,600 00
<b>SUBTOTAL GENERAL</b>					<b>\$361,600.00</b>
<b>2 SITE WORKS</b>					
2 01	Clearing and grubbing of project site, including bucking, delimiting and decking of merchantable timber, set aside of non-merchantable trees and shrubs for decommissioning of existing lagoon, and burning of remaining organics.	ha	3.2	\$32,000 00	\$102,400 00
2 02	Stripping of organic topsoil and stockpiling on site	Cubic metre	5400	\$9 00	\$48,600 00
2 03	Stripping of non-organic, fine-grained soils to depths indicated by Engineer and stockpiling material on site	Cubic metre	14050	\$9 00	\$126,450 00
2 05	Excavation and embankment of native sandy/gravelly soils for the construction of the lagoon berms, including compaction in maximum 300 mm lifts to 95% MPMDD.	Cubic metre	9800	\$12 00	\$117,600 00
2 07	Grading and compaction of subgrade for driveway and parking lot	Square metre	2130	\$2 25	\$4,792 50
2 08	Place and compact imported 19 mm minus Granular Base on driveway, parking area, lagoon ramp and central berm between lagoons, 100 mm thick	Cubic metre	300	\$105 00	\$31,500 00
2 09	Place non-organic, fine-grained soils around perimeter of the lagoon	Cubic metre	2200	\$14 00	\$30,800 00
2 10	Perimeter ditching, 2:1 side slopes	Lineal metre	578	\$75 00	\$43,350 00
2 11	Chain link fencing corner post / terminal post, 89mm $\phi$ x 2.4 m high	ea	8	\$440 00	\$3,520 00
2 12	Chain link line fencing, including 60 mm line posts @ max 2.40 m spacing	Lineal metre	556	\$398 00	\$221,288 00
2 13	Chain link double swing gate, 4.86 m (16 ft) c/w gate posts and lockset	ea	1	\$2,530 00	\$2,530 00
2 14	300 $\phi$ CSP culvert	Lineal metre	16	\$345 00	\$5,520 00
2 15	450 $\phi$ CSP culvert	Lineal metre	7	\$370 00	\$2,590 00
2 16	Culvert headwalls	ea	2	\$750 00	\$1,500 00
<b>SUBTOTAL SITE WORKS</b>					<b>\$742,440.50</b>
<b>3 LAGOONS</b>					
3 01	Imported Pit Run San on lagoon bottom	Cubic metre	385	\$100 00	\$38,500 00
3 02	Underdrain: 150mm SDR 28 solid pipe, placed and backfilled with Pit Run Sand	Lineal metre	156	\$105 00	\$16,380 00
3 03	Underdrain: 150 mm x 100 mm SDR 28 Wye, placed and backfilled with Pit Run Sand	ea	16	\$315 00	\$5,040 00
3 04	Underdrain: 100 mm SDR 28 Tee	ea	2	\$360 00	\$720 00
3 05	Underdrain: 100 mm SDR 28 Perforated underdrain pipe wrapped in non-woven geotextile, c/w end caps	Lineal metre	412	\$100 00	\$41,200 00
3 06	Underdrain: 150 mm pumpout sump	ea	3	\$660 00	\$1,980 00
3 07	Gravity Sewer: 1050 $\phi$ MH Base, Lid, Frame Cover	ea	2	\$3,610 00	\$7,220 00
3 08	Gravity Sewer: 1050 $\phi$ MH Riser	vert. metre	4.3	\$1,950 00	\$8,385 00
3 09	Gravity Sewer Pipe: 200 $\phi$ SDR 35 Pipe, Pit Run Gravel backfill	Lineal metre	133.4	\$330 00	\$44,022 00

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C. and C. Beachy Contracting Ltd.  
274 Bayview Drive  
Port Clements B.C.  
250-557-4421

Feb. 21.2022



To: Village of Port Clements  
P.O. Box 198  
Port Clements B.C.  
V0T 1R0

Re: Price to clear and grub purposed new lagoon site.

