



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday, December 18th, 2017

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
 - M-1 – December 4th, 2017 Regular Council Meeting Minutes.
 - M-2 – Emergency Preparedness Plan – Emergency Planning Committee
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
 - UB-1 – Rainbow Wharf RTC – Acting CAO
- 5. ORIGINAL CORRESPONDENCE**
 - C-1 – December 8, 2017 Board Highlights – NCRD
 - C-2 – Letter to NCRD RE: Cellular Coverage from Ministry of Citizens' Services
- 6. FINANCE**
- 7. GOVERNMENT**
- 8. NEW BUSINESS**
 - NB-1 – Community Park Washrooms RTC & Letter from Manzanita Snow
 - NB-2 – Searchable PDF Documents of Council Agendas – Councillor Stewart
 - NB-3 – Council Resolution for FCM Asset Management Grant - RTC
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**
 - A-1 – see Action Items list.
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. ADJOURN TO IN-CAMERA AS PER Section 90 (c) & (g).**
- 13. ADJOURNMENT**



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Minutes of the regular meeting of the Port Clements Council held December 4, 2017 in Council Chambers.

Present:

Deputy Mayor Stewart
Councillor Cumming
Councillor O'Brien Anderson
Councillor Daugert via telephone.

Regrets: Mayor Thomas

Acting CAO Decock
Intern Cumming
Press: Andrew Hudson

7 members of the public attended: Pat Johnston, Manzanita Snow, Joan Hein, Craig Beachy, Bev Lore, Marilyn Bliss

Deputy Mayor Stewart called the meeting to order at 7:03 p.m.

1. ADOPT AGENDA.

2017- 313 – Moved by Councillor Cumming, seconded by Councillor O'Brien Anderson
THAT Council adopts the agenda with the addition of RTC-1 – Christmas Hours and Christmas Bonus for 2017
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – November 20, 2017 Council Meeting minutes.

2017- 314 – Moved by Councillor O'Brien Anderson, seconded by Councillor Cumming
THAT Council adopts the November 20, 2017 Council Meeting minutes as presented.
CARRIED

M-2 – November 23, 2017 Special Council Meeting minutes

2017-315 – Moved by Councillor O'Brien Anderson, seconded by Councillor Cumming
THAT Council adopts the November 23, 2017 Special Council Meeting minutes
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

UB-1 – Rainbow Wharf Referendum Results – RTC Acting CAO Decock
2017-316 – Moved by Councillor Cumming, seconded by Councillor Daugert
THAT Council defers UB-1 - Rainbow Wharf Referendum Results – RTC
CARRIED

UB-2 – Report to Council – Crown Grant Offer – Former CAO Mushynsky

2017-317 – Moved by Councillor Cumming, seconded by Councilor O'Brien Anderson
THAT Council authorizes the Acting CAO to sign the Crown grant Offer and hire Dedliuke to complete the survey as required to finalize this land transaction.

CARRIED

5. ORIGINAL CORRESPONDENCE

C-1 – Board Highlights – NCRD

2017-318 – Moved by Councillor Cumming, seconded by Councillor O'Brien Anderson

THAT Council receives the NCRD Board Highlights

CARRIED

6. FINANCE

7. GOVERNMENT

G-1- The Amended Financial Plan for the Years 2017-2021- Bylaw No.445, 2017

2017-319 – Moved by Councillor Cumming, seconded by Councillor O'Brien Anderson

THAT Council Reconsiders and adopts the Amended Financial Plan for the Years 2017-2021 – Bylaw No.445, 2017.

CARRIED.

8. NEW BUSINESS

Councillor Cumming leaves due to Conflict of Interest 7:09 PM

NB-1 – Port Clements Historical Society - NDIT - Community Hall & Recreation Facilities– RTC

2017-320 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT a support letter be written for the Port Clements Historical Society for their application.

CARRIED.

