



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
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7:00 p.m. Regular Meeting of Council Monday December 5th, 2016

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1 – Millennial Park Fruit Tree Proposal – Christy Konschuh

D-2 – Recreation Coordinator for Youth & Elders – Christy Konschuh

3. MINUTES

M-1 – November 21, 2016 Regular Council meeting minutes

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1 – North Coast Regional District Municipal Appointment - NCRD

C-2 – Request for Letter of Support for Capacity Upgrade Plan - Masset Marine Rescue

C-3 – Request for Endorsement of Smoke and Vape-free Outdoor Public Places in BC –
Canadian Cancer Society

6. GOVERNMENT

G-1 – Bylaw #437 - Amendment to Financial Plan for Years 2016 – 2020 Bylaw #432, 2016

G-2 – Bylaw #436 – Management & Protection of Trees within the VOPC

G-3 – Policy #14, 2016 – Code of Conduct

7. FINANCE

F-1 – Cheque Listing to November 30, 2016

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1 – Biomass Fuel

R-2 – Motions

R-3 – Christmas Hours & Business for 2016

10. ACTION ITEMS

A-1 – See attached Action Items List A16 – A33

11. QUESTIONS FROM THE PUBLIC & PRESS

Motion to move to In Camera as per CC 90 (1)(a)

12. ADJOURNMENT

Millennium Memorial Fruit Trees – Christy Konschuh

During planning an event with the support of the VOPC Recreation Committee, we were surprised by the clearing of red alder in the park. A week earlier, many from the community gathered around the cenotaph to honor our fallen soldiers on Remembrance Day. I remember the sound of the eagles who were soaring above the ceremony. I also remember the screams from the children who participated in the lantern building workshop for the past 6 weeks when they realized the very forest they were planning to decorate with their lanterns was chopped down and left like carnage.

"Passion, comitment, creativity...we shall have none of these if we fail to grieve for the magnificent trees, the lovely animals and the beautiful places we are losing." Phyllis Windle.

After polling the neighbors Millennium Park, I have come to understand that this practice is not uncommon and though disruptive, locals have come to expect this act of maintenance. I am not sure what the cost was to the Village and I would ask that this council consider an alternative to this maintenance which has had a devastating impact on the park and it's neighbors.

I am asking that commemorative fruit trees be considered as alternatives for the area. Obviously more research can be done and, I would be happy to volunteer to research this project if support by this council.

Recreation Coordinator for Youth & Elders – Christy Konschuh

VOPC Recreation Coordinator

Two Gwaii Trust Grant Application Deadlines approach on December 1, 2017 and the Youth and Arts grants for approximately \$20,000 are likely to go somewhere other than the Village of Port Clements. The next deadline for these Grants is March 1, 2017. I am proposing that this council consider creating a Recreation Coordinator position within the Village of Port Clements that can take on the role of applying for these grants, overseeing the implementation of the programs/ projects as well as contributing to sustainable recreational activities for the Community of Port Clements and Tlell.

In my experience of Grant Writing, an individual can count on allocating between 5 - 10 hours of administrative preparations for a grant proposal to be received successfully. Professional Grant Writer Alissa McMullin of Pacific Chiton Consulting concurs that in addition to meeting specific criteria, a large portion of her time is spent coordinating and collaborating with community participants. These 5-10 hours can be spread out over days and sometimes weeks of dedicated networking. As an active volunteer in this community, I feel stretched thin when it comes to tackling a Grant Application. The Youth and Arts Grant through Gwaii Tlell meet a very important demographic in our community during these uncertain economic times. If you attended the recent Story of Light along Millenium Trail, you can attest to the positive impact the collaboration of Youth and Art had on our village. The Story of Light acquired incredible volunteer support, two paid staff and has been invited into surrounding communities. The total volunteers hours of the 12 key volunteers was over 100 hours. Many of these volunteers sit on the Recreation Committee and others showed up on the day of the event. No doubt, the reward for the investment of these hours is immeasurable and, I have to ask, can this Council continue to hope the bar is raised to this level without reinforcing community interactions of this nature?

Recently, my request to use the games room (formerly the Teen Center) in the Fire Hall has been denied. Feedback I received was that the location is not conducive to use as the space needs to be protected. Then I was referred to the Senior's Room, as if I've never considered that space as a resource before. I have been a witness to the desire of the young people of this village to have a space that is their own. It is time to help our youth build their own space. Fortunately, this is a perfect project for the Gwaii Trust Youth Grant. By building a space that is created in collaboration with youth that is accessible to family friendly recreational activities, we are saying yes to a more vibrant Village of Port Clements. Currently, Haida Gwaii Recreation and I are launching a pilot program in Port Clements for the families who struggle to find childcare during Professional Development Days for Teachers. Pro D- Days for Kids is a Recreational Program that provides activities for kids from 8am - 5pm, including snacks, lunch, crafts, games, and presentations from local professionals. We're attempting to help answer the question "When I grow up, what can I do in Port Clements?"

This program cannot be run on volunteer-ship alone. A Coordinator is clearly needed to meet the needs of this family program to ensure end result satisfaction.

This past semester, Port Clements has hosted an after school activity each day and no other Village on Haida Gwaii can attest to that. Our youth were invited to learn about horses on Tuesdays and Thursday, Acro Dance on Wednesdays, and Lantern making on Mondays and Fridays. The ASSAI Coordinator is allotted 30 hours a week for the entire island and this semester, Port Clements lucked out. Next semester might not get so much attention and funding.

We need to come up with a way that we can provide ongoing healthy opportunities for our families that don't always rely on our Teachers. We need a VOPC Recreation Coordinator.

I have attached a sample job description for the Recreation Coordinator of the Quadra Island Community Centre. I am asking this Council to consider creating an additional role within the Village of Port Clements that directly serves the Health and Wellness of its community. I am asking this Council to bring Youth and Arts to the forefront of its 2017 goals. I am asking that we revitalize our future amidst of economic uncertainty. I am asking that we graciously and publicly acknowledge those who volunteer and make them a promise that this Village will match their commitment and enthusiasm for a better community. There are many among us who are devoted, selfless, public servants and who too often go unnoticed. If you are a parent or a teacher, rarely are you acknowledged for the countless hours you put into making this community a better place. Those who volunteer for Search and Rescue, the Fire Department, Council's, and Committee's provide us with essential services, entertainment and community enhancement opportunities. These people are lifting us up when we aren't even paying attention. They show up each week and work to make our world functional. It's time this Council reinforce the positive shift of its people by supporting Youth and Arts program development.

Recreation Coordinator

Quadra Village Community Centre is a vibrant organization offering relevant programs in the Hillside-Quadra Neighbourhood. Our core values include caring, respect, inclusivity and community. We pride ourselves in making a positive difference in the lives of children, youth, families, adults and the wider community.

Job Title: Recreation Coordinator
Reports to: Administrative Coordinator
Role:

Provides effective day-to-day development, planning, scheduling, administration and supervision of recreational, cultural, and educational programs and events within the Quadra Village Community Centre (QVCC), Quadra Village Neighbourhood Gym and additional booked spaces. This role is best suited to a creative, independent, collaborative, well organized, and motivated individual with a strong background in a diverse range of recreation programming.

