



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday June 5th, 2017

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
 - D-1- Vibrant Communities Funding Access – Tlell Firefighters Assoc. – Adam MacMullen
 - D-2 - Presentation by Haida Gwaii Higher Education Society
3. **MINUTES**
 - M-1 – May 15th, 2017 Council Meeting Minutes
 - M-2 – September 27th, 2016 Emergency Management Meeting Minutes
 - M-3 – May 4th, 2017 Recreation Committee Report
 - M-4 – May 23rd, 2017 Recreation Committee Meeting Minutes
 - M-5 – November 17th, 2016 All Island Emergency Planning Meeting
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
 - BA-1 – Building/Fire Inspection on Haida Gwaii- North Coast Regional District
5. **ORIGINAL CORRESPONDENCE**
 - C-1 – May 26th, 2017 NCRD Board Meeting Highlights
 - C-2 – Request for Laneway Construction – Edward Lowrie
 - C-3 – Request for Laneway Construction – Sharon Petit-Pas
6. **GOVERNMENT**
 - G-1 – Policy Review Backgrounder – K. Mushynsky
7. **FINANCE**
 - F-1 – Cheque Listing to May 31st, 2017
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
 - R-1 – Emergency Notification RTC – K. Mushynsky
10. **ACTION ITEMS**
 - A-1 – See attached Action Items List A16 – A33
11. **QUESTIONS FROM THE PUBLIC & PRESS**
12. **ADJOURNMENT**



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Minutes of the regular meeting of the Port Clements Council held May 15, 2017 in Council Chambers.

Andrew Hudson representing the Observer was in attendance

Present:

Mayor Thomas
Councilor O'Brien Anderson
Councilor Stewart
Councilor Cumming
Councilor Daugert

CAO Kim Mushynsky
Deputy Clerk Ruby Decock
Superintendent of Public Works Sean O'Donoghue

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

Council acknowledged the loss of Port Clements resident Louis Bliss

1. ADOPT AGENDA.

2017-106 – Moved by Councilor Stewart, seconded by Councilor O'Brien Anderson
THAT Council adopts the agenda as presented.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – May 1, 2017 Regular Council meeting minutes

2017-107 - Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart
THAT Council adopts the May 1, 2017 Council Meeting minutes as presented.

CARRIED

M-2 – May 1, 2017 Court of Revision minutes

2017-108 – Moved by Councilor Daugert, seconded by Councilor Cumming
THAT Council adopts the May 1, 2017 Court of Revision minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1 – April 21, 2017 NCRD Board meeting highlights

2017-109 – Moved by Councilor Daugert, seconded by Councilor Cumming
THAT Council receives this correspondence from NCRD.

CARRIED

6. GOVERNMENT

G-1 – Request for approval for feasibility study - NCRD

2017-110– Moved by Councilor Stewart, seconded by Councilor O'Brien Anderson
THAT Council receives this correspondence.

CARRIED

2017-111 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

THAT Council tables this request pending additional information on the budgeted cost of the feasibility study.

CARRIED

G-2 – MOU – Resource Benefits Alliance

2017-112 – Moved by Councilor Daugert, seconded by Councilor Cumming
THAT Council receives this correspondence.

CARRIED

2017-113 – Moved by Councilor Daugert, seconded by Councilor Stewart

THAT Council authorize the Mayor to sign the amended Northwest Resource Benefits Alliance MOU.

CARRIED

7. FINANCE

F-1 – Cheque Listing to May 11th, 2017

2017-114 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart
THAT Council receives the cheque listing to May 11, 2017.

CARRIED

F-2 – NSCU April 2017 Bank Statement

2017-115 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart
THAT Council receives the April 2017 NSCU bank statement.

CARRIED

F-3 – CIBC April 2017 Bank Statement

2017-116 – Moved by Councilor Daugert, seconded by Councilor Stewart
THAT Council receives the April 2017 CIBC bank statement.

CARRIED

F-4 – April 2017 Revenue & Expense Review

2017-117 – Moved by Councilor Cumming, seconded by Councilor Daugert
THAT Council receives the April 2017 revenue & expense review

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1 – Verbal update – Sewer – Sean O'Donoghue

2017-118 – Moved by Councilor Daugert, seconded by Councilor Stewart
THAT Council receives the sewer update.

CARRIED

R-2 – Recommendations from Tourism Development Roadmap – Tourism Committee

2017-119 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cumming
THAT Council receives this information.

CARRIED

R-3 – Alternate Energy Plans – Kim Mushynsky

2017-120 – Moved by Councilor Daugert, seconded by Councilor Stewart
THAT Council receives this information.

