



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

**7:00 PM Regular Meeting of Council, Tuesday, February 21<sup>st</sup>, 2023**

**AGENDA**

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
  - D-1-Community Policing Report – Sgt. Damon MacDonald, Masset RCMP Detachment
  - D-2- Insurance Issues/Considerations presentation -- Sandra, Municipal Insurance Association of British Columbia
- 3. MINUTES**
  - M-1—January 16<sup>th</sup>, 2023, Regular Council Meeting Minutes
  - M-2—February 6<sup>th</sup>, 2023, Committee of the Whole Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
  - C-1—INFORMATION – Growing Communities Fund – Ministry of Municipal Affairs
  - C-2—INFORMATION – Northern Haida Gwaii Hospital Update – Northern Health
  - C-3—INFORMATION – Masset Health Services Update – Northern Health
  - C-4—INFORMATION – January Board Highlights – North Coast Regional District
  - C-5—INFORMATION – Sandspit EV Charger Installation-- North Coast Regional District
  - C-6—INFORMATION – Information on Role/Support – Office of Ombudsperson
  - C-7—INFORMATION/INVITATION – Clean Transportation Action Plan Stakeholder Engagement -- Ministry of Energy, Mines and Low Carbon Innovation
  - C-8—INVITATION – Haida Gwaii Renewable Energy Symposium – Haida Gwaii Renewable Energy Symposium Steering Committee
  - C-9—INVITATION – Community Check-in/meeting with MLA - MLA Jennifer Rice office
  - C-10—INFORMATION/REQUEST – Multiplex/Millennium Park Volunteering -- Marion Pierce
  - C-11—REQUEST – Public Transportation – Rev. Benedicte Hansen
  - C-12—REQUEST – Highway 16 Property Concern – Linda Berston
  - C-13—REQUEST – Encroachment on Village Right of Way/Property of Concern – Linda Berston
  - C-14—RESPONSE -- Multiplex Insurance -- Minister Rachna Singh, Ministry of Education and Child care
- 6. FINANCE**
  - F-1— 2022 4<sup>th</sup> Quarter Financial Report – Senior Finance Manager Bell
- 7. GOVERNMENT**
  - G-1— In-Kind Donation Application – Simon Fraser University, Science Alive
  - G-2—Village Cleanup 2023
  - G-3—MHAAC 2021 – 2022 Expenditure Report – HG Mental Health & Addictions Advisory Committee
  - G-4—4<sup>th</sup> Quarter 2022 Strategic Plan Progress Report
  - G-5—Tangible Capital Asset Policy
  - G-6—SCH Opportunity
  - G-7 – Revisit Cross Walk Location – verbal - Mayor Cabianca
  - G-8—Promoting Volunteerism in the Community – verbal - Mayor Cabianca
- 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**



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FAX: 250-557-4568  
Email: cao@portclements.ca

### Delegation to Council Application Form

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

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

**Purpose of Delegation:**

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

- Question for council
- Requesting information
- Requesting a letter of support
- Requesting funding
- Other (provide details): Q3 policing report

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

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

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

**Council Meeting date requested:** 2023-02-21  
**Attending delegate (if different from above):** \_\_\_\_\_

D-1

**Delegation Requirements:**

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

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

**Delegation Rules at Council Meetings:**

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

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

Name: Damon MacDonald, Sgt.

Date: 2023-02-15

Signature: MacDonald,Damo n Scott,000183089  
Digitally signed by MacDonald,Damon Scott,000183089 Date: 2023.02.15 11:12:55 -0800

**For Office Use Only:**

Date Application Received: 2023-02-15 Documents Submitted with Application: 1

Application Received by: Suzanne Lanning Signature: [Signature]

Approved

Declined

Other (please specify): \_\_\_\_\_

Council Meeting Appearance date of Delegation: Feb 21, 2023

[Signature]  
Signature of Chief Administrative Officer

Feb 16, 2023  
Signature Date

D-1

# Village of Port Clements

## Community Policing Report

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

<b>To:</b> Mayor and Council Village of Port Clements 36 Cedar Avenue West P.O. Box 198 Port Clements, BC V0T 1R0	<b>From:</b> Sgt. Damon MacDonald Masset RCMP-GRC 2042 Collison Avenue P.O. Box 39 Masset, BC V0T 1M0	<b>Month of</b> October 2022 to December 2022
		<b>Date Prepared:</b> 2023-01-19
		<b>Phone No. (250) 626-3991</b>

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

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

Sgt. Damon MacDonald  
 Detachment Commander

Mayor Scott Cagianca  
 Mayor and Council

2023-01-23  
 Date

D-1

## NARRATIVE INTERPRETATION OF ABOVE STATISTICS

### **1. Crime trends / problems:**

Masset Detachment responded to 22 calls for service within the community of Port Clements between October 1<sup>st</sup> and December 31<sup>st</sup>, 2022. Calls for service are monitored to identify any developing trends or issues.

During the third quarter the detachment received no reports of impaired driving. Members will respond to all complaints of impaired driving but encourage the public to provide as much detail as possible when reporting such crimes. Helpful information includes a description of the vehicle (including make, model and licence plate number if possible), number of occupants (identity of driver if known), direction of travel and anything that makes the vehicle unique (such as decals, after market rims/effects, etc). Members have continued proactive patrols as feasible.

In the third quarter there was seven requests to check the well being of an individual reported to the detachment. In all instances the well being of the person of concern was verified.

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

Other significant investigations included:

2022-10-09 – Masset RCMP members received a complaint of an possible conditions breach. Investigation into the matter saw members educate each party and remind everyone of the importance of being respectful neighbours.

2022-10-29 – Masset RCMP members responded to a complaint of a suicidal female. It was reported that the female had taken an aluminum boat and was currently sinking near Collison Point. Members coordinated with Conservation, Masset RCMSAR and Daajing Giids members. The female was apprehended under the Mental Health Act and transported to the hospital where she was assessed.

2022-11-30 – Masset RCMP responded to a complaint from EHS of suicidal female at her home. Members attended and found the female at home with her partner and a friend. The female did not appear able to assist members with understanding what was affecting her. EHS arrived and began to assess the patient when she suddenly collapsed. Members helped EHS get the patient in to the ambulance where she was transported to the hospital and received treatment.

## **2. Crime Prevention Initiatives:**

During the third quarter Masset RCMP members were invited to be part of Remembrance Day ceremonies. Members participated in a procession to the church grounds and laid a wreath at the cenotaph. Members met with community members after the service at the local museum. Members make all efforts to be in the community and visit with as many people as possible.

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

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

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

No performance issues have been brought to Sgt. MacDonald's attention by community leadership.

## **4. Other Significant Issues:**

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

## **5. Document Feedback and indicate delivery method:**

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

**6. APP update to community:**

Priority initiatives continue to be actioned by Masset members. Now would be the time for Mayor and Council to address priority initiatives for the upcoming 23/24 fiscal year.

**7. Community Familiarization:**

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





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**Delegation to Council Application Form**

**Applicant Group/Individual Name:** Sandra, MIABC.  
**Mailing Address:** N/A.  
**Telephone:** N/A **Email:** N/A.

**Subject of Delegation:** Invited by staff to provide information to Council on insurance issues considerations with beer garden/skating facilities

**Purpose of Delegation:**

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

- Question for council
- Requesting information
- Requesting a letter of support
- Requesting funding

Other (provide details): Invited by staff to provide information to Council on insurance issues considerations with beer garden/skating facilities.

**Contact Person (if different from above):** N/A.  
**Telephone number:** N/A **Email:** N/A.

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**Council Meeting date requested:** N/A.  
**Attending delegate (if different from above):** \_\_\_\_\_

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

Name: NA  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**For Office Use Only:**

Date Application Received: N/A Documents Submitted with Application: \_\_\_\_\_  
 Application Received by: N/A Signature: N/A

- Approved
- Declined
- Other (please specify): \_\_\_\_\_

Council Meeting Appearance date of Delegation: February 21st, 2023.

[Signature]  
 Signature of Chief Administrative Officer

2023-01-26  
 Signature Date

D-2



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**Minutes of the Regular Meeting of Council, Monday, January 16, 2023**

**Present:**

Mayor Scott Cabianca  
Councillor Brigid Cumming - via conferencing  
Councillor Kazamir Falconbridge - via conferencing  
Councillor Wayne Nicol  
Councillor Dennis Reindl

CAO Marjorie Dobson

Members of the public: Marilyn Bliss

**Meeting Called to Order at 7:00 PM**

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

**1. ADOPT AGENDA**

2023-01-009—Moved by Councillor Brigid Cumming, seconded by Councillor Reindl  
THAT Council adopts the January 16<sup>th</sup>, 2023, Regular Council Meeting Agenda as presented.  
**CARRIED**

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

**3. MINUTES**

M-1—December 19<sup>th</sup>, 2022, Regular Council Meeting Minutes  
2023-01-010—Moved by Councillor Brigid Cumming, seconded by Councillor Wayne Nicol  
THAT Council adopts the December 19<sup>th</sup>, 2022, Regular Council Meeting Minutes as presented.  
**CARRIED**

M-2—January 11<sup>th</sup>, 2023, Committee of the Whole Minutes  
2023-01-011—Moved by Councillor Dennis Reindl, seconded by Mayor Scott Cabianca  
THAT Council adopts the January 11<sup>th</sup>, 2023, Committee of the Whole Minutes as presented.  
**CARRIED**

M-3—January 11<sup>th</sup>, 2023, Special Council Meeting Minutes  
2023-01-012—Moved by Councillor Dennis Reindl, seconded by Councillor Wayne Nicol  
THAT Council adopts the January 11<sup>th</sup>, 2023, Special Council Meeting Minutes as presented.  
**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION – December Board Highlights – North Coast Regional District  
2023-01-013—Moved by Councillor Brigid Cumming, seconded by Councillor Dennis Reindl  
THAT Council receives the December Board Highlights from the North Coast Regional District for information.  
**CARRIED**

M-1

C-2—INVITATION—2023 Community to Community Forum – North Coast Regional District  
2023-01-014—Moved by Councillor Brigid Cumming, seconded by Mayor Scott Cabianca  
THAT Council receives the invitation for the 2023 Community to Community Forum from the North Coast Regional District.

**CARRIED**

**6. FINANCE**

**7. GOVERNMENT**

G-1—Golden Spruce Trail Extension Feasibility Study

2023-01-015—Moved by Councillor Brigid Cumming, seconded by Councillor Wayne Nicol

THAT Council accepts the completed Golden Spruce Trail Feasibility Study as presented.

**CARRIED**

G-2—Recommendation for Monthly COTW meetings (set on a quarterly basis)— Committee of the Whole

2023-01-016—Moved by Councillor Brigid Cumming, seconded by Mayor Cabianca

THAT Council receives the recommended motion from the Committee of the Whole.

**CARRIED**

2023-01-017—Moved by Councillor Brigid Cumming, seconded by Councillor Mayor Cabianca

THAT Council schedules Committee of the Whole Meetings to supplement the Regular Council Meetings on the first Monday of each month. For the first three meetings (February, March, and April) the possible topics for discussions are:

- Housing (including MacMillan & Bloedel proposed subdivision).
- Review of Bylaws/Policies/Bylaw Enforcement (ex. Encroachment, Highway & Laneway)
- Tourism Improving Infrastructure (ex. Sunset Park Campground, Sunset Park Trail, etc)

**CARRIED**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson

Mayor Cabianca: Put a lot of work into COTW idea and balancing with Regular Council Meetings, have optimism that it will play out in a positive way.

Councillor Cumming: Attended OCP meeting, attended Special Council Meetings, attended Committee of the Whole, need to have two commission meetings for the Recreation Commission and Emergency Management Commission. Also attending the Haida Gwaii Community Futures AGM tomorrow.

Councillor Falconbridge: Attended to non-Council related activities with ambulance duties and youth opportunities.

Councillor Nicol: Nothing to report.

Councillor Reindl: Nothing to report.

2023-01-018—Moved by Councillor Kazamir Falconbridge, seconded by Councillor Brigid Cumming  
THAT Council receives the verbal and written reports from Staff and Council as presented.

