



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
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Port Clements, BC
V0T1R0
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7:00 p.m. Regular Meeting of Council Monday, June 18th, 2018

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1 – June 4th, 2018 Regular Council Meeting Minutes.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA – 1 – BA-5 – Progress Report from CAO Decock

BA – 1 – Timelines for Council Priorities – CAO Decock

BA – 2 – All Community Meeting in Port Clements – Council

BA – 3 – BCHES Ambulance proposed trailer location – BCHES

BA – 4 – Update on Reduced Village Office Hours to Public – CAO Decock

BA – 5 – Grant Application to Gwaii Trust Communities Grant – CAO Decock

BA-6 – BA19 – Progress Report from Public Works Superintendent O'Donoghue

BA-6 – Outsourcing of Green Sand Testing

BA-7 – Water Reservoir Contract

BA-8 – RFP for Swabbing Water Lines

BA-9 – Plan for Swabbing Lines

BA-10 – Researching Tractor Attachment for Ditching

BA-11- Plan to repair/maintain sports turf

BA-12-Plan to Maintain Trails

BA-13- Availability of Equipment for Sports Turf Maintenance

BA-14- Pricing in Prince Rupert Research

BA-15-Greensand Testing Outsourcing

BA-16-RFP for Swabbing the Lines

BA-17- Written Report from Northern Health on all the requirements for swabbing lines

BA-18- Getting Quotes from Contractors for Ditching and Brushing

BA-19-RFP for Brushing and Ditching

UB-1 – Request for Land Transfer – Report by CAO Decock

UB-2 – Tourism Committee Terms of Reference – Request by Mayor Thomas

Recommended motion: THAT Council creates a working committee to review the Port Clements Tourism Advisory Committee Bylaw No. 406, 2013 and upon completion of the review, bring the Bylaw back to Council meeting for Council governance.

5. ORIGINAL CORRESPONDENCE

C-1 – 2018 UBCM Resolutions – UBCM

C-2 – Concern about the Rainbow Wharf Weight Restrictions – Teri Kish
C-3 – Request to Council for Addressing Siding & Leaks to Firehall - PCVFD

6. FINANCE

7. GOVERNMENT

G-1 – Proposal for VOPC to Purchase a Recording Device – (Verbal) Councillor Stewart

G-2 – Request for Council Meeting Cancellation in August – CAO Decock

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

10. ACTION ITEMS

A-1 – see Action Items list.

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA AS PER SECTION 90 (1) (c) & (j)

13. ADJOURNMENT



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Minutes of the regular meeting of the Port Clements Council held Monday, June 4, 2018 in Council Chambers.

Present:

Mayor Thomas via telephone.
Councillor O'Brien Anderson
Councillor Daugert
Councillor Cumming
Councillor Stewart

CAO Ruby Decock
Public Works Superintendent O'Donoghue

Members of the Public and Press Present: Craig Beachy, Teri Kish, Aaron Cunningham, Pat Johnston, Manzanita Snow, Maureen Bailey, Marilyn Bliss, Bev Lore.

Deputy Mayor Charlene O'Brien Anderson called the meeting to order at 7:00 p.m.

1. ADOPT AGENDA.

2018-06-165 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council adopts the agenda with amendment of #12 sections should be changed to (a & j).
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

P-1— Outdoor Swimming Pool
2018-06-166 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council receives this report.
CARRIED

Mayor Thomas called into the meeting at 7:04 PM

3. MINUTES.

M-1— May 22, 2018 Regular Council Meeting minutes
2018-06-167 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council adopts the amended May 22, 2018 Regular Council Meeting Minutes under 2018-155 we wanted a written report from Northern Health on the requirements for swabbing.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

2018-06-168— Moved by Councillor Daugert, seconded by Councillor Stewart

THAT Council rescinds motion 2018-013 as recording to the response from the engineers that route is no longer available.
CARRIED

BA-6-BA-11 – Verbal report provided by Public Works Superintendent Sean O’Donoghue
2018-06-169- Moved by Councillor Daugert, Seconded by Councillor Cumming
THAT Council receives the verbal report from Sean.
CARRIED

BA-13 – Internet Reimbursement & Coffee/Tea Supplies Reconsideration – Request by Councillor Stewart as per Procedural Bylaw No. 422.

Councillor Daugert and Councillor Cumming left the room at 7:40 pm.

