



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
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Web: www.portclements.ca

6:00 PM Regular Meeting of Council, Monday, November 17, 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**
- 3. MINUTES**
M-1—October 20, 2025, Regular Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1—INFORMATION—Ending Violence and Advancing Equality
C-2—INFORMATION- Board Highlights, North Coast Regional District
- 6. FINANCE**
- 7. GOVERNMENT**
G-1—Village of Port Clements – Official Community Plan – 2nd reading
Recommended Motion: THAT Council does 2nd reading of "The Village of Port Clements Official Community Plan"
G-2—Bylaw # 495, 2025 - Land Reserve Fund
Recommended Motion: THAT Council adopts Bylaw # 495, 2025 - Land Reserve Fund for the purposes of acquiring land, improvements, and any other assets of capital nature

G-3—Village of Port Clements Council Procedure Bylaw recommended amendment
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
R-1—INFO—Regular Report on Current Operations – CAO Dobson
R-2 Fire Hydrants Inspection
- 10. ACTION ITEMS**
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. CLOSED TO THE PUBLIC**

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:
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interest of the municipality.
- 13. RISE AND REPORT**
- 14. ADJOURNMENT**



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Minutes of the Regular Meeting of Council, Monday, October 20, 2025

Present:

Mayor Scott Cabianga
Councillor Brigid Cumming – via conferencing
Councillor Kazamir Falconbridge
Councillor Wayne Nicol
Councillor Dennis Reindl

CAO Marjorie Dobson

Members of the Public: none

Meeting Called to order at 6:02 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

2025-10-212—Moved by Councillor Falconbridge, seconded by Councillor Reindl
THAT Council adopts October 20, 2025, Regular Council Meeting Agenda with the following late items added:

- Gwaii Trust Grants: G-3 (introduced by Mayor Cabianga)
 - (i) Winter Holiday Grant
 - (ii) Elder Social Grant
- Barriers on Bayview Drive: NB-1 (introduced by Mayor Cabianga)
- Campground Pads and Brushing: NB-2 (introduced by Councillor Reindl)
- Project Manager’s Contract: G-4 (introduced by Councillor Reindl)

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

2025-10-213—Moved by Mayor Cabianga, seconded by Councillor Falconbridge
THAT Council allows the Fire Department to use an area in between Falcon Street and the Community Park for practice on burning cars/vehicles, and vehicle extraction as part of their training and exercise. Mayor Cabianga will assist the fire chief in the selection of the designated area.

CARRIED

3. MINUTES

M-1—September 15, 2025, Regular Council Meeting Minutes

2025-10-214—Moved by Councillor Falconbridge, seconded by Mayor Cabianga
THAT Council adopts September 15, 2025, Regular Council Meeting Minutes

CARRIED

M-2—September 16, 2025, Special Council Meeting Minutes

2025-10-215—Moved by Councillor Falconbridge, seconded by Mayor Cabianga
THAT Council adopts September 16, 2025, Special Council Meeting Minutes.

CARRIED

M-1

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1—Procedure Bylaw Feedback from Committee

2025-10-216—Moved by Councillor Falconbridge, seconded by Mayor Cabianca

THAT Council directs staff to cross reference the Committee recommendations for the Procedures Bylaw with BC Legislation, and return to Council at the next regular Council meeting

CARRIED

5. ORIGINAL CORRESPONDENCE

C-1—INFORMATION—September Board Highlights – North Coast Regional District

C-2—INFORMATION/REQUEST— Hometown Takeover—Sarah Hunt

C-3—INFORMATION/INVITATION-Public Board Meetings-Board of Education of School District 50 Haida Gwaii

C-4—INFORMATION/INVITATION—Economic Development Services on Haida Gwaii—North Coast Regional District

C-5—INVITATION—Bill 15 Engagement Opportunity—Union of BC Municipalities

C-6 – Small Scale Multi-Unit Housing (SSMUH)-Minister of Housing and Municipal Affairs

2025-10-217—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives items C-1, C3, C5, C-6 for information.

CARRIED

2025-10-218 - Moved by Mayor Cabianca, seconded by Councillor Reindl

THAT Council receives items C-2 for information

CARRIED

2025-10-219—Moved by mayor Cabianca, seconded by Councillor Reindl

THAT Council directs staff to invite NCRD to a Council meeting as a delegate to discuss how Port Clements could participate in the proposed Economic Development Strategy on Haida Gwaii.

CARRIED

6. FINANCE

F-1—3rd Quarter Financial Report – Sr. Finance Manager Bell

2025-10-220—Moved by Councillor Reindl, seconded by Mayor Cabianca

THAT Council receives the 3rd Quarter Financial Report by Sr. Finance Manager Bell

CARRIED

7. GOVERNMENT

G-1—Bylaw # 495, 2025 - Land Reserve Fund

2025-10-221—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council establishes a Land Reserve Bylaw for the purposes of acquiring land, improvements, and any other assets of a capital nature

CARRIED

G-1—Bylaw # 495, 2025 - Land Reserve Fund

2025-10-222—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council gives 1st, 2nd and 3rd reading to bylaw #495, 2025 to establish a land reserve fund.

CARRIED

M-1

G-2 – Vision Zero Grant application- Port Clements Elementary School Parents Advisory Committee
2025-10-223—Moved by Councillor Cumming, seconded by Mayor Cabianca
That Council approves the grant application for \$20,000 for the Port Clements Elementary School Parents Advisory Committee with the suggested changes regarding the number of students and thermoplastic
CARRIED

G-3 – Gwaii Trust Grant
2025-10-224—Moved by Councillor Cumming, seconded by Mayor Cabianca
That Council directs staff to apply for the Gwaii Trust Grants
CARRIED

G-4 – Project manager’s contract:
Projects to be undertaken by Project Manager

Mayor Scott Cabianca left the meeting room at 7: 44 PM, and deputy mayor Falconbridge continued the proceedings of the meeting.

2025-10-225— Moved by Councillor Reindl, seconded by Councillor Nicol
THAT the Chief Administrative Officer (CAO) at his/her discretion may add any of the projects listed in the Village Strategic Plan, and from the List presented to the Council at this said meeting to the list of projects to be undertaken by the project manager. All other terms and conditions of the Original Contract remain unchanged
CARRIED

Mayor Scott Cabianca returned to the meeting room at 8: 09 PM

NEW BUSINESS

NB-1 Barriers on Bayview Drive- Location is Highway right of way and does not belong to the Village.
All barriers to be removed from the site
NB-2 Campground: Pads and Brushing- Already identified on the list of projects to be addressed

8. REPORTS & DISCUSSIONS

2025-10-226— Moved by Councillor Falconbridge, seconded by Councillor Reindl
That Council receives written report from CAO.
CARRIED

R- 2 - Marine Outfall Quotes
2025-10-227 Moved by Councillor Cumming, seconded by Councillor Reindl
That Council awards the contract to Pacificus to conduct the Marine Outfall inspection
CARRIED

R-3- Custodial Contract
2025-10-228- Moved by Councillor Cumming, seconded by mayor Cabianca
That Council accepts the proposed bidding price of \$2,400 per month, and moves forward with the Contractor Alejandras Cleaning Services
CARRIED

R-4 – Campground Policy
2025-10-229- Moved by Councillor Cumming, seconded by mayor Cabianca
That Council directs staff to formulate a list of items that would be relevant for a Campground Policy to be included on the agenda for the December meeting
CARRIED

M-1

Council Verbal Reports

Councillor Cumming: Museum was awarded a grant that should cover operational expenses up to March of 2025.
Community Futures awarded loans to various small businesses around the islands

Councillor Falconbridge: Attended protocol meeting in early October
Provided paperwork to the Village office for appointing Fire Investigators and Fire Inspectors

Councillor Reindl: Attended the Northwest Regional Advisory Committee meeting – awarded grants and the organization is currently reviewing their policy for grant applications.

Councillor Nicol: Involved in dog biting incident at the Village Campground
Important to have a good policy for Campground

Mayor Cabianca: Attended the UMCM convention September 22-26/2025
Attended formal and informal sessions. Getting better at these sessions
Formal sessions included:

- One-on-one meeting with assistant deputy minister in Ministry of Housing (MOH) and Municipal Affairs, Tara Faganello-spoke about Haida Land Title, potential for funds to purchase land in Port Clements- meeting was fruitful
- Minister Christine Boyle, MOH and Municipal Affairs- Discussed RBA funding, Haida Title and its impact
- Minister of Finance- Discussed RBA funding, Vacancy Tax to Haida Gwaii
- Minister of Transportation- Focus on- Wheel Chair Accessibility
Lack of a functional elevator on the Northern Adventure ferry
- Chief Forester of the Ministry of Forest Mike Hykaway: Discussion on Keeping Forest roads active for recreation and tourism

2025-09-230—Moved by Councillor Falconbridge, seconded by Mayor Cabianca

THAT Council receives the verbal reports from Councillors

CARRIED

9. ACTION ITEMS

10. QUESTIONS FROM THE PUBLIC & PRESS

11. IN-CAMERA

12. ADJOURNMENT

2025-10-231—Moved by Councillor Falconbridge
THAT Council adjourns this meeting at 8.46 PM.

CARRIED

Mayor Scott Cabianca

CAO Marjorie Dobson

M-1

Elizabeth Cumming

From: Ending Violence & Advancing Equality <campaigncoordinator@bwss.org>
Sent: October 21, 2025 4:16 PM
To: Ending Violence & Advancing Equality
Subject: Follow-Up: Municipal Engagement on Gender-Based Violence
Attachments: Follow-Up for Mayor & Council Members.pdf

Good afternoon, Mayor and Council members,

Battered Women's Support Services (BWSS) is following up on our earlier correspondence regarding the #DesignedWithSurvivors campaign, a province-wide initiative that reframes gender-based violence as a public safety issue and calls on municipalities to take coordinated local action.

Attached is a letter outlining next steps and opportunities to meet or host a council delegation with BWSS. As November 25 approaches, marking the International Day for the Elimination of Violence Against Women and the start of the 16 Days of Activism, now is a meaningful time to join this important provincial conversation.

We look forward to the opportunity to connect with you and explore how we can support your community in advancing safety and gender equity.

With gratitude,
Shelby



Shelby Johnson (she/her) (elle/la)
Systems & Government Relations | bwss.org
Email: campaigncoordinator@bwss.org

Crisis Line: (604) 687-1867
Toll free: 1-855 687-1868
P.O. Box 21503,
1424 Commercial Drive
Vancouver, BC V5L 5G2

BWSS:



My Sister's Closet:



October 21, 2025

Dear Mayor and Council Members,

I am writing to follow up on our earlier correspondence regarding the #DesignedWithSurvivors campaign, a province-wide initiative that reframes gender-based violence (GBV) as a public safety crisis. This campaign remains rooted in the essential question:

What would public safety look like if it were designed with survivors in mind?

We have called on municipalities across British Columbia to take coordinated, local action to address GBV as a matter of public safety and gender equity. Since our initial outreach, BWSS has met with **19 municipalities**. Through council delegations and one-on-one discussions with mayors and staff, we have been able to explore practical steps that municipalities can take to strengthen prevention, response, and coordination on GBV. These conversations have been encouraging and demonstrate the growing recognition that safety starts at the local level.

Today, we are following up to ensure that your community has the opportunity to participate in this critical initiative, starting with a meeting or council delegation from BWSS. Our goal is to support your municipality in:

- **Identifying opportunities for municipal leadership**, including establishing task forces, implementing risk assessment protocols, and advancing public awareness initiatives.
- **Developing a gender-based violence prevention and response strategy** that aligns with community safety and equity goals.
- **Collaborating with community organizations and other levels of government** to ensure an integrated, survivor-centred approach.

As November 25 approaches, marking the **International Day for the Elimination of Violence Against Women** and the start of the **16 Days of Activism Against Gender-Based Violence**, now is a meaningful time to join this provincial conversation and demonstrate your local government's commitment to ending gender-based violence.

We would be pleased to schedule a meeting or delegation at your convenience to discuss how BWSS can support you in this vital work.

Thank you for your continued leadership and commitment to community safety.

Warm regards,
Angela Marie MacDougall



Executive Director
Battered Women's Support Services
(BWSS)

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PO BOX 21503 • 1424 COMMERCIAL DR. • VANCOUVER, BC V5L 5G2

C-1



Board Highlights

October 2025

Delegations:

Kathleen Palm presented to the Board a graphic detailing the available means of transportation into and out of Prince Rupert with each mode of transportation's departure times and contact for booking travel. The Board then resolved to have Staff investigate current advocacy work to improve coordination of public transportation on Highway 16.

Board Business:

1. The Board resolved to send a letter of support regarding the growing concern from Regional Districts on the lack of inclusion of mattresses and foundations being included in recycling regulation.
2. The Board resolved to send a letter of support to the Emergency Coordination Center regarding the Prince Rupert Ground Search and Rescue's capability to respond to Swiftwater and ice rescue under the Emergency Coordination Center.
3. The Board Approved two 2025 Business Façade Improvement Applications: Naikoon Pet Services in the amount of \$3,100, and Seas the Day Family Café and Country Store in the amount of \$2,750.
4. The Board Committed to offering the Business Façade Improvement Program in 2026.
5. The Board allocated Community Works Funding to support the closure of Phase 5 and the costs associated with closure activity at the Islands Solid Waste landfill in the amount of \$56,510,000
6. The Board resolved to send follow-up letters to the provincial cabinet Ministers that met with the North Coast Regional District at the 2025 UBCM Convention to continue the conversation on key regional priorities and concerns.
7. The Board adopted Bylaw 706, 2025 Electoral Area D Cemetery Service Establishment.

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

C-2

VILLAGE OF PORT CLEMENTS OFFICIAL COMMUNITY PLAN

In preparation for 2nd reading

Updated per McElhanney Report on OCP Recommendations from the 2024 Housing Needs Report

Updated per Young Anderson email of Nov 6, 2025, per their legal review



G-1

TO OFFICIAL COMMUNITY PLAN BYLAW
NO. 490

1
es

A. VISION

*As the centre of Graham Island
we seek economic growth and prosperity
for our citizens, as well as
an inclusive and sustainable lifestyle.*



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C. ACKNOWLEDGEMENTS

1. LAND

We acknowledge that we live and work on Haida Gwaii, the traditional territory of the Haida Nation. The area known as Port Clements is translated as “Gamadiis Llnagaay” in the Skidegate dialect, and as “Wáan Kún” in the Old Masset dialect.