All combustible materials to be piled and burned.  
(pending fire permits and fire season)

Time line depends on fire permits and availability of  
equipment.

As an alternative to burning windowing all stumps and  
debris along perimeter of site should be considered.

Price : \$189,000.00 + GST

  
Craig Beachy

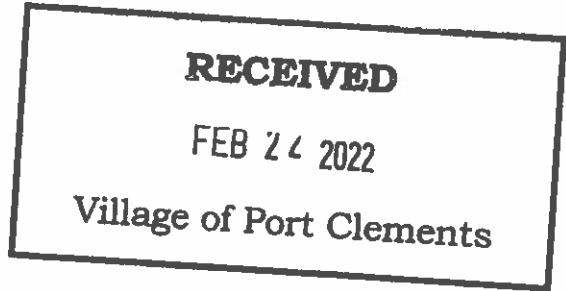
G-3

**Elizabeth Cumming**

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**From:** Hyland Fraser <hylandqci@gmail.com>  
**Sent:** February-22-22 4:08 PM  
**To:** Elizabeth Cumming  
**Subject:** Fwd: Port Clements OLTC Clearing

Elizabeth,  
I just noticed that JP did not send this to you.



Thanks

Hyland

----- Forwarded message -----

**From:** Jean-Pierre Pineault <jppineault1216@gmail.com>  
**Date:** Thu., Feb. 17, 2022, 2:27 p.m.  
**Subject:** Re: Port Clements OLTC Clearing  
**To:** Hyland Fraser <hylandqci@gmail.com>

Looking at the property right now groundwater looks quite high would hopefully be able to ditch some of the water away I estimate I would need three excavators to get the job done fast my base price would be \$178,000 to distump and burn all material on site. village of port would have to get permit and approval.

On Wed., Feb. 16, 2022, 11:20 a.m. Hyland Fraser, <hylandqci@gmail.com> wrote:  
JP Pineault, Owner, Pineault Welding and Fabrication

JP,  
The village of Port Clements is accepting quotes to strip all combustible material from the approved Occupant License to Cut, pile it and burn it.

A map of the area is attached. The size is approximately 3.3ha

The quote can be sent to the Village office at [cao@portclements.ca](mailto:cao@portclements.ca).

Thank you

Hyland Fraser

**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.

G-3



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

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

Author: Elizabeth Cumming, Deputy CAO  
Date: March 7, 2022  
RE: Sunset Park Revitalization Project – Bridge Replacement

---

**BACKGROUND:**

The Village of Port Clements has undertaken a project to revitalize Sunset Park infrastructure, including the bird tower, bridges, and trails among other works.

**DISCUSSION:**

There are 9 bridges in the Sunset Park that are to be replaced. One bridge replacement is intended to make it a feature attraction (a "selfie bridge").

The current bridges are made of wood and have roughly lasted +/- 20 years (please see attached Hyland Fraser's bridge inspection report on the current bridges).

When it comes to bridge replacement, three options are being considered for the project: replacing with same wood structure (potentially different design), open-culvert style dirt bridge, and prefabricated bridges.

Open-culvert style refers to half-culverts with an open bottom. Any creeks or streams with natural fish habitat potential cannot have normal culverts installed in them, but they can have half-culverts as they do not disturb the streambed in the same manner. Culvert style dirt bridges are more preferred by staff as they generally have longer life, less maintenance, and more ease of access for Public Works equipment used for trail maintenance. At the Park Street entrance to the Millennium Park, the previous wooden bridge had been replaced by a culvert-style bridge and it has been a successful replacement.

However, the supplier that has been approached for the open culverts has identified that their product may not be suitable for the intended use. The project manager is exploring this further, and looking into prefabricated bridge options, but it may be that there are limited options and wooden bridge replacement is what the project is limited to.

For wood bridge replacement, there may be an opportunity to reduce costs by retaining some of the wood being logged from the sewer lagoon site project and after milling it, using that material for the construction of the bridges. As staff currently understand it there is opportunity for some of the logs to be held back before they go off to Taan's site due to some delays – staff are confirming with Hyland that this is still the situation. If there is still this opportunity, staff would like to pursue it.

