



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

**6:45 PM Oath of Office for Council Elect**

7:00 p.m. Regular Meeting of Council Monday, November 5<sup>th</sup>, 2018

AGENDA

**1. ADOPT AGENDA**

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

**3. MINUTES**

M-1 – October 31st, 2018 Special Council Meeting Minutes.

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

**5. ORIGINAL CORRESPONDENCE**

C-1—North Coast Local Government Association - Board Meeting Highlights

C-2—Northern Health – Meeting at UBCM Follow-up

C-3—Congratulations to New Council from Jennifer Rice, North Coast MLA

**6. FINANCE**

F-1-- Council Signing Authority for Northern Savings Credit Union and CIBC

*Recommended motion:*

***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 adding of Kazamir Falconbridge, Teresa Robinson (aka Teri Kish), and Norman Ian Gould as signers.***

**7. GOVERNMENT**

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

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

G-3—Council Representatives Appointment 2018 & 2019

*Recommended motion:*

***THAT Council receives the Council Representatives Appointment List.***

*Following recommended motion(s) after the previous motion is discussed and voted on (carried):*

***THAT \_\_ be appointed as Council Representative for the Tourism Advisory Committee and \_\_ as alternate.***

***THAT \_\_ be appointed as Council Representative for the Emergency Management Commission and \_\_ as alternate.***

*THAT \_\_\_ be appointed as Council Representative for the Recreation Commission and \_\_\_ as alternate.*

*THAT \_\_\_ be appointed as Council Representative for the Northern Development Initiative Trust and \_\_\_ as alternate.*

*THAT \_\_\_ be appointed as Council Representative for the North Coast Regional District and Northern Health Authority and \_\_\_ as alternate.*

*THAT \_\_\_ be appointed as Council Representative for the Misty Isles Economic Development Society and \_\_\_ as alternate.*

*THAT \_\_\_ be appointed as Council Representative for the Gwaii Tel Society and \_\_\_ as alternate.*

*THAT \_\_\_ be appointed as Council Representative for the Vancouver Island Regional Library and \_\_\_ as alternate.*

*THAT \_\_\_ be appointed as Council Representative for the Community Futures and \_\_\_ as alternate.*

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

**10. ACTION ITEMS**

A-1 – see Action Items list.

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

**12. IN-CAMERA**

**13. ADJOURNMENT**



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**Minutes**  
**Of the Special Council Meeting held on October 31st, 2018 in Council Chambers.**

**Present:**

Mayor Urs Thomas  
Councillor Charleen O'Brien Anderson  
Councillor Doug Daugert  
Councillor Brigid Cumming  
Councillor Elizabeth Stewart

Acting CAO Elizabeth Cumming

Members of the Public present: Teri Kish, Maureen Bailey, Marilyn Bliss, Pat Johnson, Christine Cunningham, Arnold Miyagawa.

Mayor Thomas called the meeting to order at 10:01 AM

**1. ADOPT AGENDA.**

2018-10-317—Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson  
THAT Council adopts the Agenda as presented.  
**CARRIED.**

**2. COUNCIL MINUTES**

M-1—October 29, 2018 Special Meeting Minutes  
2018-10-318—Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson  
THAT Council adopts the October 29, 2018 Special Meeting Minutes with the addition of Ruth Bellamy as a member of public.  
**CARRIED.**

**3. PROPOSED GWAI COMMUNICATIONS AGREEMENT**

2018-10-319- Moved by Mayor Thomas, seconded by Councillor O'Brien Anderson  
THAT Council receives the Proposed Gwaii Communications Agreement.  
**CARRIED.**

2018-10-320- Moved by Mayor Thomas, seconded by Councillor O'Brien Anderson  
THAT Council accepts the Agreement pending of:

1. Legal review;
2. Advertising requirements

M-1

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.**

**4. BUSINESS ARISING**

BA-1-Council Meeting Minutes October 1<sup>st</sup>, 2018

2018-10-321—Moved by Councillor Cumming, seconded by Councillor Daugert

THAT Council adopts the minutes.

