



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
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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 October 3, 2016

AGENDA

1. **ADOPT AGENDA**

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

D-1 – RCMP Masset Detachment – Sgt. Stephan Drouin

3. **MINUTES**

M-1 – September 19, 2016 Regular Council meeting minutes

M-2 – January 21, 2016 Emergency Management meeting minutes

M-3 – May 30, 2016 All Islands Emergency Planning meeting minutes

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

5. **ORIGINAL CORRESPONDENCE**

C-1 – MIABC Regional Risk Management Seminar

C-2 – August 2016: Grant Writer Monthly Report

6. **GOVERNMENT**

7. **FINANCE**

F-1 – Cheque Listing to September 27, 2016

8. **NEW BUSINESS**

9. **REPORTS & DISCUSSIONS**

10. **ACTION ITEMS**

A-1 – See attached Action Items List A16 – A33

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

Motion to move to in-camera per CC 90 (1)(c)(d)

12. **ADOURNMENT**

RCMP Masset Detachment
October 2016

2016 Strategic Plan Recap

As presented in the June Council meeting, in addition to responding to regular calls for service in Port Clements and its neighboring jurisdictions, the Masset RCMP focused its efforts on a number of community identified objectives. The objectives were largely identified through consultations with community partners as well as local and provincial crime trends. The objectives were identified as:

1. Crime Reduction – Property
2. Community Relations – Police Visibility
3. Road Safety – Speed and Distracted Driving
4. Youth – Positive Engagement with the Youth
5. Domestic Violence – Repeat Offenders

Third Quarter Results

1. Crime Reduction – Property

Between January and August 2016, Port Clements and its neighboring jurisdictions have seen a significant decrease in property related crimes. Property crimes in general is currently on track to see a 43% decrease, while mischief to property is seeing a 24% decrease. Prior to 2016, Break and Enters had largely been responsible for an increase in property crimes. Although Break and Enters continue to be felt in each communities policed by the Masset RCMP, the rate of Commercial Break and Enters are on track for a 71% decrease, while Residential Break and Enters are on track for a similar 70% decrease.

2. Community Relations – Police Visibility

Through a number of initiatives aimed at boosting visibility, RCMP officers worked hard to make their presence felt. RCMP officers were out in force during the Port Clements Canada Day long weekend and the Masset Harbour Day Festival, conducted a few highly visible traffic checks, and patrolled known hunting grounds and beaches by ATV for hunters/firearm safety.

3. Road Safety – Speed and Distracted Driving

Masset RCMP officers conducted a number of high visible road checks, some of which were conducted in the village of Port Clements. These efforts led to a 133% increase of traffic offences being identified and addressed by RCMP officers.

4. Youth – Positive Engagement with the Youth

RCMP Officers were deployed to the Haida Re-Discovery Camp for a total of three weeks between July and August. With the start of the new school year, the RCMP hopes to begin the introduction of the WITS Program in the local elementary schools.

5. Domestic Violence – Repeat Offenders

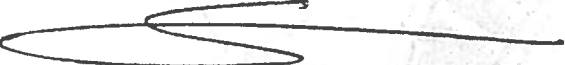
A program aimed at holding violent offenders accountable through ongoing probationary or bail compliance verification checks is yielding results with a current decrease of 14% in the number of assaults.

Crime in General

In 2015, the communities policed by the Masset RCMP saw a decrease of nearly 10% in its volume of criminal code offences. Based on the first eight months of 2016, the same communities are on track for an additional 15% decrease.

Staffing Levels

The Masset Detachment saw the arrival of two new constables in the spring of 2016 and remained fully staffed throughout the summer. Planning is currently underway to identify replacements for a number of anticipated vacancies planned for late 2016 and early 2017.



Stephan J. DROUIN, Sergeant
Detachment Commander
Masset RCMP



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Minutes of the regular meeting of the Port Clements Council held September 19, 2016 in Council Chambers.

Present:

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

CAO Kim Mushynsky
Deputy Clerk Ruby Decock

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

1. ADOPT AGENDA.

2016-229 – Moved by Councilor Daugert, seconded by Councilor Cunningham
THAT Council adopts the agenda changing the order so that NB-2 is moved from the agenda and UB-1 moved to In-Camera due to legal considerations.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1– August 22, 2016 Committee of the Whole Minutes

2016-230 – Moved by Councilor Cunningham, seconded by Councilor O'Brien Anderson

THAT Council adopts the August 22, 2016 Committee of the Whole meeting minutes as presented.

