



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, Tuesday, September 7th, 2021

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**
M-1— August 16th, 2021, Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1—INFO – Update on Proof of Vaccination/Mandatory Masks -- Ministry of Municipal Affairs
C-2—INFO—August Board Highlights – NCRD
C-3—INVITATION—Pole Raising-- Queen Charlotte RCMP Detachment
C-4—REQUEST—Declaration of Waste Reduction Week – Recycling Council of British Columbia
C-5—INFO—August Board Highlights—MIEDS
C-6—INFO—National Day for Truth and Reconciliation-- NCRD
6. **FINANCE**
7. **GOVERNMENT**
G-1—Policy Review
G-2—Declaration of Recognition of National Day for Truth and Reconciliation
Recommended motion: THAT the Village of Port Clements formally recognizes, and annually observes, the National Truth and Reconciliation Day as a Village, office and staff holiday.
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
R-1—INFO - Regular Report on Current Operations – Jana Zamyslicka, CAO
R-2—Mayor’s Report
10. **ACTION ITEMS**
A-1- Action Items List
11. **QUESTIONS FROM THE PUBLIC & PRESS**

12. IN-CAMERA

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

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the provision of a municipal service that are at their preliminary stages and that, in the view of council, could be reasonably expected to harm the interests of the municipality if they were held in public;

13. ADJOURNMENT



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Minutes of the Regular Meeting of Council, Monday, August 16th, 2021

Present:

Mayor Doug Daugert
Councillor Kazamir Falconbridge
Councillor Ian Gould
Councillor Brigid Cumming

CAO Jana Zamyslicka
Deputy Clerk Elizabeth Cumming

Councillor Kelly Whitney-Gould (regrets)

Members of the Public and Press: Marilyn Bliss, Bev Lore

Meeting Called to Order at 7:00 PM

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

1. ADOPT AGENDA

2021-08-177—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council adopts the August 16th, 2021, Regular Council Meeting Agenda with the late item of C-3—
INFO—GayGahlda Changing Tide Framework Agreement – Government of Canada, Province of BC & CHN
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1— August 3, 2021, Regular Council Meeting Minutes
2021-08-178—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopts the August 3, 2021, Regular Council Meeting Minutes as presented.
CARRIED

Councillor Cumming left at 7:02 PM

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

UB-1—Seeking Clarification from Council – Museum Request for \$2,000
2021-08-179—Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT Council clarifies that \$2,000 requested from the Museum is part of the 2021 budget for the tourism line-item.
CARRIED

Councillor Cumming returned at 7:05 PM

11-1

5. ORIGINAL CORRESPONDENCE

C-1—INFO – Improvement to Pre-Hospital Care System– City of Langley

2021-08-180—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the Improvement to Pre-hospital Care System from the City of Langley.

CARRIED

C-2—INQUIRY—Use of Carbon Credits – Wendy Quinn

2021-08-181—Moved by Councillor Falconbridge, seconded by Councillor Cumming.
THAT Council receives the inquiry on the use of Carbon Credit from Wendy Quinn.

CARRIED

C-3—INFO—Gaygahlda Changing Tide Framework Agreement

2021-08-182—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the Gayhahlda Changing Time Framework from the Government of Canada,
Government of British Columbia, and the Council of Haida Nation.

CARRIED

6. FINANCE

7. GOVERNMENT

G-1—Council Remuneration Bylaw No. 465, 2021

2021-08-183—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council reconsiders and adopts the Council Remuneration Bylaw No. 465, 2021

CARRIED

G-2—Policy Review

2021-08-184—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the Policy Review report.

CARRIED

2021-08-185—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council accepts the recommendation for no change for policies no. 7, 10 and 11, and accepts the
recommendation to policy no. 9, provided that it is double-checked for potential problems with adding
the construction standards of the *Master Municipal Construction Documents* to the policy, and for policy
no. 12, to add emphasis that the Village Social Media pages are not intended as an alternative means to
access municipal services or conduct municipal business.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1—INFO - Regular Report on Current Operations – Jana Zamyslicka, CAO

Mayor Daugert: No meetings, one phone call with Northern Health. COVID-19 cases count slightly rising in other areas, biggest spike in North-east which has the least % of vaccinated people. Only 60% vaccinated for 1st dose. Haida Gwaii has over 70% fully vaccinated and over 80% with first dose. Behavior is getting back to normal, noticed less physically distancing in Masset.

Councillor Gould: Nothing to report.

Councillor Cumming: Nothing to report except Museum related matters.

Councillor Falconbridge: Nothing to report except ambulance related matters.

2021-08-186—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the written and verbal reports from Council and CAO Zamyslicka as presented.
CARRIED

10. ACTION ITEMS

A-1- Action Items List

11. QUESTIONS FROM THE PUBLIC & PRESS

Question: Marilyn Bliss – There is an eyesore with recycling containers, can we get rid of the bins? Or are we having recycling?

A: There is an all-island solid waste committee working with the regional district which will actively planning on getting recycling back on again.

Question: Bev Lore – Did we receive funds for the Sewer Lagoon? The Provincial Government announced that they are providing \$2.5 million in funding.

A: We have not been notified of this. This is great news!

12. IN-CAMERA

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

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

2021-08-187—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council moves in-Camera per 90(1)(j) of the *Community Charter* at 7:39 PM.

CARRIED

13. ADJOURNMENT

2021-08-188—Moved by Councillor Falconbridge
THAT the meeting be adjourned at 8:26 PM

CARRIED

Mayor Doug Daugert

CAO Jana Zamyslicka

M-1



August 27, 2021

Ref: 268161

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am writing to provide you with an update on the [recently announced proof of vaccination](#) and [mandatory mask requirements](#) to stop the spread of COVID-19. **Starting Sept. 13, 2021**, proof of vaccination will be required in B.C. for people attending certain social and recreational settings and events. **As of August 25, 2021**, masks are mandatory in indoor public spaces.

I first wish to acknowledge the many people and communities in B.C. continuing to face the crisis of wildfires. I know that in many places you and your residents are under intense stress, facing evacuation orders and alerts and the impact of wildfires' destructive force. Please know that our thoughts and support are with you, along with our deep gratitude for the courage, tireless work and dedication to community demonstrated by you and your staff in this emergency.

Turning again to the recently announced proof of vaccination requirement I would like to acknowledge the extraordinary efforts local governments have made – and continue to make – to respond to the COVID-19 pandemic in your communities. I know there is particular interest in how the proof of vaccination requirement will apply to local government business, especially in relation to conducting council/board meetings and public hearings.

The focus of the proof of vaccination requirement is on choice – businesses, places, and activities that people can choose to attend and support if they are vaccinated. That would include, for example, places such as gyms, pools and recreational facilities. The Provincial Health Officer has indicated that it is the intention that the proof of vaccination requirement **won't apply** to formal local government business, including by-elections, council/board meetings and public hearings for both council/board members as well as the public attending these events. The Provincial Health Officer is working on finalizing the formal written order which will outline the specifics. The ministry will provide you with more detailed information once the final order has been published.

