

THE VILLAGE OF PORT CLEMENTS
Town Hall Meeting, Sept 24th, 2009, 7:00pm.

AGENDA

- 1. Correspondence from May 21, 2009 Town Hall Meeting**
 - Roles and Responsibilities Council and Staff and organizational chart
 - Notes from past Town Hall Meeting
- 2. BUSINESS ARISING FROM THE MINUTES & UNFINISHED.**

BA-1-Toursim:

- A. Infrastructure.
- B. Webpage/Facebook.

BA-2-Parks:

- A. Community Park/Concession Stands Placement Thoughts
- B. Parks in general

3. NEW BUSINESS

NB-1-New Topics brought forward.

- A. Policing in the Community.
- B. Newsletters assistance from community?

4. ANY OTHER TOPICS FOR DISCUSSION, NEW IDEAS, Etc.....

ADJOURNMENT.

Council's Role and Responsibilities

Mayor and Council's responsibilities are set out in the Community Charter. Generally, Council's role is to consider the best interests of the Village, represent the will of the public, determine services and establish levels of service delivery, and provide leadership and governance by focusing on key issues, strategic planning, and setting policy.

The members of the Village of Port Clements Council consist of the Mayor and 4 Councilors'. The current council took office in December 2008 and the next general election is Saturday November 19, 2011.

Individually, Councilors' have very few statutory powers or responsibilities. The substantive powers of Council are exercised collectively with other Councilors'. Council may only exercise its authority by resolution or bylaw at a Council meeting. Each member of Council, including the Mayor, has one vote on any question. Each member of Council present must vote on the question, and if a member of Council does not indicate how he or she votes, that member is deemed to have voted in the affirmative.

Mayor

The Mayor is the head and Chief Executive Officer of the Village. In addition to the Council members' responsibilities, the Mayor's responsibilities include:

- Provide leadership to Council
- Communicate information to Council
- Preside at Council meetings
- Provide, on behalf of Council, general direction to Village officers respecting implementation of Village policies, programs and other Council directions.
- Reflect the will of Council and carry out other duties on behalf of Council

Council's relationship with Staff

Council's direct contact with city staff is through the Clerk/Treasurer and the Public Works Superintendent. Clerk and the Superintendent provide direction to staff to carry out Council's decisions.

Council Portfolios

Mayor Cory Delves

- Skeena Queen Charlotte Regional District
- North West Regional Hospital
- Northern Development Initiative Trust

Councillor Wally Cheer

- Island Solid Waste
- Gwaii Forest
- Vancouver Island Regional Library Alternate
- Mayor Alternate 1st Quarter

Councillor Naureen Hughes-McMullon

- Vancouver Island Regional Library Board
- Tourism Committee
- Skeena Queen Charlotte Regional District Alternate
- Northern Development Initiative Trust Alternate
- North West Regional Health Alternate
- Mayor Alternate 2nd Quarter

Councillor Greg Stewart

- Gwaii Tel Society
- Recreation Commission
- Emergency Committee
- Mayor Alternate 3rd Quarter

Councillor Cam Traplin

- Mayor Alternate 4th Quarter

STAFF OF THE VILLAGE

Goals and Objectives:

- To provide consistent administrative services to Council, staff and the citizens of the Village of Port Clements.
- To direct the overall planning, coordination and control of all Village operations in accordance with the objectives, policies and plans approved by Council.
- To develop policies and procedures that will assist other departments in managing their areas of responsibility that will ensure the fiscal responsibility and integrity of the Village.
- To carry out the statutory functions of corporate administration as required by the Community Charter and the Local Government Act, in a professional manner.

Freedom of Information Requests are handled through Administration

Administration Management:

Heather Nelson-Smith, Clerk/Treasurer –

Responsibilities include but are not limited to:

- Ensuring that the policies, programs and directions of Council are implemented
- Overall management of the administrative operations of the Village
- Carries out all Statutory Duties as assigned under the *Community Charter* to the Corporate and Financial Officer The management and control of the City's official documents
- Legal issues
- Designated as the Village's head for the purpose of the Freedom of Information and Protection of Privacy Act
- Appointed as Chief Election Officer for the Village of Port Clements elections
- Advising and informing Council on the operation and affairs of the City.