Councillor Cumming returns at 7:10 PM

9. REPORTS & DISCUSSIONS

RTC-1 – Christmas Hours and Christmas Bonus for 2017 – Ruby Decock

2017-321—Moved by Councillor O'Brien Anderson, seconded by Councillor Cumming

THAT the Village Office be closed from December 25th 2017 to December 29th 2017 to reopen for regular hours on January 2nd 2018, AND THAT Staff receive a Christmas bonus of \$75 per employee.

CARRIED.

Councillor O'Brien Anderson – Busy in forestry: two timber sales were awarded to local contractors, might be blocked from logging. Otherwise getting ready for Christmas such as finding a Christmas Tree for the community centre.

Councillor Cumming – Teri and Marilyn are working on consolidating the versions of the Emergency Response Plan into one plan, to be ready to adopt by years end by Council. Recreation's Santa Breakfast is all ready to go, didn't have meeting. Lights have been put up at the Museum.

Councillor Daugert – foregoing report.

Acting CAO Ruby Decock – Completed 3rd UVIC Course. Busy times at the office. Mayor Thomas will be sitting in a new spot at the Council Table during Council Meetings to be able to see everyone.

Intern Elizabeth Cumming – Been a busy week in the office.

Deputy Mayor Stewart – Attended Council Training – enjoyed it, very informative looking forward to changes coming. No Christmas lights up yet.

10. ACTION ITEMS

Gym Update: Acting CAO Ruby Decock and Ruth Bellamy went through the weight room to look at items they would like to change and made a list, also looked at the list generated from the questionnaire that was sent out. It needs some TLC and noted that one of the treadmills needs to be replaced. Currently investigating other items.

Asset Management Update: Public Works have not had a meeting yet about this. They are still waiting for a response for the application the Village Applied for an Asset Management Grant for an Asset Management System.

11. QUESTIONS FROM THE PUBLIC & PRESS

Manzanita Snow – Why can't council open the bathrooms at the community park?

Response – Bathrooms are not heated and park experiences a lot of vandalism.

Councillor O'Brien Anderson – suggestion of Port O'Potty placed during winter months.

Joan Hein - Port O'Potty \$150/month rental \$150/clean, \$150/pickup or delivery.

Question from Press -- How does Council deal with conflict of interest when everyone has a conflict?

Response – You can get a Supreme Court ruling to decide to get a smaller quorum. Generally, you get legal advice and usually get a judicial decision that says 'Yes you can go ahead' or a judge can declare two Councillors to be a quorum (which happened before in Port Clements). This is very common issue in small communities and there are a lot of cases, rules and regulations for it to refer to.

Councillors can vote if they do not feel they are in conflict, but they cannot rely on Municipal Lawyers being provided for their defense to give legal advice if someone challenges a vote on a conflict of interest. Councillors would be required to get their own lawyers.

12. ADJOURN TO IN-CAMERA

ADJOURNMENT

2017- 322—Moved by Councillor O'Brien Anderson

THAT the meeting be adjourned at 8:00 PM.

Elizabeth Stewart
Deputy Mayor

Ruby Decock
Acting Chief Administrative Officer



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REPORT TO COUNCIL

Author: Ruby Decock, Acting CAO

Date: November 30, 2017

Subject: **Non-Binding Vote Results for Rainbow Wharf Maintenance**

Background:

Upon request of Council, the Village of Port Clements held a non-binding vote between November 7-17, 2017 to determine what level of maintenance the citizens of Port Clements would like to see done with the provincially owned Rainbow Wharf. A letter was sent out to the public to inform them of the planned maintenance costs for commercial and non-commercial use.

Results of Non-Binding Vote:

Commercial Use – 34 Votes

Non-Commercial Use – 35 Votes

Spoilt Ballots – 1 (the voter put "Get rid of it!") on their ballot. So it was some feedback, but it didn't vote in favour of either maintenance work.

