



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

7:00 p.m. Regular Meeting of Council Tuesday, April 7, 2015

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1-March 23, 2015 Regular Council Meeting

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1-Loss of Quorum – Conflict of Interest re: Apply to Supreme Court for an order under Community Charter Section 129, subsection (5)

5. ORIGINAL CORRESPONDENCE

C-1-Skeena Queen Charlotte Regional District Board Highlights

C-2-E. Todd Tomkinson, Bell Mobility

C-3-Letter of Support request from GwaiiTel

6. GOVERNMENT

G-1-Bylaw No.421, 2015 to repeal Bylaws #127, 130, 198, 201, 207, 222, 233, 241, 262, 332, 346, Reconsider & Adopt.

7. FINANCE

F-1-Cheque listing to April 1, 2015.

F-2-Request to write off unpaid property taxes, penalties and interest on #6 Juskatla MHP

8. NEW BUSINESS

NB-1-Donation Policy

NB-2-Report to Council - #90 Bayview Drive

NB-3-Community Clean Up 2015

9. ACTION ITEMS

A-1-See attached

10. REPORTS & DISCUSSIONS

R-1-Update – Biomass Heating Project Update

11. QUESTIONS FROM THE PUBLIC & PRESS

ADJOURNMENT



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Minutes of the regular meeting of the Port Clements Council held March 23, 2015 in the Council Chambers.

Present:

Mayor Gould
Councillor Daugert
Councillor Gaspar
Councillor Cunningham
Councillor O'Brien Anderson – via teleconference

CAO – Kim Mushynsky

3 members of the public in attendance

1. ADOPT AGENDA.

Meeting was called to order at 7:05pm

2015-069 - Moved by Councillor Daugert, seconded by Councillor Gaspar
THAT the agenda be adopted as presented.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1 – MIEDS Presentation – Cameron Bell

Presentation touched on mandate of MIEDS, Community Forest, combined Grant Writer initiative and general discussion.

3. MINUTES.

M-1 – Regular Meeting of Council Monday March 2, 2015

2015-070 – Moved by Councillor Gaspar, seconded by Councillor Cunningham
THAT we accept the March 2, 2015 Regular Meeting minutes as present.

CARRIED

M-2 – Tourism Committee Minutes from February 18, 2015

2015-071 – Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT we accept the February 18, 2015 Tourism Committee minutes as presented.

CARRIED

M-3 – Centennial Committee Meeting from December 17, 2014

2015-072 – Moved by Councillor Gaspar, seconded by Councillor Cunningham
THAT we accept the December 17, 2014 Centennial Committee minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1 – RCMP response to posting extension request

2015-073 – Moved by Councillor Daugert, seconded by Councillor Gaspar
THAT we receive and file this information.

M-1

CARRIED

C-2 – Letter of Support – Nathan Cullen Bill C-628

2015-074 – Moved by Councillor Daugert, seconded by Councillor Cunningham

THAT we receive and file the letter and make the petition available to the public to sign in the Village Office.

CARRIED

6. GOVERNMENT.

G-1 – Bylaw #420 – Election procedures

2015-075 – Moved by Councillor Gaspar, seconded by Councillor Daugert

THAT we reconsider and adopt Bylaw #420, 2015 – Election Procedures.

CARRIED

G-2 – Bylaw #421 – To repeal outdated Bylaws

2015-076 – Moved by Councillor Daugert, seconded by Councillor Gaspar

THAT we give 1st reading to Bylaw #421.

CARRIED

2015-077 – Moved by Councillor Gaspar, seconded by Councillor Cunningham

THAT we give 2nd reading to Bylaw #422.

CARRIED

2015-078 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson

THAT we give 3rd reading to Bylaw #422.

CARRIED

G-3 – Apply to Supreme Court for an order under the Community Charter Section 129(5)

2015-079 – Moved by Councillor Gaspar, seconded by Councillor Daugert

THAT we receive and file the lawyers recommendations on the matter of loss of quorum due to conflict of interest.

CARRIED

7. FINANCE.

F-1 – Cheque listing to March 18, 2015

2015-080 – Moved by Councillor Gaspar, seconded by Councillor Daugert

THAT we receive and file the cheque listing.