The proof of vaccination requirement is **not** mandatory for employment at this time, other than in specific areas of the health care system starting with Long Term Care, Assisted Living and some other residential care facilities. Employers are accountable for ensuring their workers' safety, further to WorkSafeBC direction (see <https://www.worksafebc.com/en/covid-19/bcs-four-step-restart>) and should

6-1

have in place communicable disease plans – including a requirement to stay home when sick, mask wearing where appropriate and regular hand washing. Employers, including local governments, may choose to adopt their own vaccination policies beyond the designated settings but would be responsible for doing their own due diligence.

As noted above, as of August 25, 2021, [masks are mandatory in all indoor public spaces](#) to help slow the transmission of COVID-19 as B.C. prepares for the fall and respiratory illness season. Subject to some exemptions, people 12 years and older must wear masks in indoor public spaces, regardless of vaccination status. These settings include, but are not limited to city halls, libraries, community and recreation centres, areas of office buildings where services to the public are provided, and common areas of sport and fitness centres when not engaged in physical activity.

Here is a summary of the general rules for the proof of vaccination requirement:

Proof of vaccination – how it works

The requirement applies to all people age 12 years and older. People visiting from outside of B.C. are also required to show proof of vaccination.

There are two key dates:

As of Sept. 13, people in British Columbia will be required to be **partially vaccinated** with at least one dose of a COVID-19 vaccine to access certain businesses and events.

As of Oct. 24, people in British Columbia will be required to be **fully immunized**, at least seven days after receiving two doses of COVID-19 vaccine, to access the same list of businesses and events.

Here is the current list of settings where proof of vaccination will be required:

- indoor ticketed sporting events
- indoor ticketed concerts/theatre/dance/symphony events
- indoor and outdoor dining at restaurants, pubs, and bars
- night clubs and casinos
- movie theatres
- fitness centres/gyms/pools/recreation facilities (excluding youth recreational sport)
- indoor high-intensity group exercise activities
- organized indoor events (e.g. weddings, parties, conferences, meetings, workshops)
- discretionary organized indoor group recreational classes and activities such as pottery and art classes, but does not include K to 12 school and before and after school programs
- post secondary on-campus student housing (students must be partially vaccinated by September 7)

The requirement is in place until January 31, 2022, subject to possible extension.

Showing proof of vaccination

Individuals will be able to confidentially access their proof of vaccination through a secure website. A web link will be provided and publicized widely before September 13. Individuals will be able to save a

(-)

copy of their proof of vaccination to their phone to show when entering or using designated businesses and events. A second, secure option will be provided for people who can't access the website.

We all know the best way to get through this pandemic are vaccines; I would ask for your support to encourage the residents in your communities to get vaccinated. Getting vaccinated is the best choice to protect ourselves, the people we love, and our communities.

Keep watching [BC's Response to COVID-19](#) website for updates. We will continue to work with you over the coming weeks, so that you have the support and information you need to move forward based on the new Provincial Health Officer Orders.

Sincerely,



Tara Faganello
Assistant Deputy Minister

pc: Chief Administrative Officers
Gary MacIsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo

21



Board Highlights

August 20, 2021

Board Business:

1. The Board received correspondence from the Union of BC Municipalities awarding the NCRD with \$13,625 to undertake to the Strategic Official Community Plan Update for Active Transportation in Electoral Area D.
2. The Board resolved to include the Tow Hill area within the study area for the Haida Gwaii Tsunami Modeling project.
3. The Board resolved to hold a meeting with Northern Health Board Chair, Colleen Nyce, at this year's UBCM convention to discuss issues of regional importance.
4. The Board resolved to acquire GwaiiTel's surplus communication tower in Sandspit to be used for emergency planning purposes in the community.
5. The Board resolved to submit two grant applications to UBCM and the Federation of Canadian Municipalities in support of an asset management planning project to be undertaken for the Sandspit Community Water System.
6. The Board proclaimed September 30th as the National Day for Truth and Reconciliation.
7. The Board made amendments to the Areas A & C Land Use Planning Bylaw 608, 2017, and has proposed a community meeting to be held in Dodge Cove on September 15th, 2021 to engage with residents.
8. The Board appointed Mr. Howard Tsang as the new Corporate Officer of the NCRD, effective August 23rd, 2021.

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

Proudly Presented by:



Skidegate Band Council



BC RCMP Indigenous Policing Services

You're Invited!



*Reconciliation*Honouring*Community*



Please:

**Dress according to weather conditions as we will be outside.*

**Follow Provincial & Local Guidelines in regards to mask wearing.*

**Limited Street parking only, carpool where possible.*

**Bagged lunches provided but due to health recommendations coffee and tea will not be provided.*

We are looking forward to sharing this memorable occasion with you!

In the spirit of reconciliation, the Daajing Giids (Queen Charlotte) RCMP Detachment, in partnership with the Skidegate Band Council cordially invite you to witness the raising of the Haida Totem Pole at the Daajing Giids RCMP Detachment.

3211 Wharf St, Daajing Giids, BC (Parking lot)

*September 9th, 2021, 10a-2p
(pending covid restrictions)*

Regalia / Traditional dress is encouraged.

23

Elizabeth Cumming

From: Jessie Christophersen <Jessie@rcbc.ca>
Sent: August-20-21 8:59 AM
Subject: Municipal Proclamation Request - Waste Reduction Week 2021
Attachments: 2021_Sample Municipal Proclamation.pdf

Proclaim Your Support for Waste Reduction Week in Canada!

Each year the Recycling Council of British Columbia (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in British Columbia to officially declare October 18th through 24th, 2021 as Waste Reduction Week in their respective communities.

Waste Reduction Week in Canada is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

I have attached a sample Municipal Proclamation in PDF for your convenience. Of course, you are free to use your own Proclamation format if you prefer.

Completed Proclamations can be emailed, faxed or mailed as per the contact information below.

Thank you for your continued support of this important national event!

Regards,

Jessie

Jessie Christophersen
Information & Member Services Coordinator
#10 – 119 W. Pender Street, Van., BC V6B 1S5
E: jessie@rcbc.ca
W: www.rcbc.ca
Fax: (604)683-7255
T: (604) 683-6009 ext. 317

If you require further information, please email back or call the Hotline at 604-732-9253 or 1-800-667-4321 outside the Lower Mainland.

Jessie Christophersen
Information & Member Services Coordinator
Recycling Council of British Columbia
T: 604-683-6009 (317)
E: jessie@rcbc.ca

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



WASTE
REDUCTION
WEEK
IN CANADA

(Name of Municipality)

hereby recognizes

Waste Reduction Week in Canada October 18-24, 2021

As a municipality, we are committed to conserving resources, protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared October 18-24, 2021, Waste Reduction Week in

Municipality

Signed

Date

Name and Position



Please send this declaration to the Recycling Council of BC
By fax at 604-683-7255 or by email at wrw@rcbc.ca.
We thank you again for your commitment to waste reduction.

