



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

6:00 PM Regular Meeting of Council, Monday, January 26, 2026

AGENDA

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

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
 - D-1— Mike Van Herd - Port Clements Volunteer Fire Department
 - (a) New Pumper Truck needed
 - (b) Designating Fire Inspector and Fire Investigators
 - D-2 —Leidys Barrios Barona- Port Clements Elementary School Parents Advisory Council - Port Clements Elementary School Reconfiguration Review – Update
- 3. MINUTES**
 - M-1— December 22, 2025, Special Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
 - C-1—INFORMATION—Opposition to Bulk Crude Oil Carriers on BC North Coast - Daajing Giids
 - C-2—INFORMATION—Invitation: Virtual Town Hall on Forestry Supports - Intergovernmental Relations Secretariat (IGRS)
 - C-3—INFORMATION—Human Rights Commissioner’s inquiry into police use of media exclusion zones- recommendations and request for response
 - C-4—INFORMATION—Fire Inspector and Fire Investigator Training
- 6. FINANCE**
 - F-1—4th Quarter Financial Report
- 7. GOVERNMENT**
 - G-1— Administration Fee – Grant from Gwaii Trust for Elders Social Event
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
 - R-1—INFO—Regular Report on Current Operations- CAO Dobson
- 10. ACTION ITEMS**
- 11. QUESTIONS FROM THE PUBLIC & PRESS**

12. IN-CAMERA

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

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

13. RISE AND REPORT

14. ADJOURNMENT



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For more information please contact by:
Phone: 250-557-4295
FAX: 250-557-4568
Email: cao@portclements.ca

Delegation to Council Application Form

Applicant Group/Individual Name: PLVFO, K. Falconbridge
Mailing Address: 212, Port Clements, BC
Telephone: 250-626-7459 Email: kazamir@live.com

Subject of Delegation: NEW PUMPER TRUCK NEEDED
Fire Inspector/Investigator training designees.

Purpose of Delegation:

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

- Question for council
- Requesting information
- Requesting a letter of support
- Requesting funding
- Other (provide details): NEW PUMPER TRUCK NEEDED

Also: Designate Aaron Cunningham & K. Falconbridge
for Fire Inspection/Investigator training
Contact Person (if different from above): Mike Van Heard
Telephone number: 250-922-457 Email: mikesmechanicalshop@gmail.com

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

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

Council Meeting date requested: 26 JAN 2026
Attending delegate (if different from above): MIKE VAN HEARD

D-1

Delegation Requirements:

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

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

Delegation Rules at Council Meetings:

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

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

Name: Kazimir Falconbridge
Date: 14 JAN '26

Signature: [Handwritten Signature]

For Office Use Only:

Date Application Received: _____ Documents Submitted with Application: _____
Application Received by: _____ Signature: _____

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

Council Meeting Appearance date of Delegation: January 26, 2026

[Handwritten Signature]
Signature of Chief Administrative Officer

January 22/2026
Signature Date

D-1



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

Delegation to Council Application Form

Applicant Group/Individual Name: PCBC - Parent Advisory Council
Mailing Address: Leidy's Barrios Barona
Telephone: 604-764-0740 **Email:** _____

Subject of Delegation: Port Clements Elementary School
Reconfiguration

Purpose of Delegation:

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

- Question for council
- Requesting information
- Requesting a letter of support
- Requesting funding
- Other (provide details): update, Port Clements Elementary School Reconfiguration

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

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

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

Council Meeting date requested: January 26, 2026
Attending delegate (if different from above): _____

D-2

Delegation Requirements:

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

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

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- 3. Do not expect an immediate answer or response to your delegation:** Council may refer to staff for more information or postpone it to another meeting for further consideration. Council reserves the right to make its decision in its own time and will not be pressed to a decision due to a delegate’s deadline.

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

Name: Ledy's Barrios Barona
Date: Jan 23, 2026

Signature: Ledy's Barrios Barona.

