



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**7:00 p.m. Regular Meeting of Council Monday December 1, 2014**

**AGENDA**

**1. ADOPT AGENDA.**

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

**3. MINUTES**

M-1-November 17, 2014 Regular Council Meeting

M-2-November 24, 2014 Special Council Meeting

M-3-July 10, 2014 Tourism Committee Meeting

M-4-November 20, 2014 Recreation Commission Meeting

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

**5. ORIGINAL CORRESPONDENCE**

C-1-Cedarview Community Church

**6. GOVERNMENT**

G-1- 2015 Regular Council Meeting Schedule

**7. FINANCE**

F-1-Cheque listing to November 26, 2014.

**8. NEW BUSINESS**

NB-1-Report to Council-Funding Options

NB-2-Report to Council-2015 Grant Writer

NB-3-Northern Savings Credit Union cheque signing

NB-4-Village of Port Clements Committees of Council and Other Groups Information

**9. REPORTS & DISCUSSIONS**

**10. ACTION ITEMS**

A-1-See attached

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

**12. ADJOURNMENT**



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**Minutes of the regular meeting of the Port Clements Council held November 17, 2014 in the Council Chambers.**

**Present:**

Deputy Mayor Falconbridge  
Councillor Gaspar  
Councillor Gould

CAO – Kim Mushynsky

7 members of the public in attendance

Deputy Mayor Falconbridge called the meeting to order at 7:35pm\*

\*meeting start time was delayed due to extension of Public Zoning Meeting

**1. ADOPT AGENDA.**

2014-376 - Moved by Councillor Gaspar, seconded by Councillor Gould

THAT the agenda be adopted with the following amendments – add BA-1 Simonsen zoning recommendation and delete NB-1 Industrial Park Zoning request.

**CARRIED**

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

T-1 – Biomass Engineering tenders

2014-377 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we table this decision to the next Council meeting.

**CARRIED**

T-2 – Bus Shelter Expression of Interest

There were no expressions of interest submitted for this project

2014-378 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT Council direct staff to present some options for this project to the next Council.

**CARRIED**

**3. MINUTES.**

M-1 – Regular Meeting of Council Monday November 3, 2014

M-2 – Centennial Committee Meeting Thursday September 25, 2014

2014-379 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we accept both the Regular Meeting and Centennial Meeting minutes as presented.

**CARRIED**

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

BA-1 – Temporary Use permit for #7 Dyson

2014-380 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we open this for discussion.

**CARRIED**

2014-381 – Moved by Councillor Gaspar, seconded by Councillor Gould

m-1

THAT we approve the recommendation to grant a 2 year variance for this property.

**CARRIED**

**5. ORIGINAL CORRESPONDENCE.**

**6. GOVERNMENT.**

**7. FINANCE.**

F-1 – Cheque listing to November 12, 2014

2014-382 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we receive and file the cheque listing.

**CARRIED**

F-2 – NSCU October Bank Statement

2014-383 – Moved by Councillor Gaspar, seconded by Councillor Gould

That we receive and file the October NSCU statement

**CARRIED**

F-3 – CIBC October Bank Statement

2014-384 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we receive and file the October CIBC statement

**CARRIED**

**8. NEW BUSINESS.**

**9. ACTION ITEMS**

**10. REPORTS AND DISCUSSIONS.**

Councillor Gould – Tourism mtg

Deputy Mayor Falconbridge – Remembrance Day well attended

Councillor Gaspar – Tourism mtg.

CAO – Jasper Street apartment building sold.

**ADJOURNMENT.**

2014-385 - Moved by Councillor Gould, seconded by Councillor Gaspar

THAT the meeting be adjourned at 8:00pm

**CARRIED**

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Kazamir Falconbridge,  
Deputy Mayor

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Kim Mushynsky,  
CAO



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**Minutes of the Special meeting of the Port Clements Council held November 24, 2014 in the Council Chambers.**

Present:

Deputy Mayor Falconbridge  
Councillor Gaspar  
Councillor Gould

CAO – Kim Mushynsky

no members of the public in attendance

Deputy Mayor Falconbridge called the meeting to order at 5pm

**1. ADOPT AGENDA.**

Moved by Councillor Gaspar, seconded by Councillor Gould  
THAT the agenda be adopted as presented.

**CARRIED**

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

**3. MINUTES.**

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

BA-1 – Tourism Funding Request

Moved by Councillor Gaspar, seconded by Councillor Gould  
THAT we open this for discussion.

**CARRIED**

Moved by Councillor Gaspar, seconded by Councillor Gould

THAT Council approve the request from the Tourism Committee to spend up to \$1,100 on art work that was created as a part of the Centennial cartoon map project to be used for various future advertising initiatives by the Village and the Tourism committee.

**CARRIED**

BA-2 – Biomass Engineering Bids

Moved by Councillor Gould, seconded by Councillor Gaspar

THAT Council approve the recommendation from the Administrator that we accept the bid from Opus, Dayton Knight for the Engineering specifications for the biomass project.

**CARRIED**

**5. ORIGINAL CORRESPONDENCE.**

**6. GOVERNMENT.**

**7. FINANCE.**

**8. NEW BUSINESS.**

**9. ACTION ITEMS:**

**10. REPORTS AND DISCUSSIONS.**

Councillor Gaspar – no report

Councillor Gould – Edward's & Associates update (re: staff meeting Wednesday November 26 to discuss companies future)

Deputy Mayor Falconbridge – no report

CAO – no report

**ADJOURNMENT.**

Moved by Councillor Gaspar, seconded by Councillor Gould

THAT the meeting be adjourned at 5:30pm

**CARRIED**

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Kazamir Falconbridge,  
Deputy Mayor

---

Kim Mushynsky,  
CAO

**PORT CLEMENTS TOURISM COMMITTEE**  
**Minutes of the regular meeting of the Port Clements Tourism Committee**  
**Thursday, July 10, 2014**

Present:

|  |                   |
|--|-------------------|
| Chair Councillor Matt Gaspar           | Mayor Wally Cheer |
| Councillor Ian Gould                   | Angela Mielecki   |
| Deputy Clerk/Treasurer Sharon Ferretti |                   |

Chair Councillor Gaspar called the meeting to order at 7:00 p.m.

**1. ADOPT AGENDA**

ADDITIONS: BA-5-BC Day Barbeque

It was moved by Mayor Cheer, seconded by Angela Mielecki to adopt the agenda as amended.

**CARRIED**

**2. DELEGATES**

**3. MINUTES**

M-1-Minutes June 12, 2014

It was moved by Angela Mielecki, seconded by Mayor Cheer to adopt the regular meeting minutes as presented.

**CARRIED**

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

BA-1- Council update-Mayor Cheer

Nothing to report.

BA-2-Update on July 1<sup>st</sup> Navy Visit

The 'take away' from this event was a "pat on the back for all the volunteers".

BA-3-Lock for St. Mark's church

It was moved by Councillor Gould, seconded by Mayor Cheer

THAT we table this item until 2015.

In favour: 3

Opposed: 1

**CARRIED**

BA-4-Action Plan  
See attached.

**BA-5-BC Day Barbeque**

Menu items were discussed and it was determined that the purchases for the barbeque would be less than \$500.00. Use of 2-3 barbeques from Angela Mielecki, Mayor Cheer, and the Seniors' if needed. Public Works will be informed of this event to give time for mowing and maintenance if necessary; clean up day of Millennium Park being 10:00 – 12:00p.m., Sunday, July 27<sup>th</sup>. All advertising avenues were discussed with the Committee's blessing for Councillor Gould and Sharon Ferretti create the poster. Councillor Gould committed to getting the posters to the Tourist Info Centres on island as well as the camp grounds. A kids' event/activity to be determined. Parking will be available at the Museum and the Clinic.

**5. ORIGINAL CORRESPONDENCE.**

**6. NEW BUSINESS.**

**NB-1-Invites to join Tourism Committee**

It was moved by Mayor Cheer, seconded by Angela Mielecki  
THAT the Chairman send invite letters.

**CARRIED**

**NB-2-Ad for 2015 Travel Guide**

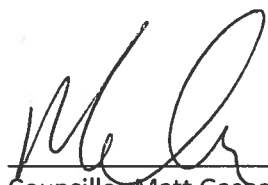

After some discussion it was determined that the ad costs are beyond our price range.

**7. REPORTS & DISCUSSIONS**

Sharon – Reported that the Port Clements Fire Department will be absorbing all costs of supplies and groceries used for the June 30<sup>th</sup> Navy barbeque with exception of the oysters.

**Adjournment**

Meeting was adjourned by Angela Mielecki at 9:47p.m.