**CARRIED.**

**5. In Camera as per section 90(1)(c) of the Community Charter**

2018-10-322—Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson

That Council move to the In-Camera meeting at 10:15 AM.

**CARRIED.**

**6. ADJOURN**

2018-10-323—Moved by Mayor Thomas

THAT Council adjourns the meeting at 10:21 AM.

**CARRIED**

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Mayor Urs Thomas

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Acting CAO Elizabeth Cumming

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The NCLGA Directors met on September 10<sup>th</sup> 2018, concurrent to the Union of British Columbia Municipalities 2018 Convention, in Whistler British Columbia. Key highlights from the meeting include:

### Mark the Date - 2019 NCLGA Annual General Meeting & Convention

- The NCLGA is pleased to collaborate with the City of Williams Lake and the Cariboo Regional District on this important event.
- The 2019 NCLGA Annual General Meeting & Convention is set for Tuesday, May 7<sup>th</sup> to Friday, May 10<sup>th</sup>, 2019 in William's Lake, BC. The adjusted dates are designed to help facilitate increased opportunities for Members of Parliament and Members of the Legislative Assembly to engage with Members on Friday May 10<sup>th</sup>.
- Registration will open on Monday, November 5<sup>th</sup>, 2018 via CivicInfo.
- A themed agenda will also be released on November 5<sup>th</sup> 2018. If you have agenda items, suggestions and/or questions regarding the 2019 NCLGA AGM & Convention please forward them to the Steering Committee via [admin@nclga.ca](mailto:admin@nclga.ca).

### NCLGA External Meetings – Resolutions and Engagement

- Since the July 2018 NCLGA Board Meeting a number of additional connections were made on NCLGA Resolutions. The primary objective of these connections was to discuss progress and explore opportunities to advance the priorities of the NCLGA Members and provide information/invitations for the 2019 NCLGA AGM & Convention in William's Lake, BC.
- A Provincial and Federal Representative Briefing Note was developed by the NCLGA, and used by Directors, as the foundation of these conversations.
- Examples external meetings topics and representatives include:
  - a. Policing: Assistant Deputy Minister of Police Service;
  - b. Cannabis Legislation: Minister of Public Safety and Solicitor General, the Honorable Mike Farnworth;
  - c. Access to Services (Internet, Cellular and Transportation) and Markets, Caribou/Species at Risk Community Impacts, Volunteer Fire Departments and Gas Tax Funding: Minister of Finance, the Honorable Carole James;
  - a. Wildfire/Floods Issues, Solutions, Access to Funds and Roles: Emergency Management BC, Director Dan Peterson;
  - b. Agriculture, Extended Producer Responsibility, Waste and Processing: Ministry of Agriculture, Deputy Minister Wes Shoemaker;
  - c. Wildfire, Caribou, Planning, Water and Waste: Ministry of Environment and Climate Change Strategy, Assistant Deputy Minister David Morel;
  - d. Wildfire Issues, Solutions and the Roles: MLA John Rustad;
  - e. Multiple Topics: Open House with MLAs and MPs in the NCLGA Area; and
  - f. Transportation: Trans Canada Yellowhead Highway Association, President, Paul Smith.

### Next NCLGA Board Meeting

- The next NCLGA Regular Board meeting is set for Friday, November 16<sup>th</sup> and Saturday, November 17<sup>th</sup>, 2018 in Prince George BC (Venue TBD).

For more information please contact [admin@nclga.ca](mailto:admin@nclga.ca)

C-1

October 18, 2018

Mayor Urs Thomas  
Village of Port Clements  
Box 198, 36 Cedar Avenue West  
Port Clements, BC  
V0T 1R0

Dear Mayor Thomas:

**Re: UBCM Meeting September 14, 2018**

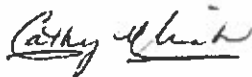
Thank you for the opportunity to meet with you during the UBCM convention in Whistler. We appreciate the time you take to meet with us.

At our meeting, we had opportunity to discuss concerns about travel for residents of Haida Gwaii to higher levels of care in hospitals such as Mills Memorial Hospital in Terrace. We were interested to listen to your proposal regarding the potential for establishing an air link between Haida Gwaii and Terrace.

