



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, May 4, 2015

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1-April 20, 2015 Regular Council Meeting

M-2-May 26, 2014 Park Management Committee meeting

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1-Council of the Haida Nation – Haida Gwaii Youth Assembly May 7-9, 2015

C-2-Skeena-Queen Charlotte Regional District – Haida Gwaii Regional Recreation Service Bylaw No. 595, 2015

C-3-Telus – Cellular Service in Port Clements

C-4-Regional District of Kitimat-Stikine – Northwest British Columbia Resource Benefits Alliance proposal

6. GOVERNMENT

G-1-Bylaw No.422, 2015 to consolidate bylaws #336, 383, and 396 as well as clean up some legislative references, typing errors plus a few small other changes, Reconsider and Adopt.

G-2-Bylaw No.423, 2015 Financial Plan Bylaw for the Years 2015-2019, Reconsider and Adopt.

G-3-Bylaw No.424, 2015 Tax Rate Bylaw, Reconsider and Adopt.

7. FINANCE

F-1-Cheque listing to April 29, 2015.

8. NEW BUSINESS

NB-1-Social Media Policy – Draft

NB-2-Report to Council – Dangerous Dog

NB-3-May 14th Emergency Management BC – Emergency Planning Overview & Training

9. ACTION ITEMS

A-1-See attached

10. REPORTS & DISCUSSIONS

11. QUESTIONS FROM THE PUBLIC & PRESS

ADJOURNMENT



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

Minutes of the regular meeting of the Port Clements Council held April 20, 2015 in the Council Chambers.

Present:

Mayor Gould
Councillor Daugert
Councillor Gaspar – via teleconference
Councillor Cunningham
Councillor O'Brien Anderson

CAO – Kim Mushynsky

1 member of the public in attendance

1. ADOPT AGENDA.

Meeting was called to order at 7:00pm

2015-103 - Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT the agenda be adopted as amended moving NB-5 to in-camera per CC 90(1) (c).
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1 – Carlos Ormond – Haida Gwaii Higher Education Society
Mr. Ormond introduced himself and gave a brief update on the status of the HGHEs program.

D-2 – Debbie Gardener – Parks Canada presentation on Rat Control for Haida Gwaii
Debbie Gardner and Lucy Stefanyk did a presentation on the reasons for rat control on Haida Gwaii and left signage for both docks and information and bait/trap packages for boat owners.

3. MINUTES.

M-1 – Regular Meeting of Council Tuesday April 7, 2015
2015-104 – Moved by Councillor Daugert, seconded by Councillor Cunningham
THAT we accept the April 7, 2015 Regular Meeting minutes as present.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

6. GOVERNMENT.

G-1 – Bylaw #422, 2015 – Procedural Bylaw
2015-105 – Moved by Councillor Daugert, seconded by Councillor Cunningham
THAT we do 1st reading of Bylaw #422, 2015.
CARRIED

m-1

2015-106 – Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT we do 2nd reading of Bylaw 422, 2015.

CARRIED

2015-107 – Moved by Councillor O'Brien Anderson, seconded by Councillor Cunningham
THAT we do 3rd reading of Bylaw 422, 2015.

CARRIED

G-2 – Bylaw #423, 2015 – Financial Plan Bylaw for 2015-2019

2015-108 – Moved by Councillor Daugert, seconded by Councillor Cunningham

THAT we do 1st, 2nd and 3rd reading for Financial Plan Bylaw #423, 2015

CARRIED

G-3 – Bylaw #424, 2015 – Tax Rate Bylaw for 2015

2015-109 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson

THAT we do 1st, 2nd and 3rd reading for Tax Rate Bylaw #424, 2015

CARRIED

7. FINANCE.

F-1 – Cheque listing to April 15, 2015

2015-110 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

THAT we receive and file the cheque listing.

CARRIED

F-2 – Northern Savings Credit Union March 2015 Bank Statement

2015-111 – Moved by Councillor Cunningham, seconded by Councillor Daugert

THAT we receive and file the March 2015 NSCU bank statement

CARRIED

F-3 – Canadian Imperial Bank of Commerce March 2015 Bank Statement

2015-112 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson

THAT we receive and file the March 2015 CIBC bank statement

CARRIED

F-4 – Revenue and Expense statement for the 1st quarter ended March 31, 2015

2015-113 – Moved by Councillor Daugert, seconded by Councillor Cunningham

THAT we receive this report

CARRIED

8. NEW BUSINESS.

NB-1 – Report to Council – Gwaii Trust Community Events Program

2015-114 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

THAT we allocate \$2,000 of this grant to Canada Days

CARRIED

NB-2 – Request for donation for May 2nd Pull-Together Event

2015-115 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT Council decline this request for support.

CARRIED

NB-3 – Invitation to Comment – FrontCounter BC – Crown Land Lease Application – gravel pit

2015-116 – Moved by Councillor Daugert, seconded by Councillor Cunningham

THAT Council support this Lease application

CARRIED

NB-4 – Business Façade Application – Lioudmila's Garden

2015-117 – Moved by Councillor Daugert, seconded by Councillor Cunningham

THAT Council approve this Business Façade application as long as all the paperwork is in order.

CARRIED

NB-5 – Report to Council – Professional Development Policy
Per motion 2015-103 this item was moved to in-camera per CC 90(1)(c)

9. ACTION ITEMS

10. REPORTS AND DISCUSSIONS.

R-1 – Update – Community Clean Up 2015
Reviewed by Council

Councillor Cunningham – No report
Councillor O’Brien Anderson – feels like town is perking up with new construction projects
Councillor Gaspar – no report
Mayor Gould – Forest Strategy all island mtg, Tourism mtg, upcoming SQCRD mtg.
Councillor Daugert – MIEDS AGM, Forest Strategy symposium
CAO Mushynsky – All Island Emergency Planning mtg, Forest Strategy symposium, new employee started last week.

2015-118 Moved by Councillor Daugert, seconded by Councillor O’Brien Anderson
THAT Council move to the in-camera session at 8:45pm
CARRIED

ADJOURNMENT.

2015-119 - Moved by Councillor Cunningham
THAT the meeting be adjourned at 9:10pm
CARRIED

Ian Gould,
Mayor

Kim Mushynsky,
CAO



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

Minutes of the Park Management Committee meeting held Monday May 26, 2014 in the Council Chambers.

Present:

Mayor Cheer
Councillor Gould
Councillor Thomas

CAO Kim Mushynsky

Chairman Cheer called the meeting to order at 6:30pm

1. ADOPT AGENDA.

Moved by Councillor Thomas, seconded by Councillor Gould
THAT we adopt the agenda as presented.

CARRIED

2. MINUTES.

Moved by Councillor Thomas, seconded by Councillor Gould
THAT we accept the minutes of the July 22, 2013 Park Committee meeting as presented.

CARRIED

3. NEW BUSINESS

NB-1 – Sunset Park 3 year Revenue and Expense analysis

The Administrator presented an analysis of revenues and expenses for 2011-2013 inclusive with a description of what a normal year's maintenance includes and costs and a note that there are no major maintenance concerns in the next 3 years.

NB-2 – Moving forward

The draft management plan was reviewed with some recommendations made for dividing the park into three distinct areas, developing a formal application process for the removal of trees within the park and a definitive definition of what is meant by the term invasive species. In addition the Administrator was tasked with completing a Report to Council for the June 2nd meeting in regards to some work that can be done by property owners in 2014 in recognition that the final management plan will not be in place until fall at the earliest.

ADJOURNED – 8:30pm

Wally Cheer
Mayor/Chair


Kim Mushynsky,
CAO



COUNCIL OF THE HAIDA NATION

April 17, 2015

To Local Haida Gwaii Municipalities:

RE: Haida Gwaii Youth Assembly May 7-9, 2015

Dear Councils,

From May 7-9, 2015, the Council of the Haida Nation in partnership with the Old Masset Youth Program will be holding the 3rd Annual Haida Gwaii Youth Assembly, free for all youth aged 13-24 on Haida Gwaii.

We have had participation of over 100 Youth Island wide in the past 2 years and it is only growing.