While other materials and sources have been considered for wood bridges – treated wood, purchasing the wood regularly – using the local untreated wood is roughly expected to have the same lifespan as the previous bridges (roughly 20 years). The materials would also be milled locally on Haida Gwaii, which brings a direct benefit to local businesses.

G-4

This option of using own-source lumber is also potentially a significant time saver when considering that getting the materials through other sources are reliant on the vendors' supply timelines if they do not have the material on hand. With the current volume of projects, several of which are significant and time-sensitive for completion in this year, timeline is the priority in Village projects.

Based on Hyland Fraser's inspections of our current bridges, 100m<sup>3</sup> is what is needed to be retained for replacing all 9 bridges, which has an estimated cost of \$34,000 based on the current purchase pricing with Taan. If Taan was amenable to wood being retained, they would still need to be paid this estimated cost.

Staff are seeking authorization from Council to go forward, if Taan is amenable, with retaining this wood for potential use of bridge replacement. While open-culvert style or prefabricated bridges are still being pursued, (and if open culvert-style bridges are possible staff would prefer their installation), at this point it is likely that wooden bridge replacement is what the project is limited to.

While the selfie-bridge has always been intended for wood replacement (for aesthetic consideration), if wood does not get used for the other bridge replacement, it is possible that the wood could be used for other elements of the Sunset Park Revitalization project or for other projects. It could also be investigated if the wood could be potentially sold locally, or if not yet milled, and if Taan is amenable to such arrangements, that if the logs are not used, they could take them back so that the Village could recoup the cost.

**CONCLUSION:**

Council authorization is being sought to approach Taan with the request to retain 100m<sup>3</sup> of wood from the Sewer Lagoon Site, and if they are amenable, purchase up to a maximum value of \$40,000 (\$34,000 is the estimated value of the cost), to potentially use this wood for bridge replacement materials.

**STRATEGIC**

**(Guiding Documents Relevancy – Village Policies)**

Using own source materials offer a potential cost-savings and time-savings than sourcing wood materials through other vendors. The wood being milled locally also supports the local economy.

**FINANCIAL**

**(Corporate Budget Impact)**

Up to \$40,000 would need to be paid to Taan if they are amenable to the Village retaining 100m<sup>3</sup> of wood. However, the cost of materials is already incorporated into the project budget based on processed materials from vendors, and though these prices were based on estimates/quotes from 2/3 years ago, Council also has already approved up to \$75,000 to cover higher project costs.

**ADMINISTRATIVE**

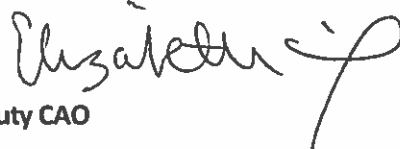
**(Workload Impact and Consequence)**

Retaining the wood, even if it does not turn out to be used, is the better option to do at this stage of the project. Significant time and cost are likely to be realized by holding the wood back rather than letting it go in the case where wood bridges are the only option the Village has.

**RECOMMENDATION:**

THAT Council authorizes staff go forward, if Taan is amenable, with purchasing up to 100m<sup>3</sup> of wood from their Fibre Purchase Agreement up to \$40,000 in cost.

Respectfully submitted:



Elizabeth Cumming, Deputy CAO

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Village of Port Clements

Sunset Trail Bridge Inspections

February 21, 2022

Bridge #1

- 20 feet long
- Top of deck to underside of stringers = 32"
- Potential to reduce bridge to 16'
- Would require additional gravel if structure is reduced in length
- Need major fill containment on one side of bridge (13' x 30") and 5' fill containment on other side
- Elevation should stay at same level
- Some alder on one side of the structure will need to be removed for construction phase



Photo #1 – Bridge #1

G-4

**Bridge #2**

- 16 feet long
- Top of deck to underside of stringers is 36"
- Could lower elevation
- Need fill containment 5 feet on either side of structure