**CARRIED**

**10. ACTION ITEMS**

A-1—Action Item List

M-1

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

**12. IN-CAMERA**

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

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

2023-01-019—Moved by Councillor Kazamir Falconbridge, seconded by Councillor Wayne Nicol THAT Council moves in-camera as per section 90(1)(a)(b)(c) & (g) of the *Community Charter* at 8:21 PM  
**CARRIED**

**13. ADJOURNMENT**

2023-01-020—Moved by Councillor Dennis Reindl THAT Council adjourns this meeting at 8:49 PM.  
**CARRIED**

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Mayor Scott Cabianna

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CAO Marjorie Dobson



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7:00 PM, Monday February 6<sup>th</sup>, 2023  
Committee of the Whole

**PRESENT:**

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

CAO Marjorie Dobson

Members of the Public: Sean O'Donoghue, Marilyn Bliss, Manzanita Snow, Linda Berston, Cara Goddard, Russel Norman, Gloria O'Brien, Steve Bordignon, Kayoka and Doug Daugert (by conference)

**Committee of the Whole Meeting Called to Order at 7:04 PM**

*Mayor Scott Cabianna: I call to order the committee of the whole meeting of the Village of Port Clements being held on the traditional territory of the Haida People.*

**1. ADOPT AGENDA**

2022-02-021—Moved by Councillor Reindl

THAT the Committee adopts the February 6<sup>th</sup>, 2023, Committee of the Whole Agenda as presented.

**CARRIED**

**2. REPORTS & DISCUSSIONS**

D-1—Housing

*Key discussion points:*

- *Public Works provided background on maps and M&B subdivision service level – has water and sewer main going through it, but the Village does not have as-built maps from when the infrastructure went in. Recent leak detection confirmed that there are lateral lines going off the main lines to the areas of the proposed individual lots from the map with the old M&B subdivision proposal (never legally realized, though they likely surveyed it; never subdivided). As such, these proposed lots potentially have sewer and water service at the property line already. There are 23 lots in the old subdivision proposal map.*
- *More background: M&B subdivision will be included in review of Official Community Plan. M&B Subdivision was surveyed in 1981, approximately 2.4 hectares, however, BC Land Titles confirmed that there has been no legal subdivision of the property. Reference to 1982 some work was undertaken: the land cleared and levelled, water lines partially installed, sewer lines were installed, but several deficiencies to be addressed. Hydro and telephone lines were not installed, paved streets, etc, nor were survey pins set (metal ones) or registered plan. The Village owns the property and is currently zoned as R1. There is also a fibre optic main going through owned by GwaiiTel, on the proposed road right of way, between sewer and water mains.*
- *More background: Village's Housing Needs Assessment Study identified that only 30% of respondents felt that their housing needs were not met, and they identified a lack of smaller housing options for those wanting to downsize. It was also identified that there was an interest in a Seniors Housing Complex, or those others in need, to live independent lives in some communal living.*

11-2

- Discussion of subdivision bylaw and layout of the M&B subdivision proposal map, with paved road requirements and irregular lot sizes due to cul-de-sac design. Debate on whether sticking to proposal or a modified plan may be better.
- Discussion on housing needs in Port Clements. Some attending members of public identified that there is a need for general housing for working people and families, and that it should be prioritized before supportive housing. It was also identified that supportive housing development should not be senior specific but built for broad perspective for accessibility (mobility, disability, etc.) to suit both needs for seniors and workers. Later points of discussion identified that if people (such as seniors) were able to downsize into smaller places it may result in increasing the market supply of private houses available for workers and families. Determined that more research needs to be done into finding out what housing might service the community.
- Supportive housing discussion. Questions brought up on how it would work – Who is going to build it? Who is going to manage it? Who is going to pay for it? Identification that there is provincial/federal funding availability for supportive housing. Speculated that due to population, that it is unlikely that Port Clements would get more than 15 units. Discussion of vision (motel or condos, privately owned strata-development, or not. Could be smaller places built for sale rather than subsidized rental project). Discussion suggested that BC Housing would organize construction of building, but they require the lot to be shovel-ready for building. Examples of housing in Daajing Giids and Masset. In Daajing Giids the model is that either the society or province owns the land, with construction of building funded by BC Housing program, with society operating them. BC Housing requires a society to be in place and tends not to go through municipalities. The society comes up with the plan, does the study, refines the plan and goes to the province. Clarification that the Village's role would only be to commit a portion of land (donated, leased or sold, etc) to a society for housing. The Village has land, if some of that can be reasonably used by the society, then the rest can be built and operated through provincial money and the society, but the Village is too small to get into the development and operation of it. The Village's role then may only be to get the land serviced and available to be built on. The society needs to get a vision and plan for what it wants to do for supportive and get moving on it, discussion that they should consider a call-out to volunteers. Consideration should also be given that a society wanting to develop housing is not restricted to the M&B subdivision land; the Village owns other land that may be more readily available for development; the society should look at all potential available for us, and what land the Village may be willing/best/accessible for development. The society needs to come up with the funding and organization to see it developed if they want to realize supportive housing.
- Discussion on development of the M&B subdivision. Village's role in development is get the large lot developed to where it can be subdivided into saleable lots potentially – roads and other requirements for subdivision. However, village would not be into the individual development of the lots (putting on buildings) that would be left to the purchasers. Discussion on potential for having purchase conditions – limitation on who can buy & type of structure built, how long to build, question on whether this would be done through bylaw or in purchase conditions/agreements/etc. Concern identified for tiny homes/trailer development – discussion identified that at some point the Village must establish criteria for zoning on the properties, but recognition that this is just the infant stages of considering visions for potential development. Issue identified: where to get the money and staff to develop M&B subdivision, and how to go through process. Should the Village create a committee or commission to investigate and do work to get the M&B subdivision subdivided into saleable lots. Discussion identified that Village has limited capacity and should hire a professional to undertake this for the Village (maybe a combination of professional and commission/committee?).
- Tangent discussion that any crown land within the municipality should be pursued by the Village to obtain and make municipal property.

Meeting end at 9:05 PM

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Mayor Scott Cabianca

February 6<sup>th</sup>, 2023, Committee of the Whole Minutes

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CAO Marjorie Dobson

Page 2 of 2

11-2





February 10, 2023

Ref: 272022

Dear Mayors and Regional Chairs:

I am pleased to let you know of the significant investment our government has made to support all our municipalities and regional districts around the province. This is in direct response to my mandate letter to support growing municipalities and regional districts with funding for infrastructure and community amenities.

Today Premier David Eby and I announced the B.C. building stronger communities with \$1-billion Growing Communities Fund | BC Gov News. The fund will provide a one-time total of \$1 billion in direct grants to all 188 of B.C.'s municipalities and regional districts. Your local government can use it to address your community's unique infrastructure and amenities demands, such as recreation facilities, parks and water treatment plants, as well as other community infrastructure. It will help communities prepare for future growth and build the amenities needed to support new home construction, especially with the *Housing Supply Act* where targets are set.

These grants will complement existing infrastructure funding programs for projects such as sewer, water and recreation facilities. The province will distribute them to B.C.'s 188 municipalities and regional districts by the end of March 2023. The Growing Communities Fund arises from the surplus shown in the Second Quarter Financial Report. The province is putting this year's surplus to work for people to support them now and for the long term.

The province has heard from local governments about the need for infrastructure and amenities to support their growth. Infrastructure funding programs are routinely significantly oversubscribed. For example, there were six times more requests for funding through the "Investing in Canada Infrastructure Program Community Culture and Recreation" stream than what was available. This one-time fund also supports priorities identified by the Union of British Columbia Municipalities (UBCM).

The Ministry will issue a direction letter to each local government in March 2023 including further details on this one-time direct grant. This will include information on the formula used to allocate the funds, the amount your local government will be receiving and the province's expectations for the use and reporting of the funds.

As this is a direct grant from the province to each municipality and regional district in B.C., your local government will not have to apply for the funds. Your council or board will be required to make decisions on the use of the funds in compliance with this second letter coming in March 2023. Projects that support neighboring First Nations communities are strongly encouraged.

.../2

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Ministry of Municipal Affairs

Office of the Minister

Mailing Address:  
PO Box 9056 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 387-2283  
Fax: 250 387-4312

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
<http://www.gov.bc.ca/muni>



Mayors and Regional Chairs

Page 2

I trust you will join me in acknowledging the importance and value that this fund will have to focus on building a secure, low emission, sustainable economy and a province where everyone can find a good home – whether you live in a rural area, a city, or in an Indigenous community. Together we can make life better for people in B.C., improve the services we all rely on, and ensure a sustainable province for future generations.

I look forward to connecting with you again soon in person or virtually as I continue to tour and meet with local elected officials. In the interim, any questions can be directed to myself at:

[Minister.MUNI@gov.bc.ca](mailto:Minister.MUNI@gov.bc.ca). Staff are available at: [LGIF.Infra@gov.bc.ca](mailto:LGIF.Infra@gov.bc.ca).

Sincerely,



Anne Kang  
Minister  
Ministry of Municipal Affairs

pc: The Honourable David Eby, Premier  
The Honourable Katrine Conroy, Minister of Finance  
Chief Administrative Officers  
Okenge Yuma Morisho, Deputy Minister, Municipal Affairs  
Jen Ford, President UBCM  
Gary MacIsaac, Executive Director, UBCM

C-1



# Northern Haida Gwaii Hospital Update

February 9, 2023

- Masset and area residents are advised of the possibility of intermittent and temporary changes in acute inpatient care capacity and to emergency department (ED) hours at Northern Haida Gwaii Hospital (NHGH) in the coming months due to limited staff availability.
- Active efforts are underway to avoid any service interruptions at the hospital, and if there is an interruption, that it be as temporary in nature as possible. In all service interruption scenarios, we are looking to maintain Long Term, Respite and Palliative Care and we will only close the ER for a period of time as a measure of last resort.
- In the event nursing coverage cannot be maintained, temporary diversion to other area hospitals, on short notice, may be required. In addition, some service interruptions may require that patients in hospital may be transferred to another facility. We will be communicating with families directly if the situation arises.
- For life-threatening emergencies (i.e. chest pains, difficulty breathing, or severe bleeding), please phone BC Emergency Health Services (ambulance) at 1-800-461-9911 for assessment and transport to the nearest available facility.
- Patients who aren't sure whether their condition would warrant an emergency room visit, or who need health advice can call HealthLink BC (8-1-1) or visit [www.HealthLinkBC.ca](http://www.HealthLinkBC.ca) for non-emergency health information from nurses, dietitians, and pharmacists 24 hours a day, seven days per week.
- Alternatively, patients can call:
  - their Primary Care Provider for a non-urgent appointment.
  - the NH Virtual Clinic at 1-844-645-7811 (daily from 10 AM to 10 PM) to access a family doctor or nurse practitioner.
  - the FNHA Virtual Doctor of the Day at 1-855-344-3800 (daily from 8:30 AM to 4:30 PM)
- We appreciate your patience and understanding, and your support for our dedicated health care providers and staff at NHGH.

## Elizabeth Cumming

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**Subject:** FW: NHGH Update and Stabilization Next Steps  
**Attachments:** 20230209\_NHGH Update.pdf

**From:** Panessa, Ciro [NH] <[Ciro.Panessa@northernhealth.ca](mailto:Ciro.Panessa@northernhealth.ca)>  
**Sent:** February 9, 2023 12:42 PM  
**To:** [redacted]  
**Subject:** NHGH Update and Stabilization Next Steps

Dear Haida Gwaii Leaders and Community Partners,

Thank you all for meeting with me and other members of the NH team yesterday.

**An important good news update:** We've secured some travel nurses shortly after our meeting, so we are not anticipating any service interruptions next week or later in February as I had outlined yesterday afternoon.

When we meet again in a few weeks, Julia and I will be able to provide an update on the ongoing outlook.

In the interim, as discussed, Julia will be reaching out to identify point people from the Council of the Haida Nation, Old Massett, Skidegate, the Regional District and the Villages of Masset, Port Clements and Daajing Giids to inform and shape next actions related to increased/improved housing for health care professionals, establishing dedicated childcare seats for health care professionals and reducing barriers for those living on Haida Gwaii to start a career in Health Care . She will also update on the enhanced transportation that is being set up.