This event is for all youth who are interested in learning more about the governance of Haida Gwaii through a hands-on, fun filled and challenging 4 days. The event is all inclusive to all participants; food, transportation and lodging will be provided.

We are requesting your participation by assisting with the transportation and accommodation for youth from your community to attend. Youth will need to arrive by the evening of May 6th and return the night of May 10th, 2015. We are requesting a donation of \$500 toward travel and accommodation.

Please contact the HGYA Coordinator, Harmony Williams at 250-626-3573 if you require more information

Thank you for your consideration of this exciting and momentous event for all youth of Haida Gwaii.

Council of the Haida Nation Representative

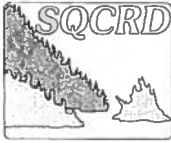
Cynthia Samuels, Chair Haida Gwaii Youth Assembly Working Group

Village of Port Clements, Village of Masset, Village of Queen Charlotte

BOX 98 QUEEN CHARLOTTE CITY, HAIDA GWAII, BC V0T 1S0 • PHONE (250)559-4468 • FAX (250)559-8951
TOLL FREE QUEEN CHARLOTTE CITY 1-877-559-4468

BOX 589 MASSETT, HAIDA GWAII, BC V0T 1M0 • PHONE (250)626-5252 • FAX (250)626-3403
TOLL FREE MASSETT 1-888-638-7778

C-1



SKEENA-QUEEN CHARLOTTE 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

April 28, 2015

Attention: Council

Dear Council:

Re: Haida Gwaii Regional Recreation Service Bylaw No. 595, 2015

Please be advised that the Board of the Skeena-Queen Charlotte Regional District, at its April 24th, 2015 Regular meeting, passed three readings of Bylaw No. 595, 2015 (enclosed).

The intent of the bylaw is to convert the authority to provide recreational programming on Haida Gwaii from a supplementary letters patent dated March 29, 1979 to a service establishing bylaw for the purpose of expanding the function.

As per section 802 of the *Local Government Act*, an establishing bylaw may be adopted, at the option of the Board, with the consent of at least 2/3 of the participants. Section 801.4 of the *Local Government Act* stipulates that, if a proposed participating area is all of a municipality, the Council may give participating area approval by consenting on behalf of the electors to adoption of the proposed bylaw and notifying the Board of its consent.

A sample response letter has been enclosed for your convenience.

Please do not hesitate to contact the undersigned should you have any questions or comments.

Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Daniel Fish
Deputy Corporate Officer

:df

Daniel Fish
Deputy Corporate Officer
Skeena-Queen Charlotte Regional District
14-342 2nd Avenue West
Prince Rupert, BC V8J 1L5

Dear Mr. Fish:

Re: Haida Gwaii Regional Recreation Service Bylaw No. 595, 2015 – Consent on Behalf of Municipal Participating Area

This letter is to advise that the Village of _____, at a meeting held on _____, 2015 considered the above subject bylaw for adoption in accordance with Section 801.4 of the Local Government Act and resolved as follows:

That the Village of _____ give consent to the adoption of SQCRD Bylaw No. 595-2015 to convert and establish the service of Regional Recreation on Haida Gwaii.

We trust the above is satisfactory.

Yours Truly,

SIGNED BY CAO

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT ESTABLISHMENT OF HAIDA GWAI
REGIONAL RECREATION SERVICE**

BYLAW NO. 595, 2015

A bylaw to convert and establish the service of Regional Recreation on Haida Gwaii

WHEREAS:

- A. Supplementary Letters Patent dated March 29, 1979, granted the Skeena-Queen Charlotte Regional District the authority to provide the function of recreational programs on Haida Gwaii;
- B. Pursuant to section 774.2(3) of the *Local Government Act*, a regional district may adopt a bylaw to convert a continued service to one exercised under the authority of an establishing bylaw and may in the same bylaw amend the power to the extent that it could if the power were in fact exercised under the authority of an establishing bylaw;
- C. The Board of the Skeena-Queen Charlotte Regional District wishes to convert the regional recreation function for Haida Gwaii to a service exercised under the authority of an establishing bylaw;
- D. The consent of all of the participants has been obtained in accordance with section 802 of the *Local Government Act*.

NOW THEREFORE the Board of the Skeena-Queen Charlotte Regional District in an open meeting duly assembled enacts as follows:

1. CONVERSION

The function of providing regional recreation for Haida Gwaii as granted to the Skeena-Queen Charlotte Regional District by Supplementary Letters Patent dated March 29, 1979, is hereby converted and established to a service.

2. SERVICE AREA BOUNDARIES

The boundaries of the service area under this bylaw are:

- 2.1 The Village of Masset;
 - 2.2 The Village of Queen Charlotte;
 - 2.3 The Village of Port Clements;
 - 2.4 Electoral Area D; and
 - 2.5 Electoral Area E.
-

3. PARTICIPATING AREAS

The participants of the service established under this bylaw are the Village of Masset, the Village of Queen Charlotte, The Village of Port Clements, Electoral Area D and Electoral Area E.

4. COST RECOVERY

The annual costs for the Service may be recovered by the following:

4.1 Property value taxes imposed in accordance with Division 4.3 of the *Local Government Act*.

5. MAXIMUM REQUISITION

In accordance with the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the service is \$150,735 or \$0.530 per \$1000 of taxable value of land and improvements, whichever is greater.

6. CITATION

This bylaw may be cited for all purposes as the "Haida Gwaii Regional Recreation Service Bylaw No. 595, 2015".

READ A FIRST TIME this 24th day of April, 2015.

READ A SECOND TIME this 24th day of April, 2015.

READ A THIRD TIME this 24th day of April, 2015.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this ____ day of ____, 2015

ADOPTED this ____ day of _____, 2015.

B. Pages
Chair

D. Fish
Deputy Corporate Officer



TELUS
4188 Cowart Road, Floor 01
Prince George, BC V2N 6H9
Phone: 250-565-3449
Lance.Macdonald@telus.com

April 20, 2015

Mayor Ian Gould
36 Cedar Avenue West
Port Clements, BC V0T 1R0
Phone: 250-557-4295
Sent via email to: cao@portclements.ca

RE: Cellular Service in Port Clements

Dear Mayor Gould,

I am writing in response to your letter dated February 16 to Joe Natale. As TELUS' General Manager for Northern BC, I would like to respond to the issues raised in your letter concerning cellular service in the Village of Port Clements.

TELUS recognizes the demand for additional wireless service along highways and communities in Haida Gwaii in addition to the safety, personal and business communications value it brings. As you are aware, our wireless team has been in contact with Port Clements over the past several years based on the Village's request for cell service.

TELUS will comply with any requests for access to our network, including from RuralCom. Alternatively, TELUS is not obligated to roam on other carriers' networks. Roaming on RuralCom's wireless network remains an option for us to consider in the future, but at present, we are working to put the arrangements in place so that RuralCom customers can roam on TELUS' network.

Generally, when considering the option to roam on another carrier's network, TELUS weighs the broad benefit to our customers across the network, reliability and service standards, customer expectations and our own future plans to extend TELUS' wireless network.

Thank you for bringing these issues to our attention and I would like to thank the Village for continuing to inform TELUS of the importance of wireless connectivity to the community of Port Clements. Our wireless planning team tracks requests for service such as this and these requests play an integral part in our planning process. We will give close consideration to your request during future wireless network planning activities.

Please feel free to contact me if you have any additional questions or if you would like to discuss further.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lance'.

Lance MacDonald



April 2, 2015

Ms. Stacey Tyers
Chair
Regional District of Kitimat-Stikine
300 – 4545 Lazelle Avenue
Terrace, BC V8G 4E1

Dear Chair, Directors and Members of the Resource Benefits Alliance:

We are writing today to respond to the proposal provided to the Province by the Northwest British Columbia Resource Benefits Alliance on January 26, 2015 by Dr. Bruce Bidgood as Chair, as well as subsequent information provided to the Ministry by Mr. Rob Botterell on February 24, 2015.

To start, on behalf of the Province we wish to express our gratitude to the communities in the region for their ongoing support for LNG and economic development, and the collaborative approach taken by many members of the Alliance as the Province moves closer towards securing new investment and jobs in the region.