For Office Use Only:

Date Application Received: _____ Documents Submitted with Application: _____
Application Received by: _____ Signature: _____

Approved

Declined

Other (please specify): _____

Council Meeting Appearance date of Delegation: _____

[Signature]
Signature of Chief Administrative Officer

Jan 23, 2026
Signature Date

D-2



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Minutes of the Special Meeting of Council, Monday, December 22nd, 2025

Present:

Mayor Scott Cabianca (via conferencing)
Councillor Brigid Cumming (via conferencing)
Councillor Wayne Nicol
Councillor Dennis Reindl

Not Present:

Councillor Kazamir Falconbridge

Acting CAO Elizabeth Cumming

Members of the public: none

Meeting Called to order at 4:00 PM

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

1. ADOPT THE AGENDA

2025-12-285—Moved by Councillor Cumming, seconded by Councillor Nicol
THAT Council adopts the December 22, 2025, Special Council Meeting agenda.
CARRIED

2. MINUTES

M-1—December 15th, 2025, Regular Council Meeting Minutes
2025-12-286—Moved by Councillor Cumming, seconded by Councillor Nicol
THAT Council adopts the December 15th, 2025, Regular Council Meeting Minutes.
CARRIED

M-2—December 18th, 2025, Public Hearing Minutes
2025-12-287—Moved by Councillor Cumming, seconded by Councillor Nicol
THAT Council adopts December 18th, 2025, Public Hearing Minutes.
CARRIED

3. GOVERNMENT

G-1— Joint Statement on Oil Tanker Moratorium - Haida Gwaii Protocol Table
2025-12-288—Moved by Councillor Cumming, seconded by Councillor Nicol
THAT the Village of Port Clements supports the Joint Statement on the Oil Tanker Moratorium from the Haida Gwaii Protocol Table and sign on to the joint letter.
CARRIED **OPPOSED Councillor Reindl**

G-2— Official Community Plan Bylaw #490, 2025
2025-12-289—Moved by Councillor Cumming, seconded by Mayor Cabianca
THAT Council does 3rd reading, reconsideration and adoption of "Official Community Plan Bylaw #490, 2025"
CARRIED

4. ADJOURNMENT

2025-12-290—Moved by Councillor Cumming,
THAT Council adjourns this meeting at 4:05 PM.
CARRIED

M-1

Councillor Dennis Reindl

Acting CAO Elizabeth Cumming

M-1

Bill Beamish
PO Box 476
Daajing Giids, BC, V0T 1S0
bbeamish1@hotmail.com

The Right Honourable Mark Carney
Prime Minister of Canada
80 Wellington Street,
Ottawa, Ontario, K1A 0A2
mark.carney@parl.gc.ca

The Honourable David Eby
Premier of British Columbia
PO BOX 9041 STN Prov. Govt
Victoria, BC V8W 9E1
premier@gov.bc.ca

Gaagwiis Jason Alsop
President, Council of the Haida Nation
Box 98 Daajing Giids
Haida Gwaii V0T 1S0
gaagwiis@haidanation.com

January 19, 2026

Subject: Opposition to Bulk Crude Oil Carriers On BC North Coast

We are writing to reaffirm our longstanding opposition to any proposals that would allow bulk crude oil carriers to operate along the North Coast of British Columbia.

In 2010, as members of the Village of Queen Charlotte (now Daajing Giids) Council and the Chief Administrative Officer, we put forward two resolutions at the BC Union of Municipalities annual conference. The first resolution called upon delegates to oppose the Enbridge Northern Gateway Pipeline Project, which aimed to connect Alberta's oilsands to the B.C. North Coast. The second resolution urged both the provincial and federal governments to enact legislation banning bulk crude oil tanker traffic through Queen Charlotte Sound, Dixon Entrance, and Hecate Strait. Both resolutions received overwhelming support from delegates attending the 2010 UBCM conference in Whistler.

In 2012, we participated in the Government of Canada - Enbridge Northern Gateway Project Joint Review Panel hearings when they were held in Skidegate on Haida Gwaii. In our individual presentations, we reiterated our opposition to the proposed Enbridge oil pipeline

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and expressed support for the positions of the Council of the Haida Nation and all Haida Gwaii communities. We emphasized that the proposal, if approved* would threaten the environmental and economic sustainability and traditional values and practices fundamental to Haida Gwaii.

