



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 Monday December 7, 2015

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1-November 16, 2015 Regular Council Meeting

M-2- November 19, 2015 Recreation Committee Meeting Minutes

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1- BC Hydro-Regarding UBCM Clean Energy Projects

6. GOVERNMENT

7. FINANCE

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

8. NEW BUSINESS

B-1- 2016 Regular council meetings

B-2- 2016 Appointments

9. REPORTS & DISCUSSIONS

R-1-Report to Council – Fixed Asset Capitalization

R-2- Report to Council- Christmas Hours and Bonuses for 2015

10. ACTION ITEMS

A-1- Follow up

11. QUESTIONS FROM THE PUBLIC & PRESS

Motion to adjourn to in camera meeting under *Community Charter* Section 90(1)(g).

12. ADJOURNMENT



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Minutes of the regular meeting of the Port Clements Council held November 16, 2015 in Council Chambers.

Present:

Mayor Gould – arrived at 7:15pm and resumed chair at that point in the meeting
Councillor Daugert
Councillor O'Brien Anderson
Councillor Cunningham

CAO Kim Mushynsky

Two members of the public present

Deputy Mayor Daugert called the meeting to order at 7:05p.m.

1. ADOPT AGENDA.

2015-309 - Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson
THAT the amended agenda be adopted. Amendments include the addition of D-1 – MIEDS presentation and C-2 –
Telepharmacy issues.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1: Cameron Bell – presentations on Tourism Exit Survey & Business Walks

3. MINUTES.

M-1– November 2, 2015 Regular Council Meeting
2015-310-Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT Council approve the November 2, 2015 Regular Council meeting minutes.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1- Skeena Queen Charlotte Regional District board meeting
2015-311-Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson
THAT we receive the SQCRD report.

CARRIED

C-2 Telepharmacy Concerns

2015-312- Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

THAT Council direct the Administrator to write a letter to the College of Pharmacists, cc'd to MLA Jennifer Rice, asking them to delay their decision pending further information to the Village on why they are implementing this change and explaining the importance of telepharmacy to remote areas such as Port Clements.

CARRIED

6. GOVERNMENT

7. FINANCE

F-1-Cheque listing to November 10, 2015

2015-313- Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson

THAT we receive and file cheque listing to November 10, 2015.

CARRIED

F-2 – NSCU October 2015 Bank Statement

2015-314 – Moved by Councillor O'Brien Anderson, seconded by Councillor Cunningham

THAT we receive and file the October 2015 NSCU statement.

CARRIED

F-3 – CIBC October 2015 Bank Statement

2015-315 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson

THAT we receive and file the October 2015 CIBC statement,.

CARRIED

F-4 – Revenue and Expense analysis to October 31, 2015

2015-316 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson

THAT we receive and file the Revenue and Expense analysis to October 31, 2015

CARRIED

8. NEW BUSINESS

NB-1 – Emergency Preparedness Plan

2015-317 – Moved by Councillor Cunningham, seconded by Councillor Daugert

THAT Council approve the Emergency Preparedness Plan as presented for 2016.

CARRIED

9. ACTION ITEMS

10. REPORTS & DISCUSSIONS

R-1 Report to Council – Crown Grant Application

2015-318 - Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson.

THAT this item be tabled pending additional information.

CARRIED

Mayor Gould- no report

Councillor O'Brien Anderson – Community Hall events, tree at the corner of Dyson & Bayview

Councillor Daugert – Community Hall events

Councillor Cunningham – 2 Gwaii Tel mtgs & related concerns about service for all residents

CAO Mushynsky – no report

11. QUESTIONS FROM THE PUBLIC & PRESS

2015-319 – Moved by Councillor Cunningham, seconded by Councillor Daugert

THAT Council move to an in-camera meeting per Community Charter Section 90(1)(i)

CARRIED

ADJOURNMENT

2015-320 – Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT the meeting be adjourned at 9:50pm.