2018-06-170- Moved by Councillor Stewart, seconded by Councillor O’Brien Anderson
Reconsideration of motion 2018-159 THAT Council reimburses the amounts spent for internet hookup and the complimentary coffee and tea supplies for the St. Mark’s Gift Shop.
CARRIED

Councillor Daugert returned to the room at 7:46 pm

2018-06-171- Moved by Councillor Daugert, seconded by Councillor O’Brien Anderson
THAT Council reimburses the amounts spent for internet hookup and the complimentary coffee and tea supplies for the St. Mark’s Gift Shop.
CARRIED

2018-06-172- Moved by Councillor Daugert, seconded by Mayor Thomas
THAT Council tables the discussion of the rest of the Stewart’s motion to the next meeting.
NO VOTE CARRIED. Motion failed.

Councillor Cumming returned to the room at 8:53 pm.
Councillor Cumming left the room at 8:53 pm

2018-06-173- Moved by Councillor Stewart, seconded by Mayor Thomas
THAT the recently installed internet infrastructure and wiring be relocated to a more aesthetically pleasing location on the building so as not to interfere with photographers taking pictures of this unique feature which is on the Village’s 105 year old historical landmark.
DEFEATED

2018-06-174-Moved by Councillor Daugert, seconded by Councillor Stewart
THAT the Village of Port Clements ask the Port Clements Historical Society to investigate moving the internet infrastructure and wiring to a location more amenable to photography.
CARRIED

Councillor Cumming returned to the room at 8:02

BA-14—Tourism Committee Terms of Reference
2018-06-175- Moved by Councillor Daugert, seconded by Councillor Cumming
THAT this item be tabled to the June 18, 2018 Council Meeting.
CARRIED

5. ORIGINAL CORRESPONDENCE

C-1 – Response Re: Request for Cellular Service in Port Clements – Minister Jinny Simms
2018-06-176 – Moved by Councillor Daugert, seconded by Councillor Stewart
THAT Council receives the correspondence from Minister Jinny Simms.
CARRIED

C-2 – Response Re: Letter regarding Community Forests and Timber Sale Licences– Minister Doug Donaldson
2018-06-177 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council receives the correspondence from Minister Doug Donaldson.
CARRIED

6. FINANCE

7. GOVERNMENT

G-1- Request for Council Resolution to permit staff to purchase public works equipment beyond purchasing policy.
2018-06-178 – Moved by Councillor Stewart, seconded by Mayor Thomas
THAT Council receives the report on public works equipment purchased.
CARRIED

2018-06-179 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council approves the Public Works Superintendent and the CAO to purchase mower equipment up to a maximum of \$25,000 and machinery for up to \$35,000.
CARRIED **OPPOSED Mayor Thomas**

2018-06-180- Moved by Councillor Daugert, seconded by Mayor Thomas
THAT PW staff make a plan to ensure that the valuable village of Port Clements equipment is protected by covered storage no later than November 2018.
CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Councillor O'Brien Anderson: Attended VIRL meeting.

Councillor Cumming: Museum Information Centre opened.

Councillor Daugert: Report from councillor re: Town Clean up; attended AGM for MIEDS and proposed Rennel Sound increased recreation program. MIEDS web designer is absent so MIEDS working on transitioning to new site.

Councillor Stewart: Nothing to report.

Mayor Thomas: Attended Hospital District regarding new hospital and retention of staff, attended Regional District Meeting about all the treaties in BC, attended Resource Benefits Alliance meeting to discuss the formula for distribution of re; met with Tourism Committee Members and their concerns and will participate with their future meetings.

CAO Ruby Decock: Completed Tax Statements, just wrapped up Public Work Assistant hiring process and working on hiring the new employee – lots of paper work, looking at working with Asset Management Team, dealing with Gwaii Trust to address the need for an Area D advisory committee. Dealing with trying to get projects underway, and plan on working on commencing the 2018 Municipal Elections. Deputy Clerk has been ill for the last few days, may create a delay in work for everyday business (AR, AP).

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

Marilynn Bliss: *Confused about the Tourism Committee, I am on the Recreation Commission, I always thought they had a limit of \$500 dollars for spending and then went to Council after that amount?*

Answer: The Recreation Commission has the authority to spend as per their approved budget as it is established in its Bylaw as a Commission. The committee does not have this in its Bylaw nor does it have this authority in its set up – it is supposed to go to Council for approval. It cannot be found in the records that a motion was made to give committees as \$500 spending limit.

Pat Johnson: *The Clinic flooring has still not been done and I want to know why it has not been done so as it can easily be accomplished?*

Aaron Cunningham: *And what about the engineering report in regards to the clinic addition, what is going on with that?*

Answer: We are waiting for the report from Northern Health/BC Ambulance before it can be presented to Council. No decision has been made.

