



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
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**AGENDA**  
**Regular Meeting of Council Monday January 4, 2016**  
**COUNCIL CHAMBERS – 7pm**

- 1. ADOPT AGENDA.**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**  
  
D-1 – Alissa MacMullin – MIEDS Grant Writer
- 3. MINUTES**  
M-1- December 21, 2015 Regular Council meeting minutes  
M-2 – December 18, 2015 Rec Committee meeting minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
- 6. GOVERNMENT**
- 7. FINANCE**  
F1 – Cheque listing to December 30, 2015
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**
- 11. QUESTIONS FROM THE PUBLIC & PRESS**

Motion to move to in-camera per CC 90-1-g

- 12. ADJOURNMENT**



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**Minutes of the regular meeting of the Port Clements Council held December 21, 2015 in Council Chambers.**

Present:

Mayor Gould  
Councillor Daugert  
Councillor Gaspar  
Councillor O'Brien Anderson  
Councillor Cunningham

CAO Kim Mushynsky

Mayor Gould called the meeting to order at 7:00p.m.

**1. ADOPT AGENDA.**

2015-334 - Moved by Councillor Cunningham, seconded by Councillor Gaspar  
THAT the amended agenda be adopted. Amendment is the addition of BA-1 Reduction of Lot size in Industrial Park.  
**CARRIED**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.**

**3. MINUTES.**

M-1– December 7, 2015 Regular Council Meeting  
2015-335-Moved by Councillor Gaspar, seconded by Councillor Cunningham  
THAT Council approve the December 7, 2015 Regular Council meeting minutes.  
**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.**

BA-1 – Reduction of Lot size in Industrial Park  
2015-336 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson  
THAT Council receives the verbal report about options for reducing the lot size to avoid archeologically sensitive areas and reduce the value of the timber and land to get closer to our remaining Crown Grant amount.  
**CARRIED**

2015-337 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson  
THAT Council authorizes the Administrator to spend up to \$500 for consulting on the nature of the archeological areas within the proposed lot.  
**CARRIED**

**5. ORIGINAL CORRESPONDENCE**

C-1- Skeena Queen Charlotte Regional District Board Meeting highlights  
2015-338-Moved by Councillor O'Brien Anderson, seconded by Councillor Cunningham

THAT we receive the SQCRD Board Meeting highlights.

**CARRIED**

C-2 Skeena Queen Charlotte Regional District name change

2015-339- Moved by Councillor Cunningham, seconded by Councillor Gaspar

THAT Council receives the letter from SQCRD regarding their proposed name change.

**CARRIED**

## **6. GOVERNMENT**

### **7. FINANCE**

F-1-Cheque listing to December 16, 2015

2015-340- Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson

THAT we receive and file the cheque listing to December 16, 2015.

**CARRIED**

F-2 – Revenue & Expense estimate to December 31, 2015

2015-341 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson

THAT we receive the revenue & expense report as presented.

**CARRIED**

F-3 – CIBC Bank Statement for November 2015

2015-342 – Moved by Councillor Cunningham, seconded by Councillor Daugert

THAT we receive the November 2015 CIBC Bank Statement.

**CARRIED**

F-4 – NSCU Bank Statement for November 2015

2015-343 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson

THAT we receive the November 2015 NSCU Bank Statement

**CARRIED**

## **8. NEW BUSINESS**

NB-1 – 2016 SQCRD Garbage Collection agreement

2015-344 – Moved by Councillor Gaspar, seconded by Councillor Daugert

THAT Council authorizes the administrator to sign the 2016 SQCRD Garbage Collection agreement.

**CARRIED**

## **9. REPORTS & DISCUSSIONS**

R-1 Report to Council – 2016 Strategic planning

2015-345 - Moved by Councillor Gaspar, seconded by Councillor Cunningham.

THAT Council holds the first Strategic Planning Session on Monday January 11<sup>th</sup> at 6pm.

**CARRIED**

R-2 – Report to Council – Office Network and IT support proposal

2015-346 – Moved by Councillor Gaspar, seconded by Councillor Daugert

THAT Council authorizes the expenditure of a maximum of \$18,564.00 on a new computer and server system for 2016 per the proposal submitted. Council further understands that grant funding will be sought for this expenditure.

