



The Village of  
**PORT CLEMENTS**  
“Gateway to the Wilderness”

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

6:00 PM Regular Meeting of Council, Wednesday, February 19<sup>th</sup>, 2025

**AGENDA**

*This meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.*

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
  - D-1—Report & Recent Fire – Mike Van Herd, PCVFD Fire Chief
  - D-2—Update on Funding Availability/New Staff – Maureen Bailey, Director, Gwaii Trust Society
  - D-3—Port Clements Elementary School/SD#50—Alan Lore, Resident
- 3. MINUTES**
  - M-1—January 20<sup>th</sup>, 2025, Regular Council Meeting Minutes
  - M-2—February 10<sup>th</sup>, 2025, Special Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
  - C-1—INFORMATION— January 2025 Board Highlights – North Coast Regional District
  - C-2—INFORMATION— 2024 PCVFD Equipment Upgrade Project - Union of BC Municipalities
  - C-3—INFORMATION— Notice to MIEDS re: grants— Village of Port Clements
  - C-4—INFORMATION/INVITATION— Tsunami Preparedness Week 2025 - Ministry of Emergency Management & Climate Readiness
  - C-5—INFORMATION/INVITATION— Regional Earthquakes/Preparedness – Natural Resources Canada
  - C-6—INFORMATION/REQUEST— Industrial Inquiry Commission/Federal Election - Canadian Union of Postal Workers
  - C-7— REQUEST/INFORMATION—Masset Airport Letter of Support – Village of Masset
- 6. FINANCE**
  - F-1—Uncollectable Accounts
  - F-2—4<sup>th</sup> Quarter Financial Report
- 7. GOVERNMENT**
  - G-1— Gwaii Trust Grant Application
  - G-2—Request for Expression of Interest
  - G-3—Local Government Climate Action Program
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
  - R-1—INFO—Regular Report on Current Operations – CAO Dobson
- 10. ACTION ITEMS**
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. IN-CAMERA**
- 13. RISE AND REPORT**
- 14. ADJOURNMENT**



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Email: cao@portclements.ca

**Delegation to Council Application Form**

**Applicant Group/Individual Name:** Mike Vanherd - Fire Chief  
**Mailing Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Subject of Delegation:** Report + recent fire in Port Clements  
\_\_\_\_\_  
\_\_\_\_\_

**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): See above
- \_\_\_\_\_  
\_\_\_\_\_

**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:** February 19/2025  
**Attending delegate (if different from above):** \_\_\_\_\_

D-1

**Delegation Requirements:**

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

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

**Delegation Rules at Council Meetings:**

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

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

Name: \_\_\_\_\_  
 Date: N/A  
 Signature: \_\_\_\_\_

**For Office Use Only:**

Date Application Received: \_\_\_\_\_ Documents Submitted with Application: \_\_\_\_\_  
 Application Received by: [Signature] Signature: \_\_\_\_\_

Approved

Declined

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

Council Meeting Appearance date of Delegation: Feb. 19, 2025

[Signature]  
 Signature of Chief Administrative Officer

Feb 14/2025  
 Signature Date

D-1



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**Delegation to Council Application Form**

**Applicant Group/Individual Name:** Margaret Bailey - Gwaii Trust Society  
**Mailing Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Email:** mcaembailey@gmail.com

**Subject of Delegation:** Update on Funding Availability  
Introduction of New Staff (2)

**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): See above

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

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**Council Meeting date requested:** February 18/2025  
**Attending delegate (if different from above):** \_\_\_\_\_

D-2

**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.

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

Name: \_\_\_\_\_  
 Date: 2/11/25  
 Signature: \_\_\_\_\_

**For Office Use Only:**

Date Application Received: Feb 11/2025 Documents Submitted with Application: \_\_\_\_\_  
 Application Received by: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Council Meeting Appearance date of Delegation: Feb. 19, 2025

[Signature]  
Signature of Chief Administrative Officer

Feb 11/2025  
Signature Date

D-2



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**Delegation to Council Application Form**

**Applicant Group/Individual Name:** Alan Lore  
**Mailing Address:** P.O. box 156, Port Clements, V0T 1R0  
**Telephone:** 2506267247 **Email:** budgiesbackpackers@gmail.com

**Subject of Delegation:** Port Clements Elementary's loss of service, school boards lack of action or attention.

**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): \_\_\_\_\_

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

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**Council Meeting date requested:** February 2025  
**Attending delegate (if different from above):** \_\_\_\_\_

D-3

**Delegation Requirements:**

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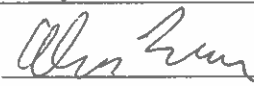
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I understand and agree that I have been advised on the rules and requirements of a delegation to Council and I agree to these terms.

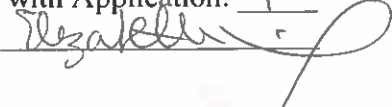
Name: Alan Lore

Date: February 11th, 2025

Signature: 

**For Office Use Only:**

Date Application Received: 2025-02-12 Documents Submitted with Application: 1

Application Received by: Elizabeth Cumming Signature: 

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

Council Meeting Appearance date of Delegation: Feb 19, 2025

  
Signature of Chief Administrative Officer

  
Signature Date

D-3

Honorable Mayor, Council Members, People of Port Clements

I write to draw attention to the dire situations evolving around Port Clements Elementary. Recently, (Feb 4<sup>th</sup>) the school board of SD 50 held a public meeting in Port Clements. On the agenda were possible cuts to our local school that could cut costs for the district in order to balance next years budget.

Many past alumni from the school, long time, and life time residents of Port Clements attended the meeting, spanning graduates over generations from the 70s to the 2010's. Echoed repeatedly in the meeting by the public was that we needed to bring back contract bus services that drew numbers to our school that were ended for past budget balancing.

I was in Port Clements Elementary when it's enrolment numbers had dipped and we lost our 4<sup>th</sup> classroom, going from classes of k-1 2-3 4-5 6-7, in 1996 to classes of k-1, 2-4, 5-7, in 1997. By 1999 the school had reeled back its large outdoors program, no longer would a week long camping trip to Cumshewa Head or Grey Bay be in the cards for the kids and parents come late spring. Younger grades overnight and weekend trips to misty meadows were also left in the past.

By the 2000's school numbers continued to drop, more services need to be cut, school deemed in need of a replacement would join the Village of Port Clements in the Multipurpose building, the new building at first intrigued community members recognizing the old school and gym were in need of replacement.

By 2007 a new building was ready to open, while the old school remained to be torn down, Port Clements Elementary now housed grades k-3 and 4-7 in two rooms. While the people of the community and the kids loved the idea of a new and bigger gym, building costs and budget cuts would keep this to only a fleeting dream of early multipurpose plans. Over the following 10 years PCES would go through a host of different principals and administrators, few lasting over a year. A brand new school would be built in Skidegate for elementary age children in 1999, while the k-12 school in queen Charlotte (at the time) would build the high school that we have today in the year 2000. The school district office building was built in the following years and Port Clements Elementary remained lacking.