C-4

Board Highlights
August 24, 2021

Board Business:

1. The MIEDS and 0994943 BC Ltd. board approved past minutes.
2. The MIEDS Board received financial reports for both the society and 0994943 BC Ltd.
3. The MIEDS Board received an updated annual budget for the society.
4. The MIEDS Board received program area reports for the Tourism Manager, Grant Manager, Ecommerce Coordinator, Community Forest Contractor and Executive Director.
5. The MIEDS Board increased the credit card reserve limit to \$20,000 for Clean Coast, Clean Waters Initiative spending.
6. The Board approved transfer of funds from 0994943 BC Ltd. Harvest Term Deposit to Checking for operations.
7. The Board received the GayGahlda - Changing Tide Framework for Reconciliation.
8. The Board moved to create a Haida Gwaii Marine Debris Operational Task Force Board Committee for the period of six months.



C-5



National Day for Truth and Reconciliation

September 1, 2021

In June, the Government of Canada passed legislation to establish a new federal statutory holiday, the National Day for Truth and Reconciliation, which will fall on September 30th of each year. Similarly, in August, the Province of B.C. formally established the same provincial statutory holiday.

The North Coast Regional District (NCRD) applauds the federal and provincial governments for establishing this statutory holiday to honour First Nations, Inuit and Métis Survivors and their families and communities to ensure that public commemoration of their history and the legacy of residential schools remains a vital component of the reconciliation process.

The NCRD continues to build strong and meaningful relationships with its First Nations partners and is fully committed to truth and reconciliation. With this in mind, the Board has resolved to formally acknowledge September 30th as a day for truth and reconciliation throughout the region.

NCRD facilities will be closed, annually, in observance of the National Day for Truth and Reconciliation on September 30th. As you may be aware, since 2013, September 30th has been Orange Shirt Day. This year, we encourage community members to participate in Orange Shirt Day while honouring the National Day for Truth and Reconciliation.

“We are located on the traditional territory of the Haida and Tsimshian and we benefit from the rich First Nations cultures that we are surrounded by. We will continue to prioritize building relationships with First Nations governments in the region and support truth and reconciliation efforts.” – **Barry Pages, Chair, North Coast Regional District**

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



The Village of
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REPORT TO COUNCIL

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Author: Elizabeth Cumming, Deputy Clerk
Date: September 7, 2021
RE: Policy Review

BACKGROUND:

Council has many policies that do not appear to have been kept to a regular review schedule.

DISCUSSION:

While policies may not need to change, they should be looked at every couple of years (2-4 years, or at least once a Council term) so that there is an opportunity to change them if needed and to otherwise ensure that they continue to be in line with Village values/objectives/operational realities.

Policy No. 01, 2018: Travel and Per Diem Expense Policy for Council and Staff
There are no recommended changes currently.

Policy No. 04, 2009: Employee Benefits

Under section 1. Health and Welfare, the Medical Services Plan (MSP) listed as a benefit is no longer paid by individuals and companies are exempt from paying the Employee Health Tax if their payroll is less than \$500,000 per year. It may be better to change it to "MSP/EHT if applicable [...] 100% Village" rather than remove it from the policy.

Considering the COVID-19 pandemic, and the potential future reoccurrences of pandemics (though hopefully infrequent), it could be beneficial (appealing to obtain and retain employees) to have a separate section called 'Quarantine/Isolation Leave' or equivalent that enables employees to paid leave (up to 10 days) if required under a Public Health Order as directed by medical practitioner or public health official to quarantine or isolate. However, this would have to be researched more if Council was interested in this concept - even with changes to the employment standards act, the current paid leave related to COVID-19 is 3 days (if an employer does not already provide sick leave), so having leave, especially for the duration of potential quarantine/isolation would be more on the progressive side.

It could also be recommended to identify in the policy, as a new section, the days it recognizes as statutory holidays and includes statutory pay for:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day,
British Columbia Day, Labour Day, National Day for Truth and Reconciliation,
Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.

All days are currently days that are statutory holidays already observed in practice, with the addition of the new National Day for Truth and Reconciliation that the Federal Government has passed.

Asides from MSP and statutory holiday identification there is no recommended changes. If Council is interested in the Quarantine/Isolation Leave, the recommendation would be to direct staff to research into it and bring back a drafted policy revision to Council.

Policy No. 16, 2017: Highway and Laneway

There are no recommended changes. However, if Council thinks the policy should be changed, then it would be recommended to direct staff to research and bring back a drafted policy revision to Council.

Policy No. 18, 2018: Education and Training

It is recommended to identify that this policy is applicable to staff obtaining accredited post-secondary courses/programs or accreditation equivalents, where the undertaking of courses/programs will result in obtaining tickets, certification, diploma or degree or equivalents, and is not intended to be applied to training or conference/seminars that do not result in accreditation but are still beneficial to improve knowledge base of employees and in turn the municipality. Though it is understood that this is the interpretation of the policy, it is not expressly defined outright in the policy which has led to confusion at times.

Policy: Multi Purpose Building Usage of Space

It is uncertain if this policy is a formal policy that was properly adopted by Council by resolution, but it is included on the list of municipal policies. It is not numbered, signed, or dated as expected with formally adopted municipal policies. Staff did a quick search of minutes from 2009 – 2012 inclusive and did not find reference to its adoption. At the same time, bylaws noting rental rates and conditions for most of the rental spaces being referred to were passed by Council.

Policies can complement or flesh out bylaws, but they cannot contradict bylaws. A bylaw trumps a policy if there is conflict between the terms of a bylaw and policy. Currently, Fee Setting Bylaw #403, 2014 sets out, in schedule C, the Building Rental Rates. It also identifies which groups are not charged a fee for use of the Seniors Room, Playschool and Council Chambers. Some areas of policy contradict the bylaw (ex. the bylaw identifies groups that are not charged, while the policy identifies that they are charged).

If Council wants to have a formal policy that complements the fee setting bylaw to further outline rentals and use of space/rentals, it would be better to direct staff to research and draft a policy to bring back to Council to be adopted. Otherwise, the recommendation is to set aside this policy in its current form and repeal it given the uncertainty of its validity and aspects of contradiction with bylaw.

CONCLUSION:

Council should review and consider the policies. If Council believes there is a policy that needs significant revision, then direction should be given to staff to research the policy (ex. to compare with other municipalities, legislation, and potentially legal) and come back to Council later with a recommendation/draft policy revision.

STRATEGIC

(Guiding Documents Relevancy – Village Policies)

Village policies give direction to staff, Council and residents on how municipal operations/services are handled in the circumstances outlined in the policies. Policies are also part of the village's legal defense if issues happen— if a policy is set and followed, it provides a strong legal defense for the Village.

G-1

FINANCIAL

(Corporate Budget Impact)

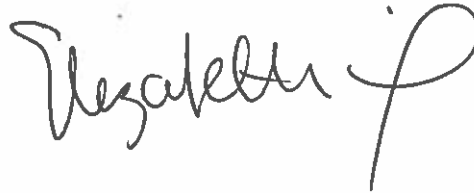
Changes in policies can have direct or indirect financial impacts, depending on the policy.