I would also like to reiterate that we continue to work diligently to avoid any service interruptions at the hospital, and if there is an interruption, that it be as temporary in nature as possible. In all service interruption scenarios we are looking to maintain Long Term, Respite and Palliative Care and we will only close the ER for a period of time as a measure of last resort.

We greatly appreciate your engagement during this difficult time and your partnership in these ongoing efforts, supported by the Province, to stabilize the situation.

For your reference and to support communication with your constituents, please find attached the public message that we will be conveying.

Háw'aa

Ciro

Ciro Panessa, RN, MSN, AGD:ANP  
Chief Operating Officer—Northwest HSDA  
Adjunct Professor—UBC School of Nursing

**Northern Health**

## NEWS RELEASE

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For Immediate Release  
February 3, 2023

### **Taking action to stabilize health services in Masset**

Northern Health is working closely with the Ministry of Health and listening to community leaders on Haida Gwaii, to improve and stabilize health care staffing and patient access to services in Masset, Old Massett and surrounding communities.

Northern Haida Gwaii Hospital (NHGH) in Masset is experiencing challenges with recruitment of both permanent and temporary nursing staff, in addition to anticipated locum physician coverage needs in the coming months. Significant efforts are underway to support health care services at NHGH, including ongoing recruitment of and incentives for nursing staff, and continued deployment of staff through the NH Travel Resource Program.

While this work continues, contingency planning is underway for upcoming periods of limited staffing coverage, which in the short term may include planned, scheduled, or intermittent emergency department service interruptions at Northern Haida Gwaii Hospital particularly during overnight periods. Long-term care at NHGH is not impacted by this planning and will remain open 24/7, and any emergency department service interruptions will be temporary. There are no plans to permanently reduce services at the hospital.

Additional bed capacity is being added at Haida Gwaii Hospital and Health Centre - Xaayda Gwaay Ngaaysdli Naayin Daajing Giids to support patients from Masset requiring acute care, and NH is planning to expand transportation services between Masset and Daajing Giids to support patients accessing services in Daajing Giids, their families and support persons, and for staff travel between communities.

In fall 2021 the Ministry of Health [announced a comprehensive health-care worker rural retention program](#) for targeted Northern communities and occupations, designed to offer financial incentives and supports like travel, housing and childcare for priority health-care workers funded by government. This program will be now extended to include Haida Gwaii. The Northern Retention Incentive is in place as of February 1, 2023, and partnership work will commence to address needs for staff housing and daycare services.

“At a recent community meeting with North Island Leaders we heard clearly that every effort must be made to keep the hospital open, and that innovative and collaborative solutions are needed to stabilize services,” said Northern Health’s

Northwest Chief Operating Officer **Ciro Panessa**. "In partnership with the community, that is what we intend to do."

To further improve recruitment and retention of skilled health care staff on-island, Northern Health will work in collaboration with Ministry, the Council of the Haida Nation, Old Massett, Skidegate, Daajing Giids, Port Clements and Masset toward a career access and training program for residents of Haida Gwaii. This partnered work will include identifying entry level health careers most needed on Haida Gwaii, recruiting Haida Gwaii residents interested in these health careers and developing approaches to providing both on the job and classroom training as close to home as possible.

Immediate work for the partners will include completing an assessment with recommendations for developing the health career access program over the next six months. The status of staffing and services at Northern Haida Gwaii Hospital will be closely monitored, with a goal of returning to regular services as soon as possible. As Northern Health collaborates with local partners on these actions, regular updates will be provided on service stabilization.

Northern Haida Gwaii Hospital staff are continuing to provide excellent care under trying circumstances. We appreciate their dedication, and we ask that community members continue to have patience and support the staff, physicians and leaders who remain to provide these important services.

**Media Contact:** NH media line – 877-961-7724



## Board Highlights

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January 2023

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### Delegations:

Lauren Bell, Nathan Voogd, and Brett deHoog of the Ministry of Transportation and Infrastructure discussed Highway 16 winter maintenance as well as concerns with shoreline erosion on Haida Gwaii. The Board of the North Coast Regional District (NCRD) asked questions and highlighted the need for higher levels of service during winter months on Highway 16 and more proactive planning around erosion protection on Haida Gwaii. The Chair of the Board thanked Ms. Bell, Mr. Voogd, and Mr. deHoog.

Ron Poole, RBA Consultant, provided an orientation to the Board of the NCRD regarding the Northwest B.C. Resource Benefits Alliance. The Chair of the Board thanked Mr. Poole.

### Board Business:

1. The Board scheduled the Parcel Tax Roll Review Panel meeting for February 10, 2023 at 6:45 p.m. to review the Sandspit Water Parcel Tax Roll. The parcel tax roll can now be reviewed [online](#) or at the NCRD administration office.
2. The Board resolved to send a letter of support for the proposed boundary amendments to Tow Hill ecological reserve as outlined in BC Parks' correspondence, dated December 15, 2022.
3. The Board resolved to send correspondence regarding the recommendations from the House of Commons Standing Committee on Fisheries and Oceans to Hon. Nathan Cullen, Minister of Water, Land and Resource Stewardship and copying Jennifer Rice, North Coast MLA and Kelly Greene, Parliamentary Secretary.
4. The Board resolved to submit an application to the Community Emergency Preparedness Fund's Disaster Reduction – Climate Adaptation funding stream for a Tlell mitigation planning project.
5. The Board gave two readings to Islands Solid Waste Management Amendment Bylaw No. 271.2, 2023. The bylaw proposes an increase to the maximum requisition rate for the Islands Solid Waste service. See the bylaw for consideration [here](#).
6. The Board adopted Bylaw No. 680, 2022, Islands Solid Waste Management Regulation, Fees & Charges Amendment Bylaw. The bylaw amends fees and charges of the Islands Solid Waste service. The adopted bylaw is available [here](#).

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7. The Board resolved to send correspondence to TELUS to explore backup battery power for its cellular infrastructure in Oona River, B.C.
8. On January 21, 2023, the Board held its Round 1 Budget meeting to consider the NCRD's 2023-2027 Five-Year Financial Plan. The Round 2 Budget meeting is scheduled for February 11, 2023 at 10:00 A.M. To learn more about the NCRD's financial planning visit the [2023-2027 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).***

C-4





## NCRD Sandspit EV Charger Installation Completed

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February 14, 2023

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The North Coast Regional District (NCRD) community of Sandspit, B.C. is now outfitted with a Level 2 electric vehicle (EV) charging station. With a prime location at the Sandspit Community Hall (411 Alliford Bay Road), drivers can now plug in and charge.

The Sandspit Level 2 EV charging station is one of two EV charging stations available on Haida Gwaii. The other station is located at the Old Fire Hall (1674 Main Street) in Masset, B.C.

The two Haida Gwaii EV charging stations were installed as part of the Charge North project. Charge North is currently installing 58 Level 2 chargers across northern B.C., including in the communities of Prince Rupert and Terrace. An additional two Level 2 chargers are to be installed in Tow Hill and Daajing Giids in summer 2023.

### Quote

*"We are excited about the availability of Level 2 electric vehicle charging stations on Haida Gwaii and across northern B.C. They will be a great benefit for residents and tourists alike." – Evan Putterill, NCRD Vice Chair*

### Charge North Project

Charge North is an EV charging station network that will electrify close to 2,800 km of highway, from south of Kamloops to Haida Gwaii.

This community-led project is facilitated by Community Energy Association together with an Advisory Committee made up of representatives from six regional districts (including the NCRD) and the Northern BC Tourism Association.

Further information is available on the following websites:

- Charge North – [chargenorth.ca](http://chargenorth.ca)
- Plug Share – [plugshare.ca](http://plugshare.ca)
- NCRD: [ncrdbc.com/development/special-projects/charge-north-project](http://ncrdbc.com/development/special-projects/charge-north-project)

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



OMBUDSPERSON  
BRITISH COLUMBIA

February 14, 2023

*Delivered via email*

Mayor Doug Daugert  
Village of Port Clements  
36 Cedar Avenue West  
Port Clements BC V0T 1R0

Dear Mayor Daugert:

With many new municipal mayors and council members elected and now sworn in across the province, I wanted to reach out and let you know how the Office of the Ombudsman can work with, and help, local governments in British Columbia.

If you are continuing in your elected position, thank you for your service to British Columbians. And if you are newly elected, welcome to your very important role.

My office takes complaints from the public about all of the local governments in BC. We are an oversight body, one of the independent offices of the Legislature, and our mandate is to be BC's independent voice for fairness and accountability of the public sector. When we receive people's concerns about public services, we conduct impartial investigations and address the fairness problems that we find. For local governments, that means you may hear from us when we have received a complaint about your municipality and are investigating to determine whether the standard of fair and reasonable service set out in the *Ombudsman Act* has been met. Where fairness issues are identified, we can consult with you to find a way to address the issues in order to ensure fairness moving forward.

We are also available to help. Our [Public Authority Consultation and Training team](#) can assist you with any questions about fairness you may have. A number of [useful resources](#) are also available on our website, including:

- A [Complaint Handling Guide](#), which contains a [Model Complaints Policy](#);
- Our Quick Tip resource [On Complaint Handling for Local Governments](#);
- [Bylaw Enforcement: Best Practices Guide for Local Governments](#);
- [Open Meetings: Best Practices Guide for Local Governments](#);
- Our 1-hour online [Fairness 101 course](#); and
- Educational [webinars](#).

C-6

Our office is also offering a [webinar](#) for public bodies on our recently released [Fairness by Design guide](#). In the webinar, we'll outline the fairness standards found in the guide and how they can be used to ensure your programs are delivered fairly. We will also answer your questions. Webinar details are below:

- **Thursday, March 16, 2023 from 10:00 a.m. – 11:00 am**
- [Register here](#)

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

Once again, thank you for the important local government role you took on. We look forward to working with you.

Yours sincerely,



Jay Chalke  
Ombudsperson  
Province of British Columbia

C-16

## Elizabeth Cumming

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**From:** Clean Transport EMLI:EX <CleanTransport@gov.bc.ca>  
**Sent:** February 8, 2023 3:05 PM  
**To:** Clean Transport EMLI:EX  
**Subject:** Clean Transportation Action Plan: Consultation Paper  
**Attachments:** CTAP\_Request\_for\_input.pdf

Good afternoon,

In Fall 2021, the Province released the [CleanBC Roadmap to 2030](#) (Roadmap): a climate plan to reduce climate pollution and build a cleaner, stronger economy for people throughout British Columbia (BC). In the Roadmap, the Province committed to developing a comprehensive Clean Transportation Action Plan (CTAP) and releasing it in 2023.

The purpose of the CTAP is to identify the next set of actions to reduce greenhouse gas emissions in the transportation sector by 27-32% by 2030, and increase economic opportunities in clean transportation in BC.

The Province is engaging with various stakeholders as part of the development of the CTAP. As part of this process, I am writing to request your input on the CTAP Consultation Paper (attached). The CTAP Consultation Paper is also available on the Provincial Clean Transportation Policies & Program webpage [here](#).

**Feedback will be accepted until 4 p.m. on Wednesday, April 5, 2023.** Please ensure that you include the organization or association's name on behalf of which the input is being given. Submissions will not be posted publicly, but a summary of engagement activities will be incorporated within the CTAP.

Please submit your input in one of the following ways:

- **Email:** [cleantransport@gov.bc.ca](mailto:cleantransport@gov.bc.ca)
- **Mail:** Attn: Clean Transportation Branch  
Ministry of Energy, Mines and Low Carbon Innovation  
PO BOX 9314 Stn Prov Govt  
Victoria, B.C.  
V8W9N1

Thank you in advance for your interest and input.

Best regards,

**Christina Ianniciello**

Executive Director, Clean Transportation Branch  
British Columbia Ministry of Energy, Mines and Low Carbon Innovation

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# Clean Transportation Action Plan

## Request for Input

February 2023

### 1. Context

Building on its 2018 CleanBC plan, in October 2021, the Province of British Columbia (B.C.) released the [Clean BC Roadmap to 2030](#) (Roadmap) outlining additional measures to reach its legislated greenhouse gas (GHG) emission reduction targets of 16% by 2025, 40% by 2030, 60% by 2040, and 80% by 2050, relative to a 2007 baseline. The Province has also committed to net-zero GHG emissions by 2050, and a transportation sector GHG emissions reduction target of 27-32% by 2030, relative to 2007. The transportation sector comprises all classes of on-road vehicles, and off-road vehicles such as those in mining, agricultural, forestry, port/airport, and construction, domestic marine vessels, domestic aircraft, and domestic rail.

