



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, September 21, 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

3. MINUTES

M-1 – August 17, 2026, Regular Council Meeting Minutes.

M-2 – September 3, 2026, Special Council Meeting Minutes.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1 – INFORMATION – 2027-2031 FIVE-YEAR FINANCIAL PLAN - VANCOUVER ISLAND REGIONAL LIBRARY

C-2 – INFORMATION – BC LOCAL GOVERNMENT CLIMATE ACTION PLAN (LGCAP) FUNDING CONTINUATION – CITY OF WILLIAMS LAKE

C-3 – INFORMATION – CITY OF PRINCE GEORGE REQUESTING SUPPORT FOR THE NORTHERN AND RURAL HOMEOWNERS GRANT – CITY OF PRINCE GEORGE

C-4 – REQUEST – LETTER OF SUPPORT FOR ATHLII GWAII APPLICATION – ROOTED HERE: HAIDA GWAII MANUFACTURING INITIATIVE – NORTH PACIFIC TIMBER CORP/TAAN FOREST

C-5 – REQUEST – ALL-ISLAND NON-PROFIT OPEN HOUSE – HAIDA GWAII COMMUNITY FUTURES

6. FINANCE

F-1 – RESOLUTION TO DISTRIBUTE FUNDS FROM THE RESERVE FUND ESTABLISHED BY BYLAW #489, 2024 – RONDA BELL, SENIOR FINANCE MANAGER

Recommended motion:

THAT Council utilizes the entire reserve fund and interest generated from the Growing Communities Grant Reserve to use towards the 2025/26 Tingley Street Watermain Project expenditures.

7. GOVERNMENT

G-1 – AMENDMENT FEE SETTING BYLAW, NO. 484, 2023

Recommended motion:

THAT Council does the final reading and adoption to amend Fee Setting Bylaw No. 484, 2023, Schedule A, to:

(a) Include a FOIPPA processing fee of \$40.00 per hour for work that exceeds the free three-hour threshold, in addition to any applicable fee.

(b) Rename item 8 from "Historical Information Research Fee" to "Information Research Fee."

G-2 – READINGS 3RD & FINAL READING OF COUNCIL PROCEDURE AMENDMENT BYLAW NO. 460.4, 2026
Recommended motion: THAT Council does the 3rd and Final reading of “Council Procedure Amendment Bylaw No. 460.4 2026 of the Village of Port Clements.”

G-3 – FIRE SAFETY INSPECTION POLICY NO. 26, 2026

8. REPORTS & DISCUSSIONS

R-1 – REGULAR REPORT ON CURRENT OPERATIONS – CAO MARJORIE DOBSON

9. ACTION ITEMS

10. QUESTIONS FROM THE PUBLIC & PRESS

11. IN-CAMERA

Community Charter s.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;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

12. RISE AND REPORT

13. ADJOURNMENT



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Minutes of the Regular Meeting of Council, Monday, August 17, 2026

Present:

Deputy Mayor Brigid Cumming
Councillor Kazamir Falconbridge
Councillor Dennis Reindl
Councillor Wayne Nicol via Teams
Mayor Scott Cabisianca via Teams

Absent:

CAO Marjorie Dobson
Contractor, Ruby Decock
Public Works Foreman, Chris Doyle

Members of the public:

Greg & Betty Stewart, Michael Miller

Meeting Called to order at 6:05 PM

Deputy Mayor Cumming: *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

2026-08-121 –Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council adopts August 17, 2026, Regular Council Meeting Agenda with the removal of D-1 and the addition of G-1- Commercial/Enterprise Water Meters; G-2- Fire Inspection Policy; and G-3 – Public Communications Record Policy.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1 – June 15, 2026, Regular Meeting Minutes.

2026-08-122–Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council adopts the June 15, 2026, Regular Council Meeting Minutes.

CARRIED

M-2 – July 20, 2026, Regular Council Meeting Minutes.

2026-08-123–Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council adopts the July 20, 2026, Regular Council Meeting Minutes with amendments to include spelling and space corrections and the revision of Council resolution 2026-08-111.

CARRIED

M-3 – July 22, 2026, Special Council Meeting Minutes.

2026-08-124—Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council adopts the July 22, 2026, Special Council Meeting Minutes with amendments to Council resolution 2026-07-119.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1—REQUEST—RECYCLE BINS FOR PORT CLEMENTS – MEREWYN NICOL

2026-08-125—Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council receives the July 20, 2026, email correspondence from Merewyn Nicol.

CARRIED

2026-08-126—Moved by Councillor Reindl, seconded by Councillor Falconbridge, THAT Staff investigate whether recycling bins can be reinstalled and the recycling opportunities for the Village.

CARRIED

ACTION: Staff to investigate recycling options for Village and bring back to Council

6. FINANCE

7. GOVERNMENT

G-1 – COMMERCIAL/ENTERPRISE WATER METERS

2026-08-127—Moved by Councillor Reindl, seconded by Councillor Falconbridge, THAT Staff investigate the costs and ramifications of installing water meters through a feasibility study for commercial and residential along with the cost benefits of installing the meters.

CARRIED

ACTION: Staff to investigate the cost and feasibility of installing water meters through a feasibility study for commercial and residential, along with the cost benefits of installing the meters.

G-2- FIRE INSPECTION POLICY #26

2026-08-128—Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council receives Fire Inspection Policy, #26.

CARRIED

Councillor Falconbridge declared that he is a trained fire inspector and hasn't been designated as such, and does not have any financial or fiduciary benefit relating to the Fire Inspection Policy, #26.

