



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, February 5th, 2018

AGENDA

1. **ADOPT AGENDA**

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

3. **MINUTES**

M-1 – January 15th, 2018 Regular Council Meeting Minutes.

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

UB-1—“Draft” Resolution to NCLGA regarding cell phone service

5. **ORIGINAL CORRESPONDENCE**

6. **FINANCE**

7. **GOVERNMENT**

8. **NEW BUSINESS**

9. **REPORTS & DISCUSSIONS**

R-1—Recreation Commission Annual Report

R-2—Recreation Commission Committee Meeting Minutes, January 25th, 2018.

R-2—Public Works’ Committee Meeting Draft Minutes, January 31st, 2018.

R-3—Public Works’ Committee Meeting Adopted Minutes, January 9th, 2018.

10. **ACTION ITEMS**

A-1 – see Action Items list.

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

12. **IN-CAMERA**

Motion to move In-Camera per CC 90(1)(c), CC 90 (1)(g) and CC 90 (1)(i).

13. **ADJOURNMENT**



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Minutes of the regular meeting of the Port Clements Council held Monday, January 15, 2018 in Council Chambers.

Present:

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

Intern Elizabeth Cumming
Regrets CAO Ruby Decock

Members of the Public and Press Present:

Andrew Hudson, Craig Beachy, Teri Kish, Pat Johnston, Maureen Bailey, Marilyn Bliss, Aaron Cunningham.

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

1. ADOPT AGENDA.

2018-010 – Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson
THAT Council adopts the agenda as presented.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – January 2, 2018 Regular Council Meeting minutes

2018-011 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council adopts the January 2, 2018 Regular Council Meeting Minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

Councillor O'Brien Anderson left Council Chambers at 7:04 PM.

UB-1 Rainbow Wharf

2018-012 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council receives this report.

CARRIED

2018-013 – Moved by Councillor Cumming, seconded by Councillor Daugert

THAT Council agrees to spend the amount as quoted in the Report to Council to get the Wharf in good serviceable conditions and in order to get the second set of figures for the lower load limits based on the same considerations in the way it is written in the original report on the Rainbow Wharf.

CARRIED.

Councillor Stewart opposed.

Councillor O'Brien Anderson returned to Council Chambers at 7:16PM.

5. ORIGINAL CORRESPONDENCE

C-1 – Request that Rangers receive Complimentary Weight Room Membership – Chris Bellamy

2018-014 – Moved by Councillor Cumming, seconded by Councillor Daugert

THAT Council approves Bellamy's request to give complimentary weight room membership to the Port Clements Rangers Patrol.

CARRIED.

6. FINANCE

7. GOVERNMENT

8. NEW BUSINESS

NB-1 – Community Forest Licence – Verbal Report from Mayor Thomas

2018-015 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council receives this report.

CARRIED.

9. REPORTS & DISCUSSIONS

Councillor O'Brien Anderson – Will be attending the public works' committee meeting.

Councillor Cumming – Will attend the recreation committee meeting on the 25th and will attend the Women's Dialogue Session on the 27th/28th.

Councillor Daugert – Met with MIEDS, MIEDS has released new tourism guides and are working on redesigning the gohaidagwaii website. In 2019 MIEDS will be asking for more grant money for their grant writer position. MIEDS current goal is to be revenue neutral. Attended a productive Public Works' Committee meeting.

Councillor Stewart – Looking forward to attend Strategic planning and continues to look into the Golden Spruce signing.

Mayor Thomas –Believes the MIEDS Grant Writer function worth the cost and less expensive than having our own. The minutes from the Public Works' Committee meeting should be coming out shortly, and the budgeting for the projects and timelines.

Intern Cumming – Busy.

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

Andrew Hudson: *What exactly has MIEDS accepted in the Community Forest Discussion?*

Council Response: MIEDS has accepted an offer of a Community Forest. We have 120 days to respond to it. It is an offer based on a tenure that can support 80,000 meters at a sustainable level of the next 25 years in 5 year renewable increments. 55,000 meters are to be dealt with through BCTS with the leftover in a management plan like a traditional community forest that is at our discretion to design the harvest and market. These limits are not defined in full until it is signed off by the Minister.

