



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, February 19th, 2018

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
D-1—Request for Funding for PCVFD's 50th Anniversary – Teri Kish
- 3. MINUTES**
M-1 – February 5th, 2018 Regular Council Meeting Minutes.
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1—Request for support for Edge of the World Music Festival's application to NDIT
C-2—Thank you Letter from the Port Clements Rangers
C-3—Response letter from CRTC
- 6. FINANCE**
- 7. GOVERNMENT**
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
R-1-- Verbal Update by MIEDS as per Council Request– Janine North
R-2 -- RTC Clinic Addition – CAO Decock
R-3—Public Works' Progress Report to Council on Soccer Field – PW Supervisor O'Donoghue
- 10. ACTION ITEMS**
A-1 – see Action Items list.
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. IN-CAMERA**
Motion to move In-Camera per CC 90(1)c
- 13. ADJOURNMENT**

Elizabeth Cumming

From: Teri Kish <tkish@hotmail.com>
Sent: February-14-18 11:33 AM
To: Elizabeth Cumming
Subject: Letter For Council

Good Evening,

My name is Teri Kish and I am a member of the PCVFD. We had our monthly meeting on Feb7th and I was tasked with approaching council for help to fund our 50th Anniversary Celebration. We are looking at having it at the community hall and having a catered dinner and we are looking at shirts or hoodies with something on them signifying the 50th Anniversary. We are looking at April 28th Saturday. Community hall Committee said that they are willing to wave the fee for us.

Thank you for your time.

Teri Kish
EPC/PCVFD



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Minutes of the regular meeting of the Port Clements Council held Monday, February 5, 2018 in Council Chambers.

Present:

Mayor Thomas
Councillor O'Brien Anderson
Councillor Daugert
Councillor Cumming
Councillor Stewart

Acting CAO Ruby Decock

Members of the Public and Press Present: Pat Johnston, Bev Lore, Marilyn Bliss, Wayne Nicol

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

1. ADOPT AGENDA.

2018-017 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert
THAT Council adopts the agenda with the addition to include BA-1 – Draft Minutes.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1—January 15, 2018 Regular Council Meeting minutes

2018-018– Moved by Councillor Stewart, seconded by Councillor Daugert to adopt the January 15, 2018 Council Meeting Minutes with amendments to change "MIEDS has accepted" to "MIEDS has received" in the first Council response section.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

UB-1—"Draft" Resolution to NCLGA regarding cell phone service

2018-019 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council receives the "Draft" Resolution to NCLGA regarding cell phone service.
CARRIED

2018-020 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council sends an amended resolution to the NCLGA before the February 9th, 2018 deadline.
CARRIED

BA-1 – "DRAFT" Minutes

2018-021 – Moved by Councillor Daugert, seconded by Councillor Cumming
Motion to Mark all Documents as "DRAFT" prior to final approval.

BE it resolved that the Village of Port Clements, when publishing documents either physically or electronically prior to their final approval, clearly mark them with a watermark reading "DRAFT" on every page.

5. ORIGINAL CORRESPONDENCE

6. FINANCE

7. GOVERNMENT

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1 – Recreation Commission Annual Report

2018-022 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council receives the Recreation Commission's Annual Report.

CARRIED

R-2 – Recreation Commission Meeting Minutes, January 25th, 2018.

2018-023 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council receives the Recreation Commission's January 25th, 2018 Meeting Minutes.

CARRIED

R-3 – Public Works' Committee Meeting Draft minutes, January 31st, 2018.

2018-024 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council receives the Public Works' Committee Draft Minutes for January 31st, 2018.

CARRIED

R-4 – Public Works' Committee Meeting Draft Minutes, January 9th, 2018.

2018-025 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council receives the Public Works' Committee Draft Minutes for January 9th, 2018

CARRIED

2018-026 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT staff approaches the MIEDS Grant-writer to look into funding for a new well.

CARRIED

2018-027 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart

THAT staff approaches the MIEDS Grant-writer to look into funding to replace the asbestos water lines on Tingley Street.

CARRIED

2018-028– Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT the 2018 Capital Budget for the Boat Launch improvements be increased to \$10,000.

CARRIED

2018-029– Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart

THAT Public Works to take samples of the Green Sand filter media and send it for testing to Cleartech as recommended in the McElhanney report and report back to the Public Works Committee.

CARRIED

OPPOSED – Councillor Cumming

2018-030 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart

Motion to clean the water storage reservoirs or hire someone to clean them.

CARRIED

OPPOSED – Councillor Cumming

2018-031 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart

THAT Public Works install new swabbing stations at the 4" water line on Well 2 and the Water Treatment Plant and swab the line with the help of the PCVFD as recommended in the McElhanney report #6.