CARRIED

M-2 - September 6, 2016 Regular Council Meeting Minutes

2016-231 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT Council adopts the September 6, 2016 Regular Council meeting minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

UB-1 – Trail Options – Discussions on trail

Further clarification required on whether Alder Avenue is truly a gazetted road. Ministry of Transportation has stated that it is not a gazette road; however, legal documents and advertisement seem to indicate that it is gazetted.

2016-232 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT Council receives the report on the Trail Options.

CARRIED

5. ORIGINAL CORRESPONDENCE

C-1 – Peter Bookmyer – Response Letter & Clarification Documents

M-1

2016-233– Moved by Councilor Cunningham, seconded by Councilor O’Brien Anderson
THAT Council receives the letter from Peter Bookmyer and write a letter acknowledging receipt of his letter.
CARRIED

6. GOVERNMENT

7. FINANCE

F-1 – CIBC Visa Statement

2016-234 – Moved by Councilor Cunningham, seconded by Councilor Daugert
THAT Council receives the CIBC Visa Statement.

CARRIED

F-2 – Northern Savings Credit Union Statement

2016-235 – Moved by Councilor Daugert, seconded by Councilor O’Brien Anderson
THAT Council receives the Northern Savings Credit Union Statement

CARRIED

F-3 – Cheque Listing to September 14, 2016

2016-236 – Moved by Councilor Cunningham, seconded by Councilor Daugert
THAT Council receives the Cheque Listing to September 14, 2016.

CARRIED

8. NEW BUSINESS

NB-1 – The Offer of a Community Forest for MIEDS Report

2016-237 – Moved by Councilor Daugert, seconded by Councilor Cunningham
THAT Council receives the report and invites Keith Moore to present and discuss The Offer of a Community Forest for MIEDS Report at the October 3, 2016 Council Meeting.

CARRIED

9. REPORTS & DISCUSSIONS

Mayor Gould – Regional District Meeting, Gwaii Trust Meeting, John Colton will complete tourism report in 2-3 weeks.

Councilor Daugert – Community Hall repairs completed, Tourism Meeting – should look at Tourism Industry not as a transition but an addition to the current logging industry in Port Clements., MIEDS Meeting – discussion on Community Forest.

Councilor Cunningham – upcoming VIRL mtg unable to attend, Terry Fox Run,

Councilor O’Brien Anderson – Tourism Committee Meeting w/ John Colton, Weight Room Equipment – Still looking at prices.

Councilor Gaspar – Nothing to report.

CAO Mushynsky – Nothing to report.

Deputy Decock – Nothing to report.

10. ACTION ITEMS

Council wishes to add the following items to the Action Item list

Progress on Playground Equipment

Arborist/Danger trees

Chevron Property

Summer Student – Council to send Thank you card to Sarah Adams.

11. QUESTIONS FROM THE PUBLIC & PRESS

Craig Beachy would like more information on the gazetting of Alder Avenue.

2016-238 – Moved by Councilor O’Brien Anderson, seconded by Councilor Cunningham

THAT Council move to in-camera per the Community Charter 90(1)(c)

CARRIED

ADJOURNMENT

M-1

2016-239 – Moved by Councilor Gaspar, seconded by Councilor Cunningham
THAT the meeting be adjourned at 9:20pm.
CARRIED

Ian Gould
Mayor

Kim Mushynsky
CAO



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Minutes from the January 21, 2016 Emergency Management Meeting
Council Chambers

Present:

Marilyn Bliss – volunteer
Kim Mushynsky – CAO
Colleen Beachy – volunteer

Aaron Cunningham – EPC
Ryan Brown – Fire Department
Glenda Saruga - guest

Absent:

Craig Beachy – Fire Department
Christine Cunningham – Council Rep
Sue Couch - volunteer

BCAS Representative
RCMP Representative

The meeting was called to order at 7pm.

1. ADOPT AGENDA

Moved by Colleen, seconded by Marilyn
THAT we adopt the agenda as presented.
CARRIED

2. MINUTES

M-1 – October 8, 2015 EPC Meeting
Moved by Colleen, seconded by Marilyn
THAT we approve the October 8, 2015 Emergency Planning Meeting Minutes as presented.
CARRIED

M-2 – November 26, 2015 All Island Emergency Meeting
Moved by Marilyn, seconded by Colleen
THAT we receive the November 26, 2015 All Island Emergency Group minutes.
CARRIED

3. BUSINESS ARISING & UNFINISHED BUSINESS

4. CORRESPONDENCE

C-1 – New Pamphlet available from Prepared BC entitled “Resources for People with Disabilities” Copies are available at the office.