By 2018 with 3 kids attending Port Clements Elementary from till the bus service was cut citing budget reasons, these youth started the bus ride to the near capacity elementary school in Skidegate (Sk̓ aadgaa Naay). The following years rotated more administrators in and out, some making their second and third years (not consecutively) running as principal. Some years the Administrator also worked as a teacher halftime, other years they worked at Sandspit school halftime, one thing seemed common, no principal was allowing Port Clements Elementary to thrive like it was, from lack of services, infrastructure, or by chance.

In 2010 when the Kamloops School District (73) was looking at downsizing or closing the small school in the Sunpeaks resort community, their village wrote to the Ministry of Education; Their plea was that the Kamloops School District was not meeting their needs as a community, they requested that they become a rural school district of their own, managing their own budgets independently as a one school district. The School rebuilt itself as an outdoor school, with both an academic focus, but also a focus on the ski-hill the school was built upon. Utilizing the beautiful place the school was located and the lifestyle that had brought the families of those students to Sun Peaks in the first place.

D-3



The idea of cutting another room from the school, another teacher, or any services should raise alarms by now, the school needs more and new, not less or none. For this reason, I implore you to reach out to the Ministry of Education, to the School District, and to Old Masset Village Council, with a want to increase the opportunities given at Port Clements Elementary, and a restraint and unwillingness to accept less.

A number of different funding options exist in Canada for schools, and SD50 may be comfortable, and it may be what we know, but I suggest we need to be ready to move on from them, anyway we can if their cuts continue.

Chief Mathews School in Old Masset is a Federally Funded school, their funding also based on enrolment is different than the funding for enrolment in the provincial system. I do not know the intricate details of differences but a quick google search suggests that British Columbia is among the lowest in per student funding for enrolment. Because Chief Mathews is already operational and thriving I would suggest inquiring about partnering with them. Our school's 25% Haida enrolment looks stable and when you include the special needs students and the students from immigrant families, both in the 20-25 percent range of enrolment also, students from low income families make an additional traditionally marginalized group in education that could all benefit from federal funding (if the school district will not fund us.)

If the Minister of Education would grant us the ability to be a one school district we could model something to the effect that Sun Peaks has created, with the ability to work with the funding at a local level, as well as to be more proactive in changes to the education at a local level. Our districts reluctance to allow volunteers and parents to teach language in the local school is another example of how out of touch this group is with our kids.

The Parent Advisory Council has suggested a specialty school could generate interest from other communities, as well as lowering in-building school costs, staffing issues, and update education to more seemingly modern standards, and while I agree, and would love to see my kids embrace Haida Gwaii in an outdoor school setting, I have to reiterate that the youth of our town, have had nothing but services cut to them for 30-40 years, it's time to be proactive with our school and our town. If we are forced to react to the district downsizing or shutting down our school, I and many others fear, those rooms and services will be gone for good.

Our community needs a school, it draws families to live in our community, helps our children stay safe and close to home, and provides educational opportunities close to home. The ability to pick our sick or distressed kids up quickly and easily, as well as another handful of employment opportunities in our community.

Thank you for your time and consideration  
Alan Lore  
Father of three  
Haw'aa

D-2



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**Minutes of the Regular Meeting of Council, Monday, January 20, 2024**

**Present:**

Mayor Scott Cabianga  
Councillor Brigid Cumming  
Councillor Wayne Nicol  
Councillor Dennis Reindl

**Not Present:**

Councillor Kazamir Falconbridge

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: Sgt. Lance (Delegate), Sandy Mackay (via conferencing, delegate).

**Meeting Called to order at 6:01 PM**

*Mayor Cabianga: I call to order this Regular Council Meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.*

**1. ADOPT AGENDA**

2025-01-001—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council adopts the January 20<sup>th</sup>, 2025, Regular Council Meeting Agenda,  
**CARRIED**

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

D-1 – 2024 Year End Statistics & Introduction - Sgt. Lance, RCMP – Masset Detachment.  
D-2—Affordable Housing -- Sandy Mackay, M'akola Development Services

**3. MINUTES**

M-1—December 18, 2024, Regular Council Meeting Minutes  
2025-01-002—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council adopts the December 18, 2024, Regular Council Meeting Minutes.  
**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION— December 2024 Board Highlights – North Coast Regional District  
C-2—INFORMATION/INVITATION— Concerns over Municipal Procurement Practices - Independent  
Contractors and Business Association

2025-01-003—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council receives items C-1 and C-2.  
**CARRIED**

C-3—INFORMATION/INVITATION—NCLGA Mental health and Addictions Symposium – North Central  
Local Government Association.

2025-01-004—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council forwards this invitation to the Haida Gwaii Mental Health Association.  
**CARRIED**

M-1

C-4—INFORMATION/INVITATION/REQUEST— Haida Gwaii Community Health Table – Physicians of the HGH/XGNN and NGH Medical Staff Association.

2025-01-005—Moved by Councillor Reindl, seconded by Mayor Cabianca

THAT Council sends Councillor Cumming as the representative for the Village to attend this meeting.

**CARRIED**

C-5— INFORMATION/INVITATION—Local Government Virtual Engagement Session - BC Ferries

2025-01-006—Moved by Councillor Reindl, seconded by Councillor Cumming

THAT Council sends Councillor Cumming to attend the virtual session.

**CARRIED**

## **6. FINANCE**

## **7. GOVERNMENT**

G-1—Grant Applications – Community Places, Recreation Infrastructure, Major Contributions

2025-01-007—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council receives the report.

**CARRIED**

2025-01-008—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council supports the application to the Community Places Grant program with Northern Development Initiative Trust for the Rainbow Wharf Pathway project and commits funding from its own sources for the balance.

**CARRIED**

G-2—Shared HRVA for Haida Gwaii

2025-01-009—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council support, in principle, committing IERF funding towards a regional project with Haida Gwaii local governments as outlined in this report, subject to the participation and commitment of the proposed project partners; AND THAT staff report back to Council once a refined scope and budget has been developed.

**CARRIED**

## **8. NEW BUSINESS**

## **9. REPORTS & DISCUSSIONS**

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

*Mayor Cabianca: NCRD December meeting was before last meeting and next is after this meeting. Attended the Firehall dedication event. Spoke with Courtney Kirk, staff contact for Haida Title for Province, will be on Island in 2 weeks. Not much has materialized since the provincial election.*

*Councillor Cumming: Nothing to report.*

*Councillor Nicol: Nothing to report.*

*Councillor Reindl: Nothing much to report. Have a couple of meetings upcoming, attended the dedication for the Firehall on January 3<sup>rd</sup>.*

*CAO Dobson: Municipal staff have withdrawn advertisement for public works assistant. Not sure exactly when Mark will be going. Have hired someone as a general worker. Local Government Climate Action program, need to spend money we received in 2022/2023 by March 31<sup>st</sup> (c. \$82,000). In Strategic Plan*

Council identified certain projects, and Heat Pumps for St. Marks and Clinic, and backup generator are/likely eligible under the funding.