#### Why a Clean Transportation Action Plan is needed

Transportation is the largest source of GHG emissions in B.C. and emissions in this sector are rising. The integrated nature of the transportation system in our economy means that decisions we make on how we move goods and people, what vehicles and modes we use on and off road across all sectors, how we design our communities, and how we run our businesses, all influence transportation emissions.

As part of the Roadmap, the Province committed to releasing a Clean Transportation Action Plan (CTAP) in 2023 covering five themes:

- Reduce distances traveled (vehicle kilometers traveled (VKT));
- Shift to more efficient modes;
- Improve vehicle efficiency;
- Adopt zero-emission vehicles (ZEVs); and
- Use cleaner fuels.

The Roadmap identifies specific transportation targets related to the CTAP, including:

- Vehicle kilometres travelled reduction targets:
  - Reduce light-duty VKT by 25% by 2030, compared to 2020.
- Mode share targets:
  - Increase share of trips (e.g., commuting for work and personal activities) made by walking, cycling, transit to 30% by 2030, 40% by 2040, and 50% by 2050.
- Energy intensity targets for personal and commercial transportation:
  - Reduce the energy intensity of goods movement (tonne-kilometres) by at least 10% by 2030, 30% by 2040, and 50% by 2050, relative to 2020.

- Zero-emission vehicles targets:
  - Accelerated ZEV Act targets: 26% of new light-duty vehicles by 2026, 90% by 2030, 100% by 2035;
  - New ZEV targets for medium- and heavy-duty vehicles aligned with the approach taken by the State of California;
  - Completing B.C.'s Electric Highway (i.e., broad B.C. geographic coverage of fast-charger EV sites) by summer 2024, and 10,000 public ZEV charging stations by 2030.
- Low Carbon Fuels:
  - Increase the Low Carbon Fuel Standard targets beyond the current 20% carbon-intensity reduction for gasoline and diesel by 2030 using 30% by 2030 (relative to 2010) as a starting point for further analysis and consultations.

To achieve these outcomes, the CTAP aims to identify measures that will both add to, and build on, existing measures (e.g., Zero-Emission Vehicles Act, Low Carbon Fuels Act, Active Transportation programs, initiatives to integrate transportation and land use planning, and the suite of Go Electric programs).

## 2. Purpose of this Consultation

The Province is seeking input from stakeholders to inform priority measures that will be included in the forthcoming CTAP. Your input is critical to ensuring the CTAP is designed to support transportation emissions reductions in line with CleanBC, enhance access to safe, reliable and equitable transportation, and develop economic opportunities for people and businesses in B.C.

To achieve our targets, behaviour change and market transformation across all modes in every sector is required. As such, the Province is looking for feedback from all stakeholders including in transportation-related industries such as the natural resource industry. Your input will help guide the development of CTAP. Any information or comments related to this consultation will not be published, but a summary of engagement activities will be incorporated within the CTAP.

Specifically, the Province is interested in your input on the list of questions in Section 3 below. Guidelines for providing input are in Section 4 below.

## 3. Questions to inform the CTAP

### 1. Reduce Distance Traveled and Increase Mode Shift

- a) What are the key Provincial policy actions (one to three) that need to be considered to achieve the VKT reduction and mode share targets, including in relation to the built environment/community design?
- b) What are the barriers, if any, in achieving these targets?

- c) What are the key actions your organization or sector can do to help achieve the VKT reduction and mode share targets, including actions in relation to the built environment/community design ?

## 2. Adopt ZEVs

- a) What are the key Provincial policy actions (one to three) that need to be considered to achieve the ZEV targets?
- b) What are the barriers, if any, in achieving these targets?
- c) What are the key actions your organization or sector can do to help achieve the ZEV targets?

## 3. Use Clean Fuels

- a) What are the key Provincial policy actions (one to three) that need to be considered to achieve the low carbon fuel target?
- b) What are the barriers, if any, in achieving this target?
- c) What are the key actions your organization or sector can do to help achieve the low carbon fuel target?

4. Which of the actions you have identified in questions 1-3 should be prioritized and why?
5. Do you have any suggestions to help improve affordability and equity in British Columbia as part of the CTAP<sup>1</sup>?

## 4. Providing Input

Please provide your input on the questions in section 3 above, or any additional insights on CTAP, to the Ministry of Energy, Mines and Low Carbon Innovation, via **email by April 5, 2023 (4pm, PST)** to: [CleanTransport@gov.bc.ca](mailto:CleanTransport@gov.bc.ca).

Please limit your response to five pages (excluding appendices).

If you have any questions regarding this consultation, please contact [CleanTransport@gov.bc.ca](mailto:CleanTransport@gov.bc.ca)

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<sup>1</sup>In the CTAP context, *Affordability* refers to British Columbians' ability to access basic mobility options within their budget, and *Equity* refers to safe, reliable, accessible, and affordable transportation options for all British Columbians.





January 18, 2023

RE: INVITATION TO PARTICIPATE IN HAIDA GWAII RENEWABLE ENERGY SYMPOSIUM

Sii.ngaay 'áa I Sangée 'áas *Good day* Scott Cabianca and Marjorie Dobson,

On behalf of the event co-hosts – Council of the Haida Nation and Swiilawiid Sustainability Society – we would like to invite you to the **Haida Gwaii Renewable Energy Symposium on March 11 + 12, 2023 at the Haida Heritage Centre in HIGaagilda Lnagaay Skidegate**. This two day event is a continuation of the 2018 Haida Gwaii Renewable Energy Symposium in Gaw Tlagée Old Massett.

The Island-wide symposium is a gathering open to all people of Haida Gwaii. The gathering will provide a space to come together, share information, and bring forward Island-wide climate awareness. By celebrating the work that we have accomplished and focusing on the work ahead, people of Haida Gwaii will set goals that will inspire individual and collective action.

**We would like to invite a representative, of your choosing, from your local government to be a speaker on March 11 at 1:00PM for a panel presentation from all Islands Government.** We will ask you and other local governments to do a 15 minute presentation on your community's efforts to get off diesel and share any additional information you have upholding the **Renewable Energy Declaration** endorsed in 2018. We will also like you to attend both days to participate in the action planning and activating the Haida Gwaii Renewable Energy Declaration.

**Please confirm your availability and who from your Council can join this presentation by February 22, 2023. Reply to Swiilawiid's Project + Partnerships Lead at [info@swiilawiid.org](mailto:info@swiilawiid.org).**

Haawa I Haw'aa *Thank you,*

Haida Gwaii Renewable Energy Symposium Steering Committee: Gidin Jaad *Erica Reid* (Council of the Haida Nation), Ginaawan *Darin Swanson* (Hereditary Chief), Goot-Ges *Patrika McEvoy* (Old Massett Village Council), Nangkilsas *Trent Moraes* (Skidegate Band Council), Ruth Wheadon (Swiilawiid), Brady Yu (Swiilawiid)

C-8

## CAO

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**From:** McLeod, Joshua <Joshua.McLeod@leg.bc.ca>  
**Sent:** January 23, 2023 3:50 PM  
**To:** CAO  
**Subject:** RE: Volunteer Appreciation Dinner

Hi again Marjorie, hope the new year is going well for you,

Just following up on the below but also contacting you on another issue:

As we start a new year, we are just checking in with each community to gauge their needs, so we have a better understanding of what North Coast communities want to see from their provincial government.

Are there any projects the community is working on that they need funding for or other resources? We like to build profiles of each community in case provincial funding or grants come along and we can make sure our riding is taking advantage of those opportunities. So dollar amounts would help.

Also, we'd love to set up a touch base meeting with Jennifer and council as we have not met in some time and has not had a chance to meet with Mayor Scott Cabianca. Additionally, if there are any good dates for community visits or events we should know about, we'd love to add them to our calendar to see if it'd be possible to get Jennifer back on Haida Gwaii.

Best,  
Josh

C-9

Marion Pierce  
Box 211  
Port Clements, BC  
VOT 1R0

January 20, 2023

Village of Port Clements:

I will not continue to be a garden volunteer at the Multiplex and at the Millennium Memorial Park.

For your information and consideration for future gardening maintenance, I have outlined what I used to do.

At the Millennium Park I did a lot of weeding, mowed lawns and roadway edges, trimmed garden edges and ditches, revived and revised and fertilized garden beds, watered and mulched plants, planted flowers, and trimmed bushes. I picked up copious tree debris/branches from paths and adjacent wooded areas and either piled them for village pick up or personally removed truck loads of them to the dump. I scrubbed the cross and the picnic table. When needed, I swept bench pads, the picnic table pad, and the cenotaph, and I picked up discarded beer/ pop cans and garbage.

At the Multiplex I weeded the rock area adjacent to the sidewalk along the Park Street side of the building, including by the school. I planted flowers in two planters, and regularly watered and fertilized them and the school planter. On occasion, I occasionally cut and trimmed the Multiplex Park Street side lawns to keep the weeds down. At the school corner by the entrance to the Clinic I mulched the rhododendrons and fertilized and watered them. I also planted, weeded, fertilized, and watered the plants in the raised bed.

A few words of advice for the future:

1. If we want to encourage tourism, established garden areas need to be recognized as having some value. Time and effort by the Village should be involved, especially in well visited places such as the Millennium Park.
2. Through the years people seem very keen to procure funding to start "new" projects and to install "new" things, but what is lacking is long term interest, funding, and the availability of staff for upkeep and maintenance. Perhaps some of the funding should be placed aside for this purpose.

Sincerely,



Marion Pierce

C-16

## Elizabeth Cumming

---

**From:** Benedicte Hansen <benedictesstudio@gmail.com>  
**Sent:** January 16, 2023 10:29 AM  
**To:** Elizabeth Cumming  
**Subject:** Is it possible to work with other mayors for public transportation.

To get public transportation up and down the island. As gas prices rise and as we need to consider climate change using public transport is much more efficient. Is this possible. It would help seniors, who don't drive or shdn't drive, as well as poor people who can't afford vehicles and convenience for others like visitors who aren't the richest that come here. It may also help women or girls forced to hitch hike in unsafe situations. We have one young woman missing and no public transport is a large factor in that happening more likely. We are not immune to bad actors just cause we are a small island. So think about it I realize public transport is Provincial and Federal but it starts in small community demand. I am sure lots of people would like this available. Yours Rev. Benedicte Hansen--

Yours Benedicte, living and working in deep respect and gratitude on the unseeded territories of the Haida Nation, on beautiful Haida Gwaii

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VILLAGE OF PORT CLEMENTS  
MAYOR AND COUNCIL

LINDA BERSTON  
PO BOX 361  
PORT CLEMENTS B.C.  
VOT. 1R0

DEAR SIRS/MADAM

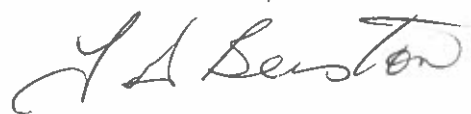
JANUARY 24 2023

THERE IS A LONG STANDING PROBLEM ALONG  
HIGHWAY 16 THAT AFFECTS OUR VILLAGE. NAMELY  
MR P. MELNGY'S PROPERTY IN USE AS A JUNK YARD.

THE VISUAL POLLUTION AND SAFETY CONCERNS ARE  
SOMETHING THAT HAS BEEN REPEATEDLY BROUGHT TO  
BOTH THE MINISTRY OF TRANSPORTATION AND THE REGIONAL  
DISTRICT.

