



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
FAX :250-557-4568
Email : cao@portclements.ca
Web : www.portclements.ca

AGENDA

Regular Meeting of Council Monday August 15, 2016
COUNCIL CHAMBERS – 7pm

- 1. ADOPT AGENDA.**
 - 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
 - 3. MINUTES**
 - M-1- August 2, 2016 Regular Council meeting minutes
 - M-2 – June 9, 2016 Tourism Committee meeting minutes
 - 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
 - 5. ORIGINAL CORRESPONDENCE**
 - C-1 – MIEDS – July 2016 Grant Writer Report
 - C-2 – Museum – 20 years of statistics
 - 6. GOVERNMENT**
 - G-1 – Bylaw #434, 2016 – Amendment to Dangerous Dog Bylaw – 3rd reading
 - G-2 – Bylaw #435, 2016 – Ticket Information Bylaw – 3rd reading
 - 7. FINANCE**
 - F-1 – Cheque Listing to August 5, 2016
 - 8. NEW BUSINESS**
 - NB-1 – Rainbow Wharf – Discussion re repairs
 - NB-2 – Derelict property discussion
 - 9. REPORTS & DISCUSSIONS**
 - 10. ACTION ITEMS**
 - 11. QUESTIONS FROM THE PUBLIC & PRESS**
- Motion to move to in-camera per Community Charter Section 90(1)(c)
- 12. ADJOURNMENT**



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Minutes of the regular meeting of the Port Clements Council held August 2, 2016 in Council Chambers.

Present:

Mayor Gould
Councilor Daugert
Councilor Cunningham
Councilor O'Brien Anderson

CAO Kim Mushynsky

Mayor Gould called the meeting to order at 7:03 p.m.

1. ADOPT AGENDA.

2016-189 – Moved by Councilor Cunningham, seconded by Councilor Daugert
THAT Council adopts the agenda with the additions of C-3 – Northern Health Infant Development program and NB-1 – Industrial Road application to Vibrant Communities fund
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

T-1 – Janitorial Tenders

2016-190 – Moved by Councilor Daugert, seconded by Councilor Cunningham
THAT the Village of Port Clements awards the Trail project to Shirley Weigum, the only person submitting a bid.
CARRIED

2016-191 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham

THAT the Village pay Shirley Weigum at her existing rate rather than the lower tendered rate pending investigation by the Administrator as to the propriety of this action.

CARRIED

3. MINUTES.

M-1 – July 18, 2016 Regular Council Meeting

2016-192 – Moved by Councilor Cunningham, seconded by Councilor Daugert
THAT Council adopts the July 18, 2016 Regular Council meeting minutes as presented.
CARRIED

M-2 – July 14, 2016 Tourism Committee minutes

2016-193 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham
THAT Council accepts the July 14, 2016 Tourism Committee minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1 – Tourism Committee – Boardwalk initiative

2016-194 – Moved by Councilor Cunningham, seconded by Councilor O'Brien Anderson

THAT Council authorizes the Tourism committee to proceed with discussions with the Ministry of Highways in regards to some form of walkway between the Museum and Rainbow Wharf.

CARRIED

C-2 – Tourism Committee – Signage for entrance to Port Clements

2016-195 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT Council authorizes the Tourism committee to proceed with discussions with the Ministry of Highways in regards to signage at the Dyson Street entrance to Port Clements.

CARRIED

C-3 – Northern Health – Infant Development Program

2016-196 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham

THAT Council waive user fees for the Playschool room for the Infant Development program in Port Clements providing it does not interfere with existing programs in that room or create additional janitorial work.

CARRIED

6. GOVERNMENT

G-1 – Bylaw #434, 2016 Amendment to the Dangerous Dog Bylaw

2016-197 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham

THAT Council does 2nd reading for Bylaw #434, 2016 – Amendment to the Dangerous Dog Bylaw

CARRIED

G-2 – Bylaw #435, 2016 Ticket Information Bylaw

2016-198 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham

THAT Council does 2nd reading for Bylaw #435, 2016 – Ticket Information Bylaw

CARRIED

7. FINANCE

F-1 – Cheque Listing to July 27, 2016

2016 – 199 - Moved by Councilor Cunningham, seconded by Councilor O'Brien Anderson

THAT Council receives this Report.