CARRIED

F-2 – CIBC February 2015 Bank Statement

2015-081 – Moved by Councillor Daugert, seconded by Councillor Cunningham

THAT we receive and file the February 2015 CIBC bank statement

CARRIED

F-3 – NSCU February Bank Statement

2015-082 – Moved by Councillor Gaspar, seconded by Councillor Cunningham

THAT we receive and file the February 2015 NSCU bank statement

CARRIED

F-4 – CAO attending LGMA Conference in Prince George June 16-18, 2015

2015-083 – Moved by Councillor Gaspar, seconded by Councillor Cunningham

THAT Council authorize the CAO to attend this year's LGMA Conference in Prince George in June.

CARRIED

F-5 – Report to Council – Janitorial Contract

2015-084 – Moved by Councillor Gaspar, seconded by Councillor Cunningham

THAT Council approve the recommendation to increase the janitorial contract from \$1100 to \$1175 per month for the remainder of the contract.

CARRIED

8. NEW BUSINESS.

NB-1 – Application for membership to PCVFD – Aaron Cunningham
NB-2 – Application for membership to PCVFD – Jesse Myles
2015-085 – Moved by Councillor Gaspar, seconded by Councillor Daugert
THAT we approve applications for Volunteer firefighters Aaron Cunningham and Jesse Myles
CARRIED

NB-3 – Land Use agreement renewal – Canadian Ranger’s Sea Can
2015-086 – Moved by Councillor Gaspar, seconded by Councillor Daugert
THAT Council approve the renewal of the Land Use agreement with the Canadian Rangers.
CARRIED

9. ACTION ITEMS

Council directed the Administrator to bring an update on the biomass project to the next Council meeting and to arrange a time for a Park Management Committee meeting sometime in April.

10. REPORTS AND DISCUSSIONS.

R-1 – Report to Council – Public Works
2015-087 – Moved by Councillor Gaspar, seconded by Councillor Daugert
THAT Council accept the update provided by Public Works Superintendent O’Donoghue.
CARRIED

R-2 – Report to Council – Deputy Clerk – LGMA Webinar
2015-088 – Moved by Councillor Cunningham, seconded by Councillor Gaspar
THAT we receive and file the report provided by Deputy Clerk Ferretti
CARRIED

Councillor Cunningham – no report – unable to attend the VIRL meeting
Councillor O’Brien Anderson – NDIT teleconference
Councillor Gaspar – no report
Mayor Gould – Briquette plant open house, SQCRD, Gwaii Trust
Councillor Daugert – MIEDS, Community Hall
CAO Mushynsky – no response to the invitation to purchase the property at #1a Cedar Avenue East, mtg with Gwaii Tel consultant, auditor here – yearend statements should be ready soon.

2015-089 - Moved by Councillor Gaspar, seconded by Councillor Daugert
THAT we move to in-camera per Community Charter Section 90-1-c at 9pm following a 5 minute recess
CARRIED

ADJOURNMENT.

2015-090 - Moved by Councillor Cunningham, seconded by Councillor Gaspar
THAT the meeting be adjourned at 9:50pm
CARRIED

Ian Gould,
Mayor

Kim Mushynsky,
CAO



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: March 31, 2015
Re: **Loss of Quorum – Conflict of Interest**

Background: In early March we received a decision from Lidstone & Company regarding Conflict of Interest as it relates to the Mayor and two of the Village's Councillors. Attached is the last page of the letter from the lawyers addressing the situation which recommends, since we have lost quorum on this issue, that we apply to the Supreme Court, per provisions in the Community Charter, for permission to make decisions about the zoning issue in spite of the Conflict of Interest situation. The law firm has indicated that this process will cost approximately \$750-800 and has a high probability (92%) of being successful. The issue was discussed at the March 23rd Council meeting and motion 2015-079 recommended that we receive and file the information provided by the lawyer. I have been instructed to bring this issue back before Council for further discussion. Although it does not ordinarily take long for a decision from the Supreme Court there is a delay in getting on the docket so if we approve this action at this meeting we could probably get on the docket for the end of April meaning we would have a decision and be able to move forward one way or another by mid-May.

Recommendation: I recommend Council move forward with the application to the Supreme Court.

Respectfully submitted:

Section 129 of the *Community Charter* allows the Village to apply for an order from the court if there is a loss of quorum due to disclosure of conflict:

129

...