Now, in 2026, we believe it is once again essential to clearly state our opposition to any initiative proposing the development of an oil pipeline to the north coast of British Columbia. While we no longer hold elected positions within our community, our views from 2010 and 2012 remain unchanged. It is crucial to voice support for the Haida Nation and others who continue to prioritize environmental stewardship, the protection of the coastline and a sustainable economy over economic projects that risk our shared future.

Sincerely,



Carol Kulesha
Former Mayor



Leslie Johnson
Former Councillor



Kris Olsen
Former Mayor & Councillor



Greg Martin
Former Mayor & Councillor



Bill Beamish
Former Chief Administrative Officer

Also sent to:

- Ellis Ross, Member of Parliament, Skeena-Bulkley Valley, British Columbia
- Honourable Laanas — Tamara Davidson, MLA North Coast Haida Gwaii
- Mayor Lisa Pineault, Village of Daajing Giids
- Mayor Scott Cabianca, Village of Port Clements
- Mayor Sheri Disney, Village of Masset

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The following resolutions have been approved by the Mayor and Council of the Village of Queen Charlotte for submission to the Union of BC Municipalities 2010 Convention.

Resolution 1'

Bulk Crude oil Tanker Traffic in Northern Coastal Waters

Village of Queen Charlotte:

WHEREAS; the Enbridge Northern Gateway Project wilt result in increased crude oil tanker traffic and risk of accidental oil spills in northern coastal waters in British Columbia;

AND WHEREAS: a crude oil spill will have devastating and long tasting effects on the Pacific North Coast area that is recognized for its unique and diverse ocean ecosystems, which provide critical marine habitat and marine resources that sustain the social, cultural, environmental and economic health of coastal communities. including First Nations communities;

NOW THEREFORE BE IT RESOLVED that the Union of BC Municipalities is opposed to any expansion of bulk crude oil tanker traffic on the North Coast of British Columbia;

AND FURTHER BE IT RESOLVED that the Union of BC Municipalities petition the federal government to establish a moratorium on bulk crude oil traffic through northern BC coastal waters.

Resolution 2

Tar Sands Oil

Village of Queen Charlotte

WHEREAS; the Enbridge Northern Gateway Project proposes to deliver Tar Sands oil for loading onto crude oil tankers and delivery overseas via northern coastal waters;

AND WHEREAS: mining of Tar Sands oil contributes unacceptably to climate change and to degradation of the environment and is contrary to the principles of the BC Climate Action Charter that has been signed by 177 BC local governments and the islands Trust as a commitment to significantly cut greenhouse gas emissions by 2012;

NOW THEREFORE BE IT RESOLVED that the Union of BC Municipalities is opposed to Tar Sands oil being shipped in pipelines across northern BC for loading onto crude oil tankers.

c-1

Marjorie Dobson

From: IGRS Local Government Relations Unit IGRS:EX
<IGRS.LocalGovernment.RelationsUnit@gov.bc.ca>
Sent: January 20, 2026 2:39 PM
To: IGRS Local Government Relations Unit IGRS:EX
Subject: Invitation: Virtual Town Hall on Forestry Supports | Tuesday, February 3 from 1:00 - 2:00 pm PST



Invitation: Virtual Town Hall on Forestry Supports

Local governments and UBCM First Nations members are invited to join a virtual Town Hall hosted by the Honourable Brittny Anderson, Minister of State for Local Governments and Rural Communities, and the Honourable Ravi Parmar, Minister of Forests on **Tuesday, February 3, from 1:00 to 2:00 p.m. PST.**

This Town Hall will provide an overview of forestry worker supports and community transition services for communities impacted by mill closures. The session is open to local government officials and staff and will include a Q&A period. Officials from the Ministries of Forests, Jobs and Economic Growth, Post-Secondary Education and Future Skills, and Social Development and Poverty Reduction will be available to answer questions. [Please register in advance.](#)

Building on this and the previous Town Hall on tariffs, Minister of State Anderson will host additional sessions to share information and stay connected on matters of common interest. Additional Town Halls on the following topics will be scheduled in the coming months:

- **Foreign interference:** Raising awareness and providing practical guidance to local governments to help safeguard Canada's sovereignty.
- **Look West:** British Columbia's economic plan, including an overview of the strategy to strengthen B.C.'s economic security.
- **Trade diversification with CETA:** An overview of the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and the opportunities it provides for economic growth.