5. NEW BUSINESS

6. REPORTS

R-1. ESS reported on activities since October 2015 – also presented an updated inventory of our emergency supplies and the locations they are stored. We discussed putting out a request in the next newsletter for people who would be willing to billet individuals or families in an emergency to register with the office as well as offering the opportunity for people with

disabilities to also register with the office so we have data to provide to fire, ambulance or volunteers in an emergency situation. We also acknowledged that we purchased some "OK"/"HELP" window signs in 2015 that we will potentially hand out during fire safety week in October.

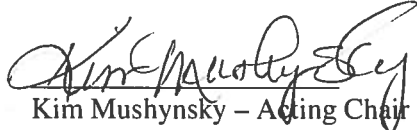
R-2. Committee member updates – no updates at this time

R-3. Training updates – the islands have jointly requested the following training opportunities for 2016 – we should know by March which ones have been approved: EOC Essentials for April 2016, EOC Applied for June 2016, Information Officer Training for September 2016 and Disaster Recovery for January 2017. There will also be a "surprise" training before the next meeting in April.

The next meeting will be an All Island Meeting in Tlell in April. Our committee will not meet again until July unless something pressing happens before then.

7. ADJOURNMENT

Adjourned at 7:25pm



Kim Mushynsky – Acting Chair

All Islands Emergency Planning Meeting

DATE: May 30, 2016
TIME: 1:30 pm – 3:30 pm
HOST: Village of Queen Charlotte at the Naikoon Provincial Park Visitor Centre

Attending:

Port Clements	Masset	Queen Charlotte
Kim Mushynski		Lori Wiedeman
Sue Couch		Larry Duke
Marliyn Bliss		Tyler Peet
Margaret Fennell		Shelley Termuende (Intern)

SQCRD	Old Massett	Skidegate
Corinne Precourt		
Carole Bowler		

Unable to Attend:

Port Clements	SQCRD	Masset/Old Massett	QC/Skidegate
Manzanita Snow	Doug Chapman	Trevor Jarvis	Deavlan Bradley
Aaron Cunningham	Robert Ells Transp Canada	John Short NHA	Eileen Hayes
Ryan Brown	Mike Racz	Chris Ashurst Coast	Ruth Wheadon
Harmonie Blais BCAS	Daniel Fish	Guard Aux	Mary Kelly
Don Smillie BCAS	Mike Richardson	Cecil Brown	
		Stephan Druin RCMP	

1. Introductions

Attendees introduced themselves and identified what organization they belonged to.

2. Review of All Island Emergency Planning Meeting Recap dated November 26, 2015

Recap was reviewed and all outstanding action items have been included in this agenda.

The Youth Representation was discussed and it was decided that we need to provide more information on what we are wanting the Youth Rep to do. Thoughts included:

- Providing a youth perspective on emergency planning
- How to get youth involved in leading emergency planning at home (i.e. if parents work what is the plan if you are home alone)
- Helping youth understand emergency planning and why we do it
- Could be a liaison with Student Councils
- Could assist with developing perhaps scenarios or activities to get more youth involved

ACTION: Deavlan to advise if this is sufficient or if more detail is needed.

3. BC Hydro Tsunami Pole Project

The attached business case for the Tsunami pole project was reviewed by the team and endorsed. All Haida Gwaii communities have indicated that they want to participate in the pilot project.

ACTION: Lori will form a sub-committee with representatives from all communities once the project is ready for further input.

4. Interactive Table-Top Emergency Planning Scenario March 1, 2016

The group reviewed the attached March 1, 2016 Scenario Debrief prepared by the Village of Queen Charlottes and felt that the findings were similar in each community. It was felt that the exercise was a success and lessons learned will be used to improve the next scenario, planned for the fall.

ACTION: Lori will work on developing a new scenario for the November/December exercise.