Councillor Reindl left the meeting at 8:32 PM.

Councillor Reindl returned to the meeting at 8:34 PM.

Councillor Cumming left the meeting at 8:39 PM

Councillor Cumming returned to the meeting at 8:40 PM.

2025-01-010—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council receives the written and verbal reports from Council and Staff  
**CARRIED**

**10. ACTION ITEMS**

**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;
- (d) the security of the property of the municipality;
- (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*.

2025-01-011—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council moves to extend the meeting to 10:00 PM.  
**CARRIED**

2025-01-012—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council moves in-camera as per section 90(1)(a)(d) and (j) of the *Community Charter* at 8:43 PM.  
**CARRIED**

**13. RISE AND REPORT**

RR-In Camera Meeting December 18<sup>th</sup>, 2024:

- o Council has appointed Councillor Cumming as the alternate Council representative to the Vancouver Island Regional Library Board for 2025, replacing Councillor Nicol.

**14. ADJOURNMENT**

2025-01-013—Moved by Councillor Cumming,  
THAT Council adjourns this meeting at 9:27 PM.  
**CARRIED**

---

Mayor Scott Cabianca

---

CAO Marjorie Dobson

M-1



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**2:30 PM Special Meeting of Council, Monday, February 10<sup>th</sup>, 2025**

**Present:**

Mayor Scott Cabianca  
Councillor Dennis Reindl  
Councillor Brigid Cumming

**Not Present:**

Councillor Kazamir Falconbridge  
Councillor Wayne Nicol

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: None

**Meeting Called to order at 2:30 PM**

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

**1. ADOPT AGENDA**

2025-02-014—Moved by Councillor Reindl, seconded by Councillor Cumming  
THAT Council adopts the February 10<sup>th</sup>, 2025, Special Council Meeting Agenda.  
**CARRIED**

**2. GOVERNMENT**

G-1—Invitation to Attend Chiixuujin/Chaaw Kaawaa Big Tide (Low Water) Haida Title Lands Agreement Celebration – Council of the Haida Nation  
2025-02-015—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council receives the invitation.  
**CARRIED**

2025-02-016—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the Village of Port Clements sends a delegate as requested to attend the event as per the invitation AND IF Mayor Cabianca is unable to attend on behalf of the Village, and if another the Deputy Mayor or another Councillor is unable to attend, then Deputy Chief Administrative Officer attend on behalf of the Village.  
**CARRIED**

**3. ADJOURNMENT**

2025-02-017—Moved by Councillor Reindl  
THAT Council adjourn this meeting at 2:45 PM.  
**CARRIED**

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Mayor Scott Cabianca

---

CAO Marjorie Dobson

11-2



## Board Highlights

January 2025

### Delegations:

The Ministry of Transportation and Transit delegation consisting of Lauren Bell, Nathan Voogd, and Michaela Yeo provided an update on 2024/25 Winter Maintenance Program. The Chair of the Board thanked the delegation.

The Northern Health delegation consisting of Lana Pestaluky provided an update on the Healthy Communities Program. The Chair of the Board thanked Ms. Pestaluky.

### Board Business:

1. The Board resolved to send a letter to the Ministry of Transportation and Transit highlighting urban versus northern rural differences in housing development and local government autonomy in decision-making for subdivision approvals
2. The Board resolved to direct staff to prepare draft resolutions to be submitted for consideration by the Association of Vancouver Island and Coastal Communities in advance of the AVICC 2025 AGM & Convention.
3. The Board resolved to send a letter to the Premier of B.C. supporting the International Longshore and Warehouse Union on its recent position on the B.C. Port Cap Tax.
4. The Board scheduled a Parcel Tax Roll Review panel meeting for February 21, 2025 at 1:45 p.m. to review the Sandspit Water Parcel Tax Roll. The parcel tax roll will be available at the NCRD administration office and on the NCRD website starting on Wednesday February 5, 2025.
5. The Board adopted [the Sandspit Parks and Trails Advisory Committee Establishing Bylaw No. 697, 2025](#) and [Sandspit Emergency Planning Advisory Committee Establishing Bylaw No. 698, 2025](#). Advertising for Committee members will commence in February 2025.
6. The Board resolved to sign a joint letter with communities along BC Ferries' northern routes regarding collective advocacy for the Northern Ferry Routes and continuation of the Ferry Advisory Committees.
7. On January 24, 2025, the Board held its Round 1 Budget meeting to consider the NCRD's 2025-2029 Five-Year Financial Plan. The Round 2 Budget meeting is scheduled for February 21, 2025 at 10:00 A.M. To learn more about the NCRD's financial planning visit the [2025-2029 NCRD Financial Plan Consultation](#) webpage.

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

C-1

January 20, 2025

Mayor Cabianca and Council  
Village of Port Clements  
36 Cedar Avenue West  
Port Clements, BC V0T 1R0

Reference: LGPS-10232

**RE: 2023 CEPF: Volunteer and Composite Fire Departments Equipment & Training – 2024 PCVFD Equipment Upgrade**

Dear Mayor Cabianca and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$29,443.00. Based on this, a payment in the amount of \$14,721.50 will follow shortly by electronic funds transfer. This amount represents full payment of the grant and is based on 100% of the total reported expenditure, less the initial payment of \$14,721.50 in February of 2024.

I would like to congratulate the Village of Port Clements for undertaking this project and responding to the opportunity to develop fire-fighting capacity and to increase the resiliency of BC communities.

If you have any questions, please contact the Community Emergency Preparedness Fund at 250-387-4470 or [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

Sincerely,



Rebecca Bishop, Program Officer

cc: Marjorie Dobson, CAO  
Elizabeth Cumming, Deputy CAO

*The Community Emergency Preparedness Fund is funded by the Province of BC*

6-2



# *Village of Masset*

wings .waves . wilderness    www.massetbc.com  
**PO Box 68 (1686 Main Street) Masset, BC V0T 1M0**  
**Phone (250) 626-3995    Fax (250) 626-3968**

January 14, 2025

MIEDS  
PO Box 652  
Queen Charlotte BC  
V0T 1S0

To: Misty Isles Economic Development Society Board and Executive Director

The Village of Masset is giving notice to the Society that it will no longer be providing support with 2 Northern Development grants, "Grant Writing Support" and "Economic Development Capacity Building." Starting in 2025, the Village will apply for and use these grants internally.

As a founding member, the Village will continue to sit on the board and work towards the common goals of the Society as it has in the past.