  
Councillor Matt Gaspar, Chair  
Sharon Ferretti, Deputy Clerk/Treasurer

|   | <b>Village Of Port Clements Tourism Committee<br/>Action Plan July 2014</b> |  |   |                       |
|---|---|--|---|-----------------------|
| # | ITEM  | IMMEDIATE ACTION   | RESOLVE   | DONE?                 |
| 1 | Ground Work done before bring tourists in                                   | Signs drawing people in; maybe place in pull-out spots; locate mostly on highway south of Port to catch people driving in north direction  | Ensure approvals in place before proceeding with construction. Nathan Voogd, Area Manager for Roads.  |                       |
| 3 | Website/Blog  | Marilou Shroeder – MIEDS has been doing the Port Clements blog. Successful in terms of interest shown; Tweets & Hits are high numbers. Councillor Ian Gould will act as coordinator to stay on top of things; he will take it to Mary Lou.<br>Challenge in getting an individual with available time. Requires a 3-5 paragraph submission + a picture to go with each paragraph. | Councillor Gaspar will contact Alan Lore concerning taking on this task.<br><br>Tie in with brochure once work on that in the Fall 2014.  |                       |
| 4 | Maze at entrance of Sunset Trail  | Need a design<br>Do in increments to keep costs minimal<br>Need to find funding to build; then need funding to maintain. *Maybe can hire students  | Get a design approved for 2014; move forward 2015.<br>Federal Gov't offering good deal for hiring students *project could take 3 years or so to complete  |                       |
| 6 | Google Ad Works/ Twitter  | -Ian prepared to look into for Centennial<br>-Twitter needs someone on it constantly   |   |                       |
| 7 | Port Clements brochures   | New brochure for Port Clements specific for Centennial and/or for general promotional use<br>*Request has been put forward to Council to consider in budget meetings.<br>*Request for ideas from community on facebook   | - Get more quotes<br>- Get a design prepped.<br>- Get a quote from Advantage Printers. 3 way fold; 8.5 x 11; 1000/2500/5000 colour copies<br>- Promote Golden Spruce Trail<br>- Link to website + FBook addresses included in brochure. Costs may be covered through MIEDS \$15,000 Community Innovation. | FALL 2014<br>For 2015 |
| 8 | Integrate St. Mark's in Centennial  | Ian suggested a service be held in August 2014; tie in with music festival and fall fair/farmer's market<br>Service idea cancelled and made into a function.   | Tourist Function August 2014<br>Historical Society interested in doing this task.<br>Have a barbeque day.   |                       |
| 9 | Tourist Access to St. Mark's  | Keypad lock prices range \$95 - \$209<br>\$300 approved; status of purchase to be determined.  | At July 10, 2014's meeting was tabled to 2015.  | 2015                  |



Rec. Meeting – November 20, 2014.

Meeting started at 7:15pm In Council Chambers.

Attending – Bev Lore, Matt Gaspar, Sean O'Donoghue, Angela Mielecki, Sue Couch and Marilyn Bliss.

Not able to Attend – Corrina Hornidge

Agenda – Breakfast with Santa

- Santa has been contacted, Poster will be going up by end of November.
- Purchase gifts - \$15.00 to \$20.00 – require list of children – Marilyn will get from Corrina and school office.
- Xmas tree – Sean will see to putting this up – Senior's will be decorating the room on Nov 28 and will help with the tree.
- Breakfast supplies – Bev will put this together.
- Gift wrapping – once they are purchased will call for a wrap party – Angela will be able to help if we schedule after 2:30pm – also Sue, Marilyn.
- Set up for breakfast – 8:00am – Matt, Sean, Angela, Sue and Marilyn.
- Craft set up – check with Colleen and Merewyn – to entertain little ones prior to Santa's arrival.
- Large sign by Bayview Market and boat launch – Sean will put up new one – \$20.00 donations to S.P.C.A. – names then are put on the Xmas card – this can be paid at the Village office.
- Judge for Xmas lighting in Port – Angela – prize money – 3 prizes - \$100.00 each.

**Motion** – To approve spending \$200.00 for xmas lights.

Motion by – Sue - seconded by Angela – discussion – all in were in favour

Fireworks – New Year's eve.

**Motion** – To approve spending up to \$1500.00 on fireworks on Dec 31, 2014.

Motion by – Marilyn – seconded by Sue – discussion – all were in favour.

\*note – weather will be a factor and could be put off until Jan 1 – times will be

Approx 7:00pm – firemen possibly doing hot chocolate, corn dogs – possibly a bon fire.

Old/New business –

We had a discussion on our remaining budget – which will be used up by year end.

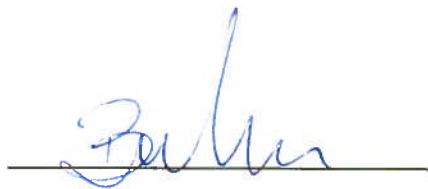
Looking ahead to 2015 we need to put together a committee to look at what Port Clements Recreation Committee.

We would like to recommend new playground equipment and have been looking at a brochure on outdoor exercise equipment. Village of Queen Charlotte has put this equipment in for anyone that would like to see what this about – There are grants available and we would like to recommend we have a grant writer to help us through this project.

The donation from LNR would be a starting point for funding.

Through emails – we will start this at the beginning of 2015 as the budget is due in February.

Meeting adjourned at 8:45pm



Bev Lore



Marilyn Bliss

Cedarview Community Church  
167 bayview drive  
Port Clements , BC  
V0T1R0  
250-557-4508

Dear Village of Port Clements Council;

We , the board of Cedarview Community Church would like to thank you for covering the grant for the taxes on the church property. It has been a real blessing for us over the years. We look forward to working with you and being a positive influence for our community in the coming year. May this year bring a prosperous and positive result for all you do. If we can be of assistance, let us know. Thanks.

Yours truly,  
Pastor Wes Harder

A handwritten signature in black ink, appearing to read "Wes Harder", written in a cursive style.



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Pursuant to *Community Charter* Section 94 notice is hereby given for the 2015 Regular Council meetings. Meetings are scheduled on the first and third Monday of every month. Where there is a holiday Monday the meeting is moved to the Tuesday. The schedules of regular meetings are as follows:

January 5 & 19  
February 2 & 16  
March 2 & 16  
April 7 & 20 (Easter Monday April 6)  
May 4 & 19 (Victoria Day Monday May 18)  
June 1 & 15  
July 6 & 20  
August 4 & 17 (BC Day Monday August 3)  
September 8 & 21 (Labour Day Monday Sept. 7)  
October 5 & 19  
November 2 & 16  
December 7 & 21

Meetings are open to the public and are held in the Council Chambers located in the Multi Purpose Building at 36 Cedar Ave West, Port Clements, BC at 7:00 p.m. Submissions of Correspondence and/or requests to appear as a delegation in front of Council must be made in writing four business days prior to the scheduled meeting.

**Committees of Council Schedule**

|                                     |  |
|-------------------------------------|--|
| Port Clements Tourism Committee     | - 2 <sup>nd</sup> Thursday of every month *                      |
| Port Clements Emergency Committee   | - 3 <sup>rd</sup> Thursday every quarter starting January 2015 * |
| Port Clements Recreation Commission | - 4 <sup>th</sup> Thursday of every month *                      |
| Small Craft Harbour Committee       | - currently "on hold"  |
| Barge Committee                     | - as required  |
| Park Management Committee           | - as required  |
| Centennial Committee                | - wrapping up in early 2015                                      |

\*subject to change by Committee Resolution

Please contact the Village Office Monday through Friday 9:00 a.m. to 1:00 p.m.

# VILLAGE OF PORT CLEMENTS

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## Cheque Listing For Council

