



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
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Port Clements, BC
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AGENDA
Regular Meeting of Council Tuesday August 5, 2014
COUNCIL CHAMBERS

- 1. ADOPT AGENDA.**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
T-1 – Janitorial Tenders
- 3. MINUTES**
M-1- July 21, 2014 Regular Council Meeting
M-2 – July 11, 2014 Rec Committee Meeting
M-3 – July 29, 2014 Dog Concerns Meeting with public
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1 – NDIT biomass funding approval
- 6. GOVERNMENT**
G-1 – Water Frontage Bylaw #412, 2014
- 7. FINANCE**
F1 – Cheque Listing to July 24, 2014
F2 – Sunset Park Information
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. ADJOURNMENT**



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Minutes of the Regular meeting of the Port Clements Council held July 21, 2014 in the Council Chambers.

Present:

Mayor Cheer
Councillor Gaspar
Councillor Gould
Councillor Thomas

CAO – Kim Mushynsky

6 members of the public in attendance

Mayor Cheer called the meeting to order at 7pm

1. ADOPT AGENDA.

2014-252 - Moved by Councillor Thomas, seconded by Councillor Gaspar

THAT the agenda be adopted with the following additions – C3 – Reina Fennell Application for Bursary and C4 – response from BCHydro regarding Clean Energy decision

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

Randy Penner and Corinne Ellermann spoke with Council and answered questions regarding NB-1 Controlled Access Highway initiative.

3. MINUTES.

M-1 – Regular Meeting of Council Monday July 7, 2014

2014-253 – Moved by Councillor Thomas, seconded by Councillor Gould

THAT we accept the Regular Council meeting minutes from July 7, 2014 meeting as presented.

CARRIED

M-2 – Tourism Committee minutes from Thursday June 12, 2014

2014-254 – Moved by Councillor Gould, seconded by Councillor Thomas

THAT we accept the Tourism Committee meeting minutes from June 12, 2014 meeting as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1 – Lewis Hancock – Bursary application

2014-255 – Moved by Councillor Thomas, seconded by Councillor Gould

THAT we open this for discussion.

CARRIED

2014-256 – Moved by Councillor Thomas, seconded by Councillor Gould

THAT we table this application to the August 18, 2014 Regular Council meeting.

CARRIED

C-2 – Telus Feasibility Study of Cellular Service in Port Clements
2014-257 – Moved by Councillor Thomas, seconded by Councillor Gaspar
THAT we open this for discussion.

CARRIED

2014-258 – Moved by Councillor Thomas, seconded by Councillor Gould
THAT we receive and file this correspondence as direction for a letter was already made at the July 7 Council meeting.

CARRIED

C-3 – Reina Fennell – Bursary application

2014-259 – Moved by Councillor Thomas, seconded by Councillor Gould
THAT we table this application to the August 18 Regular Council meeting.

CARRIED

Further Council also requested that we look at changing the wording in the Policy to be the 1st Monday of July for 2015 and beyond. The CAO will bring a formal request for this wording change of the policy to Council before yearend.

C-4 – BCHydro Clean Energy Initiative

2014-260 – Moved by Councillor Thomas, seconded by Councillor Gould
THAT we take BCHydro's lack of interest in the clean energy initiative to the Protocol table for discussion.

CARRIED

2014-261 – Moved by Councillor Thomas, seconded by Councillor Gould

THAT we arrange a teleconference with Dave Mosure to discuss Hydro's response to the RFEOL.

CARRIED

6. GOVERNMENT.

G-1 – Bylaw 417, 2014 borrowing in anticipation of revenue for 2014

2014-262 – Moved by Councillor Gould, seconded by Councillor Thomas
THAT we reconsider and adopt Bylaw #417, 2014.

CARRIED

7. FINANCE.

F-1 – Cheque listing to July 16, 2014

2014-263 – Moved by Councillor Gaspar, seconded by Councillor
THAT we receive and file the cheque listing to July 16, 2014

CARRIED

F-2 – CIBC June 2014 bank statement

2014-264 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we receive and file the June 2014 CIBC bank statement

CARRIED

F-3 – NSCU June 2014 bank statement

2014-265 – Moved by Councillor Gaspar, seconded by Councillor Thomas
THAT we receive and file the June 2014 NSCU bank statement

CARRIED

F-4 – 2nd quarter Revenue and Expense statement

2014-266 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we receive and file the 2nd quarter Revenue and Expense statement

CARRIED

8. NEW BUSINESS.

NB-1 – Report to Council – Ministry of Transportation Controlled Access Highway proposal

2014-267 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we open this for discussion.