CARRIED

Ian Gould
Mayor

Kim Mushynsky
CAO

PORT CLEMENTS REC – NOVEMBER 19, 2015

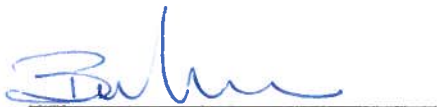
ATTENDING – BEV LORE, SEAN O'DONOGHUE, SUE COUCH AND MARILYN BLISS

MEETING BEGAN IN THE COUNCIL CHAMBERS AT 7:00PM

ITEMS DISCUSSED –

- PLAYGROUND EQUIPMENT AND REFURBISHING EXISTING SWINGS, SLIDE AND OTHER ITEMS....BOTH CHARLEEN AND CHRISTINE HAVE STARTED ON ACQUIRING MONIES AND MORE WILL BE ADDRESSED IN THE NEW YEAR.
- BLEACHERS – REPLACE – AARON CUNNINGHAM AND TIM FENNEL HAVE BEEN ASKED FOR QUOTES – SEAN IS LOOKING AFTER THIS.
- VOLLEYBALL NETS NEED TO BE PURCHASED AND MONIES COULD BE AVAILABLE IN A GRANT.
- REC COMMITTEE TO SEND A LETTER TO COUNCIL REGARDING 'AFTER' CANADA DAY EVENTS HAVE BEEN HELD AND TO HAVE THE PARK CLEANED UP.
- MOVIE NIGHT – THE FIRST MOVIE NIGHT WILL BE HELD NOVEMBER 20. THE REC COMMITTEE ARE TAKING THIS PROJECT ON AND WILL PURCHASE THE DVD'S AND THE COLLECTION AT THE DOOR WILL BE BY DONATION.
- THE REC COMMITTEE PLAN TO HAVE ANOTHER MOVIE IN DECEMBER – A DATE HAS NOT BEEN SELECTED AS YET.
- BREAKFAST WITH SANTA – THIS WILL BE HELD MORNING OF DECEMBER 12 – THE COMMITTEE PLUS VOLUNTEERS WILL DO THE COOKING, GIFT BUYING AND WRAPPING. POSTER WILL BE PUT UP LOCALLY. WE WILL ASK THE VILLAGE OFFICE FOR SOME PORT BUCKS FOR THOSE TEENS THAT COME AND ASSIST US.

MEETING ADJOURNED AT 8:30PM



Bev Lore



Marilyn Bliss

Received
Nov. 18 2015
@ 3:05 pm.
via Port Air Cargo

November 9, 2015

His Worship Ian Gould and Council
Village of Port Clements
Box 198
Port Clements, BC
V0T 1R0

Dear Mr. Mayor,

Thank you for taking the time to meet with me at UBCM on September 24th. I am following up on the questions that you had regarding BC Hydro's 2012 Request for Expressions of Interest (RFEOI) for clean energy projects on the north grid of Haida Gwaii.

After speaking with various internal groups at BC Hydro, I am able to clarify the following:

1. The intent of the 2012 RFEOI was to establish the level of interest in viable clean energy projects.
2. Expressions of interest were evaluated against three main criteria:
 - Cost effectiveness
 - Maximizing the displacement of diesel
 - Viability (demonstrated record of project proponent to deliver and Haida Nation involvement)

We received over 20 submissions and found that most projects did not meet the technical or cost-effectiveness requirements. In addition, as Haida Gwaii is claimed traditional territory of the Haida Nation, their support is key to the success of any project moving forward. As such, BC Hydro has committed to enter into bilateral negotiations with the Haida and have asked them to bring forward a proposed project for technical and cost effectiveness evaluation.

We appreciate your interest in working with us towards reducing the reliance on diesel generated electricity with the goal of finding a cost-effective and reliable clean energy resource that benefits the Island communities.