We have taken the opportunity to review the proposal initially provided by the Alliance as well as additional clarifications provided through your representative, Mr. Botterell. In summary, the submission proposes the Province sign on to a detailed framework agreement with the primary intention of establishing resource benefit sharing agreements with the Province. To facilitate those discussions, the Alliance is requesting a provincial grant of \$1.131 million to fund Alliance undertakings over the next two fiscal years.

As can be appreciated, at this stage, major investments in the region are still developing and making critical decisions on final investment. Significant new provincial revenues will not be realized for a number of years following those final investments. While we recognize that the local governments represented by the Alliance are seeking a commitment to have access to new potential provincial revenue sources as a result of those new investments, it is in our view, premature for the Province to consider entering into any agreements that would see those revenues dedicated before they are realized.

This discipline is being equally practiced by the Province itself, demonstrated in the Province's latest Budget and Fiscal Plan where future benefits from LNG development have not been incorporated into provincial revenue forecasts. Only once those new revenues are fully realized will the Province consider how it can turn those new resources to a number of priorities, including enhancements to core public

.../2

Ministry of Community, Sport
and Cultural Development

Assistant Deputy Minister
Local Government

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7

Phone: 250 356-6575
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria, BC

www.gov.bc.ca/cscd

C-4

services for all British Columbians, provincial debt reduction, or new programs benefitting local governments (either broadly or in a particular region). Naturally, any new programming developed would be based upon the Province's ability to fund those programs amongst other priorities.

We must also report that we will be unable to meet the Alliance's request for funding at this time. Recognizing that all future benefits rely upon securing and enabling investments in LNG facilities, the Province must continue to dedicate its primary focus on working with local governments either hosting these prospective facilities or most directly impacted by facility development.

The Northwest Community Readiness Program, through the Ministry of Community, Sport and Cultural Development, has been working to bring additional capacity to a number of local governments in the Northwest. This has included over \$1 million in grant funding and various additional supports. Recent successes such as securing an Agreement-in-Principle for municipal taxation in the District of Port Edward have proven that this focussed collaboration can constructively advance final investment decisions and deliver direct benefits to communities.

We thank you again for the work undertaken by your members and your ongoing support for LNG development in your region. We hope that we can continue to have a positive and successful working relationship with all individual local governments you represent as we move into a bright, new future for the region.

Regards,



Brian Hansen
Assistant Deputy Minister
Liquefied Natural Gas Division
Ministry of Natural Gas Development

Regards,



Jay Schlosar
Assistant Deputy Minister
Local Government Division
Ministry of Community, Sport and
Cultural Development

pc: Mr. Steve Carr, Deputy Minister, Ministry of Natural Gas Development
Ms. Rebecca Denlinger, Deputy Minister, Ministry of Community, Sport and Cultural
Development
Andrew Webber, Manager – Planning and Economic Development. Regional District of Kitimat-
Stikine
Robert Marcellin, Administrator, Regional District of Kitimat-Stikine
Rob Botterell, Representative, Northwest British Columbia Resource Benefits Alliance

Explanation of Bylaw #422, 2015

This bylaw was created to consolidate bylaws #336, 383 & 396 as well as clean up some legislative references, typing errors plus a few small other changes. This will go through the bylaw section by section to note what changes exist between the new bylaw and the original bylaw.

Part 1 Introduction:

Incorporate correct street address (re: amendment #396)

Change edition of Robert's Rules edition (from 2nd edition to 10th edition)

Part 2 Council Meetings:

Part 5(2)(b) changed to 7pm (re: amendment #396)

Added section 6 called Annual Meeting

Remove Community Charter reference to specific section and replace with simply Community Charter reference

Added a subsection under Notice of Special Meetings 8(3) to clarify that Special meetings can't add additional items to the agenda.

Add a section called Electronic Meetings (section 9) this had been covered by amendment #383 but this section has been modified from that original amendment to more closely match other small community electronic procedures.

Part 3 Designation of Member to Act in Place of Mayor:

Corrected some reference errors to sections of the bylaw

Part 4 Council Proceedings:

Replaced Community Charter specific section reference with general Community Charter reference

Added subsection 11(5) to provide clarity

Incorporated bylaw 396 into deadlines for items for agenda section

Added action items to the agenda item order in section 16.

Added 16(2) to explain public participation – consistent with Village of Queen Charlotte's bylaw

Provided more clarity around late items

Included amendment 396 into delegation section 19

Removed reference to a peace officer as we don't have that position in Port Clements

Added section 21(9) to clarify that it is not only Council who must speak and act appropriately at a meeting

Tightened up the time in 21(11)(c) from 15 minutes to 10 minutes

Added 21(12) to indicate how absences affect qualification to hold office

Added 23(2)(c) to clarify conduct in regards to defeated motions

Corrected a mistake which referred to us as a City rather than a Village

Part 5 Bylaws:

Removed the requirement that all bylaws must be divided into sections to acknowledge simpler bylaws where this may be illogical.

Removed duplicated subsection reference from old bylaw

Part 6 Resolutions:

Added subsection (a) of Section 32(1) to acknowledge that lengthy resolutions should be in writing

Part 7 Committee of the Whole:

No changes

Part 8 Committees:

Added section 42 on establishing a standing committee and section 44 on establishing select committees

Part 9 Commissions:

Added section 52 on establishing a commission

Part 10 General:

No changes

Village of Port Clements Procedural Bylaw #422, 2015

A BYLAW TO REPEAL PREVIOUS PROCEDURAL BYLAWS AND REPLACE IT WITH THIS PROCEDURE BYLAW FOR THE MEETINGS AND COMMITTEES OF COUNCIL IN ACCORDANCE WITH THE COMMUNITY CHARTER.

Contents

PART 1 – INTRODUCTION.....	4
Title.....	4
Definitions.....	4
Application of rules of procedure.....	5
PART 2 – COUNCIL MEETINGS.....	5
Inaugural Meeting.....	5
Time and location of meetings.....	5
Annual meeting.....	6
Notice of Council Meetings.....	6
Notice of Special Meetings.....	6
Electronic meetings.....	6
PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR.....	7
PART 4 – COUNCIL PROCEEDINGS.....	7
Attendance of Public at meetings.....	7
Minutes of meetings to be maintained and available to public.....	8
Calling meeting to order.....	8
Adjourning meeting where no quorum.....	8
Agenda.....	8
Order of proceedings and business.....	9
Late items.....	9
Voting at meetings.....	9
Delegations.....	10
Points of order.....	10
Conduct and debate.....	11
Motions generally.....	12
Motion for the main question.....	12
Amendments generally.....	13
Reconsideration by Council Member.....	13
Reports from committees.....	13

Adjournment.....	14
PART 5 – BYLAWS.....	14
Forms of bylaws.....	14
Bylaws to be considered separately or jointly.....	14
Reading and adopting bylaws.....	14
Bylaws must be signed.....	15
PART 6 – RESOLUTIONS.....	15
PART 7 – COMMITTEE OF THE WHOLE.....	15
Going into Committee of the Whole.....	15
Notice for COTW meetings.....	15
Minutes of COTW meetings to be maintained and available to public	15
Presiding members at COTW meetings and Quorum.....	16
Points of order at meetings.....	16
Conduct and debate.....	16
Voting at meetings.....	16
Reports.....	16
Rising without reporting.....	16
PART 8 – COMMITTEES.....	16
Establishment of Standing committees.....	16
Duties of standing committees.....	17
Establishment of Select committees.....	17
Duties of select committees.....	17
Schedule of committee meetings.....	17
Notice of committee meetings.....	17
Minutes of committee meetings to be maintained and available to the public.....	18
Quorum.....	18
Conduct and debate.....	18
Voting at meetings.....	18
PART 9 – COMMISSIONS.....	18
Establishing a Commission.....	18
Schedule of Commission meetings.....	18
Notice of Commission meetings.....	19
Minutes of Commission meetings to be maintained and available to the public.....	19
Quorum.....	19
Conduct and debate.....	19

PART 1 – INTRODUCTION

WHEREAS the Community Charter requires a Council, by bylaw, to establish the general procedures to be followed by the Council and Council committees in conducting their business; and

WHEREAS Council deems it expedient to repeal and substitute Village of Port Clements Bylaws #336-2004, 383-2010 & 396-2012 and has given notice of the proposed changes as required by the Community Charter;

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

Title

1. This Bylaw may be cited as the “Council Procedure Bylaw #422-2015”.

Definitions

2. In this Bylaw,

Commission means a municipal commission established under the Community Charter;

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

Corporate Officer means the municipal officer assigned the responsibility of corporate administration;

COTW means the Committee of the Whole

Council means the municipal Council for the Village of Port Clements

Mayor means the Mayor for the Village of Port Clements

Public Notice Posting Place means the notice screen facing the exterior of the building at the Village Office and shall also fulfill the requirement for posting notices at the regular Council meeting place;

Village means the Village of Port Clements, and;

Village Office means the Village of Port Clements municipal offices located at #36 Cedar Avenue West, Port Clements, BC.