Recommendations:

1. Request the engineering firm to provide a RFP for Non-Commercial Use of the Rainbow Wharf based on the 2015 engineering assessment.
2. Request the engineering firm in 2018 to reassess the Rainbow Wharf and provide an RFP for maintenance requirements for both Commercial and Non-Commercial Use, then hold a Referendum Vote concurrently with the 2018 Municipal Elections.

3. Hire an engineering firm in 2018 to reassess the condition of the Rainbow Wharf as the last engineering report was completed in 2015. Request that the engineers provide the maintenance requirements for the Commercial Use and Non-Commercial Use then complete the Non-Commercial Use maintenance as per the request of the non-binding vote.

Respectfully submitted: 



BOARD HIGHLIGHTS

December 8, 2017

Delegations:

Dale Littlejohn, Executive Director, Community Energy Association, addressed the Board, via teleconference, with respect to the Community Energy Association and its Electric Vehicle Charging Network Collaboration project proposal.

The Community Energy Association anticipates undertaking a study to examine electric vehicle readiness workshops, leverage earnings, establish a deployment strategy, develop an outreach plan, and ultimately be used to approach potential funders of the project.

Mr. Littlejohn requested that the Board of the North Coast Regional District pass a resolution supporting the project and committing \$9,000 in 2018, subject to a successful grant application to the Federation of Canadian Municipalities Climate Innovation Program.

The Chair thanked Mr. Littlejohn for his presentation.

Board Business:

1. The Board resolved to appoint Directors to the various external agencies requesting representation from the North Coast Regional District for 2018.
2. The Board resolved to send correspondence to the BC Passenger Transportation Board to reiterate its opposition to the proposed Greyhound route cancellations affecting travel between Prince Rupert and Prince George, B.C.
3. The Board received correspondence from the Union of BC Municipalities with respect to issuance of the North Coast Regional District's semi-annual Community Works Fund payment in the amount of \$101,655.
4. The Board adopted its 2018 interim meeting schedule. The next Regular meeting of the North Coast Regional District Board will be held on January 26th, 2017 in Prince Rupert, B.C.
5. The Board resolved to provide a letter of support to the Community Energy Association for its application to the Municipalities' Climate Innovation Program and revisit project funding contributions during 2018 budget discussions.
6. The Board received a report from staff with respect to an update on the Board's strategic priorities 2015-2018. A complete listing of the priorities and updates are available in the December 9th, 2017 Regular agenda package.
7. The Board wishes you and yours a happy and health holiday season!

For complete details of the December 8, 2017 Board meetings, the Agenda and Minutes are posted under "Quick Links" at www.sqcrd.bc.ca.

Ruby Decock

From: Daniel Fish <dfish@sqcrd.bc.ca>
Sent: December-04-17 3:22 PM
To: deputy@portclements.ca
Cc: cao@sqcrd.bc.ca
Subject: TELUS
Attachments: 7.8 CORRESPONDENCE - UBCM Follow up Min Citizens Services.pdf

Hi Ruby,

I hope that this email finds you well.

At our last meeting held November 24, 2017, the Board of the NCRD received the attached piece of correspondence from Minister Sims with respect to the shared meeting between the NCRD and Port at this year's UBCM.

Urs had mentioned that Port did not received a response letter from the Minister so I thought that I would share the attached with you, so that you may share it with your Council.

Urs has asked that our staff get in touch with your staff to follow up on this issue and perhaps strategize our next move in terms of response letter and following up on some of the recommendations in the attached.

If you have any questions, please feel free to give me a call.