Additional details, including dates and times, will follow.

Intergovernmental Relations Secretariat
Office of the Premier



British Columbia's
**Office of the Human Rights
Commissioner**

DECEMBER 18, 2025

All Mayors of British Columbia
VIA EMAIL

Dear Mayors,

**Re: Human Rights Commissioner's inquiry into police use of media exclusion zones –
recommendations and request for response**

On October 16, 2023, I initiated an inquiry into police use of media exclusion zones. The goal of the inquiry is to shine a light on how police use exclusion zones to restrict media access to observing police action affecting the human rights of marginalized populations, in situations where there is no injunction that explicitly allows for such an exclusion zone.

The primary focus of this inquiry was the exclusion zone created in Vancouver during the Downtown Eastside decampment on April 5 and April 6, 2023. The inquiry examined whether and how police use of exclusion zones can comply with domestic and international human rights standards. More information about the inquiry can be found [here](#) and in the confidential attached executive summary.

I appreciate that you did not provide evidence to inform this inquiry. However, because of the significant impact of exclusion zones on freedom of the press and because their use is growing across B.C. and Canada in a variety of contexts including decampments, I am making a recommendation to all municipalities and all police departments in B.C. regarding the use of media exclusion zones (or indeed, any areas in which media access is restricted) without judicial authorization.

Section 47.20 of B.C.'s *Human Rights Code* provides that at the conclusion of an inquiry, I can make a written report containing any recommendations I consider appropriate. The inquiry report includes a total of 6 recommendations, including the following:

Recommendation 1

The Vancouver Police Department and the City of Vancouver, as well as all other police departments and municipal governing bodies in British Columbia, immediately cease

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excluding or restricting media areas around police action¹ without explicit judicial authorization, unless required by immediate and unforeseeable circumstances limited to a credible and substantial threat to public safety (in accordance with the law) or for the integrity of a criminal investigation. If an exclusion zone (as defined in this report) is required in these circumstances, every reasonable effort to mitigate the impact on freedom of press must be taken.

I am requesting a formal response from your municipality to the recommendations by ^{Friday} ~~Monday,~~ January ³⁰ ~~27,~~ 2026. In your response, please indicate whether your municipality accepts and will implement the recommendations. Please note that I may make your municipality's response public when the report is released.

Please note that I anticipate releasing the final report in early February 2026. My team will be following up with you after that time as well to engage in conversation with you and your staff about plans for implementation.

I am grateful for your attention to this matter and would be happy to meet with you, should you wish to learn more about the inquiry or discuss the impacts on press freedom in more depth in your community. Freedom of the press is a vital part of our democracy and is enshrined in both our constitutional and our international law commitments. My mandate as Human Rights Commissioner covers all local governments in the province and includes promoting protection with international human rights law. I look forward to working with you to ensure that freedom of the press is protected across the province.

If you have any questions in the meantime, please feel free to contact Carly Hyman, General Counsel at Carly.Hyman@bchumanrights.ca.

Sincerely,



Kasari Govender, Commissioner
BC's Office of the Human Rights Commissioner

Attachment: Confidential - Executive Summary of Commissioner's inquiry into media exclusion zones

¹ Including (but not limited to) where police are involved in 'keeping the peace'.



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Commissioner's recommendations

The Commissioner's following recommendations must be implemented in a manner that is consistent with domestic and international human rights laws and promotes and protects the rights of people who are unhoused or otherwise impacted by exclusion zones.