Bev Lore: I am concerned about the attitude for Volunteers, the committees that most of us sit on are having issues getting more volunteers, I understand the need to appoint Committees when people are begging to be on committees, but we do not have that. We are understaffed for volunteers. I think the volunteers that you have in general need to be appreciated – the Fire Department had a little party and got some appreciation—but overall there is a lack of extra help in the community. It feels like we need to be more receptive and kind – the coffee and tea supplies, it was about a tea pot. Not about a \$3.00 bag of tea, it's about supporting your volunteers in our committee and we need to take care of them.

Answer: We are proud of our volunteers and what they have done. It has been a chronic problem in getting volunteers. It may be an idea to consider a volunteer program for thanking our volunteers. A volunteer dinner or barbeque once a year.

12. In Camera

2018-06-181 Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council move to In Camera as per section 90 (1) (a) & (j) at 9:13 pm.

CARRIED

2018-06-182– Moved by Councilor Stewart
THAT the meeting be adjourned at 10:44 PM.

CARRIED

Deputy Mayor O'Brien Anderson

CAO Ruby Decock



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PROGRESS REPORT TO COUNCIL

Author: Ruby Decock, CAO
Date: June 14, 2018
Re: Business Arising Progress Report

Background: This is the progress report on how Administration has been working on passed Council resolutions that were directed to the CAO to attend to.

(2018-037) 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. (In regards to Feb 5th meeting with the motions made directing public works).

This is subject to Strategic Planning and commitments and is still in progress.

(2018-052) THAT Council requests a meeting with all the other communities on Island to attend an All-Community Meeting in Port Clements, as soon as it can be arranged by the CAO.

The CAO requires more specific information from Council that she can present to the other communities: agenda, intent, what outcomes/expectations are to come out of this meeting. Council has identified that this is still required at some time in the future; however, the date of the meeting and the particulars are still to be presented when Council provides the date of the meeting.

(RTC Clinic) Progress Report for Further Information Regarding the Clinic Addition

The CAO met with the Lease Manager and BCHES is to prepare and present a report. As of April 12, 2018 this items is still outstanding as the CAO has not received this report. On April 30, 2018, the BC Housing and an engineer visited the Port Clements ambulance site. Since the initial request to submit a report on BCHES' proposed plans there have been several updates identifying delays in the plans. As of June 14th, 2018, the plan has been delayed possibly until the end of July.

(2018-05-135) THAT Council applies to the Gwaii Trust Vibrant Communities for \$10,000 to put towards the removal of the water tower.

An application for funding was submitted to Gwaii Trust for approval. This application will be presented at the June 20th, 2018 Board of Directors meeting.

BA 1-5

(2018-05-137) THAT The Village Office reduces its current services hours of 5 days per week to 4 days per week, Tuesday – Friday inclusive, and remain open those days from 9:30 AM to 1:00 PM and that staff report back to Council on the effectiveness of this measure.

Evaluation is still ongoing as there has only been 3 office days closed. To date, there has been no improvement on productivity due to the tax season. Staff are still trying to manage their workloads.

Respectfully submitted:

A handwritten signature in blue ink that reads "Ruby Decock". The signature is written in a cursive, flowing style.

CAO Ruby Decock

Council Motion Progress Report

Submitted by Public Works Superintendent

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

**Current updates in red color.*

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.
- (2018-04-03) No progress
- (2018-06-15) Previous Green Sand Testing report submitted to council by email to CAO Fri 2018-06-01 2:43 PM.
- Please see comments in motion 2018-152 below.

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.
- (2018-04-03) Since last report, operationally have drained sediment on Reservoir #1 and #3. Ongoing activity.
- (2018-04-13) Sediment drained on Reservoir#2. Ongoing activity
- (2018-06-15) Sediment drained on Reservoir#3. Ongoing activity

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

- In progress. Design reviewed, parts ordered, not yet received.
- (2018-04-03) Parts received. Scheduling yet to occur.
- (2018-04-13) Parts reviewed. Scheduling delayed due to staffing issues.
- (2018-06-15) See updated comments in motion 2018-32 below.

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.