For full Job description see Bylaw 333

Jasmine Ryland, Deputy Clerk/Treasurer-

Responsibilities include but are not limited to:

- Assists the Clerk/Treasurer in carrying out all statutory functions.
- Financial administration
- Records management
- Ensuring that the policies, programs and directions of Council are implemented
- Act as Liaison for the Tourism Committee and preparing minutes
- Assume Position of Clerk/Treasurer when required

For full Job description see Bylaw 333

Administration Support Staff:

Debbie Delves, Administrative Assistant

Responsibilities include but are not limited to:

- Provides confidential secretarial support to the Clerk/Treasurer, Deputy Clerk/Treasurer and Public Works Superintendent.
- Assists in the operation and maintenance of the Village of Port Clements Records Management
- Provides clerical support to Administration.
- Provides information and assistance to the general public at the Reception Desk in Village Office.
- Prepare under the supervision of Clerk/Treasurer, Council and committees of Council agendas.
- Act as liaison on the Emergency Committee and preparing minutes

Public Works Department

Pete Nelson-Smith, Public Works Superintendent-

Responsibilities include but are not limited to:

- Public Works Department Head
- Advising and informing Council on the operation and affairs of the Village.
- Ensuring that the policies, programs and directions of Council are implemented
- Overall Management of the Water System
- Overall management of the Sewer System
- Overall management of the properties owned by the Village
- Management of inventory and capital assets owned by the Village

Roman Busshoff, Public Works Assistant-

Responsibilities include but are not limited to:

- Assisting the Public Works Superintendent to carry out the general maintenance of the Village properties and assets.
- Ensuring that the policies, programs and directions of Council are implemented

PORT CLEMENTS ELECTORATE

Mayor & Council

Clerk/Treasurer

Deputy Clerk/Treasurer

Administrative Assistant

Janitorial

PGV/FD

[Redacted]

[Redacted]

Committees of Council

Recreation Commission

Tourism Committee

Emergency Committee

Economic Development

Notes of the Town Hall Meeting of Port Clements held Thursday, May 21, 2009 in the Council Chambers

Present:

Acting Mayor Hughes-McMullon
Councillor Cheer
Councillor Stewart
Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith

Press

Public Present:

Craig Beachy
Clint Beachy
Eli Beachy
Jessie Fletcher
Terry Ingalls
Kare Ingalls
Cheri Kleidon
Adele Kupp
Sambhu Nath
Gloria O'Brien
Travis O'Brien
Evelyn Robinson
George Ryland
Erin Ryland
Urs Thomas
Ernie Thompson
Lana Wilhem
Ellen Woolverton
Roy Woolverton

The meeting was called to order at 7:35pm

It was moved by Councillor Cheer seconded by Councillor Stewart to adopt the agenda
CARRIED

For the purposes of the input from the public, point form as noted was taken. Names of individuals who made comments or suggestions was not recorded and all notes from this point are not resolutions nor the direction of the Port Clements Council. These notes will be used for future planning and discussion of the Council and its sub committees.

Tourism

-Not necessary to have an info centre manned but to have a community board for people to go to.

-Terry Ingalls introduced plans for a business on his property that would include a tourism info component without town funding

-Map with points of interest at the highway kiosk
What's available in town and what we offer

Painted sign

The pull off at the highway is under utilized
Vandalism is an issue with the highway kiosk
-Don't count on MIEDS all secret meetings and all that
-In favour of free enterprise

-Talk to the tourism info centers about promoting Port Clements

Infrastructure:

-Wharf-Build a Gazebo at the end of the dock
-Will take a lot of beating on the dock from weather
-Gazebo – flea markets, showcasing local materials
-Use the chevron site for construction
-Chevron property purchase
-The issue is the vandalism and maintenance
-Have to think about maintenance
-Why build more if we can't maintain what we have
-Need a docking facility in Port Clements that is accessible

Free Crown Land for:

-Barge ramps-value added to jobs
-A Mid-Island Recreational Centre.

Program C.O.P.S, Citizens On Patrol- become a part of policing in the community

-Police presence has increased in the past 12 months
-Stronger bond between the community and the police
-Don't like being stopped by the cops.
-Let them know that we can handle it on our own as a community

Web page

No comment happy that

Pins

-Too expensive
-What are their purpose?
-Contact Nebs for price of pens

Trails

-Advertising campaign for Port Clements

Sunset Park BBQ

-Should be at the community park not the Sunset Park, it was clarified that the intent was to promote usage of entire town not just community park
-To show beautification progress of Sunset Park

Metal guards on the bird tower

-Need proper treads as metal guards are sharp and dangerous

Community Park

-Structures need to be replaced
-Resurfacing and putting a cover over the court and rink
-Suggestions for moving Beer Gardens to the old concession stands- not out of question but it is better to keep it where it is since it is out of the way
-Formal cover for the beer gardens
-Middle access might be better for a new concession stand
-Need more picnic tables and benches

Grants

-Mid island recreation centre.

Employment

- Posting notices
- Works
- The Village has some works that can be done through hiring.