Sincerely,

Joshua Humphries  
Chief Administrative Officer

U-3



## Elizabeth Cumming

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**From:** EMCR NWE Admin EMCR:EX <EMBC.NWEAdmin@gov.bc.ca>  
**Sent:** January 30, 2025 3:13 PM  
**Subject:** Tsunami Preparedness Week 2025 - Host a High Ground Hike!

Good afternoon Northwest Emergency Management Partners,

Tsunami Preparedness Week takes place April 13 – 19, 2025. We invite you to mark the week by hosting a [High Ground Hike](#) in your community!

High Ground Hike community events offer an opportunity to educate coastal residents about tsunami risk and preparedness—including tsunami alerting—and get participants to practice their tsunami response by hiking/walking to a tsunami-safe location in the community. We encourage you to host an event that best benefits your community. This could be an in-person event, virtual contest, or week-long challenge. We'd love to discuss ideas with you!

The [PreparedBC](#) team is here to help you organize your High Ground Hike. We can offer:

- 1 on 1 support to answer your questions about the planning process
- Customized High Ground Hike logo with your community name and event date
- Prizes to encourage participation in your community
- Social media text and graphics
- Cross promotion to help spread the word
- To ship you printed copies of the following host resources:
  - [High Ground Hike promotional poster](#) (11 x 17 or 18 x 24)
  - [Earthquake and tsunami safety action poster](#) (11 x17 or 18 x 24)
  - [Fill-in-the-blanks Home Emergency Plans](#)
  - [Earthquake and Tsunami Preparedness Guides](#)

Interested in learning more? Join the community information session on Wednesday, February 26 at 11:00am to learn from organizers in Metchosin, Port McNeill and Tofino. It's a great opportunity to ask questions and get ideas from other communities that have hosted High Ground Hike events.

If you haven't already, please contact Rachel Schoeler (Public Education Officer/High Ground Hike Coordinator) at [rachel.schoeler@gov.bc.ca](mailto:rachel.schoeler@gov.bc.ca) if you're interested in joining the community information session or hosting a High Ground Hike. We are aiming to have at least 24 communities participate this year. Join us!

Thank you!

Seny by;

**Rae-Ann Polowski** | Regional Office Administrator  
[Ministry of Emergency Management & Climate Readiness](#)

C-4

## Elizabeth Cumming

---

**From:** Bird, Alison (she, her | elle, elle) <alison.bird@NRCan-RNCan.gc.ca>  
**Sent:** January 30, 2025 3:23 PM  
**To:** Elizabeth Cumming  
**Cc:** Nykolaishen, Lisa  
**Subject:** Visit to Haida Gwaii

UNCLASSIFIED - NON CLASSIFIÉ

Hello,

I hope you have been having a pleasant start to 2025.

I am writing because Lisa Nykolaishen (c.c.ed) and I will be on Haida Gwaii February 24-28 and would appreciate the opportunity to meet with you during this time to discuss the new [Earthquake Early Warning](#) system. I last visited the archipelago in 2014, but Lisa is often there to maintain our earthquake monitoring stations, so you may know her already.

Additionally, we could provide a longer presentation to your community members, including information on earthquakes in the region and earthquake preparedness.

Please let us know if you would like to meet, have a presentation, and or discuss anything regarding earthquakes during our stay.

Warm regards,  
Alison (and Lisa)

**Alison L. Bird** (she/elle)

Seismologist; Liaison & Outreach Officer /  
Sismologue; Agente de liaison & de sensibilisation  
Earthquake Early Warning / Alerte sismique précoce  
Natural Resources Canada / Ressources naturelles Canada  
@alisonlbird  
<http://earthquakescanada.ca>  
<https://profils-profiles.science.gc.ca/en/profile/alison-l-bird>  
o: +1.250.363.6432  
m : +1.250.514.6675

*Grateful to be living, learning, & working on the traditional territories of the WSÁNEĆ peoples*

*Je suis reconnaissante de vivre, d'apprendre, et de travailler sur le territoires traditionnels des peuples WSÁNEĆ*

**Positive Space Ambassador | Ambassadeur de l'espace positif**

**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.

**BY EMAIL AND MAIL**

January 16, 2025

Scott Cabianca, Mayor  
Village of Port Clements  
Box 198 36 Cedar Ave W.  
Port Clements, BC V0T 1R0

Dear Scott Cabianca:

**RE: Industrial Inquiry Commission Reviewing Canada Post**

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

**Upcoming Federal Election**

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.

C-6

In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca) or contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org).

Sincerely,



Jan Simpson  
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





## Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

### The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

**Please let us know if you will be making a submission. Please contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org), so we can provide you with more details on how to send it to the Commission as soon as we have more information.**

**As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.**

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
  - add financial services
  - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
  - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

C-6

## Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

## Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

## Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

## Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

## Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here: <https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

## Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

C-16

## Canada Post and the Industrial Inquiry Commission

**Whereas** the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

**Whereas** the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

**Whereas** Canada Post is, first and foremost, a public service.

**Whereas** the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

**Whereas** the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

**Whereas** while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

**Whereas** it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

**Therefore, be it resolved** that (name of municipality) provide input to the *Commission* in the form of a written submission.

**Therefore, be it resolved** that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

**PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE**

C-6



## MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:  
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

## Elizabeth Cumming

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**Subject:** FW: Masset Airport Letter of Support  
**Attachments:** Briefing Report Masset Airport Runway Reb 2025.doc; ACAP letter of support (AH edit 2024-01-09).docx

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**From:** Joshua Humphries <[cao@masset.ca](mailto:cao@masset.ca)>  
**Sent:** January 30, 2025 9:13 AM  
**To:** CAO <[cao@portclements.ca](mailto:cao@portclements.ca)>  
**Subject:** Masset Airport Letter of Support

Good morning

I hope your day is going well. The Village is seeking support from your Community leadership for a project that will affect the long-term operations at our Airport. Should approval happen, please also send it to Anita Anand, the Minister of Transportation, at [Anita.Anand@parl.gc.ca](mailto:Anita.Anand@parl.gc.ca). If you need more information, please call me.

Thanks,

Joshua Humphries  
Chief Administrative Officer  
Village of Masset | Box 68, Masset BC, V0T 1M0  
T: 250.626.3995 | F: 250.626.3968 | email: [cao@masset.ca](mailto:cao@masset.ca)

**Wings. Waves. Wilderness – [www.massetbc.com](http://www.massetbc.com)**

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# VILLAGE OF MASSET

## Briefing Report

<b>To:</b>	Port Clements
<b>From:</b>	Josh Humphries, CAO
<b>Date:</b>	January 15, 2025
<b>Subject:</b>	Runway Rehabilitation Project

**Purpose:** This briefing note is intended to inform the Board about the submitted application for the runway rehabilitation project at Masset Airport and to propose sending a letter of support to bolster the application's chances for approval.