2. ADVISORY COMMITTEE

An advisory committee directly participated in community engagement and provided feedback, insight, and thoughtful reflection on updating the plan. Members comprised the following:

- Marilyn Bliss
- Breeann Collinson
- Brigid Cumming, Village Councillor
- Kazamir Falconbridge, Village Councillor
- Wayne Haan
- Gloria O’Brien
- Mansanita Snow
- Dave Unsworth

3. STAFF AND CONSULTANT

Staff engaged on the update included:

- Marjorie Dobson, CAO
- Sean O’Donoghue, Superintendent of Public Works
- Elizabeth Cumming, Deputy CAO
- Ronda Bell, Sr. Finance Manager

James van Hemert of *van Hemert and Associates* served as the consultant for the update.

4. COUNCIL

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

D. PURPOSE AND USE OF THE PLAN

The Official Community Plan (OCP) is a statement of vision and direction that acts as a guide for the more detailed and site-specific zoning and subdivision bylaws, a development permit system, and other policy instruments designed to ensure that development is appropriate and meets public expectations. These tools provide guidance on permitted land uses and activities, the character and form of development, and a myriad of other details, which ensure the highest quality of community development. The OCP also considers the site specific and community servicing requirements for properties within and outside of specific service areas. In addition, it is intended that the OCP reflects community values while being respectful of private property rights. The area of the OCP is all land within the Village of Port Clements municipal boundary.

The purpose and content of an OCP is formally outlined in the Local Government Act of British Columbia, Part 14—Planning and Land Use Management, Division 4 Official Community Plans. The Local Government Act states at Section 471 (1) that an official community plan is:

“...a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.”

The Council will use the OCP as a general reference in its strategic planning, annual budgetary process, its decisions about programs and capital expenditures, and its review of, and support for, proposed land developments, service extensions and other land related matters.

Once an OCP is adopted by bylaw, the effect of the OCP is to require that all bylaws enacted or works undertaken by the Council after adoption must be consistent with that OCP.

To ensure that the vision remains alive and relevant, the OCP may be amended from time to time, to meet the changing needs of the community. The entire plan should be reviewed and updated every five years.

E. COMMUNITY REVIEW AND UPDATE

A community review to update the plan started in 2022 and comprised the following public consultation activities:

- An advisory committee of eight (8) members that met four (4) times to review, discuss, and provide input on new and updated policy direction;
- A booth at the Canada Day event to elicit open ended feedback for the plan update;
- A community open house style workshop in May with 30 people participating in providing opinions and votes on a series of relevant topics such as types of housing needed, the use of Village owned land, and locations for future housing;
- Focused interviews with individuals and small groups, including seniors, representatives from local business, youth, and municipal staff;
- A survey directed at individuals between the ages of 20 and 49.



F. COMMUNITY DESCRIPTION AND HISTORY

Early settlement of the Port Clements area consisted of scattered settlement by Haida, particularly on Rudd Island in the estuary of the Yakoun River. Martin Point at the south end of Kumdis Island is thought to have been a Haida village of considerable size. The Mamin River was the site of the Eagle Crest Masset Gituns, as well as a favourite region for obtaining large cedar trees for canoes. The Yakoun River sites are now part of the 78 ha Lanas Reserve, and a 2.4 ha reserve was established at the former Mamin Village.

European settlement from the late 1800's to the Second World War consisted mainly of prospectors in search of coal and gold deposits, and homesteaders in search of agricultural land. Initial survey and exploration work was carried out in 1885 by William Robertson, located east of Yakoun Lake, where coal development was carried out in 1914.

Between 1904-1918 there was a steady influx of settlers due to promotion of Graham Island by the Provincial Government offering land for Pre-emption. Several people acquired homesteads on Kumdis Island. Two town sites were developed as result of this. The north end of the peninsula separating Masset Inlet from Kumdis Bay was pre-empted by Charles Adam in 1907 and began a town site named Graham Centre in 1912. The second town site, originally known as Queenstown, was named by Elias Tingley in 1913, which developed into present Port Clements. Tingley established a school and had the government wharf located in town. The Graham Centre town site was eventually abandoned as Port Clements developed. Port Clements was incorporated in December 1975.

Port Clements grew slowly to its present size with mining interests being replaced by logging operations. With recent long-term declines in logging employment, other industries such as tourism and secondary manufacturing are expanding. The Baxter Pole Co. went into production on Kumdis Island in the 1930's. This was followed by a logging camp in Juskatla in 1941. This operation was taken over by the War Munitions Board which sold it to the Powell River Co. following World War II. Haida Gwaii Sitka Spruce was in extreme demand to build bombers for the WW II effort. Since then, it has been owned by MacMillan Bloedel, Weyerhaeuser, Cascadia, Western Forest Products and currently is owned by the Haida based company Taan.

G. POPULATION CHARACTERISTICS AND CHANGE

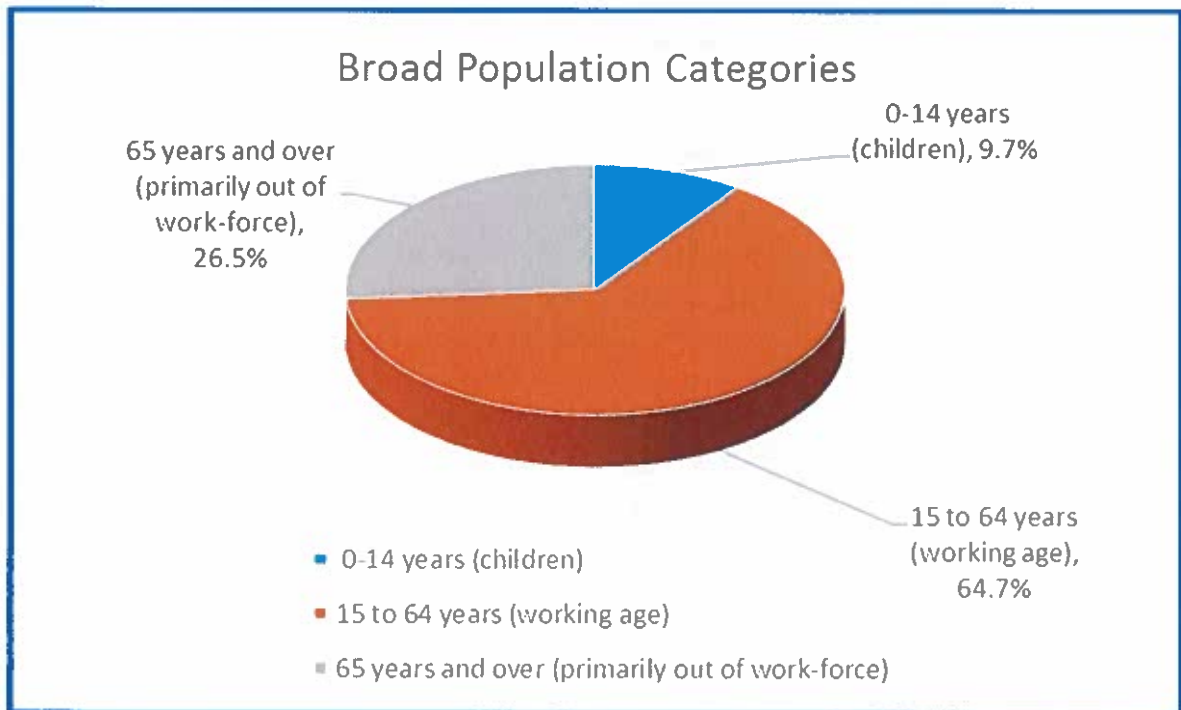
This section provides a brief overview of selected 2021 Canada Census data. The overview also draws from BC Stats' population projections for Haida Gwaii.

1. HIGHLIGHTS OF CURRENT POPULATION CHARACTERISTICS

- The permanent resident population in 2021 is 340. This is a 20.6% increase from the 2016 population of 282.
- The population has varied considerably over the past several decades, peaking at 558 in 1996.
- Males represent 49%; females 51% of the population.
- The entire population lives in private households.
- Forty three percent (42.6%), 75 individuals, live alone.
- There are 65 children, 30 living in a two-parent family, 35 in a single-parent family.
- The census counts 180 occupied private dwellings.
- The average household size is 1.9.

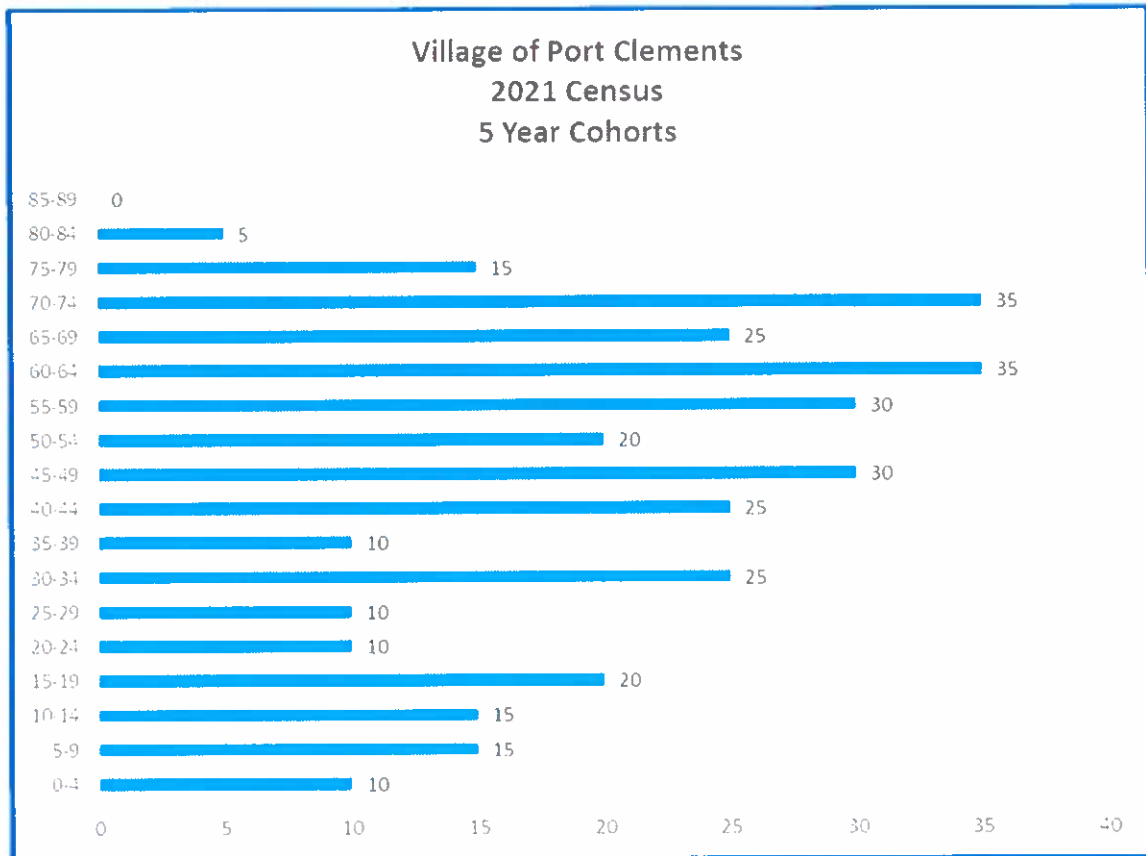
2. POPULATION BY BROAD AGE GROUP

The largest age group is that of the working age, 15-64 years, representing 64.7% of the population. Children, 0-14 years, are the smallest group, comprising 9.7%. The group of 65 years and over, primarily out of the workforce, comprises 26.5% of the population.



3. POPULATION DISTRIBUTION BY 5-YEAR COHORTS

The population distribution is illustrated in a graphic on the following chart. Note that the Census only reports in increments of five (5) so that any population below that is not reported.



4. MEDIAN AGE

The median age is 50.4 years. This compares to 47.2 in North Coast D, Regional Electoral Area, and 42.8 in BC. The population retains a large working age and early retirement population.

5. MOVERS

In the five years between the 2016 and 2021 census, there were 80 movers, of which 40 were non-migrants (local, in town), and 40 were migrants (moved in). Of the migrants, 10 were interprovincial (out of province) and 30 were intra-provincial (in province). No one moved in from outside the country.

6. POPULATION CHANGE

Future population change is difficult to project for small populations; however, we can gain insight from the projection for the larger region, Haida Gwaii.

Projections prepared by the PEOPLE program of BC Stats provides a perspective on population change. The smallest geographical unit available is the Haida Gwaii Local Health Area with a population of 4,526 in 2021. Port Clements represents 7.5 % of the Haida Gwaii population.

Relevant highlights of the Haida Gwaii population change to 2028 and 2043 are listed below:

Year	Population	Source	Rationale for the year
2021	4,526	Canada census	Actual count
2025	4,483	BC Stats projection	OCP update completion
2030	4,348	BC Stats projection	5 year time frame
2045	4,004	BC Stats projection	20 year time frame

The decrease to year 2030 is a modest 3.01%, which represents population stability. Projected changes to 2045 could be as high as an 11% decrease.

It is reasonable to anticipate that Port Clements may see population stability or a population decrease over the next 20 years; however, given its small population and dependence on the forestry industry, it is not possible to project with confidence.

7. EDUCATION

- A high school diploma or equivalent certificate is held by 67% of the community aged 15 and above (180 people, 25% Census sample).
- A post-secondary certificate, diploma or degree is held by 41% of the community aged 15 and above (110 people, 25% Census sample).

8. SHELTER COSTS

- Eleven (11) percent of households spend more than 30% of income on shelter costs.
- More detail on housing costs is available in the 2024 Housing Needs Report, which is referenced in the Gap Analysis of the OCP, separately published.

9. EMPLOYMENT HIGHLIGHTS

- The community's employment participation rate is 53.7%. BC's participation rate is 65.3%.
- The unemployment rate is 6.9%. BC's rate is 5.8%.
- A snapshot using the industry sectors of the North American Industry Classification System (NAICS) 2017 (most recent) is illustrated in a pie chart, following. The top three sectors are Agriculture, Forestry and Hunting (48%), Construction (17%), and Health Care and Social Assistance (14%).