Key Duties and Responsibilities:

- Responsible for the development, implementation and evaluation of community centre and gym programming for QVCC
- Schedules and coordinates community centre and gym programming
- Manages program registration and maintenance
- Works collaboratively with front desk personnel to ensure efficient registration process
- Creates programming surveys and assesses community needs to assist in the selection and provision of programs
- Responsible for communicating with QVCC staff, instructors, and programming partners in various media to promote community centre and gym programming
- Responsible for the production and development of content for the Active Living Guide, QVCC website, social media and other promotional platforms
- Supervises, trains and develops facility support staff and Recreation Program volunteers, utilizing teaching techniques which include modeling, observing, questioning, demonstrating and reinforcing
- Evaluates the recreation program area, and implements necessary improvements following consultation with the Administrative Coordinator

- Develops, administers and reviews goals, policies and procedures which guide the recreation program area and reflect the mission and overall values of the organization
- Maintains budgets related to Recreation Programs and assigned events
- Sources and coordinates the delivery of programs from third party suppliers
- Evaluates and screens new instructors and coordinates instructor contracts for each program
- Facilitates the orderly functioning of the Quadra Village Community Centre (collaboratively) and Quadra Village Neighbourhood Gym (as the lead staff member) including the maintenance of equipment and supplies
- Ensures the quality condition of all supplies, equipment and materials
- Provides, as needed, administrative support to the organization
- Responsible for the development, planning, delivery and assessment of select special events for the community as required
- Liaises with the City of Victoria, Capital Regional District and CDI College administration as required
- Networks and advertises to make the agency, community professionals and general public aware of the Recreation Program and its opportunities
- Maintains accurate records and provides regular verbal and written updates and statistical reports on recreation programs and creates material for program postings, website, social media, and other publicity as needed, such as neighbourhood kiosks and newsletters
- Grant writing and liaison related to expanding the recreation program and event capacity of the organization
- Effective and sensitive engagement with diverse individuals and groups
- Shares in the work of maintaining a safe and welcoming neighbourhood facilities
- Responds to general inquiries by phone and in person, regarding Quadra Village Community Centre
- Is familiar with and implements Quadra Village Community Centre's policies, procedures and practices, assisting with the day to day operations. Performs other related duties when required and approved by the Administrative Coordinator or Executive Director

Education, Qualifications and Experience:

Post-secondary education in a relevant discipline such as Recreation Management, Community Development, Social Services or Equivalent.

- 2 years or more experience coordinating recreation services and/or programs
- Experience working with community groups, volunteers, and participants of all ages
- Proficient in basic computer applications such as word processing, spreadsheets and Internet usage
- Record keeping skills (for reporting, human resources and marketing)
- Proficient in the use of databases for recreation or other bookings
- Strong organization and planning skills
- Demonstrated ability to effectively communicate orally and in writing
- Standard First Aid, CPR Level 3 and AED Training an asset

Hours of Work:

- 17 Hours Per Week
- Schedule built around community events, facility user groups and QVCC programming requirements

Salary:

- \$20 an hour

Application Due Date:

- January 16, 2017



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Minutes of the regular meeting of the Port Clements Council held November 21, 2016 in Council Chambers.

Present:

Mayor Gould
Councilor Daugert
Councilor Cunningham

CAO Kim Mushynsky

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

1. ADOPT AGENDA.

2016-281 – Moved by Councilor Daugert, seconded by Councilor Cunningham
THAT Council adopts the agenda as presented.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – November 7, 2016 Regular Council Meeting minutes

2016-282 – Moved by Councilor Cunningham, seconded by Councilor Daugert
THAT Council adopt the November 7, 2016 minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1 – Annual brush mowing – C&C Beachy

2016-283 – Moved by Councilor Cunningham, seconded by Councilor Daugert
THAT Council gives permission for the brush mowing to take place across Bayview from lots 272, 274 & 276, in the months outlined in the Park Maintenance Policy, until the end of November 2018.

CARRIED

C-2 – FSC Controlled Wood Risk Assessment Public Consultation – Taan Forest

2016-284 – Moved by Councilor Daugert, seconded by Councilor Cunningham
THAT Council receives this correspondence.

CARRIED

6. GOVERNMENT

7. FINANCE

F-1 – Cheque Listing to November 15, 2016

2016-285 – Moved by Councilor Cunningham, seconded by Councilor Daugert

THAT Council receives the Cheque Listing to November 15, 2016.

CARRIED

F-2 – NSCU October Bank Statement

2016-286 – Moved by Councilor Cunningham, seconded by Councilor Daugert

THAT Council receives this information.

CARRIED

F-3 – CIBC October Bank Statement

2016-287 – Moved by Councilor Cunningham, seconded by Councilor Daugert

THAT Council receives this information

CARRIED

8. NEW BUSINESS

NB-1 – NDIT 2017 Grants – Economic Development, Grant Writer, Internship

2016-288 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT the Village of Port Clements Council approve an application to Northern Development Initiative Trust for the 2017 Economic Development Grant

AND THAT the funding received through this process is designated for MIEDS for 2017 operational costs.

CARRIED

2016-289 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT the Village of Port Clements Council approve an application to Northern Development Initiative Trust for the 2017 Grant Writer grant.

CARRIED

2016-290 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT WHEREAS local governments can make application to receive a \$35,000 grant from the Northwest Regional Development account to host an intern under the Local Government Management Internship Program;

AND WHEREAS local governments wishing to host an intern are expected to show their commitment to the vision and goals of the Local Government Management Internship program by committing sufficient financial and staffing resources to host an intern and by providing training and exposure opportunities for an intern;

THEREFORE BE IT RESOLVED that the Village of Port Clements Council support the joint application to host a Local Government Management Intern.

CARRIED

9. REPORTS & DISCUSSIONS

Mayor Gould – Heenan tree work, keeping vehicles off our new trail, shower & laundry facilities for Village

Councilor Daugert – MIEDS mtg, Community Hall Society challenges, getting Rainbow Wharf waiver in place

Councilor Cunningham – Enjoying new sections of trail, requested update on playground equipment install, Sunset Park maintenance and remainder of new trail

CAO Mushynsky – no report

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

ADJOURNMENT

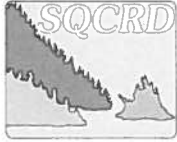
2016-291 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT the meeting be adjourned at 8:10 pm.

CARRIED

Ian Gould
Mayor

Kim Mushynsky
CAO



NORTH COAST REGIONAL DISTRICT
14-342 3rd Avenue West Prince Rupert, BC V8J 1L5
Phone: (250) 624-2002 Fax: (250) 627-8493
Website: www.sqcrd.bc.ca

November 28, 2016

Village of Port Clements
PO Box 198
36 Cedar Avenue West
Port Clements, B.C. V0T 1R0

Attention: Village of Port Clements Council

Dear Council:

Re: 2017 North Coast Regional District Municipal Appointment

On behalf of the Board of the North Coast Regional District, I am writing to request that, in anticipation of its December 9th, 2016 Statutory and Regular Board meetings, your Council please appoint a Councillor and one (1) alternate to serve on the Board of the North Coast Regional District for 2017.

