



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, November 19th, 2018

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
M-1 – November 5th, 2018 Regular Council Meeting Minutes.
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1 – Grant Request for Community Hall – Community Hall Society
C-2 – Gwaii Trust Graham Island Central Advisory Committee Correspondence, TOR, & Minutes
- 6. FINANCE**
- 7. GOVERNMENT**
G-1 – Gwaii Trust Letter of Support For Christmas Grant Application – CAO Decock
G-2 – Remembrance Day Thank you – Councillor Kish
- 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), (d) and (i)
- 13. ADJOURNMENT**



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

OATH OF OFFICE HELD AT 6:45 PM.

Oath of Office for Mayor made by Douglas Daugert.

Oath of Office for Councillor made by Brigid Cumming, Kazamir Falconbridge, Norman (Ian) Gould, Teresa Robinson (Teri Kish).

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

Members of the public:

Present:

Mayor Doug Daugert
Councillor Brigid Cumming
Councillor Kazamir Falconbridge
Councillor Ian Gould
Councillor Teri Kish

CAO Ruby Decock

Members of the Public and Press Present: Derek Potter, Aaron Cunningham, Bev Lore, Maureen Bailey, Marilyn Bliss, Manzanita Snow

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

1. ADOPT AGENDA.

2018-11-324 – Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council adopts the agenda with the addition of BA-1 – Legal Counsel Requires Motion to be Changed – Deputy Clerk Cumming.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1—October 31, 2018 Special Council Meeting Minutes

2018-11-325 – Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council adopts the October 31, 2018 Regular Council Meeting Minutes.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – Legal Counsel Requires Motion to be Changed – Deputy Clerk Cumming
2018 – 11 -326 – Moved by Councillor Falconbridge, seconded by Councillor Kish
THAT Council rescinds motion 2018-10-320:

“THAT Council accepts the Agreement pending of:

1. Legal review;
2. Advertising requirements

AND THAT the Deputy sends the agreement to the lawyer today asking for confirmation to be dealt with in a timely manner (2-3 days), if not possible then the Deputy Informs Council and leaves it to the next Council.

CARRIED. OPPOSED COUNCILLOR CUMMING.”

CARRIED

2018-11-327 – Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the proposed Agreement from Gwaii Communications and:

1. Send it for legal review;
2. Ensures that legal advertising requirements are met regarding an Agreement between Gwaii Communications and the Village of Port Clements when an agreement has been finalized.

CARRIED

5. ORIGINAL CORRESPONDENCE

C-1 – North Coast Local Government Association – Board Meeting Highlights
2018-11-328 – Moved by Councillor Cumming, seconded by Councillor Kish
THAT Council receives the North Coast Local Government Association – Board Meeting Highlights.
CARRIED.

C-2 – UBCM Meeting Follow Up RE: Air Transit to Mills Memorial Hospital – Northern Health
2018-11-329 – Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives the UBCM Meeting Follow Up Letter from Northern Health.
CARRIED.

Add this to the action item list for response letter to Northern Health & plans for updating Official Community Plan.

C-3 – Congratulations to New Council – Jennifer Rice, North Coast MLA
2018-11-330 – Moved by Councillor Cumming, seconded by Councillor Kish
THAT Council receives the congratulations letter.
CARRIED.

6. FINANCE

F-1 – Council Signing Authority for Northern Savings Credit Union and CIBC
2018-11-331 – Moved by Councillor Cumming, seconded by Councillor Kish
THAT Council approves the Change of Signers for NSCU being the deletion of Urs Thomas, Charleen O’Brien Anderson and Elizabeth Stewart as signers and the addition of Kazamir Falconbridge, Teresa Robinson (aka Teri Kish), and Norman Ian Gould as signers.
CARRIED

7. GOVERNMENT

G-1—Council Representative Appointment Request – North Coast Regional District

2018-11-332— Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council appoints Doug Daugert as the representative, and Ian Gould as the alternate representative for the North Coast Regional District and the Northwest Regional Health Authority Board.

CARRIED

G-2 - Council Representative Appointment Request – Northern Development Initiative Trust

2018-11-333— Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council appoints Councillor Kazamir Falconbridge as the Northern Development Initiative Trust Representative and Councillor Teri Kish as the alternate representative.