ADMINISTRATIVE

(Workload Impact and Consequence)

Administrative staff are involved in researching and updating policies, staff also enforce and implement policies.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Elizabeth J". The signature is written in a cursive style with a large, looping initial "E".

Village of Port Clements

Travel and Per Diem Expense Policy for Council and Staff

Policy No. 1, 2018

Prepared by Clerk/Treasurer Heather Nelson-Smith
Amended by Administrator Kim Mushynsky
Amended by Chief Administrator Officer Ruby Decock

Adopted: June 23, 2008 by Mayor and Council
Amendment adopted: June 3, 2013
Amendment adopted: April 16, 2018

Replaces all prior Council and Staff expense policies and bylaws

Last Reviewed: April 16, 2018
Next Review: April 2019

Application – This Policy applies to Council and all Employees, except as agreed otherwise by separate Employment Agreements.

This Policy describes compensation and the reimbursement of travel expenditures incurred by members of Council and employees in the performance of their duties. It includes information on the type of expenditure, claims, advances, daily allowance and guidelines for the reduction of daily allowances.

The Village shall reimburse members of Council and employees for reasonable travel expenditures incurred in the performance of their duties. Such travel expenditures will include those for the attendance of training sessions, seminars, and conferences. **The expenditure shall be included in the financial plan.**

- **Mayor and Council member's** attendance at conferences, courses and other meetings shall be pre-approved by Council. The adoption of Council's Committee annual appointments shall be considered pre-approval for the representative's attendance for those committee meetings.
- **All Employees'** attendance at conference and other related Village business must be pre-approved by the Chief Administrative Officer.
- No expense claims will be provided for spouse or other relatives that accompany the Council member or employee. All expenses for spouses shall be at the expense of the individual.
- No expense claims for costs incurred from extension due to personal issues or circumstances will be considered or reimbursed (for example: if an employee stayed an additional day after a conference to meet with a friend when they could have returned to the municipality and incurred an extra night of hotel cost, then that additional cost will not be reimbursed by the Village). All expenses must be incurred through the performance of Village business, or due extenuating circumstances created by nature (ex. Bad weather) or the service providers (ex. flight cancellation, hotel double booking).
- Travel arrangements must be calculate to minimize costs and the amount of time away.

1-1

Expenditures should be reasonable and follow the guidelines below:

1. ACCOMMODATION

Claim actual expenditures, receipts required.

- Government rates should be requested whenever possible, and will in the medium price range when available.
- If travelling with a spouse, only the single rate for the room will be reimbursed
- Personal and incidental costs such as personal phone calls, movies and bar service will not be reimbursed
- If the use of private accommodation, such as with a friend or close relative, it shall be reimbursed at \$40.00 per day.

2. MEALS AND INCIDENTALS (receipts are not required)

Per Diem: Breakfast \$ 20.00, Lunch \$ 20.00, and Dinner \$ 35.00 (\$75/day)

- A per diem will be paid when Council members and employees are required to be away from the municipality for a full day or half day when attending a convention, meeting, course or other approved municipal business to the set per diem rate. Council may approve reimbursement of actual expenses upon submission of receipts and a satisfactory explanation to why these expenses were incurred and could not be avoided.
- Meals included in conference or convention registration shall be deducted from the per diem allowance subject to exceptional situations where a member has incurred out of pocket expenses to supplement meals provided and/or does not partake in the meal provided, where the actual incurred costs may be reimbursed, up to the applicable meal allowance. (an example is where the applicant attended a required meeting during meal time. They can claim up to the per diem amount for the meal they would have to purchase because they missed the conference meal.)
- Incidentals covers personal phone calls, snacks, mini bar items, cleaning and laundry services, gratuities and other incidentals not otherwise covered in the travel policy.
- For travel to the U.S. the per diem will be in U.S. dollars although reimbursement is made in equivalent Canadian funds.

3. TRANSPORTATION

Vehicles \$0.53 per kilometer for 2018 calendar year, and thereafter adjusted to the provincial travel rate.

- Traffic and parking fines will not be reimbursed

a. AIR FARE

- Equivalent of Regular Class will be reimbursed, receipt is required
- The most economical mode of transportation is to be used, unless there is a specific practical reason to choose otherwise, i.e. flying may be preferable to driving long distance.
- Employees choosing to travel in their personal vehicle, instead of an assigned Village vehicle, shall be reimbursed their actual fuel cost (as opposed to receiving the mileage rate), to a maximum amount of the equivalent economy airfare and mileage to and from the airport.
- Employees choosing to travel in their personal vehicle, instead of air transportation (where it is shown to be less expensive) will be reimbursed as noted above up to the equivalent air fare.

5-1

- Airport transfers and taxi costs will be reimbursed at cost upon submission of a claim form and appropriate receipts.
- b. **PARKING**
At actual cost based on receipts
 - c. **CAR RENTAL**
 - When necessary due to time constraints, being cheaper than other options, or is the only option for travel. It will be paid at actual cost based on receipts provided.
 - The size of the car rented shall be consistent with the number of people using it and the most economical method of rental available for use.
4. **REGISTRATION FEES**
Claim actual expenditures for pre-approved attendance, receipt required
 5. **ADVANCES**
Council members or employees who anticipate incurring expenses payable under this Policy may receive, upon application, an advance allowance of up to 100% of their anticipated expenses. Advances will not be paid more than seven (7) days prior to the travel commencement date. Any unused advance funds must be returned to the Village within seven (7) days of completion of travel.
 6. **REIMBURSEMENTS**
Travel expense claims shall be submitted to the Village using the Travel Claim Form by the end of the following month from when the expenses were incurred. Note that a receipt is defined as a slip from the vendor showing details of items purchased, not the signed credit card slip.
 7. **EXTRA EXPENSES**
Where, for unavoidable reasons actual expenses exceed the allowances specified herein, the CAO may approve reimbursement of actual expenses with a satisfactory written explanation.
 8. **APPROVAL**
The Chief Administrative Officer approves Council and employee expenses.
The Mayor or Acting Mayor approves the Chief Administrative Officers expenses.
 9. **ADJUSTMENTS**
The per diem allowance and vehicle allowance may be adjusted periodically by Council resolution.