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

Yours truly,

NORTH COAST REGIONAL DISTRICT

Daniel Fish
Corporate Officer

;df

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Masset

PO Box 971 • Masset BC • V0T 1M0

2016 November 17



RE: Request for Letter of Support (Capacity Upgrade Plan)

Dear Friends;

Masset Marine Rescue Society is currently undertaking a major Capacity Upgrade Plan. We are asking for a **Letter of Support** from your organization to assist our fundraising initiatives in the interest of the vital public safety role our organization provides. We have two important deadlines in January 2017 which will benefit from having proof of support from the community and the partnerships we have built.

Masset Marine Rescue operates Royal Canadian Marine Search & Rescue Unit 45, an entirely volunteer-run organization whose mandate is "Saving Lives on the Water". The history of volunteer marine rescue in Masset goes back 30 years when owner-operated vessels and their crews stepped up to offer emergency marine rescue when called upon. In 2004 Massett Marine Rescue Society was incorporated as a non-profit organization and we revitalized volunteer marine rescue for northern Haida Gwaii. A used 723 Zodiac Hurricane dedicated fast-response rescue vessel was secured, a membership drive and training program was initiated, and the Greater Massett Development Corporation entered a partnership with the Society to provide an Operations Base. In 2006 the Society fundraised to acquire the NorthWard fast-response rescue vessel, a 753 Zodiac Hurricane, with a rescue truck. A strong new contingent of volunteers stepped forward and undertook professional training in marine search and rescue, first aid, and marine vessel operations. We are the only volunteer marine SAR group on Haida Gwaii. Our operational area stretches from the west coast of Haida Gwaii, all of Dixon Entrance, Masset Inlet, and northern Hecate Strait; it is the largest operational area for any RCMSAR unit on the coast.

Our Society is currently undergoing a major Capacity Upgrade Plan with a focus on two main goals – New Vessel Acquisition Project & Operations Base Acquisition Project. The NorthWard rescue vessel has aged to the point where a major refit and recertification will be required in order to maintain its legal status with Transport Canada. The Royal Canadian Marine Search & Rescue organization has instructed our Unit that we should begin the acquisition process for a new vessel that meets the organization's Fleet Plan; specifically there is a mandate to standardize rescue vessel platforms which will improve operational effectiveness, range, first aid capabilities, and crew safety. BC Gaming has been very supportive of our Vessel Acquisition Project, and we require additional fundraising effort to successfully complete the project with an expected delivery date of the new vessel in 2018.

Greater Massett Development Corporation has informed us that we will lose access to our current Operations Base in the next couple of years. Our Base Acquisition Project is exploring options for a new base, which will include partnership with Archipelago Ground Search & Rescue, a Haida Gwaii volunteer organization which works closely with Emergency Management B.C. and the RCMP in locating and rescuing missing persons on the land and inland waterways.

Masset Marine Rescue Society has contributed to the safety of the marine community through dozens of rescue missions and assisting numerous mariners and vessels over the past twelve years. We have offered support and emergency services to assist local food gatherers, the fishing charter industry, commercial fishermen, logging crews, recreational boaters, community organizations & events, Fisheries and Oceans Canada, the RCMP, and the Canadian Coast Guard. Many of our volunteers who have received extensive, professional marine training have secured employment directly due to their experience and certifications acquired through their volunteer efforts. Our organization has spent over \$700,000 in the regional economy from our operations, maintenance, and equipment acquisitions since incorporating, and we anticipate our current capital acquisition plan to inject a further \$1 Million.

We are asking you for a formal **Letter of Support** to show your endorsement of our organization's volunteer work helping provide Haida Gwaii this critically important public safety role. I have attached a draft Letter of Support that may be used as a template for your organization. Please feel free to contact me at any time for more information.

Sincerely,



Chris Ashurst
President – Massett Marine Rescue Society
250-626-9463
chris.ashurst@gmail.com

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Masset
PO Box 971 • Masset BC • V0T 1M0



Haida Gwaii Observer - Sept 2, 2016

From left, Massett Marine Rescue volunteers Tim Wolthers, Douglas Black, and Ross Hayes pull up alongside the Canadian Coast Guard ship Tanu during a joint training exercise on Aug. 21.— image credit: Submitted photo

<http://www.haidagwaiiobserver.com/community/393289061.html>



NorthWard & crew assisting disabled recreational boater near Langara Island

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Massett
PO Box 971 • Massett BC • V0T 1M0



Towing a disabled & adrift commercial fishing vessel to safe harbour.



Masset Marine Rescue working together with RCMP & Haida Fisheries to assist disabled floatplane & passengers.

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Masset
PO Box 971 • Masset BC • V0T 1M0

They answer the call, will you?

By Andrew Hudson
Halda Gwaii Observer

It's a call that Masset Marine Rescue will answer day or night, any time of year:

"All I can hear is crashing waves and I have no idea where I am."

Volunteers with the northern Halda Gwaii search-and-rescue unit received a call like that the night before a joint training exercise in Masset Inlet.

A crew dropped everything and set out in the NorthWard, a red rigid-hulled Zodiac with a 40-knot top speed.

They found a boater lost in fog with failing navigation lights, and led him the way home.

The next day, some of the same volunteers met after work for an hours-long towing exercise.

Towing broken-down boats is their most common mission and it can be a long one — the longest so far involved a halibut vessel they found dragging anchor in big seas 12 miles west of Langara.

It took until 3 a.m. and the halibut boat dwarfed the NorthWard, but nine hours later they had the ship in dock — a whole day ahead of the nearest Coast Guard ship.

"We want to be out there," Meredith Adams, unit leader for Masset Marine Rescue, said.

"It's definitely not a drag for us to go out at two in the morning and tow a boat. That's why we all volunteer, because we want to help."

Since they received the NorthWard 10 years ago, Masset Marine Rescue has saved six people's lives and provided critical help to another 79, from stranded sport fishers to windblown surfers and sinking boaters firing flares.

Chris Ashurst, a former unit leader and president of the non-profit society that supports the unit, said he joined 12 years ago thanks to a persuasive surfing buddy, Bart Defreitas, who also led the push for the NorthWard.

Many people still confuse Masset Marine Rescue with the Coast Guard, said Ashurst, and don't always realize the crew is unpaid.

People also tend to call on them for things they are not prepared for, such as fuel-spill cleanups or enforcing laws.

"Our mandate is saving lives at sea, and that's what we do," said Ashurst.

Like all new recruits, Ashurst received free First Aid, radio, and pleasure craft operations training — training that is now provided by the Royal Canadian

"Our mandate is saving lives at sea, and that's what we do."

— Chris Ashurst



Members of the Masset Marine Rescue tow a fishing vessel that broke down in northern Halda Gwaii waters. While the volunteer unit was formerly part of the Coast Guard Auxiliary, they are now among the 40 B.C. volunteer marine SAR units that get training and administrative support from the Royal Canadian Marine SAR. Across Canada, RCMP-SAR is tasked with about a third of rescue calls, and while it retains some support from the Coast Guard it relies mainly on donations.

Marine SAR, a small federal agency with an office in Victoria and a training centre in Sooke.

It's a big perk, one that has helped several members in their careers, Ashurst added.

But while he and others enjoy putting that response training to use, Masset Marine Rescue Society also needs people best at fundraising and organizing.

"You don't need to be the person who gets up in the middle of the night in a howling southeaster to go rescue people," said Ashurst.

"There are lots of other jobs."

The society has two big jobs coming up on the horizon — a new base, and a new rescue boat.

Housed in a former base office owned by the Greater Masset Development Corporation, which is selling its properties, Masset Marine Rescue will need to find a new location in the next few years.