Yours sincerely,



Keith Anderson
Vice-President
Customer Service

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Dec-1
3:20:32PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
150550	2015-11-12	RECEIVER GENERAL - CCRA	2151112	PAYMENT SOURCE DEDUCTIONS	3,273.75	3,273.75
150551	2015-11-20	AARON-MARK SERVICES LTD.	2063604 2063627	PAYMENT BIOMASS AMBULANCE GUTTER CLEANING	107.82 26.55	134.37
150552	2015-11-20	Angela's Place-Social Cafe & Fuel Station	Vi20151029	PAYMENT FUEL	214.65	214.65
150553	2015-11-20	Black Press Group Ltd.	20151120	PAYMENT OBSERVER FEES	110.00	110.00
150555	2015-11-20	DELMAS CO-OP	20151120	PAYMENT BUILDING SUPPLIES	6.00	6.00
150557	2015-11-20	Fink Machine Inc.	1934	PAYMENT AQUOTE HEAT TRANSFER STAT	7,711.20	7,711.20
150558	2015-11-20	Haida Gwaii Forest Products Corporation, Inc.	HG626	PAYMENT BIOMASS PERMIT, BURNER	347.00	347.00
150559	2015-11-20	Mikes, Mechanical	46627	PAYMENT EQUIPMENT	1,411.20	1,411.20
150560	2015-11-20	MINISTER OF FINANCE	20151120	PAYMENT SMALL CLAIMS COURT	100.00	100.00
150561	2015-11-20	MUNICIPAL INFORMATION SYSTEMS INC	20151409	PAYMENT MUNIWARE FEE	299.99	299.99
150562	2015-11-20	Northern Savings Insurance Services Ltd.	40793	PAYMENT COMMERCIAL OFFLOADNG/WH/	1,275.00	1,275.00
150563	2015-11-20	O'BRIEN ROAD & BRIDGE MAINTENANCE	05428	PAYMENT GRADING INDUSTRIAL ROAD	351.01	351.01
150564	2015-11-20	PACIFIC COASTAL AIRLINES	INV32691	PAYMENT PUBLIC WORKS TRUCK	39.90	39.90
150565	2015-11-20	PORT AIR CARGO	VOPC1015	PAYMENT AMS DELIVERY	21.00	21.00
150566	2015-11-20	PORT CLEMENTS SENIORS	20151120	PAYMENT GWAII TRUST CHRISTMAS	1,200.00	1,200.00
150567	2015-11-20	PUROLATOR INC.	427895509	PAYMENT PUROLATOR DELIVERIES	336.85	336.85
150568	2015-11-20	ROCKY'S EQUIPMENT SALES LTD.	7671	PAYMENT BIOMASS	349.45	349.45
150569	2015-11-20	ROYAL CANADIAN LEGION BRANCH 224	20151120	PAYMENT REMEMBRANCE DAY DONATION	145.00	145.00
150570	2015-11-20	TELUS COMMUNICATIONS INC.	20151020	PAYMENT TELUS BILLING	1,364.64	1,364.64
150571	2015-11-20	TLELL FIREFIGHTERS	20151120	PAYMENT GWAII TRUST CHRISTMAS	3,000.00	3,000.00
150572	2015-11-20	WESTPOINT AUTOMOTIVE	832-224313 832-225972 832-226232 832-226270	PAYMENT RESCUE TRUCK PUMPER TRUCK PUBLIC WORKS TRUCK PUBLIC WORKS TRUCK	157.87 6.01 2,928.14 67.20	3,159.22
150573	2015-11-20	XEROX CANADA LTD.	F48287114	PAYMENT PRINTER FEES	82.70	82.70

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Dec-1
3:20:32PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
150574	2015-11-23	SKEENA QUEEN CHARLOTTE REG'L DIST.	20151123	PAYMENT GARBAGE BILLING FOR PORT C	13,851.00	13,851.00
150575	2015-11-23	WEIGUM, SHIRLEY	20151123	PAYMENT NOVEMBER JANITOR SERVICE	1,175.00	1,175.00
150576	2015-11-23	Ooishi, Jiro	20151123	PAYMENT LABOR INVOICE FOR JIRO OOIS	2,640.00	2,640.00
150582	2015-11-25	RECEIVER GENERAL FOR CANADA	20151125	PAYMENT REMITTANCE VOUCHER	2,719.75	2,719.75
150583	2015-11-30	BLUE CROSS	315872	PAYMENT MONTHLY FINANCIAL TRANSAC	1,028.12	1,028.12