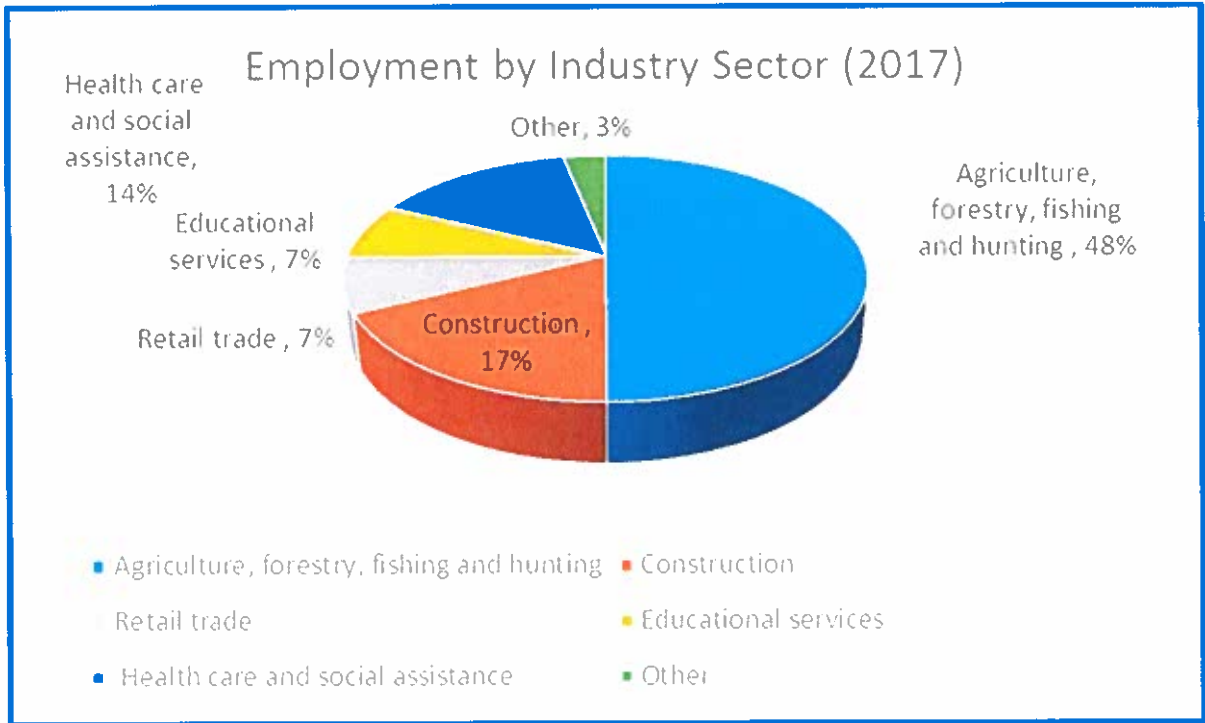


Figure 1 Employment by Industry Sector (2017)

Almost half of jobs are in the ‘agriculture, forestry, fishing, and hunting’ sector. No employment is reported in manufacturing, information & cultural, finance, real estate, arts, entertainment and recreation. Note this is based on 25% sample data, so some individuals employed in these areas may be missed.

10. INCOME

- Median household income in 2020 is \$67,500.
- Prevalence of low income based on the Low-income measure, after tax (LIM-AT)¹ is 13.2 %. For comparison, the Provincial prevalence is 10.8 %.

¹ Low-income measure after tax (LIM-AT) refers to a fixed percentage (50%) of median-adjusted after-tax income of private households. The household after-tax income is adjusted by an equivalence scale to take economies of scale into account. This adjustment for different household sizes reflects the fact that a household's needs increase but at a decreasing rate as the number of members increases.

H. COMMUNITY GROWTH

1. BACKGROUND

Managing the change inherent in growth is an essential component of an OCP. Growth elements of development, amenities and services should be accomplished in a manner that ensures cost effective delivery of services and maintains the Village's coastal character.

Existing residential zoning in serviced areas can support at least 100 new residential units of multi-unit and single detached dwellings. These areas include 2.42 hectares of municipally owned land between Park Street and Dyson Street. In addition, there are several privately held lots and parcels available for development.

Most of the industrial areas of the Village are not served with municipal water and sewer. Treatment capacity is available for serving both existing and new industrial and commercial development.

2. GROWTH CAPACITY

2.1. DESCRIPTION

The Village has sufficient municipal water and sanitary sewer treatment facility capacity to accommodate more than a doubling of its population. This capacity can also absorb employment growth. An upgraded sanitary sewage treatment facility (Class 1) is underway with an engineered capacity for a population of 700. The municipal water system is served with two operating wells, with a third being prepared, and a fourth planned for development in the near future. The water system is designed with a capacity to serve 1,000 residents. The water filtration plant is designed to be automatic; however, it requires considerable staff time to manage, effectively serving as a constraint on growth capacity.

2.2. GOAL

Growth fosters a healthy community where people of all ages and abilities can live, work and play in harmony.

2.3. POLICIES

- 1) Encourage compact urban form through infilling of vacant lots.
- 2) Encourage more than one dwelling unit per lot where suitable and the construction of all multi-unit housing types including duplexes, triplexes, fourplexes, townhouses, and apartment buildings of up to three stories.
- 3) Support new development adjacent to the existing built area to take advantage of existing water and sewer infrastructure.
- 4) Require growth be in harmony with the natural environment.

I. SOCIAL WELL-BEING

1. INTRODUCTION

Social well-being, also described as quality of life, is fostered through our relationships with our neighbours both within and outside our municipal boundaries; a healthy economy; and adequate housing. Improving the quality of life for residents is a high priority. This chapter is divided into three sections: social connections, economic health, and housing.



2. SOCIAL CONNECTIONS

2.1. GOAL

Citizens thrive in a healthy community with sufficient social connections for people of all ages and abilities.

2.2. POLICIES

Accessibility

- 1) Update public buildings to be fully physically accessible for people of all ages and

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abilities.

- 2) All new construction and infrastructure should be fully accessible for people of all abilities and ages.

Safety

- 3) Work with the RCMP to improve personal safety through neighbourhood crime prevention programs such as Neighbourhood Watch and Crime Stoppers.
- 4) Support the Local Assistant to the Fire Commission in the inspection every 18-24 months on all commercial enterprises.

Facilities and programs

- 5) Ensure that recreational facilities meet the needs of all ages and family types.
- 6) Invite youth to participate in community planning, governance, and various community activities.
- 7) Continue to provide space at the Fire Hall for youth activities while also considering the future possibility of a dedicated youth facility.
- 8) Maintain St. Mark's Church as a rental facility and a focal point for the community as a destination wedding venue.
- 9) Maintain and encourage use of the Community Hall, owned by the Village and managed by a Society, for a diverse range of gatherings and events.
- 10) Update the Zoning Bylaw to define childcare in a manner consistent with the Child Care Licensing Regulation under the Community Care and Assisted Living Act.
- 11) Update the Zoning Bylaw to list childcare as an outright permitted use wherever it is deemed compatible with the other uses.
- 12) Support the development of a childcare facility.

Culture

- 13) Recognize and support the Port Clements museum as an important tourist attraction and hub of community culture.
- 14) Encourage new development to reflect the local culture.

3. ECONOMIC HEALTH

3.1. BACKGROUND

Since the establishment of the logging camp at Juskatla, forestry has always been the dominant economy in the area. Recent initiatives are underway to increase Port Clement's participation in the tourism industry. Fishing, which is more prominent in Masset and Daajing Giids communities, has a small presence in Port Clements as well.

FORESTRY

There have been dramatic changes in the landscape of the forestry industry on Haida Gwaii in the last decade. With the reduction in annual allowable cut, the high percentage of protected lands and the move from old growth to second growth it is imperative that the Village look to secondary manufacturing in order to bring employment in this area back to levels seen in the 1990's.

TOURISM

Port Clements has positioned itself island wide as the "Gateway to the Wilderness". With our central location, miles of ocean front property and access to hunting and fishing in pristine, calm waters, there are a lot of selling points. Port Clements boasts a variety of parks, groomed and natural walking trails, RV and tenting space as well as an assortment of accommodation options for travelers. Port Clements is committed to pursuing and supporting tourism initiatives in its community.

CLEAN ENERGY

The North Grid of Haida Gwaii (which includes Port Clements) is powered by Diesel Generated Electricity. Port Clements is committed to the promotion of green energy alternatives. Tidal and solar power are examples of clean energy that can be further explored. The generation of clean energy can also assist in the economic development of our community by providing affordable, reliable energy options for new and existing businesses.

3.2. GOAL

Residents enjoy diverse, well-paying employment opportunities.

3.3. POLICIES

- 1) Encourage diverse employment opportunities.
- 2) Participate in initiatives to increase in the number of jobs, particularly permanent, higher paying jobs.
- 3) Encourage economic growth that improves overall quality of life.

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4. HOUSING

4.1. DESCRIPTION

This new section of the OCP draws from the 2024 Port Clements Housing Needs Report, which was prepared in cooperation with the Port Clements Housing and Restoration Society (PCHRS). The assessment draws together housing-related statistics and lived experiences in order to provide a comprehensive picture of what housing is available and needed. Relevant recommendations of the report are incorporated into the OCP's goal and policies for housing.



4.2. GOAL

Suitable housing is available and affordable for citizens of all abilities and ages.

4.3. POLICIES

- 1) Encourage creation of both market-based and subsidized rental dwelling units in all forms: detached, suites, and attached multi-units, especially in areas located close to the Village Centre.
- 2) Participate with the Housing and Restoration Society and government agencies to create the momentum and process for affordable housing for the general population

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and for specialized independent and assisted living housing for seniors.

- 3) Consider providing Village land for the construction of affordable and suitable senior's independent and assisted living housing.
- 4) Consider providing Village land to the Housing and Restoration Society for affordable housing for the general population.
- 5) Tiny homes are supported as temporary housing and as permanent housing when secured to a foundation.
- 6) Encourage infill development of vacant lots.
- 7) Where appropriate, support and facilitate repair of substandard dwellings.
- 8) Encourage and support home occupations as a secondary use in all residential areas, provided the Village can regulate maintenance, water supply, parking, waste disposal, and impact on adjacent properties.
- 9) Encourage partnerships with private non-profit developers to create mixed-income housing projects that integrate affordable units and market-rate units within the same development.
- 10) Support the adaptive reuse of existing non-residential buildings for residential purposes, particularly in the Village Centre, to maximize available land and infrastructure capacity.



Village of Port Clements Official Community Plan



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J. LAND USE DESIGNATIONS

INTRODUCTION

The central visual feature of the OCP is the land use plan which is organized into eight (8) uniquely distinct areas, each with their own character and function, which together contribute to a complete and thriving community. The areas are the Village Centre, Village Residential, Low Density Estate Residential, Medium Density Residential, Future Residential, Service and Highway Commercial, Industrial, and Resource. A description, goal, and policies are described for each land use designation. The Land Use Map in Schedule B illustrates the geography and features of the land designations.

1. VILLAGE CENTRE

1.1. DESCRIPTION

The Village Centre is the hub of the community and includes shops, restaurants, services, tourist accommodations, the museum, marine industrial services, parks, the elementary school, the Village Office, Community Hall, and residences.



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1.2. GOAL

The Village Centre is a thriving and busy place where people can shop, eat out, hang out, connect with services, work, live, and play.

1.3. GENERAL COMMERCIAL POLICIES

- 1) Encourage a full range of commercial activities and services for citizens.
- 2) Support revitalization of the village core through measures available under the Community Charter.
- 3) Encourage the scale, form and character of all commercial development.
- 4) Harmonize with the natural surroundings and Village character.
- 5) Provide opportunities for mobile vendors in the village centre.
- 6) Intended permitted uses as listed in Zone Commercial Core (C-1) designation as of the adoption date of this OCP.

1.4. TOURIST COMMERCIAL POLICIES

- 1) Encourage and support tourist oriented commercial uses such as marinas, boat rentals, restaurants, and motels.
- 2) Encourage tourist commercial activities to locate near the shoreline.
- 3) Work in partnership with the business community and tourism associations on a variety of community initiatives to enhance the year round appeal of Port Clements to tourists, and to attract, over the long term, new investment in tourist commercial facilities.
- 4) Encourage and support the beautification of the ocean front along Bayview Drive and develop public attractions along this waterfront area.
- 5) Identify and retain as many public accesses to the foreshore areas as possible.
- 6) Intended permitted uses as listed in Zone Marine Tourism (M-3) designation as of the adoption date of this OCP.

1.5. MARINE COMMERCIAL POLICIES

- 1) Support and encourage a full range of marine oriented commercial activity.
- 2) Commercial uses may include marinas, wharves, dry docking, marine freight and salvage, accommodations, and restaurants.
- 3) Intended permitted uses as listed in Zone Marine Commercial (M-1, M-2, and M-3) designation as of the adoption date of this OCP.



1.6. RESIDENTIAL POLICIES

- 1) Residential dwellings, specifically units above ground-floor commercial uses, are encouraged in the Village Centre to enhance housing diversity, support local families, support local businesses, and promote a vibrant, walkable community core.
- 2) Residential use is supported as a part of commercial activity.
- 3) Consider amending the Zoning Bylaw to permit more than one dwelling on a lot.
- 4) All senior and special needs housing shall be designed to meet the standards set out in British Columbia Building Accessibility Handbook 2020.
- 5) Explore incentive programs such as reduced application fees or streamlined approvals to encourage the development of senior and special needs housing.
- 6) Actively pursue partnerships with non-profit housing providers and provincial agencies to develop seniors and special needs housing facilities.
- 7) Encourage aging-in-place by allowing for accessory dwelling units on existing residential lots to support multi-generational family living arrangements.

- 8) Existing infill sites will be prioritized for residential development to encourage walkability within the Village Centre.
- 9) Support the development of live-work units within the Village Centre to encourage small-scale business while increasing housing availability.
- 10) Intended permitted uses as listed in Zone Urban Residential (R-1), Multi-Family Residential (RM-1) designation as of the adoption date of this OCP.