ACTION: CAO Dobson to review the *Fire Inspection Policy #26* with Councillor Falconbridge.

G-3 - PUBLIC COMMUNICATIONS RECORD POLICY

2026-08-129—Moved by Councillor Falconbridge, seconded by Councillor Falconbridge, THAT Council defers G-3 – Public Communications Record Policy to the next Council meeting.

CARRIED

8. NEW BUSINESS

Councillor Wayne Nicol joined the meeting via Teams at 6:41 pm.

Mayor Cabianca joined the meeting via Teams at 6:46 pm and left the meeting at 6:50 pm.

9. REPORTS & DISCUSSIONS

R-1 – REGULAR REPORT ON CURRENT OPERATIONS – CAO MARJORIE DOBSON

CAO Dobson provided an additional update:

- Hired Lori Wiedeman for grant writing support services.
- Fencing on the wastewater lagoon has started.
- An assessment was completed on the health clinic facilities, and public works determined it requires extensive plumbing repairs and new fixtures before medical staff can use it.

R-2 – 2026 2ND QUARTER REPORT TO COUNCIL – PWWF CHRIS DOYLE

PWWF Doyle was present to provide any clarification to his written report and answer any questions from Council.

Discussion ensued on whether another Public Works Assistant for operations is required and it was noted that a job posting will be advertised in the near future.

Councillor Falconbridge – Attended July 22, 2026 Special Council meeting; Edge of the World Music Festival, August 11th Port Clements Historical Society meeting, and met with PC Volunteer Fire Dept. to review pumper truck specifications. Indicated several concerns regarding Public Works ditching and identified Industrial Road requires brushing.

Councillor Cummings – Attended July 22, 2026 Special Council meeting and August 4th Community Futures AGM.

Councillor Nicols – Nothing to report.

Councillor Reindl - Attended July 22, 2026 Special Council meeting; monitored the paving on Cedar Avenue West and was very grateful for the generous gift of fish and potatoes from Old Masset Village Council.

2026-08-130—Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council receives the written and oral reports.

CARRIED

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

Question: What prompted the need for water meters again?

Answer: Installing sectional water meters will track localized usage spikes, which will assist in reducing the time it takes to find hidden leaks.

Comment From the Public: Recycling was taken away because of COVID19 and because garbage was being placed in the bins.

12. IN-CAMERA

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (d) the security of the property of the municipality;

2026-08-131—Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council moves the meeting in-camera as per section 90 (1) (a) & (d) of the *Community Charter* at 6:58 pm.

CARRIED

13. RISE AND REPORT

Council rose and reported T

THAT pursuant to Section 58(1) and (2) of the Local Government Act, Ruby Decock be appointed Chief Election Officer for conduction the 2026 General Local Election and assent voting with the power to appoint other Election Officials as required for the administration and conduct of the 2026 General Local Election for the Village of Port Clements.

AND THAT Marjorie Dobson be appointed Deputy Chief Election Officer for the 2026 General Local Election.

14. ADJOURNMENT

2026-08-132—Moved by Councillor Falconbridge, THAT Council adjourns this meeting at 7:12 PM.

CARRIED

Deputy Mayor Brigid Cumming

CAO Marjorie Dobson



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Minutes of the Special Meeting of Council, Thursday, September 3, 2026

Present:

Mayor Scott Cabianca
Councillor Brigid Cumming via Teams
Councillor Kazamir Falconbridge via Teams
Councillor Dennis Reindl

Absent:

Councillor Wayne Nicol

CAO Marjorie Dobson
Contractor, Ruby Decock

Members of the public:

Greg & Betty Stewart via Teams.

Meeting Called to order at 2:06 PM

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

1. ADOPT AGENDA

2026-09-133—Moved by Councillor Reindl, seconded by Councillor Falconbridge, THAT Council adopts the September 3, 2026, Special Council Meeting Agenda as presented.
CARRIED

2. GOVERNMENT

G-1 – UBCM ATTENDANCE

2026-09-134—Moved by Councillor Reindl, seconded by Councillor Falconbridge, THAT Council allows Mayor Scott Cabianca to attend the Union of British Columbia Municipalities conference in September 2026.

CARRIED

G-2 – MINI PEAKS LEGACY PROJECT – PHASE 2

Mayor Cabianca provided a verbal update on the Mini Peaks Legacy Project – Phase 2 and requested Council to approve him to move forward with preparing Phase 2 requirements.

2026-09-135—Moved by Councillor Reindl, seconded by Councillor Falconbridge, THAT Council authorizes Mayor Cabianca to continue on with Phase 2 of the Mini Peaks Legacy Project.

CARRIED

Councillor Cumming joined the meeting via Teams at 2:25 pm.

G-3 – FEE SETTING BYLAW

2026-09-136—Moved by Councillor Cumming, seconded by Councillor Reindl, THAT Council does the first, second and third reading to amend Fee Setting Bylaw No. 484, 2023, Schedule A, to:

- (a) Include a FOIPPA processing fee of \$40.00 per hour for work that exceeds the free three-hour threshold, in addition to any applicable fee.

(b) Rename item 8 from “Historical Information Research Fee” to “Information Research Fee.”

CARRIED

OPPOSED: Councillor Falconbridge

ACTION: Staff to look at alternative options to address work arounds for excessive FOIPPA information requests and review

G-4 – ROGERS TELECOMMUNICATIONS

2026-09-137—Moved by Councillor Cumming, seconded by Councillor Falconbridge, THAT the Village of Port Clements is satisfactorily with the record of consultation from the North Coast Regional District has received proof of public consultation with Rogers Telecommunications.

