



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 PM Regular Meeting of Council, Monday, March 20th, 2023

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
D-1- Presentation on BC Rural Health Network - Paul Adams, BC Rural Health Network
- 3. MINUTES**
M-1—February 21st, 2023, Regular Council Meeting Minutes
M-2—March 6th, 2023, Committee of the Whole Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1—INFORMATION – February Board Highlights – North Coast Regional District
C-2—INFORMATION/INVITATION – Host Local High Ground Hikes – PreparedBC
C-3—INFORMATION/INVITATION – Lyme Disease Awareness Month – BC Lyme
C-4—INFORMATION/INVITATION – Animal Bylaws -- BC SPCA
C-5—INFORMATION/REQUEST – Letter to Province re: Bulkley Valley District Hospital -- North West Regional Hospital District
C-6—INFORMATION/INVITATION – Indigenous Engagement Training Opportunity – KWAST-en-ayu (L. Maynard Harry).
C-7—REQUEST—Request for Support for Grant Application – Haida Gwaii Protocol Table
- 6. FINANCE**
- 7. GOVERNMENT**
G-1— 2023 Budget Request – Vibrant Community Commission
G-2—2023 Budget Request – Recreation Commission
G-3—2022 Annual Report – Vibrant Community Commission
G-4—2022 Annual Report – Recreation Commission
G-5—Youth Centre Grant Application – Recreation Commission
G-6—Donation Application – Port Clements Housing and Restoration Society
G-7—Village Cleanup
G-8—Change of Signers – Municipal Finance Authority Account
G-9—Discounted Student Rate for Weightroom Request
- 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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For more information please contact by:
Phone: 250-557-4295
FAX: 250-557-4568
Email: cao@portclements.ca

Delegation to Council Application Form

Applicant Group/Individual Name: Paul Adams, BC Rural Health Network
Mailing Address: NA
Telephone: NA **Email:** N/A

Subject of Delegation: invited to present information on group + its mandate.

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 to present to Council

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: March 20th, 2023.
Attending delegate (if different from above): Colin Moss

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: _____ *N/A* _____
 Date: _____
 Signature: _____

For Office Use Only:

Date Application Received: *N/A* Documents Submitted with Application: *N/A*
 Application Received by: *N/A* Signature: _____

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

Council Meeting Appearance date of Delegation: *March 20th, 2023*

[Signature]
Signature of Chief Administrative Officer

2023-03-07
Signature Date

D-1



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Minutes of the Regular Meeting of Council, Tuesday, February 21st, 2023

Present:

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

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the public: Sandra Mayo (Delegate), Sgt. Damon MacDonald (Delegate), Marilyn Bliss, Wayne Hann, Gloria O'Brien, and Bev Lore

Meeting Called to Order at 7:05 PM

Mayor Scott Cbianca: 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

2023-02-022—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopts the February 21st, 2023, Regular Council Meeting Agenda as presented.
CARRIED

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 16th, 2023, Regular Council Meeting Minutes
2023-02-023—Moved by Councillor Cumming seconded by Mayor Cbianca
THAT Council adopts January 16th, 2023, Regular Council Meeting Minutes as presented.
CARRIED

M-2—February 6th, 2023, Committee of the Whole Minutes
2023-02-024—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the February 6th, 2023, Committee of the Whole Minutes as presented.
CARRIED

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

M-1

2023-02-025—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives item C-1 to C-6 for information.

CARRIED

C-7—INFORMATION/INVITATION – Clean Transportation Action Plan Stakeholder Engagement -- Ministry of Energy, Mines and Low Carbon Innovation

2023-02-026—Moved by Councillor Cumming, seconded by Mayor Cabianga

THAT Council receives C-7—INFORMATION/INVITATION – Clean Transportation Action Plan Stakeholder Engagement from the Ministry of Energy, Mines and Low Carbon Innovation for information.

CARRIED

C-8—INVITATION – Haida Gwaii Renewable Energy Symposium – Haida Gwaii Renewable Energy Symposium Steering Committee

2023-02-027—Moved by Councillor Cumming, seconded by Mayor Cabianga

THAT Council receives the invitation to the Haida Gwaii Renewable Energy Symposium from Haida Gwaii Renewable Energy Symposium Steering Committee.

CARRIED

2023-02-028—Moved by Councillor Cumming, seconded by Mayor Cabianga

THAT Council sends Councillor Falconbridge as their delegate to the symposium, with staff to advise them of this, and directs staff to assist with preparations.

CARRIED

C-9—INVITATION – Community Check-in/meeting with MLA - MLA Jennifer Rice office

2023-02-029—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council accepts the invitation from MLA Jennifer Rice and set a date to meet with her.

CARRIED

C-10—INFORMATION/REQUEST – Multiplex/Millennium Park Volunteering -- Marion Pierce

2023-02-030—Moved by Councillor Cumming, seconded by Mayor Cabianga

THAT Council receives C-10—INFORMATION/REQUEST – Multiplex/Millennium Park Volunteering from Marion Pierce for discussion.

CARRIED

2023-02-31—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council directs staff to send a letter of thank you to Marion Pierce for her years of volunteer services in Millennium Park and a gift.

CARRIED

2023-02-32—Moved by Councillor Reindl, seconded by Councillor Cumming

THAT Council identifies that this gift have a value of \$75.

CARRIED

2023-02-33—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council directs staff to advertise to recruit volunteers for the Millennium Park.

CARRIED

C-11—REQUEST – Public Transportation – Rev. Benedicte Hansen

2023-02-034—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council accepts the request from Rev. Benedicte Hansen on public transportation.

CARRIED

C-12—REQUEST – Highway 16 Property Concern – Linda Berston

C-13—REQUEST – Encroachment on Village Right of Way/Property of Concern – Linda Berston

2023-02-035—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council accepts C-12—REQUEST – Highway 16 Property Concern and C-13—REQUEST – Encroachment on Village Right of Way/Property of Concern from Linda Berston.

CARRIED

2023-02-036—Moved by Councillor Reindl, seconded by Mayor Cabianga

THAT Council check with the Regional District to see if they have written to the Ministry of Transportation in regards to the property on Hwy 16 and send a pointed letter to the Ministry of Transportation expressing concern over what they are permitting to occur in that area and displeasure that they have permitted it to occur over many years.

CARRIED

C-14—RESPONSE -- Multiplex Insurance -- Minister Rachna Singh, Ministry of Education and Child care

2023-02-037—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives C-14—RESPONSE -- Multiplex Insurance from the Minister Rachna Singh.

CARRIED

2023-02-038—Moved by Councillor Reindl, seconded by Councillor Falconbridge

THAT Council sends a letter back to the Minister expressing our concerns beyond regarding the insurance issue.

CARRIED

6. FINANCE

F-1— 2022 4th Quarter Financial Report – Senior Finance Manager Bell

2023-02-039—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives the 2022 4th Quarter Financial Report from Senior Finance Manager Bell.

CARRIED

7. GOVERNMENT

G-1— In-Kind Donation Application – Simon Fraser University, Science Alive

2023-02-040—Moved by Councillor Cumming, seconded by Councillor Falconbridge

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.

CARRIED

G-2—Village Cleanup 2023

2023-02-041—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council set to have their 2023 Cleanup “free tipping day” on Friday April 21st and Saturday April 22nd.

CARRIED

Councillor Cumming left the meeting at 8:43 PM

G-3—MHAAC 2021 – 2022 Expenditure Report – HG Mental Health & Addictions Advisory Committee

2023-02-042—Moved by Councillor Falconbridge, seconded by Mayor Cabianga

THAT Council receives the 2021-2022 Expenditure Report from the HG Mental Health & Addictions advisory Committee.

CARRIED

Councillor Cumming returned to the meeting at 8:44 PM.

11-1

G-4—4th Quarter 2022 Strategic Plan Progress Report
2023-02-043—Moved by Councillor Cumming, seconded by Mayor Cabianga
THAT Council receives the 4th Quarter 2022 Strategic Plan Progress Report.
CARRIED

G-5—Tangible Capital Asset Policy
2023-02-044—Moved by Councillor Falconbridge, seconded by Mayor Cabianga
THAT Council receives the Tangible Capital Asset Policy.
CARRIED

2023-02-045--Moved Councillor Cumming, seconded Councillor Falconbridge
THAT Council approves the Tangible Capital Asset policy pending Auditor review.
CARRIED

G-6—SCH Opportunity
2023-02-046—Moved by Mayor Cabianga, seconded by Councillor Falconbridge
THAT Council receives the letter and report on the SCH opportunity.
CARRIED

2023-02-047—Moved by Councillor Falconbridge, seconded by Councillor Reindl
THAT Council approves expenditure of up to \$6000 for the proposed lighting poles, and if the quotes are over this amount to hold a Special Meeting.
CARRIED

G-7 – Revisit Cross Walk Location – verbal - Mayor Cabianga
2023-02-048—Moved by Councillor Falconbridge, seconded by Councillor Cabianga
THAT Council defer further discussion until the next meeting and to contact the Ministry of Transportation regarding the status of Bayview Market crosswalk.
CARRIED

G-8—Promoting Volunteerism in the Community – verbal - Mayor Cabianga
2023-02-049—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council directs staff to make a posting requesting volunteers for flowerbeds/gardening generally in the community.
CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

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

Mayor Cabianga: Thought the first COTW meeting on Housing went relatively well and learned a lot from the discussion, suspect that there will be another COTW on that topic in the future.

Councillor Cumming: Nothing to report other than attending COTW.

Councillor Falconbridge: Attended COTW and VIRL AGM.

Councillor Nicol: Nothing to report.

Councillor Reindl: Attended MIEDS meeting on January 25th. They have still in the process to find an executive director. They are also working on the strategic plan and discussion of the shop Haida Gwaii website. Normally it is financed through Northern Development (NDIT), but they are ending that funding and the people who run them. For the communities that have developed a website for their local shop business they are given the option of shutting down, whoever is running it taking over, or some private company/other party taking it over. For this transition NDIT is putting up \$10,000 for the entity of whichever option is chosen to do the program. Also attended meeting on January 27th with the NDIT Regional Advisory Committee. Bulk of meeting was orientation for new Councillors, and election of officer. Also went into discussion of approving funding requests for their grant allocations for the first quarter/half; some approved, some declined.