2014-Nov-26  
9:22:30AM

| Cheque # | Cheque Date | Vendor Name                    | General Ledger   | Invoice #  | Invoice Description  | Invoice Amount  | Cheque Amount |
|----------|-------------|--------------------------------|--|--|--|---|---------------|
| 140485   | 2014-10-29  | WILSON, ANGUS                  | 10-2-12-13-00  | AllCandidates  | PAYMENT<br>MODERATOR FEE   | 50.00   | 50.00         |
| 140491   | 2014-11-13  | Angela's Place-Social Cafe & I | 10-2-12-25-00  | Vi20141104   | PAYMENT<br>BAR-B-Q ITEMS FOR AUG CENTI   | 232.72  | 232.72        |
| 140492   | 2014-11-13  | BC HYDRO                       | 40-2-42-90-40<br>10-2-71-89-30<br>10-2-32-50-00<br>30-2-41-50-00<br>10-3-22-00-00<br>40-2-42-90-40 | Nov 2014<br>Nov 2014<br>Nov 2014<br>Nov 2014<br>Nov 2014<br>Nov 2014 | PAYMENT<br>JUL 24 - SEPT 24 2014<br>JUL 24 - SEPT 24 2014<br>JUL 24 - SEPT 24 2014<br>JUL 24 - SEPT 24 2014<br>JUL 24 - SEPT 24 2014<br>Credit Adjustments | 1,557.59<br>30.44<br>1,197.81<br>1,681.43<br>208.85<br>(589.18) | 4,086.94      |
| 140493   | 2014-11-13  | BIG RED                        | 10-2-71-21-15  | 14302  | PAYMENT<br>WEEKLY CONTAINER SERVICE I  | 253.58  | 253.58        |
| 140494   | 2014-11-13  | BLUE CROSS                     | 10-4-27-00-30  | 212619   | PAYMENT<br>NOVEMBER BENEFIT PREMIUMS   | 1,335.37  | 1,335.37      |
| 140495   | 2014-11-13  | Board of School Trustees       | 10-2-71-21-15<br>10-2-71-21-10<br>10-3-22-00-00<br>10-2-71-21-25                                   | 1415-010<br>1415-010<br>1415-010<br>1415-010                         | PAYMENT<br>MPBC SD#50 PROPANE + SECUI<br>MPBC SD#50 PROPANE + SECUI<br>GST<br>School Protection Plan OPP   | 119.80<br>2,013.25<br>106.66<br>5,546.88                        | 7,786.59      |
| 140496   | 2014-11-13  | C. AND C. BEACHY CONTRA        | 10-2-32-37-20<br>10-2-31-00-00   | 10083<br>10083   | PAYMENT<br>CLEAN DITCHES<br>MOVE SAND BAGS & WATER   | 315.00<br>105.00  | 420.00        |
| 140497   | 2014-11-13  | CORPORATE EXPRESS              | 10-2-12-11-00<br>10-3-22-00-00<br>10-2-12-11-00<br>10-3-22-00-00                                   | 36905437<br>36905437<br>36905518<br>36905518                         | PAYMENT<br>copy paper,envelopes,2014 desk p<br>GST<br>TRACKBALL WIRELESS MOUSE+<br>GST   | 246.16<br>11.50<br>199.64<br>9.33                               | 466.63        |
| 140498   | 2014-11-13  | DRIFTECH MECHANICAL SE         | 10-2-24-70-20<br>10-3-22-00-00   | 9618<br>9618   | PAYMENT<br>1999 FREIGHTLINER CVIP/PAS:<br>GST  | 201.16<br>9.40  | 210.56        |
| 140499   | 2014-11-13  | HORNIDGE, CORRINA              | 10-2-75-00-00  | RecDonation201   | PAYMENT<br>REC COMMISSION DONATION   | 100.00  | 100.00        |
| 140500   | 2014-11-13  | OBSERVER PUBLISHING CC         | 10-2-12-11-50  | HG00000104   | PAYMENT<br>ANNUAL SUBSCRIPTION RENEW   | 110.00  | 110.00        |
| 140501   | 2014-11-13  | SKEENA QUEEN CHARLOTT          | 10-4-23-44-00<br>10-4-23-44-01<br>10-1-53-20-10<br>10-1-11-00-00                                   | 4 Qtr 2014<br>4 Qtr 2014<br>4 Qtr 2014<br>4 Qtr 2014                 | PAYMENT<br>Residential<br>Commercial<br>Admin Fee<br>PropTax AcctsPay  | 15,192.00<br>720.00<br>(994.50)<br>(381.27)                     | 14,536.23     |
| 140502   | 2014-11-13  | TELUS COMMUNICATIONS I         | 10-2-71-21-15<br>40-2-42-90-40<br>30-2-41-50-00<br>10-2-24-70-10<br>10-3-22-00-00<br>10-2-12-14-31 | OCT 2014<br>OCT 2014<br>OCT 2014<br>OCT 2014<br>OCT 2014<br>OCT 2014 | PAYMENT<br>OCT 27 - NOV 26 CHARGES<br>OCT 27 - NOV 26 CHARGES<br>OCT 27 - NOV 26 CHARGES<br>OCT 27 - NOV 26 CHARGES<br>GST<br>OCT 27 - NOV 26 CHARGES      | 611.08<br>74.93<br>252.43<br>338.74<br>61.49<br>37.00           | 1,375.67      |
| 140503   | 2014-11-13  | SKEENA QUEEN CHARLOTT          | 10-2-12-13-00  | Election2014   | PAYMENT<br>GWAIL TRUST SANDSPIT ELECTI   | 500.00  | 500.00        |
| 140504   | 2014-11-13  | DELMAS CO-OP                   |  |  | PAYMENT  |   | 21.03         |

F-1

# VILLAGE OF PORT CLEMENTS

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2014-Nov-26  
9:22:30AM

| Cheque # | Cheque Date | Vendor Name                    | General Ledger   | Invoice #  | Invoice Description  | Invoice Amount   | Cheque Amount |
|----------|-------------|--------------------------------|--|--|--|--|---------------|
| 140504   | 2014-11-13  | DELMAS CO-OP                   | 10-2-71-89-00<br>10-3-22-00-00<br>10-2-81-90-00  | 00249239E<br>00249239E<br>OCT 2014   | PAINT + CARRIAGE BOLT + FENI<br>GST<br>SERVICE FEE OCTOBER 2014  | 14.36<br>0.67<br>6.00  | 21.03         |
| 140505   | 2014-11-13  | ROYAL CANADIAN LEGION E        | 10-1-59-10-00  | Donations2014  | PAYMENT<br>HALF OF REMEMBRANCE DAY C   | 150.00   | 150.00        |
| 140506   | 2014-11-13  | SPEEDEE                        | 10-2-12-13-00<br>10-3-22-00-00<br>10-2-12-13-00<br>10-3-22-00-00   | 332827-0<br>332827-0<br>332831-0<br>332831-0   | PAYMENT<br>BALLOTS - VILLAGE OF PORT CI<br>GST<br>BALLOTS SQCRD + GWAII TRUS<br>GST  | 259.91<br>12.15<br>534.74<br>24.99   | 831.79        |
| 140507   | 2014-11-13  | Angela's Place-Social Cafe & I | 10-2-24-80-10<br>40-2-42-90-60<br>30-2-41-40-10<br>10-2-31-90-00   | OCT2014<br>OCT2014<br>OCT2014<br>OCT2014   | PAYMENT<br>DIESEL<br>DIESEL + REG GAS PURCHASE\$<br>DIESEL + REG GAS PURCHASE\$<br>DIESEL + REG GAS PURCHASE\$                                   | 72.02<br>62.81<br>125.61<br>125.61   | 386.05        |
| 140508   | 2014-11-13  | CORPORATE EXPRESS              | 10-2-12-11-00<br>10-3-22-00-00<br>10-2-12-11-00<br>10-3-22-00-00   | 36966034<br>36966034<br>36979200<br>36979200   | PAYMENT<br>LINED PADS OF PAPER<br>GST<br>PEN REFILLS<br>GST  | 10.58<br>0.49<br>1.81<br>0.08  | 12.96         |
| 140509   | 2014-11-14  | CIBC VISA                      | 10-2-12-11-30<br>10-2-12-11-30<br>10-2-12-11-30<br>10-2-81-90-00   | OCT2014<br>OCT2014<br>OCT2014<br>OCT2014   | PAYMENT<br>Norton renewal<br>Netfirms<br>Basecamp<br>interest charges  | 78.39<br>11.99<br>22.99<br>1.69  | 115.06        |
| 140510   | 2014-11-14  | MasterCard, CUETS FINANCI      | 10-2-12-10-50<br>10-2-12-11-70<br>10-2-12-10-10<br>30-2-41-30-20<br>40-2-42-90-20<br>10-2-31-00-10<br>10-2-11-10-30<br>10-2-24-70-20<br>10-2-12-11-70<br>10-2-24-90-10<br>10-2-52-00-00<br>10-3-22-00-00 | OCT2014<br>OCT2014<br>OCT2014<br>OCT2014<br>OCT2014<br>OCT2014<br>OCT2014<br>OCT2014<br>OCT2014<br>OCT2014<br>OCT2014<br>OCT2014 | PAYMENT<br>Postage<br>Postage<br>WCB<br>WCB<br>WCB<br>WCB<br>WCB<br>WCB<br>HaidaGwaiiTrader<br>blinds for weightroom<br>blinds for clinic<br>GST | 9.45<br>9.45<br>280.23<br>93.41<br>93.41<br>93.41<br>43.59<br>18.68<br>21.00<br>89.87<br>55.64<br>6.80 | 814.94        |
| 140511   | 2014-11-20  | Black Press Group Ltd.         | 10-2-12-13-00<br>10-2-12-11-50<br>10-2-12-11-70<br>10-3-22-00-00   | 32392067<br>32392067<br>32392067<br>32392067   | PAYMENT<br>ELECTION ADS<br>ReZoning ad<br>Jasper Apts ad<br>GST  | 915.00<br>110.00<br>672.28<br>84.86  | 1,782.14      |
| 140512   | 2014-11-20  | Bliss, Marilyn                 | 10-2-12-13-00  | PollingClerk   | PAYMENT<br>NOV 15 ELECTION - POLLING CL  | 450.00   | 450.00        |
| 140513   | 2014-11-20  | Couch, Susan A.C.              | 10-2-12-13-00  | PollingClerk   | PAYMENT<br>NOV 15 ELECTION - POLLING CL  | 450.00   | 450.00        |
| 140514   | 2014-11-20  | DEREX EQUIP. LTD.              |  |  | PAYMENT  |  | 189.00        |

# VILLAGE OF PORT CLEMENTS

Page 3 of 3

## Cheque Listing For Council

2014-Nov-26  
9:22:30AM

| Cheque # | Cheque Date | Vendor Name                   | General Ledger | Invoice #     | Invoice Description                    | Invoice Amount | Cheque Amount |
|----------|-------------|-------------------------------|----------------|---------------|--|----------------|---------------|
| 140514   | 2014-11-20  | DEREX EQUIP. LTD.             | 10-2-32-37-10  | 2014031       | PULLED ALDERS OCT 16                   | 189.00         | 189.00        |
| 140515   | 2014-11-20  | MUNICIPAL INFORMATION S       | 10-2-12-11-20  | 20141265      | PAYMENT<br>DECEMBER SUPPORT FOR FINA   | 294.11         | 294.11        |
| 140516   | 2014-11-20  | PUROLATOR                     | 30-2-41-40-00  | 425735330     | PAYMENT<br>3RD PARTY SHIPMENT          | 87.08          | 87.08         |
| 140517   | 2014-11-20  | VILLAGE OF PORT CLEMEN        | 10-3-10-10-50  | Tranf to CIBC | PAYMENT<br>TRNFR FROM NSCU TO COVER    | 40,000.00      | 40,000.00     |
| 140518   | 2014-11-24  | PORT CLEMENTS SENIORS         | 10-2-12-99-30  | GwaiiTrust    | PAYMENT<br>GWAII TRUST CHRISTMAS       | 1,200.00       | 1,200.00      |
| 140519   | 2014-11-24  | Price, Amanda                 | 10-2-25-00-00  | ThriveFoods   | PAYMENT<br>ESS SUPPLIES-THRIVE FOODS   | 47.04          | 47.04         |
| 140520   | 2014-11-24  | Sherry Anderson Notary Public | 10-2-12-11-70  | JasperApts    | PAYMENT<br>FEES FOR SALE OF JASPER AP/ | 1,270.10       | 1,270.10      |
| 140521   | 2014-11-24  | TLELL FIREFIGHTERS            | 10-2-12-99-30  | GTChristmas   | PAYMENT<br>GT CHRISTMAS FUND           | 3,000.00       | 3,000.00      |