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to BA-19

- (2018-04-03) Spoke with Fire chief re: availability of PCVFD and potential schedule. No further progress. Awaiting reply from Northern Health chief engineer re: concerns and approval.
- (2018-04-13) Further discussion with Fire Chief re: PCVFD planning a swabbing event, as well as engaging PCVFD in hydrant maintenance. (Necessity for effective swabbing) Discussions with Northern Health regarding alternative procedures to their requirements for hyper-chlorination after swabbing activity. (ie: Present requirement is to isolate system and hyper-chlorinate 2mg/l for 24 hours, not feasible without disruption to residents)
- (2018-06-15) Report received from Northern Health drinking water officer outlining DWO's roles and responsibilities as well as AWWA standards outlining operator's responsibilities regarding safe maintenance and repair of water infrastructure. Council motion requesting a report from NHA was not helpful in maintaining an excellent relationship with DWO, and in fact resulted in more onerous requirements likely being applied to any future work. It is Public Works Superintendent's understanding that Mayor Thomas was not impressed with the DWO's offering, and further expressed an opinion that any work on the water system pre-treatment should be excluded from AWWA standards. This is an ill-informed opinion and if similar logic has been applied in decisions or motions of direction involving work and or cleaning (swabbing) of infrastructure pre or post treatment, then Public Works requests a reaffirmation of such motions. (E.g. motion 2018-31)

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.
- (2018-04-03) Received rates and capabilities from local highways contractor regarding hiring their equipment and operator. Reminded of their priorities possibly conflicting with our scheduling needs. Further researching possible equipment purchase to aid in VOPC in house road edge and ditch line mowing.
- (2018-04-13) See 2018-69 Quotes to be reviewed with CAO when complete. Action pending budget acceptance.
- (2018-06-15) Research and quotes based upon recent tractor purchase model and capabilities almost complete.

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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.
- (2018-04-03) Turf maintenance begun, aerated field with equipment on hand, spring season lime application complete, light dethatching/de-mossing accomplished with improvised equipment. Seed to be ordered shortly and applied as per Richardson's Ranch/Supplier's advice.
- (2018-04-13) Initial spring seed order placed at Richardson's Ranch as per suppliers guidance re: application methods and spread rates.
- 2018-06-15 Turf maintenance underway. Successful germination of spring seeds observed. Fine manicuring underway towards Canada Days use.

2018 – 035 – Present a plan on how to maintain trails in Port Clements.

- (2018-04-03) On Feb. 12, 2018, entire length of trail was walked and notes taken. Major concerns are lack of adequate crush (bare spots, underlay material showing) in many areas. Awaiting purchase of equipment and supply of adequate crush to make ongoing necessary safety and maintenance improvements to trail bed. Some brushing of previously identified view areas has been completed this year with local contracted labour. More to proceed. All bridges in operable condition, but note made to monitor anti slip material for future replacement.
- (2018-04-13) Plan outstanding. Some ongoing maintenance complete.(Trail re-grading)
- 2018-06-15 Awaiting arrival of newly purchased equipment to test suitability for maintenance grading of trail and effect. Direction will be requested of council for investment of crush as available to fill and grade depleted spots. Option to outsource present if council desires. Trail edge mowing to be considered with new piece of equipment.

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

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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.
- (2018-04-03) See motion 2018-069 below.
- 2018-06-15 Task complete. Purchase made, awaiting shipment of new mower which will increase mowing frequency and improve turf condition. Delivery expected around week of June 24.

2018-69 – Staff looks into pricing in Prince Rupert and to look at other communities for possible cost sharing options.

- (2018-04-03) Site visit to Willows Golf Course, met with volunteer greenskeeper. All equipment is “tied up in probate or estate resolution” and greenskeeper was not interested at this time in any shared resources or activities. Phone messages left at various equipment suppliers in Prince Rupert and beyond. Some quotes received. Ongoing.
- (2018-04-13) Options and quotes incoming from Northern suppliers. (Prince George – Prince Rupert)
- 2018-06-15 Complete. Purchase made, awaiting shipment.

2018-152 – That public works outsource Greensand Testing ASAP.

- (2018-06-15) Motion contradicts motion #2018-29 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. One of these motions must be rescinded. Please advise.

2018-153 - That the Water Storage Cleaning be contracted out

- (2018-06-15) As previously reported in motion #2018-30 (Motion to clean the water storage reservoirs or hire someone to clean them.), this is an ongoing operational activity whose progress has been dutifully updated to council. Is it the preference of council to stop the ongoing operational activity and contract it out? Please clarify and advise.

2018-154 – That an RFP for the swabbing of the lines be put out as soon as possible....

- (2018-06-15) RFP to be put out for this work including reference to following AWWA standards for Watermain Disinfection (previously supplied to council) as well as a request for respondents to come up with a plan for advising residents of any shutdown of services for longer than 30 minutes, as per the AWWA standards (likely 24 hours), as well as confirmation of every service connection located and shut off to protect from inadvertent ingestion of a hyper concentration

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of chlorine, where applicable as per AWWA standards. . Also reference to following Worksafe BC procedures in regards to, in particular but not limited to, safe work procedures around asbestos cement pipe. (It should be noted that PW is opposed to any swabbing activity where the A/C pipe is concerned, both for safety and infrastructure concerns. This impacts approximately 600 meters, or 10% of the entire system.) Successful RFP applicant will be subject to Northern Health DWO accepting procedure.