Application of rules of procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, Commissions and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, The Robert's Rules of Order Newly Revised 10th Edition apply to the proceedings of the Council, COTW and Council committees to the extent that those rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the Community Charter

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

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

Time and location of meetings

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

Annual Meeting

6. (1) An Annual Meeting must be held in accordance with provisions of the Community Charter. At the Annual Meeting the Council must consider the annual report and any submissions or questions from the public related to same. Other business of the Council may also be transacted at the Annual Meeting.
- (2) Notice of the Annual Meeting must be given in accordance with provisions of the Community Charter and in addition to that set out in sections 7 and 8 of this Bylaw.

Notice of Council Meetings

7. (1) The Council must prepare annually, on or before January 15, a schedule of the dates, time and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) The Council must give notice annually on or before January 31 that the schedule of Regular Council meetings referred to in 7(1) of this Bylaw is available. Such notice shall be in accordance with that required by the Community Charter.
- (3) Where revision to the annual schedule of Regular Council meetings is required, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time or place, or cancellation of, a Regular Council meeting.

Notice of Special meetings

8. (1) Except where notice of a Special Meeting is waived by a unanimous vote of all Council members in accordance with the provisions of the Community Charter, a notice of the date, hour and place of a Special Council meeting must be given at least twenty-four hours before the time of the meeting by:
 - (a) Posting a copy of the notice at the Public Notice Posting Place; and
 - (b) Leaving a copy of the notice for each Council member in the Council member's mail slot in Council Chambers.
- (2) The notice under section 8(1) of this Bylaw must describe in general terms the purpose of the meeting and be signed by either the Mayor or the Corporate Officer.
- (3) A Special Meeting may be called only for a specific purpose or purposes and no business may be acted upon except that for which the meeting was called.

Electronic Meetings

9. (1) The preference is for Council members to physically attend meetings. However electronic attendance, as provided for under the Community Charter, is allowed when a member of Council is unable to attend physically. A member of Council attending via electronic means shall be deemed to be present at the meeting for all purposes. This section applies to all types of meetings of Council or Council committees.

(2) The person presiding at a meeting shall not participate electronically. In instances where it is the Mayor who will be participating electronically, the Deputy Mayor shall preside over the meeting. In absence of the Deputy Mayor, the members present shall elect from among themselves a presiding member for that meeting. For committees, when it is the committee chair who is participating electronically, the members present shall elect from among themselves a chair for the meeting.

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

10. (1) Annually, Council must designate a Councillor to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
- (2) Each Councillor designated under Section 10(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 10(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 10(1) or chosen under section 10(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

11. (1) Except where the Community Charter permits or requires all or part of a meeting to be closed to the public, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, the Council must state in a resolution passed in a public meeting the fact that the meeting or part of the meeting is to be closed and the applicable section of the Community Charter that is the basis for that decision.
- (3) This section applies to all meetings of the following bodies:
 - (a) COTW;
 - (b) Standing and Select committees;
 - (c) Parcel Tax review panels;
 - (d) Board of variance;
 - (e) Commissions; and,
 - (f) Advisory bodies
- (4) Despite section 11(1) of this Bylaw, the Mayor or the presiding member may expel or exclude from a Council meeting a person in accordance with section 21(8) or 21(9) of this Bylaw.
- (5) In accordance with the Community Charter, Council may invite persons the Council considers materially relevant to the discussion of the matter for which the meeting is closed.

Minutes of Meeting to be Maintained and Available to the Public

12. (1) Minutes of the proceedings of the Council and Council committees must be:
 - (a) Legibly recorded;
 - (b) Certified as correct by the Corporate Officer; and,
 - (c) Signed by the Mayor or presiding member at the meeting for which the minutes are adopted.
- (2) Subject to section 12(3) of this Bylaw, minutes of the proceedings of the Council or Council committees must be open for public inspection at the Village Office during regular office hours.
- (3) Section 12(2) of this Bylaw does not apply to minutes of a meeting or part of a meeting from which persons were excluded under section 11 of this Bylaw.

Calling Meeting to order

13. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Deputy Mayor must take the Chair and call such meeting to order.
- (2) If a quorum is present but the Mayor and Deputy Mayor do not attend within fifteen minutes of the scheduled time for the Council meeting:
 - (a) the Corporate Officer must call to order the members present; and,
 - (b) the members present must choose a member to preside at the meeting.

Adjourning Meeting where no quorum

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

Agenda

15. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 1:00pm on the Wednesday prior to the meeting.
- (3) The Corporate Officer or designate must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

Order of proceedings and business

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Approval of agenda including additions or deletions and consideration of late items;
 - (b) Petitions, Delegations & Opening of Sealed Tenders;
 - (c) Adoption of minutes;
 - (d) Business arising & Unfinished Business;
 - (e) Original Correspondence
 - (f) Finance
 - (g) Government (Bylaws and Statutory Requirements)
 - (h) New Business
 - (i) Reports and Discussions
 - (j) Action Items
 - (k) Questions from the public & press
 - (l) Adjourn to In-camera
 - (m) Adjournment
- (2) Item 16(1)(k) is for the purpose of members of the public to ask single questions of the Council. The maximum time allotted for this agenda item shall be ten minutes.
- (3) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

17. (1) Late items are discouraged as neither Council nor the Corporate Officer may have had time to review and bring any related information forward pertaining to the issue.
- (2) An item of business not included on the agenda must not be accepted by Council until the Corporate Officer or designate has first read the item and determined that it is not information that would taint an ongoing action of Council. After that vetting Council may, by resolution, choose to add the item as a late item.
- (3) If the Council makes a resolution under section 17(2) of this Bylaw, information pertaining to the late item(s) must be distributed to the members.

Voting at Meetings

18. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) whenever a vote of the Council on a matter is taken, each member shall signify their vote by raising their hand in a clear and obvious manner at the appropriate time to vote accordingly.
 - (c) when the presiding member is putting the matter to vote under paragraph (a) a member must not:

- (i) cross or leave the room;
- (ii) make a noise or other disturbance, or
- (iii) interrupt the voting procedure unless raising a point of order;
- (d) after the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
- (e) the presiding member's decision about whether a question has been finally put is conclusive; and
- (f) the presiding member must declare the result of voting by stating that the question is decided in either the affirmative or the negative.

Delegations

19. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided written application stating the purpose of the delegation has been received by the Corporate Officer by 1:00pm on the Wednesday prior to the meeting. The address must be limited to 10 minutes unless a longer period is agreed to by two-thirds vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in 19(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory board as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

Points of order

20. (1) Without limiting the presiding member's duty under the Community Charter, the presiding member must apply the correct procedure to a motion
- (a) if the motion is contrary to the rules of procedure in this bylaw, and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
- (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection 20(2)(a), and
 - (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

21. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Deputy Mayor or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
 - (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to the Council for its decision on a point of order in accordance with the Community Charter.
- (7) Members speaking at a Council meeting
 - (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the presiding member may cause the member to be remove, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) The presiding member may order any other person at the meeting expelled from the meeting:
 - (a) if the presiding members considers that person to be acting inappropriately; and
 - (b) if the person refuses to leave, may cause that person to be removed.
- (10) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (11) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than once in connection with the same question only:
 - (i) after all other eligible members have been afforded the opportunity to speak
 - (ii) with the permission of the Council; or

- (iii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with permission of Council.
- (12) A person is disqualified from holding office who is absent from meetings for a period of sixty consecutive days or four consecutive regularly scheduled meetings, whichever is the longer time period, unless the absence is because of illness or injury or is with the leave of Council.