**Background:** Masset Airport connects our communities to broader transportation networks. The need for runway rehabilitation has been identified due to age and deterioration of the runway surface, which poses safety concerns and limits operational capacity.

An application for funding to support this crucial project has already been submitted to the Transport Canada Airport Capital Assistance Program (ACAP). A letter of support from the Board will strengthen the application by demonstrating community backing and the project's importance to regional development.

### **Benefits of the Project:**

#### **1. Safety Enhancement:**

- A rehabilitated runway will significantly improve safety for all users, including commercial and emergency services.

#### **2. Economic Growth:**

- Upgraded infrastructure is expected to attract more air traffic, stimulating local economic development and tourism.

#### **3. Community Connectivity:**

- The project will ensure better access to essential services and facilitate quicker response times for emergency services.

#### **4. Sustainability:**

- The rehabilitation will incorporate environmentally friendly practices, aligning with community values for sustainable development.

C-7

**Action Required:**

Approve the drafting and sending of a letter of support highlighting the runway rehabilitation project's importance and expressing the Board's commitment to the initiative.

**Conclusion**

The successful rehabilitation of the runway at Masset Airport is essential for the safety and growth of our communities. A letter of support from the Board will significantly enhance the submitted application and demonstrate our collective commitment to this vital infrastructure project.

[Your Name]  
[Your Address]  
[Email Address]  
[Phone Number]

[Date]

Transport Canada  
330 Sparks Street  
Place de Ville, Tower C  
Ottawa, Ontario K1A 0N5  
[tc.acap-paia.tc@tc.gc.ca](mailto:tc.acap-paia.tc@tc.gc.ca)

Subject: Village of Masset's Runway Rehabilitation Project

Dear Executive Director (Operations and Authorities Stewardship),

I am writing on behalf of the residents of [Your Community Name], a community located on Haida Gwaii. We recently learned that the Village of Masset has applied to the Airport Capital Assistance Program (ACAP) for a runway rehabilitation project at the Masset Municipal Airport, and we would like to express our full support.

The Masset Municipal Airport is an essential transport link for Haida Gwaii. It connects communities, facilitates economic growth and allows for timely medical care. However, the runway's deteriorating condition poses significant challenges and safety concerns for commercial and private aircraft operations. The Runway Rehabilitation Project aims to address these issues by upgrading and modernizing the existing runway infrastructure.

We firmly believe that investing in this project will enhance the safety and efficiency of air travel and stimulate economic development on Haida Gwaii. A well-maintained airport in Masset attracts more business and encourages tourism, resulting in more job opportunities for our residents.

As a neighbouring community, we understand the importance of supporting one another in achieving common goals. We recognize the immense value the Village of Masset's Runway Rehabilitation Project will bring to their community and to Haida Gwaii.

We kindly request that Transport Canada (ACAP) consider the importance of the Village of Masset's Runway Rehabilitation Project and provide the necessary support to make this vital infrastructure improvement a reality. The positive impact of this project will extend beyond the Village of Masset and directly benefit our community and the rest of Haida Gwaii.

Thank you for considering our letter of support. We appreciate your attention to this matter and look forward to discussing further how we can collaborate to ensure the success of the Village of Masset's Runway Rehabilitation Project. Please do not hesitate to contact us with any questions or requests for additional information.

Sincerely,

17



## REPORT TO COUNCIL

Author: Ronda Bell

Date: February 11, 2025

RE: Uncollectable Accounts

---

**BACKGROUND:** Supporting information regarding accounts receivable uncollectable accounts.

**DISCUSSION:** There are two outstanding accounts receivable accounts.

One is for the last CAO, Jana Zamyslicka, who gave her notice before the end of her probationary period which triggered a partial payback of her moving expenses dated November 2021. The original amount to be paid back is \$2055.52, she paid \$400.00, and the accumulated penalties are \$611.14. The current amount owing is \$ 2266.66. She has changed her phone and has moved from her last known address.

The other one is for Gaspar Forest & Marine, Matt Gaspar, who had his vessel at the Small Craft Harbour and has outstanding moorage for 16 months between November of 2018 and March 2021. The original amount owing was \$1363.33, and the accumulated penalties are \$825.25, for a current amount owing of \$2188.58. The registered letter we sent to him was returned. We have tried to arrange meetings, but he has not responded.

To bring these claims before a small claims court is risky because of the expiration of the basic limitation period of the second anniversary of the day on which the claim is discovered.

**CONCLUSION:** I would like to recommend that Council write-off these two debts due to the length of time they have been outstanding.

**IMPLICATIONS:**

**STRATEGIC** N/A

**FINANCIAL** Reduction in income for small craft harbour, a reduction in miscellaneous income and a reduction in penalty income for this year.

**ADMINISTRATIVE** Some time will be needed to enter these transactions.

Respectfully submitted:

Ronda Bell  
Sr. Finance Manager

F-1



## REPORT TO COUNCIL

Author: Ronda Bell  
Date: January 30 2025  
RE: 4<sup>th</sup> Quarter Financial Report

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

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

**CONCLUSION:** Informational purposes only.

**IMPLICATIONS:**

**STRATEGIC** N/A

**FINANCIAL** No concerns as of Q4

**ADMINISTRATIVE** N/A

Respectfully submitted:

Ronda Bell  
Sr. Finance Manager

F-2

	2023	2024	Jan - Dec 2024	
Revenue Gen Operating	Previous Year Actual	Annual Budget	Current Period	% to Date
Description				
Total Taxes	135,982.00	136,000.00	135,780.00	99.84%
Total Payment in Lieu of Taxes	8,804.00	8,513.00	8,468.00	99.47%
Total Sales of Service	33,789.00	31,860.00	36,289.00	113.90%
Total Revenue from Own Sources	305,013.00	166,146.00	272,529.00	164.03%
Total Multipurpose Building Rental	13,681.00	14,500.00	14,791.00	102.01%
Total Unconditional Transfers	361,000.00	361,000.00	371,500.00	102.91%
Total Conditional Grants	1,061,836.00	3,434,445.00	597,413.00	17.39%
Total Reserves	-	2,665,245.00	-	
Total Collections for Other Agencies	292,601.00	298,425.00	317,128.00	106.27%
<b>Total Gen Revenues</b>	<b>2,212,706.00</b>	<b>7,116,134.00</b>	<b>1,753,898.00</b>	<b>24.65%</b>
<b>Expenses Gen Operating</b>				
Total Legislative Expenses	44,270.00	55,500.00	41,792.00	75.30%
Total General Administration	379,576.00	430,000.00	375,969.00	87.43%
Total Fire Department	39,532.00	52,100.00	43,272.00	83.06%
Total Emergency Services	354.00	2,500.00	1,423.00	56.92%
Total Common Services	46,596.00	75,148.00	72,946.00	97.07%
Total Wharf	1,626.00	10,480.00	3,662.00	34.94%
Total Small Craft Harbour	10,712.00	23,700.00	12,189.00	51.43%
Total Roads	44,056.00	87,850.00	45,876.00	52.22%
Total Environmental Health	-	-	-	
Total Environmental Development	1,686.00	3,000.00	5,759.00	191.97%
Total Parks and Recreation	58,663.00	85,200.00	82,951.00	97.36%
Total MPBC Operating Expenses	73,832.00	81,300.00	61,566.00	75.73%
Total Debt Services	1,784.00	2,000.00	2,140.00	107.00%
Total Contributions to Reserves	-	2,336,444.00	-	
Total Grants & Misc	390,937.00	3,449,445.00	212,856.00	6.17%
Total Amortized Asset	120,166.00	122,921.00	118,657.00	96.53%
Total Taxes Levied-Other Gov't	292,616.00	304,404.00	309,283.00	101.60%
<b>Total Gen Expenses</b>	<b>1,506,406.00</b>	<b>7,121,992.00</b>	<b>1,390,341.00</b>	<b>19.52%</b>