CARRIED

2017-121 – Moved by Councilor Daugert, seconded by Councilor Stewart

THAT Council works with other governments on Haida Gwaii to re-establish the All Island Clean Energy Committee with the objective of reviewing the short-listed proposals with BC Hydro and then consider next steps at that point.

CARRIED

R-4 – Bypass Road priority – Infrastructure planning grant – Kim Mushynsky

2017-122 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council receives this report.

CARRIED

Mayor Thomas – NCLGA – spoke with Hydro & Telus, Sunset Park clean up, Infrastructure tours

Councilor O'Brien Anderson – Sunset Park clean up, NDIT & VIRL upcoming

Councilor Daugert – Sunset Park clean up, Community Forest requested, solution for bricks at Millennium park

Councilor Cumming – Rec mtg, Emergency Planning meetings

Councilor Stewart – MOT Stop of Interest wording approved by Tourism committee

CAO Mushynsky – Intern started last Monday, gearing up for Canada Days

Deputy Clerk Decock – Started new Course through University of Victoria

Public Works O'Donoghue – staff shortage due to medical, summer student returning for brief period

10. ACTION ITEMS

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

11. QUESTIONS FROM THE PUBLIC & PRESS

Mr. Hudson asked about the Resource Benefits Alliance re: LNG.

ADJOURNMENT

2017-123 Moved by Councilor Daugert

THAT the meeting be adjourned at 9 pm.

Urs Thomas
Mayor

Kim Mushynsky
Chief Administrative Officer

M-1



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Minutes from the September 27, 2016 Emergency Management Meeting
Council Chambers

Present:

Marilyn Bliss – volunteer
Kim Mushynsky – CAO
Constable Brett - RCMP

Aaron Cunningham – EPC
Corporal Dionne – RCMP

Absent:

Craig Beachy – Fire Department
Christine Cunningham – Council Rep
Sue Couch - volunteer

BCAS Representative
Ryan Brown – Fire Department

The meeting was called to order at 7pm.

1. ADOPT AGENDA

2. MINUTES

M-1 – January 21, 2016 EPC Meeting

Moved by Aaron, seconded by Marilyn

THAT we approve the January 21, 2016 Emergency Planning Meeting Minutes as presented.

CARRIED

M-2 – May 30, 2016 All Island Emergency Meeting

Moved by Marilyn, seconded by Aaron

THAT we receive the May 30, 2016 All Island Emergency Group minutes.

CARRIED

3. BUSINESS ARISING & UNFINISHED BUSINESS

4. CORRESPONDENCE

5. NEW BUSINESS

NB-1 – 2016 Review of Emergency Plan for submission to Council

The committee reviewed the plan and made some minor changes and will be adding an appendix with the disclaimer that people can choose not to evacuate when an order is made and in that scenario they will sign a waiver, a copy of the waiver will also be included with the plan. The changes and additions will be incorporated and then put to Council for their review at either the October 17 or November 7, 2016 meeting.

6. REPORTS

R-1. ESS – no report

R-2. Committee member updates – Aaron Cunningham completed his ICS100 course, Marilyn & Sue attended the two day Information Officer course in Queen Charlotte in September.

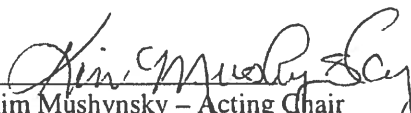
M-2

R-3. Training updates –ESS Site Management training will be offered in Port Clements Saturday October 15th and Disaster Recovery will be offered in January 2017.

The next meeting will be an All Island Meeting in Tlell in November. Our committee will not meet again until January 2017 unless something pressing happens before then.

7. ADJOURNMENT

Adjourned at 7:35pm


Kim Mushynsky – Acting Chair

Recreation Committee Report

May 4, 2017

Held in the seniors room

Attending..Bev Lore, Germain Vigneault, Brigid Cummings, Charleen O'Brien-Anderson and

Marilyn Bliss

Item 1..The recreation committee would like to recommend to council that the soccer field at the community park be a first priority to repair/restore the turf as well as the school field. The fields have been only minimally maintained and require immediate care.

Item 2..Movie night- May 12-Trolls.

Item 3..Easter events went extremely well... lots of fun (approx. 25) children did crafts, dropped eggs and had a visit from Easter Bunny... Thanks to all the volunteers and Tiña for spearheading this.

Item 4..Canada day checklist is starting to be filled.

Item 5..Would love to have a volunteer to look after childrens events – i.e. we can support for monies and help.

We talked of the mini golf challenge, water park, bean bag toss, chicken poop bñgo, slug races and have had contact with the pedal car gentleman.

Item 6..Germain has the Friday fishing derby all ready to go.

Item 7..Charleen has the logger's sports, beer gardens and dance on her plate.