CARRIED

2014-268 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we write a letter to the Ministry of Transportation indicating our concerns with the Controlled Access proposal and that we therefore do not support the initiative.

CARRIED

NB-2 – Report to Council – Craig Beachy request for planned works in Sunset Park

2014-269 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we open this for discussion.

CARRIED

2014-270 – Moved by Councillor Thomas, seconded by Councillor Gould

THAT we table this issue to the August 18, 2014 Council meeting.

CARRIED

NB-3 – Report to Council – appointment of Chief Election Officer and Deputy Chief Election Officer

2014-271 – Moved by Councillor Thomas, seconded by Councillor Gaspar

THAT we open this item for discussion.

CARRIED

2014-272 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we appoint Kim Mushynsky as the Chief Election Officer and Sharon Ferretti as the Deputy Chief Election Officer.

CARRIED

NB-4 – Report to Council – 2014 Election Remuneration Rates

2014-273 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we accept the recommendation of \$900 for the CEO, \$600 for the DCEO and \$325 for poll clerk(s) as presented.

CARRIED

Councillor Thomas opposed

9. ACTION ITEMS:

10. REPORTS AND DISCUSSIONS.

Councillor Gaspar – Tourism & Rec committee mtgs,

Councillor Gould – Tourism & Centennial mtgs, public meeting

Councillor Thomas – public meeting

Mayor Cheer – Tourism & Centennial committee mtgs, public meeting.

CAO – biomass RFP, election preparation, reminded Council of meeting next Tuesday July 29th at 3pm regarding dog concerns.

2014-274 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we authorize the Administrator to spend up to \$500 to have Dave Dubois from Wood Waste to Rural Heating review and make recommendations regarding our biomass RFP.

CARRIED

2014-275 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we authorize Sharon Ferretti be set up as an Account Administrator for our NSCU CUETS Mastercard.

CARRIED

ADJOURNMENT.

2014-276 - Moved by Councillor Gaspar, seconded by Councillor Gould

THAT the meeting be adjourned at 8:30pm

CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
CAO

RECREATION COMMITTEE MEETING – JULY 11, 2014.

Attending – Bev Lore, Matt Gaspar, Angela Mielecki, Corrina Hornidge, Sue Couch and Marilyn Bliss.

Absent – Sean O’Donoghue

Meeting started at 7:15pm

This was to gather the pros and cons of the 2014 Canada Day festivities.

The Friday night children’s fishing derby – 44 fishers registered and a huge variety of catches – weather was very blustery but the smiles on the kids faces made up for that – Germain did a fantastic job of organizing, setting up and commandeering volunteers.

Saturday – the parade was exceptionally well attended with floats, bicycles, marchers and vehicles.


Thanks to the Marshall and her judges.

Sunday – mud bog was well attended and there were 4 water crafts in the morning race.


Action – needed for next year -

1. More volunteers to work with peddle cars, bouncy house and sumo suits so that we can provide more fun for two days – each venue requires at least 2 attendants.
2. Signpost – directing where venues are – i.e. washrooms, concession areas, face painting etc.
3. Purchase netting between ball and soccer fields – posts are now placed.
4. Old bleachers – need to be replaced and for sure removed as they are not safe.
5. Solicit groups for fundraising – paid volunteers for children’s area, doing the scoreboard. suggestion playschool, church group and to help clean up at end of day.
6. Washrooms – to have good graffiti – for more visibility.
7. New garbage bins along with recycling bins. Present ones – the bag will not stay in place and the edges are quite sharp.
8. Posters should be out earlier or at least earlier mention in Community Events – This year was not predicted that the airlines bump the Observer and it caused some to not get their schedule until the Saturday. Suggestion that all island events and dates noted early in year.
9. We have not been able to designate a priority for our 2013 LNR donation and will ask council for what future plans for the Community Park and that perhaps the recreation committee can then focus on a purpose for these monies.

Meeting adjourned at 8:00pm



BEV LORE



MARILYN BLISS

Meeting July 29, 2014 at 3pm in Council Chambers regarding Dog Concerns in Port Clements

Present: Larry Brealey, Cheri Brooks, Julie Busshoff, Mayor Wally Cheer, Lisa Gyorgy, CAO Kim Mushynsky, Kim Nemanishen.

The CAO presented the following information to the group to start the discussion:

Masset is the only place on island with a dog pound and it costs them approximately \$1,100 per year based on a 4 year average to maintain the facility. They have volunteers who feed and exercise the animals as well as clean the kennels and provide food for the animals. The kennels are not heated. The local SPCA would be willing to work with Port Clements if we implemented a pound by taking possession of any dogs which are impounded and not picked up in a set number of days (assuming there is not a medical or behavioural issue, in which case the Village would be responsible to euthanize the animal).