2018-155 – That a written report be received by Northern Health all the requirements for swabbing...

- (2018-06-15) Complete. See notes in motion # 2018-32 above.

2018-156 That Council receives a quote from other contractors regarding the ditching and brushing

- (2018-06-15) Complete. Verbally reported on and discussed at Monday May 22 Council meeting.

2018 – 157 That we put out an RFP for the brushing and ditching

- (2018-06-15) Verbally reported previously that work contracted and ongoing as per 5 year ditching plan. Please rescind or advise.

BAG-19



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REPORT TO COUNCIL

Author: Ruby Decock, CAO
Date: June 14, 2018
Re: Request for Land Transfer

BACKGROUND:

Randy & Gloria O'Brien own 50 Yakoun Street which is adjacent to an unconstructed/undeveloped municipal road. The road is defined as a "highway" as per the *Community Charter*. Upon surveying Alder Avenue in preparation of developing the Sunset Park Trail extension, Council was made aware that the property located at 50 Yakoun Street had encroached/trespassed onto the Alder Avenue by developing a lawn on Alder Avenue. As the plan was to construct the Sunset Park Trail through the Alder Avenue right of way, there was both opposition and support for the location of the trail. The proposed trail location became quite controversial with the resident of 50 Yakoun Street since the resident was under the opinion that the lawn encroaching on Alder Avenue was her property and the proposed location of the trail was going to be placed through her lawn and in close proximity to her residence. At this time, by coincidence, it was discovered that the Village of Port Clements' (VOPC) infrastructure was also encroaching on the Northeast corner of the private property located to the South of Alder Avenue, West of Park Street and East of Bayview Drive. To resolve the conflict between the resident of 50 Yakoun Street and VOPC's infrastructure encroachment on the private property, VOPC purchased a 10 metre strip of the property that was adjacent to Alder Avenue and located the trail on the 10 metre strip of the newly acquired property.

DISCUSSION:

Randy & Gloria O'Brien have requested to purchase the portion of Alder Avenue that is adjacent to their property located at 50 Yakoun Street. Please see the attached Appendix A – Location of Requested Land Transfer. Alder Avenue has not been constructed and is designated as a municipal highway within the municipal boundaries of Port Clements. Under the *Community Charter* legislature there are specific rules that apply to close or dispose of a municipal highway. The following excerpt was taken from the BC Provincial government's website (<https://www2.gov.bc.ca/gov/content/governments/local-governments/planning-land-use/asset-acquisition-disposal/municipal-highways>)

UB-1

“Closure or Disposal of Highway

Municipalities have authority to close a municipal highway, remove its dedication as a highway, raise title of the land and transfer that title without having to apply to the B.C. government for a Crown grant; however, that authority is subject to the B.C. government's right of resumption.

Councils may want to consider closing a highway and removing the highway dedication as part of a major community redevelopment, as a rationalization of their road network system, or as a way to remove unused highways from their land bank and generate revenue or create a park.

There are requirements and restrictions that apply to the closure or disposal of municipal highways, including restrictions to protect certain property accesses and a utility operator's need for certainty with respect to its transmission and distribution facilities. B.C. government approval is needed for municipal highway closures within a specified distance from arterial highways.”

The VOPC would have to complete the following steps to dispose of the highway (Alder Avenue:

1. Provide public notice as per the *Community Charter* that Council is intending on closing the highway (Alder Avenue) – this would require advertising the disposal of the highway.
2. Provide opportunity for persons who are affected by the bylaw to make representations to council regarding the disposal of the property. If Council feels that there is no issues, then they would proceed to step #3.
3. Draft a highway closure bylaw and refer the proposed highway closure to the Minister of Transportation and Infrastructure for approval where the proposed highway closure is within 800m of an arterial highway. The next step would be to pass the bylaw.
4. The cost of the subdivision of the land would require a legal survey and re-zoning. This will also trigger an Official Community Plan Amendment as there are plans for Alder Avenue identified in Section 11.3 (3) which addressed a re-routing or a bypass road to travel along Alder Avenue.
5. The Applicant/purchaser of the highway, must then make application as per *Bylaw #399, 2013 – Development, Variance and Temporary Use Permits*. The fee of \$600 for such an amendment would be required.
6. A Notice of a Public Hearing would have to be advertised and owners & Tenants within 60 metres would have to be consulted (#5 of *Bylaw #399, 2013 – Development, Variance and Temporary Use Permit*). If Council perceives that everything is okay to proceed with the disposal of the property, then they would proceed to step #7. Otherwise, Council can cancel the process and refund 50% of the Development Permit application as per the bylaw.
7. The final stages of the process would be to legally dispose/sell the surveyed portion of the property to the applicant.