Andrew Hudson: *The Village accepted parameters that were set out in the letter by the Province. Will the next fuller plan be the community forest stewardship plan or are you expecting another more complete offer before it's signed or is it going ahead as a community forest exactly as is and its accepted?*

Council Response: That is yet to be determined in the process of working out the deal parameters. It requires Council of the Haida Nation (CHN) approval, then CHN agreement and then our Council needs to decide to accept the deal or not.

Andrew Hudson: *Would it be fair to say that the village has accepted—*

Council Response: *The Village has only accepted that a letter with an invitation of an offer has been received. We have not accepted any offer yet. We have 120 days to submit a management plan, with possible extensions on the deadline.*

Andrew Hudson: *Last question, do you know when the next timber supply review is expected?*

Council Response: *It is yet to be determined when they will be releasing the next timber supply review. It is suspected to be in October or November, or otherwise later in the year.*

Pat Johnston: *Our Village has an issue of a lack of 'community pride' and I would like more projects initiated to increase it. Can the Village do something for the Firemen's 50th anniversary?*

Council Response: *We will look into it further. The Recreation Commission may be delegated to handle it.*

ADJOURNMENT

2018-016 – Moved by Councilor Cumming
THAT the meeting be adjourned at 8:05 pm.

CARRIED

Urs Thomas
Mayor

Ruby Decock
CAO

Ruby Decock

From: Urs Thomas <urs.thomas@portclements.ca>
Sent: January-31-18 2:12 PM
To: Ruby Decock
Cc: c.obrienanderson@portclements.ca; e.stewart@portclements.ca;
d.daugert@portclements.ca; b.cumming@portclements.ca
Subject: "Draft" Resolution to NCLGA regarding cell phone service

Hello Ruby,

Could you please add the Draft resolution below to the Agenda for the February 5th 2018 meeting.

Thanks Urs

WHEREAS there was a resolution passed at UBCM in 2004 to cover the Highway 16 corridor with cell phone service; and WHEREAS 14 years later, Port Clements and other rural areas along Highway 16 still suffer from impacts of having no cell phone service: THEREFORE BE IT RESOLVED that the Union of BC Municipalities lobby the provincial government to ensure that cell phone coverage is available to Port Clements and other rural areas in a timely manner.

Sent from my iPad

JANUARY 12, 2018.

TO THE VILLAGE OF PORT CLEMENTS COUNCIL.

RECREATION COMMITTEE ANNUAL REPORT FOR 2017.

Another year completed with several activities presented to the families of Port Clements.

We provided movies for 9 months of the year with average attendance of 25 to 30. This night brings young ones out in pj's, blankets and pillows. There may have even been an adult or two in this attire.

For family day on February 13 we had a breakfast move along with 'Fruit loops' and pancakes. This was well attended.

March 8 brought us International Women's day. Workshops and several guest speakers were on the day's agenda. You may have seen some 'pussy hats' made during one of the activities.

April 15 the Easter event, again well attended was held in the senior's room. The children were involved in several crafts and some chocolates.

Port's Canada day held over 3 days started with paddle/canoe/kayak race from the farm to Rainbow Wharf. Followed by the children's fishing derby. Attendance was 36 fishers and some had multiple hooks on their lines.

Saturday a new Sunset Trail run/walk was a delight to see so many out for this. Next was the parade with the Theme being 'Canada 150'. The community park was open for bird house competition, pedal cars, bouncy house, logger's sports, mini golf, softball, soccer, refreshments, food vendors, yarn bombing display, water park, foam machine, bean bag toss, rock painting, face painting, beer gardens and dance. Special display of fireworks from the end of Rainbow wharf captured quite a large viewing area.

Sunday...the firemen's concession produced a great breakfast (which was also on Saturday) and hamburgers for lunch. Demonstration on folk dancing, children's activities, ball games and the ever popular Mud Bog ended the activities.

Halloween at the Community Hall brought out haunted house scary activities and plenty of pumpkins for the children to take home.

Lastly Breakfast with Santa ended our year with pancakes/eggs/bacon breakfast, crafts for the children and the magical visit from Santa.

Be proud all you volunteers whether organizing, setting up and clean for just being there.

Thanks to all the Port Clements Recreation Committee.

Bev Lore, Sean O'Donoghue, Jay & Tina Ooishi, Germain Vigneault.

January 25, 2018.

Port Clements Recreation Committee.