2023-02-050—Moved by Councillor Cumming, seconded by Mayor Cabianca
THAT Council receives the verbal and written reports from Staff and Council as presented.
CARRIED

10. ACTION ITEMS

A-1—Action Item List

11. QUESTIONS FROM THE PUBLIC & PRESS

Question – Gloria O’Brien: the Millennium Park was it maintained strictly by the volunteer or does the Village maintenance get involved?

Answer: Yes, Village maintenance is involved, but the volunteer took care of the flowers and the garden aspects.

Question -- Gloria O’Brien: Their company has not been asked for several years to donate use of their equipment for the Village Cleanup.

Answer: The Village changed to a “free tipping day” format with the cleanup and pays the tipping fees on the refuse that people bring to the landfill. When we advertise for the cleanup, we also advertise for people to contact the office to sign up to volunteer.

Question - Wayne Hann – Talking about beautification, for the last couple of years the ditching on Bayview Drive has been atrocious with the water not flowing and the weeds, alders, when will that be worked on?

Answer: Bayview Drive is under the responsibility of the Ministry of Transportation, not the Village, and their contractor is aware and looking into the issues, but there are challenges with the ditches.

12. IN-CAMERA

13. ADJOURNMENT

2023-02-051—Moved by Councillor Falconbridge
THAT Council adjourns this meeting at 9:59 PM.
CARRIED

Mayor Scott Cabianca

CAO Marjorie Dobson



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7:00 PM, Monday, March 6th, 2023
Committee of the Whole Minutes

PRESENT:

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

CAO Marjorie Dobson
Deputy CAO Elizabeth Cumming

Members of the Public: Marilyn Bliss, Maureen Bailey, Linda Berston, Dave Unsworth, Bev Lore, Steve Bordignon

Committee of the Whole Meeting Called to Order at 7:01 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

2023-03-052 — Moved by Councillor Cumming,
THAT The Committee adopts the March 6th, 2023, Committee of the Whole Agenda as presented.
CARRIED

Councillor Kazamir Falconbridge joined the meeting at 7:08 PM

2. REPORTS & DISCUSSIONS

D-1-Bylaw Review/Enforcement Potential

- Clarification on Nanaimo Adjudication System (NAS). It is a cheaper alternative to small claims court/RCMP enforcement and structure for bylaw processes. It is like a little court system as an alternative to going to court where you can have a civil adjudicator; Nanaimo manages in on behalf of the participating municipalities around the province. However, it does not involve getting a bylaw officer and the ticketing and process is governed by the Village.
 - Concerns brought up on the NAS: distance to Nanaimo may be cumbersome? Would it mean that we end up matching our town to other communities (like the City of Nanaimo)? What is the cost? General preference for a more community-oriented way to deal with issues, rather than resorting to fining. Everyone would be eligible for fines. Consensus that more background/information on the NAS is required.
 - Clarification on the concerns: the bylaw rules and regulations are set by the Village, and not all infractions may result in a penalty, sometimes it just requires a warning. The annual cost without using NAS is \$105/year, but there are other fees involved when using the system.
- Discussion on Bylaw Enforcement. Identified that staff act as bylaw officer sometimes, but with some issues staff do not have the resources/means to address. Debate on whether bylaw officer is necessary or not ex. tough job locally, may not be full-time position, maybe should be

done on case-by-case basis. However, if there are issues that the Village has an interest in resolving, then it needs to be determined how to address the few specific things while otherwise carrying on the leeway and freedom the community enjoys. Two bylaws may be attached to getting enforcement: untidy/unsightly premises, dog bylaws.

- The current enforcement process involves Village Staff sending a letter (warning/notice) with a time period to be in compliance after receiving a complaint. This has evolved from the deficiencies in the Village's ability to enforce bylaws and properly issue fines, etc. Staff identified that in some cases compliance is short-lived, but when it gets to second/third letter legal action is possible. Some discussion of mediation alternative rather than litigation, or going to Council.
- Discussion on dog issues as pertinent for bylaw enforcement. Questions on whether RCMP are qualified for dog enforcement, alternative resolutions to dog issues before getting into bylaw enforcement/escalation ex. more public information on how to deal with dogs in the street, or more personal preparation (bear spray), or discussion with dog owners. But question on how to enforce when it comes to unrestrained dogs, talking to the owner is not always going to work and need to aim at the outlier cases that cannot be resolved easily ex. dangerous dogs may require more severe, drastic action.
- Discussion on untidy/unsightly premises (Bylaw #46). Discussion mainly focused on Melney property, however, identified that it would be applicable to everyone in town in terms of compliance, but getting one property clean might encourage other properties to cleanup. Intent of the bylaw is to give the Village a tool to address if there is an issue that is affecting neighbors, to motivate property owners to deal with keeping their place neat and tidy, and it is valuable when it comes to tourism.
 - First main part of discussion revolved around encroachment of vehicles on Village right-of-way, that they should be potentially relocated but debate on whether it should be an issue for him to use the undeveloped laneway when other developed laneways are being utilized without issue.
 - Second main part of the discussion revolved on unsightliness/uncleanliness. Garbage truck an issue in past with offensive smell and fluids in a commercial zone, and if it should/could be relocated or runoff redirected. Issue that Bylaw is vague on how "filth" is defined as that can be interpreted differently by different people. Issue with property storing large volumes of recyclables that are an attractant to vermin, question on if this is acceptable in the zoning. Recognition that there has been a lot of cleanup to address the issue in the last 6 months on the property, better than it used to be.
 - In general, the property owner/authorized representative should be approached with the current issues to work on addressing the concerns and then progress from there. Correspondence should recognize progress that has been made/noticed.
 - Discussion veered into notifying property owner of the Village Cleanup, and larger discussion on what options there are to get rid of old vehicles on Island (for properties with vehicle buildup). Barging, donating, or contractors who buys scrap metal identified as options. Issue in that price of scrap metal is low right now, so it reduces incentive to get rid of vehicles.
- Discussion on Village Cleanup, identification that some people do not have vehicles to take trash to the dump. Staff identified that there is a sign-up list for volunteers and residents needing assistance to match people up with those with vehicles who can assist. Discussion that this should be advertised well. Previous format of Community Cleanup, with bins, requires a lot of volunteer commitment to undertake.

3. ADJOURNMENT

Meeting end at 8:43 PM

11-2



Board Highlights

February 2023

Delegations:

Gary Coons, Director, BC Ferry Authority Board, provided an update as the BC Ferry Authority's Northern Coastal and North Vancouver Island Appointment Area Representative. Mr. Coons discussed BC Ferries' governance, executive compensation, and performance term 6. Mr. Coons also requested that the North Coast Regional District (NCRD) keep him apprised of any relevant discussions or meetings pertaining to BC Ferries so he is able to advocate on behalf of the NCRD. The Chair of the Board thanked Mr. Coons.

Board Business:

1. The Parcel Tax Roll Review Panel authenticated the 2023 Parcel Tax Roll.
2. The Board passed a third reading and adopted the [Islands Solid Waste Management Amendment Bylaw No. 271.2, 2023](#).
3. The Board supported BC Hydro's License of Occupation for the installation of two helipads on the east bank of the Ecstall River.
4. Taylor Bachrach, Member of Parliament attended the February 10, 2023 Regular Board Meeting and expressed that it was great to be back in the North Coast Regional District. Mr. Bachrach provided an update on federal initiatives.
5. On February 11, 2023, the Board held its Round 2 Budget meeting to consider the NCRD's 2023-2027 Five-Year Financial Plan. The Round 3 Budget meeting is scheduled for March 8, 2022 at 7:00 P.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.

C-1

Elizabeth Cumming

From: EMCR NWE ADMIN EMCR:EX <EMBC.NWEAdmin@gov.bc.ca>
Sent: March 8, 2023 2:34 PM
Subject: FOR ACTION: Host a High Ground Hike Community Outreach
Attachments: embc_highgroundhike_brochure.pdf

Good Afternoon,

This year, PreparedBC is inviting coastal First Nations and other local governments in areas at risk of tsunamis to host local High Ground Hike community events during Tsunami Preparedness Week. Events can still be virtual too!

Please see the attached brochure on how to host a local High Ground Hike.

Thank you,

Jennifer Morgan | Regional Office Administrator
[Ministry of Emergency Management & Climate Readiness](#)
1B-3215 Eby Street
Terrace BC CANADA V8G 2X8

Ph: 250-615-4800 Fax: 250-615-4817
24 Hour Emergency Reporting: 1-800-663-3456

Follow PreparedBC   and EmergencyInfoBC 

I acknowledge and respect the Kitseias and Kitsumkalum First Nations people on whose ancestral Tsimshian Territories I work, live and play on, and whose relationships with the land continue to this day.

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

C-2

How to Participate

Hosting a *High Ground Hike* in your community is a fun and engaging way to educate residents and visitors about the local tsunami risk and proper response.

The event could start in any area at risk of tsunami and have participants run, walk or hike to "high ground" following a marked tsunami evacuation route. At high ground, consider organizing a preparedness fair where sponsors can educate the public about tsunami science and readiness.

Everything you need to run a *High Ground Hike*—from template news releases and graphics—can be found at www.gov.bc.ca/PreparedBC

Quick Checklist:

1. **Select a location and plan the route**
2. **Invite participants, sponsors, local officials, preparedness experts, guest speakers and the media**
3. **Use signs to promote and support the event**
4. **Host a preparedness fair at high ground**

Here to Help!

High Ground Hike is intended to be a community-led event, but if you have questions about the planning process or want to customize the *High Ground Hike* logo with your community name and event date, contact the PreparedBC team at PreparedBC@gov.bc.ca

Connect With Us

Running a *High Ground Hike* in your community? We want to hear from you! Connect with us on Twitter @PreparedBC. We would love to see and share your pictures.



BRITISH
COLUMBIA

PreparedBC

In British Columbia, Tsunami Preparedness Week is recognized the second full week of every April.



Hosting a *High Ground Hike* is a great way to commemorate the week and raise awareness about tsunami risk and response in coastal communities. Consider organizing an event!

www.gov.bc.ca/PreparedBC



BRITISH
COLUMBIA

PreparedBC

What do I do if I live in a tsunami zone and feel an earthquake?

As soon as you feel the earth shake, you should “drop, cover and hold on” until the shaking stops, then immediately head to higher ground, inland or the upper storey of a stable building. **DO NOT wait for an official warning—the shaking IS your warning!** Visit www.ShakeOutBC.ca for more.