**Total 82,565.59**

\*\*\* End of Report \*\*\*



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: Kim Mushynsky  
Date: November 17, 2014  
Re: **Funding Options**

---

Background: There are two major funding options which have quickly approaching deadlines. They are:

Gwaii Trust Major Infrastructure which funds up to 50% of projects and has a priority list for projects as follows:

1. Sewer and water infrastructure
2. Economic infrastructure such as campgrounds and tourist trails
3. Island Governance
4. Other infrastructure
5. Recreation infrastructure
6. Emergency preparedness issues
7. Projects to remove barriers to economic development locally or island wide

The deadline for submissions is usually late January and there will probably be at least \$400,000 in funding available to compete for. We can put in as many different funding proposals as we wish we simply have to clarify for the trust our order of priority for each of the proposals. It is easier for the trust to award smaller projects as they can then feel that they have been able to equitably distribute their funding throughout the islands.

Building Canada Fund – Small Communities Fund is a new fund announced in late October 2014 and is for communities in Canada with populations under 100,000. It will fund up to 2/3 of the total eligible costs, there is a cap of one application per community and the deadline for applications is February 18, 2015. This is a joint Federal/Provincial funding opportunity and the application process is rigorous and may require some studies to have been completed prior to application depending on the type of project anticipated. The main criteria are economic growth, clean environment and building stronger communities in that order.

The following are eligible project categories (in alphabetic order not priority order):

Brownfield Redevelopment (remediating land which is contaminated due to a prior use)  
Connectivity and Broadband  
Disaster Mitigation Infrastructure  
Drinking Water  
Green Energy

NB-1



Highways and Major Roads  
Innovation  
Local and Regional Airports  
Public Transit  
Short Sea Shipping  
Shortline Rail  
Solid Waste Management  
Waste water

We do not really have any “shelf-ready” projects meaning we have not completed feasibilities or business case studies or engineering or environmental studies which are mandatory for some of the Building Canada categories (except the barge facility project). We have more leeway with the Gwaii Trust application. I require Council to give direction as soon as possible so work can begin on gathering data to complete funding proposal(s) if that is Council’s wish. I am providing this information in advance of your first meeting as our new Council so that you can ask questions, think about, meet with me if you wish and be prepared to discuss this at the December 1<sup>st</sup> Council meeting. I am booked for vacation Dec. 23-Jan. 11 inclusive which further eats into the time available to put together the funding application.

Some options and their corresponding challenges are as follows

1. Major or minor repairs to the Rainbow Wharf – challenges – we do not have a recent assessment to support the work – it is in our 2015 budget to get a detailed assessment done but it is unlikely that it could be done prior to the Feb. 18, 2015 deadline for applications. We could consider asking for funding for the study itself. Asking for funding for studies is often not a strong proposal but it is not prohibited. The ultrasonic assessment we need is probably in the neighbourhood of \$15-20,000. We could look at small projects such as stripping and painting the railing as something to apply to Gwaii Trust for (maybe \$5-6,000).
2. Purchase and wire a generator into the Multiplex complex for emergency back up power as this is the building that a lot of town activities would take place in in the event of a major situation which could easily involve the loss of power. We have a bit of background information on this as we did put in an application to the Federal government for this in 2012 (unsuccessful) so this is a potential project for the Building Canada Fund. I have already talked to the School District to ensure that they are on board with this as it is a shared space. We are probably looking in the \$100,000 ballpark for this. I have quotes from 2012 which would need to be updated.
3. Water line – this is a big one but before we can start looking at replacing old water lines we would need an engineering study of our existing lines along with a recommendation of which lines to replace in what order. The study would include camera assessment of water lines in Port Clements to identify any issues and then a detailed cost analysis perhaps block by block of the costs and work associated with the water line upgrades. Therefore at this point we can’t ask for the money to replace the waterlines – we would simply be asking for the money to get the assessment and recommendations done. The Village of Masset had this done about 10 years ago and it included a 10 year plan for the gradual replacement of water lines. I know that some, but not all, of the work for their plan has been done to date as they also base their work on an ability to secure funding.
4. A little out of the box, but something for consideration, rather than submit our own application we can forfeit our right to put in an application and support a not-for-profit application in our place. This could be the Museum if they have a large project for which they have 1/3 of the funds available and have the ability to put together a workable funding application in the timeline required. It could also mean supporting Gwaii Trust to get funding to improve high-speed internet on island or perhaps even support something that would get us cell coverage. Berry indicated at the All Candidates that he could envision Gwaii Trust getting into all island infrastructure projects like that which supported economic development. As I said, a bit outside the box but something to consider.

5. Sewer improvements – the Federal government has come down with some new regulations which are slowly being rolled out between now and 2020. It is not certain yet what exact upgrades we will have to make to be compliant when all the new regulations are in place. However we, along with hundreds of municipalities, will be in the same boat of trying to get compliant and struggling with costs to do so. A request is being made by the Federation of Canadian Municipalities to have the Federal government provide funding specific to these new regulations as they are the ones imposing them on the municipalities. In the meantime there are things that we need to do with our sewer even as it exists today to be currently compliant. We have had some suggestions made to us by the Ministry of Environment but we will need an engineer to review our sewer outflow data and current facilities to make recommendation on what our best bang for the buck is and what will both now, and looking to the future, be the best course of action and upgrades. Again, we do not have specific things we can apply for under this category except for the funds to get this engineering piece completed.
6. I will be putting in an application to Gwaii Trust, on behalf of the Fire Department, for the replacement of some of their SCBA gear. This does not impact us doing other funding applications this is mainly just an FYI. As indicated earlier, if we are putting in more than one application to Gwaii Trust we need to tell them which is our first priority, second priority, etc.
7. Other – this is where you come in as new people to Council. What do you feel is critical? It is probably best if you come and talk over your ideas with me in advance of the December 1<sup>st</sup> meeting so that I can research if anything has been done in regards to whatever your idea is or if there are any regulatory requirements tied to your ideas. We want to go into the meeting as informed as possible so that good decisions can be made with minimal time loss.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Kim Meslin". The signature is fluid and cursive, with a large, stylized initial "K".



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## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: November 25, 2014  
Re: **2015 Grant Writer**

---

Background: Northern Development Initiative Trust has a Grant Writer grant available for each community. Basically they provide \$8,000 per year as long as we provide a minimum of \$2,500 of our own money (so \$10,500 minimum) and this person must write at least \$200,000 in funding applications for each community. This person is supposed to be made available to all non-profit societies, etc. who have a need for a grant writer. In early 2014 there were discussions between the villages of Masset, Port Clements, Queen Charlotte and the Regional District in regards to going together to hire one full-time grant writer in 2015. The Regional District has since partnered with the city of Prince Rupert but have indicated that they may be interested for 2016. We are quickly approaching the timeline where we would need to apply to NDIT for these funds if we wished to do this. Based on 3 communities working together it would look like this:

|  |                        |
|--|------------------------|
| \$2,500 payable by each community          | \$ 7,500               |
| \$8,000 payable by NDIT for each community | <u>\$24,000</u>        |
| <b>Total funds available</b>               | <b><u>\$31,500</u></b> |

Based on a 30 hour work week this amounts to \$20.19 per hour – and this person can be a contract person so there would be no additional costs for employment benefits (EI, CPP, WCB, Vacation Pay, etc). The thinking is that if we have one full time person they would more actively be pursuing grant opportunities than if each community had one person who worked on this about 10 hours per week as that person would probably have to maintain another job which might conflict. Based on NDIT's requirements, this person would have to submit a minimum of \$200,000 per community in grant applications (they don't have to all be successful but we do have to prove that this minimum has been met in order for funding to be reimbursed from NDIT). Each community would be required to pay the money up front and we would claim back NDIT's portion at the end of the year. There are options for working as well – we could potentially have this person work out of one of the offices or perhaps out of each of the offices one day per week (3 – 10 hour days). In theory, if this person is an accomplished grant writer, this frees up time normally spent by the Administrator or Finance person researching and writing grant proposals. In reality, sometimes the same amount of time is spent coaching and/or directing this person so the really important piece is getting the right person for the job.

I have spoken with NDIT about this concept and other communities are doing the same thing so they are completely agreeable to the idea. I have also spoken with Masset and Queen Charlotte. Masset has expressed the same concern I already mentioned – the wrong person can actually create more rather than less work. There is no sense in pursuing this further unless all three communities and their respective Councils are on board with the idea. If we all are then we should apply ASAP for next year's funding and solidify the details of this contract position's working conditions and then advertise so that they can begin work as early in 2015 as possible.