Best regards,

Daniel Fish
Corporate Officer
North Coast Regional District
14-342 3rd Avenue West,
Prince Rupert, BC V8J 1L5
Telephone: 1-250-624-2002 ext 2
Toll free: 1-888-301-2002
Fax: 1-250-627-8493
www.sqcrd.bc.ca



BRITISH
COLUMBIA

November 8, 2017

RECEIVED NOV 15 2017

Ref: 107283

Barry Pages, Chair
North Coast Regional District
14-342 3rd Avenue West
Prince Rupert, BC, V8J 1L5

Dear Barry Pages:

Re: Union of British Columbia Municipalities Annual Convention

It was a pleasure to have met with the delegation from the North Coast Regional District at the 2017 Union of British Columbia Municipalities Convention in Vancouver. I really appreciated the opportunity to hear about the importance of increasing cellular coverage in Port Clements and along Highway 16.

The Province understands the significance of cellular connectivity along provincial highways and rural communities, especially for public safety and the role it plays in economic development and tourism. As you know, additional cellular coverage for Haida Gwaii is dependent on increasing network capacity for the island. There are projects currently envisioned for the region which, if successful in receiving federal funding, will provide additional network capacity for Haida Gwaii.

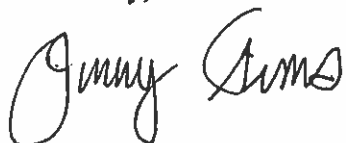
We encourage the Regional District to reach out to TELUS and Rogers to discuss where future opportunities may exist through cost sharing arrangements for additional cellular expansion projects. Please contact Aurora Sekela, TELUS Ambassador at (604) 836-8788 or at Aurora.Sekela@TELUS.com in this regard. For Rogers, please contact Glenn Alsaker, Manager of Wireless Access Planning at (604) 431-1504 or at glenn.alsaker@rci.rogers.com.

We also encourage the Regional District to write to the Canadian Radio-television and Telecommunications Commission to convey the importance of cellular services to your region. Please contact the Canadian Radio-television and Telecommunications Commission at http://crtc.gc.ca/eng/info_sht/g4.htm.

.../2

Thank you again, for taking the time to meet with me at UBCM 2017. I look forward to connecting again in the future to discuss ways to increase cellular capacity in your region.

Sincerely,

A handwritten signature in black ink, appearing to read "Jinny Sims". The signature is fluid and cursive, with the first name "Jinny" being larger and more prominent than the last name "Sims".

Jinny Jogindera Sims
Minister

pc: Doug Chapman, Chief Administrative Officer,
North Coast Regional District

bcc: Network BC
networkbc@gov.bc.ca



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REPORT TO COUNCIL

Author: Ruby Decock
Date: December 14, 2017
Re: **Community Park Washrooms**

Background: The community park washrooms are winterized and locked in November and reopened in May to prevent any water pipes or toilets from freezing since the washrooms are not heated. The park is used year round by children using the playground and dog owners who use the park as an off-leash area for their pets.

Discussion: Upon winterizing the community park washrooms, they are locked to prevent continued use and to prevent vandalism. The water is shut off to prevent waterlines and toilets from freezing since there is no heating system in the concrete building.

Several community members wish to have the washroom open during the winter months. The only public washrooms open during the winter months are the outhouses in the Sunset Park Campground which is more than 2 kilometers from the park.

Options:

1. Install electric heating system or propane heating system at the park. This would require paying for a janitor, hiring an electrician, and/or installing a propane heating system as well as heating system for water pipes. Insulate the concrete building. Initial costs for install would be substantial and an increase to the community park budget for heating and cleaning costs would be required.
Initial Estimated Heating costs - \$1500 plus monthly hydro - \$5000.00 + hydro
Monthly Hydro – 6 months of hydro and/or propane
Janitor Cleaning - \$75/month x 6 months
Insulation Install - >\$10,000
2. Build a single use washroom by the new concession stands that is properly heated and plumbed. Cost estimate > \$10,000 plus hydro costs.