Meeting began at 7:30pm.

Activities planned for 2018.

Attending: Bev Lore, Sean O'Donoghue, Tina Ooishi, Jay Ooishi, G 44ermain Vigneault
and Marilyn Bliss.

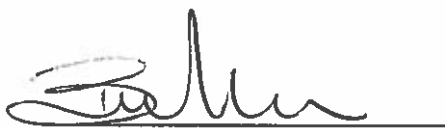
Regrets – Brigid Cumming.

- 1 we reviewed over the calendar year and will have movie night each month except July, August and December.
- 2 Easter hunt will be March 31, posters will presented prior with place and times.
- 3 Canada day weekend will be June 29 to July 1. Meetings for this should be March/April. As there are several items to address we could use many more volunteers to make this event successful.
- 4 Breakfast with Santa will be either December 8 or 15. This will be decided once Canada day weekend is over.
- 5 Other events will appear when a decision is planned.

The committee reviewed our budget for the year and will be submitting a request for 2018.

One concern we have through this year is our recommendation that council approves funding and actions which are necessary under the Community Park O &M budget to rehabilitate the turf of both soccer and baseball fields

Meeting adjourned at 9:00pm.



Bev Lore



Marilyn Bliss



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Minutes of the Public Works Standing Committee meeting held Tuesday, January 9th, 2018 in the Council Chambers at 7:00 PM.

Present:

Mayor Thomas
Councillor Daugert
Councillor O'Brien Anderson
Craig Beachy
Greg Stewart

Staff

Acting CAO Ruby Decock
Public Works Superintendent Sean O'Donoghue

Members of the Public: Jacqueline Poschmann

Meeting called to order at 7:04 PM.

1. ADOPT AGENDA

Motion by Councillor Daugert, seconded by Councillor O'Brien Anderson to adopt the agenda as presented
CARRIED

2. MINUTES

M-1 – October 11, 2017 Public Works Adhoc Committee Meeting Minutes.

Motion by Councillor Daugert, seconded by Councillor O'Brien Anderson to adopt the agenda as presented
CARRIED

3. TERMS OF REFERENCE ADHOC PUBLIC WORKS ADVISORY COMMITTEE – RECOMMENDED AMENDMENT

The TOR was reviewed and the rules on who can be on the committee and if motions and voting were required. The committee determined that the Acting CAO would follow up to determine the rules of the committee, since the committee is a Standing Committee as defined by the Community Charter S. 141.

4. COMMITTEE OBJECTIVES FOR STRATEGIC PRIORITIES FOR 2018

a. Water Study – Prioritize Recommendations based on current knowledge so we can present to public/Council as a plan.

Councillor Daugert added that cadastral mapping of the water infrastructure should be completed.

The PW Superintendent identified that staff priorities as the Well Replacement and the replacement of the asbestos water lines on Tingley Street. The PW Superintendent then summarized the status of each of the Prioritized List of Maintenance Recommendations and Capital Expenditures listed below:

- 1. Well Casing Seals – Screened well head – achieved this and recommend postponing the well casing until decision on what to do with wells – ie. More water production.**
- 2. Well #1 Pump Submergence – Have adjusted the set points related to the pressure transducer; however, the adjustment doesn't improve Well #1's water production as required.**
- 3. Well Maintenance – Staff has received no direction from Council. Public works did a shock treatment on well. Action: Public Works will forward report to council regarding the Hypochlorination of well.**