WITHDRAWN

2026-09-138—Moved by Councillor Reindl, seconded by Councillor Falconbridge, THAT the Village of Port Clements is satisfied that Rogers Telecommunications has fulfilled their commitment for consulting with the Village of Port Clements regarding the proposed erection of telecommunications towers and accessory structures on lands on Haida Gwaii. AND WHEREAS the Village of Port Clements has no objection to the proposed telecommunications towers and accessory structures being erected on Haida Gwaii.

CARRIED

3. IN-CAMERA

Community Charter s.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;

Community Charter s.90(2) a part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (b) the consideration of information received and held in confidence relating to negotiations
 - ii. between the municipality and another local government or between another local government and a third party, or
 - iii. between the municipality and a first nation or a prescribed Indigenous entity, or between a first nation or a prescribed Indigenous entity and a third party;

2026-09-139—Moved by Councillor Cumming, seconded by Councillor Falconbridge, THAT Council moves to In-Camera meeting at 2:54 pm.

CARRIED

4. RISE AND REPORT

Council rose and reported THAT Kazamir Falconbridge and Aaron Cunningham have been appointed as Fire Inspectors for the Village of Port Clements and will not carry out fire inspections unless under the direction of the Village of Port Clements.

5. ADJOURNMENT

2026-09-140—Moved by Councillor Reindl, THAT Council adjourns this meeting at 3:15 PM.

CARRIED

Mayor Scott Cabianca

CAO Marjorie Dobson

From: Carmel Slusarenko <cslusarenko@virl.bc.ca>

Sent: September 15, 2026 10:56 AM

To: Marjorie Dobson <cao@portclements.ca>

Cc: Jamie Slater <jslater@virl.bc.ca>; Eileen Gillette <EGillette@virl.bc.ca>

Subject: VIRL 2027-2031 Five-Year Financial Plan

Please see the following message being sent to you on behalf of VIRL Director of Finance, Jamie Slater:

Good day,

At its September 12 meeting, the Vancouver Island Regional Library (VIRL) Board of Trustees adopted the organization's [2027-2031 Five-Year Financial Plan](https://virl.bc.ca/wp-content/uploads/2026/09/Financial-Plan-2027-2031-b.pdf) (<https://virl.bc.ca/wp-content/uploads/2026/09/Financial-Plan-2027-2031-b.pdf>).

Members of the regional library system will contribute \$37.6M in total for this shared service in 2027. This is an overall increase of 4.33% over 2026, which also includes asset management contributions, and is the lowest levy increase for VIRL in five years.

In accordance with the legislated apportionment calculation, the total 2027 levy contribution from the Village of Port Clements will be \$21,086.

The apportionment calculation, which is outlined in the [BC Library Act](#), splits the VIRL levy based on population and converted assessed values. If your municipality or regional district saw population and assessed value changes that were higher or lower than the average of all VIRL members, then your levy may be higher or lower than the 4.33%.

Attached is an infographic that further explains the apportionment calculation and how VIRL is funded. You may find this helpful in answering any related questions from taxpayers. Please feel free to distribute this document to the public.

VIRL delivers tremendous economies of scale and significant returns on investment by working with 38 local governments across a 42,000 km² service area. Our collective services include free access to dynamic programming and events, essential community spaces at 39 branches, and the third largest public library collection in BC, featuring downloadable books, audiobooks, digital news, streaming services, children's materials, and much more.

Thank you for the role your membership continues to play in supporting VIRL to light the way for literacy and lifelong learning, affordability and livability, skills and workforce development, innovation, and equitable access to services for the half a million people we serve.

Please share this email with relevant staff, and do not hesitate to contact me with questions or for further information.

Sincerely,

Jamie Slater
Director, Finance



Public investment *for bright futures* in BC

Strong performance makes a difference in every community we serve. Here's how:

Vancouver Island Regional Library ranks among the top library systems in Canada in four critical areas:



*source: CULC 2024 annual member survey data

BUDGET HIGHLIGHTS FOR 2027



Population Served

505,178



Levy for 2026

\$37.6M



Average Cost Per Capita

\$74.44



Operating Budget

\$35.2M



Capital Budget

\$4.2M



Levy Change Per Capita

3.53%



Total Budget

\$39.4M

VIRL BUDGET & FUNDING OVERVIEW

TRANSPARENT, ACCOUNTABLE, COMMUNITY-FOCUSED

Overview: 2027 Budget Highlights



Overall 4.33% levy increase
(lowest levy increase in 5 years)



Legislated apportionment
calculation based on
population & assessed value



Do you know how the Vancouver Island Regional Library District is funded?



With the funding apportionment formula established by the Province of British Columbia in the Library Act... what portion of funding is provided by each level of government?



Local governments contribute 95% of our Regional Library District's total funding.

The Province of British Columbia contributes 5%.

Source: www2.gov.bc.ca



Understanding the Regional Library Funding Model



VIRL is one of three Regional Library Districts defined in the Library Act. The Act **establishes that public library services must be universal and free.**



The Province establishes the funding apportionment formula in the Library Act, while the VIRL Board approves the annual budget and determines the total levy to be collected from member local governments.



VIRL's Board-approved budget is apportioned **50%** based on converted land value and **50%** based on population.