CARRIED

8. NEW BUSINESS

NB-1 – Industrial Road application to Gwaii Trust Vibrant Communities program

2016-200 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT Council authorize Administration to apply to the Gwaii Trust Vibrant Communities program for upgrades to the Industrial Road.

DEFEATED

2016-201 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT Council advise Craig Beachy to hold off on any work on the trail project until after Council has a Committee of the Whole meeting on Monday August 22nd to finalize thoughts on the layout of the project.

CARRIED

9. REPORTS & DISCUSSIONS

Mayor Gould – no report

Councilor Daugert – Taan mtg update, MIEDS update

Councilor Cunningham – no report

Councilor O'Brien Anderson – Sandspit Logger sports update

CAO Mushynsky – no report

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

ADJOURNMENT

2016-202 – Moved by Councilor Cunningham, seconded by Councilor Daugert
THAT the meeting be adjourned at 9:25pm.

CARRIED

Ian Gould
Mayor

Kim Mushynsky
CAO

PORT CLEMENTS TOURISM COMMITTEE

Minutes of the Regular Meeting of the Port Clements Tourism Committee Thursday June 9, 2016 in Council Chambers

Present:

Kelly Whitney-Squire, Chair
Sue Couch
Dale Lore

Call to order: Meeting called to Order at 7:15 pm

1. Adoption of Agenda:

Moved by Dale Lore, seconded by Sue Couch that the Tourism Committee adopt the agenda for June 9, 2016. Motion Carried.

2. Minutes:

Moved by Sue Couch, seconded by Dale Lore that the Tourism Committee adopt the May 12, 2016 meeting minutes as presented. Motion Carried.

3. Update: Community Signage

3.1. Highway Signage: Repair print on signage (two highway signs): Kelly provided an update, noting that approval had been received from the Village that the repair work could proceed. Agreed that the wording on both signs should read "Centrally Located / Community Proud" to match the new tourism brochure.

Action: Kelly to contact Germaine Vigneault (original creator of the signage) to inquire about the repair work.

3.2. Dyson Entrance Signage: The Tourism Committee has not yet received a proposal from Marg Fennell or Ben Van Der Beke to develop signage at the main entrance to the community on the highway. Discussion on whether to expand the request for proposals to include directional signage at the Dyson/Bayview corner. It was agreed that the proposal should include both with work to begin in the fall. To clarify, it is anticipated that the signage will cost between 2,000 to 3,000 and once approved the committee will have to secure this funding from the Village.

Action: Kelly to contact Marg and Ben to include the directional signage in their proposals and determine when they might be able to present to the committee for feedback.

4. Update: Vibrant Communities Funding

4.1 Showers & Laundry Facilities: Sue provided an update, noting that receipt of the letter (May 5, 2016) requesting the Village Council to consider the development of these services locally had been reviewed at the June 6th council meeting. The issue will now be addressed/included in the communities strategic planning process. The tourism committee will continue to work toward a resolution on this issue.

5. Advertising / Blog Development:

Dale noted that he had spoken with Alan Lore about taking over the blog from Mary Lou at MIEDS. Alan has some questions about what this would entail.

Action: Kelly to speak with Alan about taking over the blog.

6. Summer Visitor BBQ / Dale:

Dale noted that he is willing to take the lead on organizing a visitor appreciation barbeque. Agreed that two dates would be set aside for this: Sunday, July 17th and Sunday, August 21st. This event will be the "Port Clements Visitor Appreciation BBQ." A general discussion on organizing the event ensued. This will be a pilot project to determine visitor response.

Action: Dale to take the lead on organizing the event.

Kelly: To provide support with posters and advertising.

7. Update: Sunset Trail Expansion:

Kelly provided the update, noting that this action item had not been completed. Kelly will continue to work on this issue.

8. Community Tourism Strategy / Dr. John Colton

Kelly provided an update, noting that Dr. John Colton, Acadia University, has agreed to work with the community gratis to develop key tourism priorities. Kelly has been working with Alissa MacMullin at MIEDS to submit an application to the Gwaii Trust to cover the cost of airfares and other expenses. It was agreed that a clearly step by step actionable listing of priorities would help the community begin the process of developing the tourism infrastructure and amenities needed to support tourism expansion in the community. It is anticipated that Dr. Colton would be in Port Clements sometime in September.