Request: I request that Council give me direction on whether or not to pursue this matter further and outline any parameters/concerns they have or anything they feel is important to be included in the contract position.

Respectfully submitted:

A handwritten signature in blue ink, reading "Kim Musley-Lay". The signature is fluid and cursive, with the first name "Kim" being more prominent and the last name "Musley-Lay" following in a continuous script.

## **COMMITTEES OF COUNCIL and OTHER GROUPS**

### **INFORMATION SHEET**

#### **Community Futures**

- Purpose: To give Port Clements a voice in the on island direction of Haida Gwaii Community Futures.
- Meets approximately 9 times per year. Meetings are usually held in Port Clements.
- No remuneration.

#### **Gwaii Tel**

- Purpose: To review the islands' broadband services.
- Meets approximately 3 times per year *as needed*.
- No remuneration.

#### **MIEDS (Misty Isles Economic Development Society)**

- Purpose: To be a part of island economic development strategies.
- Meets approximately 6 times per year. Meetings rotate between the island communities.
- No remuneration.

#### **NDIT (Northern Development Initiative Trust)**

- Purpose: To review and recommend projects being submitted from the Northwest region.
- Meets approximately 4 times per year. Meetings are usually via teleconference.
- Travel reimbursement only – no stipend.

#### **SQCRD (Skeena Queen Charlotte Regional District)**

- Purpose: To represent the Village of Port Clements at the Regional level. This person is automatically the representative for the Northwest Regional Hospital District as well.
- Meets approximately 10 times per year. Meetings rotate throughout the Northwest and can be accessed via teleconference.
- Travel reimbursement and approximately \$12,750 per year (flat rate plus per meeting rates so actual amount depends on attendance).

#### **VIRL (Vancouver Island Regional Library)**

- Purpose is to ensure Port Clements has a voice in library issues within our community and on the island in general.
- Meets approximately 5 times per year. Meetings take place in Nanaimo.
- Travel reimbursement only. No remuneration.

**Emergency Preparedness Committee – Bylaw No. 408, 2013 attached**

- Purpose: To evaluate the Village of Port Clements' emergency plan, ensure that the information within is always current, train members on emergency management criteria and report to Council as required.
- Meets 3<sup>rd</sup> Thursday evening in January, April, July and October, approximately 4 times per year.
- No remuneration.

**Park Management Committee - Ongoing**

- Purpose: mid-term committee working towards a management policy for each of the park areas within Port Clements.
- No set meeting dates.
- No remuneration.

**Recreation Commission – Ongoing – Bylaw No. 407, 2013 attached**

- Purpose: To provide recreation options to the Village of Port Clements and liaise with the QCI Rec Commission and other communities.
- Meets 4<sup>th</sup> Thursday evening of each month, approximately 12 times per year.
- No remuneration.

**Tourism Committee – Ongoing – Bylaw No. 406, 2013 attached**

- Purpose: To compile and recommend means of promoting tourism within Port Clements to Council.
- Meets 2<sup>nd</sup> Thursday evening of each month, approximately 12 times per year.
- No remuneration.

---

**Barge Committee - Adhoc**

- Purpose: Mid-term committee working towards the development of a container port in the Industrial park.
- Meeting schedule varies depending on actionable items – mid-term committee working towards the development of a container port in the Industrial park.
- No remuneration.

**Centennial Committee - Adhoc**

- Purpose: Established in 2013 to plan the Centennial celebration; expected to dissolve early 2015.
- Meets 1st Tuesday evening of each month, approximately 12 times per year.
- No remuneration.

**Small Craft Harbour Committee - Adhoc**

- Purpose: Short term committee to evaluate ways to improve this area of the community.
- Meets the 2<sup>nd</sup> Monday of each month.
- No remuneration.

**RCMP Liaison**

- Usually this is the CAO's job to meet as needed with RCMP to discuss issues.

## **FAQ's COMMITTEES OF COUNCIL and OTHER GROUPS**

### **1. What is the difference between a committee and a commission?**

While both have budgets as determined at the beginning of each year, a Commission offers a service, has more autonomy or authority and is governed by the Community Charter.

A Commission will make reports to Council.

For more information please refer to PART 9 – COMMISSIONS of Bylaw No. 336 (attached) concerning information on Commissions.

A Committee looks into things on behalf of Council.

A Committee will keep minutes which are approved at Council meetings.

A Committee will submit requests for approval to Council.

A Committee may make purchases of up to \$500.00 without Council approval as per a 2013 motion made by Council. Purchases higher than \$500.00 have to go before Council for approval.

For more information please refer to PART 8 – COMMITTEES of Bylaw No. 336 (attached) concerning information on Committees.

### **2. What is an Ad-hoc Committee verses a Standing Committee?**

An Ad-hoc committee is usually a short term committee.

It is created through a motion of Council as opposed to a bylaw.

Its' members are comprised of equal numbers of the public to the number of Council on the committee.

Standing Committees look into specific ongoing matters of the Community.

For more information please refer to PART 8 – COMMITTEES of Bylaw No. 336 (attached) concerning information on Committees.

### **3. What about the external/Board Committees?**

Members of Council are invited to be on the external/Board committees.

Council members attend as representatives for our community.

October 13<sup>th</sup>, 2014

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

**Attention:** Kim Mushynsky  
Chief Administrative Officer

Dear Ms. Mushynsky,

**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 central and northern British Columbia, a region that is strategically located, and offers a resource-rich economy with many competitive advantages and incentives for business.

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 all funding approval processes.

In follow up to the local government elections held on November 15<sup>th</sup>, 2014, 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 December 2014 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.

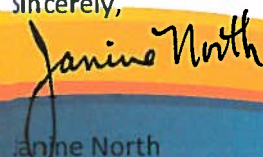
**It is important that you advise our office by December 19<sup>th</sup>, 2014 so that we can send an agenda package to the appropriate representative prior to the first scheduled regional advisory committee meeting in January 2015.**

The first meeting of the Northwest Regional Advisory Committee is scheduled for January 9<sup>th</sup>, 2015. 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 11<sup>th</sup>, 2015.

If you have any questions or concerns with this request, please contact Karen Borden, Executive Coordinator, Northern Development by telephone at 250-561-2525 or via email at [karen@northernddevelopment.bc.ca](mailto:karen@northernddevelopment.bc.ca).

Thank you. Please confirm receipt of this request to Michelle Vander-Velden, Client Services Clerk, Northern Development by telephone at 250-561-2525 or via email at [michelle@northernddevelopment.bc.ca](mailto:michelle@northernddevelopment.bc.ca).

Sincerely,

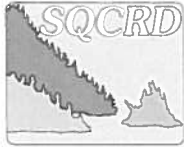


Janine North

Chief Executive Officer

Building a  
**Stronger North**





**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

100 - 1st Avenue East Prince Rupert, BC V8J 1A6

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: [www.sqcrd.bc.ca](http://www.sqcrd.bc.ca)

---

November 19, 2014

**Attention:**

Dear,

**Re: Skeena-Queen Charlotte Regional District Appointment**

On behalf of the Board of the Skeena-Queen Charlotte Regional District, I am writing to request that your Council please appoint a one (1) Councillor and one (1) alternate to serve on the Board of the Skeena-Queen Charlotte Regional District in anticipation of its December 12<sup>th</sup>, 2014 Statutory and Regular meetings.

If you have any further questions or comments, please do not hesitate to contact the office of the Skeena-Queen Charlotte Regional District.

Yours truly,

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

Daniel Fish  
Deputy Corporate Officer

;df



## Vancouver Island Regional Library

Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: info@virl.bc.ca w: www.virl.bc.ca

November 17, 2014

### Original sent via email

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

Dear Mayor Gould,

### Re: Appointment to the 2015 Vancouver Island Regional Library Board

With the new year approaching, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fourth largest library system in British Columbia that serves more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions to be submitted to Vancouver Island Regional Library by December 15, 2014. I enclose 2015 appointment forms for a Board member and alternate member to ensure we have accurate contact information. VIRL Board of Trustees requires its members to complete a *Statement of Financial Disclosure* on an annual basis and to that end I enclose forms to be completed by your member and alternate member representatives. A copy of the form completed for municipal purposes is also acceptable.

**Please complete the enclosed forms and return along with a copy of the certified resolution by December 15, 2014 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: [hminkzuvich@virl.bc.ca](mailto:hminkzuvich@virl.bc.ca) or fax: 250.758.2482.**

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS  
Executive Director

Cc: Kim Mushynsky, CAO

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland  
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington  
Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen  
Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofoño Ucluelet Union Bay Woss

**Village of Port Clements  
Bylaw No. 336**

A BYLAW TO ENACT PROCEDURES FOR THE MEETINGS OF COUNCIL  
AND COMMITTEES IN ACCORDANCE WITH THE COMMUNITY CHARTER.