September 11, 2026

File No. 5280-15

Premier David Eby

Hon. Adrian Dix, Minister of Energy and Climate Solutions

Hon. Kelly Greene, Minister of Emergency Management and Climate Readiness

Hon. Christine Boyle, Minister of Housing and Municipal Affairs

Hon. Josie Osborne, Minister of Finance

Dear Premier Eby and Ministers:

Re: BC Local Government Climate Action Program (LGCAP) - Funding Continuation

At its regular meeting of August 11, 2026, City of Williams Lake Council passed the following resolution:

"That Council authorize a letter be sent from the Mayor to the Premier of BC and relevant provincial Ministers outlining the importance of the Local Government Climate Action Program (LGCAP) funding and the critical need for continuation of this funding program; and further, this letter be shared with local MLAs, NCLGA, UBCM and all BC municipalities and regional districts."

On behalf of the City of Williams Lake, I am writing to urge the Province's continued commitment to the Local Government Climate Action Program (LGCAP). For more than 15 years, the Province has provided consistent annual climate action funding to local governments, recognizing that municipalities are key to helping the Province meet greenhouse gas (GHG) targets and climate adaptation goals.

The Local Government Climate Action Program (LGCAP) and its predecessor, the Climate Action Revenue Incentive Program (CARIP), have provided a critical and reliable source of dedicated funding enabling municipalities to maintain staff capacity, support community climate initiatives, deliver key GHG reduction and adaptation programs, and leverage other utility funding, including provincial and federal grants. Many of these initiatives directly support the goals of the CleanBC Roadmap and the Climate Preparedness & Adaptation Strategy.

Since 2022, the City of Williams Lake has received \$562,432 and has been able to use this funding to secure additional funds amounting to more than \$190,000 from alternative sources, including the British Columbia Vision Zero in Road Safety Grant Program, BC Active Transportation Network Planning Grant, and the Green Municipal Fund – Safe and Active School Routes program.

..../2



These funds have allowed the City of Williams Lake to complete many different projects that may not otherwise have been accomplished. Some of these projects include the creation of the Active Transportation Network Plan (2025), window upgrades to support energy savings, and the construction of the pedestrian bridge connecting Scout Island and RC Cotton site trail networks with downtown Williams Lake. Additional upcoming projects include the installation of bike racks in the downtown core (2026) and traffic calming measures along Western Avenue (2027).

Municipal budgets are under significant pressure to fund core services and respond to the increasingly costly impacts of accelerating climate changes, including devastating floods, wildfires, and extreme heat. Removing dedicated Provincial climate action funding will create a shortfall that cannot be replaced without significant impacts to local taxpayers.

LGCAP has been the stable foundation that allows local governments to pursue these opportunities. Without it, many municipalities will be unable to apply for competitive grants or deliver community-focused climate programming that supports provincial objectives.

In February 2026, the provincial government released the 2026/27–2028/29 Service Plan for the Ministry of Energy and Climate Solutions. The plan does not include funding for the continuation of the Local Government Climate Action Program (LGCAP); however, to date, no final decision or direction has been communicated publicly by the Province.

The City of Williams Lake respectfully requests that the Province confirm the continued funding of LGCAP and its inclusion in the 2026/27- 2028/29 Service Plan. Should the program not continue, the loss of provincial LGCAP funding would be detrimental to the City's ability (and the ability of all local governments) to continue developing and implementing our climate action program and supporting provincial goals.

Thank you for your time and consideration. I look forward to your response.

Yours truly,



Mayor Surinderpal Rathor

c: MLA Lorne Doerkson, Cariboo Chilcotin
Union of British Columbia Municipalities
North Central Local Government Association
BC Municipalities and Regional Districts





**CITY OF
PRINCE
GEORGE**

Office of the Mayor

1100 Patricia Blvd. | Prince George, BC, Canada, V2L 3A9
250-561-7600 | mayorandcouncil@princegeorge.ca | PrinceGeorge.ca

Northern British Columbia Governments

Transmitted via email

August 20, 2026

RE: City of Prince George requesting support for the Northern and Rural Homeowners Grant

Dear Colleagues,

On behalf of Prince George City Council, thank you to the many local governments that have already supported our request for the Province of British Columbia to reconsider its decision to eliminate the Northern Rural Homeowner Benefit.

The resolution was endorsed at the North Central Local Government Association (NCLGA) convention and has since been forwarded to the Union of BC Municipalities (UBCM) for consideration at the September 2026 convention. The resolution has been included in the 2026 UBCM Resolutions Book and can be found on [page 84](#).

We are also pleased to note that MLA Rosalyn Bird has expressed support for the resolution, and NCLGA is advocating to the relevant provincial ministers in support of maintaining the benefit.

We believe a strong and unified voice from northern and rural communities remains critical as the Province considers this proposed change. We encourage affected local governments to support the resolution at the September 2026 UBCM Convention by speaking in favour of it at the Pro Mic and voting to endorse the resolution.

We also welcome additional letters of support that the City can reference as part of ongoing advocacy efforts with provincial ministers and government officials.

Finally, we encourage local governments to engage directly with their MLAs to reinforce the importance of maintaining fair and regionally responsive provincial programs that recognize the unique challenges facing northern and rural communities.

Thank you for your consideration and continued support.

Respectfully,

Simon Yu
Mayor
City of Prince George

August 24, 2026

Mayor Scott Cabianca
Village of Port Clements
36 W Cedar Ave
Port Clements, B.C.
V0T 1R0

By email: S.Cabianca@PortClements.ca; Office@PortClements.ca

**Re: Request Letter of Support for Athlii Gwaii Application— Rooted Here: Haida Gwaii
Manufacturing Initiative**

Dear Mayor Cabianca and Village of Port Clements Council,

We are writing to ask for your support for our Stage 2 application for ~\$550K to the Athlii Gwaii Revitalization Fund for an initiative that aims to establish a foundation for the growth of a value-added forest economy on Haida Gwaii.