We are willing to engage in further discussion about the feasibility of such an option and to gather patient volume information to contribute to further planning.

Once again, thank you for meeting with us about these issues of importance to Northern Health and to the Village of Port Clements.

Sincerely,



Cathy Ulrich  
President and Chief Executive Officer  
Northern Health

cc. Colleen Nyce, Chair, Northern Health Board  
Ciro Panessa, Chief Operating Officer, North West  
Steve Raper, Chief Communications Officer and External Relations  
Fraser Bell, Vice President, Planning, Quality and Information Management



**LEGISLATIVE ASSEMBLY**  
of BRITISH COLUMBIA



**Jennifer Rice MLA**  
North Coast

October 23, 2018

Douglas Daugert  
c/o Village of Port Clements  
Box 198  
Port Clements, BC V0T 1R0

Re: Village of Port Clements Council elections

Dear Mayor Douglas Daugert,

Congratulations on your acclamation for the position of Mayor on the Village of Port Clements Council.

Your dedication to your community is admirable and your hard work will not go unnoticed. Community leaders such as yourself are becoming more and more important as our community faces new challenges in the coming years.

I wish you all the best for your coming term and I look forward to working with you.

Yours in Service,

Jennifer Rice  
MLA, North Coast  
Parliamentary Secretary for Emergency Preparedness

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**North Coast Constituency Office**

818 3rd Avenue W  
Prince Rupert BC V8J 1M6  
T 250-624-7734 F 250-624-7737  
Toll Free 1-866-624-7734

**Legislative Office**

East Annex Parliament Buildings  
Victoria BC V8V 1X4  
T 250-387-3655 F 250-387-4680  
Jennifer.Rice.MLA@leg.bc.ca

C-3



**LEGISLATIVE ASSEMBLY**  
of BRITISH COLUMBIA



**Jennifer Rice MLA**  
North Coast

October 23, 2018

Brigid Cumming  
c/o Village of Port Clements  
Box 198  
Port Clements, BC V0T 1R0

Re: Village of Port Clements Council elections

Dear Councillor Cumming,

Congratulations on your recent re-election as Councillor to the Village of Port Clements Council.

It takes courage and passion to stand up and run a campaign and I commend you on your success. Community leaders such as yourself are becoming more and more important as our community faces new challenges in the coming years.

I wish you all the luck for your term as Councillor and I look forward to working with you.

Yours in Service,

Jennifer Rice  
MLA, North Coast  
Parliamentary Secretary for Emergency Preparedness

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C-3





**LEGISLATIVE ASSEMBLY**  
of BRITISH COLUMBIA

October 23, 2018

Kazamir Falconbridge  
c/o Village of Port Clements  
Box 198  
Port Clements, V0T 1R0



Jennifer Rice MLA  
North Coast

Re: Village of Port Clements Council elections

Dear Councillor Kazamir Falconbridge,

Congratulations on your recent election as Councillor to the Village of Port Clements Council.

It takes courage and passion to stand up and run a campaign and I commend you on your success. Community leaders such as yourself are becoming more and more important as our community faces new challenges in the coming years.

I wish you all the luck for your term as Councillor and I look forward to working with you.

All the best,

Jennifer Rice  
MLA, North Coast  
Parliamentary Secretary for Emergency Preparedness

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C-3



**LEGISLATIVE ASSEMBLY**  
of BRITISH COLUMBIA



**Jennifer Rice MLA**  
North Coast

October 23, 2018

Ian Gould  
c/o Village of Port Clements  
Box 198  
Port Clements, V0T 1R0

Re: Village of Port Clements Council elections

Dear Councillor Ian Gould,

Congratulations on your recent election as Councillor to the Village of Port Clements Council.

It takes courage and passion to stand up and run a campaign and I commend you on your success. Community leaders such as yourself are becoming more and more important as our community faces new challenges in the coming years.

I wish you all the luck for your term as Councillor and I look forward to working with you.