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## **PART 1 – INTRODUCTION**

### **Title**

1. This Bylaw may be cited as the “COUNCIL PROCEDURE BYLAW NO. 336, 2004”.

### **Definitions**

2. In this Bylaw,

“Commission” means a municipal commission established under s.143 of the Community Charter;

“Committee” means a standing, select, or other committee of Council, but does not include COTW;

“COTW” means the Committee of the Whole Council;

“Corporate Officer” means the Corporate Officer for the Village of Port Clements;

“Council” means the Council of the Village of Port Clements;

“Mayor” means the mayor of the Village of Port Clements;

“Public Notice Posting Places” means the notice board at the Village Office;

“Village” means the Village of Port Clements;

“Village Hall” means the Port Clements Village Hall located at 37A Cedar Avenue, Port Clements, BC.

### **Application of rules of procedure**

3.
  - (1) The provisions of this Bylaw govern the proceedings of Council, COTW, Commissions and all standing and select committees of Council, as applicable.
  - (2) In cases not provided for under this Bylaw, The New Robert's Rules of Order, 2nd edition, 1998, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are
    - (a) applicable in the circumstances, and
    - (b) not inconsistent with provisions of this Bylaw or the Community Charter.

## **PART 2 - COUNCIL MEETINGS**

### **Inaugural Meeting**

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in December in the year of the election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

### **Time and location of meetings**

5. (1) All Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must
  - (a) be held on the first and third Monday of each month, and
  - (b) begin at 7:30pm;
  - (c) be adjourned at 10:00pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time;
  - (d) when such meeting falls on a statutory holiday, be held on the next day the Village Hall is open following which is not a statutory holiday;
- (3) Regular Council meetings may:
  - (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
  - (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice,

### **Notice of Council Meetings**

6. (1) In accordance with section 127 of the *Community Charter*, Council must prepare annually on or before January 31st, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- (2) In accordance with section 127 of the *Community Charter*, Council must give notice annually on or before January 31st of the time and duration that the schedule of regular Council meetings will be available beginning on February 1st in accordance with section 94 of the *Community Charter*.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

### **Notice of special meetings**

7. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by
  - (a) posting a copy of the notice in the Council chambers at Village Hall,
  - (b) posting a copy of the notice at the Public Notice Posting Place, and
  - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at the Village Hall.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

### **PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

8. (1) Annually, Council must designate a Councillor to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 9(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.

### **PART 4 - COUNCIL PROCEEDINGS**

#### **Community Charter Provisions**

9. Matters pertaining to Council proceedings are governed by the Community Charter including those provisions found in Division 3 of Part 4 and Division 2 of Part 5. The relevant extracts from the Community Charter are appended to this bylaw for convenient reference.

#### **Attendance of Public at Meetings**

10. (1) Except where the provisions of section 90 of the Community Charter apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the Community Charter.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the Community Charter, including without limitation:
  - (a) COTW,
  - (b) standing and select committees,



- (c) parcel tax review panel,
  - (d) board of variance,
  - (e) Commissions].
- (4) Despite section 10(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 8 may expel or exclude from a Council meeting a person in accordance with section 20(8).

#### **Minutes of meetings to be maintained and available to public**

11. (1) Minutes of the proceedings of Council must be
- (a) legibly recorded,
  - (b) certified as correct by the Corporate Officer, and
  - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 11(3), and in accordance with section 97(1)(b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at the Village Hall during its regular office hours.
- (3) Subsection 11(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

#### **Calling meeting to order**

12. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.

- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 8 do not attend within 15 minutes of the scheduled time for a Council meeting:
  - (a) the Corporate Officer must call to order the members present, and
  - (b) the members present must choose a member to preside at the meeting.

#### **Adjourning meeting where no quorum**

13. If there is no quorum of Council present within *15 minutes* of the scheduled time for a Council meeting, the Corporate Officer must
  - (a) record the names of the members present, and those absent, and
  - (b) adjourn the meeting until the next scheduled meeting.

#### **Agenda**

14.
  - (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
  - (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda must be 1:00 pm on the Thursday prior to the meeting.
  - (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
  - (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 16.

## **Order of proceedings and business**

15. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
  - (a) Approval of agenda;
  - (b) Introduction of late items;
  - (c) Petitions, Delegations & Opening of Sealed Tenders;
  - (d) Public and statutory hearings,
  - (e) Adoption of minutes;
  - (f) Business Arising & Unfinished Business;
  - (g) Original Correspondence
  - (h) Finance
  - (i) Government (Bylaws and Statutory Requirements);
  - (j) New Business;
  - (k) Reports and Discussions
  - (l) Question Period;
  - (m) Adjournment.
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

## **Late Items**

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.
- (2) If the Council makes a resolution under section 16(1), information pertaining to late items must be distributed to the members.

## **Voting at meetings**

17. (1) The following procedures apply to voting at Council meetings:
  - (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members by stating;  
 "Those in favour raise your hands" and then "those opposed raise your hands".

- (b) when the presiding member is putting the matter to a vote under paragraph (a) a member must not
  - (i) cross or leave the room,
  - (ii) make a noise or other disturbance, or
  - (iii) interrupt the voting procedure unless the interrupting member is raising a point of order;
- (b) after the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
- (c) the presiding member's decision about whether a question has been finally put is conclusive; and
- (d) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand ; and
- (e) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative;

### **Delegations**

18. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application stating purpose of delegation has been received by the Corporate Officer by 1:00 pm on the Thursday prior to the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by two-thirds vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in section 18(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.

- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

### **Points of order**

19. (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion
  - (a) if the motion is contrary to the rules of procedure in this bylaw, and
  - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
  - (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
  - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and
  - (c) the presiding member may reserve the decision until the next Council meeting.

### **Conduct and debate**

20. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.

- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
  - (a) must immediately stop speaking,
  - (b) may explain their position on the point of order, and
  - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the Community Charter.
- (7) Members speaking at a Council meeting
  - (a) must use respectful language,
  - (b) must not use offensive gestures or signs,
  - (c) must speak only in connection with the matter being debated,
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
  - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat , and
  - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:

- (a) a member may speak more than once in connection with the same question only
  - (i) with the permission of Council, or
  - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
- (b) a member who has made a substantive motion to the Council may reply to the debate;
- (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
- (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.

### **Motions generally**

- 21. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:
  - (a) to refer to committee;
  - (b) to amend;
  - (c) to lay on the table;
  - (d) to postpone indefinitely;
  - (e) to postpone to a certain time;
  - (f) to move the previous question;
  - (g) to adjourn.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

### **Motion for the main question**

22. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
  - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
  - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

### **Amendments generally**

23. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may be amended once only.
- (5) An amendment that has been negated by a vote of Council cannot be proposed again.
- (6) The presiding member must put the main question and its amendments in the following order for the vote of Council:
  - (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
  - (c) the main question.



**Reconsideration by Council Member**

24. (1) Subject to subsection (5), a Council member may, at the next Council meeting,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
- (a) had the approval or assent of the electors and been adopted,
  - (b) been reconsidered under subsection (1) or section 131 of the Community Charter,
  - (c) been acted on by an officer, employee, or agent of the City.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the Community Charter is as valid and has the same effect as it had before reconsideration.

**Reports from committees**

25. Council may take any of the following actions in connection with a resolution it receives from COTW:
- (a) agree or disagree with the resolution;
  - (b) amend the resolution;
  - (c) refer the resolution back to COTW;
  - (d) postpone its consideration of the resolution.

**Adjournment**

26. (1) A Council may continue a Council meeting after 10:00 pm only by an affirmative vote of 2/3 of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

**PART 5 – BYLAWS****Form of bylaws**

27. A bylaw introduced at a Council meeting must:
- (a) be printed;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number;
  - (d) contain an introductory statement of purpose;
  - (e) be divided into sections;

### **Bylaws to be considered separately or jointly**

28. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member, or
  - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

### **Reading and adopting bylaws**

29. (1) The presiding member of a Council meeting may
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
  - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw must be given by stating its title.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.
- (4) Subject to section 882 of the Local Government Act, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (4) In accordance with section 135 of the Community Charter, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (5) Despite section 135(3) of the Community Charter, and in accordance with section 890(9) of the Local Government Act, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

### **Bylaws must be signed**

30. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping.

## **PART 6 – INTRODUCING RESOLUTIONS.**

31. (1) The presiding member of a Council meeting may:
- (a) have the corporate officer read the resolution; and
  - (b) request a motion that the resolution be introduced.

## **PART 7 - COMMITTEE OF THE WHOLE**

### **Going into Committee of the Whole**

32. (1) At any time during a council meeting, Council may by resolution go into COTW.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the City's business, is a meeting of COTW.

### **Notice for COTW meetings**

33. (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Place; and
  - (b) leaving a copy of the notice for each Council member in the Council member's mailbox at City Hall.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 32, during a Council meeting for which public notice has been given under section 6 or 7.

### **Minutes of COTW meetings to be maintained and available to public**

34. (1) Minutes of the proceedings of COTW must be
- (a) legibly recorded,
  - (b) certified by the Corporate Officer,
  - (c) signed by the member presiding at the meeting, and
  - (d) open for public inspection in accordance with section 97(1)(c) of the Community Charter.

### **Presiding members at COTW meetings and Quorum**

35. (1) Any Council member may preside in COTW.
- (2) The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.
  - (3) The quorum of COTW is the majority of Council members.

### **Points of order at meetings**

36. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

### **Conduct and debate**

37. The following rules apply to COTW meetings:
- (a) a motion is not required to be seconded;
  - (b) a motion for adjournment is not allowed;
  - (c) a member may speak any number of times on the same question;
  - (d) a member must not speak longer than a total of 10 minutes on any one question.