Household Preparedness


If you live in an area at-risk of tsunami, it’s important to have grab-and-go bags in your home, office and vehicle. Don’t forget to fill out an emergency plan so everyone in your household knows what to do when disaster strikes. Visit www.gov.bc.ca/PreparedBC to get started now.

What is a Tsunami?

A tsunami is a series of long, surge-like waves generated when a large volume of ocean water is rapidly displaced, typically by a major subduction zone earthquake. The first wave to arrive is often not the largest. Waves may continue for up to 12 hours, so stay away from the shore until local officials tell you it is safe to return.

Tsunami Alert Levels

There are five alert levels and each of which has a distinct meaning. The alert levels are:

ALERT LEVEL	THREAT	ACTION
 WARNING	Flood wave possible	Full evacuation suggested
 ADVISORY	Strong currents likely	Stay away from the shore
 WATCH	Danger level not yet known	Stay alert for more information
 INFORMATION STATEMENT	Minor waves at most	No action suggested
 CANCELLATION	Tidal gauges show no wave activity	Confirm safety of local areas



Scenes from British Columbia’s first-ever *High Ground Hike* held in Tofino in April 2016. Participants hiked from Tonquin Beach to a designated refuge centre, where they took part in a preparedness fair.

Elizabeth Cumming

From: Dd <darquisedd@gmail.com>
Sent: March 8, 2023 8:25 AM
Subject: Light up Green - Lyme Disease Awareness Month



Dear Mayor and Council,

The month of May is Lyme Disease Awareness Month across Canada. In order to raise awareness, members of BC Lyme are reaching out to their communities to support their efforts by lighting up their cities on May 3rd with Green lights. You can participate by:

- 1.
- 2.
3. Light up Green at any location in the city that supports green lighting.
- 4.
- 5.
- 6.
7. and /or Share information to raise awareness on your social media.
- 8.

The main awareness day is on May 3rd, but for those who can light up longer and share information on social media, this is very much appreciated as the entire month of May is Lyme Disease awareness month. I am hoping that the Village of Port Clements will participate in this awareness campaign.

This year will be our 3rd year where the month of May was declared BC Lyme Awareness month by the Provincial Government. We are very proud of this accomplishment.

BC Lyme is a Support Group that continues to meet on Zoom since Covid. It is an informal group attended by Lyme sufferers all across the province. Attendance is free and open to all, including family and friends of those suffering from Lyme disease. The group invites prominent guest speakers and shares current information on all aspects of Lyme disease.

Lyme disease is the most common and fastest-growing vector-borne infection in Canada and the United States. It is caused by the bacteria *Borrelia Burgdorferi* transmitted by a tick. The tick also carries many co-infections such as *Bartonella*, *Babesia*, *Anaplasmosis*, *Ehrlichiosis*, *Mycoplasma* and many more! It has now spread to every province and state in North America and it is directly impacting people in our community.

Lyme disease and other tick-borne diseases are preventable. By taking the right precautions and spreading the word, we can effectively protect all from Lyme. As we spend more time outdoors in beautiful BC, it is more important than ever that people are well informed on how to protect themselves and their loved ones from this vector borne disease. This is why this Awareness campaign is very important. Prevention is our best

chance to avoid infection! You will find information on prevention, safe tick removal, transmission and more on our website <https://www.bclyme.com/>

I can provide you with information on prevention, safe tick removal, transmission, etc. that can be shared on your social media.

I hope the Village of Port Clements will participate in the May 3rd Green light event and light up the City Hall and any other location in the city will support green lighting. If possible, we would appreciate you keeping the lights green a little longer in May and post information about Lyme on your social media.

If you require more information, please do not hesitate to ask.

I look forward to hearing back from you

Regards,

Darquise Desnoyers
President, BC Lyme
Non-Profit Society
778 231 0831

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Elizabeth Cumming

From: Sarah Herring <sherring@spca.bc.ca>
Sent: March 2, 2023 2:15 PM
Subject: Animal welfare follow-up from the BC SPCA
Attachments: Pet-friendly housing_BC SPCA_11 30 2022.pdf; Public space for dogs_BC SPCA_11 30 2022.pdf; Exotic pets_BC SPCA_11 30 2022.pdf; Fireworks_BC SPCA_11 30 2022.pdf; Humane rodent control_BC SPCA_11 30 2022.pdf; Human-wildlife conflicts_BC SPCA_11 30 2022.pdf

Dear Mayor and Councillors,

As you settle into your important roles, we once again encourage you to consider how your actions, policies and bylaws can make your communities safer, more caring places for people and animals.

We know that you face many challenges and competing priorities, but we clearly heard through our pre-election priorities survey that animal welfare is top of mind for your constituents. The responses we received from over 13,000 British Columbians demonstrate strong public support for:

- Advocating to the province for more pet-friendly housing
- Creating bylaws to keep exotic animals in the wild
- Restricting the private use of fireworks to protect people and animals
- Providing safe, accessible public parks and trails for dogs
- Reducing human/wildlife conflict by prohibiting wildlife feeding and requiring the proper management of wildlife attractants, and
- Humanely controlling rodents by ending the use of all poisons on local government property

As elected representatives and community leaders, you can create meaningful change in your community and across our province, and we urge you to include animal welfare in that change.

You may be interested to note that the City of Port Moody will be bringing a pet-friendly housing resolution to the Lower Mainland Local Government Association (LMLGA), and we have provided information to help the Regional District of Nanaimo bring an exotic animal resolution to their Board and then the Association of Vancouver Island and Coastal Communities (AVICC). We hope you will support these resolutions at the regional level and again at the UBCM Convention in September and consider bringing your own resolutions for animal welfare issues of concern in your community.

Please don't hesitate to contact me if you have questions about the BC SPCA's programs and services, or if you would like help enhancing your policies and bylaws – we are always happy to provide support and advice.

We also hope we'll have a chance to meet you at this year's Higher Ground Conference, UBCM Convention and Housing Central Conference.

Thank you,
Sarah

Sarah Herring
(she/her)
Government Relations Officer
and guardian to Oggie



YOU CAN PROTECT ANIMALS & PEOPLE FROM FIREWORKS

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

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

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

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



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

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

BCSPCA
SPEAKING FOR ANIMALS
spca.bc.ca

? WHY IS THIS AN ISSUE?

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

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

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



WHAT CAN WE DO?

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

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



WHO ELSE HAS TAKEN ACTION?

City of Vancouver:
Bylaw No. 12472

District of Saanich:
Bylaw No. 8865

City of Mission:
Bylaw No. 1706

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

C-4



YOU CAN HELP HUMANELY CONTROL RODENTS

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

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? WHY IS THIS AN ISSUE?

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

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

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

💡 WHAT CAN WE DO?

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

✓ WHO ELSE HAS TAKEN ACTION?

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

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

C-41



YOU CAN REDUCE CONFLICTS BETWEEN PEOPLE & WILDLIFE

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

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SPEAKING FOR ANIMALS
spca.bc.ca

? WHY IS THIS AN ISSUE?

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

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

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

💡 WHAT CAN WE DO?

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

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

✔ WHO ELSE HAS TAKEN ACTION?

District of Tumbler Ridge:	City of Vancouver:	City of Coquitlam:
Bylaw No. <u>692</u>	Bylaw No. <u>13321</u>	Bylaw No. <u>4284</u>

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

C-4



YOU CAN ADVOCATE FOR PET-FRIENDLY HOUSING

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

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

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animalbylaws@spca.bc.ca

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? WHY IS THIS AN ISSUE?

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

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

💡 WHAT CAN WE DO?

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

✓ WHO ELSE HAS TAKEN ACTION?

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



YOU CAN PROVIDE PUBLIC SPACES FOR DOGS

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

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animalbylaws@spca.bc.ca

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? WHY IS THIS AN ISSUE?

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

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

💡 WHAT CAN WE DO?

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

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

✓ WHO ELSE HAS TAKEN ACTION?

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

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

6-2



YOU CAN HELP KEEP EXOTIC ANIMALS IN THE WILD

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

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

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

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animalbylaws@spca.bc.ca



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BCSPCA

SPEAKING FOR ANIMALS

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WHY IS THIS AN ISSUE?

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

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

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



WHAT CAN WE DO?

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



WHO ELSE HAS TAKEN ACTION?

City of Courtenay:
Bylaw No. 1897

City of Fort St. John:
Bylaw No. 2527

Ahousaht First Nation:
Bylaw No. 2019-01

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

C-4

Elizabeth Cumming

Subject: FW: Replacement of the Bulkley Valley District Hospital
Attachments: BVDH replacement (February 2023).pdf; BVDH replacement sample letter.docx

From: Alisa Thompson <northwestrhd@gmail.com>
Sent: February 21, 2023 2:30 PM
Subject: Replacement of the Bulkley Valley District Hospital

The North West Regional Hospital District has written to the Minister of Health regarding the replacement of the Bulkley Valley District Hospital in Smithers. A copy of this correspondence is attached to this email.

In 2019, Northern Health submitted a master plan to the province, which is the first step towards the replacement of the hospital. The master plan must be approved by the province if the project is to proceed to the next step, the development of a concept plan. This concept plan is developed and submitted to the province for approval before the business plan can be prepared and then hopefully approved by the Treasury board. This process takes years before an approval can be reached, and then the construction phase commences but will also take several years.

The replacement of Bulkley Valley District Hospital has been identified as a priority and with the time needed to develop the plans and obtain the necessary approvals, the board would like to see this hospital replacement master plan proceed so the project can move forward.

We ask that your board or council consider writing a letter to the province in support of this request to approve the master plan. Your voice adds strength to our position. For your convenience, I have attached a template to use.

Sincerely,

Alisa Thompson
Executive Director
North West Regional Hospital District
300-4545 Lazelle Avenue
Terrace, BC V8G 4E1
Phone: 250-615-6125
https://www.rdks.bc.ca/government/north_west_regional_hospital_district



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February 21, 2023

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

Dear Minister Dix;

At the February 10, 2023 meeting of the North West Regional Hospital District board it was resolved to write a letter to the Province regarding the replacement of the Bulkley Valley District Hospital in Smithers. A master plan was submitted to the Province in 2019 but it has not yet received approval to move forward.