**Photo #2 – Bridge #2**

**Bridge #3**

- 10 feet long
- Top of deck to underside of stringers is 36"
- Elevation could be lowered
- Should be longer (14ft recommended)
- Some fill containment required on either side of bridge (3ft one side, 5ft other side) if length stays the same



**Photo #3 – Bridge #3**

G-4

**Bridge #4**

- 15 feet long
- Top of deck to underside of stringers is 36"
- Elevation could be lowered
- Some fill containment is required on both sides of bridge (5ft on both sides)
- A few small trees will need to be removed for the construction phase



**Photo #4 – Bridge #4**

G-4



**Bridge #5**

- 26 feet long
- Top of deck to under side of stringers is 36"
- Elevation could be lowered
- Can reduce length to 16ft
- Would need extra gravel if structure is reduced in length
- Need fill containment on both side of structure if length reduced.



**Photo #5 – Bridge #5**

G-4

**Bridge #6**

- 16 feet long
- Top of deck to under side of stringers is 30"
- Alder tree on one side of structure will need to be removed for construction
- Elevation could be lowered
- Fill containment is required on both sides of structure (5ft on both sides)



**Photo #6 – Bridge #6**

**Bridge #7**

- 15 feet long
- Top of deck to under side of stringers is 32"
- Elevation could be lowered
- Need fill containment on both sides of structure (5ft on both sides)



**Photo #7 – Bridge #7**

G-4

**Bridge #8**

- 15 feet long
- Top of deck to under side of stringers is 24"
- Need major fill containment on one side of structure
- Elevation could be lowered
- Two large alders on either side of structure need to be removed for construction



**Photo #8 – Bridge #8**



Photo #9 – Fill containment at Bridge #8

G-4

**Bridge #9**

- 16 feet long
- Top of deck to under side of stringers is 28#
- Elevation to stay the same
- Structure has waterline within stringers
- Need fill containment on both sides of structure (10ft on one side and 5ft on the other side)



**Photo #10 – Bridge #9**

GT-4

**Village of Port Clements Recreation Commission**  
**2022 Budget Request**

At its meeting of January 27, 2022, the Port Clements Recreation Commission (PCRC) reviewed its 2021 expenses and considered its draft 2022 budget.

Due to Covid-19 restrictions, very little of the 2021 budget was spent.

The 2022 budget presumes the ability to hold events, and adds funding to allow for supplies related to Covid-19 or other health protocols, plus the purchase of more propane space heaters and firepits which are essential portable heat sources for outdoor events. Outdoor events such as December 2021's Christmas at the Community Park have been replacing indoor events (previous year's Christmas Breakfast with Santa) as being safer and simpler to hold with public health restrictions. Possibly the \$2,250 due to Covid-19 requirements could be recouped by the village from provincial Covid-19 funds.

The list of holiday events is intended to be a rough guideline & flexible throughout the year.

The amount requested from the \$16,000 Gwaii Trust Community & Holiday Events fund recognizes that it is shared with Tlell and other communities within Gwaii Trust's Central Graham Island area, as well as funding events sponsored by Senior Citizens' Association of BC Branch 123. Before 2021, Gwaii Trust provided up to \$20,000 annual funding through two separate grants.

**2022-01-03**—Moved by Marilyn Bliss, seconded by Christine Cunningham,  
TO adopt the 2022 draft Port Clements Recreation Commission budget as presented.  
**CARRIED**

Respectfully submitted,

Brigid Cumming,  
Council Representative  
Village of Port Clements Recreation Commission

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## Port Clements Recreation Commission 2022 Budget