"The base is a big one, and it will take a couple years, but we need that," said Ashurst.

While GwaiiTrust has been a big supporter in the past — it helped Masset Marine Rescue buy the NorthWard — the society would like the B.C. or federal government to help fund the new base, given that Masset Marine Rescue not only helps local people but also tourists, fishers and anyone else passing through northern Halda Gwaii waters.

"It's not only about Masset," said Ashurst, or even Masset, Old Massett and Port Clements.

"It's a regional thing."

With its twin 150-horsepower engines, and a design well-suited for moving people from boat to boat, the NorthWard has served the unit well.

But the boat is limited by its open deck, which leaves everyone onboard exposed to weather, and its navigation and rescue gear could both be improved.

"We are dealing with some of the most treacherous waters in British Columbia," said Meredith Adams, an experienced mariner, who for 10 years piloted small Greenpeace boats in different places around the world.

"You don't need to be the person who gets up in the middle of the night in a howling southeaster to go rescue people."

— Chris Ashurst

"The Hecate Strait and Dixon Entrance can be pretty ferocious in winter."

Of their dozen missions this year, Adams said one of the most surprising came in summer, and right in Masset Inlet.

After landing on windy, choppy waters — the pilot had to make two attempts — the plane's rudder broke and the pilot was unable to turn out of the wind and into the harbour.

The Masset RCMP managed to tow in the plane, escorted by local fishers, but the NorthWard was the only boat designed to safely disembark the passengers.

"We learned a lot about working together, and the limitations we had working together with different emergency services," said Adams, adding that the incident is one reason why they joined local RCMP and DFO officers for a joint towing exercise in June.

But whatever boat they are running, Adams said the best thing about Masset Marine Rescue is the people on board — among the 25 members are several professional mariners, lifelong boaters and three paramedics. "Considering our population base, I think we've got really impressive search and rescue teams on Halda Gwaii."

To volunteer with Masset Marine Rescue, call Meredith Adams at 250-626-7737 or Chris Ashurst at 250-626-9463.

Members train on the first and 15th of each month, and have so far responded to anywhere from six to 20 call-outs a year.

Donations to the Masset Marine Rescue Society can be made by cheque, or by direct deposit at Northern Savings.



Local RCMP officers, DFO officers, and a crew of Masset Marine Rescue volunteers raft up during a towing exercise in Masset Inlet on June 22. Towing broken-down boats is the most common tasking for the volunteer marine rescue unit, which also handles everything from windblown surfers to lost boats and work-related injuries on crab and fishing vessels.



Chris Ashurst, left, joins other Masset Marine Rescue volunteers as they head out for a tow exercise with local RCMP and DFO officers in Masset Inlet on June 22. The exercise was partly inspired by a seaplane tow earlier this summer involving several local responders.

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Masset

PO Box 971 • Masset BC • V0T 1M0

A2 Friday, October 14, 2016

Haida Gwaii Observer

www.haidagwaiiobserver.com

Masset Marine Rescue delivers pumps to listing barge

By Andrew Hudson
Haida Gwaii Observer

Volunteers with Massett Marine Rescue helped the crew of a log barge that was taking on water north of Massett last Wednesday.

"It was a close thing," says Chris Ashurst, president of the Massett Marine Rescue Society. "The logs on one side were in the water, and the logs on the other side were 10 or 15 feet out."

At about 9 p.m. on Wednesday, Massett Marine Rescue got a call asking them to deliver extra pumps to the barge, which was about 20 nautical miles away.

They gathered three pumps and hoses, then set out on the North Ward, the rescue unit's rigid-hull

"It was a close thing"

- Chris Ashurst

Zodiac, which has a top speed of 40 knots.

The sky was dark but clear at 11 p.m. when they reached the barge, which was listing badly to port.

"Those guys were working hard out there," said Ashurst, noting that the long barge was carrying a full load.

"Circling around that thing felt like circling around the ferry."

After delivering the pumps, Massett Marine Rescue stayed on scene as back-up until about 1 a.m., when all the crew were back safely in the tug that was pulling the barge.

With four pumps going, the crew set course to tow the damaged barge back to Massett.



MASETT MARINE RESCUE PHOTO

Workers set up de-watering pumps onboard a fully loaded log barge that was taking on dangerous amounts of water and listing badly in the waters north of Massett last Wednesday night. Volunteers with Massett Marine Rescue delivered extra pumps and a floater suit to the barge crew, who by 1 a.m. were able to get four pumps going on the barge and begin towing it back to Massett Inlet.

Masset Marine Rescue Society

Royal Canadian Marine SAR Unit 45 Massett

PO Box 971 • Massett BC • V0T 1M0

Broken rudder strands seaplane passengers off port



By The Northern View

Published: **May 20, 2016 09:00 AM**

Updated: **May 20, 2016 09:29 AM**

No one was hurt last Monday morning when an Inland Air Charter seaplane broke its water rudder on landing in Masset Inlet.

But without a working rudder, the pilot tried and failed twice to steer the plane into Masset Harbour .

Passengers had a tense time in board as the plane was rocked by strong, gusty winds and a quick-moving tide that pushed the plane back out Masset Inlet.

Maryanne Wettlaufer was among the dozens watching nervously from shore.

"When I first saw it, the plane was tipping in the wind and I thought, 'Oh good lord, if it goes over, it's too far to swim'," said Wettlaufer.

"It was pretty hair-raising."

The seaplane pilot phoned for help sometime after 10 a.m., and Masset RCMP came to the rescue with two members in a patrol boat.

They secured a tow line, and towed the plane - crew and passengers still on board - into the Masset Harbour dock in Delkatla Slough. The passengers stepped safely onto the dock by about 11 a.m.

Working alongside the RCMP were several quick-acting volunteers.

The Masset Marine Rescue/Royal Canadian Marine SAR crew responded with their rescue boat, as did local fisher Stan Hansen and Haida Fisheries' Brad Setso, who stood by on the Haida Princess and Skilay.

C-2

"They were on hand to make sure everybody was safe, and that's very much appreciated," said Corporal Peter Dionne.

Wettlaufer said many of the passengers were on their cell phones as soon as they got off the plane, calling friends and family to say they were safe.

Once the passengers were off, the seaplane pilot set out into the inlet again, this time with help from the Masset Marine Rescue, who rigged their boat alongside it so they could move the plane into take-off position.

Wettlaufer said it was quite a dramatic thing to see the seaplane towed back to harbour in the stormy water, with escorts on either side.

"That was nice to see," she said.

"There was such group effort out there on the water, and fairly quick too."

Find this article at:

<http://www.thenorthernview.com/news/380271251.html>

C-2



The Village of
PORT CLEMENTS

"Gateway to the Wilderness"

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

DRAFT example
for Letter of
Support

Attention: Chris Ashurst

**Re: Letter of support for enhanced Haida Gwaii
Marine Rescue capability**

We have considered Massett Marine Rescue Society's initiative to enhance volunteer Marine Search & Rescue services on Haida Gwaii and are pleased to confirm our support.

The Society's Capacity & Infrastructure Upgrade Plan, consisting of a New Rescue Vessel, Operations Base Acquisition, and First Responder Training will increase mariner safety in our remote and dangerous waters, support local marine industries that may rely on enhanced marine rescue capacity, and provide volunteer first responders with professional training, certification, and experience to keep them safe while helping people in distress.