3. Rent a Port O’Potty for the 6 months between November and May.

Monthly Rental	\$150.00 x 6 months	\$900
Cleaning (Emptying Sewage)	\$150.00 + \$30 for supplies x 3	\$540
Delivery/Pickup	\$150.00 X 2	\$300
<hr/>		
Total Seasonal Cost		\$1740

4. Do nothing.

Recommendations: There are no funds remaining in the Community Park Operations and Maintenance budget. If Council wishes to proceed with one of the options in 1-3, then an increase in the 2018 budget will be required. However, I recommend that Council reviews the priorities during Strategic Planning prior to making a decision on building or renovating a bathroom(s).

Respectfully submitted: 

November 21/2017

This letter is to portray the concern over the closing of the washrooms at the Port Clements Municipal Park. I have spoken to several other residents about this issue that affects anybody's enjoyment and use of the Park. As the population ages, a safe working bathroom is a health issue and supports us elders as we attempt to stay fit and walk our pets and meet socially in a healthy way. Please consider reopening these washrooms. More use will discourage vandalism and promote general well-being.

Thank you for your consideration,
Margarita Snow
co-signed by - Linda Berston
- Joy Haralson
- Pat Johnston
- Doug Lee
- Linda Johnson



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REPORT TO COUNCIL

Author: Ruby Decock
Date: December 14, 2017
Re: **FCM Asset Management Grant Application**

Background: VOPC has applied for the 2018 UBCM Asset Management grant which covers 50% of the costs for an Asset Management Plan. The UBCM grant can be matched with other grants such as the Federation of Canadian Municipalities (FCM) Asset Management Grant.

Discussion: The FCM Asset Management Grant provides funding for the projects that will help Canadian cities and communities of all sizes enhance their asset management practices. The goal of the program is to help municipalities make informed investment decisions for infrastructure assets, such as roads, buildings, water supply and sanitation systems in order to deliver value for money while best serving citizens' needs. This grant will provide funding for up to 80 percent of the total eligible project costs. Since MIEDS applied to UBCM to cover 50% of VOPC's Asset Management Plan, MIEDS would like to submit a grant application to FCM for the remaining 50% of the costs for VOPC's Asset Management Plan.

Recommendations: Council to make the following resolution:

Be it resolved that the Village of Port Clements Council directs MIEDS to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for VOPC's Asset Management & Asset Inventory Plan.

Be it therefore resolved that the Village of Port Clements commits to conduct the activities in its proposed project written by Urban Systems.

Be it further resolved that the Village of Port Clements commits matching funds from its 2018 UBCM Asset Management Grant Application and the Vibrant Haida Gwaii Communities Initiative Grant.

Respectfully submitted: 

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire distributed on equipment use - Several Turned in. Grant Writer to look for opportunities Ruth Bellamy & CAO toured facilities to determine what improvements should be made.
A31	03-04-2017	Health Clinic Ventilation	Administration	RFP put out. Received bids. Waiting for follow up regarding the cost for an HRV installation.
A32	18-03-2017	Health Clinic - water in crawl space	Public Works	October 27 - crawl space had some water. PW determined how water was getting into clinic. Water is from poor exterior drainage and opening.
A33	18-03-2017	Health Clinic - replace flooring	Administration	RFP to be put out once clinic industrial flooring description received by AMS. Still in progress and no email received from AMS.
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	Have access to soccer fields blocked with logs for temporary solution.
A35	04-07-2017	Community Park - gates and/or fencing	Public Works	Permanent gate and/or fencing to protect soccer field. Requested public works to provide repair estimate.
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.
A-37	06-11-2017	NCLGA Resolutions	Council	Submit Resolutions to NCLGA prior to February 2018 UBCM 2018 - Whistler location
A-38	06-11-2017	Cell Phone Issue w/ regards to Cell phone Coverage	Administration	Follow Up with Minister Simms
A-39	06-11-2017	Asset management	Administration	Follow up with past public work employees to ask for historic asset locations, etc.
A-40	15-12-2017	Timber Sales & Protests	Administration	Waiting for response from Solutions Table and BCTS.