I AM ASKING THAT OUR VILLAGE BE PROACTIVE  
AND WORK TOGETHER WITH THESE OTHER AGENCIES  
AND FIND A SOLUTION

SINCERELY



L.G. BERSTON

C-12

Linda Berston  
PO Box 361  
Port Clements, BC VoT 1Ro  
250-557-4423  
lgberston@gmail . com  
January 16, 2023

Village of Port Clements  
36 Cedar Ave. W.  
PO Box 198

To Port Clements Village Mayor and Council

Dear Sirs/Madam:

I am requesting again that the Village of Port Clements utilize their bylaw restricting the number of unlicensed vehicles parked on village right of ways , to approach Mr P Melney at his Tingley street address, mark his property boundary and have him either remove from or relocate any said vehicles and or other detritus onto his property.

Sincerely



L Berston

C-13



February 10, 2023

Ref: 287855

Marjorie Dobson, Chair  
Chief Administrative Officer  
The Village of Port Clements  
Email: [cao@portclements.ca](mailto:cao@portclements.ca)

Dear Marjorie Dobson:

Thank you for your letter of January 31, 2023, regarding concerns over insurance of the multiplex building associated with Port Clements Elementary School.

Ministry of Finance administer insurance programs including the School Protection Program and the associated Optional Property Program. Ministry of Education and Child Care staff have had a recent discussion with Ministry of Finance staff, it has been agreed that the Village of Port Clements (Village) can continue to utilize the Optional Property Program for insurance.

The Ministry appreciates the Village raising this issue. I hope that this letter addresses your concerns. Again, thank you for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "R Singh".

Rachna Singh  
Minister

C-12



## REPORT TO COUNCIL

Author: Ronda Bell  
Date: January 24, 2023  
RE: 4<sup>th</sup> Quarter Financial

---

**BACKGROUND:** Supporting information regarding 4<sup>th</sup> Quarter financial report.

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

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

**CONCLUSION:** Informational purposes only.

**IMPLICATIONS:**

**STRATEGIC** N/A

**FINANCIAL** No concerns as of Q4

**ADMINISTRATIVE** N/A

Respectfully submitted:

Ronda Bell  
Sr. Finance Manager



	2021	2022	Jan - Dec 2022	
Revenue Gen Operating	Previous Year Actual	Annual Budget	Current Period	% to Date
Description				
Total Taxes	113,998.00	136,000.00	136,002.00	100.00%
Total Payment in Lieu of Taxes	8,766.00	8,150.00	8,335.00	102.27%
Total Sales of Service	41,179.00	29,450.00	31,850.00	108.15%
Total Revenue from Own Sources	105,907.00	95,755.00	105,295.00	109.96%
Total Multipurpose Building Rental	11,900.00	12,200.00	13,028.00	106.79%
Total Unconditional Transfers	389,000.00	389,000.00	483,000.00	124.16%
Total Conditional Grants	552,630.00	1,857,327.00	543,284.00	29.25%
Total Reserves	-	740,084.00	-	
Total Collections for Other Agencies	194,042.00	232,374.00	232,374.00	100.00%
<b>Total Gen Revenues</b>	<b>1,417,422.00</b>	<b>3,500,340.00</b>	<b>1,553,168.00</b>	<b>44.37%</b>
<b>Expenses Gen Operating</b>				
Total Legislative Expenses	25,905.00	39,600.00	29,053.00	73.37%
Total General Administration	303,238.00	387,700.00	320,683.00	82.71%
Total Fire Department	46,101.00	51,750.00	31,401.00	60.68%
Total Emergency Services	7,065.00	3,000.00	655.00	21.83%
Total Common Services	34,582.00	46,000.00	36,479.00	79.30%
Total Wharf	5,060.00	10,120.00	540.00	5.34%
Total Small Craft Harbour	10,467.00	16,700.00	10,199.00	61.07%
Total Roads	64,196.00	64,050.00	49,515.00	77.31%
Total Environmental Health	14,902.00	-	-	
Total Environmental Development	8,570.00	4,500.00	1,785.00	39.67%
Total Parks and Recreation	39,251.00	83,300.00	59,192.00	71.06%
Total MPBC Operating Expenses	55,700.00	63,700.00	57,347.00	90.03%
Total Debt Services	2,109.00	2,000.00	1,251.00	62.55%
Total Contributions to Reserves	-	-	-	
Total Grants & Misc	254,409.00	2,611,275.00	388,024.00	14.86%
Total Amortized Asset	139,161.00	137,889.00	122,921.00	89.14%
Total Taxes Levied-Other Gov't	194,041.00	188,766.00	200,953.00	106.46%
<b>Total Gen Expenses</b>	<b>1,204,757.00</b>	<b>3,710,350.00</b>	<b>1,309,998.00</b>	<b>35.31%</b>

F-1

	2020	2021	Jan - Dec 2021	
<b>Revenue Water Operating</b>	<b>Previous Year Actual</b>	<b>Annual Budget</b>	<b>Current Period</b>	<b>Current Period %</b>
Total Fees & Taxation Revenue	- 112,329.00	- 116,950.00	- 116,868.00	99.93%
Total Grants	-	-	-	
<b>Total Water Revenues</b>	<b>- 112,329.00</b>	<b>- 116,950.00</b>	<b>- 116,868.00</b>	<b>99.93%</b>
Total Expenses	69,175.00	97,450.00	98,169.00	100.74%
Amortized asset expense	17,043.00	19,000.00	17,043.00	
<b>Total Water Expenses</b>	<b>86,218.00</b>	<b>116,450.00</b>	<b>115,212.00</b>	<b>1.01</b>
<b>Revenue Sewer Operating</b>				
Total Fees & Taxation	- 67,288.00	- 68,700.00	- 69,015.00	100.46%
Total Grants & Transfers	-	-	-	
<b>Total Sewer Revenues</b>	<b>- 67,288.00</b>	<b>- 68,700.00</b>	<b>- 69,015.00</b>	<b>100.46%</b>
Total Operating Expenses	48,048.00	58,250.00	51,341.00	88.14%
Total Contributions to Reserves	-	-	-	
Amortized asset expense	10,971.00	8,500.00	8,428.00	99.15%
<b>Total Sewer Expenses</b>	<b>59,019.00</b>	<b>66,750.00</b>	<b>59,769.00</b>	<b>89.54%</b>
<b>Total Revenue</b>	<b>- 1,597,039.00</b>	<b>- 3,685,990.00</b>	<b>- 1,739,051.00</b>	<b>47.18%</b>
<b>Total Expense</b>	<b>1,349,994.00</b>	<b>3,893,550.00</b>	<b>1,484,979.00</b>	<b>38.14%</b>
	<b>- 247,045.00</b>	<b>207,560.00</b>	<b>- 254,072.00</b>	

F-1



# REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: February 6, 2023  
RE: In-Kind Donation Application – Simon Fraser University, Science Alive

---

## BACKGROUND:

For several decades, Simon Fraser University – Science Alive! has been running summer day camps in Port Clements (usually 1 – 2 weeks in duration). Haida Gwaii Regional Recreation Commission has also held Summer Day Camps for several years in Port Clements (usually 2 weeks in duration).

In previous years the Science Alive programming has paid for its rental usage of the Seniors Room and School Gymnasium, however, the Haida Gwaii Regional Recreation Commission (Haida Gwaii Rec) typically requests an in-kind donation for the room usage from the Village, which the Council has donated for in-kind use of the facilities as well as potential janitorial fees that may be incurred from the rental.

## DISCUSSION:

This year it appears that the Science Alive program and Haida Gwaii Rec are collaborating to provide summer camp programming in Port Clements for a week (5 days) in August. The rental application and request for in-kind donation was submitted by the Science Alive program.

The Village's room rental fees are set out in the Fee Setting Bylaw. Given that Simon Fraser University has provided confirmation of its registered charity status, its rental would normally incur the \$75/day rate for registered charities, with \$20 per hour of potential janitorial fees.

VALUE OF IN-KIND DONATION				
SPACE	DAILY RENTAL RATE	JANITORIAL	# OF DAYS	TOTAL
SENIORS' ROOM	\$75	\$20	5	\$475
SCHOOL GYMNASIUM	\$75	\$20	5	\$475
<b>TOTAL VALUE OF IN-KIND DONATION</b>				<b>\$950</b>

## CONCLUSION:

It is Council's discretion to provide an in-kind donation of use of the spaces for the joint Science Alive and Haida Gwaii Rec summer camp rental.

## IMPLICATIONS:

**STRATEGIC** N/A

**FINANCIAL** As an in-kind donation, the Village would not be collecting the fees it would normally from this rental activity.

**ADMINISTRATIVE** Negligible

## Recommended Motions:

THAT Council provides an in-kind donation to the joint Simon Fraser University – Science Alive and Haida Gwaii Regional Recreation Commission 5-day programming intended to be held in August 2023.

Respectfully submitted:  
Elizabeth Cumming, Deputy CAO

5-1

APPENDIX 'C', POLICY 11

REQUEST FOR IN-KIND DONATION APPLICATION FORM

Applicant Information

<b>Name of Organization:</b>	Simon Fraser University- Science Alive & Haida Gwaii Recreation
<b>Representative/Contact:</b> (first and last name)	Madison Ardizzi & Alissa MacMullin
<b>Phone Number:</b>	778-782-7850
<b>Email:</b>	fascoord@sfu.ca & coordinator@hgrec.com
<b>Street Address:</b>	8888 University Drive, ASB9925, Burnaby, BC, V5A 1S6
<b>Mailing Address:</b>	8888 University Drive, ASB9925, Burnaby, BC, V5A 1S6

All fields of the application information are required to be completed

Please select organization type:

- Registered Charity** (SFU)
  **Not for Profit Organization** Haida Gwaii Rec

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: Science Alive and Haida Gwaii Recreation will be collaborating to deliver a free camp to kids from August 14-18th, 2023. Our programs are planned together to ensure that all children have the opportunity to attend Summer camp. Together, we are able to deliver camp to kids in grade 1-7.

Is this in-kind donation for a specific purpose?	Yes, to deliver free science camp to kids in grade 4-7 in Port Clements.
Have you applied for a grant through the Village's Community Grants Policy No. 22?	No
Do you operate (provide services) locally in Port Clements?	No
Do you operate (provide services) on Haida Gwaii?	Yes
Have you received donations or in-kind donations from the Village in the past? If yes, when, what, and how much?	No

*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: Jan. 13, 2023 \_\_\_\_\_

Signature:  \_\_\_\_\_

G-1

1-5



Resources

- Online services
- Forms and publications
- A to Z index
- Enquiries

## Basic search results

Statistics and data on the Charities and giving web pages are compiled by the Charities Directorate of the Canada Revenue Agency (CRA) for the sole purpose of providing the public with direct access to information about charities, national arts service organizations (NASO), and Canadian amateur athletic associations (CAAA) in Canada that have been registered under the Income Tax Act.

The CRA is not responsible for the use and manipulation by any persons of this information.

### Search results: 1 matches found.

Didn't find what you were looking for? See [Search tips](#).

### The search criteria used was:

Organization name: **simon fraser university**

Status: **Registered**

Showing 1 entry on this page.



Organization name	Status	Type of qualified donee	Province/Territory	City	Effective date of status
SIMON FRASER UNIVERSITY	Registered	Charity	BC	BURNABY	1967-01-01

Showing 1 entry on this page.



Display detailed list

Downloading instructions

Download results

New search





## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: February 21, 2023  
RE: Village Cleanup

---

### BACKGROUND:

The Village of Port Clements has organized a Village Cleanup (usually in Spring) since at least the late 90s/early 2000s. It is a Council event held with the intention of sprucing up the town for the tourist season, hosting summer events such as Canada Days, as an incentive for property owners to clean up their properties, and to prevent dumping on Village properties. The other communities on Island also often have their own version of an annual cleanup.

The event is held in April or May, sometimes split between the two. The Cleanup event is associated with the "Spring Cleaning" tradition, so it is held in the Spring though it is rarely held in March or June. It also typically avoids 'Spring Break' and the Easter and Victoria Day Long weekend as less residents are normally in the Village at those times to participate in the activity.

Historically, the Village would organize the event with the Islands Solid Waste Landfill for containers to be brought to a location of Village property and then, once full, haul the containers back to the Landfill which is repeated as necessary in the scheduled time frame. Residents were expected to make their own arrangements to bring their waste to the containers and put it in them themselves, though volunteers usually assisted residents with this. It is not mandatory for staff to assist or participate in the cleanup as it is not part of regular operations, held outside of regular work hours, nor is it an established municipal service. Sometimes staff have also volunteered with the activity, but it is not part of their job duties or obligations.