Item 8..The rangers will look after parking.

Item 9..Dave Logan is setting up the ball games.

Item 10..The firemen will do the breakfast/lunch on the Saturday and Sunday.

Item 11..Greg Stewart volunteered to be emcee for Saturday and Sunday.

Item 12..Harmony will look after the paddle/canoe/kayak races.

Item 13..We will talk with the Village Office – re bird house competition, garden competition, prize monies, RCMP attending, military for parade, sponsorship, advertising, permits, schedule and Facebook postings

Item 14..we will put up the signage at community park and will look for cen up volunteers.

Item 15..We anticipate that the mud bog will happen on the Sunday.

Our next meeting will be Tuesday May 23..7pm seniors room.



Bev Lore.



Marilyn Bliss

Bev Lore

From: Marilyn Bliss <mbliss@haidagwail.net>
Sent: Monday, May 29, 2017 4:19 PM
To: Bev Lore; Tina Ooishi
Subject: Rec meeting

Recreation committee meeting

May 23. 2017. 7pm seniors room

AttendingBev Lore, Sean O'Donoghue, Germaine Vigneault, Jay and Tina Ooishi, Brigid Cummings and Marilyn Bliss

Re..Canada day

Friday-Germain is all set to go. We will set up at 5.00pm.

-Harmony will do posters, route and times.

Saturday-Theme..Canada 150.

- work on the bleachers by the ball field has started.

-playground will be finished.

-children's activities-Donna Douglas from C.C.R.R. will be able to come to Saturday only.

Will have bouncy house, mini golf, and checking with Wolfgang about pedal cars. Charge ...\$2.00..

-fireworks at 10.00pm...rainbow wharf.

Sunday- need to check with mud bog committee.

TO DO.....

Check with Hadda Gwaii Rec for students

Check with Kyle Marshall re balloon darts.

Peoples choice for mini golf and bird houses.

Find out dates for schedule mail out.

Make bean bags for the toss board.

Next meeting will be June 8.....7.00pm....Seniors room



M-4

All Island Emergency Planning Meeting

Notes from November 17, 2016 Meeting held in Tlell Provincial Park office from 1-2:30pm

Attending:

Chris Ashurst, Marilyn Bliss, Aaron Cunningham, Kim Mushynsky, Lori Wiedeman, Shelley Termuende

1. Introductions
2. Review of May 30, 2016 Meeting Recap
3. Island Wide Training Schedule for 2017/18 year:
 - a. We agreed on the following three courses for Haida Gwaii – EOC Basics, EOC Logistics and Emergency Evacuations – further, we will feed the information gathered from our evacuation exercise planned for all island for April 2017 to the instructor for the Emergency Evacuation course so that hopefully they can build the knowledge learned from our local exercise into their scenario and training and enhance our local knowledge. Kim will advise Maurie Hurst of our training wishes for 2017/18.

The following are upcoming training/events:

Planning for Community Disaster Recovery – Saturday Jan. 21/17 – Port Clements
ESS Site Management – Saturday Feb. 18/17 – Port Clements
High Ground Hike – all communities invited to participate – week of April 9, 2017

4. Youth Representative

Shelley Termuende's engagement work with Youth is on-going. It was suggested that each community/area identify one youth to encourage to take part in EOC Basics Training when that course becomes available next year
5. Standardization and/or sharing of Forms

Shelley Termuende will work with Kim on setting up an All Island Emergency Planning "Drop Box" account where documents can be stored/reviewed/alterd and discussed. The thought behind this is to save communities from reinventing the wheel when one community has a form or procedure that might be applicable/useful for other communities.
6. Check in by attendants

Lori Wiedeman updated us on the Tsunami Pole project for which an intern will begin work November 21, the Province will make an announcement about the project on November 22 and the target is to have the project completed by April 8, in time for the Hike to High Ground event island wide in 2017. **Lori is looking for an individual from each community to be part of the steering committee for the Tsunami Pole painting project. Each community to forward a name to her ASAP.**

Chris Ashurst updated on the two notification systems he uses (One Call & Connect Rocket) and will distribute a written report electronically. From discussion generated on this it looks like One Call may be a good alternative for the entire Island – the Regional District pays for this feature for the unincorporated areas of Haida Gwaii. He also updated on funding and projects in the works for the Archipelago Search & Rescue and Masset Marine Rescue in regards to vehicle and vessel acquisitions.

Marilyn Bliss and Aaron Cunningham updated on a very generous donation of emergency food donated to Port Clements Emergency program. Marilyn will be inventorying it and organizing it by expiry date but at quick glance it looks like the shelf lives of the products range from 15-35 years. There is enough food for approximately 1000 meals and there is great variety including spices, breakfast foods, meat, vegetables, fruits, desserts etc.