5. BC Association of Emergency Managers

Though Bob Ells was not present at the meeting he did provide the following via an email on May 30, 2016:

I did join BCAEM. Their vision is: The British Columbia Association of Emergency Managers supports its diverse membership in their efforts to enhance emergency management initiatives in British Columbia. The Association will accomplish this by providing and maintaining resources that support emergency management professionals to build comprehensive, integrated and effective emergency management programs.

They list a number of emergency conferences on their web site. The one they are most involved with I believe is EPIBC in November. They also have listings of consultants for EP and EM. All Islands members should have a look at their website. Also, take a look at the IAEM website – I think they offer more documentation and services but with less of a local spin.

6. Emergency Notification Systems

Larry report that there has been no progress on the ENS, however Sandspit reported that they have provided ETON weather radios for all residents.

ACTION: Larry and Chris will work together to explore the options and report back to the group in November/December.

7. Contact List Update – discussion of smaller group meetings and updates to larger group

See attached.

Discussed holding smaller meetings to make them easier to coordinate, however it was decided that we should just book the meetings using a doodle poll with a maximum of 3 options.

8. Next Host Community for November/December Meeting

Kim Mushinsky of Port Clements will be the next host and it was agreed that future meetings will be held at the Naikoon Park HQ in Tlell to ensure Sandspit can participate. Please confirm the meeting space with Lucy Stefanyk of BC Parks when booking the next meeting.

ACTION: Lori to remind Kim to coordinate a doodle poll near the end of September.

MIABC Regional Risk Management Seminar

Fall 2016



Village of Queen Charlotte

Council Chambers
903A Oceanview Drive
Queen Charlotte

Thursday, October 27th, 2016
10:00AM - 12:00PM



Please join us for the Municipal Insurance Association of British Columbia's (MIABC's) two-hour long workshop for staff on liability risks for small local government. During the workshop we will examine the MIABC's claims statistics and case law relating to claims faced by small local governments across British Columbia. We will work with participants to identify and prioritize risks that arise in their operations and review and brainstorm some mitigation strategies that can be put into place to minimize these risks with an emphasis on developing written defensible policies and proper documentation. We will also look at some actual claims to identify what risk management strategies could have been put into place by the local government to avoid the claim, and we will review some of the services offered by the MIABC that can help your local government reduce risk and optimize service delivery in your community.

This session is for all levels of staff and is FREE OF CHARGE. The more the merrier. Please feel free to pass this invitation on to other staff members at your local government.

Please send your RSVP for this event to memberservices@miabc.org advising of your name and e-mail address on or before Friday, October 21st, 2016. Lunch following the session will be provided courtesy of the MIABC for all attendees.

Facilitated By:

Megan Chorlton
Director of Member Services
& Assistant General Counsel

Susan Ackerman
Risk Management
Advisor





August 2016: Grant Writer Monthly Report
Alissa MacMullin



**Non-Profit
Organizations**

- **Gwaii Trust Youth Grant (VQC Youth Coordinator)** \$ 10,000

- No Applications
- *Approval: BC Rural Dividends awarded \$\$ for Haida Gwaii Transportation Plan

- No Applications

- **NDIT Fab Festivals & Events - Sandspit Wild Harvest Festival** \$2500.00
- **Collaborative Spaces - Residential School Survivor Commemorative Marker Project - GNC/Ngystle** \$ 10,752.55

Total August =	\$23,252.55
Total July=	\$7,122.81
Total June=	\$14,950.00*
Total May=	\$20,000.00
Total April=	\$245,233.00
Total March=	\$33,104.00
Total February=	\$46,920.68
Total January=	\$453,225.02
Subtotal for 2016=	\$843,808.06

*Includes Business Facade application(s) - will not be included in NDIT reporting.



Upcoming Deadlines:

- October 7 - ESDC Disaster Mitigation
- November NDIT intake

Goals for August:

\$10,000 - no major intakes until September (i.e. Gwaii Trust Youth Grants)

MET (more intakes arose than expected)

Goals for September/October

\$20,000 - not many intakes (NDIT in November), work on smaller grants with NFP

September/October Action Items

- Shelf-ready projects for future NDIT/Gwaii Trust (Nov/Jan)
- Work with non-profits who have expressed interest (HG Rec, etc.)
- Upcoming (potential) applications (HG Rec, Masset S&R, Masset Airport)
- Completion of Documentation Project Management course for Technical Writing & Communications Certification through Simon Fraser SFU; funding through MIEDS professional development budget (Aug 1 - Oct 1)
- Support local businesses with applications to VQC/VPC Business Facade grants - ensure eligibility of municipality in subsequent years for program