1.7. PUBLIC SERVICES AND AMENITIES POLICIES

- 1) Support and maintain the wide range of public services provided in the Village Centre
- 2) Actively pursue partnerships with non-profit housing providers and provincial agencies to develop shelters for individuals experiencing homelessness and housing units for individuals at risk of experiencing homelessness.
- 3) Continue the maintenance and improvement of park and recreation amenities that contribute to the healthy life of the Village Centre.
- 4) Continue to maintain and enhance the Sunset Park RV and tent facility.
- 5) Intended permitted uses as listed in Zone Public Use and Parks (P) designation as of the adoption date of this OCP.

2. VILLAGE RESIDENTIAL

2.1. DESCRIPTION

Existing residential areas are characterized by single detached dwellings, movable homes, and a single apartment building. Most of the area is next to the Village Centre, primarily to the south and east.

2.2. GOAL

The Village Residential is a place with a diverse range of housing styles, types, and ages, in a safe and comfortable walking distance to the services and amenities of the Village Centre.

2.3. POLICIES

- 1) Support and facilitate renovation and repair of existing homes.
- 2) Encourage new construction on vacant lots.



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- 3) Amend the Zoning Bylaw to permit more than one dwelling on a lot.
- 4) Intended permitted uses as listed in Zone Urban Residential (R-1), Multi-family Residential (RM-1), and Mobile Home Park (MH-5) designation as of the adoption date of this OCP.

3. RESIDENTIAL—LOW DENSITY ESTATE

3.1. DESCRIPTION

Low-density Estate areas have a character of single detached residences on large lots along Bayview Drive and on the peninsula adjacent to Kumdis Bay.

3.2. GOAL

Provide for and protect areas for dwellings on spacious lots overlooking Masset Inlet and in the forested areas of the northern tip of the peninsula adjacent to Kumdis Bay.

3.3. POLICIES

- 1) Creation of new lots by subdivision shall be serviced with municipal water.
- 2) Intended permitted uses as listed in Zone Rural Residential (R-2) designation as of the adoption date of this OCP.

4. RESIDENTIAL—MEDIUM DENSITY

4.1. DESCRIPTION

Medium-density areas have the character of duplexes, townhouses, or multi-use apartments and support of ground-oriented and multi-unit housing forms.

4.2. GOAL

Provide for areas with higher density and multiple dwelling units on a single parcel, explicitly permitting townhouses, fourplexes, and small apartment buildings to support a diverse range of housing options that support affordability, housing choice and efficient use of infrastructure.

4.3. POLICIES

- 1) Support a range of housing types, including duplexes, triplexes, townhouses, fourplexes, and small-scale apartment buildings up to three stories.
- 2) Support mixed income housing developments that integrate market-rate and below-market units.
- 3) Ensure that new medium-density developments align with municipal servicing capacities and infrastructure planning.
- 4) Support infill housing on underutilized or vacant lots to optimize land use within existing serviced areas.
- 5) Intended permitted uses as listed in Zone Urban Residential (R-1), Multi-family

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Residential (RM-1), and Mobile Home Park (MH-5) designation as of the adoption date of this OCP.

5. RESIDENTIAL—FUTURE FOCUS

5.1. DESCRIPTION

This area includes Village owned land between Park & Dyson Streets and privately owned land lying between the west and southwest of the Community Park and Bayview Drive.

5.2. GOAL

New residential construction is undertaken in designated areas adjacent to the existing built places.

5.3. POLICIES

- 1) The Village constructs services and access for new residential construction on municipally owned land.
- 2) Facilitate development of private land for new residential construction.
- 3) Residential development within the Residential – Future Focus area will accommodate a diverse range of housing types, including single family homes, duplexes, townhouses, fourplexes, and small apartment buildings, without the need for individual rezoning.
- 4) Subdivisions within the Residential – Future Focus designation will permit flexible lot sizes to accommodate diverse housing forms.
- 5) Intended permitted uses as listed in Zone Urban Residential (R-1), Multi-family Residential (RM-1), and Mobile Home Park (MH-5) designation as of the adoption date of this OCP.

6. SERVICE AND HIGHWAY COMMERCIAL

6.1. DESCRIPTION

This area provides highway and vehicle-oriented services such as gasoline stations, automotive and truck repair, vehicle wash, a diner, and a motel. Larger land parcels and highway exposure give this area its unique character. It lies primarily along Highway 16.



6.2. GOAL

Commercial activities serving transport and the travelling public is conveniently located adjacent to or near Highway 16.

6.3. POLICIES

- 1) Support existing services in the area and encourage new highway oriented businesses to locate here rather than in the Village Centre.
- 2) The scale, form and character of expanded and new business activity should harmonize with the natural surroundings and Village character.
- 3) Intended permitted uses as listed in Zone Commercial Service (C-2) designation as of the adoption date of this OCP.

7. INDUSTRIAL

7.1. DESCRIPTION

These areas include a full range of industrial uses, including the following types:

- 1) Marine industrial oriented uses such as wharfs, fuel storage, log booming, dryland sort and boat building and repairs.
- 2) Light industrial such as body shops, lumber and storage yards, equipment sales, light manufacturing.
- 3) Heavy industrial such as junk yards, sawmills and gravel processing. The majority of this area lies to the northeast of the Village Centre along Stewart Bay.



7.2. GOAL

The Village enjoys and supports a thriving diversity of marine and land-oriented industry.

7.3. POLICIES

- 1) Attract and encourage industries that manage their operations to meet environmental standards and best practices.
- 2) Encourage development of locally made resource based specialty products.
- 3) Encourage development of higher capacity energy infrastructure to service industrial lands.
- 4) Encourage and provide for a range of industrial activities encompassing marine-oriented, light and heavy industries and supporting marine transportation infrastructure.
- 5) Ensure that industrial-generated traffic does not travel through residential areas wherever possible.
- 6) Ensure that industrial uses that require the storage of bulk fuels, chemicals, explosives, radioactive material, or other hazardous materials are not located in close proximity to adjacent residential, commercial, institutional, recreational or sensitive environmental areas.
- 7) Permit retail activity within industrial areas provided it is compatible and complimentary to industry.
- 8) Intended permitted uses as listed in Zone Light Industrial (I-1) and Heavy Industrial (I-2) designation as of the adoption date of this OCP.

8. RESOURCE MANAGEMENT

8.1. DESCRIPTION

For the purpose of the OCP, the resource management land use designation applies only to forestry activities (logging, logging road construction and silviculture activities) and gravel and rock pit developments for commercial purposes on Crown and private lands within the Village boundaries. Many of these areas also have limited access and are isolated from community services. A significant portion of the land used for resource management purposes is Crown Land. Most of these areas have seen considerable logging activity over the past century.

Any other primary resource extraction (mining and other non-timber forest products), energy development (wind, hydro-electric or other) on land or in marine areas may be addressed on a development-specific basis by the Village in cooperation with the Regional District, neighbouring municipalities, relevant Haida, provincial and federal agencies.

8.2. GOAL

Minimize impacts of existing and future resource management or extraction activities on water quality, fish habitat, air quality, recreational values and noise.

8.3. POLICIES

- 1) Work with provincial, federal and local authorities to ensure that resource extraction and logging activities shall only be undertaken after suitable potential impacts of the proposed activity on terrain, water quality and fish habitat, air quality, noise levels, visual landscapes, and recreation assessments have been completed.
- 2) Ensure public consultation prior to any new developments in these areas.
- 3) Encourage and ensure provision of a significantly robust buffer to avoid windthrow in areas outside of the harvested area.
- 4) Recognize and support the continued use of the sand and gravel resources identified on the Land Use Plan Map, Schedule B as “Aggregate Resources”.
- 5) Intended permitted uses as listed in Zone Resource Area (RS) designation as of the adoption date of this OCP.

9. AGRICULTURE AND FOOD SECURITY

9.1. DESCRIPTION

Port Clements supports implementation of the Haida Gwaii Food Strategy that will lead to an increase in the production and consumption of locally grown food and lessen the dependency on off island food sources.

An area located in the separated incorporated land on Ferguson Bay and near the south west boundary of the municipality in DL 995 is within the Agricultural Land Reserve (ALR), which was established by the Province to protect land that is suitable for agriculture and prevent it from being developed for non-agricultural purposes.

Notwithstanding any other provisions of this bylaw, all lands within the ALR are subject to the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the Regulation), and any Orders of the Agricultural Land Commission (ALC). The ALCA and Regulations generally prohibit or restrict non-farm use and subdivisions of ALR lands, unless otherwise permitted or exempted.

9.2. GOAL

An increasing amount of food is produced and consumed locally, thereby increasing food security and reducing dependency on off island food sources.

9.3. GENERAL AGRICULTURAL POLICIES

Agricultural Land Reserve and Large Scale Production

- 1) Encourage agriculture production and protect lands within the Agricultural Land Reserve.
- 2) Ensure that water used for large scale commercial agricultural purposes is from a source other than the Village domestic water supply.
- 3) Neither exclusion of land from the ALR nor subdivision of land within the ALR is supported.
- 4) Permit a full range of agricultural and complementary uses and encourage value added activities that can improve farm viability.
- 5) Where proposed development abuts the ALR, agricultural activity shall be protected from negative urban influences using such mechanisms as establishing buffers and registering restrictive covenants.
- 6) Recognize and protect the needs and activities of farm operations when considering adjacent and nearby land uses.
- 7) Encourage partnerships with the agriculture community, senior governments, and private enterprise to promote the development of the agriculture sector.
- 8) Accommodate food production and shared gardening ventures such as cooperatives, village community gardens and neighbourhood gardens in appropriate areas and in areas designated Agricultural.
- 9) Intended permitted uses as listed in Zone is Agricultural (A-1) designation as of the adoption date of this OCP.

9.4. LAND USE POLICIES

Small Scale Food Production and Vending

- 1) Encourage group gardening, the creation of community gardens and greenhouses for food production, positive social interaction and increased community health and well-being.
- 2) Provide Village land for a community garden.
- 3) Participate in the implementation of Haida Gwaii Food Strategy, seed bank and food storage facilities where appropriate.
- 4) Support a Farmers Market and seasonal mobile vendors of fruit, vegetables and aquaculture products.
- 5) Secure a local government funding grant (currently a maximum of \$10,000 and a 50% match) from the Gwaii Trust Society's Food Sovereignty Grant program for a



community garden, greenhouse, or support to begin a Farmer's Market.

- 6) Work with the Regional District to encourage the development of a green waste and composting strategy for homeowners.

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K. TEMPORARY USE PERMITS

1. DESCRIPTION

The Local Government Act enables a municipality to designate areas where temporary uses may be allowed and to specify the general conditions regarding the issue of temporary permits in those areas.

2. GOAL

Enable Council to issue temporary use permits for commercial and industrial purposes.

3. POLICIES

- 1) The entire area included in this Official Community Plan is designated as an area where temporary permits may be issued for commercial and industrial purposes pursuant to the Local Government Act.
- 2) General topics to be considered in issuing a permit may include, but will not be limited to, the impact on adjacent land uses, provision of off-street parking.
- 3) The Ministry of Transportation will be consulted for input regarding traffic safety in relation to TUPs for land adjacent to provincial highways.
- 4) A temporary use permit shall indicate the length of the approval but under no circumstances shall a temporary use permit exist beyond two years from the date of issue.

L. TRANSPORTATION

1. DESCRIPTION

An expanding community should plan to provide a road system which facilitates movement of traffic while minimizing impacts on surrounding land use. To achieve this, three types of roads are utilized:

1. Arterial – main traffic routes that link together the various parts of the community and connect to regional or highway routes.
2. Collector – receive traffic from local streets and discharge them on to Arterial streets; and
3. Local – whose main purpose is to front on to individual parcels of land and can include neighbourhood cul-de-sacs or loops.

In addition to roads directly within Port Clements, Council would like to see the industrial logging road connection between Port Clements and Daajing Giids upgraded and maintained to a standard that would enable its use as a bypass route in the event that the Highway 16 is closed due to a washout or other emergency, as a means to move industrial and commercial goods between communities; and, as a circle route for tourists.

Being an island community, Port Clements is also heavily dependent on water and air transportation services and facilities. These include BC Ferries and terminal operations; the Small Craft Harbour; the boat launch and other public and private landings; float plane docks; water access points in the community that are available for recreational use; and the potential barge site.

2. GOAL AND POLICIES

2.1. GOAL

A walkable and barrier free community where the movement of goods, vehicles, and people is safe and efficient.

2.2. POLICIES

Roads and Trails

- 1) Support island wide inter-community public transit.
- 2) Work with the Ministry of Transportation and Infrastructure to make Bayview Drive pedestrian friendly by providing separation between pedestrian vehicles, constructing sidewalks or pathways where appropriate.
- 3) Complete a road assessment for all roads, laneways and rights of way to determine construction and maintenance standards.
- 4) In consultation with waterfront property owners, seek to complete a safe continuous pedestrian walkway along the waterfront.
- 5) Construct sidewalks, particularly in the Village Centre.

- 6) Encourage bike riding by supporting bike paths and secure, safe bicycle parking.
- 7) Consider the construction of a bypass road by improving Alder Avenue, thereby re-routing commercial traffic around the Village and to the highway.
- 8) Explore community-based transportation solution initiatives such as senior shuttle services or local ride-share programs.
- 9) Support all season active transportation through maintenance and snow-clearing.
- 10) Support walkability by maintaining sidewalks along Bayview Drive and constructing new sidewalks where feasible.
- 11) Encourage active transportation by installing bicycle storage infrastructure in the Village Centre.

Water and Air Transport

- 12) Support commercial marine and air transportation facilities and services.
- 13) Support the Small Craft Harbour authority in its efforts to improve harbour infrastructure and cooperate in future development of the adjoining lands to benefit both local residents and tourists.
- 14) Promote recreational water use by supporting the development of access to the water for non-motorized (canoes, kayaks, etc.) and motorized vessels.
- 15) Seek improvements to Rainbow Wharf which will support its use for tourism initiatives as well as local enjoyment.

M. PARKS, TRAILS AND RECREATION

1. DESCRIPTION

Many of the recreational opportunities for residents of Port Clements depend on the open space or forests, lands and water surrounding the Village. These areas provide opportunities for boating, fishing, hiking, camping and hunting as well as a high-quality natural landscape as a background to daily activities. Access to marine waterfront areas within Port Clements is provided by road allowances which lead to the shore at regular intervals and the extensive Sunset Park.