 Mayor Urs Thomas



 Ruby Decock, Chief Administrative Officer

6-1



Village of Port Clements Schedule "A", POLICY 1

TRAVEL CLAIM FORM

APPLICATION – This Policy applies to all Councillors and Employees

The Village of Port Clements believes that the proper operation of the Village requires that Councillors, public officials and employees respect the following Policy regarding travel:

Village of Port Clements
TRAVEL CLAIM

NAME: _____

PURPOSE OF EVENT: _____

LOCATION: _____

DATES OF TRAVEL: _____

MEALS: BREAKFAST: \$20 X _____ LUNCH: \$20 X _____ DINNER: \$35 X _____ TOTAL \$ _____

MILEAGE: RETURN TRIP _____ KM @ \$0. _____ TOTAL \$ _____

ACCOMMODATIONS (Hotel as per receipt, Private \$40/night X _____ nights TOTAL \$ _____

OTHER EXPENSES (Car rental, fuel,) _____ TOTAL \$ _____

DETAILS

TOTAL CLAIM AMOUNT SUBMITTED TOTAL \$ _____

(Attach all receipts)

SUBMITTED BY: _____ DATE: _____

ADDITIONAL NOTES/EXPLANATION _____

Approved by _____ Date _____

G-1

Village of Port Clements

Employee Benefits Policy

Policy No. 04, 2009

Prepared by Deputy Clerk/Treasurer Jasmine Erin Ryland

Amended by Kim Mushynsky - CAO

Adopted: September 8, 2009 by Mayor and Council

Amendment: March 18, 2013

Replaces all prior Employee Benefits Policies

Policy statement:

PREAMBLE:

The Village of Port Clements will provide the following benefits to permanent Administration and Public Works Department employees. Minimum hours are defined in each benefit (where there is no specification it shall be extended to all permanent employees).

DEFINITIONS:

"**Immediate family**" shall mean the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee, and any person who lives with an employee as a member of the employee's family as per the Employment Standards Act.

POLICY:

1. Health and Welfare

The Village will pay the percentage indicated of the monthly premium of the following benefit plans. Employee entitlement will be after three (3) months of employment, and will always be subject to the terms and conditions of the Plans and carrier requirements. The Village's liability is limited to arranging the Plans and paying the applicable premiums. The Village is not liable for any failure or refusal of coverage by a third party for any reason.

Employees who work a minimum of 24 hours per week are entitled to the following:

- | | | |
|------|-----------------------|--------------------------|
| i. | Extended Health Plan: | 100% Village |
| ii. | Dental Plan: | 50% employee/50% Village |
| iii. | Short Term Disability | 50% employee/50% Village |
| iv. | MSP | 100% Village |

Employees who work a minimum of 30 hours per week are entitled to the following:

- | | | |
|------|----------------------------------|--------------------------|
| v. | Group Life Insurance: | 50% employee/50% Village |
| vi. | Accidental Death & Dismemberment | 100% Village |
| vii. | Long Term Disability | 100% Village |

2. Superannuation Plan

The Village agrees to participate in the Pension (Municipal) Plan. The employee's entitlement to pension shall be in accordance with the Superannuation Plan, subject to the

G-1

terms and conditions of the Plan. Regular fulltime employees with a minimum of 24 hours per week shall enroll at 6 months and must enroll at 1 year.

3. **Sick Days**

- a. An employee is not entitled to receive benefits under this section for Injury or sickness while working for any other employer, while self-employed or while on layoff.
- b. Employees who work permanently in the Administration or Public Works Department shall be entitled to accrue ½ a day of sick leave for each month worked to a maximum of 6 days per calendar year. Unused sick time at December 31st will carry forward and not exceed 6 days at the beginning of each year.
- c. Unused sick time can not be redeemed for cash or used for other forms of time off.
- d. Eligible employees will be entitled to use the benefit only when they are sick. An employee shall be entitled to take up to 2 days pay without a Doctors note, beyond 2 days a Doctors note may have to be provided to the supervisor. Employees that are covered under weekly indemnity shall only be permitted to use three days consecutively.
- e. The terms and provisions of extended sick leave benefits shall be as regulated under British Columbia Life and Casualty insurance benefits should the employee qualify for these benefits.

4. **Pregnancy/Parental Leave**

- a. Employees shall be entitled to the full Pregnancy/Parental Leave coverage provided under section 50 in the Employment Standards Act.

5. **Leave for Birth of Child**

The partner shall be granted two (2) days off with pay for the birth of his/her child.

6. **Leave for Adoption of Child**

An employee shall be granted three (3) consecutive days off with pay for the adoption of his/her child. An employee shall also be entitled to the Parental Leave provisions of this Policy.

7. **Bereavement & Compassionate Care Leave**

An employee is entitled to up to 3 days of paid leave on the death of a member of the employee's immediate family.

8. **Jury Duty/Witness Leave**

Employees shall be entitled to Jury duty/Witness leave under sections 55 and 56 in the Employment Standards Act.

9. **General Leave of Absence**

Leave of absence, without pay, may be granted by a Department Head to an employee requesting such leave, for good and sufficient cause. Such leave request shall be in writing, and the Department Head's reply shall be in writing and state the conditions of the return to work. Continuation of benefits may be arranged and may include the employee paying the premiums, for leave exceeding one (1) month's duration.

5-1

10. **Annual Vacation**

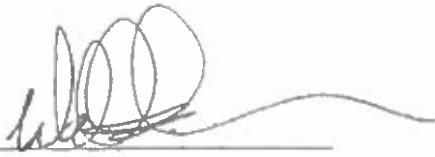
Each employee will be entitled to 4% vacation pay or 2 weeks vacation from 1 to 5 years and Officers and Management will be entitled to 6% vacation pay or 3 weeks vacation from 1 to 5 years. Increases will be of 2% after 5 years and continuing thereafter as per Part 7 under the Employment Standard Act. Employees are allowed to carry-forward a maximum of 5 days' vacation into the New Year. Vacation days are meant to be taken, not paid out, therefore all reasonable efforts will be made by Management and staff to see that no more than 5 days are left at year end. Part-time staff will be paid vacation pay per paycheque.

11. **Overtime**

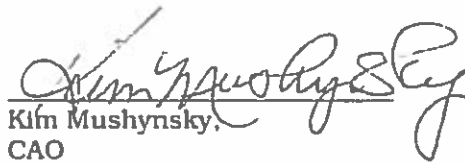
An employee, other than management, is entitled to overtime as per under Part 4 in the Employment Standards Act.

12. **Other**

Length of probation, salary and other items not covered by this Policy shall be set by the Clerk/Treasurer, Public Works Superintendent and/or Council.



Wally Cheer,
Mayor



Kim Mushynsky,
CAO

**Village of Port Clements
Highway and Laneway Policy
Policy No. 16, 2017**

Prepared by Chief Administrative Officer Kim Mushynsky
Submitted by Acting Chief Administrative Officer Ruby Decock

Adopted: November 20, 2017
Last Reviewed:
Next Review:

Policy Goal:

It is the goal of this policy to provide Port Clements with a level of service that fits the area and resources available in regards to the creation of new highways or lanes (back alley access). The Village of Port Clements will not undertake any activities which will result in a loss of highway access to a lot, such as a Bylaw for a highway closure. In the circumstance where a highway closure bylaw is anticipated, affected lots must be provided with an alternate means of access such as a lane. Highways and Lanes can only be considered for areas where our Municipal plan already has space allocated for such a purpose.