However, in 2019 at the strong recommendation of Islands Solid Waste Landfill, the Village organized a new format of two "free tipping day" on the first Saturday of April and May. In this set up, residents/property owners brought their garbage to the landfill directly, provide proof of residence/ownership to landfill staff, and then the tipping fees are covered by the Village. The Village has continued with this format in 2021 and 2022 as it was found to be a cost-effective and easier to manage for both the office and the landfill (though it switched to being held over two consecutive days).

### DISCUSSION:

Council does not have an obligation to hold a cleanup event, but it regularly chooses to undertake it almost annually. The "free tipping day" format is recommended by the Islands Solid Waste Landfill and has been very cost-effective and easy to use operationally, and staff also recommend continuing this format.

As it is not a municipal service, but a Council event/project, Council must set by resolution every year if they are holding the activity (so it can be properly accounted for in the annual budget) and when they are holding it. If Council does not give direction to hold the event, and if it is not accounted for and budgeted for then the Cleanup is not held.

Prior to the 2019 cleanup, the Village received a few negative complaints regarding cost (if it was an appropriate use of taxpayer dollars/Village resources, etc), mess left behind at the cleanup bin location, and significant exploitation by non-residents/non-property owners regularly spotted. A concern was also identified that it was encouraging people to stockpile their refuse on their properties throughout the year. However, other residents have also reached out and identified that they enjoy the Cleanup as a 'sign of spring' and that they find it beneficial to the community and hoped that it would continue to be held. Some have provided suggestions to hire someone to offer loading/unloading support or vehicle access to residents who need further assistance.

The “free tipping day” format has seen significantly lower costs incurred, with the 2019 expenditure being a 59% reduction in cost from 2018 expenditure and a 46% reduction to 2017 expenditures, and the cost continues to be low. It also addressed other concerns of non-residents taking advantage of the cleanup to dump their own significant waste materials at the expense of Port Clements’ Taxpayers, as well as eliminating issues of overflowing bins and waste left beside them.

Year	Total Cleanup Expense	Equipment, Hauling, Landfill Personnel portion	% of Total Expense for Equipment, Hauling and Landfill Personnel portion
2022	\$210.00	\$0.00	0
2021	\$233.40	\$0.00	0
2020	\$0.00	\$0.00	0
2019	\$966.00	\$0.00	0
2018	\$3,086.00	\$1,050.00	34
2017	\$1,780.00	\$420.00	24
2016	\$2,152.00	\$720.00	33
2015	\$2,428.79	\$630.00	26
2014	\$1,355.00	\$330.00	24
2013	\$1252.00	\$330.00	26
2012	\$1,492.50	\$367.50	25

The Landfill also strongly recommends the “free tipping day” format, as it is less of a disruption to their activities and is easier for them to handle. They also identified that as they are open 6 days a week, they would prefer not holding the tipping day on the first Saturday of multiple months, but 2 days in a row of a single month.

**CONCLUSION:**

Council must decide if it will be having a cleanup this year, and if it is then set when it will be held. Typically, it is held in April or May. It is strongly recommended that the “free tipping day” format continue to be utilized if the cleanup will occur.

**STRATEGIC (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)**  
 A liveable, attractive community that enhances the quality of the life of residents is an essential idea within the OCP. The Annual Village Cleanup can be seen to be in that spirit, though it is not a strategic priority nor mentioned in the OCP.

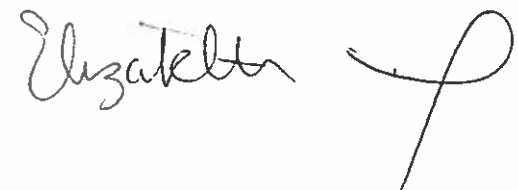
**FINANCIAL (Corporate Budget Impact)**  
 A ‘Free Tipping Day’ arrangement with the Landfill reduces costs and complications. If the activity is to be held then it is accounted for in the budget.

**ADMINISTRATIVE (Workload Impact and Consequence)**  
 A set ‘Free Tipping Day’ arrangement at the Landfill minimizes workload burden on staff.

**RECOMMENDATION**

That if Council wants a 2023 Cleanup that it continues to utilize the “free tipping day” format and choose two consecutive dates to hold it on in either April or May

Respectfully submitted:



G-2



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 Chief Administrative Officer  
Date: February 21, 2023  
RE: MHAAC 2021 -2022 Expenditure Report

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**BACKGROUND:**

In 2021, the Northern Health Authority's Mental Health & Addictions Advisory Committee (MHAAC) requested \$15,000 from the Village's COVID-19 Safe Restart Fund for programs from 2021-2023.

The Village agreed to provide \$15,000 to cover programs 2021-2022 inclusive, requiring reporting on fund expenditure and for the funds received to be expended entirely by December 31<sup>st</sup>, 2023. MHAAC has submitted their final reporting to Council identifying that they have utilized the entirety of funds provided.

**DISCUSSION:**

In 2021 \$6,400 was disbursed to MHAAC and \$8,400 was distributed in 2022 after Council approved MHAAC's 2021 reporting on expenditures and found them satisfactory.

**CONCLUSION:**

If Council is satisfied with MHAAC's reporting, then this matter grant is concluded.

If Council is not satisfied with the report, Council will need to clarify what they are unsatisfied with so this can be relayed by staff to MHAAC.

**STRATEGIC** (Guiding Documents Relevancy – Village Bylaws)  
Supporting the well-being of residents is an important theme in the OCP.

**FINANCIAL** (Corporate Budget Impact)  
This expense has been accounted for in the Village's budget.

**ADMINISTRATIVE** (Workload Impact and Consequence)  
Negligible impact on workload.

Respectfully submitted:

G-3



15 February 2023

## 2021 - 2022 Port Clements Safe Restart Final Report

From the Haida Gwaii Mental Health and Addictions Advisory Committee

Funds were used exclusively for low income Port Clements residents who needed to purchase essential goods and services they could not afford due to circumstances exacerbated by the COVID 19 pandemic.

The Port Clements Safe Restart fund supplemented our regular annual \$7,750 grant from Northern Health (NH) from which all Haida Gwaii mental health clients may access up to \$200 annually to purchase essential goods and services that promote and maintain their mental health. We also had a Gwaii Trust \$15,000 COVID Emergency Grant for the same clientele and purpose.

Port Safe restart requests were referred by local committee members, hospital staff or clinicians.

Guidelines for available fund amounts per person were \$500 from the Port Safe Restart and \$500 & \$200 from Gwaii Trust and Northern Health respectively if eligible. As noted above, the NH and Gwaii Trust funds were for mental health clients only. Nominally a Port Clements resident who was a mental health client was eligible for \$1200 (200NH+500GT+500SR) and a non-mental health client was eligible for \$500 from Safe Restart. The \$500 guidelines were flexible.

Over 40 Port Clements residents were served with the \$15,000 Safe restart fund. Below is a breakdown by category, individual expenses are shown on the attached spreadsheet. Three Port committee members received \$150 honoraria. The secretary who prepared cheques and tracked & compiled the financial records received an additional honorarium.

Groceries	Utilities	Medical travel	Medical & MH supplies/Rx	Essential goods & services	Honoraria (5 people) & admin	Clothing	Total
\$4,982	\$4,500	\$1,740	\$1,300	\$1,170	\$1,012	\$296	\$15,000
33.2%	30.0%	11.6%	8.7%	7.8%	6.7%	2.0%	100%

The HGMHAAC and clients thank you for your support. Please do not hesitate to contact us with any questions or concerns. Thank you for your generous support,

Sincerely,



Gerry Leminski, Chair,

For the Haida Gwaii Mental Health and Addictions Advisory Committee

G-3

3-5

**Income:**

Village of Port Clements SAFE RESTART Funding Received (May 3, 2022)	15,000.00
- 1st installment of total approved \$15,000	6,400.00
- balance of grant deposited jan.31, 2022	8,600.00

Total Income **15,000.00**

Total Expenses **15,000.00**

Balance (as of today) \_\_\_\_\_ ok

**Mental Health and Addictions Advisory Committee**

**Village of Port Clements SAFE RESTART Funding Report**

Grant Approved Date May 3, 2021  
 Today's Date 14-Feb-2023

Date	Ck#	Req#	Description	Dr	Cr	Balance	Type of Expenses
3-May-21			1st Installment received of safe restart grant	6,400.00		6,400.00	
18-Jun-21	351	202106-07	Gwaii Adventures - Kyle May & Susanne		1,300.00	5,100.00	House cleaning for stroke client
24-Aug-21	357	202108-01	charlisle clothiers		111.99	4,988.01	clothing
17-Nov-21	376	202111-09	haida gwaii coop		500.00	4,488.01	groceries
15-Dec-21	383	202112-06	north coast supply		500.00	3,988.01	desk top computer
15-Dec-21	424	202201-01	barrett augustine		583.11	3,404.90	travel expenses for medical
15-Dec-21	425	202201-02	port clements village office		120.00	3,284.90	2022 gym membership
19-Jan-22	432	202201-05	charlisle clothiers - deposited in august!!! s/b staledated!!		183.74	3,101.16	steel toe work boots
31-Jan-22			deposit balance of safe restart grant	8,600.00		11,701.16	
16-Feb-22	449	202202-01	north arm transportation		513.52	11,187.64	furnace fuel to heat house
16-Feb-22	455	202202-07	village of port clements		800.12	10,387.52	pay outstanding water/sewer/qarbage
16-Mar-22	466	2022 03-01	ramada inn in prince george		436.8	9,950.72	medical travel accommodations
16-Mar-22	468	2022 03-04	north arm transportation		500	9,450.72	furnace fuel to heat house
16-Mar-22	474	2022 03-07	maureen samuels - for travel lodge		220	9,230.72	medical travel
19-Jul-22	509	2022 07-10	bc hydro		500.00	8,730.72	overdue bill
19-Jul-22	510	2022 07-11a	bayview market		250.00	8,480.72	groceries
19-Jul-22	511	2022 07-11b	haida gwaii co-op		250.00	8,230.72	groceries
21-Jul-22	515	2022 07-04	haida gwaii co-op		200.00	8,030.72	groceries
24-Jul-22	521	2022 07-12a	bayview market		250.00	7,780.72	groceries
24-Jul-22	522	2022 07-12b	haida gwaii co-op		150.00	7,630.72	groceries
24-Jul-22	523	2022 07-12c	anqela's place		100.00	7,530.72	vehicle gas
16-Aug-22	525	2022 08-02	bc hydro		500.00	7,030.72	hydro payment
16-Aug-22	526	2022 08-03	pacific inn		500.00	6,530.72	medical travel expense - hotel
16-Aug-22	527	2022 08-04	bc hydro		500.00	6,030.72	hydro payment
16-Aug-22	528	2022 08-05	bc hydro		500.00	5,530.72	hydro payment
16-Aug-22	533		heather george - ink		43.12	5,487.60	black printer ink cartridqe
16-Aug-22	533		heather george - postage		69.23	5,418.37	postaqe
21-Sep-22	535	2022 09-01	bayview market		500.00	4,918.37	groceries
21-Sep-22	536	2022 09-02	mascon cable system 153723		186.60	4,731.77	internet bill
21-Sep-22	546	2022 09-13a pc	haida gwaii co-op		200.00	4,531.77	groceries
21-Sep-22	547	2022 09-13b pc	bayview market		300.00	4,231.77	groceries
21-Sep-22	548	2022 09-14 pc	coastal propane		500.00	3,731.77	propane for heat
21-Sep-22	549	2022 09-15a pc	anqela's place		250.00	3,481.77	gas
21-Sep-22	550	2022 09-15b pc	haida gwaii co-op		250.00	3,231.77	groceries
21-Sep-22	551	2022 09-16a pc	haida gwaii co-op		300.00	2,931.77	groceries
21-Sep-22	552	2022 09-16b pc	bayview market		200.00	2,731.77	groceries
18-Oct-22	555	2022 10-11 pc	haida gwaii co-op		500.00	2,231.77	groceries
18-Oct-22	556		edward lowrie - port restart honorarium		150.00	2,081.77	member honorarium
18-Oct-22	557		manzanita snow - port restart honorarium		150.00	1,931.77	member honorarium
18-Oct-22	558		sharon petitpas - port restart honorarium		150.00	1,781.77	member honorarium
18-Oct-22	562		qerry leminski - port restart honorarium		150.00	1,631.77	member honorarium
18-Oct-22	564		heather george - port restart honorarium		150.00	1,481.77	member honorarium
18-Oct-22	565		heather george - port restart secretary honorarium		150.00	1,331.77	secretary honorarium
25-Nov-22	604	2022 11-07 pc	bayview market		225.00	1,106.77	groceries
25-Nov-22	605	2022 11-08 pc	bayview market		125.00	981.77	groceries
25-Nov-22	606	2022 11-09 pc	bayview market		125.00	856.77	groceries
25-Nov-22	607	2022 11-10 pc	bayview market		100.00	756.77	groceries
25-Nov-22	608	2022 11-12 pc	bayview market		100.00	656.77	groceries
25-Nov-22	609	2022 11-14 a pc	anqela's place		50.00	606.77	vehicle fuel
25-Nov-22	610	2022 11-14 b pc	bayview market		181.77	425.00	groceries
25-Nov-22	611	2022 11-30 a pc	anqela's place		50.00	375.00	vehicle fuel
25-Nov-22	612	2022 11-30 b pc	bayview market		150.00	225.00	groceries
25-Nov-22	613	2022 11-11 a pc	anqela's place		100.00	125.00	vehicle fuel
25-Nov-22	614	2022 11-11 b pc	bayview market		125.00	(0.00)	groceries
			Balance	15,000.00	15,000.00	(0.00)	



