



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

Present:

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

CAO Ruby Decock

Members of the Public and Press Present: Bev Lore, Aaron Cunningham, Joan Hein, Marilyn Bliss, Teri Kish

Mayor Thomas called the meeting to order at 7:07 p.m.

1. ADOPT AGENDA.

2018-09-247— Moved by Councillor Daugert, seconded by Councillor Stewart
THAT Council adopts the agenda as presented.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1—August 7, 2018 Regular Council Meeting minutes

2018-09-248 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council receives the August 7, 2018 Regular Council Meeting Minutes as amended to include the draft letter points presented by Councillor Daugert in the 2018-08-230 resolution and changes to Windatt in the minutes and add Clinic Flooring to end of the CAO Decock's verbal report in the reporting section.

CARRIED

2018-09-249 – Moved by Mayor Thomas, seconded by Councillor Daugert

THAT Council wishes to reconsider Motion 2018-08-240 for pending on new information be supplied to Council for the September 17, 2018 Council Meeting

CARRIED

OPPOSED Councillor Cumming

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – Progress Report & Summary of Water Study Motions – CAO Decock & Councillor Daugert

2018-09-250– Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council receives the progress report from CAO Decock.

CARRIED

2018-09-251– Moved by Councillor Daugert, seconded by Councillor Cumming

THAT Council that Council rescinds 2018-152 - That Public Works outsource the green testing as soon as possible.

CARRIED

2018-09-252 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council that Council rescinds 2018-153- That the water storage cleaning be contracted out.
CARRIED

2018 -09-253 – Moved by Councillor Daugert, Councillor O'Brien Anderson
THAT Council rescinds 2018-37 – 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

UB-1 - Discipline, Suspension & Termination Policy – CAO Decock
2018 - 09-254 – Moved by Councillor Stewart, Councillor Daugert
THAT Council receives the Discipline, Suspension & Termination Policy.
CARRIED

2018 -09-255 – Moved by Councillor Cumming, Councillor Stewart
THAT Council defers the Discipline, Suspension & Termination Policy until the September 17th, 2018 Council meeting.
CARRIED

5. ORIGINAL CORRESPONDENCE

C-1- Bylaw on Proper Disposal of Waste and Fire Size Limits Needed- Edward Lowrie
2018-09-256 – Moved by Councillor Cumming, seconded by Councillor Stewart
THAT Council receives this correspondence from Edward Lowrie.
CARRIED

Consideration that CAO to write a letter to Mr. Lowrie and provide the legal requirements about burning.

C-2- Campground Monthly Rate Discount – Jenny Ayotte
2018-09-257 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council receives the correspondence from Jenny Ayotte.
CARRIED

2018-09-258– Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council to make a monthly discounted rate for \$350/month from October until April.
CARRIED
Action amend the Campground Bylaw fees.

C-3- Request for funding and letter of support – Manzanita Snow
2018-09-259– Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson
THAT Council receives the correspondence from Manzanita Snow.
CARRIED

2018-09-260 – Moved by Councillor Cumming, seconded by Councillor Stewart
THAT Staff writes a Letter of Support for Manzanita Snows proposed application to Gwaii Trust and to Haida Gwaii Recreation for Art program in the Vancouver Island Regional Library.
CARRIED

6. FINANCE

7. GOVERNMENT

G-1 - Strengthening Marine Environment
2018-09-261 – Moved by Councillor Cumming, seconded by Councillor Stewart
THAT Council receives the Strengthening the Marine Environment.
CARRIED

Also would like to have Council forward this to the fire department regarding the free training for the Small Craft Harbour.

8. NEW BUSINESS

NB-1 – Tenders on Janitorial Contract – CAO Decock

2018-09-262– Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart

THAT Council receives the report on Tenders on Janitorial Contract.

CARRIED

2018-09-263 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart

THAT Council awards the Janitorial/Custodial Contract to Shirley Weigum as presented in her tender and have the Chief Administrative Officer sign the contract on behalf of Council.

CARRIED

NB-2- Clinic Flooring RFP – CAO Decock

2018-09-264– Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart

THAT Council receives the Clinic Flooring RFP report.