The Bulkley Valley District Hospital officially opened its doors in 1920 and has been in its current location since 1933. This 18-bed acute care facility provides services for the community of Smithers and the surrounding rural and First Nations communities. It currently has a Facility Condition Index of .68 and needs replacement.

Given the time required for concept plan and business plan development and approval we ask you to look at this master plan and provide direction to move this project forward so our health care infrastructure can meet the needs of the communities they serve into the future.

Yours truly,

The North West Regional Hospital District Executive and Board

Barry Pages
NWRHD Chair
NCRD

Gladys Atrill
NWRHD Vice Chair
RDBN

Cyra Yunkws
NWRHD Vice Chair
RDKS

/AT

cc. North Coast Regional District
Village of Daajing Giids

Suite 300 – 4545 Lazelle Avenue • Terrace, BC • V8G 4E1 • Toll Free: 1-800-663-3208

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



<Date>

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

Dear Minister Dix;

On behalf of <Local Government> I am writing to you regarding the replacement of the Bulkley Valley District Hospital in Smithers. A master plan for this project was submitted to the province in 2019 but it has not received approval to move forward at this time.

The Bulkley Valley District Hospital currently has a Facility Condition Index of .68. It is an 18-bed acute care facility which also integrates home and community care services. The Bulkley Valley District Hospital provides services for Smithers and the surrounding rural areas and First Nations communities. Given the time required for the development and approval of a concept plan and a business plan we ask you to look at this master plan and provide direction to move this project forward. By approving the master plan the replacement of this vital facility will be moved closer to reality.

Yours truly,

<name>

cc. North West Regional Hospital District

Handwritten initials, possibly 'CS', in the bottom right corner of the page.

Elizabeth Cumming

Subject: FW: INDIGENOUS ENGAGEMENT Lunch-n-Learn offer
Attachments: Indigenous Engagement Lunch-n-Learn.pdf

From: Maynard Harry <maynard@indigenouinsight.ca>
Sent: February 20, 2023 10:01 AM
To: CAO <cao@portclements.ca>
Subject: INDIGENOUS ENGAGEMENT Lunch-n-Learn offer

Hello Marjorie Dobson, (CAO, Village of Port Clements). I am hoping your Mayor and Council (or city hall staff) is interested in a one-hour Indigenous engagement lunch-n-learn session. I am attaching a poster outlining topic areas and cost. This offer expires March 22.

[Indigenous Insight](#) is a First Nation owned business operating on Tla'amin (of the Coast Salish culture) Nation lands, west coast of what is now Canada.

Please let me know if there is any interest. I am available via phone (or videoconference) to discuss further.

i:mote,

KWAST-en-ayu (L. Maynard Harry), Founder
Indigenous Insight

Click [HERE](#) for my Calendly schedule.

YouTube Channel: [Indigenous Insight - YouTube](#)

c: 1-604-223-7462
E-mail: maynard@indigenouinsight.ca

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C-6

Colonized Rehab

☼☼☼ lunch-n-learn ...



1.

Is your organization interested in a direct, honest Indigenous engagement conversations facilitated in safe, secure environment?

HAVE YOU EVER WONDERED:

- About the colonial impacts to First Nation communities resulting from Canada's *Indian Act*, Indian Reserve System, Indian Residential School System? 'Why did Indians attend these schools, if they were so horrific?' or 'why can't Indians just get over it?'
- Why Indigenous Relations and Reconciliation departments and ministries are so prevalent at every level of government.
- What is decolonization? and why it is important?
- What is proper usage of term 'reconciliation'?
- About the significance of the thousands of recently discovered unmarked graves of former Indian residential school students?
- Why can't Canada simply rescind its Indian Act and Indian Reserve System?
- What Aboriginal rights and title is and why will it impact all major natural resource extraction projects across Canada?
- About the Distinction between *white privilege, racism and systemic racism*?

2.

FORMAT: 1-hour virtual lunch-and-learn session (utilizing PREZI software).
Sessions customizable to leadership, staff or frontline workers

One-time offer: \$150 per session (offer expires March 22, 2023)

3.

ABOUT KFAST-en-ayu: guest presenter, Ch'nook Indigenous Business Education (UBC's Sauder School of Business); Reconciliation work recognized - 2008 City of Powell River *Freedom of the City* (local); 2013 *Queen Elizabeth II Diamond Jubilee Medal* (national) ; and 2023 *Order of BC* nominee (provincial).

**CONTACT: KFAST-en-ayu (Maynard) Founder, Indigenous Insight
Cell: (604) 223-7462
E-mail: maynard(e)indigenouinsight.ca**

61

Elizabeth Cumming

From: Haida Gwaii Protocol Table <protocoltable@haidanation.com>
Sent: March 10, 2023 10:18 AM
To: Elizabeth Cumming
Subject: For PC upcoming agenda: Protocol Table Funding Application
Attachments: 2023 Briefing Note to Councils on Gwaii Trust Application.docx

Good morning Elizabeth,

Please find attached a request for Port Clements council's next agenda, seeking a motion of support for an application for another year of funding for the Protocol Table (pre-approved from Gwaii Trust).

Thanks and have a good weekend!

Linnaea

Linnaea Fyles
Executive Assistant | Haida Gwaii Protocol Table
protocoltable@haidanation.com
T: 250-637-1029

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.

Briefing Note to Councils RE: Gwaii Trust Application for All-Islands Protocol Table

TO: Haida Gwaii Municipal Councils

FROM: Linnaea Fyles, Protocol Table Executive Assistant

DATE: March 8, 2023

Background: Gwaii Trust has provided funding to the Protocol Table since 2020 to fund administrative support for the table as well as covering basic meeting costs. Funds are administered through the Council of the Haida Nation.

Gwaii Trust allocated \$35,000 in their 2022 fall budget sessions toward the next year of funding for the Protocol Table. This amount will cover costs for online (Zoom) and in-person meetings as well as the continued employment of a part-time executive assistant from November 2023 to May 2024. Budget attached below.

Note: The Protocol Table's request to Gwaii Trust is usually for a full year of funding, however with some changes in the budget we received an extension last year that will cover most of 2023. If Gwaii Trust continues to support this funding stream, the following application would be made in early 2024 for funding for May 2024 onward.

Issue: The submission will be straightforward and based on previous applications. The Protocol Table Executive Assistant needs a motion of support from the Protocol Table to accompany this application (due April 1).

Request: That council motions to support an application to Gwaii Trust for 2023 funding in the amount of \$35,000.

ALL ISLAND PROTOCOL-TABLE PROPOSED BUDGET for 2023-2024	
Administrative Support for Island Protocol Table	
<i>7-month contract @ 4,000 / month</i>	28,000
Operating budget	
Virtual meeting costs (software)	500
In-person meeting costs (venue rental, food, travel, etc.)	3,000
Administrative costs (10%)	3,500
TOTAL	\$35,000

C-17



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: March 20th, 2023
RE: 2023 Budget Vibrant Community Commission

BACKGROUND:

The Vibrant Community Commission has submitted its proposed 2023 Budget for consideration and approval.

DISCUSSION:

The Vibrant Community Commission is required by its bylaw to submit its budget for the upcoming year in a format that is sufficient as determined by the CAO. Per the Commission's bylaw they are restricted in only being able to budget for activities that have been approved in the annual workplan by Council, and they cannot exceed the budget approved by Council.

Council can accept the budget as presented, amend the budget as it sees fit (for example, only approve a portion of some of the proposed costs or set them higher or lower), or not approve the budget and sending it back to the Commission to revise or submit another budget for Council's consideration. Council may also defer consideration of the budget and request more information to be provided by the Commission (for example, request more information on how the numbers are determined/request quotes).

Council typically forwards the budget requests from its commissions to its budget meetings where it considers them in conjunction with the rest of the Village's proposed budget for 2023. Staff also recommends forwarding it with the amendment that any references to a "committee" be struck, corrected or replaced by staff as the Commission has several references to "committee" when it should be identifying itself as a commission, or in several cases where the correct word would be "community" (ex. they have themselves identified as the Vibrant Committee Commission, when it should be Vibrant Community Commission). Commissions and committees are distinct and different bodies under the Community Charter and should not be used interchangeably in official reports or documents.

CONCLUSION:

The Vibrant Community Commission's 2023 Budget has been submitted to Council for consideration and approval. It is Council's discretion to approve of it whole or in part, or not to approve what has been presented. Typically Council forwards the request to be considered at its later budget meetings.

STRATEGIC

(Guiding Documents Relevancy – bylaw)

The Commission is required by bylaw to have a budget for the year, and this budget must match what has been approved in its annual workplan for the year, and to limit its expenditures to what is included in the budget once approved.

FINANCIAL

(Corporate Budget Impact)

The Commission will develop their 2023 Annual Budget in line with the workplan that is approved by Council. The Commission cannot include budget items for activities that are not identified and approved in its annual workplan.

ADMINISTRATIVE

(Workload Impact and Consequence)

Without an approved budget, the Commission's ability to function is hindered and has the potential to impact staff time and increasing workload.

Recommendation:

THAT Council forwards the Vibrant Community Commission's 2023 Budget to its budget meetings to be held later, AND THAT it does so with the amendment that incorrect references to "committee" be struck, corrected, or replaced as needed by staff.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

Elizabeth Cumming

Subject: FW: Vibrant committee budget proposal

From: Lauren Williams <justwannabike@hotmail.com>

Sent: March 9, 2023 5:59 PM

To: CAO <cao@portclements.ca>

Subject: Vibrant committee budget proposal

VIBRANT COMMITTEE COMMISSION BUDGET PROPOSAL 2023

Newcombe Avenue waterfront access 10,000.00
Quote is attached. Propose to proceed in stages and will approach Andrew Hudson for assistance in securing additional funding for the project

Local signage. 1000.00

St Mark's church set up for 3rd party rentals 1000.00
Request council approval to amend 2022 project proposal to allow 3rd party rentals. Our understanding from meeting with CAO Marjorie Dobson and Elizabeth Cummings that 3rd party rentals are permitted currently, but they will confirm.

We would also like to pursue the Seaview ramp in an amended form to install a set of concrete stairs with adjoining concrete ramp for wheelchair access. Also we have had a preliminary conversation about painting the exterior of St Mark's. We will, again, request assistance from Andrew Hudson to acquire funding for these projects and seek approval from village council if we are able to proceed.