Action: Kelly to report back to the committee as things progress.

9. St. Marks Gift & Gallery / Grand Opening

General discussion held on organizing a Grand Opening event on July 1st. It was suggested that a number of individuals be invited to the event.

Action: Kelly to speak with Kim Mushynsky to determine if the village office could provide support in sending out letters etc.

Update: Kim is unable to help organize this event or prepare the letters.

Update: The Port Clements Historical Society will make a decision as to the feasibility of organizing this event.

10. Action Plan: Priorities

- Signage (Dyson & Entrance)
- Shower/Laundry (Gwaii Trust Grant)
- Sunset Trail extension/improvements

Next meeting to be held on July 14, 2016 at 7:00 pm in council chambers.

Kelly Whitney-Squire,
Committee Chair

Deputy Clerk



July 2016: Grant Writer Monthly Report
Alissa MacMullin



**Non-Profit
 Organizations**

- No Applications

- No Applications

- **Gwaii Trust Community Innovation - Masset Fire Dept** \$ 4,510.10
- **NDIT Fabulous Festivals & Events - Harbour Days** \$ 2,500.00

- **ESDC New Horizons for Seniors - Ngystle Society** \$ 1,112.71

| | |
|---------------------------|---------------------|
| Total July= | \$7,122.81 |
| Total June= | \$14,950.00* |
| Total May= | \$20,000.00 |
| Total April= | \$245,233.00 |
| Total March= | \$33,104.00 |
| Total February= | \$46,920.68 |
| Total January= | \$453,225.02 |
| Subtotal for 2016= | \$820,555.51 |

*Includes Business Facade application(s) - will not be included in NDIT reporting.



Upcoming Deadlines:

- August - 4th fiscal intake (NDIT)
- September 1 - GT Youth Grant

Goals for July:

\$20,000 - Fabulous Festivals, New Horizons for Seniors, other small grant applications -

NOT MET (PCHS own capacity to apply; Legion did not apply, change in scope for project)

Goals for August:

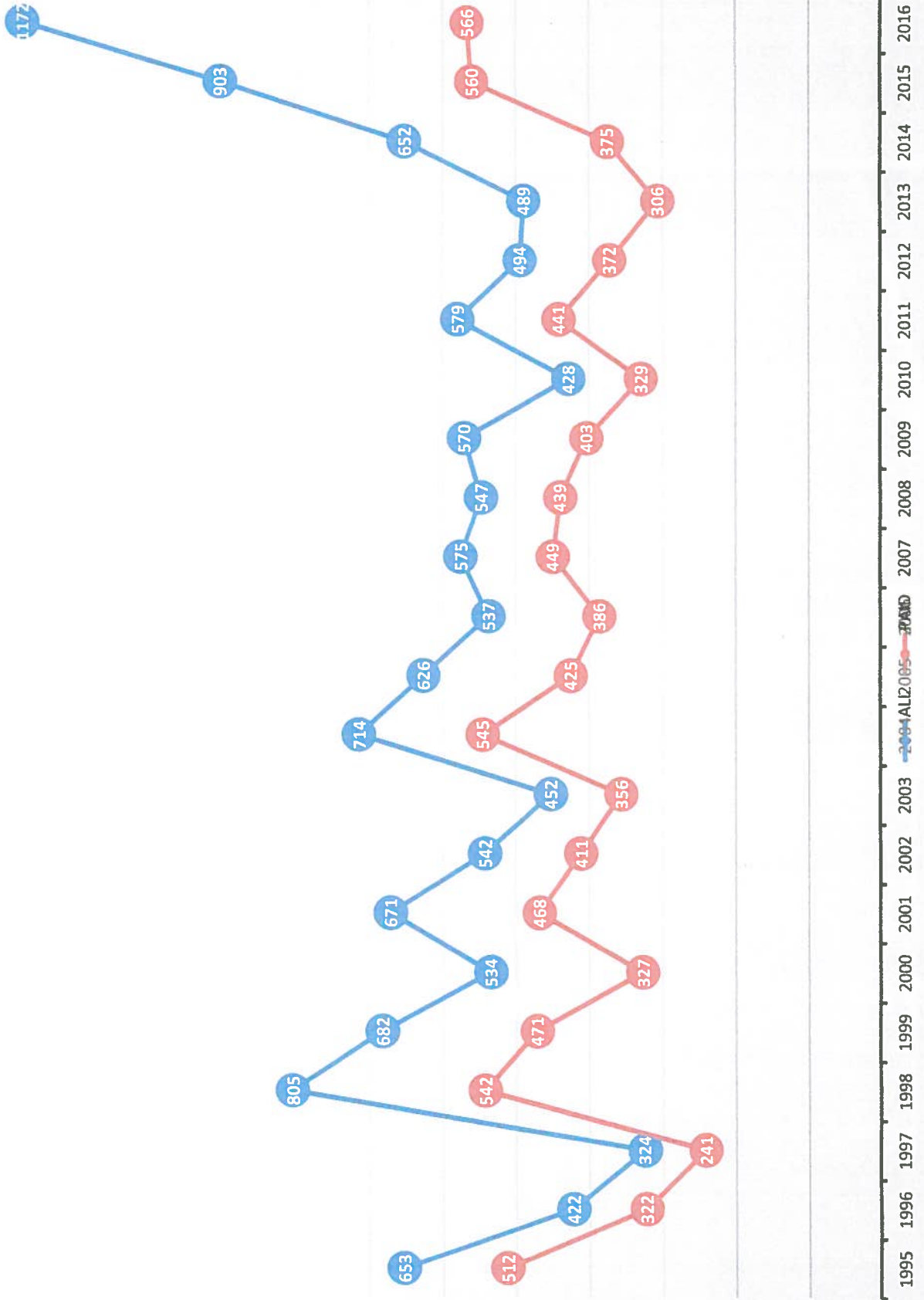
\$10,000 - no major intakes until September (i.e. Gwaii Trust Youth Grants)