The Village's signature recreation facilities include the following:

- Community Park with ballfields, track, children's playground and a tennis court;
- Millennial Park, featuring St. Mark's Anglican Church (deconsecrated) and a surviving seedling of the famed Golden Spruce;
- Rainbow Wharf;
- Kumdis Trail, (informal, not maintained by the Village);
- Walking trail surrounding the Port Clements Museum;

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- Sunset Park, stretching along Masset Inlet, providing extensive access to the shoreline, with the following features:
 - gazebo,
 - trail following the shoreline,
 - Sunset Park Campground, and
 - bird watching tower overlooking the Yakoun Estuary.



2. GOAL AND POLICIES

2.1. GOAL

Residents and visitors of all abilities and ages enjoy playing and exercising outdoors and indoors.

2.2. POLICIES

General

- 1) Preserve areas of high environmental quality within and adjacent to Port Clements, such as Kumdis Bay and Sunset Park on Yakoun Bay, which represent valuable recreational or scenic resources.
- 2) Encourage and support volunteer organizations that supply recreational and community services.
- 3) Maintain and expand a network of open space areas, including sidewalks and walking trails, which connect neighborhoods to schools, parks and community facilities.

Trails and walks

- 4) Maintain and improve the Village trail network by constructing a connection between

May Avenue and Alder Avenue, adjacent to the new Jehovah's Witness Church.

- 5) Consider clearing trees along Bayview Drive to create a view of the ocean near the parking area of Sunset Park.
- 6) Consider adapting a portion of Sunset Park Trail as a wide board walk.
- 7) Create a trail connection from the Community Park easterly to Dyson Road.

Recreation facilities

- 8) Continue a high level of maintenance for all trails and recreation facilities.
- 9) Support marine oriented recreational activities such as float plane docks, and storage for fish camps, fishing lodges, and wilderness retreats.
- 10) Consider adding or adapting parks to include amenities such as tot lots or accessible exercise equipment.
- 11) Assess recreational facilities to ensure they are meeting current and emerging trends and that they are accessible to all ages, ethnicity, incomes, and abilities.

Environmentally sensitive areas

- 12) Place signage to identify and protect sensitive areas, such as the Kumdis Bay.

N. MUNICIPAL INFRASTRUCTURE AND COMMUNITY SERVICES

1. DESCRIPTION

The water and sewer systems of Port Clements have been designed to accommodate a population of up to 1000 and 700 people, respectively. This allows for considerable growth before new facilities are needed and allows for infilling of much of the existing Village area.

Water is serviced by two wells drilled in 1993 & 1998, a third well has been connected to the water system since May of 2024, and a fourth is planned for development soon. As of 2012 the annual supply capacity is 182,865 m³ and annual demand is 70,693 m³.

Wastewater treatment consists of an aerated stabilization pond and related appurtenances and an outfall in Masset Inlet. An updated treatment pond has received funding, and work is currently underway. The updated treatment pond is designed with a capacity to support a population of more than 700.

Solid waste management is the responsibility of the Regional District which provides weekly curb side garbage pick-up from residences and businesses. Dumpster service is provided by a private company. The Islands Solid Waste Landfill is owned and operated by the Regional District and is located about 15 km north of Port Clements. The landfill is run as a multi-purpose facility providing collection for garbage, recycling, tires, engine oil, propane tanks, small appliances, controlled waste disposal and landfill service to commercial and residential customers. The landfill underwent a progressive closure of three of its oldest sections in 2010. At current filling rates the life expectancy of the Islands landfill is 2025.

Composting has been supported by some citizens in their back yards for many years. The Regional District is currently consulting with communities as part of its Solid Waste Management Plan update and hopes that composting may serve as a means of reducing volume in the landfill site.

The Port Clements Branch of the **Vancouver Island Regional Library** (VIRL) is heavily utilized. This service is organized and maintained by the VIRL Board on which Port Clements has one seat.

The Village encourages the recognition of our historic roots in logging through such venues as the **Port Clements Museum**.

According to School District 50, enrolment for the **Port Clements Elementary School** is expected to decline over the next decade.

Medical services are supplied by the Province through Northern Health with hospitals located in Masset and Daajing Giids. Port Clements has a clinic which is open several days per week.

The Port Clements Volunteer **Fire Department** consists of a fire chief, deputy chief and members who train weekly and maintain the fire hall and equipment necessary to respond to fires in the community.

The Masset RCMP Detachment provides policing services to Port Clements and area. As Port Clements is under 5000 population, this service is provided under contract with the province of BC.

The BC Ambulance Service shares space with the clinic and provides service to Port Clements and area.

Other Port Clements facilities and services include:

- Volunteer **Emergency Preparedness Commission** which meets quarterly.
- A large assortment of **parks** which include **nature trails** and a two-story **bird tower**.
- **Multiplex Building** (owned by the School District) which includes a senior's room, the elementary school, the Municipal offices, the public library plus other rooms available for rental and public events.
- **Community Hall** which is run by a volunteer society.
- **Cemetery** (the Village is working through the legalities of ownership)
- **Rainbow Wharf** which is used recreationally.
- **St. Marks Church** which is situated in the **Millennium Park** and is currently unused.



2. GOAL AND POLICIES

2.1. GOAL

Services and supporting infrastructure is maintained and provided in a cost-effective, environmentally responsible and equitable manner.

2.2. POLICIES

General

- 1) Ensure residential land use policies have realistic servicing capacity.
- 2) Develop an asset management plan for municipal infrastructure, clearly identifying lifecycle timelines and replacement schedules for Village owned assets.
- 3) Coordinate with the Regional District and neighboring communities on infrastructure planning.
- 4) Prioritize infrastructure improvements in areas where medium-density and infill housings are planned.

Water/Wastewater

- 5) Define areas with sufficient municipal water and sewer capacity to support new residential development.
- 6) Allow alternative servicing solutions such as rainwater collection and engineered septic systems in areas where municipal servicing is not feasible or is lacking in capacity.
- 7) Regularly assess existing water and wastewater systems to ensure ongoing infrastructure reliability and capacity.

Water Supply

- 8) Provide a community water service and develop and maintain the necessary facilities depicted in Schedule C.
- 9) Maximize efficiency of water use by minimizing leaks, installing water meters and requiring water saving fixtures in all new construction.
- 10) Educate, engage and empower residents of Port Clements in water management through interactive communication with residents, via education initiatives aimed at the elementary school students and by monitoring and reporting on water usage annually.
- 11) Ensure costs of water are shared fairly among the benefitting parties by creating equitable, consistent, volume-based pricing structure to coincide with meter installation.

Wastewater

- 12) Provide a cost-effective community sewer service and develop and maintain the necessary facilities depicted by Schedule D.
- 13) Work towards minimizing the volume of wastewater to be treated, and the environmental impact of treating wastewater.
- 14) Encourage new development to maximize the use of recycled water for appropriate applications including outdoor irrigation, toilet flushing, and commercial and industrial processes.
- 15) Encourage use of plumbing fixtures and appliances that consume minimal water.
- 16) Encourage the use of technology that improves treatment.

Stormwater

- 17) New development will incorporate stormwater management into site design to reduce runoff, prevent flooding, and protect local water quality.
- 18) Support the use of permeable paving, bioswales, and green roofs in new developments to manage stormwater and reduce runoff impact.

Solid Waste and Recycling

- 19) Work with the community and agencies to minimize the volume and impact of solid waste generated for disposal.
- 20) Work with the Regional District to encourage residents to reduce landfill waste through education on recycling and other waste diversion programs available in the region.
- 21) Encourage businesses and commercial establishments to secure and screen their dumpsters and maintain an orderly area.
- 22) Coordinate with other governments and First Nations to develop a strategy to remove derelict vehicles and other large solid waste objects from time to time.
- 23) Work with the Regional District to encourage, support and seek to expand opportunities for recycling all categories of waste without increasing GHG emissions.
- 24) Support the Regional District's public education on proper, safe and secure composting.

Communications

- 25) Encourage the upgrade of communications infrastructure (e.g. fiber optics, cellular phones, high band width) to support local small business and community facilities, and to permit development of high-tech knowledge-based industries, businesses and institutions.

Institutional Services

- 26) Existing institutional uses, such as the elementary school, fire hall, library, and ambulance service are intended to continue serving residents in their current locations and are designated as Public Use and Conservation in Schedule B.

Lighting

- 27) Protect the night sky from light pollution by using shielded lights for all municipal operations.
- 28) Encourage through a public information campaign the use of shielded lights for private outdoor use.

O. CLIMATE

1. RESILIENCE

1.1. DESCRIPTION

Climate change is a global issue that is affecting us at the local and regional level. The people who live and work in Port Clements are experiencing the impacts of climate change now as part of their everyday lives. With changing climatic conditions like hotter and drier summers, wetter winters, and more intense storms, comes the increased likelihood of impacts felt in the Village, including droughts, flooding, and shoreline erosion.

1.2. GOAL

The Village is resilient in adapting to drier summers, rising sea levels and increased shoreline erosion.

1.3. POLICY

- 1) In consideration of recent sea level rise and erosion studies, the Village should consider establishing a minimum elevation for habitable space for all new construction in the range of one to two metres above current sea level elevation.

2. GREENHOUSE GAS EMISSIONS (GHG) REDUCTION STRATEGY

2.1. DESCRIPTION

The Local Government Act requires local governments to incorporate within their official community plans targets, policies, and actions for the reduction of greenhouse gas emissions. Municipal governments have an important contribution to make to climate protection and energy security.

In 2008, the Village of Port Clements signed on to the Climate Action Charter, joining 178 other municipalities in British Columbia. The Charter commits local governments to become carbon neutral in their operations by 2012 (*not achieved*), measure and report on their community's Green House Gas (GHG) emissions profile and create complete, compact, more energy efficient communities.

The priority of the aspects that municipalities can influence is determined by the difficulty of modifying that aspect at a future date. The areas of influence that reduce GHG emissions include land use planning and transportation, buildings and energy systems, and waste management.

Electricity for the Village is provided by BC Hydro's diesel powered electrical power station, which has a high carbon footprint relative to electricity generated by hydro power enjoyed by most BC residents.

2.2. GOAL

As a signatory to the Provincial Climate Action Charter, the Village commits to reducing its own Corporate GHG emissions and to encouraging its citizens to reduce their Community GHG emissions.

G-1

2.3. POLICIES

1. Support regional clean energy projects such as tidal, geothermal and wind electrical generation.
2. Promote solar generated electricity for residents and businesses, particularly given the high ‘bang for the buck’ of shifting from fossil fuel (diesel) generated electricity from BC Hydro.
3. Maintain and expand when feasible the Village’s biomass heat generation district.
4. Engage residents in efforts to reduce their own greenhouse gas emissions generated by electricity and heating.

2.4. TARGETS

For both Corporate and Community sectors of the Village endeavors to reduce GHG emissions by:

- 40% below 2007 levels by 2030,
- 60% by 2040 and
- 80% by 2050.

2.5. SHORT, MEDIUM, AND LONG TERM ACTIONS BY THEME

Short, medium and long term actions with environmental, social, and economic benefits are summarized by themes of transportation, buildings & infrastructure, waste, air quality and agriculture.

Short Term				
Theme	Action	Environmental Benefit	Social Benefit	Economic Benefit
Transportation	Enhance walking and cycling network as described in the Parks, Trails and Recreation section	Reduce car usage	Improve walking conditions for youth and elderly and health outcomes overall	Reduce costs for residents
	Secure ride share system	Reduce car usage	Enable low-income mobility	Reduce costs for residents



Medium Term				
Theme	Action	Environmental Benefit	Social Benefit	Economic Benefit
Waste	Compost and waste management program	Reduce GHG emissions	Provide soil for gardens and reclaiming forested areas	Business opportunity
Air quality	Wood stove change out program	Reduce air pollution, reduce GHG emissions	Reduce wood consumption	Stimulate purchase of new wood stoves
Buildings	Revolving energy efficiency loan fund	Reduce GHG emissions	Improve living conditions, demonstrate leadership with innovation	Stimulate retrofit activities, decrease energy costs, attract investment from other parts of BC
	Encourage and facilitate installation of solar panels for business and residents	Reduce GHG emissions from the fossil fuel based electrical grid	Clean energy	Simulate retrofit activities and cost savings over time
Agriculture	Encourage a community garden	Reduce imported food	Encourage social interaction	Stimulate local agricultural activity

Long Term				
Theme	Action	Environmental Benefit	Social Benefit	Economic Benefit
Buildings	Geo Thermal district energy system	Reduce GHG emissions significantly	Drive smart growth and development and improve energy security	Capture economic leakage to diesel fuel
Housing	Promote and enable mixed-use and multi-unit affordable housing developments	Reduce car usage	Provide accessible housing for younger residents	Stimulate economic activity

9-1

P. ENVIRONMENTAL MANAGEMENT

Within and adjacent to the Plan area is a natural environment with forests and environmentally sensitive areas in the form of streamside habitats and associated wetland areas (identified in Schedule B), and biologically productive foreshore areas. Some areas are prone to flooding and other forms of natural hazards may exist. Culturally sensitive sites and features are present.



1. GOAL AND POLICIES

1.1. GOAL

Environmentally sensitive areas are healthy and protected while risks to life and property from natural hazards are minimized.

1.2. POLICIES

Geotechnical Hazards

- 1) If warranted by slope instability and other geotechnical issues that become a concern, undertake a geotechnical reconnaissance study to identify the extent of problem areas. Identify in a zoning bylaw any geotechnical or environmental studies that are required prior to development or expansion of buildings in the vicinity of steep slopes.

- 2) Require new development proposals for private lands which may have a moderate high probability of hazard occurrence, to complete a detailed site-specific geotechnical investigation which carries the stamp and seal of a professional engineer registered in the Province of British Columbia.
- 3) Ensure that any site-specific geotechnical assessments are filed in the corresponding property file at the Village office and/or registered on the Property Title.

Floodplain Hazard

- 4) Recommendations of the Haida Gwaii Coastal Flooding and Erosion study by Northwest Hydraulic Consultants, May 2023, should be considered for floodplain and tsunami prone areas.
- 5) Mitigate risk of flooding by establishing setback requirements and minimum building elevation.
- 6) Accommodate passive uses such as parks and trails in floodplain areas.