CARRIED

OPPOSED – Councillor Cumming

2018-032 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Staff present a plan, including a timeline, to Council on what would be required for swabbing the entire water distribution system in Port Clements.

CARRIED

2018-033 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Staff research the price for a tractor attachment to mow ditches and/or look into options to outsource the work to a contractor and present it to Council.

CARRIED

2018-034 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Staff present a plan at the next Council Meeting on how to repair and maintain to the Soccer Field, including the option of outsourcing the work, the estimated cost of this and the estimated cost of its completion before the 2018 Soccer Season.

CARRIED.

2018-035 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Staff present at plan at the next Public Works' Committee meeting on how to maintain and improve the trails in Port Clements.

CARRIED.

2018-036 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Staff direct the removal of the broken aerator from the Sewer Lagoon and reports back with the findings to the Public Works' Committee.

CARRIED.

OPPOSED – Councillor Cumming

2018-037 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT the CAO look at the above priorities and confirmed timelines back to the Public Works' Committee and to Council at the next Public Works' Committee Meeting and the next Council Meeting.

CARRIED.

OPPOSED – Councillor Cumming

Councillor Stewart: Pier work going on. Reported interview with CBC.

Councillor O'Brien Anderson: Attended VIRL meeting in Nanaimo and meeting with Northern Development in Terrace. March 13th deadline: Strategic Initiative Fund, 80% of funding available for projects. Business Façade Program expanded. She also met with Jennifer Rice and discussed cell phone issue and potential logging employee layoffs.

Councillor Cumming: Did not attend Recreation Committee meeting. Attended the All Island Women's Session and received a blanket. Sat in All-Island Debrief. She learned about Committees and potential issue with quorum of Council on it – rise to appearance of meeting.

Councillor Daugert: Halibut Commission in Oregon, US. Commissioners did not reach agreement. Had been sick with the flu. The Haida Gwaii Community Forest website is up and running with all pertinent documents.

Mayor Thomas: Met with John Short of Northern Health and the new supervisor. Northern Health meeting in Terrace – meeting reports to be circulated by Acting CAO. Regional District meeting – motion to invite Telus to next Regional District Meeting. Vancouver Halibut Commission Meeting.

Acting CAO Ruby Decock: Attended the Clerks & Corporate Officer Training. Will be attending MATI successful CAO. Attended Port Clements Debriefing for Tsunami. NDIT Funding: last year Intern & this year is business façade funding. Preparing for Strategic Planning.

10. ACTION ITEMS

2018-038 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Chris Williams be asked to look into funding for weight room upgrades ASAP.

CARRIED

11. QUESTIONS FROM THE PUBLIC & PRESS

12. ADJOURN TO IN-CAMERA as per section 90(1)(c), 90(1)(g) and 90(1)(g)

2018-03 - Moved by Councillor Stewart

THAT Council adjourn to in camera as per section 90(1)(c), 90(1)(g) and 90(1)(i) at 9:13 pm after a 5 minute recess at 9:06 pm.

ADJOURNMENT

2018-040 – Moved by Councilor Stewart

THAT the meeting be adjourned at 9:53 pm.

CARRIED

Urs Thomas
Mayor

Ruby Decock
Acting CAO

DRAFT

Ruby Decock

From: Scott Marsden <scott.marsden@haidagwail.ca>
Sent: February-01-18 5:01 PM
To: cao@portclements.ca
Subject: Request for Resolution of Support-Northern Development Initiative Trust-Edge of the World Music Festival Application 2018

Hello,

My name is Scott Marsden and I am the volunteer fund-raiser for the Edge of the World Music Festival.

We are submitting our application to Northern Development Initiative Trust and need a resolution of support for the application.

Could you please provide a resolution of support for our application?

The resolution can be the following;

THAT, the Village of Port Clements supports the application to Northern Development Initiative Trust from the Edge of the World Festival Society for a grant of up to \$ 5000.00 for the 2018 Edge of the World Music Festival from the (insert regional development account name).

Please let me know if you have any questions and/or concerns.

Thank you.

Sincerely,

Scott Marsden

Volunteer Fund-raiser

Edge of the World Music Festival

January 24, 2018

To: The Village Council
Port Clements, BC

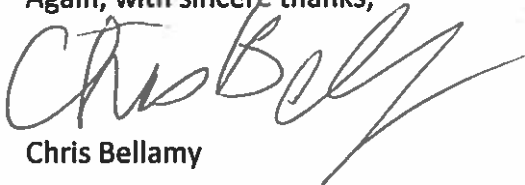
From: Chris Bellamy
2IC, Port Patrol, 4 RPG

Re: Courtesy drop-in at the Port Clements weight room

To whom it may concern,

On behalf of the Port Clements Rangers, I would like to thank you for generously gifting our patrol the use of the village weight room. It's very important that groups and organizations on-island continue to support each other whenever possible.