All the best,

Jennifer Rice  
MLA, North Coast  
Parliamentary Secretary for Emergency Preparedness

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C-3



**LEGISLATIVE ASSEMBLY**  
of BRITISH COLUMBIA



**Jennifer Rice MLA**  
North Coast

October 23, 2018

Teri Kish  
c/o Village of Port Clements  
Box 198  
Port Clements, V0T 1R0

Re: Village of Port Clements Council elections

Dear Councillor Teri Kish,

Congratulations on your recent election as Councillor to the Village of Port Clements Council.

It takes courage and passion to stand up and run a campaign and I commend you on your success. Community leaders such as yourself are becoming more and more important as our community faces new challenges in the coming years.

I wish you all the luck for your term as Councillor and I look forward to working with you.

All the best,

Jennifer Rice  
MLA, North Coast  
Parliamentary Secretary for Emergency Preparedness

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Jennifer.Rice.MLA@leg.bc.ca

C-3



October 3<sup>rd</sup>, 2018

Village of Port Clements  
PO Box 198  
36 Cedar Avenue West  
Port Clements, B.C. VoT 1R0

**Attention: Village of Port Clements Council**

Dear Mayor and Council,

**RE: 2018 Municipal Appointment to the North Coast Regional District Board**

On behalf of the Board of the North Coast Regional District, I am writing to request that, in accordance with s. 198 of the *Local Government Act*, your Council please appoint one (1) Councillor and one (1) alternate to serve on the Board of the North Coast Regional District. I would request that you please make appointment in anticipation of the North Coast Regional District Board's November 16<sup>th</sup>, 2018 Statutory Board meeting,

If you have any further questions or comments, please do not hesitate to contact the undersigned at the office of the North Coast Regional District.

Best regards,

**Daniel Fish**  
*Corporate Officer*



14, 342 3<sup>rd</sup> Avenue West  
Prince Rupert BC, V8J 1L5



**P:** 250.624.2002  
**TF:** 888.301.2002



**W:** [www.ncrdbc.com](http://www.ncrdbc.com)  
**F:** 250.627.8493

G-1

October 22, 2018

Village of Port Clements  
PO Box 198  
Port Clements, BC V0T 1R0

**Attention:** Ruby Decock  
Acting Chief Administrative Officer

Dear Ms. Decock,

**Subject:** Appointments to the Northwest Regional Advisory Committee Following Local Government Elections - Northern Development Initiative Trust

Northern Development Initiative Trust (Northern Development) is an independent regional economic development corporation focused on stimulating economic diversification and job creation in Northern British Columbia.

Northern Development's board of directors is advised by four regional advisory committees comprised of elected local government leaders from each of the regions. This ensures that local knowledge is incorporated into Northern Development's Strategic Plan as well as funding approval processes.

In follow-up to the local government elections held on October 20, 2018, please consider this letter as Northern Development Initiative Trust's request to have appointments to the Northwest Regional Advisory Committee listed as an agenda item at your November 2018 council/board meeting. Please appoint an elected official to the Northwest Regional Advisory Committee as well as an alternate who may represent your appointee in his/her absence.

**It is important that you advise our office by November 30, 2018 so that we can send an agenda package to the appropriate representative prior to the first scheduled regional advisory committee meeting in January 2019.**

The first meeting of the Northwest Regional Advisory Committee is scheduled for January 25, 2019. At that meeting, committee members will elect a Chair and Vice Chair for the Northwest Regional Advisory Committee, as well as appoint two regional advisors to represent them on the Northern Development Board of Directors. The Northern Development Initiative Trust Board of Directors meeting is scheduled for Wednesday, February 20, 2019.

Please confirm receipt of this request. If you have any questions or concerns with this request, please contact Lori Moseley, Executive Coordinator, Northern Development by telephone at 250-561-2525 or via email at [lori@northernddevelopment.bc.ca](mailto:lori@northernddevelopment.bc.ca).

Thank you.

