



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, March 19<sup>th</sup>, 2018, In the Village Council Chambers

**AGENDA**

Mayor Thomas convened the Meeting at \_\_\_\_\_ PM

**1. ADOPT AGENDA**

Moved, Seconded that the Agenda be adopted as submitted/amended – CARRIED

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

**3. MINUTES**

**M-1 – March 5<sup>th</sup>, 2018 Regular Council Meeting Minutes.**

Moved, seconded that the Minutes of the March 5<sup>th</sup>, 2018 Regular Council Minutes be adopted as presented/amended - CARRIED

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

**(a) ADMINISTRATIVE**

**BA-1— (WHARF)** Progress Report on getting Wharf in good serviceable conditions and getting the second set of figures for the lower load limits based on the previous engine report – (critical)CAO Decock

**BA-2—(NEW WELL)** Progress Report on approaching the Grant-writer to look into funding for a new well – CAO Decock

**BA-3—(WATER LINES)** Progress Report on approaching the Grant-writer to look into funding to replace the asbestos water lines on Tingley Street – CAO Decock

**BA-4—(PRIORITIES)** Progress report on the Council's Public Works priorities and confirmed timelines – CAO Decock

**BA-5—(WEIGHT ROOM)** Progress report on asking Chris Williams to look into funding for weight room upgrades—CAO Decock

**BA-6—(TELUS AND BELL)** Progress report on sending a letter to Minister Sims (cc'd Jennifer Rice, Telus and Bell) – CAO Decock

**BA-7—(COMMUNITY FOREST)** Progress report on request for meeting with all other communities on Island to attend an All-Community Meeting in Port Clements – CAO Decock

**BA-8 (RTC CLINIC)** Council is awaiting further information regarding the Clinic Addition – CAO Decock

**BA -9 (RFQ for BOAT LAUNCH)** Council, at their strategic planning meeting of Feb. 22 requested an RFQ for the boat launch and parking lot by March. CAO Decock.

**(b) PUBLIC WORKS** (report attached addressing B-10-B-14)

**BA-10—(WATER RESERVOIRS)** Progress Report on cleaning water storage reservoirs or hiring someone to clean them – PW Supervisor O’Donoghue

**BA-11—(SWABBING)** Progress Report on installing a new swabbing station 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 - PW Supervisor O’Donoghue

**BA-12—(SWABBING)** Progress Report on presenting a plan, including a timeline, to Council on what would be required for swabbing the entire water distribution system in Port Clements -- PW Supervisor O’Donoghue

**BA-13—(MOWER)** Progress Report on researching price for a tractor attachment to mow ditches and/or look into options to outsource the work to a contractor – PW Supervisor O’Donoghue

**BA-14—(SOCCER FIELD)** Progress report on investigating proper equipment for the soccer field maintenance – PW Supervisor O’Donoghue

**5. ORIGINAL CORRESPONDENCE**

**C-1—Request for Funding for the Port Clements Fire Department 50<sup>th</sup> Anniversary** – Teri Kish. (consultant) advises that there is a Grants in Aid Budget line that has \$1500 available for Council’s consideration. Alternatively, an addition could be made for the 2018 budget.

**Moved, Seconded that** \_\_\_\_\_  
\_\_\_\_\_ - CARRIED

**C-2—GREYHOUND SERVICE** - Request for Support for calling on Federal Government to Provide Long-term solution for termination of Greyhound service in the Northwest-- Nathan Cullen.

**Moved, Seconded that** \_\_\_\_\_  
\_\_\_\_\_ - CARRIED

**C-3– REQUEST FOR LAND TRANSFER** – email from Randy & Gloria O’Brien (attached) CAO is requesting this item be tabled in order for Council to consider the request, and for the CAO to obtain further information for Council.

**Moved, Seconded that** \_\_\_\_\_  
\_\_\_\_\_ - CARRIED

**6. FINANCE** – The consultant recommends that Council discuss their 2018 Budget at the April 3, 2018 Regular Council Meeting, then forwarded it to the NCRD for review and comment. A formal Public presentation and Consultation per Sec. 166 of the Community Charter on April 16<sup>th</sup>, followed by First and Second Readings. The Financial Plan and Tax Rate Bylaws are to be adopted on May 7<sup>th</sup>, for submission (as required) to the Ministry by May 15<sup>th</sup>.

**7. GOVERNMENT**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

**10. ACTION ITEMS**

A-1 – see Action Items list.

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

**12. IN-CAMERA - There will NOT be an In Camera Meeting**

**13. ADJOURNMENT**



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

**Present:**

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

CAO Ruby Decock  
Intern Elizabeth Cumming  
Guest Consultant Bob Lafleur

Members of the Public and Press Present: Daryl Sherban (BCTS Forester), Joan Hein, Marilyn Bliss, Maureen Bailey, Bev Lore, and Pat Johnston.