Motions Generally

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

Motion for the main question

23. (1) In this section, "main question", in relation to a matter, means that motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council must proceed to the next order of business; and
 - (c) a member of the Council must not reintroduce a motion previously defeated at the same meeting unless the motion is materially altered so as to make it a new subject.

Amendments Generally

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

Reconsideration by Council Member

25. (1) Subject to subsection 25(5), a council member may, at the next Council meeting,
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in section 25(1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
 - (a) had the approval or assent of the electors and been adopted,
 - (b) been reconsidered under section 25(1) of this this bylaw or provisions of the Community Charter, or
 - (c) been acted on by an officer, employee or agent of the Village.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under section 25(1) or provisions of the Community Charter is as valid and has the same effect as it had before reconsideration.

Reports from Committees

26. Council may take any of the following actions in connection with a resolution it receives from a committee:

- (a) agree or disagree with the resolution;
- (b) amend the resolution;
- (c) refer the resolution back to the committee or a different committee
- (d) postpone consideration of the resolution.

Adjournment

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

PART 5 – BYLAWS

Form of Bylaws

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

Bylaws to be considered separately or jointly

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

Reading and adopting bylaws

30. (1) The presiding member of a Council meeting may
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw must be given by stating its title.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.
- (4) Subject to provisions in the Local Government Act, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) Subject to provisions in the Local Government Act or the Community Charter, Council may give up to three readings to a proposed bylaw at the same Council meeting.

(6) In accordance with provisions in the Local Government Act , Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

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

PART 6 – RESOLUTIONS

32. (1) The presiding member of a Council meeting may:
- (a) require that a member, introducing a lengthy resolution, provide the resolution to the Corporate Officer in writing;
 - (b) have the Corporate Officer read the resolution; and
 - (c) request a motion that the resolution be introduced.

PART 7 – COMMITTEE OF THE WHOLE

Going into Committee of the Whole

33. (1) At any time during a council meeting, Council may by resolution go into a COTW.
(2) In addition to section 33(1), a meeting, other than a standing or select committee meeting, at which all members of Council are invited to consider but not to decide on matters of the Village's business, is a meeting of COTW.

Notice for COTW meetings

34. (1) Subject to section 34(2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the public notice posting place; and
 - (b) leaving a copy of the notice for each Council member in the Council member's mail slot in Chambers.
- (2) Section 34(1) does not apply to a COTW meeting that is called, in accordance with section 33(1), during a Council meeting for which public notices has already been given.

Minutes of COTW meetings to be maintained and available to public

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

Presiding members at COTW meetings and Quorum

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

Points of Order at meetings

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

Conduct and Debate

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

Voting at meetings

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

Reports

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

Rising without Reporting

41. (1) A motion made at a COTW meeting to rise without reporting
 - (a) is always in order and takes precedence over all other motions,
 - (b) may be debated, and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by a COTW at a meeting constituted under section 33(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

Establishment of a Standing Committee

42. (1) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by the committee and must appoint persons to those committees.
- (2) At least half of the members of a standing committee must be Council members.

(3) Subject to section 42(2), persons who are not Council members may be appointed to a standing committee.

Duties of standing committees

43. (1) Standing committees must consider, inquire into, report and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or Mayor,
 - (i) as required by Council or Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

Establishment of Select Committees

44. (1) A Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (2) At least one member of a select committee must be a Council member.
- (3) Subject to section 44(2), persons who are not Council members may be appointed to a select committee.

Duties of Select Committees

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

Schedule of committee meetings

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

Notice of committee meetings

47. (1) Annually, on or before January 15, committees must prepare a schedule of dates, time and places of meetings and make the schedule available:
- (a) to the public by posting it at the public notice posting place; and

- (b) providing a copy of the schedule to each committee member.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as practical, post a notice at the public notice posting place which indicates any revisions to the date, time or place or of cancellation of a committee meeting.
- (3) The chair of a committee must notify committee members of the day, time and place of a meeting called under section 47(2) at least 12 hours before the time of the meeting.

Minutes of committee meetings to be maintained and available to public

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

Quorum

49. The quorum for a committee is a majority of its members.

Conduct and Debate

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

Voting at meetings

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

PART 9 – COMMISSIONS

Establishing a Commission

52. Council may establish a Commission to operate a service on their behalf or undertake enforcement of something within Council's authority.

Schedule of Commission meetings

53. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.

(2) The Chair of the Commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

Notice of Commission meetings

54. (1) After the Commission has established the regular meeting schedule, notice of the schedule must be:
- (a) posted at the Public Notice Posting place; and
 - (b) given to each member of the Commission.
- (2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Officer must, as soon as practical, post notice at the Public Notice Posting Place indicating the revision or cancellation of the Commission meeting.
- (3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 54(2) to be given to all members of the Commission at least 12 hours before the time of the meeting.

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

55. Minutes of the proceedings of a Commission must be:
- (a) legibly recorded;
 - (b) signed by the Chair or presiding member at the meeting; and
 - (c) open for public inspection at the Village Office during regular office hours.

Quorum

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

Conduct and Debate

57. The rules of the Council procedures must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.

PART 10 – GENERAL

58. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
59. This bylaw may not be amended or repealed and substituted unless the Council first gives notice in accordance with the provisions stipulated in the Community Charter.
60. The Village of Port Clements Procedural Bylaw #336, 2004 and its amendments #383, 2010 and #396, 2012 are hereby repealed.

READ A FRIST TIME THIS 20th day of April, 2015

READ A SECOND TIME THIS 20th day of April, 2015

READ A THIRD TIME THIS 20th day of April, 2015

RECONSIDERED AND FINALLY ADOPTED THIS day of , 2015

Mayor Ian Gould

Administrator Kim Mushynsky

Certified a true copy of Bylaw #422, 2015

Administrator

VILLAGE OF PORT CLEMENTS

BYLAW NO.423, 2015

Financial Plan Bylaw for the Years 2015-2019

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 Financial Plan for the Village of Port Clements for the years January 1, 2015 and ending December 31, 2019.
2. This Bylaw may be cited for all purposes as "The Financial Plan for the years 2015-2019 - Bylaw #423, 2015".

READ A FIRST TIME THIS 20th DAY OF April, 2015.

READ A SECOND TIME THIS 20th DAY OF April, 2015

READ A THIRD TIME THIS 20th DAY OF April, 2015

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2015

IAN GOULD
MAYOR

KIM MUSHYNSKY
CAO

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS FINANCIAL PLAN 2015-2019 BYLAW NO. 423, 2015

General Fund

	2015	2016	2017	2018	2019
	Budget	Budget	Budget	Budget	Budget
Property Tax	126000	128520	131090	133700	136400
Payments in Lieu	6600	6800	6800	6800	6800
Sales of Services	8965	9565	9715	9865	10015
Revenue from own Sources	90795	94685	98140	101195	103500
Unconditional Transfers	382000	382000	382000	382000	382000
Conditional Transfers	90750	65625	65625	65625	65625
Multi-purpose Building Revenue	13400	13000	13100	13200	13300
Transfer from Reserves	49370	0	0	0	3660
Collections for Other Agencies	<u>191810</u>	<u>209210</u>	<u>209210</u>	<u>209210</u>	<u>209210</u>
Total Revenues	959690	909405	915680	921595	930510