(4) The municipality may apply to the Supreme Court for an order under subsection (5) if, as a result of section 100 [*disclosure of conflict*], the number of council members who may discuss and vote on a matter falls below

(a) the quorum for the council, or

(b) the number of council members required to adopt the applicable bylaw or resolution.

(5) On an application under subsection (4), the court may

(a) order that all or specified council members may discuss and vote on the matter, despite sections 100 [*disclosure of conflict*] and 101 [*restrictions on participation*], and


(b) make the authority under paragraph (a) subject to any conditions and directions the court considers appropriate.

(6) An application under subsection (4) may be made without notice to any other person.

We would be pleased to seek an order from the B.C. Supreme Court on behalf of Council, which will allow a vote on this matter to proceed.

Sincerely,

LIDSTONE & COMPANY


Carrie Moffatt
Associate
moffatt@lidstone.info



BOARD HIGHLIGHTS

March 20, 2015 Board Meeting

Board Business:

1. The Board received correspondence Nathan Cullen, MP, requesting support for Bill C-628. The Board resolved to post a petition to protect BC's North Coast at the administration office of the Skeena-Queen Charlotte Regional District.
2. The Board, following a report from staff, resolved to develop a Haida Gwaii Regional Recreation Service Conversion Bylaw, as well as to revise the Haida Gwaii Regional Recreation Commission Bylaw.
3. The Board adopted the Skeena-Queen Charlotte Regional District Five Year Financial Plan Bylaw No. 596, 2015, covering a period from 2015-2019.
4. The Board resolved to correspond with Northern Development Initiative Trust to collaborate on a project funding application intake schedule to allow for more informed Board decisions on potential project funding throughout the year.
5. The Board, following receipt of the *Community Passenger Ferry Service Study*, resolved to mail out Community Passenger Ferry Service Surveys to residents of Electoral Areas A and C with the intent of determining the feasibility of a community passenger ferry service project.

For complete details of the March 20th, 2015 Board meeting, the Agenda and Minutes are posted under "Quick Links" at www.sqcrd.bc.ca.

C-1

Bell Mobility Inc.
5099 Creekbank Road
Building C, Floor 3
Mississauga, ON L4W 5N2

Bell

E. Todd Tomkinson
E: todd.tomkinson@bell.ca
T: +1 905 282 3508 M: +1 416 432 0911

2015 03 25

Mr. Ian Gould
Mayor
Village of Port Clements
PO Box 198
Port Clements, BC V0T 1R0

cao@portclements.ca

Dear Mayor Gould:

Thank you for your letter of February 16, 2015 to Bell Mobility's President, Mr. Wade Oosterman, regarding potential roaming arrangements between RuralCom and Bell Mobility.

As you're probably aware, Bell already provides wireless coverage on Haida Gwaii to its own customers, in particular in the villages of Queen Charlotte on the south coast and Masset on the north coast. Bell does continue to evaluate new opportunities on an ongoing basis to expand its coverage across Canada through building its own network or through relationships with other Canadian wireless operators. At this point in time, we don't have committed plans to expand service to Port Clements, but I will be sure to advise you when this situation changes.

We thank you again for your input.

Regards,



E. Todd Tomkinson
Director, Roaming

ETT/

Kim Mushynsky

From: Caitlin Blewett <manager@gwaiitel.com>
Sent: March-20-15 3:48 PM
To: Kim Mushynsky
Subject: Re: Meeting follow-up

Hi Kim

We don't have to have a resolution in support, but it would be very helpful if Council was willing to give one. A letter of support for the grant would also be a great contribution to our UBCM application. We're looking for information on how improved Internet service in Port will help with productivity, economic growth and general community building. The deadline for the grant is April 15th, so it's not too much of a rush. I'm away next week but feel free to email or call me any time if you have questions and I'll gladly get back to you asap.
Cait

Caitlin Blewett
General Manager
GwaiiTel – The Haida Gwaii Community Network
PO Box 796 – 113 Oceanview Drive
Queen Charlotte, BC, V0T 1S0
p 778 260 0385
e manager@gwaiitel.com

On Mar 20, 2015, at 3:09 PM, Kim Mushynsky <cao@portclements.ca> wrote:

Caitlin:

Ok good thing you asked because I didn't come away with an action of getting a Council resolution. Here are my notes from the meeting. Please let me know what wording you are looking for from a resolution. If it is time sensitive I can do a late add for next Monday's meeting (postponed from March 16).