F-2



	2023	2024	Jan - Dec 2024	
<b>Revenue Water Operating</b>	<b>Previous Year Actual</b>	<b>Annual Budget</b>	<b>Current Period</b>	<b>Current Period %</b>
Total Fees & Taxation Revenue	- 120,184.00	- 164,966.00	- 121,214.00	73.48%
Total Grants	-	-	-	
<b>Total Water Revenues</b>	<b>- 120,184.00</b>	<b>- 164,966.00</b>	<b>- 121,214.00</b>	<b>73.48%</b>
Total Expenses	98,527.00	147,923.00	128,070.00	86.58%
Amortized asset expense	17,043.00	17,043.00	17,043.14	
<b>Total Water Expenses</b>	<b>115,570.00</b>	<b>164,966.00</b>	<b>145,113.14</b>	<b>0.87</b>
<b>Revenue Sewer Operating</b>				
Total Fees & Taxation	- 70,796.00	- 67,417.00	- 71,844.00	106.57%
Total Grants & Transfers	-	- 52,434.00	-	
<b>Total Sewer Revenues</b>	<b>- 70,796.00</b>	<b>- 119,851.00</b>	<b>- 71,844.00</b>	<b>59.94%</b>
Total Operating Expenses	54,267.00	111,423.00	88,868.00	79.76%
Total Contributions to Reserves	-	-	-	
Amortized asset expense	8,428.00	8,428.00	8,428.00	100.00%
<b>Total Sewer Expenses</b>	<b>62,695.00</b>	<b>119,851.00</b>	<b>97,296.00</b>	<b>81.18%</b>
<b>Total General, Water &amp; Sewer Revenue</b>	<b>- 2,403,686.00</b>	<b>- 7,400,951.00</b>	<b>- 1,946,956.00</b>	<b>26.31%</b>
<b>Total General, Water &amp; Sewer Expense</b>	<b>1,684,671.00</b>	<b>7,406,809.00</b>	<b>1,632,750.14</b>	<b>22.04%</b>
	<b>- 719,015.00</b>	<b>5,858.00</b>	<b>- 314,205.86</b>	



# REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO

Date: February 19<sup>th</sup>, 2025

RE: Gwaii Trust Grant Application

## BACKGROUND:

Staff are working with the grant writer to prepare an application to the Gwaii Trust Society's Major Contribution Grant Program for the Playground Equipment Project.

## DISCUSSION:

Grant Provider	Program	Program Provides		Project Cost	Own Source Contribution (per grant)	Own Source (if both grants applied and successful)	Application Deadline
		% of project cost covered	Maximum Funding				
Gwaii Trust	Major Contributions	50	\$ 200,000.00	\$ 223,886.75	\$ 111,943.38	\$ 81,943.38	March 1
Northern Development	Community Places	70	\$ 30,000.00	\$ 223,886.75	\$ 193,886.75		April 30

The Playground Equipment Project (see attached budget breakdown) will cost a total of \$223,886.75.

This project is to replace the aging playground equipment in the community park, some of which are 25+ years old. The older equipment has reached a point where it cannot be maintained without replacement resulting in pieces of equipment being unusable or removed, is generally weathered and bleached to an unsightly degree, as well as being built to different accessibility, safety and other standards that have changed in the decades since. Replacing the equipment resolves these issues and has been requested by the Village's Recreation Commission and community members. Likely the new equipment will last for a similar period, potentially resulting in a good return for the community's investment if the project proceeds.

This project is eligible for funding under the Major Contributions program, which only has one application intake per year which is quickly approaching. Staff have been searching for other potential funding opportunities that this project may be eligible under, but playgrounds are often ineligible projects. It is eligible under the Community Places Grant program offered by Northern Development, however, it only offers funding up to \$30,000, which is a relatively small portion of this project, and an application submitted for this project would be in direct competition with the Village's earlier application to this fund for the Wharf Pathway Project, where this fund covers a majority of that project's costs.

Staff have continued to search with the assistance of MIEDS' new grant writer, but so far the Major Contributions Grant program is the only known viable funding opportunity for this project that covers a significant portion of its costs (there may be a verbal addition from staff by the time of this meeting, so this information may be subject to change).

## CONCLUSION:

If Council is in support of applying to the Major Contributions Program for this project, a resolution of support is needed.

## STRATEGIC (Documents Relevancy – OCP)

Enhancing recreational opportunities and facilities, such as the playground, within the municipality is identified as a priority.

## FINANCIAL (Corporate Budget Impact)

Potentially the Village is looking at a commitment of \$111,943.86 from own source funding if it's grant application to the Major Contributions program is successful. The Village would also be responsible for any project overruns.

## ADMINISTRATIVE (Workload Impact and Consequence)

Administrative time has been spent developing the project, finding funding opportunities, and developing the grant application.

## Recommended Resolutions:

THAT Council supports the application to the Major Contributions Grant program with Gwaii Trust for the Playground Equipment Project and commits funding from its own sources for it.