Wildfire Interface

- 7) Implement the recommendations of the 2021 Community Wildfire Protection Plan (CWPP) prepared for Port Clements and Graham Island.
- 8) Coordinate with neighbouring communities to implement the CWPP recommendations and FireSmart guidelines.

Streams and Streamside Setbacks

- 9) To protect streams, ensure that any work done in or near a stream must be undertaken in compliance with provincial and/or federal permits and regulations as appropriate.

Environmentally Sensitive Areas

- 10) Development applications should identify impacts on environmentally sensitive areas and will propose mitigation strategies.
- 11) Work with federal and provincial government agencies to protect riparian areas and other environmentally sensitive areas.

Culturally Sensitive Areas

- 12) Work with provincial agencies and the Council of Haida Nation to review and update the inventory of archaeological sites and to develop policies and protocols for their protection.
- 13) Develop an inventory of the community's heritage and culturally significant features and areas.

G-1

Air Quality

- 14) Promote good air quality through education around smoke emissions and human health.

Noise

- 15) Recognize that noise pollution is a quality of life issue that must be considered when making community decisions.

10/1

Q. IMPLEMENTATION

The following chart identifies the measures that Council will, subject to resources and need, pursue with respect to implementing the OCP or undertaking other strategic planning activities for the community starting in 2025.

As these studies proceed, the OCP will remain as the principal tool for informing decisions about the community's growth. Council will provide opportunities for public input during the preparation of these studies, through such means as public information meetings or public hearings if changes to the OCP or bylaws are contemplated.

Study/Plan	Short Term (0-5 Years)	Medium Term (5-10 Years)	Long Term (10 Years +)
Adopt a new Zoning Bylaw reflecting provincial legislative changes announced in 2023 by December 2025	x		
Adopt a new Subdivision Bylaw reflecting legislative changes	x		
Inventory existing housing for suitability of redevelopment to suit seniors or people with special needs	x		
Evaluate the current water and wastewater supply and demand and update the OCP to reflect new numbers	x		
Floodplain mapping in partnership with the Province and Regional District		x	
Wildfire interface study		x	
Identify partnerships with nonprofits and government agencies to develop seniors or special needs housing		x	
Develop an infrastructure improvement plan for areas identified for medium-density residential growth		x	
Update the Housing Needs Report in 2030		x	
Geotechnical Study with Mapping			x
Groundwater Monitoring Program			x
Inventory of community's heritage and culturally significant features and sites			x

9-1

R. GLOSSARY OF TERMS

ACCESSIBLE means, in relation to homes, buildings, public spaces, programs and support services being free of barriers enabling all people to use them independently.

AFFORDABLE HOUSING means housing that costs less than 30% of before-tax household income. This definition is a widely recognized standard used by the Canada Mortgage and Housing Corporation (CMHC). Affordable housing may be market based with no subsidy or social, which is subsidized.

ENVIRONMENTALLY SENSITIVE AREA loosely means land that already has, or with remedial action could achieve, desirable environmental attributes. These attributes contribute to the retention and/or creation of wildlife habitat, soil stability, water retention or recharge, vegetative cover and similar vital ecological functions. Environmentally sensitive areas range in size from small patches to extensive landscape features. They can include rare or common habitats, plants and animals.

GEOTECHNICAL STUDY/INVESTIGATION/ASSESSMENT means a study or studies prepared by a professional engineer licensed in the Province of British Columbia which interprets the physical conditions of surface or subsurface features in a study area with respect to stability, potential seismic disturbance, interrelated chemical activity, and size and volume analysis; specifically addresses the possible effects of physical alterations or deformations of the land related to proposed building or other projects; and, may establish standards for the siting and construction of proposed buildings or the nature and location or proposed uses.

LAND USE DESIGNATION means the area of land to which the land-area objectives and policies of the Official Community Plan apply. The OCP land use designations and map set the pattern for development in the community by identifying where certain types of development may occur.

OFFICIAL COMMUNITY PLAN means a plan prepared and adopted by bylaw pursuant to the Local Government Act, which applies to all or parts of Port Clements.

PARK means recreation, conservation or green belt.

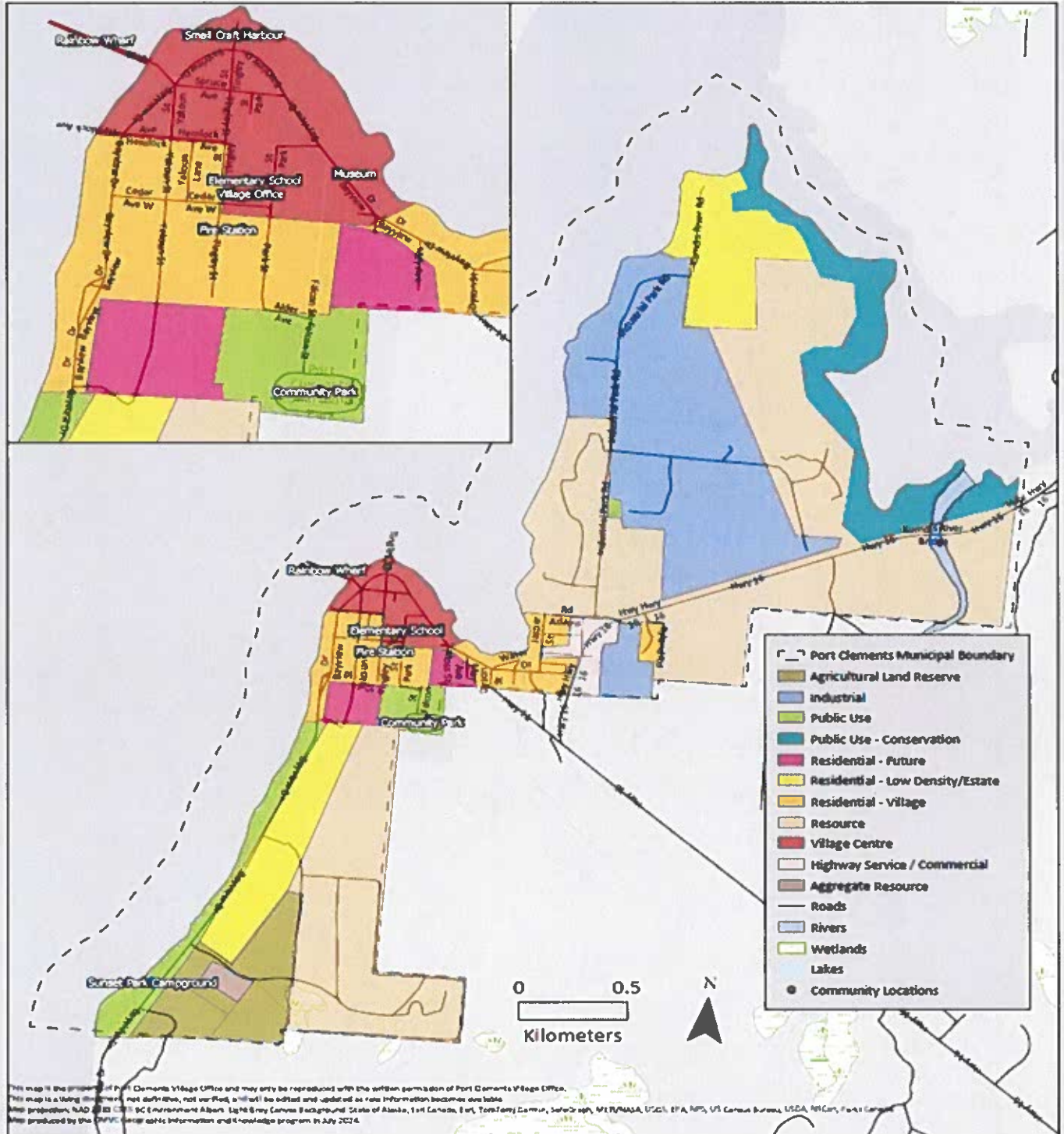
PUBLIC ACCESS means the unrestricted right of the general public to cross lands without the need for any approvals or specified permits.

REGIONAL DISTRICT means the North Coast Regional District.

SERVICED AREA means an area or parcel capable of receiving water or a combination of water and sewer services provided by the Village of Port Clements.

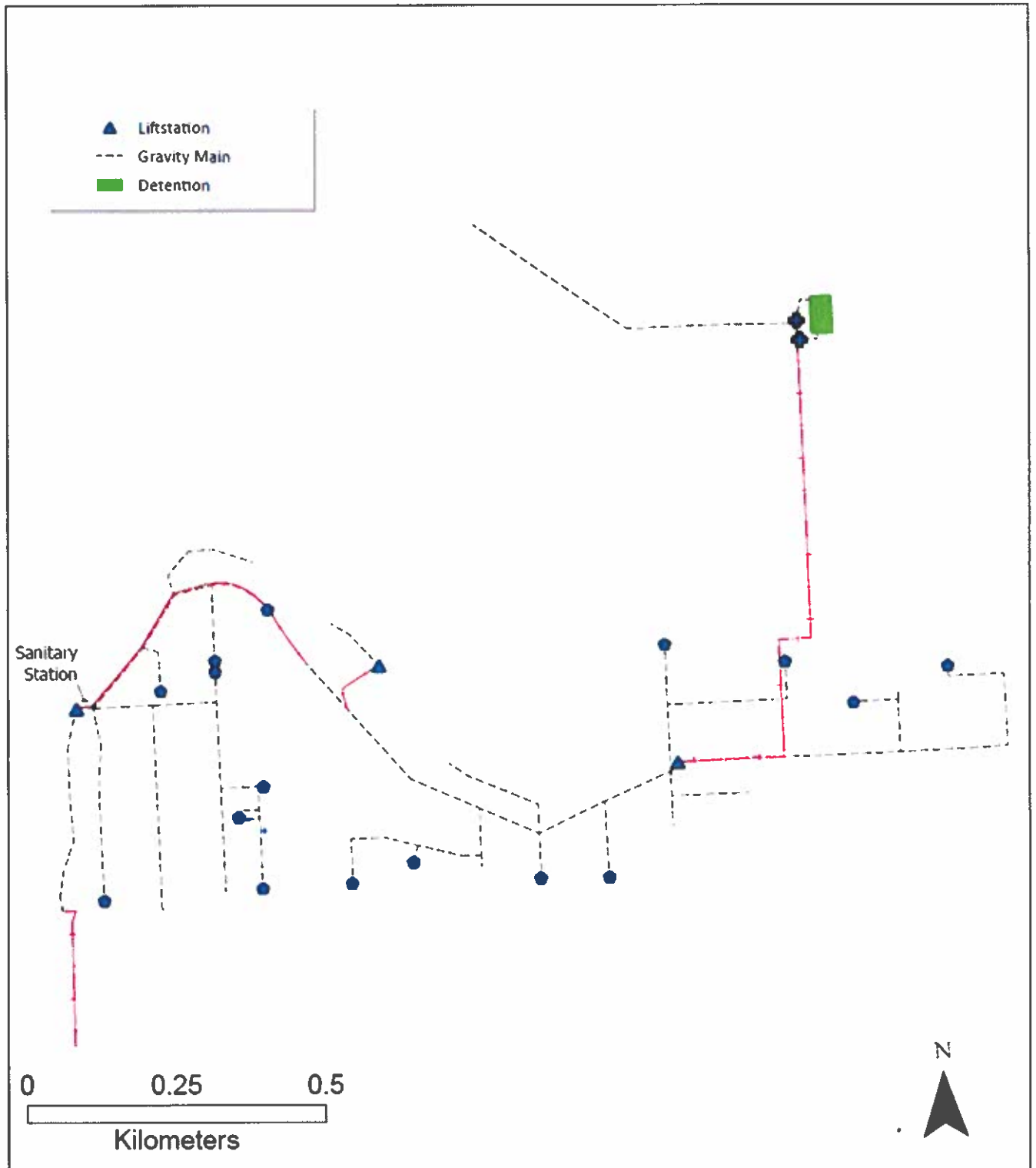
TEMPORARY USE PERMIT means a permit which may be granted to allow commercial or industrial uses to operate within the plan area pursuant to Section 93 of the Local Government Act.