Loss

Legislative Expenses	47100	36950	37550	38150	43250
General Administration	194250	193840	200173	204849	211120
Fire Department	40250	39250	40300	41350	42400
Emergency Services	750	750	750	750	750
Common Services	23050	23550	24050	24550	25550
Wharf Services	30400	7400	7525	7650	7900
Small Craft Harbour	16300	11500	11500	11750	12000
Roads	45750	46000	39200	40150	41150
Environment Health	1080	1080	1080	1080	1080
Environmental Development	3500	2100	2200	2300	2400
Parks and Recreation	42250	39100	34700	34800	35000
Fiscal Services	2500	2500	2500	2500	2500
Contribution to Reserves	0	3325	10592	7106	0
Capital Expenses	90000	65000	65000	65000	65000
Multi-purpose building expenses	45200	42350	43850	44900	45700
Amortized asset contribution	185000	185000	185000	185000	185000
Taxes levied for other Agencies	<u>192310</u>	<u>209710</u>	<u>209710</u>	<u>209710</u>	<u>209710</u>
Total Expenses	959690	909405	915680	921595	930510

Surplus/(Deficit)	0	0	0	0	0
--------------------------	----------	----------	----------	----------	----------

	2015	2016	2017	2018	2019
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>

Water Fund

Fees & Taxation	109200	109000	109000	109000	109000
Transfer from Reserve	12600	10300	10200	12250	13900 Loss
Grants	<u>65000</u>	<u>65000</u>	<u>65000</u>	<u>65000</u>	<u>65000</u>

Total Revenues	<u>186800</u>	<u>184300</u>	<u>184200</u>	<u>186250</u>	<u>187900</u>
-----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Operating Expenses	66600	64100	64000	66050	67700
Capital Expenses	0	0	0	0	0
Gas Tax Deferred	65000	65000	65000	65000	65000
Contribution to Amortization	<u>55200</u>	<u>55200</u>	<u>55200</u>	<u>55200</u>	<u>55200</u>

Total Expenses	<u>186800</u>	<u>184300</u>	<u>184200</u>	<u>186250</u>	<u>187900</u>
-----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Surplus/(Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
--------------------------	-----------------	-----------------	-----------------	-----------------	-----------------

	2015	2016	2017	2018	2019
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>

Sewer Fund

Fees & Taxation	67316	67316	67316	67316	67316
Transfer from Reserves	7125	7525	8570	9615	10665 Loss
Grants	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Total Revenues	<u>74441</u>	<u>74841</u>	<u>75886</u>	<u>76931</u>	<u>77981</u>
-----------------------	---------------------	---------------------	---------------------	---------------------	---------------------

Operating Expenses	39675	40075	41120	42165	43215
Capital Expenses	0	0	0	0	0
Contribution to Reserves	0	0	0	0	0
Contribution to Amortization	<u>34766</u>	<u>34766</u>	<u>34766</u>	<u>34766</u>	<u>34766</u>

Total Expenses	<u>74441</u>	<u>74841</u>	<u>75886</u>	<u>76931</u>	<u>77981</u>
-----------------------	---------------------	---------------------	---------------------	---------------------	---------------------

Surplus/(Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
--------------------------	-----------------	-----------------	-----------------	-----------------	-----------------

Capital Projects

	2015	2016	2017	2018	2019
General	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Road Improvements Industrial Park	\$250,000	\$250,000	\$0	\$0	\$0
Barge Facility	\$350,000	\$0	\$0	\$0	\$0
Purchase Chevron Property	\$0	\$0	\$75,000	\$0	\$0
Biomass heat for Multiplex & FD	\$235,000	\$0	\$0	\$0	\$0
Trails	\$0	\$0	\$0	\$0	\$100,000
Fire Department Equipment	\$74,000	\$0	\$0	\$7,500	\$0
Retaining Wall (Yakoun Lane)	\$16,000	\$0	\$0	\$0	\$0

Water

Replace Water Lines	\$0	\$0	\$150,000	\$150,000	\$150,000
Distribution Pump	\$4,000	\$0	\$0	\$0	\$0

Sewer

Lagoon & other compliance updates	<u>\$0</u>	<u>\$400,000</u>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>
-----------------------------------	------------	------------------	------------------	------------	------------

Total Capital Projects \$929,000 \$650,000 \$325,000 \$157,500 \$250,000

Sources of Funds for Capital Projects	2015	2016	2017	2018	2019
Grants	\$637,000	\$443,750	\$140,000	\$108,750	\$105,000
Contributions	\$0	\$100,000	\$0	\$0	\$0
General Reserves	\$93,000	\$21,250	\$75,000	\$3,750	\$0
Gas Tax Deferred Income	\$145,000	\$85,000	\$65,000	\$0	\$100,000
Log proceeds from Crown Lot	\$50,000	\$0	\$0	\$0	\$0
Water Reserves	\$4,000	\$0	\$45,000	\$45,000	\$45,000

Total Source of Funds \$929,000 \$650,000 \$325,000 \$157,500 \$250,000



VILLAGE OF PORT CLEMENTS

BYLAW NO. 424, 2015

Being a bylaw for the levying of rates for Municipal, Hospital and Regional District purposes for the year 2015.

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

1. The following rates are hereby imposed and levied for the year 2015:
 - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
 - b) For Vancouver Island Regional Library purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
 - c) For Skeena-Queen Charlotte Regional District purposes on the assessed value of land and improvements taxable for general Regional District purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
 - d) For North West Regional Hospital District purposes on the assessed value of land and improvements taxable for Hospital purposes, rates appearing in Column "D" of the Schedule attached hereto and forming a part hereof.
2. The minimum amount of Taxation upon a parcel of Real Property shall be one dollar (\$1.00).
3. This Bylaw may be cited as "Tax Rates Bylaw No. 424, 2015"

READ A FIRST TIME THIS 20th DAY OF APRIL, 2015
READ A SECOND TIME THIS 20th DAY OF APRIL, 2015
READ A THIRD TIME THIS 20th DAY OF APRIL, 2015

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF MAY, 2015

Ian Gould – MAYOR

Kim Mushynsky – CAO

CERTIFIED TO BE A TRUE COPY OF VILLAGE OF PORT CLEMENTS TAX RATE BYLAW #424,
2015.

VILLAGE OF PORT CLEMENTS
SCHEDULE FOR TAX RATE BYLAW NO. 424, 2015

Rates per \$1000 of taxable assessed value

	“A” General Municipal	“B” VIRL	“C” SQCRD	“D” NW Reg. Hospital
Class:				
1. Residential	4.8990	0.4867	1.1424	0.5524
2. Utilities	12.2475	1.2168	2.8560	1.3810
5. Light Industrial	9.7980	0.9734	2.2848	1.1048
6. Business	9.7980	0.9734	2.2848	1.1048
7. Managed Forest	12.2475	1.2168	2.8560	1.3810
8. Rec/Non Profit	4.8990	0.4867	1.1424	0.5524
9. Farm	4.8990	0.4867	1.1424	0.5524



VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Apr-29
12:59:59PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
150183	2015-04-17	AARON-MARK SERVICES LT	10-2-72-50-00 10-3-22-00-00	2056163 2056163	PAYMENT 1 SEALED UNIT GST	106.99 5.00	111.99
150184	2015-04-17	Angela's Place-Social Cafe & I	10-2-24-80-10 40-2-42-90-60 30-2-41-40-10 10-2-31-90-00	March 2015 March 2015 March 2015 March 2015	PAYMENT fire dept fuel GAS, DIESEL, REG + MARKED GAS, DIESEL, REG + MARKED GAS, DIESEL, REG + MARKED	32.24 67.82 135.66 135.66	371.38
150185	2015-04-17	Brothers Food Equipment Dep	10-2-24-80-00 10-3-22-00-00	10708 10708	PAYMENT SIERRA GAS FRYER 2 BASKETS GST	1,279.71 59.80	1,339.51
150186	2015-04-17	C. AND C. BEACHY CONTRA	10-2-32-37-20 40-2-42-90-50	10122 10122	PAYMENT ditching Ind Road sewer line Berston lot	520.00 913.25	1,433.25
150187	2015-04-17	DELMAS CO-OP	10-2-24-70-00 10-3-22-00-00 30-2-41-40-00 10-2-81-90-00	00259015E 00259015E 00259015E Mar2015	PAYMENT LIGHT BULBS + PESTICIDE GST LIGHT BULBS + PESTICIDE MARCH SERVICE FEE	25.80 4.82 77.42 6.00	114.04
150188	2015-04-17	DRIFTECH MECHANICAL SE	10-2-24-80-00 10-3-22-00-00 10-3-22-00-00 10-2-24-80-00	9899 9899 9905 9905	PAYMENT 1990 FORD FIRE TRUCK INSPEC GST GST TRUCK INSPECTION	201.16 9.40 8.90 190.46	409.92
150189	2015-04-17	Haida Gwaii Trader, Shellene '	10-2-12-11-50	1479C	PAYMENT 3RD PYMT OF 3 FOR AD PKG AU	162.50	162.50
150190	2015-04-17	Lidstone & Company, Barrister	10-2-12-10-50 10-3-22-00-00	10084-015 10084-015	PAYMENT CONFLICT OF INT,BCSC RECOR GST	282.48 13.20	295.68
150191	2015-04-17	MUNICIPAL INFORMATION S	10-2-12-11-20	20150161	PAYMENT FINANCE SOFTWARE SUPPORT	299.99	299.99
150192	2015-04-17	Nyeholt, Richard	10-2-32-90-00	903821	PAYMENT SERVICE 2 POWERSAWS + 1 NE	78.75	78.75
150193	2015-04-17	PORT AIR CARGO	30-2-41-20-00	VPC0315	PAYMENT DELIVERY FROM INLAND AIR	21.00	21.00
150194	2015-04-17	Stoltzfus, Joshua	10-2-75-00-00	108509	PAYMENT 13 HRS PULLING ALDERS	1,040.00	1,040.00
150195	2015-04-17	TELUS COMMUNICATIONS I	10-3-22-00-00 10-2-71-21-15 30-2-41-50-00 40-2-42-90-40 10-2-24-70-10	Apr2015 Apr2015 Apr2015 Apr2015 Apr2015	PAYMENT GST APRIL PHONE BILL APRIL PHONE BILL APRIL PHONE BILL APRIL PHONE BILL	59.38 622.52 240.75 54.57 350.45	1,327.67
150202	2015-04-29	BLUE CROSS	10-4-27-00-30	259667	PAYMENT MAY BENEFIT PREMIUMS	1,044.72	1,044.72
150203	2015-04-29	MasterCard, CUETS FINANCI	30-2-41-20-00 10-3-22-00-00 10-2-12-10-25 10-2-12-11-30 10-2-12-10-25 10-2-12-11-30	March2015 March2015 March2015 March2015 March2015 March2015	PAYMENT inland air-water samples GST LGMA Geek Storage MATI sign delivery	68.58 134.97 866.25 78.93 2,600.00 30.95	3,779.68
150204	2015-04-29	MINISTER OF FINANCE			PAYMENT		100.00

F-1



VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Apr-29
12:59:59PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
150204	2015-04-29	MINISTER OF FINANCE	10-2-12-10-50	SmClaimsBlair	SMALL CLAIMS	100.00	100.00
150205	2015-04-29	O'Donoghue, Sean			PAYMENT		310.12
			10-2-31-00-00	MIA Conference	PER DIEMS-MIA conference	103.38	
			30-2-41-30-00	MIA Conference	PER DIEMS-MIS conference	103.37	
			40-2-42-30-00	MIA Conference	PER DIEMS-MIS conference	103.37	
150206	2015-04-29	RECEIVER GENERAL - CCR/			PAYMENT		4,234.75
			10-4-27-00-10	Apr 2015	CCRA REMIT APRIL	4,234.75	
150207	2015-04-29	Stewart, McDannold, Stuart			PAYMENT		381.94
			10-2-12-10-50	69618	TAX SALE ISSUE	37.45	
			10-3-22-00-00	69618	GST	1.75	
			10-2-12-10-50	69619	PERSONNEL-ANN VAC-EMPLOY	245.57	
			10-3-22-00-00	69619	GST	11.48	
			10-2-12-10-50	69620	OCP PLANNING MATTERS	81.86	
			10-3-22-00-00	69620	GST	3.83	
150208	2015-04-29	VANCOUVER ISLAND REGIC			PAYMENT		3,130.00
			10-2-84-20-00	2ndQTR Levy20	2ND QTR LEVY	3,130.00	
150209	2015-04-29	WEIGUM, SHIRLEY			PAYMENT		1,175.00
			10-2-12-14-10	35	JANITOR SERVICE APRIL	493.50	
			10-2-71-21-11	35	JANITOR SERVICE APRIL	258.50	
			10-2-71-21-20	35	JANITOR SERVICE APRIL	270.25	
			10-2-71-89-00	35	JANITOR SERVICE APRIL	152.75	
150210	2015-04-29	XEROX CANADA LTD.			PAYMENT		851.74
			10-2-12-11-30	F47368076	USAGE FEES FEB 28-APR 14	351.71	
			10-3-22-00-00	F47368076	GST	16.44	
			10-2-12-11-30	L14775111	LEASE PYMT 14 OF 20 FOR COP	462.00	
			10-3-22-00-00	L14775111	GST	21.59	

Total 22,013.63

*** End of Report ***

Village of Port Clements

Social Media Policy - DRAFT

Policy No. 12, 2015

Prepared by Chief Administrative Officer Kim Mushynsky

Adopted:

POLICY PURPOSE

The purpose of this social media policy is to establish appropriate Staff and Council principles to guide how they represent the Village in an online, official capacity when they are speaking about the Village of Port Clements. For the purposes of this policy, social media is defined as websites and applications that enable users to create and share content or participate in social networking.

MONITORING

Village of Port Clements social media accounts will be monitored at least once per day Monday to Friday excluding Statutory Holidays.

POSTING

Employees and Council are representatives of the Village of Port Clements. As such they are expected to act with integrity when participating in any form of Social Media whether or not the activity takes place on personal or business time.

Tone shall be positive and professional.

Content, comments or links containing any of the following will not be allowed on the Village of Port Clements media sites:

- Contain abusive, obscene, indecent or offensive language
- Include defamatory, harassing or hateful remarks
- Encourage conduct that may or would constitute a criminal offence or give rise to civil liability, or that otherwise violates any local, provincial or national law.
- Are contrary to the principles of the Canadian Charter of Rights and Freedoms.
- Contain content from in-camera meetings.

RESPONDING TO COMMENTS & INQUIRIES

When an inquiry is posted that is general in nature and deemed useful for Village residents, responses will be posted back to the original commenters thread.

Should an inquiry be made that is specific to a resident's property or more personal in nature, the response shall be to request the individual to call the office for more information.

If there is a negative post, the Village will determine whether the best action is to respond or to delete the post.

PERSONAL USE OF SOCIAL MEDIA

Staff or Council may not use a Village of Port Clements email address to set up a personal Social media account. In their capacity as private citizens, Staff and Councillors have the same rights of free speech as other citizens; however, they DO NOT have the right to represent the Village of Port Clements in their personal social media activity. Keep in mind when publishing information online that it can often be seen by more than just family and friends and can be forwarded on to an unintended audience. Staff and Council should also remember that thoughts they publish may be misunderstood as expressing the positions or opinions of the Municipality by virtue of their position within the Village of Port Clements. Caution is therefore advisable.

Village of Port Clements Staff and Council are expected to conduct themselves professionally whether on or off duty. If Council or Staff identify themselves as having a legal or employment relationship with the Village of Port Clements then all materials associated with their social media may reflect on the Village of Port Clements and therefore may be subject to the Freedom of Information and Protection of Privacy Act (FOIPPA).

Village of Port Clements Staff and Council shall not criticize the Village, Council or co-workers in social media. Inappropriate comments, photographs, links, etc. related to the Village of Port Clements could result in disciplinary action.

During election periods, Staff should refrain from following/liking political candidates as this could create a perception of implied endorsement of the candidate.



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: April 29, 2015

Re: **Dangerous Dog**

Background: At the end of March I was advised that a dog, described as being black/brown, appearing to be of a pit bull or mix breed, in the custody of James Mould, had bit a child. The family, to date, has chosen not to report the incident to the RCMP. On April 8 I sent a letter to Mr. Mould regarding this incident (copy attached). In that letter I referenced two other complaints on file about this dog being aggressive and threatening (October 2013 and April 2014). I gave Mr. Mould a deadline of April 24th to either contact the office to discuss a containment plan or to erect a fence/enclosure of some type. As of April 29th I have not heard back from Mr. Mould so a new letter was sent to him, by Registered Mail, indicating that this issue would be up for discussion at the May 4th Council meeting and Council would be making a decision on whether or not to declare the dog dangerous per our Bylaw #390, 2012 and encouraging him to be present for this. I have spoken with RCMP and former Animal Control Officer about the specifics of this case and have been advised that, as of this moment with the information we have documented, that we would be unlikely to get a destruction order from the Court, however that we should continue to document and attempt to engage Mr. Mould in a solution to the situation.