Lauren Williams
On behalf of Vibrant committee

Sent from my iPad

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67-1



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: March 20th, 2023
RE: 2023 Budget Recreation Commission

BACKGROUND:

The Recreation Commission has submitted its proposed 2023 Budget for consideration and approval.

DISCUSSION:

The Recreation Commission is limited by its bylaw to only make expenditures as specifically provided for the Commission in the Village's budget. As such, the commission submits a budget request for Council's consideration at the beginning of the year.

Council can accept the budget request as presented, amend it sees fit (for example, only approve a portion of some of the proposed costs or set them higher or lower), or not approve the budget request and send it back to the Commission to revise or submit another budget for Council's consideration. Council may also defer consideration of the budget and request more information to be provided by the Commission (for example, request more information on how the numbers are determined/request quotes).

Council typically forwards the budget requests from its commissions to its budget meetings where it considers them in conjunction with the rest of the Village's proposed budget for 2023.

CONCLUSION:

The Recreation Commission's 2023 Budget request has been submitted to Council for consideration and approval. It is Council's discretion to approve of it whole or in part, or not to approve what has been presented. Typically, Council forwards the request to be considered at its later budget meetings.

STRATEGIC

(Guiding Documents Relevancy – bylaw)

The Commission is limited by its bylaw to only make expenditures as specifically provided for the Commission in the Village's budget.

FINANCIAL

(Corporate Budget Impact)

The cost must be accounted for in the Village's budget.

ADMINISTRATIVE

(Workload Impact and Consequence)

Without an approved budget, the Commission's ability to function is hindered and has the potential to impact staff time and increasing workload.

Recommendation:

THAT Council forwards the Recreation Commission's 2023 Budget to its budget meetings to be held later.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

651-2

FEBRUARY 22, 2023

PORT CLEMENTS RECREATION COMMISSION 2023 PROJECTED BUDGET.

- FAMILY DAY	300.00
- MOVIE NIGHTS	400.00
- EASTER	300.00
- MOTHERS DAY	1600.00
- FATHERS DAY	600.00
- TEEN CENTER	500.00
- BIRD HOUSE COMP.	300.00
- TENT	500.00
- CANADA DAY	4000.00
- PLAYGROUND EQUIP.	5000.00
TOTAL	13500.00

*****note - spring and fall picnic (approx costs \$250.00 each)**

*****possible grants for playground equipment and/or improvements.**

*****For Christmas we use Gwaii Trust events grants.**

Thanks,



**Bev Lore
Chairperson**



0-7



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: March 20th, 2023
RE: 2022 Annual Report Vibrant Community Commission

BACKGROUND:

The Vibrant Community Commission has submitted its Annual Report on its 2022 activities for approval.

DISCUSSION:

The Vibrant Community Commission is required by its bylaw to submit an annual report on its activities in the previous year in a format that is sufficient as determined by the CAO. This report is then included in the Village's Annual Report which is a legislatively required document.

Council can accept the annual report as presented, request amendments or clarifications, or not approve the document and send it back to the Commission to revise to be resubmitted for Council's consideration.

Council typically approves the annual report as presented. However, staff recommend approving the annual report from the Commission with the amendment that any references to a "committee" be struck, corrected or replaced by staff as the Commission has several references to "committee" when it should be identifying itself as a commission, or in several cases where the correct word would be "community" (ex. they have themselves identified as the Vibrant Committee Commission, when it should be Vibrant Community Commission). Commissions and committees are distinct and different bodies under the *Community Charter* and should not be used interchangeably in official reports or documents.

CONCLUSION:

The Vibrant Community Commission's 2022 Annual Report has been submitted for Council approval. Once approved, the report is included in the Village's Annual Report.

STRATEGIC

(Guiding Documents Relevancy – bylaw, Annual Report)

The Commission is required by bylaw to submit an annual report on its previous years activities. This annual report is included in the Village's Annual Report which is a legislatively required document that the Village produces in June.

FINANCIAL

(Corporate Budget Impact)

N/A

ADMINISTRATIVE

(Workload Impact and Consequence)

Negligible. Correcting the incorrect reference to "committee" is not time consuming, and inserting the report into the Village's Annual Report is also quick.

Recommendation:

THAT Council approves the Vibrant Community Commission's 2022 Annual Report with the amendment that incorrect references to "committee" be struck, corrected, or replaced as needed by staff.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

Elizabeth Cumming

Subject: FW: Annual report Vibrant committee

From: Lauren Williams <justwannabike@hotmail.com>

Sent: March 9, 2023 1:12 PM

To: CAO <cao@portclements.ca>

Subject: Annual report Vibrant committee

VIBRANT COMMITTEE COMMISSION BYLAW #457, 2021
ANNUAL REPORT (prepared March 2023)

Key Objectives

The broader objectives of the committee are to 1) increase the number of available amenities, 2) improve visitor related infrastructure, 3) undertake targeted beautification projects and 4) continue strategic planning to support development.

Key Initiatives

Tourism Marketing website	Infrastructure was completed but has not been activated
St Mark's church gift shop	Equipment was purchased, but project was stalled due to Covid. Current committee has requested amendment to this plan
Signage for swim spot	Not undertaken, current committee is requesting funding to continue and expand this project for 2023
Beachy bench	Benches delivered but not placed, current committee will pursue
Seaview ramp	Funding was secured, but project did not proceed. Current Committee members have applied to amend this project for 2023
Swimming hole	Benches, picnic table, gazebo, outhouse and garbage can delivered and placed
Beach access sani-station	Did not proceed

Kelly Whitney Gould and Ian Gould resigned from committee in November 2022. Ruth Bellamy and Lauren Williams were welcomed on to the committee and in turn invited Christine Cunningham to participate as a committee member.

The Vibrant Committee wishes to pursue and or continue several of the projects from 2022 as we believe they will be beneficial to locals as well as visitors to the community. We also have identified an additional project, painting St Mark's church and will look at feasibility for that in the coming year.

Sent from my iPad

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



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: March 20th, 2023
RE: 2022 Annual Report Recreation Commission

BACKGROUND:

The Recreation Commission has submitted its Annual Report on its 2022 activities for approval.

DISCUSSION:

The Recreation Commission is required by its bylaw to submit any report as required, and it has been required that the Commission submit an annual report on its previous year's activities. This report is then included in the Village's Annual Report which is a legislatively required document.

Council can accept the annual report as presented, request amendments or clarifications, or not approve the document and send it back to the Commission to revise to be resubmitted for Council's consideration.

Council typically approves the annual report as presented.

CONCLUSION:

The Recreation Commission's 2022 Annual Report has been submitted for Council approval. Once approved, the report is included in the Village's Annual Report.

STRATEGIC

(Guiding Documents Relevancy – bylaw, Annual Report)

The Commission is required by bylaw to submit any report as required, and it has been required that the Commission submit an annual report on its previous year's activities. . This annual report is included in the Village's Annual Report which is a legislatively required document that the Village produces in June.

FINANCIAL

(Corporate Budget Impact)

N/A

ADMINISTRATIVE

(Workload Impact and Consequence)

N/A

Recommendation:

THAT Council approves the Recreation Commission's 2022 Annual Report as presented.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

Gr-4

PORT CLEMENTS RECREATION COMMISSION REPORT FOR 2022
February 2023.

We were still restricted for activities for part of the year but were able to have events.

Finishing off the 2021 year - Christmas in the Park was a huge success. Grilled cheese sandwiches and chicken strips made a nice change from hot dogs. A fish pond, bean bag toss, wreath making and a light show from Julia Breeze and her students was very entertaining. Topping the event was a falling of lots of snow - much the pleasure of all families...several snowmen graced the park.

The Easter Bunny was welcomed at the Museum delivering goodie bags.

For Mother's day 140 plants were delivered to the ladies of Port Clements...Thanks to the volunteers to make this possible.

With the help of the Dairy Queens a successful event was held at the park with the makings of banana splits, floats and sundaes.

We were able to have Canada Day activities - children's fishing derby on the friday. Thanks to Tracy and Shane. Saturday brought a small parade then off to the park for slowpitch tournament, home run derby, golf driving competition, children's activities and bird house competition.

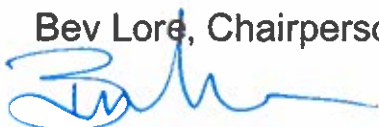
A couple of movie nights were held, a teen center has been started, volleyball in the gym, indoor soccer. Thanks to our volunteers.

The new sandbox roof is a welcome hit.

Breakfast with Santa was held Dec 10, pancakes, eggs and bacon, children's crafts the Santa arriving to deliver gifts.

As always events do not happen without the support of our community and the energy from our most appreciated volunteers...**THANK YOU**

Bev Lore, Chairperson



5-4



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: March 20th, 2023
RE: Youth Centre Grant Application – Recreation Commission

BACKGROUND:

Over several years and decades, at various points of time, community volunteers and the Port Clements Recreation Commission have been trying to get a Youth Centre (also referred to as a Teen Centre) up and running in the community on a regular basis. Since 2019 the Youth Centre has been a special project under the Recreation Commission, which saw the Village apply to the Gwaii Trust Society's (Gwaii Trust's) Youth Grant for equipment for the centre, which was approved, and the equipment obtained. Due to the COVID-19 pandemic, the Youth Centre had to put its activities on hold, but as of 2023 its activities have resumed with Harmonie Blais as the lead volunteer overseeing its activities.

DISCUSSION:

As the Youth Centre is a special project under the Village's Recreation Commission, applications for grants are made through the Village. As such, they require the Council to give their approval and support the application.

In this case, the Youth Centre is requesting that the Village apply for funding from the Gwaii Trust's Youth Centred Communities Grant, which is a grant stream specifically for Youth Centres on Haida Gwaii. It provides funding, including core funding (which are typically ineligible, and include things such as wages, honorariums, utility bills, etc), for the operational and activity costs for a Youth Centre. It also has no equity requirement, so applying for this grant does not require the Village to provide matching funds or contributions to the project. The total amount that can be applied for is \$10,000. The deadline to apply is April 1st, 2023.