Definitions:

Highway – any roadway open to the use of the public but does not include private right-of-ways on private property and for the purpose of this policy does not include secondary access to property which is in this policy is referred to as a lane. Highway maintenance is generally considered to be held to a higher standard than lane maintenance. Highways will have a minimum width of 15 metres.

Lane – a “highway” that provides second access to a property when that property already has another highway access. Maintenance of secondary access lanes are not held to the same standard of maintenance as a highway. Lanes must connect to an existing highway network. Lanes will have a minimum width of 6 metres unless the survey plan less, then the minimum width will be as per the survey plan. A lane does not have to

accommodate bi-directional traffic; it can be designated as one-way if that is more appropriate for the area under consideration.

Policy Objectives:

1. If the majority of property owners in a block request a secondary lane staff will investigate the request and put together a proposal for Council in regards to the cost of providing this service. In preparing the proposal staff will take into consideration the terrain and soil conditions of the area in question, safety, traffic flow and/or congestion and ongoing maintenance costs.
2. If an area of Port Clements is being sub-divided it will be the responsibility of the person undertaking the sub-division to adhere to the current Sub-Division bylaw in respect to the creation of new highways for the sub-division based on a plan approved by the Village of Port Clements Approving Officer.
3. When a resident buys a lot in a block that is currently undeveloped (but not being sub-divided as discussed in #2) they will be responsible to create a highway or lane to access their property, built to Village specifications, and then, once built the Village will take over ownership and maintenance of the highway or lane.
4. If a proposed highway or lane will intersect with a Provincial Highway the Village will have to coordinate and get the necessary approvals from the Ministry of Transportation before proceeding with a report and recommendation to Council.



Mayor Thomas



Acting CAO Decock

Village of Port Clements

Education and Training

Policy No. 18, 2018

Prepared by Chief Administrative Officer Ruby Decock

Adopted: May 7, 2018; motion # 2018-05-141

Last Reviewed:

Next Review: May 2019

1. GENERAL

- (a) The Village recognizes the necessity of, and benefits from, the upgrading of the capabilities, knowledge, qualifications, skills and proficiency of its employees. Thus, the Village subscribes to the principle that courses of staff training and development, which will enhance or upgrade the knowledge and skills of employees in a fashion that will benefit the Village, should be encouraged.

2. EXCEPTIONS

- (a) The intent of this policy is to provide assistance to permanent employees who wish to upgrade their skills, as approved, or who are requested to by the Village. This policy is NOT intended to provide assistance to train existing or new employees to the level expected and or required as a condition of employment. **Unless otherwise directed by a Council Resolution.** It is expected that employees and persons making application for employment in other departments, or in other than their existing positions will possess or obtain the required qualification and training at their own expense.

3. COST REIMBURSEMENT

- (a) Permanent employees of the Village of Port Clements who complete a course or courses which will improve the efficiency and operation of the Village, and which have been approved by Council, will be reimbursed certain costs (as outlined below) of the course upon successful completion of the course and proof of such is provided. The permanent employee, Department Head, and CAO shall discuss the proposed course(s) prior to the permanent employee enrolling in same; and shall determine a recommendation to Council, on reimbursement. Employees training employees to upgrade their skills and abilities in a way that will benefit the Village may apply to have their costs and fees paid for by the Village. Should they be unsuccessful in completion of their course or certificate, the costs shall be reimbursed to the Village through payroll deduction in a term not to exceed six months.
- (b) In all cases, reimbursement shall be contingent upon successful completion of the course(s): should the permanent employee fail to obtain passing grades, not receive certification, or otherwise be unsuccessful in taking the course, the Village will not reimburse any costs.

6-1

Employees training employees to upgrade their skills and abilities in a way that will benefit the Village may apply to have their costs and fees paid for by the Village. Should they be unsuccessful in completion of their course or certificate, the costs shall be reimbursed to the Village through payroll deduction in a term not to exceed six months.

4. EDUCATIONAL ASSISTANCE is available as follows:

- (a) **TUITION FEES:** The permanent employee shall be entitled to reimbursement of tuition fees, when the course is clearly related to the vocation of the permanent employee and approved or requested by the Village. Where courses are of marginal benefit to the Village, and or not requested by the Village, the permanent employee will be expected to pay all tuition fees and expenses. Employees training employees to upgrade their skills and abilities in a way that will benefit the Village may apply to have their costs and fees paid for by the Village. Should they be unsuccessful in completion of their course or certificate, the costs shall be reimbursed to the Village through payroll deduction in a term not to exceed six months.
- (b) **EXPENSES:** All employees requested by the Village to take a particular course will have all expenses reimbursed by the Village. However, should those courses occur during the employee's regular days off or should the employee be required to travel to the course on regular days off, the employee will be required to attend those courses and shall be reimbursed with equal time off at a date agreed to between the employee and their supervisor.
- (c) **WAGES/SALARY:** A permanent employee's earnings will be maintained while attending a course; however, as above, those permanent employees required to attend courses on their regular days off shall be reimbursed with compensating time off at a date agreed to between the employee and their supervisor. Staff members taking written examinations shall be granted the necessary time off with pay to write the exams.

5. REIMBURSEMENT TO THE VILLAGE

- (a) Any permanent employee receiving education assistance from the Village will be expected to remain in the employment of the Village for a period of THREE (3) YEARS from the date on which the assistance was received. Should the permanent employee leave the Village's employ prior to the expiration of the three year period, the permanent employee will be required to reimburse the Village for any assistance received as follows;
- less than 1 year – 100%,
 - less than 2 years – 75%, and
 - after 2 ½ but less than 3 years – 50%.
- (b) No permanent employee who has given or received notice of termination will be reimbursed under this program.
- (c) Section 5. Does not apply to courses required to "maintain" a certification previously obtained by a permanent employee. (specifically water and waste water certifications, or other certifications requiring on going or annual renewal or maintenance) The CAO will

15-1

use their discretion in applying this policy fairly, and in interpreting its intent, (which is clearly to repay the Village for education obtained at their cost if an employee decides to leave)

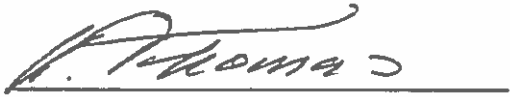
(d) An employee has the right to appeal to Council, a decision made under Section 5.

6. ORDER FOR TYPES OF TRAINING

(a) All efforts should be made to obtain training through online courses or online certification processes. If training cannot be taken online, the next step would be to take a course at a training facility located on Haida Gwaii and if not available on Haida Gwaii at a location which incurs the least expensive cost.

(b) If combining costs for training/conferences off island with personal travel, all reasonable efforts to reduce travel expenses should be made.

Date adopted by Council May 7, 2018 Resolution # 2018-05-139



Mayor Urs Thomas



CAO, Ruby Decock

Multi Purpose Building usage of space policy

Prepared by Clerk/Treasurer Heather Nelson-Smith

for Multiplex file
COPY *Jma*

Objective: To set guidelines for the use of spaces within the Multi Purpose building for all users.