Kim Mushynsky reported that someone from Natural Resources Canada will be in Port Clements early in the new year to test some seismic equipment.

7. Emergency Notifications System update – see under Chris Ashurst in #6 Check in
8. Contact List Update – was reviewed by participants and an updated list will be included with these notes.
9. Next host community for April/May 2017 meeting.
Lori Wiedeman offered to host the next meeting. We also decided to go with teleconference as the format to hopefully enable more participants to attend.

Kim Mushynsky

From: Daniel Fish <dfish@sqcrd.bc.ca>
Sent: May-17-17 8:53 AM
To: 'Kim Mushynsky'
Subject: RE: Feasibility Study

Hi Kim,

It's difficult to quantify the cost at this point, as it will vary depending on the size and scope of the feasibility study. I would anticipate something of this nature costing in the range of \$10,000-15,000.

As for funds in the feasibility studies reserve, there is currently ~\$15,000 in the feasibility study budget for 2017, with an additional \$26,667 in reserve.

Please let me know if you have any additional questions.

Best regards,

Daniel Fish
Corporate Officer
North Coast Regional District
14-342 3rd Avenue West,
Prince Rupert, BC V8J 1L5
Telephone: 1-250-624-2002 ext 2
Toll free: 1-888-301-2002
Fax: 1-250-627-8493
www.sqcrd.bc.ca

From: Kim Mushynsky [<mailto:cao@portclements.ca>]
Sent: Tuesday, May 16, 2017 2:37 PM
To: dfish@sqcrd.bc.ca
Cc: Trevor Jarvis; Lori Wiedeman
Subject: Feasibility Study

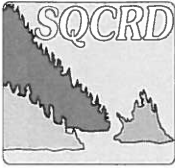
At the Council meeting last night Council tabled the request for the Regional District to initiate a feasibility study. They had two questions before they made this motion.

1. Do you have any idea what the feasibility might cost to complete
2. How much do you currently have in your feasibility fund (not sure the relevance of this question)

I am directed to bring it back to Council for reconsideration at the June 5th Council meeting once this information is known.

Thank you.

Kim Mushynsky, BBA
Chief Administrative Officer
Village of Port Clements



STAFF MEMORANDUM

DATE: May 9, 2017

TO: Haida Gwaii Municipal and First Nations Councils

FROM: North Coast Regional District

SUBJECT: Building/Fire Inspection on Haida Gwaii

PURPOSE:

The purpose of this memorandum is to provide information to municipal councils with respect to requesting that the NCRD investigate the feasibility of establishing a building/fire inspection service on Haida Gwaii.

BACKGROUND:

There has been discussion between the municipalities of Queen Charlotte, Masset and Port Clements, as well as Skidegate, Old Massett and the North Coast Regional District (NCRD) with respect to establishing a building/fire inspection service on Haida Gwaii.

Most recently, staff met on April 20, 2017 to discuss the establishment, structure and operation of a building/fire inspection service on Haida Gwaii. At that time, it was requested by municipal staff that the NCRD prepare a memorandum outlining the steps required to move forward with investigation of establishing a service.

DISCUSSION:

The decision to establish a new service is made by the entire Board of the NCRD and would, typically, follow a request from its municipalities or electoral areas to provide a specific service.

In order for the NCRD to provide a new service such as building or fire inspection, the NCRD must adopt a service establishing bylaw, which would outline what the service is, how it will be delivered, who will benefit from the service, the maximum amount it will cost, and how the costs will be recovered. Where services are provided to several areas within the NCRD, as would be the case, some negotiation may be involved to reach agreement among representatives of the benefiting areas on the specific service arrangements.

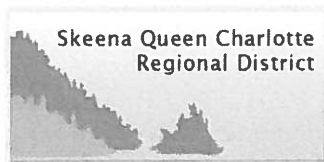
At this time, staff have begun to conceptualize the service and have reached a point that the next step to proceed would be to investigate the feasibility of establishing such a service. It should be noted that the extent of the actual study may vary depending on the potential size and scope of the service but will generally consider the following: the proposed service has a clear and understood purpose, the proposed service has a defined and agreed-upon scope, specific measurable goals for the service have been

BA-1

identified, the parties agree on a way to share costs, the parties agree on how the service should be governed and delivered, the parties agree on a process for service review, a start-up plan has been developed, and support among elected officials is broad and sufficient. Following the feasibility analysis, if the proposed service is deemed feasible, a service establishing bylaw may be developed for consideration by the NCRD Board.