August Action Items:

- Shelf-ready projects for future NDIT/Gwaii Trust/ Rural Dividends intake
- Work with non-profits who have expressed interest
- Upcoming (potential) applications (VOM, Sandspit Community Society, HG Society for Community Peace, Masset S&R, Masset Airport)
- Support local businesses with applications to VQC/VPC Business Facade grants
- ensure eligibility of municipality in subsequent years for program

to July 31, 2016

July Museum Admissions 1995 to 2016



VILLAGE OF PORT CLEMENTS

BYLAW NO. 434, 2016

**A BYLAW TO AMEND THE DANGEROUS DOG
BYLAW #390, 2012**

- A. WHEREAS** the Village of Port Clements Council has deemed it prudent and necessary to formally regulate dogs within the Municipal boundaries
- B. NOW THEREFORE**, the Council of the Village of Port Clements in open meeting assembled, ENACTS AS FOLLOWS:

C. Title

This Bylaw may be known and cited as the "Village of Port Clements Amended Dog Bylaw, No. 434, 2016".

D. Amendment

Under Section 2 – Regulations of Bylaw 390, 2012 the Village is adding:

e) Dog owners are required to license their dogs in the Village of Port Clements. There is a one-time fee for licensing of \$15.00 which will include a tag and number being assigned to the dog. After initial licensing, owners can purchase a replacement tag for \$5.00 if the original one is lost.

E. Effective Date

This bylaw shall come in to effect January 1, 2017.

READ A 1ST TIME THIS 18th DAY OF July, 2016
READ A 2ND TIME THIS 2nd DAY OF August, 2016
READ A 3RD TIME THIS DAY OF , 2016
RECONSIDERED AND ADOPTED THIS DAY OF , 2016

Ian Gould – Mayor

Kim Mushynsky - CAO

VILLAGE OF PORT CLEMENTS

BYLAW NO. 435, 2016

**A BYLAW TO IMPLEMENT A BYLAW ENFORCEMENT
TICKET INFORMATION BYLAW**

A. WHEREAS by Section 260 and Division 3 of Part 8 of the *Community Charter* the Council is authorized by bylaw to:

- (a) designate a bylaw for the purpose of this section, other than a bylaw in relation to a matter prescribed by regulation;
- (b) designate as a Bylaw Enforcement Officer, a person who comes within a class of persons prescribed by regulation; and
- (c) authorize the use of any word or expression on a ticket to designate an offence against a bylaw.