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

**1. ADOPT AGENDA.**

2018-054 – Moved by Councillor Daugert, seconded by Councillor Stewart  
THAT Council adopts the agenda with the removal of C-4.  
**CARRIED**

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

**3. MINUTES.**

M-1-- February 19, 2018 Regular Council Meeting minutes  
2018-055 – Moved by Councillor Stewart, seconded by Councillor Daugert  
THAT Council adopts the February 19, 2018 Regular Council Meeting Minutes with the amendment of "David Collin" to "Jennifer Rice".  
**CARRIED**

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

UB-1—Briefing Note – Response from Solutions Table on BC Timber Sales – Nadu A93738 & Lawn Hill A85374  
2018-056 – Moved by Councillor Daugert, seconded by Councillor Stewart  
THAT Council receives the briefing note.  
**CARRIED**

**5. ORIGINAL CORRESPONDENCE**

C-1 – Letter regarding the Community Forest Agreement (CFA) – Mark Walsh  
2018-057 – Moved by Councillor Daugert, seconded by Councillor Stewart

M-1

THAT Council receives this letter.

**CARRIED.**

C-2 – Letter from the Honourable Katrine Conroy and the Honourable Katrina Chen.

2018-058 – Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson

THAT Council receives this letter.

**CARRIED.**

C-3 – Request for Letter to the BC Premier & Public Safety Minister/Solicitor General Mike Farnworth for a Human Trafficking Task Force and the Federal Law Enforcement.

2018-059 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council receives this request letter.

**CARRIED.**

C-5 – 2018 UBCM Asset Management Planning Program – Grant Approval.

2018-060 – Moved by Councillor Daugert, seconded by Councillor Stewart

THAT Council receives the grant approval letter.

**CARRIED.**

C-6 – 2018 Business Façade Improvement Program – Northern Development Project Number 5188 50

2018-061 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart

THAT Council receives this correspondence.

**CARRIED.**

## **6. FINANCE**

### **7. GOVERNMENT**

G-1—Request to schedule In-Camera Budget Meeting as per section 90(1)(l)

2018-062 – Moved by Councillor Cumming, seconded by Councillor Stewart

THAT Council schedules a Strategic Planning meeting at 1:00 pm – 3:00 PM on March 15, 2018.

**CARRIED**

## **8. NEW BUSINESS**

### **9. REPORTS & DISCUSSIONS**

Councillor O'Brien Anderson: nothing to report.

Councillor Cumming: Attended the 2<sup>nd</sup> Strategic Planning meeting and also the in Camera meeting. Has receives responses from several inquiries she has made regarding the phone.

Councillor Daugert: Attended the Marine Planning Meeting and conferences.

Councillor Stewart: Looking forward to Strategic Planning.

Mayor Thomas: Attended the Regional District Budget Meeting, there have been tax increases (connected to the RBA) and they also discussed marine planning.

CAO Ruby Decock: Attended the Successful CAO training conference and she is updating the consultant with current the current operation.

Intern Cumming: Hectic. Busy. Keeping up.

## **10. ACTION ITEMS**

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

Reminder from the Public to Council that Soccer Season starts in April

12. Adjourn to In Camera as per section 90(1)(c), 90(1)(k) & 90(2)(b).

2018-63 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council moves to in-camera at 8:44 PM.

**CARRIED**

M-1

2018-064 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart  
THAT Bob Lafleur be included in the in-camera meeting.  
**CARRIED**

**ADJOURNMENT**

2018-065 – Moved by Councilor Stewart  
THAT the meeting be adjourned at 9:39 PM.  
**CARRIED**

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Urs Thomas  
Mayor

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Ruby Decock  
CAO

DRAFT

M-1

# Council Motion Progress Report

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*Submitted by Public Works Superintendent*

*\*note: Headings behind actual council resolutions are my wording, do not reflect the exact wording of the actual motions.*

## **2018-29 – Green Sand Testing**

- Clarification from engineer re: testing method received. 21 page Method report complete (Jay), available to CAO for review. Need 2 workers one entire day and proper window of opportunity for plant shutdown to complete sampling procedure. Yet to be scheduled.

## **2018-30 – Water Storage Cleaning**

- As reported verbally previously, this is an ongoing operational activity which happens through the year. Specific activities and actions are available for review by CAO.

## **2018 -31- Install New Swabbing Stations and Swab Well 2 Supply Line**

- In progress. Design reviewed, parts ordered, not yet received.

## **2018-32 – Plan for Swabbing Entire Distribution System**

- In progress, preliminary planning considerations and review of requirements with Northern Health drinking water officer ongoing. Reminder that any activity such as this must meet the requirements of Northern Health Facility # 16094.
- Site visit with drinking water officer held March 14, 2018.

## **2018-33 – Research Tractor Attachment to mow ditches w/ options to outsource.**

- Consulted VOPC Contractor/Equipment list and no such contractor/equipment listed.
- Verbally contacted local highways contractor who operates adequate boom mower/tractor combination and followed up with an email on 02-02-2018 requesting pricing and availability as well as estimate of meters/hour the equipment is capable of to achieve Ministry of Highway standards. No reply to email requests.
- Options for outsourcing: Council can resolve to develop a scope of work and put out RFP.