CARRIED

G-3 – Council Representatives Appointment 2018 & 2019

2018-11-334— Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Ian Gould be appointed as Council Representative for the Tourism Advisory Committee and Kazamir Falconbridge as alternate.

THAT Teri Kish be appointed as Council Representative for the Emergency Management Commission and Brigid Cumming as alternate.

THAT Kazamir Falconbridge be appointed as Council Representative for the Recreation Commission and Ian Gould as alternate.

THAT Brigid Cumming be appointed as Council Representative for the Park Committee and alternate Teri Kish as alternate.

THAT Douglas Daugert be appointed as Council Representative for the Misty Isles Economic Development Society.

THAT Kazamir Falconbridge be appointed as Council Representative for the GwaiiTel Society and Teri Kish as alternate.

THAT Ian Gould be appointed as Council Representative for the Vancouver Island Regional Library and Kazamir Falconbridge as alternate.

THAT Brigid Cumming be appointed as Council Representative for the Community Futures and Doug Daugert as alternate.

RCMP Liaison – CAO Decock

THAT Teri Kish be appointed as Deputy Mayor for 2019.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Councillor Cumming: Attended two Special Council meetings last week and attended the Graham Island Central Advisory Committee.

Councillor Kish: Attended Special Council Meeting.

Councillor Falconbridge: Nothing to report.

Councillor Gould: Enjoyed first Council meeting.

Mayor Daugert: Gave a special thank you to Staff for all the extra work they had to carry out in the last month.

CAO Ruby Decock: Thank you to Council for acknowledging staff's work. She identified that she enjoyed her time off.

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

Marilyn Bliss – Thank you to Council for committing to the next 4 years.

Maureen Bailey – Gwaii Trust

Manzanita Snow – *Would like to remind Council that social housing needs to be addressed in this committee. There is free money and free housing out there.*

Teri Kish – *Identified that she would help you out with Brigid Cumming.*

Doug Daugert – *also updating with the Official Community Plan with this idea will help.*

12. ADJOURNMENT

2018-11-335 – Moved by Councilor Falconbridge

THAT the meeting be adjourned at 8:18 PM.

CARRIED

Doug Daugert
Mayor

Ruby Decock
CAO



Nov.14/2018

Dear Village of Port Clements Mayor & Council,

We are writing you to ask for your help in purchasing new dishes and cutlery for the Community Hall. The Community Hall Society has hosted many events in our community over the years and our current stock of plates and cutlery is not enough or non-existent. We continue to host many community based events, meetings, dances etc. and are always actively fundraising to do so. This show of support from the Village would help us to host even more events and put the money raised by our volunteers towards necessary repairs and upgrades to our facility. We have attached a quote from the most reasonable vendor we have sourced after much research. The total will be around \$3000.00 plus shipping so we were hoping to ask the Village to cover half of those costs. We look forward to hearing from you soon.

Thank you,

Charleen O'Brien (Chair)

Port Clements Community Hall Society

REQUEST A FREE CONSULTATION

- [DEPARTMENTS](#)
- [NEW PRODUCTS](#)
- [HUBERT BRAND](#)
- [EXPRESSLY HUBERT](#)
 - [ON SALE](#)
- [REQUEST QUOTE](#)
- [QUICK ORDER](#)
-

Feedback?

1. [Home](#)

2. [Cart](#)

Shopping Cart

Item Description



World® Basics Mid-Rim Bright White Porcelain Dinner Plate - 10" Dia

Stock No.:14788

Est. delivery Nov 19-21 if ordered today. [Details.](#)

[Remove Item](#)

[Continue Shopping](#)

[Clear Cart](#)

[Get Quote](#)

[Proceed To Checkout](#)

Item Price

Quantity

Total Price

List Price: ~~C\$81.69~~ CS.

Price: **C\$78.59** CS.

13

[Update](#)

C-1

C\$1,021.67



World® Basics 10 oz Mid-Rim Bright White Porcelain Grapefruit Bowl

Stock No.:74955

Est. delivery Nov 19-21 if ordered today. [Details.](#)

[Remove Item](#)

List Price: ~~C\$94.09~~ CS.