B. NOW THEREFORE, the Council of the Village of Port Clements in open meeting assembled, ENACTS AS FOLLOWS:

1. Title

This Bylaw may be known and cited as the "Village of Port Clements Bylaw Enforcement Ticket Information Bylaw, No. 435, 2016".

2. Designation of Bylaws to be Enforced by Ticket

The bylaws listed in Column I of Schedule 1 to this bylaw may be enforced by means of a ticket in the form prescribed for the purpose of Section 264 of the *Community Charter*.

3. Designation of Bylaw Enforcement Officers

The persons appointed to the job positions or titles listed in Column II of Schedule 1 to this bylaw are designated as Bylaw Enforcement Officers pursuant to Section 264 of the *Community Charter* for the purpose of enforcing the bylaws listed in Column I of Schedule 1 opposite the respective job positions.

4. Designation of Offences

The words or expressions set forth in Column I of Schedules 2 to this bylaw designate the offence committed under the bylaw section number appearing in

Column II opposite the respective words or expressions.

5. Designation of Fines

The amounts appearing in Column III of Schedule 2 to this bylaw are the fines set pursuant to section 265 of the *Community Charter* for the corresponding offences designated in Column I.

6. Schedules

For the purposes of this bylaw, Schedules 1 & 2 are attached to and form part of this bylaw.

7. Effective Date

This bylaw shall take effect January 1, 2017.

READ A 1ST TIME THIS 18th DAY OF July, 2016
READ A 2ND TIME THIS 2nd DAY OF August, 2016
READ A 3RD TIME THIS DAY OF , 2016
RECONSIDERED AND ADOPTED THIS DAY OF , 2016

Ian Gould – Mayor

Kim Mushynsky - CAO

SCHEDULE 1

Column I

Designated Bylaws

1. Village of Port Clements Dog
Bylaw No. 390, 2012
And Amendment Bylaw
No 434, 2016

Column II

Designated Bylaw Enforcement Officers

Animal Control Officer
Bylaw Enforcement Officers
CAO
Royal Canadian Mounted Police

SCHEDULE 2

| COLUMN I | COLUMN II | COLUMN III |
|--|-------------------------|-----------------------|
| Village of Port Clements Dog Control Bylaw No.390, 2012 & Amendment No. 434, 2016 | Section of Bylaw | Amount of Fine |
| 1. No licence | Section 2(e) | \$ 25.00 |
| 2. Dog at large (1 st offence in a year) | Section 2(a) | \$ 50.00 |
| 3. Dog at large (2 nd offence in a year) | Section 2(a) | \$ 75.00 |
| 4. Dog at large (more than 2 offences) | Section 2(a) | \$ 100.00 each time |

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2016-Aug-5
1:45:50PM

| Cheque # | Cheque Date | Vendor Name | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|-------------|---|--------------------|---|-----------------|---------------|
| 160379 | 2016-07-30 | BLUE CROSS | 201608 | PAYMENT EXTENDED HEALTH | 1,028.12 | 1,028.12 |
| 160380 | 2016-07-30 | Daugert , Doug | 20160720 | PAYMENT MILEAGE - MEETINGS | 65.52 | 65.52 |
| 160381 | 2016-07-30 | ISLANDS SOLID WASTE | 3328 | PAYMENT FENCING MATERIAL | 30.00 | 30.00 |
| 160382 | 2016-07-30 | MINISTER OF FINANCE | Sean2016 | PAYMENT MSP 6 MONTHS | 900.00 | 900.00 |
| 160383 | 2016-07-30 | Terratek, Energy | 2016063 | PAYMENT DEPOSIT ON SOLAR PANEL PRC309,225.00 | | 309,225.00 |
| 160390 | 2016-08-05 | AARON MARK SERVICES LTD | 2071535 2072506 | PAYMENT SMALL CRAFT HARBOUR SMALL CRAFT HARBOUR | 95.13 209.41 | 304.54 |
| 160391 | 2016-08-05 | Angela's Place-Social Cafe & Fuel Station | 7312016 | PAYMENT FUEL | 410.60 | 410.60 |
| 160392 | 2016-08-05 | BIG RED ENTERPRISES | 15929 | PAYMENT GARBAGE | 520.83 | 520.83 |
| 160393 | 2016-08-05 | C. AND C. BEACHY CONTRACTING LTD | 10255 | PAYMENT STREET MAINTENANCE | 742.70 | 742.70 |
| 160394 | 2016-08-05 | FAST FUEL SERVICES LTD | CL23734 | PAYMENT FUEL | 415.80 | 415.80 |
| 160395 | 2016-08-05 | ISLANDS SOLID WASTE | 3349 | PAYMENT OLD FENCE MATERIAL | 30.00 | 30.00 |
| 160396 | 2016-08-05 | Jim West Signs Ltd., Sign Shop | 2056 | PAYMENT TOURISM SIGN | 546.00 | 546.00 |
| 160397 | 2016-08-05 | Northern Communications | 32318-08012016 | PAYMENT FIRE DISPATCH | 171.55 | 171.55 |
| 160398 | 2016-08-05 | O'BRIEN ROAD & BRIDGE MAINTENANCE | 5453 | PAYMENT INDUSTRIAL ROAD TEST PATCH | 10,500.00 | 10,500.00 |