Respectfully submitted: Elizabeth Cumming, Deputy CAO

9-1

1-3

<b>PORT CLEMENTS PAYGROUND EQUIPMENT</b>			
<b>Income</b>	<b>Amount</b>	<b>Type</b>	<b>Notes</b>
Funding Agency	\$200,000.00	Grant- Gwaii Trust Society	Funds 50% to a maximum of \$200,000
Funding Agency			
Funding Agency			
<b>Expenses</b>	<b>Amount</b>	<b>Supplier Quotes</b>	<b>Notes</b>
<b>PLAYGROUND EQUIPMENT</b>			
Ninja North, IMP Unit	\$34,007.00	Swing Time Playground & Parks	
Moosecapade, IMP Unit	\$56,692.00	Swing Time Playground & Parks	
Freenotes Flower Ensemble	\$6,127.00	Swing Time Playground & Parks	
Freenotes Lilypad Cymbals	\$4,709.00	Swing Time Playground & Parks	
Shipping	\$12,396.00	Swing Time Playground & Parks	
<b>Subtotal</b>	<b>\$113,931.00</b>		
<b>DEMOLITION</b>		<b>Village In Kind Service</b>	
<b>Subtotal</b>			
<b>MATERIALS &amp; EQUIPMENT FOR INSTALLATION</b>			
Pea Gravel	\$5,737.50	Skidegate Inland Construction	\$172/cubic metre
Pea Gravel shipping	\$1,080.00	Skidegate Inland Construction	\$360/9 cm or one truck load
Concrete	\$359.76	Haida Gwaii Coop Masset	Redi-mix
Excavator rental	\$3,360.00	Eli Beachy Logging	4 days @\$120/hr ( 7 hr day)
<b>Subtotal</b>	<b>\$10,537.26</b>		
<b>INSTALLATION</b>	<b>\$57,258.00</b>	Swing Time Playground & Parks	
<b>Subtotal</b>	<b>\$57,258.00</b>		
<b>Taxes</b>			
GST 5%	\$9,086.31		
PST 7%	\$12,720.84		
<b>Subtotal</b>	<b>\$21,807.15</b>		
<b>Contingency of 10%</b>	<b>\$20,353.34</b>		
<b>Subtotal</b>	<b>\$20,353.34</b>		
<b>Total Expenses</b>	<b>\$223,886.75</b>		

NINJA NORTH, IMP UNIT



**MOOSECAPADE, IMP UNIT**



6-1

**FREENOTES FLOWER ENSEMBLE & LILYPAD CYMBALS**



Gr-1



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0

## REPORT TO COUNCIL

Author: Marjorie Dobson CAO

Date: February 19, 2025

RE: Request for Expression of Interest

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### BACKGROUND

The Village has the Sewer Lagoon project in progress and other critical infrastructure projects in the pipeline including replacing the Asbestos waterline, connecting Well #4 to the water system, among others. Although municipal staff play a supporting role in capital projects, these projects require a higher level of oversight, guidance, and representation of the Village interest that staff cannot efficiently accomplish while fulfilling their regular operational responsibilities. As a result, the Council decided to go through a procurement process with the intention of to hire a contractor to provide Project Management Services.

### DISCUSSIONS

A Request For Expression Of Interest (RFEOI) was issued with the intent of determining a shortlist of qualified respondents from which the Council may choose a prospective candidate. The Village received one (1) response from CruxPoint Solutions Corp. So by default, the Selection Committee comprising CAO, Marjorie Dobson; Superintendent of Public Works, Robert Kidd; Councillors Cumming and Reindl did not have to create a short list of candidates for Council.

This RFEOI does not commit the Village in any way to select a proponent from those responding to this RFEOI, or to proceed to negotiations for a Contract, or to award any Contract, and the Village reserves the complete right to at any time and at its sole discretion reject all Expressions of Interest, or to terminate this RFEOI process.

If the Village terminates this RFEOI, it may, at any time, invite further expressions of interest for the provision of the works or enter discussions or negotiations with any party for the provision of such services.

Should Council decides to move forward with CruxPoint Solutions Corp, the Village has to ensure that guidelines as per the Community Charter are strictly adhered to moreso, since mayor Cabianca is listed as the key personnel and president of CruxPoint Solutions Corp.

One may question if the Village can enter into a contract for services with an elected official. The Community Charter addresses municipalities entering into contracts with council members in different sections:

- Under section 107(1) - When a municipality enters into a contract with a current or former council member in which the current or former council member has a direct or indirect pecuniary interest, it must be reported as soon as reasonably possible at a council meeting that is open to the public. Additionally, under section 107(2), the council member must advise the corporate officer of any contracts that must be reported.
- Section 168 of the *Community Charter* requires councils to prepare an annual report for each council member that lists remuneration, expenses, and contracts. The report is required to include, for each council member by name, the total remuneration they were paid for their duties in office, the total expense payments paid to the council member as reimbursement for expenses incurred by the council member, the total amount of any benefits provided to the council member or their dependents, and any contracts that were reported under section 107. The reporting of contracts that were reported under section 107 must include a general description of the nature of the contract
- Section 153 would also be applicable in this situation. The section prohibits any person from interfering with municipal staff or officers in performing their powers, duties, or functions. "A person" includes council members, such as the Mayor. That means, the Mayor could be in breach of this section if they interfere with municipal staff or officers in making the decision to hire for this role. This could be a particular concern because the Mayor is likely in a position of power over the municipal staff and officers who are deciding who to hire for the role. To avoid breaching this section, the Mayor should ensure that he removes himself from any discussion about the contract with municipal staff or officers.

Conflict of Interest is another area of concern that would arise from the Village enter into a contract for services with an elected official. If the Village decides to enter a contract with an elected official directly or indirectly, the elected official will need to follow the requirements under the *Community Charter* conflict-of-interest provisions.

- Any time a matter related to the contract for services arises, the elected official would need to make a declaration that he/she has a conflict of interest. The declaration must include, in general terms, the reason why the official believes he has a conflict-of-interest. After making the declaration, the official would need to leave the council chamber. To avoid improperly participating in any council or committee meetings, the elected official would not be permitted to remain in or attend any part of a meeting where a matter related to the contract is under consideration, participate in any discussion at such a meeting, vote on any matter at such a meeting, or attempt to influence the vote in any way before, during, or after the meeting. If the elected official does not follow these requirements, he could be disqualified from office.

**ADMINISTRATION: (Workload Impact and Consequence)** Administrative time has been spent researching and reviewing legal documents, corresponding with legal representative to obtain clarifications on contents and structure of RFEOI

5-2



**STRATEGIC**            **Documents Relevancy – Community Charter:** Adhere to the provisions of the Community Charter guidelines

**FINANCIAL**            The Village Operations budget will be impacted by the cost for legal service.

**Respectfully submitted**  
Marjorie Dobson, CAO



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0

## REPORT TO COUNCIL

Author: Marjorie Dobson CAO  
Date: February 19, 2025  
RE: Local Government Climate Action Programme

### BACKGROUND

As signatory to the Climate Action Charter, the Village of Port Clements has committed to implementing measures to reduce Green House Gas (GHG) emission in its operations and create a more energy efficient community. As signatory, the Village becomes eligible to pre-determined funding under the Local Government Climate Action Programme (LGCAP) to assist the community to reach legislated climate targets and prepare for impacts of a changing climate.

### DISCUSSIONS

The Village has been receiving annual funding since 2022, and to date has received \$200,373.00 to facilitate projects aimed at reducing greenhouse gas emission. Note however, that in 2024, a lump sum payment of \$120,373, was received representing payments for 2024, and an advance for 2025, and 2026 respectively. The village had planned to purchase a new energy efficient vehicle for the Public Works department in 2024, but the plan did not materialize. Directives received in January 2025 require that all funding for 2022 and 2023 be fully spent by March 31, 2025.