Price: **C\$90.59** CS.

C\$362.36



World® Basics Mid-Rim Bright White Porcelain Dessert Plate - 7" Dia

Stock No.:34789

Est. delivery Nov 19-21 if ordered today. [Details.](#)

[Remove Item](#)

List Price: ~~C\$98.59~~ CS.

Price: **C\$94.89** CS.

C\$379.56



HUBERT Utopia Heavyweight 18/8 Stainless Steel Dinner Fork

Stock No.:86972

Est. delivery Nov 19-21 if ordered today. [Details.](#)

[Remove Item](#)

Price: **C\$72.99** PK.

C\$291.96



HUBERT Utopia Heavyweight 18/8 Stainless Steel Dinner Knife

Stock No.:89064

Est. delivery Nov 19-21 if ordered today. [Details.](#)

[Remove Item](#)

Price: **C\$27.39** PK.

[Update](#)

C\$328.68



HUBERT Utopia Heavyweight 18/8 Stainless Steel Tablespoon

Stock No.:52055

Est. delivery Nov 19-21 if ordered today. [Details.](#)

[Remove Item](#)

Price: **C\$72.99** PK.

C\$291.96



HUBERT Utopia Heavyweight 18/8 Stainless Steel Salad Fork

Stock No.:87198

Est. delivery Nov 19-21 if ordered today. [Details.](#)

[Remove Item](#)

List Price: ~~C\$55.79~~ PK.

Price: **C\$55.79** PK.

C\$223.16

C-1



HUBERT Utopia Heavyweight 18/8 Stainless Steel Teaspoon

Stock No.:21325

Est. delivery Nov 19-21 if ordered today. [Details.](#)

[Remove Item](#)

List Price: ~~C\$51.09~~ PK.

Price: **C\$51.09** PK.

C\$102.18

List Total:

~~C\$3,070.63~~

Cart Total:

C\$3,001.53

[Proceed To Checkout](#)



Graham Island Central Advisory Committee
c/o Village of Port Clements PO Box 198 Port Clements BC V0T 1R0

November 2, 2018

Maureen Bailey, Director – Graham Island Central
Delivered via e-mail

Dear Director Bailey,

Please be advised that at its meeting of October 18th, 2018 the Gwaii Trust Graham Island Central Advisory Committee (GTGICAC) addressed the following:

1. Gwaii Trust Graham Island North Advisory Committee request for a special meeting to consider the following motion:

“That the bylaws of Gwaii Trust be changed to identify the four (4) civic communities’ members as representative of the current political geographical boundaries of the: Village of Queen Charlotte (1), Village of Port Clements (1), Village of Masset (1), and the combined North Coast Regional District areas D and E, excluding the reserves of Skidegate and Old Massett and any additional reserves under their administration, (1).

This motion was DEFEATED, with one vote in favour (Urs Thomas) and five votes against.

2. Moved Doug Daugert, seconded Betty Stewart to have the issue of representation reviewed by the Gwaii Trust within the next six (6) months and a report made within a year. CARRIED.
3. Moved Janet Riggs, seconded Elizabeth Condrotte: to approve the adoption of the Gwaii Trust bylaws as circulated. CARRIED.
4. Moved Brigid Cumming, seconded Doug Daugert: to ask Gwaii Trust to consider all bylaw amendment suggestions brought forward during the bylaw revision process within the next six months and review them within a year. CARRIED.

The Committee respectfully requests that you vote in accordance with these recommendations.

Yours truly,

Brigid Cumming
Acting Secretary
Gwaii Trust Graham Island Central Advisory Committee



Graham Island Central Advisory Committee
c/o Village of Port Clements PO Box 198 Port Clements BC V0T 1R0

Inaugural Meeting of the
Gwaii Trust Graham Island Central Advisory Committee
October 18, 2018
Village of Port Clements Council Chambers

Present:

Maureen Bailey, Gwaii Trust Director, Central Graham Island	Carla Lutner, Gwaii Trust COO
Elizabeth Condrotte (Tlell)	Janet Riggs (Tlell)
Brigid Cumming (Port Clements)	Elizabeth "Betty" Stewart (Port Clements)
Doug Daugert (Port Clements)	Urs Thomas (Port Clements)
Kayoko Daugert	

Regrets:

Charlene O'Brien Anderson (Port Clements)

Call to Order:

Representative Thomas called the meeting to order at 6:05 p.m.