**EXPENSES:**

Covid-19 Cleaning Materials, Masks etc.		\$250
Outdoor Propane space heaters and/or firepits & propane		\$2,000
Movie nights (whole year)		\$1,200
Teen Center (whole year)		\$500
Holidays		\$9,500
Feb	Family Day or Valentine's Day	\$250
April	Easter	\$250
May	Mother's Day	\$1,000
June	Father's Day	\$500
July	Canada Day Weekend	\$5,000
Dec	Christmas in the Park	\$2,500
Community Park		\$6,200
	Sandbox toy replacement	\$250
	Golf Course	\$250
	Playground Equipment	\$5,000
	Soccer Nets	\$700
<b>TOTAL:</b>		<b>\$19,650</b>
<b>REVENUES:</b>	Village of Port Clements budget	\$12,400
	GT Community & Holiday Events	\$7,250
<b>TOTAL:</b>		<b>\$19,650</b>

GT-5





# REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting Chief Administrative Officer

Date: March 7, 2022

RE: Regular Report on Current Operations

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## **BACKGROUND:**

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

## **DISCUSSION:**

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

### Administration:

- Work on draft bylaws for Council adoption, as part of ongoing bylaw review project and operational needs.
- Installation of the electronic meetings equipment by IT contractor essentially complete (some more cleanup with wire casing). Conferencing system has been tested and is now in working order. Intended to have first run on March 7<sup>th</sup> meeting. Members of the public and Council can join Council Meetings through links provided.
- Larry Duke is handling potentially getting the required attendee threshold for firefighter course to be lowered to have courses on Island. Staff on standby if further coordination is required from staff on this matter. If threshold cannot be lowered, then either VOPC Fire Department will need to come up with 9 more attendees (either from own numbers or in collaboration with other Fire Departments), or staff could further look into if there are other options the course provider may be amenable to (funding arrangement agreement?).
- Sewer Lagoon Project: contractor equipment issues delaying expected completion of current project phase for tree removal and haul to Taan, as well as driveway creation on site – contractor's contract is for March 31<sup>st</sup> deadline for completion, but it had been expected to complete by end of February. Signed Amended Fibre Purchase Agreement with Taan as original expired end of February, no changes to agreement except updated to March 31<sup>st</sup> expiry. Asides from that, matter identified in report to Council regarding quotes with clearing and burning phase of lagoon site. Council decision requested to move forward with the project. Intending to contract Hyland to oversee this phase of the project to keep it moving forward after Council's decision.
- Sunset Park Revitalization Project: required tree removal at bridge locations (for replacement) will be occurring, contractor directed to proceed to keep project momentum going. Danger Tree Assessment pending to be received, once reviewed any danger trees will be contracted for removal. Council's request for sketch of cross section of proposed 10' trail widening and summary of proposed work to be done was identified to Project Manager, who is working on the documents (hopefully for presentation at next meeting in March).

### Finance:

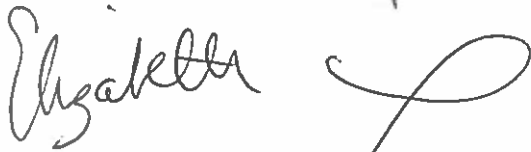
- Year-end rollover
- 2021 Audit will be conducted in-person this year, organizing date with Auditor (March/April).
- Preparations for 2022 budget process: to keep on track, budget meeting sessions will be scheduled in March.
- Reconciliation of completed grant projects for reimbursement claims from grant bodies.

R-1

Public Works:

- Outhouse installation has progressed with delivery and install of tank and floor structure. Some time necessary for settling of earthworks before the building package is constructed and pedestrian access is finalized.
- Continuing work in support of Bird Tower/Sunset Trail upgrades with project manager.
- Continuing support to engineers and administration for wastewater lagoon upgrade. Important milestone is final approval from MOE on VOCP's Wastewater Permit amendment. (Several years in process)
- Froese light base materials finally received today. Scheduling excavation and concrete pour now commences.
- Spring trail maintenance, brushing and turf maintenance underway.
- Mower repair successful. Ordering of offset flail mower has challenge with lead times for delivery. Quotes all indicate late June to late July as earliest possible receipt of equipment.
- Statistics Canada Biennial Drinking Water Survey (mandatory) has been completed with admin's assistance.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Elizabeth Cumming". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Elizabeth Cumming, Acting CAO