SCHEDULE "B" LAND USE MAP



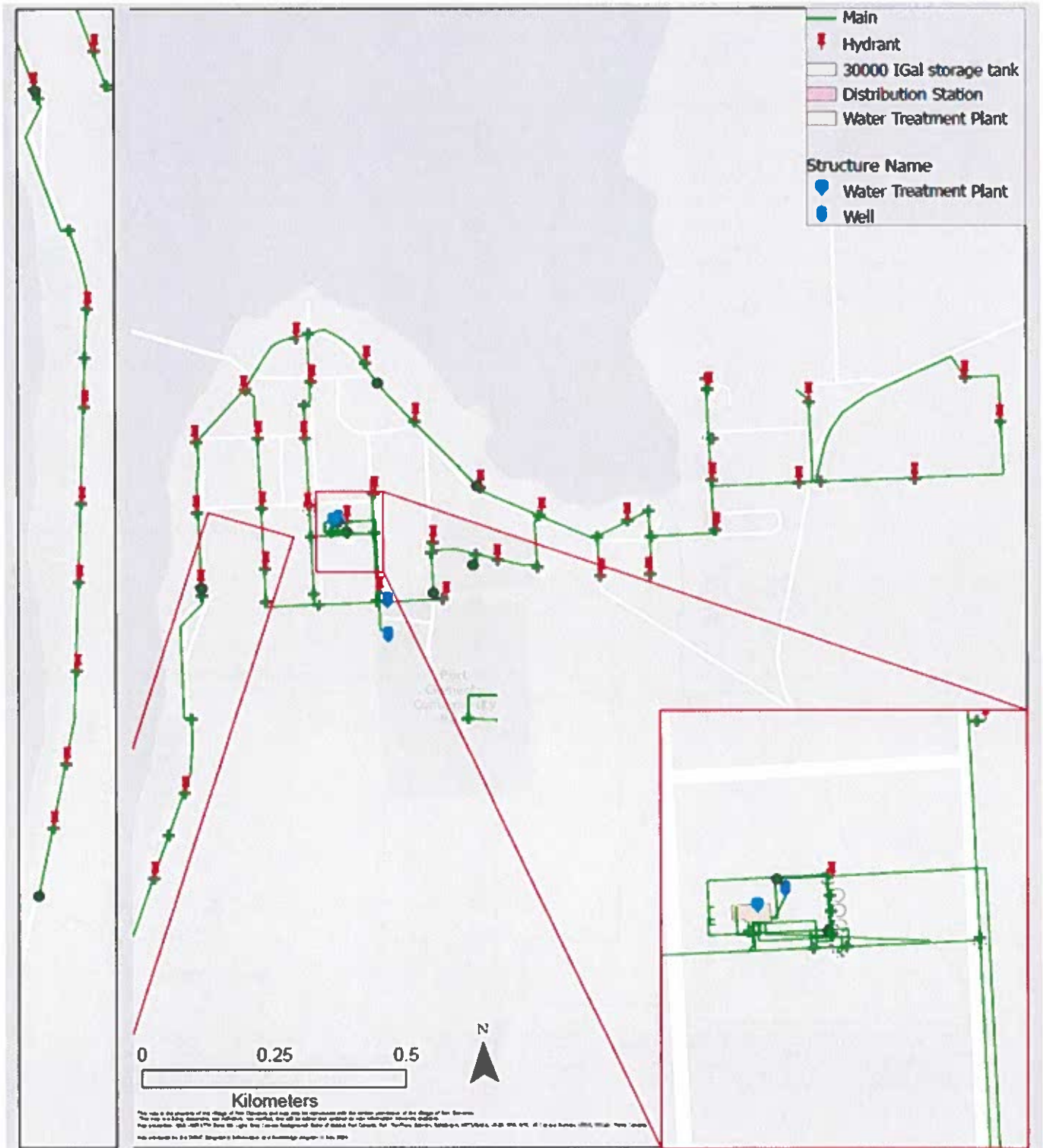
5-1

SCHEDULE "C" WASTEWATER COLLECTION SERVICE AREA



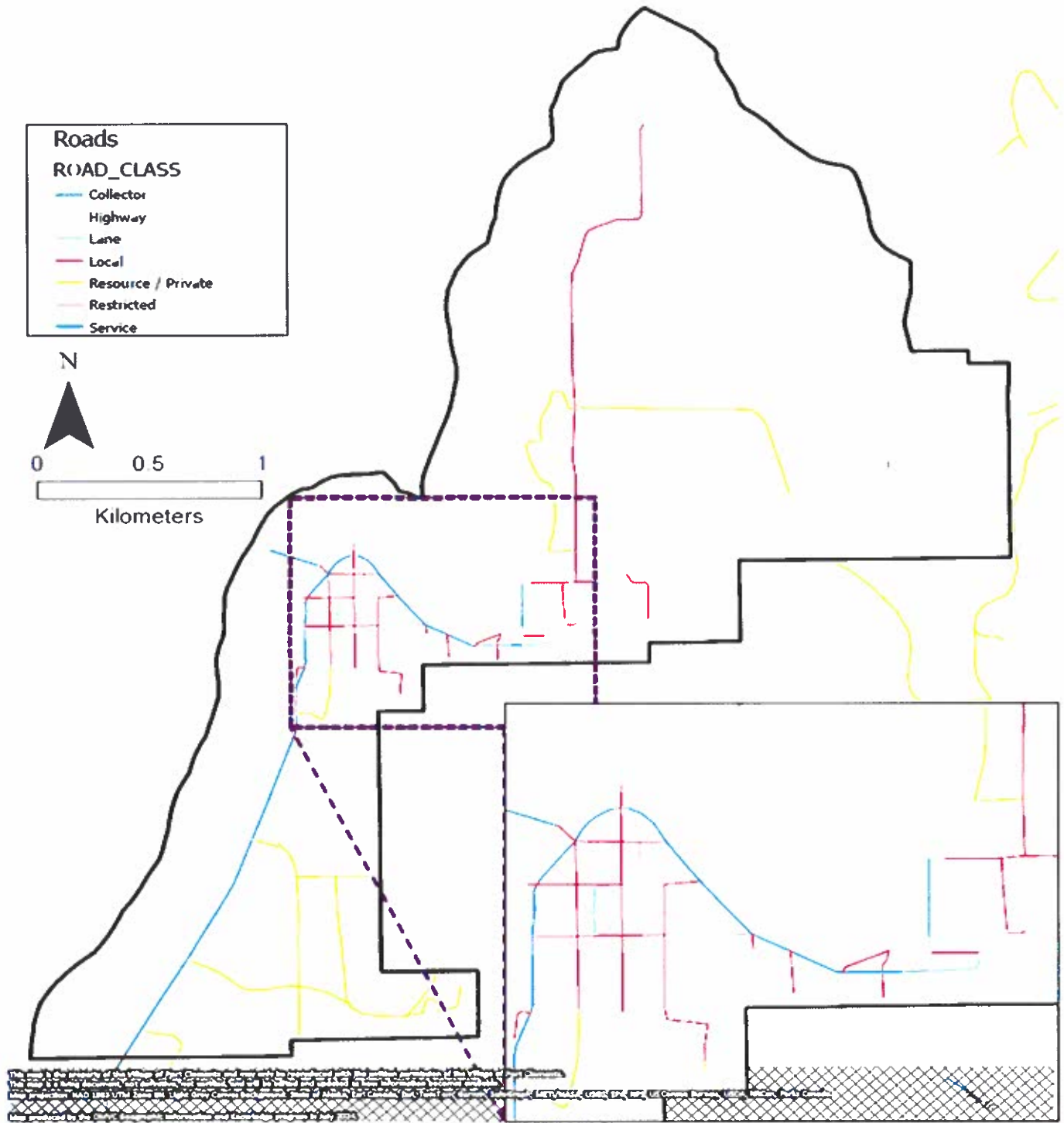
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SCHEDULE "D" WATER SUPPLY SERVICE AREA



9-1

SCHEDULE "E" ROADS



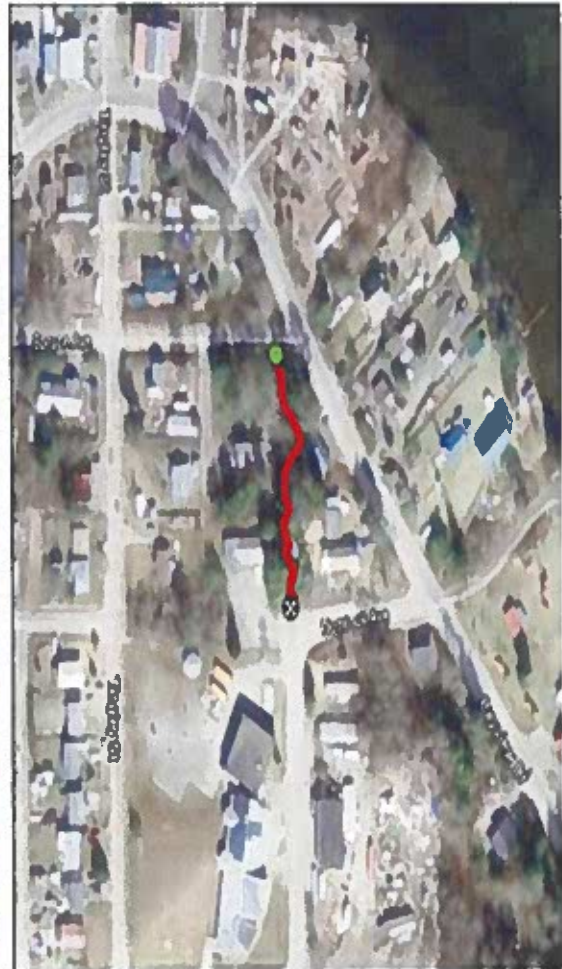
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SCHEDULE "F" TRAILS

SUNSET PARK



MILLENNIUM PARK



6-1

**VILLAGE OF PORT CLEMENTS
BYLAW #495, 2025**

A BYLAW TO ESTABLISH A LAND RESERVE FUND

WHEREAS the *Community Charter* gives Council the power by bylaw to establish a reserve fund for a specified purpose and direct money to be placed to the credit of the reserve fund;

AND WHEREAS the Community Charter gives Council the power to provide for the expenditure of the money in a reserve fund and interest earned on it for the purposes specified in the bylaw establishing the reserve fund;

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

TITLE:

This bylaw may be cited as "Land Reserve Fund Bylaw #495, 2025"

BODY:

1. This bylaw hereby establishes a reserve fund for Land.
2. The Village of Port Clements will keep the monies received from the sale of land and improvements in a separate dedicated reserve fund for the purposes of paying any debt remaining in relation to the property and of acquiring land, improvements and other assets of a capital nature.
3. The Village may transfer other money into this reserve fund but may not transfer money from this fund to other reserve funds or into general surplus.
4. Monies placed to a reserve fund established by the bylaw may be expended by resolution of Council or as expressly authorized by a Financial Plan bylaw adopted by Council.

READ A FIRST TIME THIS 20th DAY OF OCTOBER 2025
READ A SECOND TIME THIS 20th DAY OF OCTOBER 2025
READ A THIRD TIME THIS 20th DAY OF OCTOBER 2025

RECONSIDERED AND FINALLY ADOPTED THIS ----- DAY OF NOVEMBER 2025

Scott Cabianca
MAYOR

Marjorie Dobson
CAO

G-2

Recommendations from Committee Meeting October 14, 2025 Re Procedural Bylaw Changes – Sections 15, 16, and 17.

An additional suggested change to Section 22 has also been added.

Section 15: Agenda:

- Submission deadline: Monday at 3pm (the week before the meeting).
- Summary Sheet: Emailed to Councillors by Wednesday at 3pm (the week before the meeting)
- Summary Sheet and Full Draft Package: Emailed to the Mayor by Wednesday at 3pm (the week before the meeting).
- Full Agenda Package: Emailed to Mayor and Councillors and posted on the VOPC website by Friday at 3pm (the week before the meeting). A post will also be made on the VOPC Facebook page which identifies the meeting date and provides a link to the VOPC website to access the agenda, and provides Teams link to join the meeting remotely.

Section 16: Order of Proceedings and Business:

- Call to order
- Introduction of late items
- Approval of agenda
- Delegations
- Public comment regarding agenda items
- Consent agenda (minutes, correspondence, payments, housekeeping motions) will all be consolidated into one motion unless there is a request to have an item(s) removed from the consent agenda for further discussion and/or motion.
- *items removed from consent agenda will automatically become the next items on the agenda, and will addressed immediately following vote on consent agenda (by way of discussion and/or motion). Note: Roberts Rules explicitly allows for: *Grouping routine, non-controversial items together for approval in one motion, as long as any member may remove an item for separate consideration.*
- Correspondance – council decision requested/required
- Committee and Board recommendations
- Business arising and New Business
- Finance

- Government (Bylaws and Statutory Requirements)
- Reports and Discussions
- Questions from Public (open) – 5 minute limit.
- Adjourn to in camera
- Rise and Report
- Adjournment

Section 16: Late Items:

Late items can be introduced by Mayor or Councillors at the meeting after the meeting has been called to order. If there is unanimous consent to the items, and item will be added to New Business on the agenda. If there is not unanimous consent, the Mayor or Councillor introducing the late item can make a motion that the late item be introduced, and the item will be voted on through the standard motion process. If passed it will be added to the New Business on the agenda. If it fails it will not be added, and will not be heard at the council meeting.

Section 22: Motions Generally:

Discussion is Free. Direction Requires a Motion. Thus, discussion before a Motion is permissible.

In Practice — Especially in *Small Municipalities* — It’s Common (and allowed if stated in Procedural Bylaw)

Most small councils **informally allow discussion or “clarifying questions” before a motion is made**, especially when:

- **Staff presents a report**, and council members want to understand it before deciding what motion to make.
- **Councillors are unsure what specific motion to propose**, so they “talk it out” first.
- **The Procedure Bylaw allows for it** — *many do*, consciously departing from strict Robert’s Rules.

VILLAGE OF PORT CLEMENTS

BYLAW NO 460.4 2025

A Bylaw of the Village of Port Clements to amend Council Procedure Bylaw #460, 2020

WHEREAS the Council of the Village of Port Clements deems it desirable to amend the general procedures to be followed by Council and Council committees in conducting their business as set forth in its procedural bylaw,

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

1. To amend Council Procedure Bylaw #460, 2020, with the following in its wordings from:
 15. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
 - (2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 1:00pm on the Wednesday prior to the meeting.
 - (3) The Corporate Officer or designate must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
 - (a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email and by posting the Agenda on the Village's website for public access.
 - (b) the Corporate Officer may digitally distribute the In-Camera Agenda package to Council as well
 - (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.
 16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - (a) Approval of agenda including additions or deletions and consideration of late items;
 - (b) Petitions, Delegations & Opening of Sealed Tenders;
 - (c) Adoption of minutes;
 - (d) Business arising & Unfinished Business;
 - (e) Original Correspondence
 - (f) Finance
 - (g) Government (Bylaws and Statutory Requirements)
 - (h) New Business
 - (i) Reports and Discussions
 - (j) Action Items
 - (k) Questions from the public & press
 - (l) Adjourn to In-camera
 - (m) Rise and Report
 - (n) Adjournment
 - (2) Item 16(1)(k) is intended to permit members of the public to ask single questions of Council pertinent to the items on the agenda. Council may permit more general use of this opportunity at their discretion. Council may impose a time limit for this agenda item.
 - (3) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

17. (1) Late items are discouraged as neither Council nor the Corporate Officer may have had time to review and bring any related information forward pertaining to the issue.
 - (2) An item of business not included on the agenda must not be accepted by Council until the Corporate Officer or designate has first read the item and determined that it is not information that would taint an ongoing action of Council. After that vetting Council may, by resolution, choose to add the item as a late item.
 - (3) If the Council makes a resolution under section 17(2) of this Bylaw, information pertaining to the late item(s) must be distributed to the members.
22. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
 - (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
 - (3) A Council member may make only the following motions when the Council is considering a question:
 - (a) to refer to a committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
 - (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
 - (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

To:

15. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 3:00 PM on the Monday prior to the meeting.
- (3) The Corporate Officer or designate must send out the agenda to the members of Council by 3:00 PM on the Wednesday prior to the meeting.
 - (a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email
- (4) The Corporate Officer or designate must send out the agenda and full draft agenda package to the Mayor by 3:00 PM on the Wednesday prior to the meeting.
 - (a) the Corporate Officer may achieve this by distributing the Agenda electronically to the Mayor by email
- (5) The Corporate Officer or designate must make the agenda and full agenda package available to the members of Council and the public by 3:00 PM on the Friday afternoon prior to the meeting.
 - (a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email and by posting the Agenda on the Village's website for public access.
 - (b) the Corporate Officer may digitally distribute the In-Camera Agenda package to Council as well
 - (c) as part of the public distribution process a post will be made to the Village's Facebook group which identifies the meeting date, provides a link for remote access to the meeting, and provides a link to the Village's website where the agenda package can be accessed
- (6) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

(a) Call to Order

(b) Introduction of Late Items

This section is for the proposal and consideration of a late item to be added onto the agenda.