RECOMMENDATION:

THAT the Village of Port Clements Council request that the Board of North Coast Regional District approve expending funds from the Feasibility Studies Fund to undertake a study to determine the feasibility of provide building and fire inspection services on Haida Gwaii.



BOARD HIGHLIGHTS

May 26, 2017 Board Meeting

Delegations:

Steve Kietzmann, Senior Accountant for Carlyle Shepherd & Co. (auditors), presented the Board, via teleconference, the Regional District's draft audited financial statements for the period ended December 31, 2016.

Mr. Kietzmann stated he will be reporting an "unqualified audit" for the Regional District and explained that this is the highest level of assurance an audit can provide an organization.

The Chair thanked Mr. Kietzmann for his presentation.

Board Business:

1. The Board received and approved the North Coast Regional District's draft audited financial statements for the period ended December 31, 2016. The audited financial statements will be brought forward to the June 16th, 2017 Regular meeting as part of the Regional District's Statement of Financial Information reporting.
2. The Board received correspondence from the Association of the Vancouver Island and Coastal Communities (AVICC) indicating that the Regional District's request for membership in the AVICC had been granted. Membership in the AVICC is now open to all Regional District member municipalities should they wish to join.
3. The Board provided a letter of support to the Tow Hill Community Association for its application to the BC Rural Dividend Fund seeking support for the development of a feasibility study for the establishment of a community hall for the area.
4. The Board received a report from staff with respect to the upcoming annual UBCM convention. The Board considered the various Ministerial meeting requests it would like to put forward, and resolved to have staff bring forward proposed resolutions to the June 16th, 2017 Regular meeting.
5. The Board resolved to support the Regional District's application to the UBCM's Strategic Priorities Fund to support the Regional Recycling Asset Upgrade Project, which is a capital infrastructure project seeking to implement recommendations made in the Regional Recycling Facility Asset Management Plan completed in 2016.
6. The Board provided letters of support to the Sandspit Community Society and the Tlell Fall Fair Committee seeking funding from Northern Development Initiative Trust's Fabulous Festivals and Events program for Sandspit Loggers Day Sports and the Tlell Fall Fair, respectively.
7. The Board resolved to hold its June 16th, 2017 Regular meeting at the Dodge Cove Community Hall at 4:00 p.m.

For complete details of the May 26, 2017 Board meetings, the Agenda and Minutes are posted under "Quick Links" at www.sqcrd.bc.ca.

11
C-2
EDWARD LOWRIE
Box 221
PORT CLEMENTS BC
VOT-1RO

PROPERTY IDENTIFICATION

AREA: 25 NORTHWEST.
JURISDICTION: 566, VILLAGE OF P.C.
ROLL # 20047020

18 TINGLEY STREET
LOT #2 BLOCK 47
PLAN PRP 1079
DISTRICT LOT. 746; 013-159-232

THE REASON FOR THIS LETTER IS TO ASK THE MAYOR AND COUNCELLOR, OFFICE STAFF TO FINISH DEVELOPING THE LAST OF THE DOWNTOWN CORE. THIS AREA IS LOCATED IN THE RESIDENTAL-COMMERCIAL SECTION BETWEEN SPRUCE STREET AND HEMLOCK. BUILDING THIS ALLEYWAY WOULD PROVIDE ACCESS TO SEVEN PROPERTY OWNERS. HAVING THIS OPTION WILL PROVIDE GREATER OPPORTUNITIES TO USE AND DEVELOP LOTS TO THEIR FULL POTENTIAL. AS IT IS NOW ONLY ONE BUSINESS CAN DO THIS... THE ONE WAY TO ACCESS MY LOT IS TO TRESSPASS ON SHARON PETTIPAS LOT NEXT DOOR TO MINE. THE NEXT OWNER RESALE OF PROPERTY WOULD LIKE THIS COMPLETE, THIS WOULD BENEFIT SO MANY IN THE COMMUNITY

Echelon

May 23/2017

I, Sharon Patipas, would like to address this concern to the Council. I am the owner of 20 Tingley St. property description plan 1079, Block 47 Lot 1 District 746 which is zoned as C1. In two to five years I plan on selling my property. At present time I have an entrance from Hemlock Street to my bottom flat. My son Edward Lowrie has the property (18 Tingley St) next door to me. He does not have any access to his bottom flat which is at the back of his property. Before Doug Decock took it upon himself to dig out part of the back alley which is the (extension of Yakoun alley) Edward Lowrie had access to his property. At present time he can access his bottom flat through my property. My concern is what if the new owners of 20 Tingley St. does not allow him access to his bottom flat (back of his property). I would like to know if the Village of Port Clements would consider opening Yakoun alley from the Spruce Street entrance to allow back access to the properties on Tingley Street and Yakoun Street.