The project is being developed through a partnership that includes Haida-owned companies Taan Forest (Taan) and North Pacific Timber Co (NPTC).

Together, the partners are establishing local value-added manufacturing capacity through a building venture that creates small-footprint housing products made from Haida Gwaii timber. Starting with initial production of timbers and dimensional lumber, the venture will grow to include every step of production on Haida Gwaii.

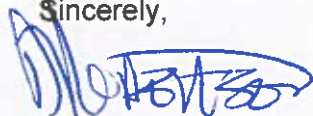
This initiative supports local employment and skills training while at the same time strengthening the islands economy and creating a future for Haida Gwaii based forest industry.

A letter of support from your Council helps demonstrate the commitment Haida Gwaii communities have towards economic diversification, resilience and self-sustainability.

Our submission to the Athlii Gwaii fund is scheduled for September 15, 2026. If helpful, we'd be happy to provide a template letter of support. Please let us know if you have questions or require more information at any time.

Haawa *thank you* for your consideration.

Sincerely,



Danny Robertson
Business Manager
North Pacific Timber Corp
250-637-1111

Haida Gwaii Manufacturing Initiative

Project Overview: This brief provides background information in support of a request for a letter of support for an application to the Athlii Gwaii Legacy Revitalization Grant. The initiative is being developed through a partnership that includes Taan Forest, a Haida Nation-owned forestry company, North Pacific Timber Corp, a Haida-owned company; and using proprietary building techniques and design by Cedar & Stave Building Systems.

Request for Support: We are seeking support for our application for ~\$550,000 to the Athlii Gwaii Revitalization Fund scheduled for submission on **September 15, 2026**.

Funding will be used specifically for project implementation and key equipment acquisition, including:

- Manufacturing equipment, tools, and machinery.
- Safety equipment and systems.
- Site preparation and supporting infrastructure.
- Workforce training and equipment certification.

A letter of support would help demonstrate broad community support for local manufacturing, economic diversification, and greater self-sustainability on Haida Gwaii.

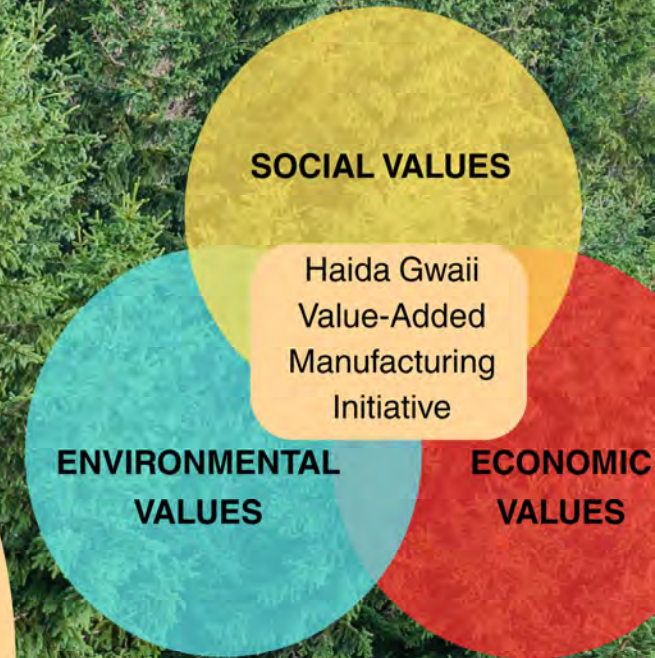
Project Description: The project speaks to the desire Haida Gwaii leadership has consistently expressed around priorities of local resources supporting local economies and communities. The project will support wood manufacturing capacity on Haida Gwaii while providing increased manufacturing capabilities that will grow to include the finishing, assembly, and full-scale construction of small-footprint housing products. This project follows the Haida way of being - Yahguudang | *respect for all things* by doing more with less.

Benefits for Haida Gwaii

This initiative will:

- Create skilled jobs in manufacturing and wood processing.
- Provide hands-on training and equipment certification for local workers.
- Increase the supply of locally produced building materials.
- Strengthen housing and construction capacity on the islands through affordable housing alternatives and locally produced building materials.
- Keep forestry revenue circulating within local communities.
- Diversify the forest sector and support long-term economic resilience.

HAIDA GWAII VALUE ADDED MANUFACTURING INITIATIVE



[Date]

Athlii Gwaii Legacy Committee
PO Box 1257
HlGaagilda *Skidegate*, Haida Gwaii
V0T 1S1

Re: Letter of Support for the Haida Gwaii Manufacturing Initiative

To the Athlii Gwaii Legacy Committee,

[Organization Name] is pleased to support the Rooted Here: Haida Gwaii Manufacturing Initiative application to the Athlii Gwaii Revitalization Grant.

This initiative represents a practical opportunity to increase the value of resources already being harvested on Haida Gwaii by expanding local manufacturing capacity and creating products that can support housing, construction, and community development needs close to home.

We recognize the project's potential to create meaningful employment, strengthen local skills and trades development, and support a more diverse and resilient economy. By investing in local processing and manufacturing, the initiative helps retain economic benefits within Haida Gwaii while creating opportunities for residents to build careers and contribute to their communities.

We believe this initiative aligns well with the goals of the Athlii Gwaii Revitalization Grant by fostering community benefit, economic resilience, and local opportunity.

We are happy to support this application and wish the project team success in advancing this important initiative.