4. **Greensand + Filter Media Cleaning** – Staff has received no direction from Council.
 5. **Storage Reservoir Cleaning** – Staff has received no direction from Council. Discussion on cleaning. Flushing of deposits done regularly by Public Works. Public Works cleans reservoirs a minimum of 1 time a year each. Public Works has done IRB testing on reservoirs and it tested negative.
 6. **Watermain Swabbing** – Localized swabbing completed on portions of water mains – specifically Bayview Drive subdivision. Public Works believes that, with the help of PCVFD, the swabbing can be completed in house. The swabbing did help improve the water, but the stagnation of the water in the line does not help address the water taste. It is Public Works staff's opinion that the cost of swabbing the entire lines at once by an outside contractor would be costly, they do not guarantee any improvements in cleaning the lines or improvement of taste to water. Discussion on swabbing 4" supply line between well 2 and water treatment plant. Discussion ensued about the possibility of swabbing and the implications if the swabbing interrupted the water supply from well #2. Implications is that water will only be supplied by well #1 and controlled water use would need to be implemented until emergency water repairs are completed. Necessary preparation for the swabbing between well #2 and the water treatment plant will require having a machine on standby and any necessary parts to repair water line.
 7. **Filter Unit Operations** – Programming has been changed to run Filter 1 and Filter 2 together, as opposed to alternating, as recommended and directed Backwashing has been completed. **TASK COMPLETED.**
 8. **SCADA System Improvements** – This needs direction from council. Could track system better via collecting more data.
 9. **Chlorination Injection System replacement with Sodium Hypochlorite System** – Replaced Hypochlorination system – **TASK COMPLETED.** Calcium Hypochlorite has NOT been replaced with Sodium Hypochlorite system. Existing system works. One pump rebuilt towards engineers recommendation to have an alternating pump
 10. **Post-Chlorination Location** – Discussion that it may not be necessary as the IRB tests are negative and the IRB in the distribution system may be from the pipes and not the water treatment plant. Clarification that "Post Chlorine Monitoring" at the point of entering distribution would be helpful.
 11. **Automatic Flushing Points** – This is more of an aesthetic taste issue. Discussion was that it was an expensive project and that maybe more flushing is all that is required since many of the issues are related to stagnated water in the lines.
 12. **Well Replacement** – Discussion on the production of Well #1 and that potential of water loss in Well #2 means that Well #1 would only contribute enough water for short periods of time. The low production of well #1 means that if it was the only water source, then scheduled water use would have to be implemented. Discussion on well location possibly by Tingley where the asbestos pipe needs to be replaced so that there is a cost savings. Further suggestions on hiring a professional that locates the well. Acting CAO pointed out that there are professionals that do studies to identify locations for water sourcing and that MIEDS grant writer was tasked with searching into grants for wells.
- b. **Sewer** – Discussion on current sewer analysis being completed by PS Turje Engineering firm. The engineer is engaged in addressing the MOE concerns about the sewer discharge/effluent. Public Works to possibly remove aerator from lagoon and repair if can be used in future.
 - c. **Biomass and Haida Gwaii Forest Products** – Update on the current pellet supply was provided.
 - d. **Parks/Trail Maintenance** – Update on potential costs. Only identified that brushing, occasional tree topping/danger tree removal may be required and new signage for directional/liability needs to be posted. Potentially new crush on spot patches. Present a draft plan at next PW meeting for repair and maintenance of soccer field considering in house and external solutions. Discussion on tractor attachment. Acting CAO identified that information will be provided to Council during the Strategic Priority meeting. Discussion on soccer field repairs and getting a cost estimate for the repairs. There was a discussion on the existing estimate costs for repairs provided by Public Works staff that is already available for Council's Strategic Planning Meeting. There was a general discussion on the plan that Council has a "catch all" budget included into the budget to address a small project budgets that need to be addressed throughout the year. Council Daugert had suggested this in past discussions with Council and staff.

- e. **Ditching** – A 5 year plan is in place and there will be some additional increase in costs requested from council to address the drainage in laneways between the Tingley and Yakoun street.
- f. **Boat Launch** – Discussion about removal of permanent trailers or long term parkers from boat launch. Look into billing long term parkers in future. Identified that budget should be increased to \$10,000 since need ~\$4000 in crush, 2 days machine time and discussion on fixing end of boat launch so there is no drop off during low tides.

RECOMMENDATION TO COUNCIL

Water Priorities

#1 – Install new Well – Suggestion that staff approaches the MIEDS Grant-writer to look into new well and the possibility of hiring a professional to locate the ideal locations for drilling the well.

#2 – Replace Asbestos Water lines on Tingley Street. – Suggestion was that possibly connect the new well at the same time as asbestos water lines replaced.

Boat Launch

#3 – Increase Boat Launch budget to \$10,000

Motion to Adjourn 9:25 pm.

Mayor Thomas

Acting CAO - Decock



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Minutes of the Public Works Standing Committee meeting held Wednesday, January 31, 2018 in the Council Chambers at 6:04 PM.