The group discussed the issue of dogs running free and the potential threats of not addressing this issue.

It was suggested that we start from an educational standpoint before we move into creating a pound and gathering up loose dogs. Specifically it was suggested that we get more signage around town advising people that dogs are to be on leash when out of the owner's yard. The CAO will approach the post office to see if we can permanently affix a sign to this effect in their building. The CAO will include a write up about this meeting in the August newsletter and request the residents to call or email with their thoughts on this issue. We have another opportunity in November to discuss this issue in a newsletter based on the feedback we get from the August newsletter.

It was suggested that a licensing and fine system could cover some/all of the costs of the pound and that we already had a couple of places in the Community Park ideally situated for a dog pound with minimal costs and effort to modify them for that purpose. Bylaws would have to be in place for licensing and fines so the group considered this an option for January 2015. It was also suggested that instead of a pound we could just take unruly dogs to the vet to be kenneled and then they are either picked up in 3 days or the SPCA takes them and we would simply be responsible for the kennel costs as opposed to operating our own pound. The CAO is to talk to Ranch Feeds to get their input on this idea.

It was also suggested that the notes from this meeting be posted on facebook to further generate discussion in the community and that Council hold another meeting in late September to follow up.

The meeting adjourned at 4:15pm.



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July 21st, 2014

CONFIDENTIAL

Village of Port Clements
36 Cedar Avenue W.
Port Clements, BC V0T 1R0

Attention: Mayor Wally Cheer

Dear Mayor Cheer:

**Subject: Port Clements Biomass District Heating
Economic Diversification Infrastructure Program
Northern Development Project Number 3488 50**

The Northern Development Initiative Trust Corporation was created by the Province to be a catalyst for central and northern BC, to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

The Board of the Northern Development Initiative Trust has met and reviewed your application.

I am pleased to advise you that the Economic Diversification Infrastructure application from the Village of Port Clements for a grant towards the 'Biomass District Heating' project was approved up to \$98,623 from the Northwest Regional Development Account, subject to confirmation of other funding sources, at the July 16th board meeting.

This approval is open for a period of twelve months from the date of this letter, within which we expect all funding sources to be secured, a contract entered into with Northern Development, and the project commenced.

Please advise us when the subjects listed above have been confirmed and our staff with work with you to develop a contract and communication opportunities. It is important to note that expenditures invoiced prior to both parties signing a contract will not be reimbursed.

The Board wishes you every success in your project and look forward to seeing the results have a positive impact on the local economy.

Sincerely,

A handwritten signature in black ink that reads "Janine North".

 Janine North
Chief Executive Officer

c: Kim Mushynsky, Chief Administrative Officer, Village of Port Clements
Ian Gould, Councillor, Village of Port Clements and Northwest Regional Advisor, Regional Advisory Committee

A decorative footer graphic consisting of a blue and orange wavy shape at the bottom of the page.

*Building a
Stronger North*

VILLAGE OF PORT CLEMENTS

BYLAW No. 412, 2014 Water Frontage Tax bylaw

WHEREAS The Council of the Village of Port Clements is empowered by the *Community Charter* to impose and levy a frontage tax to meet the cost of works and services that benefit the land within the municipality

AND WHEREAS the amount required to be raised annually to service the water system under this bylaw is \$52,050.00 (fifty two thousand and fifty dollars).

AND WHEREAS according to the water frontage tax assessment roll, the total taxable foot-frontage is 24,281 feet (twenty four thousand two hundred and eighty one feet) or 7,400 meters (seven thousand four hundred meters)

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

1. In this bylaw, unless context otherwise requires,

“Actual frontage” means the number of feet/meters of a parcel of land which actually abuts the water line or highway;

“Collector” means the Municipal Clerk/Treasurer

“Taxable Frontage” means the actual frontage or where applicable the number of feet/ meters of a parcel of land deemed to abut on the water line or highway, and in respect of which parcel the frontage tax is levied for;

“Total actual frontage” Means the sum of the actual frontage in feet/meters for each parcel of property;

“Total taxable frontage” Means the sum of the frontage in feet/meters of the parcels of land that are deemed to abut the water line or highway.