Sincerely,

[ORGANIZATION NAME]



Help Us Celebrate and Strengthen Haida Gwaii's Non-Profit Community

Dear Community Partner,

This fall, Haida Gwaii Community Futures is excited to partner with the Gwaii Trust and Haida Gwaii Recreation to host the All-Island Non-Profit Open House on October 8 at the Small Hall in Skidegate.

It's been many years since Haida Gwaii has had an event like this, and we're looking forward to bringing together the people who make our non-profit sector strong and sustainable, providing services relied upon to enhance life across Haida Gwaii. The afternoon will be filled with opportunities to connect, learn from one another, share ideas, and celebrate the incredible work being done by organizations across Haida Gwaii. We'll also be welcoming members of the public to learn more about local non-profits and discover opportunities to volunteer, serve on boards, or even find employment within the sector.

To help make this event welcoming and accessible for everyone, we're reaching out to our community partners for support. Every contribution, big or small, helps create an event that supports the organizations working every day to make Haida Gwaii a stronger, healthier, and more connected community.

If you're able, we'd greatly appreciate any donation to help cover the costs of hosting the event. We also welcome in-kind donations, including food and beverages, gift certificates, door prizes, or other items that will help make the day a success.

As a thank you, all sponsors and donors will be recognized during our opening and closing remarks. Contributions of \$500 or more received by September 4 will also be recognized with your logo featured on our event posters and promotional materials. Donations received after September 4 will still be acknowledged during the event.

Donations can be made by e-transfer, dropped off at the Haida Gwaii Community Futures office, or we're happy to arrange a pickup if that's easier.

We hope you'll consider partnering with us to help make this event a success. If you have any questions or would like to discuss sponsorship opportunities, we'd love to hear from you. Thank you for supporting the organizations, volunteers, and community members who make Haida Gwaii such a wonderful place to live.

Thanks/ Haawa/ Hàw'aa,

Jesse W. H. Embree
Business Development Officer
Haida Gwaii Community Futures

P.S. Every contribution—whether it's a financial sponsorship, refreshments, a gift certificate, or a door prize—helps keep this event free and accessible for the organizations and volunteers who do so much for our communities. Thank you for helping us support the sustainability and success of non-profits across Haida Gwaii!

NON-PROFIT OPEN HOUSE



THURSDAY, OCTOBER 8TH 1:00PM – 7:00PM

SKIDEGATE SMALL HALL, SKIDEGATE, HAIDA GWAI

SCHEDULE OF THE DAY

NOON – 1:00PM



SET UP

1:00 – 1:30PM



DOORS OPEN

Sign-in, explore tables and network.

1:30 – 1:45PM



WELCOME AND OPENING REMARKS

1:45 – 2:45PM



STAFF PANEL DISCUSSION

Pulling back the curtain on running a non-profit or society.

3:00 – 4:00PM



BRENT PARKER: NON-PROFIT GOVERNANCE FOR STAFF

4:15 – 5:15PM



BOARD CHAIR PANEL DISCUSSION

5:15 – 5:45PM



OPEN HOUSE NETWORKING

Light Dinner Served

5:45 – 6:45PM



BRENT PARKER: NON-PROFIT GOVERNANCE FOR BOARDS

6:45 – 7:00PM



WRAP UP, CLOSING REMARKS



QUESTIONS? CONTACT HAIDA GWAI COMMUNITY FUTURES
business@haidagwaiifutures.ca | 250-626-5594



EVENT SPONSORS AND ORGANIZERS





REPORT TO COUNCIL

Author: Ronda Bell
Date: September 21, 2026

RE: Resolution to distribute funds from the Reserve fund established by Bylaw #489, 2024

BACKGROUND: Supporting information regarding Growing Communities Fund. The \$600,000 received in 2024, together with any interest earned, will be kept for the purposes of building community infrastructure and amenities as permitted by the Province of BC. One of the uses permitted is public water supply and distribution. Tingley Street watermain replacement project qualifies for the purpose identified and the funds were committed to the project. Any funds placed into a reserve require the approval of mayor and council to use.

DISCUSSION: Tingley Street Watermain Project total expenditures from April 2025 to August of 2026 \$1,012,822. Expenditures will be covered by the Growing Communities Fund and the Northwest Regional Benefits Alliance Grant.

CONCLUSION: A resolution is required to access the Growing Communities Fund reserve established by Bylaw #489,2024

IMPLICATIONS:

STRATEGIC N/A

FINANCIAL The \$600,000 was placed in a term deposit that will mature on November 21st, 2026. The current balance is \$642,718.15 with an interest rate of 6%. The Growing Communities Grant Reserve will be reduced to zero.

ADMINISTRATIVE N/A

Respectfully submitted:

Ronda Bell
Sr. Finance Manager

**VILLAGE OF PORT CLEMENTS
BY LAW #484, 2023**

This bylaw amends Bylaw No. 484, 2023, which establishes fees, rates, and charges for municipal services, rentals, and sales.

WHEREAS the Village of Port Clements considers it prudent to amend the Administrative Services section:

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

- (a) Rename item 8 from Historical Information Research Fee to Information Research Fee.
- (b) Include FOIPPA processing fee of \$40.00 per hour for work that exceeds the free three-hour threshold, in addition to any applicable fee.