The Youth Centre is requesting that Council approve an application to cover the cost of food that they have identified as amounting to \$5,000 and then \$5,000 in equipment upgrades and special projects that it intends to undertake in 2023. They have left the equipment upgrades and special projects vague and not specifically defined, though they have suggested baseball equipment, dirt bikes, a skate park or concrete ramps (likely to be intended to installed in the Community Park rather than at the Youth Centre's location in the Firehall); in the grant application Gwaii Trust requires that they specifically identify what they are wanting to do and match the spending plan with quotes for each expense, so these will need to be solidified.

However, staff also contacted Gwaii Trust to clarify if capital projects, such as identified in the request like a skate park or concrete ramps, would be eligible under this grant and it was identified that they were not eligible under this grant. They specifically identified that only operational expenses and activity expenses (such as equipment needed for an activity) are eligible costs under this grant. The identified baseball equipment or dirt bikes would be eligible as equipment for activities they are intended to offer in their programming. If the Council supports the application, it should exclude approval for the parts involving capital projects at this time.

Staff have had further conversations with Harmonie, and it has been identified that they would also like to include honorariums for volunteers who supervise the Youth Centre. Staff have confirmed with Gwaii Trust that honorariums are eligible under the grant, however they identified that they evaluate them on reasonableness and a sensible justification for the monetary amount of the honorarium would need to be provided.

However, sporting activities and dirt bikes are considered high-risk activities for insurance purposes, and Council should consider the risk to the Village with such activities if the worse occurred. Staff have contacted MIABC, our liability insurance provider, but we are pending clarification on if the Youth Centre’s activities would be covered under the Village’s existing insurance policies, or if there is a need for additional or separate insurance coverage. If there is a need for additional or separate insurance coverage for the activities, staff have confirmed with Gwaii Trust staff that insurance would be covered under the grant being applied for. Regardless of if they are included under the Village’s insurance or not, the Village should take measures to mitigate potential risk, such as requiring a signed waiver/indemnification agreement, to the Village’s standards, from participants/their parents for these kind of activities (similar to what is done with the weightroom). If Council agrees with supporting the equipment purchases for these activities, asides from insurance requirements if they are needed, it should set out a requirement that waivers/indemnification agreements also be required as a condition for these activities.

CONCLUSION:

The Recreation Commission would like Council’s support for a grant application to be made for the Youth Centre to the Gwaii Trust Society’s Youth Centred Communities Grant. While specific details are to be ironed out, the Youth Centre’s budget includes food, equipment (baseball, dirt bikes), and honorariums to a total amount of \$10,000. It is Council’s discretion to support the application, though it is recommended to make it conditional on removing capital projects and requiring high-risk activities to have a waiver/indemnification agreement to Village standards and have insurance costs included in the budget, if insurance is required to be obtained.

- STRATEGIC** **(Guiding Documents Relevancy – bylaw, Official Community Plan)**
The Recreation Commission cannot apply for grant funding except through the approval of Council. Supporting youth activities is a priority in the Official Community Plan.
- FINANCIAL** **(Corporate Budget Impact)**
If approved, the funds received from the grant would need to be accounted in the Village’s budget as well as the expenditures. As the expenditures will match the funds, it will not have additional impact on the budget.
- ADMINISTRATIVE** **(Workload Impact and Consequence)**
The Grant Writer and staff will be involved with the grant application and its submission. Village staff will also be involved with the cost tracking and reimbursement requests submitted to the Gwaii Trust in relation to the grant, as well as overseeing the disbursement of funds for expenditures. It will add to staff workload.

Recommendation:

THAT Council supports an application to the Gwaii Trust Society’s Youth Centred Communities Grant on behalf of the Port Clements Recreation Commission’s Youth Centre project, on the condition that such application not include any capital project aspects and require waivers/indemnification agreements, drafted to Village requirements, for high-risk activities (including, but not limited to, sports activities and dirt biking) as well as cost for insurance if it is required that it be additionally or separately insured for their activities.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

Letter for Funding Request from the Port Clements Youth Group

Hello,

My name is Harmonie and I am a 13 year member of the Fire Department in Port Clements. I joined in 2010 so that I could help out my community and also to help access the Fire Hall to get a Youth Center regularly open for the youth in Port. I did step away for a few years and the Rec Commission stepped up with the help of one volunteer Elizabeth and I'm sure other Volunteers. Funding was accessed and some fun upgrades to the Youth Center were purchased.

Now, we are looking for funding from Gwaii Trust to maintain and improve the Youth Center and its Friday night food program. The Rec Commission has offered to temporarily support our Healthy Food Nights, but we are encouraged to source different Funding through Gwaii Trust.

With this letter, I am hoping to have the help and support of the Rec Commission in asking the Village of Port Clements to be the umbrella that requests Funding from Gwaii Trust under the Youth Centered Communities Grant.

The Grant Application Deadline is April 1st, 2023. I do suggest that an application get put forward as soon as possible in case there are glitches.

I understand there is a process and it is my hope that this letter will start the process and that there is enough time to meet this critical deadline.

We will ask for the full \$10,000 grant. This can be justified in the following way:

\$100/week for food materials for fun food projects such as pizza, nachos, sushi rolls, baking....This would amount to around \$5000.00 alone.

The other \$5000.00 would go towards equipment upgrades, and special projects such as a skate park or some concrete ramps or maybe some baseball equipment or some dirt bikes...I am unsure if quotes are required for exact spending plans.

Please feel free to contact me by cell: 250-922-4306 should there be any questions.

I will leave a space for the Rec Commission to sign their approval to my request that The Recreation Commission of Port Clements is in support of the Youth Center plans and with this letter I will request that the Village of Port make the application to Gwaii Trust, as using a government body is the easiest way at this point to apply. It is my understanding that this process accessed funding for the last improvements, so would love to repeat for success.

Thanks! Harmonie Blais on Feb.22, 2023

Signed and approved by  (Rec Commission) on Feb.22, 2023.

G-5

[Home](#) > [I Need a Grant](#) > Youth Centred Communities Grant

Youth Centred Communities Grant

The Youth Centred Communities Grant provides a predictable source of revenue to operate youth centres and/or offer youth activities in each community on Haida Gwaii.

Who can apply?

- Local [non-profit organizations](#)
- Local governments

How much money is available?

- Up to \$10,000 per [Gwaii Trust Community](#)
- [Equity](#) requirement 0%

Application deadline

- Applications must be received by 11:59pm on April 1st.
- Applications must be received a minimum of two months before the project is planned to start.

Eligible uses of the grant

- Operations of community-based youth centres or activities for youth based within the community.
- Activities must take place on Haida Gwaii.
- In Gwaii Trust Communities where there is youth centre, the grant is reserved for them pending an application. In communities that do not have a youth centre the grant can be used for other youth-based activities.
- [Core funding](#) is eligible.
- The Youth Board encourages separate activity offerings for elementary and secondary school students.
- Projects funded by the Youth Centred Communities grant are eligible to apply to the last Youth Grant intake of the year.
- Any leftover funds from the Youth Centred Communities Grant will be automatically transferred to the [Youth Grant](#). The Youth Grant is an open and competitive grant stream.
- The grant is intended to support projects where the majority of participants are school aged (K-12).

Ineligible uses of the grant

- Expenses incurred prior to approval.
- Off-island travel or activities that take place off Haida Gwaii.
- Other items as outlined in the General Grant Guidelines.

How to apply

APPLY NOW

AT A GLANCE

Application Deadline:

April 1st at 11:59pm

Amount Available:

Up to \$10,000 per Gwaii Trust Community

Equity Requirement: 0%

[Application Guide](#)



Meghan Cross
Project Officer

✉ [Email Meghan](#)

☎ Ph: [250 559 5806](#)

QUICK LINKS

- 🔗 [I Have a Grant](#)
- 🔗 [I Need a Grant](#)
- 🔗 [I Need Help](#)
- 🔗 [Forms and Templates](#)
- 🔗 [Other Funding Sources](#)
- 🔗 [Contact](#)

FORMS AND TEMPLATES

[Workplan Template](#)

[Budget Template](#)

[Budget to Actual Template](#)

[Claim Form](#)

[Sweat Equity Tracking](#)

[Final Evaluation Template](#)

[Instructions to Access Funds \(for grants greater than \\$10,000\)](#)

[Gwaii Trust General Grant Guidelines](#)

Applications are available approximately six weeks before any deadline. Applications must be submitted online through our grant management system. You will need to create an account to access application forms, save drafts and submit your application. If you don't have access to a computer or need assistance with your application, please call or visit our offices.

Already have a grant?

LOGIN

Approval process

The Youth Board will review complete applications and make funding recommendations. The funding recommendations are reviewed by the Gwaii Trust Board of Directors, which makes the final funding decision on Youth Grant applications. Approvals usually take two months after any scheduled intake deadline.

Quick Links

- [I Need Help](#)
- [Directory](#)
- [News & Events](#)
- [Logo Download](#)

Gaw/Old Massett Office:

PO Box 588
Masset BC, V0T 1M0
162 Raven Ave, Gaw/Old Massett
Toll Free: 1-800-663-2388
Local: 250-626-3654

Hlgaagilda/Skidegate Office:

PO Box 1257
Hlgaagilda/Skidegate BC, V0T 1S1
226 Front Street, Hlgaagilda/Skidegate
Toll Free: 1-877-559-8883
Local: 250-559-8883

GH



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: March 20, 2023
RE: Donation Application – Port Clements Housing and Restoration Society

BACKGROUND:

In recent years, the Port Clements Housing and Restoration Society was founded by residents in Port Clements. Through COVID, it struggled to get membership and get operational, though recently it had an Annual General Meeting.

DISCUSSION:

The Society is applying for a donation request from the Village for \$500. The Society has provided documentation that shows their society filing in 2022. Though they do not identify on the application form if they are a registered charity or not for profit organization, as clarified on the BC government's website (www2.gov.bc.ca), in BC all not-for-profit/non-profit organizations are known as society, so their paperwork confirming that they are a society in BC confirms that they are not-for-profit.

They have identified that the purpose for the \$500 donation would be to pay for society fees and publicity. Normally these expenditures would be considered part of their Society's general operations (the society fees are paid to the province for filing and other responsibilities to maintain their status as a society), though they have identified it on the application form in response to the question of if the activities were for a purpose outside of general operations.

Per the Village's donation the Village can donate up to \$500 per year to Not-for-Profits and registered charities that provide services directly within Port Clements, but it is Council's discretion to donate any amount up to this maximum or to not donate for any reason. The maximum budget that the Village may award donations from, as per policy, is \$1000 so the request for \$500 from this society would utilize half of the Village's 2023 budget for donations in total.