## REPORT TO COUNCIL

Author: Marjorie Dobson, CAO  
 Date: February 15, 2023  
 RE: 2022 Fourth Quarter Progress Report on the Strategic Plan

### **RECOMMENDATION(s):**

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

### **BACKGROUND:**

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

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

### **SUMMARY OF RESULTS:**

In the 2022 Strategic Plan, Council set a total of 18 core services targets and 14 Council initiative targets to be completed this year (i.e. by the end of 2022). Of those, **28%** (9) are **COMPLETE**, **44%** (14) are **IN PROGRESS**, and **28%** (9) are **NOT STARTED** or **ON HOLD**.

### **DETAILED RESULTS:**

#### **Creating Stability and Capacity in the Village Office**

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

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

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

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## Village of Port Clements - Report to Council

### Maintaining and Improving Existing Infrastructure

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

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

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

*To improve community safety and ability to respond to emergencies.*

#### To be Completed in 2022

##### CORE SERVICES

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

##### COUNCIL INITIATIVES

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

### Improving Livability and Revitalizing the Economy

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

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

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

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

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

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## Village of Port Clements - Report to Council

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

### Encouraging and Supporting Land Development

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

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

### IMPLICATIONS:

**STRATEGIC:** The 2022 Strategic Plan was developed at Council’s direction and incorporated resident feedback in the initial 2021-2025 Strategic Plan.

**FINANCIAL:** The completion and adoption of the 5-year Strategic Plan has informed Budget Development for the 5 Year Financial Plan and provided direction for grant applications.

**ADMINISTRATIVE:** The adoption of the 5 -year Strategic Plan has formed the basis of the annual work plan for administrative and public works staff.

Respectfully submitted  
Marjorie Dobson, CAO

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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: Marjorie Dobson CAO  
Date: February 21, 2023  
  
RE: Tangible Capital Asset Policy

---

**BACKGROUND:**

Tangible capital assets are **non-financial assets** that usually have a physical form with a lifespan longer than one year that is used in the delivery of service to the municipality.

The purpose of a Tangible Capital Asset policy is to provide guidance for corporate management and accounting treatment of Tangible Capital Asset (TCA) that complies with Public Sector Accounting Board guidelines.

The Public Sector Accounting Board (PSAB) is the only body in Canada that sets the accounting standards for the different levels of government (federal, provincial, and municipal). They make decisions on overall policies and then pass that down to Chartered Professional Accounting (CPA) Canada who maintain the public sector standards as part of their CPA Canada Handbook.

**DISCUSSION**

Government entities including the Village of Port Clements need to present a complete schedule of their tangible capital assets and amortization in a summary financial statement to demonstrate responsible management and the cost of using those assets to provide service.

The auditor general of BC and Canada are responsible for reviewing and enforcing the use of public sector accounting policies and ensuring that government financial statements comply with the standards. Although it's not explicitly a legislative requirement, municipalities and other government entities are required to adhere to the accounting standards set by PSAB.

Having a TCA policy in place will provide internal guidance in asset management, public sector financial reporting, and improves the ability to meet those accounting standards set by the PSAB.

The Village has never had a TCA policy.

**Recommendation:**

That Council approves the Tangible Capital Asset Policy pending auditor review.

**CONCLUSION :**

**STRATEGIC** Directional Document – Public Sector Accounting Handbook Section 3150.

**FINANCIAL** (Corporate Budget Impact)  
None

**ADMINISTRATIVE (Workload Impact and Consequence)**  
Office staff will account for and report Tangible Capital Asset in financial statements in accordance with PSAB standards.

**Respectfully submitted:**  
Marjorie Dobson CAO

A handwritten signature in blue ink, appearing to read 'M. Dobson', written over the printed name.



The Village of Port Clements  
Policy and Procedures Manual  
Policy No 24,2023  
Tangible Capital Assets Policy

**1. Purpose of Policy**

- 1.1. The purpose of the Tangible Capital Asset Policy is to provide direction on recognizing, recording, valuing, and reporting on Tangible Capital Assets (TCAs) on a consistent basis and in accordance with the Public Sector Accounting Board (PSAB) Handbook Section 3150.
- 1.2. This policy also covers policies and procedures to protect and control the use of all tangible capital assets, provide accountability over tangible capital assets, and gather and maintain information needed to prepare financial statements.
- 1.3. This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to improve accountability and transparency to the community through the adoption of best practices regarding asset management planning.

**2. Scope**

- 2.1. All Tangible Capital Assets acquired by the Village of Port Clements (the Village), whether by way of transfer, exchange, lease, donation, or purchase, are subject to this policy.

**3. Definitions**

**“Amortization”** means the accounting process of allocating the cost less residual value of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use.

**“Asset Retirement activities”** includes all activities related to an asset retirement obligation. These may include, but not limited to:

- i. Decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed or leased;
- ii. Remediation of contamination of a tangible capital asset created by its normal use;
- iii. Post-retirement activities such as monitoring;
- iv. Constructing other tangible assets to perform post-retirement activities

**“Asset Retirement Cost”** means the estimated amount required to retire a tangible capital asset

**“Asset Retirement Obligation”** means a legal obligation associated with the retirement of a tangible capital asset.

**“Betterment”** means subsequent expenditures on a tangible capital asset that: increases previously assessed output or service capacity, lowers associated operating costs, extends the useful life of the asset, or improves the quality of the output.



**“Capital Lease”** means a non-financial asset that has physical substance and useful life extending beyond an accounting period and is held under lease by the Town for use, on an ongoing basis, in production or supply of goods and services. Under the terms and conditions of the lease, substantially all the benefits and risks incident to ownership are, in substance, transferred to the municipality without necessarily transferring legal ownership.

**“Cost”** means the gross amount of consideration given to acquire, construct, develop or better a tangible capital asset and includes all costs directly attributable to acquisition, construction, development or betterment of the tangible capital asset.

**“Fair Value”** means the amount of consideration that would be agreed upon in an arm’s length transaction between knowledgeable, willing parties who are under no compulsion to act.

**“Net Book Value”** means the cost of a tangible capital asset less accumulated amortization and the amount of any write-downs.

**“Residual Life”** means the estimated net realizable value of a tangible capital asset at the end of its useful life to the Village.

**“Tangible Capital Asset” or “TCA”** means a non-financial asset having a physical substance that: is used on a continuing basis in the Village’s operations to deliver municipal services and programmes, has a useful life that extends beyond one year, and is not held for resale in the ordinary course of operations.

**“Useful Life”** means the estimated period over which a capital asset is expected to be used by the Village. A tangible capital asset’s useful life may be shorter than the actual life of the asset due to limitations on the physical, technological, commercial or legal life of the asset.

**“Write-down”** means a reduction in the cost of a tangible capital asset to reflect the decline in the asset’s value due to a permanent impairment.

## 1. POLICY STATEMENTS

### 4.1 Valuation

Tangible capital assets should be recorded at cost plus all charges directly attributable to place the asset in its intended location and condition for use.

The cost of purchased assets is composed of the consideration paid to acquire the item including all non-refundable taxes, duties, freight and preparation costs net of any discounts or rebates.

For land, the cost will include expenses such as legal fees, land registration and transfer taxes as well as any costs that make the land suitable for its intended use, such as demolition costs or site improvements (including reclamation) that become part of the land.

The cost of construction or developed assets will include all costs directly attributable to the asset constructed or developed including, but not limited to, construction costs, professional fees, design costs, advertising costs, construction supervision costs and fixed equipment costs.

Donated or contributed assets will be recorded at the fair value at the date it was received. Fair value may be determined using market or appraisal values.

#### 4.2 Capitalization

Thresholds are established for a minimum dollar value and number of years of useful life. Thresholds help to determine whether expenditures are to be capitalized as assets and amortized over its useful life or treated as a current year expense.

Threshold values should be reviewed periodically and adjusted for inflation.

The tangible capital assets should be capitalized according to the following thresholds:

ASSET CATEGORY	THRESHOLD
Land	Capitalize All
Land Improvements/Park Infrastructure	\$10,000
Buildings	\$25,000
Building Improvements	\$10,000
Office Equipment and Furniture	\$1,000
IT/Computer/Communications Equipment	\$2,500
Light Vehicles	\$5,000
Machinery and Equipment	\$5,000
Other Infrastructure (Roads, Water, Sewer, Solid Waste)	\$25,000
Streetlights and Signs	\$2,500

#### 4.3 Categories

A category of assets is a grouping of assets of a similar nature or function in the Village operation. The following categories shall be used:

1. Land  
 Land owned by the Village includes parkland and land for Village owned facilities and is segmented by each parcel held and by service.  
 A right of way, where the Village has the right to enter or occupy private property, is not a TCA and will be recorded as an operating expense.
2. Land Improvements/Park Infrastructure  
 Land improvements/Park infrastructure include parking lots, park trails, playground equipment, fencing, and sport fields. Each asset when capitalized is separately recorded with an attached useful life.
3. Buildings  
 Buildings include all structures that provide shelter from the elements. Buildings can be segmented by structure and significant components based on useful life if it provides better information for asset management purposes.

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#### 4. Building Improvements

Building improvements include HVAC systems, process control systems and building components with a useful life less than the building itself and are capitalized when they exceed the threshold.

#### 5. Office Equipment and Furniture

Office equipment and furniture are capitalized if the cost of individual items exceeds the threshold or if purchased in volume and the volume exceeds the threshold limit.

#### 6. IT/Computer/Communications Equipment

IT infrastructure includes software, hardware, infrastructure, computers, printers, scanners, and servers. Communications equipment includes telephones, satellite phones and radio systems, including repeaters, antennas, associated infrastructure. These types of equipment and infrastructure are capitalized if each purchase (individually or in volume) or project meets threshold limits.

#### 7. Light Vehicles

Light Vehicles are capitalized if the cost of the individual item exceeds the threshold.

#### 8. Machinery and Equipment

Machinery and equipment are capitalized if the cost of individual items exceeds the threshold or if purchased in volume and the volume exceeds the threshold limit.

#### 9. Other Infrastructure

Infrastructure includes underground systems such as water and sewer systems which are generally constructed or arranged in a continuous and connected network, or water and sewer components that do not qualify as a building. Solid waste infrastructure would also be included in this classification.

### 4.4 Amortization

Amortization is a charge to expenditures for the use of a capital asset. Tangible Capital Assets are amortized on a straight-line basis over the estimated economic useful life. Annual amortization is charged in the year of acquisition and in the year of disposal.

A general guideline for determining the estimated useful life of an asset is attached in Appendix "A".