CARRIED

2018-09-265 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

THAT Council permits staff to direct award the contract to a local contractor experienced in installing vinyl flooring and that it is professionally seam sealed according to manufacturer's specifications and that Council authorizes staff to enter into a working contract with the contractor up to the amount approved for this project in the 2018 budget.

CARRIED

9. REPORTS & DISCUSSIONS

R-1—GFOA Bootcamp – Ruby Decock – Report included the following points:

- Tax Sale Redemption – I need to issue a T5 for those who received interest payout.
- Require Approving Officer for Section 77 of the Land Titles Act –review if this was completed in the Officers Position Bylaw.
- CFO & CO Appointments – I will need to check if this is necessary as CAO Bylaw Identifies the Corporate Officer Position.
- Discussion of Local Government in School Education - Approach School District #50 to find if it is in current curriculum; check with Council if they would like to request it be included if not.
- Legislated requirement for a reserve policy to deal with overspending (i.e. unexpected costs – by-election, staff change, storm damage, hiring professional consultant for worker shortage, etc.) and surplus budgets.
- Strategic Planning items – i.e. Identify future Request for Quotes or feasibility studies which can be budgeted, especially if a professional engineer needs to be contracted for developing quotes for grant applications, etc. etc.
- Civic Info is a resource that has grant listings and valuable resource libraries. We can get free RFP and RFQ postings on this site.
- Require Grant in Aide policy Right now we just have a Bursary Policy. Should include deadlines to define when applications should be submitted.
- Importance of notifying BC Assessment - If re-zoning occurs or subdivision this can have a big impact on revenues because of property classification changes and include any property changes to BC assessment to get proper tax collection.
- Look at City of Collingwood's annual report for the 2018 annual report

- Require additional policies such as an Asset Disposal Policy, Investment policy, Unclaimed Deposits policy etc.

Councillor O'Brien Anderson: Nothing to report. O'Brien Road & Bridge Maintenance received a 10 year contract.

Councillor Cumming: Nothing to report. Met with MP Nathan Cullen.

Councillor Daugert: Observed the water reservoir tank.

Councillor Stewart: Attending SPCA meeting in September, SPCA working group will be working to get Bylaws passed. Concern about the Golden Spruce Sapling not advertised. Met with MP Nathan Cullen.

Mayor Thomas: Attended the North Coast Regional District & North Coast Regional Hospital meeting and working to change their policies on flying in favour for the Mills Memorial Hospital. Met with the forest sector, Rob Sandberg of Osprey Forest Products and Gloria O'Brien, Infinity West, and BC Timber Sales in preparation for the meeting with Minister Doug Donaldson. Also received a feasibility study for the Animal Control Bylaw Enforcement. Met with MP Nathan Cullen.

10. ACTION ITEMS

A-1 – Action Items List

11. QUESTIONS FROM THE PUBLIC & PRESS

Questioner: *Joan Hein – should caution to extended use in the campground. Expressed concern for disposal sani-tanks being drained into park.*

Question – *Teri Kish – When is the water tower going to be taken down?*

CAO Decock – The contract was signed Friday and will be completed on September 30th, 2018. There is no policy regarding contract signing and there was nothing advertised in the RFP about deadlines for signing the contract. This will be something for future consideration in RFP advertisements and possibly having a contract policy.

2018-09-266 – Moved by Councillor Daugert, seconded by Councillor Stewart

THAT Staff to inquire with the engineer in Prince Rupert as the cost and of her willingness to make a preliminary inspection of Rainbow Wharf.

CARRIED

12. IN- CAMERA

As per section 90 (1) (e) & (k) of the Community Charter.

2018-09-267– Moved by Councillor Daugert, seconded by Councillor Stewart

THAT Council moves to in-camera as per section 90 (1) (e) & (k) of the Community Charter at 9:22 pm.

CARRIED

ADJOURNMENT

2018-09-268 – Moved by Councillor Cumming

THAT the meeting be adjourned at 10:04 PM.

CARRIED



Urs Thomas, Mayor



Ruby Decock, CAO