Sincerely,



Joel McKay  
Chief Executive Officer

G-2

# Council Rep's 2018

**TOURISM COMMITTEE: ELIZABETH STEWART**  
Alternate: **CHARLEEN O'BRIEN ANDERSON**

**EMERGENCY PREPAREDNESS COMMITTEE: BRIGID CUMMING**  
Alternate: **DOUG DAUGERT**

**RECREATION COMMITTEE: BRIGID CUMMING**  
Alternate: **ELIZABETH STEWART**

**NORTHERN DEVELOPMENT INITIATIVE: CHARLEEN O'BRIEN ANDERSON**  
Alternate: **ELIZABETH STEWART**

**NORTH COAST REGIONAL DISTRICTURS THOMAS**  
Alternate: **DOUG DAUGERT**

**\*NORTHERN HEALTH AUTHORITY: URS THOMAS**  
Alternate: **DOUG DAUGERT**  
**\*This appointment is tied to the NCRD appointment**

**MISTY ISLES ECONOMIC DEVELOPMENT: DOUG DAUGERT**  
Alternate: **This organization does not recognize alternates**

**GWAIL TEL: URS THOMAS**  
Alternate: **CHARLEEN O'BRIEN ANDERSON**

**VANCOUVER ISLAND REGIONAL LIBRARY: CHARLEEN O'BRIEN ANDERSON**  
Alternate: **BRIGID CUMMING**

**RCMP LIASON: RUBY DECOCK**

**COMMUNITY FUTURES: URS THOMAS**  
Alternate: **DOUG DAUGERT**

**PARK MANAGEMENT COMMITTEE: ELIZABETH STEWART**  
Alternate: **CHARLEEN O'BRIEN ANDERSON**

**ALTERNATE MAYOR:**

<b>JANUARY – MARCH</b>	<b>BRIGID CUMMING</b>
<b>APRIL – JUNE</b>	<b>CHARLEEN O'BRIEN ANDERSON</b>
<b>JULY – SEPTEMBER</b>	<b>DOUG DAUGERT</b>
<b>OCTOBER</b>	<b>ELIZABETH STEWART</b>

**Council Representatives 2018 (remainder of)/2019**

**INTERNAL TO VOPC**

**TOURISM ADVISORY COMMITTEE:**

Alternate:

**EMERGENCY MANAGEMENT COMMISSION:**

Alternate:

**RECREATION COMMISSION:**

Alternate:

**PARK MANAGEMENT COMMITTEE:**

Alternate:

**\*\* This committee is inactive, staff need to review it.**

**EXTERNAL TO VOPC**

**GRAHAM ISLAND CENTRAL ADVISORY COMMITTEE – GWAI TRUST SOCIETY: ALL COUNCIL ARE ON IT**

**NORTHERN DEVELOPMENT INITIATIVE TRUST:**

Alternate:

**NORTH COAST REGIONAL DISTRICT – NORTHWEST REGIONAL ADVISORY COMMITTEE:**

Alternate:

**\*NORTHERN HEALTH AUTHORITY:**

Alternate:

**\*This appointment is tied to the NCRD appointment**

**MISTY ISLES ECONOMIC DEVELOPMENT:**

Alternate: This organization does not recognize alternates

**GWAI TEL:**

Alternate:

**VANCOUVER ISLAND REGIONAL LIBRARY:**

Alternate:

**COMMUNITY FUTURES:**

Alternate:

**RCMP LIASON: RUBY DECOCK**

**ALTERNATE MAYOR:**

**\*\*\*Per our Procedure Bylaw, Council is to have only one alternate Mayor that is designated on an annual basis.**

## 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 &amp; 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 &amp; quote. Still In Progress</p>
A33	18-03-2017	Health Clinic - replace flooring	Administration	<p>Still in Progress</p>
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	<p>Logs have been temporarily been blocking access</p> <p>Still need a long term solution.</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 &amp; Contractor has started.</p> <p>Still In Progress</p>
A-40	18-06-2018	Order new Conference Phone System	Administration	<p>Still investigating - tried ordering one, but having difficulty finding one compatible with our Panasonic phone system.</p>
A-41	2018-09-260	Amend the Campground Bylaw fees		<p>Still in Progress</p>

A-1