Please note that the footnotes to the recommendations contain additional context, clarity and examples, and do not form the substance of the recommendations.

Recommendation 1

The Vancouver Police Department and the City of Vancouver, as well as all other police departments and municipal governing bodies in British Columbia, immediately cease excluding or restricting media areas around police action¹ without judicial authorization, unless required by immediate and unforeseeable circumstances limited to a credible and substantial threat to public safety (in accordance with the law) or for the integrity of a criminal investigation. If an exclusion zone (as defined in this report) is required in these circumstances, every reasonable effort to mitigate the impact on freedom of the press must be taken.

Recommendation 2

By June 2027, the Ministry of Public Safety and Solicitor General introduces legislation, legislative amendments or regulations to enshrine the directive established in Recommendation 1. This must be done in collaboration with municipal police departments and RCMP e-division, and in consultation with Indigenous Peoples, media organizations, subject matter experts and advocacy organizations.

In compliance with the *Charter of Rights and Freedoms* (the Charter) and domestic and international human rights standards including *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP), the legislation (and attendant regulations as necessary) should include:

- direction on how to determine whether someone is a journalist, taking into account that journalism is a function shared by a wide range of actors. People engaged in a good faith

¹ Including (but not limited to) where police are involved in 'keeping the peace'.

news-gathering activity of a journalistic nature on matters of public interest should be captured by this direction, in accordance with both international and domestic law. For the sake of clarity, the Commissioner recommends that the Ministry not engage in credentialling journalists for this purpose;

- time limits and size constraints for exclusion zones, to ensure as minimal intrusion on freedom of the press as possible;
- rules around managing admission, access control points and pool cameras, including ensuring that pool cameras are established by media rather than police and are only used when strictly necessary;²
- requirements for when notice of media restrictions is to be given to the media and the content of such notice;
- training requirements for all involved front-line officers and commanders to ensure familiarity with the legislative changes;
- training requirements for all front-line officers and commanders on press freedom and freedom of assembly, as discussed in more detail below.

Recommendation 3

The Ministry of Public Safety and Solicitor General provide funding for rights-based training for all front-line police officers and commanders, including:

- to the Canadian Association of Journalists or other experts to develop training on press freedom, which should include the role of the press in a functional democracy, legal protections of freedom of the press, when and in what way media access may be restricted and police obligations when interacting with or making operational decisions in regard to the media; and
- to a legal organization or expert to develop training on freedom of association, which should include the importance of the right to assemble in a functional democracy, legal protections of the right, when and in what way protests may be restricted, regulated or monitored and police obligations when interacting with or making operational decisions in regard to protests.

² For example, pool cameras should be limited to only those circumstances where only one camera shot is possible (for example, a person speaking at a podium), where it is only physically possible for one camera to fit in the filming space or where expense of filming is extraordinary and therefore outweighs benefits of diverse views.



U-3

The Ministry should direct the Justice Institute and the RCMP to work with these organizations to deliver this ongoing training or should otherwise incorporate this recommendation into their ongoing development of standardized training curriculum, starting in February 2027.

Recommendation 4

By February 2027, the Ministry of Attorney General provide annual funding (either independently or in collaboration with another legal funder) to an independent organization tasked with providing systemic advocacy and individual legal support to media and media organizations who encounter legal and policy issues concerning freedom of the press.

Recommendation 5

By June 2026, the Vancouver Police Board amend its policy regarding handling of service and policy complaints to require that all complaints are handled in a procedurally fair manner and with rigour, including by ensuring that members involved in a matter under investigation are not tasked with investigating their own actions or those of their superiors and that all handling of complaints is addressed in a manner that is free from conflicts of interest, either real or perceived, and transparent.