Total 46,346.80

*** End of Report ***



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Pursuant to *Community Charter* Section 94 notice is hereby given for the 2016 Regular Council meetings. Meetings are scheduled on the first and third Monday of every month. Where there is a holiday Monday the meeting is moved to the Tuesday. The schedules of regular meetings are as follows:

January 4 & 18
February 1 & 15
March 7 & 21
April 4 & 18
May 2 & 16
June 6 & 20
July 4 & 18
August 2 & 15 (BC Day Monday August 1)
September 6 & 19 (Labour Day Monday Sept. 5)
October 3 & 17
November 7 & 21
December 5 & 19

Meetings are open to the public and are held in the Council Chambers located in the Multi Purpose Building at 36 Cedar Ave West, Port Clements, BC at 7:00 p.m. Submissions of Correspondence and/or requests to appear as a delegation in front of Council must be made in writing four business days prior to the scheduled meeting.

Committees of Council Schedule

Port Clements Tourism Committee	- as required – will post on scroller
Port Clements Emergency Committee	- 3 rd Thursday every quarter starting January 2015 *
Port Clements Recreation Commission	- as required – will post on scroller
Park Management Committee	- as required – will post on scroller

*subject to change by Committee Resolution

Please contact the Village Office Monday through Friday 9:00 a.m. to 1:00 p.m.

COMMITTEES OF COUNCIL and OTHER GROUPS
INFORMATION SHEET

Community Futures

- Purpose: To give Port Clements a voice in the on island direction of Haida Gwaii Community Futures.
- Meets approximately 9 times per year. Meetings are usually held in Port Clements.
- No remuneration.

Gwaii Tel

- Purpose: To review the islands' broadband services.
- Meets approximately 3 times per year *as needed*.
- No remuneration.

MIEDS (Misty Isles Economic Development Society)

- Purpose: To be a part of island economic development strategies.
- Meets approximately 6 times per year. Meetings rotate between the island communities.
- No remuneration.

NDIT (Northern Development Initiative Trust)

- Purpose: To review and recommend projects being submitted from the Northwest region.
- Meets approximately 4 times per year. Meetings are usually via teleconference.
- Travel reimbursement as well as \$100 per meeting per diem if attending in person or \$75 if by teleconference.

SQCRD (Skeena Queen Charlotte Regional District)

- Purpose: To represent the Village of Port Clements at the Regional level. This person is automatically the representative for the Northwest Regional Hospital District as well.
- Meets approximately 10 times per year. Meetings rotate throughout the Northwest and can be accessed via teleconference.
- Travel reimbursement and approximately \$12,750 per year (flat rate plus per meeting rates so actual amount depends on attendance). Usually tends to be the Mayor but this is not a rule.

VIRL (Vancouver Island Regional Library)

- Purpose is to ensure Port Clements has a voice in library issues within our community and on the island in general.
- Meets approximately 5 times per year. Meetings take place in Nanaimo.
- Travel reimbursement only. No remuneration.

Emergency Preparedness Committee

- Purpose: To evaluate the Village of Port Clements' emergency plan, ensure that the information within is always current, train members on emergency management criteria and report to Council as required.
- Meets 3rd Thursday evening in January, April, July and October, approximately 4 times per year.
- No remuneration.

Park Management Committee

- Purpose: work towards a management policy for each of the park areas within Port Clements.
- No set meeting dates.
- No remuneration.

Recreation Commission

- Purpose: To provide recreation options to the Village of Port Clements and liaise with the Haida Gwaii Rec Commission and other communities.
- Meets 4th Thursday evening of each month, approximately 12 times per year.
- No remuneration.

Tourism Committee

- Purpose: To compile and recommend means of promoting tourism within Port Clements to Council.
- Meets 2nd Thursday evening of each month, approximately 12 times per year.
- No remuneration.

RCMP Liaison

- Usually this is the CAO's job to meet as needed with RCMP to discuss issues.