BA-10 to  
BA-14

## **2018-34 – Present a plan to repair/maintain sports turf.**

- In progress
- Progress report previously submitted, resulting in single direction of Council resulting in motion #2018-51 (see heading below for further info.) No further direction provided regarding contents of progress report.

## **2018 -36 - Removal of failed Sewage Lagoon Aerator**

- Not complete.
- Tentatively scheduled by end of month with other pending contracted machine work in vicinity.

## **2018 -51 – Staff investigates availability of proper equipment for Sports Turf Maintenance on islands.**

- In progress.
- Contacted VOM PW: Reviewed equipment and scheduling. No dethatching or aerating equipment. 72" flat blade mower used on a 2 week cutting rotation. (Note that they do not do any sports turf, only boulevards/green spaces etc. No opinion on adjusting mowing schedule for sports turf)
- Contacted SD50 staff: No aerating or dethatching equipment used. 72" flat blade mulching mower used on a 2 week cutting rotation. Operator noted that they plan to "rehab" sports turf this year by increasing frequency and cutting shorter.
- Contacted Dixon Entrance Golf Club volunteer operator: No aerating or dethatching equipment used. 2 large (9' & 12') tow behind reel mowers used. Not very portable. Invited me up for a site visit to discuss use and availability further. Cutting schedule is as needed performed by volunteer.
- Tried contacting Willows Golf Club on Moresby island. Web site does not resolve and posted phone # disconnected.
- Awaiting further direction as to engaging various parties re: borrow/rent/buy equipment.

BA 10 to  
BA 14



## Elizabeth Cumming

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**From:** Teri Kish <tlkish@hotmail.com>  
**Sent:** February-28-18 8:25 AM  
**To:** Elizabeth Cumming  
**Subject:** Letter for Council

Good Evening,

My name is Teri Kish and I am a member of the Port Clements Fire Department.

At our last meeting on Feb 7<sup>th</sup> /2018 I was tasked with approaching Council to request help with funding for the 50<sup>th</sup> Anniversary celebration.

We discussed having it in the community hall and having the dinner catered. Also we would like to get shirts or jackets for attending members with something that signifies the 50<sup>th</sup> anniversary on them. We have chosen the date of April 28<sup>th</sup> Saturday to do this.

Thank you for your time.

Regards  
Teri Kish  
EPC/PCVFD

Sent from [Mail](#) for Windows 10

C-1

# nathan cullen

MEMBER OF PARLIAMENT / SKEENA-BULKLEY VALLEY



260 Wellington Building  
House of Commons  
Ottawa, ON K1A 0A6  
613-993-6654

Dear Mayor Urs Thomas and Council,

The recent Passenger Transportation Board decision on Greyhound was deeply disappointing to many of us and those we represent.

It is likely to hit our region hard and with the termination of service due June 1, we have only a short time to find solutions that will allow our people to travel safely across the Northwest. That is why it is imperative that we get support from the federal government to provide safe and reliable public transit.

The people in the Northwest are resilient and that by working together we can overcome any obstacle that we may face. The BC Shuttle Bus that started in Smithers which connects all the way to Prince George is an example of community leaders, advocates and governments from the north coming together to address safety and affordability on Highway 16. The shuttle service was not meant as a replacement and we will need to fill that void left behind by Greyhound.

I am asking you to support our call to bring the federal government to the table to work with us toward a long term solution. Please consider sending us a letter supporting this cause and we will include it in our call to the federal government and ensure that they hear our concerns.

We can work toward ensuring that Highway 16, the 'Highway of Tears', has viable transportation options for people particularly the most vulnerable in our communities.

Sincerely,

Nathan Cullen

MP, Skeena-Bulkley Valley

C-2

## Ruby Decock

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**From:** Randy O'Brien <randy@obrienlogging.com>  
**Sent:** March-14-18 12:47 PM  
**To:** cao@portclements.ca; Urs Thomas; Doug Daugert; 'Elizabeth Stewart'; Brigid Cumming; c.obrienanderson@portclements.ca  
**Subject:** #50 Yakoun St.

Hello Mayor & Council,

We would like to apply to the village to transfer ownership of the strip of land which goes over the easement at #50 Yakoun St. This small portion of the property has been enjoyed as a lawn for well over 20 years by the previous owner and us. The reason we would like the permission to do so is so we can fence the yard to get back some privacy from the public trail which was installed by the village last year and also because we wish to extensively landscape the yard further with flowers and shrubs and need a barrier between the deer population and the plants. We will pay for the costs of the fence and the survey required. We hope to hear from you soon.

Thank you,

Randy & Gloria O'Brien

## 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.
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. Still working on quotes.
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	Logs have been temporarily been blocking access  Still need a long term solution.
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 historical asset locations, etc. Received UBCM grant funding and waiting to hear from FCM regarding the matching grant funds. Will be meeting with Urban Systems on March 6th to discuss plans going forward.
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 and budget review

A-1