READ A FIRST TIME THIS 3rd DAY OF SEPTEMBER 2026

READ A SECOND TIME THIS 3rd DAY OF SEPTEMBER 2026

READ A THIRD TIME THIS 3rd DAY OF SEPTEMBER 2026

RECONSIDERED AND FINALLY ADOPTED THIS ____DAY OF ____SEPTEMBER 2026

Scott Cabianca,
Mayor

Marjorie Dobson
Chief Administrative Officer

Certified to be a true copy of Bylaw
No. 484, 2023

Schedule "A"

Attached to and forming part of Fee Setting Bylaw #484, 2023

ADMINISTRATIVE SERVICES

- | | |
|---|---|
| 1. Copies of Minutes or Bylaws | \$ 0.35 per page |
| 2. Photocopies – black – letter & legal | \$ 0.35 per page |
| - Tabloid | \$ 0.70 per page |
| Color – letter & legal | \$ 1.00 per page |
| - Tabloid | \$ 1.75 per page |
| Discount for over 20 copies | 20% |
| 3. Tax Search Certificates | \$10.00 per folio per request per third party |
| 4. Business Licenses | Per current Business License Bylaw |
| 5. Commissioner for taking Oaths | \$ 5.00 per signature |
| 6. Faxes sent& Scanned to email | \$ 3.00 for 20 pages or less |
| a. Each additional page | \$ 0.50 per page over 20 pages |
| 7. Faxes received | \$ 0.50 per page |
| 8. Historical Information Research Fee | \$38 per hour (in addition to other fees) |
| 9. FOIPPA Application Fee | \$10 per application per individual |

PROPOSED AMENDMENT

Schedule "A"

Attached to and forming part of Fee Setting Bylaw #484, 2023

ADMINISTRATIVE SERVICES

- | | |
|---|--|
| 1. Copies of Minutes or Bylaws | \$ 0.35 per page |
| 2. Photocopies – black – letter & legal | \$ 0.35 per page |
| Tabloid | \$ 0.70 per page |
| Color – letter & legal | \$ 1.00 per page |
| - Tabloid | \$ 1.75 per page |
| Discount for over 20 copies | 20% |
| 3. Tax Search Certificates | \$10.00 per folio per request per third party |
| 4. Business Licenses | Per current Business License Bylaw |
| 5. Commissioner for taking Oaths | \$ 5.00 per signature |
| 6. Faxes sent& Scanned to email | \$ 3.00 for 20 pages or less |
| a. Each additional page | \$ 0.50 per page over 20 pages |
| 7. Faxes received | \$ 0.50 per page |
| 8. Information Research Fee | \$38 per hour (in addition to other fees) |
| 9. FOIPPA Application Fee | \$10 per application per individual for <3 hours inquiry |
| 10. FOIPPA Processing Fee | \$40 per hour (for additional work beyond initial 3 hours) |

VILLAGE OF PORT CLEMENTS

COUNCIL PROCEDURE AMENDMENT BYLAW NO 460.4 2026

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:

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 1:00 pm 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
- (c) Approval of Agenda – including deletions from the agenda
- (d) Delegations
- (e) Public Comment Regarding Agenda Items
- (f) Consent Items
- (g) Correspondence
- (h) Committee and Commission Recommendations
- (i) Business Arising and New Business
- (j) Finance
- (k) Government
- (l) Reports and Discussions
- (m) Questions from the Public
- (n) Adjourn to Closed Meeting
- (o) Rise and Report
- (p) Adjournment

Explanations for the matters listed above are defined 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 and 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

This section is a part of a council meeting that may be closed to the public if the subject matter being considered relates to items listed in section 90 of the Community Charter.

(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 (4)(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 "Council Procedure Amendment Bylaw #460.4, 2026"

READ a first time this 20th day of July 2026

READ a second time 20th day of July 2026

READ a third time this ___ day of ___ 2026

FINALLY PASSED AND ADOPTED this ___ day of ___ 2026

Mayor Scott Cabianca

Chief Administrative Officer Marjorie Dobson

CERTIFIED A TRUE COPY OF 'COUNCIL PROCEDURE AMENDMENT BYLAW #460.4, 2026'

VILLAGE OF PORT CLEMENTS FIRE SAFETY INSPECTION POLICY

Policy No 26, 2026

Purpose of Policy

The purpose of the Fire Inspection Policy is to ensure the safety and compliance of a building's fire protection systems and procedures. It aims to identify potential hazards, ensure compliance with fire safety codes, maintain the functionality and operations of detection and suppression systems, and ultimately protect lives and property. The policy is essential for every building, as it outlines the necessary steps to ensure the building meets fire safety standards and provides a clear framework for conducting regular inspections and addressing any deficiencies found.

Scope

The Fire Safety Act mandates regular inspections of public buildings to ensure compliance with safety regulations. Local authorities are responsible for conducting these inspections and may require the owner to correct any deficiencies found. The British Columbia Fire Code establish responsibilities for fire safety within municipalities.

The Council of the Village of Port Clements wishes to establish a fire safety inspection program to support compliance with the Fire Safety Act and the British Columbia Fire Code.

DEFINITIONS

- Fire Inspector means a person designated in writing by the Village of Port Clements to conduct fire safety inspections within the municipal boundaries
- Public Building includes any building other than a private dwelling used for commercial, industrial, institutional or public purposes.
- Village means the Village of Port Clements.

AUTHORITY

- The Village of Port Clements hereby establishes a fire safety inspection program for public and commercial buildings within the Municipal boundaries
- Council may designate one or more Fire Inspectors to conduct inspections under this policy
- A Fire Inspector may be a member of the fire department, a municipal employee, a contractor or other qualified individuals.
- All designated Fire Inspectors must meet the training standards established by the Office of the Fire Commissioner under the Fire Safety Act and keep their training current in accordance with Office of the Fire Commissioner (OFC) policies.