(c) Approval of Agenda – including deletions from the agenda

This section is the approval of the agenda, including the removal of any items from the agenda or re-ordering of the order in which agenda items proceed.

(d) Delegations

Delegations to Council are limited to ten (10) minutes to present unless otherwise permitted by Council to extend their time. Council may permit this extension without needing a motion if all members of Council present are in unanimous agreement to permit the extension; otherwise, Council may permit such extension by motion. Council is not required to provide immediate comment, take action or otherwise provide a response to the delegation regarding the information they have provided to Council.

(e) Public Comment Regarding Agenda Items

This section is for members of the public present at the meeting to provide comment to items on the agenda. Such comments are provided as statements to Council, and does not require Council to provide immediate comment, take action or otherwise respond back to the statements received.

(f) Consent Items

This section is for the approval of routine, non-controversial items together for approval in one motion, including minutes, correspondence, payments and other housekeeping items. However, any member of Council may request that an item from the list be removed for separate consideration. Items removed for separate consideration will automatically become the next items on the agenda and will be addressed immediately following a vote on the consent agenda (which may be permitted without needing a motion if all Council present are in unanimous agreement by way of discussion and/or by motion otherwise).

(g) Correspondence

This section is for items of correspondence where a Council decision is requested or required.

(h) Committee and Commission Recommendations

This section is for recommendations to Council by its committees and commissions

(i) Business Arising and New Business

This section is for business arising from previous Council motions and to deal with late items that are added onto the agenda being added as new business.

(j) Finance

This section is to deal with matters relating to the finances of the Village, such as financial reports.

(k) Government

This section is for matters relating to governance of the Village, such as bylaws and statutory requirements.

(l) Reports and Discussions

This section is to deal with written and verbal reports from members of Council in relation to their role on Council and their activities on behalf of the Village, reports on operations and projects from staff, and reports from the Village's committees and commissions.

(m) Questions from the Public

This section is for questions from the public and is open to questions regarding any matter under municipal jurisdiction or concern. However, members of the public are restricted to only having five (5) minutes per person to ask questions to Council. Council is not required to provide immediate answer, take action, or otherwise provide a response to the questions received.

(n) Adjourn to **Closed Meeting**

(o) Rise and Report

This section is to make public items or decision that were handled or made in Closed Meeting that have been released from the Closed Meeting and this confidentiality.

(p) Adjournment

(2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

17. (1) late items can be introduced by members of Council at the meeting after it has been called to order.

(2) A late item may be added to the agenda without needing a motion if there is unanimous consent by all Council present for the addition. If there is not unanimous consent, the member of Council introducing the late item can make a motion that the late item be introduced, and then the item will be voted on through the standard motion process. If the motion fails, the item will not be added and not heard at the meeting.

(3) Late items that are approved to be added onto the agenda will be added as New Business. Any information available pertaining to the late item(s), such as documents, must be distributed to the members.

22. (1) Council may discuss an agenda item without a motion needing to be made. However, for Council to make a decision or give direction a motion must be made.

(2) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(3) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.

(4) A Council member may make only the following motions when the Council is considering a question:

- (a) to refer to a committee;
- (b) to amend;
- (c) to lay on the table;
- (d) to postpone indefinitely;
- (e) to postpone to a certain time;
- (f) to move the previous question;
- (g) to adjourn.

(5) A motion made under subsections (3)(c) to (g) is not amendable or debatable.

(6) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

This Bylaw may be cited for all purposes as "Procedure Amendment Bylaw #460.4, 2025"

READ a first time this ___ day of ___ 2025

READ a second time ___ day of ___ 2025

READ a third time this ___ day of ___ 2025

FINALLY PASSED AND ADOPTED this ___ day of ___ 2025

Mayor Scott Cabianca

Chief Administrative Officer Marjorie Dobson

CERTIFIED A TRUE COPY OF 'PROCEDURE AMENDMENT BYLAW #460.4 2025'



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer
Date: November 17, 2025

RE: Regular Report on Current Operations

BACKGROUND:

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

DISCUSSION:

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

Administration:

Personnel

- (i) New position: The Council has established the position of Public Works Working Foreman. This new position aligns with the Council's goals and overall organizational structure. The Village is currently seeking a motivated individual to fill the position.
- (ii) Reduced capacity: Over the past month, the Village has been operating with reduced staff capacity due to staff absence in Administration and unfilled vacancy in Public Works.

Drinking Water System Permit

The Village received an updated permit issued October 2025 for the fiscal year ending March 2026 identifying additional conditions as required by the Canadian Guidelines for Drinking Water quality. These additional requirements are aimed at ensuring that water quality meets the standards for consumption and ultimately protecting public health.

Critical Infrastructure:

Waste Water System Upgrading:

Sewage Lagoon Fencing: There are some finer details to be worked out regarding the bid for fencing before Council reviews and makes an award

Note however that construction work has been suspended for the remainder of the wet season.

Water System

Tingley Street Watermain Improvement:

The project is nearing completion. It is anticipated that all connections to individual houses (and the filling of all associated holes) will be complete by the week of Nov 17 - 21. Additional cleanup work will continue into the following week.

Due to the climatic conditions at this time of the year the following activities will take place early in the new year:

- The final paving of trench crossings and shoulder issues will not be completed until after the new year (likely in March/April).
- Efforts to re-seed affected lawns will not occur until after the new year (likely March/April). At this time the Village will make efforts to re-seed disturbed areas.

R-1

Other Infrastructure & Projects:

Community Hall: The metal roof replacement is completed, and the missing siding has been replaced. Additional indoor work is being planned for the new year

Rainbow Wharf: The replacement of the railings on Rainbow Wharf is about to commence. This project will last for several weeks. Following the replacement of the railings the Village will aim to install the Mobi mat.

Fire Hydrants

(See individual Report)

Finance:

The Sr Finance Manager has been investigating the benefits and cost of Automatic Funds Transfer (AFT) service offered by Northern Savings Credit Union. There would be an increase in fees, both with the bank and our software provider. However, the increased cost will be equivalent to the postal service cost. Introducing an ATF method of payment does not eliminate the issuing of a physical cheque. The Village will have a hybrid system of payment which would be beneficial especially in times of postal strikes.

Utility invoices are prepared and will be in the mail soon. Routine activities in accounts payable, accounts receivable, payroll and bank reconciliations continue.

Public Works

Regular maintenance on a reduced level due to staff absence.

Respectfully submitted:

Marjorie Dobson, CAO



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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REPORT TO COUNCIL

Author: Marjorie Dobson CAO
Date: November 17, 2025

RE: Fire Hydrants Inspection

BACKGROUND:

There is no record to show when the fire hydrants were installed. However, it can be reasonable assumed that the installation process took place around the same time as the water pipes were installed during the 1970'S and 1980'S. This timeline indicates that some hydrants are more than fifty (50) old. It is stated that the economic useful life of a hydrant is 50 years, so most of these hydrants would have surpassed that stage. There are 42 hydrants installed within the municipal boundaries, and it is believed that they have never been inspected nor any maintenance done unless there's an obvious issue- case in point a cap has been identified as missing.

DISCUSSION

The BC Fire Code and the National Fire Protection Association (NFPA) outline the requirements and guidance for fire hydrants service and maintenance.

In September of 2025, the Village engaged the services of Cutting Edge Projects a company that specializes in fire hydrant maintenance to conduct an inspection of all 42 hydrants in the community. The objective was to get an idea of their current condition, and operational readiness.

During the inspection process, the crew did minor repairs, painted, and numbered each hydrant. From reports provided, all except one (located Falcon Street/Community Park) were fully operational and had water supply. The set of hydrants comprised four different models. (see summary table below)

TC	21
McCavity M-67	13
Muller Century	7
Terminal City	1

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However several operational issues were identified, some addressed while the majority is yet to be addressed. The McCavity M-67 model was in poor conditions, are 'irreparable' and should be replaced (See below report and recommendations from Cutting edge Projects.)

Village of Port Clements Fire Hydrants

Hydrant	Location	Type	Issues	Recommendations
1	284 Bayview Dr	McCavity M-67	Unable to remove top cap - seized	Install new conversion kit (M67 - M93B)
2	280 Bayview Dr	McCavity M-67	Unable to remove top cap - seized	Install new conversion kit (M67 - M93B)
3	272 Bayview Dr	McCavity M-67	Unable to remove top cap - seized. Isolation angled and full of dirt	Install new conversion kit (M67 - M93B). Straighten isolation valve riser and remove dirt.
4	268 Bayview Dr	McCavity M-67	Cracked top plate.	Install new conversion kit (M67 - M93B)
5	262 Bayview Dr	McCavity M-67	Unable to remove top cap - seized. Very slow draining. Riser on angle and difficult to get key on	Install new conversion kit (M67 - M93B). Excavate and install new drain rock. Straighten isolation valve riser
6	256 Bayview Dr	McCavity M-67	Unable to remove top cap - seized	Install new conversion kit (M67 - M93B)
7	246 Bayview Dr	McCavity M-67	Old style McCavity hydrant (same as others)	Install new conversion kit (M67 - M93B)
8	201 Bayview Dr	TC C71P	Main valve top plate is corroding. Hydrant does not drain	Excavate and install new drain rock. Replace main valve top plate
9	171 Bayview Dr	TC C71P	Very slow draining	Excavate and install new drain rock
10	149 Bayview Dr	TC C71P	Unable to remove operating nut capscrew - seized	Cut off and replace operating cap and hold down bolt. Complete type 2 inspection
11	120 Bayview Dr	TC C71P	Very slow draining	Excavate and install new drain rock
12	15 Yakoun St	TC C71P		
13	31 Yakoun St	TC C71P		
14	45 Yakoun St	TC C71P		
15	56 Tingley	TC 1	Unable to remove top plate. Nuts corroded and rounded	Hydrant is on Tingley Street which is getting new watermain so we assume hydrant will be replaced
16	36 Tingley	TC 1		
17	22 Tingley	TC 1		
18	9 Tingley	TC C71P	Unable to remove operating nut capscrew - seized bolt	Cut off and replace operating cap and hold down bolt. Complete type 2 inspection

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19	90 Bayview	TC C71P	Isolation valve riser filled with dirt	Clean out isolation valve riser. Complete type 2 inspection
20	71 Bayview	TC C71P		
21	53 Bayview	TC C71P		
22	Moss/ Bayview	TC C71P		
23	25 Bayview	TC C71P	Unable to locate isolation valve - valve in front of hydrant either does not isolate at all or is for another watermain branch	Locate and test isolation valve. Complete type 2 inspection.
24	15 Water drive	TC C71P	Unable to remove operating nut capscrew - seized	Cut off and replace operating cap and hold down bolt. Complete type 2 inspection
25	1 Dyson St.	TC C71P	Isolation valve riser filled with dirt	Clean out isolation valve riser. Complete type 2 inspection
26	2 Mallard St.	TC C71P	Unable to remove operating nut capscrew - seized	Cut off and replace operating cap and hold down bolt. Complete type 2 inspection
27	Corner Bv/Jasper	TC C71P	Main valve top plate is corroding	Replace main valve top plate
28	17 Cedar Drive East	TC C71P	Main valve top plate is corroding	Replace main valve top plate
29	11 Park St.	McCavity M-67	Unable to remove top cap - seized	Install new conversion kit (M67 - M93B)
30	39 Park St.	McCavity M-67	Unable to remove top cap - seized	Install new conversion kit (M67 - M93B)
31	Falcon trail	McCavity M-67	Unable to remove top cap - seized	Install new conversion kit (M67 - M93B)
32	Falcon to May	McCavity M-67	Unable to remove top cap - seized	Install new conversion kit (M67 - M93B)
33	Cedar Ave. E/Hwy#16	McCavity M-67	Old style McCavity hydrant (same as others)	Install new conversion kit (M67 - M93B)
34	21 Jasper Ave	McCavity M-67	Unable to remove top cap - seized. Leaks from top	Install new conversion kit (M67 - M93B)
35	2 Grouse	Mueller Century		
36	Hwy 16/#80	Mueller Century	Nelson box with lid is missing on isolation valve riser	Install nelson box with lid on isolation valve riser pipe

37	Nyholt #80	Mueller Century	Unable to remove isolation valve lid - rusted shut	Excavate and replace nelson box and lid for riser pipe. Complete type 2 inspection
38	Adams #2	Mueller Century	Nelson box with lid is missing on isolation valve riser	Install nelson box with lid on isolation valve riser pipe

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39	#4 Ryland	Mueller Century		
40	Ryland/Cedar Ave. E	Mueller Century	Operating nut needs to be replaced	Replace operating nut
41	Falcon/ park	Mueller Century	No water supply to hydrant	Get water supply to hydrant and complete type 2 inspection

CONCLUSION :

RECOMMENDATIONS: That the Village engages the services of professionals to address the issues.
 To date the Village received one quote totaling \$122,900 to address the issues outlined in the report and is actively looking at strategies and methods to reduce costs.

STRATEGIC Ensure all hydrants are functional, and compliant with safety standards, and capable of supporting emergency response needs

FINANCIAL **(Corporate Budget Impact)**
 Replacing the thirteen (13) McCavity M67 hydrants and repairs to the others requires a significant amount of funds which would impact the Village capital maintenance budget.

ADMINISTRATIVE **(Workload Impact and Consequence)**
 Increased workload with Admin staff

Respectfully submitted:
 Marjorie Dobson CAO

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