Agenda:

Representative Thomas circulated an agenda for consideration. After discussion the agenda was rearranged to first put in place terms of reference for the committee, second to consider the motion put forward by the Gwaii Trust Graham Island North Advisory Committee.

Representative Cumming was asked to serve as recording secretary for the meeting.

Terms of Reference:

The Gwaii Trust sample committee terms of reference were reviewed and amended to meet the needs of the Graham Island Central Advisory Committee.

Please see attached.

Graham Island Central Advisory Committee

c/o Village of Port Clements PO Box 198 Port Clements BC V0T 1R0
minutes October 18, 2018 page Page 2 of 2

Gwaii Trust Graham Island North Advisory Committee request for a special meeting to consider the following motion:

“That the bylaws of Gwaii Trust be changed to identify the four (4) civic communities’ members as representative of the current political geographical boundaries of the: Village of Queen Charlotte (1), Village of Port Clements (1), Village of Masset (1), and the combined North Coast Regional District areas D and E, excluding the reserves of Skidegate and Old Massett and any additional reserves under their administration, (1).

Gwaii Trust Chief Operations Officer Carla Lutner gave an overview of the current Gwaii Trust situation with the need to transition bylaws and constitution smoothly to the new Societies Act.

In discussion, both Tlell Representatives said they felt that Tlell had more in common with Port Clements than with Tow Hill or Miller Creek within Area ‘D’. They had concerns around the lack of an on-island Area ‘D’ equivalent to an office or staff to liaise with Gwaii Trust, and were concerned how one Director would be selected to represent both areas. Most representatives were uncomfortable forcing a change, preferring to examine the issue of representation over a longer time frame without the pressure of transitioning to the new Societies Act.

This motion was DEFEATED, with one vote in favour (Urs Thomas) and five votes against.

Urs Thomas left the meeting at 7:03 p.m.

Moved Doug Daugert, seconded Betty Stewart to have the issue of representation reviewed by the Gwaii Trust within the next six (6) months and a report made within a year. CARRIED.

Moved Janet Riggs, seconded Elizabeth Condrotte: to approve the adoption of the Gwaii Trust bylaws as circulated. CARRIED.

Moved Brigid Cumming, seconded Doug Daugert: to ask Gwaii Trust to consider all bylaw amendment suggestions brought forward during the bylaw revision process within the next six months and review them within a year. CARRIED.

There being no further business, the meeting adjourned at 7:26 p.m.



Graham Island Central Advisory Committee
c/o Village of Port Clements PO Box 198 Port Clements BC V0T 1R0

Terms of reference

1.0 Role

The Gwaii Trust Graham Island Central Advisory Committee provides advice to the Gwaii Trust Graham Island Central Director and the Director's Alternate.

2.0 Responsibilities

To provide direction and general guidance to the Director and the Director's Alternate; review and give input on draft documents; champion the process and act as the resident's voice for Graham Island Central.

3.0 Membership

The Gwaii Trust Graham Island Central Advisory Committee will consist of seven (7) individuals. Two individuals shall be from the community of Tlell (and/or that portion of North Coast Regional District Area D within the Graham Island Central bounds), and five representatives shall be from the community of Port Clements.

The five representatives from Port Clements are the members of the Village of Port Clements Council as elected from time to time. The two representatives from Tlell (and/or that portion of North Coast Regional District Area D within the Graham Island Central bounds) may be elected or appointed by the Gwaii Trust Graham Island Central Director.

The Gwaii Trust Graham Island Central Director will be an ex officio member without vote.]

A committee member who does not uphold their responsibilities or misses three (3) meetings without a reasonable explanation will be asked by the chair to resign from the committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

4.0 Meetings

The Graham Island Central Advisory Committee will meet as required by the Director, but at least once per year. The meetings may be in-person, by teleconference or electronically, e.g. Skype.