Policy: The Village of Port Clements will administer all rentals for the following spaces: GYM, Seniors Room, Playschool Room, Community Kitchen, Council Chambers and Library as per the following procedure:

Procedure:

AUTHORITY

1. The Village of Port Clements staff will use rental rates as per bylaw for the rental of spaces, hourly and daily and will refer to the lease agreement with the Vancouver Island Regional Library for the management of spaces.
2. The Village of Port Clements, unless prior consent is obtained from Port Clements Elementary, shall not book rentals for the Gym Monday through Friday 9:00 am to 4:00pm and must not book during scheduled tournaments.
3. The Vancouver Island Regional Library shall, as per lease and joint use agreement work with the School District on the usage of Library Space and shall be the authority for use after 3:00 pm daily and all weekends.

GENERAL

Seniors Room, Playschool Room, Community Kitchen and Council Chambers.

4. The Senior's Association shall be able to occupy the Seniors room at no charge, with the understanding that when there is an opportunity for revenue the space will be unavailable.
5. The Port Clements Tiny Tots Playschool shall be able to occupy the Playschool room at no charge, with the understanding that when there is an opportunity for revenue the space will be unavailable. It is also agreed that any clean up associated with their use shall be conducted by the group, with a bi monthly floor cleaning done by VOPC custodian. When the space is rented, the Village will provide a custodian to clean up after event.
6. The Port Clements Elementary Monday through Friday 9:00am to 3:00pm shall, when space is available use any of the rooms at no charge with the understanding that when there is an opportunity for revenue the space will be unavailable.
7. The Board of School Trustees and Committees adopted by bylaw of the Board shall be able to occupy spaces at no charge, with the understanding that when there is an opportunity for revenue the space will be unavailable.

5-1

8. The Village of Port Clements Council and Committees by bylaw of the Council shall be able to occupy spaces at no charge, and shall have first reserve on the Council Chambers. Note that these committees take preference over revenue bookings.

9. Committees at arms length of both the Board of School Trustees and the Village of Port Clements Council will be charged as per the Fee Setting bylaw.
This includes, but not limited to:
Skeena Queen Charlotte Regional District
North West Regional Hospital Board
Island Solid Waste Committee
Misty Isles Economic Development Society
Haida Gwaii Teachers Association
Parents Advisory Council
District Parents Advisory Council
Literacy Haida Gwaii

10. The Village will provide janitorial to all of the above spaces, each party is to follow and adhere to the rules and ensure that the space is left the same way it was found, dishes, chairs and tables are to be returned to their original location. In the case of the Community Kitchen, the only cleaning the Village Custodial staff will provide is floor washing and garbage removal.

11. The shared library will be cleaned by the Village of Port Clements Custodial staff on an as needed basis.

This usage policy shall be adhered to by all parties

5-1

From Fee Setting Bylaw #403, 2014

**SCHEDULE "C"
BUILDING RENTAL RATES**

Building Rates to be charges from time of exclusive use to checkout.

Damage Deposit may be requested at the discretion of the Village Office Staff.
Damage deposit will be returned upon approval of Village Staff and return of building key(s) by renter.

The following municipal building rental rates apply:

SENIORS ROOM, PLAYSCHOOL ROOM OR COUNCIL CHAMBERS
For all functions

\$25.00 per hour up to 6 hours
\$150.00 Full Day 6 hours and beyond
\$100.00 Damage Deposit

It is understood that the Village of Port Clements Council will not impose a charge to the Port Clements Tiny Tots Society, the Port Clements Seniors Association, the Board of School Trustees of School District No.50, MIEDS or VIRL with the understanding between all parties that when there is a potential for revenue that preference will be given to paying groups.

For the following groups using the SENIORS ROOM, PLAYSCHOOL ROOM OR COUNCIL CHAMBERS the following rental rates will be in effect at the Village Staff's Discretion:

- Registered Charities (with proof of registration)
- Youth Groups
- Groups Conducting family orientated functions open to all age groups

\$20.00 Per Hour up to 3 hours
\$75.00 Full day 3 hours and beyond
\$100.00 Damage Deposit

Community Kitchen rates

Flat rate charge \$75.00 per day
Damage Deposit \$100.00

Government of Canada Introduces Legislation to Establish National Day for Truth and Reconciliation

From: [Canadian Heritage](#)

News release

OTTAWA, September 29, 2020

The Government of Canada is committed to reconciliation and ensuring that the tragic history and ongoing legacy of residential schools is never forgotten.

Today, the Honourable Steven Guilbeault, Minister of Canadian Heritage, announced an important step in implementing the Truth and Reconciliation Commission's Call to Action #80 by introducing Bill C-5. This bill seeks to establish a National Day for Truth and Reconciliation for federally regulated workers that will be observed as a statutory holiday on September 30.

Subject to this legislation receiving Royal Assent, the new national day will honour survivors, their families and communities. It will also ensure that public commemoration of the tragic and painful history and legacy of residential schools remains a vital component of the reconciliation process.

This important announcement builds on the Budget 2019 announcement to provide \$7 million over two years for communities across the country to commemorate the history and legacy of residential schools. In 2019-2020, the Government of Canada invested in six large national projects to educate and raise awareness about this dark chapter of Canadian history.

Quotes

"We have taken steps to address the Truth and Reconciliation Commission's Calls to Actions. However, we recognize that there is still much work to do as a country to make progress on our shared path of reconciliation. This includes acknowledging the harm residential schools have done to Indigenous Peoples. By establishing a National Day for Truth and Reconciliation, we will have a day every year to reflect and honour the survivors of residential schools, ensuring they are never forgotten."

—The Honourable Steven Guilbeault, Minister of Canadian Heritage

G-2

"We thank the Commissioners of the Truth and Reconciliation Commission for charting a path forward for all Canadians. Today is another step in our journey to advance reconciliation, right historical wrongs and reflect on how we can build a more inclusive Canada. A National Day for Truth and Reconciliation will ensure that our shared history will not be forgotten. Advancing reconciliation with First Nations, Inuit and Métis requires all Canadians to listen, learn and act."

— The Honourable Carolyn Bennett, Minister of Crown-Indigenous Relations

"The residential school system is a national tragedy borne by colonialism and propelled by systematic racism. Acknowledging this past and educating Canadians about the experiences of Indigenous children in these schools will ensure that this history is never forgotten. It is an important step toward in righting past wrongs. The introduction of Bill C-5 is a step forward in the healing process of the survivors that were harmed under the federally operated residential schools system. Today is a day for commemoration and a day for Canadians to hope for a better future as we acknowledge a shameful past. Let us forever banish the racist ideology that allowed it to exist and happen. Let us honour the children who survived residential schools, and those who did not, by working together toward a renewed partnership built on respect, dialogue and recognition of rights."

— The Honourable Marc Miller, Minister of Indigenous Services

"By recognizing a National Day for Truth and Reconciliation, all Canadians will be able to reflect, learn, grieve and take collective action towards reconciliation. Today, we are taking another important step forward as we walk along this shared path together."