RISK DESIGNATION AND FREQUENCY

- The Village in collaborations with the Fire Inspector determines the **RISK DESIGNATION** of a public building in accordance with the Fire Safety Act and the Fire Safety (Risk Analysis for Compliance Monitoring) Regulations.
- The risk designation shall consider the building's major occupancy, applicable general risk, specific risk factors, the likelihood of fire, and the potential consequences of a fire.
- The **FREQUENCY** of fire safety inspections shall be established by the Village as the monitoring entity, based on the results of the risk analysis.
- Risk **DESIGNATIONS AND INSPECTION FREQUENCIES** shall be reviewed and adjusted as necessary when relevant conditions or risk factors change.

INSPECTION SCHEDULING

- The Village shall maintain a list of buildings subject to inspection and determine inspection priorities.
- Property owners may voluntarily schedule an inspection with a designated Fire Inspector within the time period identified in a Village notice.
- After the voluntary scheduling period has expired, the Village may assign inspections to a designated Fire Inspector and proceed with scheduling.

ORDERS

- Where a Fire Inspector identifies conditions that may present a fire hazard or risk to life or property, the Fire Inspector may issue written recommendations or orders as permitted by applicable legislation.
- Orders must be in writing and shall be directed to the owner, occupier or lessee of the building or property, and copied to the Village office.
- **RECORDS AND REPORTING**
- Fire Inspectors shall provide written inspection reports to the Village.
- The Village shall maintain all records of inspections conducted by Inspectors

Related Policies or Documents

BC Fire Safety Act

BC Fire Safety Regulations

Review

This policy shall be reviewed initially on an annual basis.

Approved

Scott Cabianca, Mayor

Marjorie Dobson, CAO

Date

APPENDIX A – Fire Safety Inspection Procedures

Purpose

This procedure outlines how the Village of Port Clements will implement a fire safety inspection program in accordance with the BC Fire Safety Act while maintaining clear municipal oversight and control.

Guiding Principle

The Village manages the inspection program. Designated inspectors carry out inspections only within the authority granted by the Village. This ensures inspectors do not act outside their role or expand the program independently.

Public Education

- Posters
- Brochures
- Fire Prevention Awareness Week observation

Method

The Village will provide businesses with a 90-day opportunity to voluntarily schedule an inspection with one of the Village's designated inspectors. After the 90-day period, the Village will assign inspections to inspectors and proceed with scheduling remaining properties.

Authority

As the designating authority, The Village may designate more than one fire inspector. Having multiple inspectors provides flexibility, continuity, and oversight. Inspectors will operate under Village authority and report to the Village or CAO.

Inspection List Control

The Village maintains the list of public, commercial, and institutional buildings subject to inspection and determines inspection priorities and timing.

Initial Notice to Businesses

The Village will send a notice identifying the designated inspectors and inviting businesses to contact one of them within 90 days to arrange an inspection at a convenient time.

Village Assignment After 90 Days

After the 90-day voluntary scheduling period, the Village will assign inspections for remaining properties and direct inspectors to proceed with scheduling and conducting those inspections.

Oversight and Reporting

Inspectors must provide inspection reports to the Village. Any significant enforcement issues should be reviewed by the Village before further action is taken.

Step-by-Step Process

1. Council adopts resolution/bylaw establishing the inspection program.
2. Village designates two fire inspectors in writing.
3. Village prepares the list of buildings subject to inspection.
4. Village sends the 90-day notice to affected businesses.
5. Businesses may voluntarily contact one of the inspectors to schedule inspections.
6. After 90 days, the Village assigns remaining inspections to inspectors (rates TBD).
7. Assigned inspector schedules and conducts inspection.
8. Inspector submits written report to the Village.
9. Village maintains records for governance and liability protection.

Key Risk Control

Inspectors will act only within the authority granted by the Village of Port Clements. The Village retains control over inspection priorities, scheduling, and enforcement.



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: September 21, 2026

RE: Regular Report on Current Operations

BACKGROUND:

The CAO/ Acting CAO updates the 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:

Education & Training

Staff continue to build expertise in key areas through specialized courses and webinars.

Staffing

To increase staffing capacity in Public Works department, the Village advertised an additional Public Works Assistant.

Water System Inspection

In August, Northern Health conducted a routine inspection of the Village's water system facilities to confirm that the public water supply meets provincial standards. The report found that the Village complies with its operating permit and that maintenance deficiencies identified last year were corrected within the required timeframe.

Operational Assessment

The Municipal Insurance Association of British Columbia (MIABC) conducted a Best Practices Assessment of several operational areas, including records and contract management, building maintenance and safety, water distribution, drainage, and sanitary sewer systems. Although improvements were identified across these areas, the drainage system presented the highest risk, primarily because of gaps in routine inspection and maintenance.

Critical & Other Infrastructure

Wastewater System Upgrade – The new Sewage Lagoon is substantially completed, and functional. However, there are outstanding works because of their nature will not be completed until sometime next year. The Village has sought an extension from the funding agency on the project.

Community Park Playground – Playground equipment has arrived; work has started on clearing the grounds. Installation of new equipment will follow immediately. The entire project is scheduled to be completed by the end of September.

Clinic Building – Most planned work is complete, and electrical work is underway. Specialized requests from Northern Health are also being addressed.

Campground - Campground has been experiencing the usual high volume of camping activity at this time of the year, at times reaching full capacity.

Finance:

- Continue to work on compliance with statutory requirements
- Continue to work on reports for funding agencies
- Continued routine of accounts payable, accounts receivable, payroll and bank reconciliations.

Respectfully submitted:

Marjorie Dobson, CAO