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2016-Sep-28
10:39:49AM

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
160459	2016-09-20	Black Press Group Ltd.	32964822	PAYMENT ADVERTISEMENTS	346.45	346.45
160460	2016-09-20	Board of School Trustees	1617-005	PAYMENT INSURANCE, SECURITY, PROPA	7,383.68	7,383.68
160461	2016-09-20	Canadian Recreation Solutions Inc	1031	PAYMENT PLAYGROUND EQUIPMENT	8,646.40	8,646.40
160462	2016-09-20	Chartwell Consultants LTD	16-543	PAYMENT TIMBER APPRAISAL & CRUISE	1,050.00	1,050.00
160463	2016-09-20	COASTAL PROPANE	160339	PAYMENT ANNUAL TANK RENTAL ST. MAR	109.76	109.76
160464	2016-09-20	EAGLECREST ENTERPRISES LTD	00136A	PAYMENT AUGER DRILLING & SPREADING	787.50	787.50
160465	2016-09-20	Haida Gwaii CO-OP Assoc. Ltd.	00207300E	PAYMENT NUTS, WASHERS, CONNECTOR:	32.49	32.49
160466	2016-09-20	HAIDA GWAII FOREST PRODUCTS	2317	PAYMENT PELLETS	403.77	403.77
160467	2016-09-20	IRIDIA MEDICAL	16-1760	PAYMENT AED DEFIBRILLATION PADS	84.84	84.84
160468	2016-09-20	MasterCard, CUETS FINANCIAL	20160831	PAYMENT POSTAGE, FREIGHT, COMP STC	622.24	622.24
160469	2016-09-20	TELUS COMMUNICATIONS INC.	20160828	PAYMENT TELEPHONE CHARGES	1,291.16	1,291.16
160470	2016-09-20	Terratek Energy	20160919	PAYMENT SOLAR PANEL PROJECT	177,607.50	177,607.50
160471	2016-09-20	Village of Queen Charlotte	20160909	PAYMENT SOLAR PANEL PROJECT	292.50	292.50
160472	2016-09-20	Wright, Keirnan	20160912	PAYMENT CAMPGROUND ATTENDANT AU	280.00	280.00
160473	2016-09-20	XEROX CANADA LTD.	F49643665	PAYMENT COPIES JULY 28 - AUG 30 2016	50.22	50.22
160474	2016-09-23	AARON MARK SERVICES LTD	2074723	PAYMENT ROOFING MATERIAL	118.38	118.38
160475	2016-09-23	COLTON, John	20160921	PAYMENT REIMBURSEMENT FOR EXPENS	2,294.05	2,294.05
160476	2016-09-23	COPPER BAY CONCRETE	82	PAYMENT CONCRETE	1,785.00	1,785.00
160477	2016-09-23	Haida Gwaii CO-OP Assoc. Ltd.	00208032E	PAYMENT PAINT & GLUE SUPPLIES	88.86	88.86
160478	2016-09-23	Ooishi, Jiro	20160922	PAYMENT VOPC CONTRACT WAGES	1,606.00	1,606.00
160479	2016-09-23	Stewart McDannold Stuart	73885	PAYMENT LAWYER FEES	58.24	58.24
160480	2016-09-23	Wright, Keirnan	20160926	PAYMENT CAMPGROUND ATTENDANT	280.00	280.00
160481	2016-09-27	Beachy, Colleen				
160482	2016-09-27	Mushynsky, Kim L				
160483	2016-09-27	O'Donoghue, Sean P				
160484	2016-09-27	Decock, Ruby D				

F-1

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Cheque Listing For Council

2016-Sep-28
10:39:49AM

Cheque						Invoice	Cheque
Cheque #	Date	Vendor Name		Invoice #	Invoice Description	Amount	Amount

Total 210,377.61

*** End of Report ***

F-1

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
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after results from questionnaire have been reviewed.
A31	06-09-2016	Weight Room Upgrades	O'Brien Anderson	Work with Ruth Bellamy & come back with a budget and a plan
A31	19-09-2016	Playground equipment Installation	Staff	Work to be completed before end 2016
A32	19-09-2016	Chevron Property	Tourism Comm.	Work towards lease or acquisition
A33	19-09-2016	Danger Trees	Public Works	Review & create plan for entire municipality