IMPLICATIONS:

STRATEGIC

(Guiding Documents Relevancy – Strategic Plan, Official Community Plan)

Disposing of the land as requested would require a zoning bylaw amendment, an OCP amendment, as well as a need to create a Strategic Plan for implementing the OCP.

FINANCIAL

(Corporate Budget Impact)

This costs the Village Of Port Clements as this will require a legal advice for Council and if Council wishes to dispose of land, there would be additional legal fees associated with selling the land in question. There are also costs due to the requirement of OCP amendment – mapping, legal land surveying and legal costs for registering the property being purchased, which will require a consultant. Costs for advertising and public hearings would also be required. The budget for 2018 does not account for these additional costs.

ADMINISTRATIVE (Policy/Procedure Relevancy, Workload Impact and Consequence)

Staff will be have an increased workload and will most likely be required to work on obtaining legal advice of the disposition of this land, contracting out a land surveyor, amending the zoning bylaw and OCP. Staff would also be required to carry out the public hearings.

RECOMMENDATIONS:

1. That Council does not proceed with the disposition
2. That Council proceeds with the disposition of the land and follow procedures as per the Community Charter with the anticipation of a budget amendment to address the excess costs associated with the disposition of land.
3. That Council proceeds with the disposition of the land and follow procedures as per the applicable legislation and request that all additional costs of disposing of the land be included in the sale of the property in application.

Respectfully submitted:



Attachments:

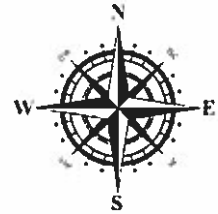
Appendix A – Location of Requested Land Transfer

Email request for Land Transfer – Randy O'Brien



Report to Council – Request for Land Transfer

Appendix A – Location of Requested Land Transfer

MAP NOT TO SCALE



LEGEND

-  Municipal Boundary
-  Requested Land Transfer
-  Public Trail

VILLAGE OF PORT CLEMENTS

BYLAW NO: 406, 2013

A Bylaw to replace Bylaw #366, 2008 in regards to a Tourism Advisory Committee

WHEREAS section 142 of the Community Charter empowers the Council to establish a select committee to consider or inquire into any matter and to report its findings and opinions to Council;

AND WHEREAS the Council for the Village of Port Clements desires to promote, expand and enhance Tourism development of the Village of Port Clements.

NOW THEREFORE the Council for the Village of Port Clements in open meeting assembled enacts as follows:

INTERPRETATION:

1. **"Committee"** shall mean and include the Port Clements Tourism Advisory Committee.
"Council" shall mean the Village of Port Clements.
"Village" shall mean the Corporation of the Village of Port Clements;
"Province" shall mean the Province of British Columbia.
"Committee member" shall mean a person who has been appointed by the Tourism Committee Chair and has voting privileges on the Committee.
2. There is hereby established a select committee to be known as the Port Clements Tourism Advisory Committee whose purpose is to research and make recommendations to Council on all matters which relate to tourism development.
3. Council hereby delegates the authority to appoint members to the committee to the chair of the Tourism Committee, upon recommendation from existing committee members.
4. The committee shall be comprised of at least one member of Council and shall have a minimum of 5 members and a maximum of 8 members.
5. If, without good reason, any member of the Committee is absent from three (3) consecutive regular meetings the Chair may, upon a recommendation of the Committee, remove the member from the Committee.

6. The Chair may remove any member of the Committee for malfeasance or any breach of legal trust.
7. Annually, during the month of January, the Committee shall hold a meeting at which a chair shall be selected from the appointed members.
8. Regular meetings of the Committee shall be held once a month, at a time set by resolution of the Committee, and special or workshop meetings will be held when necessary.
9. A quorum for regular, special or workshop meetings of the Committee shall be three (3) members, one of whom shall act as chair. If the appointed chair is not in attendance but 3 other committee members are they shall appoint a temporary chair for that meeting.
10. Regular monthly meeting procedures shall be conducted in accordance with the Village of Port Clements Procedures Bylaw No. 336, 2004.
11. Proceedings of the regular monthly meetings shall be recorded and a copy of the Minutes forwarded to Council for their information. Recommendations of the Committee on a matter for adoption by Council are not to be made public until approved by Council.
12. Neither the Committee nor any member thereof, shall have the power to pledge the credit of the Village in connection with any matters whatsoever, nor shall the Committee nor any member thereof have any power to authorize any expenditure to be charged against the Village.
13. This Bylaw may be cited as the "Port Clements Tourism Advisory Committee Bylaw No 406, 2013.
14. Bylaw 366, 2008 is hereby rescinded.