Signed

May 23, 2017

Sharon Patipas

Policy Review Backgrounder

The Village of Port Clements currently has 15 policies which have been adopted by Council. The policies were created between 2008 and 2016. As part of an effort to ensure that staff remains fully aware of all policies and that policies remain relevant and accurate, we have implemented a program, starting in 2017, to review all policies every two years. Policies will have a date indicated on them of the last time a review was completed and the date the next review will happen. At any point when staff review a policy, if there are any changes recommended, staff will bring the policies forward for Council's review and adoption as amended.

In April staff reviewed purchasing policy #3 at a staff meeting. The old policy was rather wordy and somewhat repetitive in nature and did not tie in with the spending limits already established in the Establishing Officer Positions Bylaw #428. In addition, it was recently suggested and agreed upon that we will put out a call for contractors to register with the Village Office and include an email, phone number or mailing address so that we can advise them directly of any calls for quotes, tenders or requests for proposals in an effort to get a better response to our requests. The policy was amended to streamline the wording thereby making it easier to follow, to tie the dollar amounts to Bylaw #428 and to include the requirement to maintain a contractors list and to notify contractors on that list when we are seeking pricing for something.

Staff recommend the adoption of the updated policy.

A handwritten signature in black ink, appearing to read "Kim Mundy". The signature is fluid and cursive, with the first name "Kim" written in a larger, more prominent script than the last name "Mundy".

**Village of Port Clements
Purchasing Policy
Policy No. 03**

Originally prepared by Clerk/Treasurer Heather Nelson-Smith - 2009
Updated by CAO Kim Mushynsky - 2017

Adopted: 2009 by Mayor and Council
Last Reviewed and approved by Council: June 2017
Next Review: May 2019

Objective: To set guidelines for the procurement of goods and services for the Village.

Policy: For works and services approved within the adopted financial plan, the following procedures are hereby set forth.

Procedure:

AUTHORITY

The CAO and Public Works Superintendent are hereby appointed by Council as the "purchasers" of the Municipality to purchase goods and services within the scope of this policy.

The Purchasers may only expend within the approval of the current adopted financial plan and the limits imposed by the current Establishing Officer Positions Bylaw's spending limitations.

Where practical the Village will endeavor to shop locally. Preference will be given to local suppliers and contractors up to a premium of 10%.

CONTRACTING WORKS

Annually the Village of Port Clements will put out a call for a list of services and/or equipment by contractors island wide. The Village will ensure that anyone included on this list is notified either by regular mail or electronically of any quotes, tenders or request for proposals the Village puts out.

Contracting out for goods or services valued at \$5000.00 to \$15,000.00 (excluding taxes) requires written quotes. The Purchasers shall seek to obtain a minimum of three written quotations from Contractors, recognizing that we may not always succeed in receiving three quotes.

Quotes will be evaluated based on the following:

- a) Price
- b) Equipment and related experience and suitability
- c) Time frame of works

Contracting for works valued in excess of \$15,000.00 shall be done via tender or request for proposals. The Tender process is utilized when specifications and conditions to a contract are known. The contract is built into the tender document.

Tenders will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Must have evidence of successful performance for similar works.

Requests for proposals are used for the purchase of goods, services, equipment and materials when there are no specifications to work with, or when the Village is searching the

marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected.

Request for Proposals will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Must have evidence of successful performance for similar works.

The Village of Port Clements reserves the right to offset any outstanding debts owed to the Village by the Contractor against any amounts owing to the Contractor in regards to contracted works.

All Tenders and RFP's will be opened during a Council meeting, reviewed by staff and approved by Council, not necessarily in the same meeting.

Urs Thomas
Mayor

Kim Mushynsky,
CAO

Village of Port Clements

Purchasing Policy

Policy No. 03, 2009

Prepared by Clerk/Treasurer Heather Nelson-Smith

Adopted: 2009 by Mayor and Council

Objective: To set guidelines for the procurement of goods and services for the Village.

Policy: For works and services approved within the financial plan the following procedures are hereby set forth.

Procedure:

AUTHORITY

1. The Clerk/Treasurer and Public Works Superintendent are hereby appointed by Council as the "purchasers" of the Municipality purchase goods and services within the scope of this policy only.
2. The Purchasing Department may only expend within the approval of the financial plan.