CONCLUSION:

It is Council's discretion to provide a donation of \$500 to the Port Clements Housing and Restoration Society. The request is within the parameters of the Village's donation policy.

IMPLICATIONS:

STRATEGIC	The request is in line with the Village's <i>Donation Policy</i> .
FINANCIAL	The amount requested is within the Village's \$1000 budget for donations. It would leave \$500 for any further donation requests from other Not-for-Profits or Registered Charities.
ADMINISTRATIVE	Negligible

Respectfully submitted:
Elizabeth Cumming, Deputy CAO



Village of Port Clements

APPENDIX 'B', POLICY 11

REQUEST FOR DONATION APPLICATION FORM

Applicant Information

Name of Organization:	Port Clements Housing + Restoration Society
Representative/Contact: (first and last name)	Manzanita Snow
Phone Number:	250-2557-8579
Email:	kelly.j.green42@gmail.com / PCHRSociety@gmail.com
Street Address:	Yakonah St
Mailing Address:	Box 1830 Port Clements, B.C. V0T 1R0

All fields of the application information are required to be completed

Please select organization type:

- Registered Charity
 Not for Profit Organization

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

Request Information

Amount Requested (\$CAD)	500.00
---------------------------------	--------

Is this donation for a specific purpose outside of general operations?	To pay society fees, publicity
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?	yes
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

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: Feb 23 2023

Signature: Margaret Poulin

61-6

COPY



2020 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **PORT CLEMENTS HOUSING AND RESTORATION SOCIETY**

Incorporation Number: S0070804
Business Number: 71075 8681 BC0001
Filed Date and Time: October 26, 2022 02:57 PM Pacific Time
Annual General Meeting (AGM) Date: No Meeting Held

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address: BOX 183
PORT CLEMENTS BC V0T 1R0
Mailing Address: 20 YAKOUN ST
PORT CLEMENTS BC V0T 1R0

DIRECTOR INFORMATION AS OF December 31, 2020

Last Name, First Name Middle Name:
GREEN, KELLY

Delivery Address:
BOX 271
PORT CLEMENTS BC V0T 1R0

Last Name, First Name Middle Name:
QUINN, GWENNYTH

Delivery Address:
BOX 152
PORT CLEMENTS BC V0T 1R0

Last Name, First Name Middle Name:
SNOW, MANZANITA

Delivery Address:
BOX 183
PORT CLEMENTS BC V0T 1R0

CERTIFICATION

I, Kelly Green, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

6-6

COPY

2020 BC Annual Report



RECEIPT

BC Society • Societies Act

This is confirmation of payment for filing.

Form Filed:	BC Society Annual Report
Incorporation Number:	S0070804
Business Number:	71075 8681 BC0001
Society Name:	PORT CLEMENTS HOUSING AND RESTORATION SOCIETY
Filing Date and Time:	October 26, 2022 02:57 PM Pacific Time

Fee: \$40.00

Payment Method:	Credit Card
Payment Invoice Number:	REGI000005292559
Transaction ID:	10212236
Credit Card Type:	VISA
Credit Card Number:	XXXXXXXXXXXXXXXXXX
Authorization Number:	02149F



u-b



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: March 20, 2023
RE: Village Cleanup

BACKGROUND:

At the February 21st, 2023 Regular Council Meeting, Council made the following motion in relation to the Village Cleanup:

G-2—Village Cleanup 2023

2023-02-041—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council set to have their 2023 Cleanup “free tipping day” on Friday April 21st and Saturday April 22nd.

CARRIED

DISCUSSION:

It has been identified to staff that the Mayor and some Council members want to review this decision, and potentially rescind the motion to set a new date for the cleanup. Given this, staff have not yet advertised the cleanup more broadly, as a motion acted on cannot be rescinded.

CONCLUSION:

If Council wants to change the date of the Village Cleanup then it must rescind the previous motion made by Council at the previous meeting before it makes a new motion to set a new date for the cleanup, if Council wants to set a new date.

STRATEGIC

(Guiding Documents Relevancy – Community Charter, Procedure Bylaw)

Council needs to rescind the previous motion if it wants to set a new date for the Village Cleanup.

FINANCIAL

(Corporate Budget Impact)

If the same format of the ‘Free Tipping Day’ arrangement is kept and only the date is changed, then there would not be a different financial consequence than the previous motion. However, if Council wants to change the format of the Village Cleanup in addition to the date, such as a format involving bins, then it would be an increased cost from the ‘Free Tipping Day’ format and would have to be accounted for in the budget.

ADMINISTRATIVE

(Workload Impact and Consequence)

If the same ‘Free Tipping Day’ format is kept, then there is negligible difference in workload from what was the consequence of the previous motion.

Respectfully submitted: Elizabeth Cumming, Deputy CAO

51-17



REPORT TO COUNCIL

COPY

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.

COPY

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	\$1,252.00	\$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:





REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: March 20th, 2023
RE: Change of Signers – MFA Account

BACKGROUND:

The Village has an account with the Municipal Finance Authority of BC (MFA).

DISCUSSION:

On review of the MFA account staff found that the authorized signers were out of date and need to update to reflect current staff and Council members.

MFA offers financing and investing services for local governments. It was created in 1970 to contribute to the financial well-being of local governments throughout BC. It pools the borrowing and investment needs of BC communities through a collective structure to provide a range of low cost and flexible financial services to their clients equally, regardless of community size. It is independent from the Province of British Columbia and operates under a board with members appointed from the various Regional Districts within the province. Some of its services include long-term and short-term borrowing, and investment management.

CONCLUSION:

A motion is needed from Council to authorize the change of signers to the account with MFA.

STRATEGIC

(Guiding Documents Relevancy – operational)

Having up to date authorized signers on municipal accounts is imperative.

FINANCIAL

(Corporate Budget Impact)

MFA offers different financial programs to municipalities, being able to access these programs is financially beneficial to the Village compared to if the Village was unable to access these financial resources.

ADMINISTRATIVE

(Workload Impact and Consequence)

Having out of date authorized signers on municipal accounts can result in increased workload and delays in being able to access accounts when needed until the accounts are updated.

Recommended Motion:

THAT Council authorizes a change of signers for the Village of Port Clements account with the Municipal Finance Authority of British Columbia being the removal of Ruby Decock, Doug Daugert, Teresa Robinson, and Norman Ian Gould from the accounts and the addition of Marjorie Dobson, Scott Cabianca, Wayne Nicol and Dennis Reindl as authorized signers on the account.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

6-8



Please email this form to mfa@mfa.bc.ca

Member Information

Organization Legal Name: Village of Port Clements
Contact Person: Ruby Decock, CAO
Contact Email: cao@portclements.ca

Signing authority structure

Choose One:

- Any one signer from list
Any two signers from list
Two signers - one from List A and one from List B

Programs

The signers below will be authorized to sign on the following programs - chose any/all that apply. If you will be having separate sets of signers for separate programs, please submit a new Signing Structure for each program.

- Equipment Financing, Short-Term Borrowing, Long-Term Borrowing, Pooled Investment Funds, Tax Levy

List of Authorized Signers

Please note these names may differ from your authorized PHISA Program signers. The undersigned is a complete and current list of designated signing officers with Municipal Finance Authority.

Table with 2 columns: LIST A - NAME AND JOB TITLE, LIST B - NAME AND JOB TITLE. Rows include Ruby Decock, Ronda Bell, Elizabeth Cumming, Doug Daugert, Teresa Robinson, Kazamir Falconbridge, Brigid Cumming, Norman Ian Gould.

G-8



REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: March 20th, 2023
RE: Discounted Student Rate for Weightroom Request

BACKGROUND:

The weightroom was established by the Village over a decade ago to support and encourage healthy living and lifestyle within the Village for residents, as well as an avenue to assist first responders in maintaining their physical fitness and as an enticement to encourage people to become first responders.

DISCUSSION:

Generally, there is an average of 30-40 weightroom members in a typical year, the majority of which are long-term residents, and they represent 8-12% of the Villages 2021 census population of 340.

The only exception to paying a weightroom membership fee involves first responders, though they are required to complete the required waivers and orientation to access the weightroom as everyone else. People who are first responders that provide such services in the Village (such as members of the Port Clements Volunteer Fire Department, members of the local Ambulance Station, Rangers, etc), do not have to pay membership fees nor do their spouses. This exemption was established as an incentive to help encourage people to become first responders and retain them to provide this essential service to the community, as well as recognition that such roles rely on a standard of physical fitness to be maintained. 20-24% of the typical weightroom membership falls under this exemption.

A key difference between the weightroom in Daajing Giids and the Village's weightroom, is that the weightroom in Daajing Giids is part of the High School's facility and located in the High School with the School's equipment being made available to the public outside form limited periods outside of school hours. Ultimately, the School District and Ministry of Education provide the funding for the operational and equipment costs of the weightroom in Daajing Giids, and why they have the discounted rates for their students. The weightroom in Port Clements does not have same funding access, relying on grants to get equipment, user fees collected, and ultimately the Village's property taxes to subsidize the service as the user fees currently collected do not cover the total operational cost of the weightroom. The weightroom in Sandspit also shares it space with the elementary school (and would have the same access to funding as with Daajing Giids), while the weightroom in Masset is in half of the old curling rink building owned by the Village of Masset.

After contacting the weightrooms on Haida Gwaii, currently only the weightroom in Daajing Giids provides a discounted rate for students, no other weightroom identified that it has such discount. The Village's membership fees are comparable to the other weightsrooms on island, and our rates are 1/3 of the cost of the most comparable weightroom to our circumstances, being the one in Masset. Only the weightrooms in the Village and in Masset offer 24/7 accessible weightrooms, with the weightroom in Sandspit and Daajing Giids having set limited hours outside of school hours. However, the other weightrooms on island offered more membership period options, with quarterly and 6 months rate being common (Only Masset offering weekly and monthly rates).