FAQ's COMMITTEES OF COUNCIL and OTHER GROUPS

1. What is the difference between a committee and a commission?

While both have budgets as determined at the beginning of each year, a Commission offers a service, has more autonomy or authority and is governed by the Community Charter.

A Commission will make reports to Council.

For more information please refer to PART 9 – COMMISSIONS of Bylaw No. 336 concerning information on Commissions.

A Committee looks into things on behalf of Council.

A Committee will keep minutes which are approved at Council meetings.

A Committee will submit requests for approval to Council.

A Committee may make purchases of up to \$500.00 without Council approval as per a 2013 motion made by Council. Purchases higher than \$500.00 have to go before Council for approval.

For more information please refer to PART 8 – COMMITTEES of Bylaw No. 336 concerning information on Committees.

2. What is an Ad-hoc Committee verses a Standing Committee?

An Ad-hoc committee is usually a short term committee.

It is created through a motion of Council as opposed to a bylaw.

Its' members are comprised of equal numbers of the public to the number of Council on the committee.

Standing Committees look into specific ongoing matters of the Community.

For more information please refer to PART 8 – COMMITTEES of Bylaw No. 336 concerning information on Committees.

3. What about the external/Board Committees?

Members of Council are invited to be on the external/Board committees.

Council members attend as representatives for our community.



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Masset - \$2500
Queen Charlotte - \$5000

REPORT TO COUNCIL

Author: Kim Mushynsky
Date: November 26, 2015
Re: **Fixed Asset Capitalization**

Background: A Fixed asset is something which is purchased to help supply a good or service, which was not purchased for resale, and whose useful life exists beyond a normal one year accounting period. They include things such as land, buildings, vehicles, roads, major equipment, etc. PSAB (Public Sector Accounting Board), which is a national association, introduced changes in the way municipalities accounted for fixed assets. These changes came into effect in 2009.

The Village of Port Clements was very modestly compliant for the 2009 change. However much more work needed to be completed to become fully compliant and this work began in early 2014. I have been working with our auditor and our municipal software provider to ensure that we can have robust fixed asset knowledge integrated into our software. This system will go live on January 1, 2016.

One aspect of fixed asset management is to determine what value something must have before it is integrated into the fixed asset system. The Canada Revenue Agency has guidelines around this issue for tax paying businesses but there are no rigid rules for municipalities. In talking with our auditor in early 2015 she suggested that myself and Council come to an agreement on what the threshold dollar value for fixed assets would be for the Village of Port Clements. An expense is accounted for differently from an item that is considered to be an asset which is why it is important to predetermine what our threshold will be.

Recommendation: Based on discussions with our auditor and research into what other municipalities are doing I recommend that the asset value threshold adopted by the Village of Port Clements be \$2500.00. This means that any item which meets the definition of a fixed asset AND exceeds \$2500.00 in value will be set up on our records as a fixed asset and anything that meets the definition of a fixed asset but is less than \$2500.00 in value would be fully expensed in the year that it was purchased as if it were a normal operating expense.

Respectfully submitted:



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: November 24, 2015
Re: **Christmas Hours and Bonuses for 2015**

Background: Historically the office is closed between Christmas and New Year's with staff having the option of coming in to work or taking vacation time for those days. Also historically, Council has given a Christmas bonus to staff members.

Recommendation: I recommend that the office be closed to the public December 29, 30 & 31 and re-open for normal hours on Monday January 4th. Further, that staff determine individually how they want to handle these hours – off using vacation or banked time or off without pay or worked. Finally, I recommend that we once again give a Christmas bonus to staff. Traditionally that amount had been \$75/employee. I recommend that we stick with this amount for 2015.

Respectfully submitted:

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	System should be operational by January 1, 2016
A26	17-02-2014	Historic Councillor Plaque(s)	Administrator	Ordered placques Nov. 19, should be in place in Council Chambers by Jan. 1, 2016
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after results from questionnaire have been reviewed. Early October 2015
A29	19-10-2015	Research into playground equipment upgrades	Administration	2016 Strategic Planning process
A30	19-10-2015	Mural for Community Hall (Community Futures)	Administration	2016 Strategic Planning process