Read a first time this 21st day of November, 2013.

Read a second time, this 2nd day of December, 2013.

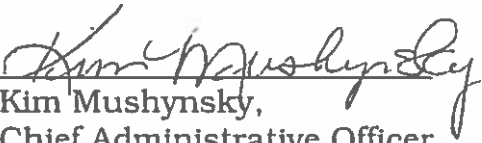
Read a third time, this 2nd day of December, 2013.

Reconsidered and finally adopted this 16th day of December, 2013.

UB-2



Wally Cheer,
Mayor



Kim Mushynsky,
Chief Administrative Officer

Certified to be a true copy of Bylaw 406
Tourism Advisory Committee

June 1, 2018

Mayor Urs Thomas
Village of Port Clements
Box 198
Port Clements, BC V0T 1R0

Dear Mayor Thomas:

Re: 2018 Resolutions

UBCM is in receipt of the attached resolution(s) endorsed by your Council. Your resolution(s), as amended, received endorsement at the NCLGA Spring 2018 AGM.

The resolution(s) will be presented to the UBCM membership for their consideration at the 2018 UBCM Convention in September.

Please feel free to contact Jamee Justason, Information & Resolutions Coordinator, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: jjustason@ubcm.ca

Sincerely,



Director Wendy Booth
President

Enclosure

C-1

Cellular Coverage for Rural Communities

Port Clements

Whereas there was a resolution passed at UBCM in 2004 to cover the Highway 16 corridor with cell phone service, when 59% of Canadians had cell phones; and

And whereas 14 years later, while 86% of Canadians have cell phones, Port Clements and other rural areas along Highway 16 still suffer from the impacts of having no cell phone service, emphasized for Port Clements residents by the stress and demands of the January 2018 earthquake and subsequent tsunami evacuation:

Therefore be it resolved that the Union of BC Municipalities lobby the Provincial Government to ensure that the increasingly essential infrastructure of cell phone coverage is made available to **Highway Corridors in Rural BC** ~~Port Clements and other rural areas of Highway 16~~ as soon as possible and without any further delay.

Convention Decision:

Elizabeth Cumming

From: Teri Kish <tkish@hotmail.com>
Sent: June-13-18 9:42 AM
To: Elizabeth Cumming; cao@portclements.ca
Subject: Letter to Council Regarding the WHARF

June 13/2018

To the Village Of Port Clements Council and Mayor Thomas,

As a Emergency Responder and a resident of Port I am very concerned about the condition of the WHARF and all the OVERWEIGHT VEHICLES that have been working on the WHARF.

At the last council meeting, the council said that they could not get a report or a visit from an engineer for the damage to the WHARF regarding proper gross vehicle weights for the shape it is in now.

If the Village can not get the very need inspection done, what are they going to do about this very dangerous situation?

I have noticed all the vehicles that have been working on of the WHARF as of late. There also are large vessels tied to it and left tied to it during strong winds and storms which has caused a lot of stress on the pillars. A few of the pillar supports are in very bad shape. They have been either broke off or ripped away which causes sagging on the boards when a vehicle that is less then 3500kg drives over them where there is degraded or no support at all.

As a holder of a valid class 3 license for over 25yrs I understand GVW and the signage that accompanies it and what it means.

The signs on the WHARF are CLEAR AND EASY TO READ regarding weight restrictions for vehicles. **3,500KG GVW (Gross Vehicle Weight) and SINGLE AXEL.**

This is NOT being adhered to at all. I have witnessed MANY overweight, double axel vehicles driving on to the WHARF and coming off the WHARF Fully loaded and hauling pup trailers. Repeating the process over and over with no regard for the signage that is at the entrance of the WHARF. Heavy equipment is also being used on the WHARF. These are also over the GVW restrictions which where put into affect based on Inspections and the shape of the WHARF at the time of that inspection.

I am asking as a Emergency Responder what equipment will be available to assist myself and the other Emergency Responders in the event of the WHARF collapsing?

There is a Kids Fishing Derby scheduled for the end of the month ... Is the WHARF even safe for this event?