2. A tax shall be and is hereby imposed upon the owners of land or real property within the Village of Port Clements which is capable of being connected with such water main from January 1, 2015 to December 31, 2029 or until amended or repealed; the aforesaid tax to be hereinafter referred to as “frontage tax”
3.
 - 1) the frontage tax shall be levied in each year on each parcel of land aforementioned and the amount hereof, except as otherwise provided in this bylaw, will be the product of the taxable frontage and the annual rate.
 - 2) The annual rate shall be \$2.15 (two dollars and fifteen cents) per foot

4. For the purpose of this, the following calculations have been made from a study of land within the municipality.
 - a) The total actual frontage is 24,281 feet or 7400 meters
 - b) The total taxable frontage is 24,281 feet or 7400 meters
 - c) The sum required to be raised annually is the amount provided by multiplying the total taxable frontage time the annual rate.
5. The frontage tax shall be imposed annually as long as the municipality operates and maintains the water system.
6. For the purpose of this bylaw a regularly shaped parcel of land is rectangular.
7. (1) to place the frontage tax on fair and equitable basis the taxable frontage of the following parcels of land shall be the number of feet measured by the assessor.
 - a) A triangular or irregularity shaped parcel of land; or
 - b) A parcel of land wholly unfit for building purposes: or
 - c) A parcel of land which does not abut on the work but is nevertheless deemed to abut on the work, as the case may be.
8. Bylaw No. 371, 2009 is repealed effective December 31, 2014 and Bylaw 412, 2014 comes into effect January 1, 2015.
10. This bylaw may be cited as "Water Frontage Tax bylaw No. 412, 2014"

READ A FIRST TIME THIS DAY OF , 2014.

READ A SECOND TIME THIS DAY OF , 2014.

READ A THIRD TIME THIS DAY OF , 2014.

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2014.

 Wally Cheer,
 MAYOR

 Kim Mushynsky,
 CHIEF ADMINISTRATIVE OFFICER

 CERTIFIED TO BE A TRUE COPY
 VILLAGE OF PORT CLEMENTS
 Water Frontage Bylaw No. 412

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
140324	2014-07-23	Budgies Backpackers & Sight	10-2-72-50-10	Fam & NavyTou	PAYMENT KAYAK TRIPS	600.00	600.00
140325	2014-07-23	Lioudmila's Garden	10-2-71-89-10 10-2-71-89-10 10-2-71-89-10	14 26 27	PAYMENT BLOOMIN PURCHASE-ANNE LOC BLOOMIN PURCHASE - ANNE LC BLOOMIN PURCHASE - LINDA G/	63.84 123.20 208.32	395.36
140326	2014-07-23	North Arm Transportation Ltd.	30-2-41-30-30	SI034658	PAYMENT CHLORINE DELIVERY	242.26	242.26
140327	2014-07-23	PUROLATOR	10-2-12-25-00	424557013	PAYMENT PLAQUE FROM ACHINBACK FOL	70.95	70.95
140328	2014-07-23	RECEIVER GENERAL - CCR/	10-4-27-00-10	July 2014	PAYMENT CCRA REMITTANCE JULY	4,723.13	4,723.13
140329	2014-07-23	SKIDEGATE INLET CONSTR	10-2-32-31-00 10-2-32-37-10	4008 4008	PAYMENT 3/4 CRUSHED ROCK 2ND DELIVE 3/4 CRUSHED ROCK 2ND DELIVE	320.00 320.00	640.00
140330	2014-07-23	Stewart, McDannold, Stuart	10-2-12-10-50 10-3-22-00-00	67499 67499	PAYMENT SEWER STAT RIGHT OF WAY GST	521.83 21.63	543.46
140331	2014-07-23	VANCOUVER ISLAND REGIC	10-2-84-20-00	3rd QtrLvy2014	PAYMENT 3RD QTR LEVY 2014	3,378.00	3,378.00
140332	2014-07-23	XEROX CANADA LTD.	10-2-12-11-30	L11602637	PAYMENT LEASE PYMT 11 OF 20	483.59	483.59
140333	2014-07-23	L.N.R. EXCAVATING	10-1-59-90-20	Berthage	PAYMENT REFUND APR+MAY BERTHAGE	732.00	732.00

Total 11,808.75

*** End of Report ***



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INFORMATION

Date: July 28, 2014

Re: Sunset Park

At the request of Councillor Thomas the following information is provided for discussion at the August 5, 2014 Council Meeting:

Revenues to July 15 for the Sunset Park for a five year period:

2014	\$445.00
2013	\$678.00
2012	\$897.00
2011	\$320.00
2010	\$305.00

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A21	15-07-2013	Drainage concern at far end between Park & Tingley	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	RFP's out before end of July
A26	17-02-2014	Historic Councillor Plaque(s)	Gould	Design and create the necessary plaque(s) to mount ingraved plates from 1975 forward
A27	05-05-2014	Park Management Committee	Thomas	Finalize park management plans before end of October 2014