Recommendation:

1. That we declare Mr. Mould's dog an "aggressive dog" and outline the responsibilities required of him as the owner/person responsible for the dog.
2. That I update our Bylaw to avoid confusion between the term "dangerous" as per the Community Charter definition and "aggressive" as we wish to define it locally and that I ensure that ticketing information is included in the new Bylaw in case we begin to undertake Bylaw enforcement proceedings at some point in the future.

Respectfully submitted:

NB-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

To: Jim Mould

Re: Dangerous Dog issue

The Village of Port Clements has been advised that your dog, described as larger, mostly black/brown and appearing to be a pit bull breed, bit a child in the Froese Subdivision approximately two weeks ago. The bite was significant enough to break the skin and cause bruising. It has also been reported that several residents in the area have been charged or threatened by your dog while out walking or riding their bikes.

I have further been advised that although the mother of the child bitten has not yet gone to the RCMP about the incidence, they will do so if a fence is not erected and your dog is not properly contained.

In looking through our files I see that you were warned about your dog in October 2013 and April 2014 due to complaints about its aggressive nature. Now that it has been reported that your dog has bit someone this has become a much more serious issue.

Please contact me at your earliest convenience to advise what you plan to do in regards to control of your dog. If you do not take any action to deal with this issue we may be forced to go to the courts to have your dog declared a dangerous dog and have it euthanized.

If a fence is not erected or you have not called me before April 24th to explain how you intend to handle this situation we will contact the RCMP for direction on declaring the dog dangerous.

Thank you for your prompt attention to this serious issue. I have enclosed a copy of our Dangerous Dog Bylaw #390, 2012 as well as a copy of the pertinent section of the Community Charter that deals with dangerous dogs.

Sincerely,

Kim Mushynsky - CAO

COPY

Emergency Planning Overview & Training

On Thursday May 14th Emergency Management BC will be holding an Elected Officials Training Course related to the Roles and Responsibilities of Council in an Emergency situation. The Course will be held in the Multiplex from 11am – 3pm with lunch provided. It is an all island event so in addition to a learning experience it will be a great chance to interact with Council members from the other communities.

In preparation for this I have put together a small information package related to Emergency Management for your information.

The **first page** “Emergency Response Process – Village of Port Clements” covers off in very brief detail the steps to be followed by the Emergency Planning Committee (this is the EPC’s and not Council’s mandate) when a situation arises. Council’s part will come in at step 4 if a Declaration of a State of Emergency is required. Council may also be involved in speaking with media and the public BUT it would be under the direction of the Emergency Planning Coordinator which for Port Clements is Aaron Cunningham.

The **second page** “Powers of Local Authority in Declared State of Emergency” explain why a Council may decide to declare a state of local emergency (they would need to identify what powers they need to utilize that fall under this Act). It also indicates events that would not require a state of local emergency to be declared.

The **third page** “Declaration of State of Local Emergency” is a sample of what such a document might look like depending on the situation being faced.

This is a very high overview of Emergency procedures for your information. Details specific to the legislation that directs Emergency Management in BC and Council specific roles and duties will be explained further at the training session. Port Clements holds quarterly Emergency Planning meetings to which any of Council is welcome to attend. The next meeting is tentatively scheduled for Thursday July 16th.

Emergency Response Process – Village of Port Clements

1. Activate the EOC if appropriate

Suggested criteria for activating the EOC include:

- Significant number of people at risk
- Response coordination required because of large or widespread event, multiple sites or several responding agencies
- Resource coordination required because of limited local resources or the need for outside resources.
- Uncertain conditions i.e. possible escalation of event or unknown extent of damages
- Potential threat to people, property and / or environment
- Declaration of a State of Local Emergency is made or needs to be made

EOC Activation Levels:

Activation Level One – Small Event / Situation Minimum Staffing Requirements

Activation Level Two – Moderate Event/ Situation some resources required

Activation Level Three – Major Event/Situation all EOC functions required

Begin a position log to document activity (form EOC 414 blanks attached)

2. Call for a task number – 1-800-663-3456 if EOC is activated

3. Assess the need for additional resources and arrange to bring them in (Fire, Ambulance, RCMP, VOPC Staff, Childcare, Volunteers, etc)

4. In conjunction with applicable agencies, plan an appropriate response to the emergency including declaration of a state of emergency if necessary.

State of Emergency sample wording is attached.

Contact Provincial Regional Emergency Operations Centre (EMBC office) at 250-615-4800 for assistance.

You will need to send them a copy of the completed document fax 250-615-4817 or email preoc6.ops1@gov.bc.ca

5. Alert the public of the situation using phone, Facebook, VOPC Website or house-to- house warning. The situation, timing and number of available volunteers will determine the best choice(s).

6. Update the Provincial Regional Emergency Operations Centre (EMBC office) at 250-615-4800 – keep them informed as the situation unfolds.

If EOC is activated, as people arrive ensure that they:

- Check in upon arrival at the EOC.
- Complete EOC Check-In List (EOC 511) and PEP Task Registration Form (EOC 512).
- Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities expected of them.
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions they take during their shift.
- Determine their resource needs, such as a computer, phone, fax, stationary, plan copies, and other reference documents.

Powers of Local Authority in Declared State of Emergency

The Emergency Program Act empowers the local authority to declare a state of emergency subject to the provisions of the Act. These powers are:

- (a) acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (b) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
- (c) control or prohibit travel to or from any area in its jurisdiction;
- (d) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of its jurisdiction;
- (e) cause the evacuation of persons and the removal of livestock, animals and personal property from any area in its jurisdiction that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
- (f) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the local authority to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (g) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the local authority to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
- (h) construct works considered by the local authority to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster; and
- (i) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of its jurisdiction for the duration of the state of emergency.

Declaration of State of Local Emergency – When NOT NEEDED

A local authority or the province **NEED NOT** declare a state of local emergency for the following:

- To implement part or all of their Emergency Response and Recovery Plan
- To gain liability protection under the BC Emergency Program Act
- To qualify for disaster financial assistance under the BC Emergency Program Act

Formal declarations should only be made when the extraordinary powers enabled by the legislation are required to effectively respond in an emergency or disaster

DECLARATION OF STATE OF LOCAL EMERGENCY

WHEREAS a wildfire is located on the south end of the Village of Port Clements;

AND WHEREAS the residential and park area bordering Highway 16 from the southern edge of the Municipality up to the Cedar Avenue corner are in imminent danger from this situation;

AND WHEREAS this wildfire emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to section 12(1) of the Emergency Programs Act (RS, 1996, Cap 111) that a state of local emergency exists for all houses bordering Highway 16 (Bayview Drive) from Cedar Avenue south due to due to potential damage and threat to persons and property which may result from the wildfire and without accessing the emergency powers will be hampered in alleviating or at least mitigating the expected impacts;

IT IS FURTHER ORDERED THAT the Village of Port Clements, its employees, servants and agents are empowered pursuant to Section 13(1) of the Emergency Program Act to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of this emergency.

ORDERED by the Mayor of Port Clements May 2, 2012 to remain in force for seven days until midnight May 9th, 2012 unless cancelled by the Village of Port Clements or the Minister responsible.

Mayor Wally Cheer

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Staff	Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project
A21	15-07-2013	Drainage concern at far end between Park & Tingley include Yakoun Lane in drainage issue	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	Installation set for July/August 2015
A26	17-02-2014	Historic Councillor Plaque(s)	Gould	Design and create the necessary plaque(s) to mount ingraved plates from 1975 forward Slated for completion before yearend
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after new Park Mgmt committee has had a chance to review - expected for Jun 15 Council mtg
A29				