Thanks,

Kim Mushynsky – BBA
Chief Administrative Officer
Phone 250-557-4295
<image001.jpg>

This message is intended only for the use of the individual or entity to whom it is addressed and may contain information (including all attachments) that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, please notify the sender immediately and delete the original and any copies of this message. Please do not print, copy, disseminate, or otherwise use this information. Thank you.

From: Caitlin Blewett [<mailto:manager@gwaiitel.com>]
Sent: March-20-15 2:58 PM
To: cao@portclements.ca
Subject: Meeting follow-up

VILLAGE OF PORT CLEMENTS

BYLAW NO. 421, 2015

A Bylaw of the Village of Port Clements to repeal Bylaws #127, 130, 198, 201, 207, 222, 233, 241, 262, 332, 346 .

The Council for the Village of Port Clements in open meeting assembled enacts as follows:

WHEREAS:

- A. The Village of Port Clements (the "Municipality") deems it desirable and necessary to repeal Bylaw Numbers ; 127 – Tax Exemption Bylaw, 130 – Additional Municipal Officers Bylaw, 198 – Economic Development Advisory Bylaw, 201 – Interest Rate Setting Bylaw, 207 – Economic Development Advisory Amendment Bylaw, 222 – Tax Sale Reserve Fund Establishment Bylaw, 233 – Economic Development Advisory Amendment Bylaw, 241 – Garbage Dump Establishment Bylaw, 262 – Amendment to Garbage Dump Establishment Bylaw, 332 – Public Works Commission Bylaw, 346 – Multipurpose Building Construction Committee Bylaw;

NOW THEREFORE, the Council for the Village of Port Clements in open meeting assembled, **ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as "The Village of Port Clements Repeal Bylaw No. 421, 2015". This Bylaw repeals the following Bylaws:
- a) #127 Tax Exemption Bylaw
 - b) #130 Additional Municipal Officers Bylaw
 - c) #198 Economic Development Advisory Bylaw
 - d) #201 Interest Rate Setting Bylaw
 - e) #207 Economic Development Advisory Amendment Bylaw
 - f) #222 Tax Sale Reserve Fund Establishment Bylaw
 - g) #233 Economic Development Advisory Amendment Bylaw
 - h) #241 Garbage Dump Establishment Bylaw
 - i) #262 Amendment to Garbage Dump Establishment Bylaw
 - j) #332 Public Works Commission
 - k) #346 Multipurpose Building Construction Committee Bylaw

READ A FIRST TIME THIS 23rd Day of March, 2015.

READ A SECOND TIME THIS 23rd Day of March, 2015.

READ A THIRD TIME THIS 23rd Day of March, 2015.

RECONSIDERED AND FINALLY ADOPTED THIS Day of , 2015.

IAN GOULD
MAYOR

KIM MUSHYNSKY
ADMINISTRATOR

CERTIFIED A TRUE COPY OF VILLAGE OF
Bylaw to Repeal Outdated Bylaws No. 421, 2015".



VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Apr-1
11:44:45AM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
150143	2015-03-16	XEROX CANADA LTD.	10-2-12-11-30 10-3-22-00-00	G47185955 G47185955	PAYMENT USAGE FEES JAN 31-FEB28 GST	34.05 1.59	35.64
150149	2015-03-24	Angela's Place-Social Cafe & I	10-2-24-80-10 40-2-42-90-60 30-2-41-40-10 10-2-31-90-00 10-2-11-10-10	Feb2015 Feb2015 Feb2015 Feb2015 Vi20150131	PAYMENT Fire Dept Fuel DIESEL + GAS PURCHASES DIESEL + GAS PURCHASES DIESEL + GAS PURCHASES FOOD-COUNCILLOR TRAINING	291.01 36.95 73.91 73.92 84.00	559.79
150150	2015-03-24	Bliss, Marilyn	10-2-75-00-00 10-3-22-00-00	EasterHunt2015 EasterHunt2015	PAYMENT REC COMMISSION EASTER HUN GST	83.56 2.44	86.00
150151	2015-03-24	Edge of the World Music Festi	10-2-12-32-00	GT Community	PAYMENT GT COMMUNITY EVENTS PRGM	1,500.00	1,500.00
150152	2015-03-24	NORTH CENTRAL LOCAL GC	10-2-11-10-40	2415	PAYMENT ANNUAL MEMBERSHIP DUES	614.05	614.05
150153	2015-03-24	Stewart, McDannold, Stuart	10-3-22-00-00 10-2-12-10-50 10-2-12-10-50 10-3-22-00-00	69356 69356 69358 69358	PAYMENT GST RENTAL LIABILITY, SOCIAL MED OCP, ZONING BYLAWS, PUBLIC GST	32.11 686.90 6,081.13 284.29	7,084.43
150154	2015-03-24	TELUS COMMUNICATIONS I	10-3-22-00-00 10-2-71-21-15 30-2-41-50-00 40-2-42-90-40 10-2-24-70-10	MAR2015 MAR2015 MAR2015 MAR2015 MAR2015	PAYMENT GST MARCH PHONE BILL MARCH PHONE BILL MARCH PHONE BILL MARCH PHONE BILL	58.44 602.49 240.75 54.57 351.71	1,307.96
150155	2015-03-24	WESTPOINT AUTOMOTIVE	40-2-42-90-70 10-3-22-00-00 30-2-41-30-40 10-2-12-99-60	832-208860 832-208860 832-208860 832-208860	PAYMENT OIL + WASHER FLUID GST OIL + WASHER FLUID OIL + WASHER FLUID	73.92 17.27 147.84 147.84	386.87
150156	2015-03-24	Tlell Fall Fair Committee	10-2-12-32-00	GT Community	PAYMENT GT COMMUNITY EVENTS PROGI	1,500.00	1,500.00
150157	2015-03-25	WEIGUM, SHIRLEY	10-2-71-21-11 10-2-12-14-10 10-2-71-21-20 10-2-71-89-00	34 34 34 34	PAYMENT MARCH JANI + RETRO LIBRARY MARCH JANITORIAL MARCH JANITORIAL MARCH JANITORIAL	408.50 493.50 270.25 152.75	1,325.00
150168	2015-03-31	RECEIVER GENERAL - CCR/	10-4-27-00-10	Mar 2015	PAYMENT CCRA REMIT FOR MARCH	6,724.41	6,724.41
150169	2015-04-01	BLUE CROSS	10-4-27-00-30	252160	PAYMENT BENEFIT PREMIUMS APRIL 2015	1,041.82	1,041.82
150170	2015-04-01	CIBC VISA	10-2-12-11-30 10-3-22-00-00 10-2-12-11-30	March2015 March2015 March2015	PAYMENT Basecamp GST Norton 360 Premier Ed Subscriptio	26.24 5.00 106.99	138.23

F-1



VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Apr-1
11:44:45AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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Total 22,304.20

*** End of Report ***



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REPORT TO COUNCIL

Author: Kim Mushynsky

Date: April 1, 2015

Re: Folio 70340060

Background: On our records there was a mobile home assessed at \$10,600 showing the owner as Carl Chapman with a physical location of #6 Juskatla MHP and a mailing address in Juskatla. The last time anyone paid anything on this tax account was in July of 2011 when Western Forest paid the taxes. I have been working on this account for a year to determine if anyone knew who Carl Chapman was and if so where he was and if the mobile home still existed in Juskatla. I was advised that there are no habitable mobile homes in Juskatla anymore. I worked with BC Assessment to get this trailer off the assessment roll because as long as it is on the roll we are obligated to pay taxes to all the agencies who collect taxes through the municipality (school taxes, police taxes, regional district taxes, etc) regardless of whether or not we are getting paid for those taxes ourselves. BC Assessment has taken it off the roll for 2015 so we are no longer going to have to tax this folio. The next step is to apply to the province for permission to write off the accumulated debt that exists for this property. It is a legal requirement that we apply for this permission and, once granted, we can then apply back to places like the school tax for past taxes that were charged on this property and never collected and get some of our money back.

Recommendation: To finalize this matter I request that Council approve the following motion:

THAT Council request the Minister to confer the power to the Council for the Village of Port Clements (pursuant to Section 315.3 of the Local Government Act) to write off unpaid property taxes, plus applicable penalties and interest for folio #70340060 in the amount of \$460.65.

Respectfully submitted:



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BACKGROUND

Author: Kim Mushynsky
Date: March 31, 2015
Re: **Donation Policy**

Background: Occasionally, especially as a commemorative item when someone passes away, people wish to donate an item, such as a bench, to the Village. Wally had expressed some concerns in regards to how we handle upkeep on these items and wanted to ensure that we maintained final say in where they were placed/what they were made of/looked like, etc. Therefore, as a training exercise, Sharon was tasked with composing a donation policy. The first draft of this is attached for your consideration.