Based on your organization's proven track record of responding to marine emergencies and saving lives and property, we are pleased to endorse your Capacity Upgrade Plan.

We wish you luck on your fundraising efforts and trust you will succeed in improving this vital public safety service.

Sincerely,



Canadian Cancer Society
Société canadienne
du cancer

November 29, 2016

His Worship, Mayor Gould of Port Clements
PO Box 198
Port Clements, BC V0T 1R0

Dear Mayor Gould and Port Clements Council,

On behalf of the Canadian Cancer Society, BC and Yukon, we are writing to invite the Village of Port Clements to endorse the Society's recommendation that the BC government expand the scope of BC's *Tobacco and Vapour Products Control Act* to prohibit use in outdoor public places province-wide. We recommend that the province prohibit smoking and vaping at patios, parks, playgrounds and beaches, and include guidelines for post-secondary campuses.

We know that many BC municipalities are in favour of amendments to provincial tobacco legislation, as evidenced by the 69 communities currently sheltered with municipal or regional district tobacco bylaws, along with Resolution B92, endorsed by UBCM in 2012. Presently, a report is underway to evaluate the successes, issues and costs associated with BC's tobacco bylaws.

More than 1 million British Columbians in 125 communities do not have bylaws that prohibit smoking in outdoor public places. This patchwork contributes to tobacco-related health inequities; across the province, smoking rates in the various health service delivery areas vary from a low of 8.9% to a high of 33.6%. This exposure differential contributes to both health inequities and a larger provincial economic burden. In BC, the annual economic burden attributed to tobacco is \$2 billion.

In addition to protecting citizens from second-hand smoke exposure, smoke and vape-free outdoor places support people who want to quit smoking and provide positive role modeling for children and youth. A comprehensive provincial policy would help change social norms about tobacco use and provide equitable protection from second-hand smoke and vapour. Effective tobacco control measures save lives, financial resources and are vital to protecting the integrity of BC's healthcare system.

The Society believes that preventing half of all cancers is within our grasp and together we can support the vision to stop cancer before it starts. We ask that you send us your endorsement (found on the back side of this letter) to protect the health of your community members, and all British Columbians.

Sincerely,

Megan Klitch
Tobacco Lead
Canadian Cancer Society, BC and Yukon

Jenny Byford
Advocacy Lead
Canadian Cancer Society, BC and Yukon



Canadian Cancer Society
Société canadienne du cancer

Endorsement of Smoke and Vape-free Outdoor Public Places in BC

Smoke and vape-free outdoor public places legislation would prohibit smoking and vaping in BC's outdoor public places, including restaurant and bar patios, playgrounds, parks and beaches, with ministry guidelines legislated for post-secondary campuses. "Smoking" would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities.

- ☐ Our community endorses a requirement in British Columbia for smoke and vape-free outdoor public places, as outlined above.

Or

- ☐ Our community endorses a requirement in British Columbia for smoke and vape-free outdoor public places, as outlined above, but with the following modifications (please list):

Name of Community: _____

Name of Mayor (or representative): _____

Title: _____

Signature: _____

Date: _____

Name, phone and email for community contact: _____

The names of communities that endorse this policy will be shared with the provincial government and may be used in communications with stakeholders and mass communications. Endorsement letters will be received by Megan Klitch, Tobacco Lead, Canadian Cancer Society, BC and Yukon via fax, email or mail.

Smoke and Vape-free Outdoor Public Places

BC municipal endorsement for provincial action

Effective November 2016, twenty-eight BC municipalities have endorsed the Canadian Cancer Society's recommendation that the BC government expand the scope of BC's *Tobacco and Vapour Products Control Act* to prohibit use in outdoor public places.

Smoke and vape-free outdoor public places legislation would prohibit smoking and vaping in BC's outdoor public places, including restaurant and bar patios, playgrounds, parks and beaches, with ministry guidelines legislated for post-secondary campuses. "Smoking" would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities.

This recommendation is endorsed by the following 28 BC municipalities:

17 municipalities without outdoor tobacco bylaws

Ashcroft	Courtenay	Oliver
Campbell River	Golden	Parksville
Canal Flats	Kent	Prince George
Chase	Ladysmith	Rossland
Chetwynd	Lantzville	Smithers
Clearwater	Mackenzie	

11 municipalities currently protected with municipal or regional district bylaws that are more comprehensive than the *Tobacco and Vapour Products Control Act*

Colwood	Harrison Hot Springs	Summerland
Dawson Creek	Lake Country	Tofino
Duncan	Sidney	Ucluelet
Esquimalt	Squamish	

To endorse this recommendation, municipalities may email mklitch@bc.cancer.ca.



Outdoor Smoke and Vape-Free Places

Fact sheet: For BC municipalities

PREVENT CANCER THROUGH HEALTHY PUBLIC POLICY

Rationale for outdoor smoke and vape-free bylaws

Equitable access to clean air for all British Columbians

To date, 69 communities in BC are sheltered by tobacco bylaws with stronger protections than BC's *Tobacco and Vapour Products Control Act*. Approximately three quarters of these communities fall within the Lower Mainland and Southern Vancouver Island. Outside of these boundaries, more than 1 million British Columbians, many living in rural and remote communities, remain unprotected from tobacco related exposure and role-modelling.

Protection from second-hand smoke

Secondhand smoke is extremely toxic. Studies of particulate matter have shown that in some outdoor settings, second-hand smoke can be as concentrated as in an indoor setting. Children experience greater impacts from second-hand smoke due to their developing immune and respiratory systems. Every year, more than 800 Canadians who don't smoke die from second-hand smoke exposure.

Positive role modelling

Tobacco use is started and established primarily during adolescence. Since most smokers start before the age of 18, it is important to model healthy behaviours. Youth who do not see adults smoking or vaping will be less likely to view these as normal social behaviors and, thereby, are less likely to start themselves.

Support people who want to quit smoking

People who smoke tend to respond to restrictions by cutting back or quitting. The majority (85.7%) of British Columbians do not smoke. Of the minority who do smoke, two-thirds want to quit and are looking for tools to help them. Several studies have shown that when smoking bans have been implemented, people have chosen to quit or cut back and that smoke-free patio regulations may help former smokers avoid relapse.

Protect the environment and reduce litter

Regulating smoking in public outdoor locations will reduce the number of discarded cigarette butts and may help reduce fire risks by establishing areas where smoking is, and is not, permitted.

Recommended bylaws prohibit smoking and vaping:

- on restaurant and bar patios
- on city-managed properties: parks, playgrounds, trails, plazas, beaches, playing fields, recreation facilities and venues
- within a buffer zone of at least 7.5m (best practice is 9m) of the above mentioned, as well as the doors, windows and air intakes of public buildings
- include burning cigarettes, cigars and any other substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device



Canadian Cancer Society
Société canadienne du cancer

Public Support

A 2013 Angus Reid poll conducted on behalf of the Canadian Cancer Society revealed the following support for smoke-free places policy by British Columbians:

- **Bar and restaurant patios:** 66% of adults and 79% of youth
- **Children's playgrounds:** 91% of adults and 96% of youth
- **Parks and beaches:** 66% of adults and 80% of youth

Enforcement and compliance

Evaluations show that fear of compliance issues exceed the number of actual problems. Communities such as Kelowna, Woodstock, Pemberton, and Bridgewater have shared strategies they've successfully implemented to increase compliance. Effective strategies employ a balance of education, voluntary compliance, inspection, and progressive enforcement. When people understand what tobacco restrictions are in place and why they have been implemented, they are more likely to comply.