— The Honourable Daniel Vandal, Minister of Northern Affairs

"A National Day for Truth and Reconciliation would provide federally regulated workers with the opportunity to participate in educational and commemorative activities. This will ensure that the history and legacy of residential schools remains a vital component of the reconciliation process."

—The Honourable Filomena Tassi, Minister of Labour

G-2

Quick facts

- Upon receiving Royal Assent, the legislation would establish a National Day for Truth and Reconciliation for federally regulated private sector and federal public sector workers that will be observed as a statutory holiday on September 30. Call to Action #80 of the Truth and Reconciliation Commission calls upon the federal government, in collaboration with Indigenous Peoples, to establish a National Day for Truth and Reconciliation as a statutory holiday. The choice of September 30 builds on the grassroots momentum of Orange Shirt Day, which is already known as a day to remember the legacy of residential schools and move forward with reconciliation.
- The National Centre for Truth and Reconciliation is the permanent home for all statements, documents and other materials gathered by the Truth and Reconciliation Commission of Canada.
- The Government of Canada remains committed to fully implementing the 76 Calls to Action that fall under federal responsibility (out of 94).

Associated links

- [Bill C-5](#)

Contacts

For more information (media only), please contact:

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Canadian Heritage
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Search for related information by keyword: [Aboriginal peoples](#) | [Human rights](#) | [Canadian Heritage](#) | [Canada](#) | [general public](#) | [news releases](#) | [Hon. Steven Guilbeault](#)

Date modified:
2020-09-29

G-2



REPORT TO COUNCIL

Author: Jana Zamyslicka

Date: September 7, 2021

RE: Regular Report on Current Operations

BACKGROUND:

The 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 informational update and identify notable occurrences in current operations for Council.

Administration:

- Investing in Canada Infrastructure Plan grant was approved for the amount of \$1,370,332 from the Federal Government, \$1,141,829 from the Province and VoPC funding \$913,671.
- In the process of submitting our Discharge Factor Amendment form to MoE for an authorization to discharge waste under the Environmental Management Act. This is required as we are changing the scope of our Permit with the new lagoon.
- #6 Bayview land disposition is in the two weeks of required advertisement and completion date is September 24th, 2021. Randy O'Brien was the successful candidate and for the amount of \$25,500.00
- Met with Village RPF and our engineers to discuss Timber Harvesting on the Sewage Lagoon Site.
- Campground has been doing well with over \$1,000 in revenue (most of this amount is for the month August).
- As the current CAO for the VoPC, my letter of resignation was submitted with my last day being September 30, 2021.
- Received news from Community Economic Recovery Infrastructure Program (CERIP) that they have money left over and will look at our Sunset Park Revitalization project again. The amount we requested was \$292,927.00.

Finance:

- Finance has nothing new to report for this period

Public Works:

- Wastewater lagoon upgrade project advancing. As a result of MOE permit amendment application, we can expect further need for an engineered outfall assessment study. This is not part of the original wastewater lagoon upgrade.
- Water: Recent site visit and inspection from Northern Health Environmental Protection Officer (Drinking Water Officer) as well as head engineer of NHA will advance our efforts for well #3 completion. Awaiting inspection report with any general operational recommendations from this site visit.
- Industrial road brushing of encroaching alders has been 50% completed. (This is a 2-3year cycle)
- Trail maintenance ongoing, including adding trail marker signposts.
- Currently planning for a drainage rehabilitation in Millennium Park, as the current drainage has failed, creating a sodden area and could possibly affect the golden spruce within the park if not addressed.

R-1

- Working with DFO/Small Craft Harbours to facilitate some structural/electrical upgrades to our facility.

Respectfully submitted:
Jana Zamyslicka, CAO
September 07, 2021

R-1

Report to Council for September 7, 2021

August 20-NorthWest Regional Hospital District-via Teams. This rather large meeting had about 25 total participants, split between in person, telephone, and Teams. To achieve this in person participants had to physically go up to a central microphone to speak, but needed listen online. While not perfect it was a working solution. The Board received a report on Mills Memorial Hospital (in Terrace) construction. Footings were being poured at that time and things were going well. We approved twelve capital expenditures for other projects that each required its own bylaw with the 3 readings and adoption being separate motions. They were all within the previously approved annual budget. Directors requested a discussion with CN regarding train traffic dangers along the rail corridor and current precautions and safety measures for trains both moving and parked within communities. Directors from small communities expressed concerns that their local small hospitals might be suffering as recruitment and equipment gets prioritized for the new hospital.

August 20-North Coast Regional District-held via Zoom and in person. The sub-sea fibre optic cable to Haida Gwaii is getting closer to reality. City West is hoping to lay the cable this fall. The actual launch date would be somewhat later, but the Regional District was supportive of the land applications for the hubs. The Official Crown Land Plan Application for Areas A and C (Dodge Cove and Oona River) was amended to accommodate requests from the Province and will now go to its 3rd public meeting.

August 24-Misty Isles Economic Development Society-held via Zoom. The nBoard received quarterly updates on finances and budget, and reports from Tourism, eCommerce, Grant Manager, Community Forest, and the Executive Director. Port Clements will also be receiving the Grant Managers report so I need not repeat it here. Chantal Bacchus who is Tourism Coordinator reported on the gohaidagwaii.ca website and the recent business survey conducted. A discussion ensued regarding the survey data. Participants had answered questions expecting confidentiality, but the Village of Queen Charlotte representative questioned whether they should be allowed access because the municipal governments paid for collecting the information. The new ecommerce Coordinator Timmons Wong described how he chose the platform he did so artists, artisans, and others could simply plug in their current website if they have one, and the eCommerce webstore can be attached to Go Haida Gwaii, instantly giving good exposure. There has been no movement on forestry issue at this time. Jennifer Rutt, our Executive Director, reported on the Clean Coast Clean Waters grant of \$2.3 million. I would recommend that people check the mieds.ca website for information on this project.

August 25-Haida Gwaii Protocol Table -held via Zoom. We received a presentation from Kim Goetzinger about the analysis they had the of the data from the Essential Worker Permits they issued. It outlined the skills and jobs we are bringing in to Haida Gwaii and identifies areas we can train residents for. We also had a brief presentation from Gaagwiis on the Framework Agreement **GayGahlda Changing Tide for Reconciliation**. When the Mayors had our briefing from the Province of BC, they said they intend to use the Protocol Table as the venue to consult going forward. At this time we do not know where this is going.

Doug Daugert

2-2

**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>
A1	2018-09-26	Amend the Campground Bylaw fees		Still needs to be reviewed.
A2	2021-07-12	Staff to provide a report for the first meeting in September on how to improve office/staff capacity with the intent to complete projects listed in the strategic plan in a more timely manner	CAO	
	2021-08-31			Postponed
A3	2021-07-12	Staff to present three options to reengage the community for the purpose of sharing information and facilitating greater interest in municipal affairs	CAO	

A-1