Again, with sincere thanks,



Chris Bellamy

Elizabeth Cumming

From: CRTC DONOTRESPOND/NEPASREPOONDRE <crtcndonotrespond@crtc.gc.ca>
Sent: January-30-18 1:21 PM
To: office@portclements.ca
Subject: CRTC Reference: 787387
Attachments: FW: - A fax has arrived from remote ID '2505574568' (159 KB)

Dear Mr. Urs:

Thank you for contacting us about wireless coverage in your area.

The CRTC does not require Wireless Service Providers (WSPs) to offer service in areas where wireless service is not currently available. Wireless service providers are solely responsible for making the business decision of providing service in a particular region.

Service providers must balance the requirements and costs of providing service; customer demands; market expectations; and other market forces to ensure they deliver a cost efficient service of high quality in order to effectively compete. In this regard it is important that you and others continue to make your provider aware of your service expectations - particularly as technologies advance and customer demand increases in the coming years.

I also suggest you contact your Local Government Authority to express your concern, and find out if there are any plans to contact one or more WSPs to encourage them to extend their services into that area.

Innovation, Science and Economic Development (ISED, formerly Industry Canada) is responsible for assigning frequencies for wireless services and approving communications towers. Find more information in Canada's Wireless Policy: <http://www.ic.gc.ca/eic/site/ic-gc.nsf/eng/07389.html>

Additional information:

A goal of the CRTC is to ensure that Canadians have access to quality and affordable internet services. To that end, the CRTC has set ambitious high-speed Internet targets of 50 Mbps download and 10 Mbps upload speeds for all Canadians. In addition, the CRTC believes mobile wireless technology should be accessible not only in homes and businesses, but on as many major transportation roads as possible in Canada. Major transportation roads include key interprovincial and international corridor roads, key linkages to these roads from population and economic centres, and key linkages from major roads that provide the primary means of access to northern and remote areas. Wireless service providers will be able to make applications to fund projects to improve mobile wireless service coverage in Canada.

The CRTC's objective is to have these target speeds available to Canadians whether they live in urban or in rural and remote areas. To help reach these goals, the CRTC is establishing a mechanism to fund projects in underserved areas. The fund will make available up to \$750 million over the first five years. The development of the infrastructure by the service providers might help providing additional services like a better wireless coverage.

Learn more about your CRTC: <https://youtu.be/PweJml9ZHFk>

IMPORTANT NOTE: To respond to this message, please click here and follow the prompts: <https://applications.crtc.gc.ca/question/eng/public-inquiries-form?lang=en&caseid=787387&key=43719.6113684028> If you are unable to click on this link, please copy and paste it in your browser.

Sincerely,

Simon Lavergne
Client Services | Services à la clientèle



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REPORT TO COUNCIL

Author: Ruby Decock, Acting CAO

Date: February 15, 2018

Re: **Clinic Addition**

BACKGROUND

The Port Clements Ambulance Station is located in the same building as the Port Clements Health Clinic. As the Ambulance Station and the Clinic are two different "businesses" they keep the one access door between the two rental spaces locked. This is for business security reasons. The Ambulance Station is not equipped with a bathroom, but has access to the clinic public washroom located in the front entrance of the clinic. However, the Ambulance staff find this to be an inconvenience and have requested that their employer to provide a washroom for their workspace.

The Ambulance staff complaint has always been that they have to walk outside to use the existing clinic washroom; this solution does not solve that issue.

DISCUSSION

The Village of Port Clements has been contacted by the lease manager to obtain permission to install a small trailer (ATCO) adjacent to the Ambulance Station this spring or early summer. This trailer would be utilized exclusively by the Ambulance staff as an office and will also include a washroom to staff.

The CAO contacted the lease manager to determine if there is an option that they could renovate to include an addition to the existing Ambulance station instead of a trailer install.

Their response is as follows: "BCEHS would like to pursue the modular option as we have the modular unit already and could do the project under our operating budget for the short term. Long term we are looking at the possible option of a renovation addition but this requires capital funding and approvals with an undetermined time frame. We would like to have our crews with access to their own washroom/shower, locker room and sleeping quarters as soon as possible."