GENERAL

3. CONTRACTING WORKS

Contacting out for works valued at \$5000.00 or less (excluding taxes)

Selection of a contractor for works within the Village will be made based on the following criteria:

- a) Contractor **MUST** possess a valid business license in Port Clements.
- b) Contractor **MUST** have equipment listed with the Village (appendix A)
- c) Contractor **MUST** have evidence of successful performance for similar works.
- d) Contractor **MUST** not have any delinquent accounts owed to the Village.
- e) Contractor **MUST** have current WCB coverage and Liability insurance (Appendix B)

Contractors will be selected from the registration Appendix "A" based on the following:

- a) Equipment and experience suitability
- b) First on list
- c) Time frame of works

Where there are works where multiple Contractors can be used and rotated for ease of work completion each contractor will not be paid in excess of \$5000.00 (excluding taxes)

4. Contracting out for works valued at \$5000.00 to \$10,000.00 (excluding taxes) shall be done in the following means:

Written Quotations:

The Purchasing Department shall obtain a minimum of three written quotations from local Contractors and are subject to the following criteria:

- a) Contractor **MUST** possess a valid business license in Port Clements.
- b) Contractor **MUST** have equipment listed with the Village (appendix A)

- c) Contractor **MUST** have evidence of successful performance for similar works.
- d) Contractor **MUST** not have any delinquent accounts owed to the Village.
- e) Contractor **MUST** have current WCB coverage and Liability insurance (Appendix B)

Quotations will be evaluated based on the following:

- a) Price
- b) Equipment and experience and suitability
- c) Time frame of works

Contracting for works valued in excess of \$10,000.00 shall be done in the following means:

Tender

The Tender process is utilized when specifications and conditions to contract are known. The contract is built into the tender document.

Tenders will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Local preference will be given within 15% of the lowest bid
- iii) **MUST** have evidence of successful performance for similar works.
- iv) **MUST** not have any delinquent accounts owing to the Village.

OR

Request for Proposal

Requests for proposals are used for the purchase of goods, services, equipment and materials. R.F.P.'s are utilized when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected.

Request for Proposals will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Local preference will be given within 15% of the lowest bid
- iii) **MUST** have evidence of successful performance for similar works.
- iv) **MUST** not have any delinquent accounts owing to the Village.

All Tenders and RFP's will be opened by Council, reviewed by staff and approved by Council, not necessarily in the same meeting.

5. PURCHASING GOODS

Where possible the Village will endeavor to shop locally, where items can not be purchased in Port Clements the next closest Village on the Island shall be requisitioned.

a) Direct Acquisition:

Goods that have an estimated cost up to but not exceeding \$5,000.00 may be purchased directly from a local supplier by the Purchasing Department or by an employee who has authorization to expend funds.

b) Telephone Quotations:

Goods that have an estimated cost between \$5,000.00 and \$10,000.00 shall be sourced by the Purchasing Department by obtaining a minimum of three telephone quotations when possible.

c) Written Quotations:

Goods that have an estimated cost between \$10,000.00 and \$20,000.00 the Purchasing Department shall obtain a minimum of three written quotations.

d) Public Tenders:

Public Tenders will be used when the purchase is expected to exceed a cost of \$20,000.00. The Tender process is utilized when specifications and conditions to contract are known. The contract is built into the tender document.

The Village Council reserves the right to revert to the written quotation clause where it is not possible to purchase capital items locally such as motors and pumps for the water distribution system and sewer system and time is of the essence.

e) Requests for Proposals:

Requests for proposals are used for the purchase of goods that are expected to exceed \$20,000.00. R.F.P.'s are utilized when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected. The Village Council reserves the right to revert to the written quotation clause where it is not possible to purchase certain items locally such as motors and pumps for the water distribution system and sewer system and time of the essence.