Recommendation: Review the policy, advise if there are any changes, additions or deletions you would like to see made to it and advise whether or not you wish to implement this as a policy for the Village of Port Clements.

Respectfully submitted:

**Village of Port Clements
Donations of Gifts Policy
Policy No. 11, 2015**

Prepared by Deputy Clerk/Treasurer Sharon Ferretti

Adopted:

Policy: It is the policy of Council to provide a means for individuals, businesses or organizations to make donations of funds, outside structures and benches or plant items to the Village for the enhancement of the Village.

Background: From time to time the Village of Port Clements receives inquiries from various sources requesting to donate or bequeath to the Village on behalf of themselves or a deceased relative, benches or funds for the purchase and install as a special commemorative gift.

Goal: It is the goal of this policy to accept outside structures and benches, plant or monetary donations for the enhancement of the Village, and when deemed applicable, to clearly set out where the maintenance and responsibility of liability rests.

Objectives: To set guidelines for the acceptance of donations in the form of outside structures and benches, plant or monetary gift items, and to clarify the responsibility of any maintenance/upkeep of the donation.

1. To accept donations from donors in the form of outside structures and benches, plant or monetary value, who wish to contribute to the enhancement of the Village.
2. That the Village is to provide an appropriate commemorative plaque.
3. That the Village is to issue an income tax receipt for all donations if requested.
4. That the donator be in consultation with the Village concerning installation of the item.
5. To limit the final decision on site location and the style of structure, bench or type of plant, to the Village.
6. To provide funding in the Public Works Budget to assist with the installation of the donated item to the Village under this policy.
7. That at the onset of needing repair or attention concerning unsightliness and public safety the donator will be notified in writing by the Village of Port Clements, the notification to include a deadline date of not less than sixty days for the donator to take care of the item or it will be removed by the Village.
8. That the Village of Port Clements shall not be held liable in connection to the donated item as specified in Appendix 'A'.

Ian Gould
Mayor

Sharon Ferretti
Deputy Clerk/Treasurer

Village of Port Clements
Donation of Gift(s) Form
Appendix A

Item(s) Donated:

Donation Made By:

Organization/Business/Individual

Representative/Contact Individual:

First and last name

Address and Contact Information:

Mailing address + phone/cell number(s) + email

As the representative/contact person for the above noted donation,
I _____ (individual's legal name) shall
assume full responsibility for any maintenance/repair requirements as deemed
necessary by the Village of Port Clements in keeping with beautification and public
safety.

Date: _____

Village Of Port Clements



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: March 23, 2015
Re: **#90 Bayview Drive**

Background: The Village has received numerous complaints regarding the garbage (pop can and misc.) nuisance at #90 Bayview Drive, legally described as Lot 4-5, Block 46, Plan 1079 Port Clements BC, registered in the name of Paul Melney.

A copy of the 2nd letter sent to the owner is enclosed showing that the situation was requested to be remedied originally by March 16, 2015. An inspection revealed that the clean-up had not occurred so the 2nd letter, as attached, was sent.

Recommendation: I request that Council proceed to declare the overflow of debris in and around the shed of this property be declared a nuisance, per the wording attached, and that notice is given to the owner giving him 30 to remedy the situation or the work will be done by the Municipality or its authorized agents and if the bill is not paid in full prior to December 31, 2015 any costs incurred by the Municipality to rectify the situation will be attached to the taxes of this property per our authorization under the *Community Charter* Sections 72 & 74.

Respectfully submitted:

Village of Port Clements

ORDER UNDER DIVISION 12 OF PART 3

OF THE *COMMUNITY CHARTER*

The Council for the Village of Port Clements, pursuant to Division 12 of Part 3 of the *Community Charter* hereby resolves that:

1. The unclean state of the shed located at #90 Bayview Drive, Port Clements, British Columbia, legally described as Lots 4-5, Block 46, Plan 1079, is hereby declared a nuisance; and
2. the owner of the building is hereby ordered to take the following remedial action within 30 days of the receipt of notice of this Order:

Remove all bags of cans, garbage and misc. debris currently residing in and around the shed.