Present:

Mayor Thomas
Councillor Daugert via telephone
Councillor O'Brien Anderson
Craig Beachy
Greg Stewart

Staff

Acting CAO Ruby Decock
Public Works Superintendent Sean O'Donoghue

Members of the Public: Councillor Cumming, Marilyn Bliss

Meeting called to order at 6:04 PM.

1. ADOPT AGENDA

Motion by Councillor O'Brien Anderson, seconded by Mr. Beachy to adopt the agenda with the changing the Committee name from Public Works Adhoc Committee to Public Works Standing Committee.
CARRIED

2. MINUTES

M-1 – October 11, 2017 Public Works Adhoc Committee Meeting Minutes.

Motion by Councillor O'Brien Anderson, seconded by Mr. Beachy to adopt the minutes with changes to the name of the committee to Public Works Standing Committee.
CARRIED

Motion by Councillor O'Brien Anderson, seconded by Mr. Beachy to submit the 13 recommendations motions presented below to Council.

#1 – That staff approaches the MIEDS Grant-writer to look into Funding for a new well.

#2 – That staff approaches the MIEDS Grant-writer to look into Funding to Replace Asbestos Water lines on Tingley Street.

#3 – That the 2018 Capital Budget for the Boat Launch improvements be Increase to \$10,000.

#4 – That Public Works is taking samples of the Green sand Filter Media and send it for testing to Cleartech as recommended in the McElhanney report and report back to the PW Committee.

#5 – To clean the Water Storage Reservoirs and invite PW Committee to inspect the state of the Reservoirs.

#6 – That Public Works installs new swabbing stations at the 4" Water Line on Well 2 and the Water treatment Plant and swab the line with the help of the PCVFD as recommended in the McElhanney report #6

#7 – That PW presents a plan to the PW Committee on how to Swabb the entire Water distribution system in Port Clements.

#8 – That research for a Tractor attachment to mow ditches and look into options of outsourcing the work to a contractor.

#9 - That PW repairs the fence and gate at the soccer field or look into options of outsourcing the work.

#10 - That PW presents a plan at the next PW Committee meeting on how to repair/maintain the soccer field for the 2018 soccer season including outsourcing.

#11 - That PW presents a plan at the next PW Committee meeting on how to maintain and improve the Trails in Port Clements.

#12 - That PW removes the broken aerator from the Sewer Lagoon and reports back to the PW Committee.

#13 - That the CAO and Public Works Superintendent look at the above priorities and confirm timelines back to the Public Works Committee at the next PW meeting.

CARRIED

3. Report to Committee

RTC – 1 – Report to Public Works Committee – Acting CAO Ruby Decock

Motion by Councillor O'Brien Anders, seconded by Mr. Beachy

THAT the Committee receives the report as presented.

CARRIED

Mayor Thomas

Acting CAO - Decock

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	Questionnaire distributed on equipment use - Several Turned in. Grant Writer to look for opportunities Ruth Bellamy & CAO toured facilities to determine what improvements should be made.
A31	03-04-2017	Health Clinic Ventilation	Administration	RFP put out. Received bids. Waiting for follow up regarding the cost for an HRV installation.
A32	18-03-2017	Health Clinic - water in crawl space	Public Works	October 27 - crawl space had some water. PW determined how water was getting into clinic. Water is from poor exterior drainage and opening. Water mitigation has been completed - continues to be dry.
A33	18-03-2017	Health Clinic - replace flooring	Administration	RFP to be put out once clinic industrial flooring Received product description from two suppliers. Waiting for quotes from off-island supplier and from AMS.
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	Logs have been temporarily been blocking access
A35	04-07-2017	Community Park - gates and/or fencing	Public Works	Permanent gate and/or fencing to protect soccer field. Public Works will be providing a repair estimate for Strategic Planning.
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.
A-37	06-11-2017	NCLGA Resolutions	Council	Submit Resolutions to NCLGA prior to February 2018 UBCM 2018 - Whistler location
A-38	06-11-2017	Cell Phone Issue w/ regards to Cell phone Coverage	Administration	Follow Up with Minister Simms. Letter composed and needs to be sent to CRTC.
A-39	06-11-2017	Asset management	Administration	Follow up with past public work employees to ask for historic asset locations, etc.
A-40	15-12-2017	Timber Sales & Protests	Administration	Waiting for response from Solutions Table and BCTS.