Why is nothing being done to stop these actions. Has the parties involved been notified about the damage to the WHARF as of late and if they have why aren't they fixing the damage that has and is still occurring?

I am in support of a total ban on ANY TYPE OF VEHICLE on the WHARF until a proper and current inspection can be done and the damage is repaired.

- In closing I ask that this issue be addressed because of the severity of the situation.

Regards,

Teri Kish, resident of Port Clements
Port Clements Volunteer Fire Dept.
Emergency Planning Committee Haida Gwaii

Sent from Mail for Windows 10

Ruby Decock

From: Teri Kish <tkish@hotmail.com>
Sent: June-13-18 9:42 AM
To: Elizabeth Cumming; cao@portclements.ca
Subject: Letter to Council from Fire Dept.

June 6th/2018

To The Village of Port Clements Council and Mayor Thomas,

The Port Clements Volunteer Fire Department has made the Village aware of the on going issues with the maintenance of the Fire Hall. There are water damage issues do to the seriously degrading siding on the entire building that needs to be addressed. During heavy wind and rain the water enters the building through the siding and runs down the walls, close to and over electric outlets and damaging drywall and floors. This has been an ongoing issue for a while now. The longer the delay the more damage will be done which will raise the costs to fix and maintain the fire hall. We are asking that the Village Council revisit the siding of the fire hall at the next council meeting to help elevate this issue.

With regards,
PCVFD

Sent from Mail for Windows 10



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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PO Box 198
Port Clements, BC
V0T1R0
OFFICE : 250-557-4295
Public Works : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Ruby Decock, CAO
Date: June 15, 2018
Re: Request for Meeting Cancellation in August 2018

BACKGROUND:

It is a requirement for Council to publish scheduled Council meetings in January for the year.

DISCUSSION:

The CAO would like to take holidays within the month of August and Council has scheduled to hold a regular Council meeting on August 20th, 2018. The last time the CAO was absent from the office and a regular Council meeting was still held in her absence, the CAO came back to a large amount of work as a result of the meeting. To limit the amount of workload that the CAO anticipates upon return to the office, she is requesting that Council consider cancelling the Regular Council Meeting for August 20, 2018.

The CAO realizes that the Deputy Clerk will be alone during the time off and that the Deputy Clerk can attend the meetings in place of the CAO; however, the workload resulting from the Council meetings is the responsibility of the CAO and some of the work resulting from the meeting may not be within the Deputy Clerk's authority or capability to complete.

If there is an urgent matter in which an issue needs to be addressed, Council can call a Special Council Meeting to address the matter.

IMPLICATIONS:

STRATEGIC (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)

N/A as this has to do with staffing.

FINANCIAL (Corporate Budget Impact)

N/A There is no implication to the budget.

ADMINISTRATIVE (Policy/Procedure Relevancy, Workload Impact and Consequence)

Staff will be having less work resulting from the meeting being cancelled. If the meeting is not cancelled, there may be delays in actions requested from Council during the August 20, 2018 Council meeting.

G-2

RECOMMENDATIONS:

1. That Council cancels the August 20, 2018 Regular Council Meeting to accommodate the CAO's holiday schedule and if urgent matters arise to call a Special Council Meeting as needed.
2. That Council continues with holding the August 20, 2018 Regular Council Meeting.

Respectfully submitted:

A handwritten signature in black ink that reads "Ruby Decker". The signature is written in a cursive style with a large, looping initial "R" and a long, sweeping underline.

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	<p>Questionnaire distributed on equipment use - Several Turned in. Grant Writer to look for opportunities</p> <p>Ruth Bellamy & CAO toured facilities to determine what Improvements should be made. Grant Writer searching out funding.</p> <p>Contacted Sullivan Mechanical, they were to visit the clinic, but this did not occur. Will follow up with the company. Contacting off-Island contractors</p>
A31	03-04-2017	Health Clinic Ventilation	Administration	<p>Contacted Masset NH Administrator and he will be coordinating a schedule as to when the flooring can be completed (He is on holiday for 2 weeks). An RFP will be sent out once this is done.</p>
A33	18-03-2017	Health Clinic - replace flooring	Administration	<p>Logs have been temporarily been blocking access Still need a long term solution.</p>
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	<p>Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.</p>
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	<p>Follow up with past public work employees to ask for historical asset locations, etc. Received UBCM grant funding and received FCM matching grant funds. Will be meeting with Urban Systems on March 6th to discuss plans going forward. In progress.</p> <p>Contract Awarded & Contractor has started.</p>
A-39	06-11-2017	Asset management	Administration	