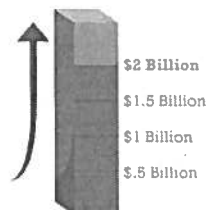
Cost to municipalities

A 2014 study of 37 municipalities in Ontario with outdoor smoke-free bylaws found no significant burden on municipal enforcement staff or municipal budgets. The implementation, promotion, and enforcement of Ontario bylaws have required municipal staff time and in most cases promotional costs, but these have come from existing budgets, using existing staff.

Role of municipalities in influencing provincial policy

The Union of BC Municipalities passed a resolution in support of comprehensive provincial outdoor tobacco legislation in 2012. To date, twenty-eight municipalities have endorsed the Society's recommendation that BC expand the scope of the BC's *Tobacco and Vapour Control Act* to prohibit use in patios, parks, playgrounds and beaches, and include guidelines for post-secondary campuses. Municipalities can email mklitch@bc.cancer.ca to endorse this recommendation. British Columbians can show support at takeaction.cancer.ca

**Preventable risk factors such as tobacco use and exposure
cost \$2 billion per year in BC.**



Canadian Cancer Society
Société canadienne du cancer

cancer.ca

C-3

VILLAGE OF PORT CLEMENTS

BYLAW NO.437, 2016

Respecting an Amendment to The Financial Plan for the Years 2016-2020 Bylaw #432, 2016

The Council for the Village of Port Clements, in open meeting assembled, enacts as follows:

1. Schedule A attached hereto and made a part of this bylaw is hereby adopted and comprises the Amended Financial Plan for the Village of Port Clements for the years 2016 – 2020 ending December 31, 2020.
2. This Bylaw may be cited for all purposes as “The Amended Financial Plan for the years 2016-2020 - Bylaw #437, 2016”.

READ A FIRST TIME THIS DAY OF DECEMBER 2016.

READ A SECOND TIME THIS DAY OF DECEMBER 2016

READ A THIRD TIME THIS DAY OF DECEMBER 2016

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF DECEMBER
2016

IAN GOULD
MAYOR

KIM MUSHYNSKY
CHIEF ADMINISTRATIVE OFFICER

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS AMENDED FINANCIAL PLAN, BYLAW NO. 437, 2016

Schedule "A"	Amended November 24, 2016				
General Fund					
	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Property Tax- Municipal	127,000	127,000	127,000	127,000	127,000
Payments in Lieu	7,300	7,300	7,300	7,300	7,300
Sales of Services	9,750	9,825	9,900	9,975	10,050
Revenue From Own Sources	105,310	108,085	110,890	113,695	116,000
Unconditional Transfers	382,000	382,000	382,000	382,000	382,000
Conditional Transfers	199,625	90,625	90,625	90,625	90,625
Multi Purpose Building Revenue	12,700	12,700	12,950	12,950	13,200
Transfers From Reserves (deficit budget)	0	0	0	0	0
Collections for Other Agencies	186,010	186,510	186,510	186,510	186,510
Total Revenues	1,029,695	924,045	927,175	930,055	932,685
Legislative Expenses	36,950	40,000	40,050	44,150	40,250
General Administration	197,700	195,070	204,383	203,991	207,194
Fire Department	39,050	34,300	34,800	36,350	37,300
Emergency Services	750	750	750	750	750
Common Services	25,000	25,000	25,000	25,000	25,000
Wharf Services	54,100	10,200	10,400	10,500	10,750
Small Craft Harbour	20,300	10,500	10,700	10,900	11,000
Roads	57,950	46,900	48,850	50,350	51,500
Environmental Health	1,080	1,080	1,080	1,080	1,080
Environmental Development	3,000	3,100	3,200	3,300	3,400
Parks and Recreation	67,155	39,150	39,200	39,300	39,500
Cultural Buildings and Facilities					
Fiscal Services	2,500	2,500	2,500	2,500	2,500
Contributions to Reserves (surplus budget)	0	108,085	97,952	93,124	92,751
Capital Expenses	90,000	60,000	60,000	60,000	60,000
Multi Purpose Building Expenses	49,900	48,400	49,300	49,750	50,700
Amortized asset contribution to reserve	112,000	112,000	112,000	112,000	112,000
Taxes Levied for Other Agencies	186,510	187,010	187,010	187,010	187,010
Total Expenses	943,945	924,045	927,175	930,055	932,685
Surplus/ (Deficit)	85,750	0	-0	-0	0

4 changes - ① Increase to grants received by \$109,000
 ② Increase in FD expenses by \$5,250
 ③ Increase in Industrial Road Maint. by \$12,000
 ④ Increase in Park Maint. by \$6,000

Net change → improved bottom line by \$ 85,750

	"Schedule A"				
Water Fund					
	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Fees & Taxation	109,300	109,300	109,300	109,300	109,300
Grants	65,000	65,000	65,000	65,000	65,000
Total Revenues	174,300	174,300	174,300	174,300	174,300
Operating Expenses	78,300	67,050	66,650	67,150	68,300
Contribution to Reserves	5,000	16,250	16,650	16,150	15,000
Amortization & deferred revenue	91,000	91,000	91,000	91,000	91,000
Total Expenses	174,300	174,300	174,300	174,300	174,300
Surplus/ (Deficit)	0	0	0	0	0
	"Schedule A"				
Sewer Fund					
	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Fees & Taxation	68,056	68,056	68,056	68,056	68,056
Grants & Transfers	0	0	0	0	0
Total Revenues	68,056	68,056	68,056	68,056	68,056
Operating Expenses	38,800	38,950	40,700	40,850	44,350
Contribution to Reserves	11,256	11,106	9,356	9,206	5,706
Amortization	18,000	18,000	18,000	18,000	18,000
Debenture	0	0	0	0	0
Total Expenses	68,056	68,056	68,056	68,056	68,056
Surplus/ (Deficit)	0	0	0	0	0

No changes to water or sewer.

	"Schedule A"				
Capital Projects					
	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
General					
Road Improvements - Industrial Park	0	150,000	150,000	0	0
Purchase Chevron Property	0	75,000	0	0	0
Biomass Heat project	150,000	0	0	0	0
Trails	102,000	0	0	0	0
Fire Department Equipment	20,000	0	0	50,000	0
Playground Equipment	34,000	0	0	0	0
Sub-total General	306,000	225,000	150,000	50,000	0
Water					
Replace Water Lines	0	0	0	150,000	150,000
Engineering Study	75,000	0	0	0	0
Sewer					
Lagoon upgrades for compliance	0	0	0	0	400,000
TOTAL REQUIREMENTS	381,000	225,000	150,000	200,000	550,000
SOURCES OF FUNDS					
General					
Grants	178,000	150,000	125,000	25,000	150,000
Village General Reserves	27,000	75,000	25,000	25,000	0
Gas Tax Grant	101,000	0	0	150,000	0
Sub-total General	306,000	225,000	150,000	200,000	150,000
Water					
Water Reserves	37,500	0	0	0	0
Grants	37,500	0	0	0	0
Sewer					
Sewer Reserves	0	0	0	0	100,000
Grants	0	0	0	0	300,000
TOTAL FUNDS PROVIDED	381,000	225,000	150,000	200,000	550,000

Removed 2016 Road Improvements - Industrial Park (decreased by 10,000) because we moved that out of Capital and in to Operations (see General Fund change #3).