Recommendation 6

By June 2027, the Ministry of Public Safety and Solicitor General introduce amendments to the Police Act to:

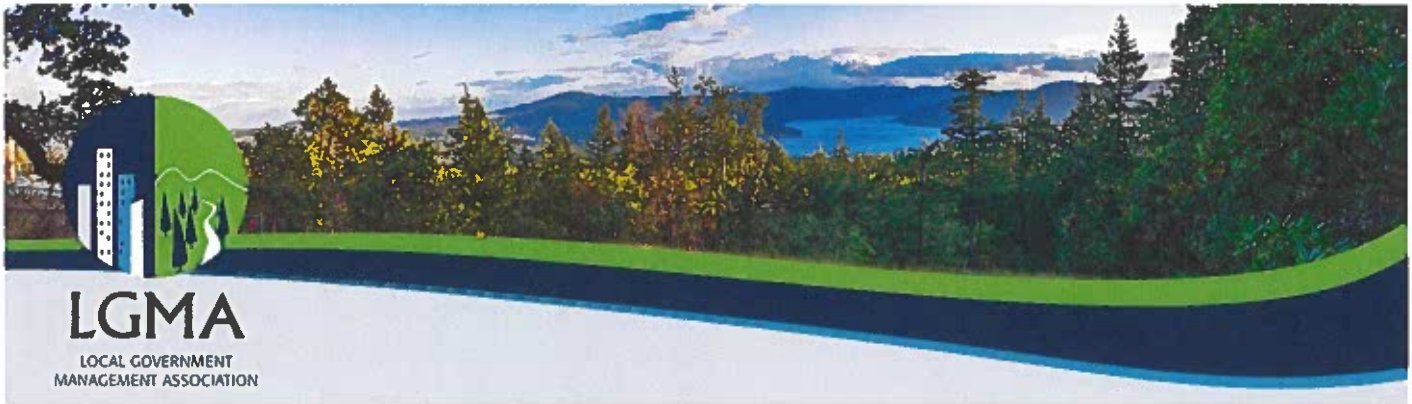
- amend s.171(1) to make explicit that where investigations of Service and Policy complaints are conducted, they can be done by an independent third party;
- amend s.171(2) to make compliance with the Office of the Police Complaint Commissioner's recommendations mandatory; and
- amend s.173(1)(b) to change non-binding recommendations on investigation, study or procedural courses of action to binding directions.



C-3

Marjorie Dobson

From: LGMA Office <Office@lgma.ca>
Sent: January 22, 2026 3:37 PM
Subject: Fire inspector and fire investigator training now available from the Office of the Fire Commissioner



Fire inspector and fire investigator training now available from the Office of the Fire Commissioner

LGMA wanted to be sure you didn't miss this important information from the Office of the Fire Commissioner:

To support local authorities in meeting their legislated responsibility to designate fire inspectors and fire investigators, the Office of the Fire Commissioner (OFC) is providing fire inspector and fire investigator training at no cost. These self-paced, online training courses will enable designated fire inspectors and fire investigators to carry out their duties as described by the Fire Safety Act (FSA).

Under the Fire Safety Act (FSA), which came into force on August 1, 2024, all local authorities are required to designate fire inspectors and fire investigators who meet specific training standards. To support this requirement, the OFC has developed two self-paced online courses: Basic Fire Inspector Fundamentals and Basic Fire Investigator Fundamentals. Each course takes approximately eight hours to complete and is offered at no cost. Participants will receive a certificate upon successful completion of each course.

Individuals' supervisors must request fire inspector and fire investigator training access on their behalf through this [Training Request Form](#). Once processed, OFC staff will send the trainees login credentials and a link to the training platform, OpenSchoolBC.

If an individual already meets the training standards outlined in the [Fire Safety Act Inspector Training Standard](#) and the [Fire Safety Act Investigator Training Standard](#) they should complete a [Prior Learning Assessment and Recognition](#) (PLAR) form instead of taking the course. This form helps confirm compliance with training standards. However, individuals who meet the standards may still choose to take the courses.

For more information, refer to the [Fire Safety Act Q&A](#) or email ofc@gov.bc.ca.