IMPLICATIONS FOR TRAILER INSTALL

Installing a trailer adjacent to the Ambulance Station would have the following requirements:

Costs:

No costs to the Village of Port Clements; although it would require Public Works staff time in overseeing the correct install of water & sewer lines to curb as well as the correct positioning of the trailer on the lot.

BCEHS needs to investigate the costs of temporary install vs. permanent addition more clearly. E.g.: is a new power drop and meter required? Is a sewage basin and pump required to eject to gravity sewer (behind clinic)? Is any asphalt required to be removed for trenching and remediated at a later date? Does temporary hook up involve intersecting buried propane lines and fibre optic conduits previously installed, etc.?

Trailer/Appearance:

Council does not have control in the type of trailer being installed as this is from BCEHS' existing capital inventory.

Lease Agreement:

Presently there is nothing in the existing lease agreement that addresses use of the parking lot for locating additional structures. The existing lease agreement expires at the end of 2018. Also, there is nothing in the agreement that addresses the potential for planned renovations (long-term or short term).

RECOMMENDATIONS:

1. Permit the install of the trailer for the Ambulance Station with coordination with Public Works Staff ensuring the correct location of the building is identified. Amend the existing lease to address the trailer install as well as the duration of the structure located on the Village of Port Clements property for short term purposes as well as include in the agreement that a long term plan is that the renovation addition (at their cost) to the Ambulance Station should be done by a specific date.

2. Do not permit the install of the trailer for the Ambulance Station and request that a renovation to the Ambulance Station be installed.

3. Permit the install of the trailer with Port Clements completing an addition to the Ambulance Station and bill the Ambulance Station for the renovations. This would require negotiating a rent increase and a long term lease agreement to cover off the costs of the renovation. (Costs for such a renovation are unknown at this time since discussions with the Ambulance Stations lease manager are preliminary).

3. Table Council decision of this report to another Council Meeting in order to pursue further information and discussion on this matter.

Have staff pursue possible implications on future leases and responsibility of VOPC for this addition and require BCEHS to provide more information in regards to cost and feasibility of install. Invite the Ambulance Unit Chief to a Council Meeting to speak to their vision and needs regarding this matter or to submit it in writing for Council consideration.

4. Do nothing.

Respectfully submitted:

PW-Progress report to Council

Re: Motion 2018-034

2018-02-15

The following is a progress report addressing motion 2018-034, that public works present a plan on how to prepare and maintain the soccer field (interpreted as sports field turf i.e. soccer and baseball) and the estimated cost to complete before the 2018 season.

Strategy and actions:

- Engage local and off island knowledge base to build a plan
 1. Met with local resident with experience and certifications in turf maintenance/rehab, reviewed strategy (below).
 2. Discussed with off island contacts with experience and certifications in turf maintenance/rehab, reviewed strategy (below)
- Collect and submit a representative sample (or two) of soil to a reputable service and await analysis
 1. Contacted accredited lab in Victoria to discuss methods, timing, and shipping arrangements for soil sampling. Estimated cost of \$200 for full sampling and recommendations.
- Subject to analysis, price out recommended amount and options for lime. (I'm betting ph needs to be adjusted up) Mennonites have an excellent quality lime in stock as well as proper broadcast equipment. Ranch feeds can bring lime in but offers no broadcast equipment.
 1. TBD
- Subject to analysis, price out necessary recommended fertilizer blend and amount if required.
 1. TBD
- Establish a program to aerate and dethatch in prep for over-seeding. (I believe the village has adequate equipment for this step)
 1. Reviewed equipment with local contact, advised to service aerator for deeper more effective aeration.
 2. Advised that dethatching was of main importance. Reconsidering equipment and method at hand.
- Consult re: best type of seed for generous over-seeding/rehab.
- Consult re: best practises for mowing, review mowing equipment and consult re: best practises for a mowing schedule.
 1. Reviewed existing equipment and historical mowing schedule with local contact. Advised that VOPC does not have the optimum equipment (multiple gang reel mower) nor has historical mowing schedule been adequate.
- Consider options for contracting any or all of this out.
 1. TBD
- Make a recommendation to council and await direction.
 1. TBD

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. Water mitigation has been completed - continues to be dry.
A33	18-03-2017	Health Clinic - replace flooring	Administration	RFP to be put out once clinic industrial flooring Received product description from two suppliers. Waiting for quotes from off-island supplier and from AMS.
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	Logs have been temporarily been blocking access
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-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.
A-41	05-02-2018	Review motions resulting from Public Works Committee. Plan and provide a timeline for addressing the motions.	Administration	timelines will be presented upon completion of Strategic Planning