Rates	Masset	Daajing Giids	Sandspit
Annual	\$360	\$105.00	\$120
6 months	\$225	-	\$60
Quarterly	\$135	\$52.50	-
Monthly	\$60	-	-
weekly	\$30	-	-
other	\$25 key fee	annual student rate: \$21; + \$10 key deposit	-

G-9

The Village has historically limited itself to just offering an annual membership as the weightroom was aimed for the benefits of permanent residents rather than temporary residents/visitors/tourists. Additionally, the passcode entry to the weightroom is a one-passcode system, meaning that every weightroom member gets the same code to access the facility. Changing the code and reissuing it to members took time and tracking, so it was resolved to just do it once at the start of the year when the annual membership had to be renewed, out of workload and operational considerations. Staff are in the process of obtaining and installing a new passcode locking mechanism that may allow individual passcodes for each member which would better enable different weightrooms rates to be managed in operations. Monthly and quarterly rates are currently being explored operationally and a monthly rate of \$25 has been advertised in addition to the annual membership of \$120.

In terms of fees, it would be better for the Village to compare itself to the Masset weightroom, besides from comparable services (though the Village has a smaller facility), we are also more similar in our more limited financial avenues to support our weightroom operations. Masset has a fee model where the shorter membership periods are at a higher rate than the annual membership if they were calculated out to the same annual period. This method means that the shorter membership periods, often utilized by visitors/tourists/temporary residents more than long-term residents (but not exclusively; long-term residents may look at shorter membership periods over an annual membership out of financial considerations, as they cost less upfront in the short term than the annual membership which costs less in the long-term), subsidizes the lower annual membership that is more often utilized by longer-term residents. Shorter membership periods also typically mean more administrative costs (more staff time involved for more times renewing membership), and often see more wear/tear on equipment and infrastructure from more frequent usage over the shorter period. While the Village of Masset's fees are comparable to off-island membership rates, the Village's is lower, even when adjusted for facility size.

Rates	Masset	Calculated to Annual (12 months)
Annual	\$360	\$360
6 months	\$225	\$450
Quarterly	\$135	\$540
Monthly	\$60	\$720
weekly	\$30	\$1,560

If the Village had the same fee structure ratios, the rates under the current annual rate would be:

Rates	Masset	Port Clements
Annual	\$ 360	\$ 120
6 months	\$ 225	\$ 75
Quarterly	\$ 135	\$ 45
Monthly	\$ 60	\$ 20
weekly	\$ 30	\$ 10

As it currently stands, the weightroom's user fee revenue does not cover its operational expenditure, nor has it covered the cost of getting equipment (which is done by grant or donation), so it is currently being subsidized by the property taxes collected by the Village from property owners. At least 35% of the weightrooms operational cost is subsidized by municipal taxes. Currently 21-22% of the typical weightroom members are minors, and account for 27% of the weightroom revenue that is collected.

Weightroom	Revenue	Known Expenditure	Deficit	Deficit as percentage
2022	\$ 2,030.00	\$ 3,131.74	-\$ 1,101.74	35%

While the Village can provide subsidized services when they benefit the community, and can set different rates for different reasons, it should do so carefully. Ideally, service fees are set at a level that enables the users of the services to cover the cost of the operations for the service they are utilizing, especially when the services are only used by a small percentage of the Village’s residents. It is also not recommended to have municipal services that may subsidize non-residents/non-property owners more than residents/property owners at the expense of residents/property owners.

If the Village has a similar rate fee to the Village of Masset, where the shorter periods subsidize the annual rates, it may make it more feasible for the Village to consider discounted rates for groups like students. The Village could also alternatively look at increasing the general weightroom membership fee to account for the discounted amount if a student discount was enacted so that there is a limited loss in revenue or look at increasing the general weightroom to remove the deficit currently covered by property taxes, regardless of if a student discount is made available or not.

Rates	Factored on current Annual Rate	Increased Fee to Break Even
Annual	\$ 120	\$ 175
6 months	\$ 75	\$ 110
Quarterly	\$ 45	\$ 66
Monthly	\$ 20	\$ 29
weekly	\$ 10	\$ 15

However, as it stands, high school students potentially can already access the first responder weightroom membership fee exemption if they become a junior member of one of the first responder groups. For example, the Port Clements Fire Department accepts Junior Firemen between the ages of 16 – 18, while the Junior Rangers accept ages 12 – 18; while they junior members do not have the full responsibilities, expectations, or function as full members, even with their limitations they could still be categorized as first responders. Currently staff have not encountered a junior firemen or junior ranger looking for a weightroom membership, so it has not been previously considered on whether junior members would be eligible to the exemption or not, but the current standard is whether the individual is a first responder providing services in Port Clements or not, and even probationary members are eligible for the exemption (though it may require confirmation from the organization that they are a probationary member).

Asides from that, there are avenues that could be explored for minors, and even adults, if the argument is affordability of the membership fees as they currently are or if they were increased. For example, the Haida Gwaii Mental Health and Addictions Advisory Committee provides funding for weightroom memberships (they have paid for the membership costs of some members). It could also potentially be inquired with the Haida Gwaii Regional Recreation Commission or the After School Sports & Arts Initiative to find out if a weightroom program that covered, or partially covered, weightroom membership fees for students could be developed.

Council should also consider that if they give one group, such as students, a discount, it may set a precedent and see more requests from different groups to requests discounts.

CONCLUSION:

Council should consider the fact that the weightroom is currently subsidized and not covering its operational expenditures at its existing fee level, meaning that it is currently relying on the taxes collected from the property owners in the community to pay for this service, before it considers discounts. Discounted rates would reduce the revenue currently generated further and would increase the amount subsidized by property taxes. Consideration should be given to increase the current fees to reduce the existing shortfall and reduce or eliminate the existing subsidy to make the service more financially sustainable.

STRATEGIC

(Guiding Documents Relevancy –Official Community Plan)

Financial sustainability is a key priority in the OCP. Supporting youth and recreational activities and healthy living for residents are also identified priorities that the Village supports.

11-9

FINANCIAL

(Corporate Budget Impact)

A discounted student rate would further reduce the revenue collected from the weightroom and require it to be further subsidized from tax collections, unless the weightroom fees were otherwise increased to cover the difference. It is not financially sustainable to provide a service at a loss in the long term, and, for municipal services where the priority is not profit, the aim is to have services break even to cover its costs.

ADMINISTRATIVE

(Workload Impact and Consequence)

Staff operate the weightroom service and implement the weightroom fees.

Recommended Motion:

THAT Council considers that junior members of first responders organizations providing services within the Village of Port Clements are eligible for the existing first responder exemption to weightroom membership fees.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.

Letter to Mayor and Council

March 1, 2023

Hello,

This letter is to request a discounted rate for High School Students presenting you with a student card for use of the gym in Port Clements.

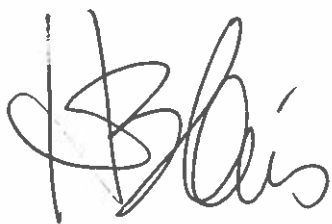
The current rate I believe is \$120/yr . Comparatively the rate in DG /QC is only \$21/yr for Students.

This is a significant difference, and I am sure our gym is less equipped. Everything is going up in price. Perhaps your council could put forward a motion to match the generous rate of DG and offer an affordable rate for gym use for Students?

This is my request. It should be noted that for non-students in DG the rate is still only \$105/yr.

Thanks,

Harmonie Blais



Box 54
Port Clements BC
250-922-4306

a-9



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: March 20, 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:

Increased work volume

As we move closer to legislative and other deadlines, the demand on staff time grows. Staff continues to meet requirements from agencies, government entities, prepare for the auditor arrival on March 20th and continue routine activities.

Crosswalks on Bayview Avenue

Ministry of Transportation and Infrastructure informed us that they will be in Port Clements during week beginning March 20, 2023, and that the crosswalk close to the museum will be installed prior to the 2023 tourist season.

Regarding the crosswalk for the Bayview market location, the timeline for completion will be longer because it requires a more rigorous process. However, the motion is currently in place for the surveying, and designing, after which the drawings will be sent to the Village Council for review.

The Official Community Plan (OCP)

The community engagement for the OCP is set for Saturday, May 13, 2023. Preliminary work in preparation for this workshop/open house continues. Brochures are being distributed to residents with the aim of encouraging community participation in the decision-making process. The OCP Advisory Committee and Village staff are actively engaged in the process.

Ministry of Forest

Representatives from the Ministry of Forest met with Village CAO, and Emergency Programme Coordinator. The aim of the visit was to share information on the work they are doing to simplify our Wildfire Protection Plans, and to update us on the work they have done to facilitate communities on Haida Gwaii in accessing funding for Training and Equipment for Wildland Fire Fighting. The government representatives in collaboration with Port Clements Volunteer Fire Department are pursuing funding to obtain a variety of wildland fire equipment.

R-1

WorkSafe BC: To date, there is one outstanding work order to be in full compliance with WorkSafe BC. External support continues to be sought for this particular order.

Water Treatment

Results from one of our potable water samples was not normal. However, subsequent test results was returned as normal. See detailed report under Public Works

The growing Communities Fund

A one-time total of \$1 billion in grants has been allocated to all BC municipalities and regional districts which they can use to address community's infrastructure and amenities needs. The Village of Port Clements was allotted \$600,000. The province indicated that the grant allocations were calculated to incorporate a flat amount of \$500,000 per municipality or district and amounts calculated from population size and per-capita population growth between 2016 and 2021.

Critical Infrastructure

(i) Sewage Lagoon- Construction Phase

Paul Turje & Associates contractor for the project has finalizing the estimate for the construction phase of the project. It's imperative that the engineering firm meets with council to outline the challenges, and increased cost involved. A date for this meeting will be finalized soon. The staff continues to search for funding sources to finance additional cost.

(ii) Water System Upgrade

Well #3. The progress of the project continues to be hampered by delays.

Other Infrastructures:

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

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

Funding agencies have already granted time line extensions on some of these projects.

Public Works

- 2023-02-20 Storm damage. Identified immediately during storm, inspections undertaken, remediation ongoing.
- 2023-02-26 Beginning of waves of snow and icing, thaw events, demanding Public Works attention until 2023-03-15.
- One of four of March's monthly water samples showed higher than normal traces of Total Coliforms. (Three of four showed less than 1) Discussion with Norther Health Authority, and the Environmental Health Officer led to re-flush, chlorine residual monitoring, and resample Monday March 13, Test results returned Thursday 16th satisfactory (Shoreline Park/Bayview Stub end of Bayview Drive returned less than 1 Total Coliform)

2-1

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

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

A-1