Thank you,

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LGMA
Suite 710A– 880 Douglas Street
Victoria, BC V8W 2B7
T. 250.383.7032
E. office@lgma.ca

The LGMA office is located on the traditional territories of the ləkʷəŋən (Lekwungen) Peoples, also known as the X̱sepsem (Kosapsum) and Songhees Nations, whose relationships with the land continue to this day. We extend our gratitude to them and to the many Indigenous Nations on whose territories we work.

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



REPORT TO COUNCIL

Author: Ronda Bell
Date: January 26, 2026
RE: 4th Quarter Financial Report

BACKGROUND: Supporting information regarding 4th Quarter financial report.

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

Total conditional grants include NW Regional Benefits Alliance grant for 3 years (\$890,997 per year)
Fire department expenses include amount to replace one of the overhead doors.
Debt services include the bad debt expense for Jana Zamyslicka's moving expenses.

CONCLUSION: Informational purposes only.

IMPLICATIONS:

STRATEGIC	N/A
FINANCIAL	No concerns as of Q4
ADMINISTRATIVE	N/A

Respectfully submitted:

Ronda Bell
Sr. Finance Manager

F1

		2024	2025	Jan -Dec2025	
Revenue Gen Operating		Previous Year Actual	Annual Budget	Current Period	% to Date
	Description				
	Total Taxes	- 135,780.00	- 136,000.00	- 136,002.00	100.00%
	Total Payment in Lieu of Taxes	- 8,468.00	- 8,894.00	- 9,030.00	101.53%
	Total Sales of Service	- 36,289.00	- 29,600.00	- 34,234.00	115.66%
	Total Revenue from Own Sources	- 235,335.00	- 222,784.00	- 321,991.00	144.53%
	Total Multipurpose Building Rental	- 14,791.00	- 14,900.00	- 14,643.00	98.28%
	Total Unconditional Transfers	- 371,500.00	- 371,500.00	- 443,206.00	119.30%
	Total Conditional Grants	- 557,967.00	- 4,791,145.00	- 2,583,885.00	53.93%
	Total Reserves	-	- 1,731,035.00	- 287,714.00	
	Total Collections for Other Agencies	- 317,128.00	- 325,355.00	- 335,683.00	103.17%
	Total Gen Revenues	- 1,677,258.00	- 7,631,213.00	- 4,166,388.00	54.60%
Expenses Gen Operating					
	Total Legislative Expenses	41,881.00	55,550.00	42,706.00	76.88%
	Total General Administration	380,452.00	451,538.00	424,936.00	94.11%
	Total Fire Department	43,509.00	71,100.00	63,226.00	88.93%
	Total Emergency Services	1,423.00	3,500.00	1,760.00	50.29%
	Total Common Services	72,946.00	83,740.00	66,164.00	79.01%
	Total Wharf	3,662.00	33,980.00	22,722.00	66.87%
	Total Small Craft Harbour	12,189.00	19,000.00	11,101.00	58.43%
	Total Roads	45,876.00	65,150.00	46,495.00	71.37%
	Total Environmental Health	-	-	-	
	Total Environmental Development	5,759.00	5,000.00	651.00	13.02%
	Total Parks and Recreation	82,951.00	91,400.00	84,447.00	92.39%
	Total MPBC Operating Expenses	61,566.00	87,300.00	61,302.00	70.22%
	Total Debt Services	2,140.00	5,400.00	5,196.00	96.22%
	Total Contributions to Reserves	-	1,843,649.00	-	
	Total Grants & Misc	355,649.00	2,670,154.00	905,191.00	33.90%
	Total Amortized Asset	118,657.00	118,657.00	107,136.00	90.29%
	Total Taxes Levied-Other Gov't	309,283.00	325,355.00	336,140.00	103.31%
	Total Gen Expenses	1,537,943.00	5,930,473.00	2,179,173.00	36.75%