If a member is not able to participate in a meeting, that member can speak to the chair in advance so that the chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting.

Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

5.0 Term

Two years with the current term being from April 1, 2018 to March 31, 2020.

6.0 Chair

The chair will be a committee member elected at its inaugural meeting.

The chair shall:

- call meetings of the committee.
- chair meetings of the committee.
- designate another board member who is a committee member to chair the committee in the chair's absence.
- report to the Gwaii Trust board on the work of the committee.

7.0 Quorum

Quorum shall be four of the seven voting committee members, with the four comprising at least two representatives from the community of Port Clements and one representative from the community Tlell (and/or that portion of North Coast Regional District Area D within the Graham Island Central bounds), plus one other.

8.0 Decision-making

The committee shall strive for consensus (i.e. "you can live with the decision/idea") when making decisions. If consensus cannot be achieved, decisions shall be made by a simple majority.

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

9.0 Minutes

A designated committee member shall take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be forwarded to the Gwaii Trust Society.

10.0 Guests

The chair may invite guests to attend meetings as a resource as required.

11.0 Accountability

The Gwaii Trust Graham Island Central Advisory Committee will be accountable to the Board of Directors through the chair of the committee.

Approved by Committee: October 18th, 2018

Reviewed by Board of Directors:



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 :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Ruby Decock, CAO
Date: November 13, 2018
Re: Gwaii Christmas Allocation Grant

BACKGROUND

Each year, a \$10,000 Gwaii Trust Christmas Allocation Grant can be claimed by the Graham Island Central region. The Village of Port Clements is the municipality that submits the grant application and submits the reporting. The regular disbursement is 60% for the Port Clements Community and 40% for Tlell Community (Regional District Area).

DISCUSSION

The CAO requires a support letter from the Village of Port Clements identifying Council supports the grant application for the Gwaii Trust Christmas Allocation Grant. Community groups have begun requesting their Christmas allocation.

The disbursement for the grant will be as follows:

- \$1,200 Seniors (This group includes the Senior's from Tlell and surrounding area).
- \$3,000 Tlell Fire Department
- \$1,100 Breakfast with Santa (Open to community members and adjacent communities).
- \$4,700 Port Bucks based on \$30/household. (This includes disbursement for the residents north of Port Clements to before Nadu Road and South of Port Clements to Eli Tingley Bridge).

The CAO has received a support letter from the Gwaii Trust Board Representative for this disbursement of funds.

RECOMMENDED MOTION:

THAT Council directs staff to writes a letter of support for the application for the Gwaii Trust Christmas Allocation Grant.

Respectfully submitted:

G-1

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.</p> <p>Grant Writer to look for opportunities</p> <p>Ruth Bellamy & CAO toured facilities to determine what improvements should be made.</p> <p>Grant Writer searching out funding.</p>
A31	03-04-2017	Health Clinic Ventilation	Administration	<p>Sullivan Mechanical has completed a site visit and will present a plan for a fitting for a HRV & quote. Still in Progress</p>
A33	18-03-2017	Health Clinic - replace flooring	Administration	<p>Still in Progress. Discussed with Northern Health about the lease agreement. Turns out that current lease doesn't require Council to replace floor; however, Northern Health identified that VOPC agreed to replace the flooring. He was to get back to me with the details. No information has been received since the beginning of November.</p>
A34	04-07-2017	Community Park - block access	Public Works Former Councillor was assisting with this.	<p>Logs have been temporarily been blocking access</p> <p>Still need a long term solution. Possible fence Budget</p>
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	<p>Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.</p>
A-39	06-11-2017	Asset management	Administration	<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> <p>Still In Progress</p>
A-40	18-06-2018	Order new Conference Phone System	Administration	<p>Phone system does not support conference phones. Option is to install a line to bill monthly or update the system with the conference line board into the phone system board as well as a tech support board. Spoke to SD50 and identified that we may be able to get this installed with the assistance of one of their IT workers.</p>
A-41	2018-09-260	Amend the Campground Bylaw fees		<p>Still in Progress</p>