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

VILLAGE OF PORT CLEMENTS

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Cheque Listing For Council

2017-May-31
3:26:21PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
170224	2017-05-18	Avenue Machinery Corp	P87634	PAYMENT BLADE, PINS, PINROLLER	433.70	433.70
170225	2017-05-18	BANDSTRA TRANSPORTATION SYSTEMS LTD	T172531	PAYMENT SHIPPING	67.10	67.10
170226	2017-05-18	Bell-Brown, Cliff	20170518	PAYMENT SUNSET PARK OP & MAINT	1,138.36	1,138.36
170227	2017-05-18	Black Press Group Ltd.	33157840	PAYMENT ADVERTISEMENTS	281.62	281.62
170228	2017-05-18	ClearTech industries Inc.	703096	PAYMENT MANGANESE PACK & IRON REA	186.49	186.49
170229	2017-05-18	JANITORS' WAREHOUSE	156198	PAYMENT DISH DETERGENT - KITCHEN	198.09	198.09
170230	2017-05-18	MasterCard, CUETS FINANCIAL	20170430	PAYMENT MASTERCARD	1,314.83	1,314.83
170231	2017-05-18	MEGHAN A. WALLACE BARRISTER & SOLICITOR	339	PAYMENT LEGAL FEES FOR GARNISHMEN	243.78	243.78
170232	2017-05-18	MIKE'S MECHANICAL	76	PAYMENT MECHANICAL REPAIRS & INSPE	879.20	879.20
170233	2017-05-18	MUNICIPAL INFORMATION SYSTEMS INC	20170318	PAYMENT MUNIWARE PROGRAM SUPPOR	309.04	309.04
170234	2017-05-18	North Coast Regional District	20170515	PAYMENT GARBAGE FEES	13,734.00	13,734.00
170235	2017-05-18	PUROLATOR INC.	434576768	PAYMENT SHIPPING	35.67	35.67
170236	2017-05-18	Stewart McDannold Stuart	75910	PAYMENT WHARF	470.68	470.68
170237	2017-05-18	TELUS COMMUNICATIONS INC.	20170428	PAYMENT TELEPHONE	1,538.86	1,538.86
170244	2017-05-31	BAYVIEW MARKET	2017-05-29	PAYMENT 2016 CHRISTMAS HAMPERS	40.00	40.00
170245	2017-05-31	MUNICIPAL INFORMATION SYSTEMS INC	20170462	PAYMENT MUNIWARE- DELETE BATCHES	105.00	105.00
170246	2017-05-31	PORT CLEMENTS HISTORICAL SOCIETY & MUS	2017-05-29 2017-05-29b	PAYMENT 2017 INFO CENTRE ANNUAL DONATION	1,800.00 2,800.00	4,600.00
170247	2017-05-31	RECEIVER GENERAL - CRA	2017-05-30	PAYMENT REMITTANCE	4,134.94	4,134.94
170248	2017-05-31	WEIGUM, SHIRLEY	031818	PAYMENT JANITOR SERVICE	1,050.00	1,050.00
170249	2017-05-31	WESTPOINT AUTOMOTIVE	20170428	PAYMENT TRUCK PARTS	579.24	579.24
170250	2017-05-31	RECEIVER GENERAL - CRA	2017-05-15	PAYMENT REMITTANCE PENALTY	547.26	547.26

Total 31,887.86

*** End of Report ***

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The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: May 18, 2017
Re: Emergency Notification

Background: Two years ago an All Island Emergency Committee was formed with representation from all communities and several organizations such as volunteer fire departments, hospitals, RCMP, etc. One of the things this committee has been researching are the various mass communication systems available and doing cost and functionality comparisons to determine the most effective system and then to leverage an "All Island" buy-in to try and reduce costs. On May 17 a company called ePact made a presentation to the committee on their system. The system has the ability to mass alert participants via text, email and phone (so there is redundancy built in to the system). They also have the ability to ask residents to make specific responses (#1 for OK, #2 for needs help, etc.) and the system would then pull this information into reports. The system is internet based for the Administrator(s). The system is based on volunteer opting in by residents where they would put their data (which could include, at their choice, information such as medical concerns, contact information, alternate contact information, address, mobility or other concerns, etc.) into the system – we recognize that we may need to assist residents in doing this. There is no cost for residents. ePact meets or exceeds all Federal and Provincial privacy legislation and is backed up in Canada. The system will also send out prescheduled reconfirmation notifications to residents (ie: semi-annually or annually) to make sure that the information in the system remains current and accurate. The maximum this program would cost would be \$2/person/year but if the entire islands opted to participate we may get this cost down to \$1/person/year. Based on this, the maximum cost for Port Clements to participate would be approximately \$600 per year but could be less. The committee feels that it is important that the entire islands agree on one system so that there is unity and ease of operation and the ability for communities to work together – ie: if Masset did not have power and/or internet another Village could send off a mass alert on behalf of Masset. This system has the ability to be broken down into numerous sub-units – by town, by group (ie: schools), by area of town or area of island (ie: waterfront addresses only or Tow Hill as an area) and do mass notifications only to specific units.

Recommendation: The committee agreed that this system offers the best functionality and pricing of the systems we have reviewed to date. We agreed to all go back to our respective communities and seek Council support to proceed with purchasing this mass communication system. We would like to begin as soon as possible so that we can begin bringing the residents up to speed on the system and encouraging them to register or come in and have us assist them in registering. We would like to have a test of the system for the October 2017 Shake Out drill so would like to have as many people signed up by then as possible. We feel that using the system for this drill will not only test its effectiveness but will create a buzz amongst islanders and perhaps encourage more buy in by residents as people talk about it after the event.

I request Council authorize the purchase of this system. We currently have \$500 left in our Emergency Planning budget so we may not even have to amend the budget to proceed for 2017.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Kim Mundy".

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	confirming equipment & waiting for feedback from Ruth Bellamy Bench ordered and will arrive in 2 weeks Grant Writer to look for opportunities