AND BE IT FURTHER RESOLVED that the Administrator of the Village of Port Clements BE AND IS HEREBY AUTHORIZED in default of such remedial measures being undertaken by the owner, to carry out or have such work carried out and the expense charged to the owner. If unpaid on December 31, 2015 the expense shall be added to and form part of the taxes to be paid on the real property as taxes in arrears or be collected as a debt.

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

DATED at the Village of Port Clements, British Columbia this day of , 2015

Certified to be a true copy of this Declaration this day of , 2015

Corporate Officer – Village of Port Clements



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
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OFFICE :250-557-4295
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Community Clean Up 2015

Author: Kim Mushynsky

Date: March 24, 2015

Annually the Village arranges a Community Clean up where large dump bins are placed on the corner of Dyson and Bayview and staff and volunteers, along with donated trucks, gather garbage put out by residents. The Village pays the dumping fees for this event. Generally this happens with assistance from Regional District staff member Robert Kidd. This event traditionally takes place in May and last year we did it on a Sunday/Monday. This year the Sunset Park clean-up, a separate event, is planned for Sunday May 3rd.

Council needs to set a date for this year's Community Clean Up event so that planning can begin and hopefully we can get more volunteers this year than we did last year. I would like Council to consider holding the event Friday instead of Sunday as this would mean that our staff are available all day for the event (suggesting May 22/23 or 29/30). I will be talking with Robb Kidd shortly. He would bring the large containers (hold approximately 37 cubic meters) from 9am – 4pm on Friday and then leave a smaller bin there after 4pm that would get taken to the dump at noon on Saturday. This way we would still have options for people who were not available Friday. In chatting with Public Works and reviewing how the Village of Masset does their Spring cleanup I am wondering if Council would like to consider a nominal charge of \$7.00 per pickup for people who wanted Public Works to come by their place and pick up their trash and people would still have the option of taking it to the dumpster themselves at no charge. This would moderately subsidize the cost of this event, perhaps encourage more people to deliver their stuff to the dumpster to save money, which would mean we had less need for volunteers. Last year this event cost us \$1355.00 in dump fees for this event.

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Staff	Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project
A21	15-07-2013	Drainage concern at far end between Park & Tingley include Yakoun Lane in drainage issue	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	Decision made on engineering Nov. 24 boiler expected to be here by late April 2015
A26	17-02-2014	Historic Councillor Plaque(s)	Gould	Design and create the necessary plaque(s) to mount ingraved plates from 1975 forward Slated for completion before yearend
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after new Council has had a chance to review Tentative for Apr. 22 mtg.
A29				



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UPDATE

Author: Kim Mushynsky
Date: March 31, 2015
Re: **Biomass Heating Project Update**

Background: In December a report was given to Council members to bring them up to date on how the Biomass heating project came to be and where we were as of the beginning of December 2014. At the March 23rd Regular Council meeting it was requested that an update on this project be provided for the April 7th Council meeting.

In January, when we began working with the Engineers on the engineering specifications for the project, it became apparent that the initial recommendation to repurpose a portion of the wharf shed for the auger and storage of biomass was not going to be the most cost effective way to proceed due to building code regulations that required some fairly extensive remodeling would have to be done to the wharf to provide a fire separation from the rest of the building due to it being a "multi-use" shed and a solid fuel heating system. The old Village Office foundation was cleared and investigated as an option and per the recommendations from the Engineers in their letter dated February 24, 2015, we changed our decision and have opted to build a new building on part of the old Village Office foundation. As we were approaching March and had not yet tendered out the work for the installation of the biomass project, due to this latest development, a decision was made that we would not rush to try and capture part of the immediate heating season but instead ensure that we were ready for the fall heating system. Per discussion with Fink March 25th, our boiler is pretty much ready for shipping. However, since we have decided to time our install for the fall heating system we now have to determine the most optimum time for Fink to come and commission the system. If they commission the system in the spring/summer, when we do not require much, if any, heat, they would have to come back in the fall to fine tune it. Therefore we are tentatively anticipating a late September install of the system. Per emails with Opus Dayton Knight of March 27, the engineering piece is pretty much complete and they will have it to us shortly. Once that arrives we can put out tenders for the building of the storage shed on the old Village Office foundation and analyze and make a decision on whether or not to tender out the installation piece for connecting the boiler to the various buildings.