**CARRIED**

Mayor Gould- community looking festive, big decisions re: MIEDS coming – make sure Council is informed

Councillor Gaspar – breakfast with Santa

Councillor Daugert – MIEDS mtg. & upcoming Strategic Planning session February 27, New Year's Eve Dance

Councillor Cunningham – maternity leave is ending – 2016 looking to be a busy year

Councillor O'Brien Anderson – Christmas Concert at Community Hall a success

CAO Mushynsky – update on staffing situation – 6 month contract with Glenda Saruga beginning January 4<sup>th</sup>, update on new system for municipalities to accept credit cards from within our website – no charge for municipalities, user costs are born by users.

2015-347 – Moved by Councillor Daugert, seconded by Councillor O’Brien Anderson  
THAT Council authorize the administrator to proceed with implementing the new credit card collection software and have it operational before May of 2016.

**CARRIED**

## **10. ACTION ITEMS**

## **11. QUESTIONS FROM THE PUBLIC & PRESS**

### **ADJOURNMENT**

2015-348 – Moved by Councillor Gaspar, seconded by Councillor Cunningham  
THAT the meeting be adjourned at 9:10pm.

**CARRIED**

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Ian Gould  
Mayor

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Kim Mushynsky  
CAO

REPORT FROM PORT CLEMENTS RECREATION COMMITTEE

DECEMBER 18, 2015.

RE: BREAKFAST WITH SANTA

THE PORT CLEMENTS REC COMMITTEE WOULD LIKE TO THANK GWAII TRUST FOR THEIR CONTRIBUTION OF FUNDS FOR THIS YEARLY EVENT.

WE WOULD ALSO LIKE TO THANK THE VILLAGE OF PORT CLEMENTS STAFF FOR THEIR CONTRIBUTIONS IN PUTTING THIS EVENT TOGETHER.

THIS SUCCESS AND MOST JOYOUS OCCATION FOR ALL OUR CHILDREN BRINGS BRIGHTNESS AND HAPPINESS FOR ALL AGES.

THIS EVENT WAS HELD IN THE MULTIPLEX ON DECEMBER 12 FROM 9:30AM TO 10:30AM.

WE PURCHASED GIFTS FOR 41 OF OUR PORT CLEMENTS CHILDREN RANGING IN AGE FROM 1 ½ MONTHS TO 13 YEARS OF AGE.

SPECIAL THANKS TO OUR ELEVES – COLLEEN, ASHLEY, TINA, CONCH AND DANIELLE.

TO OUR CHEFS – ANGELA, PENNY, DES, SUE, MATT AND MARILYN.

TO OUR HELPERS – MARION, GORD, DALE, SHARON, MANZANITA AND BUNNY.

A HUGE THANKS GOES TO **SANTA** WHO WAS ABLE TO MAKE THIS EVENT TO THE DELIGHT OF MANY HAPPY CHEERS AND WIDE SMILES.

WE ALSO THANK ALL THE PARENTS WHO ATTENDED AND HELPED OUT WHERE THEY COULD IN CLEAN UP AND PUTTING THE ROOMS BACK TO REGULAR USE.

THANKS FROM THE PORT REC COMMITTEE.



BEV LORE



MARILYN BLISS

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Account Payable

2015-Dec-30  
11:08:51AM

| Cheque #     | Cheque Date | CEO | CAO | Vendor # | Vendor Name                 | Batch #     | Amount          |
|--------------|-------------|-----|-----|----------|-----------------------------|-------------|-----------------|
| 150617       | 2015-12-16  | EFT | EFT | 676      | MasterCard, CUETS FINANCIAL | <b>6241</b> | 1,230.25        |
|              |             |     |     |          |                             | <hr/>       | 1,230.25        |
| 150623       | 2015-12-17  |     |     | 73       | XEROX CANADA LTD.           | <b>6248</b> | 56.38           |
|              |             |     |     |          |                             | <hr/>       | 56.38           |
| 150629       | 2015-12-21  |     |     | 90       | BAYVIEW MARKET              | <b>6255</b> | 464.01          |
| 150630       | 2015-12-21  |     |     | 88       | RECEIVER GENERAL - CCRA     |             | 2,770.35        |
| 150631       | 2015-12-21  |     |     | 100      | WEIGUM, SHIRLEY             |             | 1,175.00        |
|              |             |     |     |          |                             | <hr/>       | 4,409.36        |
| <b>Total</b> |             |     |     |          |                             |             | <b>5,695.99</b> |

\*\*\* End of Report \*\*\*

## 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 31, 2016  |
| A26      | 17-02-2014  | Historic Councillor Plaque(s)  | Administrator  | Ordered plaques 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.<br>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   |