### **Voting at meetings**

38. (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

**Reports**

- (39) (1) A motion for COTW to rise and report to Council must be decided without debate.
- (3) The COTW's reports to Council must be presented by the Corporate Officer.

**Rising without reporting**

- 39. (1) A motion made at a COTW meeting to rise without reporting
  - (a) is always in order and takes precedence over all other motions,
  - (b) may be debated, and
  - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 32(1), the Council meeting must resume and proceed to the next order of business.

**PART 8 – COMMITTEES****Duties of standing committees**

- 40. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
  - (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by Council;
  - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
  - (a) in accordance with the schedule of the committee's meetings;
  - (b) on matters that are assigned by Council or the Mayor,
    - (i) as required by Council or the Mayor, or

- (ii) at the next Council meeting if the Council or Mayor does not specify a time.

### **Duties of select committees**

- 41. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

### **Schedule of committee meetings**

- 42. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

### **Notice of committee meetings**

- 43. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
  - (a) posting a copy of the schedule at the Public Notice Posting Places; and
  - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 49(2) to be given to all members of the committee at least *12 hours* before the time of the meeting.

**Minutes of committee meetings to be maintained and available to public**

44. Minutes of the proceedings of a committee must be
- (a) legibly recorded,
  - (b) certified by the Corporate Officer,
  - (c) signed by the chair or member presiding at the meeting, and
  - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

**Quorum**

45. The quorum for a committee is a majority of all of its members.

**Conduct and debate**

46. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a committee is not required to be seconded.

**Voting at meetings**

47. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

**PART 9 - COMMISSIONS**

**Schedule of Commission meetings**

48. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
- (2) The Chair of a Commission may call a meeting of the Commission in addition to the scheduled meetings or may cancel a meeting.



### **Notice of Commission meetings**

49. (1) Subject to subsection (2), after the Commission has established the regular schedule of Commission meetings, including the times, dates and places of the Commission meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place; and
  - (b) providing a copy of the schedule to each member of the Commission.
- (2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Officer must, as soon as possible, post notice at the Public Notice Posting Place which indicates any revisions to the date, time and place for cancellation of a Commission meeting.
- (3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 56(2) to be given to all members of the Commission at least 12 hours before the time of the meeting.

### **Minutes of Commission meetings to be maintained and available to the public**

50. Minutes of the proceedings of a Commission must be:
- (a) legibly recorded;
  - (b) signed by the Chair or a member presiding at the meeting, and open for public inspection in accordance with section 97(1)(c) of the Community Charter.

### **Quorum**

51. The quorum of a Commission is a majority of all of its members.

### **Conduct and Debate**

52. (1) The rules of the Council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

**PART 10 – GENERAL**

53. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
54. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
55. The Village of Port Clements Procedure Bylaw No. 312 is hereby repealed.

READ A FIRST TIME THIS 19<sup>th</sup> day of April, 2004.

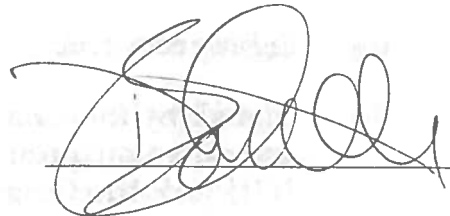
READ A SECOND TIME THIS 27<sup>th</sup> day of April, 2004.

READ A THIRD TIME THIS 27<sup>th</sup> day of April, 2004.

ADOPTED THIS 3<sup>rd</sup> day of May, 2004.



MAYOR



CLERK

## VILLAGE OF PORT CLEMENTS

### BYLAW NO: 406, 2013

#### **A Bylaw to replace Bylaw #366, 2008 in regards to a Tourism Advisory Committee**

WHEREAS section 142 of the Community Charter empowers the Council to establish a select committee to consider or inquire into any matter and to report its findings and opinions to Council;

AND WHEREAS the Council for the Village of Port Clements desires to promote, expand and enhance Tourism development of the Village of Port Clements.

NOW THEREFORE the Council for the Village of Port Clements in open meeting assembled enacts as follows:

#### INTERPRETATION:

1. **"Committee"** shall mean and include the Port Clements Tourism Advisory Committee.  
**"Council"** shall mean the Village of Port Clements.  
**"Village"** shall mean the Corporation of the Village of Port Clements;  
**"Province"** shall mean the Province of British Columbia.  
**"Committee member"** shall mean a person who has been appointed by the Tourism Committee Chair and has voting privileges on the Committee.
2. There is hereby established a select committee to be known as the Port Clements Tourism Advisory Committee whose purpose is to research and make recommendations to Council on all matters which relate to tourism development.
3. Council hereby delegates the authority to appoint members to the committee to the chair of the Tourism Committee, upon recommendation from existing committee members.
4. The committee shall be comprised of at least one member of Council and shall have a minimum of 5 members and a maximum of 8 members.
5. If, without good reason, any member of the Committee is absent from three (3) consecutive regular meetings the Chair may, upon a recommendation of the Committee, remove the member from the Committee.

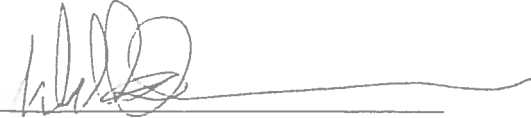
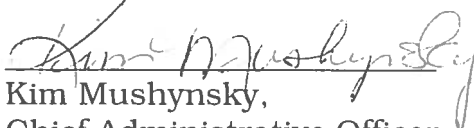
6. The Chair may remove any member of the Committee for malfeasance or any breach of legal trust.
7. Annually, during the month of January, the Committee shall hold a meeting at which a chair shall be selected from the appointed members.
8. Regular meetings of the Committee shall be held once a month, at a time set by resolution of the Committee, and special or workshop meetings will be held when necessary.
9. A quorum for regular, special or workshop meetings of the Committee shall be three (3) members, one of whom shall act as chair. If the appointed chair is not in attendance but 3 other committee members are they shall appoint a temporary chair for that meeting.
10. Regular monthly meeting procedures shall be conducted in accordance with the Village of Port Clements Procedures Bylaw No. 336, 2004.
11. Proceedings of the regular monthly meetings shall be recorded and a copy of the Minutes forwarded to Council for their information. Recommendations of the Committee on a matter for adoption by Council are not to be made public until approved by Council.
12. Neither the Committee nor any member thereof, shall have the power to pledge the credit of the Village in connection with any matters whatsoever, nor shall the Committee nor any member thereof have any power to authorize any expenditure to be charged against the Village.
13. This Bylaw may be cited as the "Port Clements Tourism Advisory Committee Bylaw No 406, 2013.
14. Bylaw 366, 2008 is hereby rescinded.

Read a first time this 21<sup>st</sup> day of November, 2013.

Read a second time, this 2<sup>nd</sup> day of December, 2013.

Read a third time, this 2<sup>nd</sup> day of December, 2013.

Reconsidered and finally adopted this 16<sup>th</sup> day of December, 2013.

  
\_\_\_\_\_  
Wally Cheer,  
Mayor  
\_\_\_\_\_  
Kim Mushynsky,  
Chief Administrative Officer

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Certified to be a true copy of Bylaw 406  
Tourism Advisory Committee

## **VILLAGE OF PORT CLEMENTS**

### **BYLAW NO: 407, 2013**

#### **A Bylaw to replace Bylaw #324, 2002 in regards to a Recreation Commission**

WHEREAS section 143 of the Community Charter empowers the Council to establish a commission to operate services of the local government;

AND WHEREAS the Council for the Village of Port Clements desires to promote, expand and enhance Recreational opportunities in the Village of Port Clements.

NOW THEREFORE the Council for the Village of Port Clements in open meeting assembled enacts as follows:

#### **DEFINITION:**

**"Commission"** shall mean the Village Port Clements Recreation Commission.

**"Council"** shall mean the Village of Port Clements Council.

**"Village"** shall mean the Corporation of the Village of Port Clements;

**"Province"** shall mean the Province of British Columbia.

**"Committee member"** shall mean a person who has been appointed by the Recreation Commission Chair and has voting privileges on the Committee.

#### **INTERPRETATION:**

1. The Commission shall be composed of a minimum of 5 members and a maximum of 8 members who shall be appointed by the Commission Chair. At least one member of the Commission shall be from Council. Members from unincorporated areas such as Tlell are eligible to be members on the Commission.
2. Council hereby delegates the authority to appoint members to the Commission to the chair of the Commission based on recommendations from existing committee members.
3. If, without good reason, any member of the Commission is absent from three (3) consecutive regular meetings the Chair may, upon a recommendation of the Commission, remove the member from the Commission.
4. The Chair may remove any member of the Commission for

malfeasance or any breach of legal trust.