Employment structure on the web site

- Would like to see what each employee's job description is working for the Village
- Hiring process

Senior's assisted living facility

- There is a need for one but we need better health care first
- Business plan and a town referendum
- Disabled persons should fall under the applicable to stay in the proposed senior's facility

Transplanting a permanent Christmas tree into the center of town

- Christmas committee decorates

Tourism meeting next Wednesday

Village newsletters

- Interest is there

Facebook

- Creating a Facebook page in hopes of keeping the community more informed of upcoming events and issues. Also discussion boards are available.
- News letters for people who want it.

How often to see these meetings?

- Once every 2 or 3 months
- More issues= more meetings
- Want open dialogue and less structure at next meeting

Adjourned 10:07

Town Hall Meeting

Port Clements

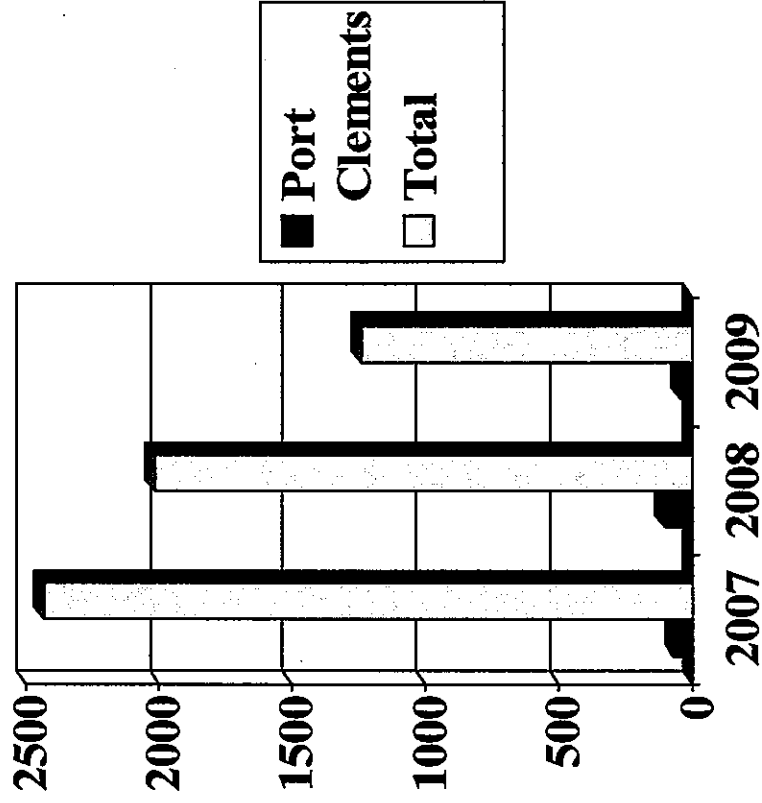
Policing Services - Update

Masset Detachment

- Human Resource
- Sergeant - 1
- Corporal - 1
- Prov. Cst.'s - 5
- FNP Cst.'s - 2
- PSE's - 2
- Guards - 7
- Calls for Service
- 2007 - 2,433
- 2008 - 2,019
- 2009 - 1,241 [YTD]
- Prisoners
- 2007 - 370
- 2008 - 404
- 2009 - 236 [YTD]

Calls For Service

- CIIDS - Pre March 2008
- PRIME - March 2008
- 2007 - 3%
- 2008 - 5%
- 2009 - 4%



Port Clements Calls For Service - 2009

- Assault / Weapon - 1 ■ Theft from MV - 1
- Assault / Common - 1 ■ Cheque Fraud - 1
- Firearms - 1 ■ Mischief < \$5,000. - 1
- Assault PO - 1 ■ Breach Bail - 2
- Utter Threats - 2 ■ Cause Disturbance - 3
- B&E / Res - 1 ■ Breach Prob /Adult - 1
- Oth Theft > \$5,000. - 1 ■ Utter Threats/Prop - 1
- Theft MV > \$5,000. - 1 ■ Restraining Order - 1
- Theft Bike < \$5,000. - 1 ■ Poss Cannabis >30g - 1

Port Clements Calls for Service – 2009

- Liq – Intox Public – 2 ■ MVI's \$.1,000. – 1
- Sudden Deaths – 1 ■ Impaired - 1
- Litter Act – 1 ■ AGP - 5
- Trf – Oth Move – 1 ■ Animal Calls – 2
- Trf – Oth Non Move – 2 ■ False Alarms – 1
- Roadside Susp – 1 ■ Liq Act Insp – 1
- Road Block – 3 ■ Other - 3
- **TOTAL = 47 Calls**