Installing heat pumps in the Village older buildings is among the projects identified in the 2021- 2025 Strategic Plan. The staff is proposing that part of the LCGAP funds be utilized to install heat pumps in St. Mark's church and the Community Hall. In addition, replace the old standby diesel generator in the Water Treatment Plant with a propane engine driven auto generator. These projects will satisfy the requirements of the LCGAP while achieving an objective of the Strategic Plan.

**See Budget Estimate below**

**RECOMMENDATION:** That Council supports, and approves the projects

**ADMINISTRATION: (Workload Impact and Consequence)** Administrative time has been spent obtaining quotes for supplies and service, and more time will be required to see the projects to fruition.

**STRATEGIC Documents Relevancy – Strategic Plan)**  
Confirming that full expenditure for 2022 and 2023 funds will be required as part of the next survey which is an eligible requirement for future funding.

**FINANCIAL** Cost associated with the project will be totally financed by the grants received and will therefore not impact the Village municipal operations budget.

**Estimates  
EQUIPMENT FOR CHURCH, COMMUNITY HALL & WATER TREATMENT  
PLANT**

<b>St. Marks Church</b>	<b>Estimate</b>	<b>Vendor</b>
Heatpump	\$9,913.90	Frosty Northwest Mechanical Ltd.
Electrical Installation	\$2,000.00	BV Electric
<b>Community Hall</b>		
Heatpump	\$19,596.80	Frosty Northwest Mechanical Ltd.
Electrical Installation	\$2,500.00	BV Electric
<b>Water Treatment Plant</b>		
Propane Engine Generator	\$52,800.00	Frontier Power Products
Shipping Charges	\$3,500.00	
Electrical Work	\$4,500.00	BV Electric
<b>Subtotal</b>	<b>\$94,810.70</b>	
<b>Contingency 10 %</b>	<b>\$9,481.07</b>	
<b>Total Expense</b>	<b>\$104,291.77</b>	

**Respectfully submitted**  
Marjorie Dobson, CAO

6-3



# REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: February 19, 2025

RE: Regular Report on Current Operations

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## BACKGROUND:

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

## DISCUSSION:

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

### Administration:

We are now in the busiest period of the financial year. The workload for staff has been increasing as the province financial year comes to a close which also requires local governments to fulfill legislative requirements to remain compliant; preparing reports for funding agencies, preparation for external audit scheduled for March, and general routine activities.

### Emergency Support Services

The recent fire on January 27, 2025, highlighted the need for Emergency Support Services (ESS) in Port Clements. The ESS programme provides short-term basic support in a compassionate manner to people impacted by disasters. The programme is financed by the provincial government and administered by local government and Indigenous communities. In the absence of this programme in Port Clements, the Village stepped in to access assistance for the fire victims.

In an effort to get the ESS programme up and running again, the Village staff submitted an application for funding (\$25,000) intended for training, and the purchase of supplies and equipment.

### Critical Infrastructure

#### (i) Sewage Lagoon

No new updates at this time.

#### (ii) Water System Upgrade

No changes since last report.

#### (iii) Water Treatment Plant Assessment:

Public Works is working on addressing some immediate issues that have been identified.

#### (iv) Other Infrastructures:

No further changes since last report.

R-1

**Finance**

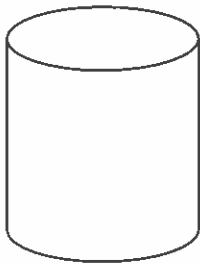
- Preliminary preparations for 2025 budget in progress
- Stats Canada Business Payrolls Survey
- Regular accounts payable, monthly financial reports, Bank Reconciliation

**Public Works**

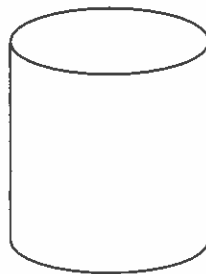
**Operations**

Current review of house fire at #2 Tingley, water usage it was very concerning in that it brought our reservoir levels down to the 3 m mark in tanks and we had a hard time building our levels back up to normal. It took 3 days to get into the 6.2 m levels where we could maintain our regular routines of back wash and flush needs. It also demonstrates that if we had another fire our ability to support the fire department would be hampered. (est. water usage this fire 200,000 liters plus)

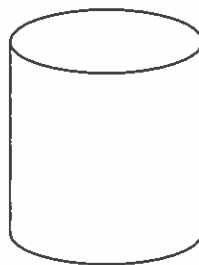
**TANK #179**



**TANK#180**



**TANK # 178**



Tanks are full at 7.5 meters which is a total of 135,000 liters per tank  
 So three Tanks @ 135,000 liters = 405,000 liters total volume  
 1m in height would be = 18,000 liters @ 3 tanks = 54,000 liters  
 .5 m in height would be = 9000 liters @3 tanks = 27,000 liters

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Fire Started 1:00 am ? first responders set up on hose 1:30, two hydrants 7 hoses and monitor on at times Bayview Market, Rob call aprox 2:30, second call for curbstop for #2 tingley, sent Robert to Tingley Rob at WTP monitoring at 3:30 reservoir where about 4.2 meters, pumps running Robert called needed help went to #2 Tingley to assist sent Robert back to plant monitor levels said below 3.5 told him call in Mark,, I went to first responders told them we are getting light on water they were in mopping up so cut back on some hoses, arrived WTP about 4:30 Mark in working on keeping pumps running we set a lot of scenario #s to keep running but most failed, found mirror affect may be happening in feed reservoir #180 tank, disconnect fill line the pumps kept running.

So if reservoir was at about 7.0 m volume used would be averaged out as follows  
 1:30 to 5:00 total loss in reservoir was 3.5 m of tank volume=

$$\text{liters would be } 3 \times 18000 \text{ liters} = 54,000$$

$$\text{Liters would be } .5 = 9000 \text{ liters} = \underline{9,000}$$

63,000 liters per tank.

So, 63,000 liters per tank x 3 tanks = 189,000 liters est. as pumps were running to fill tanks

- Worked on quotes for propane generator for water treatment plant to replace diesel unit, the diesel unit we are looking at utilizing for power for electric fire water pump on small dock and using existing fire lines already installed on the dock
- Have been working on broken water lines around town resulting from the cold weather conditions. The majority has been repaired, and our usage has stabilized, and trend is falling back to near normal values.

### **Capital**

- BI Pure Water is scheduled to be in town during the 3 rd. week in February to set up new analyzers, chlorinators and all tie ins. Also look at inline chlorinator douser for Bayview Drive to help eliminate the flush system we currently use which dumps about 45000 liters of water to get chlorine levels up at end of the line

Respectfully submitted:  
Marjorie Dobson, CAO