Assets under construction are not amortized until the asset is available for productive use and includes interest on related debt.

### 4.5 Donated or Contributed Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and are recorded as revenue.

### 4.6 Cultural and Historical Tangible Capital Assets

Works of art and historical treasures will not be recognized as tangible capital assets in the financial statements because a reasonable estimate of future benefits associated with such property cannot be made. However, the existence of such property will be disclosed.

#### **4.7 Disposals and Write Downs**

When tangible capital assets are disposed of, scraped, dismantled or replaced due to obsolescence, it is recorded in the Village financial statements. The asset registers and accounting records will show a gain or loss on disposal.

Disposals of tangible capital assets must comply with the Village policies and procedures.

A write down of a tangible capital asset would occur when the net book value exceeds the fair value of the asset. A write down is caused by a permanent impairment of the assets value. A write down can not be reversed.

#### **5. Related Policies or Documents**

Public Sector Accounting Board Handbook Section 3150.

#### **6. Review**

This policy shall be reviewed every three (3) years.

#### **7. Approved**

\_\_\_\_\_  
Scott Cabianca, Mayor

\_\_\_\_\_  
Marjorie Dobson, CAO

\_\_\_\_\_  
Date

## APPENDIX A – Guidelines for Estimating Capital Asset Useful Life

ASSET TYPE	Useful life in years
<b>Land Improvements/Park Infrastructure</b>	
Parking lot – gravel	50-100
Parking lot – paved	40-50
Playground Equipment	10-15
Baseball Diamonds, Soccer Pitch	25
Tennis court, Basketball court, Baseball court, Skatepark	25
Washrooms, Concessions, Shelters	30-50
Retaining walls	20-40
Outdoor lighting	15-20
Trails	15-75
Park	75-100
Fences	20
Other Land Improvement Structures	10-75
<b>Buildings</b>	
Permanent	35-150
Portable	25-40
<b>Building Improvements</b>	
Exterior envelope	30-75
HVAC systems	10-15
Roofs	15-50
Electrical/Plumbing/Fire	20-75
Other Building Improvements	10-100
<b>Office Equipment and Furniture</b>	
Photocopy/Printer/Multi function device machines	5
Office furniture	10
Office equipment	5
<b>IT/Computer/Communications Equipment</b>	
Hardware	5
Software	5
Radios	10
Phone system and equipment	10
<b>Light Vehicles</b>	
Cars, SUVs and Light Trucks	7-10
<b>Machinery and Equipment</b>	
Heavy Vehicles	15
Loader, Grader,	15
Mowing equipment	10
Tractor	15
Trailers	25
Fire Trucks	25
Compactor	25
Operating equipment	5-20

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Other machinery & equipment	10-20 (variable)
<b>Roads</b>	
Ditch	20-50
Paved road	30-40
Gravel road	20
Culverts	40
Sidewalks	40
Signs	20
<b>Water and Wastewater Systems</b>	
Water Production & Treatment	10-150
Water Distribution	10-150
Wastewater Collection	10-150
Wastewater Treatment	10-150



# REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: February 21, 2023  
RE: SCH Opportunity

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## BACKGROUND:

The Village of Port Clements is the Harbour Authority of the Small Craft Harbour (SCH) through its Harbour Authority Lease with the Small Craft Harbours program under the Department of Fisheries and Oceans Canada (DFO).

The SCH program has been undertaken some much needed and long waited for major repairs at the SCH, and Wayne Nicol is one of their hired contractors managing the repairs on their behalf.

## DISCUSSION:

With this agreement, in general the Village manages the SCH and undertakes minor repairs, while major repairs and inspection are undertaken by the SCH program. However, this is only in the case of equipment and infrastructure that is owned by the SCH program and leased to the Village.

When it comes to improvements that the Village may build, it does so at its own expense subject to the prior written consent of the SCH program. The Village would be the owner of any improvements it made, would be responsible for removing them and restoring the area to original conditions if the lease with the SCH program ends. The Village would also have to insure, at its own expense, any improvements it made, and maintain them at its own expense (both minor and major maintenance).

What has been identified to staff verbally is that this opportunity would require the Village to purchase better poles for the light fixtures to be affixed too (more aesthetically pleasing ones than what SCH has intended to install as part of their repairs). Council should consider that the Village may then be the owners of the poles and per the lease agreement would be responsible for them fully, including for costs of repairs and replacement down the road. If SCH program replaces the existing poles with their own poles, it continues to be SCH infrastructure and their property and their responsibility for replacement/major repairs as per the lease agreement.

Staff expected to receive a copy of proposed costs as staff identified that it was essential information to for Council's consideration, but it was not provided with the received email. Per the Village's *Purchasing Policy*, depending on the cost, municipal staff would have to attempt to get at least 3 different quotes for the purchase, or if it went over the \$25,000 threshold putting out an invitation to tender/request for proposal/or invitation to Quote and Council approval. There are situations where there can be exceptions to these procedures, such as the unsolicited offering of services not regularly available on Haida Gwaii, however, it generally requires a report presented to Council and made available to the public that outlines all the considerations, including specific financial cost being proposed. Such costs would have to be put into the budget, and it would have to be paid from the Village's own sources. Going forward, the Village would have to account for ongoing costs with the poles in its budget as well (insurance, maintenance, replacement, etc).

5-1

As Councillor Wayne Nicol is a contractor hired by SCH program on their project with the SCH, and this urgent opportunity identified by Councillor Nicol is part of that project that he has been hired by them to oversee and is being paid to undertake work on, it may also raise the question of potential conflict of interest in Councillor Wayne approaching Council with this matter. Council may want to consider getting a legal opinion to clarify if there is potentially a conflict or not before proceeding on this topic as regardless of if a conflict of interest is declared or not by Councillor Wayne (who is solely responsible for declaring a conflict, not Council), if there was a potential conflict it could taint any decisions that Council made in regards to this item with Councillor Wayne's involvement. There would be better certainty if Council received a legal opinion identifying that there was no conflict before proceeding.

**CONCLUSION:**

Even if there is not a conflict of interest, Council would be needing to provide detailed information on the proposal to SCH program to get their written permission, as required in the lease agreement, before proceeding. Council may want to also consider the cost and the ongoing costs that would be involved with providing such improvements at its expense when they would not be incurred if SCH was left to replace them.

**STRATEGIC**

**(Guiding Documents Relevancy –Official Community Plan)**

Having a SCH harbour that is accessible and functional is a benefit to the Village. With the infrastructure leased by SCH program, it reduces the financial burden on the Village that would otherwise be present if it was the owner, and financial sustainability is a priority in the OCP.

**FINANCIAL**

**(Corporate Budget Impact)**

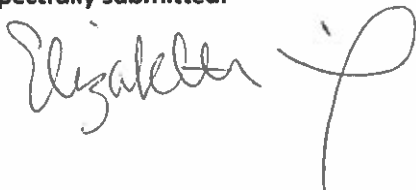
Not enough information provided. The costs for purchasing, and potentially maintaining and replacing infrastructure the Village purchased and provided would likely be on the Village, as it may be considered Village's infrastructure, when currently SCH program bears those costs for its infrastructure.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

It would increase staff workload but the extent would be dependent on what was being proposed and the costs involved. If it required the lease agreement to be amended to include the infrastructure as a Village responsibility, that may involve significant staff engagement in that process.

Respectfully submitted:





## Elizabeth Cumming

---

**Subject:** FW: Agenda item, small craft harbour

**From:** Wayne Nicol <[info@trueshaftarchery.com](mailto:info@trueshaftarchery.com)>

**Sent:** February 16, 2023 7:34 PM

**To:** CAO <[cao@portclements.ca](mailto:cao@portclements.ca)>

**Subject:** Agenda item, small craft harbour

Hi, I apologize for the delay in getting this email to you.

However, I really need to discuss some very pertinent points with regards to SCH.

There is an opportunity for a nice lighting upgrade with the install being paid for in this current contract.

This is a time sensitive subject , and we need to act on it asap.

There are also many other points about the infrastructure that need to be discussed and protocols established.

I had been hoping to do an initial exploration of these issues during the infrastructure tour.

I am more than happy to discuss the details with you, at your convenience.

Many thanks

Wayne

Get [Outlook for iOS](#)

**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.



# REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: February 21, 2023

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:

#### Growing workload

We are now in the busiest period of the year. The workload for staff is growing, and will intensify over the next four months. Staff is actively engaged in the preparation for the end of year audit, fulfilling requirements from agencies and government entities, in addition to the general routine activities. It is important to note that the village continues to suffer from limited worker capacity, and work overload becomes more pronounced during this hectic period.

#### The Official Community Plan (OCP)

Preliminary work in preparation for community open house scheduled for early spring is underway. The Advisory Committee for the OCP will have their second meeting with the consultant during the first week in March. Representation is still being sought from for Millennials and Generation Z.

**WorkSafe BC:** Progress continues towards full compliance with work orders.

#### Weight Room

The use of the weight room facility has increased, due to an increase in user visit frequency. A survey conducted recently indicated that present and prospective patrons would like to have a wider range of equipment, a monthly option for membership, among other things. In response to the survey, the Village office is in the process of addressing those concerns and recommendations that are feasible.

#### Guiding Lights across BC

Every year on February 22, Girl Guides celebrate World Thinking Day, a day of international friendship. The Village has chosen St. Mark's Church as our local landmark to celebrate by lighting up in "Guiding Blue" on February 22, 2023.

#### Critical Infrastructure

##### (i) Sewage Lagoon

Paul Turje & Associates contractor for the project is finalizing the revised engineering estimate of the construction cost. Given the current construction climate, additional funding will be

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required to complete the project. Conservatively, it will require an additional \$2 million above the original estimate to take the project to completion. The staff continues to search for funding sources to finance that amount above the original estimate.

**(ii) Water System Upgrade**

Well #3. The progress of the project continues to be hampered by delays. An update from the contractor on February 1, 2023 indicated that he is still awaiting the arrival of some components, now schedule to arrive between March and April of 2023.

**Other Infrastructure:**

Work continues minor projects. These include, but not limited to:

- Community Park Improvement:
- Sunset Park & Trail Improvement
- Public Works Yard Improvement

The completion for these projects is March 31, 2023. Requests have been sent to the Funding Agencies for time extensions.

**Finance:**

For the past couple of weeks, it has been very busy.

- Payroll distribution
- Municipal Pension plan variance reconciliation report
- Stats Canada Business Payrolls Survey
- Regular accounts payable, monthly financial reports, Bank Reconciliation
- 2022 T4's
- Quarterly water and sewer billing
- 2023 Budget preliminary preparation.

**Public Works**

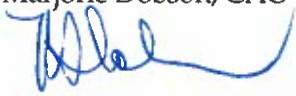
- Very limited snow clearing and sanding required due to unseasonably warmer temperatures.
- Unexplained abrupt high daily demand for distributed potable water indicated a possible leak in the distribution system for approximately 7 days between January 20 and 28th. (approximately 60-80,000 liters a day extra, or rough increase of 33%) Without discovering the source, this demand abruptly stopped, with no further explanation. This created a burden on Public Works as we were involved in leak detection and monitoring and adjusting distribution to account for the higher demand. Despite no conclusive explanation, the one silver lining was the actual overdue maintenance on the water distribution system which was performed. (i.e. Valve box discovery, cleaning and exercising maintenance, flushing activities, overall understanding of unmapped portions of system)
- Much successful refinement of our understanding of the existing underground infrastructure in what is referred to as the Mac Blo subdivision was gained on the part of public works in preparation for the recent committee of the whole meeting that included that topic.
- Continued cooperation with engineers towards the sewer lagoon project.

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- No new progress on Well completion project. Still further delays in procurement of components for well control panel on the part of the electrical contractor tasked with that.
- Groundwork being done to report to CAO the pros and cons of considering and adopting a "Maintenance Management Program", essentially a computer based GIS system that would be a repository for all of our maps, design plans, surveys and infrastructure records, as well as a working tool with many benefits to Village operations and administration. Report should be available to council in one months time.

Respectfully submitted:

Marjorie Dobson, CAO



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

<b>Action #</b>	<b>Date</b>	<b>Description</b>	<b>Lead</b>	<b>Follow up</b>
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	

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