Revenue Water Operating		Previous Year Actual	Annual Budget	Current Period	Current Period %		
Total Fees & Taxation Revenue	-	123,660.00	-	142,163.00	-	122,189.00	85.95%
Total Grants		-		-		-	
Total Water Revenues	-	123,660.00	-	142,163.00	-	122,189.00	85.95%
Total Expenses		121,137.00		125,120.00		119,929.00	95.85%
Amortized asset expense		17,043.00		17,043.00		17,043.00	100.00%
Total Water Expenses		138,180.00		142,163.00		136,972.00	1.96
Revenue Sewer Operating							
Total Fees & Taxation	-	73,395.00	-	67,417.00	-	72,231.00	107.14%
Total Grants & Transfers		-		17,664.00		-	
Total Sewer Revenues	-	73,395.00	-	85,081.00	-	72,231.00	84.90%
Total Operating Expenses		71,739.00		75,260.00		71,052.00	94.41%
Total Contributions to Reserves		-		-		-	
Amortized asset expense		9,821.00		9,821.00		8,428.00	85.82%
Total Sewer Expenses		81,560.00		85,081.00		79,480.00	93.42%
Total General, Water & Sewer Revenue	-	1,874,313.00	-	7,858,457.00	-	4,360,808.00	55.49%
Total General, Water & Sewer Expense		1,757,683.00		6,157,717.00		2,395,625.00	38.90%
	-	116,630.00	-	1,700,740.00	-	1,965,183.00	

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REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: January 26, 2026

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

- (a) The position of Public Works Working Foreman has been filled since January 5, 2026. Please help us in welcoming Christopher Doyle to the team, the community, and Haida Gwaii.
- (b) Reduced capacity: The municipality continues to operate at reduced capacity due to vacancies in administration and Public Works.
- © The process of filling the position of Deputy Clerk is underway

- (a) Training: Staff continue to undertake courses to enhance their skills, become certified in their respective fields, and to remain relevant and up-to date with the latest industry and trends, and government requirements

It's that time of year when the staff begin to encounter increased engagement evidenced by more traffic to the office by customers seeking assistance in applying for the Homeowner Grant.

Emergency Support Services:

The Village will be making another attempt to recruit volunteers to be trained in Emergency Support Services. Emergency Support Services (ESS) provides short-term (typically 72 hours) basic support to people affected by disasters. The programme is financed by the provincial government and administered by municipalities. The recent wash-out of Highway 16 on Haida Gwaii that left residents stranded in various locations is a typical example of when the programme is utilized to assist those impacted.

The Village was successful in its application for funding to support the programme, and although supplies were acquired, the training aspect is not done, due to the lack of volunteers

Grants Received

- **Gyail Trust Society:** The Village applied and received funding from Gwaii Trust for the Elders Social Event and the Winter Holiday Events in the amounts of \$1,200 and \$8,500, respectively. Activities included Seniors Christmas Dinner, Port bucks Programme, Winter Wonderland Festival, Craft workshop etc.

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- **UBCM - Canada Community Build Fund:** The Village received the second payment of \$39,446.00 for 2025/2026 fiscal year. Funding under this programme is directed to local priorities that fall within one of the eligible project categories.

Municipal Infrastructure

Major capital projects have been suspended until weather conditions improve.

Planning phases and implementation of some minor projects continue.

Community Hall: Renovations and upgrade work continue. These include, but not limited to the replacement of doors, building deck, installing new flooring in some areas, addressing ceiling and drywall issues.

St. Marks Church: Substantially completed- new gutters installed to protect building from excess moisture, and proper skirting and washroom floor cabinet is next on the agenda.

Rainbow Wharf:

The replacement of railing is partially completed. The Mobi-Mat will be installed on the completion of the railing replacement.

Finance:

- Compiling information required for the end of the year reporting due at the beginning of 2026 including the Municipal Pension plan, Payroll Deductions, and WorkSafe BC
- Continued routine accounts payable, accounts receivable, payroll and bank reconciliations.
- Preparing reports for grant funding agencies, and ensuring that different grants align with intended expenditures

Public Works

Operations & Maintenance:

During the month of December, the focus was mainly on the Water Treatment Plant and Sewer System operations. With limited staff capacity, an individual was brought in over a two-week period to assist with snow removal and sanding of the municipal roadways.

Respectfully submitted:

Marjorie Dobson, CAO