Total 324,890.66

*** End of Report ***

Rainbow Wharf Statistics

| | | |
|--|-------------------|--------------------|
| 2010 Total Income \$2848 less total expenses \$2880 | Net Loss \$32 | |
| 2011 Total income \$9982 less total expenses \$1357 | Net Income \$8625 | YTD Income \$8593 |
| 2012 Total income \$4753 less total expenses \$1992 | Net income \$2761 | YTD Income \$11354 |
| 2013 Total Income \$8136 less total expenses \$21598* | Net Loss \$13462 | YTD Loss \$2108 |
| 2014 Total income \$7287 less total expenses \$3990 | Net income \$3297 | YTD Income \$1189 |
| 2015 Total income \$9399 less total expenses \$31953** | Net Loss \$22554 | YTD Loss \$21365 |

- Replaced some bumper piles and did some minor repairs *
- Commercial Inspection (\$24365) If we continue to use the dock for Commercial purposes we will need to have it inspected every 7-8 years

Based on the above information, over a full six year period the dock has cost Port Clements taxpayers a total of \$21,365 or approximately \$3,500 per year to operate it as a Commercial venture.



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July 20, 2016

To: Wesley Leonard Hennigar – Registered Owner
Peter Bookmyer – Tenant

Re: Lot 12, Block 48, Plan 1079

Phoned Aug. 2 when
he picked up his Registered
letter to say he would
try to make a dump
run on Aug 6/16.

As a result of complaints received in our office regarding your property located at #21 Yakoun Street, we inspected the premises and observed copious amounts of dimensional lumber scraps, discarded bits of building structures, bags of garbage, a toilet structure and sheets of used/damaged plywood.

Under Division 12 of Part 3, Section 74 of the Community Charter, Council has the authority to declare such situations a nuisance, and to direct that they be remedied. A copy of Division 12, of Part 3, of the Community Charter is enclosed.

I therefore serve this notice and request that you remove all the garbage from your yard to the landfill station on or before midnight of July 31st, 2016.

In the event that you fail to comply with this notice by midnight of July 31, 2016 I must forthwith file a report with the Council for their attention and further action.

I trust that you will cooperate with the Municipality in this regard and see that this matter is resolved to the satisfaction of all concerned.

Sincerely,

Kim Mushynsky, CAO
Village of Port Clements

NB2



NB2



ACTION ITEMS

| <u>#</u> | <u>Date</u> | <u>Description</u> | <u>Lead</u> | <u>Follow up</u> |
|----------|-------------|--|----------------|--|
| A16 | 15-10-2012 | Bus Shelter | Staff | Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project |
| A21 | 15-07-2013 | Drainage concern at far end between Park & Tingley include Yakoun Lane in drainage issue | Gaspar | Develop a plan for addressing this issue |
| A26 | 17-02-2014 | Historic Councillor Plaque(s) | Administrator | Some plaques up - more as time permits |
| A27 | 05-05-2014 | Park Management Committee | Administration | Finalize park management plans after results from questionnaire have been reviewed. |
| A30 | 19-10-2015 | Mural for Community Hall (Community Futures) | Administration | As more information comes available |