VILLAGE OF PORT CLEMENTS

BYLAW NO. 436, 2016

A BYLAW FOR THE MANAGEMENT AND PROTECTION OF TREES WITHIN THE VILLAGE OF PORT CLEMENTS

WHEREAS a Council may, in accordance with the Community Charter, regulate, prohibit and impose requirements in relation to trees;

AND WHEREAS a Council may, pursuant to Heritage Conservation provisions of the Local Government Act designate trees that Council considers to have cultural or historical value;

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

1. Title

This Bylaw may be known and cited as the "Village of Port Clements Bylaw for the Management and Protection of Trees, No. 436, 2016".

2. Interpretation

In this Bylaw, unless the context otherwise requires:

"Cut" means to cut down, kill or remove a tree by any means and without limiting the generality of the foregoing includes the topping of a tree

"Drip Line" means a line on the ground around the stem of a tree directly beneath the ends of the outermost branches of a tree

"Hazard Tree" means any tree which due to its location, condition, health, size or any other circumstance has been determined by the Village as presenting a hazard to the safety of persons or to public or private property

"Heritage Tree" means a tree designated and listed in Schedule A of this bylaw

"Prune" means the removal of dead or living parts of a tree in order to reduce size, maintain shape or health but does not include topping

"Top or Topping" means the removal of crown branches and main leader to stubs or lateral branches that are not large enough to assume the terminal role

3. Application

This bylaw applies to all identified trees within the Village of Port Clements Municipal boundary.

4. Tree Designation

Schedule "A" attached to and forming part of this Bylaw identifies the Heritage Trees within Port Clements

5. Prohibitions

No person shall carry out any of the following activities in respect to a Heritage tree within Port Clements without first obtaining written permission from the Village Office:

- a) Cut or suffer a heritage tree to be cut
- b) Cut or damage the roots of a heritage tree inside the drip line
- c) Dent, gouge or damage the trunk or branches of a heritage tree
- d) Prune or top a heritage tree

6. Emergency Removal

Notwithstanding Section 5, a person may undertake the emergency removal of a heritage tree or its branches as a result of an event which has resulted in the tree becoming an imminent hazard.

7. Tree Removal Criteria

The Village may approve removal of a heritage tree when one or more of the following criteria have been met:

- a) The tree has been determined to be a hazard tree and at risk of failure that cannot be mitigated by pruning or other practical means
- b) The tree poses an extreme public nuisance or hazard due to its species, size, location or position
- c) The tree is impeding the development of roads, utilities or public works facilities

8. Tree Removal Refusals

The Village may refuse a request for the cutting or removal of a Heritage tree if the purpose is to:

- a) Maintain or enhance view corridors
- b) Prevent shade on private properties

- c) Due to issues with falling leaves or other tree debris

9. **Penalty & Enforcement**

A person who contravenes, violates or fails to comply with any provisions in this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of this bylaw, commits an offence and shall be liable, upon conviction, to a fine as set out in the Ticket Information Bylaw #435, 2016 as amended from time to time.

The Village designates the Bylaw Officer, Chief Administrative Officer or the RCMP to enforce this bylaw.

Read a First time this day of
Read a Second time this day of
Read a Third time this day of

Reconsidered and Adopted this day of

Mayor Ian Gould

CAO Kim Mushynsky

SCHEDULE "A" DESIGNATED HERITAGE TREES IN PORT CLEMENTS

<u>Species</u>	<u>Location</u>
----------------	-----------------

Village of Port Clements

Code of Conduct

Policy No. 14, 2016

Prepared by Chief Administrative Officer Kim Mushynsky

Adopted:

PURPOSE:

The purpose of this policy is to set minimum expectations for the behavior of the Village of Port Clements Council members, Committee members and staff in carrying out their duties.

The role of Council Members, Committee Members, and Staff is to represent the Village in a professional manner. They should inspire confidence and trust in local government and demonstrate respect for the Village, elected members, its residents, and Staff.

DEFINITIONS:

Committee Member: a person sitting on an advisory committee, task force, commission, board, or other Village of Clements established body and includes Staff contracted or hired to support any of these bodies.

Council Member: a person elected to office who represents the Village of Port Clements.

Staff: an employee or contract employee of the Village of Port Clements.

POLICY/PROCEDURE:

1. Council Members and Staff shall conduct themselves, at all times, with behavior respectful of their duties and mindful always of the long term results achieved for the benefit and protection of the Village of Port Clements.
2. Conduct of Council Members and Staff in the performance of their duties shall be fair, open, honest and in a professional manner.
3. Members of Council and Staff shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Council Members or Staff.
4. All information received in confidence or in a closed meeting must be kept in confidence unless prior authorization to release the information has been given by Council.
5. Council Members are entitled and are expected to contribute their comments on various topics before Council, and must adhere to the decisions made by Council on those matters. Efforts to circumvent decisions made by Council may result in an official censure by Council of that Council member.
6. Council Members must not criticize the conduct of Council or members of Council. It is acceptable to publicly disagree about an issue, but it is not acceptable to make derogatory comments about other Council Members, Staff or their opinions or actions.

7. When a concern has been raised that a Council Member is not adhering to this policy, information will be brought before Council, in a closed meeting and considered. The Council has the authority to remove a Council Members appointment from a committee when they determine their actions have contravened this policy, or an official censure by Council may be considered and issued.