5. Annually, during the month of January, the Commission shall hold a meeting at which a chair shall be selected from the appointed members as well as any other officers required to conduct their business.
6. Regular meetings of the Commission shall be held once a month, at a time set by resolution of the Commission.
7. A quorum for a regular or special meeting of the Commission shall be three (3) members, one of whom shall be the chair.
8. Regular monthly meeting procedures shall be conducted in accordance with the Village of Port Clements Procedures Bylaw No. 336, 2004.
9. Proceedings of the regular monthly meetings shall be recorded and a copy of the Minutes forwarded to Council for their information. Recommendations of the Commission on a matter for adoption by Council are not to be made public until approved by Council.
10. The Commission shall have supervisory responsibility over activities provided and conducted on or in connection with parks, play-grounds, athletic fields, or other recreational facilities that currently exist, or may come into existence, and shall have the power to conduct any form of recreational or cultural activity.
11. All items of revenue and expenditure relating to the activities of the Commission shall be accounted for in the books of account for the Village of Port Clements in accordance with the provisions of the current Financial Plan.
12. Neither the Commission, nor any member thereof, shall have the power to pledge the credit of the Village in connection with any matters except as specifically provided for in the provisions of the current Financial Plan as it relates to the Recreational Commission. The Commission shall not make any expenditures except by an affirmative motion or resolution of the Commission.
13. All monies received by the Commission shall be paid into the hands of the Village Treasurer for deposit to the credit of the Village bank account. Accounts for authorized expenditures of the Commission shall be paid by the Treasurer of the Village in the same manner as all other accounts.


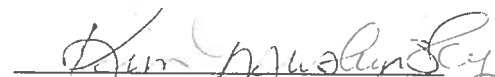
14. The Commission may, from time to time, by motion, appoint a committee or committees for a specific purpose.
15. The Commission shall make reports to Council at such times as they are required.
16. This Bylaw may be cited as the "Port Clements Recreation Commission Bylaw No 407, 2013".
17. Bylaw 324, 2002 is hereby rescinded.

Read a first time, this 21<sup>st</sup> day of November, 2013.

Read a second time, this 2<sup>nd</sup> day of December, 2013.

Read a third time, this 2<sup>nd</sup> day of December, 2013.

Reconsidered and finally adopted this 16<sup>th</sup> day of December, 2013.

  
\_\_\_\_\_  
Wally Cheer,  
Mayor  
\_\_\_\_\_  
Kim Mushynsky,  
Chief Administrative Officer

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Certified to be a true copy of Bylaw 407  
Recreation Commission



## **VILLAGE OF PORT CLEMENTS**

### **BYLAW NO: 408, 2013**

#### **A Bylaw to replace Bylaw #303, 2000 in regards to an Emergency Management Commission**

WHEREAS section 143 of the Community Charter empowers the Council to establish a commission to operate services of the local government;

AND WHEREAS the Council for the Village of Port Clements is mandated to establish and maintain an emergency plan for the Village of Port Clements;

AND WHEREAS the Council for the Village of Port Clements wishes to authorize a Commission to undertake the management of emergency preparedness for the municipality;

NOW THEREFORE the Council for the Village of Port Clements in open meeting assembled enacts as follows:

#### **SECTION 1 - DEFINITIONS:**

1. Council means the Village of Port Clements Council
2. Declaration of a state of local emergency means a declaration of Council or the Mayor that an emergency exists or is imminent in the municipality.
3. Disaster means a calamity that:
  - a. Is caused by accident, fire, explosion, or technical failure or by the forces of nature and;
  - b. Has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.
4. Emergency means a present or imminent event that:
  - a. Is caused by accident, fire, explosion or technical failure or by the forces of nature, and;
  - b. Requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
5. Village of Port Clements Emergency Coordinator means the person appointed by the Council as head of the Village of Port Clements Emergency Management Commission.
6. Municipality means all the area within the boundaries of the Village of Port Clements
7. The Village of Port Clements Emergency Management Commission means the Emergency Coordinator and such other persons appointed, and functional groups established, and which are

charged with Emergency Preparedness, response and recovery measures.

8. Commission member means someone who has been appointed to the commission by the Emergency Coordinator and has voting privileges on the Commission.

## SECTION 2 - ADMINISTRATION:

1. The Commission shall be composed of a minimum of 5 members and a maximum of 10 members who shall be appointed by the Emergency Coordinator. At least one member of the Commission shall be from Council and one member shall be a Village of Port Clements staff member. Members from unincorporated areas such as Tlell are eligible to be members on the Commission.
2. Council hereby delegates the authority to appoint members to the Commission to the Emergency Coordinator. The Emergency Coordinator should consider membership from the Fire Department, Ambulance, Seniors Group, School and general public.
3. If, without good reason, any member of the Commission is absent from three (3) consecutive regular meetings the Emergency Coordinator may, upon a recommendation of the Commission, remove the member from the Commission.
4. The Emergency Coordinator may remove any member of the Commission for malfeasance or any breach of legal trust.
5. Annually, during the month of January, the Commission shall hold a meeting at which a Chair shall be selected from the appointed members as well as any other officers required to conduct their business.
6. Regular meetings of the Commission shall be held quarterly, at a time set by resolution of the Commission.
7. Regular meeting procedures shall be conducted in accordance with the Village of Port Clements Procedures Bylaw No. 336, 2004.
8. Proceedings of the meetings shall be recorded and a copy of the Minutes forwarded to Council for their information.
9. Subject to the approval of Council, the Commission may:
  - a. Make and amend its policies and procedures;
  - b. Enter into agreements with Regional Districts or other municipal bodies for the purpose of emergency assistance or

formulation of coordinated emergency preparedness, response and recover, and;

- c. Enter into agreements with individuals, bodies, corporations or other non-government agencies, for the provision of goods or services.

### SECTION 3 – DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. The Commission shall prepare and present to the Council for annual review and approval:
  - a. A list of hazards to which the municipality is subject and which also indicates the relative risk of such occurrence;
  - b. Plans respecting the preparation for, response to, and recovery from emergencies and disasters, which include;
    - i. A periodic review of plans and procedures
    - ii. A program of exercises and training
    - iii. Procedures by which physical and financial emergency resources or assistance may be obtained
    - iv. Procedures by which emergency plans are to be implemented
    - v. Warning and communication procedures for the public
    - vi. Procedures to establish the priorities for restoring essential services provided by the municipality, or recommend priorities to other service providers, that are interrupted during an emergency or disaster

### SECTION 4 – POWERS OF COUNCIL

1. Council, Mayor or the Emergency Coordinator, whether or not a state of local emergency has been declared, can cause the emergency plan to be implemented.
2. The Council by Bylaw or Resolution, or the Mayor by Order, may declare a state of local emergency when the extraordinary power or authority enabled by Section 12 of the Emergency Programs Act is required to effectively deal with an emergency or disaster in any part of the municipality.
3. Upon a declaration of a state of local emergency being made, Council, or its designate, shall send a copy of the declaration to Emergency Management BC and ensure that the details of the declaration are made known to the majority of the population of the affected area.
4. Council, Mayor or the Commission may do any or all of the acts enumerated in the Emergency Programs Act that are considered necessary and implement procedures considered necessary to prevent, respond to, or alleviate the effects of an emergency or disaster.

5. The Council or Mayor must, when of the opinion that an emergency no longer exists in the municipality to which a declaration of a state of local emergency was made, cancel the declaration of a state of local emergency and promptly notify Emergency Management BC of the cancellation.

## SECTION 5 – LIABILITY

As stated in the Emergency Programs Act, no person, including without limitation, the Council, the Mayor, members of the Emergency Management Commission, employees of the Village of Port Clements, volunteers, and any other person appointed, authorized, or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damage or injury to persons or property that result from:

- a) The person, in good faith, doing or omitting to do, any act that the person is appointed, authorized, or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent, or;
- b) Any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing, or requiring those persons to do the acts, the person was not acting in good faith.

Bylaw 303, 2000 is hereby rescinded.

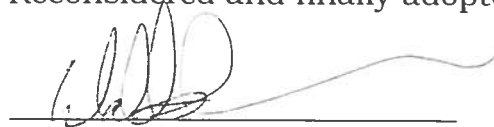
This Bylaw may be cited as the "Village of Port Clements Emergency Management Commission Bylaw #408, 2013".

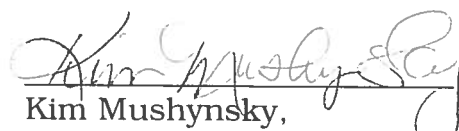
Read a first time, this 21<sup>st</sup> day of November, 2013.

Read a second time, this 2<sup>nd</sup> day of December, 2013.

Read a third time, this 2<sup>nd</sup> day of December, 2013.

Reconsidered and finally adopted this 16<sup>th</sup> day of December, 2013.

  
\_\_\_\_\_  
Wally Cheer,  
Mayor

  
\_\_\_\_\_  
Kim Mushynsky,  
Chief Administrative Officer

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Certified to be a true copy of Bylaw 408 Emergency Management Commission

## ACTION ITEMS

| <u>#</u> | <u>Date</u> | <u>Description</u>                                 | <u>Lead</u>    | <u>Follow up</u>  |
|----------|-------------|--|----------------|---|
| A16      | 15-10-2012  | Bus Shelter  | Staff          | Nov. 17 Council directed staff to research a solution as there were no expressions of interest from the public to build a shelter |
| A21      | 15-07-2013  | Drainage concern at far end between Park & Tingley | Gaspar         | Develop a plan for addressing this issue  |
| A25      | 28-01-2014  | Biomass heating system for Multiplex               | Administrator  | Decision made on engineering Nov. 24<br>will update at the Dec. 15 Council mtg.   |
| A26      | 17-02-2014  | Historic Councillor Plaque(s)                      | Gould          | Design and create the necessary plaque(s)<br>to mount ingraved plates from 1975 forward<br>Slated for completion before yearend   |
| A27      | 05-05-2014  | Park Management Committee                          | Administration | Finalize park management plans after new<br>Council has had a chance to review  |