Mayor Ian Gould

Kim Mushynsky - CAO

VILLAGE OF PORT CLEMENTS

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Page 1 of 2

Cheque Listing For Council

2016-Nov-30
10:04:45AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
160553	2016-11-21	AARON MARK SERVICES LTD	2076933	PAYMENT WASHERS & LAG BOLTS	77.15	77.15
160554	2016-11-21	BC HYDRO	400002727050	PAYMENT HYDRO	5,228.91	5,228.91
160555	2016-11-21	Bell-Brown, Cliff	003419	PAYMENT WHARF MAINTENANCE & BRUSH	462.50	462.50
160556	2016-11-21	Black Press Group Ltd.	33015364	PAYMENT ADVERTISEMENTS	275.00	275.00
160557	2016-11-21	D'N'A Fire Doctors Inc.	11041	PAYMENT FIRE EXTINGUISHER TEST & PU	310.80	310.80
160558	2016-11-21	EMCO CORPORATION	82815531-01 82815548-01	PAYMENT COMMUNITY PARK BATHROOM VALVES FOR RESERVOIR	95.52 78.56	174.08
160559	2016-11-21	Haida Gwaii Trader, Shellene Van der Beke	2429	PAYMENT CHRISTMAS AD	42.00	42.00
160560	2016-11-21	IRWIN AIR LTD.	33777	PAYMENT FIRE DEPARTMENT EQUIPMENT	889.92	889.92
160561	2016-11-21	Lidstone & Company, Barristers and Solicitors	14073	PAYMENT RAIL DISPUTE	553.33	553.33
160562	2016-11-21	MasterCard, CUETS FINANCIAL	20161031	PAYMENT FLOWERS, TOOLS, ONLINE STO	452.98	452.98
160563	2016-11-21	O'BRIEN ROAD & BRIDGE MAINTENANCE	05456	PAYMENT GRADING STREETS	1,071.00	1,071.00
160564	2016-11-21	SKIDEGATE INLET CONSTRUCTION LTD.	4351	PAYMENT CRUSHED ROCK & DELIVERY	802.20	802.20
160565	2016-11-21	TELUS COMMUNICATIONS INC.	20161028	PAYMENT TELEPHONE LINE	1,307.26	1,307.26
160566	2016-11-21	XEROX CANADA LTD.	F49929073	PAYMENT OCTOBER PHOTOCOPIES	171.48	171.48
160572	2016-11-29	Angela's Place-Social Cafe & Fuel Station	20160923 20161031	PAYMENT FUEL FUEL	218.55 237.72	456.27
160573	2016-11-29	BC HYDRO	400002740763	PAYMENT HYDRO	2,941.55	2,941.55
160574	2016-11-29	BLUE CROSS	416337	PAYMENT EXTENDED HEALTH & DENTAL	708.75	708.75
160575	2016-11-29	FLETCHER, JESSIE	20161128	PAYMENT CATERING FOR TRAINING	450.00	450.00
160576	2016-11-29	HAIDA GWAII FOREST PRODUCTS	2460	PAYMENT WOOD CHIPS/PELLETS	889.06	889.06
160577	2016-11-29	Heenan Tree Service Ltd	1409	PAYMENT TREE TOPPING & REMOVAL	11,182.50	11,182.50
160578	2016-11-29	MIKE'S MECHANICAL	25	PAYMENT TRUCK INSPECTION, LIGHT & SF	1,014.40	1,014.40
160579	2016-11-29	Minister of Finance	20161104	PAYMENT MSP ACT#X36036002206 - MART	525.00	525.00
160580	2016-11-29	MISTY CEDAR TECHNICAL SERVICES	720	PAYMENT UPDATE WEBSITE	149.77	149.77
160581	2016-11-29	Northern Savings Insurance Services Ltd.	20161118	PAYMENT COMMERCIAL POLICY INSURAN	1,300.00	1,300.00

VILLAGE OF PORT CLEMENTS

Page 2 of 2

Cheque Listing For Council

2016-Nov-30

10:04:45AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
160583	2016-11-29	ROYAL CANADIAN LEGION BRANCH 224	20161129	PAYMENT REMEMBRANCE DAY DONATION	100.00	100.00
160584	2016-11-29	SKIDEGATE VOLUNTEER FIRE ASSOCIATION	20161128	PAYMENT FIRST AID LEVEL 1 TRAINING	1,632.00	1,632.00
160585	2016-11-29	WEIGUM, SHIRLEY	031806	PAYMENT JANITOR SERVICES	1,050.00	1,050.00

Total 34,278.11

*** End of Report ***

F-1



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 30, 2016
Re: Biomass Fuel

Background: We consume approximately 1 metric tonne of biomass fuel per week during the heating season. As we are still in the learning curve of this system we have experienced both some logistic challenges in regards to delivery of the fuel from HG Forest Products plant to our site and on the issue of availability of fuel. In speaking with Dan Abbott today the following can be said in regards to availability of fuel:

Haida Gwaii Forest Products based their business model, for the creation of biomass pucks, on the assumption of milling lumber. As they have not had lumber to mill for some time now the availability of dry biomass for the creation of pucks is not currently a realistic model. They have devised a short term back up plan for the supply of dry wood **chips** as opposed to the **pucks**. If it is simply our biomass unit they supply for then they estimate that they have enough product for this option to get us through to next spring. However, once Old Massett's biomass unit comes on line, there will be a supply shortage. Dan feels that he can give us 3-4 weeks advance notice of when the supply of chips will run out which will give us time to implement whatever backup plan we create.

This response highlights two issues – the first is the instability of our current biomass supply. The second is the current delivery model which is time consuming and inefficient. Up until now we have been picking up the pucks by the bag and bringing them to our hopper and hand dumping them into the unit. After months of using this model it is clear that a better system needs to be created for the long term.

On the issue of supply – we have redundancy in our heating systems so we can simply go back to propane heat if we run out of biomass fuel. This is a seamless short term solution. In the long term, if we are going to continue to have a local supply problem, we will need to find an alternate source of fuel. Purchasing biomass through a local retailer (ie: Coop or Home Hardware) is not cost effective due to their system catering to household sized units not commercial heating units. It is cheaper to use propane than this model. Purchasing in bulk directly from Pinnacle and having it barged over here in 20 or 40 foot shipping containers would probably be the best alternate long term solution. I talked to Pinnacle about this last year when we were still in the construction phase just to get a feel for pricing if we were forced to go off island for a source. At that time it appeared to be a cost effective alternative. I have another call out to Pinnacle to update the initial information provided and I am researching the cost to purchase a used shipping container. I will bring this information back in a more robust report for Strategic Planning.

No matter which biomass supply we use we will need to give serious consideration to how we store the product and how we load it into the hopper. Staff will bring more information on this issue to Strategic Planning and budget meetings. At this point this is simply a report to make you aware of the challenges we are currently facing.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Ann Housley Esq".



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: November 1, 2016
Re: Motions

Background: It is sometimes a challenge for Council to know exactly what motion to make for various actionable items that are brought forth on the Council agenda. I have observed with the Northern Savings Credit Union Board agenda package that management puts a "suggested" motion embedded in the agenda package beside each item which would require a Board motion. This, as stated, is a suggested motion and does not require the Board to adhere to it, it is simply a tool that could be used to support a smoother flow for the meeting.

I am seeking feedback from Council as to whether, going forward, they would like management to include something similar in our agenda packages? The suggested motion would be under each item listed on the agenda page as opposed to being on the individual documents which support certain agenda items.

Respectfully submitted:



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: November 29, 2016
Re: **Christmas Hours and Bonuses for 2016**

Background: Historically the office is closed between Christmas and New Year's with staff having the option of coming in to work or taking vacation time for those days or taking time off without pay. Also historically, Council has given a Christmas bonus to staff members.

To clarify how the Statutory Holidays will be handled this year since they fall on the weekend – Monday December 26 is a Stat as per normal, Tuesday December 27 is the Stat day in lieu of Sunday December 25 and Friday December 30 is the Stat day in lieu of Sunday January 1.

Recommendation: I recommend that the office be closed to the public December 26-30 inclusive and re-open for normal hours on Monday January 2nd. Further, that staff determine individually how they want to handle these hours – off using vacation, off without pay or worked. Finally, I recommend that we once again give a Christmas bonus to staff. Traditionally that amount had been \$75/employee. I recommend that we stick with this amount for 2016. The \$450 total cost for this bonus was included in the 2016 budget.

Respectfully submitted:

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Dyson property development	Staff	Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after results from questionnaire have been reviewed.
A30	06-09-2016	Weight Room Upgrades	Administration	confirming equipment & waiting for feedback from FD
A31	19-09-2016	Playground equipment Installation	Staff	Work to be completed before end 2016
A32	19-09-2016	Chevron Property	Tourism Comm.	Work towards lease or acquisition
A33	19-09-2016	Danger Trees	Public Works	Review & create plan for entire municipality Heenan Tree Services is planned to be on HG early 2017